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Bringing Thanksgiving to Your Senior Parents

If your elderly parents are in a nursing home, there are some simple things you can do to make the time around Thanksgiving more festive. Bring some pumpkins from your visit to a pumpkin patch to use as decorations in his or her room. Carving or painting a funny face on the pumpkin can be an activity that grandparents can share with their grandchildren.

If your elderly parent is unable to leave the facility, you can join him or her for a Thanksgiving meal. You can go early to watch the Macy's Thanksgiving Day Parade together in the morning. Bring some of your family's holiday china and table linens to use for the meal and pack some favorite holiday foods that might not be served by the nursing facility. Bring some old photo albums to relive some Thanksgivings past and take lots of pictures of this year's festivities to add to them for next year.



Healthy Living

If you suffer from allergies in the winter, the causes are most likely inside your home. To ease your suffering, keep your indoor humidity level below 35 percent to control the growth of mold. Cover your mattresses, box springs, and pillows with dust-proof covers. Wash your bed linens, nightclothes, and towels in hot water (above 130 degrees). Finally, keep the outside of your home free from accumulated pine needles, leaves, and wet dirt.

WE ARE GROWING: Correction

We would like to introduce

Amanda Holt

as the newest member of **The Automated Team**.

Amanda provides all star support in our imaging department as well as data entry.

Thoughts from Michael Sullivan

President of Automated Records

November is the semi-official month of gratitude. We are grateful to hang out and chow down with those we care about. Whether we are dining upon turkey or tofu, the gathering and celebration is often thought-provoking as well as belt loosening.

It's the time of year for most of us to pull out family traditions, some of which go back decades and perhaps even centuries. What's interesting is that what we crave (and carve) has much to do with what we grew up with. It's a fact that our bodies are geared towards traditions and recurrent cuisines. The saying that we are creatures of habit fits nicely here, although our clothes might not, once the grand meal is finished!

What was grandma's specialty each Thanksgiving? Whether it was silky smooth mashed potatoes and killer sausage dressing or lumpy spuds and spongy rolls, the resulting primal urge to relive that meal year after year is similar. It's part of what makes us, us, and a family a family.

What we give to each other is not just organic sustenance but emotional fulfillment. Not that each yearly gathering turns out perfectly; far from it, usually. There might be some toes stepped on and rousing debates but the fact that we opt to congregate together is truly the common thread.

We relish your business and the opportunity to give you the best and most reliable service, just as we know you relish the turkey tray and gathering with your loved ones. In this month of gratitude, I want to express to you, our client, just how grateful we are that you have chosen us to look after your records management needs.

Forever grateful,

Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, imaging, or media vaulting, please feel free to give us a call or send us an email.

814-238-6874

support@automatedrecords.com

Web Hosted Document Management **FREE** for 90 Days:

Let us host your electronic documents on ImageSilo **FREE** for 90 days.

Is your IT Department over worked? Are you having difficulty retrieving records when you want them, where you want them and how you want them? Give us a try. We will scan your paper files and then host them on ImageSilo for your ease of access. <http://automatedrecords.com/scanning-services/remote-repository/>



Green Living

As you get your home ready for the holidays, you may be inclined to use commercial air fresheners. However, these products can introduce harmful pollutants into the atmosphere. Instead, try setting out a small dish of pure vanilla extract or a plate of cinnamon sticks. You can also set out baking soda in small dishes to absorb any odors. To fill your whole house with fragrance, add some whole spices to some boiling water on your stove. Place a few drops of vegetable oil, along with whole nutmeg, cinnamon sticks, cloves, and orange slices to the water and let simmer on low. Add more water as the level drops, and you can have wonderful smells in your home all day.

*Who does not thank for little
will not thank for much.*
-- Estonian proverb

Cold Weather Tips for Pet Owners

You aren't the only one who feels cold when the temperature drops. Your pet also needs protection from the elements this winter. Read through these cold weather tips as you prepare yourself and your pet for winter.

- Any short haired animal should not be left outside for long periods during cold weather. If you must leave your dog outdoors, provide a dry, draft-free doghouse. Place it so that it faces away from the wind and make sure that it is large enough for your dog to sit or lie down comfortably. It should not be so large, however, that it cannot hold in your dog's body heat. The floor should be covered with dry bedding, and the doorway should be protected from drafts with a covering of heavy cloth.



- Any animal with an outdoor water bowl should have fresh water available at all times. Make sure that water left outside has not frozen. Pets need more water in the winter, as they are using extra energy keeping warm. They also may need more food during colder weather.

- Keep antifreeze away from your pets, as it can be fatal. It is attractive to animals because it has a sweet smell. Wipe up spills immediately and watch for leaks underneath your car. Also keep rock salt and snow melting chemicals away from areas where your pet may play.

- Your pet will still need exercise in the cold weather, but only short walks are recommended for dogs. Watch for icy conditions and don't let your dog run off leash, as cars may not be able to stop in time if your dog runs into traffic. Clean off your dog's feet when you return home to remove any ice or snow melting chemicals that you might have picked up on the way.

November Events

- 1 National Authors' Day
- 2 General Election Day
- 3 Cliché Day
- 4 Use Your Common Sense Day
- 6 Sadie Hawkins Day
- 7 Daylight Saving Time Ends
- 8 World Orphans Day
- 8-14 Dear Santa Letter Week
- 9 National Young Reader's Day
- 11 Veterans Day
- 13 World Kindness Day
- 14 World Diabetes Day
- 14-20 American Education Week
- 15 America Recycles Day
- 16 International Day for Tolerance
- 17 Homemade Bread Day
- 18 Great American Smokeout
- 19-25 National Farm-City Week
- 20 Universal Children's Day
- 21 World Television Day
- 21-27 National Family Week
- 24 Celebrate Your Unique Talent Day
- 25 Thanksgiving Day
- 26 Black Friday
- 26-27 Buy Nothing Day
- 27 International Aura Awareness Day
- 29 Electronic Greetings Day
- 30 Computer Security Day



Astrological Sign:

Scorpio (Oct 24-Nov 22) &
Sagittarius (Nov 23-Dec 22)

Flower: Chrysanthemum
Birthstone: Topaz
Full Moon: November 21

November is also:

- American Diabetes Month
- Aviation History Month
- Gluten-Free Diet Awareness Month
- Lung Cancer Awareness Month
- National Adoption Month
- National AIDS Awareness Month
- National Alzheimer's Disease Month
- Vegan Month



By the Numbers: Thanksgiving

- There are over 250 million turkeys raised each year in the United States.

- The typical American consumes almost 14 pounds of turkey each year.

- About three million people attend the Macy's Thanksgiving parade each year. Another 44 million enjoy it on television.

Source: U.S. Census Bureau

Automated Records Centre is now on **FACEBOOK**-

If you become a fan, your name will be entered in a drawing to win a **\$25 Starbucks Gift Card**.
Simply let us know your name and company.

NEW WEBSITE

Our new website is up and running.
Check it out and let us know what you think.

Post comments on our facebook page.



AutomatedRecords.com

<http://www.automatedrecords.com>

Seven Simple Steps Towards a Longer Life

A study by the UCLA School of Public Health tracked 7000 men and women for more than 30 years.

So what is the key to adding years to your life? They are surprisingly simple. Practice these seven good health habits to increase your chances for a long and healthy life.

1. Eat a nourishing breakfast every day.
2. Don't snack between meals.
3. Exercise regularly.
4. Sleep seven to eight hours every night.
5. Maintain a proper weight and eat a healthy diet.
6. Don't smoke.
7. Avoid excessive alcohol consumption.

Win \$50 Gift Card to Alto Italian Restaurant & Bar!

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of this month we'll draw one lucky name.

Here is this month's mindbender.

Riddle: A man is six feet tall, is a clerk at a butcher shop, and wears size 11 shoes. What does he weigh?

Last Month's Answer to: *It stands on one leg with its heart in its head. What is it?*

Cabbage

Last Month's Winner:

MYRA ISENBERG

Health Information Technician, Epworth Manor- Tyrone, PA

Congratulations!

Email your answer to:

<http://automatedrecords.com/riddle-answer.html>

*Sienna
asked.
Where can
I store
my pumpkin
seeds,
Daddy? -*



Countdown to St. Patrick's Day

—we only have 135 Days To Go!

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them. -- John Fitzgerald Kennedy



MEDIA VAULT: PROTECT YOUR VITAL ASSETS.

Schedule your backup tape rotations with us and receive media vault storage free for 90 Days.

Check out our new blog on our website: <http://automatedrecords.com/sullivanSpeaks/>

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What's Inside This Month?

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NOVEMBER SPECIALS

WHY SHREDDING?

Deadbolts, alarms, and guard dogs can't always keep a home safe. Many people are unaware of how much sensitive information they toss in the trash each day from junk mail, old bill statements, or even return addresses. It is possible to obtain credit card numbers, bank account information, and social security numbers from discarded mail and personal paperwork. Using a paper shredder, however, can drastically reduce the risk of identity theft and increase household security.

Nearly all types of documents contain personal information. Junk mail lists addresses and instant offers that can be used to establish internet access, pre-approved credit cards, catalog accounts, loans, and more. Old bills contain spending patterns and account numbers, and cancelled checks may have telephone numbers, driver's license information, and alternate address information. Each of these documents should be shredded to protect the privacy and security of an individual's home, credit rating, and assets.

As more people opt to work from home and establish business contacts, they generate more sensitive paperwork, including invoices, billing statements, business letterhead stationery, and personnel files. Shredding this paperwork not only protects the clients and employees involved, but also protects the business owner from potential lawsuits for improper security.

Even personal paperwork can contain sensitive information. Letters and cards include the return addresses of family and friends and offer an abundance of detail about habits, acquaintances, nicknames, and birthdates that can be used for impersonation. A child's report card includes student identification numbers, addresses, telephone numbers, grades, and other information that poses a potential risk if used by an unauthorized person. Shredding this paperwork helps protect the privacy and identity of family and friends.

Overall, any document with personal information, whether it's an address, telephone number, e-mail address, or account number, should be shredded. Even a small piece of information that may be insignificant on its own can offer clues to invade an individual's privacy or perpetuate identity theft. Using a paper shredder heightens household security and helps eliminate this risk.

