

Welcome!

Welcome to the 12th 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 (occasionally) 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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You have received this newsletter because you are one of our current or previous clients, or because you're a friend/colleague. See the end of the newsletter for information on how to remove yourself from the mailing list if you no longer want to receive these newsletters.

Warning! Spellchecker alert!

Spellcheckers aren't always perfect - ALWAYS check your work manually after running the spellchecker. Here's a cautionary tale from the internet:

The 2,300 members of the Carolina Club who get the club's calendar of events via e-mail found an odd item in the June 9 update: The club's announcement that it had added "Grilled Prostitute Wrapped Shrimp" to the lunch menu. Within an hour, a second e-mail was sent... "Prostitutes will not be served, grilled or otherwise, in the club dining room. However, shrimp wrapped in an Italian ham called prosciutto will be available..."

For the full story, go to <http://www.newsobserver.com/lifestyles/unfiltered/story/1364846p-7487828c.html>.



Word 2003: Reading Layout View

If you've been emailed a Word document as an attachment and open it in Word 2003, it displays in the new Reading Layout view by default. While this is OK for some documents, I generally find it annoying (as do others I work with - they keep asking me how to turn it off!). An extra click to close the Reading Layout view is required to get back to the usual Word view. So, if you're using Word 2003 and also find this annoying, here's how to turn off this Reading Layout view default:

From Word's menu, select **Tools > Options**, select the **General** tab, and then clear the **Allow starting in Reading Layout** check box. It's that easy!

Are you being copied?

Copyscape (<http://www.copyscape.com>) is a new service that finds copies of your content on the web. Simply type in the URL of the page of your original content and it goes to work, finding matching content in seconds. If you find pages that are plagiarising your work, there are also helpful articles and links to legal sites to guide you in what to do.

Dial emergency in Australia

000 is Australia's primary emergency service number and should be used to access emergency assistance from fixed, mobile and payphones in the first instance. 911 does NOT work in Australia.

112 is the standard emergency service number only for use with GSM digital mobile phones. It can be dialled:

- * in any area that your mobile service provider has GSM network coverage (but try 000 first)
- * in areas where you are out of your service provider's coverage area but in another mobile carrier's coverage area
- * from anywhere overseas where there is GSM digital coverage (the call will be automatically transferred to that country's emergency number)
- * without having to unlock the phone, or key in a security-protection PIN; and it doesn't require a SIM card to work.

There is no cost to make an emergency call from a mobile phone.

More information is available from:

http://www.aca.gov.au/consumer_info/emergency/calling_emergency_services_from_mobiles.htm

http://www.dcita.gov.au/Article/0,,0_1-2_3-4_105500.00.html

Love oxymorons?

Then you'll love this site!

<http://www.oxymoronica.com/oxymoralist.shtml>

Windows Explorer in XP

One of the Windows XP annoyances that irks me is that Windows Explorer opens at **My Documents** by default. Here's how to tell Explorer to open where YOU want it to:

Right-click on an Explorer shortcut, then select **Properties**. In the **Target** field, type:

%windir%\explorer.exe /e, C:

This command opens Windows Explorer at the C: drive; change **C:** to the drive or folder where you want it to open.

Word: Select a column of text

In later versions of Word (2003, 2000?), you can select a 'column' of text that isn't in a table. Very handy if you have a whole lot of manually entered numbers or bullets that you want to remove! Here's how:

- * Hold down the **ALT** key as you click and drag over the area you want to select.

Once the area is selected, you can use Word's usual commands to change the format or delete the selection.

Book Recommendations

I have now read a few more Bill Bryson books - much later than most people, I know. He is such an easy writer to read, and has a great eye for the small everyday details that most people miss or take for granted. Two books of his that I read recently and that I highly recommend are "Notes from a Big Country" and "Down Under". "Big Country" is a collection of articles he wrote when he first returned to the US after 20 years living in Britain. Each is just over two pages, and perfectly captures the everyday life of Americans. "Down Under" is about his travels in Australia. It is always interesting to read how others perceive your country, so it was with some trepidation that I came to this book. I loved it - it even made me laugh out loud on a flight!

Pet Peeves

Thanks to the newsletter subscribers who shared their pet peeves.

Richard in Western Australia has "a local pet hate - the arcade in Perth is Carillon City - almost always pronounced 'Carilly-yon' - seems there is an invisible 'i'!" (**Ed.**: This one annoys me too, so I did a quick search of some online British and US dictionaries and this word has two 'correct' pronunciations: 'karri-LON' and 'ka-RILL-yn'. The local pronunciation is close to the second version - but still isn't correct. More lazy Australian speech...)

Subscriber **Steve** gets hot under the collar about telephone etiquette - or lack of it. Here's some of what he had to say:

"I make it a point to ignore or divert telephone calls when someone comes to talk with me. It shows politeness, interest and respect as the person has made the physical effort to come and see you. I also expect the same as I take the view that "I was there first" and have likewise made the effort. Why then do people feel the need to break a conversation to answer a phone (mobile or fixed) given most phones have message-taking functions? In my view, if the call is important, the caller will either phone back, leave a message, or send an email.

"I also have the same peeve when phoning an organisation with a reception/switchboard and without allowing you to speak, either ask you to hold, or tell you they have another call waiting. If asked by one of these operators if I would mind holding I always answer "Yes". Unfortunately some take that answer as my being in agreement to hold, and if I say "No", take this as my not minding. So I can't get through anyway. ... I don't believe most people understand how offensive some of this "I have another call, and would you mind waiting" behaviour can be."

(**Ed.**: The plethora of TV shows that show the boss answering the phone in the middle of a conversation doesn't help. One example is "Law & Order" where the Lieutenant often answers the phone when her detectives are present.)

And a pet peeve of mine - restaurant menus! While bad spelling gets to me (yes, I know there are more important things in the world to worry about), what REALLY peevs me are blatant inconsistencies on a single menu. For example, did you know that the hot ingredient added to a dish can be spelled chili, chilli, chile (that one's a country in South America!), chille, chilie, chillie, chilly (cold)... By the way, according to the dictionaries I checked, the first two are both correct. I really don't mind which of these two they use - just as long as they spell the word the same way in every instance. Is that too much to ask?

Troublesome Words



Helpful hints for troublesome words...

To differentiate between "affect" (verb) and "effect" (noun), think of the word "Raven" - AV for **Affect** (Verb), and EN for **Effect** (Noun).

To differentiate "licence" (noun) and "license" (verb), think of the words "advic**e**" (noun) and "advic**se**" (verb). (Not applicable to those from the US who spell all variations as "license".)

To differentiate "station**ery**" and "station**ary**", think of E for "envelopes" and A as in "cars".

Graphical perspective...

From a colleague: "...a graphic designer is not necessarily an icon designer. A software icon has to be a working dog as well as a show dog. Some graphic designers can only do poodles..."

And while we're on dogs...

Windows XP: Puppy-less Search

If you use Windows XP and do a Search, an eager puppy shows by default. If the pup annoys you, you can turn it off by selecting **Start** then clicking **Search**. On the Search Results window, click **Change Preferences**, then click **Without an animated screen character**. Bye-bye pup!



News

STC Conference evaluations: The evaluations Char James-Tanny and I received from our AuthorIT presentation at the 2004 Conference in Baltimore put us in the top 10% of the speakers! For some comments and details on our ranking, see http://www.cybertext.com.au/services_testimonials.htm.

R&R: Spent a week holidaying in Palm Cove in Far North Queensland in July, visiting the Daintree Rainforest (a World Heritage site) and snorkelling on the Great Barrier Reef. It rained quite a bit - but you get that in a rainforest! You can view the photos on page 3 at: <http://community.webshots.com/user/sandgroper7>.

STC Australia Chapter: At the end of July, I attended their annual executive committee meeting in Sydney.

PowerPoint Training: In August, I flew to Karratha in the Pilbara region of Western Australia to deliver PowerPoint training on behalf of Lifelong Learning.

New client: Lifelong Learning



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