

"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



The Catch of the Day



Learn To Fish the vast ocean of computer know-how!

More on Sending Good E-mail

by Kathy

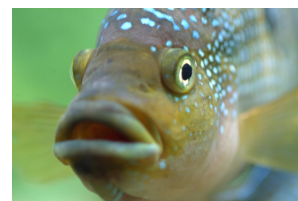
Volume 1, Issue 8, Nov 2006

Last month I wrote about how to avoid e-mail mistakes that can undermine your professional and personal image. Here are some additional suggestions on how to make your e-mails a breath of fresh air.

Avoid abbreviations. As if e-mail could get much faster, as if each transmitted byte were precious, many electronic messages are riddled with shorthand. While e-mail is commonplace to most people, there are still a few who are new to it and may not recognize abbreviations like *IMHO*, *BTW*, or *TTYL*. Especially in business communication I think it's worth the extra time, thought, and clarity to expand words and only use shorthand where it is necessary or helpful.

Use attachments wisely. When you want to send a computer file, it's standard practice to attach it to an e-mail, just like an enclosure with a written letter. Since computer files take up storage space (and e-mail inboxes sometimes have limited space), be aware of the size of the files you send. Large files are harder for dial-up users to receive because they take longer to download. Some e-mail providers limit the size of attachments you send. Besides, attachments are sometimes unnecessary: If the content of your attachment can be expressed in the message itself, forgo the attachment.

Think twice before forwarding. Forwarding is a convenient way to pass along information. My advice is to not frequently forward stories or jokes unless you know the person wants to receive them. Also, before forwarding personal messages, ask yourself whether the writer may have meant the content to be private. Thinking twice can spare you lots of embarrassment and hurt feelings!



Service Spotlight: Holiday Elf

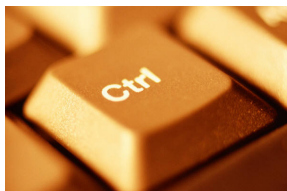


Your loved one is dying to get a special gadget for Christmas. You want to buy it, but you feel clueless. How do you make the right choice?

To help relieve your holiday stress, Kathy Montgomery will be your gadget guide! Set up an appointment with her to meet you at the store, or arrange for a phone consultation.

Call for more details about this special service.

Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

Shortcuts Right on Your Lap

If you own a laptop computer, there is probably a world of keyboard shortcuts available to you that you didn't know about. Usually these shortcuts control various laptop functions and are indicated by colored icons on certain keyboard keys. In addition there is a separate key (perhaps labeled "Fn" or something else) that you hold down to activate the functions on the other keys, just like you would use the *Ctrl* key. For example, you could mute or unmute the sound, adjust the screen brightness, or send the screen image to an attached projector. Laptops vary, so see your manual for details.

The Random Resource

...because your computer isn't just for computing

Does e-mail and instant messaging shorthand have you stumped? Visit [Netlingo \(www.netlingo.com/emailsh.cfm\)](http://www.netlingo.com/emailsh.cfm) for a lengthy list of acronyms and their meanings. Helpful resource for parents with computer-savvy kids. (*Warning: Certain expressions on this web site may be objectionable to some readers. Some expletives are omitted, but not all.*)