

THIS MONTH INCLUDES

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Protecting Yourself from Viruses and Spyware

This 90 minute seminar will provide you the knowledge needed to protect yourself from viruses, spyware, and other electronic threats.

When

Monday, January 30, 2012
8:30am – 10:00am
Breakfast Provided

Where

Coldwell Banker
3825 Leonardtown Rd.
Waldorf, MD 20601

\$20 per person

[Register Here](#)

BREAKFAST WITH
BALANCELOGIC

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LINKS

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[Administrative Services](#)

JANUARY 2012

HAPPY NEW YEAR!

2011 was a busy year for BalanceLogic and we're excited to see what 2012 will bring! But first, let's take a look back into 2011.

We would like to recap all the exceptional and useful [information](#) and [tips](#) from last year's BalanceLogic Insider.

INTERESTING INFO

Best Information of the Year

February: [Top 5 Website Design Mistakes Made By Small Businesses](#)

Having bright, flashy colors. Websites are designed to be informational... [Read More](#)

March: [Top 5 Ways to Press Your Luck...](#)

Waiting until your computer or network breaks before having it looked at... [Read More](#)

April: [Top 5 Reasons to Have Marketing Materials](#)

To give your audience a sense of stability- Show that you have invested in your brand identity... [Read More](#)

May: [Creating a Facebook Page for Your Company](#)

It is important to have a social media presence and Facebook is the leading media platform for small businesses... [Read More](#)

June: [Small Business Websites, Your Questions Answered](#)

One thing in today's business world that we have to accept is that technology and the Internet play a critical role in our businesses and everyday lives... [Read More](#)

July: [Has Your Password Been Compromised?](#)

Have you attempted to login into one of your accounts to find that your login doesn't work?... [Read More](#)

September: [Your CPA vs BalanceLogic](#)

Many people think they must turn to their CPA to handle the bookkeeping for their company... [Read More](#)

October: [What is a QR Code?](#)

[Graphic Design Services](#)
[Bookkeeping Services](#)
[Web Design Services](#)
[Current Promotions](#)
[Testimonials](#)

NOT SO
FUN FACTS

Computer circuitry can be destroyed by static electricity, it's so mild for humans that they don't even feel it!

FREE
RESOURCES

Keyboard Shortcuts for
MS Word 2010

[Click Here](#)

SUGGESTION
BOX

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

Please let us know what you expect from this newsletter each month by sending an email to:

info@balancelogic.com

Recently you have been noticing these black and white boxes on advertisements all over the place wondering what the heck they are...[Read More](#)

November: *What is Managed Backup Service?*

Did you know that more than 50% of businesses that suffer significant data loss never open their doors again?. [Read More](#)

MONTHLY TIP

A Year of Useful Tips

February: *Search Engine Optimization*

Here are 3 great ways to get your website found on search engines...[Read More](#)

March: *Start Your Computer in Safe Mode*

Safe mode is a windows configuration that only loads a minimum set of files and drivers...[Read More](#)

April: *"Communicating Your Brand Everyday"*

By defining your brand strategy and using it in every interaction with your target audience, you are able to effectively strengthen your messages and your hard earned relationship...[Read More](#)

May: *3 Tips to a Successful Logo*

Keep it Simple, Colors and Longevity...[Read More](#)

June: *3 Tips to a Successful Website*

Research, Brainstorm and Standout...[Read More](#)

July: *3 Tips to Protect Yourself from a Virus Infection*

Firewall, Antivirus/Anti spyware, Software Updates...[Read More](#)

September: *Backing Up Your QuickBooks Company File*

Do you know the last time your company file was backed up?...[Read More](#)

October: *How to Use a QR Code*

QR codes are great for taking you to coupons, landing pages and company website...[Read More](#)

November: *Simple Computer Backup Tips*

Forgetting to backup your company's data is not a good excuse...[Read More](#)

[Contact us](#) today!

FEATURED SERVICE



Protecting Yourself from Viruses & Spyware

This 90 minute seminar will provide you the knowledge needed to protect yourself from viruses, spyware, and other electronic threats.

We will discuss the different types of threats, email scams, and the tools needed to protect yourself.

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3825 Leonardtown Rd.

Waldorf, MD 20601

Cost:

\$20 per person

[Register online here.](#)

[Or print and fax your registration here.](#)

[Contact Us](#) to learn more!

ABOUT US

BalanceLogic® is a back-office support and services company providing Bookkeeping Services, IT Support & Management Services, Web Services, Graphic Design Services, and Administrative Services to the commercial and government markets. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

BalanceLogic is your one stop small business partner.

Happy New Year!

The BalanceLogic Team

<http://www.BalanceLogic.com>

Find us on Facebook 

Follow us on  **twitter**

View our profile on  **Linked in**



Double Your Service For Free

With BalanceLogic **Managed Backup Service**. Contact us for more information. Valid until 1/31/2012



FREE Onsite Technology Assessment

We will come onsite and do a complete assessment of your technology infrastructure and provide you with our recommendations.

Valid until 3/31/2012