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**Next Meeting**  
**Wednesday**  
**4th August**  
**Beginners 7 PM**  
**Demonstration of Game**  
**making Software 8 PM**

### Newstream Articles

Deadline : 10 Days before Meeting

Editors Contacts:

Address: 8 Cadorna Street Mowbray Heights 7248 Phone 6326 5824

email address editor@lcg.org.au

### Correspondence

Address all Correspondence to:

Launceston Computer Group Inc

PO Box 548

Launceston 7250

### Membership

Single \$10, Family \$15 (Includes Email edition Newstream)

Printed & Posted Newsletter \$20 extra

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# General Information

| Position                        | Name                      | After Hours / Business | Email                         |
|---------------------------------|---------------------------|------------------------|-------------------------------|
| President                       | Judy Hall                 | 6394 7358              | president@lcg.org.au          |
| Vice President                  | Glenn Gilpin              | 6330 1129              | vicepresident@lcg.org.au      |
| Treasurer                       | Iris Meek                 | 6327 3162              | treasurer@lcg.org.au          |
| Secretary                       | John Frearson             | 6335 4802              | secretary@lcg.org.au          |
| <b><u>General Committee</u></b> |                           |                        |                               |
| Library MAC                     | Ivan Turmine              | 6327 1825              | maclibrary@lcg.org.au         |
| Newstream Editor                | Ron Baker                 | 6326 5824              | editor@lcg.org.au             |
| Publicity & Promotion           | Karia Wicks               |                        | publicity@lcg.org.au          |
| Assistant Treasurer             | Dennis Murray             | 6326 5284              | Assistanttreasurer@lcg.org.au |
| PC Library                      | Julie Hjort               | 6344 5686              | pclibrary@lcg.org.au          |
| Assistant PC Librarian          | Judy Hall                 | 6394 7358              | committee@lcg.org.au          |
| Public Officer                  | Judy Hall                 | 6394 7358              | publicofficer@lcg.org.au      |
| OPEN Chair                      | Janet Headlam             |                        | open@lcg.org.au               |
| WebMaster                       | Chris Ralph               | 0438 879 270           | webmaster@lcg.org.au          |
| Web Editor                      | Reinhardt Von Samorzewski | 6327 1552              | web@lcg.org.au                |
| General Committee               | Wayne Gibson              | 6343 3332              | committee@lcg.org.au          |
|                                 | Joan Nott                 | 6334 6499              | committee@lcg.org.au          |
|                                 | Robert Tierney            | 6344 6328              | committee@lcg.org.au          |
|                                 | June Hazzlewood           | 6327 2562              | committee@lcg.org.au          |

## Ron's Ramblings

The Show is over!! It was a good day even if the number of people through the door didn't reach our expectations. The venue was good, the exhibitors were pleased with their results so that is the main thing.

Will we have another show next year? It depends whether we can get more people involved in the planning stages. We need to get the exhibitors to confirm their participation earlier and pay their site fees earlier.

Also the load has to be reduced on Judy Hall who has been coordinator for many years and need to hand over much of the planning to someone else.

### **Are you solitaire (Patience) player??**

Have we got a deal for you!!!

BVS Solitaire Collection of 390 different games is available through the Group at a 30% discount. Full price is \$US19.95 (about \$A25) but if you download and register through the following URL the discount is available. The following email from Boris Sandberg tells how to apply

"I am going to provide you with special order URL that will allow you to purchase BVS Solitaire Collection with discount (%30 for example, or even a little bit more if it's not enough). Will it be OK? if it does not suit you then please explain what you mean by registering as an affiliate. If 30% discount is OK then you can use the following link to register BVS Solitaire Collection [https://www.regnow.com/softsell/nph-softsell.cgi?item=1265-3&ss\\_coupon=BVSD-F95T](https://www.regnow.com/softsell/nph-softsell.cgi?item=1265-3&ss_coupon=BVSD-F95T)

For BVS Video Poker: [https://www.regnow.com/softsell/nph-softsell.cgi?item=1265-7&ss\\_coupon=BVSD-F95T](https://www.regnow.com/softsell/nph-softsell.cgi?item=1265-7&ss_coupon=BVSD-F95T)

This URL is valid till 8/13/2005, but can be prolong by your request."

If we put a link on our website for other people to obtain the Solitaire Collection Boris will remit us 30% of all payments through that URL

I have used the full version and I consider it a worth while programme.

**Ron Baker**

## Launceston Computer Group SOFTWARE LIBRARY

Dated 1<sup>st</sup> August 2005

### DISK 2000 - Your Library on Disk

After several months in the production phase Disk 2000 is now available. The change from a floppy disk to a CD has enabled us to include much more in the way of games, information and utilities. Existing members can upgrade to the new CD version for just \$1.50. Ask at the club or contact Julie on 6344 5686. This disk is free of charge to all new members.

### DISK COPY PRICES - CLUB MEMBERS \$1.00 per disk

Disk Prices - Box of 25 = \$12.00 Members Only

CD Prices - Box of 10 = \$10.00 Members Only

## AVAILABILITY OF LIBRARY

The Shareware Library is available in between meetings from the following person. Please telephone first to arrange a suitable time.

The library is also available at the venue - Studioworks most Wednesdays 9am to 3pm. Email: opencomputingtas@hotmail.com

### LAUNCESTON

Julie Hjort Phone 6344 5686

Flat 2, 115 Penquite Road, Newstead

Email: [ihjort@intas.net.au](mailto:ihjort@intas.net.au)

## Monthly Workshops

### **Graphics – Advanced**

### **Paint Shop Pro 7**

Next class

Wednesday August 17<sup>th</sup>

1pm – 3.30 pm

\$4.00 fee - Numbers limited to 8. Please register on noticeboard or call **OPEN**.

## Family History Online

Next Classes

Wednesday August 10<sup>th</sup>

2 sessions

### 9am to 12 noon

How to use Family History Software, Print Family charts, upload information to the Internet, and how to include photos in your charts.

### 1 pm to 3.30 pm

Standard Family History Session.

### Wednesday August 24th

### 9 am to 12 noon

\$4.00 fee Numbers limited to 8 people  
Please register on noticeboard

### Wednesday August 17<sup>th</sup>

### 9 am – 12 noon

### “Easy Photo Repairs”

Getting started with Paint Shop Pro, how to get your photos onto the computer and basic manipulation.

Numbers limited to 8 people  
Please register on noticeboard

### “Animated E-Mail Magic”

### Wednesday August 31

### 1.00pm – 3.30 pm

Create special E-Mails for special occasions.

## VENUE TELEPHONE NUMBER

Mobile Phone Number is now available to all those wishing to contact OPEN during the club's hours of operation. The number is

**0413 698 610**

## OPEN Session Times

Studioworks, 1 Pipeworks Rd, L'ton

**Standard Sessions** (All sessions \$4.00)

|                     |                |                                 |
|---------------------|----------------|---------------------------------|
| Monday              | 10 am -12      | E-Learn & Beginners             |
| Monday              | 1pm – 3pm      | Basics & Beyond                 |
| Tuesday             | 10am – 12      | PC & Mac Support for Beginners  |
| Tuesday             | 1pm – 3pm      | E-Learn & Beginners             |
| Wednesday           | 9am –12        | Special sessions or Meetings)   |
| Wednesday           | 1 pm – 3.30 pm | As for mornings (see rosters)   |
| Thursday            | 10 am – 12     | Beginners or E-Learn (Mac p.m.) |
| Thursday            | 1pm - 3pm      |                                 |
| Friday              | 10am -12       | E-Learn & Begin'rs              |
| Friday              | 1pm – 3pm      | Embroidery Class                |
| 2 <sup>nd</sup> Sat | 9 am - 12      | NT Camera Club                  |

## Special August Sessions

|                                   |                |                                 |
|-----------------------------------|----------------|---------------------------------|
| Wednesday 3 <sup>rd</sup> August  | 9 am- 12 noon  | Tutors' meeting                 |
| Wednesday 3 <sup>rd</sup> August  | 1 pm onwards   | OPEN Monthly meeting            |
| Wednesday 10 <sup>th</sup> August | 9 am –12 noon  | Family History Software etc.    |
| Wednesday 10 <sup>th</sup> August | 1 pm – 3.30 pm | Family History                  |
| Wednesday 17 <sup>th</sup> August | 9 am –12 pm    | Easy Photo Repairs with PSP7    |
| Wednesday 17 <sup>th</sup> August | 1 pm – 3.30 pm | Graphics PSP7 (Advanced)        |
| Wednesday 24 <sup>th</sup> August | 9 am –12 pm    | Family History                  |
| Wednesday 24 <sup>th</sup> August | 1 pm – 3.30 pm | Maintaining your PC             |
| Wednesday 31 <sup>st</sup> August | 9am – 12 pm    | Managing your desktop and fonts |

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## What's Happening at OPEN Next Monthly Meeting August 3<sup>rd</sup> at 1 p.m.

### FROM THE ASSISTANT EDITOR TUTORS REQUIRED!!

Due to a variety of circumstances some of our 'senior' tutors will not be available for all their regular classes during the next few months. If you can assist OPEN by offering your services for one or two sessions per week we would be most appreciative.

This would be a great opportunity for our recent E-Learn graduates to enhance their skills. It has been my experience that new computer learners often ask questions that inspire me to refresh some of the knowledge and techniques that may have slipped to the back of my mind.

Remember, you were probably a novice computer user just a few months ago ... here's your opportunity to help others make progress in their computing 'adventures'.

You won't be alone ... our senior tutors will provide guidance, and we usually reserve the first Wednesday morning of each month for 'tutor tutorial sessions'.

*Dennis Murray*

### L.C.G. Meeting Wednesday August 3<sup>rd</sup> 7 pm – 9.30 pm

A general information session for those members who may find it difficult to attend day-time sessions.

## OPEN's Monthly Meetings

We remind members that the meetings held on the first Wednesday of each month are for **ALL MEMBERS** to attend to contribute their ideas and suggestions on how the club should operate.  
Next Meeting August 3rd, 2005 – 1 pm.

### Email Listing

If you have provided your E-Mail address to OPEN or LCG we can use that information to send you the LCG/OPEN newsletter. **If you do not want your E-mail address listed** please advise the club and we will remove it from our records.

### "LOST !!"

Has anyone found a program CD entitled "**Create-A-Card**"?? The owner kindly brought the CD along to OPEN for one of our special sessions but has not been able to locate it since. If you can help please contact Iris M. via the club.

### SPECIAL CLASS AT OPEN WEDNESDAY SEPTEMBER 7

**9.00am to 12.00 noon "WHAT'S IN THE BOX?" - a demonstration of the components inside a computer**  
**NORTHERN TASMANIAN  
CAMERA CLUB**

The next meeting of the Camera Club will be held at the OPEN clubrooms on Saturday, August 13<sup>th</sup>.

If you are interested in learning more about digital cameras and related subjects contact Kai Johnson on 6326 2358.

### "VICTOR"

Members are again reminded that the Volunteer ICT Outreach program is available to assist members who may be having computer problems that can't be solved in the classroom.

For a donation of \$5 per hour one of our tutors will come to your home to help you with problems, such as virus detection and removal, or installing a new program.

VICTOR cannot undertake major equipment repairs but we may be able to assess problems and recommend how you can overcome them.

Please remember that our tutors are volunteers and may not be able to respond to your requests immediately.

### A Letter of Thanks from OPEN's chairperson, Janet Headlam.

"Dear OPEN and LCG "Computer and Technology Show" Helpers.

Judy Hall has already thanked you all, but I wish to add my special thanks as well – to everyone who did *anything* to help.

This includes those who designed flyers and posters, those who brought lovely donations for the raffle basket, Judy and family for the popular blackwood set and Geoff from Another Computer Store for the multi-function centre.

Those who sold the raffle tickets, the members who carted *stuff* to the Archers manor, helped

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set it up, then dismantled and carried it back to OPEN – what an effort!

Our 'manning' folk at the door and on the stands (both young and older) did a sterling job – particularly our 3-generation family. Hoorah and thanks to you all.

Thank you to all firms and organizations for your participation with stands or displays. You all seemed happy with the results. Thanks also to Archers Manor for their input and assistance.

We have all benefited and I am sure that those businesses who did not 'come aboard' wish they had.

Congratulations to *our members* who won **all** the prizes in the raffles – J.Hazzlewood, M.Fulford-Payne, J.Higgins and M.Lindsay.

Very special thanks are due to Judy Hall for her dedication, continual phone-around and organization in every aspect of **The 11<sup>th</sup> Computer and Technology Show.**  
**Janet D.Headlam, Chairperson."**

## "EXTRA SPECIAL SESSIONS"

August is another one of those '**FIVE WEDNESDAYS**' months so there will be some **additional special sessions on August 31.**

On **Wednesday morning from 9.00 to 12pm** the topics will be copying your fonts (i.e. type-styles) and organising your computer's desktop.

In the **afternoon from 1.00pm to 3.30pm** we will be having fun with **Animated E-Mail Magic**. With this program you can apply special effects to your E-Mails to amaze and amuse the friends and family to whom you are sending them.

You may also have noticed that on the **previous Wednesday, August 24**, there will be a special session entitled **Maintaining Your PC**. There are a number of 'house-keeping' programs and tasks that you can perform to help computer to run more efficiently.

This session will focus on software operations, not on hardware, so you won't need to bring your screwdrivers, pliers or other tools.

### **Time For A Laff**

A duck walks into a bar and says " Got any bread?"  
And the barman says "No"

The next day the duck returns and says "Got any bread?"  
And the barman says, "No!"

The following day the duck returns and says "Got any bread?"  
"I told you yesterday, N. O. NO!"

The next day the duck returns and says "Got any bread?"  
"For cryin' out loud - N. O. spells NO and I mean NO!"

The day after the duck returns and says "Got any bread?"  
"Look, if you ask me one more time if I've got any bread, I'm going to nail your darned beak to the darned bar!"

The next day the duck returns and says "Got any nails?"  
"NO!"

"In that case - Got any bread?"

The Family Tree of Vincent Van Gogh

WHO THINKS UP THESE THINGS ANYWAY????

The Family Tree of Vincent Van Gogh

His dizzy aunt ----- Verti Gogh

The brother who ate prunes ----- Gotta Gogh

The brother who worked at a convenience store ----- Stop n  
Gogh

The grandfather from Yugoslavia ----- U Gogh

The brother who bleached his clothes white ----- Hue Gogh

The cousin from Illinois ----- Chica Gogh

His magician uncle ----- Where- diddy  
Gogh

His Mexican cousin ----- A-mee Gogh

The Mexican cousin's American half-brother ----- Gring  
Gogh

The nephew who drove a stage coach ----- Wells- far  
Gogh

The constipated uncle ----- Cant Gogh

The ballroom-dancing aunt ----- Tang Gogh

The bird lover uncle ----- Flamin Gogh

His nephew psychoanalyst ----- E Gogh

The fruit-loving cousin ----- Man Gogh

An aunt who taught positive thinking ----- Way to Gogh

The little bouncy nephew ----- Poe Gogh

A sister who loved disco ----- Go Gogh

And his niece who travels the country in a van ----- Winnie  
Bay Gogh

Well, there ya Gogh

Celestial Event

The Red Planet is about to be spectacular!

This month and next, Earth is catching up with Mars in an encounter that will culminate in the closest approach between the two planets in recorded history.

The next time Mars may come this close is in 2287.

Due to the way Jupiter's gravity tugs on Mars and perturbs its orbit, astronomers can only be certain that Mars has not come this close to Earth in the last 5,000 years, but it may be as long as 60,000 years before it happens again.

The encounter will culminate on August 27th when Mars comes to within 34,649,589 miles of Earth and will be (next to the moon) the brightest object in the night sky.

It will attain a magnitude of -2.9 and will appear 25.11 arc seconds wide. At a modest 75-power magnification Mars will look as large as the full moon to the naked eye.

Mars will be easy to spot.

At the beginning of August it will rise in the east at 10pm. and reach its azimuth at about 3am.

By the end of August when the two planets are closest, Mars will rise at nightfall and reach its highest point in the sky at 12:30am.

That's pretty convenient to see something that no human being has seen in recorded history.

So, mark your calendar at the beginning of August to see Mars grow progressively brighter and brighter throughout the month. Share this with your children and grandchildren.

**NO ONE ALIVE TODAY WILL EVER SEE THIS AGAIN!**

## COMPUTER TIPS AND HINTS

### Windows

#### How to Change the Paper Size for a Print Job

You can change the paper size for a print job. This will allow you to print on paper of different sizes, including envelopes and index cards. These instructions should work for most Windows applications.

Steps:

1. Open the File menu and click Print.
2. Click on Properties.
3. Click the Settings tab.
4. Click on Paper Size. A list of paper sizes will appear.
5. Select the size you want.
6. If none of the selections are suitable, select Custom. A box will appear inviting you to set your own measurements. Enter the width and length that you want.
7. Click OK.

### Internet

#### How To Set Your Internet Start Page

What is an Internet Start Page?

An Internet Start Page, also called a Home Page, is the first page your Web browser automatically takes you to when you get on the internet and open your Web browser program.

Any Web page can be set as your Start Page, but it is best to choose a page with links to search engines and other useful sites.

#### In Microsoft's Internet Explorer:

Go to the web page you want to become your Start Page. Choose **Tools** from the menu at the top of the web browser. Then choose **Internet Options...** from that pull-down menu. A box will then open. In the *Home Page* section, click the **Use Current** button.

Next click the **Apply** button and the **OK** button.

Your Internet Start Page will then be set to whichever page you were viewing when you clicked the **Use Current** button.

#### In Netscape's Web Browser:

Go to the web page you want to become your Start Page.

Choose **Edit** from the menu at the top of the web browser.

Then choose **Preferences...** from that pull-down menu.

A box will then open. In the *Navigator* section, click the **Home Page** circle.

Next, under *Home Page*, click the **Use Current Page** button.

Then click the **OK** button.

Your Internet Start Page will then be set to whichever page you were viewing when you clicked the **Use Current** button.

### Digital Photography

#### Dealing with Cloudy Days

Don't let cloudy days keep you from taking great photographs with your digital camera! Take advantage of the weather. Don't let bad weather get you down! If you've planned a trip or photo shoot and the weather is not up to par, don't mope. A good photographer uses every situation to their advantage.

Did you want a bright, sunny day but find yourself underneath a cloudy sky? Use this to your advantage. Take a few photos of the clouds themselves, and try a few black-and-white shots as an experiment. Clouds can also add texture to a landscape or skyline photo. Instead of a dull, blue sky, a cloudy atmosphere can make the tops of such photos more interesting.

Get in front of a tall structure and point your camera upward so your

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subject and the cloudy sky can be seen in the viewfinder or LCD. The clouds plus the unusual photo angle may provide an interesting resulting photograph.

Is it so dark and cloudy that not enough light is reaching your intended subject? Try decreasing your camera's shutter speed to allow more luminance to reach the lens, but keep your camera steady to decrease the possibility of "camera shake". Use off-angle flash if necessary to brighten the photograph.

Work with your environment; don't fight it. Unless you have an infinite amount of time, the weather won't be "just right" every day you take photos. Instead of trying to force taking the kind of photos you want to take with sunny, bright-lit days, use clouds to your artistic advantage.

## Macintosh

### Drag and Drop Internet Links

You don't need to bookmark a file to make it easily accessible. For frequently used sites such as search or email, you can put a link directly on your desktop or Apple Menu. Just drag the address from the browser to the desktop, then rename it however you like. Then double-click the link on your desktop to launch your browser and go right to the site. To add a link to the Apple Menu, store it in the Apple Menu Items folder inside the System folder. - *The Mauger, West Orange NJ*

### Totally Useless Mac Tricks

Do you miss the sound of the old typewriter when typing on your Mac? Try this tip: Go to the Universal Access preference pane and click on the keyboard tab, then turn on Slow Keys (the last preference on the pane). Move the slider called "Acceptance Delay" all the way to "short" (the far right side of the slider) so that it won't delay the keys at all. Make sure the checkbox named "Use key click sounds" is enabled. You also need to enable "Play user interface sound effects" in the Sound control panel, otherwise you won't hear

the typewriter sound. This may fall into the category of totally useless Mac tricks, but for those of us who grew up typing on a "real" typewriter, it's a good sound to hear! One caution: I found that enabling "Slow Keys" DISABLED my keyboard eject key. Be aware of keyboard changes if you try this trick. If you have a problem, just reverse the process above. - *Charlotte MacWorkshop, Charlotte NC*

### Is your mac without a superdrive?

If you do you will find problems in adding a DVD burner as the regular Apple software only recognises the Superdrive and a very limited series of DVD burners and even fewer external burners.

To get over this go to

<http://www.patchburn.de> and download a copy of PatchBurn. Run that after reading the readme file (which gives some good advice on linking IDVD).

To play commercial DVDS on your external drive go to <http://www.videolan.org> and download the program VLC.

Another freeware program which will do most things you need. -

*Piers Dunkley*

### FREE MINI TUTORIAL - Maintaining and Troubleshooting Your Laptop Battery

The actual life of a laptop battery will vary with computer usage habits. For most users, it is not uncommon to experience differences in battery life, of anywhere from just under one hour to over two hours in each sitting. If you are experiencing shorter battery life cycles, say 10 to 15 minutes, it may not yet be time to order that new battery.

There are several factors to take into consideration when determining if the time has come to replace your battery. This information may also apply to that new battery that you have recently purchased, that has been giving you fits. The two primary things to consider when troubleshooting battery problems is Usage Habits and Battery Memory. We will cover both in their complexities

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in just a moment, but first, let us take a look at what you should expect from your battery's life cycle.

NiMH batteries usually last 1.5 to 2.5 hours.

LiION batteries usually last 2.0 to 3.0 hours.

These are average results and the results will vary greatly depending on your system's conservation settings, the temperature of the room and the climate that you are operating your computer in. As a general rule, your Lithium Ion battery will last much longer than your standard Nickel Metal Hydride battery.

Now let's take a look at the various usage habits to consider when troubleshooting your laptop's battery. These processes are very similar to the way that your portable stereo uses batteries ... just think how much faster your stereo eats batteries when you are playing the CD or the tape deck, as opposed to when you are just playing the radio.

The more you use physical devices --- which require more electricity to operate --- the more of the battery's power you can expect to consume. The devices that create a larger power drain are the hard drive, the floppy drive and the CD-ROM.

When the computer is able to use its physical memory resources to store information, the computer will use less of the battery's power, since the process is mostly electrical in nature. However, when the processes you are using exhaust the physical memory resources available to your system, the system will turn to virtual memory to continue the process at hand. Virtual Memory is designed to extend system memory resources by building a memory swap file on the hard drive, and then transfer needed information between the hard drive and the physical memory as required. Since the hard drive is a electricity hog, the use of virtual memory becomes an electricity hog by proxy.

Two other processes that engage virtual memory on your computer are computational programs and the calculation processes used by

spreadsheet applications and database programs. Both of these items engage the processor to a greater degree as well, which in itself is a consumer of electricity. Because they both compute and calculate large quantities of information, they will also increase the amount of electricity that your laptop will consume.

Other physical devices that cannot be left out of this discussion are audio and display devices. As far as audio devices are concerned, speakers require electricity to run and the software that is responsible for producing the sound does so by processing information. The display panel consumes electricity as well. In fact, the brighter the screen appears, the more electricity that it is consuming. You may turn down the brightness on the screen, thereby conserving more electricity than you may have considered possible. And when considering the battery drain caused by video devices, don't forget the effect that graphics programs will have on your system. Video applications can have an intense effect on your electrical needs, due to its usage of computation, calculations and virtual memory.

Battery Memory is an odd little creature. The concept of battery memory is reminiscent of Pavlovian Conditioning. Do you remember the story about Pavlov and his dogs? Pavlov would serve his dogs food and when they realized it was dinner time, he would ring a bell. After some time of conditioning his dogs, all he would have to do to get the dogs to salivate, was to ring the bell. Battery Memory is a lot like that. Battery memory is where the battery becomes conditioned to run for less time than it is designed to run. Say for example, you run your computer on battery for an hour and then you plug it back in to let it recharge. The battery will become conditioned to run only an hour before it runs out of juice.

To correct Battery Memory problems, you must completely drain the battery and recharge it. To completely drain your battery, you must go into your Windows Control Panel and select Power. Then you

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must turn Power Management Off. Next, you must go into your BIOS and make sure that if there is a power management setting there, that you turn it off as well. In most cases, once you are inside the BIOS, you will highlight Power Management and press Enter. Then locate the item Hibernation at Critical Battery, and by using the Minus sign, change the setting to Off. Once these steps have been completed, then use your Escape key to return to the top level menu, and select Save Settings and Exit.

Once you have completed turning off the power management in both the BIOS and the Operating System, you must unplug the computer, turn the computer on and let it run until it completely runs out of electricity. Then you should charge the battery for 12 hours. At the end of the charging cycle, then run the computer again until the battery is dead, and then charge the battery for 12 more hours. You should repeat this process four times, before returning the computer to its original power management settings.

As far as battery usage goes, it is recommended that you should use the battery once every two weeks, and keep the battery in the system so that the AC adapter can keep the battery charged at all times. It is also recommended that if you don't use the battery for more than two weeks, you should completely discharge the battery and store it at room temperature.

*From SeniorLink Sentinel July 2005*



**Accountant** a person who will prove that two and two did make four, but, after deducting professional fees, now only comes to three.

**antibiotics** the ideal thing to give to the man who has everything.

**confidence** the feeling one experiences before one fully understands the situation.

**cooperate** used of oneself, to enter into a constructive collaboration with another person; used of someone else, to do exactly as one is told.

**democracy** a system which ensures that everybody gets what nobody wants.

**dog** a man's best friend – after football, beer, women, television, snooker, more beer ...

**dropout** a rebel without a course.

**dyslexia** a medical condition whose sufferers couldn't possibly spell it.

**girlfriend** a man's future ex-wife.

**instruction manual** an explanation of how to use something written in a way that is easily understood only by the author.

**monosyllable** a contradiction in terms.

**naturist** a person who prefers to go about naked, and by doing so reminds others why it is a good idea to go about clothed.

**neighbours** the people who live in the place that would be your back garden if only you had more money.

**oxymoron** a stupid cow (anon)

**plan** an outline of how things are to be done, which will be completely ignored while completing the task.

**politics** the art of answering a question with another question.

**procrastination** a word I didn't get round to defining today but might get round to tomorrow.

**pyromania** a misplaced burning ambition.

**reality** an illusion sometimes experienced by people who have not drunk enough alcohol.

Of Course these humorous items are from that cousin of mine

## Fundamental units and quantifiers

Peter Carter

**T**here came the question: “What’s the correct abbreviation for ‘kilobytes’? Mail gives it as ‘KB’, but at least the K should be in lower case, surely.”

In fact, no, ‘KB’ is correct.

The fundamental unit in computing is bit, short for binary digit, a 1 or a 0. The term first appeared in computing science in 1949, apparently coined over lunch by John Tukey in preference to *bigit* or *binif*. The abbreviation is b.

A group of bits sufficient to encode one character is a byte, eight bits. The word is a mutation of bite, spelled with a y to avoid confusion, and was the idea of Werner Buchholz in 1956. A byte can be represented by two hexadecimal digits, so the letter Z is stored as 0101 1010 in binary, 5A in hex. The abbreviation is B.

Then there is nybble, four bits, half a byte, represented by one hexadecimal digit, a term normally only used by programmers.

Binary numbering

Decimal Binary (8 bits) Hexadecimal Power of 2

1 0000 0001 01 2<sub>0</sub>

2 0000 0010 02 2<sub>1</sub>

3 0000 0011 03

4 0000 0100 04 2<sub>2</sub>

5 0000 0101 05

6 0000 0110 06

7 0000 0111 07

8 0000 1000 08 2<sub>3</sub>

9 0000 1001 09

10 0000 1010 0A

11 0000 1011 0B

12 0000 1100 0C

13 0000 1101 0D

14 0000 1110 0E

15 0000 1111 0F

16 0001 0000 10 2<sub>4</sub>

When it comes to large numbers, the standard SI quantifiers are used, but note that the numbers are different (which leads to occasional disputes between buyers and sellers of computing equipment):

Prefix Decimal Binary

kilo- 10<sup>3</sup> 2<sup>10</sup> = 1 024

mega- 10<sup>6</sup> 2<sup>20</sup> = 1 048 576

giga- 10<sup>9</sup> 2<sup>30</sup> = 1 073 741 824

Prefix Decimal Binary suffixes and words

kilo- k K

mega- M M

giga- G G

So, ‘KB’ means bytes by the 1024, ‘Kb’ bits by 1024, ‘km’ metres by 1000.

*From Apple Sauce October 2004*

## Laptop Drags Its Heels

Hi Fred: I have a Dell Inspiron 8100 laptop which has 256mb RAM and has a 1Ghz CPU. It runs very slowly and I think it might be because I run the usual spyware, antivirus, firewall etc software. Besides these background applications, I use the laptop for simple Office work etc word, excel.

I was wondering if it was worthwhile to upgrade the memory to 512mb for a cost of AUD217.80 or am I just wasting my money? Thank you. Regards, Soon Well, you're really asking three questions: Is it worthwhile to upgrade the RAM; is the price you quote reasonable for the upgrade; and will RAM solve the slowness problem?

You don't mention your OS. I think 256MB is ample for Win9x and ME, and adequate for XP; but XP is happier with 512MB and up.

I have 2GB in my desktop system, for example, and it pays off when I'm maximally multitasking with large files open; and using tools like Virtual PC.

( [http://www.google.com/search?as\\_q=virtual+pc&as\\_site=search=langa.com](http://www.google.com/search?as_q=virtual+pc&as_site=search=langa.com))

But RAM uses energy and generates heat, so I generally don't max out my laptops with the most RAM they can hold; instead opting for an amount that gives good performance without killing battery life or cooking my thighs too much.

<g>

My Dell laptop has 512MB, and it operates fine.

How much is an extra 256MB laptop RAM module worth? I just checked LangaList advertiser Crucial (where I buy my RAM: <http://langa.com/sponsors/crucial.htm>), and they have a guaranteed-compatible 256MB module for a Dell Inspiron 8100 for US\$64, which currently is equivalent to AU\$78.

So a price of AU\$217 is slightly nuts-- - you surely can do better than that.

There are many other dealers, too, if you don't like Crucial for some reason.

Will the extra RAM, by itself, resolve your issue with speed? Maybe, but there are many other issues that also could be slowing things down. Depending on your power settings and thermal controls, your CPU may be "stuck in low gear," for example; or a cluttered hard drive may be making disk accesses a bottleneck. See item #7, above, for help with the latter, and try a site like <http://PCpitstop.Com> to test your machine's performance and compare it to others in the same class. That way, you'll \*know\* if you're getting the speed you should.

*From L:agaList 28 July 2005*

## Firefox 1.0.6 replaces 1.0.5

Just one week after the release of the Firefox 1.0.5 browser on July 12, the Mozilla Foundation shipped Firefox 1.0.6 on July 19. Version 1.0.5 fixed a few known security flaws but broke some Firefox add-ins, known as "extensions." Version 1.0.6 corrects this incompatibility. Now extensions such as the popular Enigmail, which supports secure, encrypted e-mail, will work fine.

If you use an earlier version of Firefox and didn't upgrade to 1.0.5, skip it and get 1.0.6.

Unfortunately, the foundation states that you must install 1.0.6 into a folder that doesn't contain a previous version of Firefox. A streamlined patch-install routine is being developed but isn't expected until Firefox 1.1, code-named "Deer Park," is released in the next few months.

Having tested every version of Firefox through 1.0.6, here's the upgrade procedure I recommend:

- **Step 1.** Read Firefox's list of known issues.
- **Step 2.** Download the Firefox 1.0.6 setup executable file from the Mozilla download page into a temporary folder.
- **Step 3.** Close all windows.
- **Step 4.** Use the Add/Remove Programs control panel to uninstall previous versions of Firefox 1.0.x. Uninstalling previous versions does not erase your Firefox bookmarks, history, or preferences. (Alternately, you could install Firefox 1.0.6 to a new folder, but this would leave the old versions on your hard disk.)
- **Step 5.** Run the Firefox 1.0.6 setup executable.
- **Step 6.** After the install, some older Firefox extensions may need updating. Check for updates at the Firefox extensions page.

The uninstalls and upgrades to 1.0.6 worked smoothly in my tests. However, you should verify that the new install is functioning normally after making any such change.

*From Windows Secrets*

## WORD AND WORKS CRITICAL SECURITY UPDATES

Microsoft has just released some critical security updates for some versions of Word as part of their monthly release of patches.

Some of the press reports of these patches have been incomplete or a bit misleading so we've put together this quick guide to the updates to help Office Watch readers.

### WHO IS AFFECTED

MS Word 2000 and Word 2002 are the versions of Word that need to be patched.

#### Word 2000

This will include ANY version of Office 2000, Standard, Professional etc. Regardless of the type of name of the Office 2000 bundle, it is Word 2000 inside.

Naturally the stand-alone Word 2000 needs to be patched and also Word 2000 South Asian Edition.

#### Word 2002

This is the version of Word included with Office XP. Any version of Office XP, Standard, Professional etc. Regardless of the type of name of the Office XP bundle, it is Word 2002 inside.

### WORKS AS WELL

Often overlooked in the media is the inclusion of Microsoft Works and Works Suite in this group of updates.

The affected versions are:

Office Works Suite 2000

Office Works Suite 2001

Office Works 2002

Office Works 2003

Office Works 2004

This is because Works includes either Word itself or core parts of Word in the word processing part of Works.

### WHO IS NOT AFFECTED

Office 2003 / Word 2003 is NOT in the Microsoft list of affected software.

The Word 2003 viewer is also OK

### HOW TO UPDATE

There are two different updates depending on whether you have a Word 2000 or Word 2002 based system.

You can try the Office update system <http://office.microsoft.com/en-au/officeupdate/default.aspx> but we know many Office Watch readers don't trust this 'feature' and prefer to patch individually.

Works customers can use Office update for their Word component. According to the Office update web pages only Works Suite 2000, 2001 and 2002 are supported but I suspect that's not been updated with Works Suite 2003 and 2004 also supported.

Network administrators need the separate patches to deploy across many computers.

If you have Word 2000 / Office 2000:

Before applying the patch you have to update to Office 2000 Service Pack 3 if you haven't already. It is available from here <http://www.microsoft.com/downloads/details.aspx?FamilyID=5C011C70-47D0-4306-9FA4-8E92D36332FE&displaylang=EN> around 14MB

You can download the update from <http://www.microsoft.com/downloads/details.aspx?familyid=CEE0864B-B196-48F4-A4B9->

2ED7FB6D17D2&displaylang=en

Works 2000 and 2001:

Use the Word 2000 patch even though the update page doesn't mention Works in the system requirements. <http://www.microsoft.com/downloads/details.aspx?familyid=CEE0864B-B196-48F4-A4B9-2ED7FB6D17D2&displaylang=en>

Word 2002 / Office XP:

Before applying the patch you have to update to Office XP Service Pack 3 if you haven't already. It is available from here <http://www.microsoft.com/downloads/details.aspx?familyid=85af7bfd-6f69-4289-8bd1-eb966bcd5e&DisplayLang=en&displaylang=en> (the link on the MS patch page is obviously wrong)

You can download the update from <http://www.microsoft.com/downloads/details.aspx?familyid=A7E7D2C5-1E2A-4FFB-8FC2-B2B217015820&displaylang=en>

Works Suite 2002, 2003 & 2004:

Use the Word 2002 patch even though the update page doesn't mention Works in the system requirements. <http://www.microsoft.com/downloads/details.aspx?familyid=CEE0864B-B196-48F4-A4B9-2ED7FB6D17D2&displaylang=en>

**WHAT'S THE PROBLEM?**

The problem is with the font processing in Word. A really cunning hacker could get access to your computer to run programs, delete files, add user accounts by using a Word document that takes advantage of a security breach in font display.

The hacker would be limited in access by the permission available to the user when the attack takes place. A user with limited rights passes those rights to hacker (ie you might not be able to access certain files or do some things) but a user with full access gives the hacker unfettered access to the computer.

Receiving an email is safe but an attached document could be a source of attack (it doesn't matter how you receive an infected document ).

At the time of writing there were no uses of this exploit 'in the wild' so the immediate risk is low. But now the technique is known, infected documents could be released. Applying the patch is the best protection.

**WINDOWS UPDATES**

Also announced are some updates for Windows XP, Server 2003 and Windows 2000 with SP4.

Updates are at <http://www.microsoft.com/technet/security/bulletin/ms05-036.msp> and <http://www.microsoft.com/technet/security/Bulletin/MS05-037.msp> or use Windows update. The Office Watch computers have already been patched automatically.

Windows ME, 98SE and 98 are also affected but there is no update available.

**MICROSOFT - PLEASE TRY HARDER**

We all make mistakes (Office Watch isn't immune) but this is not the first time that updates have been published in a sloppy and inconsistent fashion. It is past time that 'Trustworthy Computing' included consistency on the Microsoft security and update web pages.

This time around the company isn't sure what to call their Works products.

*(Continued on page 15)*

*(Continued from page 14)*

Sometimes it's Works, other times the same product (we think) is called Works Suite. The name has changed over the years and customers may be confused - the manufacturer should get it right.

In addition the Works products should not be ignored in the 'System Requirements' list for individual patches. Works is mentioned as an affected product but on the patch page itself there is no mention.

Lastly a web link that starts with " file:///p://www.microsoft.com " should be noticed and corrected before it is seen by the public.

These may seem like nitpicking - but Microsoft's customers can get quite confused about what to update and seemingly small things like this waste many customers time.

## **Today's Version -**

### **The New Birds & the Bees**

The mystery is gone ..

#### **How was I born?**

The little boy asks his father - Daddy, how was I born?

Dad responds, "ah, my son, I guess one day you will need to find out anyway!

Well, you see, your Mom and I first got together in a chat room on MSN.

Then I set up a date via e-mail with your Mom and we met at a cyber-cafe.

We sneaked into a secluded room, where your mother agreed to a download from my hard drive.

As soon as I was ready to upload, we discovered that neither one of us had used a firewall, and since it was too late to hit the delete button, nine months later a blessed little Popup appeared and said: "You've got male!"

## **Another Unnecessary Virus Warning**

### *Hay Nonny Mouse*

I hope these virus warnings will alert those who are unaware of their cause and effects

**The Senior Citizen Virus:** will constantly flash warning: "Insufficient Memory", although older files will be recalled with ease. Will communicate only in arcane language, such as Windows 3.1. Activity Manager may become permanently disabled.

**The Teenage Boy Virus:** once affected, your computer will no longer accept commands. In some cases, it will do the opposite of each command given. Will also suddenly disconnect while in the middle of communicating. Miraculously, it will probably "come good" eight years later.

**The New Age Virus:** computer will no longer format disks as "they should be allowed to be any format they want to be".

**The Viagra Virus:** computer will turn itself on at inappropriate times. Users report difficulty over turning the damn thing off.

**The Bureaucrat Virus:** constantly reorganises all the files on your computer's desktop then finds itself unable to actually open any of them.

**The Heritage Campaigner Virus:** saves everything, even your ghastly mistakes. May even try to save Cameron Offices.

**The Fashion Designer Virus:** returns you constantly to an earlier version, then claims it is fresh work.

**The Sydney Ferry Virus:** will render all navigation impossible. Computer will crash suddenly and often.

**The Australian Banker Virus:** computer will let you "save" but pay you very little interest.

**The Bastard Boss Virus:** computer will keep asking "Are you sure you want to quit now?" even though you never said you wanted to quit in the first place.

**The Chief Executive Virus:** clears desktop of all files, except for a couple of executive games.

*From ACT Apple August 2004*

## **Newbie Club Tutorials Tutorial... "A Brief History Of Windows, Part 1"**

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CHICAGO (CNN) -- Microsoft chairman Bill Gates tried to demonstrate his company's latest product Monday, but the product -- Windows 98 -- didn't cooperate. Gates was demonstrating the newest version of Microsoft's Windows operating system when it crashed during his presentation at the Comdex Spring 1998 Convention. The software is supposed make computers simpler to use. April 20, 1998 - Retrieved from <http://www.cnn.com/TECH/computing/9804/20/gates.comdex/>

The news excerpt above is familiar to most of you especially if you have been dealing with computers for sometime. Bill Gates, departing from IBM which had built the most commonly used Operating System DOS, decided that users needed a graphical interface (buttons) to improve the usability of the systems. It was going to increase the computer literacy ratio and also the sales. So there started his journey with the mythical Windows 1.0 and went on with success and sometimes failures until the most stable product of Microsoft: Windows XP. Now all users are waiting for the 64 bit supported Longhorn.

The first graphical interface operating system was Windows 1.0 which was released in 1985. It gave great advantages to users including the use of the cursor and the pointing devices. Before, users had to type the commands in the DOS environment. With this improvement, they could simply click on a program and use several different programs at the same time.

The next versions of Windows, namely 2.x and 3.1 were slightly

improved using the advantages of the improved processors of Intel (286 and 386). The programmers started talking about extended memory and also about Windows software development kit (SDK) which caused the new releases of Windows to be much more popular. By then everybody was programming Windows based programs and users did not have any other choice but use Windows to access these programs.

The next innovative add-on to this system was the networking support. A superset of Windows 3.1, Windows for Workgroups 3.11 added peer-to-peer workgroup and domain networking support. For the first time, Windows based PCs were network-aware and became an integral part of the emerging client/server computing evolution. Confused? - Don't worry about it:-)

Then came the great New Technology of Microsoft: Windows NT. It was the completion of a 10 year project and a completely new operating system which was built from scratch. The most distinguishing aspect of this system was that unlike other windows products, this operating system was 32-bit. It offered solutions for high-end users and also for personal purposes. The following NT versions came with higher security updates for the networks and powerful program support.

In parallel to the developing NT products, Microsoft released also the successors of MS-DOS and Win 3.x products: Windows 95 and 98. These were also 32-bit operating systems which were optimized for multi-media users. Especially the later versions of 98 with the Direct X, Internet features, high hardware capabilities, met the requirements of most of the users. The crash of Windows 98 on TV in front of Bill Gates was already forgotten and the sales of Windows 98 Service Pack 2 satisfied both the company and also the users.

It also spawned a new generation of confused and frustrated Newbies:-)

However, the issue of monopolization came up again with the integrated Internet browser of Windows 95 and 98. Most people claimed and argued that this integration was an attempt to monopolize the Internet and it was against the antitrust rules: Antitrust laws prevent monopolies from tying two products together to force customers to take one product when buying another.

Tutorial... "A Brief History Of Windows, Part 2"

Year 2000 was the year of both satisfaction and disappointment. For the new millennium Microsoft released two products: ME and 2000. Millennium Edition was a total disaster for users. It was much less stable than 98 and it was creating so many problems with different hardware installations. The security bugs caused a lot of home users to lose their data and open the doors for viruses and hackers. On the other hand, with the applied technology of NT and improved capabilities Windows 2000 was a great solution for professional users. Its stability reminded many of the users of the older and much slower, 16-bit systems of Microsoft.

Seeing the great success of the new NT based operating system (Windows 2000 professional) and the great disappointment with ME, Microsoft decided to unify the business world with consumers optimizing Windows 2000 for personal use, and adding new features to support the multimedia equipment by doing the last retouches on the general graphics of the OS,

Microsoft released its most popular OS in two different editions: XP Home and XP Professional. The "XP" in Windows XP stands for "experience," symbolizing the innovative experiences that Windows can offer to personal computer users. Most of the world is now using XP and none of us can complain much after the security updates and the release of the second service pack. In theory anyway:-)

At this point, Microsoft is working on their new product. Originally called Longhorn, but now officially called Vista, they claim it is going to be their most secure and efficient product, supplying the programmers with improved capabilities to create functions and also serving a much more secure wall of protection for network users.

Overall, Microsoft has been doing their job for over two decades and extending their experience about the operating systems, creating better products with less bugs or security holes. One can say that Bill Gates was the biggest loss a company like IBM could ever have.

One thing is for sure, regardless of the many complaints made about Windows, Bill Gates opened up the world of computing to the average guy - the Newbies of this world. Because without Windows, the massive advantages that computers have made to our world simply would not exist. In my humble opinion of course:-)

*From Newbie Club Insider Issue 236 July 24th 2005*

## **SPECIAL REPORT: Podcasts can infect your PC**

By Brian Livingston

**You wouldn't think that playing an audio file or a short video clip on your PC could infect your machine with a virus or spyware. But the growing popularity of downloadable files called "podcasts" can do just that.**

A podcast is a new form of home-grown radio or television program that's delivered directly to your PC, iPod, or portable media player.

Apple Computer released new iTunes 4.9 software on June 28 that supports "podcatching." You subscribe to certain podcasts, and iTunes automatically downloads new episodes when they're posted.

Not to be outdone, Microsoft has announced that its new Internet Explorer 7.0 browser, due this fall, will support RSS feeds. These feeds can include podcasts as "enclosures," somewhat similar to the way e-mail messages have attachments.

All of this big-time support is making podcasting hot, hot, hot. Glowing articles have appeared in the mainstream press. PodcastAlley — which lets visitors rate their favourite programs — lists more than 5,000 podcasters who've produced 80,000 episodes, all of them free of charge. That's up from zero as little as one year ago.

To give you some idea of the scorching growth rate, Wikipedia reports that Google showed only 24 hits on the search term **podcasts** on Sept. 28, 2004. There are 13.7 million hits today.

I'm glad that everyone's so excited, but all this happy talk has ignored the fact that podcasts threaten to become another automated way hackers can put viruses and spyware onto your computer.

As we all know only too well, Microsoft Word begat macro viruses, Microsoft Outlook begat e-mail viruses, and Internet Explorer begat ActiveX viruses.

After all that, I was hoping the computer industry had learned its lesson and

would avoid creating yet another attack vector via podcasting.

Making podcasts a safe and trouble-free technology requires a single principle from Computer Science 101: Software developers must enforce a **separation of code and data**. Podcatching applications and media players are code. Podcasts must always be treated as data. Podcasts must not be allowed to run scripts on a computer, install executable files, or anything of the sort.

My investigation this week shows a potential threat from podcasts. Fortunately, no reports of malicious podcasts that have spread viruses or spyware "in the wild" have yet been reported. It's not too late for us to ensure both safety and ease of use in this exciting technology.

With a few simple steps, you can protect yourself. More important, software developers can easily make podcasts safe enough for even children to use without fear.

### **The good news: podcatchers can protect you**

For this special report, I asked the experts at eEye Digital Security to examine podcasts and podcatching apps. Dozens of podcatching programs are listed at iPodder.org, a podcast resource site, but for an overview it was necessary to test only a small sample.

As part of eEye's research mission (and without any compensation from me), security product manager Steve Manzuik selected two browser-based RSS readers and two client-based apps to test:

- Sage RSS Feeds Sidebar for Firefox
- Diodia RSS Feeds Toolbar for Internet Explorer
- Primetime Podcast Receiver
- Podfeeder

Manzuik then created RSS feeds using XML, the language of RSS feeds. He added enclosures that contained nasty stuff, including .exe files and other executables that you definitely don't want running on your computer.

His preliminary tests went fairly well:

1. **The browsers gave warnings.** When presented with executables, such as .exe files, the browser-based podcatchers benefited from both Internet Explorer and Firefox displaying built-in security-warning dialog boxes. (This level of protection requires IE 6.0 SP1 or higher or any version of Firefox.)

**2. All apps saved to disk.** Rather than simply streaming a potentially harmful file, all four podcatchers first wrote enclosures to disk. This step allows antivirus and antispymware programs to scan the files and quarantine infected ones. (You need both antivirus and antispymware protection, because antivirus programs generally don't detect spyware.)

**3. The players didn't run executable files.** When the podcatchers routed, for example, .exe enclosures to Windows Media Player to play them, nothing happened. The Play button was actually greyed out, because the file wasn't in one of the media formats the player expects.

These results are promising, but the tests suggest at least two means of infection that podcatcher developers must guard against. First, podcatching apps might download executable files. When run, these executables would play ordinary audio or video files. But, silently, they would install a Trojan horse that would run or download further adware or spyware.

Second, podcatching apps might download "malformed" or hacked multimedia files. Such files would appear normal, bearing a typical audio or video extension. But, when played, the files would exploit security weaknesses in widely-installed media players. The weaknesses would allow the hacked files to quietly install Trojans, with the same effect as in the first case.

In both cases, the victimized PC users might never know that a particular media file had installed anything unusual. When the PCs started running slowly, displaying pop-up ads, or broadcasting spam surreptitiously, the users might not realize the origin of the malware.

The victims, as a result, wouldn't realize they should unsubscribe from a particular podcast, which had perhaps accepted a money-per-install deal from adware promoters. Even if such users unsubscribed *en masse* from a popular but adware-financed podcast, millions of Trojan horses (and

anything the malware subsequently downloaded) would continue operating until physically rooted out.

## FeedStation rejects executables by design

Security researcher Manziuk told me in an interview subsequent to his tests that malicious podcasts with active content could become problems soon.

"If it's going to happen," Manziuk said, referring to infectious podcasts, "it's going to be a [malformed] file format issue, or it's going to be through one of these applications that doesn't warn you what the extension is."

**What to do:** Your best protection against podcasts that are actually executable files is to get a podcatcher that downloads only known multimedia file types. FeedStation, a free podcatcher designed for users of the FeedDemon and NewsGator RSS readers, limits its downloads to a list of expected extensions, such as .mp3 and .wmv. (For more information, see Microsoft's description of multimedia file formats.)

Nick Bradbury, the developer of FeedStation and FeedDemon, says this common-sense protective feature is still rare. "When I first looked at all of the podcatching applications, none of them were doing that," he said in an interview. "All of them were downloading any kind of file."

For this reason and others, I recently recommended FeedStation, FeedDemon, and NewsGator in a review of RSS readers published by Datamation on July 19. FeedStation, to its credit, allows users to add permitted podcast file types if any new formats arise. But users are protected by default against rogue files disguised as podcasts.

The potential for spyware-infected podcasts isn't just theoretical. Bradbury has publicly stated that he's already rejected financial offers to circulate adware. Other content providers might not be able to resist the temptation.

While not all developers of podcatchers limit downloads to safe media formats, the applications do generally block "active content" that can appear in XML. "Most RSS readers already block scripts in RSS," Bradbury says. By a sort of programmers' consensus, RSS readers and podcatchers usually do strip out ActiveX, Visual Basic, OnLoad events,

and other tricks hackers could use to hide malware inside podcasts. (Developers: The correct way to do this has been described by Simon Willison, Jeremy Smith, and Michael Radwin's blog.)

## The bad news: players can bite you

The weak link in protecting users from podcasts that could carry viruses or spyware, therefore, is generally not the podcatchers but the media players.

The major offerings — Windows Media Player, iTunes, Quicktime, RealNetworks, and WinAmp — have all suffered from serious security holes. These weaknesses have allowed multimedia files to quietly install malware, while the user sees or hears only the expected video or audio clip. Millions of PC users have already been negatively affected by malicious media files that were downloaded manually. It's important to prevent podcasts from being able to automatically exploit media players in the same way.

In the next issue of the newsletter, to be published on Aug. 11, I'll show you simple steps you can take to protect yourself against media players that might stab you in the back. It's not difficult, and it means your PC can download all the podcasts you like with little or no danger.



## Tutorial ... "Why Live With Chaos?"

=====

One of the biggest problems facing new computer users is losing stuff. The computer is like a bottomless pit - you can just keep adding info to it, and it sucks it up like a mega vacuum cleaner. Then you come to realize that you can't find anything!

The whole concept of "My Computer", "My Folders", "My Stuff", and "My Music" is pretty easy to understand, right? Of course it is - when you know how!

Create new folders in the My Documents folder. Name them whatever turns you on. "My Recipes". Or how about "My Downloads" or "My Newbie Club Newsletters". (You may want to save your newsletters in a file in your email client, of course.)

Want to access something at any time? Just open My Documents, and there are all of your folders, smiling up at you, labelled and ready for service.

If you download music, there's already a folder named "My Music". Create new folders inside, to organize yourself.

The computer is the ultimate organizer. And it's the ultimate servant. But ... how do you create new folders?

Open My Documents and look at the Menu line. You should see the word "File". Click File, point to New with your cursor, and click Folder. It'll be right at the top.

You'll see a new folder appear, with its name area all blank and blinking, ready for you to start typing. Type a name - spaces are fine, and the name can be real long if you want.

Once done, click off the folder, and the name is set. And you're done. Now you can store your stuff there whenever you're ready.

So now, whenever you need to find something, just go to 'My Documents' and plough your way through.

Just remember to throw out any stale sandwiches in there:-)

*From Newbie Club Insider 20th July 2005*