

## Many of my readers have this question:

*I want to follow your writing, but I wouldn't be using my time wisely by continually checking [www.laborissuesolutions.com](http://www.laborissuesolutions.com) every day. How can I know **automatically and immediately** on my computer when a new article is posted on the Dayton Public Policy Institute web site?*

Below I explain three simple ways for you to **quickly and easily** set up your work and home computers so my web site can tell you when I've put up a new article. Try it!

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### 1. Instructions for Basic Users of Internet Explorer

1. When you get on the Internet to look at web sites, you probably click an icon on your main screen to use a program called Internet Explorer.



2. **Go to my web site by hitting this link:** <http://.laborissuesolutions.com>.
3. Somewhere on your screen (probably at the top of the page) you should see a bar (probably horizontal) that includes little pictures (icons) such as a house, a printer, an envelope, a question mark in a circle, etc. This is called the "Menu Bar."

If you don't see your Menu Bar, click the word "View" (once again, probably at the top of the screen), then click the word "Toolbars," then click the word "Menu Bar" so that a check appears next to it.

4. You will see a little icon on the bar that looks like this:



**Click it!** This is the symbol for an "RSS Feed" (a "Really Simple Syndication" feed).

5. A web site named <http://laborissuesolutions.com/feed/> will come up on your screen. By the way, you can also get here by simply clicking this: <http://laborissuesolutions.com/feed/>
6. You'll see this text in a yellow box at the top of your screen:

[Dayton Public Policy Institute, a project of Labor Issues Solutions, LLC](http://laborissuesolutions.com/feed/)

**You are viewing a feed that contains frequently updated content.**

When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

7. You have some choices to select in this box:

If you primarily and routinely use an **iGoogle** account or a **Google Reader** account, select the relevant link. You'll be able to get my blog post updates "fed" to you on your Google page.

For basic users who do NOT have a personal Google account but use Microsoft Outlook to get their emails (if you click the icon on the right to see email), **click this:**



### [Subscribe to this feed](#)

Select the "RSS Feeds" folder of your "Folder List" in the Outlook "Navigation Panel" as the location to automatically get my blog post updates "fed" to you. It creates a new subfolder. Whenever I post a new article, it will appear in the "Dayton Public Policy" Institute subfolder of the "RSS Feeds" folder (find this folder listed in Outlook with Inbox, Sent Items, Deleted Items).

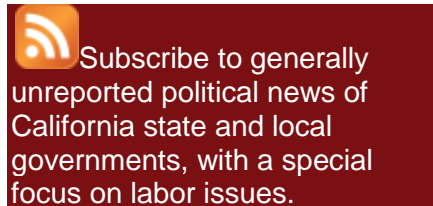
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## 2.If You Set Your Home Page to an Account with "Google" or "My Yahoo" or "My AOL" or Other Readers



Go to this box at the top of the right column of my home page ([www.laborissuesolutions.com](http://www.laborissuesolutions.com)):

### Keep Informed!



Click the little icon that looks like this:



Select the company that has your primary account (probably Yahoo, Google, or AOL) and follow the directions.

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## 3.For the User Who Relies on Calendar Reminders

1. Go to the Calendar in Microsoft Outlook.
2. Click the word "Actions" (probably at the top of the screen).
3. Click "New Recurring Appointment"
4. Select the time and frequency of the reminder and put [www.laborissuesolutions.com](http://www.laborissuesolutions.com) in the reminder, so you can click the link and go directly to it when you are reminded to check it.