

NEA Company shares these tips for "Taming Your Office". The better you know your computer and its software, the faster you will get out of the office and back to your customers, family and friends.

Are you paying too much for a fax line?

Here's the test to see if this office alternative can **save you \$20+ a month.**

- 1) Do you receive just a few faxes a week (or less)?
- 2) Does your fax machine have the "distinctive ringing" feature?
- 3) Does your phone service offer custom ring number?

If you answer yes to all of these keep reading. Trade your fax phone line (at \$25-30/month) for a "custom ring number" (at \$5/month). A custom ring number means that you have a separate phone number that rings on your main phone line BUT has a different audio ring. Here's how that applies to your fax line. Your fax machine uses the "distinctive ring" feature to grab those custom ring calls (and keeping them away from your answering machine). However, you can NOT call out on this customer ring fax number, it's only for incoming. Also, if you are using your main phone the fax will ring busy. Call your phone company and see if they have custom ring and ask if you can transfer your current fax number to this new feature.

Do you have time to recreate your office files? Then **BACKUP, BACKUP, BACKUP!**

It was a tough week for one of my clients. The good part is that she decided to clean-up her computer files by deleting folders from old projects. She even emptied the computer's Recycle Bin. After lunch she sat down at the computer to create estimates for a new client. She clicked on her main company folder icon on the computer desktop – nothing. It didn't work. Error message – Cannot Find.

She lost ALL her company computer files. Invoice templates. Completed estimates. Customer spreadsheets. She couldn't create an invoice for payment. She couldn't create an estimate for a new job.

She called us for help. We searched everywhere on the computer for the folder. We discovered that the icon on the desktop was a shortcut and she had deleted the parent folder not knowing that her main folder was inside it. We pulled USB jump drives from all the desk drawers looking for backups. We found one – but it was 6 months old and a lot had changed since then.

I tell this story to remind you AND SCARE YOU into reviewing your backup procedures!

Time goes by quickly as we work away on our businesses. When was the last time you backed up your files?

Was it really just last week – or was it 6 months ago! **Copy your critical files** (the ones you use each day or week) to a CD-ROM or USB Drive or better yet an online backup service. **Just backup it up SOMEWHERE!** While you are at it, don't forget to backup your Outlook (we're happy to email you directions for exporting) and accounting files (like Quicken or QuickBooks) along with My Documents and other folders.

Luckily, this client immediately took her desktop to a local technician who retrieved the files for under \$100 (some estimates were \$200-800). **But she still lost two days of work!** How many days can you give up to recover files that could be on your backup drive?

On-site Workshops

Have you wanted to attend our workshops but the date and time didn't fit your schedules? Now **we come to you** with our on-site workshops. **You pick the date, time, location and 5 people** for the workshop. We bring the laptop, projector and workshop materials. This is great for people of the same industry (realtors, Tupperware consultants, Silpada consultants, speakers, consultants, etc.) so we can customize the training to their business. **Since it's at your place, you attend free.** See our list of workshop topics at workshops.neacompany.com. Call soon - we are already booking workshops for December.

Introducing new NEA Company website

We are SO excited about our new website. We have more pages of information for our office services. Our clear envelope products are easier to find and **purchase with credit cards (not just PayPal)**. We have new website names: services.neacompany.com; products.neacompany.com and workshops.neacompany.com. We appreciate any and all feedback as we continue to improve our website!

At NEA Company, we help small businesses be more productive in their office ...

through workshops, personal tutoring and unique office supplies.

NEA helps your computer become your best business partner.

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