



# README.TXT

A Newsletter from  
KPEnterprises Business Consulting, Inc.

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## Email Cleanup White Paper — Free

Manuel has created an excellent 12-page white paper for cleaning up your email.

If you would like a free copy of this white paper for yourself or your staff, please call Jennifer at 928-0888 x104, or email [sales@kpenenterprises.com](mailto:sales@kpenenterprises.com).

**Email Bloat** is a serious problem for many companies. We send each other pictures, files, and sometimes even videos. These files can be quite large.


And so the entire email database grows and grows and grows.


This guide is a very clear click-by-click guide to shrinking your mailbox, keeping it clean, and doing some regular filing so it stays in shape.


Order one today. We think you'll appreciate it.

## Notes From The Field By Karl W. Palachuk, CEO



 **We don't mean to get you down**, but Fall and Winter are on the way. Are your computers up off the ground, so a freak flood won't bring down your business? Think about it .

 **And don't' forget the Calendar.** If you are planning office closures for holiday parties (even Halloween), please let us know so we don't schedule anything onsite.

 **Fall Trainings** are also a great idea. Many of our in-house trainings are free to clients with service agreements. Want a tune-up on Office, Vista, or Publisher? Just ask!

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

## Fall is a Great Time To Explore Freebies from Microsoft

If you need clipart for newsletters, signs, posters, or advertisements, you'll find a great free resource at Microsoft. Go to <http://office.microsoft.com/en-us/clipart/default.aspx>

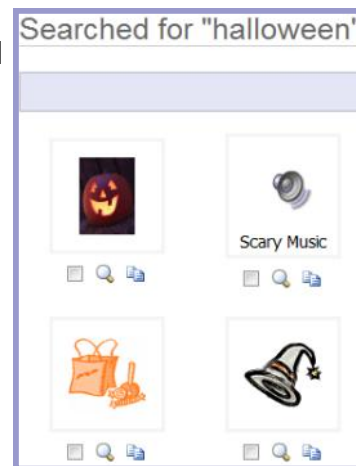
And search for Halloween, fall, Thanksgiving, Christmas, etc. You'll find "clipart," photographs, and even sound effects. The tool you connect to will allow you to select several images and download them all at once.

If you use Office 2007, you can even add these images to your local Clipart collection.

To use this from any Office 2007 program, go to the **Insert** menu and choose **Picture** and then **Clip Art**.

Just like all the tools from Microsoft, poke around and see what surprises you can find.

Call us if you need support!



### Inside This Issue

Notes From the Field	1
Email Cleanup White Paper	1
Freebies from Microsoft	1
Free Webinar Series	2
Fall is Electrical Tune-Up Season	2
Catch Karl on KCRA	3
New Financing Options for Small Business	3
Formatting is a Snap	4



Networking Infrastructure Solutions

## Free Webinar Series



### Free Seminars This Fall

Join us for a FREE web-based seminar. These live seminars are normally 30-60 minutes. We cover topics that are important to Small and Medium size businesses.

#### Thursday, Oct. 16th: Fighting Spam, Spyware, and Viruses

We all fight it. We wish we didn't have to. But Spam, Spyware, and Viruses are part of our lives. If not kept at bay, these "vermin" can become a very expensive part of our lives. Join us to learn the simple rules you need to protect yourself and your business.

#### Thursday, November 13th: Introducing Small Business Server 2008

November 12th marks the official release date of SBS 2008. After five years with a truly spectacular product, Microsoft is releasing the next generation of Small Business Server. We've been using it and we love it. Now you can see what's new — and what's in your future.

While our seminars are normally on the Third Thursday, we've rescheduled this one to make it as timely as possible.

Sign up today! Both of these seminars are on Thursday at 12 Noon.

Register online at [www.SacBizTech.com](http://www.SacBizTech.com).

## This Fall is "Electrical Tune Up" Season

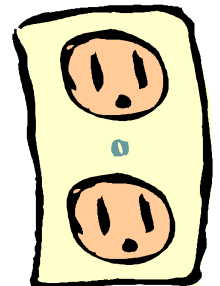
As the result of some internal changes in our company, KPEnterprises has made some major changes to cut back on our electrical usage. We went looking for about \$100 a month. After a few key changes, we are not saving almost \$500 a month!

Electricity is one of those "always on" elements in business life. We work very hard to make sure it stays that way. We invest in redundant power supplies, battery backups, and even air conditioning to make sure our computers run smoothly.

In addition, we've gotten in the habit of leaving machines on at night so we can manage patches, fixes, and updates.

The result of all this is that we develop **habits** of using more electricity than we really need to. With one or two computers, the amount you can save is negligible. But with more and more computers, the savings mount up quickly.

We would be very happy to help you reconfigure your systems so that you have all the functionality you need AND begin saving lots of money. Contact us today.



## Catch Karl on KCRA

Friday Noon News—October 17th

Join our very own Karl Palachuk on Friday, October 17th on the KCRA Noon News! Karl will be interviewing Kiyoo Sato, author of *Dandelion Through the Crack: The Sato Family Quest for the American Dream*.

Kiyoo Sato, a Japanese-American woman born in 1923 in Sacramento, has written the saga of the Sato family's life in America. *Dandelion Through the Crack* is the compelling story of starting a family in California, coping during the Depression, being swept off to internment camps during World War II, and ultimately surviving and succeeding despite terrible odds and oppressive prejudice.

*Dandelion Through the Crack* has won a series of awards, including the William Saroyan Prize for International Writing through Stanford University. She also won the highest prize for 2008 from the Northern California Publishers and Authors.

The way these things work is that the interview is set to last 3.5 minutes, but we don't know exactly when it will be. Sometime between 12:01 PM and 12:59 PM.

The appearance is part of the preparation for California Writers Week. Check it out!



Karl W. Palachuk

## New Financing Options for Small Businesses

If you are looking for financing in these strange economic times, please let us help.

The current financial "crisis" was exacerbated by the fact that even the banks have been unwilling to loan each other money. So, oddly enough, you hear advertisements for loans — at good rates — on the radio. But banks can't even borrow money.

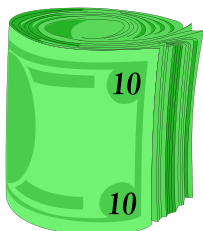
What's going on?

Well, rest assured that there is money ready to be loaned. It just takes the right lender and the right borrower. If your track record is sound, this may be the best time to finance equipment purchases in many years.

KPEnterprises has been involved with Microsoft Financing, Lease One, and other financing and leasing programs. We have also helped pioneer a very special financing/equipment program called HaaS — Hardware as a Service.

Now we are at the center of a major new initiative with Microsoft and one of the major national banks (one that's very sound and ready to do business).

Karl is a founding member of Microsoft's Small Business Specialist Advisory Panel and is helping Microsoft and the major national bank develop a program geared specifically at helping small businesses find and finance **the right** technology.

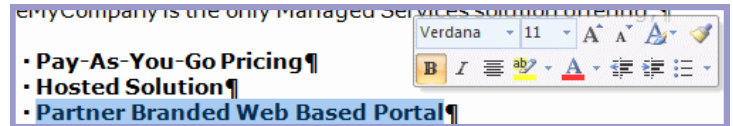


If you are looking to make an equipment purchase, or acquire a lease, this could be a great program for you. Please contact us and ask to be put on the list. We won't be able to get you money in the next couple of weeks through this program, but we are very excited about helping our clients while we develop a major new program for small businesses across the country. If you're interested, email [karlp@kpen enterprises.com](mailto:karlp@kpen enterprises.com).

**Be More Productive Today****Formatting is a Snap  
(or at least a right-click)**

Here's a super-quick trick for Office 2007 users. In Word 2007, you can access the formatting toolbar with one click. Here's what you do:

- Select the text you want to format
- Put your mouse over this text and click the right mouse button
- Up pops the mini formatting menu
- Select the formatting you want



Note: If a format button you want is not on the mini menu, click on the drop-down triangle on the right side of the menu ( ▼ ). That will give you a larger list of options. Once you choose one of these, it will be on the mini menu the next time you use it. Of course something else will drop off to make room.

As we've mentioned before, Office 2007 is very focused on making things easy to figure out. In fact, new users come up to speed faster than people who have to un-learn an older version.

If we can help with anything, give us a call.

Phone 916-928-0888.

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Address Correction Requested