



# README.TXT

A Newsletter from *KPEnterprises*  
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## Double Issue Coming in January

Coming in January, we're going to print a double issue of the Readme.txt newsletter.

With the simultaneous release of Windows Vista and Office 2007, we decided to include four pages of tips and tricks on the new goodies.

Our goal is to give you some practices and tips to make the new programs easier to learn and use.

You'll want to save this issue!


And stay tuned for an announcement of a **free seminar** to introduce the benefits of moving to Vista and Office 2007.

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## Notes From The Field

By Karl W. Palachuk

 **December again!** The days and months and years just keep rolling on. As this year closes and we move on to a new, fresh year, we wish you the very best.

All of us at KPEnterprises are looking forward to working with you in the new year. If we can help you personally or professionally in the new year, please give us a call.

 **Planning** remains the key to success in all we do. KPEnterprises is uniquely qualified to help you plan your technology growth and to keep costs in line. Please call us if you're planning a purchase.

 **Where's My Vista? (or Office 2007)?** People are already asking where to find their newly-released software. Well, unless you have **Open License** programs, this software will be appearing next month.

We suspect Microsoft is doing a controlled release. Be patient.



## KPEnterprises Sponsors Office 2007 / Vista Launch In Sacramento

Mark your calendars! The official Microsoft Launch event for Office 2007 and Windows Vista is **February 13th, 2007**.

KPEnterprises is the official Sacramento sponsor for this event. All registered attendees will receive a **free copy** of Office 2007 (sorry, no Vista).

To register, visit our web site and go to the Seminars Page

[www.KPEnterprises.com/seminars](http://www.KPEnterprises.com/seminars)



Networking Infrastructure Solutions

## Illegal Software

By Karl W. Palachuk

We thought we were past the illegal software phase awhile back, but we're seeing a lot more of it than we used to.

Software vendors have made it more difficult for the average user to copy software illegally or to install more copies than you have licenses for. At the same time, many companies are now making cheaper versions of software that are easy to pirate.

For example:

- It is a violation of the software license to use educational or non-profit software in a commercial business. One good example is the "student edition" of Microsoft Office.
- If you had illegal software on a machine and then upgraded it with a legal upgrade, that will work for awhile. But when something goes wrong, you may need both the original version and the new version.

Please note our very strict policy on this matter.

- We will not load illegal software on your machines.
- KPEnterprises will not "turn you in" if you are using illegal software. We're not the police. We will inform you of your situation so you can plan to acquire legal software.
- If your machine with illegal software has a problem, we will not fix the illegal software. If we need to uninstall it to fix another problem, we will.
- Our assumption is that all of your software is legal and that you have installation disks, license keys, etc. Therefore, we should be able to re-install any software that is un-installed.
- If you load illegal software onto your machines, all labor related to fixing issues with such machines will be billed at our regular rates and is not covered by a managed services agreement.

We don't wish to be the "bad cop" on this matter, but we have very complicated licensing agreements with Microsoft and other vendors. We cannot be involved with pirated software, even on a very small scale.

One copy of Microsoft Office sells for about \$350. Let's say you have three illegal copies. That's just over \$1,000. Now multiply that times a hundred clients and you have \$100,000 worth of illegal software. What looks small to one client looks very large to us.

If you have illegal software and would like help getting legal, please let us know.



### For more information, see

The Software and Information Industry Association

<http://www.siiia.net/piracy>

Business Software Alliance

<http://www.bsa.org/usa/>

Microsoft

<http://www.microsoft.com/piracy>

## Please Activate the Phishing Filter In Internet Explorer 7.0

If you've upgraded to Internet Explorer 7.0, you've noticed a few changes. With luck, a few features you like, too!

Not long after you start using 7.0, you'll see a window pop up that asks whether you want to turn on the Phishing Filter.

### Please say YES!

Phishing is the luring of sensitive information through e-mail, such as passwords and other personal information, by an attacker masquerading as someone trustworthy. The most common phishing attacks look like legitimate emails from Ebay, your bank, and other businesses with whom you have a relationship.

See our October 2005 newsletter (online at [www.kpenterprises.com/new.htm](http://www.kpenterprises.com/new.htm)) for more information on phishing attacks.

We a **handout on Phishing attacks**. To request one, send an email to [karlp@kpenterprises.com](mailto:karlp@kpenterprises.com) or call our office. Jennifer or Janna will be happy to send you copies.

If you did not activate your phishing filter when it popped up, **here's how to activate it now**: In Internet Explorer 7, go to the Tools menu and select Phishing Filter and then "Turn On Automatic Web-site Checking."

With the Phishing Filter turned on, you will see a warning if you visit a site that is suspected of being a phishing site. The web site might look like Ebay or PayPal or your bank. But if the warning comes up, the best practice it to close your Internet explorer and then re-open it and go to the site you want by typing it in.

If **you** initiate the connection (rather than click on a link) you'll be a lot safer.

Call us if you have questions.



## Contacting KPE

### New Phone System — No One Seems to Have Noticed

We got a new phone system and only a few people have mentioned it. These days, I think that's good.

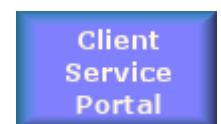
You should always get a quick response when you call. Now, with your new system, you'll get that even if a key person is traveling or on vacation.

Because we will be changing cell phones from time to time, the only number you should call is the main number: **916-928-0888**. If you're out of Sacramento, you can call 800-822-3585 and it will ring through to that same number.

### Option 1 is always your fastest path to technical support.

And remember, you can always submit a new service request online, as well as check the status of a request. Go to the Client Service Portal at [www.Kpenterprises.com](http://www.Kpenterprises.com).

If you need a user id and password for the client service portal, just ask.



## Be More Productive Today

# Office 2007 is Here!

What do you expect from Microsoft Office?

For most people, you expect Word, Outlook, and PowerPoint — and you expect them to be easy to use. Well, Microsoft is doing their best to help you out.

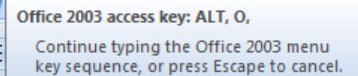


With 2007 you get all the goodies you're used too, plus some cool new tools that make it easier to share files and keep it all straight.

If you're a power user (for example, you can whiz around an Excel spreadsheet like a demon without a mouse), then you'll find it a bit tough to get used to. Microsoft is really pushing people to use the mouse.

Research shows that using a mouse reduces productivity dramatically. Perhaps MS is trying to change that.

If you're a power user, you'll still find most of your old hot-keys. Press the ALT button and a letter combination from an older version of Office and you'll see instructions on how to proceed. They don't tell you what your options are, but they're usually available.



Office 2003 access key: ALT, O,  
Continue typing the Office 2003 menu  
key sequence, or press Escape to cancel.

Just like any other major upgrade: It will be less productive and more frustrating when you first see it, but you'll be more proficient over time.

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