

# Radio Days – 2009-12-19

## *Tip of the Week – Sending Large Emails*

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I have a client who wants to send large emails. She often rings to see if an attachment will be too large for an email. This arose because she sent one email of about with four attachments and the total size was about 200 MB. By the time these attachments had been converted to an email attachment their size was closer to 300 MB. This is far too large for anybody's inbox so it is bounced by the receiver's ISP. This means that you will be charged for some 300 MB when you download your own email!

There is a better way.

There is a service called You Send It which allows you to send a file and an email address (or a number of email addresses) and the people who want to download the file have from seven to 14 days (depending on the service you get) to download the file. This means that there will be no more bounced emails or exasperated friends who get overly-large emails which they do not want. You win, they win, we all win!

There are other websites which do similar things: some of these are *Keep And Share*, *Box.net* and *Drop.io*. Do a google search for others.

## *Microsoft & Free – I*

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Microsoft charges like a wounded bull for its cash-cow programs (Windows and Office) so it is putting some of its vast earnings back in the form of free downloads for mere mortals like you and me. This week we have two productivity packs for you to download: free.

- Microsoft's **Office Compatibility Pack** is a program which allows the 2000, XP and 2003 versions of Word, Excel and PowerPoint to read the file formats which were created for the 2007 versions of these programs. This means that you will no longer have to ask your friends or business associates to re-send a Word, Excel or PowerPoint file in one of the older formats. If you have an earlier version of these programs I urge you to download and install this program NOW!

If you do have one of these earlier versions of Word, Excel and PowerPoint then please download all high-priority updates before installing the Office Compatibility Pack. This will ensure that you have the most stable platform on which to build.

- The 2007 versions of Word and Excel have the new ribbon interface. If you have ever lost a function which you are sure just has to be somewhere but you cannot find it then perhaps you should download and install **Search Office 2007 Commands**. This program will help you find all those lost commands and, in the process, perhaps save your sanity.

This add-on will help you learn how to find commands in Word and Excel. Microsoft has changed the interface because so many requests for updates asked for existing features: now the emphasis is on learning the new interface.

## *Websites*

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You Send It	<a href="http://www.yousendit.com">www.yousendit.com</a>
Keep And Share	<a href="http://www.keepandshare.com">www.keepandshare.com</a>
Box.net	<a href="http://box.net">http://box.net</a>
Drop.io	<a href="http://drop.io">http://drop.io</a>
Office Compatibility Pack	<a href="http://tinyurl.com/2bsvhf">http://tinyurl.com/2bsvhf</a>
Search Office 2007 Commands	<a href="http://tinyurl.com/65agkn">http://tinyurl.com/65agkn</a>