

## Putting the iPad to Work

Are you always on the go at work? Do you rarely find time to sit at your desk and do what has to be done on the computer? Do you need to have computing capabilities while out of the office? If so, then Apple's iPad may be just what you need. The iPad, though not a fully functioning computer, presents a wealth of options for busy employees and executives. Here are seven benefits you can enjoy:

**1. Portability.** With its compact size, the iPad can easily be taken with you wherever you go. You can use it for quick reference while pulled over at a rest stop or set it up for data entry while sitting in the coffee shop. If need be, you can use an iPad app to enable you to connect remotely to your computer.

**2. Internet access.** Equipped with Wi-Fi and/or 3G capabilities, the iPad allows you to browse the Internet and keep in touch via email. Unless you are using a first-generation iPad, you can also use the built-in video camera with the FaceTime or Skype app for face-to-face conversations.

**3. Productivity apps.** If you need to have access to a traditional office suite, the iPad has apps to meet your needs, and these apps have the



capability to import from and export to Microsoft's Word, Excel, and PowerPoint. There may also be specialized apps available for your particular industry.

**Adagio Accounting users can access their Adagio data using GoToMyPC for iPad.**

**4. Scheduling.** Need a calendar? No problem. The iPad comes loaded with everything you need to be on time for all your appointments.

**5. Reading material.** When you find a few extra minutes, you can read the next chapter in a current e-book or catch up on the news by downloading apps provided by major newspapers and magazines.

**6. Entertainment.** Whether you want to watch a movie, catch up on a television show, play a game, or listen to the latest release from your favorite band while on the road, the iPad can make it happen.

**7. Accessories.** While the iPad itself is a handy tool, there are several accessories that can enhance its capabilities. A Bluetooth keyboard, for example, can make data entry much easier than using the on-screen keyboard. Apple's VGA Adapter or Digital AV Adapter lets you use an external monitor, projector, or television.

There's a reason why the tablet market has exploded in recent years. Leading the way is Apple's iPad, thanks to its versatility, usability, and functionality. The iPad may not be for everyone, but in more cases than not, the iPad brings the potential for greater productivity and flexibility. Consider how it might help you in your job. **T**



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Top World Wide  
Adagio Reseller  
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## Innovative Solution Feature:

# Adagio Accounting's Affordability and Functionality Appeal to Not For Profit Groups

Adagio Accounting is perfect for Not For Profit organizations for many reasons. Here are our Top Three.

### Reason #1: Outstanding Financial Reporting

Tracking your funding and expenses is very important. As you know, Not For Profits typically operate within tight budgets, and can face very demanding reporting requirements. With Adagio Ledger's award-winning Financial Reporter, the financial officer can produce exactly the reports needed, easily and effectively.

In addition, Adagio GridView can put a read-only reporting tool on any desk where someone needs access to accounting data in real time. Alternatively, smaller organizations can look to Adagio FX, which gives password-controlled, read-only access. You create the template for management,



and they can get their reports at any time, without bothering the accounting department.

### Reason #2: Tight Financial Control

Modules like Receivables, BankRec and Purchase Orders for Adagio offer the tools the financial officer needs to run a tight ship financially, because running a Not for Profit organization is always a balancing act.

### Reason #3: Adagio Accounting is affordable.

The move to Adagio is a smooth and easy transition that won't cost your organization an arm and a leg. The software itself is reasonably priced, and Adagio is not

resource-intensive; as long as you have business class hardware acquired within the last three years, you can run Adagio. Most existing databases can be easily converted to Adagio.

These are just some of the many reasons why our Not For Profits clients love this software.

Ask us how the specially-priced Adagio Non-Profit Suites (Introductory, Financial and Billing) can work for charities, churches, clubs, and societies. We can also arrange for online or onsite demonstrations tailored to your organization's needs. **T**

## theTechnoTips

### Avoiding the Ugly Email: Four Reasons to Use Proper Company Email Addresses

If you are using a free hotmail, gmail, yahoo, shaw or telus email address as your business email, please read on, this advice is for you...

- 1. Don't use a free email account address for business purposes.** These free email services look unprofessional and give the impression of a very small or even fly-by-night business.
- 2. Instead, use your domain name for your email.** Set up an email like yourname@yourcompany.ca. You miss out on a great branding opportunity by not using your business name for email. Instead, you are simply advertising for Google or Yahoo.

- 3. Set up multiple email accounts to organize your business, and, where desirable, appear larger than you are.** A small company or one person operation can easily set up info@yourcompany.com, sales@yourcompany.com, and support@yourcompany.com, for example. All of these emails can be forwarded to the same person or people, but this gives the impression of a large, sophisticated operation.
- 4. Set up multiple email accounts to help determine your HR needs and business bottlenecks.** Setting up a separate email address for each division of your company is a great way to track types of questions you get from customers. At the end of the month, add up the number of inquiries to each email account. Over time, you can determine where your next hire should be or where you should make improvements in your operations.