

MARCH 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 Sponsors March of Dimes - *March for Babies* Walk

BalanceLogic is proud to sponsor the March of Dimes - *March for Babies* walk with a monetary donation. Our very own Tiffany Maston is a member of [The Southern Maryland B's team](#).

"Every day, thousands of babies are born too soon, too small and often very sick. I'm walking in March for Babies because I want to do something about this. And I need your help.

Please support my walk. Making a secure donation is easy: just click the 'donate now' button on our [webpage](#). Thank you for helping me give all babies a healthy start!

The mission of March of Dimes is to improve the health of babies by preventing birth defects, premature birth, and infant mortality."

Good Luck Tiffany!

Introducing: Candice Ogden

This month, BalanceLogic would like to introduce you to Candice Ogden. Candice joins the BalanceLogic team as our Technology Outlet Coordinator.

Candice brings a great deal of project coordination, process, and sales experience to our team. We know our clients will be delighted with the service and support she will provide.

Candice will be responsible for the [Technology Outlet](#), a small division of BalanceLogic that

sells pre-owned and refurbished computer, network, and telephone equipment to clients nationwide.

If you're in the market for a refurbished computer, server, printer or computer supplies, contact Candice at 301-396-8455 or cogden@balancelogic.com.

Please help us in welcoming Candice to the BalanceLogic team!

Graphics Design Specials



Custom Flyer, Letterhead, or Postcard Design for only \$99

[See other specials!](#)

Copying Headers & Footers

Do you have several documents that you would like to have a consistent format? Use this tip to keep all of your documents looking good.



This tip is great for having your logo, mailing address, and website address consistently on each of your documents

Here is how you do it:

1. Select the first document.
2. Choose the Header and Footer option from the View menu. This displays the Header and Footer dialog box.
3. Use the controls in the dialog box to display the header or footer you want to copy.
4. Select all the elements (text and graphics) in the header or footer.
5. Press **Ctrl+C**. This copies the header or footer information to the Clipboard.
6. Select the second document.
7. Choose the Header and Footer option from the View menu. This displays the Header and Footer dialog box.
8. Use the controls in the dialog box to display the

QUICK LINKS

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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.

header or footer where you want to paste your header or footer you copied in step 5.

9. Position the insertion point in the header or footer, then press **Ctrl+V**. The information in the Clipboard will be inserted in the header or footer.

10. Close the Header and Footer for each of your documents.

4 HOUR MONEY BACK GUARANTEE

Give us a try, no cost, no risk. This is a great way for you to try before you buy. It's easy. Sign up and we will provide you with up to 4 hours of bookkeeping services. (within a month) If you like our services, then continue using us. All we ask is that you agree to a minimum 6 month commitment (you still get those 4 hours free). If you are unsatisfied, just cancel. For more information, give us a call at 301-396-8455 or contact us [here](#).

This incredible promotion will only be available until April 15, 2010.

TAX TIME MEANS CRUNCH TIME

As the saying goes, "its that time of year again". With the tax deadline just around the corner, we all could use some things that will make our lives just a little easier.

Here are some links to help ease the pain.

- [IRS Small Business Tax Calendar](#) - I've known a few people who ran their own small corporations. Knowing the filing dates, dates for estimated tax payments, etc, was important.
- [State government](#) website links from the IRS.

- [IRS FAQ Page](#) - The IRS's stanard FAQ page.
- [IRS Forms & Publications](#)
- [Tax Help Online](#) - A good source of information on surviving an audit and lowering your tax.
- [IRS Small Business Self-Employed Home Page](#)

The BalanceLogic Team
<http://www.BalanceLogic.com>

A Proud Member of:

[Charles County Chamber of Commerce](#)

[St. Mary's County Chamber of Commerce](#)

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