

Office Help

As a frequent user, here are some suggestions for using office applications. Document and spreadsheet templates are great for saving forms after you have spent hours designing them. Just customize the document or spreadsheet, and save it as a different file name to reuse your form.

Desktop publishers are mostly used by artistic experts, but you can use them too. Use them to make cover pages to gain readers' attention. Use your printer configuration software to enable your ECP (Extended Capabilities Port). According to [dmoz.org's open directory project](http://www.dmoz.org/Computers/Hardware/Standards/ECP/desc.html) (www.dmoz.org/Computers/Hardware/Standards/ECP/desc.html), a ECP is defined as follows:

*An upgrade to the original parallel port on a PC, which gives you:
Transfer rates of more than two million bytes per second; bi-directional 8-bit operation (a standard parallel port has only 4 input bits); support for CD-ROM and scanner connections; 16-byte FIFO buffer; support for run length coding data compression.*

Another way to use your printer configuration is to add a trivial tcp/io port for a network printer. The maximum transfer rate is slower than local connections, so network printers are not designed for desktop publishers. The tcp/io, network printers are designed for remote connections to printers. So the real use is primarily for multiple tcp clients to connect to the default office printer without having to manually switch their alternate connections. This network interaction is really P2P (Peer-to-Peer) but implemented as an infrastructure. So the P2P job is patchwork essentially if sharing services are not implemented. Note sharing services are an extra expense to the printer administrator.

After you print, the hard copy is more important than the electronic version because you want to impress your readers with the output. Ink quality becomes more important. Color ink will be most effective and most appealing to the female gender. I'm saying this from frustration of personal experience. Note I have more than a little experience. Furthermore, photo ink will be most effective and most appealing with the male gender.

I may come back to the subject of printers later. I've given some printer tips on an elusive subject. Now, I will discuss other office tips. If your office supplies other offices, use a spreadsheet for transaction logging, a desktop database for customer relationship management, and a HTML page stored in the network neighborhood for content information. That's all. Stay tuned for more office discussions.