

## the newsletter of Tarragon Solutions

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### Solutions!

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## **OFFSITE BACKUP** by backupdirect™ a new service from Tarragon!

Apart from its people, the greatest asset of most companies is the information it possesses; information about its products, its sales and purchasing, its databases. We all know that it's essential to backup those important little server files each day (we do back them up each day, don't we. Don't we?) and that the backup tape is removed from the office premises and stored elsewhere. Sometimes this can be regarded as an onerous task which few people take on willingly. If the person responsible is ill, or on holiday, problems can, and often do, arise. The tape backup takes care of the server but sometimes important data lives on workstations and, frequently, this doesn't get backed up. Ever.

So, as a more thorough, more convenient, more effective solution, that is also faster and cost-effective, we're pleased to introduce the **Offsite Backup** service, operated by **backupdirect** ([www.backupdirect.net](http://www.backupdirect.net))

**Offsite Backup** provides easy backup - and recovery - of *all* the important data in your company, whether it sits on the servers or on your workstations. The backup can be scheduled at convenient times or as required and, due to the sophisticated compression and change checking systems, is fast and non-intrusive.

What's more, **Offsite Backup** costs **from as little as £10+vat per month!** We know you'll want to know more, so we're waiting to hear from you!

## The Advantages of PDF

PDF (*Portable Document Format*) was developed originally in 1993 by Adobe, and is recognised as the standard for text and graphical documents that need to be sent to and used by users of different computer platforms. You probably use Microsoft Word, as do most of your contacts, so why bother with converting a Word document to PDF?

There are many advantages to taking the time to convert your documents to PDF.

The main one, of course, is portability; whether you've created your original document in Word, WordStar or WordPerfect, the recipient will be able to open it and read it without problems regardless of the word processor in use at their end.

In addition, your document may contain some **interesting Typefaces** which the recipient might not have installed; PDF will carry the fonts inside the document so they will appear as you intended.

In a nutshell, PDF is a format that ensures that the layout and format you designed will be kept wherever and however the file is printed or viewed.

If you send a Word document to someone, it is obviously very easy for them to make modifications to the text unless you set security passwords (and Word passwords are notoriously easy to break!) Whilst PDF does not completely remove the possibility of changes, it is much less easy and the encryption used is stronger.

And if you intend that your document is to be printed commercially, most printers will prefer PDF format to a proprietary word processing format.

### So, how do you create a PDF file from your documents?

The original and probably still the best tool for creating PDFs is Adobe Acrobat though this software is quite expensive and probably over-functional for most users.

However, there are many alternatives; Office 2007 has a free downloadable add-in to create PDFs from the various Office components and there are many free or low-cost tools available, PDF995, PDF Redirect and ClickBook to name but a few.

In almost all cases, either a toolbar button is supplied or you "print" your document to the PDF converter. It's as simple as that! But, please do hold on to your original document as well – it will be much easier to modify that if changes are needed!

Adobe permit free downloads of their Reader software so anyone can obtain the means of opening and displaying a PDF without difficulty.

If you'd like assistance deciding which of the PDF creation tools would best suit your requirements, please get in touch with us.

# VIRUS WARNING!

IF YOU RECEIVE AN EMAIL WITH THE TITLE "INCOME TAX DEMAND" DO NOT OPEN IT...

Does this type of warning ring a bell?

We frequently see emails with subjects similar to the above; they usually go on to warn of doom, gloom, global warming and the destruction of your hard drive should you open such an email, often accompanied by the statement "**This is not a hoax**" or "**It was announced by Microsoft...**".

Finally, the email will probably implore you to forward the warning on to everyone in your address book.

Whilst it is nice to think that someone is being helpful by sending out these warning emails, almost all of the time it is a hoax. The major players of the computer world just don't announce problems or warnings in this way.

Originally these hoaxes were designed to get everyone to send on the email to everyone else in the hope the sheer volume would crash the email servers. These days, though, it has become more of an ego trip for the originator, knowing he has made some people panic. Some of these emails have been doing the rounds for years, every so often popping up once more, so I guess they have succeeded to some extent!

There are many types of hoax emails about, not just ones warning of viruses. Scam warnings, printable vouchers, charity requests and, perhaps the worst of the lot, the dreaded Chain Letter – "pass this on to 10 friends within three days or a bird of paradise will fly up your nose".

All should be ignored, certainly not forwarded. And, of course, you should **never** open an email attachment unless you know its provenance!

Sometimes it can be difficult to be sure so, if you ever receive an email about which you are uncertain, please forward it, with a covering note, to one of us at Tarragon and we'll check it out for you.

## Short Cuts

This month, some useful shortcuts for Microsoft Excel:

<b>Ctrl+A</b>	Select all cells	<b>Ctrl+Spacebar</b>	select columns
<b>Ctrl+Home</b>	select cell A1	<b>Shift+Spacebar</b>	select rows
<b>Ctrl+End</b>	select last cell in used range	<b>Ctrl+;</b>	insert current date
<b>Ctrl+Shift+Home</b>	select active cell to A1	<b>Ctrl+Shift+;</b>	insert current time
<b>Ctrl+Shift+End</b>	select active cell to last cell in used range	<b>Ctrl+F / Ctrl+H</b>	Find / Find and Replace

## Tip of the Month - Timestamping a Log or Journal File

Here's an interesting way of maintaining a text format log or journal file which includes a timestamp for each entry:

Start your text file with a line that contains just the characters **.LOG**

Then, each time you open that file with Notepad the current date and time will be added as a new line at the end of the file. You can then add your own notes or data following the timestamp.

You can find Notepad via Start > Programs > Accessories > Notepad

Please let us know what you think of **Solutions!** - email [solutions@tarragon.co.uk](mailto:solutions@tarragon.co.uk)

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