Radio Days – 2009-06-06

Tip of the Week – Gone Phishing

There have been a number of emails and text messages recently purporting to come from the Commonwealth Bank. This is called *phishing*: an attempt to get you to send your login details so that you can lose all the money in your account. Do not, for any reason, answer one of these emails or text messages as the people sending it will know that it is a live account and keep sending messages. It is also possible that they will sell your details to other people so that they, in their turn, can send you all these annoying messages.

If you use MailWasher (one of my favourite programs) you can bounce the emails. This will reduce the chances that you will get more of these emails.

Emailing Attachments

Have you ever received an email with an attachment that you could not read? This happens far too often, and it is so easy to avoid sending the wrong attachment with a little thought. A common problem, now that Microsoft Office 2007 has been released, is that documents are in a format that older versions of Word cannot recognise.

If you are sending documents from the latest version of Office you will need to take some care in case it will choke the other computer. The easiest way to send a document which will only be viewed or printed is to send it as a pdf document. The best free program that I know for this is PDFCreator. This will create a pdf document from any program which can print. You can then send the pdf document as an attachment and the person at the other end can read it if they have a pdf reader. My favourite pdf reader is Foxit Reader: another free download.

If you want your reader to be able to modify the document you may have to save it in a format recognised by earlier versions of the program which you use to create it. Most programs have a *Save As* function: use this to save your document in the format for an earlier version. A note of caution: these earlier versions do not support all the functions of the latest version. If you are using the latest version of a program, and using the latest functions of that program, you will need to make sure that your recipient has the same version of the same program.

Another alternative is to use one of the online programs like Google Docs or Zoho. These are word processors, etc, which run in your browser. Because they run in your browser, and the document is stored on the internet, any person with a web browser (if only at an internet café) can work on the document.

Using a web-based program like Google Docs or Zoho has some advantages. You always have the latest version of the program and you can collaborate on a document with people (in real time or delayed). Your documents are stored online so they cannot be lost if your computer crashes, but they cannot be backed-up as easily as if they were on your computer: what you win on the roundabouts you lose on the swings.

As is everything in life, you get more if you think about what you are doing.

Websites

MailWasher Free	www.mailwasher.net
PDFCreator	sourceforge.net/projects/pdfcreator
Foxit Reader	www.foxitsoftware.com
Google Docs	docs.google.com
Zoho	www.zoho.com