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Next Meeting
Wednesday 5th October
Open Invitation for Seniors
Week
Beginners 7 PM
8 Pm Demonstration
Multi Function Printer
Scanner Copier

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

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

Printed & Posted Newsletter \$20 extra

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Ron's Ramblings

Another month has passed and we are getting close to the end of the Financial Year (31st December.) Subscriptions are due on the 1st december for the following year. I am letting you know early so that you can save up the large amount of \$10.00 for the electronic edition of the Newsletter <Grin>

The Committee have decided that in line with previous practice those who paid their subscription after the 1st September are considered financial until December 2006.

As the first week of October is Seniors Week we are having a stall at Meadow Mews on 3rd October to bring OPEN and LCG to the notice of shoppers who otherwise will not know of our existence. The Launceston Branch of the National Seniors Association are also going to have a table at Meadow Mews on the 5th or 6th.

During Seniors Week, OPEN are having sessions twice a day so it will be quite busy. I hope our current members will give any visitors a welcome that will encourage them to join. We don't want to keep a good thing to ourselves Do we?

When we get a Press release about new programmes, I as Editor request a full version for review. I have today requested evaluation versions of two programmes

3D Spooky Halloween Screen Saver

Extreme Picture Finder 3.30

If any member would like to have the copy of either or both these programmes for revue, let me know and I will arrange to email the programmes

Ron Baker

Launceston Computer Group
SOFTWARE LIBRARY
 Dated 1st October 2005

DISK 2000 - Your Library on Disk

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

DISK COPY PRICES - CLUB MEMBERS \$1.00 per disk

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

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

AVAILABILITY OF LIBRARY

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

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

LAUNCESTON

Julie Hjort Phone 6344 5686

Flat 2, 115 Penquite Road, Newstead

Email: ihjort@intas.net.au

Special Session
Wednesday October 12
9am to 12 noon

Learn how to use Picasa 2 – a free program that enables you to organise Photos and other images on your computer.

Presented by Janet Headlam and Karia Wicks.

Family History Online

Next Classes

Wednesday October 12th
1 pm to 3.30 pm

Standard Family History Session.

Wednesday October 26th
9 am to 12 noon

\$4.00 fee Numbers limited to 8 people

Please register on noticeboard for both sessions.

Wednesday October 19th
9 am – 12 noon

“Easy Photo Repairs 3”

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

Please bring your own photos.

Numbers limited to 8 people

Please register on noticeboard

Paint Shop Pro 7
Advanced Class
Wednesday October 19th

1pm – 3.30 pm

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

OPEN Session Times
 Studioworks, 1 Pipeworks Rd, L'ton
Standard Sessions (All sessions \$4.00)

Monday	10 am -12	E-Learn & Beginners
Monday	1pm – 3pm	Basics & Beyond
Tuesday	10am – 12	PC & Mac Support for Beginners
Tuesday	1pm – 3pm	E-Learn & Beginners
Wednesday	9am –12	Special sessions or Meetings)
Wednesday	1 pm – 3.30 pm	As for mornings (see rosters)
Thursday	10 am – 12	Beginners or E-Learn (Mac p.m.)
Thursday	1pm - 3pm	
Friday	10am -12	E-Learn & Begin'rs
2 nd , 4 th Fri	1pm – 3pm	Embroidery Class
2 nd or 3 rd Sat	9 am - 12	NT Camera Club

Special October Sessions

Wednesday 5th October	9 am- 12 noon	Seniors Week Searching the Web
Wednesday 5th October	1 pm onwards	Seniors Week & OPEN Meeting
Wednesday 12th October	9 am -12 noon	How to Use Picasa Photo Organiser
Wednesday 12th October	1 pm – 3.30 pm	Family History Online
Wednesday 19th October	9 am –12 pm	Easy Photo Repair With PSP7
Wednesday 19th October	1 pm – 3.30 pm	Graphics PSP7 Tutorial
Wednesday 26th October	9 am –12 pm	Family History Online
Wednesday 26th October	1 pm – 3.30 pm	Print Artist
Friday October	1 –3 pm	Embroidery Group

(Continued from page 3)

What's Happening at OPEN Next Monthly Meeting October 5th at 1.00 pm

FROM THE ASSISTANT EDITOR

Busy, Busy, Busy !!!

Adult Learners week (held early in September) saw more than 30 new members join the ranks of OPEN. As a result we have had some very busy days – some sessions have seen every computer in the clubroom being put to use.

With a range of activities planned for Seniors Week (October 3-7) we expect that OPEN will remain busy. The roster for Seniors Week is on display in the clubroom and the tutors and committee would be grateful for any assistance that members can provide.

The upgrading of equipment continues with an additional scanner and CD burners added to the 'fleet'. Scanning of family photos has become a very popular activity and I'm sure the increased resources will prove popular with those who may previously have had to wait for the scanner to become available.

"How-to" sessions will be held on a regular basis so that members can learn some of the techniques that are used for scanning.

Dennis Murray

L.C.G. Meeting Wednesday October 5th 7 pm – 9.30 pm

Demonstration of multi-function centre by Guest Speaker Julie Hjort – printing, scanning and copying on the one device.

OPEN's Monthly Meetings

We remind members that the meetings held on the first Wednesday of each month are for ALL MEMBERS to attend to contribute their ideas and suggestions on how the club should operate.

Next Meeting October 5, 2005 –
At 1.00 pm

Email Listing

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

VENUE TELEPHONE NUMBER

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

0413 698 610

NORTHERN TASMANIAN CAMERA CLUB

The next meeting of the Camera Club will be held at the OPEN clubroom on Saturday, October 15th.

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

"VICTOR"

The VICTOR volunteer tutors recently held a meeting to report on the activities of the outreach program for the first eight months.

Since its creation VICTOR has made more than 100 'house calls' to help members with computer problems.

The 'Top Three' topics for which members requested assistance were E-Mail, Basic Computer Tuition and Basic Maintenance.

"EMBROIDERY GROUP"

The Friday afternoon Embroidery Group will resume on September 30 and from then on will meet on the 2nd and 4th Fridays of each month.

If you are interested in learning how computer programs interact with an electronic sewing machine, please contact Eleanor Horder via the club.

MORE NEWS!

Subscriptions

Members are advised that annual subscriptions for 2006 will be due on December 1st, 2005. The committee has decided that any member who paid their subscription after September 1, 2005 will remain financial until December 2006.

Launceston Show Day

Members are advised that the club will be open on Show Day, Thursday October 6, and normal classes will be held.

Seniors Week October 3-7

As mentioned in the editorial OPEN will be hosting visitors each day of Seniors Week. Members are encouraged to participate in their usual classes so that prospective new members can see first-hand what 'computing for seniors' is all about.

TUTORS' MEETING

Several topics were discussed at a Tutors' meeting on Monday, September 5, including the acquisition of new equipment to assist members with their computing activities.

A decision was also made to standardise the use of the "My Documents" folder on our computers. Ask your tutor for details.

Please contact one of your tutors if there is any matter you wish to be considered at the next Tutors' meeting.

JANET'S TIPS AND TRICKS

A continuing series of handy hints and tips from OPEN chairperson Janet Headlam and other tutors.

1. Ignore pop-up messages from the Internet that ask you to "Click on a Fix." They can trick you into actions that you don't want to perform.
2. Delete any e-Mail that refers to "A Virtual Card For You" even if you know the sender. It is a virus that can destroy your hard disk. (contributed by Linton Targett)
3. There can be a number of 'traps' involved in how you view and how you send your e-mails. Should you have the Preview Pane turned on or off? What is the difference between using 'CC' and 'BCC' when sending copies of e-Mails to other people. Please ask at the club for explanations.

And one from Dennis :

Don't forget Windows Explorer! Like the Help Files that I mentioned last month it is one the most under-utilised facilities on your computer. I call it the 'road map' to the contents of a computer – it shows the folders and files, its Find or Search tool can be used to locate a misplaced file, you can move, copy or delete files, or sort your files into date, type or alphabetical order. **All you need to do is hold the Windows/Start key down and tap the 'E' key once.**

Irfan Who? Irfan View!

There may be no such thing as a free lunch, but there are some very good free computer programs available. IrfanView is one of those!

If you've ever been unable to view certain types of graphics files on your computer you'll probably want to know about IrfanView. It can enable you to see almost every type there is.

And once you have a graphics file 'open' you can use the forwards and backwards 'tools' to move through a folder full of images.

But wait – there's more! You can magnify the size of images, you can 'crop' (i.e. select a part of the image), create slide-shows and screen-savers, and adjust the size of the image when you want to print it. IrfanView can even be used to control the operations of a scanner.

Where do you get "Irfan" (it rhymes with surfin') and how do you use it? Those members who've bought one of the LCG Clipart CDs will find it included on the CD. Others can find it on the cover CDs that are regularly included with computer magazines.

Some of our tutors have experience in using IrfanView so please ask if you are interested in learning how to use it. If we receive sufficient interest from members we may consider conducting a how-to session next month.

Tutorial ... "What Will YOU Do When your PC Crashes?" Joe Robson <http://newbieclub.com>

Take my word for it - it's not a question of IF, its just a matter of time before you experience a hard drive problem. Are you prepared to loose your data? If your hard drive crashed right now do you have an action plan to follow?

Most people only think of backing up their data after they experience a problem. Don't set yourself up for a data loss disaster.

Your data integrity action plan should consist of the following:

- 1) How often you will back up your data
- 2) What data you will back up
- 3) What back up procedure you will use

How often you back up your data can only be determined by how important you feel it is. Answer this question "If my hard drive crashed right now, I would be alright if I had the data from at least (time) ago".

Of course you would want everything but if you could have the data from 1 month, or 6 months ago would that be sufficient? Whatever time is sufficient mark it on your calendar both a hard copy and set up a meeting on your PC to remind you.

You change your smoke detector batteries when you turn your clock back and when you turn it ahead right? Well back up your data then too.

If you don't change your clocks then pick some holidays or special dates that happen close to the timeframe you want to back up your data so you won't forget.

What data you back up depends on how you use your PC. Some of the key directories, if you are using Windows, are the My Documents, Favorites and Desktop directories.

Remember if you are using multiple profiles on your PC then the three directories above can be different for each profile and each one would need to be backed up.

You will also want to include your email data. Don't forget to write down the email accounts you have. You should also write down any username

and passwords so they are not lost. You should look at every directory to see if it has information that you would need.

Make a list of all the software programs you are using. If you have the physical CDs put them all together in a safe location.

Don't forget the CDs for your peripherals like your scanner, digital camera, PDA etc. Collecting these CDs may remind you of additional data that you need to back up.

If you are running software that you installed from downloaded files, burn them to a CD-R and add it to your collection. If you use a CD-R or DVD-R you can update it as you download and install new applications.

What procedure you use to back up your data can be determined by the amount of data you want to back up. Your data might fit onto a CD or DVD in which case you just need to burn it and you're done.

If it spans multiple DVDs then you might want to consider getting a second hard drive to copy your data onto. If you are not comfortable with adding a second internal hard drive or you are using a laptop then you can purchase an external hard drive to back up your data.

There are software solutions out there specifically designed to help you backup your data. We have tested many at the Newbie Club and have always highly recommended WinBackup. In fact you can get a special Newbie Club Discount at <http://tncinfo.com/winbackup>

The information you have on your hard drive could disappear in a flash. If you don't want to spend up to \$3,000 to have a data recovery company retrieve what information they can from your hard drive, then take a few minutes right now and create your back up action plan.

If you ever have a data emergency your action plan will be your insurance policy. If you adhere to it, your valuable data will adhere to you!

Article from Joe Robson, creator of the Newbie Club Block Buster 'PC & Internet Security Kit' at <http://newbieclub.com/security>

Tutorial ... "Browser Tips and Shortcuts"

This section contains all the ways you can browse the web, and I hope you discover something that will make your own experience even more fun than ever. These tips apply to Internet Explorer and you can try them with other browsers if you want, but results may vary!

Understanding the WWW addressing method.

A typical address looks like this: <http://host.domain/directory/file.name>

Now here's the breakdown...

host.domain: The domain name of the host computer where the page resides.

directory: The host computer directory where the page resides. Usually a folder on the host computer.

file.name: The name of the page. Most web pages use the file extension .htm or .html.

The HTTP part tells the computer to communicate using the Hypertext Transfer Protocol, which is a standard for web pages. Other standards are HTTPS (the S stands for Secure - used in financial transactions) and FTP, which stands for File Transfer Protocol, used for downloads.

Surfing web pages is so easy. Once the browser is open, you just click click click click click. But here's a review of your options to open a page.

You can type a URL into the Run dialog box. Select Start, Run, type the URL and click OK.

Type any URL in the Address bar. IE and the various folder windows have address bars. It's freaky, really, because you can type a URL into Windows Explorer, and it'll display the web page for you. Then type C:\, and it'll display the contents of your hard drive. This tip assumes you are connected to the Net while doing any of this.

Internet Explorer has an address bar that contains 25 of the last sites you've visited. You can select a site from that list and surf. Just click the one you want to revisit.

Use the Open dialog box. Press Ctrl+O (Oh, not zero) to display the box, type the URL, and click OK.

Open web pages on your computer with the Open dialog box. Yes, your computer has dozens of web pages already in it. You can browse your computer from within this Open dialog box for pages.

Use the Links bar button. The buttons can be customized. Just right click on any button for the context menu options, and select from the list. This is almost intuiti-

ve - once you see the options appear, just follow the instructions.

Ok, so you open a page using one of the methods outlined above. Now, what about navigating the pages themselves? Here's some more techniques you can use.

Click a link. Hypertext links are usually underlined or colored differently from non-hyper linked text. When clicked, a new page loads into the browser. You can see the page you'll be visiting if you hover the mouse pointer over the link, and look at the status bar (the lower edge) of your browser window. The URL appears there.

Click an image. Many images on a web page are linked to other pages. This is called an image map.

Open a link in another window. You don't have to let your browser do your thinking for you! If you don't want to leave the page you're on, just right click the link you're interested in, and click Open in New Window. Another browser instance opens and the page displays. Magic!

Even more magical - hold down the shift key while clicking on a link. A new browser window opens with the page displayed. The bag of tricks is endless.

Forward and Reverse your way through pages using the Forward and Back buttons. After you've clicked open a few pages, click the back button to retrace your steps. Click the forward button to advance. And click the little down arrow next to the Forward and Back buttons for more options.

You can speed up the movement through pages using the keyboard. Alt+Left arrow works for the back button, and Alt+Right arrow for the Forward button. If your speakers are on, you'll hear little clicks to accompany your mouse or keyboard clicks.

Use the History bar. Click the toolbar's History button or choose from the menu. Select View, Explorer Bar, History, and IE adds a History bar to the left side of the window.

TADAust Connect - The Exclusive ISP Service for the Aged, People with Disabilities and Veterans

About 250,000 frail, aged, veterans and people with disabilities throughout Australia will have access to a low cost (\$5.50 per month) Internet service due to a new partnership between Technical Aid to the Disabled Australia (TADAust) and ispOne. The dial-up service includes no set-up fee, unlimited downloads and flexible contract arrangements.

This service is provided exclusively for people who possess a Disability Service Pension, Aged Pension or DVA Entitlement Card. (Subject to conditions)

More at <http://www.tadaustconnect.org.au/>

A new low in phishing

There are always people who will take advantage of tragic situations so it is no real surprise that we're seeing spam and phishing making use of the aftermath of Hurricane Katrina.

We've seen various spam messages using keywords like New Orleans and Katrina in an attempt to by-pass filters. Some are fake news message.

Others are 'stock tips' for companies that will supposedly benefit from the clean-up or rebuilding contracts.

A message arrived a short time ago that is a new low in scamming and so offends us that we're sending this special warning.

It appears to be a message from Amazon suggesting that you make a donation to the American Red Cross for victims of Katrina. But the message does NOT come from Amazon at all.

The From: address is faked to make it seem to come from Amazon. The look of the message copies the style used by Amazon and the wording is mostly lifted from the real Amazon appeal on their web site.

But the link in the email isn't to the Amazon site, instead it goes to another web site – though the link uses the Amazon web address in it to make the url look more legitimate. Tracing the link takes us to the details for the “China Railway Telecommunications Center” in Beijing which could be real or just a front.

As with other phishing scams, the link takes you to a site that looks legitimate and lures you into entering your account, password or credit card details.

We picked this particular message as spam because it was sent to an address that we don't use with Amazon, otherwise it would not have immediately rung any alarm bells. Having seen the messages on the real Amazon site it looked sincere. The moral of this story is to NEVER use links in email messages from banks, online stores etc. If an email prompts you to action, ignore the link in the email and enter the normal link amazon.com citibank.com paypal.com ebay.com etc in your browser. Anything you need should show up on the home page or after you login to

your account yourself.

For example, there are many phishing scams pretending to come from Paypal. They usually say there's some security or other problem which needs to be fixed with a bogus link. If you think any such message might be real (almost certainly it won't be real) then go to Paypal.com and login to your account (ie ignore the link in the email, even if it looks OK). When logging into your account, the Paypal system will automatically tell you of anything you need to do or update on your account.

Sadly there's no point in complaining to the company being spoofed – it's not their fault and there's little they can do to stop messages going out in their name. The authorities might close the web link being used but by the time they've done that, people have been tricked and the baddies are long gone.

@ Donations Welcome

Of course, we're not suggesting that you do not donate to the various appeals for victims of recent events. But you do have to be careful about any email solicitation like this and scams generally.

Amazon were quick to respond with a scheme to donate using your normal account details direct to the American Red Cross. Go to www.amazon.com for details

<http://www.redcross.org/> will go direct to the American Red Cross.

The Salvation Army is doing their usual amazing job <http://www.salvationarmyusa.org/>

@ About clickable links in email

Some readers commented on the presence of clickable links in the last issue warning about clicking on links in emails.

We were well aware of the irony in putting those links there. It was entirely appropriate and responsible to mention legitimate places to donate in light of our warning against bogus solicitations.

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We took the middle ground by ‘exposing’ the simple links so readers could easily re-type them as we think suggest. Making the links ‘active’ and clickable is the normal option for those people who wish to use that. We can recommend retyping of links, especially from unknown sources, but it’s only a recommendation and it’s not our place to force behaviors on people. Many people make the choice that they trust us and will click on links we supply. That is a legitimate choice.

There’s also the problem of long or complicated links. It is simple enough to type amazon.com or cnn.com but not so easy when the link is much longer. In these cases it’s best to go to the home page of the web site by typing a link in personally then working to the place you want. But even that isn’t always possible.

There’s really no hard and fast rule and certainly no simple answers to complex questions. Generally speaking, avoid links, err on the side of caution but use your own judgment.

And yes, the irony was compounded by the typo <sigh> in the link given in one case.

@ Are plain text links ‘safer’

HTML formatted messages can obscure the link you click on by displaying misleading text ‘on top’ of the real link. Does this mean plain text messages are safer? As usual the answer is ‘yes and no’.

Plain text message can’t use the same method to obscure the real web address since all the links are displayed, but that doesn’t mean that other options are not available to baddies.

A common scam is to use links that look sincere but really point to bogus web sites. Often they include the real web site name but includes a spelling change or has the real name as a sub-name off another domain. For example Ppaypal.com or secure.citibank.ubank.com -- we made these up but there’s endless ‘creative’ possibilities. The trick here is to include the name of the real site in the link to deceive the eye.

You certainly should be wary of any link that uses an ‘IP address’ instead

of a web domain – such as <http://257.12.34.57/> or more complex variations like <http://56.12.9.289/auth/www.paypal/> . Of course these are made up and invalid examples.

Another possibility is to make a HTML message that looks like a plain text one. Using fixed width fonts and limited formatting it is easy to fool the unwary.

@ Check the source code

One interesting option use by some Email Essentials readers is to look at the HTML or source code that is behind an email message.

This is possible in other Outlook Express (open message, File, Properties, Details tab, message source) and Outlook (open message, right click in message text and choose ‘View source’) . A similar feature is in other email clients.

It’s one option but time consuming and difficult for most people to understand the HTML code. Trying to work out what might be suspect or dangerous is difficult and not worth the time for most people. Looking at the HTML code won’t tell you if a message is legitimate or not. But it is a trick worth keeping in mind for special occasions.

@ What can you do?

There’s no ‘magic bullet’ and beware anyone who says there is – especially if they are selling something.

You should have a properly and up to date patched Outlook Express, Outlook or other email client. You also need to ensure that Windows, including Internet Explorer are patched, even if you don’t use IE as your primary browser. That will protect you against some worms and nasties. It will protect you against the rare chance of a nastie infecting your computer just by reading in the preview pane.

You should also have an up-to-date anti-virus package. Any of the major products is fine (we use Norton Anti-Virus here) as long as you keep it up to

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date. No point in buying some anti-virus software unless you update it regularly, or let it update itself.

Some spyware protection is also essential. Spybot is popular. We've been pleasantly surprised by the Microsoft Anti-spyware offering which works unobtrusively and effectively.

Aside from the technical solutions, you need to use some common sense and be a little wary. If you get an email saying there's money waiting for you on Paypal – consider how likely that is to happen without you expecting it. Is your bank really likely to close your account just because you didn't answer an email within a day?

@ New Hotmail account and privacy

Finally a quick Q and A from 'Dixie'

Is it (still) possible to sign up for a Hotmail account without divulging personal information?

To get a Hotmail account you need a Microsoft Passport and that asks some questions about you. The same applies to most if not all the free webmail accounts. Each person has a different idea about what constitutes 'personal' information.

I'm not too concerned about some level of personal details like country, state, zip, sex etc being revealed but I understand if you have greater concerns. There's always a risk that information will be misused or divulged but with larger companies like Microsoft, Yahoo and Google it is probably more likely that such misuse will be detected.

All reputable companies have published privacy policies. In addition most of the free webmail accounts are asking for statistical data and not details more likely to be troublesome like postal address, phone number or credit card details.

Does it really matter?

You can enter any information on the create account forms – there is no way to check that your answers are true. As one of our Office Watch

columnists mentioned years ago – the information you type in isn't taken under oath. You can use a fake name and pretend to be a left-handed Hungarian dentist living in Peru with a love of cricket for all they know, If you're really concerned about privacy – add some creative information instead.

From Email Essentials 3.15 & 3.16

Aren't I Lucky, Too bad that this is the second email of this type I have received

Dear Sir/Madam,

RESULT FOR PROMOTIONAL DRAW GAMES RESERVE UK in association with Camelot wishes to officially inform you that you have emerged a winner under our First Category Draws held on the 27TH OF AUGUST 2005. The First category is a free entry draw, winners were selected by a special computer balloting system to give a worldwide reach to participants.

CONGRATULATIONS! You are a confirmed winner of 1,440,772GBP (One Million Four Hundred and Forty Thousand Seven Hundred and Seventy Two United Kingdom Pounds) in cash, which is the winning payout for First Category winner.

FIND BELOW YOUR COMPLETE WINNING DETAILS;

TAG NUMBER: 17-72,

CODE NUMBER: 71-05, LUCKY NUMBERS: 10-12-13-17-31-37(44.) Bonus

For due processing and remittance of your prize money to your designated account. Remember, you must contact your FOREIGN CLAIMS MANAGER (MR. DAVID VAUGHAN) not later than 21 days from the date of this notice.

MR. DAVID VAUGHAN FOREIGN CLAIMS MANAGER, BACKING MANAGEMENT LTD. TEL: +44-704-0116854 FAX: +44-703-0400869 +44-871-2435270

EMAIL: davidvaughan@financesource.com

Congratulations once again from all our staff and thank you for being part of our promotions program.

Sincerely, **RAEWYN ADAMS LOTTERY MANAGER GAMES RESERVE UK, 65 GAMES ACRE LONDON, ENGLAND WC2E 9RA**

Note: Contact your CLAIMS MANAGER immediately for further procedure.

COMPUTER TIPS AND HINTS

Windows XP

Upgrading to XP? Proceed Carefully

So, you finally decided to give in and upgrade to Windows XP.

There are some issues you should know before making the switch.

Before you do anything, it might be a good idea to visit the Microsoft Windows XP website. You can compare XP to Win 98, and get answers to compatibility issues. There is even an Upgrade Advisor page that will check your system to see if it's ready to upgrade.

Multiple Copies

You need to buy a copy for each computer you own. You can't simply buy one and put it on all your machines (and your friend's machines, etc). If you only have one computer, no big deal. If you have several, the price adds up quick.

If you think you can get around this, you really can't. MS uses an "activation" system that only lets you install the software on one computer. That said, activation really isn't all that bad. It only takes a few seconds, you can still swap out cards, add memory, and such without needing to re-activate Windows. In fact, Microsoft claims that if you swap out too much (over 60% of your computer if I recall), you can still get re-activated without a hassle.

Driver Issues

OK, this one can be troublesome. Before you upgrade, it's a good idea to check and see how compatible your old hardware is with XP. MS has a "compatibility checker" that lets you check your system to see if there are any potential problems. Here's the link:

<http://www.microsoft.com/windowsxp/pro/upgrading/checkcompat.msp>

Bad thing with the upgrade advisor is its size - the thing is about 50 meg. If you're using a dial up connection, it'll take forever to download. XP setup includes it and will check your computer before the upgrade takes place.

Oh, you may want to check with your printer, scanner, and digital

camera manufactures too.

Software Issues

Not all software will run on XP. Some software, such as a firewall and antivirus, should be uninstalled before the upgrade, then reinstalled in Windows XP to run properly.

If you're thinking of upgrading, it's a good idea to check around and make sure you're going to be able to use your favorite hardware and software. Your best bet for this is the manufacturer of the hardware / software in question. Be sure to carefully follow directions when you do the upgrade—it is not as simple as popping in a disk and clicking Run, you need to do some ground work first.

Even after all of the above negatives, I still think that XP is a good way to go. One of the biggest pains in the past was working on a project only to have the computer lock up and lose everything. XP hardly ever locks up, freezes or misbehaves.

Windows XP Website

<http://www.microsoft.com/windowsxp/>

Compare XP to 98

<http://www.microsoft.com/WindowsXP/pro/evaluation/whyupgrade/sidebyside/>

XP Compatibility Issues

<http://www.microsoft.com/windowsxp/compatibility/>

Upgrade Advisor

<http://www.microsoft.com/windowsxp/pro/howtobuy/upgrading/advisor.asp>

Upgrade Center

<http://www.microsoft.com/windowsxp/pro/howtobuy/upgrading/>

How to access Safe Mode

Reboot your computer while holding down the F8 Key. At the Advanced Options Menu select the option for Safe Mode and press Enter.

How to access Last Known Good Configuration

(Continued on page 12)

(Continued from page 11)

Reboot your computer while holding down the F8 Key. At the Advanced Options Menu select Last Known Good Configuration.

Windows 98

Place a Find Request on the Desktop

Do your frequently search for the same files on Windows 98? Place a shortcut to a find request right on your desktop.

If you've ever used the "Find" feature, you know the power of this search and retrieve component of Win98. If you constantly need to find the same files, you may want to save a request straight to the desktop, so that you do not need to keep re-keying the same information over and over.

First, click on the "Start" Menu, choosing "Find" and then "Files or Folders...". Click on the various fields, choosing which files you wish to find and where you want to find them. Choose whether or not you wish to save the request itself to the desktop or simply save the files that you have "found" to the desktop. If the latter is your wish, click on the "Options" menu and choose "Save Results" so it is checked. Click on "File", and choose "Save Search." An icon will be created on your desktop.

Microsoft Word

How do I Enlarge the Toolbar Icons?

Are the toolbar icons in Microsoft Word 2000 too small for you? There's an option to make them much easier to see. Click on the "Tools" menu and choose "Customize". On the multi-tabbed dialog box that follows, select the "Options" tab. Check "Large icons" under "Other" and press "Close".

Internet

Choose a useful Home page.

If there is one site you find you visit very frequently why not make it your Home page so that every time you connect to the Internet you go straight to the site rather than having to type in the address.

Go to the page you have in mind, click on Tools on the Menu bar, click on Options (make sure you are on the General page) and click on Choose Current in the Home Page box then click Apply. That's all there is to it!

Digital Photography

General Camera Maintenance

* Clean the outside of the camera by wiping with a clean, dry cloth. Never use harsh or abrasive cleaners or organic solvents on the camera or any of its parts.

* Clean the lens and back LCD screen:

Do not use cleaning solutions unless they are designed specifically for camera lenses. Do not wipe the camera lens or LCD screen with chemically treated eyeglass lens tissue. It may scratch the lens.

1. Blow gently on the lens or LCD screen to remove dust and dirt.
2. Moisten the lens or LCD screen by breathing lightly on it.
3. Wipe the lens or LCD screen gently with a soft, lint-free cloth or an untreated lens-cleaning tissue.

How to take quality pictures from the digital camera

Compose your picture using the LCD first

Firstly, identify the subject that you are interested to emphasize. Next compose your picture using the LCD. Ensure that only the things you want viewer to see appear in the LCD screen. If you are taking a moving object, always leave enough space in front of the subject so that it appears to be moving into the picture. Now take the shot and you'll end up with your full image size "framed" the way you like it. If you are not happy with the composition, reshoot it.

Ensure that there is sufficient light in the background

Make sure that the automatic flash function is working when using a snap happy camera. If you are using a camera with creative controls, there are several ways to overcome the lighting conditions during your filming.

* You could slot in different types of flashes according to the lighting conditions.

- * Adjust the aperture setting /speed to allow more/less light to enter the camera.
- * For night filming, you can adjust the ISO setting ranging from 100 to 400.
- * Use exposure compensation mode if there is a strong light coming from the back of the subject.

Macintosh

Free Computer Protection

Did you know about the free security software from Apple? It is called Open Firmware Password Protection <http://docs.info.apple.com/article.html?artnum=106482>. Install and use the Open Firmware Password Utility from Apple (free) which requires a password to boot from anything OTHER than the hard drive.

Want to boot from a CD or any other mode (like FireWire), entering the password is necessary to continue because the password resides in the processor. - Lynn Rybarczyk

OS X Keyboard Shortcuts

Apple provides a list of all known keyboard shortcuts in Mac OS X at <http://docs.info.apple.com/article.html?artnum=75459>

From SenioLink 20th September 2005

You know the world has changed when



\$1.55 for 1.25L*



\$1.52 for 1.25L*

your car's drink costs more than your own.

* Price based on Shell 220k August 2005 Sydney price. Taken from www.shell.com.au. ** Price based on McDonald's 1.25L Coca-Cola bottle. Taken from www.mcdonalds.com.au

FREE MINI TUTORIAL - DVD Burning Tips By Jasmine Ong

CD and DVD replication is a process that works by creating discs from scratch. Not to be confused with duplication (the act of burning information onto readymade, commercially-available blank CD-Rs and DVD-Rs), replication relies on the use of molds to produce actual discs that already contain digital data. It is the preferred and recommended mode of mass production for quantities in excess of 500 units.

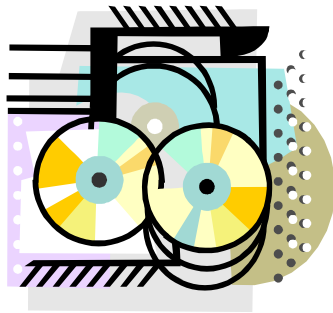
Replication begins with a painstaking process called glass mastering. In this step, a laser is used to copy data onto a light-reactive glass plate. The plate's photosensitive glaze reacts to the heat of the laser, thus etching several gigabytes worth of digital information for permanent storage.

The data encoded on the glass master comes in binary form, a series of 1s and 0s. While these 1s and 0s may seem like gobbledygook to the average human, it is the language that CD and DVD players understand. Once scored onto the plate via laser, binary information appears as very tiny depressions of varying depths, similar to the grooves on a vinyl record.

Since a glass master cannot be altered once it is completed, great care must be taken when preparing one. As a quality control measure, it has to be made in a clean room environment. Any defects or impurities on the glass master will definitely compromise the integrity and playability of the final CDs or DVDs.

A glass master is considered too delicate to be used for heavy-duty and large-scale disc production. Instead, it is used to create several sturdier, more durable metal molds called stampers. In a process known as stamping or pressing, each stamper is injected with a transparent plastic substance called polycarbonate. The excess plastic is then removed, leaving an exact impression of the mold. To make the polycarbonate disc suitable for playing, it is then finished with a coat of reflective material. Once the replication process is completed, the disc is finally ready for labeling and packaging. Replication is considered to be superior to disc duplication. As

such, it is regarded as the industry standard. This is because it offers greater consistency in production quality and disc playability than the burning process. In a sense, burning may be likened to photocopying while replication may be likened to cloning. Replicated discs are exact and faithful reproductions of their glass masters; duplicated discs, on the other hand, may differ from their source depending on the quality of the blank media used. However, due to the complicated and tedious nature of CD and DVD replication, its turn-around or completion time is considerably longer than that of duplication. Depending on the number of copies, discs may be duplicated within a matter of minutes. In contrast, a batch of discs can take two to four weeks to replicate. Replication is also best left to the experts. Owing to the need for clean rooms and special equipment, the startup expense and preparation can be costlier as well as resource-intensive. But in the long run, replication yields a lower per-unit-cost than disc burning. For more information on DVD duplication services, please visit <http://www.easydvdburning.com/dvdduplication/index.html> <http://www.easydvdburning.com/dvdduplication/index.html> Jasmine Ong is based in the Phillipines, she is a leading technology and software reviewer and has previously had articles published in Businessworld and other periodicals. She currently writes for <http://www.easydvdburning.com>, the best DVD software resource on the web.



Emails re Microsoft Mindshare User Groups From Microsoft

Dear Launceston Computer Group,
I wanted to follow-up with you regarding the Windows Genuine Advantage User Group kit you received. You may have noticed that the sweepstakes rules associated with the survey stipulate that the sweepstakes is open only to U.S. residents. That was an unintentional oversight. Our sincere apologies for the confusion. We'd love feedback from your user group about the kit and the Windows Genuine Advantage program. Please feel free to submit your feedback via the online survey. We will provide you with free product as thanks for your time. Please let me know if you have any questions.

-Kate Lindgren

KATE LINDGREN | Product Manager, Windows Emerging Markets |
katelind@microsoft.com

My Reply

Hi Kate,

I would love to give you feedback on the User Group Kit, but it hasn't arrived in Tasmania yet to my knowledge

Regards

Ron Baker

Editor "Newstream"

The Newsletter of the Launceston Computer Group Inc

Was I too sarcastic??



True Australian Ghost Story - do not read if you have a weak heart.

This story happened a while ago in Brisbane, and even though it sounds like an Alfred Hitchcock tale, it's true.

John Bradford, a Sydney University student, was on the side of the road hitch hiking on a very dark night and in the midst of a storm. The night was rolling on and no car went by. The storm was so strong he could hardly see a few feet ahead of him. Suddenly he saw a car slowly coming towards him and stopped. John, desperate for shelter and without thinking about it, got in the car and closed the door, just to realize there was nobody behind the wheel and the engine wasn't on!

The car started moving slowly. John looked at the road and saw a curve approaching. Scared, he started to pray, begging for his life. Then, just before he hit the curve, a hand appeared through the window and turned the wheel. John, paralysed with terror, watched how the hand appeared every time they came to a curve. John saw the lights of a pub down the road so, gathering strength, jumped out of the car and ran to it. Wet and out of breath, he rushed inside and asked for two shots of tequila. He then started telling everybody about the horrible experience he went through.

A silence enveloped everybody when they realized he was crying and.. wasn't drunk.

About 15 minutes later, two guys walked into the same pub. They were also wet and out of breath. Looking around and seeing John Bradford sobbing at the bar, one said to the other, "Look, Bruce. here's the idiot that got in the car while we were pushing it."

Nelson Mandela is sitting at home watching TV and drinking a beer when he hears a knock at the door.

When he opens it, he is confronted by a little Chinese man, clutching a clip board and yelling, "You Sign! You sign!"

Behind him is an enormous truck full of car exhausts.

Nelson is standing there in complete amazement, when the Chinese man starts to yell louder, "You Sign! You sign!"

Nelson says to him, "Look, you've obviously got the wrong man", and shuts the door in his face. The next day he hears a knock at the door again. When he opens it, the little Chinese man is back with a huge truck of brake pads.

He thrusts his clipboard under Nelson's nose, yelling, "You sign! You sign!"

Mr Mandela is getting a bit hacked off by now, so he pushes the little Chinese man back, shouting: "Look, go away! You've got the wrong man. I don't want them!" Then he slams the door in his face again.

The following day, Nelson is resting, and late in the afternoon, he hears a knock on the door again. On opening the door, there is the same little Chinese man thrusting a clipboard under his nose, shouting, "You sign! You sign!"

Behind him are TWO very large trucks full of car parts. This time Nelson loses his temper completely. He picks up the little man by his shirt front and yells at him "Look, I don't want these! Do you understand?"

You must have the wrong name! Who do you want to give these to?"

The little Chinese man looks very puzzled, consults his clipboard, and says (Get your best Chinese accent ready) "You not Nissan Main Dealer?"



Tutorial ... "How To Use Passwords Safely And Effectively"

These days a single computer user may have dozens of passwords. If you use computers at your job you may need to access secured databases, local workstations and numerous accounts online and each is supposed to have its own unique password. Though many people don't require a logon for their home PC, they will definitely have one for email or websites that they manage. Here is a guide to assist you in strengthening your passwords and password techniques.

---- **How to Make Good Passwords** Choose a password with the following criteria:-At least 8 characters in length-At least 1 number-At least 1 special character-Upper and lowercase. Passwords with difficult combinations make it harder for tools like L0phtcrack, Brutus, John the Ripper, Cain and Able and other password crackers to decipher your password. When creating a password, don't use personal information such as birthdays, children names, or first and last names. Avoid using words or phrases that can be easily guess or cracked with a "dictionary attack." Do not use the same password on the different systems. If you work in a classified environment, passwords should be treated at the same level of classifications the systems they protect

---- **Good Password Practices** Never share your password with ANYONE including your Administrators, Help Desk personnel or System Administrators. IT professionals at your job or Internet Service Provider (ISP) will not normally ask you for your password. If they do need it then you should give it to them in person and ensure you change it as soon as they are done with their task. A common "Social Engineering" tactic used by malicious hackers consists of calling up unsuspecting users and pretending to be from the computer support staff. Another tactic is to have trusting users email the password or type it into what looks like a legitimate site; this is known as "phishing." Be aware of your surrounding when you are typing your password. Watch for "shoulder Surfing" or people watching what you type as you are entering your password. If you use the web to access critical information (such as online banking, or medical information) ensure that the site uses some type of secured

method of encryption. You will know this if the site's URL begins with an "https." SSL and Secure HTTP are sometimes indicated by a tiny lock in a corner of the page. If there is no encryption then it maybe possible for unauthorized users to view and/or capture the data you enter and later access the account using a "sniffer." A sniffer is a tool that captures all "clear text" or unencrypted data. SSL and Secure HTTP encrypts data so that it looks like gibberish to tools like sniffers.

----**Techniques to Manage all of Your Passwords** It is best to memorize your passwords however if you have literally scores of passwords from work, home, online business ventures and the bank and you do not have a photographic memory, you may want to write them down and put it in your wallet. This simple and practical task is what Senior Programmer for Security Policy at Microsoft, Jesper Johannson. Using Password Management applications such as Joe Robson's 'Password Keeper' (part of his PC & Internet Security Kit) can help you to effectively manage your passwords. <http://newbieclub.com/security> Another management technique is to allow Windows (and other Operating Systems) to automatically fill in the data. This is great for trusted SECURE environments such as home systems in which you do not need to hide any account information from anyone, but not such a good idea for the work environment. It should also be noted that systems without a high level of Internet security (protected with firewalls, updated patches, NAT enabled, etc) should not use the auto fill features as the passwords are many times stored on the system in clear text making it easy for malicious code such as spyware, trojans and worms to steal your passwords and account information. The greatest thing you can do to protect your password is to be aware that at every moment someone somewhere would love to access some or all of your accounts. It is not always cyber criminals looking for your banking information, sometimes it is just curious people who happen upon your username & password. It may ven be someone you know. Now THAT'S not nice:-)

Geek-Speak Busters

---- **"Property Sheet"** Techies try to make things so difficult for us mere

mortals don't they? This is just another way of telling you that you can make changes to an objects behaviour. Many objects, when right clicked, will display a menu with the word "Properties" on it. Click the Properties item and you'll be treated with some customization options for the object under scrutiny.

----- "Footer" Information at the bottom of newsletters and auto responder messages. Usually contains copyright, subscription/removal information, etc

..---- Java Java is a network-friendly programming language invented by Sun Microsystems, often used to build large, complex systems that involve several different computers interacting across networks. Java is also used to create software with graphical user interfaces such as editors, audio players, web browsers, etc. and is also popular for creating programs that run in small electronic devices such as mobile telephones. Using small Java programs (called "Applets"), Web pages can include functions such as animations, calculators, and other fancy tricks.

Tutorial ... "Cookies Can Be Good For You"

If there is one word that prompts almost mass hysteria among PC Newbies it is 'Cookies'. And it's caused because of lack of knowledge of the subject. Cookies are perhaps the most intensely debated internet marketing tool today. Chances are you do not trust cookies and are wary of them, or you're not sure what they are. Lou Montulli a former Netscape Communications employee developed cookies. Netscape referred to this process as "State Management" since they introduce a state to the stateless HTTP (Hyper Text Transfer protocol). The name Cookie was derived from UNIX objects called Magic Cookies. Yeah right! Cookies are ID's assigned to your browser by a server and stored in a text file on your hard drive. Whenever you visit a web site your browser requests the sites pages from the server where the site is hosted. This server then assigns a unique ID to your browser, which can be used to collect information and store for later use. Companies are now able to target users and segment them on the basis of their browsing habits. Not only commercial firms find this information very useful, but federal web sites are tracking their users too.

There are more than 60 federal sites currently using cookies. Your age, occupation, lifestyle, income level, marital status, and buying preferences can be gathered using cookies. How this information is used, depends on the individual companies collecting the information. They can use cookies to better design their products and services thereby reducing the gap between your expectations and the value their product delivers.

HOWEVER, this information is NOT obtained by invading your computer and rummaging around inside. That kind of piracy is caused by spyware. Cookies also allow customization of the site you are visiting. Let's say you prefer a particular type of music or have aspecific interest that is recognized by the sites marketer. Your next visit to the site can be customized playing that particular music or maybe by showing you stories related to your interest. Special discounts or custom buying options can be offered to you, making your experience unique and more enjoyable at this site. There is a huge debate as to whether cookies are an infringement on your privacy. There are a lot of companies that have misused this information collection tool. Hence, sometimes it appears that cookies are an evil built into the internet. This is however not the complete picture. Cookies can definitely enhance your viewer experience and so they must be allowed while browsing. However, certain caution may help you ward off any unpleasant experience. You must pay attention as to how the information you convey will be used by the site.

Article from Joe Robson, creator of the Newbie Club Block Buster 'PC & Internet Security Kit' at <http://newbieclub.com/security>



Tutorial .. "How To Prevent Downloading And Protect Your Kids"

Over and over again we get the same email from Members

"My PC says it will NOT allow me to download and ebook I wanted because it is unsafe to do so."

They are all from people using Internet Explorer.

Contrary to those who swear it's so, your PC does NOT read the ebook first and then decide you it is not suitable reading material for you, or the software is malicious. It has to do with the security settings, and in some cases it is set too high

Medium setting is fine. But you can render your browser incapable of downloading if you want to.

Want to keep your kids from downloading anything? NO problem. Just do the following:

1. Open Internet Explorer (double click the blue "e" icon) 2. Click Tools, Internet Options, Security Tab. Click the Custom Level button.
3. Scroll down to the Downloads section. You'll see 'Enable' and 'Disable' as options. Click the Disable item. Click OK, then click OK again and you're done.

What this does is tell the browser it can't download any files from the Net. It's kind of tricky. You can enable and disable a lot of other browser features while you're in there looking around.

Use this to keep your kids from downloading anything to their computers. That way, you have control. At least over one tiny aspect of the Web.

But you have to remember to revert back, when you WANT to download something for yourself!

From Newbie Club Insider 20th September 2005



'What's a ...?' Glossary of computing, A, part 1 Peter Carter Like every technical field computing has a language of its own. Here is some of its vocabulary, with links to other references. It doesn't pretend to be complete.

A

Acrobat Adobe's electronic publishing system. Distiller converts from PostScript files, Acrobat edits links, bookmarks, etc. Acrobat or Adobe Reader (free) is used to read the files, in 'portable document format' (PDF), such as the one you are reading

ACS Australian Computer Society: the organisation for computer professionals

ADB Apple desktop bus: used on pre-iMac Macs to connect keyboard, mouse, etc.

ADSL Asynchronous digital subscriber line: a means of using plain old copper wire telephone lines to carry digital data

agent An intelligent program turned loose by a user on the Internet to seek information and report what it finds. Also known as 'know bot' (knowledge robot)

AIFF Audio interchange file format: a format for sound files devised by Apple

AirPort Apple's implementation of the IEEE 802.11b standard for wireless networking

analogue, analog Representing one quantity by another, e.g. time by the rotation of a hand around a dial. Compare **digital**

alias A small file, usually in a convenient place (e.g. on the Desktop) to stand in place of the actual file, and make accessing it easier

AOL America Online Inc: the largest US ISP

API Applications programming interface: a standard interface by which a program may use services from the operating system

Apple, apple A computer manufacturer based in Cupertino, California. The fruit of a tree of the genus *Malus*, rounded in form and with a crisp flesh. (Can usually be disambiguated in context.)

AppleScript The Macintosh scripting language, used to program the Finder and other applications

AppleTalk A networking system on pre-iMac machines. Simple to set up and use, if a bit slow

AppleWorks An integrated package: word processor, database, spreadsheet, graphics, presentation in one program

application A program to do something useful on a computer. Word processors and spreadsheets are two examples

Aqua The GUI of Mac OS X

archive Material stored for later retrieval

ASCII American Standard Code for Information Interchange: an ASCII text file contains only 'text' characters — letters, numerals, punctuation — without formatting instructions. Any word processor can read and write ASCII files. With an FTP client, a command to transfer files as text rather than binary files

ATM Asynchronous transfer mode (networking)/ Adobe Type Manager (software)/automated teller machine (banking)/at the moment (e-mail abbreviation)

AVI Audio video interleave: a Microsoft animation format for Windows

B

B2B Business to business: electronic dealings between businesses

backup *n* A second (or third) copy of a file on a separate drive or disk, and preferably stored out of immediate reach. Backups are vital to prevent data loss in the case of disk or other failures

back up *v* To make a backup. Do it often

bandwidth A measure of the rate of flow of data. The Web, for instance, requires more bandwidth than email

BBS Bulletin board system: electronic messaging system popular before the Internet became widely available

beta The second stage of software development, in which a new program is tested by selected users to find and eliminate bugs before final release

bezier A form of mathematical curve used in drawing programs, adjustable by moving points and handles

BiCapitalisation The act said to have been performed on words such as AppleWorks, *AppleSauce*, FileMaker, InDesign, PostScript, etc. (but not Photoshop) to elevate them above mere common names

binary In mathematics, base 2 numbers, with the digits 1 and 0. A term usually used to refer to non-text data: graphics files are binary files. With an FTP client, a command to transfer files as a stream of bits rather than as text characters

BIOS Basic input/output system: the minimal keyboard and disk routines in the ROM of a PC

bit BInary digiT: the smallest piece of data, 1 or 0

bookmarks Also known as hotlist. A set of URLs stored by the user in a list for easy access

blog Short for Web log, a kind of diary or journal for commenting on whatever takes the blogger's fancy (A blawg is a lawyer's blog)

Bluetooth A wireless system for connecting peripherals such as mouse pointer devices, PDAs, etc. to computers. Limited in range to about 9 m. Named for a 10 th century Danish king, Harald

Bluetooth

boot To start a computer from cold. The name is an abbreviation of 'bootstrap', so called because the computer 'knows' enough to look for a disk drive from which to load its operating system. In Mac circles, 'start' or 'restart'

bounce E-mail that doesn't arrive is said to have bounced, either due to an error in the address, or through some other problem

bps Bits per second: the measurement of the data transfer speed of a modem. (The faster the better, since less time is required to transfer a file.)

browser A client program such as Safari, Firefox, or Internet Explorer that allows a user to search randomly through the information provided by Web servers

BSD Berkeley System Distribution: a set of Unix versions—Mac OS X is based on BSD 4.2

bug An error in a program, causing it to give false output, or fail altogether

burn To record a CD-R, CD-RW, or DVD-R disc

bus A circuit for the transfer of data between two devices, e.g. CPU and RAM

byte Eight bits: normally the number of bits to store one character

C

C A widely used programming language. Derivatives include C++, and Objective-C, the main language used in the Cocoa environment

cache A temporary store, either in memory or on disk, for something that may be reused, such as a Web page. Pronounced 'cash'

CAD Computer aided design: engineering and architectural design on screen instead of paper

Carbon A set of programming interfaces for writing software to run under Mac OS 9 (Classic) and OS X

CCD charge-coupled device: sensor in digital camera

CD-ROM (CD-R, CD-RW) Compact disc-read only memory: a 12 cm polycarbonate disc on which data is recorded optically, to be read by laser.

CD-R discs are recordable by the user ('burning'), CD-RW discs (re-writable) may be erased and rerecorded

cell An element of a spreadsheet, which may contain text, a value, or a formula

Classic Mac OS 9, running under OS X

client A program which requests and receives information from a server.

A Web browser is a client

CMS 1 Colour Management System: a system to harmonise colours displayed on screen with those printed. ColorSync is the Mac's CMS

2 Content Management System: a database-type system to manage the content of a Web site. Users enter text, images, etc. without the need to understand HTML tagging

CMYK cyan, magenta, yellow, black: the colour model (subtractive) used in printing, where cyan, magenta, yellow, and black inks are used

Cocoa The development framework for OS X programs

code A program, or part thereof. Normally written in a programming language

command line A line in a Terminal window on which one may type Unix commands: e.g. `ls -l` gives the listing of a directory in long format, with file permissions, owner, etc.

compress To make a file smaller, and therefore faster to transfer across the network. Compressed files for Macintosh will have names ending in .cpt, .hqx, .sea, .sit or .zip. Graphics are normally compressed, either as GIF or JPEG files.

driver Usually refers to device driver, software to control a particular device, such as a printer

DRM Digital rights management: managing intellectual property rights of digital media

DTP desktop publishing

DVD Digital versatile disc: optical disc used for distributing movies, etc.

E

email, e-mail Electronic mail, as distinct from snail mail. Common e-mail programs are Mail, Outlook, and Eudora

emulate To behave like something else, e.g. a computer may emulate an old-fashioned terminal, or a complex flight simulator. With Virtual PC software a Mac can emulate a PC

EPS Encapsulated PostScript: a file format for DTP use. EPS files contain PostScript code for text and vector images, bitmaps for other images, and comments for other details, and a low resolution image for representation on screen

entry A piece of data in a database field

Ethernet A networking system, IEEE 802.3, as standard on Macs since 1998

Dictionaries of computing

Print

Geddes, and Grosset, *Dictionary of Computer Terms*, ISBN 1 85534 341 X, 2002

Golden Dictionary of IT Terms, \$24.95

Microsoft Computer Dictionary, 5th edition, \$75

New Penguin Dictionary of Computing, The, \$29.95

Webster's Computing Dictionary, 9th edition, \$35.95

Online

Free Online Dictionary of Computing (FOLDOC)

foldoc.doc.ic.ac.uk/foldoc/index.html

The Jargon File (The New Hacker's Dictionary)

www.catb.org/~esr/jargon/

Wikipedia, the free online encyclopedia: <en.

wikipedia.org/wiki/Category:Computing>

From Apple Sauce September 2005