

## Welcome!

Welcome to the 14th issue of the CyberText Newsletter, and the first one for 2005. Thanks to all who have contributed their tips, ideas, and stories so generously. And a special thanks to Sonya and her friend for letting me use the 'holiday house instructions'!

We have more than 250 subscribers from all corners of the globe. If you know someone who could benefit from the tips in this Newsletter, email them your copy, or get them to view the archived copies on the CyberText website then sign up to be notified when the next issue is released. Happy reading!

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## Writing a White Paper?

Need to put together a White Paper but don't know where to start? Get a free PDF on how to write a White Paper from: <http://www.stelzner.com/copy-whitepapers.html>

## Sensis/Telstra: Free directory assistance number (Australia)

Sensis' directory assistance number (**1234**) is replacing Telstra's (**12456**), but at a cost: 40c to call the number, then 4c A SECOND! (Sensis is a subsidiary of Telstra.) By law, Telstra have to provide a FREE directory assistance number but they choose not to pass this number on to the Australian public.

What's the free number? **1223**.  
(Note: Not free for mobile phones)

## Shortcuts Galore!

**Excel:** To quickly open the Format Cells window, press **CTRL+1** in any cell.

**Outlook:** Switch to left pane folders quickly with these:

- Mail: **CTRL+1**
- Calendar: **CTRL+2**
- Contacts: **CTRL+3**
- Tasks: **CTRL+4**
- Notes: **CTRL+5**

**Outlook:** Switch to Inbox: **CTRL+SHIFT+I** (upper case I for India)

**Windows:** Need to capture the active window? Pressing **PrtScn** captures the entire window, but **ALT+PrtScn** just captures the currently active window.

**PowerPoint:** To temporarily turn off your presentation, press **B** to make the screen black or **W** to make it white. Press **ESC** to go back to where you were.

## More addictive websites

Think you know your world geography? Take the challenge and score points for your country at the Geography Olympics! You have to match the names of 10 countries in the world to a map of political boundaries. Sounds easy? Give it a try at: <http://www.geographyolympics.com/challenge.php>

And from Lou M. in Florida: "You are really trying to get me in trouble aren't you? Sending me another great newsletter and including a link to jigsaw puzzles. Which, of course, I just had to try and then couldn't stop. :) I have the same problems with the word games on Yahoo. I usually play them during lunchtime. I particularly like *Flipwords* and *Bookworm*. Go to [Yahoo.com](http://Yahoo.com) and click on **Games**. They are located in the lower right section called, what else, **Word Games**." Thanks Lou!

## Pet Peeves

- **Complementary/complimentary:** Just remember that you would "COMPLiment" someone on their "acCOMPLishment".
- **May/can:** (from K Lowe, Canada) "Many people feel that 'may' is a polite way of saying 'can.' The word 'may' denotes permission or a likelihood/possibility – it does not denote capability. If you are trying to say that the software has the capability to do something or that the option for doing something is available, then you should use 'can.' So, if the system allows the user to do something, say that the user 'can' do it, not that the user 'may' do it. The word 'may' is acceptable in some situations that involve likelihood or permission, such as: *It may be possible to...*; *The licensee may make one copy of the software...*; and *You may find it helpful to...* However, these next phrases need 'can': *The report can be modified...* not *The report may be modified...*; *You can select...* not *You may select...* Someone once told me that not only is 'may' not a polite way of saying 'can' but that using 'may' can actually be an insult to the readers. It implies that the readers need your permission to do something, when they clearly do not."

## Word: Picture in Contents?

Recently a few people have asked me to fix their auto-generated table of contents (TOC) in Word. Somehow they've ended up with a picture in there and they don't know how or why, and it keeps coming back when they regenerate the TOC.

This one's easy - once you know why.

The default behaviour of Word is to use Heading styles to create the TOC. The paragraph the picture is in has a Heading style applied to it. Find the picture in the body of the document and replace the Heading style with a standard paragraph style. Regenerate the TOC and the picture should be gone forever!

## Could YOU get there from here?

Sonya wanted me to share these instructions with you. How would you have gone? If I'd even made it to Step 15, I might have blown myself up! Thanks Sonya.

"I just received these instructions from a friend about how to enter his family's holiday home, and I thought it might provide a smile :-). I am comforted by the thought that the author is a "geek", and generally doesn't go near end-users...."

1. Enter through the door next to where you park, using the key with the "W" on it.

2. Walk through the laundry and turn immediately to the left in the hallway (your left, not my left).

3. Open the closet door.

4. Enter the closet.

5. Do not trip over stuff.

6. Turn on the torch that I neglected to mention that you should have grabbed prior to step 1.

7. In fact, you may have wanted to turn on the torch back around step 1 as well.

8. Find the fuse-type box on the wall to your left (yes your left, not my left).

9. Operate the appropriate switches\*\*

10. Go to the gas tanks outside (to the left of the door you came through in step 1 as you face it from the outside, or to the right as you exit again - your right, not mine)

11. Make the assumption that the little switchy-valvy thing (a stop-cock?) at the juncture of the little pipes coming from the tanks is set to allow gas to flow from a tank that isn't yet empty.

12. Open the valve on top of the tank to which you deem most likely that the stop-cock operating mechanism lever indicated was currently being pointed to. This is done by twisting it in the direction indicated as "open" on the valve. You may use the torch from prior to step 1 to inspect this.

13. Go back into the house.

14. Go to the kitchen.

15. Try to operate the gas stove. It takes a while (though I can't remember how long, but probably a lot less than a minute) for the gas to make it through the line and displace the non-gas enough to be combusted by the spark at the end of the gas line where the stove is. As part of operating the stove, you would probably be pushing the push-button on the front of the stove and is then used when operating the stove to make sparks.

16. For extra enjoyment, you might want to set the digital clock that is over and yet part of the stove to the correct time for it.

17. Turn off the torch. This could have been done after step 12, or perhaps before. And you probably did.

\*\* appropriate switches very likely consist of:

- something that turns on the power

- something that turns on the hot water ... I would say that you could set the switch on "manual" rather than the other, non-manual setting during which the timer times the water being made hot, and conversely not the other way around.

If that's not clear, please ring me on my mobile. Then, if not immediately, or vice-versa.

## Outlook: Scheduling Tips

Use Outlook's calendar and appointment functions to manage your time. Here are some ideas:

- Make your lunch break sacrosanct by scheduling it as a recurring appointment.
- Looming deadline? Block out time to work on it.
- Looking for a new job? Mark your interview times as 'private' using the check box in the bottom right of the Appointment tab.
- Work flexible or casual hours? Schedule a recurring appointment for the hours you're not there.

## Acrobat Reader 7.0

From Stuart: Here's how to make Acrobat Reader 7.0 load faster: <http://blogs.msdn.com/jonathanh/archive/2004/12/22/330288.aspx>

## Free plug...

Last year I did some work for Harry Bozin of Mortgage Free Australia. MFA have a great web application that helps Australians take control of their mortgage and pay it off quicker. Harry's also written a book about strategies for getting rid of that loan in rapid time - things that the banks don't tell you. The book is "How to be Mortgage Free in 4 Easy Steps" and the website where you can learn more is: <http://mortgagefreeaustralia.com/>

## AuthorIT: Presentations

The latest version of AuthorIT (build 473) allows you to create PowerPoint-style presentations, but without using PowerPoint! By using some clever coding, the entire presentation runs in a browser window (IE or Firefox at the moment), and can run in an unattended continuous loop for kiosks or tradeshow booths. Details: <http://www.author-it.com/pressreleases.mv?10060> and <http://www.author-it.com/index.mv?presentations>

## News

**STC:** I received an Excellence Award in the Online Help category in STC's 2004-2005 Australia Chapter Competition for a Help file done for Ramesys Global's cost modelling software. The Help was created using AuthorIT.

**WritersUA:** I'm off to New Zealand and the US in mid-March. I'll spend a few days in NZ with the AuthorIT team, then go to Las Vegas to speak at the [WritersUA](#) conference on "Time-saving techniques using AuthorIT".

**US trip at Christmas:** Online photo albums from this holiday trip to Illinois, Michigan, California, Nevada, and Arizona available on pages 3 and 4 at: <http://community.webshots.com/user/sandgroper7>



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