



Dec 2008  
Issue 6

## BACKUP BEFORE WE LEAVE FOR HOLIDAYS.

As we head full tilt into the festive season, and our livers brace for another festive onslaught, it can be a good time of year to pause and enjoy some perspective on how far we've come. But before we let you ponder, we ask for a brief few minutes of your time that may eliminate hours of frustration, come 2009.

By now we are probably familiar with the fact that along with family get-togethers and the inevitable rush into the festive season, also comes rain, hurricanes and storms. We all do not want to be called back to pack up our computers or backup our important electronic data. Which is why we humbly request that before you leave for the long holidays please: -

### 1. Backup all your data.

Whether your data is to be backed up on your own PC or onto the MESC server, it is highly recommended that it be done. It will also be good practice to have an offsite backup of all your data (ie *copies of your data in a location outside of the MESC compound*) by using CD-ROMs. Please feel free to bring your own CDs and the ICT team will be more than happy to come and do the backing up for you. Also please note that these CD-ROMs are your property and the ICT team holds no responsibility if ever they are damaged, lost or the confidentiality of the data it holds is exposed.

Make sure to double check if the data you backed up really does work.

### 2. Unplug all ICT equipments.

Since our office will be shutting down for the festive season from 24<sup>th</sup> of December to the 4<sup>th</sup> of January, be sure to shutdown computers and printers and unplug them from the wall.

### 3. Remove ICT equipments from the floor

To be sure your surge plugs and UPS's are not damaged by floods, disconnect and lock them in cupboards or put them on your table or chair.

**NOW!!** Pat yourself on the back for a job well done, then turn your thoughts to things other than work, such as friends and family, and Christmas giving...and with that note the ICT Unit would like to take this opportunity to **Wish you all a safe and Merry Christmas and a Great start of the New Year.**



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## Inside this Issue

### 1 BACKUP

*"He who has not Christmas in his heart will never find it under a tree."*

*~Roy L. Smith*

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# IT STAFF

## Hint of the Month

We are always quick to get the latest software's available on market. And who wouldn't, as the latest versions of software's always look cuter and have additional functionalities that, could do a little bit more work for you than the older version. But resource-availability wise and strength wise, wouldn't it all been better if everyone were using the same version!?



Using different versions can cause some serious frustration issues. For example, you try to open your Word document and instead you get the above error message or it says *“You are attempting to open a file that was created in an earlier version of Microsoft Office. This file type is blocked from opening in this version by your registry policy setting.”*

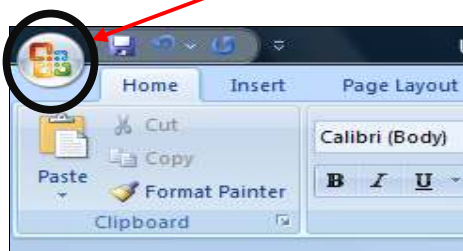
You might even get a pop up box asking you to choose which application you want to open your files in or a File Converter asking you for which language you want to decode your document in. This problem is due mainly to compatibility issues between the older versions of Microsoft Office and the new Office 2007 version.

**Note:** The table below quickly highlights for your information, file extensions for the two different Office packages.

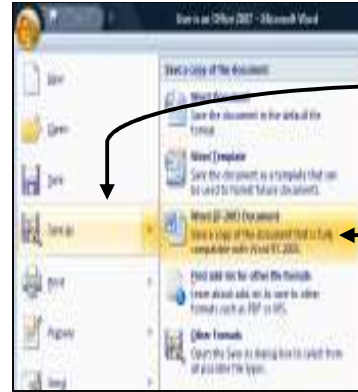
	Office 97-2003	Office 2007
Word	.doc	.docx
Excel	.xls	.xlsx
Access	.mdb	.accdb
Power Point	.ppt	.pptx

**Solution: If you are using Microsoft Office 2007**  
If you are the now the proud user of Office 2007, you can put a new meaning to the word ‘user friendly’, by making it easy for your friends that are still on the Office 2003 bus.

**STEP 1.** When you are ready to save your document then click on the **Office Button** at the top of your Microsoft Word window.



**STEP 2.** A list of options for what you can do with your document will appear. (*Refer to figure below*)



(i). Move cursor over “**Save As**” and a list of options will appear.

(ii). Click on “**Word 97-2003 Document**” option, which will enable your 2007 Word document to be opened on an Office 2003 computer.

\*(Same procedures apply for Excel, Access and Power Point files.)

**STEP 3.** The Save As Dialog Box will pop up and you can save your file through the usual steps.



**Note:** “*Save as type*” shows which format your file will be saved in. (i.e. a Microsoft Office 97-2003 file in this example.)

**Solution: If you are using Microsoft Office 2003**

\*If you are using Windows 2003 and you receive an attachment in 2007 file format, then ask the sender to please resend it in Office 2003 format.

\*If you have Office 2007 installed on another computer, then save the attachment on a removable media(eg flash drive, floppy disk) and open it on the computer running Office 2007.

*We can choose or refuse which action to be done, but with software's, when changes come, we have little or no option but to ....adapt.*