Welcome!

Welcome to the 10th quarterly issue of the CyberText Newsletter. The aim of this newsletter is to help make you more proficient by sharing some productivity hints and tips, to let you know about some of our services (occasionally), 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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Word: Add a Watermark

Adding a watermark in all versions of Word up to Word 2002 involved a complex set of steps. But from Word 2002, Microsoft makes it much easier with a new dialog box called Printed Watermark.

You can add default watermark text (for example, DRAFT, CONFIDENTIAL, and so on), type your own text, or select a picture as the watermark.

To add a text watermark to your document:

1. From the Word 2002 menu, select **Format > Background > Printed Watermark**.

2. Select the **Text watermark** option, and then select or type the text that you want.

3. Make other selections to change the font, font size and colour, the layout (diagonal or horizontal) and the watermark transparency.

4. Click **OK**.

5. To view the watermark as it will appear on the printed page, switch to Print Layout view (**View > Print Layout**).

Note: You cannot add a watermark in Web Layout view.
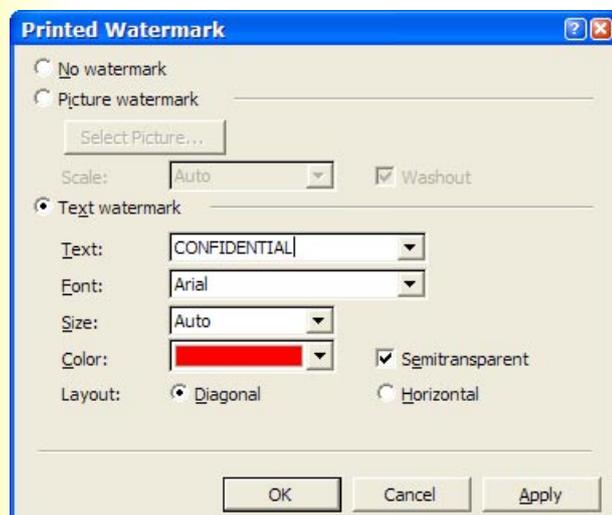
From an unnamed Government department...

Handwritten comment seen at the bottom of a document to go out to the public:

"Is it vague enough to send?"

This is taking CYA too far!
(CYA = Cover Your A***)

Getting Help

Some more keyboard shortcuts:

• **F1** - Opens the current application's Help; if you press it on the desktop, the Windows Help opens.

• **Windows key + F1** - Opens the Windows Help.

• **Shift+F1** then click on an item on the screen (menu, toolbar, button, field) - Opens the What's This Help giving you a description of what you clicked. **Note**: Not all applications use What's This Help.

Word: Set Default Table Style

Do you usually create the same table layout in your Word documents? Did you know that you can set up your standard table once, then create an autotext entry for it so that you can insert your default table every time you need a new one?

These instructions are for Word 2002; earlier versions of Word use similar commands.

1. Create your standard table, applying the styles you want and adding any special effects such as borders, shading, header row, and so on.

2. Select your table.

3. From the menu, select **Insert > AutoText > New**. The Create AutoText window displays.

4. Type a name for this entry that is easy for you to remember. Try to keep the name short so you don't have to type much when you add your table. (For example, **52** for a 5 column, 2 row table.)

5. Click **OK**.

6. Whenever you need to insert this table, type the autotext name (e.g. **52**) then press **F3**. Voila! Your standard table is added to your document.

Neat huh? You can set as many of these as you want. Just make sure you name each one uniquely.

If you forget the name, select **Insert > AutoText** from the menu. The name is listed in the drop-down menu list - select it. If it isn't listed, select **AutoText** at the top of the drop-down menu list. The AutoCorrect window displays with the AutoText tab active. Select the autotext name from the list in the middle of the window, then click **Insert**.

Internet Explorer: Resize fonts

Did you know that in Internet Explorer (IE) you can resize the screen fonts on a web page very quickly if you have a wheel mouse? Here's how:

1. Open any web page in IE.

2. Hold down the **CTRL** key on your keyboard and roll the wheel away from you - the font sizes decrease with each roll. Now roll the wheel towards you - the font sizes increase.

If you don't see any change, or only a small change, it's possible the site uses fixed font sizes. You can override these by going to **Tools > Internet Options** on the IE menu, then clicking the **Accessibility** button at the bottom right of the **General** tab. On the Accessibility window, select the **Ignore font sizes...** check box, then click **OK**. Click **OK** again to close the Internet Options window.

Now try the **CTRL+roll** trick again - you should see quite a difference.

Pet Peeves

Keep 'em coming, folks! The latest crop includes:

• "**Myself**" as in "John and myself went to...". Whatever happened to "John and I went to..."? And no, it's not "John and me went to..." as you can't take away the "John and" and still make sense. If John wasn't there you would say "I went to..." not "Me went to..." so it has to be "John and I..."

• **Your** (ownership, such as "your dog") versus **you're** (abbreviation for "you are")

• The use of "**commence**" instead of the plain English "begin" or "start", and the expression "**at this point in time**" instead of "now".

• The lazy pronunciation of "**et cetera**" as "exetra".

• And the biggie for me as an Australian is the mispronunciation of my country's name by fellow residents (particularly sportspeople). It's pronounced "Oss-tray-lee-ya" not "Shtrayl-ya" or "shtrayl-yun". Locals have no excuse except laziness.

I *love* my job!

One day recently I spent the morning with the owner of Perth's top diamond jewellery business discussing their documentation requirements and being shown many aspects of their company, then spent the afternoon doing AuthorIT training at a fertiliser plant!

Now, there can't be many jobs around where you can go from diamonds to fertilisers in one day...

Website Statistics

Since January 31 2000 when I started tracking hits, over 6800 unique visitors have visited the CyberText home page (www.cybertext.com.au). Other pages are not tracked. As well as 'hits', the software keeps statistics on the types of computers visitors are using:

• 93% of visitors use Windows, 2% use Macs.

• 88% use Internet Explorer, 9% use Netscape.

• 72% use a screen resolution of 1024 x 768 or higher; 25% use 800 x 600.

• And 55% can view in 16m colours, with another 42% viewing in 65,000 colours.

Where are all these visitors coming from? Well, 47% can't be identified by their region (!), 32% come from Oceania (Australia, New Zealand, etc.), and 14% from North America (US and Canada).

If you want to see more statistics click the eXTReMe Tracking link at the bottom of the CyberText home page.

Software to check for Plain English

I discovered some cool software a few weeks back that checks your writing for Plain English and rates it according to style, sentence length, and use of passive voice.

You can set the type of document to assess (such as a letter or a manual), and you can make changes as you go based on the software's suggestions, if you are using Word. There are versions for US, British, and Australian English.

The software is "StyleWriter" and it costs $160 US. If you do a lot of writing, you'll find it pays for itself very quickly in saved editing costs. For full details, go to www.editorsoftware.com.

News

New Clients: CSBP Fertilisers, Rosendorff's Diamond Jewellers, Kensington Travel, Metech, Winthrop Australia.

AuthorIT Basics training course: Char James-Tanny (Boston, USA) and I have jointly developed an introductory AuthorIT training manual.

STC Competition: I received a Certificate of Excellence in the Online Communication category for the 2003-2004 STC Competition (Australia Chapter) for the online help I created for the Survey Author software from www.email-surveys.com in Darwin. I was also a judge for the Technical Publications category.

STC Australia Chapter: I am now the volunteer webmaster of the Chapter website: www.stc-aus.org.au

2004 Worst Manual Contest: A friend shared with me a manual that was really bad. I submitted it to this competition - and we won! Details and example at: www.tecstandards.com/2004winner.htm