

## Employee News



Kenneth Centers has joined DOSS Business Systems as Sales Manager.

Contact Ken (937-548-9009 ext. 203) for all your computer, networking, cabling, or business phone system needs. You also may email Ken at [kcenters@dossusa.com](mailto:kcenters@dossusa.com) or [sales@dossusa.com](mailto:sales@dossusa.com).

Ken has 25 years experience in the sales and technical aspect of the telecommunications trade. Ken's experience and expertise can help you plan your technical business expansions.

## Product Specials

Every company has specials. Just call us to see if there are any specials available.

DOSS makes specials available if our partners make specials to us. DOSS passes the savings on to our clients.

Below is a special offered on a Compaq Evo Micro Tower for \$996.00. The special is in effect until March 2, 2003. The fact that the computer comes with Office XP and a 1 year parts/labor warranty is a great savings.

<b>Pentium 4 Processor</b>	<b>40 GB Hard Drive</b>
<b>2.00GHZ</b>	<b>CD Rom</b>
<b>256 MB</b>	<b>17" Monitor</b>
<b>Windows XP</b>	<b>Office XP Small Business Edition</b>

## Visit Our New Web Site

Our website has been updated! The class calendars are also in the Training Section. A few more changes need to be made, but we are making progress. For those of you who have websites, we are sure you understand.

We gladly accept your suggestions. Visit our website at <http://www.dossusa.com/>

## Tips and Tricks

When using Word, you can easily make a web address into an actual hyperlink by selecting the web address then holding down the CTRL key and pressing the "K" key (or just right click on the selected text and then left click on hyperlink). This is especially helpful if you are going to email the Word document. Make sure when the hyperlink box opens you select either email or web page and complete the information.

An easy way to email a Word document—while in the Word document, go to the File Menu and left click on Send To. Then left click on Send to Mail Recipient. Do not select sent to Mail Recipient (as attachment) because you want the document to be open when the email is received.

If you do not want a web address to show in the hyperlink form as it sometimes automatically does, just select the web address, then right click the selected web address and then left click on remove hyperlink.

**DOSS Business Systems**  
**5314 Meeker Road**  
**Greenville, OH 45331**

**937-548-9009**