



**Tabard IT Ltd**

Making Your PCs Work Harder

March 2006 Newsletter



### Rates Change



Tabard IT is changing the way it charges for its services. The last change to the rates was January 2004; this update is a reflection mainly of the desire to continue to provide the best service to our clients. Increasing supplier and travel costs, along with refinements to the business model, have necessitated these changes. For full details of the new rates, applicable from March 1st 2006, please see separate attachment or [contact us](#) to discuss any matter.

### Broadband Downloads and Uploads



Broadband - whether it's ADSL, which is provided over a BT phone line, or cable, which is provided by NTL or Telewest Broadband (now merged) - is getting faster. To keep customers paying the same rates, the providers are increasing the download speeds of most internet connections, and adding new users at the original slower speeds, at lower prices.

If you are not worried about keeping your provider's email address (if you have your own domain name, for example), you could save money by switching to a different tariff, or to another provider. Have a look at [Uswitch](#) for more information, or [contact us](#).

### Wireless Freedom



Some people still use the small modems that they received from their internet service provider. With some exceptions (notably some AOL accounts), you can replace this with a router and share your broadband connection between two or more PCs/Macs. If you choose a wireless router, you can also connect your wireless-equipped desktops and laptops and work anywhere within wireless range. These routers also act as firewalls to provide more protection for your computers. Contact [Tabard IT](#) for more information.

### Security



Make sure you have firewall and anti-virus software installed on your PC. There are free versions of both available for home users, and even paid-for versions needn't be too expensive. See our website [security page](#) with links to further information.

### Office Suites



Do you need a word processor, spreadsheet or email program? Find out how to buy Microsoft Office, or (if you dislike spending huge sums of cash) its free equivalent OpenOffice on [www.tabardit.co.uk/office](http://www.tabardit.co.uk/office)

### Health & Safety



If you find yourself sitting in front of your computer all day, you should consider taking regular breaks, and have your eyesight checked at regular intervals. For more details on this and other ergonomics related issues you can refer to the [Healthy Computing](#) or [HSE](#) websites.

### Charity Begins At Home



Have you purchased a new PC/Mac recently? If you have an old PC and don't know what to do with it, why not give it to someone who could use it? [The Bethany Trust](#) accept computers, but be sure they are in working order with all necessary CDs, and your

### Tip



If your monitor is angled slightly down, it will reduce dust from gathering on the screen and prevent unwanted reflections from ceiling lighting.

We have tried to make this newsletter informative and interesting, but if you would not like to receive email newsletters from Tabard IT, please email [help@tabardit.co.uk](mailto:help@tabardit.co.uk) or call 0131 538 0766.

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