

the newsletter of Tarragon Solutions

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Tarragon welcomes Ryan Gray!

We're delighted to introduce you to the newest member of Tarragon's technical staff who joined us on October 1st.



Ryan has been working with computers since, as a boy, his older brother introduced him to a BBC microcomputer. Rapidly moving on to networking Commodore PCs, Ryan realised this was fun and developed his interest in and knowledge of computer hardware and software through his school and college years.

In addition to his IT interests, Ryan enjoys varied hobbies including pool, paintball, chess, motorcycling and clay-pigeon shooting.

Ryan has been an IT professional for over seven years and joins Tarragon Solutions from a position of senior engineer at another IT services company. If he hasn't already spoken with you, Ryan is looking forward to making contact with you soon!

Tarragon Solutions: 10 years of service

Tarragon Solutions has now completed ten years of providing service and support to companies like yours and on September 27th we celebrated with a get together at our new offices in London Colney.

Many of our clients dropped in during the evening and enjoyed the drinks, the nibbles and the convivial atmosphere. It was so enjoyable that, although we'd anticipated an 8pm finish for the event, it was still going strong after 9! Poor Pete didn't make it to the pub until 10 o'clock!

If you couldn't make it to the party, we look forward to working with you for at least the next ten years and hope you'll be able to come along to our 20th celebrations!



Waste Electrical & Electronic Equipment Directive

Since early this year, disposal of waste computer equipment etc. has been controlled by the WEEE regulations. The regulations are drawn up to ensure that environmentally hazardous equipment is recycled, where possible, or otherwise safely disposed of.

There are penalties if the regulations are disregarded so it pays to ensure you are aware of your obligations!

But Tarragon is here to help and, on our web site, you'll find information and advice as well as links to useful pages within the official WEEE site. You can go directly to the right place by typing www.tarragon.co.uk/WEEE into your Internet browser.

Generally speaking, for equipment purchased **after** 13th August 2005, the **producer** (e.g. Dell, HP etc.) of that equipment is responsible for its correct disposal.

For equipment purchased **before** 13th August 2005 then, if you are replacing it with new equipment to do the same job, the producer of the new equipment is responsible for disposal of the old kit. However, if you are not replacing it, then **you** are responsible for correct disposal of the equipment.

Short Cuts

Here are a few lesser known – but useful – **MS Word** shortcuts. All these work on a piece of selected (highlighted) text:

Ctrl+Shift+C	copy the formatting of the selection
Ctrl+Shift+V	paste the copied formatting onto the selection
Ctrl+Shift+>	increase the font size of the selection
Ctrl+Shift+<	decrease the font size of the selection
Shift+F3	change the case of the selection (UPPER > lower > Initial Capitals)

When you purchase equipment through Tarragon, we will provide you with the producer registration number(s) you'll need at the end of its life.

If you *do* need to dispose of equipment yourselves then we can help you find the nearest recycling centre that handles the type of equipment involved.

Tip of the Month - Silent Startup (and Shutdown)

If, like me, you find the fanfare whenever you start or close Windows rather annoying, you'll be pleased to know there's a simple way of keeping Windows (98 to XP*) quiet:

- 1) Open the Control Panel and double-click "Sounds and Audio Devices"
- 2) Select the "Sounds" tab then Scroll to "Exit Windows" in the section labelled "Program Events"
- 3) A "Sounds" box will appear—select "None"
- 4) Repeat for "Start Windows"
- 5) Click "OK"

* please contact us if you'd like to silence Windows Vista!

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