
CADZOW NEWS

17 March 2003 • DEVELOPING SOFTWARE SOLUTIONS FOR BUSINESS AND GOVERNMENT

Happy St Patrick's Day!

Occasionally the Cadzow team gathers together some topics that we hope are useful and interesting to our clients and colleagues. This mini newsletter is distributed by email and/or fax. To subscribe or unsubscribe, ask questions or submit a joke, please email news@cadzow.com.au or see our contact details below.

This issue includes:

- COMPUTING: Dealing with Spam, Spam, Spam, Spam, Spam, Spam, Spam, Lovely Spam O Wonderful Spam
- CADZOW SOFTWARE: The Birdseye Report
- BUSINESS TIP: Bank fees and Electronic Funds Transfer
- COMPUTING: Non-Microsoft Security Updates !?!?
- JOURNEY IN THE WAYBACK MACHINE with Professor Geoff

Cadzow continues to grow by referrals from our clients. Thank you!

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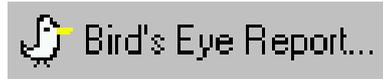
COMPUTING: Dealing with Spam, Spam, Spam, Spam, Spam, Spam, Lovely Spam O Wonderful Spam

Spam - unsolicited, bulk email - is becoming a greater problem each day. There is a growing market for anti-spam software but most users shouldn't need to spend any extra money to deal with it.

Is Cadzow News spam? No! It's only sent to existing clients and colleagues of Cadzow so everyone who receives it has a relationship with us and knows who we are already. There's a difference between a client newsletter like this and an anonymous message where the sender is deliberately hidden or unreachable.

Here are some tips:

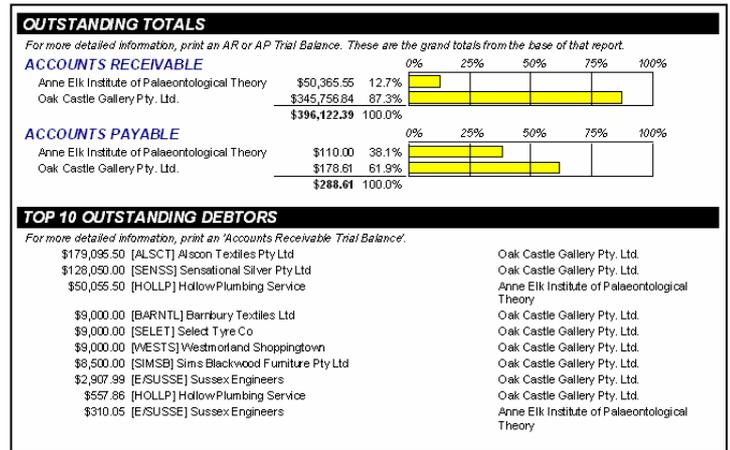
1. **Don't fret over it.** If your email address lands on a spammer's email list you will never get it removed. Save yourself some unhappiness and accept this fact now.
2. **Delete it immediately.** Never reply to spam or forward it to others. Replying to spam tells the spammer that behind your email address is a real person and your address will become even more valuable. If you receive spam via a mailing list, do not forward it or reply back to the list.
3. **Disable read receipts.** If you open a spam message your email program may be sending a "read receipt" back to the spammer. This is also telling the spammer that there is a real person at the other end. Likewise if you delete a message your email program will send a "did not read" note back to the spammer. The method to disable receipts varies, but in Outlook Express go to Tools, Options, Receipts and choose "Never send a read receipt".
4. **Keep your email address off the web.** If you have a web page, don't use a clickable hyperlink for your email address as spammers can detect these automatically. If you make a posting in a message board or chat room, obfuscate your email address slightly such as: cadzow@nosp.amcadzow.com.au.
5. **Never buy anything advertised in spam.** This won't be difficult to resist, unless you're interested in dubious medical procedures, pirated software or evenings with people called Bambi. Governments and software companies are frantically trying to work out ways to deal with spam but the best way is to just let the spammers realise there's no economic reason to keep doing it.



Business owners and managers who don't have time to sift through mountains of reports will find the Birdseye report invaluable. It brings together many interesting and useful pieces of information into a single convenient report for a "birds-eye" view of your business.

It is accessible from the "Bird's Eye Report" icon in the toolbar and allows you to select the components you would like to see.

Future enhancements to this report will include more types of information and predefined templates to see information useful for different purposes, so keep checking it out!



BUSINESS TIP: Bank fees and Electronic Funds Transfer

Have you checked what you are paying to send and receive cheques lately? Bank fees may be one area where businesses do not scrutinise their costs as much as they should.

One way to significantly reduce the fees you pay to receive cheques is to put your banking details on your invoices so customers can pay via Electronic Funds Transfer (EFT). Of course, you need to balance the privacy and security implications of "publishing" your bank details, but remember that whenever you write a cheque you are telling the receiver the same details, so it's hardly a secret.

In Cadzow 2000, go to Accounts Receivable, option 9 (Miscellaneous Settings). Under the Invoices tab, enter the details under "Dynamic Global Message". Then go to the Statements tab and enter the same message under "End Message". If you have different details for different departments it can be entered against each individual department under option 8 (Departments), then option 4 (Dynamic Comments).

These comments will appear on all printed invoices/statements but you need Cadzow 2000 version 10.02.016 or greater for the message to appear in plain-text emailed invoices.

COMPUTING: Non-Microsoft Security Updates !?!

You may already be aware of the need to update Microsoft Windows, Internet Explorer and Office with patches that fix security problems — but did you know that many other vendors publish security patches and that you probably have some of these vulnerable programs on your system? A good example is Macromedia's "Flash" plug-in which displays animated content on web pages. Macromedia has issued a number of security updates so unless you've recently downloaded Flash, chances are you have vulnerable version. To download the latest, go to <http://www.macromedia.com/go/getflashplayer> and click **Install Now**.

JOURNEY IN THE WAYBACK MACHINE with Professor Geoff

Here are some interesting price comparisons from long, long ago:

1991	2 Metre Parallel Cable	\$20	1990	Single Speed NEC CD-ROM Drive	\$1,350
2003	2 Metre Parallel Cable	\$2	2003	Lite-On 52X-Speed CD-Rewriter	\$130
1990	19" Colour Monitor	\$11,980	1993	10Mbit 16-bit Network Adaptor	\$250
2003	Philips 19" Colour Monitor	\$780	2003	100Mbit 32-bit Network Adaptor	\$30

That's it for now, thanks for your time and Goodnight.



The Cadzow team has been developing business and accounting software solutions for 23 years. Cadzow is an Australian organisation addressing the software requirements of business and government. Software solutions in the Cadzow 2000 family include: Cadzow Contact Manager, Cadzow Time Manager, Cadzow Training Manager, Cadzow Call Stats Manager, Cadzow Booking Manager, Cadzow Help Desk Manager, Cadzow Accounts Receivable, Cadzow Accounts Payable, Cadzow Stock Control, Cadzow Weblink, Cadzow Room Manager plus many customised solutions.

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