

Welcome!

Welcome to the 25th—and final—issue of the quarterly CyberText newsletter in the current format.

I've been doing this newsletter as a PDF file since December 2001. Technologically, a lot has happened in those six years. So I've decided to switch from PDF newsletters to a dedicated 'blog' website for the newsletter content. I thought that 25 issues and the end of a calendar year were as good a point as any to finish with this format.

You can read my reasons for making this change in the first post on the new newsletter site, which is: <http://cybertext.wordpress.com/>. I won't start adding regular posts of my hints and tips, useful websites etc. until January 2008.

In the meantime, I hope you get something useful from this final PDF newsletter.

In lieu of Christmas cards to clients, I'll be donating the cost of cards and postage to the Royal Flying Doctor Service (<http://www.rfdswa.org.au>). Have a happy festive season, and a healthy and safe 2008!

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Windows: Capture CMD box text

Problem: You're in a Command window (the old DOS window) and you'd like to capture the text on the screen. However, the usual CTRL+C doesn't work.

Solution: Right click in the Command window, choose **Select All**, and then press ENTER. Yes, ENTER! That copies the text to the clipboard. Now you can paste it into any application—for example, to send it in an email to Support.

WritersUA Conference



The 16th Annual WritersUA Conference for Software User Assistance will be held in Portland, Oregon at the Hilton Portland, March 16-19, 2008. The Conference offers the most comprehensive and timely information specifically designed for user assistance professionals. Attendance has surpassed 8,000 people in the 15 years of the conference's existence. Registration for the Conference is now open; there are discounts for early registration. <http://www.writersua.com/ohc/>

I'll be speaking at this conference (topic: "Techniques for Reviewing a User Interface") so if you're attending, make yourself known! If you don't attend my session, you might find me at the Author-it booth in the exhibition area.

Keyboard shortcuts galore!

I came across this terrific site (<http://www.keyxl.com>) that lists ALL the keyboard shortcuts for many applications, operating systems, etc.

Here are the specific pages for Word 2003 and Word 2007 shortcuts:

* Word 2003: <http://tinyurl.com/2zv4hh>

* Word 2007: <http://tinyurl.com/3bdrji>

Other application groups covered include most from Microsoft, Adobe, and Google, as well as web browsers, HTML editors, photo and imaging applications etc.

If you're a keyboard person, you'll drool over these lists and thank those who put them together.

About TinyURL addresses: TinyURL shortens very long web addresses—there's nothing sinister about them.

Word 2003: Modify TOC styles

Do you create long Word documents with auto-generated Tables of Contents (TOCs)? Do you like the default styles Word uses to display the TOC? Probably not! Here's how to modify the TOC styles:

1. Open a document based on your Word template.
2. Click in the Table of Contents.
3. Go to **Insert > Reference > Index and Tables**.
4. Go to the **Table of Contents** tab.
5. Check the settings:
 - Choose a **Tab Leader** (typically dots).
 - Set **Show Levels** to **3** (or however many heading levels you want to show).
 - Turn off the **Use Hyperlinks** check box.
 - Make sure the **Show Page Numbers** and **Right Align...** check boxes are both selected.
6. Click **Modify**.
7. Select **TOC1**, then click **Modify** again.
8. Click **Format**, then select **Tabs**.
9. Set a right tab stop position the same width as the body text of your document.
For example, type **16cm** in the text box at the top, select the **Right** option, select the **2** leader, click **Set**, then click **OK**.
10. Make any other changes you want to the style (e.g. font, indent etc.), then click **OK**.
11. Repeat steps 7 to 10 for the other styles (TOC2, TOC3) you want to modify.
12. When you're finished, click **OK** to close the Index and Tables dialog.
13. Click **OK** to replace the Table of Contents.
14. Check everything's as you want it; make further modifications as necessary.
15. You can save the document (or not), but make sure you say **Yes** to save the changes to the Word template when asked—if you're happy with the way the TOC looks now.

Three handy Outlook 2003 tips

Tip 1: Outlook's Map button (adapted from the PC Guru newsletter, 1 Nov 2007 <http://www.pcguru.com.au>)

If you use Outlook to store your contacts, you can also use it to find maps and directions for your contacts... How? By using the little-known Map button.

Just open one of your contacts, then click the Map button  on the toolbar.

MSN Maps opens in your default browser centered on the address found in the contact information. (Of course, you need to have the correct address information in the first place!)

You can then find directions to and from that address by clicking the links on the right.

Tip 2: Delay outbound email (adapted from the PC Guru newsletter, 20 Sept 2007 <http://www.pcguru.com.au>)

One of the risks of email is the inability to recall an email after it's sent. However, in Outlook you can implement a safeguard by using the "Defer" rule to delay the sending of any email you've written. This rule pauses all message delivery for a few minutes after you click the **Send** button, thus giving you a chance to stop any email before it leaves your computer.

To create this rule in Outlook 2003:

1. Select **Tools > Rules and Alerts** from the menu, and then click the **New Rule** button.
2. Select the **Start from a blank rule** option, then select **Check messages after sending**. Click **Next**.
3. Click **Next** again on the "Which conditions do you want to check" screen. Click **Yes** on the message box tells you the rule will apply to all messages.
4. On the next screen ("What do you want to do with the message"), select the **defer delivery by a number of minutes** check box, then click the **a number of** link in the bottom section. Change the value to **5** minutes (or whatever number you like), then click **OK**.
5. Click **Next**, then click **Next** again. Give the rule a name—preferably something memorable so you'll recognise it in the list—then click **Finish**.

Now when you send messages, they'll sit in the Outbox for the number of minutes you set. If you want to stop a message from going out, just delete it from the Outbox.

Of course, if you know a bit about Outlook's rules, you can modify any of these settings so that you only delay certain messages, such as those to specific people—like your boss!

Tip 3: Don't accidentally send an email to the wrong person (thanks Sue H for this tip)

If you've ever sent an email to the wrong person because you trusted Outlook's autofill, then here's the answer. Type a few letters of the name in the **To** field, then press **CTRL+K**. You'll get a list of every name in your contact list containing that sequence of letters. Select the correct one and you'll never be embarrassed by an "oops!" email again.

Interesting websites

World clock with a difference: In addition to telling the time, this clock has live statistics on the world's population, diseases, oil pumped etc. I don't know how accurate the stats are, but the display is pretty impressive:

<http://www.poodwaddle.com/worldclock.swf>

20 tips for more efficient Google searches:

<http://www.dumblittleman.com/2007/06/20-tips-for-more-efficient-google.html> For example, tip 7 is "Use the 'define:' operator to get a quick definition. [define:dumb] will give you a whole host of definitions from different sources, with links."

Live in Australia? Want to buy goods from US websites but they won't ship to Australia? Then this site—operated by Singapore Post—is for you. The goods get shipped to a US address, then sent on to Australia for a small extra fee. It's a pity Australia Post didn't think of this first...

Details: <https://www.vpostasia.com/australia/index.html>

YouTube, Flash converters/downloaders. If you REALLY want to download a YouTube video or Flash animation to keep on your hard drive but don't know how, then try one of these online services: <http://vixy.net/> and <http://www.mux.am> (Acknowledgement: "The Lab with Leo Laporte" TV program: <http://www.labwithleo.com>)

Millions of free scientific articles. Scientific Commons (<http://www.scientificcommons.org>) accesses nearly 1000 databases to bring you over 16 million scientific articles and these by 7 million authors. All for free.

Word 2007's numbering explained. Someone from the Microsoft Office Word Team has posted about Word 2007's numbering on the MSDN blogs. He starts with the heading "Numbering is not possessed". I'm sure many of you would beg to differ! Here's the full article: <http://tinyurl.com/yu7eqb>

It's called an octothorpe. Referred to in various countries as the hash or pound key (#), it's actually an *octothorpe*. For more information on this and other weird words, see: <http://www.worldwidewords.org/weirdwords/ww-oct1.htm> (Thanks for this link, Grant)

DOS Lives! This 8-page article on ComputerWorld.com uncovers the secrets of the Windows command prompt: <http://tinyurl.com/3xp8sh>

Colour code Windows folders

Ever wished you distinguish between those masses of yellow folder icons in Windows Explorer? If you often move files from one directory or machine to another, it's easy to get confused as to which is the original folder and which is the destination. Wouldn't it be great if you could change the colour of the original to red ('don't touch these') and the destination to green ('copy here')? Well, now you can with some cheap software from <http://icolorfolder.sourceforge.net> (free) and <http://www.foldermarker.com> (free, Home [US\$20] and Pro [US\$30] versions). You're not limited to red and green, either! How about pink, purple, orange, black, or white?



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