
Cyber Security starts in school



Sandra Engle, Technology Integration Manager at Rome Catholic School, will explain how technology is integrated into the curriculum to keep the school environment “Cyber Safe and Computer Protected”.

Sandra has worked at RCA as a library media specialist/technology teacher since 2002 and served in a similar position at Transfiguration Elementary School in Rome.

She helped implement a partnership grant between the school, Syracuse University and the US Air Force to develop the first high school elective in Studies in Cyber Security.

Topics that Sandra will cover:

“Cyber Ethics - Guidelines / Computer Etiquette for Teachers / Rules for Students”

The consortium of area colleges and businesses, working together to create “Cyber Pathways” for careers in cyber security.

Tuesday, May 5, 2009- 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.

Opinions expressed herein are the writers and are not reflective of the MVPCUG, nor are they considered substantiated by inclusion in this newsletter. All articles are copyrighted by their respective authors but may be reprinted by other User Groups provided credit is given to the author and this publication.

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.

OFFICERS and DIRECTORS

President

Jerry Finkelstein..... 797-5296
..... president@mvpcug.com

Vice President

Lisa Britt..... vicepresident@mvpcug.com

Treasurer

Bill Gorrell..... 853-3256
..... treasurer@mvpcug.com

Secretary

Helen Russell..... secretary@mvpcug.com

Directors-at-Large

Jim Pease ['09]..... director1@mvpcug.com
Lou Barile ['10]..... director2@mvpcug.com
Patricia Bruno ['11]..... director3@mvpcug.com

Our internet presence is at

<http://www.mvpcug.com>

Web Master

Lisa Britt..... webmaster@mvpcug.com

NEWSLETTER STAFF

Patricia Bruno..... director3@mvpcug.com
Jerry Finkelstein..... president@mvpcug.com
Donna Gorrell..... editor@mvpcug.com
John Hunter..... johnhunter@mvpcug.com

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 . . .

Many computers on the market today feature 64 bit processors. Microsoft says that Vista runs well using the 64 bit chips.



However, you may need to update drivers. Also, some of your programs may not run well even though Microsoft says most 32 bit programs will run on a 64 bit system. The clue here is Microsoft. Can they insure that some other software will run as efficiently? If it won't you will have to buy new software.

When purchasing a new computer, take the time to investigate thoroughly. Will you be able to run your current programs? Is there a DVD writer as well as a reader? Do you really want Vista?

Make a list of your needs or wants—each of us uses his/her computer differently. What do you want to do? Before you buy, make sure you get all your questions answered.

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
PO Box 586
Marcy NY 13403-0586

Minutes of April 7, 2009

— HRussell, Secretary

The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President Jerry Finkelstein called the meeting to order at 6:06 PM. There were 19 persons in attendance.

BUSINESS MEETING

Jerry started the meeting by requesting a treasury report from Bill Gorrell for the period of Mar.1 to Mar.31, 2009. The club received \$406.45 in revenues and spent \$915.80 leaving a net expense for the month at \$509.35. Account balances as of Mar.31, 2009 includes \$130.09 in the checking account and \$1,920.14 in the money market for a total of \$2,050.23

Next Bill announced that the audit of the club’s financial records has been completed and a full report will be given at the next meeting.

Jerry announced that the club is holding a Chinese-Auction on the club’s excess computer equipments. He asked those interested in bidding to submit their buying price in specially marked envelopes. At the end of the meeting the winners will be announced.

PROGRAM

Tonight’s program consisted on eWaste management with emphasis on Go-Green, by recycling. Dave Lupinski from the Oneida-Herkimer Solid Waste Authority, gave an excellent program by explaining just what items can be accepted for recycling and what items cannot. The items that are NOT considered recyclable are to be disposed in trash bags. Next Dave showed on his PowerPoint screen the new state of art facilities on Leland Ave, North Utica, also the new disposal dump sites in Ava, NY. Dave mentioned that home computers and its equipment plus television sets, etc., can be dropped off at the Leland Ave. site from 8:00 AM to 4:00 PM on Mon thru Fri and 8:00 AM to 2:00 PM on Saturday. There were plenty of literatures for the members to take and read especially on Electronics recycling. For more info: www.ohswa.org.

Patty Bruno played a short movie on how all the illegal dumping of old computers are being sent to China and Nigeria and is creating havoc on the environment. It is best to seek out reputable recycling centers when disposing your computers, and always

remember to destroy your hard drive.

DOOR PRIZES

[furnished with club funds]

Flash Drive-4gb. Donna Gorrell
 Photo Paper, 4X6.. . . . Joe Penabad
 Mouse Pad. Lou Barile
 DVD-R, 25 Pk. Steve Gorrell

[Donated by Que Publishing]

Book on Windows Vista. Nelson Robinson

CHINESE AUCTION WINNERS:

Computer System, highest bid of \$157.00, awarded to Don Jennings
 Printer at \$5.00, Hard Drive at \$20.00 and two speakers at \$20.00, all awarded to Nelson Robinson.

The meeting adjourned at 8:25 PM.
 Helen Russell, secretary



HELPFUL IDEAS

Microsoft has changed the format in its new Office 2007 package, but most of us are still using older versions. If someone sends you a document with the new extension .docx, your old version will not be able to read the document. However, Microsoft has a compatibility pack that updates your old version of Office 2000, Office XP, or Office 2003 to let you open, edit, and save Office 2007 file formats [such as .docx]. <http://tinyurl.com/y5a879>. If you use Word 2000 check this site: <http://tinyurl.com/y9rswj>.

And if you or someone you know still uses Wordstar, Lotus AmiPro, or even dBASE II files, there’s an official converter pack for you, too at: <http://tinyurl.com/4hb7jf>.

Google has a two-page PDF with lots of valuable Google shortcuts, search and query examples, and services. Download it at: <http://www.feedsforme.com/google/>.

Find how to use search features of Google at: <http://www.google.com/help/features.html>.



Microsoft Office 2007 Tips

OFFICE 2007

Work on Large Documents

In Word and Excel, you can split the screen to see two separate parts of a document at once. On the View tab, in the Window section, click Split, and then click the screen where you want the split to appear. You can then navigate parts of the document separately in each window. Excel adds both a horizontal and a vertical split to the screen. If you don't want one of them, drag the line up to the top or the left side and drop it at the edge of the screen, where it will disappear. To return to the single-screen view of the document in either Word or Excel, go back to the Window section and click Remove Split.

POWERPOINT

Create a Photo Album

Using the Photo Album feature in PowerPoint 2007, you can create a photo album presentation with pictures consistently sized, placed, framed, and even captioned. To create a photo album, on the Insert tab, click Photo Album. In the Photo Album dialog box, click File/Disk under Insert picture from to locate and select your pictures. You can edit pictures, add captions to pictures, and customize the picture layout and framing format, all from the dialog box. When finished, click Create to generate the presentation. To enable captions, in the Picture layout box, select a layout other than the default Fit to slide layout. If you have enabled captions for all pictures, the default caption text is the picture file name. Note that if you don't select a theme in the Photo Album dialog box, your album uses the Office theme. You can apply a different theme at any time from the Design tab. You can edit album slides directly as in any PowerPoint presentation. Or on the Insert tab, click the arrow at the bottom of the Photo Album icon, and then click Edit Photo Album.

VISTA

Access Programs Quickly

If you want to access to programs quickly from the Quick Launch bar do the following: Click the Start button, click All Programs, find and right-click your program, then click Add to Quick Launch.

EXCEL

Easily Insert Rows or Columns in Excel

With an Excel document open, you can insert extra rows and columns by holding down the SHIFT key while you grab a cell by its handle and drag it. Excel will insert as many cells as needed.

Share Custom Chart Types

To save your active Excel chart as a template that you can reuse or share, on the Chart Tools Design tab, in the Type section, click Save as Template. In the Save Chart Template dialog box, type a name for your new chart type, and then click Save. To create a chart based on a chart template, on the Insert tab, at the bottom-right corner of the Charts section, click the dialog box launch icon to open the Insert Chart dialog box. Then click Templates to access your saved custom chart types. Each chart template is saved as an individual file that you can copy and share. Saved chart templates are located in your Office user templates folder, inside a subfolder named Charts. To locate your user templates folder, click the Office button, and then click Excel Options. Click the Trust Center tab, and then click Trust Center Settings. In the Trust Center dialog box, on the Trusted Locations tab, double-click the entry Excel default location: User Templates to view the full file path.

WORD

Create Tables to Your Own Specifications

Want to add a table with specific dimensions to your Word document? Here's how:

1. Position the cursor on the area of the document where you want to insert your table.
2. On the Insert tab of the Ribbon, click Table, and then click Draw Table.
3. Define the table size. Right-click to select the area where you want the table to appear.
4. Use the mouse to draw the internal table lines the way you want them. To erase any lines, press the SHIFT key, and the pointer will change from a pencil to an eraser.

Note: The design tools in Word gives you more features—for example, the ability to create other tables within those you've already designed.

Find Tooltips for Keyboard Shortcuts

If you press and hold the ALT key, tooltips appear above the commands at the top of the page. You can then press the appropriate letter for a simple keyboard shortcut. ♦

BOOKMARKS—URLS

— Kim Komando

TAKE YOUR BOOKMARKS WHEREVER YOU GO

Bill in Sacramento, CA, tunes in on KSTE 650 AM. He would like to access his bookmarks wherever he goes. For example, he would like to access them from his clients' offices. He would also like to access them from his parents' house.

Not being able to locate the site you want is frustrating. So, of course you want to take your bookmarks. They make things so much easier. Fortunately, this can be accomplished easily. You have a few options.

You could download a copy of the portable Firefox [www.portableapps.com]. This installs on a thumb drive. The program takes up 16.9 MB on a thumb drive. Then, you'd import your bookmarks from your computer's browser. These would be stored with the portable Firefox. You can then access Firefox—and your bookmarks—on any computer.

The other option is similar. You can export your bookmarks from Firefox or IE. They would be stored in an HTML file. You could also store this on a thumb drive. Open the file in any browser. Just click a link to open a bookmark. My tip makes exporting your bookmarks a snap!

Let's look at Firefox first. Click Bookmarks | Organize Bookmarks. Click File | Export. If necessary, click Browse Folders. Select Desktop [or wherever you prefer] and click Save. That sends the file Bookmarks.html to the Desktop. Back it up with your other files, or move it to the drive where you keep your backups.

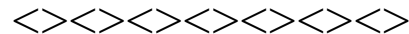
The process is similar in Internet Explorer. Click File | Import and Export. A wizard will open. Click Next. Select Export Favorites and click Next. Select Favorites and click Next. Select Export to a File or Address. Click Browse. Select Desktop and click Save. Click Next | Finish. Note that the IE7 file name is Bookmark.htm. That is slightly different from the Firefox file—Bookmarks.html. In both cases, the files have been saved to the desktop. But you don't want to leave them there. The most likely tragedy to befall your computer is hard drive failure. In that case, files

saved on the desktop would be lost. So move those files to another drive.

You may not want to carry a thumb drive around. And synchronizing your bookmarks with the drive would be a hassle. So, I have a better solution. Use a social-bookmarking site.

Sites like del.icio.us let you import bookmarks from your browser. You can also add bookmarks through browser add-ons. The bookmarks are stored online. You can access them from any computer.

Also, if you use Firefox, you may be interested in Foxmarks [www.foxmarks.com]. It is designed to synchronize your Firefox bookmarks on multiple machines. It also automatically backs up your bookmarks after each change. This is really handy! Better yet, you can access your bookmarks from any browser. This Firefox add-on keeps Bookmarks synchronized between two or more computers. You'll love it! You can even access your Bookmarks from your phone's browser. It doesn't matter what browser your phone uses. The Bookmarks are stored online.

**DELETING URL ADDRESSES IN BROWERS**

Finally, you asked about deleting addresses. That is easy, so long as you want to delete all addresses. In Internet Explorer, click Tools | Options. Select the Content tab. Under AutoComplete, click Settings. Uncheck "Web addresses." Click OK | OK.

Firefox is more complicated. In the address bar, enter "about:config" [without the quotation marks]. Click Enter. This will take you to many settings. In the Filter: box at the top, enter "urlbar" [no quotation marks]. This will automatically take you to a much smaller group of settings.

You need to change two of the settings. Right-click browser.urlbar.matchOnlyTyped. In the menu, click Toggle. That will change the default setting of false to true. Next, right-click browser.urlbar.maxRichResults. Click Modify. The default setting is 12. Change it to 0. That's it. Close the about:config tab by clicking the X.

Sites to Visit on the 'Net

— by John Hunter

Talk to a Real Person

If you are like me, you do not appreciate company telephone centers that force you to talk to a machine rather than a person. One way to avoid the 10 or more number options the phone gives you when you call a corporation is to visit www.get2human.com. This free service will give you the direct lines and/or extension numbers for 1000 or more of this countries' largest corporations where you will connect immediately to a live person.

The homepage presents a list of options along the left side of the screen which include: search for name; country search; industry search. You can also download a list of all companies in this data base or find what you are looking for by using the first letter of the company name to aid you. I chose to enter Verison Wireless and immediately a screen appeared that listed contact directions from a cell phone or a land line. Following the screen directions, I dialed the 800 number and then pressed "0" and was connected to a human.

You can even get a list of companies with exemplary customer telephone service. And you can add your comments about service horror stories you have experienced in a related blog.

The site also provides directory assistance from your cell phone [Microsoft is best for this] and AT&T. Microsoft will even connect you and send you the number as a text message. Happy dialing and good luck.

Who Runs Government?

If you want to find out information about the men and women who run the new administration in Washington, click on www.WhoRunsGov.com. This site provides very useful biographical information about our new leaders in all branches of government and the military. The site is part of the Washington Post Publishing Company and is free for the asking. At my visit, I clicked on military and was presented a list of the top 15 pentagon people. I chose Preston M. Geren, Secretary of the Army.

Why He Matters. The subsequent explanation indicates why the Bush appointee is still running the Army, and provides a short Vita listing previous posts and educational background. The site also provides a list of current and past issues the secretary confronts

including health care issues and procurement contracting. The site lists all major officials or "likely officials."

In addition to personnel information, the site also presents links to major Washington Post stories. At my visit, one of the headlines read "Detainees Harsh Treatment Foiled No Plots" Sunday, March 29, 2009.

This is a very useful site and I encourage you to visit it.

New York State Saves Energy

New York State ranked fifth in the nation in 2008 for "demonstrating great leadership in promoting energy independence with cost-effective energy efficiency investments." The 2008 report is the American Council for an Energy-Efficient Economy's annual assessment of state efforts to adopt and implement wise energy efficiency policies. The report notes leadership among the states and identifies best practices, ranking states on a broad array of energy initiatives including: transportation, land use, building energy codes, energy efficiency in public buildings and so on. To read the free report visit [www.ACEEE.org/\[pubs/EO86.htm](http://www.ACEEE.org/[pubs/EO86.htm). Or you can order a hard copy for \$30 plus \$5 for postage.

Categorize and Assess Risk

We all face risks of one kind or another. Some risks are imminent and some are very unlikely. Planning for emergencies requires that individuals and businesses identify risks and assess the likelihood of their occurrence. A helpful chart that appears in the Building Operating Management Magazine, March 2009 will assist you in assessing risks of all kinds. You can access the article at <http://tinyurl.com/cf4155>.

The graph presents "severity on one side and likelihood on the other" with minimal risk, tolerable risk, moderate risk, substantial risk and critical risk as the occurrence level of 1 to 3 is plotted against the consequences 1 to 3.

Factoid

The Economic Policy Institute reports that the ratio of unemployed people for each job opening is 3.3 to 1 as of October 2008. The Institute observes that if unemployment hits 9 percent as projected by some economists, the ratio could increase to more than six unemployed workers for every job. For more unhappy statistics visit www.epi.org/publications.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that Firefox users should be aware of Results Prefetching? Firefox may download information from sites you've never visited. When Google returns the results, the top site could be pornographic. Google tells your computer to download images and a cookie from the site to your computer. Thus, it could appear that you visited a porn site from your work computer. You can turn Results Prefetching off. Open Firefox and type "about:config" [minus quotes] in the address bar. About:config is a special page in Firefox which allows you to change configuration settings for the browser. Don't panic at the dire warning that pops up. You really shouldn't change anything that you don't know but you can do the following: In the Filter box, type "network.prefetch-next" [minus quotes]. Double-click the entry to set the value to false. Close Firefox. When you search in Google, you should stop getting the prompts to allow cookies.

. . . that you could delete some of your browsing history but not all of it? In Firefox, press Ctrl-H to open your History panel. Find the pages you no longer want, right-click and select Delete. To get rid of a listing in the address bar's drop-down menu, point at the item with your mouse and press Delete. If you use Firefox 3.0, the item may lurk in the history long after it disappears from the visible list. If you start typing the unwanted domain name in the address bar, the drop-down screen will display the tell-tale page. Delete as described above. For Internet Explorer users, click Tools | History for a list of visited sites. Right-click an entry you want to lose, and choose Delete from the context menu.

. . . that Microsoft has many pages devoted to helping you use their products? If you want to know how Word handles page numbering, go to <http://tinyurl.com/clnyo9>. If you look in the left side panel, you'll find links to many other pages where you might find just the help you need. Try <http://tinyurl.com/d3k6qm> for tips on Word 2000.

. . . that you can make any folder into a toolbar? Click on a folder and move it to the position where you want the toolbar—top, bottom or side of your monitor. Hold the folder in that spot for a few seconds, then release the mouse button. A toolbar should appear. I put my folder for Genealogy at the top of my screen and then chose Hide Toolbar from the toolbar menu. When I want to use it, I move my mouse to the top of the screen and the toolbar opens with full access to all the sub folders and files therein. Saves several clicks drilling down to find the files I'm looking for. Wish I'd known this sooner. ♦

Byting Remarks — Jerry Finkelstein

By the time you read this, you've probably heard that Time Warner is getting set to raise their rates for PC users, that is for PC users who use the Internet. They're calling this Consumption Based Billing. You will be billed according to your particular use of the Net. If you do a lot of movie downloading and/or use tons of gigabytes utilizing cloud technology you will be charged more than someone who is merely browsing around in those clouds. You will be allotted just so much [gigabytes?] and you will be charged accordingly. Someone came up with the analogy of a food menu; you will be charged more if you order lobster than if you settled for a hamburger. Time Warner has already tried this out in certain cities; the base is expanding.



Magazines are also raising prices. Cover prices were raised last year. Plans are to raise subscription prices this year. It seems that there's been a considerable decline in media advertising, all media budgets have been slashed, there are less reporters and news programs on hand, there is less "product." Some newspapers went under; some will be gone in the near future. How to save what's left? There's a lot left. Still, think of the rising cost of the movie ticket, the cost of a subscription for cable television, the coming rise of cost to the Internet user. Everyone is paying more. Will people go for a magazine price hike when they can and do get so much of their news, politics, entertainment from TV, emagazines, blogs?

Things get even more complicated for you, the consumer of all this media/Internet information. Faced with an ad market that no longer supplies enough revenue to meet costs, newspapers are considering putting up pay walls on their Web sites. Right now we're used to roaming and browsing and meandering freely here and there on the Net for some news or information. It seems that the powers who claim ownership of these bits of information will soon be asking you to pay for their content.

Problem: who owns the content? Google reports news on its site. Google has ads on its site and money from those ads go to Google. But the news on the site is gotten from AP. Is there a licensing agreement going on? Is Google *paying* AP and all others who own the content being printed under its site? I'm sure it will all get sorted out and sooner or later it will be you and I and whoever else is surfing the Net that will be paying for it. ♦

explorer

Cyber Security

Tuesday ♦ May 5, 2009 ♦ 6:00 PM ♦ Whitesboro High School



what's.com/ing					May 2009	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
V-E Day - May 8 1945 Armed Forces Day - May 16 Mother's Day - May 10 Memorial Day [observed] - May 25					1	2
3	4	5 Monthly General Meeting 6:00 PM Whitesboro HS	6	7	8	9
10 Happy Mother's Day 	11	12 Board of Directors Meeting 6:30 PM	13	14	15	16
17	18	19	20	21	22	23
24	25 	26	27	28	29	30
31						