



MAKING COMPUTERS WORK FOR YOU.

The argument of whether you are controlling your computers or they are controlling you is an interesting one in modern society as many of our regular tasks have now incorporated computers in some way. For instance you could wake up in the morning and want to catch up on the latest news, sport & weather and hence you head straight for your PC possibly while wile eating breakfast or brushing your teeth. The newspaper which had been a staple part of this routine suddenly seems out of date as it was printed hours earlier. Then you check your Pocket PC to check your schedule for the day and to key in any reminders before you head off to work. Then after a couple of friendly greetings and waves to colleagues you sit down at your desk to check your emails. Whether you are creating designs or reports, quoting on jobs, updating financial and database records, banking or trying to pass time playing solitaire, your PC is heavily involved.

So that being said how do get control of your computers and I.T. in general to have them working for you, making you money and things more efficient instead of controlling you, costing you money and time.

THE WEB

If you are in business today and want to grow and/or prosper but do not have some sort of web presence then, in our opinion, you are seriously hindering your growth opportunities. It doesn't matter what type of industry you are in nor the size of your operation, a good website will enhance your standing among both your current and potential clients. For example if you are a home based trade operation, like a landscaper, your website can be your "shopfront", your portfolio, online quotation and booking system as well as a general mode of advertising your business. Then when you are out on the road soliciting a potential client, you can show a whole range of your work via the web instead of carrying around large amounts of heavy folders with photos to cover every possible thing they may be interested in. An online quotation system may help save you time by giving general ballpark figures to clients so as to weed out seriously interested people from casual browsers. An online booking system and diary will save you having to respond to constant calls about your whereabouts and availability because people could always check where you are and when you are next free. Importantly it gives your business a first "shopfront" impression and advertises to the world. Obviously this can adapted to any business in any industry but if you look around at the businesses around you that are succeeding and the one's that are stagnant, chances are a website is a differential between them.

This is just one example of how computing & I.T. can be your friend in battle instead of your foe!

Tech Jargon

PDF – Otherwise known as portable document format, is a method of viewing documents on any computer absent of the program that originally created it. This format of document is great method of sending information to people as it is read-only (i.e. cannot be altered) and can easily be viewed using freely available programs like Acrobat Reader. To create PDF documents you need a program like Adobe Distiller which you have to purchase. These days many product brochures and issued reports on the Internet are PDF documents.

Product of the Month

Uninterruptible Power Supply (UPS) – This is a fantastic device that can protect your computers and other important equipment in the event of a power surge or blackout. It also leaves your computers running for a while after the blackout giving you time to save things and then turn off your systems safely normally and safely.

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