

Fortifying your PC against malware

Milt Broedel teaches the computer class just two doors down the hall from Bob Schaffer's ESOL class at the Utica Access Site of the Madison-Oneida BOCES. Milt is thoroughly schooled in computer know-how and is a skilled and organized presenter. This will be his second visit to the MVPCUG.

On Tuesday, May 2, at 6pm in the Whitesboro High School cafeteria, Milt will provide the valuable service of preparing us for the war against malware, which includes:

- * Adware
- * Spam
- * Trojan Horses
- * Phishing Schemes
- * Hackers, Crackers
- * Spyware
- * Viruses
- * Worms
- * Identity theft

Then he'll present various methodologies to protect against these threats, which include:

- * Anti-Virus Programs
- * Anti-Spyware Programs
- * Firewalls
- * Spam Blockers
- * Password Protection
- * Wireless Encryption
- * Basic Security Measures



Milt Broedel



On our website
— **Links of Interest** —
Go to:
mvpcug.com/index1.htm
* www.adaware.com
* <http://tinyurl.com/pf7dw>
* <http://tinyurl.com/zgeok>
Click on the links to find out more about these subjects.

COMING ATTRACTIONS

June — The Whittles

Picks for the Digital Home:
Quality Technologies

Sept. — Guru Nite

Our Annual Q&A Fest

Oct. — Al Fasoldt

The Man Who Tells It
Like It Is!

Dec. — Lisa Britt

Do You Know Who Is
Watching You?

Tuesday, May 2, 2006 - 6PM at Whitesboro HS Cafeteria



explorer

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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
7:00	Break
7:15	Program, Part 2
8:15	Drawing for Prizes
8:30	Adjournment

Editorial notes . . .

Kim Komando's columns on page 5 were written before Microsoft announced the delay of Vista's release until 2007.



The information she relates in the columns still hold true, although you will have to wait a while longer to purchase a new computer that will come with Vista installed. Pay heed to the requirements necessary for Vista if you are thinking of purchasing a new computer prior to the release of the new operating system and be prepared to do a complete install rather than an upgrade when Vista finally is released.

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

Name _____
 Address _____
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Please mail this application with a check payable to MVPCUG to
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Minutes of April 4, 2006

— John Hunter, Secretary

The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President Jerry Finkelstein called the meeting to order at 5:59 PM. There were 39 persons in attendance.

BUSINESS MEETING

Treasurer **Bill Gorrell** reported that income was \$225.80, expenses were \$109.95, and there is a balance of \$3921.36 as of March 31, 2006.

Jerry then announced that club members should look at the links provided by **Lisa Britt** in the on-line version of the newsletter. Jerry noted that many magazines offered web versions and that these versions frequently offered direct links to web sites which provided additional information on the topic.

Jerry then announced that the board of directors planned to sell surplus club equipment no longer in use before the summer break. A list of the equipment items to be sold will be placed on the web site. As an aside, Jerry also reminded the group that club members were free to bring computer items for sale to all club meetings.

The April Q & A SIG will be held on Thursday, April 6th at St. John’s Church in Whitesboro. Any and all topics are allowed. If members do not participate by attending SIGs, the SIGs will be discontinued.

A question was raised about when the club could conduct 50-50 drawings. **Bill Gorrell** indicated that although the state had cashed our check for the change in incorporation, we have not received approval for the change. Until approval arrives, we will be unable to conduct 50-50 drawings.

Helen Russell asked how to remove a center line from a WordPerfect document. **Donna Gorrell** answered the question.

PROGRAM

At 6:15 PM, Jerry introduced the speaker for the evening, Linda Oltz. Linda’s presentation focused on how to better use Microsoft Word. The first half of her presentation dealt with the creation of macros. Macros are short bits of computer code that create shortcuts that automate repetitive tasks. Linda indicated that macros can be used in all types of documents including spreadsheets, word processing,

desktop publishing and presentation software (Powerpoint).

The second part of Linda’s presentation focused on techniques related to newsletters. This included a number of helpful tricks for those who wish to create professional-look newsletters.

This part of the program was marred by the noise coming from the adjacent lobby as another group held a coffee break in that area. The noise made it difficult for many to hear much of Linda’s presentation. To help members retain information, Linda distributed handouts with all the software commands she discussed. The program concluded at 8:20 PM.

DOOR PRIZES

[furnished with club funds]

- 56K modem **Louis Barile**
- Photo paper **Bob Humphrey**
- 15 CDRs **Helen Russell**
- 10 DVD+R **Joe Madeira**

[donated by Que/Sam’s Pub Co]

- Guide to Word 2003 **Neville Hendrickson**

[donated by Rod St. Clair]

- McAfee Security Suite **Herb Lavin**
- Assorted CDs- Winnie the Pooh **Don Pianka**

The meeting adjourned at 8:28 PM.

John Hunter, secretary



Spring Cleaning . . .

Along with cleaning out and backing up files on your computer, take care to clean the hardware. Unplug your computer and wipe all exterior parts with a damp cloth.

If you intend to open your computer case [the tower] make sure to ground yourself beforehand. Touch something metal, or use a special gadget to keep you from generating static electricity—a deadly enemy of the computer.

Use compressed air to blow dust from your fan and keyboard.

Word Processing Tips

— by Bob Schaffer

WORD — Control how your new style displays in an outline (2000/2002/2003)

Outline levels are display tools that work in conjunction with paragraph and heading styles. Often, when you're editing a document, you need to see your document's hierarchical structure in Outline view or in the Document Map. If you take a few moments to set appropriate outline levels, organizing your document in Outline view is a simple matter. If you don't select outline levels for your custom styles, you won't find all the information you need in Outline view.

When you create a new style, the outline level is automatically the same as the outline level of the style that you based it on. For example, if your new style is based on Word's built-in Heading 1 style, its outline level is set to 1 by default. If you choose not to base your new style on an existing style, then your new style's outline level defaults to Body Text.

To change a new style's outline level:

1. In the New Style dialog box, click Format and select Paragraph from the resulting dropdown list.
2. In the Paragraph dialog box, click on the Indents And Spacing tab (if necessary), and in the General area, select the outline level you want from the Outline Level dropdown list.
3. Click OK to close the Paragraph dialog box, and continue specifying the features of your new style. Notice that the Outline Level setting you applied is reflected in the Description area of the Modify Style dialog box, which is located below the preview window.
4. Click OK in the New Style dialog box to create your new style.

— Determine where a word can break

There are multiple places that words can break. You can break the word Microsoft at any of these hyphens: Mi-cro-soft. You can choose where a particular word should be hyphenated by inserting an *optional* hyphen.

Type the first part of the word, and then press [Ctrl][-] then finish typing the rest of the word. You probably won't see the hyphen onscreen, the word breaks at the appropriate place if it appears at the end of a line and a break is necessary.

WORDPERFECT — Hide and go print. (10/11/12)

If you want to make a few notes to yourself that won't reach the printed version of your document, try hidden text.

Type out the disappearing text, select it, and choose Font under the Format menu.

Click the checkbox labeled Hidden.

Click OK.

Now go to the View menu and click Hidden Text to see it or send it away.

Before you attempt to print, deselect Hidden Text in the View menu and make sure the formatting of your remaining text is as you want it.

— Highlight text

People can't get enough of highlighters on paper, and you'll come to appreciate them in WordPerfect, as well.

Highlight a word or phrase by selecting it and click the Highlight button—it looks like a pen drawing a yellow line.

Change colors by clicking the tiny arrow next to the button.

Remove highlights by selecting the text, then clicking Highlight in the Tools menu and choosing Remove.

Note that the Highlight menu also lets you make all highlighting disappear at once by toggling the Print/Show option.

— Start a tab

Quickly add tab stops by clicking the ruler above your document on the point where you want the stop to appear.

You can add different types of stops using the button to the left of the ruler, which displays a small triangle by default.

A click shows a menu of various types of tab stops, as well as a command for clearing all stops at once. ❖

Receive a Word and a WordPerfect tip every other week by email from Bob Schaffer. Send your request to rdschaffer@adelphia.net.

Microsoft's Vista — by Kim Komando

Q. Can you tell me the latest release date of the Windows Vista operating system? I prefer to wait to buy a computer until this is released, but I do not want to wait too long. I'm using Windows 98 now. Thanks.

A. Your guess is probably as good as anyone's. Microsoft has not announced a release date. However, it has said that it expects to have Vista out sometime next fall.

There's plenty of speculation on the Web. I found dates in October, November and December. But I have no reason to believe those writers know anything.

Vista, which is in beta testing, is the planned successor to Windows XP. The latter was released in October, 2001. So it will be five years old when Vista finally comes along. That is an eternity in Windows-time. (Windows 98 is nearly eight years old. So I can see why you'd rather not wait!)

You could purchase a computer and upgrade later. Problem is, Microsoft has not released minimum system requirements for Vista. I found these three suggestions on the company's site:

- 512 megabytes of random access memory
- A graphics card that supports DirectX 9.0
- A modern Intel or AMD chip

DirectX is a collection of interfaces that facilitates game programming for Windows. You don't need to know anything about it. Just look for it in your video card's specifications. Any decent video card will support DirectX.

As for the other specs, I would get at least 1 gigabyte of RAM. Be sure that the computer can be upgraded to 2 GB. If you are a serious gamer or do a lot of video work, I'd look for a 64-bit chip with dual cores. Otherwise, get a chip that is three or four steps down from the top. Either AMD or Intel is fine.

Presumably, Microsoft will offer an upgrade to Windows XP. That could be problematic. As I recall, the Windows 95 upgrade to Windows 3.x worked fine. So did the Windows 98 upgrade to Windows 95. But I had real problems with a Windows XP upgrade to Windows 98. I've heard that story from others, too.

Windows XP was a radical change from Windows 98 and its successor, Windows ME. So that might account for the problems. Nonetheless, a Vista upgrade could turn out to be dicey. In that case, you would have to format the hard drive and install everything fresh. Think hard about whether you want to tackle that.

So, here's my bottom line: If you can wait, do so. Vista should be available in less than a year. By that time, system requirements will be clarified. And you won't have to worry about a flakey upgrade.

Q. I've listened to you for 10 years. I have wanted a laptop for years and finally have the money. I'm going crazy trying to make sure that my new machine is Windows Vista-ready. I have tried to follow your recommendations, but am not sure what they are. Could you please address this before I lose my mind?

A. I apologize if I have confused you. Windows Vista is a moving target. We are running a test version on a machine in the office. But the components of that test version may well be changed when Vista finally emerges.

For those who don't know, Vista will be the successor to XP. Microsoft said it will be released by late this year.

We discussed this situation in the office last week. If you've been listening to the radio show, you know others have your problem. Some people are still using Windows 98, and they need to make a decision.

Here is my first recommendation: If you can wait, do so. If your system is eight years old and is staggering toward the grave, that may not be possible. But Vista is likely to be a very big change. I suspect upgrading to Vista will be a hassle.

Furthermore, laptops can be especially troublesome. Adding or changing components is much more difficult, because of the tiny space available. And many components are proprietary, so they tend to be expensive.

If you wait until Vista is released, the laptop will already have it installed. It will be designed to run with Vista, so the machine's components should work well.

What do you do if you can't wait? Buy a high-end machine. I would get a 64-bit chip, and 1 gigabyte of random access memory, minimum. If you do video work, get 2 GB. And insist on a separate video card with at least 128 MB of RAM. Microsoft is warning against machines with video systems built in to the motherboard.

You should also get a DVD drive. Be sure it has the capability to burn DVDs. DVD drives can play and burn CDs, too, so a separate CD drive is unnecessary.

You also should get a large hard drive. Dig into the specifications. It should be Serial ATA, not IDE, according to Microsoft. I know some machines are being sold as "Vista-ready." If you decide on one of those, be sure it meets the specifications I've laid out.

No doubt, Vista will be worth owning. However, many changes will be cosmetic. Windows XP is a good operating system, and will remain usable for years. So, you don't have to upgrade when Vista emerges.

Microsoft will hype Vista as the only way to go, as it always does with a new operating system. View that with skepticism; Microsoft says the same thing about XP now. ❖

Sites to Visit on the 'Net

— by John Hunter

Music to My Ears

Headlines scream “School District to Cut Programs” or “Music and Art Deemed a Frill.” Welcome to 21st Century reality. But are these cultural educational offerings really a frill as some suggest? Paul McCartney doesn’t think so.

Sir Paul McCartney, of Beatles fame, recently established a music education foundation to promote music education and young talent. In addition to his own funds, McCartney persuaded Fidelity Investments to pony-up \$1 million to provide start-up money and additional money to purchase new instruments for children.

The foundation web site at musiclives.org provides supporting facts for this activity. Such as: music helps kids develop critical thinking, basic math and reading skills; music students score 100 points higher on SATs; and music even enhances social skills.

Because budget cuts nationally may eliminate music education for some 30 million kids, the ability to play some obscure instruments like the oboe may become extinct. While the oboe is certainly not as popular as the piano or the guitar, it turns out that the oboe is the instrument every other instrument in orchestras tune to.

If you wish to help the foundation “enhance lives, open hearts, and improve intellectual and social development, visit the site and see how you can make a difference.

Blogs and Blogs

Opinions are like bellybuttons - everybody has one, opines the cliché. Blogs (personal web logs) appear on many topics and provide readers with personal views on any number of subjects. Even educators who resist every change have now joined the mad rush to inflict personal opinions on the unwary.

Classroom teachers now produce many blogs, both as individual vehicles for their own thoughts and as classroom tools for their students. Educational blogs come in all shapes and sizes. Weblog-ed.com provides a gateway into the blog arena. When you visit this site, you are encouraged to click on links that provide the how’s, the why’s and the wherefore’s of blogdom.

Want to find out what people think about software, personal finance, automobiles, employment, education, gambling and so on? This site provides links to all these topics and more. I clicked on education and found online schools for nursing, technical education, school fundraisers, golf instruction, and the ever-present “get your high school education at home” offerings. Many of these blogs are advertising dressed-up a different way—as in putting lipstick on a pig to improve its worth. And unfortunately, pop-up ad blockers won’t touch this stuff.

Read This Only If You Are Paranoid

Just because I’m paranoid, doesn’t mean people aren’t out to get me. Subscribe to this theory and I have a site for you. WWW.isgoogleevil.com reeks of paranoia. Posting after posting offers proof that Google is in cahoots with the government (ala George Orwell) in tracking and censoring web voyagers. Individuals identified by names such as Fester, Chester and Randy Siegel argue that the premier search engine has begun to intrude into our lives in an alarming way.

They provide as evidence Google’s willingness to cooperate with the Chinese government to limit web searches for Chinese web users. Further claims include our government’s attempt to gain information on web searches to fight terrorists and child pornographers.

If you can’t sleep late at night, visit this site. The site will either put you to sleep instantly or keep you up for days.

Sites for Children

Want to entertain young children with little effort? Visit mothergooserocks.com/headandshoulders.html. This site provides links to animated music videos of nursery rhymes such as “Head, Shoulders, Knees and Toes,” “Home on the Range,” “Mulberry Bush” and others on a 20 song DVD. Links to other offerings include “Skinamarink” by Green Week, “Mulberry Bush” by Gwen Stuffuny, “Frere Jacques” by Dave Mathshoes.

With all these offerings you may be reminded of Sesame Street’s “Conjunction Junction.” song. These songs share the driving rock beat and should be played loudly. Just the thing for keeping kids occupied. However, you may wish to use earplugs.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that on a keyboard the upper row of keys [F1 through F12] are known as Function Keys? These are shortcut keys that are used in Windows and various software programs that can make your life easier. In almost all programs the F1 key gets you to the Help menu. F2 in Windows allows you to rename a file. Each program will have a different use for these keys so you should consult your manual to discover what these keys will do in any particular program. Pressing F12 in Word will bring up the Save As dialog box; in WordPerfect that same key brings up the Create Table dialog box. To get the Save As box in WordPerfect you would press F3. If you are using a laptop computer you access the keys a bit differently than you do using a regular keyboard. Some of the keys will have a blue mark and there is a blue key marked Function. To use the blue coded keys you first hold down the Function key and then press the key you want. Such as—Function key+F1 For help.

. . . that Word has a toolbar that shows you the function key options? To use this toolbar: Right-click the empty area around the toolbars and select Customize. Select Function Key Display on the Toolbar Tab, then click Close. The toolbar will appear at the bottom of the screen. WordPerfect does not have such a toolbar because it has an extensive list of useful function key combinations. For instance, F6 will toggle bolding on and off from the point where the cursor is positioned, pressing Shift+F6 centers text on a line and lets you insert dot leaders by pressing Shift+F6 twice, pressing Ctrl+F6 displays the Tab set dialog box, and pressing Alt+F6 aligns text evenly with the right margin and lets you insert dot leaders by pressing Alt+F6 twice. To learn what each key and combination will do you have to go to Help | Keyboard Shortcuts | Dialog Boxes. Once there you will also learn that there are additional options available by using other combinations of keys.

. . . that Microsoft's new operating system, Vista, will not be available to the general public until 2007? If you plan to purchase a new computer, try to hold off until after Vista debuts. It will be offered to businesses in late 2006 but new computers purchased later this year will be loaded with XP, not Vista. ❖

Byting Remarks — Jerry Finkelstein

Apple has finally gone and done it. It's offering Microsoft Windows on its Apple computer. This means that an Apple computer will run programs written for either the Mac or Windows, but it will have to shut down one system to start the other. The hope, of course, is for Apple to gain more users. Wall Street's immediate response? Apple's stock jumped almost 10 percent. It's also reported that those Apple users who for years poked fun at the users of the PC are now enthusiastic about this move to Windows.

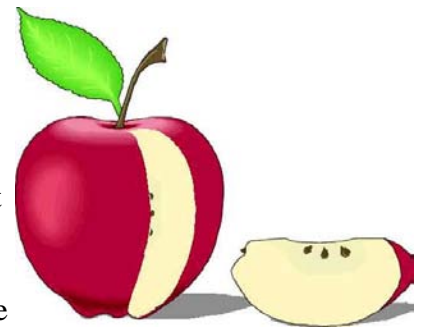
It is amazing to me that Apple is now embracing the Windows operating system after years of considering it tortured, frustrating, "unbearable and unsafe."

The new Apple system is called Boot Camp and is being introduced as a free download. Maybe we should have seen it coming. The Mac acquired the use of Microsoft's Word a few years ago, and at that time Microsoft invested in the Mac.

After that, Apple got its very popular iPod iTunes software running on the PC platform.

And after that, Apple's Jobs broke from IBM and went with the Intel microprocessor. Some people do think of all this as two great religions opening their doors for the Mac-Windows wedding.

What next? The technocrats are already setting their sights on running Windows, the Macintosh and Linux simultaneously. In the meantime we can look forward to even more Mac machines being reviewed in the PC magazines. Indeed, in just a few years the Mac and PC magazines will begin to merge, their distinctions blurred. There will be less Mac self-proclaimed gods looking down on the poor misguided users of the PC. Maybe we will all be more helpful across platforms, more harmonious. Who knows, maybe the merger of the Mac and the Windows platforms will promote the merging of our local computer groups. What SIGs! What a website! What a newsletter! What possibilities! ❖



explorer

Broedel: War Against Malware
Tuesday ★ May 2, 2006 ★ 6:00 PM ★ Whitesboro High School



what's.com/ing				May 2006		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM Whitesboro HS	3	4 Q & A SIG 6:30 PM St. John's	5	6
7	8	9 Board of Director's Mtg 6:30 PM	10	11	12	13
14  Happy Mother's Day	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 	30	31	National Bike Month 		