

the newsletter of Tarragon Solutions

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Emails: Are you risking a fine?



For many years, the law has required that all your business letters carry your company registration information. However did you know that, in the UK Companies Act 2006 (Amended 2007), the requirement was extended to cover electronic communications?

In a nutshell, if your business is a limited company (private or public) or a Limited Liability Partnership then your website, business emails and all electronic order forms and other documents must include the following information:

- **Company Registration number**
- **Place of Registration** (for example, Scotland or England & Wales)

Registered address

This information must be provided in legible characters!

Remembering to include this information on every communication can be difficult - but forgetting risks a £1,000 fine. It is much easier to automatically add the Registration data (and your branding, etc.) using a software tool such as Exclaimer Mail Utilities.

Exclaimer (www.exclaimer.com) is one of the best known providers of tools for Microsoft Exchange. In addition to the Mail Utilities mentioned above, Exclaimer also provides tools for compression and secure archiving of emails.

Tarragon is a reseller of Exclaimer products, so please talk with us if you'd like to know more about these products!

Dual Screens - multiple advantages!

When the only choice was big, heavy CRT monitors, the idea of having more than one screen on your desk would have been laughed at by most people. Now, the advent of thin, light and economical LCD monitors means that it is becoming more and more common to see two or even three screens arrayed across the back of a desk.

The advantages are easy to see(!) More screen area means more space for application windows, especially if you take the opportunity to increase the display resolution. This means its easier to work with multiple documents without the need to "flip-flop" between them; or have email on one monitor and a spreadsheet on the other; or have one application spread right across the monitors. It is said that having dual screens leads to a real productivity improvement of between 10%-30% which easily justifies the outlay.

You *could* go for a single, larger display of course - but two 17" displays will offer almost 20% more screen area than one 23" screen - and will usually cost a lot less!

If you'd like to improve your productivity but aren't sure if your PC can handle multiple displays, Tarragon can help. We will check your current monitor and graphics card capability and let you know how little it can cost to go dual!





Some years ago, in an earlier existence, Steve acted as a distributor for DBE Software, an American company whose flagship product is a tool used by database designers to check and validate their work. Now, we're very pleased to announce that, since 1st January, Tarragon is the appointed European distributor for DBE Software's **DB-Examiner**.

When you're developing corporate databases using such as Oracle, SQL Server, Sybase or DB2, it is essential that the design of the database tables and the relationships between them (the database *schema*) is checked out as thoroughly as the rest of the application. If there are errors in the schema then these can be *very* expensive to fix once application programs have been written and data loaded into the database.

Nobody has the time to validate the schema by hand—but **DB-Examiner** can do the task automatically. In fact, **DB-Examiner** is the only tool of its type on the market.

There's more information about **DB-Examiner** at

www.tarragon.co.uk/dbexaminer

Short Cuts

Some more useful Windows shortcuts:

- Ctrl** while dragging a file will **copy** the file to the destination
- Ctrl+Shift** while dragging a file will create a **shortcut** to that file at the destination
- Alt+Enter** will display the **properties** of a file
- Alt+Spacebar** will open the **shortcut menu** for the current window

Tip of the Month - Ready-addressed emails in Outlook

If you send lots of emails to the same address, you can save a bit of time by setting up a toolbar button that creates an email to that person.

In Outlook (2003 or 2007), right-click on a toolbar and select "Customize..."

Click the Commands tab and drag the Mail Message icon to a toolbar

Right-click on the new button and select "Assign Hyperlink"

Click the "Email Address" icon and enter the email addresses (separated with a semi colon if more than one). You can also provide a Subject if you wish.

Click OK. You may right-click on the button again to change the image on the button and its name, if desired.

Click Close on the Customize dialog.

Now, clicking on the toolbar button will open a pre-addressed email window.

Another tip: Outlook and iTunes

If you use, or have tried to use Apple's iTunes calendar synchronizer add in for Outlook you may have noticed that sometimes it caused Outlook to crash or hang, or caused problems with other Outlook add-ins.

Apple has now released a new version (7.6) of iTunes which includes an update to the calendar synch add-in. This does seem to resolve the earlier problems with Outlook so, if you use the add-in it is suggested you install this update:

<http://www.apple.com/itunes/download>

Please let us know what you think of **Solutions!** - email solutions@tarragon.co.uk