

Radio Days – 2014-04-26

Last Week

Last week we talked about rolling MYOB over at the end of a year. This week we are talking about making writing a newsletter easier.

Tip of the Week – Windows XP and MSE

During the week I had a call from a client who had not been able to use the internet for some three weeks. He thought that the problem was caused by a faulty cable so he bought a new one. This did not fix the problem so he called me.

I could not immediately fix the problem so I rang his ISP's tech support desk and got a really helpful person who was able to check all the settings. This did not really help the situation so she asked me to reset my client's modem. This reinstated all the factory settings so I then had to set two parameters in his modem: his username (which is the same as his email address) and his password (which is the password needed to access his emails).

Fortunately my client knew his email username, but he did not know his password. We tried all the combinations which he thought but none of them worked. This was easily fixed: the tech support person just sent his password as a text to his mobile so now I could enter the correct settings into his modem. All now worked as hoped!

Now I noticed that he was using Windows XP and MSE (Microsoft Security Essentials). I have told everyone who will listen (including myself) that Microsoft would stop support for MSE on 8 April 2014. This is not strictly correct, as I found out to my surprise.

MSE (Microsoft Security Essentials)

I tried to update MSE and found that it DID do an update. This surprised me and it was not until I was preparing this cheat-sheet that I thought to check Microsoft's website for updated information. There I learnt that MSE is not available for downloads for new installations but that current installations of MSE will receive updates until 14 July 2015.

This means that you can still receive updates for over a year: until after Windows 9 has been released. This release is expected around April 2015 so then would be a good time to buy a new computer if your existing computer is still working.

Another Free Anti-Virus Program

If you are using Windows XP and have not yet downloaded MSE you really should install an anti-virus program. My favourite free anti-virus program is Avast, but my preferred option is still Kaspersky as it rates very highly on the two anti-virus rating websites that I know. These two websites, *AV Comparatives* and *AV Test*, do longitudinal testing on most commercial and some free anti-virus programs.

I chose to use Kaspersky because it almost always comes very close to the top in all tests and uses far fewer of your computer's resources than competing products like Norton.

Make Writing Newsletters Easy

I had an urgent call from a new client who needed to write a newsletter and found that it was not as easy as had been expected. They took an old newsletter and photocopied it as a JPEG image using their printer. They had problems getting that image to fit on their page because it was either too small (leaving too much white space around the image) or too large (reaching past the edges of the page).

At this stage the team realised that they needed help.

How Not To Write Newsletters

Placing Images In A Word Document

I showed them how to add an image to a Word document and make it the correct size so that it fits well on the page. I then asked them how they would add content for this month's issue. At this stage they realise that just having the image on the page did not actually help them.

It did, however, show them just how hard it can be to place an image on a page, especially when you do not have any sort of image manipulation program on your computer and no access to the internet to download one of the good free ones which are so easily available on the internet if you know where to look. I needed this program so that I could crop the white space around the edge of the image so that it would fit easily around the page.

My favourite free program for cropping images is *IrfanView*. This program does a lot of things and is always one which I download first onto all my new computers.

Placing Text Over An Image

Having got a partial page ready to start using as the basis of a newsletter I then invited one of the team members to add the text for this month's newsletter. It was at this stage that the team members decided that there has to be a better way.

Fortunately there is a better way!

How To Write Newsletters

Creating A Template

A Word template is, as the name suggests, a method of getting text which will always appear on a particular page to be created then copied automatically to each page. The sample page which they showed me had some text both above and below the centre of the page. This was the obvious time to use both a *header* and a *footer*. If you have ever checked a magazine or a book you may have noticed that every page has a page number at the bottom of the page and the name of the magazine or book or the chapter at the top of each page.

Text which always appears at the top of the page is called a *header* and text which always appears at the bottom of the page is called a *footer*.

Creating Headers And Footers

To create a header in a Word document you just double-click in the header area at the top of the page. This opens up the header area of the page so that you can type the header. When you have typed the header you can then go to the bottom of the page and start typing the footer.

That is all there is to typing headers and footers.

Making A Template

You can then make a template from this document. This is another simple step: just save your document in the *My Documents* folder as a template and give it a short easy name. Now, whenever you want to create a new document from this template just open it and type away.

There are two things which you can do to make life easier for you in the future:

- Go to your *My Documents* folder, find your new template then right-click on this document. At the bottom of the context menu which opens when you right-click on anything just click on *Properties*. In the new window which opens please ensure that you are looking at the *General* tab then click on the square next to *Read-only* so that you cannot change this new template by mistake.
- While in *My Documents* again right-click on your new template then select *Send to» Desktop (create shortcut)* and you will see a new shortcut on your desktop. Just

double-click on this shortcut to open a new Word document which just contains your new template's contents.

Now you have made your life easier when you next want to create a new month's newsletter.

Further Information

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| Avast | www.avast.com |
| Kaspersky | www.kaspersky.com |
| AV Comparatives | www.av-comparatives.org |
| AV Test | www.av-test.org |
| IrfanView | www.irfanview.com |