

*For over 25 years  
Software To Go has been offering  
superior products, service and  
support to small and medium  
sized businesses.*

*Software To Go is a full-service  
Technology Solution Provider  
specializing in computer and  
software pre-sales knowledge and  
post-sales support!*

*Our knowledgeable, friendly and  
professional staff is always willing  
to go the extra mile to assist  
customers and support the  
products we sell!*

*Software To Go is different  
because we don't just sell the  
products, we also know the  
products!*

*We pledge to do everything  
realistically possible to assist you  
in taking a high-tech plunge into  
your computing needs!*

*We all wish to take this  
opportunity to say 'Welcome' to  
those of you just learning about  
the Software To Go difference!*

*Sincerely,  
The Staff of Software To Go*



This picture is not the Easter Egg

## Advice from Snopes

**Snopes** also known as the [Urban Legends Reference Pages](#) and is a web site that is the best-known resource for validating and debunking urban legends, Internet rumors, e-mail forwards and other such stories of uncertain or questionable origin in American popular culture. Snopes is run by Barbara and David Mikkelson, a California couple who met on the alt.folklore.urban newsgroup. The Mikkelsons also founded the San Fernando Valley Folklore Society, and were credited as the owners of the site until 2005. The site is organized according to topic and includes a message board where stories and pictures of questionable veracity may be posted.

Here is a nice little tidbit of information. If any of you are wondering why people didn't return something to you that said something like 'if I don't get this back I'll....or, 'See how many flowers you can get back', or 'Forward this to 10 people in the next 5 minutes or something bad will happen to you', etc. you should queue in to that clue. The following is why you should not send them back.

Any time you see an E-Mail that says forward this on to ten of your friends, or sign this petition, or you'll get bad luck, good luck, or anything similar, almost always has an **E-Mail tracker program attached** which tracks the cookies and E-Mails of those folks you forward to.

The host sender is getting a copy each time it gets forwarded and then is able to get lists of active E-Mails to use in SPAM E-Mails or sell to other spammers.

For more information:  
Our Web Site  
[www.software-to-go.com](http://www.software-to-go.com)

Contact Us  
636-441-3420  
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Visit our retail location  
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Software To Go Provides a  
Number of Maintenance and  
Support Programs Designed to  
Fit the Needs of Almost any  
Business!



All any of this type of E-Mail is, is a way to get names and cookie tracking information for **telemarketers and spammers** validating active E-Mail accounts for their own profitable purposes.

You can do your friends and family members a GREAT favor by sending this information to them; you will be providing a service to your friends, and will be rewarded by not getting thousands of spam E-Mails in the future!

If you have been forwarding the above kinds of E-Mail you now know why you get so much SPAM. STOP forwarding it! Delete it. Encourage your friends to do the same.

Do yourself a favor and **STOP** adding your name(s) to those types of listings regardless how inviting they might sound! You may think you are supporting a great cause, but you are NOT. Instead, you will be getting tons of junk mail later! This is how senders **help the spammers get rich!** Let's don't make it easy for them! STOP SENDING those emails to your friends with 'FW:FW:' in the Subject line.

Read the full story here:

<http://www.snopes.com/inboxer/petition/internet.asp>

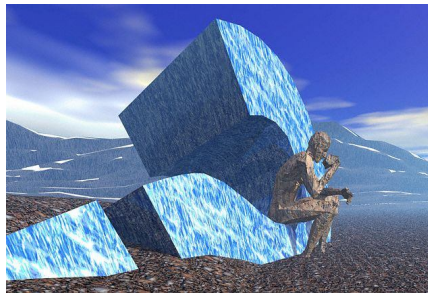


### Can you find the Great Easter Egg?

In our newsletters, we plant "Easter Eggs" or rather imbedded [links](#) to fun stuff from time to time. Sometime these are links to fun & safe games, interesting articles, related news, *funny pictures* ... they could be any thing just to break up the oh-great-another-email monotony.

We invite you to hunt for the Great Easter Egg in this edition of the Partner News! Email us what that Great Easter Egg is. When you see it, the funny item(s) should be obvious. The rules for finding the Great Easter Egg are simple. Just **contact us with the location of AND what is the Great Easter Egg** and we'll put your name into a drawing for a **\$100 gift certificate!**

***Happy hunting!***



**Did you know?**

**Zoom in and Out** - You can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the Ctrl key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

**Line Breaks Without Bullets** - When you're creating a bulleted or numbered list in Word or PowerPoint, you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In Excel, you can press Alt-Enter to start a new line within a cell.

**General Office Keyboard Shortcuts** (*'Ctrl + A' means hold the Ctrl button and the letter 'A' down at the same time*)

**Ctrl + A:** Select all

**Ctrl + C:** Copy selection.

**Ctrl + X:** Cut selection.

**Ctrl + V:** Paste copied selection.

**Ctrl + Shift + >:** Increase font size.

**Ctrl + Shift + <:** Decrease font size.

**F4:** Repeat your last action, including searching, typing, and formatting.

**Shift + F4:** Repeat the most recent Find command.

**Shift + F5:** Jump to the last change you made in the document.

**Ctrl + F6:** Toggle between open documents.

**F7:** Run the spell-checker.

**Fast Access to Often-Used Documents** - You can keep frequently used documents readily available on Word's menu bar so you don't have to use the File menu and search through files and folders to find them. You do

this by adding a Work menu to Word's menu bar. Go to View > Toolbars > Customize, choose the Commands tab, and select Built-in Menus from the list of categories. Then choose Work from the list of commands and drag it to where you want it on the top-line menu. From your new menu, choose Add to work menu to attach a filename to the menu. To remove a filename, press Ctrl-Alt-Minus and click on the item you want to remove.

**Rearrange Paragraphs With Two Keystrokes** - Do you need to swap the second and third paragraphs in the document you're working on? Don't waste time dragging text around within your document using the mouse. Just click on the paragraph you'd like to move, hold down Shift-Alt, and move the paragraph up or down using the arrow keys. Each press of the arrow key causes the selected paragraph to jump over one adjacent paragraph.

**Drawing a Line** - You can create a line across the page of your Word or Outlook document with just a few keystrokes. Type three consecutive hyphens and press Enter to get a normal line. Type three underscores and Enter, and you'll get a bold line. And if you type three equal signs and press Enter, you'll get a double line.



### **Joe's Small Business Notes:**

*We've rounded up our clients, suppliers, trusted advisors and colleagues to bring you valuable information you can put to use lowering your costs, making more sales and growing your business.*

**Don't be intimidated and forced off the road. . .**

As we currently find ourselves in the midst of what has been labeled by some as "the worst economic period since the depression" it can be tempting to "pull off the road" and wait for the storm to end. I would suggest that this is the worst course to follow during these difficult times.

In my opinion, these are the times that we, as small business owners, can take advantage of the pervasive uncertainty to prove our value and/or expertise to our clients and customers. The greater the uncertainty, the greater the demand for solid, reasoned information and the wisdom that

can only come from experience.

In my business, I'm finding many opportunities to develop deeper relationships with my existing clients. I am also finding that many people have become dissatisfied with their current advisor(s) and are looking for someone that they can communicate with and develop a rapport with to help them deal with their issues and concerns. As a result, I have been able to establish numerous new client relationships.

While recognizing that we need to deal with the financial realities and limitations of this difficult period, I believe this is a terrific time to find ways to extend our reach to new clients and customers.

**Don't pull off the road, step on the gas!**

*[Gary S. Sheller](#) holds the Certified Financial Planner (CFP) designation, as well as a broker's license in securities, insurance and real estate. He founded Sheller Financial Services in 1979 and continues to serve clients on a nationwide basis with their financial planning, estate planning and wealth management needs. His practice is located in Troy, MO.*

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