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as you are bouncing around trying to figure out what to do with yourself this week (assuming you are not on a real vacation!), here's a quick tech checklist to prepare for the coming season:

1. Check all of the printer cartridges and replace any that are low. Most modern printers have an online function you can use for that purpose. Also, check to make sure that you have a local source for low-cost cartridges, either new or re-filled, that has the cartridges you need in stock. If there is none (with a tip of the hat to our small-town firms!), keep the phone number for the nearest Staples handy.

To read the rest of the 10-Step checklist, [click here](#) or check out the blog at CPATechViews.com.

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