



Editor's Note

Caroline Jarzabek
CMJ Virtual Office Manager

The time has just been flying by and I can't believe we are almost into April already!

In this issue of the Newsletter, I've tried to include some articles and tips that you will find not only inspiring but valuable to you and your business.

If you are thinking of jumpstarting your business this year why not volunteer at CVAC! What a wonderful way to give back and to be recognized as an expert.

Happy reading!

Warmly,
Caroline. ❖

Founders' Note

Elayne Whitfield, CCVA, MVA, PREVA
Executive Assistance

Janice Byer, CCVA, MVA
Docu-Type Administrative and Web Design Services

We have a lot of exciting things coming up for CVAC this year. Your Steering Committee (which consists of some wonderful volunteers that we truly appreciate and want to thank for everything they do) has been brainstorming on ideas to make this one of the best years ever for CVAC and all of its members. We will announce each of them as they come up but just wanted to give you a heads up that we plan to help you more than ever this year.

We also want to remind you to be sure to join us on each of our social networking platforms (see the links below). A change has been made to the focus of our social networking campaigns and, as you may have noticed, it has been the reason behind the increase in CVAC's exposure and the Request For Proposals that have been submitted. We will continue to promote CVAC through our Social networking initiatives so expect to see even more RFP's.

And finally, we are always on the look out for:

- more Volunteers to help with various ideas that we want to bring to light
- articles to include on our blog, and
- subjects and speakers for our monthly webinars

So, if you can help with any of these, be sure to contact us. All three help to not only build CVAC but also to give you more exposure for your own business.

Happy spring everyone!


Continued Success!

Janice D. Byer, CCVA, MVA
Elayne Whitfield-Parr, CCVA, MVA
Founders' of CVAC - www.cvac.ca
Connecting Canadian VAs with the world... virtually! ❖

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Join us on:

 <http://www.facebook.com/cvaconnection>, become a fan of CVAC on Facebook.

 www.twitter.com/CVAConnection

 <http://cvac.ca/blog> (we are looking for People to contribute to the blog).



Outlook Tip You Are Going to Love

Is your Outlook a nightmare – mine was until I discovered how to get it back into control. This handy little tip will help you organize that inbox and help you prioritize your email.

I didn't realize but there are several ways to colour code emails in Outlook. One method is automatic colourization using Outlooks Organize feature.

Go to **Tools** then select **Organize**. Now click the **Using Colour** link in the middle of the list. To colour code high priority mail click on the **Turn Off** button to change the settings. Open the **Colour drop down list** and then select the colour you wish to use.

Now create categories for High Priority, Medium Priority and Low Priority emails.

Click **Automatic Formatting** at the top of the window; now click **Add**, type in Medium Priority in the name field to name this rule. In Here you can click on the **Font** and this is where you can use different Fonts and Colours.

Now go ahead and click **OK** to save your changes.

To set the rule for your Priority emails click on Condition. Now click on the **Where I am** checkbox and open the drop down list.

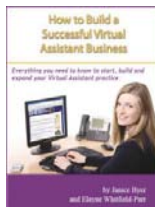
Select the **on the To line with other people** and then click **OK** this set the Medium Priority Rule. You can go through and set the Low Priority email Rule following the same steps except you choose **on the CC line with other people rule**. High priority is when the email is to you specifically in the To Line. Click **OK** to save the rule.

Now in your email box, your messages will be changed, your High Priority email will have a different Font colour, your Medium Priority another Font colour and your Low Priority another.

How cool is that.

Caroline Jarzabek, [CMJ Virtual Office Manager](#) ❖

Janice Byer and Elayne Whitfield-Parr, co-authors of [How to Build a Successful Virtual Assistant Business \(www.vq-book.com\)](#), are the co-founders of the Canadian Virtual Assistant Connection ([www.cvac.ca](#)). They also own and operate their own busy individual VA practices but have dedicated a tremendous amount of their careers to helping other Virtual Assistants around the world to start, build and expand their own businesses and enjoy the satisfaction of being a part of such a wonderful industry. ❖



A Warm Welcome to our new CVAC Full Members:

- Carole Audet
- Sherry Baker
- Caroline Bennett
- Lisa Brown
- Brenda Castro
- Robin Covey
- Marisol Diaz
- Kristina Duverna
- Denise Eckert
- Sharon Foster
- Brenda Garcia
- Brenda Houston
- Marlene Itzke
- Tracy Lewis-Miller
- Judith Lunn-Swarts
- Cathy Markewich
- Kim Miller
- Lori Nestorovich
- Cynthia Nighswander
- Lisa Plante
- Stephani Proulx
- Janice Samuels
- Renee Shupe
- Valerie Tripp
- Susan Underwood
- Naomi Valle
- Amanda VanderVeen
- Jessica Wicks

Welcome to all of the new partial members. Why not upgrade and take advantage of all the great benefits of full membership. ❖

Software Techie Tip

I found a great little program that is completely free and clean of any spyware, adware etc.

I needed something like this because I find myself forgetting to take care of little tasks that I need to each day. I have a book at my desk that I jot down things but find this easier because I can actually READ what is jotted down. (Doesn't say much for my handwriting does it?) And anyway, I am saving a tree and cleaning up some clutter.

We all know and probably all use sticky notes.... well this software is sticky notes for your computer. It is a very small program so it doesn't use up a lot of your computer processing power to use. You have many options of how your computer should handle the sticky notes.

It is great for TO DO list because you can cross off each item in your list as you complete them. You can file the notes for later reference if you happen to jot down something that you would need at a later date.

You can give a sticky note an alarm and it will pop up on your screen at the time you specify.

It is quick, and efficient. and FREE... here is the link to check it out <http://www.zhornsoftware.co.uk/stickies/download.html>

Courtesy: [Katie Whissel, Accord Media](#)
www.accordmedia.com ❖

Footprints in Space

By: Karen M. Bowman, President
[West Coast Way Consulting Inc.](#)

There are many forms of footprints; some end up in beautiful poems, others bring awareness to the environmental cost of yesterday and today's decisions and now there's the Internet to thank for the latest footprint available in virtual space ... the digital footprint.

The well known poem, "Footprints in the Sand" offers encouragement and support. There's a fascinating story behind this widely used poem; if you've the time, visit <http://www.footprints-in-the-sand.com/>. According to this site, the poem was originally penned in 1936 when the author was just 14 years old; it was only in recent years that the author's name was revealed. The site goes on to explain that proof of authenticity wasn't achieved until May 3, 1997 when a full assessment was made by a forensic document examiner. Through the power of the internet, the truth behind the author has been made public knowledge and her estate is able to honour her work through this website.

Our generation is experiencing growing concern about our carbon footprint. What kind of impact are we as a society leaving for the next generation to manage? A handy emissions calculator I discovered is <http://carbonzero.ca/calculator/> where individuals and businesses can determine an approximation of their carbon footprint. I believe that we, as consumers, have a greater awareness than ever of the environmental impact from companies we choose to support through our purchases. A company's carbon footprint can be almost as important to the consumer as the product or service they're selling.

As a virtual workforce, we can be proud to be a part of the environmental solution. Short of occasional face-to-face meetings or driving to the local office supply store, we as an industry are contributing greatly to reducing carbon emissions by not commuting to work five days a week. We also do our part when it comes to reducing paper—remember what computers were **supposed** to do, that whole 'paperless society' thing—well, we actually live that daily. I can't remember the last time I went through one 500 ream of paper in less than a year. These are just two of the many ways that a virtual workforce helps our environment while providing necessary business support services in a non-traditional way.

Now, according to the National Post (<http://www.nationalpost.com/most-popular/story.html?id=1993356>) our digital footprint is the latest concern. College students are finding out that their adventurous—and unfortunately often photographically documented—college antics can hinder their post graduation job search. In addition to traditional reference checks, more potential employers are engaging Google,

Yahoo and other search engines to find out more about their prospective employees.

As virtual workers, almost everything we do for ourselves and our clients is through and/or on the World Wide Web. In fact, the digital footprint of a virtual worker should be as extensive as possible to help promote our services through cyber space. Most know of someone (perhaps even yourself) who have committed the mortifying Reply All move wherein they write comments for the single recipients' eyes only and it is inadvertently sent to everyone from the original email. Or, an associate working on a project is copied on an email to the client and then inadvertently copies the client on their reply, which includes some unflattering comments about the client.

It can take some fancy footwork along with a deeply meaningful 'misa culpa' to clear the air, rebuild trust, and move forward. However, in some cases the cost of such a blunder can be the client's business as well as your reputation or the tough decision of having to remove your associate from the project. None of which is a particularly pleasant experience for anyone involved.

Social media is a wonderful expansion of the internet and its benefits are vast, from simplifying global interpersonal connections to enhancing corporate profiles. However, like anything designed for the power of good, it can also fall prey to the dark side of the force. Unfortunately, not all of us have a Yoda to guide us through the correct choices as we navigate the universe.

Never before has it been so challenging to live down one poor choice or a misspoken word. Indiscretions can go viral in a nanosecond thanks to the many forms of social media and its countless connections.

So, it is ultimately the responsibility of the individual to use greater common sense, discretion, and forethought when making choices in the moment.

May your digital footprint always be clean or at least well manicured.

Karen Bowman [West Coast Way Consulting Inc.](#) ❖

Small Business Startup Focus is the Key to a Successful Startup

By: Wil Schroter

Don't be all you can be. Be as little as you can be.

Most startup companies fail because they try to be too many things to too many people right from the onset. They think of every possible option they could load into their product offer. While this may give them the feeling of being one of the "big boys," the grim reality is they are not. In fact by trying to be too many things from the start, these companies often end up delivering no real value at all.

Instead of trying to be all things to all people, try being one thing to all people. Think of PayPal, the highly successful startup that allowed users to e-mail money over the Internet to each other. PayPal could have chosen a million options for their offer. They could have become an on-line credit card company, an auction site, a loan provider and so on. But what made the company successful was their focus on only one offer - e-mailing money from one person to the other.

PayPal did one simple thing so well that the industry giant eBay purchased them for \$1.5 billion in 2002, even after eBay had already built the same service themselves. PayPal is a great example of a company keeping a sharp focus one doing one thing right even when so many great opportunities could have easily distracted them.

Bite off less than you can chew

Delivering your product to market is an amazing feat to begin with. Even still, a common problem among small companies is their inability to predict what it will take to actually support a product once it has gone to market. It's easy to conceive complex products with lots of features. But actually bringing that product to market and supporting its use with customers is a whole different story. Instead of trying to roll out everything and the kitchen sink in your approach to market, just roll out the sink. If you find that you can support your product just fine after it's been successfully selling in the first year, then go ahead and add to it. It's a lot easier to add features along the way than it is to support features you don't have the resources for to begin with.

You have ten seconds to get it right

Your customer has a life, even if you do not. They are being constantly bombarded with marketing messages from the latest movies releases to the newest type of shampoo. They don't have the time or energy to stop their entire day to focus on just your product. So if you are lucky enough to have ten seconds of their attention, you had better make good use of it.

The exercise of developing your value proposition in ten seconds is a great way to distill down your feature set to those items that will get people's attention right away. If it's not going to add value to the ten second pitch, it's not critical to your product's success. If you can't get your customer's

attention with the one key benefit to your product, the rest of your features will never see the light of day to begin with.

Stay on target gold leader

Your product launch is just the beginning of keeping your focus. Once you have brought your product to market and enjoyed some early success, it may become even harder to stay focused. Now you have customers calling you and recommending (or demanding!) features to be added and services to be provided. All of these distractions make it even harder to keep you and your team focused on a single goal.

Fortunately the process of keeping your resources focused post-launch is entirely the same. You need to pick your battles and allocate your resources toward the few initiatives that will be best served to do the one thing right that is truly driving your company. Serving the needs and whims of every customer sounds great, but it can also be a terrible detour when trying to keep the forward progress of your company moving.

If at any point during your journey you're unsure whether or not you're spending your time and resources effectively, just ask yourself one question, "Is this driving the core benefit of our product?". If the answer is "yes", you're headed in the right direction.

About the Author:

Wil Schroter is a serial entrepreneur, author, and public speaker. His latest book "Go Big or Go Home" is available. Connect directly with Wil at wshroter@yahoo.com ❖

MEMBERSHIP RENEWALS

Remember that your membership with CVAC has a yearly renewal. If you are unsure of your renewal date, please contact founders@cvac.ca You can renew your membership at <http://www.cvac.ca/renewal.php>

We will send out several reminders and if we fail to get a response, our system will eliminate your email address, disable your password for the member's only area of the website, and delete your contact information from the member directory.

Remember RFP's are only accessible if you have a username and password – don't miss out!

**DO NOT FORGET TO RENEW YOUR
MEMBERSHIP! ❖**

CVAC SHOP – Support CVAC and the VA industry with these cool, high-quality products sporting the CVAC logo. You will be amazed how many people will ask you, “What is the Canadian Virtual Assistant connection?”, or “What is a Virtual Assistant?” and then you can tell them the benefits of working with a VA, such as yourself. Visit <http://www.cafepress.com/cvacshop> to get your t-shirt, hat, mousepad and more! ❖

CVAC is proud to have acquired special rates for benefit plans for our members. As a full member of CVAC, you can now get health insurance and more at wonderful rates for full members at <http://www.cvac.ca> and go to the full members' page. ❖

Don't want the expense of a fax machine? CVAC and MyFax have teamed up to offer an Email-based fax service for our members. Click here for more information <http://www.myfax.com/affiliates/index.asp?aff=4860&bid=3> ❖

Become a Social Media Marketing Specialist and find a wealth of new clients. VAClassroom has an awesome program for VAs to become Social Media Marketing Specialist. For more information go to: www.cvac.ca/socialnetworking. You can also become an Internet Marketing Specialist through VAClassroom. The program is great and very affordable. For more information go to www.cvac.ca/internetmarketing. ❖

CVAC Mentoring Program - The CVAC Mentoring Program is a full-member benefit and it is meant to assist both newcomers and existing VA's in their search for sustainable self-employment, by matching them with mentors who have greater professional experience. If you would like to be matched up with a mentor or can offer your help as a mentor, please visit <http://www.cvac.ca/mentoring.php> ❖

For more exciting benefits, offers and E-books go to the full members' page at <http://www.cvac.ca>.

Not a full member yet? Why not join now and take advantage of all these exciting benefits! ❖

A Little Humour

WHY WE LOVE CHILDREN

On Nudity

I was driving with my three young children one warm summer evening when a woman in the convertible ahead of us stood up and waved... She was stark naked! As I was reeling from the shock, I heard my 5-year-old shout from the back seat, 'Mom, that lady isn't wearing a seat belt!'

On Opinions

On the first day of school, a first-grader handed his teacher a note from his mother... The note read, 'The opinions expressed by this child are not necessarily those of his parents.'

More Nudity

A little boy got lost at the YMCA and found himself in the women's locker room. When he was spotted, the room burst into shrieks, with ladies grabbing towels and running for cover. The little boy watched in amazement and then asked, 'What's the matter, haven't you ever seen a little boy before?'

On Elderly

While working for an organization that delivers lunches to elderly shut-ins, I used to take my 4-year-old daughter on my afternoon rounds. She was unfailingly intrigued by the various appliances of old age, particularly the canes, walkers and wheelchairs. One day I found her staring at a pair of false teeth soaking in a glass. As I braced myself for the inevitable barrage of questions, she merely turned and whispered, 'The tooth fairy will never believe this!' ❖

WEBINARS

The Webinar committee has been formed and is now actively putting together an exciting lineup of talented speakers, to motivate and inform CVAC Members.

If you are interested in being a speaker, or have any suggestions, please contact Della - della@della-gate.com ❖

CVAC Is Looking For Your Feedback

- **What is the CVAC Website missing?**
- **What types of resources would you like to see on the website to help you build your business?**
- **Any other comments or feedback?**

Please e-mail founders@CVAC.ca with your ideas and comments. ❖

The Social Media Realm

By: Diane L. Colville, Alternative Office Assistance

In the last newsletter, I provided some facts and statistics about Social Media and how it evolved. Now I will try to shed some light on how it can work for your business...

How will it benefit my Business?

Since the very nature of the Virtual Assistance industry is based on finding our clients through the Internet and delivering services and products using technology, it goes without saying that Social Media is a very valuable medium in which to market our businesses. That is not to say that our previous forms of marketing, such as local networking, should be forgotten. It means that Social Networking sites have provided us with an excellent way to target our ideal clients and increase our client base locally, nationally and even internationally.

Social Media affords us the opportunity to:

- Establish our presence on the internet.
- Build our brand visibility and authority (expertise)
- Form meaningful connections to prospects, leads and joint venture alliances
- Introduce new products and services
- Drive traffic to our website
- Promote events – podcasts, seminars, webinars

If you decide that all this sounds like a very good way to promote and grow your business the next question is....

How do I get started?

As with any new plan for your business, designing a strategy and clarifying your goals is the most prudent way to achieve success. To get started, ask yourself the following questions:

1. What is your objective in Social Media Marketing?
2. How are you going to build your brand and authority?
3. What services or products do you want to promote online?
4. Who is your target audience?
5. What is your purpose or motivation for using Social Media in your business?
6. What are the needs and interests of your target audience? Where do they “hang out” online?
7. What is your competition doing in Social Media?
8. What specific results are you hoping your Social Media Marketing efforts will have for your Company?
9. What specific results or impact should your Social Media efforts have on your target audience?
10. How much time and money are you willing to invest to reach your goals?
11. How are you going to track your ROI (Return on Investment)?

Once you have researched and thought out your strategic plan, what is the next step?

Besides the big 3 – Facebook, LinkedIn and Twitter, there are numerous “industry-specific” social networking sites.

Facebook is great for all kinds of businesses, whether you are targeting B2B or B2C, whether your interests are “for profits” or “not for profits”, international, national or local.

LinkedIn is purely Business and Business groups.

Twitter is like Instant Messaging on steroids and reaches B2B and B2C.

Do your research and find the networks that are industry related. For instance, if you prefer to provide services to the Real Estate industry, search for networks that are dedicated to real estate and the trades. If you want to find prospects who are authors, find out which specific groups they have joined.

Which networks are a good fit for your business? **A good rule of thumb is quality, not quantity.** You can join numerous groups but will you have the time to build your presence in all of them? Or should you concentrate your efforts on specific sites where you will have the time to build relationships and gain prospects?

3 Basic Steps to get started:

1. Create your account.
2. Build your Profile.
 - Your marketing message.
 - Your brand and expertise.
 - A picture – decide whether you want to use your logo or a picture of you (to personalize).
 - Links to your website and blog, videos, PowerPoint presentations, etc.
 - Post content – information, resources.
3. Make connections.
 - Join relevant groups. Introduce yourself.
 - Connect with individuals. Promote communication with them.

And now that you have started to build your Social Media presence, here are the golden rules:

DO:

1. Create complete Profiles.
2. Be professional.
3. Be real
4. Share and mentor
5. Participate and interact.
6. Acknowledge people and groups who “invite” you.
7. Provide good and useful content

DON'T:

8. Have unrealistic expectations.
9. Don't be selfish – networking is all about sharing.
10. Market/Sell all the time
11. Give up.

If you have decided to take the leap into Social Media, you may want to catch the next CVAC Newsletter to find out more about the tools and techniques to optimize your time and efforts and produce amazing results in growing your business!

Submitted by Diane Colville, [Alternative Office Assistance](#) ❖

Advertise on CVAC

If you are looking to subcontract to other VAs, what better way to reach them than to advertise on CVAC. Or place an ad on our member directory page or our RFP page to reach all of those potential clients looking for a VA.

For as little as \$25.00/month you can place your banner on our website where your fellow VAs can find you when they're looking for some extra help.

If you'd prefer to advertise in our newsletter, the cost is only \$10.00 per issue for a small banner. We'll even design the banner for you if necessary. For more information please go to: www.cvac.ca/advertise.php. ❖

A Little Question To Get You Thinking!

Recently there has been a lot of discussion on one of my Association Networks and it has created such a flurry of responses and some really wonderful feedback that I thought I would pose this same question here.

What lesson(s) from your first job do you still use today in your business?

This might be an excellent question to post to CVAC and see what lessons our membership has brought with them into their businesses.

Here are some of mine to help get you started and maybe get your juices flowing:

1. Always smile, whether on the phone, email or in person – people can feel your tone.
2. Honesty is always the best policy.
3. If you make a mistake, admit it, apologize and move on.
4. Listen don't just hear what is being said.
5. Treat everyone with dignity and respect, even if you think they don't deserve it.
6. You don't need to know everything; you just need to know the resources to find it.
7. Work smarter not harder.

So know that I've given you a few of mine, how about making your own list now and why not share it with the group.

Caroline Jarzabek, [CMJ Virtual Office Manager](#) ❖

The Chicken By: Unknown Author

Once upon a time, there was a large mountainside where an eagle's nest rested. The eagle's nest contained four large eagle eggs. One day an earthquake rocked the mountain, causing one of the eggs to roll down the mountain to a chicken farm located in the valley below. The chickens knew that they must protect and care for the eagle's egg, so an old hen volunteered to nurture and raise the large egg.

One day the egg hatched and a beautiful eagle was born.

Sadly, however, the eagle was raised to be a chicken. Soon the eagle believed he was nothing more than a chicken. The eagle loved his home and family, but his spirit cried out for more. While playing a game on the farm one day, the eagle looked to the skies above and noticed a group of mighty eagles soaring in the skies. "Oh," the eagle cried, "I wish I could soar like those birds." The chickens roared with laughter, "You cannot soar with those birds. You are a chicken, and chickens do not soar."

The eagle continued staring at his real family up above, dreaming that he could be with them. Each time the eagle would let his dreams be known, he was told it couldn't be done. That is what the eagle learned to believe. The eagle, after a time, stopped dreaming and continued to live his life like a chicken. Finally, after a long life as a chicken, the eagle passed away.

The moral of the story: You become what you believe you are. So if you ever dream of becoming an eagle, follow your dreams, not the words of a chicken. ❖

Motivational Quotes

"Pretend that every single person you meet has a sign around their neck that says, 'Make me feel important.' Not only will you succeed in sales, you will succeed in life"

Mary Kay Ash, Founder Mary Kay Cosmetics

Make a notation in your calendar to review your goals weekly and to grade yourself at the end of the month. Actually schedule time to work on and achieve your goals."

Raymond Aaron

"The secret of joy in work is contained in one word – excellence. To know how to do something well is to enjoy it."

Pearl S. Buck, Writer

"A friend is one who believes in you when you have ceased to believe in yourself."

Unknown ❖

VA QUESTION AND ANSWER TIME



Q. Can you transfer a subscription list from a newsletter to a blog without having to request that subscribers re-subscribe?

A. FeedBlitz allows you to import subscribers from other lists.

*Janet Barclay, MVA
Organized Assistant <http://www.organizedassistant.com>*

Q. Are there programs that can create concert tickets?

A. <http://www.eventbrite.com/fees> - Pay only for tickets sold. Or free if it is for a free event.

*Christopher Basilio
Business Intelligence Gatherer <http://businessteligen.com/>*

Q. I have multiple social media accounts—Twitter, Facebook, LinkedIn, a Blog—how can I streamline posts so that I'm not having to tackle them separately?

A. Hootsuite is a great tool (free to boot!) to manage multiple social media accounts. You can post updates immediately or schedule future updates to all or individually selected social media accounts. It has an easy to view window allowing you to see scheduled updates. One word of caution is with relation to Blog updates through Hootsuite, you cannot attach tags or keywords as you would directly from your Blog.

*Karen M. Bowman, President, West Coast Way Consulting Inc.
<http://www.westcoastway.com> & <http://www.virtualworkforce.ca>*

Q. I am scheduling meetings in a separate outlook calendar for a client and she wants me to Invite Attendees to the meeting. She wants the meeting request to come from an email address on her domain. When they receive the meeting the organizer shows up like this:

"Elayne Whitfield [elayne@herdomain.ca] on behalf of Elayne Whitfield [ewhitfield@executive-assistance.ca]"

Does anyone know how I can eliminate the 'on behalf of' part?

A. You need to go into Tools - Account Settings - and change the default email address from your domain address to your client domain address. Everything then that is sent from there including calendar invites will have your elayne@clientdomain and the on behalf of will be gone. Don't forget to change it back again though.

*Caroline Jarzabek
CMJ Virtual Office Manager <http://www.clickawayva.com>*

Q. Just wondering if anyone knows of an application on Facebook that can be used to randomly select from a client's collection of about 50 quotes and display them one at a time somewhere on his fan page?

I've been looking, but haven't found one yet that'll do that.

A. You can use Socialoomph for that. Post - indicate it is going to Facebook and schedule each one to the time you want it to appear. <http://www.socialoomph.com/>

*Diane L. Colville
Alternative Office Assistance
<http://www.alternativeofficeassistance.com>*

Q. I would like to ask for your help: do you know an easy-to-use script for password protected pages on a website? I only need one set of user name and password that will be used by a group.

A. The simplest way is to set the password protected pages in their own folder. Most hosts have built in folder password protection through your cpanel or administration section. No scripting required.

*Cher Cunningham
Clicktostart <http://www.clicktostart.com/>*

Q. I'm wondering if anyone has done an Excel to Outlook (.xls to .pst) conversion, and if so, what software did you use? If anybody has any experience or ideas on how to do this I would appreciate your input.

A. Yes you can import an excel list into Outlook. You need to save the file as a tab delimited or text file first in Excel. Then do the import from Outlook.

*Tracey Turavani
Sensible Office Services <http://www.sensibleofficeservices.com/>*

*Q&A is brought to you by:
Karen M. Bowman, West Coast Way Consulting Inc.
www.westcoastway.com ❖*

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