



aspadvisor

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Welcome to the new year, and a new edition of the **aspadvisor**.

If you haven't already, it's time to make your New Years Resolutions - and **aspadvisor** is here to help you be more productive this year.

New Years Resolutions

Every New Year is an opportunity to turn over a new leaf and improve yourself. For a couple of weeks, anyway. But this year, vow to use your computer to become more efficient.

Get Organized

This is the year to get a handle on all the little messes in your life. If you have a ton of sticky notes on your desk, use computerized Stickies from Zhorn Software. This freeware program lets you put sticky reminders right on your computer screen.

Digitize Your Records

Use your computer to scan & store important information. It's easy, quick, efficient, tidies up you office/work area and frees up an amazing amount of space, so digitizing important documents and records can be a very worthwhile project.

Resolutions for your Computer

- Back up regularly.
- Use a surge protector.
- Update your anti-virus program regularly.
- Download and install program and operating system updates.
- Check for spyware.
- Don't buy from spam.
- Clean out old documents and programs occasionally.
- If in doubt, *don't click*.

Learn to Use Your Equipment

There's always more to learn about your computer, music player, and digital camera. Vow that this year you will actually read the manuals and online help so that you can confidently use the equipment you already own.

(Continued on page 3)

Inside this Issue:

- ♦ *asp recommends: 2 Monitors*
- ♦ *asp tests: NW120 Notebook*
- ♦ *Six Word Story*
- ♦ *asp Partner Profile - FAB Cleaning*
- ♦ *Vaguely Interesting - Torino Impact Hazard Scale*

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asp tests - NW120 Notebook

The new generation of notebooks are here, and the new technology will leave your old notebook in the dust.

Intel® Centrino® Duo mobile technology-based notebooks with the new 64-bit enabled Intel® Core™2 Duo mobile processors offer greater than twice the CPU performance, when doing processor-intensive tasks such as multitasking, and use up to 28 percent less power as compared to previous generation Intel® Centrino® mobile technology-based notebooks. With the combination of the speed increase and the extra up-time, the only result can be extra productivity.

So we know we *need* extra productivity, but which to choose?

The NW120 notebook is small, lightweight and features a Core 2 Duo mobile processor. It has a 12" Widescreen, and weighs less than 2kg including its battery.

Many notebooks are quite cumbersome to carry around and use when you're out of the office, and if it's all too hard, the likelihood is that the notebook will stay at the office most of the time, and be relegated to desktop status.

The size and weight of the NW120 makes it very easy to carry and use, increasing the likelihood that you would take it with you when you leave the office, allowing you to work outside the office. So, just by its size, it has increased productivity.



I want it - how can I get it?

The NW120 Notebook is available from **asp** - please contact us if you need more information. We'd also be happy to speak with you about setting up multiple monitors for your PC's; explaining the hardware and mounting requirements.

Six Word Story

TIME MACHINE REACHES FUTURE!!! ... nobody there ...

- Harry Harrison

asp recommends - Multiple Monitors

Being able to perform more tasks at the same time, and perform them more efficiently and effectively is the greatest advantage of the Information Technology we now surround ourselves with.

But in order to be more productive, we have to learn to use the technology more efficiently, because, let's face it, we're the ones holding the computers back. By having 2 screens on your desk, you *can* become more productive.

Referring to information in one document or program, while working in another window can be frustrating if you cannot see both at the same time. You may even resort to printing the reference material. With a second screen, the reference information can be displayed full size next to the window you are working in. With large documents, such as spreadsheets, you can view the document over both screens, allowing you to see more at once.

A second monitor will take up more room on your desk, of course, but without the need to refer to printouts spread across your desk anymore, you don't need the space. And if you're only using one of your screens, the other screen can display those family photos that are taking up desk space.



But if the benefits of increased productivity are not interesting you, the fact that it looks really cool should.

New Year's Resolution

(Continued from page 1)

Save Time and Money When Traveling

Make your travel reservations online. You can even print your own airline boarding passes at home so you don't have to stand in line at the airport.

Become a Better Searcher

Learning more about search engines and how they work can save you time and frustration. Finding what you need on the Internet quickly and easily produces a lot of self-satisfaction as well. Search engine home pages usually provide links to instructions on how to use their search more proficiently. Also consider using different tools for your online search.

So take these tips, enjoy using your computer, and have a happy new year.



Vaguely Interesting

Human beings measure things. It makes us feel better about all those things we can't control, though it can sometimes get out of hand – the US Department of Homeland Security's colour-coded terror alerts, for example.

But as a rule, most of the scales we use to quantify, classify, and compartmentalize the world are useful, and some are downright cool. Here is one from a group of the coolest scales.

The Torino Impact Hazard Scale

What it measures: Asteroid impact risk
How it works: Named after the Italian city where eggheads ratified it in 1999, a Torino score gauges the odds that a near-Earth object will hit us and the damage it would cause. A space rock that rates a 10 comes around only once every 100 millennia or so.

Next month: A few handy Urawaza tips - very useful and *very* cool

Partner Profile

Since its inception in 1989, FAB Cleaning Services has developed an enviable reputation as a leader in the highly competitive commercial cleaning market. FAB cleans hotels, shopping centres, schools and supermarkets as well as offices, factories and almost any other commercial property you can think of, in all states in Australia. FAB has established over 300 commercial cleaning franchises and currently services over 1000 commercial sites across Australia.



FAB's philosophy is *"There are no degrees of clean. It either is or it isn't"*. Their focus is to provide high quality and consistent services to their clients in an unobtrusive manner, making sure that the presentation of your premises is not just to the standard you and your clients expect, but even higher.

asp is proud to partner with **FAB**