BITS AND BYTES

March 2011

Newsletter of the Midland Computer Club

http://mcc.apcug.org/

GENERAL CLUB MEETING 7:00 P.M.

4th Wednesday of the month at the
Midland Community Center
2001 George St., Midland, MI

This month's date:
March 23, 2011

This month's topic:
Ann Jarvis from Grace A. Dow Memorial Library will present information on eBooks and how to access Library resources via the internet.

What you missed!
February meeting: PC System Tools—Howard Lewis. Slides are available on the Club website under Club Happenings.

Upcoming Activities:
April meeting: Joe Lykowski — photo editing with Adobe Photoshop Elements.

Program Coordinators
Howard Lewis lewis3ha@chartermi.net
Bill Tower   stressed@tir.com

Please let Howard or Bill know of topics you would like covered at future meetings.

President Piper's Ponderings...
Let's talk about Charter, our local cable provider. If you want high speed internet access, you must deal with either Charter or ATT.

Charter has begun limiting the upload/ download limits for its customers. This is probably a good thing; it prevents a few from hogging all the bandwidth. In the course of relocating my web domain, I had reason to believe that I might bump up against these Charter bandwidth limits.

So this is what I found out. All of what follows is listed on charter.net. I verified these facts by talking to a live representative at Charter. Charter defines three levels of service: Lite, Basic and Ultra. These three services are defined by speed: 12, 18 and 25 Mbps. The monthly load limits are: Lite – 100 G, Basic – 250 G and Ultra – 500 G. My service is defined as Lite, for which I pay $40/month plus a $5/month modem fee. Basic adds $10/month to the cost and Ultra adds $25.

I would assume that downloading of movies is the major bandwidth consumer. A regular movie is 2 G, but a HD movie can run 8 G. Charter claims that their limits only affect 1-2% of their customers.

Charter's limits are on a monthly basis. A new month resets the meter to 0. If you exceed their limits, they warn you. If you get three warnings, you will be cut off, maybe for as long as six months.

My understanding is that the dish companies have not yet penetrated the internet market. However, the phone companies offer unlimited data packages that tempt some folks into dropping their cable. The minimum cost is $80/mo ($50 for a phone contract + $30 for a data package). Then there is the 3G/4G service issue, for which there are no standards or compatibility. Sounds like a possible topic for a discussion.

(The above comments are the opinion of the author and do not necessarily reflect the views of the Midland Computer Club.)

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Board Meeting

Next board meeting will be
7 p.m., April 12, 2011, at
Chapel Lane Presbyterian Church,
5501 Jefferson Ave., Midland MI

Useful, useless and strange (in no particular order) Web Sites (submitted by Howard Lewis):

www.fivethirtyeight.com
This site claims to be agenda free, although it is part of the *New York Times*. Their stated aim is to cut through the clutter of this data-rich world, although whether you agree with this view probably depends on your view of a specific topic. They provide "rigorous analysis" of various topics ranging from U.S. and world events to business, arts and sports, largely through statistical means.

http://savvysenior.org/
This is a site devoted to helping seniors to get the most out of their lives by providing news and resources to assist seniors.

www.cheapism.com
Want to buy something that will last as long as possible for as little as possible? This site will try to help. They offer reviews and recommendations on hundreds of products.

http://tinyurl.com/29gv4h
http://tinyurl.com/cgr7zq
For those who didn't know it, March 14 was Pi Day.

http://tinyurl.com/6zr6ex5
http://tinyurl.com/6xg322f
Here are a couple of videos on the recent massive earthquake and the tsunami off the coast of Japan. These are rather scary videos. The first video doesn't took bad, but wait until near the end as it gets really interesting!

Membership Enrollment Form

NAME _____   PHONE _____

ADDRESS _____

CITY _____   ZIP _____

EMAIL ADDRESS _____

Membership dues   FAMILY ($20)   STUDENT ($15)   New Member ____   Renewal ____

Please fill out the above form and mail it along with payment of check or money order to :

MIDLAND COMPUTER CLUB   Attn: Membership Chairman
1816 Bauss Ct
Midland, MI 48642-4023

You may also pay for membership at a regular club meeting
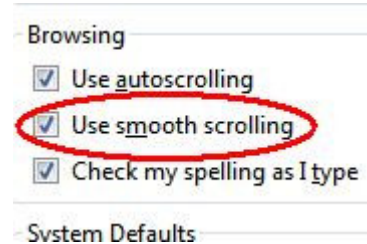
Tips, Tricks & Techniques

If you have a scroll wheel on your mouse, you can use it to scroll through long documents or web pages, without having to click the scroll bar on the right side and drag the mouse.

If using a notebook computer, check Mouse properties under Control panel to determine if one or two-finger, horizontal and/or vertical scrolling is available for the touchpad.

Using the mouse scroll wheel in web pages can be choppy but these options may help.

Enable Smooth Scrolling In Mozilla Firefox:
1. Start Firefox.
2. Click *Tools, Options*.
3. Click the *Advanced* icon, then look in the Browsing section.
4. Check *Use smooth scrolling*, then click *OK*.

There are add-ons for Firefox to make scrolling even smoother: (You would only want to install one of these. The add-ons are free but the developers do request donations to support their work).:
SmoothWheel
    https://addons.mozilla.org/en-US/firefox/addon/smoothwheel/
Customize SmoothWheel
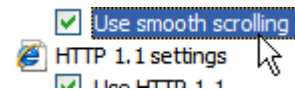http://www.howtogeek.com/howto/3352/enjoy-customizable-smooth-scrolling-in-firefox-with-smoothwheel/

Yet Another Smooth Scrolling
    https://addons.mozilla.org/en-US/firefox/addon/yet-another-smooth-scrolling/

Enable Smooth Scrolling In Internet Explorer
1. Start Internet Explorer
2. Click on the *Tools* button in the toolbar then select *Internet Options.*
   (If you don't see *Tools* button, press the Alt key)
3. When the *Internet Options* dialog box appears, select the *Advanced* tab
and scroll down to and check the *Use smooth scrolling* option.
4. Click *OK* to close

ARTICLES IN THIS ISSUE

A Happier, Longer Life? Volunteer!

By Sr. Dorothy Robinson, Editor, Olympia Microcomputer Users Group, WA
December 2010 OMUG News
www.olymug.org / newsletter (at) olymug.org

Although there may be some situations where volunteering would not necessarily get you a longer, happier life (any veteran could fill you in on that), there are now studies showing that people who volunteer at least two hours a week do in fact receive health benefits from volunteering.

According to an article by Adam Voiland at http://health.usnews.com a 2007 report which drew on the results of 30 studies said volunteering can indeed be good for your health. Voiland says the report indicates that "people who volunteer enjoy longer lives, higher functional ability, and lower rates of depression and heart disease."

Volunteering keeps a person active and interested, as well as helping stay connected with other people.

Voiland quoted Steven Post, director of a research group at Case Western Reserve University that focuses on the "scientific study of altruism, compassion, and service," as saying, "The helping impulse is very fundamental. When it is locked off we do not flourish."

If we look around, there are friends, neighbors, and family who could use a helping hand now and then. There are also nonprofit organizations whose mission is to help people. You may be belong to one. In fact, if you're reading this newsletter, chances are you belong to The Olympia Microcomputer Users Group.

Any group needs leadership, and OMUG is no exception. All our officers and key members are volunteers, and if you talk to any of them, my guess is that you'll find they enjoy taking an active part in our computer users group, keeping it alive to fulfill its mission.

OMUG's purpose, according to our Bylaws, "shall be to provide a non-profit, educational, self-help organization for personal computer users; to cultivate cooperative relationships among computer users in our community; and to promote knowledgeable use of personal computer hardware and software."

Think about why you joined OMUG, and why you keep renewing your membership each year. Maybe you have computer expertise to offer and you enjoy helping others. Maybe you don't know a lot about computers and are looking for help. Whatever your reason, computer expertise, or lack of it, is irrelevant to participating in leadership of our group. People with many different lives, leisure and work experiences have served as OMUG officers. You can, too.

An App – What it is and What it does

By Sandy Berger, Compu-KISS - www.compukiss.com - Sandy (at) compukiss.com

An app can be found on the iPhone and the iPad as well as many other smart phones and tablet PCs. In fact, Apple's introduction of the idea of apps in 2008 is what made smart phones and tablet PCs so popular. Up until that time, we were all used to full-blown programs like those that run on a computer. Most of these programs contain millions of lines of code, have numerous functions, and have menus that open up to reveal a multitude of choices.

In contrast, an app is a little mini program that has one basic function. It is an expression in simplicity. A good app does only one thing and it does it very quickly and easily. There are no

nested menus and there are very few choices to make. One similarity between a full-blown program and an app is that both can be started by an icon that you choose by using a mouse or by pressing your finger on the screen.

One of the best things about apps are that they are easy to use. The true beauty of the apps, however lies in their variety. There are hundreds of thousands of apps, but you don't have to use them all. You can choose only the ones you want. A computer program may be able to handle 100 different functions. Even if you only want to use one of those functions, you still have to install the entire program. Apps are different. You only install the ones you need.

However, like computer programs, apps are specific to an operating system. For example, a program that is created for the Mac will not run on a PC. An app that was created for the iPhone will not work on an Android phone. Each operating system has their own App Store or Marketplace where you can download apps. Many apps are free. Many are under $2.

Right now there is a large selection of apps for the Apple iPhone and iPad at the iTunes App Store. BlackBerry, Google (Android), Microsoft, Nokia, and Samsung all offer apps through their own app storefronts.

If you have never used a smart phone or a tablet PC that uses apps, you will be amazed by the sheer number and variety of apps. Apple has over 300,000 apps in their App Store. Google has more than 200,000 in their marketplace.

Because of the wide variety of apps, it is difficult to talk about them all, but let me give you a quick idea of what an app can do. Using an app, you can you express your artist abilities, play the piano, or visit with your Facebook friends. You can turn your phone into a level to get that picture straight, or turn it into a light saber and become a savior of the universe. There are apps to let you play games, find recipes, read news, get stock quotes, follow sports, shop, and compare prices. There are apps that help you relax, time the seeping of your tea, identify any song, tune your guitar, and even match the color of any object to a paint color.

Yes, there is an app that will help you do almost anything. And people are using these apps in numbers that seem almost unimaginable. The Apple app store opened on July 10, 2008 and they have already had over 10,000,000,000 downloads. The wild popularity of apps will entrench that word in the technical dictionaries for many years to come.

Dick's Clicks
By Dick Ramette, President, Computer Club of Green Valley, AZ
February 2011 issue, Green Bytes - http://ccgv.apcug.org - Rwramette (at) mindspring.com

"Sam" likes being technophobic. He grew up happily without PCs, cell phones, and credit cards, and is amused by those who flaunt their myriad electronic devices. He quotes Clifford Stoll: "Why is it drug addicts and computer aficionados are both called users?" But, in reality, there is no such thing as a "nonuser," because of how computers permeate most aspects of modern society.

(Dick's Clicks - Continued from page 5)

Sam's not impressed with how stores use computers to scan price codes, manage inventories, and arrange for shipping. He's uninformed about how modern medicine is highly digitized, from storing personal records to advanced diagnostic tools, as are all bank accounts, newspapers, magazine subscriptions, telephones and public library accounts. Travel relies on the computers of hotels, restaurants, cruise ships and airlines, and all newer cars are governed by built-in computers. The USPS and the phone system could not function well without computers, nor could law enforcement and fire fighters. Even the aerobics machines in GVR fitness rooms are computerized.

At the other extreme from Sam are the true technophiles, like the few elites in CCGV, whose computer expertise dwarfs that of the typical user. Nothing will do except the latest version of hardware and software. Some golfers are even using GPS devices to plot strategy during a round.

I'm more in the common mainstream, I guess. My two computers do enrich my life on a daily basis. My son in Wisconsin sent me an email with a video of wild turkeys near his property, and I was able to inform him, thanks to Google, that a group of turkeys is called a gang, a posse, or a rafter. See: http://www.thealmightyguru.com/Pointless/AnimalGroups.html.

I enjoy the Astronomy Picture of the Day, my favorite comics (those not included in the AZ Star, like Judge Parker), opinions on NYTimes and Huffington Post, and I sample the thousands of reader comments. I play Wordscraper with a daughter and a grandson, but do nothing else with Facebook. I download the NYT crossword, check movie reviews on http://www.imdb.com, look at political cartoons on http://www.washingtonpost.com, and note obituaries on http://www.gvnews.com. All my Pima Library reserves are by computer. I have links to the menus of my favorite restaurants.

I use Open Office spreadsheet to keep statistics for the GVR Shuffleboard Club, and I manage my photo collection with Windows Explorer and Photoshop Elements. I'd hate to do without email.

I'm content with Wordpad for writing things, including this column. I still write useful little programs using the antiquated QBasic. I measure my walks by GPS. But I ignore Skype, Picasa, Windows 7 and online banking, though I do order stuff from http://www.amazon.com.

With my new BFF, the iPod touch, I play the Scramble word game, listen to music, take photos and go online. I marvel that such technology can be bundled in such a small package: it holds my lifetime music collection and my lifetime photo collection. And, as we heard at the CCGV meeting in January, the Apple iPad is even more amazing, now with 300,000 apps.

This month I bought a Blu-Ray DVD player and a 50" plasma TV, and I'm astonished by all the functions that were not available on my 22-year-old Sony, including wireless access to all the photos on my computer, and free streaming of Netflix movies. The old Sony still works, so make an offer.

And yet—and yet—I know that many among us, like Sam, are living happy and rich, productive lives at a more leisurely pace, without the comfort of a personal computer. Recently an AP story told of a NY mother who "unplugged" her kids for six months, with clearly beneficial effects on grades and use of spare time. Kinda like the way we all were three or four decades ago. I imagine them having coffee with friends, hanging out at the library, reading books, writing hand-written letters, enjoying family phone calls, pursuing all sorts of personal hobbies, blissfully unaware of all the richness of living in a computer-dominated world. And they don't send $600/year to an ISP. Should I pity them in their technical austerity? Or should they pity me, for embracing the Church of Google?

Quotes of the month:
"Computers make it easier to do a lot of things, but most of the things they make it easier to do don't need to be done."
Andy Rooney

"There is a computer disease that anybody who works with computers knows about. It's a very serious disease and it interferes completely with the work. The trouble with computers is that you 'play' with them!"
Richard P. Feynman

"No one ever said on their deathbed, 'Gee, I wish I had spent more time alone with my computer'."
Danielle Berry

Drop it in the Box: Dropbox, what it is, how it works
By Jo Grazide, Leader, Word Processing Workshop, Brookdale Computer Users Group, New Jersey
February 2011 Issue, Bug Bytes - http://bcug.com - gio520 (at) gmail.com

What is Dropbox?
Suppose you were able to save work without using a flash drive, a disk (CD or DVD-R or RW), or an external drive, or even email, and move files between your laptop and desktop? For many years, I, like so many of us, had developed methods and procedures to upload, download, and save documents, music and pictures to a storage device, only to have to rely on memory to locate it afterwards. Another irritating problem for me, especially when I was working, was to identify the "latest" version, so that an older file would not overwrite my work during a "Save As."

Enter Dropbox, a useful application that eliminates lots of work and uncertainty.

Dropbox is a free download that offers protection and convenience and is easy to use. There is basically no learning involved. You should, however, be familiar with Drag & Drop and Move vs. Copy. Why not give Dropbox a try and see whether this is for you.

I first heard of Dropbox during a meeting of my camera club. Some members seemed happy with it; there were no negative comments, leading me to investigate. Having a way to store photography files without worrying about loss or corruption seemed an ideal solution to the problem of travel pictures. I got to test this, when I maxed out the Dropbox folder at around 2 GB during a vacation in Boston. There are two ways to increase your storage capacity – you can purchase the program on a monthly or yearly basis, or you can have friends join the service and be rewarded a few more MB's up to a whopping 8 GB.

Get the App
To acquire Dropbox, you need to go to the website at www.dropbox.com. The download
is quick and easy. Just run it, and follow the instructions. There are six initial steps:

1. Take the tour
2. Install Dropbox
3. Put files in your Dropbox folder
4. Install Dropbox on other computers
5. Share a folder with friends or colleagues
6. Invite friends to join

(Drop it in the Box—Dropbox, what it is and how it works - continued from page 7)

It is necessary to install the program on all computers that you will be using. The setup is done on the website, and the instructions are easy.

In my case, this is my laptop and my desktop. As I move around with the laptop, to meetings or anywhere I use it, I'm able to save files as they are created, directly into the Dropbox folder, which sits in the system tray area. By clicking on its icon, Dropbox will provide easy and helpful commands.

In addition, I know that once I reach home, altered files will be available and updated on my desktop machine. They can be dragged into their proper locations on the storage drives. This has been extremely useful. Instead of dealing with two documents, a newer version and an older version, there is only one synchronized version.

Another nice aspect is that I don't have to worry about misplacing storage disks or flash drives, which does happen. I also would think that it lessens stress, as there is nothing to lose!

On the Website
There is plenty of information on the Dropbox website. There are videos and explanations of the synching process. Basically, anything that is put into the local folder is also recorded on the Internet. You can also access your files and upload them directly onto the Dropbox server.

It can be compared to using GoogleDocs or Windows Live Mesh. Collaboration, by the way, is possible. I haven't delved into this, because I simply need a way to move data between computers. If you want to learn more, you need to visit the Dropbox website and study this feature.

The Dropbox website has five tabs:
➤ "Get Started" walks you through several chores before you can earn some extra space. This is simple and easy to understand.
➤ "Files" is the online list of your current Dropbox inhabitants, their sizes and the dates they were modified. You can sort each column by clicking on its heading. There are buttons here that let you do even more. A basic knowledge of file management is all you need to comprehend this part of the application.
➤ "Events" is a listing of various edits, deletions, and other information about your files.
➤ "Sharing" allows you to create a new folder to share, or share an existing folder. By following the prompts, you can identify who you want to share the folder with. In my case, I began typing my husband's email address, and it was prefilled for me. This would make it easier for multiple shares in a business or committee setting. Perhaps our next Board meeting minutes will appear in a Dropbox folder! I also found that once the shared folder appeared in my local Dropbox folder, I could rename it and manage it locally. A refresh caused the change to appear on the website immediately. I like this type of efficiency. There is no lag time, and information can be relayed quickly between computers.
➤ Finally, "Help" is all the rest. It seems that the Dropbox website is complete; you can spend much time learning about it. I would suggest that you jump in and try out the program; you can learn by doing as well.

There are a couple of things I would warn you about as a new user. If you simply drag and drop the file back and forth, it copies the file. You may want to right-drag and choose move to ensure you have the latest version of your work or photograph. Also, having a comfort level with storage online to some extent, and not adding things like your Social Security number or banking information, goes without saying. Aside from that, there are no problems I can see with using this reliably.

One Last Thing
I do have one favor to ask you if you do join Dropbox; please use the link! It will enable both of us to get some extra space, a great reward and well deserved!
The link to join on my behalf is http://db.tt/sHvgWQp. I promise I will not waste that space!!!!!!

System Requirements
Hardware: At least 512MB of RAM; free space on your computer equal to your Dropbox storage quota.

Software:
• Windows: Windows 2003, Windows XP, Windows Vista, and Windows 7 (32 and 64-bit).
• Mac OS X: Tiger (10.4) or later.
• Linux: Ubuntu 7.10+ and Fedora Core 9+.
• Also iPhone iOS 3.1, Android 1.5 and Blackberry 4.5.

Pricing: Up to 2 gigabytes of free storage space; DropBox 50, up to 50GB storage for $9.99/month or $99/year; Dropbox 100, up to 100GB storage for 19.95/month or $199/year.

For more information: https://www.dropbox.com/plansproducts/desktop

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E-mail Hacked? An Ounce of Prevention…
By Lee Seidman, Vice President, Business and Professional Microcomputer Users Group, Inc. (BPMUG), CT - February 2011 issue, The Help Key - Man (at) yahoo.com - www.bpmug.org

Recently, some unsuspecting e-mail users may have experienced dismaying and shocking notifications suggesting that his or her e-mail has been hacked and used to send spam (or worse), even if the e-mail system is web-based rather than downloaded directly to one's computer via a local application like Microsoft Mail, Outlook, Outlook Express, MacMail, Entourage, Thunderbird, etc. (and hence, susceptible to operating system-level vulnerabilities). The primary suspect is the password used to access the account.

People tend to try to keep things simple by using the same password to access a variety of sites, but at the risk of security. People's e-mail account password should never be used for any other account or web site. Generally, e-mail can be compared to a postcard; although the message is destined for a particular recipient, it has the potential to be read by anyone as it traverses the Internet. Additionally, if one joins a web site that requests a password to subscribe, a confirmation e-mail is often generated clearly presenting the username (often an e-mail address) and the proper password. The postcard analogy applies to that non-encrypted e-mail – it is open for anyone to read. A typical malicious-minded hacker (the "Black Hat") who either intercepts that e-mail or accesses that web site's consumer database would first attempt to use that password associated with that e-mail address to access the e-mail account. For example, if someone is whomever@aol.com registers to join community web site or message board site-whatever.com, generally he or she is asked to use his or her e-mail address as the user name. Site-whatever.com will ask the person to generate a password and often will send a confirmation e-mail identifying the username and password in clear text (meaning it is not obscured). The first thing a third-party (in other words, someone who is not the subscriber or a representative of the web site) may try to do is use the password contained in that e-mail to access whomever@aol.com itself.

Once a hacker with bad intentions gets into the e-mail, he or she may start slowly to not get noticed, however, it does not require much effort for the "Black Hat" to change the password AND security

questions (for password resets) to effectively lock the account owner out of his or her own e-mail. If nefarious activity is suspected to take place with one's e-mail account:

> Inform those in your contact list of the circumstances, preferably by voice or an alternate e-mail account and make sure they understand not to engage the questionable content (usually seeking money in one form or another – especially via embedded hyperlinks); get as much help to act as quickly as possible as time is of the essence and everyone in that contact list is potentially at risk since they trust the e-mail is coming from you when in actuality it does not
>
> Change the password to access the e-mail account (and make it complex and very difficult to guess)
>
> Change the security questions to change the password
>
> Notify the e-mail provider
>
> If this is a commonly used password for online financial transactions (banking, purchasing, etc.), change the password for those e-commerce sites
>
> Keep all correspondence between the "Black Hat" and any contacts as evidence
>
> If money is involved, contact local and federal authorities at the Internet Crime Complaint Center (http://www.ic3.gov/default.aspx), especially if the "Black Hat" actually defrauded someone out of money.

In general, it is a good idea to have an e-mail account for personal correspondence and a separate one for web-based subscriptions (or use a temporary/disposable e-mail address offered by the majority of providers). The key is to use distinct passwords; the online world can be a dangerous place in which to operate, but one's own behavior usually determines the level of jeopardy one will risk in such an environment. A little forethought can prevent a whole lot of hind-sight consternation.

Microsoft program stores all types of data

By John Weigle, Editor, Channel Islands PCUG, California - January 2011 issue, The Outer Edge - www.cipcug.org - jweigle (at) vcnet.com

Microsoft's OneNote was one of the subjects discussed by Toby Scott, Channel Islands PCUG Technical Advisor, at their December 2010 program in December.

OneNote has been compared to a three-ring binder as a place to store all types of information in a searchable form. But it's far more useful than just a binder full of paper, as Scott showed in the demonstration.

OneNote first appeared in the Microsoft Office suite in 2003, but not in all versions, he said. It was in most of the versions of Office 2007 and is in all of the 2010 versions, including Home and Student. It is also available as a stand-alone purchase for about $75.

OneNote is the perfect place to store "a tremendous amount of random stuff" in notebooks that can all be examined with a single search, Scott said. Each notebook can have tabs to further divide the information.

Notebooks are listed on the left, and the tabs for a notebook run across the top of the program. Pages can also have sub-pages.

"I probably have 10,000 notes of one kind or another I'd like to be able to get to and some of them I can't find anymore," Scott said. OneNote becomes a central depository for this kind of information, he said.

A notebook could cover plans for a trip, he said. When the trip is over and you don't need it anymore, you can delete it with a right click.

(Microsoft Program Stores all Type of Data—continued from page 10)

The program is quite flexible, he said, because "you can enter data into OneNote almost any way you can get information into a computer." You can cut and paste information, import Word and Excel documents and copy and paste text from an image (for example, a screen shot). Text in an image is searchable.

OneNote wants to tie into SkyDrive, Microsoft's "to the clouds," he said. It gives you 25 Gig of storage but you cannot store files larger than 50 Meg. Stored items can be personal (private) or shared. Users who put information in a shared folder are immediately asked if they want to send e-mails to notify people that the information is there. Anyone can see the shared files, but they can be password-protected to limit access, he said.

It's also possible to copy entire Web sites, and, while the format of the page does not remain, all links remain live. Those who put data in a shared file can give users permission to edit it, but they, not those who visit the shared folder, have the power to limit and grant access permissions.

The cloud version of Office, which includes Word, Excel, PowerPoint and OneNote, can be used from SkyDrive.

Information entered in OneNote is saved immediately so users don't have to remember to save before closing the program.

A search in OneNote looks through all notebooks, lists where the term is found and highlights it in the opened notebook.

Hundreds, if not thousands, of templates are available for OneNote users, including ones for home, school and business. But, Scott noted, "Not all free template downloads are useful."

Text can be saved from many pictures, such as a screen shot of a DOS box, and copied to another spot in OneNote. A search will find the information in the image whether you've copied it out to text or not (the highlight was hard to see on the DOS screen shot, however). This does not work on heavily artistic graphics, like the CIPCUG logo on the society's Web page, however. "There are limits on what you can pick up," he said.

OneNote also defeats attempts to make copying a Web page impossible, Scott noted. In Vista and Windows 7, you can use the clipping tool to mark the portion of the Web page you want and paste it into OneNote, where it's instantly searchable.

Scott also showed a notebook for work where he stores information on problems that are repetitive but don't come up often enough so fixing them becomes automatic. He stores fix-it information in the notebook and can then search for words matching the problem. He can store registry fixes and similar information, keeping the links live all the time.

Another use, he said, is to gather pricing information from a variety of websites for airline tickets and so on, paste it into OneNote and compare all the data in one place. OneNote also adds a "Pasted from …" tag with information you paste from a website.

OneNote does not pick up CSS formatting and the background images on a Web page so it won't display the information the way you see it on the Web page. Information can also be copied from a PDF file, he said.

Spreadsheets imported from websites are readable, but they don't necessarily import in a spreadsheet format. Scott said that if he wants material from a spreadsheet to be imported into a different

(Microsoft Program Stores all Type of Data—continued from page 11)

spreadsheet, he copies the material into Note Tab Pro. He then does a search for two spaces and replaces them with a tab. He then pastes that material into a spreadsheet, and Excel uses the tabs to create new columns.

Windows Lab

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Déjà vu All Over Again

Yes, I'm writing the same article again. Why you ask? It's because we don't seem to learn from our past mistakes. I'm writing with six computers around me infected with various forms of Viruses, Trojans, and Malware. If your computer is running really slow, or suddenly you can't connect to the Internet, or you get popups saying you have viruses which can be removed if you send money, then you need to read this article. With the expansion of social networking, web surfing, malicious emails, and free music download sites, there are any number of places for the attacks to take place. So what can you do? Well here is what you need:

Security Software - no matter what you do online, you need protection. Most commercial security software covers antivirus, firewall, parental controls, and antispyware. These programs can usually be installed on up to 3 computers, and have a small fee to add additional licenses. You can also go the free route. Many Internet Providers such as AT&T, Cox, and Eatel provide free security software. Go to your provider's webpage and any free software should be listed. There are also free antivirus programs such as AntiVir, Avast, and AVG. My favorite place to get these programs is at: www.filehippo.com

Filehippo offers the latest versions which are easy to find. If you try to get the free version from the company's website, it's usually buried deep and hard to find.

Antispyware - the security suites and Antivirus programs now have built in antispyware. One program is not enough; you need to be proactive. My favorite program is MalwareBytes which is one of the best spyware and malware cleaners I have used. You can download it at Filehippo. I suggest that you install it, update it, and run it every couple of days. Other good programs are Spybot Search and Destroy, Ad-Aware, and SuperAntiSpyware.

Remember one rule though; you can install multiple antiSpyware programs but you can only have one antivirus program running.

Firewalls - these programs protect you from being attacked via your Internet connection. From Windows XP on, there has been a firewall built into the operating system, but it was weak at best. Newer versions of Windows are better, but there are still weaknesses. You can also get firewalls at Filehippo. You will have to train a good Firewall to let it know what you want it to allow in and out. This can tell you if there is some malware on your computer that wants to phone home.

The main thing you need to do is get adequate protection and make sure you keep it up-to-date. If your security software is out of date, it won't protect you. You must be suspicious of any email, and careful about what links you click on the Internet. If it looks too good to be true, it probably is.