



README.TXT

A Newsletter from *KPEnterprises*
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Roadmap To Success November 15th FREE

The expense you hate the most is the one you **didn't expect.**

Please sign up for our FREE seminar to begin the development of your own **Technology Roadmap.**


We'll show you how to get started with **five-year** and **one-year** plans that will help you save money and make the best use of technology in your business.

We really want to be your **partner** and not just another vendor. See www.kpenterprises.com.


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Notes From The Field By Karl W. Palachuk

 **Fall Holidays Begin!** KPEnterprises will be closed on Friday, November 10th for Veterans Day.

We are also closed for Thanksgiving and the **Day After Thanksgiving.** If you have an urgent support need, of course, we're always here.

 **Nick Demeter Named to IPv6 Committee.** Our very own Nicko has been appointed to the committee that will oversee the implementation of the next generation of the Internet Protocol, known as IPv6. This is a great honor in the nerd community.

 **Phone Notes.** You may have noticed our new phone system. So far, zero problems. Remember, pressing "1" always gets you tech support.



California Foundation for Independent Living Centers Wins Referral Contest

The California Foundation for Independent Living Centers (CFILC) kicked booty in the KPE Referral Contest with **25 referrals!**

CFILC is a private foundation that helps Independent Living Centers in California to provide services to people with disabilities. They address issues of "assistive technology" as well as access, health-care, housing, transportation, and much more.

CFILC has been a client of KPEnterprises for **six years.** I'm not sure how they'll divvy it up, but the good folks at CFILC won **100 gallons of gas** for their effort.

Second prize (50 gallons of gas) goes to **Paul McWhirter** of Contra Costa Cardiology. And Third prize (25 gallons of gas) goes to **Brad Woodhouse** of Delta Computer Consultants. Thank you everyone!



Teresa Favuzzi
Executive Director, CFILC



Networking Infrastructure Solutions

“I Totally Messed Up My Outlook”

By Karl W. Palachuk

We get calls.

- There’s no “sent date” in my sent items folder, so I can’t sort by sent date.
- Can I get rid of these silly flags I never use?
- My fonts are too small. I want to change my fonts in Outlook without making everything on my computer look different.
- I put in some kind of filter. I can’t see messages with the word “is” in them. Help!

Some people are afraid to make changes because they don’t know how to get back. Well, **don’t worry**. If you go to the “Customize Current View” window described below, you can always click on that big button that says **Reset Current View**.

Now that you know you have a safety net, feel free to explore the options in Outlook views.

Under Automatic Formatting, you can change fonts for all your folders. Under other options you can change the background for your folders, the columns that are visible, whether you want a reading pane, and so forth.

One of the primary goals of Office 2003 is to make the user as comfortable as possible. But here’s a word of caution: Don’t change things just because you can! If you have an overly-busy, bright, confusing workspace, it will decrease your efficiency.

Make changes that make you more productive. Consider that other stuff to be just toys to play with.

Customize Outlook Views

In Outlook, select
View

Arrange by . . .

Current View

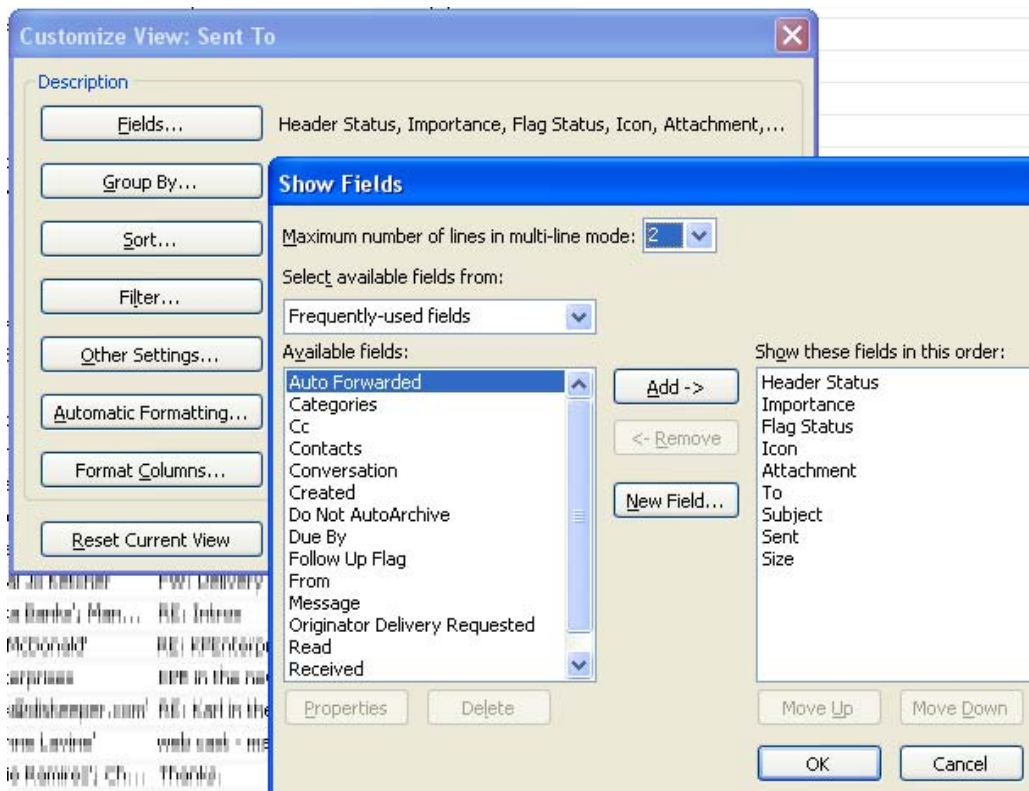
Customize Current View

From this screen you can add fields you need (such as “Sent”) and remove fields you don’t need.

You can also rearrange the order of the fields.

Don’t be afraid to make adjustments. **You can’t break it!**

Sent Items		
To	Subject	Size
Jennifer Corry; Man...	New Phone system	T 14 KB



Anti-SPAM Technique Gone Haywire Block List Goes Bad

If you've had email problems in the last few years, you've probably been told about **block lists** and spam filters. Unfortunately, **over 95%** of all email is now spam — junk!

One tool that is used to fight spam is a block list or relay block list. These are databases that are supposed to contain lists of machines that can be used to relay spam. And it's a fine idea. The problem is that most of the time, these databases are run by people who block email for no good reason, and won't take your server off their list.

In other words, the business is overrun with arrogant vigilantes who do whatever they want.

That's all just fine until it's **your server** they block.

Or when one of these vigilantes decides to block every server in the world.

It does appear that one of these databases — ip.rbl.kropka.net — is blocking every IP address. In other words, anyone whose spam filter relies on this database will find that they can't send to AOL, Comcast, Earthlink, or just about anyone else in the world.

Companies that support the spam filters are running around trying to make sure they don't use this database.

This has happened before. The vigilante gets tired of providing the service, so they disappear and cause as much damage as they can in their wake.

If you have email questions, please give us a call.

Here's a great site for looking up information on DNS (domain name services), email, and domain names generally:

www.dnsstuff.com

Internet Explorer 7 Released

Upgrade Slowly!



If you have Automatic Updates installed, you may have noticed that Internet Explorer is showing up as an "update" to your Windows XP machines.

Most people are safe to simply accept the update and install IE7. But, if you use a web browser for **critical business applications**, you need to go slowly. There are some major changes, especially with regard to scripts and executables.

If your important business applications use a web browser, we recommend that you install the IE7 update on **one machine** and test all features there. If there are no problems, then you may proceed to install the update on other machines.

In many cases, the upgrade to IE7 is not reversible, so be careful.

If you would like us to create an image of your machine before you upgrade, we can do that. Then, if something goes wrong, we can simply put the old image back on your machine.

Call us if you need us.

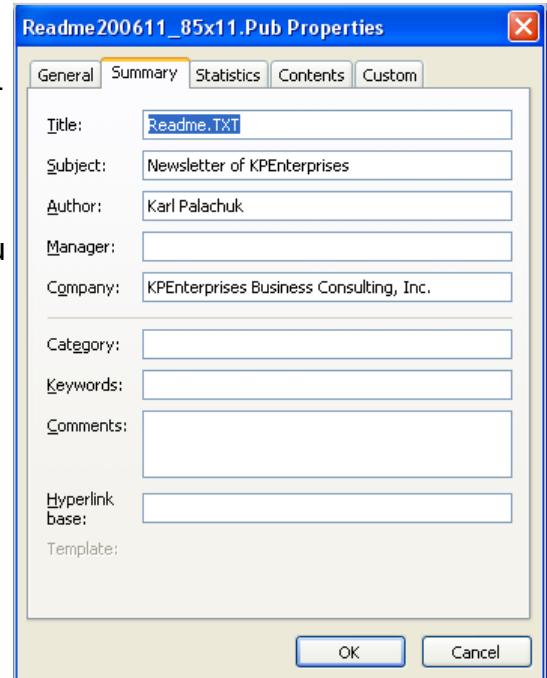
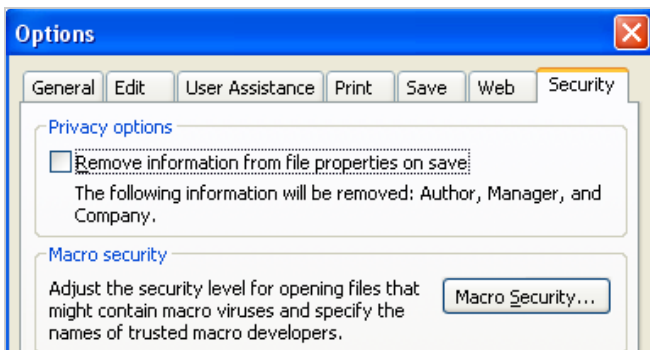
Be More Productive Today

Manage “Personal Information” In Office Files

When you create a Microsoft Office document (e.g., Word or Excel), the document includes information about who created it. Go to **File / Properties** to see the information.

Sometimes you wish to remove this information. For example, if you are sending a document to another organization or creating a “sample” document. The easiest way to remove personal information is through the **Tools / Options** menu.

Click on the Security tab and you’ll see the option to “Remove information from file properties on save.” If you leave this box checked, your personal information will never be saved when you save the document, or when you do a “save as” to create a new document.



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Address Correction Requested