

ImpreSoft Notes

Volume 1, Issue 1

June, 1998

ImpreSoft is the Place

While ACE is the place for your Advanced Computer Education, it also happens to be a large chain of hardware stores with what many consumers call “an astonishingly complete plumbing department.”

Over the past year, the folks at the Advanced Computer Education Center have grown weary of being associated with 2x4's, elbow joints, and caulking; they decided a name change was in order. And as it goes with the advent of every new year, it was out with the old and in with the new: ImpreSoft.

So what happened to the friendly professionals you've come to depend on? They moved. . . to Suite 1500 in the Garvin Innovation Center still located at the Virginia Tech Corporate Research Center. It's right down the hall from the old site.

If changing their name and address wasn't enough, they also decided a few new amenities were in order. . . Such as a second training lab, a new conference/board room, and modern kitchen facilities. That's right. No more cooking on the old hot-plate or eating lunch out of the snack machine. All told, ImpreSoft now has three times the space of its old site.

Still, the most important new features for 1998 are not facilities or name changes. New services to meet the needs of more clients win that honor.

Room Rentals ImpreSoft now offers the rental of their two training rooms. The first comes equipped with six computer work stations all with Internet access and a teacher's computer with overhead projection capability. The second is a lecture hall, also with overhead projection capability. Rental of either space gives you access to the new kitchen facilities.

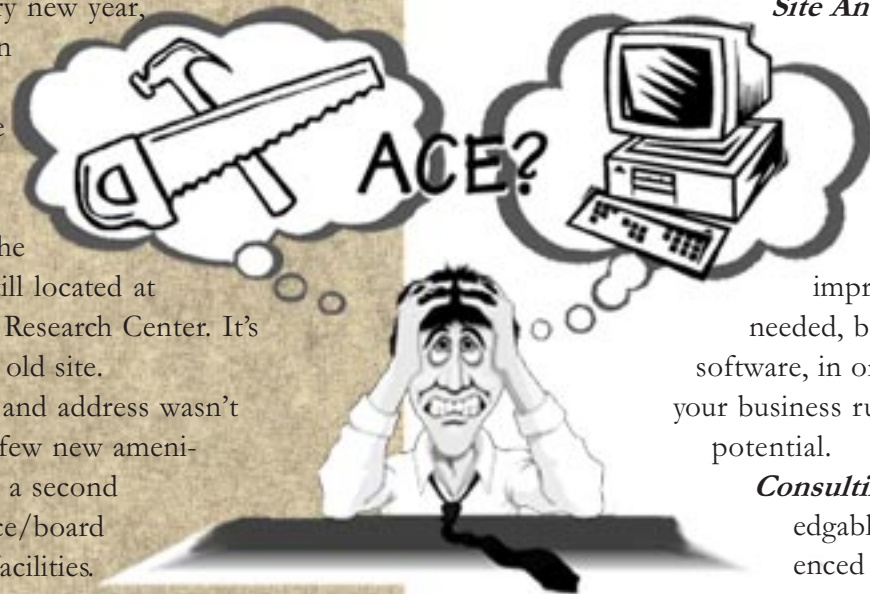
AutoCAD Drafting The folks at ImpreSoft can now help fill your drafting needs with their AutoCAD professionals.

On-Site Training Trainers from ImpreSoft will come to your site and train your staff on the ins and outs of the newest software or hardware. If you don't happen to have the proper hardware, ImpreSoft will be happy to provide that as well.

Site Analysis ImpreSoft's site analysts will come to your work place, observe, and pinpoint what improvements are needed, be it hardware or software, in order to make your business run at its fullest potential.

Consulting Knowledgeable and experienced with the latest

See ACE, next page



Inside This Issue...

ImpreSoft is the Place

Web Watch

Tips & Tricks

Now that we have computers...

Educational Seminars

Featured Course: Microsoft Outlook 98



On-line Bookstore

Shop the High-Tech Way with ImpreSoft's on-line bookstore. The Bookstore is a safe, quick, and economical ordering system linked to ImpreSoft's Web page. Books ordered through the Bookstore are discounted 10-20% below cover price, and monthly specials offer even greater savings.

Visit this On-line Bookstore at www.impresoft.com.

Search for books by title, author, ISBN number, and ImpreSoft course number. All books used in ImpreSoft courses are available through this On-line Bookstore.

To order a book, just point, click, and then enter a credit-card number. The server is secure, so credit-card numbers will be safe. Within 10 to 14 days, your book will be delivered to your door step.

The *ImpreSoft Notes* newsletter is produced by the ImpreSoft Corporation with assistance from ImageSmith Desktop Publishing. Direct questions or comments to ImpreSoft at

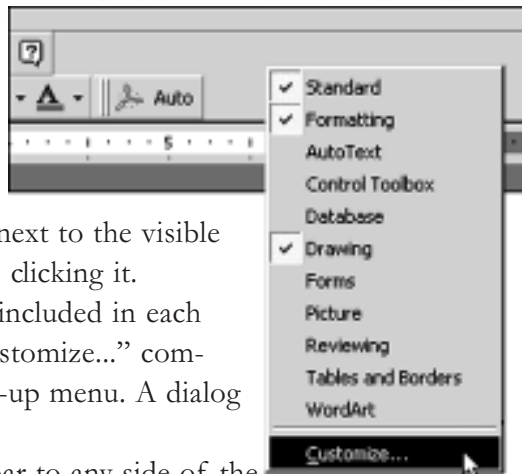
(540) 961-9810
info@impresoft.com
www.impresoft.com

Toolbar Tricks in Office

To hide or show toolbars, right click in an empty space on your toolbar. A list of available toolbars will appear in a pop-up menu with checks next to the visible ones. Select or deselect one by clicking it.

You can change the tools included in each tool-bar by clicking on the "Customize..." command at the bottom of the pop-up menu. A dialog box will appear to help you.

You can also move a toolbar to any side of the window by clicking on the double vertical bar on the left end and dragging it with your mouse. Create a floating toolbar by dragging it to the center of the window.



ACE, *continued from previous page*

software, Web development, network design, and many other technologies, ImpreSoft is available on a consulting basis to meet your needs. Services include:

Application and Information Technology Consulting Customized application development, software design, implementation, and checkout; and contract programming.

Systems and Network Integration Consulting Local & wide area network design & implementation; systems analysis and design; systems acquisition support; systems integration and operational training; system conversion and operational support; database management & administration; and database design and conversion.

Internet Consulting Web server installation and support; network design and implementation; Internet access setup; SMTP, listserver, news and related Internet software configuration; training - effective Internet use, HTML coding, etc.; complete turnkey Web sites; and Web site administration and management.

And finally, ImpreSoft decided on a new toll-free number to keep with the spirit of the sweeping changes that have occurred with the beginning of the new year. The new toll-free number is 1-888-TO-TRAIN or 1-888-868-7246. Give them a call to see how their new services can be of service to your business. Just don't ask for the plumbing department.

Now that we have computers...

Educational Seminars

What do we do with them?

In today's age of technology, computers have become a part of our everyday lives. More and more home PCs are becoming major appliances for browsing the Internet, sending e-mail, keeping home finances, and much more. Office Technology has also advanced by adding local area networks (LAN), servers, more desktop PCs, and Internet access.

In last year's column, Mouse Tracks, we addressed Office Technology and how it is ever-changing. Employability is an important issue in today's media, but as we approach the next millennium there are many other issues we must face.

As more companies move towards computers, networks, and the Internet, security becomes an important issue. Additionally, Internet Commerce and such issues as on-line credit-card transactions are becoming more prevalent when discussing security. The world has become one large network of information where anyone anywhere can easily communicate. We need to take advantage of this and educate ourselves on the safest and most effective ways of communication.

Over the next twelve months, ImpreSoft Corporation and Christiansburg Printing will bring you a series of articles addressing these issues. Look for articles on topics such as...

Year 2000 - Millennium Bug

Internet Commerce - Increase your sales by expanding your market

The Next Wave in Internet Access

Windows 98 / Windows NT 5.0 - What can you expect.

This is just a start, and we would welcome your input. Is there a problem or question about computers as your business approaches the next millennium? We'll try to present some answers.

This article was provided by Ben Jones of ImpreSoft, an educational facility dedicated to providing hands-on training on the latest computer software. For more information on ImpreSoft, visit their Web site at <http://www.impresoft.com> or call 961-9810.



Your chance to learn – Free!

One Friday, every month, the professionals at ImpreSoft gather to discuss the merits, drawbacks, and use of one common personal computer application. These one-hour seminars usually begin with a short presentation on the software, frequently by the same person who teaches the software for ImpreSoft. After the presentation, the seminar is opened for questions and discussion. If you want to know whether to upgrade, whether a software suite really will make your job easier, or just how to accomplish one particular task, come out for these one-hour, lunch-time seminars. They're free and refreshments are provided.

June 19 -
Microsoft Outlook 98

July 17 -
Adobe Photoshop 4.0

August 21 -
AutoCAD R14

September 18 -
Windows 98



1872 Pratt Drive
Suite 1500
Blacksburg, VA 24060-6344

ImpreSoft

Featured Course: Microsoft Outlook 98

Overview

The Microsoft Outlook 98 messaging and collaboration client combines leading support for Internet standards-based messaging systems, including Exchange Server, with integrated calendar, contact, and task management features.

Outlook 98 helps users communicate with others through e-mail, telephone, group scheduling and real time NetMeetingT conferencing software. Outlook helps users share information with others via Internet connectivity, Exchange Server public folders, electronic forms, and as a component of customized collaborative solutions. Outlook also integrates and organizes all this communication and shared information in one application.

Benefits

- **Get connected, communicate and share information with others:** Users can easily install client software, import settings and data from existing e-

mail products, and get connected to the e-mail and collaboration server providers they choose.

- **Work seamlessly with Microsoft Office 97, Microsoft Exchange Server and Internet Explorer 4.0**
- **Organize and view information in one place:** Outlook lets users organize and manage all of their e-mail, calendar, contacts, and task information using a single integrated application.

Class Syllabus

Beginning Level

- I. Introduction
- II. Getting Started
- III. Incoming Mail
- IV. Replying To and Forwarding Mail
- V. Creating Mail
- VI. Some Message Handling Features

Intermediate Level

- I. Introduction
- II. The Outlook Calendar
- III. Notes
- IV. Tasks
- V. Journal
- VI. Contacts