

Bits & Bytes

A Publication of the Kern PC Users Group



**THE MEETING IS AT 7 PM ON
APRIL 8 IN THE USUAL PLACE**



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The following rates are for one insertion in the **KIPUG** newsletter. All copy must be received camera-ready, no later than the 15th day of any given month for publication in the following month's newsletter.

Camera-ready copy should be submitted to Bits & Bytes, c/o Dave Chalmers, P.O. Box 2780, Bakersfield, CA 93303

KIPUG members who have computer related items for sale or trade or who have information they would like to share with other members may do so **FREE** of charge as space permits. Ads larger than business card size are subject to 50% of normal advertising fees. Non-members are subject to the normal advertising fees.

Business Card \$ 5.00
Quarter Page \$ 15.00
Third Page \$ 20.00
Half Page \$ 30.00
Full Page \$ 60.00

ADVERTISERS

KIPUG will mail your direct computer user targeted mail advertisement (fully prepared for mailing, including postage) to our entire membership at a reasonable fee. For more information, please contact Rhonda Pierce, President, at pierce27@earthlink.net.

Table of Contents

Prez Says:

Email HowTo	pg 4
Cyber Worms	pg 6
One Space or Two?	Pg 10

Our new slate of officers are: Rhonda Pierce - President, Lee Lentz - Vice President, Tony Rizos - Secretary, Willie Lowell - Treasurer and our Board of Directors are: Steve Garcia, Dr. Leonard Liss and Jerry Congdon. Next time you see them, please thank them for doing a good job. Members a lot of times, don't realize how much work is being done behind the scenes.

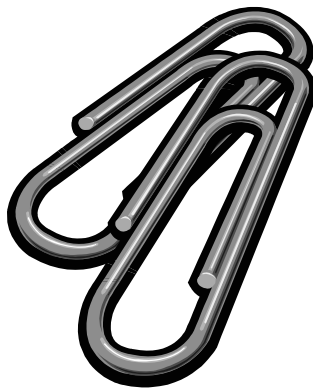
Dusty did a great job last month on Digital Photography and Printers. I hope everyone present enjoyed the presentation. This month we were to have a speaker from New Horizon's Computer Training Center, but they weren't able to because the speaker had go out of town at the last minute. We will have a "Panel of Experts" this month instead, so if you have any questions you need answered or problem to be explained. Jot them down and bring them to the April meeting.
I'll see you there. Rhonda [:-)

Email HowTo

Using E-mail attachments can make your life less complicated, both for work and pleasure. In this following little article I will share instructions on how to send attachments for both AOL and Outlook users along with “real world” examples of every day use.

Recently one of my website clients handed me a several-page Word document of information he would like placed on his website. As we talked further we finally came around to discussing the possibility of using e-mail attachments. It would save valuable time for me retyping the document on the website and he could use it in his law practice. Since Roger uses AOL which I haven’t used since 1996, I decided to ask my neighbor for step-by-step instructions.

Now it took my neighbor a long time to figure out the mystery of sending attachments. I thought



for the KIPUG community I would make life a lot simpler and easier with Phyllis’s instructions.

- Sign on AOL
- Go to E-mail
- Go to Address(es) Click on the address of the person you would like file to go to – address book probably
- Click on attachment button
- Click attach
- Go to file at the top – click the triangle – find the file you would like to attach – probably My Documents
- Click on the document, click to open it
- Click send now.

How has this changed Roger’s law practice and my work for that matter?

Roger has been exchanging documents with clients. He also successfully attached the file with the information for his website so I could simply copy and paste it directly into FrontPage. I recently received an attached banner ad in a .swf to place on my website from Ireland. (That took several days to figure out and could be another article.)

As for personal use e-mail attach-

ments are quite helpful and are fun. After sending an e-mail to several relatives recently I received file attachments containing images of my cousin's family's summer vacation. It was great fun viewing family pictures they would have otherwise had to be duplicated and sent in the mail, costing both time and money.

Now not to leave those out who use Outlook here is the following steps. I have never used Eudora but understand from my blind friends it is much more user friendly with speech software programs than Outlook. The following steps are necessary (steps 1-8 and 11 are how to send an email).

- Open Outlook
 - Open New
 - Find the E-mail recipient's e-mail address in your Address Book or type it in you don't have it in the address book already.
 - Click the person name.
 - Click to
 - Click OK
 - Click in the subject line what the e-mail is about.
 - Click a little e-mail note if you would like (optional)
- For the attachment part do the following: At the top of the screen click on the word insert and a dropdown list will appear. Click on file.
 - The next trick is to find the file on your computer you would like to send someone. Hopefully, you have a neat area called My Documents where your work is contained. It is especially helpful to have sub-directories such as Word, Excel, etc., to make finding your document easier. For this experiment I will I send an Excel spreadsheet to myself, so I will click in My Documents directory, find Excel and find a file, lighthouses on stamps.xls, and click insert.
 - It is now in my attachment area, so I simply click send and the file should be sent.

Hopefully these instructions will make sending e-mail and attachments much easier.

Sarah

Under Attack by Cyber Worms

By Ira Wilsker

If you use email, as you most likely do, you may have noticed the recent increased onslaught of worms and viruses. Using a variety of techniques, the latest attacks are once again flooding our inboxes with dangerous content, as well as seeking out security holes in our systems and attacking us through our internet and network connections.

One insidious family of new pests is the group referred to as the “Bagel” or “Beagle” virus and worm family. Now spreading endemically, as I type this, are sixteen variants, referred to by the sequential letters “A” through “K”. These nasties were explicitly designed to slip through most spam filters, and many antivirus scans by concealing their malicious payload in a password protected zip (compressed) file, which can only be opened by opening the email, and clicking on the attachment, and entering the password shown. The rapid appearance of the many variants also makes it easier to slip through our antivirus defenses, and more difficult

to protect against. While most of us are reluctant to click on attachments from unknown senders, these creatures try to use “human engineering” to trick us into opening the email and activating the attachment. This is accomplished by spoofing the “From:” line and making it falsely appear to be from the management, tech support, email server, billing department, or other department of your ISP (Internet Service provider). They use an internal template to create a variety of subjects and messages incorporating the name of the ISP in order to appear to be authentic. Some of the common subject lines are “E-mail account security warning”, “Warning about your e-mail account”, “Email account utilization warning”, “E-mail account disabling warning”, and similar subjects. The body of the message typically starts with some variation of “Dear user of (the name of your ISP)”, followed by text indicating that your email account is about to be disabled, you have been sending out infected emails, the email server will be shut down, and similar attention getters. The punch line may be of the type “For more information see the attached file” or “Please, read the attachment for further details.” To make it look even more legitimate and

secure (and to bypass spam and virus filtering) it may contain a closing line to the effect of "For security reasons attached file is password protected" or "The password is (password)."

The infected email is signed with "Sincerely," or "Best wishes," or some nicety, and often has a tagline "The team, [http://www.\(the name of your ISP\)](http://www.(the name of your ISP))"



Attached to the email is an innocent looking file possibly with the filename (ending in ".zip") "Information", "Readme", "Document", "Message" or some other innocuous name. If this file is opened, and your antivirus software does not detect the payload, the computer will be instantly infected. Once infected, the worm will search your computer for any email addresses, and use its built-in email utility to replicate itself to the email ad-

resses found on your computer, again spoofing the name of the recipients ISP as the sender. If you think about it, this is both a clever way to entice even a suspicious victim into opening the attachment and infecting his computer, and an insidious thing to do to countless thousands of innocent victims. One of the common payloads in the Bagel/Beagle series is a utility that deactivates many of the popular anti-virus programs, and prevents them from being updated, leaving the computer open to later attacks. Some versions also open a port through a firewall (ZoneAlarm is often targeted) allowing external "backdoor" access to the computer, and broadcasting the IP address of the vulnerable computer over the Internet. Fortunately, many of the Bagel/Beagle variants have code in them that will cease their propagation between March 14 and 25.

In another trick, some of the new virus and worm writers are trying to fool us into believing that their content is safe by including a falsehood either in its subject or as a closing tagline that the message has been scanned by a major antivirus program (most often Norton AntiVirus). Just because an email is from someone you know, and contains

a line indicating that it is certified as safe, do not believe it. The creator of the worm is lying to you by concealing the real sender by spoofing the "From:" line to appear that it is from an acquaintance, and including the "certified virus free" tag.

The massive recent attacks by the authors of the Netsky, MyDoom, and Bagel/Beagle viruses and worms have created a battle among themselves, indicated by messages encoded in their respective payloads. According to several antivirus companies, the code includes attacks on each other, such as when Netsky attacks a computer already infected with MyDoom or Bagel/Beagle, Netsky tries to deactivate them, while installing its own malicious code, and stating "We kill malware writers. They have no chance". The author of Bagel responded in a quickly released variant "Hey Netsky... Don't ruin our business. Wanna start a war?". Later variants of these three malicious products have continued the dispute.

Wouldn't it be nice if these virus authors spent more time and effort fighting each other, and less time trying to infect our computers?

FREE online virus scans are available at the following websites:
housecall.antivirus.com
www.pandasoftware.com
www.bitdefender.com
us.mcafee.com

There is no restriction against any non-profit group using this article as long as it is kept in context, with proper credit given to the author. This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member.

One Space or Two?

Do you use one space or two spaces at the end of a sentence?

By June Hall, Editor, Windows on the Rockies User Group, Colorado

Like most people I was taught to use two spaces at the end of a sentence when using a typewriter. But when I started editing the company newsletter in the 1980s, was taught to use one space at the end of a sentence in published material.

If you type the question at www.google.com, the websites are numerous and contain contradictory answers, replies, and opinions.

Original typewriters had monospaced fonts. Monospaced type is text produced by characters that are evenly spaced. A “W” takes up just as much room as an “l.” Thus, around skinny letters there was more space than around wide letters. To clear everything up, it was decided that an extra space should be added after a sentence to make it easier to see where one sentence ended and the next began.

In the very early days two spaces were also used in published material, but

then along came the lead-casting Linotype machine. The linotype used wedges for spaces, rectangles for letters. After filling the line as close as possible, the operator would pull a handle, and the wedges would be forced upward, expanding (and thereby justifying) the line of type, which would then be cast in lead. If the operator typed two spaces in a row, you had two wedges next to each other, and that tended to gum up the operation. So only one space was used.

On Woodys Watch

(www.woodyswatch.com), Woody told us about all the mail—friendly mail, angry mail, congratulatory mail, why-don’t-you-check-your-facts mail, my-teacher-taught-me-this-and-my-teacher-ain’t-stupid mail—he received after making a somewhat tongue-in-cheek remark about “cleaning up after people who inevitably type two spaces after every period.” Woody ended by stating if you want to sell what you write, use one period because that’s the way the industry works nowadays.

A copyeditor at The University of Chicago (Chicago Manual of Style) thinks, “In our efficient, modern world, there is not room for two

spaces at the end of a sentence.”

Publishers want single spaces after periods. Most desktop publishers believe desktop publishing (electronic type-setting) should follow the commercial publishers rule, “One space at the end of a sentence.”

Two spaces can cause problems with line breaks in certain programs. Web pages use only one space between sentences. HTML is set up to only display one space no matter how many are typed. A browser, like Netscape Navigator or Internet Explorer, will only display one.

Some people using word processing state, “those of us who use word processing software are no longer typists but typographers. While our typewriter keyboards limited our capabilities in creating text, our word processors allow us to do what professional typesetters have been doing for centuries. Consequently, many of the rules we learned as typists do not apply in the world of word processing.”

The majority of people who never do desktop publishing have no reason to change from using two spaces. Even some publishers prefer using two

spaces in their personal correspondence and notes.

After getting used to using only one space at the end of a sentence in writing for published material, I use one space for everything—most everything. I have to watch myself if I type a letter for my husband as he wants two spaces. One of the first things I do when I receive an article for a newsletter is to go to Edit/Replace and put in two spaces to be replaced by one space.

I liked the website with the info below:

Should sentences be separated by one space or two spaces?

Yes.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.



Membership Application

Annual Dues \$30.00 Mail to:
PO Box 2780
Bakersfield, CA 93303

Please Print Clearly — This application is [] New [] Renewal [] Address Change

Name _____

Address _____

City _____

State, Zip + 4 _____ ()

Home Phone _____ ()

Business Phone _____ @

E-mail _____

I'm a:	I'm Willing to:
<input type="checkbox"/> Beginner	<input type="checkbox"/> Serve on a committee
<input type="checkbox"/> Intermediate	<input type="checkbox"/> Assist the Editor
<input type="checkbox"/> Advanced	<input type="checkbox"/> Help at Meetings
<input type="checkbox"/> Hobbyist	<input type="checkbox"/> Join a SIG
<input type="checkbox"/> Professional	<input type="checkbox"/> Do Whatever..

The Software I use is

<input type="checkbox"/> WIN 95	<input type="checkbox"/> WIN 2000 ME
<input type="checkbox"/> WIN 98	<input type="checkbox"/> WIN NT
<input type="checkbox"/> WIN 98 SE	<input type="checkbox"/> Other _____

The Kern Independent PC Users Group — KIPUG is a nonprofit organization of computer users — novices, experts, professionals and hobbyists. KIPUG welcomes all new members interested in computers. A General Meeting is held on the second Thursday of the month at the Kern County Superintendent of Schools Building, City Center, at 17th and L streets in Bakersfield. Meetings run from 7:00 PM until 9:00 PM and include a business meeting along with product demonstrations, door prizes and a drawing.

Membership Information and Benefits:

General Meetings are open to the public, free of charge. The public and guests are welcome but certain benefits apply to members only.

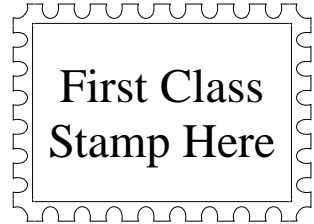
To become a member, complete the form above and mail your check to KIPUG.

Member Benefits Include:

- A monthly newsletter — *Bits & Bytes* — a place to publish your articles!
- Free ads to buy or sell computer items.
- One free month's business card ad for corporate members.
- Web Site with free Listserv and access to the newsletter on-line.
- User group product discounts and special offers.
- Networking with computer enthusiasts who share common interests.
- Special Interest Groups (SIGs) to help you solve problems.
- All general memberships are family memberships, bring the family.
- Eligibility for door prizes and vendor giveaways.
- Product evaluation/review program — write an evaluation — keep the product.

Visit KIPUG's Web Site: <http://www.kipug.org/>





P.O. Box 2780
Bakersfield, CA

We are on the web at
WWW.KIPUG.ORG

Your Address Here

Sarah Perelli-Minetti Webmaster

Meetings are held on the second Thursday of the month
at the Kern Superintendent of Schools Building.
17th and L streets Downtown
Meeting Time is 7 pm