

## Welcome!

Welcome to the 16th issue of the quarterly CyberText Newsletter.

We have more than 250 subscribers from all corners of the globe but are happy to have more. 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 automatically when the next issue is released.

Enjoy!

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## Need a photo for a presentation?

There are thousands of free, professional-quality photos available from: <http://www.morguefile.com/archive>

Unlike some sites, you don't have to register to download the photos. Photos are arranged within categories and sub-categories, but you can also do a keyword search. Details about a photo's physical dimensions, file format, storage size, etc. are given with its thumbnail picture.

## "It's on the tip of my tongue!"

OneLook - the dictionary people - have a 'reverse lookup' dictionary available from their website.

So, what's a reverse dictionary? It's one where you enter the concept or idea for the word you're trying to think of, and it shows you all possible matches, ranked from most to least likely.

And you can use it for elusive crossword clues too, though some may say that's cheating!

You can find it here: <http://www.onelook.com/reverse-dictionary.shtml>

## Outlook: Changing your week

Do you work part-time, or work different days than the standard Monday to Friday? Did you know that you can change your work days in Outlook? Here's how:



In Outlook, go to **Tools > Options**, then click the **Calendar Options** button on the Preferences tab.

Select the check boxes for the days you work; clear the check boxes of the days you don't.

If you don't start your work week on a Monday, or don't work usual business hours, change the **First Day of the Week** and your **Start time** and **End time** settings too.

## Cool Google stuff!

The Google labs people are at it again. They've recently produced two very cool things: Google Desktop Search and Google Earth (go to <http://www.google.com/intl/en/options/> for both).

**Google Desktop Search** is a small downloadable file that you install on your computer. It indexes everything on your computer - including websites you've visited and emails you've sent or received, if you want it to - so that you can quickly find the item later. It beats Microsoft's Search hands down for speed and relevance.

**Google Earth** is a bigger downloadable file that allows you to go anywhere on earth and zoom in to street level. Satellite images are up to 3 years old, so you won't see cars moving, but you will see your house if it's older than that!

## Apostrophe Protection Society

Started in 2001, the Apostrophe Protection Society has the noble aim of "preserving the correct use of this currently much abused punctuation mark in all forms of text written in the English language."

Their home page lists the simple rules for apostrophe use, and there are links to photos of examples of apostrophe abuse, as well as a bulletin board where you can ask your own questions about whether or not to use an apostrophe and where to place it.

Website: <http://www.apostrophe.fsnet.co.uk/>

## Travel tip

Renting a car in a unfamiliar city? If you have the opportunity, consider paying a little extra for satellite navigation. I tried it for the first time in Sydney, and can highly recommend it! I had never driven in Sydney, let alone at night, and my colleague from Brisbane and I were going to a place way out in the suburbs. My colleague entered the address of the hotel, and we sat back and let "Navigational Nellie" (as we called the friendly voice) direct us there. Even when I didn't do as Nellie said and missed a turn, she didn't growl and get mad -- like a spouse might -- she just directed me back to where I needed to be without even telling me I'd made a mistake.

With Nellie's help, we got to the hotel in the dark, then to a shopping mall the next morning, before being directed to the suburban house where our meeting was held. And Nellie got us back to the hotel and the airport with no fuss at all.

It would've been much harder and more dangerous to have navigated using the street directory or the maps I'd printed from the internet, so Nellie got the thumbs up!

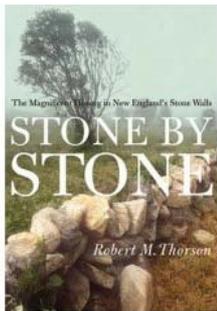
## See/See Also: And the difference is?

If you're unsure of the differences between a *see* and a *see also* cross-reference in an index, here's an explanation that may help:

- **See:** Refers you from an unused term to a used term. For example, "ornithology *see* birds" means that anything about birds in this document is listed under **birds** in the index, not under the more scientific term of **ornithology**. In the index, only **birds** has a page number reference.
- **See also:** Refers you to other used terms related to this one. These terms may be 'siblings' or 'children' of the parent term. For example, you may see "birds *see also* reptiles" - both terms are at an equal level, so are 'siblings'. However, "birds *see also* eagles, flamingos, parakeets" refer to terms that are narrower than the parent term "birds", so are 'child' terms. All terms are listed in the index with their respective page number references.

## Book recommendation

A very different book this time. Robert Thorson's *Stone by Stone: The Magnificent History in New England's Stone Walls* was sent to me by a friend who lives in Connecticut. And my first reaction was: "What the...?" Then I started reading it, and was drawn into Thorson's fascination with the geological origin of the stone walls of New England, the people who built them, and the microcosms of life that exist within them.



To quote from p229: "A stone pulled from an authentic New England wall speaks ... of ancient seas, glacial mud, and the tip of a scythe being broken during spring mowing a century ago.... Colonial farmers knew practically nothing about why and how rocks formed deep within the Earth or how frost heave and other natural processes brought them to the surface."

And from some Amazon.com reviews:

"We are not used to seeing soil as a virtually living being, in motion on a timescale not calibrated by clocks but by a calendar of decades. Thorson ... describes this invisible set of forces that act continually upon the tiny pebbles and grains of dirt beneath our feet, forces operating not randomly but patterned by fundamental physical laws, forces pushing rocks to the surface and coaxing the blanket of surface soil to slide down the hills."

And more: "Thorson's discussion of frost heave is so wonderful I no longer resent picking those damn rocks out of the garden. ... walking through the woods here in Massachusetts with its stranded rock walls, whose existence in trackless woods makes one wonder who built them, so long ago that the trees surrounding them are well over 100 feet high, humbles one, such a long history, so many generations gone, you can feel the hard labor that must have gone into hauling these tons of rock, these walls that run up and down hillsides through woods that haven't seen farming in over 150 years."

## Silly labelling...

While in Sydney, I went into a L'Occitane body products store and purchased a tube of hand cream. It came in a large brown paper bag with some pretty pictures on it. They didn't have small bags, which makes the statement printed on the side of the bag even more ridiculous, in my opinion. Here's what was printed - my comments are in the square brackets [ ]:

"This bag is manufactured with water-based inks and glues, as required by European regulation. [OK so far...] The kraft paper is made from scraps of wood collected from the cleaning and maintenance of the Landaise Forest. [By a little blonde-haired, blue-eyed girl skipping through the misty forest in the early morning dappled sunlight in a flowing pink chiffon dress???] This bag is biodegradable and recyclable."

I mean... really... I know they're trying to be good corporate citizens and attract the customer who gets taken in by the ethical and environmental connotations, but the cynic in me thinks that this sort of statement is just a little over the top. Wouldn't the first and last sentences have been enough?

## Icons for your web address

Have you ever noticed those little icons that some websites (like mine) have next to their name in your list of Favorites, or in the address bar? If you create websites for yourself or others, you can have one too! They're called Favicons, and a really quick and easy way to create one from your logo or any other picture is to use this free site: <http://favicon.ru/en/>

You can upload a picture, edit the resulting icon online, then save it so that it shows on your readers' address bars. Full instructions are given on the website for how to do this - it's very simple and takes only a few minutes.

## News

**WritersUA:** I received my evaluations for the session I presented at the WritersUA 13th annual conference (Las Vegas, March). My average scores - out of 5 - for this session were: Presentation Skills 4.75, Subject Knowledge 4.75, Quality of Session Information 4.75, Quality of Slides/Handouts 4.67.

**STC Australia Chapter:** In July, I attended the annual executive committee meeting in Sydney; I remain volunteer webmaster for the Chapter, and a judge for the Technical Publications competition.

**SOEWA:** I'll be speaking at the Society of Editors (WA) monthly meeting in September. Topic: "From paper to pixels: Dealing with digital content". The focus will be on how editors who are familiar with paper-based content can use software and a few tricks to effectively deal with and edit screen-based content.

**Great paper for those in Western Australia:** A friend has set up a new business dealing in plantation-grown copy paper. More next newsletter; meantime go to <http://www.papersense.biz> for a great deal!



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