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Next Meeting
Wednesday 3rd
November 2004
Workshop 7PM
Free Anti Viruses & Firewalls
Meeting 8 PM

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

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Printed & Posted Newsletter \$20 extra

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Ron's Ramblings

Well another month has passed and it will soon be Christmas. For those of you who are new to the Group, the tradition is that the December meeting is a Pizza Night!! The Group supplies a couple (or more) pizzas for the members attending. If you haven't been before that could well be the incentive.

This issue of the Newsletter is late!! As if you hadn't noticed. The cause is that something mysterious apparently happened to my emails. I didn't receive a couple of emails I knew were sent to committee@lcg.org.au and an email I was expecting about the OPEN newsletter insert (Pages 3 & 4).

Chris Ralph has forwarded the email I was expecting from "The Examiner" which other Committee members received. I hope that I will get the OPEN newsletter today (Monday 1st)

Otherwise there will be a couple of blank pages or a repeat of the October Newsletter on pages 3 & 4.

It hasn't helped that the Newsletter Editor has been very lazy. A part of the problem is that I downloaded the full version of BVS Solitaire Collection. With hundreds of different Solitaires I have been spending time I should have been preparing this edition playing these addictive games.

I have a full version of Articons Version 4 Pro for someone to trial and report to the Group. There are other programmes being offered for trial, as well as the Inbox Security vouchers that have been offered as "Prizes" for the Group. I have decided that I will give out as many as people want, so no one need miss out.

Ron Baker

Launceston Computer Group SOFTWARE LIBRARY Dated 1st Nov 2004

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

Julie Hjort, Shareware Librarian

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: jhjort@intas.net.au

Monthly Workshops

Graphics PSP7 –

Next class

Using Paint Shop Pro 7

To be Advised

Possibly 17th November

1pm – 3.30pm

\$6.00 fee - Numbers limited to 8 please register on noticeboard or call **OPEN** on 0413 698.610

Bring your own photos for a 'multiple skills' session

Northern Tas. Camera Club

Monthly meeting on Saturday, October 16.

Family History Online

Next Classes

Wednesday 13th Oct 1pm–3.30pm &

Tuesday 26th Oct 9am–12pm

\$4.00 fee Numbers limited to 8 people

Please register on noticeboard

Microsoft Publisher

Next Class

Thursday 14th Oct - 3pm to 5pm

Please register on noticeboard – Fee \$4.00

Class sizes limited.

Graphics – Level 1

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

Wednesday 25th Nov – 1 to 3.30pm

Please register on noticeboard

\$6.00 Fee Includes programs

and cost of printing tutorials.

Print Artist

Wednesday 27th Oct

1 – 3.30pm

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

Please pay for private calls made from this phone

OPEN Session Times

All sessions are held at the venue at Studioworks, 1 Pipeworks Rd, L'ton

Monday	1pm – 3pm	Next Step Beginners
Tuesday	9am – 12	PC & Mac
Tuesday	1pm – 3pm	Beginners
Wednesday	9am –12	Beginners
Wednesday	1pm - 3pm	2 nd Step
Thursday	10 am – 12	PC & Mac
Thursday	1pm - 3pm	PC & Mac

Wednesday 3rd November	1pm on	OPEN Meeting & Tutor Tutorial
Wednesday 3rd November	7pm on	LCG Monthly Meeting
Wednesday 10th November	1 – 3	Family History
Thursday 11th November	3 – 5	MS Publisher
Wednesday 17th November	1 – 3	Graphics PSP7 Bring photos
Tuesday 23rd November	9-12	Family History
Wednesday 24th November	1-3	Print Artist

(Continued on page 4)

(Continued from page 3)

Standard Sessions (All sessions \$4.00)

Special October Sessions

What's Happening at OPEN

OPEN Monthly Meeting

Next Meeting 3rd November 2004 at 1.00

**SPECIAL EVENING SESSIONS
IN CONJUNCTION WITH
LAUNCESTON COMPUTER GROUP
MEETINGS**

Wednesday November 3rd at 7 pm

Free Anti virus & Firewall Programmes
Demonstration by Ron Baker

THERE WILL BE NO GUEST SPEAKER THIS MONTH SO
BRING ALONG YOUR PROBLEMS, WE MAY HAVE
SOME THOUGHTS ON REMEDIES

Waiting Lists

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

Induction Packs

The new induction packs are now available.
These packs include all the information a new member
requires to begin their course.

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

GRAPHICS 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.

Next Level 1 Class

**Wednesday 24th Nov 2004
1pm – 3.30pm**

Something New ???

If there is a certain computer-related topic that you
would like to learn about please contact a member
of the committee.

During September we conducted special sessions for
CD-Burning using 'NERO' and converting LP record
music to digital form with 'LP Recorder'.

Would you like a repeat performance of a topic ... or
something different such as Microsoft PowerPoint
presentations?

Let us know and we'll do our best to organise
something for you

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.

Microsoft sends AU\$1.86 million message to counterfeiters

Abby Dinham, ZDNet Australia October 15, 2004

URL: <http://www.zdnet.com.au/news/security/0,2000061744,39163115,00.htm>

Microsoft was awarded AU\$1.86 million worth of damages and injunctions last week, concluding a long-going software piracy court battle with Sydney electronics wholesaler TYN Electronics.

The court found that TYN and its sole director, Ngat Doan, engaged in misleading and deceptive conduct by reproducing high quality counterfeit versions of Microsoft software -- Windows Millennium Edition, Works and Money -- for pre-installation on the company's wholesale computers.

Senior legal counsel for the applicants, Vanessa Hutley, said this was not the first time Microsoft had been to court with Doan. "Charges were filed against Doan in 1997 for his other company called Beam. He was then ordered not to infringe Microsoft copyright again," she said. However, Hutley said, following a tip-off from the company's consumer hotline and a subsequent investigation, they found at least 300 cases of pirated Microsoft software and evidence that the infringement was a "systematic process".

"We never had a final number of how many pirated versions were sold as companies like this don't keep records, for obvious reasons," she said. "But the court was satisfied that this was a systematic process." TYN -- which began the case as APD International but changed it shortly after the case went to trial -- and director Doan were charged AU\$386,000 in additional damages, based on the estimated loss from each piece of counterfeit software that was known to be sold. Hutley said "we think it was a very strong judgement and sends a good message that the court takes this kind of piracy very seriously." She adds that "high quality counterfeits like these are very damaging to authorised partners."

"High quality counterfeits are designed to dupe honest people," she said.

"They are priced similar to the real versions so people think they're getting a bargain and its only when something goes wrong with it that they realise

they've been duped." According to Hutley, this case was unique in that the counterfeits were actually produced in Australia.

"Most counterfeits are produced in other countries," she said, explaining that TYN employed an outside domestic manufacturer to produce the counterfeits. "People assume this is a victimless crime but when you put it in terms of losses for the industry and for its people in terms of jobs it shows," she said. According to a study released by the Australian Toy Association, the Business Software Association and the Interactive Entertainment Association of Australia in November last year the costs of counterfeiting is "directly borne" by legitimate vendors. The study revealed that the total loss of profits for the toy, software and video games industry was AU\$677 million, equating to AU\$200 million in profits. It also stated that a one third reduction in counterfeiting in Australia -- bringing it on par with New Zealand and the US -- would increase the nation's real GPD by AU\$41 million. According to the study, AU\$466 million was lost in sales in 2002 for the software industry due to business software counterfeiting, AU\$142.5 million was lost for software suppliers and AU\$11.9 million was lost for software retailers.

Hutley said Microsoft continues to get calls from consumers and retailers to the hotline regarding pirated goods, which will provoke new investigations. "Some people make mistakes and we recognise that but with systematic cases of infringement like TYN then we have to take a stand," she said.

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Understanding MP3

MP3 is arguably the most controversial file type. Chris Schmidt looks at the format and finds out what the fuss is all about...

To create high quality sound with low file sizes, MP3 remains the most popular format. Streaming audio, which we looked at last month, has its delivery benefits. But MP3 with its near-CD quality capabilities has survived longer than the sites (such as Napster and AudioGalaxy) that helped bring it to the attention, of the masses; particularly as it's a format that isn't tied to any specific software or platform. The MP3 format was developed during the late 1980s and early 1990s by the Fraunhofer Institut, through a series of experiments dealing with perceptual audio compression algorithms. This research was finalised in 1992 by the Motion Pictures Expert Group (MPEG), and resulted in the original MPEG-1 standard. However, it didn't become popular until the late 1990s when the first mainstream players adopted the format and sites such as Napster emerged.

Regular compression methods are ineffective against data-hungry raw audio files, but MP3 provides impressive compression through the perceptual science of psychoacoustics. In simple terms this means that the process strips out data that can't be heard by the human ear, resulting in sound that's close to CD-quality, but at a file size roughly one tenth of the original.

There are many advantages to MP3 as a method of delivering web audio, including relatively high fidelity, uncomplicated creation and delivery, the availability of the source code and – with broadband becoming ever more popular – the ability to stream via server additions. When converting MP3s or any other type of audio data you must be aware of the legal and copyright implications. Converting your CD collection for personal use is fine, but making them available via P2P software risks the attentions of the music industry lawyers, so stick to providing your own material.

Conversion processes MP3 is a 'lossy' compression method, although it still allows the creator to determine the best ratio of quality-to-file size. The downside of this method is that it can lead to poor quality conversions. The de facto standard is considered to be 128kbps, 44.1KHz providing over a minute of audio per MB of data. Based on this, a four-minute MP3 weighs in at roughly 3.5MB, compared with 40MB in uncompressed WAV or AIFF format. Understanding the conversion process can optimise your tracks even further. The human ear is insensitive to some parts of the audio range – generally between 20Hz and 20kHz – while it's most sensitive between 2kHz and 4kHz. Similarly, when two or more sounds are played simultaneously, the louder sound will mask the softer. Using traditional recording techniques, both sounds will be recorded and stored as data but MP3 recognises the redundant elements, using a process of auditory and temporal masking to remove unnecessary data.

After all the psycho-acoustic methods have been applied, further optimisation is provided through technical processes associated with the format. Files are stored as frames that, if

the encoding is efficient, may have room left over. The encoder fills any available gaps with data from adjacent frames that may need additional space, thereby helping to ensure a consistent flow of data and quality rate.

Finally, the file is compressed through an encoding process known as the Huffman pass, seeking out remaining redundancies in the bit pattern. The initial acoustic process is effective with polyphonous areas, but isn't as efficient at dealing with highly repetitive sections. The Huffman pass complements this perceptual compression, providing additional savings of around 20 per cent in file size.

Playback, creation and delivery Nullsoft's AMP evolved into Winamp and become the first mainstream player to support MP3 in 1997. But since then the format has become an almost universal standard in all the major audio playback programs. Dedicated hardware is also being manufactured for the MP3 format, with companies such as Apple – whose iPod is proving popular with PC as well as Macintosh users – taking advantage of the its popularity.

Despite support for all the major formats, applications such as RealOne and Windows Media Player will tend to default to their own format for the creation of MP3 files.

There is, however, a wealth of software freely available to create your own MP3 files; applications such as MusicMatch (www.musicmatch.com) provide superior control over your conversions, with support for ripping from file or CD in an environment that is easy to understand and configure. Once a file has been created, making it available to a web audience is simplicity itself. Browsers and servers now recognise the required codecs and MIME types to deliver a file through a straightforward HTML anchor link with no additional support or embedded information necessary. And with the rise in broadband connections, it's now becoming increasingly realistic to stream the format.

SHOUTcast SHOUTcast is the most established application for streaming MP3 audio.

It's created by Nullsoft, the makers of Winamp. Using similar principles to the Real model we looked at last month, it's easy for someone with a basic grasp of the concept to install the server software and start their own MP3 radio station.

If this appeals as a method of getting your sounds to the listening public, you may want to consider setting up your own FTP server; especially with the increased control and security features it affords over HTTP. But if all this sounds like overkill, you may want to consider the services of sites such as MP3.com or Vitaminic.com. These give you the chance to access new audiences by offering your audio among similar styles of music, along with basic information about yourself. Whether you choose MP3 to make your music available via a site, through your own streaming online radio station or through a third party site, remember the legal implications of what you provide. You may also need to consider licensing issues. Remember that as MP3 is patented by Fraunhofer and it may insist that you pay for the privilege of making your audio available through this format.

Therefore you may want to consider open source alternatives, such as Ogg Vorbis. Chris Schmidt

Ogg Vorbis

Rising in popularity, Ogg Vorbis is the open-source patent-free alternative to MP3.

Vorbis uses lossy compression algorithms like MP3, but it uses a completely different encoding process. In fact, Vorbis measures audio quality on a rising scale of 1-10 in place of kbps, making use of a variable bit rate algorithm to produce better sound quality without adhering to average targets.

Quality level 0 is comparable to 64kbps rising to 10 for around 400 kbps. The name 'Ogg' refers to a generic container format that could hold many types of multimedia files. For example Ogg Vorbis refers to lossy compressed audio, while Ogg Flac covers lossless compressed audio and Ogg Tarkin provides lossy compressed video. Independent tests have shown that the format rivals MP3 in terms of both sound quality and compression levels. Vorbis files can also support up to 256 distinct channels, making the creation of six-channel DVD soundtracks an option, for example. There's even unique support for 'bit rate peeling', so you can produce a lower bit rate file from a higher equivalent without re-encoding the original source file.

As well as its license- and patent-free advantages, Vorbis features a flexible tagging standard, enabling complete customisation of tags for a given file, including user-defined tags. Anyone familiar with MP3.com's id3 tag system will be well aware of the limitations imposed by the more established format. An emerging generation of hardware supports the playback of Vorbis files, as well as an increasing number of software titles. There are also various plug-ins to enable leading players such as Windows Media Player and QuickTime to recognise the .ogg extension. For more information on the format take a look at vorbis.com or at the Xiph.org Foundation site for related open source multimedia titles, including the Icecast server (icecast.org) for the streaming delivery of Ogg Vorbis files.

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IM photos could turn nasty

Dan Ilett, Special to ZDNet Australia

October 20, 2004

URL: <http://www.zdnet.com.au/news/security/0,2000061744,39163529,00.htm>

Security experts are warning users that hackers can use JPEG profile photos on instant messenger to attack networks.

According to security company WhiteHat UK, hackers can use an exploit in JPEGs, which enables them to embed malicious code into profile photos on instant messenger. When a recipient sees the photo on their instant messenger (IM) client, it can cause an exploit code, such as a Trojan or worm, to automatically execute.

"Potentially, the photos that are sent with instant messenger could be used with the Microsoft JPEG exploits already out there," said Jason Hart, security director for WhiteHat UK. "Essentially you can say it's the same as any JPEG using the IM protocol as a portal to come through."

IM travels on port 80, which is often regarded as a trusted channel because Internet traffic also uses it. Hart said that any company using IM that allows JPEGs was open to attack: "The majority of times, desktop computers are the last to be secured by big corporations. So a company with instant messenger enabled could be penetrated. A computer could be exploited, and that would bypass all controls within a corporation."

The JPEG exploit can work on a variety of image related files, such as .gif or .icon, said Mikko Hypponen of F-Secure. He added that it would be hard to detect viruses in JPEGs because antivirus software mainly searches for .exe files.

Hart advised companies should secure their IM environment: "The message is to disable instant messenger unless you have the added security controls." Last week, Hart warned that hackers could also use an nmap bot over IM to carry out denial-of-service attacks on companies.

In September, two reports of a worm that downloaded from Web sites linked to AOL's Instant Messenger were reported to US security body SANS.

ZDNet UK's Dan Ilett reported from London. Copyright © 2004 CNET Networks, Inc. All Rights Reserved.

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7 reasons not to mess with a child

A little girl was talking to her teacher about whales
The teacher said it was physically impossible for a whale to swallow a human because even though it was a very large mammal its throat was very small

The little girl stated that Jonah was swallowed by a whale
Irritated, the teacher reiterated that a whale could not swallow a human; it was physically impossible

The little girl said, "When I get to heaven I will ask Jonah "

The teacher asked, " What if Jonah went to hell?"

The little girl replied, "Then you ask him"

A Kindergarten teacher was observing her classroom of children while they were drawing She would occasionally walk around to see each child's work

As she got to one little girl who was working diligently, she asked what the drawing was

The girl replied, "I'm drawing God "

The teacher paused and said, "But no one knows what God looks like "

Without missing a beat, or looking up from her drawing, the girl replied, "They will in a minute "

A Sunday school teacher was discussing the Ten Commandments with her five and six year olds After explaining the commandment to "honour" thy Father and thy Mother, she asked, "Is there a commandment that teaches us how to treat our brothers and sisters?"

Without missing a beat one little boy (the oldest of a family) answered, "Thou shall not kill "

One day a little girl was sitting and watching her mother do the dishes at the kitchen sink She suddenly noticed that her mother had several strands of white hair sticking out in contrast on her brunette head

She looked at her mother and inquisitively asked, "Why are some of your hairs white, Mom?"

Her mother replied, "Well, every time that you do something wrong and make me cry or unhappy, one of my hairs turns white "

The little girl thought about this revelation for a while and then said, "Momma, how come ALL of grandma's hairs are white?"

The children had all been photographed, and the teacher was trying to persuade them each to buy a copy of the group picture "Just think how nice it will be to look at it when you are all grown up and say, 'There's Jennifer, she's a lawyer,' or 'That's Michael, he's a doctor '

A small voice at the back of the room rang out," And there's the teacher, she's dead "

A teacher was giving a lesson on the circulation of the blood Trying to make the matter clearer, she said, "Now, class, if I stood on my head, the blood, as you know, would run into it, and I would turn red in the face "

"Yes," the class said

"Then why is it that while I am standing upright in the ordinary position the blood doesn't run into my feet?"

A little fellow shouted, "Cause your feet ain't empty "

The children were lined up in the cafeteria of a Catholic elementary school for lunch At the head of the table was a large pile of apples The nun made a note, and posted on the apple tray: "Take only ONE God is watching " Moving further along the lunch line, at the other end of the table was a large pile of chocolate chip cookies A child had written a note, "Take all you want - God is watching the apples

From Don Hevey again (That cousin from the larger and less attractive Island)

Smart ZIP virus can fool most anti-virus software

Munir Kotadia, ZDNet Australia

October 19, 2004

URL: <http://www.zdnet.com.au/news/security/0,2000061744,39163381,00.htm>

Security researchers have discovered that most consumer anti-virus programs contain a vulnerability that allows malware writers to construct a virus file in such a way that it is undetectable by many of the most common anti-virus applications, according to US-based security Intelligence firm iDEFENSE. According to iDEFENSE, the problem stems from the method used by anti-virus software to scan compressed files and affects applications from McAfee, Computer Associates, Kaspersky, Sophos, Eset and RAV. By manipulating the physical size of a compressed malicious file, without affecting the file's functionality, virus writers can send users an infected file that will not be detected by many anti-virus programs.

"An attacker can compress a malicious payload and evade detection by some anti-virus software by modifying the uncompressed size within the local and global headers... Successful exploitation allows remote attackers to pass malicious

Payloads ... without being detected," the advisory warns.

According to iDEFENSE the biggest problem is that users will be more likely to open an attachment if the anti-virus software has scanned it and pronounced it safe.

"Users with up-to-date anti-virus software are more likely to open attachments and files if they are under the false impression that the archive was already scanned and found to not contain a virus," the advisory said.

All companies mentioned except Sophos and RAV have confirmed their products are vulnerable and have either already published or are close to publishing an update to fix the problems.

iDEFENSE said the latest products from Symantec, Bitdefender, Trend Micro and Panda are not vulnerable.

However in a separate advisory by security Web site Secunia, a number of Symantec's [products](#) were found to be vulnerable to an alternative threat.

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Hackers can turn off Norton AntiVirus protection

Munir Kotadia, ZDNet Australia

October 19, 2004

URL: <http://www.zdnet.com.au/news/security/0,2000061744,39163379,00.htm>

Norton AntiVirus, one of Symantec's most popular Internet security products, contains a security flaw that could allow malicious users to easily disable the software's auto-protect feature, according to an advisory by security Web site Secunia.

According to Secunia, the software's auto-protect function, which is designed to recognise and halt suspicious behaviour in real-time, contains an error that could allow a malicious user to disable it altogether. "This can be exploited by an unprivileged user to force the auto-protection to be disabled... It can further be exploited to download and execute malicious files that normally would be caught by the antivirus program," the advisory warned.

Norton Internet Security 2004 is affected but Norton Internet Security 2004 Professional and Symantec Norton AntiVirus 2004 are also likely to be vulnerable. Security researcher Daniel Milisic, who has been credited with discovering the problem, last week criticised Symantec's Norton AntiVirus on a security mailing list.

"Symantec should be publicly flogged for trying to sell this inferior AV software to home users, especially knowing they have a decently workable AV product in their Enterprise line... It's unbelievable that Symantec sells a product that operates this poorly," said Milisic.

ZDNet Australia contacted Symantec about the problem but the company refused to comment. A spokesperson told ZDNet Australia that the company would "know more in 24 hours".

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Edit clip art in Word

Applies to Microsoft Office Word 2003 Microsoft Word 2002 and earlier

Clip art makes a great addition to a Microsoft Office Word document by adding character and color. While graphics are often added for personal or entertainment purposes, there are ways you can make them look professional and appealing in any type of document, whether it's an article, newsletter, or business card.

Getting started Before you add clip art to your documents, here are a few helpful hints to make the layout and design process easier.

Know what art you want to add

The Clip Art task pane in Word makes searching for clips simple because it lets you search the Clip Art and Media site on Office Online from right within Word. When you see a clip you like on the site, simply click the clip and drag it into your document.

To see the Clip Art task pane, on the Insert menu, point to Picture and then click Clip art.

Display clip-related toolbars

The Picture and Drawing toolbars make adjusting images simple by providing all of the tools you need in one location.

To locate these toolbars and display them on your screen, on the View menu, select Picture. This will display the toolbar on screen. Repeat to display the Drawing toolbar.

Customizing your clip art Now that you have selected your clips, dragged them into a Word document, and displayed the right toolbars, it's time to start working with clip art in your document.

Cropping When you crop an image, you are removing any areas of it that you don't want to be shown. Cropping is helpful when you're trying to call attention to a certain area of an image, while omitting any unnecessary detail.

To crop a clip Select the clip in your document.

On the Picture toolbar, click the Crop button.

Place the mouse pointer over one of the black squares around the edge of the clip.

Then click and drag until you have cropped the clip to the desired area.

Sizing While you may find the perfect clip for your document, it may not always be the right size. Since cropping isn't always appropriate, resizing the clip allows you to either enlarge or reduce its size to fit within a certain area.

To resize a clip

Select the clip.

Move your mouse pointer over one of the open circles around the edge of the image.

Right-click and then drag the image to your desired size.

Note To resize an image proportionally, select one of the open circles located at a corner.

Resizing by clicking one of the side points causes the image to grow or shrink disproportionately.

Adding text wrapping One way to add a professional look is to add text that wraps around an image. The text wrapping feature lets you place a clip amid blocks of text. To

wrap text around a clip Select the clip. On the Picture toolbar, click the Text Wrapping button. From the drop-down list, select the type of text wrapping that you want to add. You can place a clip over, under, in the middle of, or in line with areas of text. You can place the graphic in your document either before or after you add the text; however, it may be easier to position the graphic with a text wrap once all of the text is in the document.

Blurring You can change the appearance of a clip by adjusting the contrast and brightness of the image. Select the clip and locate the four brightness and contrast buttons on the Picture toolbar. Adjust the levels and compare the differences. Make a clip darker by decreasing the brightness, or make it blurry by reducing the contrast. For a more dramatic change, you can wash out the clip by clicking Color on the Picture toolbar. Select the Washout option, and watch your clip change from bold and exciting to subtle and understated.

Rotating and flipping. Flipping or rotating a clip can enhance a page design by adding balance and symmetry. To rotate a clip Select the clip. On the Picture toolbar, click Rotate Left. Click once to rotate the clip 90 degrees to the left. Continue to click until the clip is in the position you want.

Note This task can also be done through the Drawing toolbar. To flip a clip Select the clip. On the Drawing toolbar, click the Draw button, point to Rotate or Flip, and then click the option you want

Adding a drop shadow Adding a drop shadow to a clip can give dimension and depth to your document, while also lending a professional look. To add a drop shadow Select the clip. On the Drawing toolbar, click the Shadow Style button and select the style that you want.

Note To remove a drop shadow, click Shadow Style and then select No Shadow.

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Bud Abbott and Lou Costello's infamous sketch
"Who's on first?" might have turned out something like this

COSTELLO CALLS TO BUY A COMPUTER FROM ABBOTT

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: Thanks. I'm setting up an office in my den and I'm thinking about buying a computer.

ABBOTT: Mac?

COSTELLO: No, the name's Lou.

ABBOTT: Your computer?

COSTELLO: I don't own a computer. I want to buy one.

ABBOTT: Mac?

COSTELLO: I told you, my name's Lou.

ABBOTT: What about Windows?

COSTELLO: Why? Will it get stuffy in here?

ABBOTT: Do you want a computer with Windows?

COSTELLO: I don't know. What will I see when I look in the windows?

ABBOTT: Wallpaper.

COSTELLO: Never mind the windows.
I need a computer and software.

ABBOTT: Software for Windows?

COSTELLO: No. On the computer! I need something I can use to write proposals, track expenses and run my business.
What have you got?

ABBOTT: Office.

COSTELLO: Yeah, for my office. Can you recommend anything?

ABBOTT: I just did.

COSTELLO: You just did what?

ABBOTT: Recommend something.

COSTELLO: You recommended something?

ABBOTT: Yes.

COSTELLO: For my office?

ABBOTT: Yes.

COSTELLO: OK, what did you recommend for my office?

ABBOTT: Office.

COSTELLO: Yes, for my office!

ABBOTT: I recommend Office with Windows.

COSTELLO: I already have an office with windows!

OK, lets just say I'm sitting at my computer and

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I want to type a proposal. What do I need?

ABBOTT: Word.

COSTELLO: What word?

ABBOTT: Word in Office.

COSTELLO: The only word in office is office.

ABBOTT: The Word in Office for Windows.

COSTELLO: Which word in office for windows?

ABBOTT: The Word you get when you click the blue "W".

COSTELLO: I'm going to click your blue "w" if you don't start with some straight answers. OK, forget that.

Can I watch movies on the Internet?

ABBOTT: Yes, you want Real One.

COSTELLO: Maybe a real one, maybe a cartoon. What I watch is none of your business. Just tell me what I need!

ABBOTT: Real One.

COSTELLO: If it's a long movie I also want to see reel 2, 3 & 4. Can I watch them?

ABBOTT: Of course.

COSTELLO: Great! With what?

ABBOTT: Real One.

COSTELLO: OK, I'm at my computer and I want to watch a movie. What do I do?

ABBOTT: You click the blue "1".

COSTELLO: I click the blue one what?

ABBOTT: The blue "1".

COSTELLO: Is that different from the blue w?

ABBOTT: The blue "1" is Real One and the blue "W" is Word.

COSTELLO: What word?

ABBOTT: The Word in Office for Windows.

COSTELLO: But there's three words in "office for windows"!

ABBOTT: No, just one. But it's the most popular Word in the world.

COSTELLO: It is?

ABBOTT: Yes, but to be fair, there aren't many other Words left. It pretty much wiped out all the other Words out there.

COSTELLO: And that word is real one?

ABBOTT: Real One has nothing to do with Word. Real One isn't even part of Office.

COSTELLO: STOP! Don't start that again. What about financial bookkeeping? You have anything I can track my money with?

ABBOTT: Money.

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(Continued from page 12)

COSTELLO: That's right. What do you have?

ABBOTT: Money.

COSTELLO: I need money to track my money?

ABBOTT: It comes bundled with your computer

COSTELLO: What's bundled with my computer?

ABBOTT: Money.

COSTELLO: Money comes with my computer?

ABBOTT: Yes. No extra charge.

COSTELLO: I get a bundle of money with my computer? How much?

ABBOTT: One copy.

COSTELLO: Isn't it illegal to copy money?

ABBOTT: Microsoft gave us a license to copy money.

COSTELLO: They can give you a license to copy money?

ABBOTT: Why not? THEY OWN IT!

A FEW DAYS LATER . .

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: How do I turn my computer off?

ABBOTT: Click on "START".....(From Don Hevey)

Outlook Express/IE Text Size

Fred -- Thanks for the great newsletters--I always seem to learn something. I discovered a small tip that might be helpful to someone else. I was having a problem with the Text Size command on the view menu of IE6. I could change it, but it would always revert back to the previous setting. A search of the MS knowledge base did not turn up anything, but a search on Google gave several answers. There was a fairly complicated workaround that involved a registry file in the startup folder, but I decided to keep looking. In one of the forums I found that the text size setting in Outlook Express could create this problem in IE. Since I use Eudora, I decided to try changing the text size in that and then change it again in IE. It works! I'm not sure why, but it is a very easy fix.

Keep up the good work. ---Judy Hector

Thanks, Judy.

One of the strengths--- and weaknesses--- of Windows is that browsing is built into the OS: The HTML rendering engine can be shared among different internet-enabled apps and utilities. On the plus side, it provides consistency, and prevents different software authors from constantly having to reinvent the wheel: When they need to display HTML, they just call the built-in engine instead of having to create a new one and add it to their software.

But the downside is that problems with the HTML rendering--- from cosmetic issues to security holes--- can ripple throughout the system and affect seemingly unrelated components.

Outlook Express will use some of IE's rendering system to display HTML email, for example; and Eudora *can* be set to use IE to display HTML email (although, for security reasons, I tell my copy of Eudora to use its own simpler, less-vulnerable HTML display engine). Munged settings in one app that accesses the HTML engine can, and sometimes will, spill over to other programs using the same code. If you don't know exactly which setting went awry, then doing what you did--- correcting the settings in several places--- increases the odds of getting things back the way you want it. *(From LangaList 21/10/2004)*

i Stands for?

George Carrington

When the first iMacs came out I thought that i stood for innovation. Others suggested inspiration, and some even thought that it might stand for Ives, (as in Jonathan Ives, the chief designer at Apple). Regardless of what it actually stood for, it sure took the computing world by storm. What I liked about these new Macs was that they were compact,

with clean curvy lines, and not boxy like most PCs. OK, so they had some limitations; the screen and the CPU all came in one piece, the early ones came with that abomination of a puck mouse, and they lacked expandability, except that the user could add extra RAM. Considering that most people don't even bother to do that, I often wonder why the lack of expandability gets so much shrill attention in technical articles.

I have to admit that I was rather disappointed when Apple released the "lamp base" iMac. It was certainly innovative, and that swivelling screen is certainly a very nice feature, but frankly the whole thing looked to me to be "avant garde" for the sake of being avant garde. And, of course, it lacked "expandability" – in fact, getting into one to even upgrade the RAM was not what I'd describe as either easy or intuitive. And of course, as many of my PC owning friends would point out to me, it was "overpriced", compared to what they saw as similar Intel boxes. I regard it as one of life's little pleasures to help one of these bigots discover that a similarly outfitted Intel box actually costs more.

I don't think anybody was surprised to hear that the



lamp base iMac would be phased out this year – it didn't take a degree in engineering to figure out that there was no way that Apple could fit a G5 and its associated cooling system into the current format. What the new iMac would look like was therefore a neat puzzle to keep one's brain active.

Several commentators suggested a flat panel design, but, considering that Steve Jobs had panned the idea of a vertical CD drive as impractical some time ago (despite its success in the Cube), what seemed most likely was that Apple would abandon the all-in-one approach, and come out with a separate monitor and CPU set up.

What actually came out at the Paris expo was a design that took everybody by surprise, but once I saw it, my reaction to it was that it was so obviously right that it was amazing that no one had tumbled to it before. For sheer elegance it'll be hard to beat. From a purely technical point, it solves the cooling problem in a most ingenious way. Cool air is drawn in at the bottom, and with some assistance from three fans, it is expelled at the top – which is exactly how a chimney works.

However, Apple didn't stop there. For the benefit of those who are determined that they must be able to pull the innards out of their Mac, Apple has made it almost ridiculously easy. If you're really interested, have a look at <http://www.kodawarisan.com/imacg5/imacg501.html?>

where some character dismembers his new G5 iMac and shows you what its innards look like.



Cables are one of the more unfortunate features of computers – there's no way to make them look tidy. And plugging them in, particularly when they are attached to peripherals that you don't have permanently connected, has always been a chore. One reason I love my eMac is that the ports are on one side, not on the back, making this chore just a tad easier.

Unfortunately the new iMac has them at the back, but on the left hand side, and in a neat column. I suppose that if you're going to have cables dangling from it, having them out the back is visually a bit better than having them hang out the side. Another case where appearance won over utility. There is, of course, a simple solution to the cable problem – install Bluetooth for the keyboard and mouse and Airport for networking, and you'll end up with just the power cable

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coming out the back.

Interestingly enough, one other complaint that has been voiced about the new iMac is that the speakers are "inadequate". I would tend to agree – if you want to listen to music, you really need something a bit better than speakers designed to produce alert beeps. The solution seems to me to be simple – get a set of external speakers. If you want elegance – and are prepared to pay for it – there's nothing quite like the speakers Apple produces, or you can pick up a set of perfectly adequate speakers from Harvey Norman's for a quarter of the price or less.

I have seen it suggested that you could hang the G5 iMac on a wall, using a special mounting for that purpose. Frankly, I can't think of anything worse than having to sit close enough to a wall to be able to see the monitor, and I don't care if the monitor is the 20" version. Mind you, hanging your monitor on the wall will come, and may well be one way that the PC and the TV will merge (I wonder if they'll call it a PVC? – Ivan).

As I said at the beginning, like many others I've wondered what the i in iMac stood for – my answer is that it stands for insanely ingenious. That's about the only description that fits the new G5 iMac.

From ACT Apple October

200

4



Tech Support, Calls From Hell:

I had this conversation recently with a lady who swore she had been using computers since forever.

Tech Support: "All right. Now click 'OK'."

Customer: "Click 'OK'?"

Tech Support: "Yes, click 'OK'."

Customer: "Click 'OK'?"

Tech Support: "That's right. Click 'OK'."

Customer: "So I click 'OK', right?"

Tech Support: "Right. Click 'OK'."

Pause.

Customer: "I clicked 'Cancel'."

Tech Support: "YOU CLICKED 'CANCEL'???"

Customer: "That's what I was supposed to do, right?"

Tech Support: "No, you were supposed to click 'OK'."

Customer: "I thought you said to click 'Cancel'."

Tech Support: "NO. I said to click 'OK'."

Customer: "Oh."

Tech Support: "Now we have to start over."

Customer: "Why?"

Tech Support: "Because you clicked 'Cancel'."

Customer: "Wasn't I supposed to click 'Cancel'?"

Tech Support: "No. Forget that. Let's start from the top."

Customer: "Ok."

I spent the next fifteen minutes re-constructing the carefully crafted setup for this lady's unique computer.

Tech Support: "All right. Now, are you ready to click 'OK'?"

Customer: "Yes."

Tech Support: "Great. Now click 'OK'."

Pause.

Customer: "I clicked 'Cancel'."

And people wonder why my mouse pad has a target on it labelled" BANG HEAD HERE."

From LangaList 21/10/2004

@ A nifty new email service

by Peter Deegan

Google keeps coming up with clever uses of their search technology and one of the recent arrivals is Google Alerts. With Alerts you can setup favourite search terms and get an email when there are changes in the top pages returned from that search.

The service is currently in beta but is available to all comers, much in the same way that Google News has been in beta for the last three years.

To setup alerts go to www.google.com/alerts – you have the option to ‘sign in’ and create an account. I suggest you do that because it is easier to manage your alerts later.

Each Alert is made up of three parts:

Search Term

Any search string you’d use in Google will work here.

You may want to exclude a particular web site from your search – for example your own or company web site – and you can do that by using the –site: <domain> addition to a Google search.

Searching for a specific phrase needs double quote marks around it. This is commonly used to look for word combinations instead of any page that has the words in any order.

Tip: you can easily make complex Google searches by going to their Advanced Search Page , make up the search there and click ‘Google Search’. The selections you’ve made are converted into a search string which you can copy into a Google Alert.

Type

Each Alert can cover the entire web (just like a search from the main Google page) or just news services (same as a search from news.google.com) or both. While you can combine the Web and News searches into one alert, I prefer to keep them separate so there are two alerts for the same search term with one for Web and the other for News.

The alerts don’t tell you about every search result and when they change – in many cases that would mean extremely long emails. Google Alerts tells you about changes in the top 20 results for the Web search or the top 10 results for the

News search.

How often

This is how often you’ll get an Alert sent by email. Your choices are ‘once a week’, ‘once a day’ or ‘as it happens’.

If you really want to get a lot of email then choose a popular search and choose ‘as it happens’.

Chances are you’ll want to limit the frequency to Daily. Each alert can have a different frequency so you can have some Daily and others Weekly.

Confirmation

Once you have created an alert you’ll receive an email message asking for confirmation of the alert. Just click on the link and the Alert is established.

Changes and Deletion

Just go back to www.google.com/alerts to change, add or delete your alerts.

@ Whitelisting

To make sure you get your alerts, make sure that the domain google.com or the address googlealerts-noreply@google.com is added to your white-list or safe senders list.

@ What is it good for?

As predicted by Sir Arthur C. Clarke many years ago in *The Fountains of Paradise*, the first alert for most people has to be their own name. You can get an automatic email when the web or news has new and popular hits about you – or at least people with the same name as you.

Aside from that you can setup alerts for anything you are interested in. Small business owners will want to have alerts for their company name or small business. Create alerts related to any hobbies or interests you might have

From Woody’s Email Essentials 2.09

@ Hotmail changes

There's an important change to Microsoft's Hotmail service coming which will effect people who use Hotmail with Outlook or Outlook Express. Outlook 2002 or 2003 and Outlook Express have a feature to let you receive and send email via your Hotmail account but using the software interface instead of the usual web browser method. This is a handy way to store past messages offline or to compose long messages. Setting it up is fairly easy, just create a new email account in the software and choose the 'HTTP' or Hotmail option. Though it is labeled 'HTTP' in the software it actually uses an extension of the web protocol called WebDAV to communicate with the Hotmail servers.

From now on, only paid subscribers will be able to access their Hotmail accounts via Outlook or Outlook Express. Microsoft says that WebDAV features have been abused by spammers and they need to clamp down on access.

If you've been using WebDAV to access your email with an external email client then you have some time to decide what to do. Microsoft says that people who have been using the feature will be given continued access until March 2005.

The paid options are to either join MSN Premium or Hotmail Plus (\$19.95 a year). While Microsoft is 'selling' this as a anti-spam measure there's no doubt it may help convert people to paying customers.

It's just as well this change is getting mentions in various media because you'd never know from looking on the Microsoft sites. There's nothing on the Microsoft web site devoted to press announcements nor on the MSN or Hotmail sites – even the online help and account policies haven't been updated.

This change is a sad but alas necessary thing. While it probably won't make a difference to the amount of spam we all get, it will make things a bit harder for the bad guys

@ Capitals or not?

Do email addresses have to be in lower case, upper case or not? Is fred@dagg.com the same as FRED@DAGG.COM or Fred@Dagg.com ? Over such small points heated arguments can arise, so we'll try to explain.

In the beginning there was unix based systems from whence the Internet began – back in those days all commands, filenames etc were lower-case so email addresses were also lower case. The habit has largely continued to this day. As the Internet became more mainstream so people began using mixed case email addresses. This worked for most situations but not always.

Officially it doesn't matter if an email address is upper or lower case letters, or a mixture. The Internet email system will handle them all, however once a message arrives at a mail server the case may matter, it should not, but it might.

Some mail systems have rules or code to look at messages and decide how incoming messages are to be dealt with. This code can get fairly complex and it's an easy mistake for the programmer to forget to handle mixed case email addresses. For example the code might look for messages addressed to 'fred@' but if the programmer forgets to do the right type of comparison then a message to FRED@ won't be detected. (Of course, the easy solution for the programmer is to force all incoming email addresses to lower-case before doing any tests.) Thankfully such problems are quite rare these days, though even a few years ago they were more common.

So what is a humble email user supposed to do? Generally I make a habit of entering email addresses with the same case as they are given to me on the theory that the owner of the email address should know what works.

Aside from that lower-case is the standard way to go and usually easier to read than CAPITALS. But don't get too worried about it for almost all situations you can type in whatever mix of cases you like.

From Woody's Email Essentials 2.08

NEWBIE CLUB TUTORIALS

Kwik Tip 1 ... "How To Get Virus Free Upgrades"

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

. Kwik Tip 2 ... "Kwik Print a Web Page" To print a web page when using Internet Explorer... Right click anywhere on the Web page and select Print. Then follow your printer directions as normal.

Tutorial; ----- "Spice Up Your (PC) Life".

When you launch your browser, does it always go straight to MSN? Or to Yahoo!? Or to some other site? Yawwwwnnn.

Would you like to make it open on a blank page instead? Or just change the default entirely to a new page, like, your own page that you built?

Here's how...

Open Internet Explorer.

On the Menu line, Click Tools, Internet Options.

You'll see the Internet Options dialog box displayed. The General tab is pre-selected.

The first item is the Home Page section, and it says "You can change which page to use for your Home Page." The address bar will have a URL (address) listed. Three buttons help you make a choice: Current, Default, and Blank.

The buttons in order now....

* The 'Current' button makes whatever page is in your browser at the moment the new home page. It's the current page. Click to "make it so."

* The 'Default' button will most likely make Microsoft's MSN network the

default page.

* The 'Blank' button will make a blank page your home page. Just a blank page is all you'll see.

So, if you have a particular page you want to appear when you start IE, just open the menu, set the page to Current, and you've done it.

Hey, why not use LCG as your default home page?

Just click to <http://www.lcg.org.au> and when the home page loads, just follow the above instructions and it's there every time you load your browser! So any time you need help with your PC just one click to load your browser and you can search the site!

What about Netscape users? Edit your preferences.

Click 'Edit' on the menu line, then

Click 'Preferences'.

You'll see the options right there

Tutorial; "How To Find The Program Hiding Behind The Shortcut"

Some of us are just plain curious, and like to see how things work. We all feel more comfortable with our computers when we get a glimpse behind the curtain, as it were. Removing the mystery is part of what this newsletter is all about. So this next tip will help you get just a tiny feel for things.

You know what a shortcut is, but can you find the program it's referring to?

Maybe you downloaded Keyboard Magic!, First Website Builder, or some other ebook from The Newbie Club and aren't sure where the file is located, but you do see a shortcut. Okay, it's easy enough.

We'll use the right click method again. As you'll see, right clicking reveals a lot.

Right click any shortcut, and choose 'Properties' from the menu that appears.

In the 'Properties' dialog box, you'll see some interesting information.

The 'Target' gives you the path to the program. (Most programs end with the three letter file extension '.exe'.)

The 'Start in:' line shows you the path that leads to the file itself.

You can envision your computer as A giant forest full of rabbit trails. Along each trail is rabbit hole. The rabbit hole is the program, and the trail is the path.

The rabbit hole is also the 'Target'. And now you know why Netscape Navigator's browser uses the words, "Save Target As..." when you right click a download link, or any link on a web page. 'Coz the lead programmer for the Netscape browser was raised by a family of rabbits. :-)

The 'Target' is always the file you want to use. And a file can be a program, a picture, a video, or a document

Kwik Tip. "Copyright Symbol Using Keyboard?"

Recent email ...

Hi Joe,

How do you create the Copyright Symbol using your keyboard?

(This is the letter C in a circle to denote that the article/product/book is subject to Copyright)

©

Answer ...

Hold down Alt and type 0169 on the number pad (right hand side of your keyboard) ie

Alt+0169

When you release the alt key the symbol appears.

Alt+ctrl +c is also supposed to do it, but it doesn't work on my keyboard:-)

Tutorial: "Save to Disk - You Mean My Hard Drive?"

Here's another strange computer-ese problem. You're about to download a file from a web site. You see a dialog box (window) appear with a couple of options:

1. Open from currentlocation. 2. Save to disk.

What do you do? Open from current location, right? Sounds reasonable.

The file is at its current location, so open it.

Not so fast!

If you want to download the file to your computer at home or work or wherever you are, then you'll want to use the option that's selected by default... the one that's checked off to begin with. "Save to disk".

Disk doesn't always mean "floppy disk". What it really means is that you will save the file to a disk. Most likely this will be, and should be, your hard drive. Otherwise known as your (C:) drive. Though it could be your (D:) drive, or any other letter drive as long as it's not your A:, B:, or the drive you associated with your CD player.

Nope. You can't download to a CD! But you can burn a CD. That is, copy programs and stuff onto a CD, which is called "burning" a CD.

So, next time you get ready to download, just leave the "Save to disk" option checked off. (Technically, since the selector is a "radio button" it can't be checked. It is selected.) And why is it called a radio button?

Because it's round, and it's kind of like those old radios that had the buttons you could punch in, only one at a time. These computer radio buttons can only be selected one at a time, which is different from a check box, which allows multiple simultaneous selections.

Okay, I see your eyes starting to roll back in your head. So let's dismiss this class! Just "Save to disk" then copy to a floppy or some other larger storage device later, AFTER you've downloaded.

Tutorial ... "This Salute May Get You Our Of Trouble"

Right now, you can press three keys on your keyboard, and Windows will prepare to abort itself. Those three keys are ...

Ctrl, Alt, and Delete.

Pressing them is known by geeks and nerds as "the three fingered salute."

Try it. You won't hurt anything. You can click the Cancel button.

What happens? When you press the three-key combo, the Close Program dialog box appears. It's a fail-safe. When a program stops responding, or a your computer seems to freeze, you can try the salute. However, things may be so far gone that even this won't help. So the last ditch effort comes into play. Here it is...

----- Try the Two Fingered Salute.

Hold down the Ctrl key. Now, while keeping it depressed, press the Esc key. Ctrl-Esc. Not "control minus escape" (this isn't math!). Ctrl-Esc is just shorthand for "hold down the Ctrl key while pressing the Esc key."

With any luck, the Start menu will open. You'll then be able to gracefully

exit windows without it committing sudden death on you, requiring a reboot and a run of Scandisk. (By the way, when you do reboot, and Scandisk wants to run, you can just press the Enter key and the process will be skipped.

Computers think they're smart. They put up messages that you obey, because you don't know differently. But truly smart programs always give you options and explanations, letting you decide what's best.) Tutorial; ...

"WWW and Internet - Are They The Same?"

Is the World Wide Web (WWW) the same as the Internet?

Nope!

Even though both terms are widely used to describe this amazing cyberspace universe, they are in fact different.

The Internet is a world wide network of interconnected computers that 'talk' to each other through existing communication routes like telephone lines and cable networks.

Their 'voices' are converted by a modem into funny stuff that a phone and cable line can transmit at amazing speeds.

The Web on the other hand, uses the connection facilities of the Internet, to link and access the hundreds of millions of Web sites scattered around the globe.

The Internet offers a variety of forms of communications, like newsgroups, email, discussion groups and more.

Think of the Internet as a system of roads linking places together. Requests for Web pages and other data, are just 2 of the wide variety of traffic that travel those roads.

So sometimes, when Web pages are loading slowly, and sometimes not at all, it's because too much traffic is on the roads at the same time ...

Grid lock!

To access the Web you need a computer connected to a modem (usually) inside your computer.

You also need an account with an Internet Service Provider (ISP) which operates very powerful, computers called servers, which are permanently connected to the Internet. These servers are your gateway to the Web, and

to translate the gibberish - called html - that Web pages are compiled with, you need a program called a browser, like Netscape and Explorer.

Connections to Websites are usually made through hypertext links, usually called hyperlinks. These are the blue underlined words you click on like <http://www.newbieclub.com>

If you're still confused - don't write:-)

Tutorial; "Types of Email Newsletter".

----- **Plain text newsletter**

Refers to emails in ASCII format. Plain text does not include text formatting code. In other words, it's an 'ordinary' plain newsletter!

----- **HTML newsletter.**

A newsletter sent in Hyper Text Markup Language. This differs from a plain text newsletter because it allows list owners to send media-rich publications that can include graphics along with text.

Text newsletters consist of ASCII characters only. Since some subscribers' email clients cannot view HTML or subscribers prefer not to receive it, an HTML newsletter is generally offered as an option in addition to a standard text newsletter.

ASCII - An acronym for "American Standard Code for Information Interchange", used to assign English characters to numbers.

Yeah right! See above.

----- **Rich Media ...**

Is text content used in sending certain types of email. It also includes commands for page layout, graphics, audio, video and animation.

Rich media requires more bandwidth and storage space than ordinary text. Are you more enlightened - or even more confused?

From Newbie Club Newsletters