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Next meeting  
**WEDNESDAY 7TH JULY**  
**STUDIO WORKS**  
**COMMITTEE 6 PM**  
**BEGINNERS 7 PM**  
**DEMONSTRATIONS 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

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# General Information

Position	Name	After Hours / Business	Email
President	Glenn Gilpin	6330 1129	president@lcg.org.au
Vice President	Ivan Turmine	6327 1825	vicepresident@lcg.org.au
Treasurer	David Gray	6343 2514	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	Judy Hall	6394 7358	publicity@lcg.org.au
Assistant Treasurer	Iris Meek	6327 3162	Assistanttreasurer@lcg.org.au
PC Library	Judy Hall Julie Hjort	6394 7358 6344 5686	pclibrary@lcg.org.au
Public Officer	Judy Hall	6394 7358	publicofficer@lcg.org.au
Meetings Chair	Ron Baker	6326 5824	committee@lcg.org.au
OPEN Chair	June Hazzlewood	6327 2562 0414 770 864	open@lcg.org.au
Linux Chair	David Gray	6343 2514	linux@lcg.org.au
WebMaster	Chris Ralph		webmaster@lcg.org.au
Web Editor	Reinhardt Von Samorzewski	6327 1552	web@lcg.org.au

## Ron's Ramblings

Since the last Committee Meeting I have been mulling over the worrying division that appears to be developing between the OPEN Computing and the parent body, The Launceston Computer Group Inc.

I appreciate that OPEN contribute a large percentage of our finances, and wish to control the expenditure of those finances.

The problem is that our Constitution under which we are incorporated, does not allow Special Interest Groups (SIGs) to approve expenditure.

Therefore we either change our constitution by a special resolution at our AGM, or find a way around the problem.

There are two possibilities to my thinking, and I throw them into the pot for discussion at Committee and OPEN Meetings.

1. The LCG Committee allow OPEN a large Petty Cash Account, say \$500-\$1000, administered by OPEN and reimbursed by the LCG Treasurer after approval at the LCG Committee.
2. The Treasurer of the LCG Committee is elected from OPEN, (provided an appropriate person is available and willing to act)

Another matter to consider at the AGM, in August, is the financial year of the Group. To fit in with the operations of OPEN, it may be convenient to have our financial year as the Calendar year, as we do not have to prepare tax returns etc.

Again this will need a change to our Constitution by Special Motion at the AGM.

**Please Note:** I was wrong in previous "Newstreams" in referring to the AGM being in September. I had it in mind because September is the latest that the AGM can be held. The AGM will be held on Wednesday 4th August at 8 PM at Studio Works



#### DISK 1000 - Your Library on Disk

Have you received your copy of Disk 1000? The disk holds a complete listing of programs available in our PC shareware library. 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

Judy Hall, Shareware Librarian

### AVAILABILITY OF LIBRARY

The Shareware Library is available in-between meetings from the following people. 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: [bjhort@intas.net.au](mailto:bjhort@intas.net.au)

### Monthly Workshops

#### **Graphics PSP7 – 21<sup>st</sup> July**

Next class

#### **PSP7 – Using Paint Shop Pro**

**Wednesday 21<sup>st</sup> July**

**1pm – 3.30pm**

**\$6.50 fee** - Numbers limited to 8 please register on noticeboard or call

**Judy 63947358 or 0428 947358.**

## OPEN NEWSLETTER - JULY 2004

### Family History Online

Next Classes

**Wednesday 14<sup>th</sup> Jul 1pm–3.30pm &**

**Tuesday 27<sup>th</sup> Jul 9pm – 12pm**

**\$4.00 fee** Numbers limited to 8 people

Please register on noticeboard

### Microsoft Publisher

Next Class

**Thursday 8<sup>th</sup> Jul - 3pm to 5pm**

Please register on noticeboard – Fee \$4.00

*Class sizes limited.*

### **Graphics – Level 1**

This new class will be held every second month and is aimed at those people who are new or know little about manipulating graphics.

**Wednesday 28<sup>th</sup> Jul – 1 to 3.30pm**

Please register on noticeboard

Fee \$6.50 Includes both programs.

### **OPEN Meeting**

**Wednesday 7<sup>th</sup> Jul.**

A special meeting for all members of OPEN. We need your help. If you can lend a hand with helping at the venue or doing small jobs please come.

### **VENUE TELEPHONE NUMBER**

A Mobile Phone Number is now available to all those wishing to contact OPEN during working hours. The number is

**0413 698 610**

### **OPEN Session Times**

All sessions are held at the venue at

Studioworks, 1 Pipeworks Rd, L'ton

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

Monday	9am – 12	Beginners
Monday	1pm – 3pm	2 <sup>nd</sup> Step
Tuesday	9am – 12	PC & Mac
Tuesday	1pm – 3pm	Beginners
Wednesday	9am – 12	Beginners
Wednesday	2pm – 4pm	2 <sup>nd</sup> Step
Thursday	1pm - 3pm	PC & Mac

### **TAFE eLearn Sessions**

(All sessions \$4.00)

**DUE TO FINISH THIS MONTH**

Monday	9am - 12	eLearn
Thursday	9am – 12	eLearn
Thursday	1pm - 3pm	eLearn
Friday	9am - 12	eLearn

### **Special May Sessions**

Wednesday 7 <sup>th</sup> Jul	1pm on	<b>OPEN Meeting &amp; Tutor Tutorial</b>
Wednesday 7 <sup>th</sup> Jul	7pm on	<b>LCG Monthly Meeting</b>
Thursday 8 <sup>th</sup> Jul	3 – 5	<b>MS Publisher</b>
Wednesday 14 <sup>th</sup> Jul	1 – 3	<b>Family History</b>
Wednesday 21 <sup>st</sup> Jul	1 – 3	<b>Graphics PSP7</b>
Tuesday 27 <sup>th</sup> Jul	9–12	<b>Family History</b>
Wednesday 28 <sup>th</sup> Jul	1 -- 3	<b>Graphics Lev. 1</b>

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### What's Happening at OPEN

#### OPEN Monthly Meetings

##### Open Meeting 7<sup>th</sup> Jul 2004 at 1.00

Our regular monthly meeting to deal with all the affairs of OPEN. If you have any ideas please come to the meeting and discuss them with everyone.

#### NEW CLASS

To be held every second month.

##### Graphics – Level 1

Entry level graphics for those people new to computers or new to the field of graphics.

Wednesday 28<sup>th</sup> July 2004

1pm – 3.30pm

#### eLearn Extension

Those people who have not yet completed eLearn assignments may be able to extend the completion time to July 30<sup>th</sup>. See your Tutor for more details.

#### Induction Packs

Now being collated are the new induction packs which will include all the information a new member requires to begin their course.

Induction Packs are to be handed out to each new member once they have paid their membership.

#### Volunteer Hours

Volunteer Tutors, please remember to log your hours in the day book.

## OPEN NEWSLETTER - JULY 2004

#### Waiting Lists

A waiting list has been drawn up in the back of the daybook. Please enter the names and preferred sessions and contact numbers in the list.

#### Cleaning of the Venue

A new cleaner has been found and will soon be taking up her duties.

#### Northern Tas. Camera Club

Will now be meeting at the OPEN Rooms once a month with the first meeting.

Saturday Jul 17<sup>th</sup>

If you are interested in modifying your photographs this may be of interest to you.

You will need to join the club.

#### Printing Costs

With the purchase of the new printer we now have photographic quality printing available to all students. At this time the cost of printing will remain the same but may be reviewed in the future. **Current costs are:**  
Photocopying

Printing to Kyocera Printer	20c per page
Printing black & white text to Canon	20c per page
Printing text and graphics to Canon	20c per page
Printing text and graphics to Canon	40c per page
Printing cards or full page graphics	\$1.00 per page

#### Bulk Buy Booklets

The books have now arrived. Have you got yours. Still some books to be collected by Karen Gilbert, J Everett, K. Orchard, S. Lewis.



#### Fee Alteration - \$2 sessions

Anyone attending a second class within the same week can now pay \$4.00 for the first session and \$2 for each subsequent session.

**Please Note:** Special fee excludes sessions where special fees apply ie Graphics.

#### Free Copy of Newsletter

Don't forget to submit your email address if you wish to receive the LCG/OPEN newsletter via email. If you have not yet received the newsletter via email tell your tutor.

#### Special Monthly Meetings

##### **Launceston Computer Group Inc.**

<sup>1st</sup> Wednesday of the month

Wednesday 7<sup>th</sup> July 2004

Evening 7.30pm – 10pm

#### Shareware

Disk# >>> 3745 <<<Category>>>UT for WIN/W98<<<

##### **Johnny Castaway Screen Antics**

A great little screensaver. Follow the adventures of Johnny who is stranded on a island in the middle of the ocean. The program was originally written for Windows 3.1 but has been given a setup.exe file to install on Windows 95, 98, ME or 2000. We have not yet worked out how to get is working on XP.

## A brief history of computing...

AND, OR, NOT, and all that

### George Boole

Peter Carter



George Boole was a contemporary of Charles Babbage, who wrote of Boole's work: "This is the work of a real thinker." Like Babbage, Boole did not live to see the real results of his work in the following century. Mathematicians were the first to appreciate his ideas, and Russell and Whitehead, in *Principia Mathematica*, expanded Boole's thinking into symbolic logic.

Boole was born in 1815, the son of a tradesman, and in 1849 was appointed Professor of Mathematics at Cork University even though he held no degree. His first book, *Mathematical Analysis of Logic*, was published in 1847, and the second, *Investigation of the Laws of Thought*, in 1854. He was awarded the Royal Medal by the Royal Society in 1844 and elected a fellow of the Society in 1857. Boole died in 1864.

Boole was the first to show clearly that logic was a branch of mathematics, not philosophy, and set out algebraic methods, now known as Boolean algebra.

The four main operators of Boolean algebra are AND, OR, XOR (exclusive OR) and NOT. Using them, we can set out truth tables, with that for AND being (T = true, F = false)

A	B	A AND B
F	F	F
F	T	F
T	F	F
T	T	T

The truth table for OR is

A	B	A OR B
F	F	F
T	F	T
F	T	T
T	T	T

and for XOR

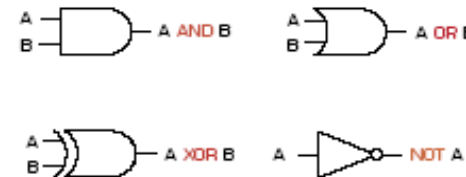
A	B	A XOR B
F	F	F
T	F	T
F	T	T
T	T	F

NOT is easy

A	NOT A
T	F
F	T

It's only a short step to replace true and false with 1 and 0, the digits of the binary number system, and as Babbage and other pioneers of computing realised (sometimes without knowing about Boole) Boolean logic is the basis for a binary adder. All that's needed is the hardware, and Konrad Zuse (Germany) and George Stibitz (US) were the first to put it into practice, in the 1930s. Each was unaware of the other at the time.

The logic gates, as they are known, are represented by these symbols:



(Continued on page 6)

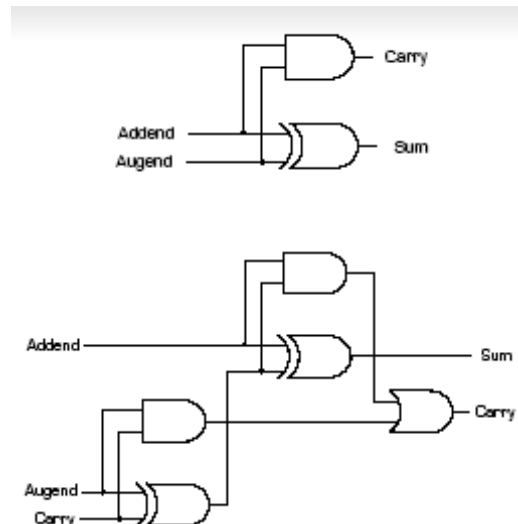
(Continued from page 5)

The truth table for adding two binary digits is

Addend	Augend	Sum	Carry
0	0	0	0
1	0	1	0
0	1	1	0
1	1	0	1

Recognise something? For the sum, the truth table is that for XOR, and for the carry, AND. We can therefore put two gates together to make a half adder

Two half adders together make an adder, which takes care of the carry figure from a previous stage:



A real processor, whether it's the PowerPC processor in your Mac or any other, will be far more complex than that of course, but binary addition is the basis of it all.

## Hardware

In 1936 Konrad Zuse, working for an aircraft manufacturer, began work on a programmable calculator in his parents' living room. The Z1 was mechanical, and not very satisfactory. Its successor, Z2, was built around relays, and was more successful. Zuse managed to receive funding for a calculator to help solve wing flutter problems, and by 1941 he had completed the Z3, the first operational general-purpose programmable calculator. It contained 2 600 relays.

Encouraged, Zuse began work on Z4, but in the increasing chaos in Germany was unable to complete it before 1950. The Z3 was destroyed. Zuse went on to form his own computer company, which was later absorbed into Siemens.

George Stibitz, a physicist, worked for the Bell Telephone Laboratories, and was therefore familiar with telephone relays. He had also 'observed the similarity between the circuit paths through relays and the notation for binary numbers and had an idea I wanted to work out...'

He took a couple of relays, a couple of dry cells, torch globes, bits of tin and wire, and made a binary adder on his kitchen table. From that he went on to develop circuits for subtraction, multiplication and division. Complex calculations were needed in the design of long-distance telephone lines, and Stibitz was asked to design a calculator.



*A replica of Stibitz's first adder*

In 1939 Stibitz and Samuel Williams built Model 1, with over 400 relays, and a teletype for input and output. In September 1940 it was connected via landline to a meeting at Dartmouth College: the first

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time a calculating device had been operated remotely. Other machines followed, and Model V was completed in 1946.

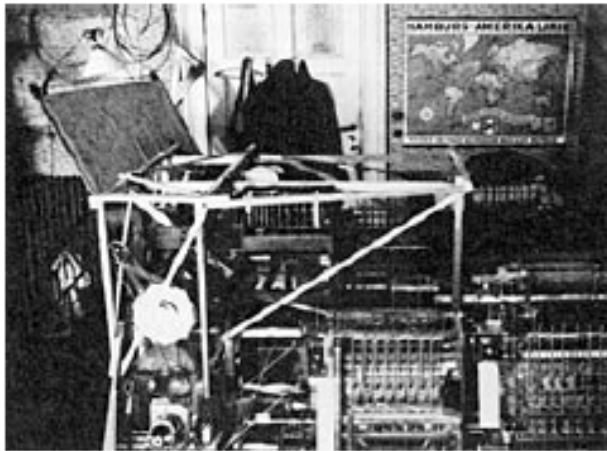
But relays were already outmoded...

## Software

Programming languages, including AppleScript, have a variable type known as Boolean. Two values are possible, true and false (represented by 1 and 0). One can then write code such as

```
IF number > minimum AND number < maximum  
THEN do_this  
ELSE do_that;
```

These days most people's contact with Boolean logic will be with search strings in databases or the Web, with AND, OR, and NOT.



*Z1 in the Zuse living room*

**AppleSauce** June 2004

## Some Interesting Thoughts

Sometimes I get the sudden urge to run around naked. But then I just drink some Windex. It keeps me from streaking.

Food has replaced sex in my life--now I can't even get into my own pants.

Marriage changes passion... suddenly you're in bed with a relative!

I saw a woman wearing a sweat shirt with "Guess" on it... so I said, "Implants?" and she slapped me.

I don't do drugs anymore 'cause I find I get the same effect just standing up fast.

Money can't buy happiness, but it sure makes misery easier to live with.

I got a sweater for Christmas... I really wanted a screamer or a moaner.

If flying is so safe, why do they call the airport the terminal?

I don't approve of political jokes... I've seen too many of them get elected!

The most precious thing we have is life. Yet it has absolutely no trade-in value.

There are two sides to every divorce: Yours and dip-shit's.

If life deals you lemons, make lemonade; if it deals you tomatoes, make Bloody Marys. But if it deals you a truckload of hand grenades... now THAT'S a message!

Shopping tip: You can get shoes for 85 cents at the bowling alley. I am a nobody, and nobody is perfect; therefore, I am perfect.

Everyday I beat my own previous record for number of consecutive days I've stayed alive.

If carrots are so good for the eyes, how come I see so many dead rabbits on the highway?

## Portable advice

Alan Dexter offers tips and advice galore on laptop maintenance and use. Laptops have come on in leaps and bounds since their first tentative steps, and now offer a real performance alternative to the desktop PC.

Even so, there are a few troubles that you need to overcome to make your laptop life stress-free. Read on for a calmer journey.

### Which OS?

While you will need a fairly powerful laptop to be able to use it, the comprehensive power-saving features in Windows XP make it the version of choice for the roaming PC user. If you're not interested in lining Microsoft's coffers, then Linux offers a real alternative, and modern distributions make installation on a laptop as easy as possible. Take a look at [www.linuxslate.org/installtips.html](http://www.linuxslate.org/installtips.html) for an impressive array of advanced installation tips.

### Travelling

While it makes sense to make sure your battery has a full charge before going on any trip, you should make sure your laptop has power for security reasons, too. If you are travelling anywhere near an airport, security staff will want to check that the laptop is working and that you know how to turn it on. This is because bombs have been disguised in non-working laptops in the past, and a controlled explosion of your expensive PC is not the best way to start a trip.

### Maintenance

Performance takes on a slightly more important role with your laptop, as the longer an action takes, the more power you will use and ultimately the less work you can get done in a specified time. For this reason you should keep your machine running as smoothly as possible. Run ScanDisk and Disk Defragmenter once a month to help keep your drive in optimal condition.

### Slowdown

If you try installing Windows Me on your laptop after it has been running for a while, you may get an error message stating that it can't install because the processor is not at least 150MHz. If the processor in your laptop gets too hot, it may slow itself down in order to reduce heat production and, in doing so, it may drop its speed below the minimum system requirements for Windows Me. The solution is to turn off your machine and allow it time to cool down before trying to install Windows.

### Paired

If your laptop came with two batteries, try to alternate them equally, otherwise the back-up battery will lose its ability to hold charge due to long periods of inactivity. If either battery is not going to be in use for more than a week you should store it in a cool dry place and recharge it before use. Even if you mainly use your laptop connected to the mains, you should use your batteries periodically to keep them in good condition.

Connected

Digital phone systems can carry an electric current even when you don't have an active connection, so unplug your modem from the phone lines when you are not making a connection. As many PC Card modems are extremely sensitive to the high currents of digital lines, this can save you an expensive replacement.

### In case

If you are going to be travelling with your laptop, it really is worth considering investing in a proper laptop case with protective walls that help prevent accidental damage from bouncing your laptop against objects, and that has room for extra cables and components that you may otherwise forget. Your laptop also stands a better chance of surviving a drop in one of these.

### Drinks

While the convenience of a laptop often means you can take it out with you to lunch, try to avoid drinking near it. Spills can cause irrevocable damage to the keyboard or motherboard and such accidents are generally not covered by warranties.

### Clean-out

Hard drive space is usually at a premium when it comes to laptops. Don't keep any information you don't need. Empty your Deleted Items folder and your Sent Items folder, and be strict with the email you do want to keep. Get into the habit of cleaning out your web browser cache and deleting the contents of the Windows\Temp directory.

### Duplicates

If you have a desktop PC in addition to a laptop, creating backups of your important files can save heartache later. There are several ways of connecting the machines, ranging from small networks to simple serial connections.

### Mirrored

If your desktop has sufficient hard drive space, create a mirror image of your laptop's hard drive on its own partition. This ensures that if you do have any problems you'll be up and running again in no time at all. It also means you can be a little more ruthless with your paring of unwanted files, folders and applications as you can always refer to the mirror image if it all goes wrong.

### BIOS upgrade

As with desktop PCs, upgrading the BIOS can resolve all manner of problems and add functionality. When it comes to laptops, a simple BIOS upgrade can bring an impressive amount of additions, including helping the machine to run cooler, better battery performance and tuned graphics performance. Upgrading your BIOS can also solve incompatibilities that are preventing your system from hibernating properly. Visit your laptop manufacturer's website for more information and the requisite files.

### Protection

One of the downsides of laptops is that they are easy to steal. While there are a number of measures you can take to help stop this happening, it's reassuring to know that you are

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fully covered should the worst happen. Write down the serial number of your laptop and keep it with your receipt. It's also worth checking that your insurance covers the device if it is away from the home.

### **Docking**

If your laptop didn't come with a docking bay, this doesn't necessarily mean that one isn't available. The additional connectivity and options that these offer can turn your portable powerhouse into an impressive desktop, too, so it's worth checking with the machine's manufacturer to see if one is available.

### **Manually configure profiles**

Hardware profiles make switching between a docked and undocked laptop a breeze, once you've set them up. Attach your laptop and boot into Windows. Right-click My Computer and select Properties. Select the Hardware Profiles tab on the System Properties screen. Rename the Original Configuration entry to Docked. Select the Docked profile and hit Copy. Call the new profile Undocked. Click the Device Manager tab and double-click a device that isn't available when you are Undocked. Click the Undocked box to clear it in the usage area.

### **Battery life**

It's a common misconception that laptop batteries are designed to last as long as the laptop itself. In fact, most rechargeable batteries will last for about two years, although this does depend on the technology used, and how you have cared for it. A good indicator is when it can't hold its charge for a quarter of the time that it originally did. So if your battery originally provided two hours of use, and now only provides half an hour, you know its time to buy a replacement. Nickel-Cadmium (NiCad) batteries have a life cycle of up to 700 charges. This technology suffers from the memory effect - that is, it will charge to the level at which the battery was last discharged. The solution is to fully discharge the battery until your laptop shuts off, and then recharge it. Nickel-Metal Hydride (NiMH) batteries don't suffer from the memory effect, but can only be recharged up to 500 times. The first few times you charge these batteries you should elect to slow charge them. The newest battery technology is Lithium-Ion (LiIon), which has a life expectancy of five years and can withstand over 1,000 recharges. These batteries are expensive, though...

### **Pointed**

The pointing solutions for laptops range from the bizarre to the ridiculous, with little room for useful in between. While there are some devotees of the touch pad, for the most part this should only be used when you're on the move, relying on a mouse for the rest of the time. It's a good idea to disable the default pointing device when using the mouse (to stop moving the pointer around by accident with the heel of your palm). To do this you need to pop into the Device Manager, expand the Mouse branch, select the default pointing device, click Properties and then tick the Disable in this hardware profile option.

### **Any port**

If you use your laptop with more than one docking station, you may find that several docking profiles are created on your machine. If you use the same hardware and connections from each docking station then this is nothing but an inconvenience. There is a workaround for this on most laptops. Enter the BIOS configuration utility, track down the setting for Unique Dock ID and disable it. Save the changes and you can use the same settings no matter where you dock.

### **Iconic**

If you are running Windows 95 and you turn your machine on without a battery connected, you won't get the battery icon appearing in the System Tray even if you later install a battery. To fix this, select Settings, Control Panel, then double-click the Power icon. Clear the Show battery meter on the taskbar box, click Apply, reselect that option and hit OK.

### **Hot, hot, hot**

The SODIMM memory modules may seem to get quite hot during operation, but don't worry, they don't need any additional cooling unless you are trying to overclock your laptop. If the heat production is affecting the stability of your system you may need to replace your memory.

### **Memory**

If you have installed new memory and your laptop is refusing to recognise it, it's worth checking you have physically installed it correctly. The installation procedure for this memory type is to install it at a 45-degree angle and then push the memory down until it locks into the side clips. The first part of this is the critical moment, and it's really worth giving the module a firm push into the slot before pushing it down. After installation you should see less than 1/16 inch of the gold contact.

### **Infra-red**

If you are having problems getting your laptop to communicate through the infra-red port, make sure it's been turned on in the BIOS first. Many manufacturers ship laptops with this feature disabled.

### **Alan Dexter**

This article first appeared in PC Plus Issue 193 - September 2002  
Please note that the information contained within this article is correct at the time of creation. Information may have changed since the appearance of this article in the magazine or website. Copyright Future Publishing Ltd Future Publishing Ltd, 30 Monmouth Street, Bath, BA1 2BW, England. Tel: (+44) 01225 442244 Reproduction in whole or in part without written permission from Future Publishing is prohibited. This material is for personal use only.

Incoherent comment...



## Computing at Entropy House

The Windows world has been dealing with the Sasser worm in recent weeks: yet another piece of malicious code turned loose by someone socially deficient.

Came across this the other day:

'[Harold Thimbleby] points out that you can gain some protection by using computer systems that other people don't use. The usual justification for purchasing today's numerically dominant personal computer is simply and solely that it *is* numerically dominant. Almost every knowledgeable person agrees that, in terms of quality and especially user-friendliness, the rival, minority system is superior. Nevertheless, ubiquity is held to be good in itself, sufficient to outweigh sheer quality. Buy the same (admittedly inferior) computer as your colleagues, the argument goes, and you'll be able to benefit from shared software, and from a generally larger circulation of available software. The irony is that, with the advent of the virus plague, 'benefit' is not all that you are likely to get. Not only should we all be very hesitant before we accept a disk from a colleague, we should also be aware that, if we join a large community of users of a particular make of computer, we are also joining a larger community of viruses — even, it turns out, disproportionately larger.'

Dawkins, R, 'Viruses of the Mind' in *A Devil's Chaplain*, Phoenix, 2004, p 156

Richard Dawkins is known as a Mac user, and what he originally wrote in 1993 is still true, apart, perhaps, from the reference to floppy disks.

The Mac is a less tempting target, but that should not lead to complacency: keep up with the security updates and so on. A couple of Web sites have tutorials:

MacDevCenter 'A Security Primer for Mac OS X' by Francois Joseph de Kermadec [Feb. 20, 2004] <[www.macdevcenter.com/pub/a/mac/2004/02/20/security.html](http://www.macdevcenter.com/pub/a/mac/2004/02/20/security.html)>

MacZealots 'Complete Mac Security' <[maczealots.com/tutorials/](http://maczealots.com/tutorials/)>

If you follow the stream of advance fee fraud e-mail messages you may be aware of the recent one about a stranded Nigerian cosmonaut:

'I am Dr. Bakare Tunde, the cousin of Nigerian Astronaut, Air Force Major Abacha Tunde. He was the first African in space when he made a secret flight to the Salyut 6 space station in 1979. He was on a later Soviet spaceflight, Soyuz T-16Z to the secret Soviet military space station Salyut 8T in 1989. He was stranded there in 1990 when the Soviet Union was dissolved. His other Soviet crew members returned to earth on the Soyuz T-16Z, but his place was taken up by return cargo. There have been occasional Progrez supply flights to keep him going since that time. He is in good humour, but wants to come home...'

There never was a Salyut 8: after Salyut 7 came Mir, and of course Mir no longer exists. You can read the rest of the story at <[www.theregister.co.uk/2004/04/16/cosmic\\_419er](http://www.theregister.co.uk/2004/04/16/cosmic_419er)>. Never believe a word of any Nigerian sob story.

*AppleSauce* June 2004



## The editor in the box:

Editing tools in Word 2002 By The Crabby Office Lady

The best way to avoid the swath of an editor's thick red pen is to make sure the copy you send is perfect. But if perfection isn't possible, Microsoft Word 2002 offers a variety of editing tools to ensure harmony between writer and editor. Applies to Microsoft Word 2002

They're our best friends and our worst enemies. They're the monkeys on our backs and the guardian angels on our shoulders. We love them, we hate them, we can't live without them. That's right, folks: They're our editors— as well as our reviewers, collaborators, and anyone else who has free rein to review and critique our docs.

And since it harkens back to the olden days to use those archaic proofreading marks (is that the roar of flame mail in the distance I hear?), there is a faster, smoother, and more efficient way to work together.

You and your editor have many different ways to collaborate using editing tools in Microsoft Word 2002. Below are a few features that are most commonly used. As you become familiar with them, you just may find yourself exploring how to better hone your editing process.

**Employ the basics: Spelling and grammar** If you're the writer, before you hand over that piece of your soul to your editor, making sure that your words are spelled correctly and that your sentences make sense structurally serves to speed up the editing process. To run the spelling and grammar checkers automatically On the Tools menu, click Options, and then click the Spelling & Grammar tab. Select the Check spelling as you type check box. Select the Check grammar as you type check box. Note You can always choose to turn off the grammar checker or the spelling checker. There is no law saying that they both have to be on. Between you and me, that grammar checker can be a bit of a taskmaster. "But how," you may ask, "How does Word know how to spell all those words, and what if I have some special made-up words because I'm writing a science fiction novel and don't want the spelling checker to get all hung up on these words of creative genius?" I have two words for you: Custom dictionary.

(If J.R.R. Tolkien were alive today, I'll bet he'd have one doozy of a custom dictionary.)

With this handy little feature, you can add any word (including made-up words such as "Snerfaloid" or "BetagammaC3po") and the spell checker will breeze right over them. To add your own words to the dictionary

On the Tools menu, click Options, and then click the Spelling and Grammar tab.

Under Spelling, click Custom Dictionaries.

In the dictionary list, select the dictionary you want to modify, and then click Modify. Click Add for each word or abbreviation you want to add to the dictionary. Note You can also create a brand new dictionary, just for the purpose of this novel you're writing. In step 3, click New, give your dictionary a name, and start adding words. There is another,

perhaps quicker way of adding to your custom dictionary: Type the new word once. If the spelling checker doesn't recognize the word, a red squiggly underline will appear underneath it. Right-click the word, and on the shortcut menu, click Add to Dictionary.

**Leave your mark:** Keep track of changes Let's see things from both sides now: A writer has handed off his best work to you, the editor, and now the fun begins. Rather than plod through a hard copy and fill it with little proofreading symbols (which might be mistaken for hieroglyphics), why not turn on the Track Changes feature (great name for it, eh?) so that each change you make can be seen, accepted, or even (gasp) rejected? When the piece is returned to the writer for review, each insertion, deletion, and formatting change that the editor or reviewer made is tracked.

As the writer, when you review tracked changes, you can accept or reject each change. You also have the option to reject all changes or accept all changes at once. (Accept all changes— that's a good one! Oh, I slay myself.) Here's the best part of it all: As the editor, you can display your edits the way you want (by picking font colours, formatting options, and so on), and as the writer, you can customize your own display and view the edits the way you want. Both of you end up working in a way that suits you, and if all goes well, the document becomes a crisp, clean piece of art and no tantrums are thrown on the way there. To track changes so everyone understands what's working and what isn't Open the document you want to revise or review. On the Tools menu, click Track Changes. When the Track Changes feature is enabled, TRK appears on the status bar at the bottom of your document. When you turn off change tracking, TRK is dimmed. Make the changes you want by inserting, deleting, or moving text or graphics. To change the font colour and formatting of tracked changes On the Tools menu, click Options, and then click the Track Changes tab. To change the colour and formatting options of your tracked changes, in the Track Changes options section, choose the colour and formatting you want. There are other options you can fool around with in that dialog box— you have to play around with all of them to see what works best for you.

Try ballooning with Word (or don't) To preserve the layout of your document, Word shows some mark-up elements— insertions, deletions, formatting changes, and clever comments— in the text of the document. It displays others in balloons that appear in the margin. Balloons show insertions or deletions, formatting changes, and comments.

"Balloons?" you say. "I find them irritating and childish." Well, just hold on, Crabby.

You can set it up so that comments (as well as insertions, deletions, and other editing changes) also show up in the Reviewing Pane at the bottom of your screen:

On the Reviewing toolbar, click Reviewing Pane. Note To show the reviewing toolbar, point to Toolbars on the View menu, and then click Reviewing. Now you can have balloons and the reviewing pane. However, if you are still miffed by balloons (Is it a circus thing? Do clowns scare you?), you can just turn them off completely: On the Tools menu, click Options, and then click the Track Changes tab. Under Balloons, clear the

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clear the Use balloons in Print and Web Layout check box.

**Juggling editors:** When your document becomes an editing party Some of you have all the fun: You get to work with multiple editors. It's possible to identify and review quickly the changes made by the people who reviewed/butchered your document. You can display changes or comments by reviewer or by type, and you can also print a list of changes made. To display changes or comments by reviewer Make sure the Reviewing toolbar is showing: On the View menu, point to Toolbars and click Reviewing. Click the Show button, point to Reviewers, and clear all check boxes except for the ones next to the names of the reviewers whose changes and comments you want to show.

Tip To select or clear all check boxes for all reviewers in the list, click All Reviewers. What if you just want to see formatting changes and don't give a whit about the comments? To display changes or comments by type On the Reviewing toolbar, click Show and select the check box next to the type of change that you want to display. To print a list of changes made (This last option might be especially useful in creating a list of bones you want to pick with the reviewers.) Open or switch to the document that contains mark-up. On the File menu, click Print. In the Print what box, click List of mark-up. And there you have it. You're on your way to a smoother, more civilized editing process.

### QUICKER SHUTDOWN

. If your Windows XP doesn't shut down as fast as you'd like, one alternative might help. Right click a blank area on your desktop, click New|Shortcut and in the Create Shortcut Wizard's Type the Location of the Item box, type the following exactly without quotes: "shutdown -s -t 0". Make sure there is a space before each hyphen and that is a numeric character at the end. Click Next and in the Type a Name for This Shortcut box, enter "shutdown" or some descriptive title and click Finish. You may now use that shortcut on your desktop for a fast shut down, made even faster of course if you don't have any programs running when you click on it.

**CHANGING CASE IN MS WORD.** If you discover you're in the wrong case while entering text in MS Word, don't retype, just select (highlight), click on Format|Change Case, then choose one of the options from the drop-down menu to change to sentence case, lower case, upper case, title case, or toggle case

*From Neat Net Tricks 174 1/6/2004*

PC Plus

## Word field codes revealed

Word field codes revealed Word's field codes can do everything from giving you dates and drop-down lists to consecutively numbering tickets, from PC Plus 192, August 2002 Word's field codes are powerful tools for adding functionality to your Word documents. Every time you add a page number to a document header or footer, or an updateable date to a document, you're using a field code.

These field codes represent only the tip of the iceberg of what field codes can do - as you'll see in this month's Masterclass.

We'll look at some basic tools for working with field codes and some handy codes for everyday use, including a selection list, some 'Click here' blocks and codes to automatically number tickets.

### Field code basics

When you place a field code like a page number field code into a document the field code marks the place where Word displays the current page number for you. If the number of the current page changes - for example, if you add another page - the page number displayed in the page number field code will be updated to display the new value. Word takes care of this updating process for you.

There are a number of simple field codes like the page number one that you can use in your documents. A handy example is the filename field code that you can add to the footer of a document. It has an option for including the file's path and this is useful to include on your printed documents because it ensures you know the filename of the document and its location.

To add this field code to a footer, choose View, Header and Footer, and click the Switch Between Header and Footer button. Click where the filename should appear and choose Insert, Field. From the Categories list choose Document Automation and from the Field names list choose FileName.

If you're using Word 2002, click the Add path to filename checkbox and click OK. If you're using Word 97 or 2000, choose Options, Field Specific Switches tab, select the \p switch and click Add to field and then OK twice. A field code with the document name and path will appear. If it displays as {FILENAME \p \\* MERGEFORMAT} this is because you have field code display enabled. Toggle this option on or off by pressing Alt + F9.

If you haven't saved this document you'll see the filename, for example, Document1. Save the file - the field code will update when you perform a task such as saving and reopening the file, printing it or choosing Print Preview. You can manually update it by selecting the document (Edit, Select All) and press F9. You can add field codes manually into a document, as long as you know the correct syntax for the field code and that you have

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added the curly brackets correctly. Field code brackets must be created by pressing Control + F9. To experiment with this, add today's date to a document using a custom format. Begin by pressing Control + F9 to create the brackets, then type the remainder of the code inside these:

```
{DATE \@ "dd MMMM yyyy, dddd" }
```

To update the field code, select it and press F9, if the field code itself still displays, press Alt + F9 to display the results. It may help you to see what is happening if you set field codes to show as shaded on the screen so you can see them more clearly. Choose Tools, Options, View and from the Field Shading drop-down list choose Always and click Ok. Many of the simpler field codes can be entered using the Insert menu's Page Numbering and Date and time options. Others can be accessed when you are viewing the Header and Footer area of a document - some are attached to buttons on the Header and Footer toolbar and others are accessible from the Insert AutoText menu on the same toolbar. The more complex and less often used field codes are accessible from the Field codes dialog. It is these field codes that we'll concentrate on.

### **Simplifying data entry with Click Here blocks**

When you're creating documents for others to use you'll want them to enter data in the correct position. One way to manage this is to use Click here blocks much like those that appear in Word's own Fax templates. They're simple to create using the MacroButton field, as you'll see: Click where the user will type the text and choose Insert, Field, from the Categories list choose Document Automation and from the Field names list choose MacroButton. In Word 2002, click the Field Codes button. In the text area after the word MacroButton, type: NoMacro [Click here and type your name]. Click Ok and notice the new entry on the page. None of the text after 'NoMacro' is required but you'll find the square brackets are useful to indicate the field code prompt. Save the file.

Test the field code by clicking it and type your name. Notice that the field code text disappears and is replaced by your name. You'll find that field codes like this are useful for ensuring users type text in the correct position in a template or regular Word document.

### **Drop-down selection lists**

You'll be used to using selection lists in Windows programs. These let you choose an option from a drop-down list of choices. Using Word's field codes you can create your own custom selection lists populated with your own range of selectable options in order to speed up data entry. To do this, you'll use the AutoTextList field that displays a selectable list of options. Begin by choosing Insert, Field, from the Categories list choose Links and References and from the Field names list choose AutoTextList. If you're using Word 2002, choose the Field Codes button. Immediately after the word AutoTextList, type the word "selectlist" (inside double quote marks) - this is the name of the list. Click Options, choose the Field Specific Switches tab, choose the \s switch and click Add to

Field.

At the end of the current entry in the text area, and after the \s, type "selectliststyle". You can use any name you like but ensure the name used in the field code and the name of the style you create later are exactly the same. Choose the \t switch, click Add to Field and, at the end of the current entry in the text area and after the \t, type "Right click and select an entry from the list". The text in the text area should look like this:

```
AUTOTEXTLIST "selectlist" \s "selectliststyle" \t "Right click and select an entry from the list" Click OK twice to close the dialog and add the field code to your document. This field code will be what you'll click to display a list of selectable entries. Before you can do this, you must create the list entries. You do this by typing each entry on a new line of the current document. When you've finished, select all the entries and, in the Style box at the far left of the Formatting toolbar, type selectliststyle and press Enter. This creates a new style called selectliststyle and it's this formatting that will ultimately provide the link between these entries and the AutoTextList field code. Click the Show/Hide button on the toolbar to display the paragraph markers at the end of each entry and then select the first entry but don't select the paragraph marker. Choose Insert, AutoText, New and click Ok - this adds a new AutoText entry - its name is automatically created, too. Repeat this process and create a new AutoText entry for each entry you've typed. When you're done, delete the list items but leave the selectlist field code in place. At this stage you'll want to save your document as you're ready to test the drop-down list. To do this, hold your mouse over the top of the field code (selectlist) and wait until the tool tip appears. This displays the text you typed in earlier and prompts you to right-click and display the list of entries to select from. Once you've created your selection list and tested it you're ready to add some functionality to it. All you need to do to create the selection list in future is to create the AutoTextList field code and this can be saved as an AutoText entry so it's simpler to create. To save the field code as an AutoText entry, create the selectlist field code following the instructions above and select it. Choose Insert, AutoText, New. Type a name for the entry (selectlist will do) and click Ok. You can now create the field code in any document by typing the word selectlist and pressing F3 to replace the text with the field code.
```

You'll find that this selection list will work well in templates where you want to give your user a small number of entries to choose from. Using a selection list reminds them what their options are, makes it easy to select one, and ensures accuracy because they're not having to type the data in manually.

### **Numbering tickets**

You might be planning an event and need to have numbered tickets or you might be running a small raffle or door prize. At first appearance Word seems the obvious choice for your tickets - you can buy attractive perforated paper to print them on or you can create them in a table and then trim each ticket to size. Your problems will begin when

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you try to automatically number your tickets and if you need automatically numbered tickets where each ticket has a stub to be numbered, too.

The solution is to use a field code that will automatically create the numbers for you.

Begin with a Word document that has a table containing four rows and two columns - use Insert, Table in order to do this. Narrow the width of the first column by dragging on the divider line to provide a small 'stub' area leaving the larger column to be the ticket itself.

To make the tickets all the same size, drag the bottom border of the table downwards until it appears just above the margin at the foot of the page. If you have the rulers showing (View, Rulers), you can see where the margin is. Distribute the remainder of the rows equally across this area by clicking somewhere in the table, choose Table, Select, Table to select it and then choose Table, AutoFit, Distribute Rows Evenly. Decorate and type the text for your tickets and the ticket stubs, leaving room for numbering. Begin with the first ticket stub that will be the first cell in the table. Click in it where the first number should appear. Choose Insert, Field, from the Categories list choose Numbering and from the Field names list choose SEQ. If you're using Word 2002 click the Field Codes button. In the text area, after the word Seq, type the word TicketNumber. Click Options, choose the Field Specific Switches tab, select the \r field and click Add to Field. This enables you to set a starting number for your tickets, we'll start them at 5,000 for now, so type 5,000 and click Ok twice. The field code should look like this:

```
{SEQ TicketNumber\r 5000 \* MERGEFORMAT}
```

Once this is done, the next code will be added to the first ticket and it will simply repeat the first number. To create this field code, click in the first ticket and choose Insert, Field, from the Categories list choose Numbering and from the Field names list choose SEQ. If you're using Word 2002, click the Field Codes button. After the word SEQ, type TicketNumber (this is the variable name you're using for this numbering sequence and it will stay constant throughout). Click Options and, again, choose the Field Specific Switches tab. Click the \c field, click Add to Field, then click Ok twice. The \c field inserts the nearest preceding auto sequence number that is the number from the previous stub. The result is that the ticket now contains the required 'duplicate' number. Repeat this last step for all the tickets in the document (or, more simply, copy the field code from the first ticket and paste it into all the other tickets on the page).

### Stub it out

The stubs are another issue because the second stub must now contain a number one higher than the previous ticket number. For this, you'll need a third field code. Click in the second stub and choose Insert, Field, from the Categories list choose Numbering and from the Field names list choose SEQ. If you're using Word 2002, click the Field Codes button. After the word SEQ, type TicketNumber and click Options, Field Specific Switches tab. Click the \n field, click Add to Field, then click Ok twice. The \n field switch inserts the next number in the sequence so the second stub now contains a number

one larger than the previous one. You can copy this field code to the remainder of the stubs. If you notice, when you've finished copying and pasting, that the numbers don't update correctly, select the entire document by choosing Edit, Select All and press F9 to update the field codes. Once you've printed the first sheet of labels, display the field codes by pressing Alt + F9, alter the starting number in the field code in the top right of the table, press Alt + F9 to return to viewing the results. Choose Edit, Select All, press F9 and you're ready to print the next lot of tickets.

### Header and footer options

Field codes can be used to create custom text for headers and footers and they enable you to get some neat effects that otherwise wouldn't be possible. Here are three ideas...

Sometimes, instead of the current page number, you might prefer the footer to display the page number of the next following page. Do this with a field code that looks like this: {if

```
{page}={numpages}"/...ends"/...{=page+1}"}
```

To add a record of the time and date the document was printed on the last page of a document, use a field code that looks like this:

```
{if{page}={numpages} "Last Printed: {date \@ "ddMMMM yyyy}" ""}
```

Use options from the collection of Document information field codes you can display information such as file size and word counts in the Footer area. Select the code to use and click the Field Codes, then the Options button to see what options are available.

There's a wealth of useful things Word's field codes can do for you and the ones we've used this month are a small sample of their power.

Helen Bradley

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Ivan Says:

A chap named Rod has written in re scanning negatives. He has had success using a regular scanner by placing the negative on the scanner, then placing a mirror face down on top of the negative.

That way the scanner light passes through the negative, bounces off the mirror, and is picked up by the scanner's CCD (charge-coupled device) sensor. Rod originally used the shiny side of aluminium foil, but a mirror works better, he says.

Thank you, man. *From ACT APPLE JUNE 2004*



## The Difference Between the Computer Guys And the Civilians

person who you call when your computer doesn't do what you want it to. We install software, fix printer jams, do those "special projects" for our principal. We have a box of cables that we just can't throw away. Sometimes we live in a computer lab, sometimes we have a closet somewhere. If we don't have any formal designation, it doesn't matter, everyone knows who we are. We are loved and we are hated. We are the computer guys. Now, please don't think I am a sexist. Many times the Computer Guy is not a guy at all. In fact, I have worked with many women over the years who the kids called, "The Computer Lady." They have all been excellent at what they do and I have learned from them. Male or female, "Guy", "Lady", or "Person", whatever you call us, you call us a lot. What makes us different from the rest? What do we have that others don't have? Are we wired differently? Are we smarter? Is there a special gene? I don't think so. We aren't that special. There are a couple of things that do set us apart from the Civilians though. People will bring me software that I have never even heard of and ask me to make it work on their machine. What do I do first? I read the directions. If things don't go smoothly, I read the directions some more. I read the Appendix. I read the Frequently Asked Questions. I read the Common Problems and Trouble Shooting. Sometimes I even go on-line. We computer guys are the people who actually read the manual. We follow the directions. We do it so often that we build up an immunity to Boring. Because, believe me, those manuals are boring. Time. Nobody has enough time. People say to me, "I probably could have figured this out myself, I just didn't have time," or "This would take me a week and you probably could do it in just a few minutes." The truth is, I don't know that I have more time than the Civilians, but I am willing to spend my time helping them. We computer guys have already put in hours playing with technology and figuring out how things work. We love doing that. When we can use that information to help others, we feel good. "Government Jobs". Those little jobs that seem to pop up every year that your principal or someone else asks you to do as a favour. We make award certificates, programs for the musical, room signs for Career Day. Why do we do them? Because we said yes one time three years ago and people remember things like that. It is very hard to say no to your boss, almost nobody does. But it is the other "government jobs" that get you a reputation. People are smart. They send their friends to ask you. They ply you with promises of donuts, cookies and pizza. If you aren't careful, you could get appointed to a committee... Intuition, gut feeling, a sixth sense, magic. We have it. I have a friend who is a "Computer Lady". She swears that she can work for an hour on a computer and not get it to work, and I can come over and do the exact same things she did and make it work. She calls it "The laying on of the hands". Is it real? Frankly, I have just as many failures as success stories, so I don't really believe in special powers. But, over time I do feel that we develop insight. Sometimes the information is locked away in your brain and you know the answer but you can't quite put it in words. You try something and the machine works. Hurray! Magic? No, probably just a wealth of information that sends you in the right direction. Why would anyone want to become the Computer Person? People like us when we help them and it is a nice feeling. Hopefully they like us for other reasons too, but there are always people that you never

see until they have a problem. Over the years I have been the teacher that asks for help, and the one that gives help. When I am the one asking for help, I make a point of asking how things are going, talking about vacation, family. It is important for my friends to know that they are my friends outside of their ability to cure my network rights issue. I have developed a philosophy that I hope people will appreciate regardless of what side of the Help Desk they are on. My friends and I call it "Can Do". "Yes, I will try to help you." Support means just that. You are a helper. The idea is to solve the problem so that everybody is happy. We have all seen those nasty computer tech guys on Saturday Night Live. The reason we laughed is because we know people like that. But it shouldn't be that way. When I need help, I am grateful that the Tech people can solve my problems. When they can't, I call other people for help. Sometimes we "Can't Do", we cannot help. That is when people get upset. For example, teachers tend to store everything that goes together in one place. So, it follows that they put every computer document they have ever used on one floppy disk. "Why not, there's room?" Then you try every technique and every piece of recovery software you know to resurrect those files and you can't do it. Nobody likes to take that long walk down the hall to tell someone you couldn't help them. Kiss those cookies goodbye... I also won't copy software for people to use illegally. If we have the kind of licence that allows unlimited copies, by all means. But those are few and far between, and nobody wants to get the reputation of being a pirate. I pay for my iTunes music downloads too. After a while you learn that there are some people who are "Frequent Fliers". They always seem to need help and they always have a nonstandard problem. I have mixed emotions about these people. They can be very frustrating. But, these people are the ones who are willing to try new things and aren't afraid. That is why they get in trouble. They are also the people we should think about training to be the next computer guy. Convert a Civilian! We have all heard the expression, "Information is Power". Some Computer Guys take that to mean that their knowledge is part of some mystical cult and cannot be shared with the public. They maintain their position by knowing what you do not. I disagree with this. I am perfectly willing to teach someone how to un-jam a printer because that might mean I don't have to do it next time. If someone wants to know, I'll explain, demonstrate, draw a picture. Maybe they will understand, maybe they won't. I hope they will. If another person understands the computer problems I solve, we can bounce ideas off one another and solve problems faster. There are whole Support Database systems that are designed to do just this sort of thing. I have often said that if I were to pour out all of the computer knowledge I have today into another person, I would still be ahead in a week. Because learning about computers is what I do. Civilians don't do that. This year I changed jobs from our Junior High School to our High School. They already had their own computer people. "Great", I thought, "no support, no government jobs. I will have it easy." Also, the High School is on the PC platform, not Mac. So, I figured I would pretty much be on my own. Nope. Within a few minutes on the first day I learned about the secret underground cult of Mac users in the building. "John, can you come look at the machine in my room?" Of course I can. *John Nichols*  
([johnnichols@macusingeducators.com](mailto:johnnichols@macusingeducators.com))

## Newbie Club Tutorials

**Tutorial ... "Windows XP Upgrade Problems?"** Many people (ALL people) who upgrade from Windows 98 to XP will experience a bit of a shocker when they do so.

Some of the 'old' software doesn't work.

In fact my brother had to buy a new printer and scanner!

Sickeningly some older applications will never work on XP. But there is a possible solution. I say 'possible' because there is no guarantee that you'll get all your 'old' software to work.

1: Check your manufacturer's Website to see if they offer an XP upgrade.

2: Run the XP Program Compatibility Wizard,  
(Method 1)

>From the Start menu, click Accessories, and then click Program Compatibility Wizard.

Follow the on-screen instructions to select a program, and to specify the compatibility options to use when running the program.

(Method 2)

Open Windows Explorer (not Internet Explorer) to locate the program.

Right-click the program's icon, and then click Properties.

In the Properties dialog box, click the Compatibility tab.

Select the options you want to use, and then click OK.

It's recommended that you do NOT run virus detection software, backup programs, CD authoring tools, or other programs that install system drivers and services, while in compatibility mode.

If this doesn't help there's a terrific resource available at the "Windows XP Software Compatibility Site" <http://www.xpsc.net>

If that doesn't solve your problem ...

Hard luck:-)

### Virus Free Programs

You can get free upgrades and programs for your computer from all over the Internet. After a re-format of my hard drive, I couldn't find the CD containing my Epson printer driver. So I went to Epson.com and downloaded it for free.

But be careful - some downloads from 'non-recognized sites can carry viruses.

The safest thing to do is download directly from the manufacturer or a recognized 'safe' download site. If you cannot download directly from the manufacturer or supplier, these download sites can solve the problem.

TUCOWS <http://www.tucows.com>

DOWNLOAD.COM <http://www.download.com>

Programs on these sites are virus checked and certified as virus - free.

### Tutorial ... "About Slashes"

A. "Path" What's that?

The ankle bone connects to the shin bone. The shin bone connects to the knee bone. The knee bone connects to the... you know. Well, a 'path' on your computer is a series of folders along the way. The path you follow to get to a specific resource. Kind of like the various parts of your anatomy connecting to other various parts...

Okay, here's an example:

C:\My Documents\Recipes\cornbread.txt

'cornbread.txt' is the file name. It's found in the 'Recipes' folder, which is found in the 'My Documents' folder, which is found in the C: folder... which is your hard drive. So the 'path' to cornbread.txt goes through the C:\My Documents\Recipes forest.

Why does this matter?

It's just lingo. But without knowing the lingo, your trip through the Black Forest of computers will be filled with terror and frustration. Right? Of course. :-)

....While we're on the subject of slashes (aren't we?)

B. "Forward slash - back slash"

Ever wondered why the slash is forward (/) in a web page URL, and backward (\) on your computer? No? Okay.

All Internet resources use the forward slash to separate one resource from another. Page names are separate from domain names. The forward slash indicates a 'change in resource'.

On your home computer, you'll see the slash is backward, or leaning to the left.

"And never the two shall mingle!" You can try using a backslash in a Web page URL. But it won't work. You CAN use a backslash in your browser, like this:

C:\My Computer

Do that, and you'll list all the stuff on your computer! But you won't see stuff on the Internet that way. Who cares? Someone. Somewhere.

### Tutorial ... "How To Set Up Outlook Express Filters"

You can filter your email using the filter facility in Outlook Express - or Outlook if you use it.

*(Continued on page 17)*

*(Continued from page 16)*

Open OUTLOOK Express.

Click the Tools menu, point to Message Rules and click on Mail.

In the Message Rules dialog box, click on the New button.

In the 'New Mail Rule' dialog box, find the 'Where the Subject line contains specific words' entry in the Select the Conditions for your rule section.

Put a checkmark in its checkbox.

In the 'Select the Actions' for your rule section, find the 'Move it to the specified folder entry' and put a checkmark in its checkbox.

In the 'Rule Description' section, click on the blue/underlined contains specific words entry.

In the 'Type Specific Words' dialog box, type in a keyword or phrase. This must be EXACTLY as it reads and spells in the email you wish to filter.

Then click the Add button.

Continue to add keywords and phrases until you're done. Then click OK.

Examine the junk emails you wish to filter and pick out the keywords you wish your filters to pick up on. Unfortunately you'll find a lot of the offending words are misspelled to avoid being picked up by the filters.

Click on the blue/underlined specified entry.

In the 'Move' dialog box, click on the 'Bulk Mail' folder and then click OK.

In the 'Name of the Rule' section, replace the current name with the name 'Junk Filter Rule'. Click OK.

Click OK in the 'Message Rules' dialog box.

Normally, when people send email to you, your address is listed. However, Junk mailers will sometimes hide the destination addresses, and what you see in the To: list is 'undisclosed' and 'suppressed'.

So you can use the keywords "undisclosed" and "suppressed" in your filtering rule.

A friendly word ...

Send your filtered emails to a new folder named 'Filtered' at first. Do NOT automatically 'Permanently Delete' them.

Check this folder for a week or so to ensure that you're not trashing legitimate emails.

You can also use this Filtering System to automatically file specific 'friendly' emails into a folder of your choice. For instance you can automatically file your

favorite newsletters to a 'Newsletter' folder which you have created, or filter emails from your friend 'Dracula' into your 'Vampires' folder. Tutorial ...  
"Increasing Browser Font Size"

A few weeks ago I used a 'Newbie's' PC and could hardly read the text on the screen, because it was so tiny.

If you want to change your text size to something more comfortable do this ...

..... **If you use Explorer ...**

Click 'View' in top toolbar.

Click 'Font Size' in drop down menu.

Select from a range of Font sizes to suit your own eyesight

I use 'medium' but if you suffer from poor eyesight you may wish to use 'larger' or 'largest'.

..... B

Open the Options menu and click General Preferences.

Once the Preferences dialog box appears, click the Font tab.

Here, you can choose you Proportional and Fixed fonts, as well as your Encoding setting.

Click OK to save your settings.

This is an example of how using large font can break up the sentences and formatting of some Websites because there will now be fewer words to a line.

## **Phatbot suspect released on bail**

Martin Fiutak and Munir Kotadia, ZDNet UK May 17, 2004

A man suspected of writing the Phatbot Trojan has been released on bail. The 21-year-old programmer from Schoenau in Germany who was accused of writing the Phatbot Trojan was released on bail on Friday after spending just one week in custody.

Phatbot, also known as Agobot, has caused concern among many security experts because it allows a single individual to control a vast network of computers, potentially as a means to attack commercial Web sites. The coder was captured the previous Friday, the same day that an 18-year-old man, also a resident of Germany, was arrested for creating the Sasser worm. The man was released after instructions from the German public prosecutor's office. Authorities say they do not expect him to jump bail because his passport has been confiscated. He is required to check in regularly with the police to verify his whereabouts. The preliminary investigation by the public prosecutor's office will decide if there is enough evidence to proceed. The programmer, who claimed to have worked with a team of coders from all over Germany in order to create the Phatbot worm, was arrested after advice from US authorities. Copyright • 0,,8 2003 CNET Networks,

## Cyber Crooks Go 'Phishing'"

By Jim Edwards - <http://www.thenetreporter.com>

"Phishing," the latest craze among online evil-doers, has nothing to do with sitting at the end of a dock on a sunny afternoon dangling a worm to entice hungry catfish.

But, if you take their bait, this new breed of online con artist will hook you, reel you in, and take you for every dollar you have... or worse.

"Phishing" describes a combination of techniques used by cyber crooks to bait people into giving up sensitive personal data such as credit card numbers, social security numbers, bank account numbers, dates of birth and more.

Their techniques work so well that, according to FraudWatchInternational.com, "phishing" rates as the fastest growing scam on the Internet.

Here's the basic pattern for a "phishing" scam...

You receive a very official email that appears to originate from a legitimate source, such as a bank, eBay, PayPal, a major retailer, or some other well known entity.

In the email it tells you that something bad is about to happen unless you act quickly.

Typically it tells you that your account is about to get closed, that someone appears to have stolen your identity, or even that someone opened a fraudulent account using your name.

In order to help straighten everything out, you need to click a link in the email and provide some basic account information so they can verify your identity and then give you additional details so you can help get everything cleared up.

Once you give up your information it's all over but the crying!

After getting your information, these cyber-bandits can empty your bank accounts, deplete your PayPal accounts, run up your credit card balances, open new credit accounts, assume your identity and much worse.

An especially disturbing new variation of this scam specifically targets online business owners and affiliate marketers.

In this con, the scammer's email informs you that they've just sent \$1,219.43 (or a similar big but believable amount) in affiliate commissions to you via PayPal.

They need you to log into your PayPal account to verify receipt of the money and then email them back to confirm you got it.

Since you're so excited at the possibility of an unexpected pay day, you click the

link to go to PayPal, log in, and BANG! They have your PayPal login information and can empty your account.

This new "phishing" style scam works extremely well for 2 basic reasons.

First, by exploiting your sense of urgency created by fear or greed, crooks get you to click the link and give them your information without thinking.

Second, the scammers use a variety of cloaking and spoofing techniques to make their emails and websites appear totally legitimate, making it extremely hard to spot a fake website, especially when they've first whipped you into an emotional frenzy.

The good news, however, is that you can protect yourself relatively easily against this type of cyber-crime with basic software and common sense.

Most of these scams get delivered to you via Spam (unsolicited email), so a good spam blocker will cut down on many of them even making it to your inbox.

If you receive an email that looks legitimate and you want to respond, Stop - Wait - Think!

Verify all phone numbers with a physical phone book or online phone directory like [www.Verizon.com](http://www.Verizon.com) or [www.ATT.com/directory/](http://www.ATT.com/directory/) before calling.

Look for spelling and grammatical errors that make it look like someone who doesn't speak English or your native language very well wrote it.

Never click the link provided in the email, but go directly to the website by typing in the main address of the site yourself (example: [www.paypal.com](http://www.paypal.com) or [www.ebay.com](http://www.ebay.com)).

Forward the email to the main email address of the website (example: [support@paypal.com](mailto:support@paypal.com)) or call the customer service number on the main website you typed in yourself and ask if it is in fact legitimate.

Above all remember this:

Your bank, credit card company, PayPal, eBay and anyone else you deal with online already knows your account number, username, password or any other account specific information.

They don't need to email you for ANY reason to ask you to confirm your information -- so NEVER respond to email requests for your account or personal details.



Launceston Computer Group Inc. JUN 03-04

Minutes: Launceston Computer Group Committee Meeting  
Held at Studio Works Pipeworks Road LTN. Wednesday 03JUN04.

**Opening:** Pres. Glenn Gilpin , opened the meeting at 6.05 PM.

**Present:** Glenn Gilpin, John Frearson, David Gray, Julie Hjort, Ron Baker, Chris Ralph, Reinhard Von Samorzewski, Janet Headlam, Wayne Gibson

**Apologies:** Judy Hall, Ivan Turmine, June Hazzlewood,

**Minutes:** 05MAY04. GG/RB PASSED.

**Correspondence:** E-mails addressed to the Committee. DG/GG PASSED.

**Business Arising** Iris Meek, Judy Hall, leave granted DG/GG PASSED

Finances: ##\*\*##.

Dymocks modified Invoice # 631 05/05/2004 \$208.78

Judy Hall for OPEN Active Electronics Invoice 124678 12/05/2004  
\$44.99<sup>3</sup>

Bank balance as at 28/5/04: \$7197.34 Iris for OPEN from DG

There are no unrepresented cheques. Income of \$1021.05 was received during the month the full break up of which is not available at this stage.

Outgoing: all seven cheques totally \$468.12 approved at the last committee meeting have been presented.

**Accounts for payment:** Iris for OPEN from DG Rent of Rooms \$380 with more actually due but since we do not have all the figures we will have to hold it over to next month.

Toner Cartridge \$140 I do not have the invoice DG.

I have a statement from National 1 showing an invoice (No. 218931) dated 4/3/04 for \$38.94 I have no copy of the invoice.

Is it our purchase or could it be someone else's mistaken added to our account? DG - been paid.

The books this OPEN purchased which were never approved by the committee. We need to look at this. DG.

Room cleaning Quotes , 3 required by Fran OPEN petty cash \$262.70 DG/GG PASSED.

Esk Market: Book for 20JUNE04, 3 tables for \$25

**Computer Show:** DTP Technology 1 stand) Tamar Technology 1 stand) Unique computers 1 stand) info from J Hall 2004 Computer show not on for a number of reasons, has been left to the next Committee All contacts to be notified by RB

New Members: Financial year July to June, but members are financial to AGM in August

2004-05 base fee is \$10 per member DG/GG PASSED

eMail: Being circulated by either an ANNOUNCE, MEMBERSHIP or COMMITTEE lists OPEN: ?

Account to TAFE for ? courses ?

OPEN own bank account or report for OPEN minutes

Membership being printed @ OPEN, \$0.20 per A4 sheet side

Minute book to be set up by WG

**General Business:**

Web site requires updating content, colour, 2002 date removal RVS JF/GG PASSED.

LCG letterhead with OPEN incorporated reqd

Meeting Close: 7.36 PM.



**Remove \*Any\* Software**

This question targets one piece of software, but the answer's general, and can work on any software that just won't uninstall properly.

Dear Fred, Add/Remove doesn't want to remove Spybot. It's listed there as 1.1 but the program itself says it's 1.2. How do I get rid of it so I can download and install the 1.3 version? Thanks. ---Chris Aichelman

Sometimes, old software won't uninstall properly. Other times, it does uninstall, but the "Add/Remove Software" list doesn't refresh: the software shows as installed, when it's not. Both problems aren't that hard to fix.

If you've been unable to uninstall via Control Panel's "Add/Remove Software" list, or via the program's own Uninstall applet, start by making a backup or (even better) an image of your hard drive.

Next, do a full search of your hard drive for any files or folders relating to the software in question: For example, search for anything containing the program's name or the owners/publisher's name. In the case of Spybot, it's easy: A search for any file or folder with "Spybot" in its name will turn up Spybot's folders and main files.

When you've found where the target files/folders are located, delete them all.

Next, use your Registry tool (eg Regedit) and search the Registry for any entries relating to the software in question. Again, you usually can find these by searching for anything containing the program's name and/or the owners/publisher's name. Delete any entries relating to the target software. Reboot, so any in-use files will be released. Watch for any error messages at reboot: If they occur, they may contain clues as to the names and locations of any scattered files or settings you may have missed in the previous steps. Delete any such files you find this way, and/or change the affected settings (eg via Start/Run/MSCONFIG) that refer to the deleted files.

If you're being extremely thorough, do a second search of the drive and Registry to make sure that you really got everything the first time. Run your favorite Registry-checker--- jv16, WinDoctor, or whatnot ( <http://www.google.com/search?q=registry+check+repair> ) to detect and repair

any entries orphaned by your manual deletions.

The software should now be fully gone, but it's possible that there'll still be a ghost entry listed under Control Panel's "Add/Remove Software" list. If this happens, navigate to this Registry key:

HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows  
\CurrentVersion\Uninstall

You can remove any item listed in the "Add/Remove" tool on Control Panel simply by deleting the appropriate subkey in the above. In the subkeys, "DisplayName" is the name you see listed in the Add/Remove Programs tool, and "UninstallString" is where the uninstall program is supposed to reside.

If you delete something this way, make a note to see where the Uninstall program is supposed to be: Check to make sure you deleted that file/folder, too.

When you're done, your system should be free of the files you were trying to delete, as well as any references to those files. This way, you should be able to remove even the most stubborn, deep-rooted software!

**That Error**

I was having trouble with my computer. So I called Rick the computer guy, to come over. Rick clicked a couple of buttons and solved the problem. He gave me a bill for a minimum service call. As he was walking away, I called after him, "So, what was wrong?"

He replied, "It was an ID ten T error."

I didn't want to appear stupid, but nonetheless inquired: "An ID ten T error? What's that . in case I need to fix it again?" The computer guy grinned.... "Haven't you ever heard of an ID ten T error before?"

"No," I replied.

"Write it down," he said, "and I think you'll figure it out."

So I wrote out .. I D 1 0 T