

the newsletter of Tarragon Solutions

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IT'S CHRISTMAS!

WELL ALMOST

Well, it's easy to believe it is already Christmas if you've been shopping at any time since early September. So, not to be outdone by Tesco, Harrods *et al*, we thought we'd let you know nice and early about our Christmas closure and support plans.



December 24th - Open until 1:30pm

December 25th - Closed

December 26th - Closed

December 27th - Emergency Cover Only

December 28th - Emergency Cover Only

December 31st - Open as normal

January 1st - Closed

January 2nd - Open as normal

Should you require our assistance during the period of 'Emergency Cover', please continue to use the normal phone number, 0800 0199 925

More Congratulations...

Tarragon Solutions isn't the only company to reach the 10-year milestone this year; our congratulations go to one of our clients, accountancy practice Thomas Cox & Co (www.thomascox.co.uk) who recently celebrated their anniversary with a bash at the newly-opened Luton Hoo Hotel. It's a bit posh there—they even have individual linen hand towels in the loos!

Introducing: **SHRIMP²me**

Have you ever forgotten an appointment or deadline?

Missed sending in the VAT or Company return? Or the MOT for the company van?

Have you known it's your cousin's daughter's birthday soon but couldn't recall whether it's her 18th this year or next?

There are so many things we have to remember; one-offs, annual things, monthly, weekly - or perhaps a meeting that takes place on the third Tuesday of every fourth month.

To make life a little bit simpler, Tarragon offers Shrimp2me.

Shrimp2me lets you make a note of things you want to be reminded about and then tells you about them when you need to know. So, you could set a meeting appointment for 4pm and request an "early warning" be given some time earlier.

For birthdays and other anniversaries, Shrimp2me tells you *which* anniversary is coming up and lets you know a few weeks early, giving you plenty of time to buy a card and organise a present/candle-lit dinner/cruise.

Shrimp2me displays the reminder information in an unobtrusive banner at the top of your screen and doesn't interfere with other work you are doing. If you wish, the reminder can be spoken to you or even sent to your mobile phone!


Shrimp2me is powerful and flexible, easy to use and is loved by people all over the world - so why not try it for yourself? Just visit <http://www.shrimp2me.com> (which is a convenient link to the Shrimp2me page on Tarragon's website) for more information and to download.

Short Cuts

The **Windows Key** on your keyboard (between the **Ctrl** and **Alt** keys) does more than just open the Start menu. Hold it down and press:

- D** Switches between minimizing all open windows and showing them all
- E** Opens Windows Explorer (My Computer)
- F** Opens the Find Files window
- L** Locks your computer (XP & Vista)
- TAB** Selects each Task Bar button in turn (Just press Enter to switch to it)

Next month...

We'll be looking at the Office  2007 tool 'ribbon' which seems to be causing much confusion to users who have migrated to this version. However, if you can't wait, you can find help at:

<http://www.tarragon.co.uk/Office2007>

Tip of the Month - Watch your software renewal dates!

A lot of software in common use, such as anti-virus products, is licensed on an annual basis and normally the software vendor will helpfully remind you, well in advance of licence expiry, that the time to renew is approaching. They will usually invite you to renew right away and possibly offer an incentive but there might be a catch—the new licence may expire 12 months from the date of renewal, not from the date of expiry of the old licence.

If you do get caught by this doubtful practice, do not hesitate to lean on the vendor to have your lost time reinstated—or ask Tarragon to contact them on your behalf!

Please let us know what you think of **Solutions!** - email solutions@tarragon.co.uk