

Avoiding Potentially Harmful Online Resources

No matter how good your antivirus software is, it is always good practice to be vigilant online and avoid potentially harmful websites and online resources. Following is a list of such things to avoid, or at least approach with caution:

File sharing and torrent-tracking websites

These sites are the number one source of malicious software. While there are plenty of legitimate downloads to be found

on such sites, they should be approached with great caution. Sites which have user reviews and comments will give you a better idea of whether or not a download is safe, but in general, these types of websites should be avoided.

Suspicious email attachments

Email attachments, particularly those contained in spam emails, are another major source of malware. Never download attachments from unknown or unsolicited senders. Even if you know the sender, make sure you know what the attachment is before downloading it. If you are unsure, ask the sender to clarify.

Spam email

Aside from attachments containing malware, you should also ignore links in spam email. These will often direct you to malicious websites which may try to steal your personal or financial information.

Rogue software

Rogue software, often appearing in the form of fake antivirus or PC optimization software is another major source of concern. Fortunately, these are often quite easy to expose. If you are unsure about a certain program, a quick check on Google will usually yield the truth.

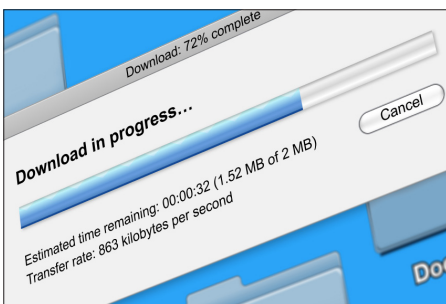
Online scams

Often arriving in spam email or in advertising banners on dubious websites, online scams are as rife as ever. As a general rule, if something seems too good to be true, then it probably is. Stay away.

Offline sources

Not all malware comes from the Internet. While you can generally trust any software that you buy in a legitimate shop, it is wise to be wary of things like USB flash drives containing unknown files and software, even if given to you by a friend.

Although practicing safe Web browsing is one thing, it is also highly advisable to keep your computer updated. Always install the latest updates for Windows and your programs when they are available. The same is true of hardware drivers. Such practice is good not only for computer security, but also for performance, reliability and more. **T**



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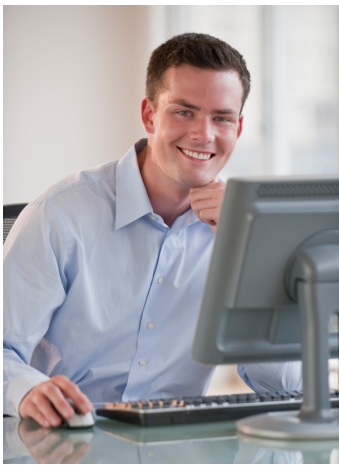
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Innovative Solution Feature:

The Favourite Six: Six Reasons Financial Managers and Users Alike Love Adagio

While Adagio Accounting is popular amongst many industries, there are several product features that are uniformly loved by its users across the board. Here are the top six



things both users and financial managers appreciate about Adagio:

Reason #1: The amazing financial reporter.

For organizations that manage through their financial statements, Adagio Ledger's Financial Reporter is second to none. The reporter combines complete statement design flexibility and formatting with ease of use.

Reason #2: Outstanding Excel integration. A single click sends your financial statement to Excel, preserv-

ing all the formatting. Any fields from any file can be exported using only a few mouse clicks.

Reason #3: Really fast data entry. Strong keyboard entry capabilities make data entry fast and easy, which is so important for accounting data entry clerks. Every transaction type can be copied and automatically updated, saving thousands of keystrokes throughout the day.

Reason #4: The great information lookup features. The drill down ability is so convenient. For example, when you create a batch, you can quickly drill to a customer record and bring up all of the sales statistics and transaction history for that customer.

Reason #5: The Statement/Letter/Cheque/Invoice Designer that comes with the product makes it simple to create professional documents complete with your company logo, MICR encoding on laser form checks, and more.

Reason #6: A Simple Database. You do not have to worry about your complicated database and the technical complexity in SQL, Btrieve, ODBC...

Are you an Adagio Accounting user yet? You can learn much more about Adagio and even download evaluation modules at www.softtrak.com. Or simply call us today for a free demonstration. We are happy to help! **T**

theTechnoTips

So Much More Than A Calculator!

Did you know that if you hit the View menu on your Windows Calculator, you open up a toolbox of new tricks? Unit conversion translates Fahrenheit to Celsius, miles to kilometers, feet to metres, grams to ounces, joules to BTUs, and more. You can use the new calculation worksheets to quickly compute everyday stuff like fuel economy and auto lease payments. The Programmer and Statistics modes handle the meatier tasks. Check it out!

Load Up Your Taskbar

You may already have your favourite programs pinned to your taskbar, but did you know you can also pin folders, documents, the Control Panel, websites, and more? For easy access to frequent tasks, pin them to the taskbar.

Sore Eyes? Help Reduce Eye Strain With ClearType

ClearType is a tool that improves the readability of the text on your LCD screen. So if you feel the text isn't displaying sharply, use ClearType. The tool will take you through a series of screens, much like an eye exam, to help you achieve the sharpest text possible. You will find the ClearType tool in the Control Panel under Hardware and Sound > Display.

Quickly Find Anything On Your Computer

Windows Search is the fastest way to locate and open any file on your PC, including documents, email messages, music, photos, and more. To use Windows Search, click the Start button, type one or two keywords, and see search results appear almost instantly. **T**