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Next Meeting

Wednesday 5th September

Committee Meeting 7 PM

7.30 PM Adult Learner's Week

Demonstration of latest BVS Solitaire
Collection & Bonus Pack for those
interested

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

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GENERAL INFORMATION

Position	Name	After Hours / Business	Email
President	Judy Hall	6394 7358	
Vice President	Rob Tierney	634 6328	
Treasurer	Iris Meek	6327 3162	
Secretary	Susan Armes	6395 1130	
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WebMaster			
Web Editor	Reinhard Von Samorzewski	6327 1552	
General Committee	Michael Armes	6395 1130	
	Glenn Gilpin	6330 1129	
	Harvey Taverner	6344 7292	

Ron's Ramblings

You may notice that I have taken the email addresses off the Committee List on the left.

This is because the LCG. Web site (lcg.org.au) is not working at present. It used to be hosted by Another Computer Stores server.

Since the change to that server we cannot send emails to these generic addresses.

This includes the lcg_announce email address that I used to send out the Newsletter. I have used a listing from Iris for the last couple of months.

Another consequence of the failure of the web site is that the Newsletter has not included any extracts from such Ezines as Office Watch, Email Essentials and, Windows Secrets as I had subscribed to these publications as "editor@lcg.org.au".

I have now resubscribed with my normal email address so I will get these in future.

We will get the Web site up and running again shortly as we have had an offer to host the site for free.

Ron Baker

OPEN NEWSLETTER – SEPTEMBER 2007

FROM THE ASSISTANT EDITOR

After the 'complications' of the last couple of months it's nice to be able to write that OPEN Computing has returned to something akin to normality. Our new broadband service is now established and we have a reliable connection to the outside world i.e the Internet and email.

At this point I'd like to remind members that from September 1st our **standard class session fees will increase from \$4 to \$5**. The rise is the first since I joined OPEN nearly 4 years ago and reflects the additional costs that will be incurred in providing the broadband connection.

So far our Internet usage (downloads and uploads) has been well under our monthly allowance but it will continue to be monitored. As I mentioned in my article last month ("Smart Downloading") we need to be just as careful with downloading at the club as we are with our own downloading at home.

Which brings me to the next point—being careful with *what we download*. Recently one of our computers was badly infected with a virus. It is thought that the virus 'piggy-backed' itself on to the computer through a downloaded web-search tool.

'Piggy-backing' refers to programs being installed as a by-product of installing the program that you really want. Even the trusty Picasa2 has 'traps' built into the installation process—do you really want the Google Updater, an icon on the Quick Launch toolbar, or a System Tray icon sapping your computer's memory?

If not then you should un-tick these items when you are performing the installation.

Dennis Murray

ADULT LEARNERS' WEEK

Will be held from **Monday September 3 to Friday September 7**. On most days it will be 'business as usual' at OPEN but is expected that visitors will be attending class sessions to see how the club functions. We'd like current members to participate in their usual activities because that is what intending members will be interested in.

I dare say that some of you will probably have had your first taste of OPEN through attending either Adult Learners' Week or Seniors' Week.

Wednesday September 5 will be an 'open day' at OPEN! From 9 am to 3 pm visitors will be able to ask questions about computing in general and Refreshments will be provided.

OPEN MONTHLY GENERAL MEETING

To accommodate the Adult Learners Week 'open day' **our monthly OPEN general meeting will start shortly after 3 pm—not at 1 pm as is the case for most other months.**

"IN CASE OF EMERGENCY"

* At the October 2006 OPEN meeting it was decided to give members the option of providing the club with details of a contact person should some emergency situation arise e.g. a doctor, next-of-kin or family member. The info could be written on the back of your name-tag for instance.

* See your tutor for details.

The OPEN Newsletter is part of the Launceston Computer Group's publication "Newstream".

"Newstream" is distributed by E-mail each month, or alternatively can be viewed or copied as a PDF document at OPEN.

[The LCG web-site is not available at present]

The next newsletter will be October 2007.



Launceston Computer Group Monthly Workshop

Wednesday September 5th 7.30 pm

There will be a short committee meeting at 7 pm followed by our usual workshop session at 7.30 pm.

Please check the noticeboard for details or ring the club on our new phone number 6343 4928.

SPECIAL INTEREST GROUPS

The Northern Tasmanian Camera Club will hold its next Workshop session on **Saturday, September 15**.

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

Due to school holidays the **Friday afternoon Embroidery Group** may only be holding session in this month on **September 14**.

Sessions usually take place from 1.00 pm to 3.00 pm at the OPEN clubrooms.

For more details please contact Eleanor Horder.

OPEN NEWSLETTER – SEPTEMBER 2007

SUPPLEMENTARY E-LEARN CLASSES

Members taking part in the E-Learn classes are advised that Eleanor Horder will be conducting additional E-Learn sessions on the 1st and 3rd Friday afternoons of each month (1.00 – 3.00 pm). If you feel that you need some extra help to complete the course please contact Eleanor at the club.

August's sessions are on Friday the 3rd and Friday the 17th.

NEW VENUE TELEPHONE NUMBER

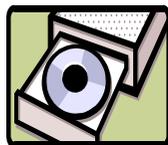
As a by-product of our new broadband connection OPEN Computing has a **new telephone number**.

******* 6343 4928 *******

Members can be contacted at the clubrooms **during class hours** by telephoning the number shown above.

Monday to Friday 10am – 3pm

Launceston Computer Group SOFTWARE LIBRARY



Dated 1st September 2007

DISK 2000 - Your Library on Disk

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 Judy via the e-mail address shown below. This disk is free of charge to all new members.

AVAILABILITY OF LIBRARY

At present the Shareware Library is only available during the club's opening hours.

Speak to one of the tutors at the venue - Studioworks, 1 Pipeworks Road, South L'ton.

Email: opencomputingtas@hotmail.com

OTHER CLUB RESOURCES

In addition to the 'physical' library OPEN and VICTOR may be able to provide members with a variety of freeware programs as an alternative to downloading from the Internet. Free antivirus programs such as AVG can now be as large as 25 Megabytes and would take hours to download for someone who only had a dial-up Internet connection.

There are also quite a few video tutorials stored on OPEN 1 and these can be quite helpful in explaining how certain programs and utilities work.

BASIC GRAPHICS FOR BEGINNERS

With Eleanor, Karia and Judy.

Wednesday September 12, 9 am–12 noon

And

Wednesday September 26, 1 pm-3.30pm

A continuation of the course that provides the basic skills needed to get your photos and other images on to the computer and to enhance them using programs such as Paint Shop Pro.

Please check the registration sheet at the club to see if a place is available for you.

ADVANCED GRAPHICS

With Paint Shop Pro 7 and 8

Wednesday September 12 1 pm to 3.30 pm

This class is designed for people who have completed the Basic Graphics classes, and involves more advanced features of the Paint Shop Pro graphics programs.

Numbers are limited to 8 people. Please check the notice-board or contact the club for details.

NEXT TUTORS' MEETING – OCTOBER 3rd – 10 am to 12 noon [Tentative]

An ideal opportunity to compare notes and techniques with other tutors.

FAMILY HISTORY ON-LINE September 12 - 1 pm to 3.30 pm

September 26 – 9 am to noon

Join Judy, Margaret and Robin to help trace your family origins.

New information is being added to our resources on an on-going basis to help you trace your family's origins. Contact the club for more information

Classes are limited to 8 people.

OPEN Session Times

At Studioworks, 1 Pipeworks Rd, L'ton

**Standard Sessions \$5.00 as from
September 1**

**[Some special tutorial materials may incur
additional charges]**

OPEN NEWSLETTER – September 2007

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Monday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	Basics and Beyond
Tuesday	10 am –12	E-Learn & Beginners [all day]
	1 pm – 3 pm	Mac [all day]
Wednesday		Special sessions or Meetings
		As for mornings
Thursday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	E-Learn & Beginners
Friday	10 am –12	E-Learn & Beginners
2nd, 4th	1 pm – 3 pm	Embroidery Group
2nd or 3rd Saturday	10 am –12	Camera Club

Date	Time	Topic	Details
September 5	9 am–3 pm	Adult Learners' Week OPEN DAY	A change for visitors to come along and see how our club operates
	3.00 pm 7.00 pm	OPEN Monthly Meeting	All members welcome to provide input and suggestions on the running of our club. LCG 'Workshop' session at 7.30 pm
September 12	9 am – 12 noon	Basic Graphics Group 1	Learn how to transfer images to your computer and perform basic editing techniques.
	1 pm–3.30 pm	Family History	Judy Hall and the Family History tutors will assist you in tracing your Ancestry.
September 19	9 am–12 noon	Questions and Answers	An open forum for you to ask the questions about topics that may be puzzling you.
	1 pm–3.30 pm	Advanced Graphics PSP	Use the popular Paint Shop Pro programs to enhance your photographs.
September 26	9 am–12 noon	Family History	Use our considerable range of CDs and other
	1 pm– 3.30 pm	Basic Graphics Group 2	Learn how to transfer images to your computer and perform basic editing

OPEN NEWSLETTER – September 2007

TALES FROM THE VICTOR VAULT

VICTOR PHONE NUMBER 0408 174 235

A few months ago I wrote an article about the dangers of downloading a toolbar called "My Search". It can come down through third party programs and if you are not careful it will download along with your desired program. It has reared its ugly head again and it is extremely difficult to remove. If you were to get this 'nasty' on your computer at home then I would advise getting a professional to remove it.

Another type I have come across this month is called a "fraud virus" and it is exactly what it sounds like. It's not a virus but it does display a notice on your computer saying that there *is* a virus and the only thing you can do is download "Product X" to get rid of it. "Product X" then takes over your Internet browser and implants itself within the System Tray.

After a fair bit of scratching my head and 'Googleing' I found a solution - it is a program called "Smitfraudfix", and once the program had been installed it found the instance of the virus and removed it completely.

The VICTOR program has a copy of "Smitfraudfix" if anyone gets into trouble with this 'nasty'. It doesn't seem to have a point of origin - it's just one of those programs that is out there that looks genuine but isn't.

(continued in next column)

Continued from previous column ...

One tip—and this is only for people who are competent in using the System Restore function in Windows XP. It is suggested that if you get a virus go the System Tools and turn off System Restore while you're trying to find the problem. What can happen is that you may get rid of the virus but sometimes they sit in the System Restore folder and re-surface later on - as I have found out from experience! The down side of this is that all your System Restore points will be deleted.

Remember that VICTOR may be able to help you with computer problems at home but there may be delays depending on the availability of volunteers.

Ring the VICTOR mobile number to make a booking.

Till next time

Happy Computing :O)

Rob Tierney

VICTOR Coordinator

DON'T FEEL BAD ... It is not only people who are new to computing who can make what might seem basic mistakes. A technician received a phone call from an employee at a bank call centre—"My computer has stopped working—can you help?" Asking if the client had checked that all the cables were connected he was astonished by the reply. "I can't see—the power has been off for last 30 minutes!"

MICROSOFT OFFICE 2007

Recently one our of members doing the E-Learn course arrived at the club shortly after taking delivery of a new computer that was supplied with the Office 2007 suite of programs.

The member concerned asked a fairly straight-forward question "Can I use my new program to do the E-Learn assignments?"

While it is possible, Office 2007 is quite different in its appearance compared to all previous versions between 1997 and 2003 and I would suggest that an inexperienced user might have some difficulties.

Let's consider some of the potential problems :

The screen layout is radically different—the traditional menus and toolbars that we have come to know over the past 10 years are gone, and in their place is something called the 'ribbon'.

The ribbon itself changes depending on the task you want to perform—if you want to insert a picture for instance, the ribbon will display the features and options that are associated with inserting pictures.

Thus, the current TAFE E-Learn manual that was written for Word 2003 and Excel 2003, and the instructions and techniques contained in it would not correspond to what a Word 2007 (or Excel 2007) user would be seeing on their screen.

The other major change is that the standard file-types that have existed since Office 97 (i.e. 'doc' for word-processing, 'xls' for spreadsheets and 'ppt' for Powerpoint presentations have now been replaced by **docx**, **xlsx**, and **pptx** respectively.

That means a document produced by Word 2007 could not be read on a computer that has an earlier version of Word. To make the document compatible the user would have to use the 'Save as' function and manually change the saved format to 'Word 97—2003'.

Dennis Murray

Article: "Does Your Email Look Like Junk?"

By Bob McElwain <<http://foremostpress.com/readers/authors.html>>

A large portion of the email I receive is junk. But I have to be sure before deleting. I can usually figure this from the preview screen (Eudora), but sometimes I have to open it to be certain.

What surprises me is how much legitimate mail **looks** like junk.

Over the last while, I tried to figure why. The obvious things are misuse of the ...

- From field: Often crony names, rather than a straightforward email address, preceded by the full name of the sender.
- Subject field: Often cute and clever, rather than a clear statement as to content. Sometimes blank.
- Greeting: Often opens with an odd heading, sometimes in all caps, as is true of a lot of junk mail. Legitimate email opens with a name, as in, "Bob, " Hi Bob," or even just, "Hi."
- First Line: Lousy grammar and spelling errors right from the start; sp*m*ers write some of the worst stuff you will ever see.
- First Line Revisited: No sense of the purpose of the message for several lines. Get to the point. Fast! Sure, some of this is from people new to the Web. But a lot of it is from people supposedly in business. How long they can continue with such poor standards is another matter.

==> HTML: Hot Stuff? Some must think so, for I'm getting a lot of it. The other day I got a real dandy: black text on a black background. Totally unreadable. And not all mail readers can deal with HTML, which means your message may never be read.

While things may change, a good deal of the spam I receive is in HTML.

While sending streaming media along with HTML may be the wave of the future, it is not appropriate today in business. Send only standard text in a non- proportional font such as Courier.

In addition to the above, here are some common blunders I observed, that contribute to an overall sense of something I don't want to read. If you want to annoy people, then go for it.

Most know where the Delete key lives, and use it frequently.

==> Send 80 Character Lines Many people, including myself, have their email reading window set at 65 characters as the maximum line length. So when you do not hit Enter at or prior to the 65th character, your message on my screen looks like:

I wanted to let you know about a neat site I ran into the other day. Wow it's terrific. Knowing how much you are into panda bears, you've just got to see this site.

This is difficult to read. "But hey, if folks don't like 80 characters per line, tough stuff!" Fine. Everybody has a right to their opinion. Good luck with this one. Many people are almost as impatient when checking email as when surfing. If you don't make it easy for those who receive your message to read it, it may be trashed.

"But why would anybody narrow a screen to 65 characters?" Because a 65 character line is about twice as easy to read as one 80 characters long. Most newsletters use this line length, some even less.

==> Quote Back Everything! Never quote an entire paragraph; your response can be difficult to find, particularly if the original message wrapped. Also be hesitant to quote the entire message below your reply. If I can't remember easily, I have to go hunting for what I said, which takes time. This is particularly true when the reply is to a message sent out three or four days back.

(Continued on page 8)

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The best approach is to quote just enough to be sure your reader will remember what was said earlier as a transition to your reply. Quote no more than a couple of lines, unless more is absolutely necessary. Also be sure to add blank lines to highlight the difference between quoted text and your reply.

Here's how I might quote the example of wrapped text above. And I'll remove the wrapping for better readability.

Knowing how much you are into panda bears, you've just got to see this site.

Thanks for the heads up Frank.

Yes, it does take a bit more time, but to the extent you care about your image, it's a must. To the extent you care about communicating effectively, it's a must. Sending clean, easy to read email is mandatory. Your customers will downgrade you if you send anything less.

==> Everybody Loves Email Uh huh. It is much wiser to assume the person you are writing to is very, very busy. A second good assumption is that they receive several hundred emails a day.

"But hey, that's not so." Maybe it's not. But make the assumptions anyway. They lead to better email habits.

Bob McElwain Web marketing and consulting since 1993 is an established author and some of his work is listed at the publishing site for new authors at <http://foremostpress.com/readers/authors.html>

From Newbie Club Insider 14th August 2007

Send anything anywhere

Text files: the universal currency

Peter Carter

How can one transfer a Microsoft Works database on a PC to FileMakerPro on a Mac, or an AppleWorks word processor document to OpenOffice on a Linux machine?

Easy: with ASCII text files. Any document can be transferred to any system with text files.

ASCII?

ASCII is the American Standard Code for Information Interchange, a means of encoding letters, numerals, punctuation and other characters, using seven bits per character.

Seven bits means that there can be 128 characters, 0 – 127.

The first 32 characters, 0 – 31 are control characters, that is, they control some aspect of the machine. Character 7, for example, rings the terminal bell, character 13 is the carriage return (CR). They were typed by holding down the Control key and then pressing a letter key: Control-G for the bell, Control-M is the same as pressing Return, Control-J is a line feed (LF), Control-L makes the printer eject the page (FF), and so on. That's why there has been a Control key on keyboards from way back. (Yes, you can still do this on your Mac. Launch Terminal and try them.

Elsewhere in Mac OS X the Control key triggers other happenings.)

In brief, the ASCII code goes line this:

0 – 127 Control characters

32 – 64 punctuation and numerals (49 – 57)

65 – 90 A – Z

91 – 96 punctuation

(Continued from page 8)

97 – 122 a – z

123 – 126 punctuation

127 DEL

The capital and lower case letters are 32 characters apart, for good reason. The letter 'A' is encoded as 100 0001, while 'a' is 110 0001. To change between capital and lower case one needs to twiddle only one bit (usually by adding or subtracting 32, or 20 if you're thinking in hexadecimal).

Whatever the system, the bit pattern 110 0111 represents 'g', so assuming we can transfer the file from one system to another, a network perhaps, we have a means of transferring text, knowing that it will be intelligible.

The only fly in the ointment is the CR/LF problem. The Mac uses only the CR character (13) to begin a new line of text. Unix machines

typically use the LF character (10) to do the same thing, while PCs require both CR and LF. The Mac is usually smart enough to work out what is going on, but if your file is going cross-platform it's best to be aware of it. Text editors like BBEdit (above) make it easy.

Beyond ASCII

ASCII was all very well for US English in 1977, but for European languages with their accents and extra characters, to say nothing of Asian languages with hundreds of characters, something

more was needed. Unicode, a 16 bit superset of ASCII, can encode 65 536 characters, but it has been subsumed into UCS, the Universal Character Set, a 32 bit system. Your Mac, along with other current systems, works with a variant of UCS, UTF-8. Play with the Character Palette to see the variety of characters now available. Select a character and hover the mouse over it to reveal its Unicode

and UTF codes (next page). ASCII characters are valid UTF-8 characters, so everything still works.

Getting there

All text editors and all word processors, as well as spreadsheets and databases, can read and write text files. To save a text file from a word processor is simply a matter of File > Save As... Text only (or ASCII text). Word processors commonly issue a warning that

formatting (i.e. font, style, etc.) will be lost.

Ignore the warning: it's the text that's important, not whether it's bold, italic, or whatever. (And in the case of word processors such as Microsoft Word you'll save a lot of space, since Word files are bloated with all sorts of format detail and other stuff that only Microsoft seems to understand. Definitely a good idea if you're going to email the file.)

The process is much the same from a spreadsheet or database: File > Save As... Text only.

In these cases you will need some way of separating the fields and records in a database, and the rows and columns in a spreadsheet.

The usual way is a Tab-separated text file, with Tabs (ASCII 9) separating the fields or columns, and Returns (ASCII 13) the records or rows.

If it's a database, put a new record, with the field names as entries, at the beginning. When it's read into the new system it's then easier to work out which is what. Note that this transfers only the data, not any queries or scripts. Similarly, a tab-separated file from a spreadsheet will contain only the data, not the formulae.

If you want those you'll need to use a generic spreadsheet format such as SYLK (Symbolic Link), and that seems to be missing from the current version of AppleWorks.

Playing safe

If you don't know what system the recipient of your file uses you have only one safe option: the text file. It's not polite to send an Apple- Works file to someone with a new Mac that is without AppleWorks, or for a PC user with Office 2007 to send a .docx file, the new Word format, to someone with a previous version of Word (or perhaps no version of Word at all). The text file is also the most compact, since it is without all the formatting codes and other junk.

(Continued on page 10)

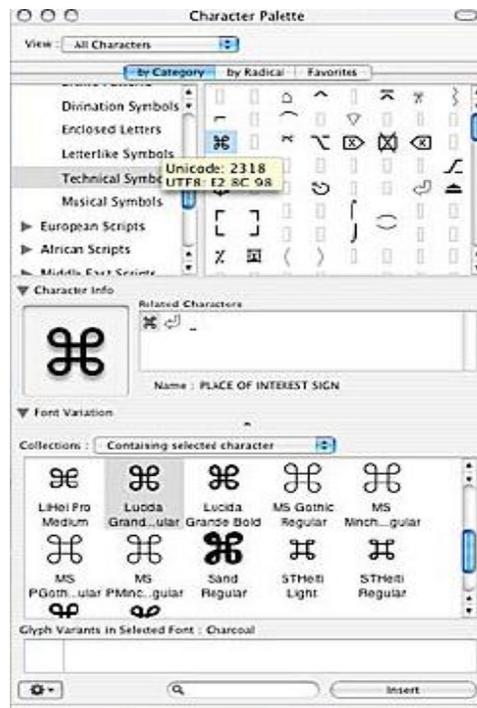
(Continued from page 9)

Definitely the universal currency.

MIME

MIME (Multipurpose Internet Mail Extensions) is a protocol and format for sending images and other non-text files through a system that allowed only 7-bit ASCII text. It works by encoding binary files into a stream of ASCII characters using the base64 scheme. Apple Mail and other modern email clients are smart enough to decode them, older ones were not, and would display screens full of gibberish that had to be decoded separately.

Hover the mouse over a received image or the icon of another file type in Mail to reveal the Mime-type of the file.



Random characters

In days gone by one could wander into a Tandy store and key this into a TRS-80:

```
10 PRINT CHR$(RND(127)) : GOTO 10
```

(Come up with a random number between 1 and 127 and print the corresponding character, then keep doing it until someone hits Control-C, turns off the power...)

The same thing would work on a System-80 in a Dick Smith shop. By changing 127 to 191 the machine would print its graphics characters as well. On a TRS-80 character 23 made the machine print 32 large characters per line, character 28 returned it to 64 characters per line mode. Filled the screen with ever-changing gibberish.

In Computerland the same program would make an Apple II do much the same thing, although it didn't have the 32 characters per line mode or the graphics characters. However it did have a 'bell', so every time character 7 came up the machine would beep. Enough to upset sales droids.

Command or Control?

The Mac's designers knew they needed more modifier keys than just Control on the keyboard. Even the Apple IIe had its Open Apple and Closed Apple keys. On the Mac they became the Command (⌘) and Option keys.

Apple's guidelines specified that Command-C was for copy, Command-V for paste, Command-W to close the window, Command-O to open, Command-S for save, Command-Q to quit, and so on, whatever the program. Meanwhile, on the PC confusion reigned: every program had its own, different, commands to open, save, cut, copy, paste, etc.

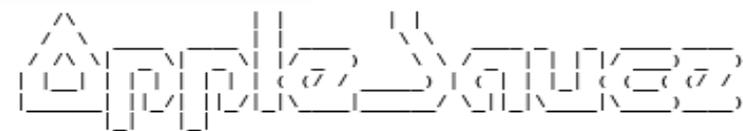
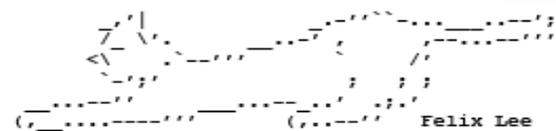
When Microsoft woke up there was only one option, to use the Control key with Apple's letter codes — Control-C to copy, Control-V to paste... — because PCs had no Command key. Now PC users wonder why the Mac has to be different, with that extra key, with the ⌘ on it.

ASCII art

There exists a fine art of drawing using ASCII characters, mainly |, \, /, ~, +. Diagrams with boxes and lines were common subjects, as were large character sets, and cartoons were also popular (especially cows, for some reason). Email sigs often had elaborate images.

Email Effects is one program to automate the process, another is FIGlet <www.figlet.org/> which is for making banners. There's an online version at <www.kammerl.de/ascii/AsciiSignature.php>.

Today, the usual images are mere vestiges, the smileys: :-) :-) and so on. Even they can be supplanted by UTF-8 characters: ☺ (White smiling face: E2 98 BA. But of course UTF-8 has led to a new wave of character art.)



Explorer Tutorial "How to Use Favorites"

----- "How To Bookmark a Site Without Visiting It"

Maybe you're surfing a Website and are a bit pushed for time, or you don't want to be distracted from the info on the Site you're already on. Then you come across a link, or even a bunch of links, to other related sites.

In Internet Explorer, you can bookmark a Site, without actually going to it. To do this: (Doesn't work on an email link)

RIGHT click on the link you wish to bookmark.

A selection box opens up.

Left Click 'Add to Favorites'.

Select the folder you wish to save your bookmark in.

Click OK to save it.

Done:-)

----- "How To Rename a Favorite"

OK, how many times have you looked in your Favorites folder and wondered what on earth some of them linked to? That's because you didn't give them an easily recognizable name at the time.

Here's how to replace a Favorite's name; Open Internet Explorer.

Open the Favorites menu in top toolbar, Click Organize Favorites.

Select the favorite you wish to rename.

Click Rename.

Type in the new name.

Press Enter.

Then click Close.

----- "How To Organize Your Favorites"

If you bookmark a lot of sites, you eventually end up with a loooooong list of favorites which are unrelated.

Time to organize them into folders like 'Cookery', 'Motoring' etc.

Open the Favorites menu in top toolbar Select Organize Favorites.

Click on 'Create Folder' Type in a name Click 'Close' Select a favorite from your list.

Click 'Move to Folder' Click Close.

Then repeat the process until your 4638 Favorites are organized into an easily managed bunch of folders.

You can even create sub folders within a folder, like 'Chicken' inside your 'Recipes' folder.

Select a Folder.

Click 'Create New Folder' Close.

----- "How To Change Your Default Start Page"

Are you bored with the appearance of your Explorer page?

You can have a different page if you wish - maybe even show your favorite Website each time you launch your browser - like The Newbie Club:-)

(Continued on page 12)

(Continued from page 11)

Or worse still, has someone (even Microsoft do it) highjacked your Browser by installing their Web page into your browser?

Click 'Tools' in top toolbar (in older browsers click 'View')

Click 'Internet Options'.

Click 'General' Under Address, type in the URL you wish to have as your new default start page.

OR If you're already on a Website you wish to use as your default, click on 'Use Current' button.

OR To show a completely blank page each time you open Explorer, click on 'Use Blank'.

Click 'Close'.

----- "Are You Using Explorer In 'No Graphics Mode'?"

Some people do this so that graphics don't show in a Web page they're visiting. This helps to load the page faster, especially if you have slow Internet connection, but you sometimes miss out on the purpose of the Website - especially if it is using graphics as navigation links etc.

To view a single picture while working in a no-graphics mode.

without having to turn on all graphics do this:

RIGHT click on the placeholder icon (that's the blue, red, and green shapes that show where a picture is normally shown).

Click 'Show Picture'

----- "How To Avoid Getting Lost While Browsing"

This is handy because sometimes when you click a link to another site you end up getting lost, and lose the original Website.

RIGHT click on the link.

Click 'Open in New Window' .

Or, Simply hold 'Shift' on your keyboard while clicking the link.

This will open a separate browser window with the original page directly beneath it.

When you're finished, just close the new window, and you end up back on the original page.

One of the biggest problems facing new computer users is losing stuff. The computer is like a bottomless pit - you can just keep adding info to it, and it sucks it up like a mega vacuum cleaner.

Then you come to realize that you can't find anything!

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

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

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

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If you download music, there's already a folder named "My Music".

Create new folders inside, to organize yourself.

The computer is the ultimate organizer. And it's the ultimate servant.

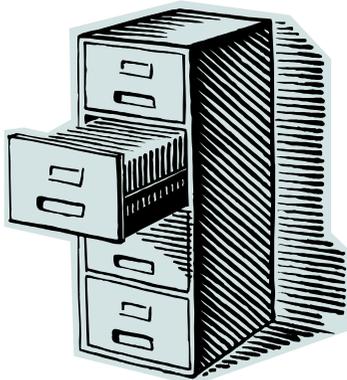
But ... how do you create new folders?

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

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

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

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



ROMANCE MATHEMATICS

Smart man + smart woman = romance

Smart man + dumb woman = affair

Dumb man + smart woman = marriage

Dumb man + dumb woman = pregnancy

OFFICE ARITHMETIC

Smart boss + smart employee = profit

Smart boss + dumb employee = production

Dumb boss + smart employee = promotion

Dumb boss + dumb employee = overtime

SHOPPING MATH

A man will pay \$20 for a \$10 item he needs.

A woman will pay \$10 for a \$20 item that she doesn't need.

GENERAL EQUATIONS & STATISTICS

A woman worries about the future until she gets a husband.

A man never worries about the future until he gets a wife.

A successful man is one who makes more money than his wife can spend.

A successful woman is one who can find such a man.

HAPPINESS

To be happy with a man, you must understand him a lot and love him a little.

To be happy with a woman, you must love her a lot and not try to understand her at all.

LONGEVITY

Married men live longer than single men do,
but married men are a lot more willing to die.

PROPENSITY TO CHANGE

A woman marries a man expecting he will change, but he doesn't.

A man marries a woman expecting that she won't change, and she does.

DISCUSSION TECHNIQUE

A woman has the last word in any argument.

Anything a man says after that is the beginning of a new argument.

How to simulate User Account Control in XP

By Scott Dunn

Vista users love to complain about the intrusiveness of User Account Control, but it does provide a degree of security.

If you're using Windows XP, I'll show you what steps you can take to give yourself a similar level of safety.

Protect your system from attacks One of the most common complaints about Windows Vista is its frequent requests for confirmation. Vista User Account Control (UAC) feature pops up when you launch certain kinds of programs, attempt to customize the Start menu, configure parental controls, install applications or drivers, and so on.

But annoying or not, this feature provides important safeguards against intrusions by viruses and malicious users. UAC is also an important component of Internet Explorer 7 in Vista. It allows IE 7 to run in "protected mode," in which the browser lacks the rights to install start-up programs or directly reconfigure Windows.

If you use Windows XP, you can't add all the protections afforded by UAC, but you can take steps to limit the damage malware can do.

Don't run as administrator all the time Most people using Windows XP routinely log in administrator privileges. At first glance, this makes sense – why wouldn't you want to have all the rights necessary to control your own system?

The answer is that doing so also gives unlimited access to every program you run. The single best way to simulate user account control in Windows XP is to run as an ordinary user. Don't worry; I'll show you how to get around the limitations when you really need to.

Step 1. Start anew. Since your existing administrator account might come in handy, don't demote it. Instead, create a new, restricted account: In XP, click Start, Run. Type `lusrmgr.msc` and press Enter. With Users selected in the left pane, choose Action, New User. Fill out the dialog box with the new user name and other desired options. Click Create.

To make sure your new profile is a restricted account, double-click its name in the list of users. Click the Member Of tab. If "Administrators" or "Power Users" appears in the Member Of list, select them and click Remove. To keep the new profile as safe as possible, you want it to be a member of Users only. Click OK. Close Local Users and Groups by choosing File, Exit.

To test your new profile, click Start, Log Off

(Continued from page 14)

{Your Name} or (if you don't see that command) click Start, Shut Down, and choose Log Off {Your Name} from the drop-down list and click OK. Now log in using the new account name and password.

Step 2. Transfer your settings. At this point, you may be thinking of all the custom settings you'll need to re-create in this new account. Fortunately, Windows gives you a quick way to transfer these to your new profile.

First, make sure you've logged into the new profile at least once (as explained in the previous paragraph). You'll also need to reboot the computer at least once before proceeding. Also, be aware that any changes you made or files you added to the new profile will be obliterated in this process, so it's best to do this to a brand new profile that has no vital information.

At this point, log into a profile that is neither the one you are copying from or copying to (preferably, another administrator account you've created). In Explorer, right-click on My Computer and choose Properties. Click the Advanced tab and, under User Profiles, click Settings. Select the profile whose settings you want to copy to the new, restricted profile and click Copy To. In the Copy To dialog box, click Browse and navigate to the folder corresponding to the new profile you created (it should be in the Documents and Settings folder). Select it and click OK. Now

click OK and wait while the transfer takes place. Then close the remaining dialogs.

Step 3. Get around limitations. As you use your new profile, you'll discover some of its restrictions. For example, you won't be able to install applications and drivers; create or change users and groups; stop or start services (for example, using services.msc) that are not started by default; and more. For some such tasks, you'll simply have to log out and log back into your administrator profile.

But, in some cases, you can simply make an application itself run as an administrator for the current session. For example, to run an application with your old privileges without logging out, simply right-click its shortcut or its .exe file and choose Run As. Select the option The following user and, if necessary, edit the user name to the profile you want (using the form computer\user). Type the password and click OK.

Some programs (such as Microsoft Installer files with an .msi extension) don't display the Run As command on their context menus. In that case, you can use Run As on the command prompt (Start, All Programs, Accessories, Command Prompt) to launch the installer with administrator privileges. Any application you launch from that command prompt

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will have administrator privileges as well.

If you find that you frequently need a command prompt with administrative rights, you can create a batch file that launches one. Open Notepad and type:

```
runas /user:computer\user cmd.exe Press Enter to
end the line. Replace computer\user with the name
of your computer and the name of your
administrator account, respectively. Then save
the file, giving it a .cmd extension (not .txt).
Anytime you need this "power prompt," just double-
click the file, type your password, and press
Enter.
```

Remember, using Run As to give applications administrator privileges gives that application the same access to your computer as if you launched it in your administrator profile. So avoid running applications with elevated rights unless you really need to do so.

Use NTFS for added PC security Here's another important security measure: If your hard disk is not already using the NTFS format, consider converting it. NTFS provides more security than the older FAT32 file system, as well as allowing encryption and compression. For example, NTFS is required for administrators to control the permission levels of the various users of a

computer.

You can convert an existing volume to NTFS by opening a command prompt and typing:

```
convert x: /fs:ntfs where x is the letter of the
drive you want to convert. Be aware that once
you've made the change, you can't convert back to
the old file system without reformatting the
drive, effectively wiping out all its data. If
you're unsure, make a complete backup of the
partition first. And consider opening Windows
Help and searching for the topic "Choosing between
NTFS, FAT, and FAT32."
```

These measures don't provide all the protections of Vista's UAC. For example, the UAC protections provided to Internet Explorer 7 are only available in Vista. But the above steps can limit the damage an attack can do to your system.

Now it's your turn: What are your favorite tips for securing your computer? We'll publish the best ones in an upcoming issue. Use our Windows Secrets contact page. We'll send a gift certificate for a book, CD, or DVD of your choice if you send a tip we print.

Scott Dunn is associate editor of the Windows Secrets Newsletter. He is also a contributing editor of PC World Magazine, where he has written a monthly column since 1992, and co-author of 101 Windows Tips & Tricks (Peachpit) with Jesse Berst and Charles Bermant.

THE YEAR'S BEST HEADLINES OF 2005:

**Something Went Wrong
in Jet Crash, Expert
Says**

[really?]

**Police Begin Campaign
to Run Down
Jaywalkers**

[now that's taking things a bit far]

Is There a Ring of

Debris around Uranus?

[not if I wipe thoroughly]

**Panda Mating Fails;
Veterinarian Takes
Over**

[what a guy]

**Miners Refuse to Work
after Death**

[good-for-nothing lazy so-and-so's]

Juvenile Court to Try

(Continued on page 18)

Shooting Defendant

[see if that works any better than a fair trial]

War Dims Hope for Peace

[I can see where it might have that effect]

If Strike Isn't Settled Quickly, It May Last Awhile.

[you think?]

Cold Wave Linked to Temperatures

[who would have thought]

Enfield (London) Couple Slain; Police Suspect Homicide

[they may be on to something]

Red Tape Holds Up New Bridges

[you mean there's something stronger than duct tape?]

Man Struck By Lightning: Faces Battery Charge

(Continued on page 19)

(Continued from page 18)

[he probably *is* the battery charge]

Astronaut Takes Blame for Gas in Spacecraft

[That's what he gets for eating those beans]

Local High School Dropouts Cut in Half

[Chainsaw Massacre all over again]

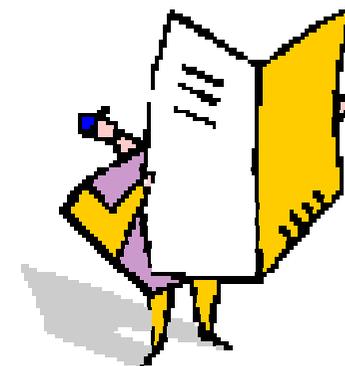
Hospitals are Sued by 7 Foot Doctors

[Boy, are they tall]

And the winner is....

Typhoon Rips Through Cemetery; Hundreds Dead

[Did I read that sign right?]



"Outlook Express Tips"

In your Outlook Express Folders panel ...

----- **Outbox Folder** This is where your 'sent' emails are held awaiting delivery.

Open this to see if any emails you thought you had sent are still in there. If there's something in there after a while, double click on it to open it and read it.

If it's 'stuck' you may have made a mistake somewhere. Check the 'To' box and see if it's a valid email address - especially if you have pasted it in.

For example it may read `mailto@joesemail.com`
<mailto:mailto@joesemail.com>

----- **Sent Folder** To check over an email you have sent previously, open the folder and scan down. Click on an email to open it.

To delete a sent email RIGHT click on it and click Delete.

To delete ALL sent emails, click on Sent folder and click on Edit in top toolbar Select All Delete.

They're not permanently deleted of course, because they've been sent to your Deleted Items folder.

----- **Deleted Items Folder** To empty your deleted Items folder automatically when you close Outlook Express ...

Click Tools Options Maintenance Tab Select "Empty Messages from the Deleted Items Folder on Exit"

Click OK.

Done.

