

APRIL 2010

BalanceLogic® provides you with a broad array of cost effective and high quality business support and backoffice services. Whether it's data entry, network support, accounting/bookkeeping, web or graphics design, we can help you either on a regular or ad-hoc basis.

We invite you to give us a call or visit our website to find out how our services can help your business operate more effectively and stay competitive. We value our clients and believe in strong, long term business relationships.

Here's what's going on in BalanceLogic!

BalanceLogic Launches Workshop Series



Breakfast with BalanceLogic is a monthly workshop series presented by BalanceLogic on the last Monday of each month. This workshop series will provide insight and interactive activities on everyday business related topics. See [press release](#).

Our first workshop is scheduled for April 26th and the topic is **Maximizing Microsoft Outlook**. This 90 minute workshop will provide you with the expertise needed in order to use all of the features of Microsoft Outlook 2003 effectively.

[Download](#) the flyer for more information. [REGISTER ONLINE](#)

Special Newsletter Promotion

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Creating a Form in MS Word

Microsoft Word provides a way for you to create standardized documents allowing you to enter information easily. Example, you have a contract that you use and the only thing that typically



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FREE RESOURCES

Look for this valuable resource in every issue of *The BalanceLogic Insider*.

[MS Word 2003 Keyboard Shortcuts](#)

SUGGESTION BOX

We are very interesting 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

changes is the name, address, items, and cost. This is a perfect opportunity to use a form.

To create a form, following these steps:

1. Create a document containing the text of the form.
2. Insert form fields where you want information entered.
3. Format the fields to reflect the type of data you want in the form.
4. Protect the form.
5. Save the document as a template.

Later, when the form is being used, someone creates a new document using the template, they will only enter the information that is defined. The document then can be saved as a new name.

Did you Know?

- [Data loss cost businesses an estimated \\$12 billion each year!](#)
- [Less than 50% of small businesses perform routine data backups!](#)
- [More than 50% of businesses that suffer significant data loss never open their doors again!](#)

BalanceLogic® Managed Online Backup Services can automate server and workstation backups and securely store your information offsite.

Our service provides you with a simple and powerful point and click recovery option. The loss or corruption of critical company information such as price lists, marketing materials, QuickBooks data, and employee records could cause a huge impact to your organization.

A **very low** percentage of small businesses backup their data. A **high** percentage of small businesses



think that a disaster could never happen to them....until it does.

Don't wait until disaster strikes; protect your company information now!

To learn more about our Managed Online Backup Services, please give us a call at 301-396-8455 or email us at info@balancelogic.com.

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<http://www.BalanceLogic.com>

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