



BRYAN COLLEGE STATION IAAP

Volume 3, Issue 5
December 2009

9 Ways to increase the security of your laptop while on the road

Using your laptop to get work done away from your office or on the road is becoming widely accepted. But this rapid growth in laptop computing has made portable systems the target for theft around the world. If your laptop computer is stolen, company information can be exposed, as well as your personal and financial information.

Use these 9 tips to learn how you can keep your laptop more secure when you're on the road.

1. Avoid using computer bags. Computer bags can make it obvious that you're carrying a laptop. Instead, try toting your laptop in something more common like a padded briefcase or suitcase.
2. Never leave access numbers or passwords in your carrying case. Keeping your password with your laptop is like keeping the keys in the car. Without your password or important access numbers it will be more difficult for a thief to access your personal and corporate information.
3. Carry your laptop with you. Always take your laptop on the plane or train rather than checking it with your luggage. It's easy to lose luggage and it's just as easy to lose your laptop. If you're traveling by car, keep your laptop out of sight. For example, lock it in the trunk when you're not using it.
4. Encrypt your data. If someone should get your laptop and gain access to your files, encryption can give you another layer of protection. With Windows XP, Windows Vista, and Windows 7 you can choose to encrypt files and folders. Then, even if someone gains access to an important file, they can't decrypt it and see your information. Learn more about how to encrypt your data with Windows XP, encrypt your data with Windows Vista or encrypt your data with Windows 7 at www.microsoft.com.
5. Keep your eye on your laptop. When you go through airport security don't lose sight of your bag. Hold your bag until the person in front of you has gone through the metal detector. Many bags look alike and yours can easily be lost in the shuffle.
6. Avoid setting your laptop on the floor. Putting your laptop on the floor is an easy way to forget or lose track of it. If you have to set it down, try to place it between your feet or against your leg (so you're always aware it's there).
7. Buy a laptop security device. If you need to leave your laptop in a room or at your desk, use a laptop security cable to securely attach it to a heavy chair, table or desk. The cable makes it more difficult for someone to take your laptop. There are also programs that will report the location of a stolen laptop. They work when the laptop connects to the Internet, and can report the laptop's exact location. One such program is ComputracePlus.
8. Use a screen guard. These guards help prevent people from peeking over your shoulder as you work on sensitive information in a public place. This is especially helpful when you're traveling or need to work in a crowded area.
9. Try not to leave your laptop in your hotel room or with the front desk. Too many things have been lost in hotel rooms and may not be completely secure. If you must leave your laptop in your room, put the "do not disturb" sign on the door.

~Microsoft at work

Inside this issue:

Improvement	2
Membership Matters	2
President's Message	3
Upcoming Events	3
NEW Member Spotlight	4
Officers & Chairs	5



The only place success comes before work is in the dictionary.

WORD PLAY: ABSTEMIOUS

\ab-STEE-mee-us\ : marked by restraint especially in the consumption of food or alcohol; also : reflecting such restraint ; Example Sentence : Anthony's midlife heart attack opened his eyes to the importance of taking care of his body and turned him to a more abstemious and healthful lifestyle.

Shifting Gears

Are your Mondays getting harder and harder during the holiday season? If you're like me, your weekend are packed with activity and flurry getting ready for the holidays and maybe just having fun with family and friends. You finally relax Sunday night, then comes Monday morning, and you are expected to kick into high gear when you walk into the office.

It's pretty hard to shift gears sometimes, isn't it? Yet, we have to keep pace with the speed of business. Customer demand and business does not slow down because it's Monday morning. But how do you really start your Monday morning?

First, it starts (like all mornings) with waking up and the thoughts that are swirling your head when you first arise. Your thoughts can be, "I can't wait to get to work today and tackle my projects." Or, "I wish I could just stay home today." The idea is that we are forming our attitude about our day as soon as we awake. Where does your thinking go from there?

Here are some tips that I hope will help you especially in December to jump start your Mondays:

1. Just think, "Oh boy, it's Monday--one day closer to the weekend!"
2. Tell yourself, "I love my job and I am thankful I have a place to go where many people are home because they don't have a job."
3. It's great to get out of the house and be around others who can stimulate your thinking and growth.
4. Underneath it all, we all feel good after we have put in a good day's work.
5. Who knows who may come into your life today that will impact your future?
6. Eagerly get out of bed and don't lay around an extra 15 minutes. Get your body moving. That is one of the best ways to get the flow of blood going and feel more energetic. And then make sure you eat a decent breakfast.
7. Put on some music while you get dressed to perk you up. (Don't put on the news; it's usually depressing.)
8. Better yet, play holiday music while you dress.
9. Think about the wonderful holiday activities you will be doing and the time you will be spending with friends and family.
10. Consider ways to make a difference in the life of those who are less fortunate than you.
11. Post an inspirational or motivational quote at home or at work that you can focus on throughout the day.
12. Treat yourself to something special today.

Have a great week!

~Joan Burge



Sweet, minty and pretty all at once, these easy holiday cookies will make a festive addition to your holiday cookie plate.

Peppermint Crunch Cookies

Ingredients

- 1 roll (16.5 oz) Pillsbury ® refrigerated sugar cookies
- 1 1/2 cups white vanilla baking chips or semisweet chocolate chips
- 8 round hard peppermint candies, crushed (1/4 cup)

Directions

1. Heat oven to 350°F. In large bowl, break up cookie dough. Stir or knead in 1/4 cup all-purpose flour until well blended. Shape dough into 36 (1") balls. Bake 10 to 14 minutes or until edges are golden brown. Cool 1 minute; remove from cookie sheets to cooling rack. Cool completely, about 5 minutes.
2. In small microwavable bowl, microwave vanilla chips and 1 tablespoon vegetable oil uncovered on medium (50%) 2 to 3 minutes, stirring once halfway through microwaving, until melted. Stir until smooth.
3. Dip half of each cookie into melted chips mixture, allowing excess to drip off; place on waxed or parchment paper-lined cookie sheets. Sprinkle each with about 1/2 teaspoon crushed candy. Let stand until set.

~www.pillsbury.com

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

Welcome New Members:

No new members for December. Please recruit your friends and co-workers to the wonderful opportunity of IAAP!



Congratulations!

We were able to collect \$150 in donations for Phoebe's Home Wal-Mart Gift Cards!

Thanks to everyone who contributed!

PRESIDENT'S MESSAGE

Our Holiday Social on December 3rd was held at Kathy Pilgrim's home and took the place of our regular chapter meeting. Thank you to our Special Events Committee and our host Kathy Pilgrim for an evening of fun and laughter – for the second year in a row, the Christmas ornament Chinese auction was a hit. Thank you also to everyone who participated in the collection for Phoebe's Home – Patsy Luce for coordinating, to everyone who donated and a special thank you to the guys in (Chapter Treasurer)

Helen Hancock's area at the A&M Physical Plant for their generous donation. A total of \$144 was collected and will be used to purchase Wal-Mart gift cards for those in need at Phoebe's Home.

Exciting news! We are very pleased to announce that we will be hosting a

Professional Development Seminar here in College Station on Saturday, February 20, 2010. Tell your friends and co-workers as Bill Beausay, international speaker and best-selling author, is one speaker you will not soon forget.

The next few months will be busy ones for our chapter with many opportunities for professional growth and networking to help you achieve your Member of Excellence

Award. I look forward to seeing you on January 19, 2010 at the Hilton Mockingbird Room for our next chapter meeting.

I wish you all a safe and joyful Holiday Season.

Janice Walpert CPS/CAP

A Lighter Note: Dumb Laws in Texas

- * It is illegal to milk another person's cow.
- * It is illegal for one to shoot a buffalo from the second story of a hotel.
- * It is illegal to sell one's eye.
- * A recently passed anticrime law requires criminals to give their victims 24 hours notice, either orally or in writing, and to explain the nature of the crime to be committed.
- * The entire Encyclopedia Britannica is banned in Texas because it contains a formula for making beer at home.
- * In Clarendon, Tx., It is illegal to dust any public building with a feather duster.
- * In Temple, Tx., you can ride your horse in the saloon.
- * In Texarkana, Tx., owners of horses may not ride them at night without tail lights.

www.dumbblaws.com



May your holidays be merry and bright



Grammar

Are you supposed to use a hyphen when you add "non" to a word, i.e., non-verified or nonverified? My grammar book says no hyphen, but I often see it spelled with a hyphen. We use the word "nonpayment" in a lot of our correspondence. Should it be non-payment?

~Anonymous reader

It depends on whom you ask. Stylebooks and dictionaries are not in complete agreement on this one. Most of the time, though, dictionaries and editors close the gap. So, for example, you would write "nonpayment" rather than "non-payment."

One exception to that rule: If the "non" comes before a proper noun, a hyphen is best. Example: non-U.S. citizen.

Source: Administrative Professional Today
~November 2009 TAPSS News

New Laws in Texas

HB537 Requires all occupants of a vehicle, no matter their age, to be secured by a safety belt, no matter where they are seated in the vehicle.

HB55 makes it illegal to use a wireless communication device in a school zone unless the vehicle is stopped or a hands-free device is used.

*Emergency 911 calls are excluded.

HB2730 and HB339 restrict all drivers under the age of 18 from using a wireless communication device while operating a motor vehicle.

www.txdps.state.tx.us/director_staff/public_information/p081109.pdf

Upcoming Events:

January 19, 2010

5:30 pm

Monthly Chapter Meeting

New Location: Mockingbird Room

College Station Hilton

CPS/CAP Society 28th Annual Meeting & Seminar

Saturday January 30, 2010

The Briar Club, 2603 Timmons Lane,

Houston, TX 77027

www.cpscapsot.org

February 16, 2010

5:30 pm

Monthly Chapter Meeting

Mockingbird Room

College Station Hilton

BRYAN/COLLEGE STATION MEMBER SPOTLIGHT



Connie Smotek is a native of Bryan, Texas and received a Bachelor of Science degree in Animal Science from Texas A&M University. After living elsewhere for several years after graduating, she returned to Bryan/College Station and began working as a temp for one of the local Temporary Agencies. The last temp job was working for, and eventually being hired by, the Department of Agricultural Economics at TAMU in 1995. Since 2001, Connie has worked as an administrative assistant for Dr. Wayne Hayenga, a lawyer with Texas AgriLIFE Extension, who specializes in farm and ranch estate planning.

A member of IAAP since June 2005, it took several attempts over two years to begin studying for the CPS exam. After passing the CPS exam in November 2008 and the CAP exam May 2009, Connie is looking forward to earning recertification points and becoming a more active chapter member.

Outside of the office, Connie is an active competitor in shotgun shooting (international skeet). The Brazos 4-H Sportsman's Club was the first 4-H shotgun program in the nation. Connie joined in 1978 as the first girl in the Brazos 4-H Sportman's Club. Driven by a love for the sport and a competitive nature, Connie has made the Olympic Shooting team twice, once in 1992 and again in 2004. In 1992, men and women competed together and she enjoyed the honor of being one of six women in the world allowed to participate in the skeet event. In the 2004 Olympic Games she finished sixth. As a competitive shooter, she's traveled to many places from Australia, to Germany, Italy, Egypt, Cuba, and China.

On the home front, she devotes the rest of her free time to practicing, coaching, and raising white-tailed deer. Still an active volunteer of the Brazos 4-H Sportsman's Club, she helps coach club members at all skill levels. Recently, she was elected to her second four-year term as a member of the Athletes Advisory Council. In this capacity, she acts as a liaison between athletes and the United States Olympic Committee. She considers this a great opportunity as she gets to meet a wide range of elite athletes while working

Forward Slash and Backslash

There's a whole lot of slashing going on, but which way is which?

Let's get things straight...err, slashed, rather.

Forward slash is /, and backslash is \. Remember that the name tells me in which direction the top of the slash points.

Forward slashes tell your computer you're looking for something external to your system, like web pages.



Backslashes tell your computer you're looking for something inside your system, like a drive or a file.



~Andrew, www.worldstart.com, WorldStart's Computer Tips

Save the Date

When February 20, 2010
8:30 am to 12:30 pm

Where
General Services Complex, room 101A
750 Agronomy Road
College Station, Texas

What
Education Seminar
Speaker: Bill Beausay
Contact Lea Ann Westmoreland
phone 979.218.2018 or email
leaannwestmoreland@yahoo.com

recertification points pending approval

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

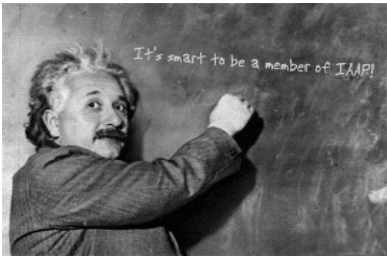
Bryan College Station IAAP Chapter
P.O. Box 1881
College Station, Texas 77841-1881

Phone: 979-845-2527
E-mail: jwalpert@athletics.tamu.edu

Newsletter submissions should be sent to Gena Monroe at gmonroe@tamu.edu.



IAAP's VISION is to inspire and equip administrative professionals to attain excellence.



OFFICERS AND COMMITTEE CHAIRS

President-Janice Walpert, CPS/CAP
862-6026 (Office)
jwalpert@athletics.tamu.edu

President-Elect-Rosie Shoenfeld, CPS
862-3932 (Office) 458-0141 (Fax)
r-schoenfeld@tamu.edu

Vice President-Dawn Ferguson, CPS/CAP
458-6630 (Office) 458-6633 (Fax)
dferguson@tfs.tamu.edu

Secretary-Betty Cotton, CPS/CAP
458-0630 (Office)
blcotton@tamu.edu

Treasurer-Helen Hancock
845-6270 (Office)
hhancock@ppgw.tamu.edu

Past President-Valerie Sorenson, CAP
845-0060 (Office)
sorenson@cse.tamu.edu

Certification Chair-Mary Ellen Rowan, CAP
845-8436 or mary-ellen@tamu.edu

Publicity-Gena Monroe, CPS/CAP
845-4137 or gmonroe@tamu.edu

Website-Lisa Benavides, CPS/CAP
845-7051 (Office) or
lisa.benavides@ymail.com

APD-Myra Kretzschmar, CPS
845-1046 or myrak@tamu.edu

Ways n' Means-Kathy Pilgrim, CPS/CAP
845-4154 or kpilgrim@tamu.edu

Membership-Lisa Benavides, CPS/CAP
845-7051 (Office) or
lisa.benavides@ymail.com

Bylaws-Valerie Sorenson, CAP
845-0060 (Office) or sorenson@cse.tamu.edu

Copyright 1997 Randy Glasbergen. www.glasbergen.com

I WILL LEAVE WORK
5 MINUTES EARLY
AND NEVER GET CAUGHT.

I WILL LEAVE WORK
5 MINUTES EARLY
AND NEVER GET CAUGHT.

I WILL LEAVE WORK
5 MINUTES EARLY
AND NEVER GET CAUGHT.

I WILL



If you write down your goals 15 times every day, you can accomplish anything.

Exciting news! On-line registration for monthly meetings is now available at <http://www.iaap-bcs.org>. You can right click your mouse and a screen will appear that provides the option "Go to the website." Click that option and it will take you directly to our new webpage. Meeting information is located under Upcoming Meetings.

