

*The Voice*  
of **FCUG**

**October 2003**  
**Volume 24 No. 5**

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**Meeting 7:30 pm 7<sup>th</sup> at**  
**New Canaan Historical**  
**Society**  
**13 Oenoke Ridge Road**

## **BOILERPLATE**

"The Voice of FCUG" is the monthly newsletter of the Fairfield County Computer Users Group, Inc., a registered non-profit organization dedicated to helping members use their PC computers. Non-commercial and non-profit users are free to copy or quote material herein; proper credit and sending a copy of the publication to the Editor would be appreciated.

Members can exchange ideas and opinions through this newsletter, at a monthly meeting held the first Tuesday of most months, at occasional SIG programs, and on a bulletin board reached from the Club Internet Web-site at [www.fcug.org](http://www.fcug.org).

Meetings and SIG groups are open to the public. Membership costs \$30/Yr, prorated. For information and payment contact

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The Voice, 280 Main Street, Westport, CT 06880

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### **The Editor's Desk**

Nothing like getting everything wrong! Last month I not only intimated that I might be convalescent by now, when as the Voice hit the Snailmail system I had cancelled my surgery and was fighting some pernicious bronchial infection, but I also managed in some strange way to enter the wrong name for the Chef of the Month! Sorry about that, Walt; will try to do better in future.

More new sources for articles found this month, as well as the first in a short series on building tables in Word by Laura Congleton – many thanks, Laura. Looking forward to the next installment. . .

Disturbing news broke early in September also about attempts, via revised patent laws, to drive small people out of programming. Seems a bad idea, particularly since the Internet's fantastic success has largely been brought about by the very fact that people were not suing the pants off each other every time a new feature hit the Web. The Modern World gets less and less democratic, it seems. History teaches us that Greek city-states cycled from democracy to autocracy or worse, and back again. Maybe things will get better in the future; just now they seem a bit dark.

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### Program for 7<sup>th</sup> October 2003

**Call to order . . . . . Fearless Leader – Charles Bryk . . . . . 7:30**

**Novice topic: . . . . . Cookies – Marv Fleischman . . . . . 7:40**  
“Cookies: What, Why, Where are they and how to manage them”  
**OR**

“Cookies Contain Comments Communicating Clandestinely Critical Cyber  
Computer Characteristics Commercially”

**Q and A: . . . . . Moderator – Bill Zieman . . . . . 8:00**

**Epicurean Break . . Chef du Soir – Martin Hamar . . . . . 8:20**

**Main topic: . . . . . Fractals – Bob Clark . . . . . 8:30**

Most of us think of fractals as just bizarrely beautiful images. But, using fractal geometry, immensely important accomplishments are being achieved in the fields of architecture and geological and physical sciences . . . even the prediction of Wall Street movements. Bob will lead us through some of these applications, in which supercomputers are often used because of the elaborate formulae.

**(Possibly followed by a raffle)**

**Adjournment . . . . . 10:00**

### LOOKIN' FOR A RIDE?

If anybody who wants to attend meetings has a transport problem, please mention it and together we will look for a solution. You can also contact Membership Chairman Dick Booth ([dick.booth@juno.com](mailto:dick.booth@juno.com) or phone 203-847-8047). He can tell you who lives near you, or might pass by on their way.



## THE WAY WE WERE – OCTOBER 1983

PRESIDENT: John Krause Jr.      VICE PRESIDENT : Robert Jackson  
SECRETARY: Leonard Bloom Jr.    TREASURER            : John Roy  
EDITOR        : Alan Abrahamson    ASSOC. EDITOR : ??????????????

*This Newsletter diligently produced and printed by John Krause Jr.*

Superscriptit and the MX-80 – Jeff Kreinbring. Reprinted from OCTUG Newsletter, August 1983. One and a half pages, with list of control characters.

Murphy's Laws. Eight of them.

Diskzapping the DOS PLUS 3.4 directory – Jerry Cohen. Reprinted from OCTUG Newsletter, August 1983. Two pages.

Calendars to order -- Herman Parks. Four pages, two discussing modulo arithmetic, the rest code and print-out

“After working out the algorithm for the day of the week, DA, on lines 180, 183 and 190, I found that it would predict the first day of some years correctly, and be short by one day for others. Even stranger – I wrote some test lines which would print out DA, along with DA\$(DA). DA\$(DA) is the array which converts the day number, DA (from 1 to 7) into the day names, Sunday to Saturday. On these printouts, DA was always right, but for some years DA\$(DA) was wrong by one day earlier! How could the right subscript pull out the wrong array item?

“I pondered this conundrum as I drove over to a meeting with Ask Alan and Prexy Krause, and then the answer hit me. I laid the pussler on those two cats, and they solved it. There will now be twenty seconds of weird music while you think of an answer.

“Got it?

“The answer is that when TRS-80 BASIC develops a single-precision value which is very close to an integer, then a PRINT statement will show the rounded (up or down) integer. But, if you use the same variable name as a subscript, no matter how close the internally stored value is to the next higher integer digit, the value will be first . . . rounded down before being used to address an array”

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Ask Alan – Alan Abrahamson. Again, one Q with nearly a page of A, concerning how to keep your floppy disk spinning for fast access.

Barth's Distinction: "There are two types of people: those who divide people into two types and those who don't."

Sermonette – The Most Right Reverend Billy Saul Abrahamson. A cry for more participation by the membership.

Atlantic City Casinos – My Adventures – George Saladino. Two and a half pages of diary, with a tail of computer tips and tricks.

Barber's Laws of Backpacking. Nine more "Murphys" about this subject.

Airlines' Policies differ on Personal Computers – The Associated Press. One and a half pages from an unidentified newspaper.

Voice of the '80 Questionnaire. A page of 1-2-3-4-5 choices for readers to mark and return, showing their preferences for materials in the Voice.

---oOo---

### Donald E. Freeman

We were very sorry to learn recently that Don Freeman had died several months ago, on 27<sup>th</sup> May. Don joined FCUG on 7<sup>th</sup> June 1994 and, when in the Country was pretty regular in attendance. At one time he also maintained the video library for the club.

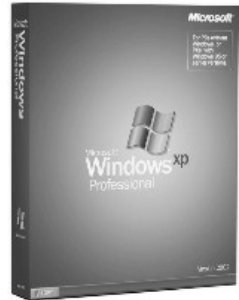
He traveled to South America quite often, helping a University there with their computer programs; he said that what he learned at FCUG was helpful to him.

# Review : Windows XP Professional

by Jason Wallwork

*Copied from the April 2003 issue of the Kawartha Computer Club (Ont.) "Bits & Bytes"*

Is Windows XP worth the upgrade or purchase price? What is the difference between Windows XP Home and Professional versions? What new features do they include? How do they stack up against other operating systems? I've been using Microsoft Windows XP Professional for about three months now and will try to answer these questions.



Let's look first at Microsoft's stated requirements:

- Pentium/PentiumII/PentiumIII/K6/Athlon/Duron 233 MHz (300 MHz recommended, 400 MHz for video capture).
- 64 MB RAM (128 MB or higher recommended).
- GB hard-disk space.
- Super VGA (800x600) or higher video card and monitor.

My system wasn't vastly over the recommended requirements. I have a Celeron processor (think between Pentium II and Pentium III in performance) at 366 Mhz, 128 MB RAM, 2 GB of space and a Super VGA monitor. I was pleasantly surprised to find performance at par with Windows 98 Second Edition, which put it a bit faster than Windows ME. There are various graphic elements you can remove checkmarks for if you have a slower system or just want it spiffier.

I started with a fresh 2 GB partition on a 4.3 GB disk drive. Install is brainlessly easy (lucky for me!). The only important decision that you have to make is whether to use the Win98/ME-compatible FAT32 file system or the NT/2000/XP-compatible NTFS file system. If XP is the only operating system on your machine, you should definitely go with NTFS and Microsoft recommends this. The benefits of NTFS over FAT32 are bigger hard drive support (>32 GB), enhanced file security and better disk compression. You can also create more than one partition if you wish, a

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good way to get the best of both worlds if you need compatibility with other operating systems. I was planning on putting SuSE Linux 8.1 Professional on the other partition and wanted to be able to transfer files between the OSes, so I went with FAT32. Linux can read NTFS partitions but it's not solid, especially writing files to one. [Ed.Note: Roger Giler, after trying to use NTFS in a network with older Windows machines, also dropped it and used FAT32 throughout.] You'll also be required to give an Administrator password and set up a non-Administrator user.

Thankfully, all my hardware was supported, so I didn't have to do any special dances to have it all working by the end of the install. You can check your hardware at [www.microsoft.com/windows/catalog](http://www.microsoft.com/windows/catalog). If you're not doing a fresh install, those pages will also tell you which applications are XP-ready.

Unlike past versions of Windows, Microsoft requires you to activate XP within 30 days after install. Corporate customers and pre-installed PCs may have the activation removed so you don't have to worry about it. You'll know if it's there because it'll bug you every few days to remind you that you need to activate soon. Information about your hardware is used along with your activation to make sure you don't “accidentally” copy it onto other machines. I didn't experiment with it other than to wait until the 30 days was almost up before activating. Had to be sure I was going to keep it.

My initial surprise on booting was how fast I got to a login screen. Windows 98 took about 1:45 minutes to boot to login; XP was there in about 30 seconds! Impressive!

Less impressive was that the non-Administrator user (i.e. Jason) has administrative privileges and no password required! Ack! Good thing smart users don't expect Microsoft to look after their security. Had I set up XP to log into a domain, I'm sure it would've required a password – or at least one can hope.

Two years ago when I first saw XP, the candy-gel look made me queasy. Now, I've actually grown to like it. It must be seeing all those screen shots. If it doesn't tickle your fancy, go to Display Properties in Control Panel and choose Windows Classic under the Themes tab.

If you're a power user, get used to having to turn things off. Many features, like the cartoon doggie, are probably great for beginners (5 year old beginners, that is) but will probably drive power users batty. You'd think Microsoft would've learned something from Clippy, may he rest in peace. Here's a list of other possible annoyances, that thankfully you can fix (several of them are inherited from Windows ME):

- Only recently used items in the System Tray (now called the Notification Area) appear.
- Control Panel items are grouped into categories requiring extra clicks.

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- Only recently used apps appear in the Programs area.
- The icons on the desktop are invisible until you unhide them.
- If you crash, you won't get a BSOD (Blue Screen Of Death) – it'll automatically re-boot!

The number one benefit of Windows XP (Professional and Home editions) is stability. This is one rock-solid OS. I have had some freezes, but I could always shut down the offending application. What was odd was that often the offending application was something included with XP, like the Task Manager. I found if I was patient, it would come back, though, but I'm not very patient. XP's robustness is due to the NT kernel which has replaced the 9x core. It's probably also due in no small part because older legacy app support has been dropped. I've been a Linux guy for a while, leaving games and multimedia to Windows ME and doing serious stuff under Linux, so I don't have a lot of windows applications any more. Those that I do have are 602 Office, Mozilla, WebExpress, Slowview Browser, Trillian, mIRC, Realplayer, Acrobat Reader, Proxomitron and various Win98 games work flawlessly under XP. There are compatibility modes you can use to run older applications that seem to have problems.

A big change in XP's user interface is the Start menu (see the screen shot). It's a great example of what happens when you design User Interfaces by committee. Your most recently used applications and an "All Programs" submenu appear in the left-hand column. Everything else is on the right side. If you were stuck with that you'd probably tear your hair out. Fortunately, it is extremely configurable. You can adapt it to your needs, turn almost everything off, and even add things. [In fact, on my machine I have already] adapted it to my needs. You can also turn it off and go back to the "Classic" menu.

The new features that I particularly like are Remote Desktop, Desktop Assistance, System Restore, Set Program Access & Defaults and Fast User Switching.

Remote Desktop allows you to control your Windows XP computer over a network, or the Internet, from another machine running at least Windows 3.x. You use the XP CD to install the Remote Desktop client on

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the other machine (or download it from Microsoft for free). Remote Desktop is a Professional Edition-only feature. This article was written on my XP machine remotely over my home network from a slow Pentium 90 Mhz laptop with only 16 MB of RAM!

Desktop Assistance is similar, except its purpose is to let other users remotely control your computer before your eyes so you can understand what they're doing, or just watch them fix your system. As such, it's in Home and Pro Editions, but only users with Pro can actually do the assisting. I haven't tried it, but I've heard it's very usable over broadband Internet connections and to some extent dial-up. It's a great way to fix your friends' computers without having to go there or describe to them what they need to do over the phone. It works with Windows Messenger (the new XP-only MS Messenger), so chatting and video conferencing can be part of the assistance as well.

System Restore emerged with Windows ME (and maybe Windows 2000?) and is an idea that Microsoft should have used long before. Essentially, "images" of your Windows configuration, programs and driver setup are stored as Restore Points. Before you mess around with your system, you create a restore point, and if your system takes a turn for the worse, you can use System Restore to go back to that, or even a previous restore point, essentially bringing your system back in time to when things worked. There can be drawbacks to this method, like if a restore point is created badly, or when things you wouldn't want back are part of previous restore points, like viruses. In other words, it's no replacement for a proper backup of your system, at least not yet. But it can get your system functional after a change goes awry.

Speaking of viruses, here's a pet peeve of mine: What OS has more viruses written for it than any other? What OS has the most security holes, worms and Trojans? What company produces an e-mail client that transfers more viruses than all the others combined? Yes, you can put your hand down now. So how come this company, which includes all these other utilities (file decompression, defragmenter, backup app) doesn't include a virus checker?

Set Program & Access Defaults is a one-stop area where you can choose what programs you want for e-mail, browsing, viewing images and so on. It's in the Add/Remove Programs area. It's handy because it helps to solve a long-standing problem with new applications over-writing previous settings.

Finally, Fast User Switching allows you to switch to another user by dropping you back at the login screen without having fully to log out. For a family OC, it allows another user to check their e-mail without forcing the other person to quit what they're doing. Once they finish and log out, the previous user is dropped back to their desktop. There's nothing "fast" about it, though, other than it's not as slow as totally logging out and logging back in. Perhaps if I had more RAM it would be considered fast.

I've alluded to some of the differences between Home and Pro versions of XP, but, as with everything, it's just not that simple to explain. Even Microsoft does a poor job of covering all the differences. Instead, I offer a couple of URLs that will help you decide which features you need and which edition has them:

[www.dell.com/us/en/fed/topics/winxp\\_000\\_index.htm](http://www.dell.com/us/en/fed/topics/winxp_000_index.htm)

[www.winsupersite.com/showcase/windowsxp\\_home\\_pro.asp](http://www.winsupersite.com/showcase/windowsxp_home_pro.asp)

[www.iqt.com.au/selectnewsletters/currentissue/  
windowsXPdifference.htm](http://www.iqt.com.au/selectnewsletters/currentissue/windowsXPdifference.htm)

[www.microsoft.com/windowsxp/home/howtobuy/choosing2.asp](http://www.microsoft.com/windowsxp/home/howtobuy/choosing2.asp)

The good news is that you can upgrade from any version of Windows, from 98 up to XP Home or Pro. Microsoft will no longer be making patches for Windows 98 come July, so it's a good time to consider making the move.

---ooOoo---

## Everything Old is New Again?

By Ogden Douglas

*Copied, with permission, from A.M.S.I.*

It was an article in Hard-Copy, the journal of the Chicago Computer Society, which gave me thought at first. It was really too long for including in the Voice, unfortunately. Anyway, under the title "Are We There Yet, Uncle Bill?", Richard L. Eastline posed the question: Has all the hard- and soft-ware development we have seen recently really given use advances over older versions? And I must admit, agreeing with him, it does not seem so in many cases. In what follows, I start with my own list.

Let's start at the top, with windows XP. The rhubarb about activation and its implied spying left on one side, consider the discovery of the RPB Buffer Overflow fault. From what I have read, Windows ME did not suffer from this major error. So why did it come up in the released versions of Windows NT 4.0, NT 4.0 Terminal Services Edition, 2000, XP and Windows Server 2003? How come the

writers of the new software did not stop to think why previous versions had certain features? A basic tenet of program design is to cover all possible outcomes, and buffer overflow would seem to be right up there in the list. I remember writing a Pascal program using binary data blocks in the files. Read an element from the file and you received 256 bytes, or whatever, without the option. The program then processed, item by item, what it had read, moving the bytes up in the buffer until it realized that the last item was incomplete and it had to read the next block. But what if the last item was complete? Or if only a single byte was left? The buffer would have to be larger than 256 bytes to accommodate it. What I did, finally, was to read a whole block ahead, with something like a 600-byte buffer. That way, the read would be virtually independent of the parsing, and the read-next-block switch could be triggered when, say, 260 bytes or less were left. Then the program would never face an incomplete element, or a completely empty buffer; that could lead to incredible extra complexities if one was not careful.

Now this buffer-overflow problem is obviously nothing as simple as that, but the fact that it might occur should be covered and a way out included. Elementary, my dear Watson – as I believe Sherlock H. never said. . .

Then I read a couple of reviews in other club magazines. The News-letter of the Greater Victoria (Canada) PC Users' Association had a review of Adobe Acrobat 6, Standard Edition. The author like a number of the new features – but found many of those he had become used to in Version 5 were now only available in the Professional Version 6. And installation of the new version had required him to remove the old one first, so he had (at least at first sight) no way of doing some things one way and some another. He said:

“First thing I went to try was manipulating objects in a PDF file – something I'd found to be rather awkward in earlier versions. I could do even less this time. In fact, I couldn't find an object selection tool (and there a lot of tools). I tried to build a form – no form tool either! Finally, I went hunting in 'Help'. There, in the FAQ section, a plaintive plea from another user with similar problems. And the answer? Several capabilities built into version 5 and earlier are now only available in the 'Professional' package.”

Doesn't seem to me the Standard version would be worth anything, if you lost so many previously-available basic features like this.

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Another person in the same newsletter reviewed Microsoft Publisher 2002. I have used Publisher 2000 with success and found it extremely useful, though the output file sizes are excessive and the output format seemed not to be compatible with any other program I could find. Now it seems 2002 has more problems. First, the writer had used Pub 97, but found the output file format of the new version not compatible with the older. 2002 can read older files, but “MS 97 won't open a file once it's called up by MS 2002. It just says 'Unknown format'.” The writer also found that if he wanted to change a font size in 2002 the process was much more complex than with 97 – until he learned, much later, how to get a Word-like toolbar displayed at the top of the worksheet; it was, by default, not displayed.

I seems that a problem with Publisher is that the action of opening a file apparently triggers an automatic over-write when you finish, even if you only open, look and close. (In this it seems similar to some accounting programs I have encountered.) You could invoke a name-change before closing the program, if you really wanted to keep the older version, and obviously the review writer should have done that. (If it was possible, of course, with 2002. I could certainly do it with 2000.) But he didn't know until it was too late. To have the newer version create output the older one could not read is really indefensible. Why bother with a newer version, whatever the improvements (and apparently the price had doubled!) if you are faced with behavior like this? He didn't say whether the newer output files were larger than the older, but he did note that the program size was about the same – which is something.

Back to Mr. Eastline. He cites hardware items as well; for example, while you can readily buy, and have processed, film for 35mm cameras pretty well everywhere,

“. . . makers of today's digital cameras go with one or another of at least four different kinds of flash-memory media cards. You likely will not find all varieties at all camera stores (and certainly not at your corner drug store).”

Interface with computers also leads to a rat's nest of competing card readers, etc.

He mentions Iomega and the Zip drive. Imation came out a little later with the SuperDisk, whose drive replaced your regular floppy drive, but whose disks held 120 MB instead of 1.44 MB – and the drive was designed to allow ordinary floppies to be read as well. But “Iomega inundated the market with advertising, one of the largest computer-product campaigns in its day, whereas Imation's promotion

was barely noticeable.” So another good idea sank shortly without trace. Why did Iomega's design have to involve a whole new disk design – and lead to a number of failures in operation for some users?

Switching to software, he points out that every version of Windows still needed patching, even as it was being superseded by a newer, and also, buggy replacement. One would have thought MS would have learned by now – but, as my first example suggests, the Golden Age is still far away.

Another point he makes is that, since by its nature an Operating System is extremely complex, it would seem to be reasonable to suggest that it be kept as simple as possible, with ancillary features provided by “client” programs. Yet each new issue gets larger and more complex, making it harder to ensure trouble-free operation of the whole.

He is also worried about the idea of lumping programs into “suites”, without offering the individual elements. A shopper for a word processor does not need spread sheets, presentation graphics, and all the other stuff, yet the exorbitant price is justified by adding features that will, in many cases, never be used.

What happens? Potential customers, burnt at least once (some of us never learn!) will start to sit on their hands. If it ain't broke, why fix it? I am still running Quicken 5 for Windows 3.1 under Windows ME. It has the features I need and runs well; I don't want another version.

As Mr. Eastline says, it is not that everything is being done wrong. There are good points as well as bad in the new stuff. But it is not clear that the net result is in fact any improvement at all – and when the customers wake up and stop buying, maybe the manufacturers will straighten up their acts? He ends:

“In looking for that promised user-friendliness and product reliability just down the road, we've sadly come to the conclusion, Uncle Bill, that the rest stop is getting further away rather than closer. Maybe the time has come to re-consider the route we're taking. A paying, captive passenger load can be cause for celebration, but there's always the possibility that the bus will break down.”

## **MALWARE WARNING**

*by Earl Eschweiler (eeschwe@optonline.net)*

I want to tell you about a particularly vicious piece of software that I have encountered recently. It is called I-Lookup. It lulls you into believing it is better than Google or any other search engine. After you download it, I-Lookup will become your homepage. Not a search engine at all, it is a listing of gambling sites, on-line dating services, porn and other assorted sleaze. Worse yet, type in any web address in the "Search" box and Internet Explorer will crash. Lavasoft's Ad-Aware (<http://www.lavasoft.de/>) will remove it from your computer – but of course you can't access this site because I-Lookup has taken control of your browser. It will also cause the Opera Browser to crash.

I would urge you to download Ad-Aware and install it. At least be ready, should this malefactor be downloaded into your machine by an unsuspecting user.

---ooOoo---

## **Creating Tables in Microsoft Word**

**Part 1: -- Laura H. Congleton**

This article is a brief introduction to working with tables in Microsoft Word. As with any good software program, there is more than one way to accomplish what you need. Since variety is the spice of life, I'll briefly walk you through a few different ways to build a table. Which one you decide to use is entirely up to you. Then, in part 2 of this article, I'll cover how to modify and beautify your table.

### **1. Creating a Table from Scratch**

To create a table first and then enter the data afterwards, do the following:

- In your Word document, place the cursor where you want the table to be inserted.
- From the TABLE menu choose INSERT and then TABLE ...
- In the pop-up window that appears, enter the number of columns and rows you want. This can always be modified later, but it's best to have a good target number.
- Click the AutoFormat button. This opens a second pop-up window with a list of pre-designed table layouts. Choose one that suits your fancy and then click OK (the table below was made with the Classic 2 style). Click OK on the still open pop-up window. Your table will now be inserted into your document.
- Click in a cell to begin typing text. To move from cell to cell, press the TAB key. Do not use the RETURN or ENTER key unless you want to create a new blank line in an existing cell. To move to the next row, either click in it, or hit the TAB key until you cycle from the end of the row above to the beginning of the row you want.

Person	Meal	Soda
Alan Abramson	Garbage pizza	Diet Sprite
Ed Congleton	Garbage pizza	Root Beer
Roger Giler	Salad	Diet Sprite
Bill Hart	Garbage pizza	Coca-Cola

## 2. Converting Text into a Table

I sometimes find that it is easier to type all of my text first, then convert it into a table. To do this:

- In your Word document, press RETURN to create a blank line at the head of what will become your table.
- On the next line, type the name of your first column and press TAB.

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- Type the name of your second column and press TAB.
- Repeat for every column and then press RETURN.
- On this next line, begin entering your data, pressing TAB to move from column to column. When you've entered all the data for the first row, press RETURN to move to the second row.
- If there is no data in a column, leave it blank, but be sure to include the correct number of TABs.
- Type all the information you want to put into your table. When you are done, be sure to hit RETURN one more time to leave a blank line at the bottom.
- Go back to the first line of text (the text that represents your column heads) and double-click on this row to highlight it.
- Hold the shift key down and double-click on the last row of text (not the blank line). All of the text for your table should now be highlighted.
- With the text highlighted, go to the TABLE menu and select CONVERT and CONVERT TEXT TO TABLE.
- Choose TABS to indicate that your text is tab-delimited. If you want to use a pre-defined table style, click AutoFormat and make your choice. Otherwise, just click OK to convert your text into a table. By following the instructions in part 2 of this article you can then change the width of the columns and make any other adjustments you want to the look of the table.

### 3. Drawing a Table

If you want to create a table that doesn't have standard rows and columns, but has cells within cells, or some that are combined, you can draw it freehand. I don't know how often you'll need to make a table this way, but you can create one that would certainly please Mondrian. To do this:



### 4. Creating a Table from Data Stored Elsewhere

Fortunately you don't have to create all of your Word tables from scratch! If you've created a spreadsheet in Excel and you want to include it in a document you've written in Word, the good news is that you can have word transform the data from the spreadsheet into a table in your document. To do this:

In your Word document, put the cursor where you want the table to be inserted.

Go to the INSERT menu and choose FILE ...

When the pop-up window opens, navigate to the spreadsheet you want to include in your Word document and click INSERT.

The data is immediately transformed into a table, complete with border lines, and placed in your document.

This is a one-time operation and the table in your document is not in any way linked to the data in the spreadsheet. That is, you can change the data in either the spreadsheet or the document and it will not affect the other.

### 5. Creating a Table Linked to Data Stored Elsewhere

In some instances, however, you may want to create a live link between your document and a spreadsheet or database that you update from time to time. For example, you might have a database with an inventory list of items which you need to include in a monthly memo. If you write the memo and create a link to the data, a table is made that references the original data. You can then use that same memo every month, and just ask Word to update the data in the table based on the changed information in the database. The data only updates when you specifically ask Word to refresh the table, so you don't need to worry about it changing without your knowledge. To create a linked table, do the following:

- In your Word document, put the cursor where you

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want the table to be inserted.

- From the VIEW menu, select TOOLBARS and then DATABASE. This brings up a new floating tool palette.
- Click the INSERT DATABASE button which is on this palette.
- A pop-up window appears. From this, select GET DATA and then point to the worksheet or database that contains the data you want converted into a linked table. Click OPEN.
- If you are asked to specify the delimiters for the fields and the records, you should select TAB and ENTER unless you used something else in your original data file. Click OK.
- From the same pop-up window where you chose GET DATA, now choose QUERY OPTIONS. Select the criteria you want, if any, and click OK. Completing a query lets you specify which information in your database or spreadsheet you'd like to include in the table. If you don't select any criteria, all of your data will be placed in the table.
- Then click INSERT DATA. Click the box next to INSERT DATA AS FIELD. This is what makes the live connection between the two documents and allows you to later update your table. Click OK.
- Word immediately transforms the data into a table with fields that link back to the original spreadsheet or database. When that original source document is changed, you can force Word to update the table by clicking in a field in the table in your Word document, and pressing F9. The new data now appears in this document.

*Part 2 of this article, explaining how to format an existing table, will appear in a future issue of the VOICE.*

**FCUG Meeting 2<sup>nd</sup> September 2003**

It was an Internet night. Lenny Bloom took control of the throng about 7:30 and announced that Fearless Leader Charles Bryk had been injured over the weekend, and Treasurer Ed Congleton was still in hospital in New York. Wishes for a quick recovery for both.

John Roy once more passed around the Helpers' List for the next issue of the Handbook and asked that good articles be sent to him for inclusion; the others could be sent to the Voice, which is always looking for material. Thanks, John!

Something happened to the title of Roger Giler's novice presentation; it had been re-named "Cleansing the Internet." Never mind; it was the same stuff we expected to see and presented with Roger's usual style.. Though the details only covered Internet Explorer, other browsers may have similar capabilities.

While surfing, we can control what we want to see (and set up the machine so that children, signing on with a different ID, can have their curiosity controlled as well). Remember, it's all about money – and Porn is the biggest money-maker.

The Internet has a number of "rating sites": places which give numerical ratings to web sites based on content type. The most well-known is RSACi – the Recreational Software Advisory Council (Internet). If you want to use this censorship facility, open IE, press Tools, then Internet Options, and press the tab marked Content. The first button in the top section, "Content Advisor", is "Enable"; press it and another window opens where you can set the control levels.. You can control Language (from Inoffensive Only through Explicit and Crude), Nudity (None through Provocative Frontal), Sex (None through Explicit) and Violence (None through Wanton and Gratuitous). Each setting has five levels (0 through 4), controlled by a horizontal thermometer you can shift by mouse. It's worth a look, even if you don't want to set anything.

How good is it? A lady at the Norwalk Senior Center set them all to zero and since has never seen a single unpleasant website.

Q&A followed. Art Bettauer defined it as "you ask; you answer". There was silence for a while as we digested this; then the questions arose. Unfortunately, your reporter's pen was on the hop and some were lost. Also some resulted in much to-and-fro, but no answers. Here are those for which readable notes were found:

Q: If shut down after running long enough to get hot, my computer will start again if still not, but if it has cooled down it will not.

A: May be a dying hard drive not coming up to speed properly (used to happen sometimes with early Seagate drives)

A: May be a power supply problem; the boot-up sequence may not always execute properly when cold.

Q: I am receiving “not deliverable” e-mails I never sent.

A: A spam merchant may have used your address as a dummy on spam. Then anything undeliverable bounces back to you. [Ed.Note: This happened to me too, recently.]

Q: I have acquired Office XP. Should I get rid of Office 2K before mounting it?

A: Discussion. Apparently not necessary, although it was pointed out that, once a 2K file has been opened in XP, it is automatically re-written to an incompatible format. So, after a while, 2K may not be needed.

Q: I can read a file attached to an e-mail, but not later, if I have saved it.

A: Use your browser to view the file. It may contain HTML, or have other features incompatible with other programs.

Walt Graham provided the refreshments, despite the apparent attempt, in last month's Voice, to bounce him in favor of the next chef. Great cookies were provided, with names like “Apple Sugar”, “Sesame” and “Autumn Leaf”. The chat-and-nosh break was hard to break. . . .

By now the attendance had risen to 60. (Actually, arriving late is not easy these days, as the front door has to be locked once the meeting begins. If you are unavoidable delayed, go round to the meeting room and knock on a window or door until someone inside hears you and lets you in at the front. The back doors in the meeting room are wired to the police alarms and cannot be opened.)

That parenthesis disposed of, Tom Williams of World Contacts, LLC came to talk about Spam and how to control it. He did not have a computer-driven display, but had fortuitously provided 60 copies on notes, covering even more than he actually mentioned, and just enough for everyone to get one. That is, unless a late comer or two were missed in the count and more than 60 were there . . .

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Tom started with definitions and etymology of the word. Actually, when Hormel Foods first produced their “spiced meat” product, the winner in a naming competition was – you guessed it -- “SPAM”. Or “SPAM luncheon meat” in full.

How the word got to be used on the Internet is less clear. Some say it came from a Monty Python skit (and Tom's notes included the script for that piece of the show!), but much earlier an editor in the Dallas Times Herald had described Public Relations as “throwing a can of Spam into an electric fan just to see if any of it would stick to the unwary passers-by.” Since Spam is largely unsolicited advertising (known officially as Unsolicited Commercial E-mail, or UCE), that seems as good an origin as any.

The problem is that advertisers can send e-mail messages by the million at virtually no cost to themselves, while Snailmail fliers cost quite a lot to prepare and mail. The considerable Web cost, though, is borne first by the ISPs, who have to be able to cope with the bandwidth required, and to a lesser extent by the recipients, particularly if coping with it cuts into work time.

Tom provided some Do's and Dont's: Keep your e-mail address quiet; issue it only to people with whom you want to correspond. Never post it on Web sites, guest books, newsgroups, chat rooms, etc.; spammers harvest these address lists. Use free Web-mail accounts, or disposable alias addresses, for dealing with merchants. You can always abandon the account or change your ID if it becomes too polluted. If you are asked for your e-mail address by a site, give a fake unless you need to hear from them. When you do sign up and are required to give a valid address, make sure any “Opt out” switches are correctly set. Read the site's privacy policy first; if it is not absolutely clear in the first sentence or so that they will never share your data with anyone, be suspicious. “We only share with our trusted partners” should be a red flag! And use a spam filter.

Tom also suggested altering your “reply to” address in a manner obvious to people, but not to machines. For example. He said that “frank@hotmail.com” could be entered as “frank AT hotmail DOT com.”

There are many spam filtering programs available, in addition to the filtering capabilities built into many browsers already. Tom discussed one called Spam Sleuth. This is more than a simple filter. It monitors your e-mail before you get to it, analyzing messages and awarding points; too high a total and the message is deemed to be spam and will be routed where you want, away from proper mail. So when your e-mail program collects the mail the spam has already been

removed.

Most spam filters (and certainly the simple filters built into Outlook, Outlook Express and Netscape) work from continually-growing lists of “bad words”. Tom has such a list, of almost 1,500 baddies, available for free download at [www.worldcontact.com/emailsam](http://www.worldcontact.com/emailsam).

Tom also showed why many filters appear to be ineffective. Apart from the way spammers continually change their addresses and message headings, mis-spelling or inserting asterisks or such, if you look at the actual message file source (press View and Source) you can see that in many cases what appears to be normal text has been broken up with short dummy HTML blocks. Thus, while you read “MED DIET PATCH” the actual file may contain “MED DI<ta3yy1 />TCH” one time, and a different arrangement the next.

A great danger is to use a mail program which execute HTML code as soon as opened, even only in the preview window.. Outlook, Outlook Express and Netscape Mail unfortunately do this. [Ed.Note: Luckily, the Linux program Kmail does not!] Highlight the title line, even only to delete the message, and you may have been bitten by the vicious bug within before you can press the Delete key.

There was much more, and the presentation was terrific.. Not there? You missed a Good One. (Actually, as pointed out earlier, there were barely enough copies on the night for those present.) However, you are saved: Tom's notes, by the time this hits your mailbox, should be up in all their glory on the club website, [www.fcug.org](http://www.fcug.org). Take a look.

There being only one item available for raffling, ti was decided to hold Parks' Picker over for next time. See you there. . . .

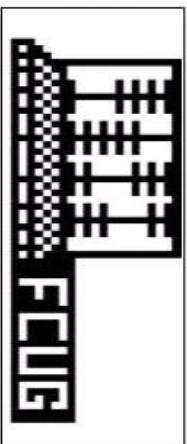
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**THE VOICE OF FCUG**

**Journal of the Fairfield County Computer  
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