

Hey, Watch Your Tone!

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**By Merle**

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Along with the advent of the Internet came a new way of communicating called e-mail. If you spend a lot of time online and especially if you're running a web based business, odds are your main tool for communication is through e-mail.

Now e-mail is a wonderful thing. Don't get me wrong, but unlike the telephone or face to face communication, if you don't watch your words you can easily be mis-understood. It's all too easy to offend or even hurt someone's feelings just by what you type, even if that wasn't your intention at all.

Allow me to explain: When you're on the phone, your voice sets the stage for what you're trying to say. You raise your tone when angry and laugh or giggle when joking, so it's easy for the other person to understand the main focus of your message. When someone screams at you on the telephone, you know immediately they're angry, that or they just forgot to take their Prozac that day.

Face to face communication is another way we converse. Your body positioning, facial expressions and tone all work together to get your message understood.

But, e-mail is different. You need to remember there is no voice tone, facial expression or body language, making it harder to get your message across the way you intend. So next time you're in a hurry to respond to an e-mail keep the following tips in mind:

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1) If you say something in a message and don't want it taken too seriously, add a well-known acronym "LOL," which stands for "laughing out loud," or type "just kidding."

2) Never verbally assault someone with obscenities or name calling, even if they attack first. Just because it's e-mail and you can't see the person face to face, remember there's a living breathing human being at the other end of that e-mail address who has feelings. Besides, you never know where that email may end up later on, which could embarrass you.

3) If you feel as if you cannot fully explain yourself in a message, tell the other person to call you at their

convenience. Don't demand; ask nicely and say "thank you."

4) Always answer your e-mail within 24 to 48 hours. Not responding promptly shows a lack of interest on your part and is definitely unprofessional. By showing such a lack of respect you may easily anger the party who's been trying to get in touch with you. If you'll be away on vacation for any length of time set up an autoresponder that answers your mail and notifies the sender that you are away and when you'll return. If you don't know how to do this call your ISP for assistance.

5) Always spell check every message for accuracy. Bad spelling and grammar in a message can make someone form an opinion of you from that message, and it's not a good one.

6) Also never type in all caps as it means you ARE SCREAMING at someone. It's considered very rude.

E-mail is a quick and convenient way to communicate, but it's important that your messages are received as you intended. By following these tips when dealing with your e-mail you'll be thought of as a professional and a pretty nice person as well!

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## How To Use a Custom Ring Tone On Your Phone

By Dalvin Rumsey

Having a custom ring tone on the phone you own has moved from something special to a fashion kind of development. Everybody has his phone singing the song that he heard this morning or an 80s hit or just some song that is special to the mobile phone owner.

How can I change my ring tone?

Every company has a system of it's own so it depends a lot on what phone you have. With Ericsson, for example, you can use a web based ring tone composer and design the ring tones that you can then manually input in your phone. You can also find already designed ring tones on the web that you can download or input into the phone.

Only a few Nokia phones have a ring tone composer, if your phone doesn't have a ring tone composer but supports customizable ring tones then the only way to use them on your phone is to connect the phone to your computer through a data cable or a "Smart Message" can be sent, containing the ring tone.

With new phones, ring tones can also be sent from phone to phone or from computer to phone through other data connections such as bluetooth or infrared, making the ring tone transfer and other transfers a lot easier.

How can ring tones be uploaded directly to the phone?

Most phones will not allow a direct input of the ring tone on the phone so if you don't want to use one of the services that are available online, sending the ring tones through Smart Messages, you can transfer them from the computer.

The first step is the connection environment that you'll use to connect the phone and the computer. One possibility is the infrared connection, or Irda, if your computer has an Irda device and your phone has it too. If no such connection is available then a connection through a data cable is your other option, a data cable can be purchased at specialized stores.

Once the connection between the devices is established you will need a specialized software. Such software can be bought but you can also find shareware software that you can download.

Now you know how you can change the ring tone your phone uses. Remember that if your phone has bluetooth or Irda you can just connect to friends that have phones with the same connection possibilities for an easier transfer.

Get the latest real tone

, true tone

Hey, Watch Your Tone!

, polyphonic ringtones and sound effect ringtones

from your Australian mobile phone.



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