

## Five Bad Habits That Can Ruin Your Online Experience

As the line between smart phones and computers blurs, the average consumer is spending more time online than ever. Along with this increased use comes a risk of making a costly mistake, or embarrassing yourself in the public arena. To avoid certain disaster, ditch these five common computing habits.

### 1. Installing Toolbars

Toolbars are the bane of every computer technician's existence. Despite repeated warnings to leave toolbars alone, many users add them to their browsers when downloading programs, often inadvertently. Next time you speed through the download process make sure to read the text next to each checked box carefully,

and uncheck any toolbar offerings.

### 2. Clicking On Suspicious Links

When browsing online, it's best to go with your gut. If that link your friend sends you seems weird and out of place, listen to your instincts and don't click. Many tools such as Web of Trust and Norton Safe Web offer a handy way to check the safety of a particular site. Be smart, don't just point and click.

### 3. Getting Free Stuff

The Internet is full of free stuff. While some great bargains are available, a lot of the seemingly great deals online are designed to lure you into a scheme or scam of some sort. Be wary of sites offering free cracks, warez and keygens. While the goal of many of these sites is to provide products for free, some use your impulsiveness against you to infect your computer with spyware and viruses.

### 4. Not Doing Your Research

A little research can go a long way. Whether you're about to post an urban legend on Facebook or order an expensive pair of shoes from a crooked online store, a quick search beforehand can save you a big headache. Remember, a skeptical and well-informed internet user is a safe internet user.

### 5. Impulsive Posting

Impulse does not mix well with social media. Before you post anything online, stop and think about it first. With The Internet Archive, web caches and screen shots, your words are never really gone. You can always type your comment and then press cancel. You'll get the satisfaction without the embarrassment. **T**



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## Innovative Solution Feature:

# Cost-Justifying the Paperless Office

Is the paperless office a myth or inevitability? The postal service will tell you that there has been an enormous decline in the number of printed invoices and cheques circulating through the mail system. Distribution of electronic invoices and payments has moved into the mainstream. There is no question that it's more efficient, convenient and less costly.

It is interesting to note that although an accounting office may receive an invoice in PDF format, it is not unusual for the AP clerk to print off a copy of the invoice to get a signature in writing for payment authorization. Furthermore,

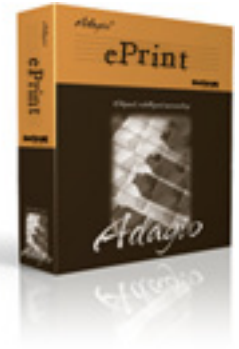
it is not unusual to see financial statements being printed every month as they are circulated through management and the finance & accounting department. Clearly, we've reduced paper, but not eliminated it.

Which is more expensive, a single sheet of paper or the electronic storage for the equivalent double-sided page? Would you believe that paper is 121,000 times more expensive than the digital copy?

We recently calculated the cost for a standard 20 lb., 8.5"x11" sheet of paper from Staples at \$0.01 (including tax, \$0.011126 per page).

Also from Staples, we priced out a 2 terra-byte external hard disk at \$288.86 (including tax). This was one of the more expensive models. The cost to store a PDF-formatted page on this hard disk is \$0.00000009173. The paper is 121,285 times more expensive.

The electronic document is far easier to file, find and back up for safe-keeping. Paper is far more prone to accidental loss through misfiling, misplacement, accidental destruction and fire. Paper takes up valuable real-estate, especially when stored in large volumes, which adds to overhead. There is a strong business case for adopting software systems in support of your company's path to the paperless office. One such example is ePrint for Adagio Accounting.



Adagio ePrint enables print-out management and filing within all Adagio modules. When Adagio ePrint is installed, all reports and forms in Adagio can be automatically "printed" to PDF and saved with unique, meaningful, auto-generated names in an electronic location and filing system of your choosing. So move over paper, and make room for ePrint! **T**

## theTechnoTips

### Microsoft Word Tips

#### How to Select

You probably already know that double-clicking selects a single word, and you probably figured out that triple-clicking selects an entire paragraph. But if you just want to select a single sentence, hold down Ctrl and click on any word. To select an entire table, hold down Alt and double-click.

#### Password Protect Documents

To password protect a Word document, click on File > Info > Protect Document > Encrypt with Password.

#### Insert Bullets Using Your Keyboard

Type an asterisk and hit the spacebar to auto-create a bullet list. You can do the same with numbers and dashes.

#### Use the Built-In Thesaurus

You don't need to hop online to use a thesaurus, the folks at Microsoft had the good sense to bundle one in Word. To use it, highlight an entry and press Shift+F7.

#### Select Text Vertically

Did you mess up your numbered list? Maybe some funky symbols got placed at the beginning of each sentence when you copied over an email. Whatever your reason for wanting to select text vertically, you can do so by holding down the Alt key and using your mouse cursor.

#### How to Add a Comment Box

When a co-worker sends you a document to proofread, don't waste your time writing a lengthy email detailing all the mistakes you found; mark up their Word file instead. Highlight a portion of text, click the Review tab in the Ribbon bar, and select New Comment. **T**