



README.TXT

A Newsletter from
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Vacation Time

Many of you are planning vacations — short and long. If you need some desktop tune-ups, this is a great time to schedule that.

Please enter a service request to request work on your machine(s) while you're out of town.

Don't forget to put the dates in there!

Sorry, we can't watch your cat.



Notes From The Field

By Karl W. Palachuk, CEO



Manuel Takes a Break. Hey, did anyone notice that Manuel disappeared for ten days? Okay, it was a little quieter. But, as far as we know, the world kept spinning.

May 2008 is also the first time that both Manuel and Karl were travelling at the same time. With our modern tools, everything just keeps moving along!

Quick Stat: KPEnterprises has 20% more desktops under management than we did a year ago . . . And 80% fewer service requests! The system just works!

A Big Thanks to Josh and Dan for doing a great job and making everything run so smoothly.

And if we can help . . . Give us a call. 916-928-0888

I 5 Construction: Your Patience is Appreciated

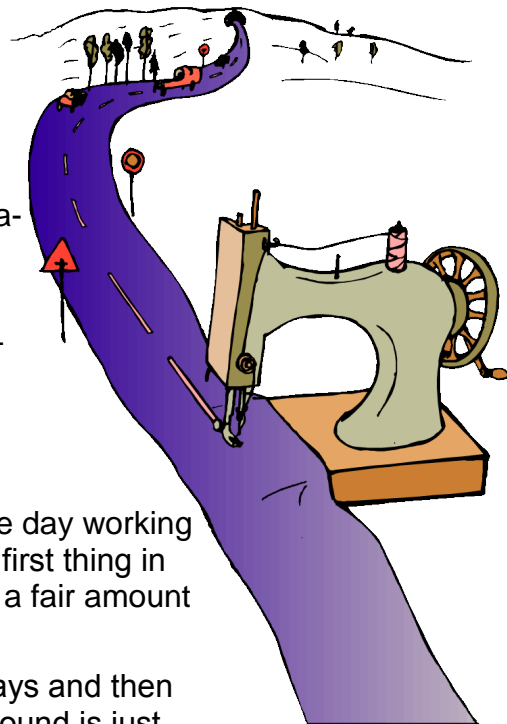
No, we don't work on the roads. But we sure drive on them. Our physical office is located in Sacramento, just south of Sacramento City College.

That means our "commute" is affected by the I-5 closures.

So far, things have gone very smoothly.

Josh and Dan are starting out the day working from home, or at a client's office first thing in the morning. But they still spend a fair amount of time driving.

We'll get a little break in a few days and then go at it again. Let's see if southbound is just as smooth.



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Networking Infrastructure Solutions

Hot Spot Printing is HOT!

— Find Out How to Secure Your Network from Your Guests



Join our free online webinar Thursday, June 19th at 12 Noon.

We'll look at new technology that allows your guests to print on your workgroup printer, but doesn't force you to become the tech support department, and doesn't give them access to your network.

Hot Spot Printing: Secure Printing for Office Guests

And, depending on your neighbors, this might also be a way you can make a little extra money. Join our webinar and find out the details.

For More Information, and to register, visit www.SacBizTech.com.

iGo Keeps You Powered When You're on The Go

If you change cell phones from time to time, or travel a lot, here's a great product to look for: iGo chargers.

The basic idea behind iGo is that you buy the charger unit once. After that, you only need to buy different adapters for different phones (cameras, laptops, etc.).



For example, you might buy the cord pictured here, for charging your cell phone in the car. You will also need a power tip that's specific to your phone (shown enlarged).



The same tip will work on a charger that plugs into a wall outlet.

And when you get a new phone? All you buy is the power tip, not the whole charger.

iGo also makes charger kits for laptops. They come with lots of tips and fit almost everything out there. Check it out at www.igo.com.



Who's Selling Your Email Address? Find Out with a Cool Reflexion Feature

Our new Reflexion spam filter has a very handy feature for tracking email addresses you give out to people, or companies. You can use this to see who is sharing your email address.

Here's how it works. If your email address is Yourname@yourcompany.com

you can receive email as any address that fits the format

Yourname.xyz@yourcompany.com

In the "xyz" space, you can enter the name of a company to whom you've given your address. For example, if your email is

karlp@kpen enterprises.com

And you fill out an online form at HP.com, you can enter your email address as

karlp.HP@kpen enterprises.com

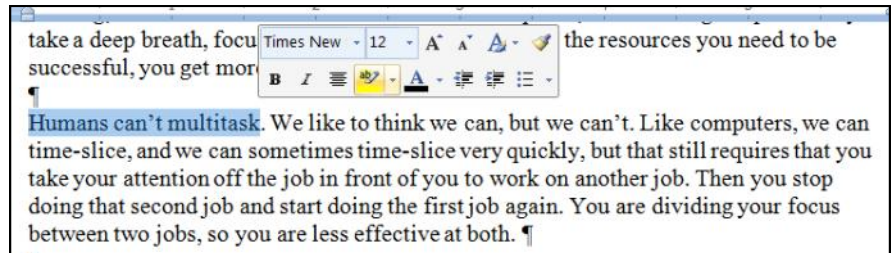
If you did this, you would receive all email from HP, or anyone else, to your address. If you start getting email from other companies addressed to karlp.HP@kpen enterprises.com, you will know that HP is sharing your address.

This feature already exists on your email account.

Super-Quick Formatting in MS Word

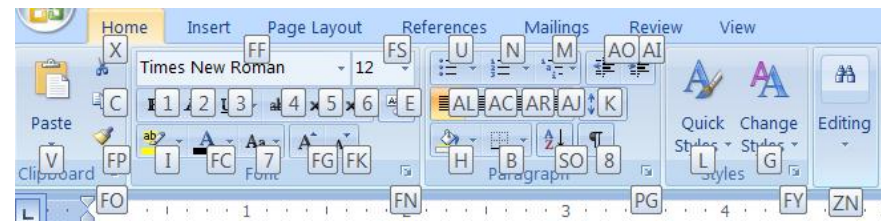
Here's a great tip for fast-formatting in MS Word (if you're a mouse user).

Highlight a section of text. Then place your cursor over the highlighted area. Presto! Up pops a quick-click formatting toolbar.



Note that, when you first place your cursor over the text, the toolbar will be very light/faded looking. They don't want it to be in the way visually, in case you don't use it. But as you move your mouse over the toolbar, it comes into focus.

In Word 2007 this is particularly handy if your "ribbon" across the top is not on the Home tab and these icons are not immediately available. Of course alt+H will display the Home ribbon as well as all the hot keys you have available on that ribbon.



For example Alt+H,1 will make something **bold**.

Try it!

Silverlight is OK to Install

If you wander over to a web page and see a popup to that says you need to install something called Silverlight, please feel free to do so. This is a Microsoft product.

Microsoft Silverlight works on just about any Internet browser or operating system. Basically, it's a tool like Java for enhancing web sites. Some programmers are using Silverlight to make pages look better. Some are using it to present data or information.

Silverlight was introduced last summer at the Microsoft Worldwide Partner Conference. And while there are programmers using it, it has not taken the web by storm. You may not have ever wandered onto a web site that uses it yet.

Will Silverlight change your life and improve your browsing experience? No, not particularly. But it will allow some pretty cool, fast graphics.

So the bottom line is, don't worry about it being a virus. It's not. Just another tool for your web browser.

If you have any questions, let us know.



Be More Productive Today

Indexes Are a Snap with Office 2007

If you create longer documents, such as training manuals or books, you know that it's very handy to have an index. Luckily, with Word 2007, creating an index is easier than ever. Here's how.

Indexing involves three stages.

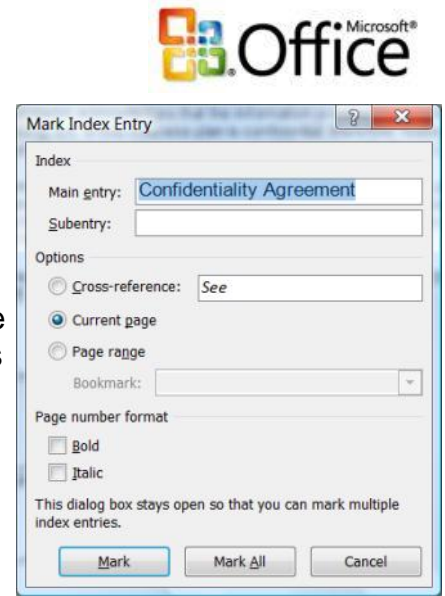
First, you select the text you wish to have indexed. Go to the References ribbon and choose **Mark Entry**. In the example here, the phrase "Confidentiality Agreement" will be indexed. If you wish to have it cross referenced, you enter NDA or "Non-Disclosure Agreement" (because people looking for one may find the other relevant).

Second, once you've marked all the phrases you would like indexed, you need to create the actual index. At the place you want the index, go to the References ribbon and choose **Insert Index**.

Third, you will need to update this information from time to time. The index will not refresh itself. That means that, from time to time, you will need to select Update Index from the References ribbon. At a minimum, you'll need to run this update before printing the final document.

The hard part of indexing is to read carefully so you include every phrase that's important!

If we can help with anything, give us a call. 916-928-0888.



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Address Correction Requested