



International Association of
Administrative Professionals®
Edmonton Chapter

IAAP-EDMONTON!

President's Message

Wow! **"Power of Commitment"**, the theme this year, has really brought the best out in our Chapter. The Board members, as always, have given a tremendous effort so far this year and our Events Committee have been working very hard, on this great evening **"Indiana Jones in...the Aiders of Membership Drive"**. They have also started working on our annual Administrative Professionals Day event; it's going to be a good one, plan to attend. All I can say is Wow! We have really started the year off with a snap!

If you have not yet had a chance to come out to one of our business meetings this year I would encourage you to do so soon. Our December meeting with Adele Alfano is going to be magnificent, a "don't miss" evening with the feel of Christmas. The line up for next year is equally as interesting and your input at every business meeting is welcomed and necessary to make this

chapter a viable part of our great community in Edmonton.

Membership in IAAP is more than signing your name on a piece of paper and paying the requested amount. The opportunities are endless as to how it can change you personally and how it can change your career growth. Think about getting involved in the various committees and make your Membership work for you. If you would like more details, give me a call.

Since we won't publish another newsletter until 2010 I want to take this opportunity to wish each of you a fabulous Holiday Season from your IAAP Edmonton Chapter Board. I will look forward to more adventures with you in the New Year.

✉ Pearl MacDonald,
President
IAAP Edmonton Chapter



Monthly Program

So far this year we have enjoyed two very informative meetings. IAAP members are encouraged to take advantage of as many monthly professional development opportunities as possible. (Incentive: Attend 8 of 10 meetings between September 2009 to June 2010 and your name will be entered in a draw to win a \$50 gift certificate at the end of the year!). Our meetings are held on the second Tuesday of every month from September to June at the Edmonton Petroleum Club, starting at 5:30 p.m.

Enjoy this review of what we have offered so far and mark your calendars for what we are offering in the future.

In September, Bob "Idea Man" Hooley talked about how each one of us is challenged with being busy in an evening called **"I'm Already Running as Fast as I Can!"** This was an entertaining and informative evening where he shared seven building blocks of priority and time management.

On October 13 we welcomed Calen Paine, the director of the Real Self Defense Centre in Edmonton. He is an expert in **"Personal Protection"** and we were able to see how each of us can avoid potential situations and if we can't avoid them some tips and tricks on how to deal with them.

Plan for **Tuesday, December 8!** We are going to have a very special evening and presentation.

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Chapter News & Notes



Our Mission Statement

Enhancing the success of career-minded administrative professionals through education, community building and leadership development.

EFAM 2011

Although the International Education Forum and Annual Meeting (EFAM) July 18-21, 2010 is going to be awesome in Bean Town (Boston, MA), we are really looking forward to 2011 when it will be held in Montreal! Start saving now for this annual event that deals with business, has phenomenal speakers, allows networking from around the world, and gives a more personal perspective on how our Association conducts business. If you have never attended one, just speak to someone who has, and you should be able to see the excitement that shines when talking about such a wonderful experience. It would be wonderful to have a bunch of members from the Edmonton Chapter support such a rare occurrence and grow immensely in this powerful, professional, invigorating atmosphere!

What's Your Name Again?

Now is your chance to save a small part of the environment by getting rid of those crazy paper name tags. To order your very own professional IAAP name tag, see Christine Genest. Some members have theirs already—they are gold, with the IAAP logo, and best of all, they are magnetic! There is a small cost, and exact change or a cheque is appreciated.

CPS/CAP Bursary!

Edmonton Chapter members who successfully get their CPS or CAP status this fiscal year may be eligible for a bursary from our Chapter Board.

Contact Pearl MacDonald or Hilary Allbon for more information and details.

Administrative Professionals Day

Wednesday, April 21, 2010

We have our location: **Crowne Plaza Chateau Lacombe!** We have our speaker: **Rosita Hall**—a smart and funny speaker! We have our emcee: **Josh Classen!** Now all we need is participants! We will be sending out information about our APD early in 2010 and are really looking forward to spending the day with each of you.

Keeping Informed

Our website (www.iaapedmonton.com) is the best place to check for current information. Look for information on meeting topics, CDC updates, and links to other useful websites.

Incentives!

1. Sponsor a new member to our chapter by **November 30, 2009** and your name will be entered in a draw for an amazing two-night stay at the Matrix Hotel (value \$300). More information is available from any Board member. WOW!
2. Attend 8 of 10 meetings this year (September 2009 to June 2010) and your name will be entered in a draw to win a \$50 gift certificate at the end of the year!

Ways & Means

At our dinner business meetings we will be selling tickets for a door prize. 1 ticket for \$3 or 2 tickets for \$5.

Bears & Blankets

We are collecting new teddy bears and blankets until our January meeting! Our donations are given to front-line agencies (police, hospitals, social service agencies, etc.) who can share a cuddly friend or a warm blanket with children who are in crisis situations. **Sadly, there is always a need!**

HOT TIP: *Choosing the Best Graphic Format for the Job*



This information was presented in July 2009 at IAAP's EFAM at a workshop called "**A Picture is Worth 1000 Words**". The presenters, Gini Courter and Annette Marquis are IAAP favourites—they are entertaining and informative! You can sign up for their Office PowerHour on the website, www.triadconsulting.com. This information is taken directly from their hand-outs which are also accessible on their website.

If you've ever wondered why the formats of graphics on the Web are different from those used in documents, presentations, or spreadsheets, you're not alone. With TIFFs, GIFs, BMPs, and PNGs, it's hard to know which format to use and which program to use it with. Knowing what formats are out there and learning about the advantages and disadvantages of each can help you create lively documents, presentations, and Web pages.

Popular Raster Graphic Formats

BMP (bitmap), GIF (Graphics Interchange Format), JPEG (Joint Photographic Experts Group), PNG (Portable Network Graphics), and TIFF (Tagged Image File Format) are raster image formats. A raster image is also known as a bitmap and is created from rows of small dots called pixels ("picture elements") or "bits." Because a raster format uses a fixed method of specifying an image, the image cannot always be immediately rescaled without losing definition.

Bitmap (BMP)

The Microsoft Windows® BMP format (.bmp file extension) can display millions of colors. Because it is supported by several programs, it is an extremely practical file format to use when you are providing an image to someone who may not have the program in which you created the image.

Graphics Interchange Format (GIF)

The GIF format (.gif file extension) is one of the two most common file formats for images on the World Wide Web, because it is supported by almost all Web browsers. Because this format can only display a maximum of 256 colors, it is best used for black-and-white line drawings, color clip art, and pictures with large blocks of solid colors. The GIF89a format also supports both transparency (used to remove the area, often white, that surrounds the actual image) and

animation on the web and in applications like PowerPoint. Use GIF files for:

- ◆ Images that contain transparent areas
- ◆ A limited number of colors, such as 256 or less
- ◆ Colors in discrete areas
- ◆ Black-and-white images
- ◆ A small-size image, such as a button on a web site
- ◆ Images in which sharpness and edge clarity are important, such as line drawings or cartoons
- ◆ Images containing text
- ◆ Animations

Note: GIF is pronounced "jif" like the peanut butter

Joint Photographic Experts Group (JPEG)

The JPEG format (.jpg or .jpeg file extension) is the other most common file format for images on the Web. It is not limited to 256 colors, so you can use it to display high-quality photographs, or pictures containing millions of colors. Because it is designed as an image storage format, it can efficiently compress large, high-quality photos into very compact files, so it is very useful when you want to send a large image in e-mail. However, the more you reduce your image's file size (or modify and re-save the image), the more image information is discarded—and quality is decreased. Moreover, this format does not support transparency or animation. Use JPEG files for:

- ◆ Photographs
- ◆ Natural-looking images
- ◆ A large number of colors (think millions of colors, not thousands)
- ◆ Rich detail, such as a photograph of a house on a real estate site
- ◆ An image with large dimensions



Portable Network Graphics (PNG)

The PNG format (.png file extension) can display millions of colors. Because it is such a new format, however, fewer browsers currently support it (although it is quickly gaining support). Images saved in this format will not degrade in quality, even if the file is compressed. It supports transparency, but it does not support animation because it cannot contain multiple images.

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From the Newsletter Chair



Did you see what you were looking for? Did you find useful information?

This newsletter intends to provide timely information about activities of the IAAP Edmonton Chapter and to provide informative and encouraging articles. If you are an aspiring writer or if you have information to be included please contact the newsletter editor.

IAAP Edmonton! is published at least six times a year (September, November, January, March, May, and June). Hard copies are available to meeting attendees in the month of publication. The newsletter is posted on the website.

The deadline is the last day of the month before publication. Contact Joyce at 780.434.7511 or aulenbak@interbaun.com or . Cheers!

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Instead of having our regular business meeting and professional development session we are going to host a Christmas dinner. We were successful in booking Adele Alfano to come to speak to us on “**Embracing Your Inner Bling**”. Check out her website at www.adelealfano.com for more information about this entertaining, sought-after, dynamic speaker/author! This sounds like one presentation you will want to be at!



This evening is open to everyone. This is a great opportunity to treat your boss to dinner, or have your boss buy tickets for the staff. Even though this is a very special event we have decided to keep the cost for tickets the same as they are for our regular meetings: \$30/ticket for members and \$35/ticket for non-members.

Our regular meetings are a great deal at \$30 for members and \$35 for non-members! This includes a fantastic meal and an informative, timely presentation. Non-members are invited to join us for two meetings.

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Tagged Image File Format (TIFF)

The TIFF format (.tif or .tiff file extension) produces very high-quality images and is therefore used in publishing quite often. It can display millions of colors (although grayscale images are limited to 256 colors or shades), and typically results in larger image files than the GIF or JPEG formats. If you plan to edit an image in a program other than the one in which you created it, saving it in this format is helpful because it is widely recognized by various programs.

(Editor's Note: There is more information on their website that was not included in this newsletter.)

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