



April Showers

Take a look at our website. We have a nice flyer there just waiting to be copied and distributed on a bulletin board somewhere or a business window. Do you know of such place? If so, make a few copies and spread them around. Helps other people and our club grow.

Note from the Editor

Back in December I put an article in the Newsletter saying that I was looking for some one to take over the Newsletter Editor position. I thought about Frank Verano who has been supplying me articles for the Newsletter. Frank is already doing a Newsletter for another organization.

I sent Frank an e-mail last week to see if he was about ready to take over the Newsletter. Following is the e-mail response I got from Frank:

"Hi, I am trying to get back to normal. This is sort of an update.

I was out of circulation for several days. Let me bring you up to date. I had to get my pacemaker replaced last week Wednesday (March 7th). The battery was running down in the 7th year of the pacemaker life. But something went wrong. The wire pierced the heart was shooting the pulse into a area that has a lot of nerves. It was very painful with jolts with each heartbeat. Certain positions of my body relieved me of the pain and the pacemaker was basically non functional. My heart was beating at 20 to 40 beats per minute for several days on it's own. I could handle that.

Continued on next column

Treasurer's Report February by Chet Hartley Monthly Income and Expenses, Mar 1 thru Mar 31,07

| | |
|-----------------|--------|
| Income: | |
| Contributions* | 688.00 |
| Bank Interest | 0.96 |
| Equipment Sales | 75.00 |

Total Income 763.96

| | |
|--------------------|----------|
| Expenses: | |
| Church Usage | \$200.00 |
| Newsletter Expense | \$11.96 |

Total Expense 211.96

Income less expenses 552.00

Continued from previous column

A week later (on March 14th) I was taken by ambulance to the St Bernadine hospital in San Bernardino where they had the facility to fix the problem. They open up the surgery of the previous week and reset the wire. It is working properly now. But if they could not fix it, I was going to have a surgery to open up my chest and sew up the hole in the heart.

I came home Friday (March 16th). I will get back into the groove as I feel better. All that time in hospital beds is not my idea of living. It is amazing how fast the body can atrophy with inactivity".

April 15 Beware

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Newsletter

E-mail your articles,
comments and suggestions
to:

EDITOR@ccmv.net

Web Page Address

www.ccmv.net

*Take a look , there is
a lot of good information
on the Web Site*

Meeting Time and Place

2nd and 4th Tuesday
9:00 a.m. to 11:00 a.m.
Seventh-day Adventist
Church
29885 Bradley Road
Sun City, CA

Tackling Common MSWord Problems

By Computer Tutor

A friend called to say she had received an MSWord document that had been typed in all capital letters, and asked if there was an easy way to convert it to traditional upper and lower case sentence structure. Yes, by selecting the target text and pressing F3 while holding down CTRL, all the caps will change to lower case. Press f3 again and the first letter of each sentence will be capitalized. Another F3 will return everything to all caps.

Another recent MSWord question: "Why don't pictures in my document print right along with the text?" The fix: go to Tools>Options>Print>Include with Document, and checkmark "Drawing Objects."

Still another MSWord printing problem I frequently hear is: "I typed a one page document, but a blank second sheet goes through the printer with each printout." This sometimes when a text document has had a number of edits that extended it to a second page—and then it got pruned back to one page. Unseen on the screen may be a collection of blank spaces at the end of the document that carry over to a second page. Pressing CTRL+END will send your cursor to the actual end of the document, where upon any unneeded blank spaces can be deleted.

Changing your margin settings is a simple way, if you want to print out a single-page document, and the piece overlaps onto a second page. Go to File>Page Setup>Margins and change the 1.25-inch side margins to, say, 1.1 inches. Alternatively, you could choose a smaller and/or narrower font to squeeze everything into the default margins.

The most frequent MSWord complaint I hear is: "I typed the numeral 1, pressed TAB, and typed in some text. Then when I pressed ENTER, a 2 appeared and my cursor tabbed over to line up under the previous text without my asking it to. Now I can't get back to my normal paragraph settings."

This is just one of MSWord's many AutoCorrect functions. When it sees a single character typed, followed by TAB being pressed, it assumes you want to create a list of indented paragraphs beginning with left-aligned sequential numbering (or lettering, such as A, B, C).

This feature can be disabled by going to Tools>AutoCorrect>AutoFormat. As you Type and deselecting Automatic Bulleted Lists and Automatic Numbered Lists.

Then click AutoFormat and deselect Automatic Bulleted Lists.

If you later decide you want to create some numbered indented paragraphs, type your first numbered paragraph, select it, go to Format>Bullets & Numbering, and make your style choices. Each subsequent ENTER will begin a sequentially itemized paragraph to match the first one. To break the cycle, go to Format>Bullets & Numbering, and choose NONE.

Frequent users of MSWord should also go to Tools>Options>General>Recently Used File List, and choose 9. This will make your most recently edited none documents quickly retrievable under File. (The default setting is only 4)

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Teachers & Assistants
Various CCMV Members

Sign Up for a Class TODAY!
at
Any Computer Club meeting
or the
Kay Cenicerros Center

Computer Club Class
Room Located at

Cherry Hills Country Club
At the West End of
Cherry Hills Blvd

Beware of SpywareBot!

By Frank Varano

I like to think that most of you have downloaded and installed Spy-Bot. The probability is high that you thought you did and you got SpywareBot instead. Why? Let me explain the neat little trap that SpywareBot put in Google.

For me it is far easier to just enter a word in Google when I want to find something. In one particular case recently I was working on a computer for a friend. I entered SpyBot in the Google search bar. And I fell into the trap. The first (sponsored) entry was SpwareBot using much of the same language that Spybot uses. The next two (also sponsored) were Spybot.

I carelessly clicked on SpywareBot and before I knew what happened, it was installed on my friends computer.. The web page was not familiar and I realized my mistake. Red faced, I uninstalled it promptly and then returned to the Google page and downloaded and installed Spybot.

Following my usual procedure I updated it and then ran to catch the spies on his computer. The reason for being at his house was apparent. SpyBot found about 30 spies or whatever they are. I guess the new word now is `malware.

However, imagine my surprise when I saw that many of the spy entries found by SpyBot were SpywareBot files including an executable file! I thought I uninstalled it! You can't even trust Google any more.

E-mails

Submitted by Gary Skills, former club member, now in Oklahoma

Do you wonder why you get viruses or junk mail? Do you hate it? Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses and names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every e-mail address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. How do you stop it? Well, there are several easy steps:

- (1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You must click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

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I Confess!

by Frank Varano

We don't need a confessional booth for this confession. I confess that I have been using the same password for just about everything. It is stupid. I also confess that I am stupid. However, it is easy to remember and it is a pattern of number which is only known to me and for practical purposes is random to a casual observer. I am not satisfied, however. I felt for a long time that there is a better way for most of us lousy-memory mortals to have a different password for all the sites that call for it. I'll tell you about it in a moment.

There are all kinds of password generators. I think there is one in XP. But the problem is that each one is completely unique in the sense that each one was randomly generated. (Each one is statistically independent of another.) All that is nice and wonderful but is it really needed? I'd say no. The problem with such a password is that you absolutely must have a method of retrieving any one of them. For example, a randomly generated one like X3rJ*6bl has no relationship to 9H<9r\$sA, another randomly generated one.

Most of the password needs are not critical. The important ones are those which pertain to your financial matters and special non financial files or websites. You know your own needs.

Here is my suggestion for a pretty secure password system. First, create one random password. It doesn't actually have to be a random sequence to make it relative secure as you will see in a moment. Next, secure it so that you know where it is (if you don't want to commit it to memory.) I suggest that you put it on a 3X5 card under your keyboard and another place, any place. At least two places and your head. Let's call this the core password (CPW).

But in my scheme it isn't a complete password yet. To make it your first unique password add a key letter (or a key number) *to the front* of the password to make it a password for a specific site. You can add the key letter (or key number) *to the end* of the CPW to make it a second password for another site. You can also add a key letter or number to both ends of the CPW. The only information you have to log is the key letters (or key numbers) that goes with the CPW. You can keep your list of keys out in the open for quick reference and without it the CPW it is meaningless to any casual observer.

How many passwords can you have with this system? Just about all you want. Using a key letter (or key number) in front *and* a key letter (or key number) at the end of the CPW you can have approximately 26 factorial as the number of passwords. To calculate the factorial, multiply 26 X 25 X 24, etc. which is a reasonable number of passwords. I say approximately because you can use numbers as keys also and perhaps other characters but using letters only gives you 26 factorial.

Of course, you *must* keep the CPW secure but it is only one random sequence to keep track of. And as long as the CPW and the key letters are kept separate you are relatively safe. It is a good compromise between a totally random (and I consider unnecessarily complicated) password to one that is relatively secure and still easy to maintain.

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- (2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: fields for adding e-mail addresses. Always use the BCC: (blind carbon copy) field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail addresses. If you don't see your BCC: option, click on where it says To: and your address list will appear. Highlight the addresses and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients in the "TO:" field of the people who receive it.
- (3) Remove any :FW" in the subject line. You can re-name the subject if you wish or even fix spelling.
- (4) ALWAYS hit your forward button from the actual e-mail you are reading. Ever get those e-mails that you have to open 10 pages to read the one page with information on it? By forwarding from the actual page you wish someone to view, you stop them from having to open many e-mails just to see what you sent.