



Interim Business Services LLC

Bryan OH 43506

419.630.6862

www.InterimLLC.com

ORGANIZING SO IT WORKS!

I am a big fan of Getting Organized. Being Unorganized wastes so much time and effort during the workday. Being Organized helps you be the Hero, Makes you Look Good, and your Projects and Assignments will Reflect Good Organization. Although it does take a little time to get organized, it is well worth it in the end.

You spend 8 to 16 hours a day at your Computer / Workstation. Make that Computer / Workstation work FOR you. After all, this is –why- they created the computer!

The Computer was designed to Multi-Task.

The Computer was designed to Compute Quickly; ie: Macros, Mathematics, Drawing, and so on.

The Computer was designed to be smart.

The Computer was designed to make tasks easier.

The Computer was designed to be a tool.

AND – It relies on an Operator to tell it what to do, and how to do it. That computer and what it can produce will only be as great, fast and as wonderful as the Operator sitting in the chair in front of it.

Learn how to make your Computer Multi-task

Learn how to make your Computer Compute Quickly

Learn how to be as Smart as your Computer

Learn how to make your Computer make tasks easier

Learn how to make your Computer your tool

Want to know what a Software Program has to offer, or can produce for you?

Open the Program and READ the Menu Bar; What does it offer under FILE?

What does it Offer under EDIT?

What does it Offer under VIEW?

Place your Mouse over the Buttons on the Button Bar, what do the little Yellow Tips say about what that button does?

Open the HELP file and look at the File structure it has to offer.

This all gives you a heads up as to what the program can and cannot do.

Then, find the PREFERENCES, OPTIONS, and CUSTOMIZE areas and go through them. Select what you think you might or might not need within the program.

Then open a blank file, and Play with the buttons and settings. You can't break the darn thing, so explore! Have Fun! ☺

RIGHT CLICK all over the place. Here you find great goodies often not found elsewhere in the program.

Learn to use Keyboard Shortcuts like ctrl+C for COPY, and ctrl+V for Paste, and so on.

Programs you use most often should have an Icon or Shortcut placed on your desktop.

See our [WINDOWS Manual for Organizing your Desktop](#).

Set up your File System within Windows Explorer

See our [WINDOWS Manual](#).

Set Up Each Program you use with the various Options and Customization that will make using that program a breeze.

See our Manuals for; Word, Excel, Access and more at www.interimLLC.com

Find Free programs on the Internet that will make your tasks faster and easier. There is quite a list of these at www.InterimLLC.com

There is also a list of places where you can safely download free and trial versions of software from the net at www.InterimLLC.com

Download Free Trial software, try it out. See if it works for your company BEFORE you buy it. Most companies give free 30 day trials for their software. Take advantage of that.

We have placed a great many Help files on the Internet at www.InterimLLC.com and they are all free to download. They are in PDF format, so you will need to have Adobe Acrobat Reader installed on your machine. This is a Free Program, found and downloaded at www.adobe.com.

To provide you with these free PDF files, we found a FREE program called PDF Creator.

PDFCreator is an open source application that can create PDF's from just about any program that prints using windows printers. With PDFCreator you can create PDF's,

Postscript and Encapsulated Postscript files, create images from your documents, combine documents and much more.

You don't need the \$900.00 Adobe Suite version any more, just this little free program found at;

<http://www.pdfforge.org/products/pdfcreator/download>

Many free productivity program links are available on www.InterimLLC.com. I've personally used all of them, so I know they are safe for download.

The details are important in the Business World, and the better Organized you are, the easier, more cost-effective getting business –done- will be!

RESOURCES:

Interim LLC runs a Live Help Desk at www.InterimLLC.com if you need assistance. We also offer a Bulletin Board where questions can be posted and replies offered. Many tips and tricks will be added to this BB as time goes on. Take advantage of the free education. It will only make your job easier.

The Interim LLC website also offers many money saving items for businesses in office supplies, Discounts on QuickBooks orders, Business Cards, Post Cards, Flyers, Brochures, Flash Memory, DVD's and CD-Rom blank media and so much more. The website is a B2B Portal that will be updated constantly and its focus is to make your life easier.

We offer QuickBooks support, with a Certified QuickBooks Professional Advisor on staff. If you are having problems with QuickBooks, or need more Education in its use, contact us and we'll be happy to assist you. We offer Payroll services and Quarterly Reporting and Tax Filing services.

We offer Complete Web Business Services such as Hosting, Design, Implementation, Marketing, Search Engine Submits, Management, Programming, E-Commerce, 2500 Email addresses, Chat Rooms, and Live Help Desks with Hosting, and more. If your website is not performing, we can make it sing and pay off!

We Offer UV Coated, First Class Custom Designed Business Cards.

Business Cards		250	500	1,000	2,500	5,000	10,000
2"x3.5"	Color front, No Back	\$20.00	\$22.00	\$40.00	\$69.00	\$99.00	\$220.00
2"x3.5"	Color front, B/W back	\$24.00	\$28.99	\$50.00	\$78.00	\$120.00	\$260.00
2"x3.5"	Full color both sides	\$28.95	\$32.00	\$75.00	\$99.00	\$160.00	\$290.00

Post Cards:

14 Point Glossy Card Stock + UV Coating on Color Sides								
Post Card		1,000	2,500	5,000	10,000	15,000	20,000	
4"x6"	Color Front No Back	\$49.95	\$99.95	\$139.00	\$239.00	\$338.95	\$438.95	
4"x6"	Color Front B/W Back	\$74.99	\$146.95	\$168.95	\$289.95	\$409.95	\$499.95	
4"x6"	Full color both sides	\$84.99	\$149.95	\$199.95	\$319.99	\$439.99	\$579.99	
4.25"x6"	Color Front B/W Back	\$125.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x6"	Full color both sides	\$145.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
4.25"x5.5"	Color Front B/W Back	\$129.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x5.5"	Full color both sides	\$147.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
5"x7"	Color Front B/W Back	\$219.95	\$309.00	\$488.00	\$835.00	\$1,135.00	\$1,435.00	
5"x7"	Full color both sides	\$259.95	\$405.00	\$489.00	\$905.00	\$1,305.00	\$1,535.00	

And more!