

Bits and Bytes

Arkansas' Premier Computer Club

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Bella Vista Computer Club - John Ruehle Center

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Well, Christmas is just around the corner. Are you going to send Christmas cards? Are you going to address your cards by hand or would you like to use address labels? If you've never made address labels, read on. There're several programs you can use - Office Excel and Word, Office Home and Student, or Works. Since most of the computer manufacturers install Microsoft Works on their new computers, that's the program we'll use. The first thing you need to do is grab your address book and build a data base using Microsoft Works Database. Start with a blank database and then add a field for name, address, and city. After creating these three fields, click the Done button. You'll need to adjust the width of the columns so the information you'll be entering will fit within the column. Now enter names in the name column, street address in the address column, and city, state, and zip code in the city column. When you've finished building your data base you'll need to save it to a location of your choosing on the hard drive. You'll also need to give the file a meaningful name like *Mailing list*.

You can close the Microsoft Works Database and open Microsoft Works Word Processor. On the menu bar, click Tools and select Labels.... In the Labels dialog box, select Mailing labels and click the OK button. In the Label Settings dialog box, select the label product and product number for the labels you are going to use (try Avery standard, 5160 - Address), then click the New Document button. In the Open Data Source dialog box, select Merge information from another type of file. Now locate your mailing list data base file, click it to highlight, and then click the Open button. In the Insert Fields dialog box, Name should be highlighted so click the Insert button, and then tap the Enter key. Highlight Address, click the Insert button, and then tap the Enter key. Highlight City and click the Insert button. You can see what the labels will look like by clicking the View Results button and reviewing the records. Click the red "X" to close both of the boxes. On the menu bar, click File and select Print Preview. It's best to print the label information on a blank sheet of paper and compare it to the label product you want to use to make sure the labels will print properly. If everything looks OK, load the label sheets in the printer, making sure they are properly oriented based on the way your printer feeds, and then click the print button. Save your label project.

If you bounce around the Web or are hesitant to go to unfamiliar sites because of safety concerns, here are a couple of programs you might want to consider. Web of Trust (WOT) is a free program. There are two versions of the program offered by McAfee. SiteAdvisor is free and SiteAdvisor Plus is \$20. All of these programs evaluate web sites and rate them as safe, questionable, or malicious. They use the same color code - green indicates the site is safe,

yellow indicates you should use caution, and red indicates the site is known to be malicious. Here's what they have to say about WOT on the web site.

The WOT add-on is a safe surfing tool for your browser. Our traffic-light rating symbols show which websites you can trust for safe surfing, shopping and searching on the web.

- WOT is free and easy-to-use
- Our active community has rated millions of websites
- Ratings are updated every half hour
- Our trusted sources provide extra protection against phishing, spam and other Internet scams

McAfee has a little more to say about their product.

With SiteAdvisor software installed, your browser will look a little different than before. We add small site rating icons to your search results as well as a browser button and optional search box. Together, these alert you to potentially risky sites and help you find safer alternatives.

These site ratings are based on tests conducted by McAfee using an army of computers that look for all kinds of threats (detailed below). The result is a guide to Web safety.

The SiteAdvisor technology is free, easy to install and even easier to use. And it doesn't collect any personally identifiable information.

A note about how these two programs determine a web site's rating. WOT ratings are powered by a global community of millions of trustworthy users who have rated millions of websites based on their experiences. McAfee uses an army of computers that look for all kinds of threats. Because WOT relies on user ratings it had been known to occasionally give a safe site a less than safe rating.

According to the IBM X-Force 2009 Trend and Risk Report, malicious links grew by 345% in 2009 from the previous year. This trend is bound to continue as the cyber-criminals discover new ways to use the Internet to make money. So, rather than clutter your browser with unneeded toolbars you might want to consider adding a beneficial program that can provide another layer of safety while on the Internet.

Microsoft is working on the next version of Internet Explorer (IE 9). It's in the testing phase (beta) and Microsoft has not announced a release date. If you have Windows Vista or Windows 7 you can download it from the Microsoft website. Microsoft does not plan to make it available to those of you using Windows XP. So far all of the reviews have been extremely positive and suggest that it will place the browser back in the race with Google Chrome and Firefox. Unfortunately most of the comments have been about looks, speed, and functionality. It would be nice to hear about improvements in safety and security.

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The editor of the Bits and Bytes is suffering from a mild case of writers block. If you have a topic you would like to see covered in the newsletter, add it to the Suggested Topics for Bits and Bytes Articles sheet located on the table at the back of the room.

Having a problem with your computer? Having a problem doing something on the computer? If you're a Club member stop by one of the Open House Help Clinics we have at the John Ruehle Center and see if we can solve your problem. These clinics are from 10 a.m. to 1 p.m. on the first Saturday and the third Wednesday of the month. If you're not a Club member you're welcome to join the Club and take advantage of this service.