



December 2014

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Lunch & Learn

**Reserve the Date and
Have Lunch on Us!**

**How Effective is your Website?
Wed, Jan. 14, 2015 11AM-1PM**

Doug Williams of Williams Digital
Marketing Agency will be speaking on

Letter from the President

As the year draws to an end our business plan gets refreshed for another great year. In that plan, I have to recap what has worked for us in the past year, and what has not. Each year is full of opportunity in the IT world and our mission has always been "To be the best Computer Consulting Company our Clients and Employees will ever do business with."

Bringing more value to each of our clients than they pay for is one of my most important goals. How to educate my staff to provide service and provide it within budget. How to ensure that what we do each time for our client, improves their productivity and allows them to walk away from any task with a smile on the client's face and their own.

Please let us know if you need any help in your planning for 2015. We can help you in a lot of ways, but most importantly how to make you and your staff more productive in the workplace and produce better results for the people that you serve.

Have a great holiday season and thank you again for your support of CCSI

Scott Huotari, President

Get ready for 2015

used with permission from HP Technology at Work

The end of the calendar year is more than just a time for your business to tie up financial strings, address HR matters, and host holiday parties. It's also a great opportunity to assess your organization's technological standing.

Here are six things that should be on your end-of-the-year technology checklist to help ensure your organization is at the top of its technology game in 2015 and beyond:



"Avoiding the Landmines... Just How Effective is your website?"

To register by Jan 12th, click on this link:

[January Lunch and Learn](#)

Mobility in the Workforce Wed, Feb. 11, 2015 11AM-1PM

Richard Schuman of Allworx Phone Systems will be speaking on "Mobility in the Workforce" - How effective are you with staying in touch with your customers?

To register by Feb 9th, click on this link:

[February Lunch and Learn](#)

Business Continuity Tip

Unexpected Weather Conditions

Recently, 7 feet of snow hammered the southern part of Buffalo, NY. With an average snow fall of over 3-5 inches an hour, many residents were left with little to no time to prepare. [Click here to see the incredible photos.](#)

[Read more](#)

Laugh a Little



"It's not serious yet, but your data is enlarged."

1. Declutter network drives

Do you really need to hang on to sales correspondence with a client that went belly up at the recession's onset, or marketing collateral from a product retired many years ago? Rid network drives of outdated documents and define a system for organizing important files that will be archived, including those required by law, such as: contracts, leases, permits, licenses, employee payroll records, and financial data. Decluttering your drives of superfluous files will make information more readily accessible to staff, aid decision making, produce cost savings, and create a more efficient, streamlined digital workplace.

2. Take a tech inventory

Count it all -- from thumb drives to toner cartridges -- and review the performance of key equipment, such as computers and printers. A tech inventory will identify what's needed, what's outdated, and what should be serviced or replaced. Specific needs can then be incorporated into the upcoming year's budget so your business never goes without. Additionally, a tech inventory will help you identify expired or obsolete items you can recycle, such as notebook batteries, cell phones, monitors, printers, keyboards, cables, and more.

3. Assess your tech performance

Is your business technology meeting the needs of today's demanding, fast-paced business environment? From analyzing your company's website metrics and other digital outreach efforts such as social media, to examining the role of technology in customer interfacing, make sure your business is leveraging technology in contemporary, pertinent ways. Doing so will power performance and show customers you are a modern, cutting-edge company.

[Read more](#)

The Importance of General Software Updates and Patches

*used with permission from Norton by Symantec
by Nadia Kovacs*

We all get them from time to time- those little windows that pop up, notifying us that there are software updates available for our computer. Chances are, these always seem to present themselves right when we are in the middle of doing something seemingly important, so it's all too convenient to click on that "Remind Me Later" button. Later eventually rolls around, and our little pop-up friend is back once again, nagging us to install these updates and restart our computer. And just like during their last visit, we're right in the middle of something, and the cycle continues. However, that notification is not there just to pester us. There is actually significant importance in updating our software.

Why Should I Install Updates?

Software updates perform a myriad of tasks. They are available for both our operating system and individual software programs. Performing these updates will deliver a multitude of revisions to your computer, such as adding new features, removing outdated features, updating drivers, delivering bug fixes, and most importantly, fixing security holes that have been discovered.

[Read more](#)

Convert your document to a fillable PDF form



*Love is a fruit in season at all times, and
within reach of every hand.*

- Mother Teresa

If you have Adobe Professional instead of Adobe Reader (the latest version is [Adobe XI Pro](#)), you can edit PDFs and create and edit PDF forms.

If you've ever seen a PDF form with fillable fields, like below, this tutorial will show you how to quickly convert your existing document (in Excel, Word, or even PDF format already) to a PDF with custom fields, checkboxes, and "print" and "email" buttons.



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