

# Executive Stress<sup>®</sup>

OFFICE SUPPORT

"Professional Virtual Assistance for the 21st Century Professional!"

December 2006

## Newsletter

Volume 6, Issue 4

**Welcome!** THE SILLY SEASON is upon us yet again ... seems to get here faster each year.

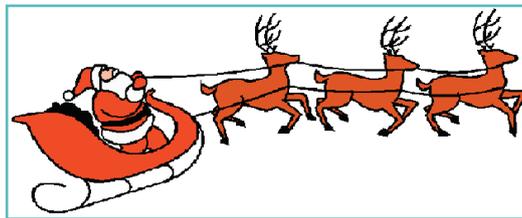
Water continues to be a problem here in Queensland - now on Level 4 water restrictions we're heading for Level 5 unless our wet season brings us some much-needed rain. And it's started - people pinching water from their neighbour's water tanks and from public taps. I wonder about people sometimes.

2006 has been a difficult year for us personally with the losses of friends and loved ones just about every quarter. This quarter my father-in-law left us and whilst expected it was still a shock. He was a beautiful man who leaves a wonderful legacy in my darling partner David and we'll miss him very much.

A special heartfelt thank you to those clients whose flexibility enabled me to travel with my family to Central New South Wales (an 11 hour drive one way) not once but twice in a two week period, to visit

him and then to return for the funeral.

Who was it who said "You are judged not by how much you love but by how much you are loved in return"? My wish for you this season is that you are very much loved and that you get to spend some time with those who love you.



The office will be closed briefly this year - see p3 for details.

Be safe if you are travelling, and filled with the joy and peace of the season.

Blessed Yule/Litha, Merry Christmas, Happy Kwanzaa, Hanukkah, Posadas Navidenas and Eid al-Fitr. Enjoy time with loved ones no matter which holiday celebration you observe.

Till next quarter!

Virtually yours

*Lyn P.B*

"Don't be afraid of the faithful. Be afraid of the idiots."

- Will Anderson

## Laptops and Planes

As we're in holiday mode I figured some info on travelling with a laptop might be useful now. Plus with all the new security restrictions in airports the information here (taken from Office Watch #11.34) will be useful for the coming year.

### What Rules Apply?

There has been a lot of mis-information about increased airport security precautions. In particular, the much publicised rules about 'no carry on except in a clear plastic bag' which only applied to OUTgoing flights from the UK. Ex-UK flight rules have been changed to read "All Laptops and large electrical items (eg hairdryer) are now permitted however they must be removed from the carry on bag at screening and placed in a provided tray." (<http://www.heathrowairport.com/>)

Don't rely on media reports. We've seen some quite wrong reports about the security rules from outlets that should know better.

All these security rules are changing and may have changed again by the time you read this. You should always check with your airline and airport just before leaving for the airport. Even then security can change while you're travelling, so you need to be prepared.

Aside from the strict security rules there's a general request for people to reduce the amount of carry-on luggage to make security processing faster. That's good advice at any time.

It's always a good idea to pack a few plastic bags, you never know when they might be handy. With the current rules they are good for sealing a liquid from

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spillage in your luggage. At worst you're prepared if stricter rules are applied while you're on the road.

### Laptop in Checked Luggage

If you're faced with having to check your laptop (which was the case with outgoing UK flights recently) theft of your laptop is a big concern. And checked baggage security isn't all that it could be.

While there is a risk of your hard drive being raided for personal data, it is more likely that a stolen laptop will be erased and/or stripped for parts. Even organised rings are more likely to move the hardware quickly than bother with grabbing data. Despite what you might see in movies, most computer thefts do not target a particular person or company. Thieves are mostly after the hardware. If the files are easily accessible they might read them, but it's unlikely they'll take the time to work past even simple forms of security.

That doesn't mean data protection isn't important and it is more important if you have lots of sensitive information on your computer.

Here's some simple tips if you have to check your laptop.

### Luggage Locks:

There are luggage locks available which may deter thieves but make sure you get the 'TSA' approved locks which can be opened with a special key by US airport security staff - however, there are reports of TSA screeners resorting to the bolt cutters anyway. A combination lock is better than a key lock, because you might lose the key but can always have a reminder of the combination. Since the lock might be cut by the TSA, probably best to go for a cheaper lock.

### Removing the Hard Drive:

An extreme option for protecting your data from theft is to remove the hard drive entirely. This isn't as scary as it sounds, for most laptop drives can be removed with a small screwdriver from a slot on the side or back.

Make sure you take a screwdriver plus a small plastic bag or container to hold the screws and some padding to wrap the hard drive (you can wrap it in some clothing). You can take the hard drive onboard (if permitted) or put it separately in your hold luggage. If the laptop is stolen the thief probably won't notice or have the time to find the separate hard drive tucked into another part of the luggage.

There is a problem if you try to take any uncommon item, especially electrical items, on board as a carry-on item. Airport security is understandably wary and while they are familiar with laptops they might not be accustomed to seeing a hard drive on its own.

### Moving the Data Files:

An alternative to removing the hard drive is to copy or move all your critical data onto a USB memory key that you can carry with you, leaving the laptop in the checked bag. Or, if the security is really tight, putting the memory key separately in the luggage (eg a side

pocket inside the bag).

A variation on this idea is to burn a CD/DVD - which is always a handy excuse for doing that backup you were always promising to do.

However you transfer the data, remember that the USB stick or silver disk could also be stolen. Password protecting the data on the USB key or CD/DVD is a good idea when the media could be stolen. A simple way to do this is using the password option in file compression programs like WinZIP ([www.winzip.com](http://www.winzip.com)) and WinRAR ([www.rarlabs.com](http://www.rarlabs.com)). Compression also means you can fit more documents onto the storage media.

A USB key is probably preferable to a CD/DVD as it's easily rewritable and more resilient. There are now small USB devices with 5GB or more at fairly reasonable prices.

You could also upload your data to an internet storage space - which can be useful for offsite storage of documents you've created while on the road.



### Outlook Data:

Outlook is a special case of data storage. The PST data file can get very large indeed, possibly larger than a USB key can handle.

In theory you could use a compression program to shrink and password protect the PST file but often the file is so large that won't work or will take too long.

You can move the PST file to a USB key or DVD, if you have the space. To do this you need to shut down Outlook entirely - that includes removing any PDA device that has a connection to Outlook. You might need to check the Windows process list to see if Outlook.exe is still running as it can be amazingly persistent (Ctrl+Alt+Del will bring up Task Manager).

An OST file is essentially the same as a PST file except that it's for connections to Exchange Server mailboxes. You can treat the OST the same way with the added assurance that most, if not all, the data, is replicated onto the server.

Do a search in Windows Explorer for \*.pst and you'll find the Outlook PST file. You can then copy it and save it to the USB key or burn it to CD/DVD.

"You can bomb the world to pieces but you can't bomb it into peace."

## Bowen Therapy ... Acupuncture without Needles

The holiday season is fast approaching and for many 2006 has been a stressful year. Now's the time we start to feel the effects: headaches, aching muscles, fatigue. Bowen Therapy can be just the thing you're looking for!

**Regina Malia**, B.HSc., N.D. is a registered Bowen Therapist with 25 years' experience in the field. Listen to what she has to say:

"Bowen Therapy is the fast (30 minutes), effective (most complaints need a maximum of three treatments) treatment for back pain, neck complaints, headaches, migraines, sports injuries or just muscle fatigue from sitting at your computer day after day.

"Most executives (Hair Dressers, Architects, Secretaries, etc) find Bowen Therapy excellent, as we often don't have the time for a luxury massage or ongoing treatments for a chronic complaint.

"Most people report permanent relief from long term complaints, so why not treat yourself - or someone else! - to three (3) Bowen treatments before Christmas."

Regina practices from the Station Road Medical & Natural Therapies clinic at Suite 1, 21 Station Road, Indooroopilly.  
For appointments call:

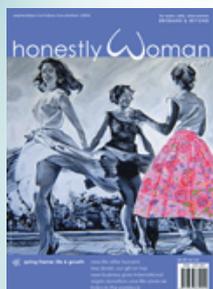
**07- 3378-3488**



## Gift Idea

Stuck for what to get that special someone this Christmas? Here's just the thing!

There's a great new magazine available now called **Honestly Woman**, for gutsy determined women of all ages, started up by Bev Ryan as an independent publisher.



The magazine features local (Brisbane) writers and artists, and profiles women doing interesting things here and abroad. The mag also promotes small business, giving them an affordable advertising option in women's magazines.

The magazine is available in newsagencies in Brisbane, Townsville, Toowoomba, and some other regional centres (for details see: [www.honestlywoman.com.au](http://www.honestlywoman.com.au)).

A subscription to this great read could be just what you're looking for! And at just \$16 for a 12 month subscription it's the best value-for-money gift this season. Subscribe at the site:

[www.honestlywoman.com.au](http://www.honestlywoman.com.au)

## Office 2007 ... it's here!

**BUT BEFORE** you get too excited and rush out and buy the new offering from Microsoft, there are a few things you should take note of.

First, there are 8 different versions - yes EIGHT - of the new Office suite. And there are 2 different versions of Outlook 2007 within those 8. You'll need to carefully consider what your needs are before you decide which one offers you just what you need.

Second - Outlook 2007 Professional is NOT the same as the version that comes with Office 2007 Professional. And the "Home & Student Edition" omits Outlook entirely!

Third, if you're a Frontpage user it's been dropped from the Office suite and replaced by two programs: SharePoint Designer 2007 and Expression Web which ... ahem ... is still in development stages and is not available for sale yet.

If you think you can avoid the hassle and just stick with your previous version of Office, think again. You CAN stay with your earlier versions but documents produced by Office 2007 (.docx, .xlsx or .pptx) can't even be viewed by previous Office versions unless you download the Compatibility Pack. This will let you read and write in the new formats. Make sure you have all Office updates downloaded and installed **before** downloading the Pack or - you guessed it - it won't work properly! Once updated you can download the compatibility pack from <http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&DisplayLang=en>

Oh and by the way, here in Australia we'll be paying more than our US cousins - more than 25% in some cases!

Sometimes I think we'd all be better off switching to Apple!

## Holiday Closure

We won't be shutting down for long but my family will be returning to Narromine to be with David's mum this Christmas, so the office will be unattended from the afternoon of **Thursday 21 December to Wednesday 27 December inclusive.**

Stay safe and I look forward to working with you in 2007.



# Executive Stress

## OFFICE SUPPORT

*"Professional Virtual Assistance for the 21st Century Professional!"*

Phone: +61-7-3375-5613

Fax: +61-7-3375-5613

Email: [lyn@execstress.com](mailto:lyn@execstress.com)

PO Box 1036  
Oxley Qld 4075  
Australia

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*Seasons Greetings!*