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Subject: Tepato Tidbits - Software to Improve Your Bottom Line
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Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

This newsletter has articles with tips for Windows and Office software users. It also has some important security tips to avoid spammers online.

Avoiding Spammers & Their Tricks - PC World

Avoiding The Creative Traps Bad Guys Use to Spam You

We all know that the bad guys are out there, online. They get craftier and more creative all the time. It's not just about spam emails anymore, since they can hijack your online life in many different ways now. See this article for some good background on their schemes and tips to avoid them.

[Avoiding Spammers](#)

Windows Tips - PC World

How to Copy a File Path, and Show/Hide File Extensions

This article provides instructions on how to copy a file path when trying to upload a file, such as a photo, onto a website. It will save you having to navigate through multiple levels of file folders to find the file you want.

It also explains how to show the file extensions on your files when viewing a list in Windows Explorer. This is useful when you're trying to convert a file from one type to another or when you're not sure what type of program you need to use to open a file.

[Windows Tips](#)

Using the "Paste Special" Command - PC World

Paste "Just the text, ma'am" When Copying

If you've copied some text off of a web page, you may sometimes get unwanted "stowaways" such as code, formatting, etc. in it when you paste it into a document. By using the "paste special" command you can get just the text itself, without all of that baggage.

[Using Paste Special Command](#)

Help with your data or with your company's website is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

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