

the newsletter of Tarragon Solutions

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Check your Windows version is still supported

We're approaching another milestone in the support of Microsoft's older (if still popular) versions of Windows.

If you're using Windows XP but not on Service Pack 3 then you need to upgrade before July because Microsoft will cease fixing problems on XP SP2 on July 13th 2010. That month will also see the end of Microsoft support for the venerable Windows 2000. Of course, we'll still be providing you with support as normal!

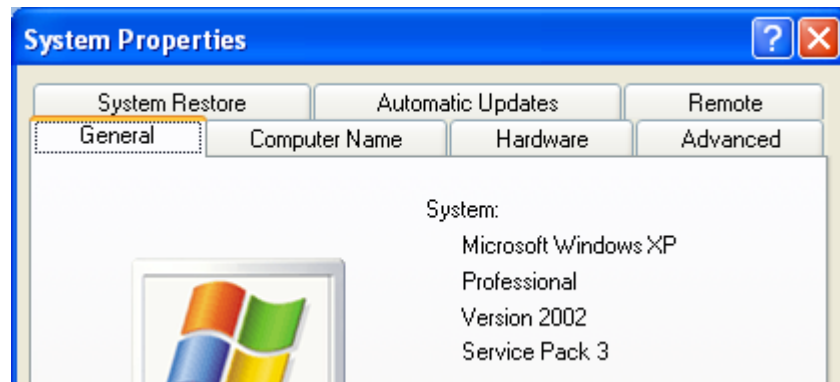
Windows Vista users still on the original "release to manufacture" version should upgrade to Service Pack 2 of Vista without delay as support for the RTM version will cease on April 13th.

Microsoft is helping remind users by making use of visits to its various websites; when users visit a Microsoft website, the site will detect if they are using XP and direct them to the relevant section if they need to install service packs.

If you wish to find out which version and service pack of Windows you're using, here's how:

Click **Start**, right-click **My Computer** and select **Properties** then the **General** tab.

The version information is shown under "System" as seen here...



Microsoft stamps out botnet* domains

Microsoft has been to court again, but this time for a very good reason that will benefit everyone. At Microsoft's request, a court in Virginia has issued a temporary restraining order to disconnect over 270 domains that are believed to control the activity of the Waledac botnet.

Waledac is a major worldwide source of spam – Hotmail accounts alone were sent over 650,000,000 spam and scam emails in December last year – and controls hundreds of thousands of computers. Closing down Waledac will have an immediate effect on spam level; sadly, however, it probably will not take long for other botnets to take its place.

*botnet - a network of computers that have been maliciously taken over and controlled by criminals, usually used for sending spam or for mounting 'denial of service' attacks.

Tip of the Month - Word Building Blocks (Word 2007)

You probably are well-used to recycling parts of your Word documents by copying an existing document to use as a base for a new one, or even setting up a Word Template for frequently used layouts.

One of the best-kept secret features of Word 2007 is the Building Block which is a very useful way of storing and reusing parts of a document including items such as logos, images and commonly used pieces of text. And they are very easy to use!

Building blocks are items within a document that you save using the Quick Parts tool to be reused in other documents. For example, you might save your company's contact information or mission statement, a design for a report opening, a special list style that you use in your documents regularly, or a staff roster you include on finished publications.

Let's say you have a logo with a strap line or other text that you like to add to all letters you send from the company. You can create a Building Block from this and simply insert it into a new document whenever you need it.

Create a Building Block as follows:

- Select the image, text and other items you wish to include
- Click the **Insert** tab and then click the down-arrow on **Quick Parts**
- Select **Save Selection to Quick Parts Gallery...**
- Provide a name and description then press OK. That's it!

When you want to use a Building Block in a new document, just use **Insert > Quick Parts** again. You'll see a list of the Building Blocks you have created - simply click on the one you want.

One of the real advantages of Building Blocks (but, paradoxically, at times also their disadvantage) is that any change you make to the Building Block itself will be automatically reflected in all documents that use that Block. This makes it very easy to keep documents updated with the latest versions of logos, images and text, a very powerful ability.

Microsoft have included a good number of pre-defined Building Blocks with Word 2007, including sample front pages, formulae, watermarks and footers. For a list of these, select **Building Blocks Organizer...** from the **Quick Parts** menu.

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