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Next Meeting
Wednesday 7th September
Studio Works
Beginners 7 PM
General 8 PM
Special Invitation for Adult
Learners Week

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

Have you been worried about that email that appears in your inbox each month? The one from Postmaster-Owner? Well worry no more. This email reminds you of the password allocated to you by the Launceston Computer Group Website www.lcg.org.au which allows you to change your personal setting in the email lists.

Which email lists I hear you asking. To explain I am on a number of email lists which originate at LCG, [committee@lcg](mailto:committee@lcg.org.au), [open @lcg](mailto:open@lcg.org.au), [editor@lcg](mailto:editor@lcg.org.au) etc. These Lists enable a number of people to be emailed without having to type in each name every time.

If you receive this Newsletter by email you are on the list [announce-lcg](mailto:announce-lcg@lcg.org.au). I don't know all the names on the list and I just send the newsletter to "Announce-LCG" and it goes out to members and a few complimentary copies to other Computer Groups and Computer Retailers.

If you wish to see which groups you belong to go to <http://lcg.org.au/mailman/options/lcg-announce/>

Eg my [lcf-announce](mailto:lcf-announce@lcg.org.au) listing email gave me the URL

<http://lcg.org.au/mailman/options/lcg-announce/ronbaker%40intas.net.au>
By entering my password as given on the email I can delete my name from the list. This email should come out monthly to remind members of their pass word. I always list it in a secure place. (Usually my memory, no one can find it there, not even me!!!!)

Launceston Computer Group
SOFTWARE LIBRARY
 Dated 1st September 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: jhjort@intas.net.au

Special Session
Wednesday September 14
9am to 12 noon

Searching The Internet

Learn the basic tips and tricks on how to find the information you are looking for on the World Wide Web.

Family History Online

Next Classes

Wednesday September 14th
1 pm to 3.30 pm

Standard Family History Session.

Wednesday September 28th
9 am to 12 noon

\$4.00 fee Numbers limited to 8 people
 Please register on noticeboard for both sessions.

Wednesday September 21st
9 am - 12 noon

“Easy Photo Repairs 2”

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 September 21st
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
Friday	1pm - 3pm	Embroidery Class
2 nd Sat	9 am - 12	NT Camera Club

Special September Sessions

Wednesday 7th September	9 am- 12 noon	“What’s in the Box?”
Wednesday 7th September	1 pm onwards	OPEN Monthly Meeting
Wednesday 14th September	9 am -12 noon	Searching the Internet
Wednesday 14th September	1 pm - 3.30 pm	Family HistoryOnline
Wednesday 21st September	9 am -12 pm	Easy Photo Repairs with PSP7
Wednesday 21st September	1 pm - 3.30 pm	Graphics PSP7 Tutorial
Wednesday 28th September	9 am -12 pm	Family History Online
Wednesday 28th September	1 pm - 3.30 pm	Scanning and Saving to CD-ROM

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What's Happening at OPEN Next Monthly Meeting September 7th at 1 p.m.

FROM THE ASSISTANT EDITOR

A Few Changes!

The last couple of months have seen a few changes in personnel and equipment at OPEN.

New tutors include Peter Brickwood who been associated with the IT industry for 'decades', Lindy Kittel, and Linton Targett who will be with us for a few months as part of his studies at the University of Tasmania.

On the equipment side most noticeable are the two 21-inch monitors connected to OPEN7 and OPEN12. These were kindly donated by the Online Access Centre. Thank you Craig!

The 'box' on OPEN12 is also new. I won't bore you with technical details – let's just say it is much more capable machine than its predecessor. It uses the Windows 2000 operating system and is the first of our computers to be equipped with Office 2003, with the latest versions of Word, Excel, PowerPoint etc.

As finances permit, we will continue to provide upgraded facilities to help you enjoy your learning experiences.

Dennis Murray

L.C.G. Meeting Wednesday September 7th 7 pm – 9.30 pm

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

OPEN's Monthly Meetings

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

Next Meeting September 7th, 2005 –
At 1 pm.

Email Listing

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

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 clubrooms on Saturday, September 17.

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

“VICTOR”

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

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

“EMBROIDERY GROUP”

The Friday afternoon Embroidery Group is having a rest for a few weeks and will resume around the end of September.

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

"MEET THE TUTOR"

Liz McCashin

Liz's interest in computing began about four years ago with a basic course at Adult Education.

Liz found out about OPEN through Volunteering Tasmania and has been a volunteer tutor for nearly twelve months and also assists with the VICTOR outreach program.

"I thoroughly enjoy helping people learn because I was once 'in their shoes' " says Liz. "Everyone is so helpful, and for me there is still so much to learn." Liz believes in the saying that "You're never too old to learn something new."

Liz has developed a variety of special interests in her four years of computing, including compiling CDs from vinyl records, digital photography, using photo-editing software to make collages, and making greeting cards.

Her most recent exploit involves creating DVDs from home movies taken on a recently-acquired handy-cam.

Wow!! What do you do in your 'spare time', Liz??

JANET'S TIPS AND TRICKS

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

1. Members using the Internet are advised **NOT** to download a screen-saver called "FROGS". There is no known remedy for this computer nasty, and activating it could result in a **COMPLETE COMPUTER CRASH!!!**
2. Always ensure that you have the latest updates to your anti-virus and ad-blocking programs **BEFORE** browsing the Internet or opening E-mails.
3. When labelling any CDS that you have burned **USE** one of the **special CD pens** that have been developed for the purpose. Using biros or other marking pens may damage your CDs.

And one from Dennis :

Don't underestimate the value of **HELP**, whether it is the HELP that you find in programs such as Word and Excel, or the overall Windows HELP files that can be accessed from the START menu.

Not only are you likely to find the answer to a specific question – you might also discover some new information.

TUTORS' MEETING

There will be a special Tutors' meeting at 1 pm on Wednesday, September 5, to discuss any matters that have arisen during classes.

For this Monday afternoon only tutors will not be available to assist in the 'Second Step' class, but members are welcome to come along and 'do their own thing.'

Time For A Laff

A helicopter was flying around above Seattle yesterday when an electrical malfunction disabled all of the aircraft's electronic navigation and communications equipment. Due to the clouds and haze, the pilot could not determine the helicopter's position and course to steer to the airport. The pilot saw a tall building, flew toward it, circled, drew a handwritten sign, and held it in the helicopter's window. The pilot's sign said "WHERE AM I?" in large letters.

People in the tall building quickly responded to the aircraft, drew a large sign, and held it in a building window. Their sign said "YOU ARE IN A HELICOPTER."

The pilot smiled, waved, looked at his map, determined the course to steer to SEATAC airport, and landed safely.

After they were on the ground, the co-pilot asked the pilot how the "YOU ARE IN A HELICOPTER" sign helped determine their position.

The pilot responded "I knew that had to be the MICROSOFT building because, similar to their help-lines, they gave me a technically correct but completely useless answer."

WORKING WITH OFFICE DOCUMENT IMAGING, PART 1

If you only ever use the Quick Launch icons to launch Office applications you will be missing out on three handy Office tools: Microsoft Office Document Imaging, Office Document Imaging Writer and Microsoft Office Document Scanning. These tools are linked to each other and they provide a handy interface for scanning, viewing and annotating scanned documents and for converting scanned text into editable text using OCR.

MICROSOFT OFFICE DOCUMENT SCANNING

By Helen Bradley and Peter Deegan

The Microsoft Office Document Scanning tool is a small dedicated interface for scanning documents. While this might not seem like a 'big thing' it is a small but effective scanning application that lets you do things like scan images into multi-page Tif or MDI files.

So, for example, when you need to scan and retain a large document like a contract, you can scan it into one file rather than have one file for each page in the document.

The Microsoft Office Document Scanning tool also lets you configure scanner presets which are configurations for various scanning jobs. If you regularly scan documents using Grayscale mode and a set resolution, you can configure this as a preset in the Microsoft Office Document Scanning application and then use it by selecting the preset name when you need it. This saves you having to set the scanner options manually each time.

So, enough about what it does, how do you find it? To launch Microsoft Office Document Scanning choose Start, All Programs, Microsoft Office, Microsoft Office Tools, Microsoft Office Document Scanning. On the screen is a small dialog - select a preset from the list and click the Scan button to start the scan.

MAKE YOUR OWN PRESET To create your own preset, click Preset Options, Create New Preset, give it a name and click OK.

Now configure the settings for the scan preset - you can choose the type of scan from a list or configure it to your own specifications by clicking the Advanced button and select the options such as Resolution, type, save file

format - Tiff or MDI (Microsoft Office Document Imaging) and the level of compression to use.

The Page tab lets you set a page size and the ability to save each page as a separate file or not.

The Output tab lets you configure a storage location for the scans and a naming convention - such as a number, date and time or a name based on the first words on the page.

The Processing tab lets you configure what processing is applied to the scan such as rotation, straightening and OCR to convert the scan into editable text. When you're done the Preset will be added to the list.

Clicking the Scanner button and selecting your scanner lets you choose whether the scanner's own dialog shows before the scan is performed - in most cases this won't be necessary and you can speed up the process of scanning by leaving this option unselected.

When you're ready to scan, check the Prompt for additional pages checkbox and click Scan. When the first page is scanned, you'll be prompted to scan another page and you can do this repeatedly until the entire document is scanned. If the View file after scanning option was enabled when you started the scan, the Microsoft Office Document Imaging application will open automatically when the scan is complete to display the scanned file.

OTHER SOFTWARE OPTIONS This Office option is useful in some circumstances but it is necessarily limited to basic features. Usually a better option is to use the software that comes with the scanner.

That software can make use of all the features in the scanner and often will provide features beyond the Microsoft scope. Most commonly, you can save documents to a PDF format directly or to JPG format (good for pictures).

If you want to drop a scanned image into a document, your scanner software might have a 'scan to clipboard' option. With this you end up with the scanned image in your Windows clipboard ready to paste into the location you want with no intermediate file.

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While the Microsoft Office Document Scanning tool can do OCR (convert a document into text) normally the software that came with the scanner will do a better job.

The Office Document Scanning tool is a handy to know about for 'emergencies'. Perhaps the makers scanner software is broken or you've plugged a scanner into a new machine without the full software.

MULTI-PAGE FILE FORMATS An often overlooked point is the importance of multi-page image formats.

Many common image formats like JPG and GIF can only show a single image - which is no good if you have a document that is more than a single page. You could save each page as a separate image but there are better options.

TIF / TIFF format can support multiple page images in a single file. But not all programs will support multi-page TIF's. For example the Windows Paint program by Microsoft will open and display the first page of a multi-page TIF but there's no way to move to the other pages. That fact plus the relatively large file size means it is best to avoid TIF format for documents.

MDI is a Microsoft only standard which might be fine for internal company use. Since you don't know what other people might have on their computers, trying to share a document in MDI format might be more trouble than it's worth. In addition MDI documents are often larger than their Word document original - which somewhat defeats one of the major benefits.

PDF from Adobe is still the gold standard for sharing a document. The viewer is free and available for many operating systems. It can support multiple pages and a PDF is often much smaller than the original document.

While you probably have plenty of disk space, the size of the scanned image is important if you want to email the file. That's another reason why TIF and MDI are not as useful as PDF.

OFFICE DOCUMENT IMAGING WRITER

By Helen Bradley and Peter Deegan This is a 'printer' that actually saves the document as it would be printed to a file instead. You'd get the same result if you printed the document to paper then scanned in the pages. This is faster and gives a cleaner result.

In Office 2003 you'll see the 'Microsoft Office Document Image Writer' among the list of Windows printers.

Select it as your printer in the Print dialog box then choose 'Properties'. This will let you select the 'paper' size plus the format to save the document image as (MDI or TIFF) plus the default folder for saving the image.

When you click 'Print' in the Print dialog you'll get a familiar File Save dialog to choose where to save the file. The option at the bottom of the dialog lets you choose to open the document image in a viewer after saving.

Despite the name and being part of Office, the Document Imaging Writer should work with any Windows program. In theory, you could make document images from the Print option in any Windows program. But don't count on it, we've had some reports of programs that can't work with this utility.

Tip: The Imaging Writer tool is a bit more accurate than Print Preview for really precise work. Rather than waste paper you can use the Imaging Writer to see how the final pages will look.

OFFICE DOCUMENT IMAGING TOOL Last time we looked at the Microsoft Office Document Scanning tool that comes with Office 2003. This time we'll look at the Microsoft Office Document Imaging tool which is found by choosing Start, All Programs, Microsoft Office, Microsoft Office Tools, Microsoft Office Document Imaging.

This tool has been around in various guises for many years but it's never got a lot of press so most users don't even know it exists. It is the tool that lets you view and manipulate files you've created with the scanning and image writer tools.

Microsoft Office Document Imaging is handy for a few things - one of

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them is for viewing documents saved in the TIF or MDI (Microsoft Document Imaging) formats which are the two formats you can save scans in using the Microsoft Office Document Scanning tool. The MDI format is also a format you can use to print to from various Office applications - you do this by choosing the Microsoft Office Document Image Writer as your printer. Both the Tif and MDI formats can contain multiple pages in one file.

When you open a document in Microsoft Office Document Imaging you can arrange the screen so you see thumbnails of your pages down the left of the screen and one page at a time on the right. To do this, choose View and make sure both Thumbnail Pane and Page Pane are checked.

Arrange the pages in a different order in the file by dragging and dropping their thumbnails in the thumbnail pane. If you have two files open in two separate Microsoft Office Document Imaging windows you can drag thumbnails from one document to copy pages from one to the other - hold Shift as you drag to move the page.

Use the File, Insert File command to insert one entire file inside another and use Tools, Save Pages As to write some pages from a file to a new and separate file.

CONVERT DOCUMENT IMAGE TO TEXT A small eye icon in the bottom right corner of a thumbnail indicates that the page contains recognized text - if it doesn't you can run recognition by clicking the Recognize Text Using OCR icon on the toolbar. Because Optical Character Recognition (OCR) ability is built into Microsoft Office Document Imaging you can find text in your scanned document by clicking the Find button, type the word to find and click Next to locate it. When OCR has been run, choose the Send Text to Word button to send the recognized text to a new Word document. You can send all pages or just those you have selected prior to clicking the button. The Reading View maximizes the window to take up all the screen so you can read the document more easily. Press Escape to return to the original window. This program also has a link to Microsoft Office Document Scanning via

the Scan New Document button on the toolbar. Click it to open Microsoft Office Document Scanning ready for scanning a new document.

ANNOTATING DOCUMENTS Perhaps the most impressive part of Microsoft Office Document Imaging is the ability to annotate documents. Use the tools on the Annotations toolbar (View, Toolbars, Annotations) to add annotations to your documents. You can highlight text, add text in a text box, draw objects using the pen and even add clip art images or images from the Windows clipboard. All this happens on a separate layer to the original scan and you can disable the visibility of this layer if you want to or print the document with the annotations in place. To view or hide Annotations choose Tools, Annotations, Hide Annotations (or Show Annotations). **POWER FAXING** One handy use I regularly have for the Microsoft Office Document Imaging tool is for assembling large documents for faxing. By printing from Word and Excel etc., to the MDI format I can open the resulting files and drag and drop pages from one or more Word documents and sheets from Excel printouts or any other program into a single file ready for faxing with the Windows Fax tool. You can rearrange the pages from multiple sources just like you could with paper pages.

You can use the Annotation feature to highlight items in the pages before faxing, without messing with the original Office documents.

Storing the entire fax in a single file makes for tidy storage and more accurate record keeping of what was actually sent.

Using the Imaging Writer plus the in-built faxing feature in Windows might save you spending money on separate fax software.

Tip: Windows Fax can have trouble with faxing large documents when you print to it direct from Word or Excel, however, printing to an MDI file as an interim step before faxing gets around this.

Of course, the Adobe PDF format is a better choice for documents for display on the web and for sharing with others than Tif or MDI. However, for some tasks, you may find that Microsoft Office Document Imaging and Microsoft Office Document Scanning are the tools you've had on your Office wish list without realizing you already have them.

From OfficeWatch 10.28 & 10.29

PROFOUND THOUGHTS

"Some marriages are made in heaven, but so are thunder and lightning."

"Marriage is a lot like the army, everyone complains, but you'd be surprised at the number that re-enlist." - James Garner

"Keep your eyes wide open before marriage, half shut afterwards." - Benjamin Franklin

"Don't assume that every sad-eyed woman has loved and lost - she may have got him."

"A man usually falls in love with a woman who asks the kinds of questions he can answer." - Ronald Colman

"Before marriage a woman's favourite three little words are 'I love you', after marriage they are, 'let's eat out'."

"By all means marry: If you get a good wife, you'll become happy; if you get a bad one, you'll become a philosopher." - Socrates

"A diplomatic husband said to his wife, 'How do you expect me to remember your birthday when you never look any older?' "

"It takes a smart spouse to have the last word and not use it."

"The honeymoon is over when he phones to say he'll be late for supper and she's already left a note that it's in the refrigerator." - Bill Lawrence

"The average woman would rather have beauty than brains because she knows that the average man can see much better than he can think."

"A good marriage would be between a blind wife and a deaf husband." - Michel de Montaigne

"Alimony is like buying oats for a dead horse." - Arthur Baer

"Marriage is a great institution - but I'm not ready for an institution

yet." - Mae West

"When a man steals your wife, there is no better revenge than to let him keep her." - Sacha Guitry

"You have only to mumble a few words in church to get married and a few words in your sleep to get divorced."

"If there is any realistic deterrent to marriage, it's the fact that you can't afford divorce." - Jack Nicholson

"The person who marries for money usually earns every penny of it."

"The most difficult years of marriage are those following the wedding."

"A woman has got to love a bad man once or twice in her life to be thankful for a good one." - Marjorie Kinnan Rawlings

"Marriage is like twirling a baton, handspings, or eating with chopsticks. It looks easy till you try it."

"If men acted after marriage as they do during courtship, there would be fewer divorces - and more bankruptcies." - Frances Rodman

"Some husbands are living proof that a woman can take a joke."

"Many husbands go broke on the money their wives save on sales."

"There are two times when a man doesn't understand a woman - before marriage and after marriage."

"In Hollywood all marriages are happy. It's trying to live together afterwards that causes the problems." - Shelley Winters

"No woman ever falls in love with a man unless she has a higher opinion of him than he deserves." - Edgar Watson Howe

Article... "How To Manage Your Recycle Bin" By Joe Robson <http://newbieclub.com>

The properties of the Recycle Bin might not concern you as much if you have a very large hard drive. Hard drives with very large storage capacity are becoming more affordable. However, many people still use relatively small hard drives with limited storage space and this information could be very beneficial for them.

I would even venture to say that it truly does not matter how much space you have on your hard drive, the Recycle Bin will enter your life at one time or another.

Files are deleted on purpose or by accident. The amount of space you allow for your Recycle Bin can make the difference between being able to retrieve those files or not. If you have allowed adequate space for the Recycle Bin you can retrieve a file that was accidentally deleted.

To retrieve a deleted file ...

Open the Recycle Bin,
Locate the file you've just deleted,
Click on it to highlight it,
Open the File Menu in top tool bar,
Click Restore.

Deleted documents or files will remain in the Recycle Bin until you clean out the Recycle Bin or until Windows claims that space for newly deleted files.

Windows automatically sets aside 10% of your hard drive as storage space for the files or folders that are deleted and sent to the Recycle Bin. This means that if you have a 1000 MB hard drive, then 100 MB will be used by the Recycle Bin.

If your hard drive is low on space and you do not create very large documents, you might want to reduce the size of the Recycle Bin and increase the available space on your hard drive.

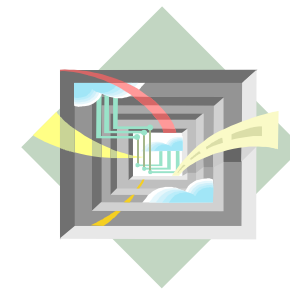
To set the properties of the Recycle Bin, right click the Recycle Bin icon on your desktop and click on Properties. The Recycle Bin dialogue box will open up.

The top radio button will allow you to configure each of your hard drives separately. The second radio button creates one rule for all your drives. You will notice an option to delete files without storing them in the Recycle Bin. There is a security feature that will ask you to confirm the deletion. The slider control allows you to set the amount of space you want reserved for the Recycle bin. By moving the slider control you can either reduce or increase the size of the Recycle Bin. There is also a check box that you can check or uncheck to prevent or activate the delete confirmation message from appearing at deletion time.

By using these different controls, you can set your Recycle Bin according to your needs and according to the size of your hard drive. If you work on smaller documents you might want to reduce the size of the Recycle Bin. If, on the other hand, you work on database, video or graphic files, it might be a good idea to increase the size of your Recycle Bin to accommodate an accidental deletion.

You need to weight your need for hard drive space and the safeguarding of accidental deletion of files. Remember, if your Recycle Bin is full, Windows will delete older deleted files to make room for newly deleted files in the Recycle Bin.

To get more information about the Recycle Bin, go to Online Help. Click the Start button, click Help, click Search and type in Recycle Bin. You will then be able to read about shortcuts, how to retrieve deleted files, and much more. Article by Joe Robson, author of the Newbie Club Best Seller 'Windows for Newbies' at <http://newbieclub.com/wfncopy>
From Newbie Club Insider 9/8/2005



Geek-Speak Busters

1. POP stands for Post Office Protocol.

It's simply a set of rules that are followed on the Internet with respect to the arrival of your email in an inbox. You receive mail into a POP account if you use Outlook Express, Eudora, Pegasus, or some other email client to check your mail.

2. "Splash Screen"

This is a term given to any window that appears prior to the actual program you're waiting to use.

For example ...

The Windows screen you see when turning on your computer that says "You are not starting Windows..." (duh!) is a splash screen. It's splashed momentarily on your screen.

3. "Path"

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

Okay, here's an example:

C:\My Documents\Recipes\cornbread.txt

'cornbread.txt' is the file name. It's found in the 'Recipes' folder, which is found in the 'My Documents' folder, which is found in the C: folder...

which is your hard drive. So the 'path' to cornbread.txt goes through the C:\My Documents\Recipes forest.

Why does this matter?

It's just lingo. But without knowing the lingo, your trip through the Black Forest of computers will be filled with terror and frustration. Right? Of course. :-) And of course knowing where the cornbread recipe is located is a good thing. I'm just not sure you'd find one in a forest. Unless it was a forest of... corn.

Tutorial ... "How To Hide Your Taskbar"

The Taskbar is a critical component of Windows, so lets turn it inside out.

The Taskbar (at the bottom of your screen) contains the following items:

The Start menu button

Minimized applications (programs)

Quick launch toolbar

System tray

The taskbar can be resized to contain as much or as little as you want, or hidden from view entirely. But it obviously takes up space - and space is at a premium on your monitor screen.

To hide it ...

Right click a blank area of the taskbar

Select Properties.

Tick the Auto hide check box

Click Apply. Then click OK to put the dialog box away.

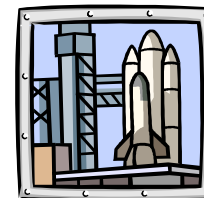
The bar will slip down into the nether regions of your monitor, and will be available for viewing when you run your mouse cursor to the bottom of your screen.

To revert back to 'normal' just uncheck the box you checked to make it stay put.

Time For A Laff

An astronaut in space was asked by a reporter, "How do you feel?"

"How would you feel," the astronaut replied, "if you were stuck here, on top of 20,000 parts each one supplied by the lowest bidder?"



From Newbie Club Insider 9/8/2005

A Zero-Footprint, "Live CD" Version Of XP

If you ever have to recover files from an unbootable drive or try to bring a dead PC back to life, here's a free, zero-footprint tool you shouldn't be without.

It's a self-contained, CD-based "live" copy of Windows XP. Like the popular "live CD" versions of Linux that can run entirely from a CD-ROM without installing anything on to or making any changes to a system's hard drive, this version of XP lets you boot and run just about any PC without altering anything on the system itself.

The CD-based version is completely self-contained--- you can think of it as a zero-footprint installation of XP--- and yet is "...a complete Win32 environment with network support, a graphical user interface (800x600) and FAT/NTFS/CDFS file system support. Very handy for burn-in testing systems with no OS, rescuing files to a network share, virus scan and so on."

And it's free!

I've been experimenting with it for a while now, and enthusiastically recommend it. So much so, in fact, I devoted a new InformationWeek column to it. It starts with screen shots, showing you what it does and exactly how it looks in operation (on one of my PCs here), and then goes on to provide links and info so you can download the free tools to build your own copy.

This is one of the best, if not **the** best, foundation for a CD-based repair/recovery toolkit I've seen to date. With native NTFS support, plus support for networking, file sharing, and Remote Desktop Connections, it's powerful and flexible, and yet the XP-derived interface makes it familiar and easy to use.

Click for full info on this must-have repair/recovery tool! <http://www.informationweek.com/story/showArticle.jhtml?articleID=167100904> The article, like the tool itself, is free! Copying/Storing Gigantic Files
Fred, I have MANY software programs I have downloaded from the web... I'd like to put these on CD's.. (currently filling up a harddrive).. most all the programs are larger than what the CD will hold.. How can I

reduce them to place on one CD. Do not want to image them, then have to go through the processes of converting the image, to install program. sure hope you can understand what I mean. Thanks, Jack
Some tools and tool suites are indeed quite large, but there are several options for getting them onto a storage medium--- any medium--- where they normally wouldn't fit.

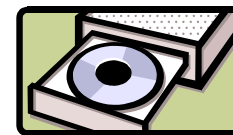
One simple approach is to use a tool like Winzip (<http://www.winzip.com/>), which can compress the original files and also split the resulting ZIP file into chunks of whatever size you specify. You can then copy the individual pieces to your storage medium--- say, one piece per CD, or whatever. Later, if you need to access the stored file, Winzip can stitch the separate pieces back into a coherent whole, and then decompress the reconstituted file, getting you the files back in their original size and format. Of course, you can use any other file compressor (including some free ones: <http://www.google.com/search?q=free+zip+compress>). Some of those also allow file splitting, built-in.

There also are many free file splitter tools available, which can work on either the original or compressed files: You use the tool to split the file into pieces sized appropriately for your storage medium, and then (later) use the same tool to reassemble the separate chunks into a working whole again.

File splitters: <http://www.google.com/search?hl=en&lr=&q=file+splitter+free>

A unified tool like Winzip makes handling large files easier because everything you need is all in one place. But you can certainly accomplish the same results with free tools, perhaps with just a little less convenience. But either way, compressing and/or splitting the original files into chunks that fit your storage medium gives you the ability to handle and store just about any file on any medium--- even floppies

From LangaList 11/8/2005



SPECIAL REPORT: Protect your media player from podcasts

By Brian Livingston

It should be fun and harmless to play podcasts — short radio and television programs that download automatically from the Internet. But dumb programming mistakes in popular media players can allow spyware to silently infect your PC while an apparently innocent multimedia file is playing.

In the first part of my special report on podcasts, published last issue, I explained that applications designed for media downloading — called "podcatchers" — can cheerfully save hacked media files or even troublesome executable files to your hard disk.

In the second part of my report, I'll explain today the steps you can take to protect yourself.

Infected executable files, in this case, aren't actually your most serious problem.

Let's say a podcast you download happens to really be, for example, a **dot-exe** file. If your podcatching software downloaded the file earlier and you absent-mindedly try to play it, your media player will probably do nothing. It'll just sit there, waiting for you to load a file type it understands.

The real danger occurs if your media player allows a "poisoned" audio or video file to silently run commands or install other files.

You'd think media players would support nothing but audio, video, and still images. But, amazingly, these players have a history of letting multimedia files get away with murder.

The good news is that playing podcasts on a specialized MP3 player — such as an Apple iPod or a Creative Zen Micro — probably won't infect these little devices. They run simple operating systems and aren't full computers, so they're not attractive targets.

The bad news is that, if you watch video podcasts or listen to audio podcasts using Windows or a Pocket PC, any weaknesses in your Microsoft or third-party media player can expose you to infection.

If you have a broadband connection, in particular, your PC is a valuable resource for hackers who'd love to install their spyware. They can then show you pay-per-click pop-up ads, use your bandwidth to quietly send millions of pieces of spam, or launch denial-of-service attacks against Web sites.

The solution is to keep your media player updated with the latest vendor patches. This can be a simple and trouble-free task. Once your player is updated, you can relax and enjoy podcasts safely.

In the following sections, I'll tell you how to fix whichever media player you may use — Windows Media Player, iTunes, QuickTime, RealPlayer, or Winamp

Update Windows Media Player to avoid surprises

Late in 2004, computer experts noticed that a popular Windows Media Player video file was actually a silent delivery mechanism infecting millions of PC users with spyware.

On Jan. 3, 2005, security researcher Ben Edelman revealed what was happening to people who played this video file in WMP. After clicking the OK button on a single, legitimate-looking "browser update" dialog box, "My computer quickly became contaminated with the most spyware programs I had ever received in a single sitting," he said.

Edelman counted an amazing total of 31 programs that had silently been installed, without even displaying a license agreement. These included adware from 180solutions, CoolWebSearch, Ezula, ISTbar, and many other adware companies, he said. (By the way, I reported on July 14 that Microsoft's AntiSpyware beta program, to the dismay of spyware experts, has stopped recommending the removal of programs by 180solutions, Ezula, and some other adware companies.)

How the trick works: Media files that are played using recent versions of Windows Media Player, such as 9.0 and 10.0, can invoke Microsoft's Digital Rights Management system. This DRM scheme allows multimedia files, among other things, to open a Web page and display information to the user. Allowing audio and video files to open new windows is not such a good idea in the first place. Even worse, however, is how DRM was implemented by Microsoft. DRM-protected multimedia files, when played in WMP, can make a dialog box appear, such as the one shown above that Edelman diagnosed. (This image is reproduced with Edelman's permission.) In this case, the dialog box tells the user to click the Install button to get what was supposedly a **Required Media Player Version 10 Browser Update**.

Most Windows users, of course, see dialog boxes like this all the time. For example, legitimate audio and video files commonly require the download of a particular compressor-decompressor, or codec. That perfectly ordinary situation displays a very similar codec-update dialog. (I discuss, below, a safe way to update codecs.)

In the case shown above, the message does say Security Warning, but so do many other alert boxes. It's very natural for Windows users to click OK on boxes such as this one, and huge numbers of people have done so. After all, the dialog box says the download is required! (For details, see Edelman's original report.) Microsoft's response to the outcry over this unacceptable behavior was pathetic. For at least a week, the company initially said the misleading dialog boxes were using a "by-design feature" of WMP, which wouldn't be changed. The company

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then reversed course, telling eWeek in January that a patch would be available by mid-February.

Patches that allowed WMP 10 users to switch off the deceptive behavior were in fact released by then. But no patches were made available for WMP 9, which is used by more people, according to an April 14 eWeek article.

Microsoft finally released security advisory 892313 and the related Knowledge Base article 892313 on May 10. These articles described the problem and linked to an update for WMP 9 that had been posted a few days earlier.

Unfortunately, the WMP 9 patch is available only for users of Windows 2000 and 2003, not users of Windows 98 or Me. Worse, neither the advisory nor the KB article tells WMP 9 and 10 users that they must change a setting to turn the protection on after installing the upgrades. Finally, as far as I can determine, neither Windows Update nor the newer Microsoft Update bothers to inform users of the need for these upgrades.

What to do: Users of Windows XP with Service Pack 2 (SP2) who also have Windows Media Player 10 installed are not vulnerable to the problem. For everyone else, I've put together the following steps to make you immune. WMP is "integrated" into Windows and you can't easily remove it. For this reason, I urge you to upgrade WMP's components to the latest version available for your OS, even if you never use it. Then apply patches as described in the steps below. WMP 10 will run only on Windows XP. WMP 9 will run on Windows 98 SE, Me, 2000, and 2003 as well as XP.

Users of Windows XP: First, if you don't have SP2 installed, I recommend that you install it now, using the XP SP2 page or the new Microsoft Update (requires Internet Explorer). While you're at it, use Microsoft Update to get the latest security patches for XP. Then, if you don't have WMP 10, get it from Microsoft's download center. Once WMP 10 is installed, read security advisory 892313 and install the update for WMP 10 using the link in KB article 892313. Finally, read section 9.4 of Microsoft's WMP FAQ. Follow the instructions in bullet point 4 to turn off auto-acquisition. To do this in WMP, right-click the title bar, then click Tools, Options, Privacy, then turn off **Acquire licenses automatically for protected content**.

Users of Windows 2000 or 2003: First, use the new Microsoft Update (requires IE) to get the latest security patches for your OS. Then, upgrade to the latest version of WMP 9 using Microsoft's download center. Once the updated WMP 9 is installed, read security advisory 892313 and install the update for WMP 9 using the link in KB article 892313. Finally, read section 9.4 of Microsoft's WMP FAQ. Follow the instructions in bullet point 4 to turn off auto-acquisition. To do this in WMP, right-click the title bar, then click Tools, Options, Privacy, then turn off

Acquire licenses automatically for protected content.

Users of Windows 98 SE and Me: WMP 9 will run on these OS versions, but 98 SE and Me are so old that Microsoft no longer supports them and I don't recommend them. There's no patch for WMP 9 on these operating systems. If you have a PC that's running 98 SE or Me, check whether it meets the hardware requirements for XP using Microsoft's upgrade center. If so, I urge you to upgrade to XP SP2 and WMP 10, even if you have to pay money for a retail copy of XP.

All users: Upgrading to the latest Windows security patches, which I recommend above as step one, eliminates other security holes that affect WMP. For example, being current with all patches stops WMP 9 from being infected by poisoned PNG images, as described in MS05-009. Also, Windows Update may already have installed patch 828026, which dates back to September 2003.

Administrators should use the three Registry values described in the related KB article 828026 to stop WMP 9 from responding to URL script commands.

Note that even taking the steps above may allow some media files to display dialog boxes, which you must take care to answer correctly. As far as I'm concerned, no video is important enough to answer Yes to any dialog box a strange file opens, if WMP is the media player. (If you need an updated codec, download it separately from a legitimate source, such as the ones recommended by Microsoft in "How do I find a codec?")

If you're running XP SP1 or higher or 2000 SP3 or higher, you can restrict access to WMP, although you can't easily remove it. You do this using Windows' **Set Program and Access Defaults** feature. Follow the instructions in section 2.4 of the WMP FAQ.

By the way, don't bother using KB 190990, entitled "How to determine the version of Windows Media Player," to determine your version of WMP. Despite being revised as recently as Mar. 24, 2005, the article shows the wrong current version numbers for WMP 9 and 10.

After you've upgraded and patched WMP, you may also wish to install one of the third-party media players mentioned later in this article. Let the new player associate multimedia file extensions with itself so WMP never runs. That's the best you can do to keep audio and video files from automatically launching WMP. When security holes are discovered in the future, my guess is that other vendors will fix their problems quicker than Microsoft will.

iTunes isn't safe just because it's Apple

Apple software doesn't suffer from security flaws as often as Microsoft's does, but problems aren't unheard of. You need to stay abreast of Apple updates,

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especially for its popular iTunes media program, just as you do with Windows apps.

A flaw in iTunes was announced by Apple as recently as May 9, 2005. The problem allows a hacked MPEG4 file (.mp4) to silently install a Trojan horse on a computer. This wouldn't affect an iPod or other specialized MP3 player. Nor would it likely affect Apple's OS X operating system, which protects users from installing software unknowingly. But it would be a big problem in Windows, which by default runs with administrator privileges all the time, allowing viruses to quietly install themselves.

Fortunately, Apple released an upgrade, iTunes version 4.8, on May 9 to correct the problem on Windows 2000 and XP and OS X 10.2.8 or higher. Even better, Apple released iTunes version 4.9 on June 28, which is the first version that supports podcasting. You should upgrade iTunes to 4.9 immediately.

What to do: First, read the description of the MPEG4 problem provided by SANS and Apple. Then, upgrade to iTunes 4.9 using Apple's download page.

QuickTime can play more than videos

QuickTime is another Apple program, this one primarily used to display short videos. The application runs on both Windows and Mac and often comes preinstalled on PCs. It's also widely downloaded by people who want to view movie trailers provided by Hollywood studios and other content.

QuickTime was found in September 2004 to be hackable if it was used to display, of all things, a still-image bitmap file (.bmp). If you happened to load a poisoned bitmap, it could silently take over your PC while the image was being displayed as though nothing was wrong.

Apple released QuickTime 6.5.2 on Oct. 27, 2004, to correct the problem. Since that date, it's released QuickTime 7.0. But that version was found to allow media files to send data from your computer back to a hacker's Web server. The company released QuickTime 7.0.1 on May 31, 2005, to patch this.

What to do: Read Apple's descriptions of the problems corrected by QuickTime 6.5.2 and 7.0.1. Then upgrade to QuickTime 7.0.1 using Apple's download page.

Music and movies can hack RealPlayer

RealPlayer is one of the most popular media players on the market, with hundreds of millions of downloads of its free player and more than 2 million paying subscribers, according to a company statement.

But RealPlayer and other products made by RealNetworks have had a troubled history with security holes and privacy issues. The company lists on its security page more than a dozen patches that have been required for its media products, including RealPlayer and RealOne Player, in the past 2-1/2 years.

In addition, RealNetworks' software raises security issues for both companies and individuals. RealPlayer and RealOne Player are configured by default with Internet-access features that allow RealNetworks and its partners, such as NASCAR and CNN, to install additional software, according to WatchGuard Technologies.

Most recently, RealNetworks released patches for its software — including RealPlayer, realOne Player, RealPlayer Enterprise, and Rhapsody — on June 23, 2005. These programs, if unpatched, can let hackers access a PC if the user plays a hacked MP3 audio file or AVI video file, or even visits a Web site that plays multimedia content.

What to do: Read the descriptions of the latest security hole provided by eEye Digital Security and RealNetworks. Then review any patches that may apply to you on RealNetworks' security page.

Finally, upgrade any RealNetworks software you may have to the latest version that's safe. For example, RealNetworks' June 23 bulletin says these versions are not at risk: RealPlayer 10.5 (build 6.0.12.1212) and Rhapsody 3 (build 0.1141).

Winamp falls victim to sneaky MP3s

Winamp is such a widely used media player that it's listed as the 32nd most popular file at CNET's Download.com. Unfortunately, like the other player apps, Winamp, too, has had its share of programming blunders that exposed users to danger.

In the latest case, merely playing an MP3 file in Winamp can cause hacker code to silently run. This can potentially plant a Trojan horse on a computer, according to a July 14 analysis by a security research group in Croatia named LSS (Laboratorij za Sustave i Signale).

Winamp released a new version on July 19 that fixes the flaw.

What to do: Read the analysis by LSS, then upgrade to Winamp 5.094 using Winamp's download page.

C'mon, get it together, developers

Of all of the Windows applications we use, media players that simply play audio or video clips should be risk-free. It isn't asking too much for developers of these programs to subject them to thorough security audits and neutralize any possible threats.

Enjoying podcasts should be a simple matter that doesn't expose users to serious risks. We're not there yet, so — until that day comes — you need to give your media player periodic patches in order to use podcasts safely.

You might think that a podcaster would never risk losing audience share by including a virus in a regularly scheduled show. But a podcaster's PC might

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inadvertently get infected, adding a hidden virus to a file without anyone noticing until it had gone out to thousands of people.

In addition, viruses these days don't seek to erase a PC's hard drive. Instead, they aim to quietly take over the PC's bandwidth, and big dollars are at stake. Podcasters have already received financial offers to distribute adware within podcatching software, according to a public warning by Nick Bradbury, the developer of FeedDemon. We all have to keep our guard up against this threat

ZoneAlarm 6.0 apps encounter install problems

By Brian Livingston

The latest version of ZoneAlarm products is beset with reports of incompatibilities and other problems.

I reported on July 28 that version 6.0 of the ZoneAlarm Security Suite was released. This version, for the first time, integrated antispymware functions with the product's existing firewall, antivirus, and antispam features. I also reported that the suite had already received a PC Magazine Editors' Choice award. Zone Labs, the product line's publisher, subsequently released its new standalone firewall product, ZoneAlarm 6.0, on Aug. 5.

Zone Labs' user forum has been humming with complaints from users that version 6 of the company's software has disabled other applications, interferes with POP3 e-mail downloads, and has other issues.

At the top of its user forum page, Zone Labs acknowledges that there are problems. "The cause appears to be related to the upgrade process, not the application itself," the company says. "Therefore, we recommend users experiencing difficulties uninstall any prior version of ZoneAlarm (v.2.x - v.5.x) residing on their computer system and do a clean installation of their new ZoneAlarm 6.0 product."

Uninstalling ZoneAlarm 6 can be tricky, so if you're having the above problems, please read Zone Labs' uninstall instructions page.

I'm grateful to the many readers who've passed their comments about ZoneAlarm 6 problems along to me. Particularly provocative were these remarks (edited for length) by Lorin Ricker:

- n "Please be aware that a major installation disaster has been unleashed on the ZoneAlarm Pro user community by Zone Labs' recent (Friday 8/5) release of ZAPro v6.0. For details, please see Zone Labs' User Forums under the topic '[Installation, Uninstallation and Upgrade.](#)'"
- n "This is a classic and major instance of a company shooting itself in the foot, as they've caused major time-and-effort loss, technical and practical headaches, and compromises of security for countless loyal product

users.

- n "Although I certainly understand the degree of complexity in designing and implementing a kernel-mode security product like a personal firewall, for the life of me I cannot understand why upgrade installation processes should be so damn complicated and full of technical and operational pitfalls for the ordinary PC user. This is another example of technical engineering and product management doing a simply slipshod job of product delivery. Makes one suspect that Zone Labs has been infiltrated by Microsoft technical management! ..."
- n "Given ZoneAlarm's tenure on the Windows Secrets Newsletter's Security Baseline and its prior position as a 2004 PC Magazine World's Best rated product, it's probably time to ask Brian and Paul the following question:
- n "In light of this recent ZA v6 release/installation disaster, what is the best **personal/PC firewall** (only, not a "suite") which could replace a ZoneAlarm Pro installation?"
- n "Background: I believe that there are a great number of PC users who, for any number of reasons, do **not** think that the world revolves around Micro\$oft, and who therefore do not use 'mainline' MS products like Outlook/Express, Internet Explorer, etc. This position naturally leads us to a 'security baseline' of products which do play well with alternative applications such as Firefox (anti-spyware such as CounterSpy), Thunderbird (antispam such as G-Lock SpamCombat), Panda Titanium antivirus, etc.
- n "Thus, in spite of the convenience to the non-technical users out there who probably appreciate an all-in-one security suite product (whether it's individual components actually work well or not), many of us feel forced to use — or best off if we can use — individual, best-of-breed products to form our own security baseline.
- n "I hope this whole issue gets sufficient coverage in the next issue of the newsletter! Thanks!"

Which software is the best standalone personal firewall? I don't have a testing lab and I don't ordinarily test products. Instead, I scrutinize the ratings that are issued by respected reviewers who **do** have testing labs. These ratings are then summarized by me in the newsletter.

Prior to the release of Zone Labs' 6.0 version of its products, testers had overwhelmingly rated ZoneAlarm 5.5 as the best standalone software firewall. Since that version is still available and supported, people who are uncomfortable

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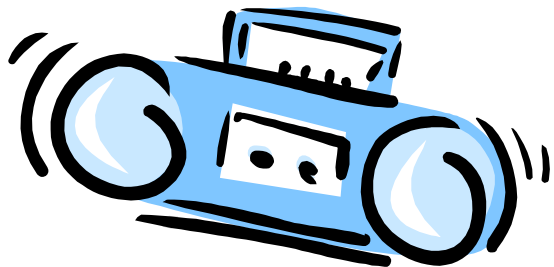
with the new "point-oh" release should stick with 5.5 (or revert back to 5.5). You can download free or trial versions of version 5.5.094 at the following locations: ZoneAlarm Free, ZoneAlarm Pro, ZoneAlarm Security Suite, ZoneAlarm Antivirus.

However, I think it's too soon to give up on ZoneAlarm Security Suite 6.0. Zone Labs will surely find and correct the incompatibilities soon. Not everyone who installs a 6.0 version of Zone Labs products is having problems. Those who do have problems seem to have installed 6.0 over a previous install. That should work fine, but in this case it apparently does not.

While many computer users are savvy enough to put together their own security suite from unrelated products, many other users are not. Most PC novices would benefit from having a single package that met all their needs for antivirus, antispam, antispyware, and firewall protection.

I invite my readers (who have test machines) to uninstall previous ZoneAlarm products and clean-install the new 6.0. As readers report their results — and as professional testing labs turn out new ratings — Zone Labs may continue to rise to the top of all security suites, or there may be a new winner. I'll let you know in future issues.

From Windows Secrets 12/8/2005



PROFOUND THOUGHTS....number two

1. If you're too open-minded, your brains will fall out.
2. Don't worry about what other people think; they don't do it very often.
3. Going to a church doesn't make you a Christian, any more than standing in a garage makes you a car.
4. It isn't the jeans that make your butt look fat.
5. Artificial intelligence is no match for natural stupidity.
6. My idea of housework is to sweep the room with a glance.
7. Not one shred of evidence supports the notion that life is serious.
8. It is easier to ask for forgiveness than permission.
9. For every action, there is an equal and opposite government program.
10. If you look like your passport picture, you probably need the trip.
11. Bills travel through the mail at twice the speed of cheques.
12. A conscience is what hurts when all your other parts feel good.
13. Eat well, stay fit, die anyway. (Just remember how lucky you were to get a free trip around the sun.)
14. Men are from earth. Women are from earth. Deal with it.
15. No man has ever been shot while doing the dishes.
16. A balanced diet is a cookie in each hand.
17. Middle age is when broadness of the mind and narrowness of the waist change places.
18. Opportunities always look bigger going than coming.
19. Junk is something you've kept for years and throw away three weeks before you need it.
20. There is always one more imbecile than you counted on.
21. Experience is a wonderful thing. It enables you to recognize a mistake when you make it again.
22. By the time you can make ends meet, they move the ends.
23. Thou shall not weigh more than thy refrigerator.
24. Someone who thinks logically provides a nice contrast to the real world.
25. If you must choose between two evils, chose the one that you've never tried before

COMPUTER TIPS AND HINTS

Windows XP

Exclude a Program from the Start Menu

You can remove a program shortcut from the left side of the new Start menu (where XP shows you a number of most frequently used programs) by right clicking the shortcut and choosing Remove from This List, but you will notice that after some time (if you continue to use the program), it will reappear.

There is a way to ban programs from this part of the Start menu permanently:

1. Start the Registry Editor
2. Go to HKEY_LOCAL_MACHINE \ SOFTWARE \ Microsoft \ Windows \ CurrentVersion \ Explorer \ FileAssociation \
3. Right-click the String Value AddRemoveApps, and select Modify
4. Add the name of the programs executable at the end of the Value data, make sure that the name is preceded by a semicolon (;)
5. When ready, press OK and close the registry editor
6. Log off, or restart Windows for the changes to take effect

Windows 98

Stop Automatic Dialing

To stop your browser - or any other Internet aware application - from automatically dialing up your ISP:

1. Click Start and select Programs > Settings > Control Panel
2. Open Internet Options
3. Select the Connections tab
4. Check Never dial a connection
5. Also click Start and select Programs > Accessoires > Communications > Dial-Up Networking
6. From the Connections menu, choose Settings... and check prompt to use Dial-Up Networking

Microsoft Word

How do I get Word to stop helping me type?

There are several places to look to turn off Word's various automatic features:

1. Choose AutoCorrect (or AutoCorrect Options) from the Tools menu, then click on the AutoCorrect tab.

2. Clear the check boxes for the AutoCorrect items that you want to disable.
3. Do the same for the AutoFormat As You Type tab.
4. On the AutoText tab, clear the Show AutoComplete tip check box.
5. Choose Options from the Tools menu, then click on the tabs and clear any check boxes for features that you want to disable. For example:
 - * Edit tab (Tabs and backspace set left indent).
 - * Spelling & Grammar tab (Check spelling as you type and Check grammar as you type). When these features are on, spelling and grammar that Word does not recognize are underlined with wavy red and green lines.

How do I tell the Office Assistant to go away?

1. Click on the Office Assistant, then click on Options.
2. Clear the Use Office Assistant check box.

You can also customize the behavior of the Office Assistant by checking or clearing the checkboxes on the Options tab. If you want to learn how to customize the Office Assistant, but it's not currently visible, choose Show the Office Assistant from the Help menu.

Internet

Improving browsing performance for Internet Explorer.

You can improve Internet Explorer's browsing performance by disabling graphics, sound, music, video, and other multimedia files. This will allow you to browse faster and more efficiently if you are just interested in getting text. To do this:

- * Click Options from the View menu.
- * Click the General tab (it should be the default tab).
- * Now you can deselect the options you don't want to have from the Multimedia section. This way you can speed up your browser performance.

Tip of the Day

Want to see a new IE 5.0 tip every time you run your browser? Just click on the "Help" menu and choose "Tip of the Day." A new bottom pane will appear with a new tip every time you start IE 5.0.

Digital Photography

What quality setting should I use on my camera?

The basic rule is to select the right size of images based on your application. Small images require much less hard disk space and processing time than large ones. Be aware of how much disk space you have on your

system when you take your pictures. If your available disk space is limited, you may only be able to copy a few photographs from your camera to the computer.

If you plan to use your pictures on the Web, smaller pictures may be better. Typical digital camera pictures are over 1000 pixels wide and 500K in size. Pictures used on the Web are usually much smaller (for example, 500 pixels wide and less than 100K). You can either set the camera to take smaller pictures or use Ulead Photo Explorer to perform the conversions.

Some cameras allow you to adjust the photo compression before you take the pictures. By increasing the compression, you will get smaller file sizes. This allows you to collect more images in your camera (like getting a longer roll of film) and copy more to your computer. If you only have a small memory card, you can take more pictures by using a lower resolution setting. However, images with higher compression will not be so sharp or as accurate as images with lower compression.

Some cameras offer very high quality modes for special applications. Use these with care, since the files are large and the image quality is often not much better.

For general photography, try to use the best image settings for cameras up to about 2M pixels. For cameras with larger sensors, the files may take excessive time to transfer to your computer, display or other systems. There may be a lot more data than you need. Consider if you would be better to use a lower compression setting.

What's Your Angle?

After a lengthy search you've scoped out an ideal spot for a cityscape photo; or, maybe you picked a great holiday destination months ago with opportunities for some once-in-a-lifetime architecture shots. Now, you want to capture the grandeur "on film" (or more likely, on CCD, but somehow that doesn't have the same ring to it). Of course, a mountain of factors play into getting the photos you really want, but by keeping these tips on shooting angle in mind you can add more interest to your pictures and improve your chances of getting dramatic results.

Depth Finder (Architecture): It's always good to keep in mind that just because a scene looks good to your eye, doesn't mean you'll get a good photo by simply lifting the camera and snapping away. Remember, our

eyes see a lot more than you can get into a photo, so to convey depth and context in your close range photos of buildings and grounds it's best to choose an oblique angle from your subject. Not only will this give you a picture of more than one side of the building and thus provide more detail, it will also add depth by giving a better perspective of the building's surroundings and background.

Moreover, shooting from an angle will introduce noticeable diagonal lines that lead from bottom to top and side-to-side and draw the eye through the photo. Far from taking away from the impact of your subject, drawing the eye through the photo so it notices more surrounding detail will enhance the impact of your subject by keeping it from appearing as a stark and overpowering chunk of stone and metal just floating there. It's worth noting that this technique works when shooting inside buildings as well.

"You Are Here" (Cityscapes): Whether traveling in an exotic city or just exploring your own urban playground, if you're carrying your camera there'll be plenty of occasions when you think, "Hey, just a sec, let me get a shot of this." One way to get really memorable shots is to look for genuine cityscapes rather than street photos. This means finding a high point, whether a window, balcony, rooftop, or the like.

As you look for a promising location and then line up your shot, make sure you include a view of your immediate surroundings as well, rather than just the pretty buildings in the distance. And this means what's as close to right below you as you can manage and still get those distant buildings in. Doing this will lend your photos a sense of, well, "immediacy" or being in the scene - the "you are here" factor, if you like.

Macintosh

Use Your Hand

You can use a hand to move around an icon view window. Command/Option/clicking on an open space in the window lets you do this.

Preventing Mac Disasters

Macworld's February issue has a great article on preventing Macintosh disasters. You can read the entire piece at <http://www.macworld.com/2005/01/features/preventmacdisasters/index.php>.

Briefly, here is what Macworld has to say. They list eight steps you can take to keep your Mac working well.

1. Verify Preferences

Preferences can get corrupted. To verify your Preferences, the simplest way is to get Jonathon Nathan's free Preferential Treatment application at <http://homepage.mac.com/jonn8/as/>. If you find a file which not only shows up as corrupted, but is not a preference for an application which is working fine, quit the offending application, trash the corrupted Preference file, then restart the application. Applications rebuild the preference file if one is not found. You may have to redo by hand some custom preferences.

2. Repair Permissions

The more you download shareware or install new applications, the more often you need to repair Permissions. Open the Utilities folder in the Applications folder, locate Disk Utility and open it. Use the First Aid pane. Select the indented icon of the drive on which you wish to repair Permissions (Macintosh HD in this case) and click on "Repair Disk Permissions." Always Repair Permissions immediately after installing any new software. Plan on running Repair Permissions weekly if you tend to download a lot of software.

3. Delete Cache Files

Cache files are temporary places where your Mac keeps information for a limited amount of time. Sluggishness in an application or in the System can mean that you have cache files that need to be removed. Titanium Software's free OnyX 1.4.9 will remove caches. Find it at www.titanium.free.fr/english.html. This tool does not get rid of application-specific caches. If you like French Fries, try this. If you only like Freedom Fries, you will have to look elsewhere. Titanium is a French company. Macworld suggests getting rid of cache files twice a month. Cache files are located in System > Library > Caches and in Users > Username > Library > Caches folder.

4. Delete Log Files

Log files simply record system and application-related activity. They just keep growing over time. They don't get very big, so if you choose not to get rid of them, there is no space penalty. Titanium's free OnyX, mentioned above, gets rid of Log files. MacWorld also tells you how to use Console, located in the Utilities folder, to delete Log files.

5. Update Prebinding

Prebinding makes applications load faster. Updating prebinding can make

applications launch faster. Once again, Titanium's free OnyX updates prebinding when you choose optimization in the Maintenance scripts in Titanium. Prebinding is simply a way your Mac records the code an application needs to use to launch. Users of Panther do not need to update Prebinding, but there is no harm in running it.

6. Automate Maintenance

OS X runs some scripts automatically. The scripts delete unnecessary data your Mac creates as it runs. If your Mac is awake when the scripts are scheduled to be run, you have no worries. The scripts run between 3:15 and 5:30 am. So if you turn your Mac off at night, you need to run these scripts yourself. Titanium's free OnyX runs them under the Maintenance Tab.

7. Take Good Care of Your Hard Drive

There is a SMART (Self-Monitoring Analysis and Reporting Technology) system that checks on your hard drive and warns of failures before they occur. You can run SMART using DiskWarrior. Disk Warrior is the tool that most Mac experts say is the finest tool you should own. You should own DiskWarrior, but before you use it, be sure to reboot using your Install CD. Do NOT proceed with an Install, but go to the Installer menu and select Disk Utility. In Disk Utility, run Repair Disk.

8. Prepare a Maintenance Toolbox

Why wait until you have a problem to download the tools you will need. It will be obvious to you that you need OnyX and DiskWarrior. MacWorld also adds SmartReporter, which is free at <http://homepage.mac.com/julianmayer/>. You might add Jonathon Nathan's free Preferential Treatment application. DiskWarrior does check SMART status, so you might not feel a need for SmartReporter.

So there you are. Eight ways to keep your Mac in top shape. Be sure to go to the web site listed in the first paragraph and read the entire article. There is far more to keeping your Mac in good shape than this short review describes. -- Phil Russell

From SeniorLink Sentinel August 2005