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Internet Do's and Don'ts

Last Tuesday, I covered Computer Do's and Don'ts. Tonight, we'll look at the Internet equivalent. First, DO follow the rules of netiquette. Internet etiquette is called netiquette. Here are the main ones: DON'T type your e-mail messages in all uppercase. On the Internet, that's considered shouting or screaming. DO turn on the signature feature of your e-mail program. That put's a standard little business card-like attachment at the end of every e-mail giving the recipient all the ways they can contact you. DON'T advertise via e-mail or newsgroups. You may think you're saving a lot of money by not having any postage costs, but unsolicited advertising can hurt your company's reputation irrevocably. DO use emoticons, like smileys when you are making a joke or being sarcastic. People on the Internet, especially our international friends don't always understand American humor. By using emoticons, they may not get your joke, but at least they know you were kidding. Finally, don't flame anyone. A flame is a personal attack. Saying hateful things via e-mail is very easy, since you don't have to face your victim and you can delete their response. Grow up, give them a call and reconcile.

For more Internet do's and don'ts, check out the Tech Center Website at kvii.com. Want to give your toddler a head start? Start them out with software designed just for them. Find out what works and what doesn't on Tuesday.

I am not a car mechanic. Give me a computer, I can strip it down and have it back together in minutes. Lift the hood on my car, however, and I'm clueless. [Autopedia](#) has been a lifesaver. Called, an Internet Car Encyclopedia, you'll find the answers to every question you have, written in plain English. Check it out at www.autopedia.com.

From the Pro News 7 Tech Center, I'm Eric Spellmann.

Internet Do's and Don'ts Sites:

- [Netiquette](#)
- [Emoticons](#)
- [SPAM](#)

