cyberText Newsletter

Issue #21: Dec 2006

Making technical information understandable

Welcome!

Welcome to the 21st issue of the quarterly CyberText newsletter. 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.

Featured this quarter is a new product - *Springboard*. You may have thought that using Acrobat Forms was a good idea, but then you found out that automating the data collation process using Adobe LiveCycle was going to cost you tens of thousands of dollars! For less than $500 US, Springboard will automate that collation for you - see p2 for more details. (**Disclosure**: The Springboard developers are a client of CyberText.)

Finally, best wishes and happy holidays to all. May you have a very healthy, peace-filled, and prosperous 2007.

Rhonda Bracey
rhonda.bracey@cybertext.com.au

Word: Folder for inserted images

Problem: How do I get Word to look in one of my folders each time I insert a graphic?

Solution: Change the default folder location. Here's how:

1. Select **Tools > Options** from Word's menu, then select the **File Locations** tab.

2. Select **Clipart pictures**, then click **Modify**.

3. Navigate to and select the folder you want to open whenever you insert pictures.

4. Click **OK** to save and close all settings.

Windows XP: Smooth fonts

Do you use an LCD monitor or laptop? Do the fonts look funny? In Windows XP you can set the display so that fonts are smooth (no jaggy edges). Here's how:

1. Go to **Start > Control Panel > Display**, then select the **Appearance** tab.

2. Click the **Effects** button.

3. Select the **Use the following method to smooth edges of screen fonts** check box, then select **ClearType** from the drop-down list.

4. Click **OK** to save and close all settings.

Outlook 2003: Update address details for multiple contacts

Problem: I have many contacts in the same company, all with the same address. The business has changed offices, so now I have to update all the addresses. Can I do this all at once?

Solution: Sure. There's a quick and easy solution described in detail here: http://www.howto-outlook.com/howto/managegeneralcontactinfo.htm

Holiday eating tips

(from an unknown North American source...)

1. Avoid carrot sticks. Anyone who puts carrots on a holiday buffet table knows nothing of the Christmas spirit. In fact, if you see carrots, leave immediately. Go next door, where they're serving rum balls.

2. Drink as much eggnog as you can. And quickly. Like fine single-malt scotch, it's rare. In fact, it's even rarer than single-malt scotch. You can't find it any other time of year. So drink up! Who cares that it has 10,000 calories in every sip? It's not as if you're going to turn into an eggnog-alcoholic or something. It's a treat. Enjoy it.

3. If something comes with gravy, use it! That's the whole point of gravy. Gravy does not stand alone. Pour it on. Make a volcano out of your mashed potatoes. Fill it with gravy. Eat the volcano. Repeat.

4. Always ask if the mashed potatoes are made with skim milk or whole milk. If it's skim, pass. Why bother? It's like buying a sports car with an automatic transmission.

5. Do not have a snack before going to a party in an effort to control your eating. The whole point of going to a Christmas party is to eat other people's food for free. Lots of it.

6. Under no circumstances should you exercise between now and New Year's Day. You can do that in January when you have nothing else to do. Now is the time for long naps, which you'll need after circling the buffet table while carrying a 10-pound plate of food and that vat of eggnog.

7. If you come across something really good at a buffet table, like frosted Christmas cookies in the shape and size of Santa, position yourself near them and don't budge. Have as many as you can before becoming the center of attention. They're like a beautiful pair of shoes. If you leave them behind, you're never going to see them again.

8. Same for pies. Apple. Pumpkin. Mincemeat. Have a slice of each. Or, if you don't like mincemeat, have two apples and one pumpkin. Always have three. When else do you get to have more than one dessert?

9. Did someone mention fruitcake? Granted, it's loaded with the mandatory celebratory calories, but avoid it at all costs. I mean, have some standards.

10. One final tip: If you don't feel terrible when you leave the party or get up from the table, you haven't been paying attention. Reread tips; start over, but hurry, January is just around the corner.

Western Australians only

Microsoft has made available a small update that makes changes to your computer's system time to deal with the trial Daylight Savings time in Western Australia for the next three years.

Get the update here: http://tinyurl.com/yb7edq

Springboard is here!

Do you use Acrobat V7 forms to gather information via email from your clients, staff, suppliers, or your membership? Are you the person in your organization who has to spend an enormous amount of time manually collating all those emailed Acrobat forms' data responses that fill your Inbox every morning?

Then Springboard for Adobe™ is for you!

Springboard automatically collates emailed responses from Adobe interactive forms. And it only costs $445 US.

Designed by DataInforms, Springboard is a companion product for Adobe Acrobat Professional (V7 or above). It is for those who need an automatic collation utility, but do not require the sophistication, complexity, or high cost of Abobe's LiveCycle server suite.

Springboard automatically reads your email Inbox (Microsoft Outlook Professional or IBM Lotus Notes), only processing emails containing response data from Acrobat forms. When Springboard finds an appropriate email, it first archives the data file. Springboard then processes the data into an associated results file in CSV format (readable by all spreadsheet and database programs), and lastly deletes the email from the Inbox, tidying up as it goes.

Peter Barwell, speaking for DataInforms, said: "Springboard is designed for people with too many Acrobat form response emails arriving in their Inboxes each day.

"Manually collating multiple replies from different Acrobat forms using Acrobat's LiveCycle is time consuming and challenging, and often results in merged data results.

"Springboard easily processes multiple responses from different Acrobat forms, reliably updating each separate CSV results file.

"Springboard can thank participants for taking time to respond to surveys, or to acknowledge that response data in the forms has been received and collated. Simply set Springboard to automatically send a customizable confirmation message as each email response is collated."

While Springboard is a new product, under the hood it's using proven technology - a third-generation email collation engine licensed from Dolphin Software's patented software suite. Dolphin Software's collation engine has been reliably collating emailed e-forms responses for over a decade.

Go to http://www.datainforms.com and download the evaluation software so you can 'try before you buy'. Springboard ships with a demonstration Acrobat v7 form so you can instantly see how it collates. (You'll need to have v7 of Acrobat Reader, Professional, or Standard installed.)

So if you're tired of manually collating Abode form responses, but don't need the sophistication and complexity of Adobe's LiveCycle Server software then take a look at Springboard.

Get your Acrobats flying today!

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!

- From Beloit College - the 'mindset' lists for graduating classes: http://tinyurl.com/yd5xrq

- Search for people and businesses at ZoomInfo (search for yourself too, to see what you come up with, then claim your own name): http://www.zoominfo.com.

- Fun for all the family - "Guess the Google". You are shown a set of images and have to guess the search term associated with that set. Warning! This site is highly addictive. http://grant.robinson.name/projects/guess-the-google/

- Use Gmail as a recipe organizer! Some interesting ways to filter your Gmail messages: http://www.parenthacks.com/2006/08/gmail_as_recipe.html Read some of the comments too, to get other tips.

Website designers or owners:

- View your website as a color-blind person views it at: http://www.vischeck.com. If you work PhotoShop, you can also download a free plug-in that allows you to view your graphics as though you had a form of color blindness. (Thanks Theresa J.)

- Free link checker: http://home.snafu.de/tilman/xenulink.html (XENU Link Sleuth).

Need to manage your stuff?

If you have large collections of books, CDs, DVDs etc. and want a way to manage them better, take a look at this: http://www.intelliscanner.com/products/media/index.html. IntelliScanner also has software to manage wine collections, kitchen items, and home inventory, and a bundled package that does the lot.

All software comes with a barcode reader (USB or battery so no power adaptors are required), and you can order barcodes to stick on any of your assets that don't have product barcodes. Prices start from $149 US - which includes the barcode reader. An ideal Christmas present for the person who *really* does have everything...

News

ASTC (NSW) Conference: I spoke at this conference in Sydney at the end of October. Out of a maximum of 5, I attained an average of **4.71** on all aspects. Details: http://www.cybertext.com.au/services_testimonials.htm

The 'tree change' is getting closer... Our house in Perth is now for sale; with luck, it will have sold by the time you read this. We hope to move to the southwest of Western Australia in the first quarter of 2007, and then I'll put 'working remotely' fully to the test!