

## Welcome!

Welcome to the eighth issue of the CyberText Newsletter. You'll notice that the look of the newsletter has changed - instead of using *Microsoft Publisher* to do the layout, I'm experimenting with *Adobe InDesign*. Let me know what you think. No doubt as I become more proficient with InDesign, further changes will be introduced.

The aim of this quarterly newsletter is to help make you more proficient by sharing some productivity hints and tips, to let you know about some of our services, and to provide information that you may find useful. If you'd like me to address a particular aspect of productivity, let me know.

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## Show full menus

Some people love those collapsed menus in *Word* and other *Microsoft Office* applications where you have to click the arrows at the bottom of the menu to see all the options, but I loathe them. One of the first things I do when I have a new installation of Word is to turn on the option to show menus in full.

1. In Word 2002, go to **Tools > Customize**, then select the **Options** tab.
2. Make sure the **Always show full menus** check box is ticked.

The option may be worded differently in earlier versions of Word, but it's in the same place.

## Windows keyboard shortcuts



For those of you who have been using Windows for some years now (I think my first encounter was about 1990) you may not realise that for the past few years there's been another key added to keyboard. This is the *Windows* key and on a standard keyboard it is usually located between the CTRL and ALT keys. However, on a laptop its location may vary.

So what does the Windows key do? It offers you very quick shortcuts to commonly used programs and functions. All you need to do is press the Windows key at the same time as pressing another key. Here are some of the more useful Windows key combinations:

<Windows> + D = display desktop (minimises all windows)

<Windows> + E = open Windows Explorer

<Windows> + F = open Explorer's Search window

<Windows> + L = logoff the current user

<Windows> + R = open the Run command box

<Windows> + Pause = open System Properties



## Travel Tip 1

Email access on the road can be a problem even with all the fabulous technology at our disposal these days. If you're happy accessing your email via a web interface then you have a number of easily accessible options available to you, such as *Hotmail*.

But what if you want to take your laptop with you and download your email into your normal email software (such as *Outlook*) and send email from there too? This isn't so easy, unless you are signed up with an ISP that uses global roaming software such as *iPass*, or has a local call presence in overseas countries, or unless you are using your company's VPN to access your work email from a remote location.

Because this has caused me a lot of frustration in the past few years, I really set out to research my options when I went to the US and NZ in May this year - and I found a great solution!

*MaGlobe* is a piece of software you install on your laptop; you then add MaGlobe as an extra dial-up option. MaGlobe has over 7000 'points of presence' local call numbers you can access from almost every country in the world. But it is especially useful in the US where the MaGlobe local call connections are particularly cheap.

I chose the \$29.99 US option as I didn't know how it would work nor how much internet time I would be using overseas. This amount bought me 38 hours local call access in the US or 6 hours international access ('international' being outside the US), or any combination of both. Hotel call access charges are not included. Other options range from \$14.99 to \$99.99 US, and each option lasts for 12 months. There are business/enterprise options available too.

In the 3 weeks I was away in the US and NZ, plus some testing minutes spent in Australia, I used \$27.28 of my initial payment. And because I mostly stayed in accommodation where the local calls were free, I didn't incur any extra call costs other than those with MaGlobe. I am a heavy user of email and internet, so I was very impressed that the plan I chose was almost perfectly matched to my usage.

If you are travelling in the US (or elsewhere) and your ISP doesn't have a global roaming solution or points of presence in the places you are visiting, AND you want to access your email as you normally do at home, take a good look at MaGlobe - I'll be using it again. Details from [www.maglobe.com](http://www.maglobe.com)

## Word: Repeat Table Header

If you have created a table that goes across a page, then you may want to repeat the header for each column on subsequent pages. You can do this automatically in *Microsoft Word*.

Just select the first table row that contains the header information (yes, you can select two rows), then select **Table > Heading Rows Repeat** from Word's menu.

## Software Recommendations

A couple of cheap and handy pieces of software that you might like to consider for your computer:

**Ad-Aware:** Free from [www.lavasoftusa.com](http://www.lavasoftusa.com) this small piece of software scans your computer for malicious code (also known as 'spyware') that may silently send your personal information back to the developers of that code for them to do with it what they want - like sell it to marketers and spam merchants. If Ad-Aware finds such code on your computer, you get the option to delete it.

**PDF995:** You use this software to create PDFs - for free! If you want to remove the advertising you pay \$9.95 US, and if you want extra PDF creation features, you pay just \$19.95 US for the Edit version. Much cheaper than full-blown *Acrobat Professional* which now costs hundreds of dollars. If you only want to create the occasional PDF file, this is your answer! Details at [www.pdf995.com](http://www.pdf995.com).

## Pet Peeves



Last issue's 'pet peeves' section had some interesting responses from others who are equally concerned by misuses of the language. Yes, I acknowledge that the English language is ever-changing and I believe that is a good thing. But there are blatant misuses that need to be publicised - especially when they occur in copy that has been edited by 'professional' editors (for example, errors in newspapers and magazines). Some more 'pet peeves' contributed by readers of this newsletter as well as some of my own:

- \* there (place), their (belonging to them), they're (they are)
- \* baited breath (should be 'bated' otherwise it's fish breath!)
- \* two (number), too (as well; also), to (e.g. to run, go to)
- \* weather (rain, hail, or shine), whether (maybe, maybe not), wether (sheep)
- \* discreet (private), discrete (separate)

And for the programmers among you...

- \* todo and goto - WRONG! Both are two words—'to do' and 'go to'—when you are writing for end-users. 'Goto' may be a legitimate programming expression but it is NOT an English word, so don't use it on menu bars, in user documentation etc.
- \* id/Id/ID - 'id' and 'Id' is the ego; the only acceptable usage for identification or identity is ID.

## Travel Tip 2



Travelling in the US for vacation or business? Want good, but cheap accommodation, short or long term? Then you can't go past a relatively new chain of studio apartments called **StudioPlus** ([www.studioplus.com](http://www.studioplus.com)).

When I attended the STC Conference in May, I stayed in a StudioPlus apartment about

1 mile down the road from the conference venue in Dallas. For my 7 night stay I paid \$297 US (incl. tax) for a queen bed studio apartment with a full kitchen, all crockery/cutlery, whitegoods (including a full-size fridge and stove, microwave, coffee maker etc.), bathroom, work desk, sofas, data ports, and free local calls for local internet access (using *MaGlobe* - see page 1 for details). Conference attendees who stayed at the venue paid around \$200 US per NIGHT (incl. tax)! So for 1.5 night's accommodation at the venue, I got 7 nights accommodation in an apartment, with more in-room facilities than the conference venue. And the attendees at the venue had to pay \$0.55 US per local call too...

In addition to StudioPlus, there are other accommodation options in the group - Extended Stay America and Crossland. StudioPlus is the most expensive (compared to the others in the group) as it has the most in-room facilities. Compared to similar accommodation options and generic motels, it is very cheap.

Highly recommended.

## Acrobat: Create a PDF of any file

In *Acrobat 6.0 Professional* (and possibly earlier versions), you can create a PDF from almost any file type. Click the **Create PDF** toolbar icon, select **From File**, select the file, then click **Open**. A PDF is created from that file that can be added into another PDF, if required. Great for photos or any file type where you don't know if the person viewing the file has access to an application that can read that file type.

## News

**New Client:** [Ramesys Business Solutions](#), developers of software for business cost modelling and forecasting.

**New family member:** My sister gave birth to a (planned) baby boy at the end of July, 20 years after the birth of her youngest child! At 5 weeks old, he's already been to two AFL football games to see his brother kick goals for the [Fremantle Dockers](#) (who made the Finals for the first time in their 9 year history; unfortunately they lost that game. Ah well, there's always next year...).

**Darwin:** In mid-September I will be spending a week in Darwin working for Dolphin Software (developers of [Email-Surveys](#)) and doing some training for them.