



Gateway to Success

Cleveland Chapter #13

Chartered 1945

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JUNE 2007

SPECIAL POINTS OF INTEREST:

- June Officer Installation scheduled
- Help prevent identity theft
- Window time-saver tips
- 2006-2007 CPE summary

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June Officer Installation

Join us for the Cleveland Chapter's officer installation ceremony on Wednesday, June 20th. The ceremony will be held at Cozumel Mexican Restaurant at 5555 Brecksville Road, Independence, OH 44131. Networking begins at 6:00 PM with a 6:30 PM dinner meeting to follow. Dinner will be ordered off the menu. Please RSVP to Jenny Earley by Monday, June 18th at jennyearley@yahoo.com or 216-663-9555.

The slate of officers for 2007-2008 is as follows:

- President—Jenny Earley
- Past President—Sunny Shellito
- VP & President Elect—Open
- Treasurer—Catherine Feola
- Secretary—RaeAnne Hoffman
- Director (Membership)—Lauren Perez
- Director (Scholarship)—Melissa Marvin
- Director (Newsletter)—Kathy Novak
- Programs Chair—Open
- CPE Reporting—RaeAnne Hoffman
- Website—Sunny Shellito



Come join us for some Mexican food and the officer installation on June 20th!

Help Prevent Identity Theft

Most companies keep sensitive personal information in their files and in their computers—names, Social Security numbers, account data—that identifies customers or employees. Companies need information like that to fill orders, meet payroll or perform other necessary business functions. But if sensitive data falls into the wrong hands, it can lead to fraud or identity theft. Safeguarding sensitive data is just plain good business. You can take the following steps to help protect the personal information of your customers or clients.

- Do not collect more personal

information than needed.

- Do not retain personal information longer than legally required and/or necessary for business purposes.
- Protect personal information you collect, use, disclose and retain.
- Ensure additional protection methods for sensitive personal information required.
- Restrict access to personal information to individuals with a business need to access the information.
- Dispose of personal informa-

tion appropriately.

- Keep antivirus software and security patches current.
- Instill awareness and train employees on the proper handling of personal information.
- Know federal, state and local laws and the rights consumers and employees have under those laws.
- Conduct regular audits to ensure personal information is protected.

—Article excerpt taken from *Journal of Accountancy*, June 2007

President's Message

It's Summer! I hope everyone had a great Memorial Day weekend. I spent a great deal of it planting flowers. There's nothing better than the beauty of flowers, they give a fresh outlook and remind me of new beginnings. Soon, in July, we will begin our new year for ASWA. I want to thank all of you who volunteered to take an Officer position for next year. In June we will be installing our new officers at Cozumel Mexican Restaurant's new restaurant in Independence. I hope you can join us! Even though June is our last month for the 2006-2007 year, it feels like a new beginning as we welcome our new officers. The 2007-2008 year will surely be an interesting and exciting one. Susan Tripepi will have an exciting announcement to make at our June meeting you won't want to miss. Also, the ASWA National meeting will be held at Disney in Orlando, Florida this fall. What a great, fun place to earn CPE credits! I hope you will make plans to attend. With the new 2007-2008 year brings a new opportunity in ASWA. Please take a moment to fill out the Member Questionnaires we distributed so that we can better meet your needs. We will use them to plan our new year, and we appreciate your input which will help make it a great year.

June will mark the close of the 2006-2007 year and I would like to thank everyone who contributed to make it a successful year. Thank you to everyone who hosted and arranged speakers for our meetings and to all our Board members and Committee Chairs without whom the continuance of ASWA Cleveland would not be possible. Your hard work and commitment is noticed and appreciated! Together we achieved many great things during the year including receiving the Presidents Communication Award for our newsletter and the 90% Retention Award for our membership retention. This year we were able to award the Becker Review Course and our \$1,000 Scholarship. Also, our Chapter updated our Scholarship Rules and Regulations and increased our Board membership to include three Directors. Thanks to our members, we were able to offer four CPE speaker meetings and several other fun meetings including a visit to the "Diana: A Celebration" exhibit. And, as always, we thank IMA for the December Holiday Wine Tasting Party. Thanks everyone for a great year!



This is the last newsletter of the 2006-2007 year. Enjoy your summer!

Shunning Spam

As technology advances, so do the tricks spammers use to deliver junk mail to your inbox. Save time, energy and IT resources by following these tips to reduce the unsolicited, and sometimes dangerous, messages:

- **Don't reply to spam, even to request removal.** Any reply to spammers will confirm your e-mail address is active, often increasing the number of messages you'll receive.
- **Remove your e-mail address from public sites.** On business sites, install a Web-based mail form for potential client inquiries. On public sites, such as newsgroups and bulletin boards, use an alternate free address.
- **Read privacy policies.** Opt out of third-party offers and avoid submitting your address completely to sites that don't post a privacy policy. The option to receive these "partner" offers is often selected automatically, so look for a box to uncheck.
- **Block graphics in HTML messages.** Only download pictures in HTML e-mails sent from sources you know and trust. Graphics are often linked to spammers' Web servers, which, when downloaded, verify your e-mail address.

—Article taken from *Journal of Accountancy*, June 2007



Five Cool Window Timesavers

Windows can do more than keep your computers running—we just don't know what they are. But I've discovered some shortcuts to maximize this expensive operating system.

The Ultimate "Do Over"

You spend 30 minutes typing an e-mail and hit send—but your hand slips and the message disappears. Sound familiar? Suddenly you feel a rush of anger in your gut, take a deep breath and start typing again. Next time, simply hit the "Ctrl+Z" keys and it will magically undo your last action in a Web browser, form, word processor, spreadsheet or any other Windows-based application.

File Finders

Two shortcuts can help you quickly find the files you need with just a few keystrokes:

1. <Windows>+F—This combina-

tion of the Windows logo key and the "F" key at the same time launches the Window Search utility allowing you to search files based on file name, file type, contents, date and more.

2. <Windows>+E—Allows you to open up the Windows explorer feature to search hard drive, memory sticks, CD and DVD drives.

Zoom In/Zoom Out

Sometimes the words on the screen are just too darn small. Hold down the <Ctrl> key and roll your mouse wheel up and down to adjust the zoom. This shortcut works in Word, Internet Explorer, FireFox and Excel.



Shields Down Captain!

If you have 20 windows open and need to make it to your desktop in a hurry, simply hit <Windows>+D to minimize all windows and expose your desktop. Hit the keys again, and your open windows spring back to life.

I've Got a Case

Need to convert text to all CAPS, change to Title Case, or convert to all lower case? Instead of re-typing, simply highlight the text and hit <Shift> / F3 to cycle between all three.

—Article by Jim Edwards,
jimonly@ebookfire.com

Summary of 2006-2007 CPE Credits



Below is the listing of meetings with CPE credits offered for this past ASWA year.

- **September:** Empowered Communication, Sherry Watts, The Watts Connection
- **October:** N/A; No meeting
- **November:** Identity Theft,
- **December:** N/A; IMA's Wine Tasting Holiday Party
- **January:** The CPA Exam, Sharon German & Joel Greenberg, Becker CPA Review
- **February:** N/A; No meeting
- **March:** N/A; "Diana: A Celebration" exhibit
- **April:** Self-Defense & Assault Prevention for Women, Tim Dimoff, SACS Consulting and Investigative Services; 1 Personal Development CPE
- **May:** N/A; Membership drive
- **June:** N/A; Installation



ASWA Cleveland #13
 C/O Carrie Benedict
 1228 Euclid Avenue
 Suite 800
 Cleveland, Ohio 44115

The mission of ASWA is to enable women in all accounting and related fields to achieve their full personal, professional and economic potential and to contribute to the future development of their profession. Members include partners in national, regional and local CPA firms, financial officers, controllers, academicians, financial analysts and data processing consultants, recent college graduates and women returning to the work force.

Visit www.aswa.org for more information.



June 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Father's Day 17	18	19	ASWA Meeting 20	21	22	23
24	25	26	27	28	29	30