



PLATEAU PC USERS GROUP, INC GAZETTE



February 2011

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 www.PPCUGinc.com

February 2011

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 17, Issue 2

This Month’s Meetings

February 4 at 1 p.m.
At FFG Community Church
Photo Editing Workshop

February 19 at 10 a.m.
At 127 S. Senior Center
Investment SIG

At 127 S. Senior Center
General Meeting

February General Meeting Canceled

February 24 at 1 p.m.
At FFG Community Church
Photography Club

Tip of The Month

Don’t Strain To Read This

Many of us spend way too much time squinting to read blurry words from a small device screen. This can lead to a number of health issues including headaches and blurred vision. However, technology manufacturers are trying to help out. Microsoft has developed a line of fonts, including Frutiger Linotype, specifically for hand-held screens. The font features open letters with plenty of white space between letters so it doesn’t look cramped.

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“FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members.

If you have something to give away, bring it in and put it on the FREE table. It's first come, first served. If you see something you want, help yourself.



Membership Dues and Expiration Dates

Membership dues are \$25 a year for a family, \$20 a year for an individual, and \$10 a year for a student 21 years of age or under. Your membership is valid for 12 months from the month you join (or renew your membership). Please pay your dues to the treasurer before the last day of your anniversary month. Anyone who is 30 days or more in arrears with membership dues cannot participate in the door prize drawings.

Corporate memberships are \$25 a year for the first two memberships and \$10 a year for each additional membership from the same company.

Our Club cannot exist without you, the members. Remember, you and your membership dues are important to keep the club functioning!

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves

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Investment Club	Bob Mohar	(931) 707-0434
Photography SIG	Jim Mansfield	(931) 484-6920

Up Coming Meeting

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on **March 21, 2011 at 3:00 P. M. at**
127 S. SENIOR CENTER

Program to be determined

Classes

Please send ideas for new classes to Alan Baker
(ambaker@citlink.net)

Cool Sites

Recent New Members:

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Investment Club

Meets the third Saturday of each month at 10 a.m. at the 127 S. Senior Center. The leader is Bob Mohar . Anyone interested should contact Bob at 707-0434”.

Pleasant Hill Group

The Pleasant Hill group meetings will be announced by the SIG Leader, Dick Riesz. Meetings are held in the Pleasant Hill Community House on Main Street across from the Pleasant Hill Post Office. All members are welcome and visitors from the Pleasant Hill area are especially encouraged to come.

Photography Club

The Photography Club, a PPCUG SIG, meets the fourth Thursday of each month at the Fairfield Glade Community Church at 1:00PM. Topics vary each month but we show and discuss member's photos each month. One or two "People's Choice" photos are submitted to the Glade Vista each month for publication. The SIG leader is Jim Mansfield.

A photo editing workshop is held at 1PM at the FFG Community church on the first Friday of each month.

PPCUG ISP

We wish to thank the following for providing ISP connections:

- Frontier for DSL at the 127 Senior Center and Fairfield Glade
- Multipro for dialup at Pleasant Hill

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the
Webmaster, Don Lewis
Webmaster@ppcuginc.com (931) 456-5352

Minutes of Jan. 2011 PPCUG Meeting

Question and Answer: Questions received from an audience of 31 members and 6 guests were answered by Carl Nordeen. One member remarked that she was having a problem with her replacement antivirus software. Carl reminded everyone to do a complete uninstall of the first software before adding a different software. You can only have one regular antivirus program and one firewall but you can use an on-demand software such as AVG. On the overhead screen, he demonstrated finding Microsoft Security Essentials (MSE) with a Google search and mentioned that it was better to download this free security software by using Internet Explorer to reach their website since both are Microsoft products. He stated that every time you launch software on your PC, you will find it has been recorded by Windows. The program, Event viewer, can tell you what has been successfully downloaded and what has failed on your computer. In the search box on the start menu, type in “event viewer” and click search.

It is also recommended to use Ccleaner software and a defrager program to clean up your hard drive. Both are available from Piriform.com. Another software Carl likes to use is called Recuva, available by typing recuva.com in your website address bar. These Software programs have manual or automatic updates depending on whether you are using a free or paid version.

The business meeting was cancelled due to the Board Meeting not being held because of inclement weather the previous Wednesday.

Program: Bob Willis, PPCUG board member and AARP tax coordinator, gave a slideshow presentation of what is new from IRS.gov and how to efile your tax return. Some forms for itemizing will not be available until mid-February but he reviewed the new tax changes for 2010 return and if there are additional changes to the 2010 tax law you can find them at www.irs.gov/form1040. For other people the form 1040EZ and 1040A is available. All of the current adjusted tax brackets will extend the tax cuts into 2011. The standard deduction has been increased to 11,400 for 2010 and 11,600 for 2011. A new law requires some paid preparers to e-file and your preparer may make you aware of this and the options available to you. By e-filing you have the proper forms selected, no math errors, data is transferred between forms and makes complex worksheets easier. Can file return two days later (April 18th) due to an Emancipation Day holiday in the District of Columbia. For information on the TN Hall Income Tax, go to www.state.tn.us/revenue and www.tennesseeanytime.org for up to date tax changes, one of which is all bank interest on the account is exempt.

Bob demonstrated doing a tax return online with Turbo Tax Free Form.

Sandra Goodyear was the raffle winner and received a flash drive.

Respectfully submitted by Joan Carroll, PPCUG secretary

Malware, Viruses, Trojans Defined

by Ira Wilsker

In the past week, I was called upon four more times to clean malware off of infected computers. One user had a major name brand antivirus program installed, running, and updated and could not understand how the malware had penetrated his antivirus software and contaminated his computer. He had purchased the antivirus software last fall from a big box electronics store based on the recommendations of a salesperson. He had been told that this particular brand of security software was the best as it was their top seller, and that antivirus software was all that he really needed. Based on that recommendation he plopped his hard earned money on the counter, went home, installed it, updated it, and blissfully surfed the internet, opened email attachments, downloaded software and music, and had just a jolly good time online until his computer gradually slowed to a crawl, and friends informed him that they were receiving spam emails from him. This user was perplexed, as his antivirus software was running, and indicated that it was updating several times a day. He just could not understand how 90 different malware programs had infected his computer. His problem started when he purchased inadequate security software; while the product he bought was excellent at protecting his computer from viruses, and some Trojans and spyware, it did not offer the all-inclusive protection of the comprehensive security suite offered by that publisher (and others as well) that would have only cost him a few dollars more.

There is a common misconception in user circles that viruses are the primary computing threat, as users have had heard about viruses for several years. Today, viruses are present, but a relatively minor threat in terms of prevalence. I did a quick analysis of the most common new threats recently listed by TrendMicro, and found that viruses only made up 4% of the new significant threats to our computing security. On the other end of the spectrum, Trojans made up 42% of the commonly seen new threats, worms were at 14%, backdoors at 14%, web based threats were at 6%, java script malware was at 6%, 4% were hacking utilities, 2% adware, and about 8% other threats. It is obvious that protective software that protects the computer primarily from viruses is failing to protect the user from the majority of contemporary threats; it is precisely this fact that led to this user's infected computer, despite his premium quality antivirus software. A lot of users have a misconception about the common threats in circulation, believing that they are generically all viruses, but as I saw in this case, this blissful ignorance may lead to a computing nightmare

While not necessary to use a computer, it would likely be beneficial for computer users to be aware of the different threat groups that can impact our computing. According to Wikipedia, "A computer virus is a computer program that can copy itself and infect a computer." Many viruses attach themselves to legitimate programs or data files on the infected computer. The fact that a computer virus can copy itself to infect other computers is what makes it different from other types of malware, for which viruses are commonly confused. Viruses can be spread through digital media (USB drives, CD or DVD discs, and floppy discs) or through network connections that the virus can use to copy itself to other attached computers. Once a virus has infected a computer it may perform a variety of tasks as programmed by its author. Viruses may damage the data on a hard drive or degrade the performance of the computer. Some of the viruses are stealthy and their effect may not be noticeable by the user, as the viruses do their damage in the background. Some viruses are functionally benign, other than they reproduce themselves countless times on the infected hard drive, until they consume all of the free space on the hard drive.

Computer worms are a malicious computer program that wriggles through computer networks sending copies of itself to other computers attached to the network. Most worms are free standing programs, and are commonly programmed to spread themselves through the network without any action by the user. Most worms have an explicit nefarious function such as deleting files on the infected computer, or encrypting critical files, only releasing them after an extortion payment is made to the cyber criminal. Some worms open a backdoor into the computer that will enable the creator of the worm to take remote control of the computer, converting the computer into a "zombie" un-

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der his control, which can be used to generate revenue for the originator of the worm by sending spam mail from the infected computer, with the spam fees collected going to the author of the worm. Some worms are used to create a zombie network of computers, also called a "botnet", where the compromised computers can be used to launch directed cyber attacks on other computers or networks, in an act of cyber terrorism.

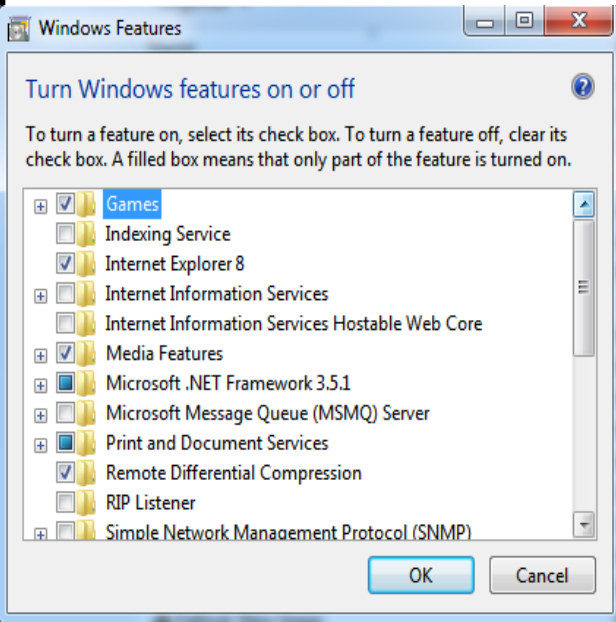
For those who are aware of the epic "Helen of Troy" of Greek mythology, the term "Trojan Horse" means an object looks like it serves one purpose, but really has an unobvious, usually nefarious, purpose. Cisco, the networking company, describes a Trojan as, "It is a harmful piece of software that looks legitimate. Users are typically tricked into loading and executing it on their systems". In cyber speak, a Trojan Horse, typically shortened to the simple moniker "Trojan" is a program that appears to have a useful function, but after being installed by the user, the Trojan may be used to perform other undesirable functions. Some Trojans are money makers for their authors because they place paid (and usually unwanted) pop up advertisements (Adware) on the infected computer, redirect web searches, or shift online purchases to a seller not of the buyer's choice without his knowledge. Some Trojans are keyloggers, which are commonly used for identity theft, or to give unauthorized users access to a computer system. Trojans are often spread through intentionally downloaded software, surreptitiously bundled with another often legitimate program, from email attachments, and purloined websites with executable content (ActiveX is sometimes used for this). Some Trojans can be installed on the target computer by way of code written in Java, or a Java script, that when executed, implants the harmful content on the victim computer.

One of the more recent and costly types of malware to attack our computers is generically referred to as "Rogue Antivirus Software", which is usually implanted on the victim's computer by a Trojan. There are thousands of these rogue programs in current circulation, infecting millions of computers at any given time. Rogue antivirus is sometimes installed by the user using "social engineering" tactics, which tricks the user into clicking on something that installs the rogue software. Some of the common lures to ensnare the user into loading rogue software on the computer are offers for free screen savers, toolbars, utilities to play specific video formats (often attached to an email), sham online security scanners, contaminated PDF files, insecure web browsers, and other vectors. The common thread of this rogue software is an authentic looking popup that informs the user that his computer is (falsely) infected with hundreds of viruses and Trojans, and for a fee it will clean the computer. These popups which will not permanently close will typically hijack the computer, destroy the installed legitimate security software, prevent access to online services that can kill it, prevent cleaning utilities from executing, and otherwise take control of the computer until the user pays a fee, typically \$30 to \$70. This fee is to be paid by credit card or other online payment service to a website that looks legitimate, but is really a complete scam. Not just will the rogue software not clean the computer of the pseudo infections after the fee is paid, but now a cyber criminal, often in Russia, has the user's credit card information. It is not uncommon for that same credit card information to promptly be sold on illicit websites, and to have substantial unauthorized charges appear on the compromised credit card account.

While there are many other cyber threats out there, those listed above are among the most commonly encountered by users. The traditional antivirus software will protect from some of the threats listed, but not all of them; this enhanced security capability is in the purview of the comprehensive security suite, or a combination of different types of individual security utilities, and not the free standing antivirus program. There are several good commercial security suites available, as well as a few free security suites. Just be aware that antivirus software by itself is inadequate to protect against today's contemporary cyber security threats.

You've got them. Why Not Use Them?

People configure their desktops in different ways for an all encompassing assortment of reasons. Most use the Windows defaults which are quite reasonable, but operate from a false assumption that “factory specifications” are enough. Windows has lots of useful features not included in the default settings which could have great benefits, but if one doesn't know the features are there, one can never enjoy these prospective benefits.



Let's start by opening the **Control Panel** and clicking on **Programs**. In the **Programs and Features** section, click the **Turn Windows Features on or off**. A dialog box appears which will enable you to turn features on or off. (See illustration).

There's probably much more here than you want, so let's examine several features that you are more likely to use rather than the ones which require professional technical knowledge to be useful.

The Indexing Service got a bad reputation in Vista because it was annoyingly slow. There is no doubt that Vista was a resource hog so any service or utility that had additional requirements tended to bog down the system even further. Microsoft resolved the problem in Windows 7 by turning the Indexing Service off by default. That's too bad because the utility can actually be very helpful in locating files and other content through flexible inquiries. Try it, you just may like it.

Internet Information Services (IIS) and Internet Information Services Hostable Web Core: You will not be held accountable if you don't know what these tools do or if you choose to ignore them. **IIS** is mostly regarded as a major component of a server while the **Hostable Web Core** performs fewer functions and needs fewer resources. If you write web based applications or wish to experiment hosting a web site on your desktop, these tools may be essential.

Microsoft Message Queue Server: This utility has been around for years and most application developers have come to ignore it because it's not new. If you send and receive messages on a regular basis with people who are in remote locations on the planet, and have “iffy” connections, you now have a tool to build a message queue, store a message within it, and send it when the connection to the recipient is up and running. You can also create a similar structure for receiving messages. Using this tool effectively requires basic programming skills.

Simple Network Management Protocol (SNMP): Everyone who uses a computer on a regular basis should be concerned about unauthorized access to personal information or attempts to trick people into revealing information which should remain private. If you have a home network, wireless or not, SNMP gives you better control over devices on the network. You can configure hardware, troubleshoot more effectively, and in many cases even track down attempts to crack into your network. This tool requires a working knowledge of how a network operates.

Telnet Client: This is a great diagnostic tool if your email client is acting strangely and normal diagnostics can not resolve the problem. Turn it on when you need it, and turn it off when you're not using it as there are security issues with it.

These tools are not for everyone, especially those with little computing experience, but your level of knowledge shouldn't remain at the novice stage. Challenge yourself and you won't be like the guy who thinks he has twenty years of experience when in reality all he has is one year of experience twenty times. :

SmartPhone = PDA + Phone

by Phil Sorrentino

Smartphones can be seen all around. Notice the phone being used on your favorite TV show; next time, odds are that it'll be a smartphone. A year or two ago it was a flip phone (do you remember Jack Bauer on 24 using his?), but no more. Now the phone of choice seems to be the smartphone. Apple, and more recently, Google, have really changed the mobile phone landscape. The iPhone, with its iOS Operating System available only on the iPhone, released in 2009, really started the whole movement. Google, with its Android Operating System (provided for free to hardware phone manufacturers), has come on very strong in the past few months so that iPhones and Android phones now have about the same market share - about 35% each, which only leaves 30% to be shared by BlackBerry, Nokia, and Microsoft.

The Smartphone equality, as stated in the title, suggests that the smartphone is equal, in functionality anyway, to a Personal Digital Assistant (PDA) and a standard mobile phone. PDAs have been a popular way of allowing one to have many of the computer files, pictures, videos and music, available on the go - remember the Palm Pilot. A phone was another necessity for someone who was always on the go. So for someone who had to be mobile and needed access their computer files, a phone and a PDA became a good combination. I carried a PDA for many years and more recently, a PDA and a flip phone. Now I can carry only one device, a smartphone. And, as a welcome side effect, now I only have to make sure one device is charged nightly.

The smartphone is made possible by a number of technologies. Among them are: Capacitive touch-screens; 3G (soon to be 4G) wireless telephone networks; Wi-Fi; GPS; Micro-miniature processors, memory and components; Digital Cameras; and Phone oriented Operating Systems. Some of these technologies are used in phones - like touch screens, networks, small components, Digital cameras, and operating systems. And some are used in PDAs - like touch screens, Wi-Fi, small components, and operating systems. As you can see there is a good bit of overlap, so putting it all together was just a natural. But it took the genius of Apple to put it all together and make it work and make it practical and make it cool. Now with the help of Google, it has become more practical and popular.

All of the technology for replacing the mobile phone and the PDA is included in the smartphone, and then some. (I didn't have a good camera in my mobile phone, before.) But, it does take some planning and forethought to make the smartphone do everything. Some of the things to be concerned with are: Contacts, (which are phone numbers, addresses, e-mail addresses, and related notes); Calendar events; E-mail; Memos, (which are lists of important things); Documents; Spreadsheets; Pictures, Videos, Music; and Browsers. Before you can consider using any of these things there has to be an "App" (Application) installed on your smartphone. (I am using a Motorola Droid2 as an example, but most of what I am referring to will be very similar on another Android smartphone, and even similar for an Apple iPhone.) There are Apps for all of these tasks. In fact there are over 100,000 Apps for Android phones and over 240,000 Apps for iPhones.

So, the first thing to do is to identify an App to handle each task you want accomplished. Your smartphone probably came with a basic collection of Apps. Basic things like Contacts, Pictures, Videos, Music, and Camera will probably be covered by these Apps that were installed at the factory. If not, you can go to the "Market" for Android Apps, or the Apple Store for iPhone Apps, and find one that fits your needs. Many of the Apps at these stores (websites) are free or have a nominal cost, most under \$10. Things like Word or PDF Documents, or Excel spreadsheets may have to be handled by an App from one of these stores. Once you get to the App store, you will find a myriad of App titles. You can typically search for "All Apps", or limit your search to only free ones. You can even search for Games that will run on your smartphone. When you find an App that you want, you will pay for it (via a credit card account that was previously set up) if it is not free, and then it will be downloaded right onto your smartphone. The download is completely controlled from the Market and there is no further action on your part needed.

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After the App is downloaded and installed, you will receive a message that it is complete. It couldn't be any easier.

Once an App has been downloaded, it can be placed on the home screen, actually one of the home screens. The Droid2 has 7 home screens. Multiple home screens make it easy for you to organize your Apps. Apps that you think work together can be collected on a particular home screen. You could have a home screen for entertainment, one for work, one for family, another for sports. Any organization of Apps that makes sense to you would be appropriate.

Once you've organized your home screens and downloaded the Apps needed, I'm sure you'll see that the smartphone is a very useful device for someone on the go. Future articles will concentrate on some of the new ways of interacting with the touch sensitive screen and some of the smartphone's more interesting features, but I think you will now agree that: Smartphone = PDA + (not so smart) phone. :

Microsoft vs. OpenOffice.org -- Office Suite Standoff

An office suite is a software product that includes a group of programs which perform typical office functions; that is, creating and working with documents, spreadsheets, presentations, and databases. Some suites include specialized programs like email or calendars. There are many office suites available, such as Corel's WordPerfect Office, Lotus Symphony Suite by IBM, and ThinkFree3. Among the best known suites are Microsoft Office and OpenOffice.org.

My original intention this month was just to compare features and compatibility between Microsoft Office and OpenOffice.org. I installed OpenOffice.org on my computer and have been testing it against my familiar MS Office for several months. In researching the history of the two suites, however, I stumbled across a story that I felt needed to be part of this article. Let's start with that.

History

Microsoft introduced its Office suite in 1992 with Office 3.0. It included Word, Excel, PowerPoint, and Mail (later to become Outlook). Since that time, the suite has expanded to MS Office 2007, which comes in eight versions that include from 3 to 13 programs and runs on both Windows and Mac platforms. MS Office 2010, its newest suite, has reduced the versions to three, including 4 - 7 programs. Because it is a commercial product with a profit goal, MS Office is expensive, although non-profits can get substantial discounts through websites like TechSoup, and businesses can get deals on volume licensing. Office 2007 and 2010 are full-featured suites with frequent updates and great customer support and security.

OpenOffice.org has a different kind of history. The origins of OpenOffice.org (OOo) began in Germany in the mid-1980's with a suite called Star Office, created by the Star Division Company. It ran on several platforms, including Windows 98 and NT, Solaris, Java!, and Linux. In 1998, Star Office version 5.0 was offered free to users. The next year Sun Microsystems purchased Star Division, mainly to get free software for its thousands of employees and to compete with Microsoft.

In 2000 Sun first offered the source code for Star Office 5.2 free over the Internet. In October, the new OpenOffice.org website went online both as a free downloadable office suite product and a collaborative project. Anyone could participate in improving the suite by submitting ideas or code. OpenOffice.org immediately became popular; the open philosophy was embraced by software developers around the world. By 2005, the free suite had reached 20 million downloads and over 150,000 registered members. It was a David and Goliath situation: big corporation versus the little guys.

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All this time Sun had also continued to market its commercial office suite, Star Office, for a nominal cost to businesses, but free to educators. In January 2010, the large company Oracle bought Sun Microsystems and acquired the OpenOffice.org brand. Before that year was over, Oracle had stopped making Star Office free to educators and had introduced a new commercial product, Oracle Open Office (standard version for \$49.95 for 5 users or an enterprise version for \$90.00 for 25 users). Oracle is planning to offer its own office suite soon, an online product called Cloud Office, using Java FX and open document format, but not based on OOO code. It will be competing against the new rash of "cloud" office suites, such as Google Docs and Microsoft's Web Docs on SkyDrive.

As 2010 ends, the OpenOffice.org website remains intact; the suite is still a free download. But some Sun developers and many OpenOffice.org contributors are unhappy about changes that Oracle has made and worried that the company will soon remove "free" and "collaborative" from the OpenOffice.org vocabulary. Late in 2010 a new organization, this group formed the Document Foundation (TDF), to keep the open philosophy alive. They are working on a new office suite, LibreOffice, which is now offered for free download in beta. Its final version, based on the OOO code, is scheduled to come out in early 2011 with sponsorship from Novell, Red Hat, and IBM. How all of this drama will impact OpenOffice.org as a product is unclear. But the little guys are again making a stand against another Goliath.

Feature Comparison

MS Office clearly beats OpenOffice.org in features and formatting options, especially those introduced with Office 2007, such as themes, Quick Parts, picture styles, Word Art, macros, and content controls. Office 2007 offers encryption, more templates and an extensive Help system. It also has the new ribbon interface, whereas OpenOffice.org uses menus like MS Office 2003.

OpenOffice.org includes the common programs found in an office suite plus some interesting features such as font effects, backgrounds, and sounds. It is a solid office suite, especially for home and small business. Its advantages over Microsoft Office are cost (It is free with an unlimited number of installations.), its ability to work with Linux and many other operating systems besides Windows, and its open philosophy. OOO runs a bit slower than MS Office, but takes up less disc space. Because it is a collaborative, it issues fewer updates and has fewer support options, but it also is less frequently attacked by malware. Even if you have never used an office suite, you can download this efficient little suite at www.OpenOffice.org and use it without much instruction.

Compatibility

As a Microsoft Office user, I was interested in how easy it would be to save files between the two suites since I have hundreds of Word documents and Excel spreadsheets. When I created a feature-filled Word 2007 document (.docx) and saved it as an OpenOffice.org file (.odt), it did save, but there were changes in margins and line spacing, and I lost all the Word 2007 features. When I created a document in OpenOffice.org (.odt), it would not save as a Word 2007 document (docx). I had to save it as a Word 2003 document (.doc), and then open it with Word 2007 in compatibility mode.

I concluded that it's best to choose one office suite and stick with it. In short, if you are a current MS Office 2007 or 2010 user, you will probably be happier staying where you are. If you are new to office suites, by all means give OpenOffice.org a try.

Bonus Tips

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Secure Hotspot Access

Hotspots are everywhere, but there are some things you should consider before connecting. Hotspots are public and most lack any sort of security at all. You need to keep this in mind and beef up your own security before you connect. Install a firewall on your notebook to protect it against attacks and make sure ad-hoc networking is disabled. Disabling ad-hoc networking varies from system to system (in some instances, you can do this by opting to connect only to access points or use only infrastructure mode). Disabling ad-hoc networking makes it more difficult for others to connect to your system directly. Also, when using a public hotspot, disable file and printer sharing on your notebook. There's no reason you need to be sharing your personal files with others in a public hotspot. If you're connecting to your corporate network, make sure you're using your company's VPN software to help protect your communications. Finally, if you don't need to be online, turn off your radio. If you're using a wireless PC Card, remove the PC Card. Most notebooks with integrated wireless chips let you disable the notebook's radio

Double Duty For Data

If you have an MP3 player that has a USB connector, you should also be able to use it as a flash drive. When you connect your MP3 player to your computer via a USB port, it should appear in your Computer window as a Removable Disk. You can drag and drop data files into the drive just like a regular flash drive.

Special Characters

Sometimes you need to use a special character "Fiancee," for example, just isn't the same as "fiancée." If you are sending a message with a BlackBerry and need to use a special character or an accent mark, simply hold the letter key and scroll the track wheel until the desired symbol appears. Doing so will create clear and concise messages.

Helpful Stickiness

Notebook PC keyboards are notoriously cramped and difficult to use, but there are Windows options that make your life easier. The StickyKeys feature simplifies the process of pressing multiple key combinations (such as CTRL-ALT-DELETE) by making these keys "sticky" so you can press them one at a time. This feature is especially helpful if you have less than agile fingers. From the Windows Control Panel, double-click Accessibility Options, and then click the StickyKeys checkbox. Click Settings to make any changes to your preferences.

Consider NAS

A NAS (network attached storage) device connects directly to the router on your network via an Ethernet port. (If you are using a wireless router, a NAS supports wired and wireless devices, even though it connects to the router with an Ethernet cable.) A NAS can support two to 12 drives with 1TB to as much as 24TB of storage. Using a NAS device is a convenient way to share data with co-workers in a small office.

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 1PM Photo Editing Workshop	5
6	7	8	9 2 pm Board Mtg	10	11	12
13	14	15	16	17	18	19 10 am Investment SIG
20	21 3 pm Q & A Session Followed by General Mtg	22	23	24 1 pm Photography Club Mtg	25	26
27	28	29	30	31		

PLATEAU PC USERS GROUP, INC.

APPLICATION FOR MEMBERSHIP

Return this application, with check for annual dues (\$25 family, \$20 individual, \$10 student membership) payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557.

Date

Last Name First Name Family Members (if family membership)

Address: City State Zip Code Phone Number

E-Mail address

I have used PCs since (year): I have belonged to a Computer Club before. Yes No

I have knowledge in the following areas and would be willing to share my knowledge with club members:
