

Where to Find Us:

73 Cavalier Blvd. Suite # 219
Florence, KY 41042-5182
KY: (859) 525-8730
OH: (513) 528-8730
Fax: (859) 525-8737
Toll Free: (888) 292-1719
<http://www.isoc.net>
editor@isoc.net sales@isoc.net

Our Customers Say It Best...

Thank you, for the quick response and good customer service! That is something that you rarely get anymore.

Thanks,
Brad

Words of Wisdom

The grand essentials to happiness in this life are something to do, something to love, and something to hope for.

Joseph Addison

Winners focus on their strengths and manage their weaknesses.

Byrd Baggett

There are people who, instead of listening to what is being said to them, are already listening to what they are going to say themselves.

Albert Guinon

Disorganized? These Tools can Restore Order

How often have you wished for more time with your family? You probably also wish for an orderly schedule and an organized desk. Free productivity tools can make all of these things a reality.

Getting organized can be a daunting prospect. But soon you'll be efficient at scheduling meetings and completing tasks. You'll have more time to spend with your family. And you'll be less stressed.

There are many different theories on organization and time management. I won't debate the merits of each. The best system is the one that works for you.

No matter what theory works for you, you'll need several tools. A calendar, to-do list and note-taking tools are essential. A system for reminders is icing on the cake. I have links to these at www.komando.com/news.

GET A GRIP ON YOUR CALENDAR

You may use Microsoft Outlook or a similar program at work. Outlook combines e-mail, contacts and calendar in one tidy package. But it is costly for home users.

If you need a simple, effective calendar, try Mozilla's Sunbird. You can create appointments and prioritize tasks. You'll see upcoming appointments and incomplete tasks at a glance.

Sunbird lets you create multiple calendars. You can keep work and your personal life separated. Additionally, you can publish a calendar to the Web for sharing. You need your own site for this.

If you need e-mail and contact management, try Thunderbird with Lightning. Thunderbird provides e-mail and contact management. Lightning adds Sunbird's features.

FOXY REMINDERS

Maybe you want an easier way to manage your calendar. In that case, try ReminderFox. It's an add-on for Mozilla's Firefox.

An unobtrusive icon is placed in the corner of Firefox. Hold your mouse over it to see what's on your day's agenda.

Click the icon to bring up more options for editing items. You can add reminders, tasks and lists. ReminderFox can also display notifications for upcoming appointments.

JOTT DOWN REMINDERS

If you do most of your thinking on the go, sign up for Jott. Once you register, you can phone in reminders and messages.

You can send messages to yourself or to groups of people. They'll receive a text message and e-mail containing the transcribed text. Likewise, you'll receive scheduled reminders via e-mail and text message.

From your computer, you can organize notes and reminders into categories.

GATHER YOUR THOUGHTS

Jott is great for short messages. But you'll need more help managing project notes. Notes can help you brainstorm and outline your next course of action.

Notes are also needed when researching. And sometimes, you just want to clear your head.

Google Notebook lets you create numerous notebooks. For example, create one for each project. Then, start entering notes in each section of a notebook. You can add tags and comments to your notes. Notebooks can be private or shared.

With Google Toolbar, you can take notes from any Web page. Simply highlight a section of text to add it to your notebook. You'll need a free Google account to use Notebook.

NOTES THAT STICK

There's nothing like a Post-It Note for immediate reminders and notes. StickyPad brings sticky notes to your computer.

The notes appear like their paper brethren on your desktop. You can save notes for future reference. Or set a time for the note to reappear as a reminder.

You can also e-mail notes to others, assign a color based on category and print notes.

Adapted From: www.cincinnati.com

Do You Need Those IE Updates?

As you all know, Microsoft sends out their Windows Updates at the beginning of each month, which help to keep our computers safe and secure. Often times, those updates include material for some of Microsoft's own programs, such as Internet Explorer and Outlook Express. But with so many other Web browser and e-mail options these days, a lot of you no longer use those applications and it seems silly to continue receiving those updates. So, is it really necessary to keep getting them? The answer may surprise some of you.

Yes, you still need those updates. Even though you don't use those programs on a regular basis, they're still a part of your computer and you need to maintain them. That's especially true for Internet Explorer. If

you don't use Outlook Express anymore and you're sure it will never be used again, you can stop its updates, but Internet Explorer really is a whole different ball game. As you may or may not know, Internet Explorer is an integral part of your operating system, as it contains certain components that help run Windows for you.

Even more, a lot of those components are used by other applications on your computer besides Internet Explorer. One example is the HTML rendering engine. That is used by several other programs to display HTML content, but the main component lies within Internet Explorer. So, you see, if you don't run the Windows Updates for Internet Explorer, you will lose some of your HTML capabilities. That one alone could affect a lot of the work you do on your computer. And that's just one example of everything Internet Explorer includes.

So, if you've stopped installing the updates for Internet Explorer, you'll want to start receiving them again next month (the next batch will come through in just a few days for March 2008). If you don't update Internet Explorer, you're also missing out on the updates for all the other components I mentioned earlier. A lot of the programs you probably use on a daily basis rely on Internet Explorer to run properly, so don't take the chance of ruining those too. Simply install the updates each month and you'll be good to go.

Adapted From: www.worldstart.com

Playing It Safe on Public Computers

Here are five tips you can follow for securely using a public computer:

1. Don't Buy Anything

This tip is similar to the first one. Buying something on a public computer usually involves some sort of financial information, which is simply a bad idea!

2. Don't Save Anything

Would you bring a stack of tax documents to a hotel lobby and leave them there? Probably not! The same goes for saving any of your personal documents on a public computer.

This one applies to files, passwords,

music, pictures, downloads, etc. It's just not a good idea to do anything like that on a public computer.

3. Don't Do Online Banking

I know this seems like a no brainer, but people do it. If you're using a public computer and you log in to your online banking Web site, you're putting yourself at great risk. There is no way to tell if there's spyware or adware on the computer you're using that could steal your data. That's why it's never a good idea to do any of your banking on a public computer.

4. Delete Internet Explorer Temporary Files

This is a simple step that will help a lot! After you're finished using a public computer, make sure you delete the Internet Explorer temp files. To do that, go to Tools, Internet Options and click on the Delete button. Then just click Delete All. That way, no one else will know what you did on the computer.

5. Restart the Computer

This is another simple step that will do a lot of good. Restarting the computer after you're done using it will delete a lot of the temporary files and it will clear out the memory of the computer. People waiting behind you to use the computer might not like the hold up, but when it comes to your safety, it's a very important step.

Adapted From: www.worldstart.com

Word of the Day



Database

An organized collection of information, characterized by the use of data fields, it provides a foundation for procedures such as retrieving information, drawing conclusions, and making decisions. In other words, it is an electronic filing system. A database does not have to be digital; a collection of recipes written on index cards and stored in a filing box also counts as a database. Traditional, computerized databases are organized by fields, records, and files. A field is a single piece of information; a record is a complete set of fields; and a file is a collection of records. www.netlingo.com