



# Making Your IT

Making your IT work harder

July 2010 Newsletter

See our updated website or contact us for full details of our services:

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## Apple iPad & Apple iPhone 4



The [iPad](#) was released in the UK at the end of May 2010, and to a large extent, has lived up to the hyperbole. The [iPhone 4](#) has now arrived too, to similar acclaim (and queues).

The iPad is a joy to use—although not for extended typing sessions—and can be set up for email, calendar and contacts use within minutes. As well as this, you can also use it to view PDFs, documents and books, listen to music, view photos, browse the web (it's a very good web browser, bar the exception of [Adobe Flash player](#) for some video content), download videos from YouTube or iTunes, and even give a blast of a [vuvuzela](#).

The iPhone 4 can do all this too, albeit with a much smaller but higher resolution screen plus the ability to make calls. If you would like more info on iPad or iPhone, want to buy one or need help getting it going, [please give us a call](#).

## Malware & problems with Internet Explorer



You may have good, solid anti-virus software installed—AVG, Norton, McAfee, or Kaspersky, for example—but it's still possible to get gremlins on your system, particularly if you do a lot of browsing or get a lot of spam.

To reset Internet Explorer to get rid of unwanted add-ins, for example if your home page gets reset to somewhere you didn't want, go:

Internet Explorer → Tools → Internet Options... → Advanced → Reset...

Allow it to go through the process of resetting. Even better, download, install and run something like SpyBot. See our website section on Malware under Support, or [call if you need help](#).

## Synchronise your calendar, contacts and email



Even if you don't have an iPad/iPhone, Blackberry or other smartphone you may be able to synchronise information such as your calendar/diary, contacts and email with your PC or send and receive email on the fly. For some Nokias which don't come with this feature built-in, you can download [Nokia's Mail For Exchange](#), for example. If you think you could get more out of your phone, [please give us a call to discuss](#).

## Memory/RAM



If your PC is running slowly, it might need a tune-up—in which case please [call us to discuss](#)—or it might simply need more 'room' in which to work. The 'room' the PC needs is called *memory* or *RAM*. This is different to the storage space on the hard disc, which is used to store documents.

This memory is used to run Windows itself and all your programs, so having too little can cause them to run slowly. If you have less than 1Gb (one gigabyte), you probably need more; [call us for more information](#).

## Office 2010 & Live



As mentioned on [our website](#), the new version of Office has been launched. Office 2010 contains many new features, especially some nice formatting features to help you position graphics, boxes etc.—for example when you move picture objects around in Publisher, they 'snap in' to line up with other objects, borders, text boxes etc. In Excel, you can put complete graphs within individual cells! If you already have Office 2007, it is probably not worth updating, but if you have 2003 or before, it might be worth looking.

You can also create, edit and save online ('[cloud](#)') versions of Office for free—even if you don't have Office! [Look here](#) for more information, or [call us](#) if you want it explained.

## Free Hour!



Please call us to claim a completely free hour's consultancy\*, quoting this newsletter. And to all our clients, we wish you a warm and sport-tacular Summer.

\* Subject to consultant's availability; offer expires end of July 2010, this first free hour of consultancy will cost you nothing!

We have tried to make this newsletter informative and interesting, but if you would prefer not to receive this email from Tabard IT, please email [help@tabardit.co.uk](mailto:help@tabardit.co.uk) or call 0131 339 9448.

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