

# News & Info from ...



## Newsletter: Vol. 14, Issue 2 - April 2014

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### WELCOME!

Welcome to our new subscribers.

I'm hoping that this year will be better than last year and am expecting a few (long overdue) endings and some fresh beginnings. This year I'll be adding more to the podcast and have just spent the last couple of weekends tweaking the site and getting it looking and feeling a bit better. [Check it out here](#) . If you have ideas for shows do let me know! And don't forget you can subscribe via [iTunes](#) .

### QUOTE

**What is the secret of success? "Grow antennae, not horns."**

- James Burrill Angell

April already and this newsletter we look at Privacy Act changes (is your business affected?), support for Windows XP and Office 2003 ends this month, and it will cost you more to post a letter! But it's not all bad news. I have a look at the new Office for iPad as well as a couple of other apps you might like to try instead of locking yourself into the yearly Microsoft subscription! Remember to use the Table of Contents at left to skip direct to articles of interest.

April is the month of celebrations: Easter, Ramanavani, Baisakhi New Year, Passover, the first day of Ridvan, Yom HaShoah. No matter how you celebrate I hope you have a great couple of months!

### EVENTS

Check here for upcoming online events, webinars and other interesting happenings!

Don't forget the usual links to blog articles, podcasts and our **What's App** section.

Till next time!

### Ongoing Trainings/Workshops:

[Cert 1 Virtual Business Admin](#)  
(When you sign up be sure to select 'Lyn Prowse-Bishop' as the referring source!)

Lyn PB

*PS: Don't forget: [Click here to be unsubscribed immediately](#) if you have received our newsletter in error. You can also [click here to view this email online](#).*

[Jump Start Workshop](#) - A whole day dedicated to setting up your VA business.

(Be sure to let them know you heard about the courses through Lyn Prowse-Bishop when enrolling!)

### Privacy Act Changes

There are also great **training courses** offered by:

**Kathie Thomas-VA Directory/A Claytons Secretary**

[Click here to visit A Claytons Secretary.](#)

**VA Classroom - Visit the Training Centre**

(Click to be taken to each site for their training offerings.)

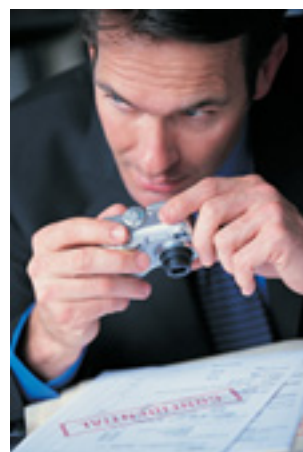
You'll have probably seen the notifications that the Privacy Act Amendments came into effect 12 March. There are new privacy compliance requirements that you should be aware of if you collect client information and the Australian Government [business website](#) has some great info.

You need to first check whether your business is affected by the changes. From the website:

"The Privacy Act protects personal information handled by large businesses and health service providers **of any size**.

The Act may apply to a **small business** if it has an annual turnover of more than \$3 million **and** either:

- trades in personal information,



### WHAT'S APP?

**Be The Benchmark** - Giving you coaching tips in sound bytes to change your life, your business and your management technique! (originally The Edge)

**Documents Unlimited** allows you to edit your Microsoft Office® and OpenOffice documents on your iPad. You can create, view and edit Microsoft Word®, Excel® & PowerPoint® documents. In addition, you can also create, view and edit LibreOffice and Open Office Documents. [Free](#) and [paid](#) versions available.

**CloudOn** - available for [iPad](#) and [Android](#) devices it gives you access to documents in a variety of cloud-based storage locations including Dropbox, Box, Google Drive, SkyDrive and Hightail. Easily create Word, Excel and Powerpoint documents, save them in the selected cloud storage location, print using AirPrint, send via email or invite more editors to the document.

- provides services under a Commonwealth contract,
- runs a residential tenancy database,
- is related to a larger business,
- is a reporting entity under the Anti-Money Laundering and Counter-Terrorism Financing Act"

If you're not sure whether your business needs to comply you can check out this [9 Step Privacy Checklist](#) for Small Business on the OAIC website.

Another great place to go for info is the [Pod Legal website](#) . They can also help you prepare a privacy policy statement that complies with the changes.

Business IT also did a summary which you can find [here](#) - Just remember to first do the check to see if you need to comply.

## Be The Benchmark

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In our [December newsletter](#) we shared news of an upcoming App for iPhone called The Edge. The link was included in our What's App section of the February newsletter. Steve has notified me that the App has been updated and is now called **Be The Benchmark** . I've included the link in the What's App section but for all intents and purposes it's the same content - but you'll need the new link if you're interested in purchasing. For 99c it's a bargain to get life and business coaching advice direct to your device. Incidentally even though it's designed for iPhone I downloaded it to my iPad and it works fine.

## BLOG

What's been happening at the blog? Latest articles:

- [New Privacy Act in Effect](#)
- [AVAC 2014 - Top 15 Things I Learned](#)
- [Don't Let an Opportunity Pass You By](#)
- [8 Email Failures](#)



8 April 2014 sees the end of Microsoft's support for Office 2003 and Windows XP so if you've not upgraded to Office 2007, Office 2010 or Office 2013, you might think about doing so now. All three versions support the old formats of Office documents (.doc, .xls etc) so you'll be able to open your old documents. Your old software will continue to work post D Day, but ending support means the end of updates - and critically, security updates - and we all know how susceptible to security exploitation MS products are.

Looking to the future, Office 2007 will only receive updates until 2017 (looks like a long way off but it's only three years!) so probably try and get a copy of Office 2010 which apparently is meant to keep receiving security updates until 2020. There's also Office 365 but remember this is a 'rental' or yearly subscription. Read the fine print.

If you're running Windows XP time to upgrade as after April your system is likely to be vulnerable. So if you've been putting off upgrading to Windows 7 or 8 now might be the time. Or do what I did and switch to Apple :) You might consider purchasing the Office Watch book on upgrading: [Windows 8.1 for Microsoft Office Users](#)

## More to Post a Letter

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A reminder that the cost of posting a letter has gone up from 1 April to 70c for a standard envelope. Phew! So much for 3% CPI.

There is apparently a 2-week grace period where you can use up your leftover 60c stamps before Australia Post will require you to make up the 10c difference.

And they wonder why we email.....

## Office for iPad

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Microsoft has released its Office for iPad app which includes Word, Excel and Powerpoint.

Subscription Options:

[RSS](#)  
[iTunes Store](#)  
[Email](#)

## CONTACT US



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Anyone can download the app and use it to read/view Office documents for free but to edit documents you need an Office 365 subscription (AU\$119/year). Apparently you can save to your iPad but your only other option is the Microsoft cloud solution OneDrive (formerly SkyDrive) with no support for any other cloud-based storage solution. Gizmodo has a pretty good [overview of the features here](#) including a video walk through. Office Watch have also road tested the app and include cover of [Word](#) and [Excel](#) on their Office Watch site.

With the release of the app, Microsoft made a change to the Office 365 Home subscription now allowing download of the app to an unlimited number of mobile devices (previously limited to five). And apparently on the same day as the Office for iPad release, Microsoft also updated Office Mobile for iPhone and Android, and [according to their blog](#) it's 'free for everyone'. (Does that mean it's not worth charging for?)

One thing to consider is the limitation around saving to OneDrive only. Recently Office Watch wrote that Microsoft can legally read your Office documents with their Terms of Use stating they can access your OneDrive documents anytime for any reason without notice. Password protecting them doesn't help since Office mobile apps and Office Web apps can't open password protected documents. Granted, other cloud storage service providers like Google have similar wording in their Terms of Use too, but apparently Microsoft was recently found to be actually using those powers for its own benefit. You can read the story of how they accessed a user's private email searching for evidence [here](#).

I have to say for iPad I've found that the **Docs Unlimited** App works just fine for what I need to do in Word and Excel. I can easily edit documents, print and email them. There is a [free version](#) and a [paid version](#) but at only \$5.49 the paid version is a bargain.

But my absolute stand-out favourite is **CloudOn** - available for [iPad](#) and [Android](#) devices it gives you access to documents in a variety of cloud-based storage locations including Dropbox, Box, Google Drive, SkyDrive and Hightail. Easily create Word, Excel and Powerpoint documents, save them in the selected cloud storage location, print using AirPrint, send via email or invite more editors to the document. You do need an internet connection for the service and sign up for an account, but it is very easy to use and saves in the correct format.

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