

## High-Tech Etiquette

Jana L. High (Rawdon & Watson, \$20)

Technology has brought a whole new aspect to etiquette.

Enter Jana L. High.

Ms. High, an adjunct professor at Southern Methodist University and a speaker and seminar leader, jumps into the world of high-tech etiquette with gusto.

Her book is a witty discourse on manners and properly conducting oneself in the modern communications age.

Ms. High writes: "Wouldn't it be wonderful if someone would invent the 'Manners Microchip?' This silicon device would automatically program our communications department for gracious and courteous operation."

Because there is no "Manners Microchip," Ms. High steps into the breach.

In a section on e-mail etiquette, Ms. High warns the reader to "Pay careful attention where your reply is going to end up; it can be embarrassing for you if a personal message ends up on a mailing list."

She also offers tips on instant messaging, emoticons, fax messaging, cellphones, voice mail and speakerphones.