

Securing Your Wireless Network

As more of us are using WiFi it is necessary to learn how to keep our computers secure. Paul Ratazzi will be here to teach us some important facts in order to be confident in using WiFi.

Paul Ratazzi is a Principal Engineer at the Air Force Research Laboratory in Rome, where he is the Technical Advisor to the Cyber Defense Branch, as well as the overall lead for the Lab's cyber operations core technical competency. In this position he leads a team of approximately 45 scientists and engineers developing the next generation of cyber defense, offense and support technologies. Mr. Ratazzi is a Senior Member of the IEEE, Past Chair of the Mohawk Valley Section of the IEEE, and Chair of the Mohawk Valley's joint Antennas and Propagation/Microwave Theory and Techniques Society Chapter. Paul is an adjunct faculty member at Syracuse University where he teaches in the graduate information assurance track. He received a BS in electrical engineering from Rensselaer Polytechnic Inst. In 1987, an MS in electrical engineering from Syracuse Univ. In 1992, and an MS in management from Rensselaer in 2006. He's also a graduate of the Air War College. ❖



Please bring non-perishable food items or new toys to the December meeting for our annual Food and Toy Drive.

You will be given a raffle ticket for items of food and one for items of toys, plus your regular membership ticket for a possible total of 3 tickets.



Dave Askew will collect the items at the meeting.

Once again winter is upon us and bad weather may force school closure.

If the school is closed, we cannot hold a meeting. Please check our website — mvpcug.com for notification of meeting cancellation, and/or listen to the radio for school closings.

www.wktv.com also has a listing of school closings.



Tuesday, December 2, 2008- 6PM
Whitesboro High School cafeteria



explorer

The MVPCUG EXPLORER is published monthly from September through June by the Mohawk Valley Personal Computer User Group, Inc. (MVPCUG), PO Box 586, Marcy NY 13403-0586.

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The MVPCUG was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

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Meeting Agenda

- 5:30. Meet and Greet
- 6:00. Business Meeting
- 6:30. Program, Part 1
- 7:10. Break
- 7:20. Program, Part 2
- 8:00. Drawing for Prizes
- 8:15. Adjournment

Editorial notes . . .



Don't forget to bring non-perishable food and toys to the meeting. You'll get extra tickets for our door prizes and help those in need to have a happy holiday. Please be as generous as you can.

On page 3 you will find the slate of officers for next year. Also, the proposed budget for the year 2009. Both will be voted upon at the December meeting and will take effect in January.

"Computers make it easier to do a lot of things, but most of the things they make it easier to do don't need to be done."

Author: Andy Rooney



Stay connected . . . to the MVPCUG
Mohawk Valley PC User Group, Inc.
\$25 for initial sign-up - \$20 for renewal

Name _____
 Address _____
 City _____ NY
 Zip _____ Phone _____
 E-mail _____

Please mail this application with a check payable to MVPCUG to
M V P C U G
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Minutes of November 4, 2008
 — H. Russell, Acting sect.

The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President Jerry Finkelstein called the meeting to order at 6:07 PM. There were 39 persons in attendance.

BUSINESS MEETING

Jerry reminded the members that once again the Food/Toy drive will be held at the Dec. meeting. This involves bringing food that is not perishable, and toys. Dave Askew will help in taking care of delivering the items to the proper distribution center. Also Dave informed the members that at tonight’s meeting he received thirty-eight parcels of food and thirteen toys.

A treasury report was given by Bill Gorrell for the period of Oct. 1 to Oct.31, 2008. The club received \$105.79 in revenues and spent \$259.58 leaving a net expense for the month at \$153,79. Account balances as of Oct.31.'08 includes \$18.17 in the checking account and \$2,597.12 in the money market for a total \$2,615.29.

Jerry announced that the club’s budget for 2009 will be presented at the Dec. meeting for voting approval. Also, a voting will take place for officers in the new year. Lou Barile read the slate of nominees to the members.

President - Jerry Finkelstein. Vice Pres.- Lisa Britt
 Treasurer - Bill Gorrell, Dir. at Large - Patty Bruno
 Secretary - Open

Next Donna Gorrell gave a presentation on how to download “Sticky Notes” on your computer. Just a note, Vista already has it. For more info see *Did You Know* on page 7.

PROGRAM

Tonight’s program consisted about all you wanted to know about digital TV. Keith Vanderzell and Joe Meher, from Best Buy, gave an interesting PowerPoint presentation. First they described the difference between Analog and Digital TV. They brought along a 32-inch TV and demonstrated the difference between BlueRay & DVD, also the difference between 1080P & 1080i. They described the different types of HDTVs that are on the market today; LCD, DLP, & Plasma.

Keith and Joe answered many questions from the members. They handed out complementarity copies of the *First Glimpse* magazine to all the members.

DOOR PRIZES

[furnished with club funds]

- Flash Drive-4gb. George Pupura
- Flash Drive-2gb. Bob Jones
- Photo Paper. Kay Janowsky
- DVD-R, 25 Pk. Lou Barile
- Photo key chain. Jim Schmandt

[Donated by Oue Publishing]

- You Built It. Don Pianka
- ID Theft. Jim Schmandt, Don Jennings
- Cloud Computing. Jerry Finkelstein

[Donated by Best Buy]

- T- Shirts. Nelson Robinson, Dave Askew
- Water Bottles. Dave Barr, Fred Schmandt
- Flash lights.
- Ray Tryon, Stu Culp, Lou Barile, Tony Ciancio

The meeting adjourned at 8:20 PM.

Helen Russell, acting sect. ❖

Proposed 2009 Budget

Income

Membership dues.	\$1800
Interest.	8
Fund balance.	447
Total Income.	\$2255

Expense

Newsletter.	\$1440
Insurance.	325
Door prizes.	200
ISP.	120
Equipment/misc.	100
Office supplies/postage.	40
Donations.	30
Total Expense.	\$2255

Election December 2008

Proposed slate of officers for 2009

- President. Jerry Finkelstein
- Vice President. Lisa Britt
- Secretary. Helen Russell
- Treasurer. Bill Gorrell
- Director-at-large. Patty Bruno

Microsoft Office 2007 Tips

OFFICE 2007

Customize the Status Bar

The Status bar is the bar that appears across the bottom of the screen in many programs and provides information about the active file. For example, the Status bar in Word provides information such as active page number, number of pages in the document, and word count. In most cases, you can also click the Status bar option for more information or to perform an action. For example, click Page in the lower-left corner of Word to access the Go To tab of the Find and Replace dialog box. In several of the 2007 Microsoft Office system programs, including Word, Excel, PowerPoint, and Access, you can customize what appears on the Status bar. To do this, right-click the Status bar, and then click to show or hide the options you want.



OUTLOOK

Deleting E-Mail Messages Permanently

To delete e-mail messages from Outlook: Select the e-mail messages that you want to delete. You can select messages that appear in your mailbox consecutively by holding down the SHIFT key while clicking the first and last messages that you want to delete from the list. Alternately, hold down the CTRL key while you click the individual e-mail messages that you want to delete. Hold down the SHIFT key and press DELETE to permanently delete your selected e-mail messages. To complete the deletion, you must confirm it in the dialog box that appears when you close Outlook. But be careful, because permanently deleted e-mail messages are eliminated immediately, not stored in the Deleted Items folder. In other words, they cannot be recovered if you find you've made a mistake.

POWERPOINT

Moving the Quick Access Toolbar

You can position the Quick Access Toolbar in one of two places: the default position in the upper-left corner beside the Office button, or below the Ribbon. To move it from the default position, click the Customize Quick Access Toolbar arrow, and then click Show Below the Ribbon.

WORD

Remove Comments and Changes

Have you ever sent a Word document that contained comments or tracked changes that you didn't want visible? Document Inspector eliminates this worry. Click the Office icon, point to Prepare, then click Inspect Document. By default, all check boxes are selected in Document Inspector. Clear the check box next to any items that you don't want Document Inspector to look for, and then click Inspect. Remove items not for publication. Document Inspector indicates what it finds in your document, so you can choose what you want to remove, and then confidently publish your document.

Know How Many Lines/ Words You've Typed

Right-click the status bar, and then select a parameter. Word can show you, for example, line details or the number of words typed. This information is useful when you are writing a document that must have a fixed length.

Get More Information from the Word Ruler

You can get helpful layout information from the ruler in Word. On one of the rulers [horizontal or vertical], click a tab or margin marker and hold down the left mouse button. Now click the right mouse button. Hold both buttons down. The normal ruler measurements disappear; instead you can see distance measurements that help you lay out your document.

EXCEL

Changing Gridline Colors

You can change the look of your worksheet. With a Excel worksheet open, click the Office button, click Excel Options, and then click Advanced. Under Display options for this worksheet, select the gridline color of your choice. Click OK.

Setting the Print Area in Excel

Have you ever wanted to print only certain rows or columns from a spreadsheet? Here's how: With a spreadsheet open, select all the rows or columns that you want to print. On the Page Layout tab, in the Page Setup section, click Print Area, and then click Set Print Area. Click the Print icon on the toolbar, or click the Office button, point to Print, and click Print. Only the required content gets printed. ❖

What's Happening!!!

— by Patricia Bruno

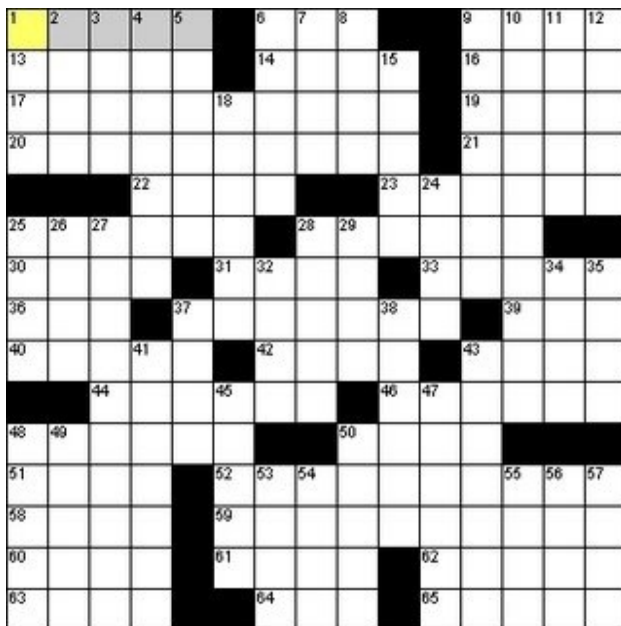
Welcome Home!!!

Right here in the Mohawk Valley we have numerous websites where local people work and provide needed information to the community.

The following web pages are some of my favorites.

www.mohawkvalleyliving.com is full of information about the local area and the surrounding towns and villages. Their web page changes weekly because they host a lovely television show that airs on Sundays. Those of you with high speed internet can watch the current episodes on a link to You Tube. Mohawk Valley Living presents everything from arts and entertainment to culture and heritage in our area. Check it out!!!

www.oneidadispatch.com ~ hmmm . . . what do I like about this website?



1. Universal Crossword
2. Regular Skill Level
3. Master Skill Level
4. Options to Save, Print Pause, or Solve

Check it out!!!

www.cnyhomepage.com is where you can find local weather conditions and top news stories that they link right to the newspapers that write them. This includes the Rome Sentinel-Rome, the Oneida Dispatch in Oneida, the Daily Star-Oneonta and the Evening Telegram in Herkimer.

One of the perks of this website is that they allow you to submit your events to the community calendar and your items to the classified section for free.



Link your videos or blog or events to the contribute section of the website.

Check it out!!!

www.wktv.com and www.uticaod.com offer news, weather, sports, and lottery results. The Utica OD is a source for the latest breaking news, weather and sports. You can make any of the web pages that I have listed as your homepage ~ giving you the latest news at your fingertips.

Check it out!!!



And one last place to visit ~

If you haven't heard of the savings that Price Chopper is offering their customers who have an Advantage card, you need to visit the following website, <http://www2.pricechopper.com/fueladvantedge/>.

For every \$50.00 you spend in groceries at Price Chopper, they collectively give you 10 cents off per gallon, you can save your discounts and let them add up, but don't wait too long . . . they do expire. The promotional savings on your gas at Sunoco is on going at this time.

Check it out!!!

www.mvpcug.com . . . last . . . but not least!

The website that I spend a lot of time on is the home of the Mohawk Valley Personal Computer Users Group. Our website is updated monthly and contains the past newsletters and information about joining MVPCUG and the membership benefits. We encourage new readers to join our meetings and bring a friend and your questions ~ all are welcome!!!

Check it out!!!



Sites to Visit on the 'Net

— by John Hunter

Be Careful With On Line Posts

According to *Human Resources Magazine*, nearly one quarter of hiring managers use social-networking sites to research job candidates. H.R. use of social-networking web sites has doubled since 2006 according to the magazine. More than 1/3 of managers who use these sites have dismissed candidates because of what they found on these postings. On line postings that cause rejections include drinking or using drugs, provocative or inappropriate photos, poor communication skills, badmouthing a previous company and unprofessional screen names, to name just a few. So kids, remember that just because you can, doesn't mean you should.

College Interns Fight Back

A pair of Boston University coeds have created a place online for college interns to “rank, rip or recommend” company internship programs. At InternshipRatings.com, college students can research companies to find the most appropriate internship for their interests. A visit to the web site finds a map of the U.S. where students can locate companies in their area. When I visited the site, I chose New York State and clicked on the Albany area. I found a rating for one internship at the New York State Agriculture and Markets Agency.

Interns rate each company with coffee cups since most interns feel the coffee-carrying stereotype prevails in many situations. One coffee cup equals a poor rating; 5 coffee cups equals an excellent rating. The respondent cited the agency positively saying that the experience provided fair compensation, meaningful work and opportunities for networking. Now is the time for college students to start setting up summer internship opportunities. Go to it, guys!

Bored At Work or Doing Boring Work?

There are cures for everything, even boredom. Officeplayground.com provides many desk toys to relieve stress and bring happiness to bored cubicle slaves. Desk jockeys can click on all time favorites and find Slingshot Flying Monkeys for \$3.75, Silly Putty for \$2.75, a Bozo the Clown Finger Bop Bag for \$4.75, Gumby at \$5.49 and, my personal favorite, the Executive Sandbox- Day at the beach, on sale for

\$24.99. Now there is no excuse for office ennui; just pull out a toy and enjoy. But you better make sure the boss isn't looking. No sense in tempting fate, particularly around the holidays.

Financial Sites To Protect Your Money

We now find ourselves in a recession, or not, depending on who you listen to or to whom you listen, for all you grammarians out there. In any case, current financial woes should prompt all of us to carefully protect our assets. To find out how much of your bank deposits are insured, click on www.fdic.gov/edie. The FDIC estimator calculates the amount of insured funds you have. The homepage requires a list of accounts at FDIC insured banks, current balances and names of account owners. Business owners can check business accounts by providing the name of the business and the employer identification number (EIN). The calculator provides a printable report for each bank that indicates whether the deposits are within or exceed coverage limits.

Other handy sites include www.sipc.org, a site that indicates whether your brokerage accounts are protected. Securities Investor Protection Corp may help you if your brokerage firm goes belly up. The homepage provides a flash player introduction to the coverages.

Another helpful site is www.finra.org, the brokerage industry's cop. This private agency regulates more than 5,000 brokerage firms and 680,000 licensed brokers doing business in the U.S. The agency attempts to protect investors by “maintaining fairness in U.S. capital markets.”

Finally, for those who desire total safety, visit www.treasurydirect.gov. This site gives you information about buying savings bonds and treasury bills. **Note:** In researching this piece I used a Firefox add-on that evaluates web sites for safety. WOT or Web of Trust rates sites on a 1 to 5 scale based on vendor trustworthiness, reliability, privacy and child safety. Thankfully, all government web sites rate high in all categories. This is a free download for all Firefox users.

Be Generous

We are in the midst of our annual food and toy drive. Please bring new or used toys in excellent condition as well as non-perishable food to the meeting. Your generosity will be rewarded.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that you can add a signature in Outlook 2007 using the Ribbon? Adding your contact information as a Signature to your emails is very useful in a corporate environment, but also for personal emails as well. You can add a signature the same way as you would in 2003, but you can also use The Ribbon. Open up Outlook 2007 and click on New to compose a new message, then click on the Insert tab on the Ribbon and choose Signature. Click on the New button on the Signatures and Stationery screen, type in a name for your signature then click OK. Now use the Edit signature box to compose your signature. You can change the colors, fonts, etc. You can use the “Choose default signature” section to choose a specific signature for different email accounts, if you have more than one account. When you are done click OK to proceed. Now go back to compose the message and choose which signature you wish to use. Your selected signature will now appear. The great thing about this feature is you can have a custom signature for every person in your contact list if you want, and easily pop it into your message!

. . . that there is an even quicker way to change the email signature in Outlook 2007? Open Outlook and compose the message; right click the current default signature and this time select Signatures. Signatures and Stationery will open and you can create a new signature. Click the New button, give it a name, then type in the signature and add whatever formatting you want. Click OK.

. . . that you can add stickie notes to XP and Vista? Go to: <http://tinyurl.com/6q53kh> to learn about them. This small [854KB] program is great for those of us who can't keep track of the little scraps of paper cluttering our desk. Download directly from stickiesforwindows.com/

. . . that Hackers increasingly are using rootkits to make malware invisible. Rootkits alter the inner workings of Windows to feed false information to antivirus and anti-spyware scans. Anti-rootkit programs are gradually appearing, many of them free. One example is Sophos' Anti-Rootkit. The company plans to include the program as part of its Anti-Virus package. Until then, you can download it separately and start scanning your computer. The scan determines if Windows accurately reports what is really on your hard drive. Be sure to follow up the scan with your antivirus and anti-spyware tools. Anti-Rootkit removes the cloak of the rootkit, but leaves behind the revealed malware. Anti-Rootkit works on Windows 2000 and XP. It's free. Download at: www.sophos.com ❖

Byting Remarks — Jerry Finkelstein

It's been a long time since keeping up with the PC talk meant adding “lol” to your email. Cited in a recent PC magazine was a message that went like this: “Let me Google that and get back to you. I'll either Gmail you, Blogger it, IM you on GoogleTalk, or call you on my Android.” No comic book coded message this, just ordinary words used to communicate with ordinary PC users.

I appreciated Best Buy's presentation on TVs last month. Of course you noticed how certain terms were introduced – the new “words” – so you would understand what they were talking about. As a potential owner of the new TV you will be using terms like HDTV, crystal display, rear projection, LCD, plasma TV, DLP. They introduced us to certain numbers, with letters thrown in, like 1080P and 1080I. Armed with this information you can talk to a TV salesman and sound like you know what you're talking about. Of course if the salesman hits you with a word you never heard before, you can always run home, Google it, and get back to him.

Soon to be part of our PC vocabulary is “cloud computing.” Right now, most software programs are PC-centric, that is software programs are stored on your computer. With cloud computing software programs are not run from your computer. The program is stored on servers accessed via the Internet. And the documents you create on these web-based programs are also stored out there, on servers accessed via the Internet. You can imagine the pros and cons to this computing in the clouds. If you are broad-band deficient or in any way Internet impaired, fagetaboutit!

Stepped up technology is already here in the use of barcodes tracking who you are for the sake of national security. But the quick scan of your new driver's license or some other ID card will also be used for health history, use of medications, etc. Big brother is here and he is watching you.

We're keeping track of the next new thing. Let's hear from you about what next new thing you are interested in. We'll report it. Visited any new and interesting sites? Let's hear about it. We'll report it. ❖

Happy Holidays





explorer

Securing Your WiFi

Tuesday ♦ December 2, 2008 ♦ 6:00 PM ♦ Whitesboro High School



Happy Holidays

what's.com/ing				December 2008		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM Whitesboro HS	3	4 O & A SIG 6:30 PM Whitesboro HS Room 527	5	6
7	8	9 Board of Directors Meeting 6:30 PM	10	11	12	13
14	15	16	17	18	19	20
21 	22 	23	24	25 	26	27
28	29	30	31 	Pearl Harbor Remembrance Day - December 7 Winter begins - December 21		