The Computer Link

January 2001

The Newsletter of the Northern Neck Computer Users' Group

NNCUG Officers

Al Brittle, Pres.
(804) 462-7023
brittle@crosslink.net

Rick Crawford, V. Pres.
(804) 438-5555
rcrwfrd@crosslink.net

Camille Bennett, Sec'y
(804) 435-1929
cbennett@rivnet.net

John Parr, Treasurer
(804) 333-3867
parr@crosslink.net

Cliff Freeman,
Member-at-large
cfree@crosslink.net

The Computer Link
Betty Lehman, Editor
435-2011
blehman@crosslink.net

Jerry Lehman,
Associate Editor
gbdev@crosslink.net

NNCUG URL:
http://www.
nncug.org

Send Newsletter
submissions to:
blehman@crosslink.net
➔DEADLINE⬅
for NEXT ISSUE,
15th of MONTH

NEVER RETYPE *something that's been typed before....or....*
How to use Copy/Cut & Paste
by Coco Johnston

If you are new to computers, and you don't know how to move blocks of text or graphics from one document to another, or from one place in a document to another, you need to read on. The great thing about PCs is that you NEVER have to retype something that's already been typed.

When you get information (or a joke or story) in an email, and you want to send it to someone else without all those previous addresses attached to it, this is a solution to that problem. If you have a photo or picture in one place on your computer or a Web site, this trick will move it anywhere else (into a document or a new email message).

It's called CUT & PASTE or COPY & PASTE. The difference between cutting something and copying something is quite simple. CUT means to remove it from where it is. COPY means to leave the original where it is and make a copy of it for transport to another location. PASTE is what you do when you place it in a new location.

Four simple steps will move text (or graphics) from one place to another.
> Highlight the text you want to move
> Cut or Copy the highlighted text
> Place the cursor in the new location where you want the text
> Paste the text in its new location

There are four ways to **copy & paste or cut & paste**. All four do the same thing, but they were developed by people who are accustomed to using the computer in different ways.

Keyboard method (you never have to fight that mouse)
Highlight: with your cursor at the beginning of the text, hold down the Shift key, and tap the right arrow key until you have highlighted the text you want (you can also arrow back, up, and down to highlight in any direction)
To Copy: hold down the Control key and tap the letter C (called Ctrl + C)

Don't forget…………NNCUG Board elections are coming up in March 2001………the Nominating Committee will be calling on members to ask if they would be willing to serve on the Board. PLEASE give this a lot of thought. YOUR organization is successful as a direct result of YOUR support!

To Cut: hold down the Control key and tap the letter X (called Ctrl + X)

Place your cursor where you want the text to appear (this may involve opening another document)

To Paste: hold down the Control key and tap the letter V (called Ctrl + V)

Quick recap:

> To Highlight: Shift + arrow
> To Copy: Ctrl + C; or Cut: Ctrl + X
> > Place cursor where you want the text to appear
> To Paste: Ctrl + V

Mouse method (you never have to touch that keyboard)

> **Highlight**: place cursor at the beginning of text; click and drag the mouse to highlight the text
> **Copy or Cut:** right-click (a menu drops down) and left-click on your choice
> > Place cursor where you want the text
> **Paste**: right-click (a menu drops down); left-click on Paste

Menu bar method (the menu bar is the line of words across the top of your screen)

> **Highlight**: use either method above to highlight (to highlight the whole document, click Edit in your menu bar, and click Select All)
> **Copy or Cut**: select Copy or Cut from the Edit menu in the menu bar at the top of the page
> > Place the cursor where you want the text to go
> **Paste**: select Paste from the Edit menu

Icon method

> **Highlight**: drag mouse or use Shift + arrows to highlight
> **To Copy**: click on the Copy icon (2 pieces of paper) in your toolbar
> **To Cut**: click Cut icon (scissors) in toolbar
> > Place your cursor where you want the text to go
> **To Paste**: click on the Paste icon (clipboard) in your toolbar

When you cut or copy something, it is placed in a holding area called the "clipboard." You can't see the clipboard, but your data is there. It will stay there UNTIL you:

> 1…….... copy or cut something else
> 2…….... turn off your computer

You can paste what's on your clipboard over and over, as long as you don't copy or cut something else on top of it. The clipboard that comes with Windows 95 will hold only one selected item at a time.

You can copy or cut and paste large blocks of text, graphics, all or part of the text of an email, text on a Web page, graphics on Web pages, tables, and just about anything else a computer has on it. There IS a limit to how much material the clipboard can hold, but if you exceed it, you can possibly do it in several steps.

There is NO reason that a forwarded email has to have hundreds of names and headers included with the message. The only reason I can think of for leaving the names on is to show where the message has been. With COPY & PASTE, you can send your friends ONLY the message and not the email addresses of everyone in the Universe. This also will help cut down on spam (junk email). (NOTE: you cannot CUT text from an email or a Web page; you can only HIGHLIGHT/COPY/PASTE.)

One last tip: if you want to move a small amount of text or a picture just a short distance within the document you are in, simply highlight it and click and drag it with you mouse. This works best when the phrase or picture is being moved only within the area you can see on your screen.

Coco is the newsletter editor of The F1 Key, a publication of the F1 Computer Users' Club in Shell Knob, MO.

Editor's Note: You're welcome to use this, but I would like a copy of the newsletter it appears in. Thank you.
This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization to which this user group belongs.

Please notify Coco Johnson via electronic or US Mail if this article is used. There is no restriction against anyone using the article as long as it is kept in context, with proper credit given to the author.

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HELP! Treasurer John Parr was busy helping set up the presentation and unable to tabulate member renewals. If you DID NOT receive a receipt for a CASH renewal, contact John. <parr@crosslink.net>

PUBLISHER SIG GROUP report

The subject for our December meeting was announced as "Church Bulletins", but when the five of us congregated at the Church Resource Services building, technical problems were advanced and the group proceeded to examine the uses of differing resolutions on multiple peripherals and the results on several types of paper.

It was most interesting to see the difference between a 2400 and a 600 dpi production, for instance, on glossy as well as plain papers, and all resolutions have to

be considered. You can't get 2400 resolution when the end processor, the printer, can do only 740.

We also examined the problem of IRQ conflicts when installing hardware, as well as assigning an application the task of opening a file it is not qualified to...and how to get back to assigning it to the correct application.

We will still hold January 11th's meeting open for coverage of creating Church Bulletins as previously announced.

Hope to see you then.

Betty Lehman

(This has been around on the Internet for some time without attribution. At our club we sometimes run articles from the web, and credit them "Anonymous, from the Internet". Although we're prepared to run an apology and a credit in the next issue of the magazine if someone claims authorship, so far we've never had to.)

The Ultimate Urban Legend!
Anonymous, from the Internet

I was on my way to the post office to pick up my case of free M&M's (sent me because I forwarded an e-mail to five other people celebrating the fact that the year 2000 is "MM" in Roman numerals) when I ran into a friend whose neighbor, a young man, was home recovering from having been served a rat in his bucket of Kentucky Fried Chicken (which is predictable since, as everyone knows, there's no actual chicken in Kentucky Fried Chicken, which is why the government made them change their name to KFC).

Anyway, one day this guy went to sleep and when he awoke he was in his bathtub and it was full of ice and he was sore all over; and when he got out of the tub, he realized that HIS KIDNEY HAD BEEN STOLEN. He saw a note on his mirror that said "Call 911!" but he was afraid to use his phone because it was connected to his computer and there was a virus on his computer that would destroy his hard drive if he opened an e-mail entitled "Join the crew!" He knew it wasn't a hoax because he himself was a computer programmer who was working on software to prevent a global disaster in which all the computers get together and distribute the $250.00 Neiman-Marcus cookie recipe under the leadership of Bill Gates. (It's true - I read it all last week in a mass e-mail from BILL GATES HIM-SELF who was also promising me a free Disney World vacation and $5,000 if I would forward the e-mail to everyone I know.)

The poor man then tried to call 911 from a pay phone to report his missing kidney but a voice on the line first asked him to press #90 which unwittingly gave a bandit full ac-

cess to the phone line at the guy's expense. Then reaching into the coin-return slot, he got jabbed with an HIV-infected needle around which was wrapped a note that said, "Welcome to the world of AIDS." Luckily he was only a few blocks from the hospital - the one where the last wish of that little boy who is dying of cancer is for everyone in the world to send him an e-mail and the American Cancer Society has agreed to pay him a nickel for every e-mail he receives. I sent him two e-mails and one of them was a bunch of x's and o's in the shape of an angel (if you get it and forward it to more than 10 people, you will have good luck but if you send it to only 10 people you will only have OK luck and if you send it to fewer than 10 people you will have BAD LUCK FOR SEVEN YEARS).

So anyway, the poor guy tried to drive himself to the hospital; but on the way, he noticed another car driving without its lights on. To be helpful, he flashed his lights at him and was promptly shot as part of a gang initiation. Send THIS to all the friends who send you their junk mail and you will receive 4 green M&Ms -- if you don't, the owner of Proctor and Gamble will report you to his Satanist friends and you will have more bad luck: you will get sick from the Sodium Laurel Sulfate in your shampoo, your spouse/mate will develop a skin rash from using the antiperspirant which clogs the pores under your arms, you will get deathly sick from not wiping soda cans with soap and water before drinking from them, and even if you do clean the can top carefully, the aspartame in the soda will give you multiple sclerosis... and the U.S. government will put a tax on your e-mails forever. I know this is all true 'cause I read it on the Internet.

(This article is brought to you by the Editorial Committee of the Association of Personal Computer Users Groups (APCUG), an international organization to which your user group belongs.)

(Editor: If you use this article, please inform Christopher Sarson at csarson@ibm.net. Thanks.)

BUGS AND VIRUSES: Which files are safe to open?

by Scott Spanbauer, contributing editor, PC World.

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If you were stung by the I Love You virus, you experienced one of the worst effects a virus can have: inconvenience. Whether the virus is pernicious or benign, cleaning it off your system takes time. Many viruses are capable of destroying data on your computer or stealing it from your PC, but most do neither and are written merely to prove the existence of flaws in the operating system or email software they infect.

Of course, much of the flawed software comes from Microsoft, which has triggered more than one Gates basher to call for a boycott of Windows, Internet Explorer, and Outlook as a way to ensure security. Whatever the merits of this approach, the issue is not that simple, and just switching to Linux, Eudora, or Opera won't protect you from every Internet security threat that's lurking out there.

Viruses can use various means to insinuate themselves into your computer--through a floppy disk, a program copied from a different PC, or software downloaded from AOL or the Internet. Alternatively, they may be introduced via a macro or other script file that runs within a standard application such as Microsoft Word, Outlook, Netscape Navigator, or Eudora. Ordinarily, you have to take some action to start a program, macro, or script running on your computer, but many viruses trigger the application automatically. Recently e-mail viruses have turned up that launch as soon as you view the message they are embedded in--no other action is required on your part.

Although the situation may sound hopeless, it is not. You can still use the software of your choice, and you can still open e-mail attachments. Here are several basic rules that can help you protect yourself from viruses.

Use antivirus software . I generally dislike installing utilities on my computer because they conflict with other programs and the operating system itself, and they make troubleshooting much more difficult. Antivirus programs are among the worst offenders, but just the same, most people should install one and keep that program updated. Doing so will protect you from the vast majority of viruses.

Skip this step at your peril. (Look for a feature on viruses and antivirus programs in December 2000's *PC World.*)

Update your software. In the last couple of years, software makers have become increasingly responsive to reports of security flaws in their software. The whole issue has moved out of the realm of obscure discussions buried in Usenet newsgroups and onto the pages of the *New York Times,* the *Wall Street Journal,* and of course, *PC World's Bugs and Fixes* column. These days, software vendors often post security fixes to their Web sites before a real-world threat has even materialized.

To update Netscape Navigator, select *Help, Software Updates.* To update Internet Explorer or Windows 98, 2000, or the new Millennium Edition (Me), choose *Start, Windows Update,* or cruise directly to windowsupdate. microsoft.com. This Microsoft site will determine what software versions you are currently running and will assist you in downloading and installing required updates.

Understand and use security settings. Most applications that host macro code or scripting languages have security settings that let you control when and how the scripts run. Know what those settings are and make sure they meet your security needs. In Internet Explorer, choose *Tools, Internet Options,* click the Security tab, and then select the Internet zone. Click the Custom Level button to browse security options, or click the Default Level button to make sure security is set to Medium. To find Netscape Navigator's security settings, choose *Edit, Preferences,* and then select *Advanced* in the Category window. Don't forget your application's macro security settings. In Word, Excel, or Outlook 2000, choose *Tools, Macro, Security,* and make sure your setting is at least Medium. If your Word files don't rely much on macros, choose High.

Another important security setting in Windows Explorer relates to file extensions that have been hidden on such file types as .vbs (Visual Basic script). Several Outlook e-mail attacks have tricked users into launching .vbs attachments by giving them names such as filename.jpg.vbs. Since the .vbs extension disappears, the file looks like a nonexecutable, nonscriptable .jpg image file that is safe to open. To protect yourself from this trick, open an Explorer window, choose *Tools, Folder Options* or *View, Folder Options* (depending on your version of Windows), select the View tab, remove the check from "Hide file extensions for known file types," and then click OK.

GENEALOGY NEWS.........

The Genealogical Society of the Northern Neck of Virginia will meet in the Court Room of the Lancaster County Courthouse at 10:00 A. M., January 20th. Refreshments at 9:30 A. M. in the Lancaster House, Mary Ball Washington Museum, Lancaster. Topic is "The Genealogical Resources in Lancaster County, Virginia" with emphasis on the Records Room of the Clerk of Court, the Library of MBWM, Cemeteries and Oral Information. Everyone is welcome.

Jon Baer proffers this information "A website, < www.freetranslation.com > exists which will turn German into English or English to German. (Other languages, too)."

Don't launch executable or scriptable files. Executable or scriptable file types include those with .exe, .com, . bat, .xls, .doc, and .vbs extensions. Your best bet is to scan all downloaded files for viruses before running them. If an arriving e-mail contains a Word (.doc) document, assume the document will infect your system. Don't open it until your antivirus software has scanned it and declared it vi rus -free. Just because the document comes from your boss or your mother doesn't mean it's safe. If you want to view the contents of a file without triggering any macros it may include, open it in Notepad or Quick View. Regrettably, the Quick View utility is not included in Windows 2000 or in Windows Me, but you can buy a third-party copy of Quick View Plus 6 from Jasc Software for $49 downloaded or $59 boxed.

The major shareware sites scan programs for viruses before posting them for download, and of course legitimate software vendors ensure that the applications they post to their Web sites are free of viruses. Software posted to pirate (so-called "warez") sites or newsgroups may be infected, however, and the pirated applications floating through such file-sharing systems as Napster and Gnutella must also be considered virus hazards.

Product Information:

Quick View Plus V 6 $ $49 for download, $59 for boxed version…..Jasc Software 800/622-2793

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Membership Report

NEW MEMBER- James F. Talbot

RENEW JANUARY 2001- John Bowles, Joe Forshaw, William Gibson, Loyal Lundergard, Harry Madsen, Chauncey Mann Jr, Warren Melhorn, Brandon Rohr, Bonnie Shelton and Dick Steelman.

RENEW DECEMBER 200- Eugene Brand, Willis Burton Jr, John Paige, Marian Reese, Barbara Rennie, Christer Sandstedt, Jane Scott, Richard Schultz, Mary Stewart.

PAST DUE….John Ash IV, Gene Bessette, Dan Brandon, Robert Du Prey, Frank Elliott, Susan Fallin, Ina Fuller, John Hussey, Randolph Jones, Fritz Kessinger, Micky Kirby, W. Lowery, Rosalie McDonald, H. Medows. James Salmon, and Tom Teeples, Virginia Ferre, David Herndon, Douglas Rogers, Jack Hutchinson.

Membership dues are $20 annually. Please send to:

John Parr, Treasurer, NNCUG, P.O. Box 10, Haynesville, Va. 22472

If you left money for dues or new membership at the table Saturday, Dec 11th, and received no receipt, please call John Parr 333-3867. It was not recorded!

NORTHERN NECK COMPUTER USERS GROUP
General Meeting Minutes…...Saturday, December 9, 2000

Al Brittle called the December General Meeting to order at 10:05 am, welcoming 74 participants, including 24 visitors. He reminded all to honor the Library's request that meeting attendees use the rear, gravel parking lot, and encouraged all to browse and select items from this month's overflowing "Free Items Table." Members are also invited to purchase, for $5.00, a CD containing over 200 shareware software programs compiled by APCUG as a fundraising offering for its member groups.

The Minutes of November's meeting were approved as published in *The Link.* The Treasurer's Report, as read, is available in the Minute Book.

Donations: Betty Lehman turned in the $100 bill she received from sale of a prize won at the FALL COMDEX show as NNCUG representative to NNCUG along with promotional items gleaned from the show's many vendors.—MANY THANKS, BETTY! Madeline Koehler has volunteered to be the person to receive donations of used software and/or equipment on behalf of the NNCUG. To make a donation, email Madeline at mkohler@crosslink.net for details.

CHANGES IN COMPUTER LAB SCHEDULE:
The **Northumberland Lab** is closed during December. It reopens January 8, 2001 on its usual schedule: Monday, Tuesday and Wednesday from 10 am to Noon each week.

The **Lancaster Lab** will close from December 25th until January 8th, if Church Resource Services building is open. Check the local paper for announcements on this.

RAFFLE WINNERS: Madeline Kohler (MS PhotoDraw), Chuck Brown (Windows ME: The Missing Manual), Harry Madsen (MS Money 2000), Bob Davis and Larry Van Doren (Mindshare T-shirts).

SIGs: *Publishing*: The Dec. 14th date published in the Rappahannock Record was incorrect. The next meeting will be January 11. Please contact Betty Lehman at blehman@crosslink.net for information about future meeting dates and topics. *Investments*: The group "Has gone South for the winter". *Genealogy*: In response to a vigorous show of hands, Al called for a leader to form an SIG on this topic, Mary Stewart having become unavailable. Ann Thompson volunteered to act as temporary leader to gather interested members' names and get matters underway. The program planning meeting of the group will be Monday, January 8,2001, at the Lancaster Public Library. Phone Ann at 804-580-8210 or email her at osprey@rivnet.net .

Our featured speaker, Jim Curlin, entertained us with an online program rich in detail and demonstration of Internet and software resources available for "Using Your Computer to Do Genealogical Research." With the caution that every piece of data found on the Internet needs to be independently verified, he whetted the appetites of would-be family tree builders and experienced geneal o-gists alike with visits to www.FamilySearch.org, www.RootsWeb.com, www.cyndislist.com, and his own family website. THANKS, JIM, for a terrific job!   MERRY CHRISTMAS & HAPPY NEW YEAR!
Respectfully submitted,Camille Bennett, Secretary

There will be a GENEALOGY program planning meeting at the Lancaster Community Library in Kilmarnock on Monday, January 8 at 2:30 PM.

The Computer Link

**Northern Neck Computer
Users' Group
P.O.Box 1213
Kilmarnock, Va. 22482**

Special Interest Meetings

*NNCUG GENERAL
MEETING
2nd Saturday 10:00 a.m.
Lancaster Community Library*

*WEBSITE DESIGN SIG
will meet at Church Resource
Center (computer lab)
info (804) 462-7898*

*INVESTMENT SIG
1st Thursday @ 1:00 p.m.
Lancaster Public Library*

*GENEALOGY SIG
TBA*

For just $5 per month your advertising can appear here

Coming Attractions

January 13th.................A state rep will discuss U.C.I.T.A.
February 10th...............TBA