

Bits and Bytes

March 2014

Arkansas' Premier Computer Club

Bella Vista Computer Club - John Ruehle Center

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Richard Clark, President

Don Hood, Newsletter Editor

HOW TO TELL IF A ONLINE SITE IS SAFE TO BUY FROM!

Often when shopping online, we wonder if the site is trustworthy in this age of so much scam. Now there is a free program you can save to your desktop or favorites which will give you peace of mind. Scamadviser.com is fast and easy to use and gives you important information you need whenever you're about to make or considering making a purchase from a site you're not familiar with. All you have to do is enter the URL or name of the site and click the "Check it now" button and you'll get a ton of information about the site and a recommendation as to whether the site is safe to buy from. Just go to <http://www.scamadviser.com/> or [Scam advisor.com](http://Scamadvisor.com). It's easy, just **copy the URL** of the site I want to check and **paste it into the box** and press **Check it now**. You will get immediate results and the program will tell you if the site is "Safe and how trustworthy". It's another safeguard when buying online.

WELCOME NEW COMPUTER CLUB MEMBERS

Cheryl Garris	Diane Hogan
Maryann Johnson	Anne Mairet
Bonita Miller	L. G. Patrick
Stephen Garner	Marilyn Fiebig
Lee McClanathan	Lorelee McClanathan
Kathy Andrews	Scott Heard
Angela Woods	Curtis Howell

Computer Club Classes

PC Maintenance Part 2 "Protect and Recover—
Mar 11, 10 am to noon

Using Windows 8, Part 1—Programs
Mar 12, 9 am to noon

Setting Up Windows 8.1 Mar 12, 1 pm to 4 pm

Microsoft Word (4 hrs)— Mar 18, Mar 20,
10 am to noon

Microsoft Power Point (4 hrs)— Mar 18, Mar 20,
1 pm to 3 pm

Microsoft Excel (4 hrs).—Mar 25, Mar 27,
10 am to noon

Microsoft Publisher (4 hrs)— Mar 25, Mar 27,
1 to 3 pm

Windows 8 & 8.1 Mail and People Applications
(2 hrs)— Apr 1, 10 am to noon

File Management (2 Hrs)— Apr 2, 9 am to noon

Setting Up Windows 8 (3 hrs)—Apr 3,
9 am to noon

Internet, Internet Explorer 10 (4 hrs)—Apr 8,
Apr 10, 1 pm to 3 pm

Using Windows 8, Part 2 "More Programs"
Apr 9, 9 am to noon

Pre-registration is required for all classes
and are free to all Computer Club members.
Call Marie Herr (273-2558) for more infor-
mation and to pre-register. 5 members are
required for each class.

David Pogue: 10 TOP TIME-SAVING TECH TIPS

When on the WEB:

1. **Tap the space bar to scroll down a page.**
2. **Hold the shift key and the space bar at the same time to scroll back up again.** (You don't need to scroll using the wheel roller on your mouse.)
3. **Tab between boxes on online forms.**
4. **When there's a pop-up menu for your state or country,** don't waste time scrolling down the menu to find your state, **just type the first initial repeatedly.**
5. **To make web text larger, press control "+"**. The more you tap "+" the larger the text. Mac users, make that "Command +." **To make the text smaller, just tap the "-" when holding down the control key.**

When on the Smart Phone

1. **Don't bother with punctuation on your smartphone.** Now **tap the space bar twice to end a sentence** (iphone, Android, Windows phone, Blackberry) a period is added and the next letter will be automatically capitalized for the start of a new sentence .
2. **Hit the call or Dial key of your phone to call up the last number dialed.** No need to go into your contacts.

All Cell Phones

1. **Speaking of phones, carriers have key-strokes that let you bypass the "15 seconds of fricking instructions, like we haven't had answer machines for 45 years."** Sadly, each shortcut is different. Verizon is "*", AT&T and T-mobile is "#", and Sprint is "1".

Text Basics

1. **Use Google as a dictionary by typing "define" followed with the word you want to understand.** You can also use it as an FAA database for flight details.
2. **To highlight a word,** don't drag across it with the mouse. **Double click the word and it will highlight.**
3. **Don't delete a word just type the corrected word over it.** It will automatically insert the new word while eliminating the old word.
4. **Triple click to highlight the entire paragraph.** Put your cursor over any word in a paragraph, triple click and the entire paragraph will be highlighted.
5. **Double-click on the start or end of a group of words** and drag which will highlight those words

<http://www.ted.com/talks/>

[david_pogue_10_top_time_saving_tech_tips.html](http://www.ted.com/talks/david_pogue_10_top_time_saving_tech_tips.html)

David Pogue is the personal technology columnist for the New York Times and a tech correspondent for CBS News.

A WATER HOLE POISONED OR VIRUS ATTACK ! A

watering hole attack is where hackers slip malicious code into a legitimate site. For a watering hole attack, hackers break into a real website and install malicious code. While you are on the Web, if you get a new screen that opens up telling you that you need to update your browser, **always, always ALWAYS** check the URL to see where it is coming from. If it is NOT from Microsoft, Mozilla/Firefox, Chrome or whichever browser you use, **CLOSE** that tab immediately. While the website looks perfectly ordinary, just visiting it can infect your computer with a virus.

Microsoft normally updates on the first Tuesday of the month, Mozilla/Firefox does a update every six months, Chrome does it in the background on an as needed basis. If you have any doubts if you are running the latest version of your browser, first click on Help while using your browser, then on About (your browser) to see which version you are using then go directly to your browser's web site to check for the latest version.

The scary part is that you never know what site might be infected. While most people assume pornographic sites and other shady sites give you viruses, for example, studies show that you're more likely to get a virus from a church website.

Your best defense is a good virus protection program with up to date virus files and making sure your browser is up to date. This fills in most of the holes that a watering hole website uses to break into your system.

This article provided by Helen Weeks, Computer Club member and former Newsletter Editor.

Genealogy SIG—March 15th 10 am John Ruehle Center

Open houses for Computer Repair & Help

Mar. 19th (10 am—1 pm) (Wednesday)

Apr. 2nd (1 pm — 4 pm) (Wednesday)

Apr. 5th (10 am —1 pm) (Saturday)

Cheryl wants to know what we suggest as replacements for Microsoft Office

My trial of Microsoft Office has expired and I wondered if you could give me a list of suggested replacements for Microsoft Office? Thanks for all your help. Thanks, Cheryl

Our answer

Thanks, Cheryl. This week we had about a half-dozen letters from readers asking for substitutes for Microsoft Office, or for the programs included with it. While Microsoft does offer free “viewers” for most documents created with Microsoft Office, but it’s not very convenient to have to download a separate viewer for each type of Office document. All of the programs below can open most Office documents, and most can save files in Office formats.

Here in one list are some of the programs we’ve looked at that can open and create most Office document formats - this is by no means a complete list, but it offers some decent choices.

List of free downloadable or online desktop office suites

“Open Office” The most often recommended alternative to MS Office by you – our readers. We’ve tried it and think it’s a great replacement for MS Office. It can read and create almost any Office document format and you can’t beat the price. If you’re looking for Office compatibility and a really all-around good replacement for MS Office you can’t beat Open Office. Get more information about Open Office – and/or download it at: <http://www.openoffice.org/why/index.html>

Dialup users? It’s more than 100 MB download. Keep that in mind.

IBM Lotus Symphony

Not much MS Office compatibility here – except with MS Word. It contains all of the programs you’d get with MS Word but many are in proprietary formats which only those using Lotus will be able to read. Not a good choice unless you don’t care who can read your files. It’s a great office suite but if your files aren’t readable (except MS Word Doc format) by

MS Office users then it’s not a real alternative to MS Office. We’re listing it here because it is free and it is an office suite. It is also a large download -- over 200 MB. Dialup users please note that. If you’re interested in learning more about Lotus Symphony (Free) visit this page. https://www-947.ibm.com/support/entry/portal/product/lotus/lotus_symphony?productContext=1910256956

Online (in the cloud) office suites

Though these online (in the cloud) suites don’t require you to download them, if you’re using dial-up you’ll find they may not work very well for you – so keep that in mind. If you have a high-speed connection, you’ll find that working on the web is just about as fast as **working on your desktop.**

Google Docs

Complete MS Office compatibility – and lots of space to store your files. Reads all the standard MS Office formats and creates them too. Google Docs has become the most popular of all online office suites – well it’s by Google for one thing – and its compatibility with MS Office doesn’t hurt. You can upload and download the documents you create or have created to and from your desktop computer. Want to learn more about Google Docs? <http://www.google.com/google-d-s/intl/en-GB/tour1.html> If you have a Gmail account you can login with your Gmail login info. Once you log into your Gmail account click “Documents” at the top of the page.

Zoho

Zoho is another online office productivity suite. It features MS Office-compatible word processor, spreadsheet and presentation apps Zoho probably has the nicest online word processor we’ve ever seen. Zoho is free for personal/home users. <http://www.zoho.com/> copyright 2008 by Cloudeight Inter-net, <http://thundercloud.net/infoave/index.html>

AFTER 30 YRS, WHY DID THE MAC NEVER BREAK INTO BIG BUSINESS

Enterprises run on Windows. The average enterprise has thousands of custom, line-of-business Windows apps deployed. Some of those apps are more than 10 years old, and the cost of replacing them with cross-platform solutions such as web-based apps is prohibitive. That huge installed base of apps is one reason why the migration from Windows XP has been so slow in large organizations. And it's why non-Windows machines are a nonstarter regardless of the operating system they run.

2. Macs are expensive. Enterprise IT budgets are tight. The average selling price of a Mac in the most recently concluded quarter (Q1 of Apple's 2014 fiscal year) was \$1,322. That's far more than the ASP of a Windows PC, which has hovered around \$500 for years. Even if you assume that enterprises buy more expensive machines, there are still hidden costs of owning Macs, including (ironically) the cost of virtualization software and separate Windows licenses so that those Macs can run important Windows apps.

3. Microsoft Office is a second-class citizen on Macs. Office on the Mac is always a year behind the corresponding Windows version, and Outlook is still a relative newcomer (and a poor relation). Some Office programs, most notably Access, have never been ported to the Mac. File format compatibility is strong, and for most users Office on the Mac is good enough. But it's still a checklist item for most enterprises.

4. The desktop PC isn't dead. Businesses still buy lots and lots of boring desktop PCs, for workers who sit at a desk most of the day. In enterprise settings, desktops have multiple advantages. You can easily hook up multiple monitors, they're easy to repair and upgrade, and they have ample expansion capabilities. In recent years, Apple has focused most of its efforts on the MacBook line. The iMac line is fine for art

galleries and other small businesses that can run everything on a single PC, but it's not an option for high-volume corporate computing. And we won't even talk about the new \$10,000+ Mac Pro.

5. Those Macs aren't going to manage themselves. The single biggest strength of the Windows ecosystem is the enormously powerful range of management software available for enterprises that run Windows domains. A tightly run IT shop can secure data, keep roaming profiles organized, and replace the image on a broken PC with the push of a remote switch. For the most part, Macs are managed as if they were mobile devices. That gives IT staff limited support tools, but it's nothing like the management options of a fully managed, domain-joined PC.

6. Apple doesn't provide long-term support. Microsoft provides a guaranteed 10-year support lifecycle for Windows devices. That means an enterprise can count on a device being supported with bug fixes and security patches for a decade. Apple, by contrast, abandons older versions of OS X quickly. Yes, upgrades to recent versions of OS X are free, but IT staffs who have to deal with the costs of deploying those upgrades and dealing with attending incompatibilities might beg to differ.

These days, of course, Apple's efforts are focused on mobile devices. The iPad line outsold all Macs by a margin of better than five to one last quarter and is beginning to approach PC shipment levels. And Apple is quick to note that most enterprises are now allowing iPads inside the corporate network.

That shift from conventional PCs/Macs to mobile devices is probably the largest reason of all why Macs have largely stalled in the enterprise. Apple long ago dropped the word "Computer" from its name, after all.

By Ed Bott for the Ed Bott Report, January 29, 2014
http://www.zdnet.com/after-30-years-why-did-the-mac-never-break-into-big-business-7000025743/?s_cid=e589&ttag=e589

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