



**Websites of Interest**

[www.microsoft.com/smallbiz](http://www.microsoft.com/smallbiz)  
*resources for business*

[www.kayak.com](http://www.kayak.com)  
*travel site integrator*

[www.weatherunderground.com](http://www.weatherunderground.com)  
*for the weather geek*

[www.phillyskyline.com](http://www.phillyskyline.com)  
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This newsletter was produced using Office 2007, which includes new fonts that were designed specifically for the digital era. They were made to be highly legible on monitors and in print, and they will soon become the defacto standards, replacing the venerable Times New Roman and Arial. This text is written in Candara (as are the headings). The body text in the main articles is Cambria, and the text in the Quick Tip on pg. 2 is Corbel.



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**Microsoft  
Small Business  
Specialist**

**XP or not XP? Vista is the question.**

Whether 'tis better to buy Windows XP or Vista with a new computer is a question that will face businesses in the coming months. Vista has been on the market for half a year, but you can still order computers loaded with XP from major manufacturers such as Dell through January of 2008. And Microsoft plans to continue updates and service packs for XP for years; in fact, service pack 3 is due out in the first half of 2008. The Pro version of Windows XP will have a longer support life from Microsoft than Home or Media Center.

Your best bet for business use? We (and many others) recommend sticking with Windows XP Pro. For home use, one of the many flavors of Vista will serve you well.

Windows XP works with the equipment and the line-of-business applications that you have already invested in. Hardware and software companies are still playing catch-up, writing new versions of software and new

drivers (for printers, scanners, etc.) to run on the Vista platform. Don't be their guinea pig; wait a while.

Eventually, everyone will have to move to Vista, and it has an undeniably attractive interface. However, our experience is that it is a huge resource hog. Don't be misled by computer manufacturers offering new computers with 512 megabytes of RAM. Vista will barely run with that amount of memory and it takes many minutes to boot up; you'll hate it. It *can* run with 1 Gigabyte of RAM, but spring for 2 GB; it's worth it. If you can't afford all the RAM now, make sure that there are open slots available to add it in the future. You don't want to have to throw out good RAM just to clear space for the new.



**Comp-U-Tech Is Growing !**

Comp-U-Tech.net LLC is pleased to announce that Bill Pearson has joined our staff in the position of Training Manager.

We're on the move, and with Bill's expertise, we're branching out with new services. Bill brings a diverse background to our company, and we think you'll find him a good resource in many areas.

Bill has designed, installed, and, administered Novell and Windows networks, oversaw the purchase and installation of network-integrated phone systems, taught English grammar and various computer courses at the post-secondary level and trained large staffs in Windows, Office, and proprietary computer programs.

Bill holds a B.A. degree in English from Clemson University and a certificate in Group Facilitation from the Institute of Cultural Affairs. He has also been a co-owner of a small chain of stores, so even though he has worked for government agencies and large nonprofit organizations, he also knows the challenges of running and building a business like yours.

We hope you will take advantage of Bill's training expertise to help your staff increase their computer skills. He will also be a regular part of our team as we support, upgrade, and maintain your technology infrastructure.

Bill can be reached through our regular number, at extension 202, or by e-mail at :  
[bpearson@comp-u-tech.net](mailto:bpearson@comp-u-tech.net)

# How Do I...

## Make Word Work for You—AutoCorrect

The many tools in Microsoft Office can make your life easier. Case in point: AutoCorrect.

AutoCorrect is different from Spell Check. Spell Check is responsible for those little squiggly red lines under words that you type wrong or that it doesn't recognize, capisce?

But there are other words that the MS Office programs correct automatically as you type (the programs all share the same proofing tools). Watch it happen: type the "words" *teh* or *amlost*, and look at your screen. As soon as you press the spacebar or any mark of punctuation after mistyping those words, AutoCorrect leaps into action to correct them.

These corrections work because the programmers have stored a list of commonly typed errors and their matching correct versions. *Teh* gets replaced immediately with *The*, and *amlost* with *almost*, *agian* with *again*, etc.

It's time to make that feature work for you. Let's say that you work for a company with a name that's really awkward to type, for example, oh... *Comp-U-Tech.net, LLC* or *Amalgamated Mining and Minerals of Pennsauken*. Would your life be easier if you didn't have to type those names? You bet.

Here's how: All you have to do is create a "mistake" (like *teh*) and its "correction". Then you could type *AMMP*, and hit the spacebar or a mark of punctuation, and Word would

"correct" it to *Amalgamated Mining and Minerals of Pennsauken*. Or...*vpbd* for *Vice President of Business Development*, etc.

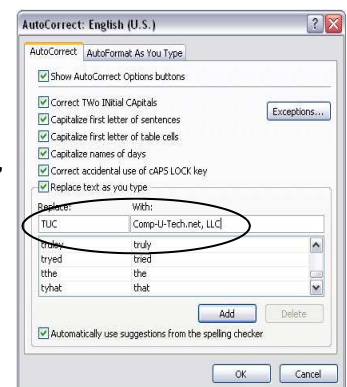
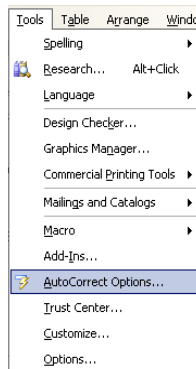
It gets better. Suppose you write sales agreements or contracts, and each has standard boilerplate copy such as *The party of the first part, in compensation for the use of the products listed below shall, yadda yadda yadda*. Make an AutoCorrect entry for that.

You could type, say, *tpo* and AutoCorrect will type the whole sentence for you as soon as you hit the spacebar. It will type multiple sentences for you; it will type a whole paragraph for you; but it won't type multiple paragraphs with one entry; you can't use a paragraph mark in AutoCorrect.

Two notes before you start:

1. The "mistake" is not case-sensitive. *VPBD* and *vpbd* work the same.
2. If you create a "mistake" that is a real word or abbreviation, you can't use that word any more (well, you can, but it's cumbersome); it will always get "corrected". So if you want to use AutoCorrect to type your name, don't use your initials. You might use them backwards or with a number appended.

To program your own shortcuts, open Word (or any Office program), click *Tools*, *AutoCorrect Options...* fill in the two fields and click the *Add* button.



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### Quick Tip:



Do you take work home with you (or take it on the road) and wonder why Excel seems more sluggish than it should be?

It could be your printer driver.

Oddly, Excel uses your default printer driver to create the image on your monitor.

By installing a laser printer driver as your default you can increase Excel's speed by up to 4 times!

Download a laser printer driver (an old standard like the simple HP LaserJet 4 is good) and install it as your default printer. Ah, but there's the rub...if you don't actually have a laser printer, you'll have to print by using the File, Print command (and choose a different printer each time) instead of the printer button on the toolbar (that button prints only to the default printer).

If that mouse operation seems tedious, use the Ctrl+P keyboard shortcut (or Alt, F, P) to open the print dialogue box.