



Bob Avallone
President
MetaPro Systems Inc.

MetaPro Systems Inc. is a software consulting firm that offers the following services:

- Custom business software running under Windows
- Windows installations, troubleshooting and tuning
- Software tutoring, mentoring and coaching
- Web site development

For more information about our services, visit our web site www.metaprosystems.com or call (781)860-7345.

MetaLetter

Newsletter of MetaPro Systems Inc
Volume 3, Issue 2 Spring/ Summer 2002

Web Site Design

When we meet with you to design a website or reorganize an existing one, we use a checklist to guide the process. The following is an abbreviated version. If you would like to see the full version, please call us at (781)860-7345.

We are happy to send the checklist to you, or drop by your place of business to discuss it.

Check List

Topics that you might consider for your website:

- Who You Are
- What You Do
- How To Get In Touch
- What's New?
- Biography
- Testimonials
- Feedback
- Press Releases, Articles, and

Speeches

- Awards and Associations
- Useful Links

Look and Feel

An interesting, but easy to navigate website, persuades visitors to come back:

- Colors
- Fonts
- Graphics
- Links
- Other sites to use as rough models

Picking Domain Names

Think about what your domain name should be. Your company name is a good starting point. We can quickly tell you whether a website name has been taken by another company. Also keep in mind that most common words and phrases are in use.

In This Issue

Web Site Design Checklist — This article will be of interest to anyone who is thinking about developing a business web site.

Protecting Your Data (Part 2) - This article on protecting your computer from viruses is of interest to anyone who owns or uses a computer.

One Size Rarely Fits All— Read a MetaPro success story. This article contains portions of the online newsletter *Take Action* of the Society of Professional Consultants.

One Size Rarely Fits All

MetaPro Systems and Bob Avallone are featured in the latest issue of *Take Action* the e-mail newsletter of the Society of Professional Consultants. To learn more about SPC visit their website www.spconsultants.org. Michael Katz of Blue Penguin Development wrote the article entitled *One Size Rarely Fits All*. Excerpts from the article are printed here.

Problem:

A company that specializes in providing services to the real estate industry discovered that a software product imbedded into its client solution was

gradually becoming outdated. This growing incompatibility weakened the service offering, and threatened to undermine the effectiveness of the product.

Solution:

MetaPro Systems Inc., a Lexington, MA based software consulting firm that specializes in developing automated, custom solutions, was able to devise a cost effective repair, solving the client's problem in a single day.

(Continued on page 3)

Protecting Your Data (Part 2)

In the last issue we wrote about protecting your data from accidental erasure by having a backup strategy. This issue discusses lost or corrupt data caused by virus infection.

In these troubled times, virus protection is essential.

The two most popular packages are Norton Anti-Virus and McAfee Virus Scan. We use Norton. Regardless of which one you choose, be sure to keep it up to date.

Norton offers a Live Update option. This accesses the Symantec (Norton's parent company) website and downloads the latest version to your computer.

The virus writers are constantly creating new viruses that can avoid detection by the anti-virus software. The anti-virus writers are working just as hard to fix these problems. For this reason it is important to retrieve updates frequently. While the anti-

virus companies usually recommend one a week, we run ours every night. It is especially easy to do this in the middle of the night if you have cable or DSL connection to the Internet.

Having anti-virus software is no guarantee that you won't be struck. There are some simple precautions you can take. E-mail is a common way to deliver viruses. Never open an attachment from someone you don't know. If you get an email from someone you know but the message does not make sense, check back with them before opening any attachment.

This advice is of a general nature; every case is unique. If you are not sure what to do, please talk to a consultant or someone you trust. We can help you deal with these issues. Please feel free to contact us at (781)860-7345.

One Size Rarely Fits All (Continued)

(Continued from page 2)

Story:

Linda L King provides consulting services to the real estate industry from her office in Reading, Massachusetts, and has been doing so for a number of years. One of her services involves the automation of a complex set of required legal forms.

In recent months she discovered that newer computer configurations - specifically, those that interconnected with networks or via USB ports - were unable to print the forms properly.

Although relatively minor in the context of the overall package, the print capability was a necessary piece. Ms. King went back to the original software company for help, however they were no longer willing to support it. Her company was faced with either imposing a costly upgrade across its entire installed client base, or moving to a brand new solution.

Not liking either option, Ms. King decided to call colleagues with contacts in the software development field, looking for someone who could custom build a fix for the existing platform. She found her way to MetaPro Systems, and its president, Bob Avallone.

Result:

With just a single day of billable time, MetaPro put together a solution that worked seamlessly with the existing software, and that enabled one step printing across all configurations.

According to Bob, "This problem is not uncom-

mon in software. Companies often abandon older platforms, forcing their clients to spend time and money just to retain the functionality that they've had all along. In Linda's case, we were able to bridge the gap with a relatively simple one time modification."

Lesson:

Getting the technology in your office to run smoothly is an essential piece of the puzzle in operating a profitable business. Fortunately, the "one size fits all" solution offered by many vendors need not be your last line of defense. Bringing in an expert consultant to retrofit what you've already got in place will often save you both time and money.



Address Correction Requested

MetaPro Systems Inc.
21 Constitution Road
Lexington MA 02421

Phone: (781)860-7345
Fax: (781)862-6685
Email: info@metaprosystems.com

Metaletter is a publication of MetaPro Systems Inc. Metaletter is devoted to helping you make the most of your Windows operating system, develop software for the Windows and Web environments and improve your software development process.

Quality Software Every Time!

Metaletter Goes Online

Our newsletter is now available online. If you received this copy through the mail and would like to receive notification by email instead, send your request to newsletter@metaprosystems.com.

VISIT US ON THE WEB!
WWW.METAPROSYSTEMS.COM

Pass Us Around

Feel free to make copies, fax or forward this newsletter to your colleagues. If you have received this publication in this manner and would like to be added to our mailing list, please contact us by telephone, e-mail or postal mail. You can use this same procedure if you would like to be removed from the mailing list. Back issues are available on our web site (www.metaprosystems.com/newsletter.htm).

