

## Welcome!

Welcome to the 20th issue of the quarterly CyberText newsletter. Wow! That's 5 years!!! As usual, there are lots of tips and snippets of information that I hope will make your life easier, and some interesting websites for you to view.

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## Fun Metric Conversions

- 1 million microphones = 1 megaphone
- 1 million bicycles = 2 megacycles
- 52 cards = 1 decacards
- 1/2 lavatory = 1 demijohn
- 2000 mockingbirds = 2 kilomockingbirds
- 3-1/3 tridents = 1 decadent
- 10 monologs = 5 dialogues
- 2 monograms = 1 diagram
- 1 millionth of a fish = 1 microfiche
- 10 rations = 1 decoration
- 10 millipedes = 1 centipede

(from: [http://metrologyforum.tm.agilent.com/fun\\_metric.shtml](http://metrologyforum.tm.agilent.com/fun_metric.shtml))

## Word: Graphics Tips

### White background prints as grey

Have you inserted a graphic into Word, Excel, or PowerPoint, then noticed that its white background prints as a very light grey? This is a known issue with Microsoft products when the graphic's format is PNG or BMP.



**Solution:** Open the graphic in a graphics editor, then save it as one of these formats: GIF, JPG, or TIF. Reinsert the graphic into the document and the light grey should be gone the next time you print.

### Find a linked graphic's location

If you use linked graphics and want to find a graphic's location, click on it, then press **ALT+F9**. This shows the file path. Press **ALT+F9** to show the graphic again.

## Outlook 2003: Calendar Tip

(from *Office Watch* #11.32, August 2006)

Here's a good idea - use Outlook's Calendar (or Tasks) to organise your product and appliance warranties. Some suggestions:



- Include the description of the appliance in one of the searchable fields (e.g. Location).
- Add a reminder for the warranty expiry date; add another for any extended warranty period. Set the alert some time BEFORE the free warranty period expires.
- Scan the warranty, registration, guarantee documentation and/or receipts and attach the images to the calendar item.
- Create a category for "Warranties" or "Appliances" to group these Calendar items together for easy searching.

## Windows Tips

### Turn off CD/DVD auto run

If you burn your own files to a DVD using Windows XP 'drag and drop', then you may find that when you insert the DVD to access the data again, Windows spends ages looking for the disk. This is because Windows is looking for some sort of coded file that gets added by specialist CD/DVD burning software, but because you dragged and dropped the files, this file isn't created.

The problem lies with Windows' auto run function, which is turned on by default. To access the data on the DVD without waiting an eternity, you'll have to turn off auto run. The *Annoyances.org* website has a list of options and workarounds available, depending on which version of Windows you're using. See: <http://www.annoyances.org/exec/show/article03-018>.

### Set up shortcuts to multiple drives and folders

Are you annoyed that you have to navigate from the default **My Documents** folder to your most-used drives or folders every time you open Windows Explorer? Do you have many folders on your computer or your network that you regularly use? Would you like a way to manage these so that you can jump to them quickly and easily?

A tech writer on one of my email discussion lists has written some instructions for how to do this, detailing lots of options that you probably didn't know that you could set.

For details, see: [http://members.iinet.net.au/~howard.silcock/taming\\_win\\_explorer.html](http://members.iinet.net.au/~howard.silcock/taming_win_explorer.html)

## Blogs and Podcasts

Are you getting into blogs and podcasts? Want to be alerted whenever new entries are made on your favourite blog? Then you need an aggregator!

Sites like [Bloglines.com](http://Bloglines.com), [NewsGator.com](http://NewsGator.com), and Google Reader (<http://www.google.com/reader/things/intro>) pool the content of your favourite blogs onto one screen. There are also readers for your desktop; the one I use is CITA (<http://www.seeita.com/RSSA/index.shtml>).

(thanks to Whitney and Char for these recommendations)

## Travel Websites

- **Universal Packing List:** Enter where you're going, what you're likely to be doing, and how long you'll be gone and a printable packing list is generated for you automatically. Neat. <http://upl.codeq.info>
- **Travel clothing and accessories:** I haven't used either of these yet, but they come highly recommended: <http://www.travelsmith.com> and <http://www.magellans.com>. Some of those microfibre uncrushable clothes look great!

## Who's on first?

If Bud Abbott and Lou Costello were alive today, their infamous sketch, "Who's on First?" might have turned out something like this.

**Scene:** Costello calls to buy a computer from Abbott...

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: Thanks. I'm setting up an office in my den and I'm thinking about buying a computer.

A: Mac?

C: No, the name is Lou.

A: Your computer?

C: I don't own a computer. I want to buy one.

A: Mac?

C: I told you, my name is Lou.

A: What about Windows?

C: Why? Will it get stuffy in here?

A: Do you want a computer with Windows?

C: I don't know. What will I see when I look at the windows?

A: Wallpaper.

C: Never mind the windows. I need a computer and software.

A: Software for Windows?

C: No. On the computer! I need something I can use to write proposals, track expenses and run my business. What do you have?

A: Office.

C: Yeah, for my office. Can you recommend anything?

A: I just did.

C: You just did what?

A: Recommend something.

C: You recommended something?

A: Yes.

C: For my office?

A: Yes.

C: OK, what did you recommend for my office?

A: Office.

C: Yes, for my office!

A: I recommend Office with Windows.

C: I already have an office with windows! OK, let's just say I'm sitting at my computer and I want to type a proposal. What do I need?

A: Word.

C: What word?

A: Word in Office.

C: The only word in office is office.

A: The Word in Office for Windows.

C: Which word in office for windows?

A: The Word you get when you click the blue "W".

C: I'm going to click your blue "w" if you don't start with some straight answers. What about financial bookkeeping? Do you have anything I can track my money with?

A: Money.

C: That's right. What do you have?

A: Money.

C: I need money to track my money?

A: It comes bundled with your computer.

C: What's bundled with my computer?

A: Money.

C: Money comes with my computer?

A: Yes. No extra charge.

C: I get a bundle of money with my computer? How much?

A: One copy.

C: Isn't it illegal to copy money?

A: Microsoft gave us a license to copy Money.

C: They can give you a license to copy money?

A: Why not? THEY OWN IT!

*A few days later...*

A: Super Duper computer store. Can I help you?

C: How do I turn my computer off?

A: Click on "START".....

(from various internet sources)

## Interesting websites

Some readers have shared some interesting websites with me in the past few months, and I've discovered a few of my own that I'd like to share with you. Enjoy!



- Need an excuse to cut short a phone call? Then play a sound from here: <http://www.sorrygottago.com/index.htm>
- Some great tips about presenting: <http://presentationzen.blogs.com/>
- Fun for the family! Create anagrams from your names: <http://www.wordsmith.org/anagram/advanced.html>
- For sheer beauty, check out these food illustrators: [http://www.ivyglyck.com/food\\_illustrators/](http://www.ivyglyck.com/food_illustrators/). Some of my favourites: Matthew Holmes, Fiona King, Derek Grinnell.
- Free—and classy—icons! <http://iconfactory.com/>

## Read-as-you-go

It's frightening how much we spend on books each year: HTML and XML references, usability guides for software and Web design, style guides, technical writing references, and a host of others that we need to help guide us through unfamiliar territory on new projects. Often we only need a few chapters from a book, but unfortunately, publishers don't sell books a chapter at a time. Until O'Reilly Books.

Their Safari Bookshelf service (<http://safari.oreilly.com>) lets you read O'Reilly books online, keep books on your 'bookshelf' for weeks or months at a time, download PDF chapters from selected books, and more - all for less than \$20 US a month. Safari offers more than 3,000 books that you can read cover to cover - or just read what you need.

With books ranging from markup and programming languages to e-business and general business to desktop publishing, multimedia and graphics to IT management to human-computer interaction, there's enough variety on this site to warrant a visit. You may ultimately head to your bookstore to buy that CSS reference book, but at least you can be sure it's the one you really need before you buy it.

(Thanks to Whitney for this article)

## News

**New clients:** Chris Walker (writer and editor) and Optimiser Pty Ltd both needed help with Word templates and styles.

**ASTC (NSW) Conference:** I'm speaking at this conference in Sydney at the end of October. Topic: "Reviewing Screen-based Content"

**Conference Evaluations:** I've received the evaluations from the conferences I spoke at in April and May. Out of a maximum of 5, I attained an average of **4.73** on all aspects at the WritersUA conference, and **4.78** at AODC. Details: [http://www.cybertext.com.au/services\\_testimonials.htm](http://www.cybertext.com.au/services_testimonials.htm)



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