



[AstradyneLimited]

- Database Design
- PC Training
- Programming
- Consultancy

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Newsletter October 2009

This is the first edition of the Astradyne Limited Newsletter, containing **free computer help**, lots of updates and contact information.

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Tips and Tricks

As a free service, I'm producing hints, tips, tricks and shortcuts for PC software, such as Excel, Word, Access, PowerPoint, Outlook, Internet Explorer, Firefox etc. Hopefully these will save you some time when using your computer.

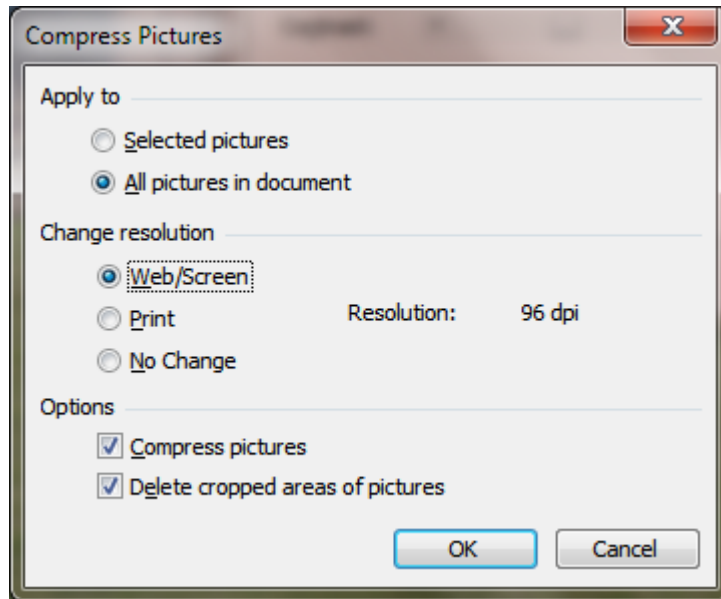
I've a number of [Tips and Tricks articles](#) at my website. These will be added to over the coming weeks.

Tip of the Month – Problem with a large PowerPoint presentation

DS asked: "I have a 79Mb PowerPoint presentation that I need to email, but the customer's email server rejects the file as it is too large. What can I do?"

Sean's Answer: I guess this presentation has lots of pictures from a digital camera. Most presentations are now shown on a projector, and there's far more detail in the 8 (for example) mega-pixel picture than can be projected. By using the compress option, we can cut down on the size of the pictures by removing this superfluous data.

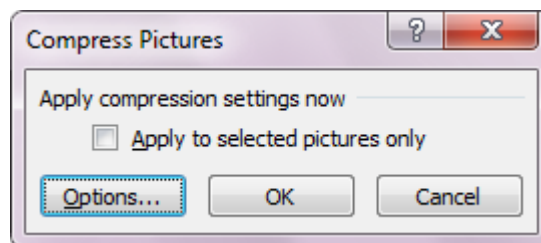
Right-click on a picture, choose **Format Picture**, and then choose the **Picture** tab and click the **Compress** button. (There's also a Compress Pictures button on the Picture Toolbar, if visible)



Change the Resolution setting to 'Web/Screen' and make sure 'Apply to All' pictures in document is selected. Leave the ticks in 'Compress pictures' and 'Delete cropped areas of pictures'.

Click OK, then Apply, then OK again. Save your presentation.

In Office 2007, click a picture in the presentation, and use the 'Compress Pictures' button on the Format ribbon. Most options are similar to 2003, but you need to press an 'Options' button to see the required choices.



This tip is also applicable to Word and Excel files.

Update: For your information, the 79Mb presentation in question reduced down to around 3.5Mb and was emailed to the customer without a problem.

Blog

Also at the [website](#), I have a [blog](#), which will be used to post shorter tips and answer questions – please feel free to [ask for help](#) regarding Microsoft Office and I'll put the answers in the blog to help all visitors.

New Logo

As you can see, I've a new logo – [any comments?](#)

Ask me a Microsoft Office question

Struggling with an Excel formula? Need help with a Word issue? Know someone that has a problematic Access database? I can help with this sort of problem. Please feel free to [post your question on my contact form](#).

LinkedIn

I've heard [LinkedIn](#) described as 'Facebook for Business'. It's primarily used for professional networking, and is a great way to keep in contact with your business connections, and make new ones. If you're interested in more, please let me know and I can help.

If you're on [LinkedIn](#), I have a [Tips and Tricks Group](#), with many articles and discussions. Again, please post questions there, and I'll try to help.

Twitter

Twitter is a free social networking service that enables users to send and read messages of up to 140 characters in length. If you can make it past the "I'm having my tea" and "In the pub" messages, there's some good stuff on there, depending upon whom you follow.

I use it to post short Microsoft and PC tips and keyboard shortcuts, such as F12 is Save As, and Ctrl-A is Select All. Click on <http://twitter.com/pcshortcuts>.

There are only one (sometimes two) tips a day, so you won't get information overload if you choose to follow me.

If you've not used Twitter but have heard a bit about it and are interested, please let me know and I'll give you some help in getting started. Please feel free to follow the tips, and also pass this information on to your colleagues and friends.

Contact Details

Lastly, I have new fax number: **(0872) 115 4057**.

I hope you've found some useful information on this newsletter, and please remember to contact me if you think I may be able to save you (or you contacts) some time in your use of computers.

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