

## The Postcard Newsletter

If you're looking for a better way to reach your clients with direct mail, consider using a postcard newsletter, like *this* one.

Postcards are like billboards—Everyone reads them. Who wants to spend hours on a DM piece only to have it end up in the circular file, unopened.

Postcards offer lower postage costs than regular mail, and, thanks to the lack of envelope, are better for your budget and the environment.

Sign up for our email newsletter at  
**[www.TidewaterBusinessService.com](http://www.TidewaterBusinessService.com)**.

and you'll receive our FREE flyer describing over a dozen ways postcards can help your business .



## Computer Tip for Excel Spreadsheets

When I have a spreadsheet to print with multiple pages, it drives me crazy when only the first page has the name of each column at the top and the other pages don't. Here is how to get those column names to appear at the top of each of your pages.

While in your spread sheet click:

- File
- Page Setup
- Click the "Sheet" tab
- Click in the box to the right of "Rows to repeat at top" to make your cursor appear
- Use your mouse to click on the row within your sheet that you want to repeat, typically it's row 1. Your row information will then appear in the box.
- Then Click OK.

## The Postcard Newsletter

If you're looking for a better way to reach your clients with direct mail, consider using a postcard newsletter, like *this* one.

Postcards are like billboards—Everyone reads them. Who wants to spend hours on a DM piece only to have it end up in the circular file, unopened.

Postcards offer lower postage costs than regular mail, and, thanks to the lack of envelope, are better for your budget and the environment.

Sign up for our email newsletter at  
**[www.TidewaterBusinessService.com](http://www.TidewaterBusinessService.com)**.

and you'll receive our FREE flyer describing over a dozen ways postcards can help your business .



## Computer Tip for Excel Spreadsheets

When I have a spreadsheet to print with multiple pages, it drives me crazy when only the first page has the name of each column at the top and the other pages don't. Here is how to get those column names to appear at the top of each of your pages.

While in your spread sheet click:

- File
- Page Setup
- Click the "Sheet" tab
- Click in the box to the right of "Rows to repeat at top" to make your cursor appear
- Use your mouse to click on the row within your sheet that you want to repeat, typically it's row 1. Your row information will then appear in the box.
- Then Click OK.

Tidewater

Mail and Business Services, Inc.

Virginia Beach, Virginia  
(757) 563-0992

**How a Virtual Assistant  
Can Help You:**

Data entry is not exactly exciting.

It is vital to your business, though, that you get your raw data into a useable form.

If you don't have the time, or the inclination, to do your data entry in-house, then call a Virtual Assistant.

Tidewater Mail is a full-service VA firm offering a cost effective way to handle those occasional jobs you just don't have time or desire to do.

**Call Stephanie today at 563-0992.**

PLEASE  
PLACE  
STAMP  
HERE

Tidewater

Mail and Business Services, Inc.

Virginia Beach, Virginia  
(757) 563-0992

**How a Virtual Assistant  
Can Help You:**

Data entry is not exactly exciting.

It is vital to your business, though, that you get your raw data into a useable form.

If you don't have the time, or the inclination, to do your data entry in-house, then call a Virtual Assistant.

Tidewater Mail is a full-service VA firm offering a cost effective way to handle those occasional jobs you just don't have time or desire to do.

**Call Stephanie today at 563-0992.**

PLEASE  
PLACE  
STAMP  
HERE