



# TECH TRENDS

## Outlook Rules, Rule!

### Special points of interest:

- Computing with your head in the Clouds
- Tablets Return
- Outlook can do what?



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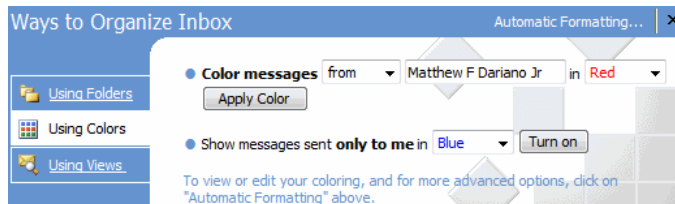
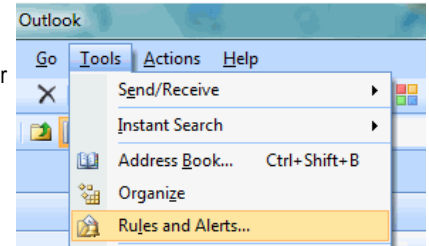
It's true, Outlook Rules rule! If you aren't using Rules you're missing out on one of Outlook's main features that can make your life easier.

There are three easy features to implement:

**First**, if you regularly receive email from people important to your work, have Outlook color them for you as they arrive in your inbox, distinguishing the important mail from the chaff. You might color email from important clients or your boss in red, company team members in orange, friends in green, etc.

To emphasize important email, click on *Tools, Organize*. In the resulting window (below) you can program Outlook to automatically categorize your email by selecting *Using Colors*.

Click on any email (that puts the sender's email address in the appropriate window), and choose a color for that sender. As you select the colors, click *Apply Color*. Outlook will scan your inbox and turn all email from that person to the selected color.

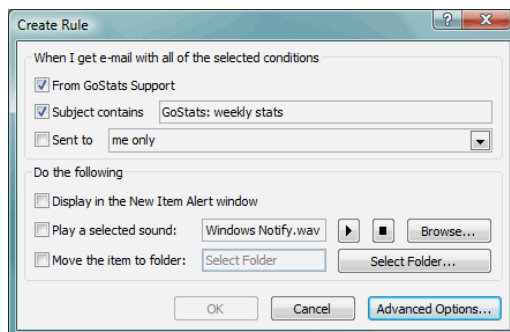
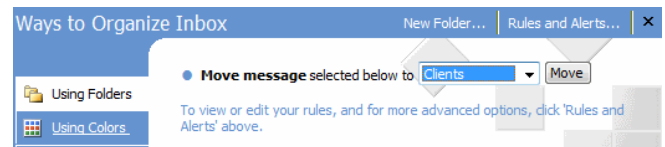


You are limited to approximately 24 senders to whom you can assign a color. Colors are not exclusive, the same color can be used to highlight many people. Unfortunately, you cannot assign a color to every sender from one domain (i.e.: xyzcompany.com); that would be handy, but you must assign them individually. The color applies only to items

in your inbox; if you move the mail to another folder, it reverts to the normal black text (since Outlook assumes you have dealt with that email).

To modify your selections, click the link labeled *Automatic Formatting...* to close the window, click the X.

**Second**, in the same window is an option titled *Using Folders*. This is a handy option if you receive automatically generated email, such as newsletters from a professional organization or outputs from a database report or any other automated email that you can deal with at your leisure.



The easiest way to start the process is to right-click on an email and choose *Create Rule*.

Choose the options you want and then click *Move the item to folder* and choose a folder; you can create a new folder at this time, if needed. By selecting the *Advanced Options* button you can define more rules for this action, giving you even greater control.

This is a great way to organize your mail files for auto-generated email and reports, but it is not really useful for

(cont'd on p. 2)

## March's Useful Web Site— [www.stumbleupon.com](http://www.stumbleupon.com)

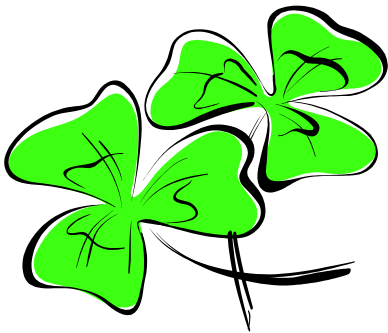
Be taken directly to web sites that match your personal interests and preferences with **StumbleUpon**—a discovery search engine that acts like a personalized browsing tool. Discover and share sites based on some 700 million recommendations and an index of more than 60 million submitted pages from more than 14 million members, affectionately known as “stumblers.” **StumbleUpon** uses a technology that keeps learning what the user has liked in the past and continues to search out quality sites that match individual interest. Create a free account and begin your search with nearly 500 handy topics, complete with user ratings based on actual human opinion.

# TECH TRENDS

## March Trivia Question—

**Many Irish names are preceded by an “O” as in O’Reilly. What does the “O” represent?**

(answer on page 4)

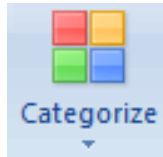


**“I am a great believer in luck, and find the harder I work, the more I have of it.”**

**—Thomas Jefferson**

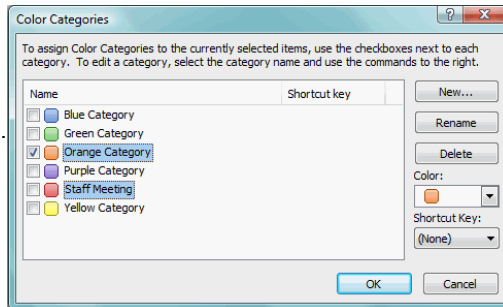
## ... Outlook Rules, Rule!

email from people. If you automatically send email to other folders, you'll have to check each folder for new email, which is too time-consuming.



Finally, if you use Outlook to organize your day-to-day life, categorizing the appointments by color can not only give you a better sense of your day, but also allow you to track your activities by category.

While you are creating an appointment, click the *Categorize* button. If you have not used the feature before, the categories are simply named for their color; you can now give them meaningful names (Staff Meeting, Installation, Sales Call, Doctor Appt., Vacation, etc.) and you can add many more categories and colors.



When you close and save the appointment, it will appear as a block of that color in the Calendar, handy for scanning your schedule quickly. And when you need to review your past activities, you can see all of your appointments categorized by clicking *View, Current View, By Category*.

Outlook is a large, extremely capable program that is used lightly by most people, but if you learn to harness its power, it can save you time and keep you better organized!

## What is the “cloud?”

It seems as if the latest buzzword in computing these days is the phrase “in the cloud.” Like many technology words, it can mean different things, but the term “cloud” is most often used as a metaphor for the internet.

Generally speaking, cloud computing refers to the use of online applications that are accessed by another web service or software (think browsers) where the software and data is stored on servers. The processing and related data is not in a specific physical, known or static place.

Some tech experts say that soon you won't need to install software on your computer and that your computer won't even have a hard drive. Instead, all the applications you want will be “in the cloud.” You will access them on the internet instead of hosting them on your own computer.

## Notable March Birthdays

*Michelangelo 3/6/1475*  
*Albert Einstein 3/14/1879*  
*Wyatt Earp 3/19/1848*

## Pet of the Month

Meet Aiden—a beautiful Golden Retriever—who is the service dog and constant companion for my son Chris Heinel.

Together for 10 years, Aiden accompanies Chris at all times; opening doors, calling elevators and fetching anything that might drop on floor.

Aiden's favorite activity is going to the movies, as he has a particular fondness for the popcorn. He requests no butter, however, as he is trying to stay in-shape.



Aiden came to Chris by way of an organization called NEADS in Princeton, MA. They have been best friends from day one and continue to take care of each other.

—Jeanette Kuehn, Foundation Asset Management

*We would like all of you to send in a picture of your pet, too! Email your pic and pet info to: [tech@AdvancedComputerRepair.com](mailto:tech@AdvancedComputerRepair.com). If your pet is featured, let him or her know that a treat is on the way! And don't forget your address so we can send out your pet's present!*

# Volume 2, Issue 3

## Client of the Month

### R. Bruce Tuttle of Painting Solutions Inc

Our March Client of the Month is **R. Bruce Tuttle of Painting Solutions Inc.** Bruce has been a client of ours for a few years now and has brought us other new clients as well. His company is the one putting some **SPARKLE** back into some of the old homes here in Moorestown and surrounding area.



Everyone knows some of the famous houses he has helped restore, including the cute "Witch House" on Kings Highway, pictured here.

Bruce's company also offers minor handyman services along with the painting projects they take on. Offering the most options and professional skills to meet any client's needs, Painting Solutions likes to summarize the whole of their success with what clients say about them,

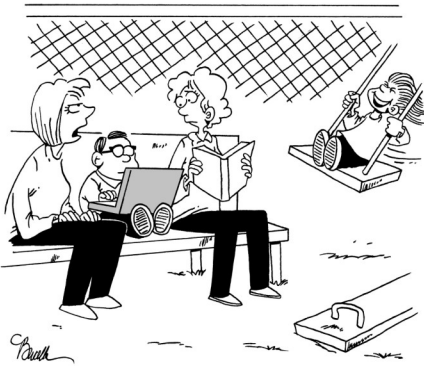
"You are a joy to work with!"

## The Tablet Revolution

Technology experts predict the PC will eventually relinquish its spot as the dominant way to access multimedia and the web and that the *tablet* will soon take over. New tablets have recently been released by Asus, HTC, LG Electronics, Motorola, Toshiba, to name a few, and each hopes to have the same success enjoyed by Apple's iPad. While Apple is ahead in sales with an estimated 10 million iPads sold in 2010, the tablet market is expected to explode. Research by iSupply predicts some 57 million tablets will be sold in 2011 and as many as 170 million by 2014. Google and its partners, LG and Motorola, are in the best position to loosen Apple's grip on the market, according to *Businessweek*.

The new tablets will come in several shapes and sizes. Some will have only wi-fi access, others will also connect to 4G networks. Some of the new tablets will feature cameras and 7-inch screens making it easier to hold or carry. A new version of Google's Android software is expected to work well on the new tablet displays.

Still leading the charge, however, Apple introduced their second-generation tablet, the iPad 2, in January and made it available to consumers on March 11th.



"Jeffrey didn't like coming to the playground until he found this Wi-Fi hotspot near the seesaw."

## Special Offer!

### \* Referrals \*

Just a reminder to everyone. We love it when one of our customers speaks highly of us and recommends us to a friend.

As a "thank you," we do indeed offer some monetary compensation. Please call or email the office for details on our referral program.

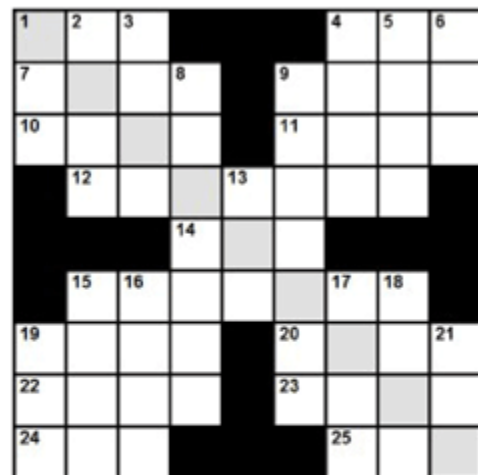
tech@advancedcomputerrepair.com

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## Spring Bunny Crossword

- Across
- Dash abbr.
  - Ballpoint, e.g.
  - Au \_\_\_\_
  - Knockout
  - Copter's forerunner
  - Bakery selections
  - Denounces
  - \_\_ and ahs
  - Spirits
  - "Beat it!"
  - Innocent
  - Pea holders
  - 60's hairdo
  - Affirmative vote
  - "Comprende?"

- Down
- It's higher on the highway
  - Settled a bill
  - Charter
  - British system of withholding tax
  - Baby blues
  - Dissenting votes
  - Style of baroque



- architecture: Pl.
- Hindu god
  - Fraternity letter
  - Sailor's cry
  - Mother \_\_\_\_
  - Blockheads
  - Euros replaced them
  - Retreat



# Matt's Corner

Just thought I'd mention to everyone.... If you haven't stopped by, please come see us at the new office. We're right on Main Street in Moorestown.

There's a lot of excitement around here. The front suite of our building is under construction preparing for a new chicken restaurant. The building next door is being renovated for a new ice cream/burger place. Definitely not good if you're trying to lose weight. And our parking lot will soon expand to accommodate more than 50 parking spaces!

Although my last name ends with a vowel, the rumors are true! There is a little Irish mixed in with my Italian blood.

Happy Saint Patty's day to all!

—Matt



Answer to the March Trivia Question is :

The "O" which precedes an Irish name represents "grandson of".

## Services We Offer:



- Spyware & Virus Removal
- Data Backup & Recovery
- Wireless Networking
- Server Installation & Configuration
- Web Site Design
- Internet Marketing
- General Repair & Troubleshooting
- Complete Turnkey Solutions for Business

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