

# Bytes & Pieces

Newsletter of the Hobart Computer Users Group Inc.

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## Did you know?

In recent issues I have discussed font effects and font sizes. The other thing that you should consider, especially for brochures, flyers and newsletters is the fonts themselves.

While it is not a good idea to use a lot of different fonts in one publication, you can jazz things up by using appropriate fonts for article titles, for effect in brochures and flyers, and for mastheads.

For the masthead at the top of this newsletter I like to use something a little bit fancy, but with an informal look. In the past, I've used Comic Sans. Now, in order to freshen the appearance of the newsletter, I am using Forte, which you may not have on your system. Where did I get it? Forte is an Adobe font family, so it was probably installed by some Adobe program. It can also be licensed from Microsoft, or purchased from some other sources.

That brings us to the first source that will add to your collection of fonts – applications that you add to your system, such as Microsoft Publisher, Star- and Open- Office, and some graphics programs. The next source is magazine discs, especially older ones. Thirdly, you can buy discs of fonts and graphics. You can also buy fonts from companies which create them. These companies are called “font foundries”, a term that dates back to the use of moulded lead for printing.

However, you can also download fonts from the Worldwide Web. To find out where I might have obtained Forte I did a quick search. Not only did I find the information about Adobe, but I also found that it can also be licensed from Microsoft,

or purchased from some other sources. I also found that it could be obtained from <http://www.ticalc.org/archives/files/fileinfo/173/17354.html>, without charge.

A search for free fonts yielded several sources, including the following:

<http://www.1001freefonts.com>  
<http://www.fontfreak.com>  
<http://www.free-fonts.com>  
<http://www.acidfonts.com>  
<http://simplythebest.net/fonts>  
<http://www.myfonts.com>

Some of these sources will also lead you to companies from whom you can buy fonts.

**Hint:** If the font you want is listed at a price, note the name and do a search for that name. You may well discover a free source for a clone of that font.

**Note:** The sources given are for Windows fonts. Often these can be used in Linux, but they may need conversion for use on Macintosh computers.

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## Worthwhile websites

There are literally billions (or is it trillions now?) of websites out there. From now on we will try to review one really worthwhile site each issue. Your suggestions of sites for review, your reviews of sites you have found, and your advice of sites that others have favourably reviewed, would be most welcome. Naturally, preference will be given to your own reviews.

I've mentioned *PC Plus* magazine from the United Kingdom on more than one occasion in these pages. I buy it each month, but it is expensive with the air-freight edition selling for around \$24. Here's a site where you can benefit from the wit and wisdom of its contributors, keep up with computer news, do hardware and software tutorials, take part in the forums, search for information on a particular topic, or download 229 files (at last count). You can pose questions, or read the answers that *PC Plus* experts have given to others, and access PDF files of complete issues from two years, or more, ago. And it won't cost you a cent. You can also subscribe and go shopping, but that will cost you.

If you find an article that you would like to print out, scroll to the end of it and there you will usually find a *Format page for printing* button. This will put the page into a more suitable format for printing on A4 paper.

The *PC Plus* website offers a wealth of material with more than 1500 reviews, more than 200 tutorials, more than 200 downloads and more than 40 previous issues. Check it all out at:

<http://www.pcplus.co.uk>

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## From our last meeting

Patricia Rogers chipped in at the last meeting with some information on using tables in Word. One point she feels she didn't make is how to get totals in a table. Here's the missing information:

*If you want to total a column or a row of figures in a Word table:*

- *Place the cursor in the space you nominate for the total*
- *On the Table Menu, click Formula*
- *Click =SUM (ABOVE) or =SUM (LEFT), whichever is appropriate*
- *Repeat in each cell where you want a total.*

For those of you who are trying to translate MS Word-speak into (StarOffice 8.0/OpenOffice.org 2.0) Writer-speak, just bear in mind that a table in Writer is a mini-spreadsheet with most spreadsheet features, except some formula expressions.

If you want to total a column or row of figures in a Writer table:

- Place the cursor in the cell in the column (row) where you want the total
- Type an equals sign (=) (or press F2) and a formula toolbar opens
- Click on the f(x) button to drop down the formula menu
- Click on SUM
- Drag your mouse across the cells you want to sum and Writer will complete the formula
- Click on the green tick to place the formula in the chosen cell
- Cut, highlight and paste that cell into other columns (rows) where you want an equivalent total (Hint: Highlight the whole cell, not just the contents and then use CTRL+C/CTRL+V)
- NB: Do not paste a column formula into a row, or vice versa. Create a new one.

**Australian Widget Consumption 1999-2003 – Types A & B ('000)**

Year	2000		2001		2002		2003		Total		Average	
State/Type	A	B	A	B	A	B	A	B	A	B	A	B
NSW	13421	11232	12971	11304	14013	11756	15007	12987	55412	47279	13853	11820
Vic	10113	9876	10987	9987	10598	10043	11230	11478	42928	41384	10732	10346
Qld	6754	4567	7002	4476	7198	4676	6999	4775	27953	18494	6988	4624
SA	4447	4356	4576	4257	4671	4017	4750	4498	18444	17128	4611	4282
WA	5155	6543	5287	6598	5389	6603	5467	6654	21298	26398	5325	6600
Tas	2132	1135	2198	1201	2259	1308	2245	1350	8834	4994	2209	1249
ACT	987	345	976	332	962	330	978	345	3903	1352	976	338
NT	112	97	115	99	129	101	131	102	487	399	122	100
<b>Totals</b>	<b>43121</b>	<b>38151</b>	<b>44112</b>	<b>38254</b>	<b>45219</b>	<b>38834</b>	<b>46807</b>	<b>42189</b>	<b>179259</b>	<b>157428</b>	<b>44815</b>	<b>39357</b>

While the above procedure may seem more complex, it is actually standard spreadsheet technique and, for all but the simplest tables, is faster, thanks to the cut, highlight and paste ability of OpenOffice.org. It also allows the construction of elaborate tables without having to switch to a spreadsheet to design them. See illustration above. Whether you use Word, OpenOffice.org, StarOffice, Word Perfect, or some other word processor, constructing a table like the one above will teach you a lot about table formatting. Try constructing it in Word 2002 and you will see the difference that not being able to copy, highlight and paste, and use formula cell selection makes. Each formula must be constructed separately and manually.

The formula for the row totals requires the addition of every second column. OpenOffice.org 2.0 would not accept the spreadsheet formula =SUM(B3;D3;F3;H3). Instead =B3+D3+F3+H3 was used. In Word you *can* modify =SUM(LEFT) and put in the cell references separated by a comma to give =SUM(B4,D4,F4,H4). Cell references have to be deduced by counting rows and columns, using normal spreadsheet notation. (The reason for the difference in the cell references is that OpenOffice.org 2.0 reserves the first row as a header and the numbering of cells begins with the next row. Word counts all rows.)

**Note:** Earlier versions of StarOffice and OpenOffice.org use Insert/Table to insert a table, rather than having a separate table menu. (This option is also available in the latest versions.) Typing an equals sign in a blank cell will activate the formula toolbar, but there are some variations in the cut, highlight and paste technique. Upgrading to the latest version of these applications is recommended.

For an example of a table used to provide columns in a portion of the newsletter, refer to the item on The OpenCD Project, where the listing of the contents of the CD is a table with invisible borders.

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## Raze spyware remover

Raze Spyware Remover is not what it claims to be. Nor are a good many others. See:

Raze Spyware Remover and former partner Teosoft Raze Spyware Software's "Teosoft Antispyware" are both products to be avoided. They plant spyware on your computer, use aggressive and allegedly misleading advertising and even use spam to promote their products. The planted program may also try to annoy you into paying for the program, which is surely a form of blackmail.

I was moved to bring you this warning after hearing of Daniel's woes from Neil. Apparently Daniel installed Raze Spyware Remover and found himself with all sorts of problems.

On hearing about this, I did a quick search of the web and came up with stories like these:

I had raze spyware flashing on my desktop demanding moolah, so I scanned Spybot, Trojanhunter, Ewido, Panda Active scan and got rid of some baddies, but now instead of the raze adware I have this flashing grey then white html screen on my desktop.

Then I found a lengthy procedure to remove it at <http://forums.techguy.org/t414545.html>. Don't be caught. Use only reputable anti-spyware products endorsed by <http://www.spywarewarrior.com>, or from known suppliers, such as Lavasoft Adaware, Spybot Search & Destroy or security suites from ewido, Symantec, McAfee, or Zone Labs.

Tools that you may need to clean up Raze Spyware Remover include HiJackThis from <http://www.merijn.org> (not hijack-this.com or any other similar URL); Pocket Killbox <http://www.bleepingcomputer.com/files/killbox.php>; ewido <http://www.ewido.net/en>; Cleanup <http://www.stevengould.org/software/cleanup>; a good anti-virus program, such as AVG <http://free.grisoft.com> and/or online virus scanning. Those tools are all used in the techguy solution to the Raze problem!

The more I looked into it, the more it became apparent that spyware and trojans are being used to force you to buy rogue spyware removal programs, offered as "free downloads". The rogues are ripping off established programs and creating websites that look quite professional. So be very careful.

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## The OpenCD Project

### Quality Open Source for Windows

According to the organisations website: "*TheOpenCD is a collection of high quality Free and Open Source Software. The programs run in Windows and cover the most common tasks such as word processing, presentations, e-mail, web browsing, web design, and image manipulation. We include only the highest quality programs, which have been carefully tested for stability and which we consider appropriate for a wide audience.*"

Here's what you get:

#### Productivity

- AbiWord 2.4.1 Word processor
- MoinMoin 1.3.4 Wiki clone
- OpenOffice 2.0 Office suite
- PDFCreator 0.8.1 RC9 Makes PDF files from any printable data

#### Design

- Blender 2.37a 3D graphics and animation
- GIMP 2.2.9 Graphics program like PaintShop Pro
- NVU 1.0 Web page designer

#### Internet

- FireFox 1.5 RC2 Next version of Firefox (release candidate 2)



vulnerable to security risks and possible identity theft.

While Sony claims to have recalled all the affected CDs, Texas investigators reportedly were able to buy several of the CD at Austin retailers as recently as 20 November 2005. Texas is seeking civil penalties of \$100,000 per violation of the state's Consumer Protection Against Computer Spyware Act, which was enacted earlier this year. "Sony has engaged in a technological version of cloak and dagger deceit against consumers by hiding secret files on their computers," Abbott said.

Sony announced recently that customers could exchange CDs that contained XCP software for new copies without the spyware, and download software designed to fix the security vulnerabilities. However, critics claim that this software still has vulnerabilities.

The CDs, from 52 popular artists, including Ray Charles, Frank Sinatra, Louis Armstrong and Celine Dion, prompt a user agreement to appear on consumers' computer screens. Users are required to accept the agreement in order to play the CDs on their computer, and Sony's media player is automatically downloaded to their computers with the hidden files.

Separately, the Electronic Frontier Foundation said it had filed a lawsuit in Los Angeles County against Sony BMG to pay for damage caused by XCP and SunnComm MediaMax software it used on as many as 24 million CDs. The XCP software is extremely difficult to remove, EFF said, "often leaving reformatting the computer's hard drive as the only solution."

The MediaMax software also installs files on users' computers even if they decline to accept SunnComm's terms in a licensing agreement. That software allows the company to track customers' listening habits despite denials the company collects such data.

As Michael Robertson of MP3.com, Linspire and SIP phone fame asks in a recent minute, why don't the big record companies just acknowledge that there are billions of MP3 music files circulating on the Internet, indicating a huge demand for music in that form, and get busy selling MP3 files to those that want them?

He writes:

In an effort to make amends to affected customers, Sony is offering customers a replacement CD along with MP3 files. As far as I'm aware, this is the first time a major record label is making MP3 files available in conjunction with a CD purchase. All have distributed free tracks in MP3 format before, but none have made MP3 files part of a purchase. It makes NO sense to give away MP3 files, but not sell them. It makes no sense to insist, "We don't sell unencrypted music" all the while selling CDs with the highest quality audio files, which can be converted to MP3s with a single mouse click using software from Apple, Microsoft and others. It makes no financial sense for a company to know that billions of MP3 files are swirling around the Internet each month but refuse to satisfy the demand with an MP3-stocked music store. I hope this is an indication that the music industry's illogical religious boycott of MP3 is ending and being replaced with an economic analysis that will demonstrate that selling MP3s will increase revenues by helping the industry move beyond "every song for 99 cents."

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## New feature article

Sometimes it's better to use a spreadsheet and cut and paste it into your word processing document, than to use the word processor's table feature. We illustrated this way back in December 1999 with an article on creating a calendar using StarOffice 5.1a. That article has now been updated to show how to do it using OpenOffice.org 2.0 or StarOffice 8.0. It includes hints on using Excel and Word instead.

Spend a little time creating a calendar for next year and in the process you will learn some useful spreadsheet shortcuts and spreadsheet formatting techniques. You'll find a link to the article on our websites home page.

<http://hobartpcgroup.org.au>

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## Viewer update

Microsoft has replaced its ageing Word, Excel and Powerpoint viewers based on Office 97 with new 2003-compatible versions.

The Word viewer can be used to view, print and copy documents from all versions of Winword, Word Perfect 5.0 and 6.0, and Works 6.0 and 7.0, as well as text, .RTF, XML, and HTML.

The Excel viewer can be used to view, print and copy data from Excel 97 and later spreadsheet documents.

The Powerpoint viewer works with Powerpoint 97 and later.

The viewers are designed for Windows 98SE and later.

If you do not have Microsoft Office 2003 installed, but need to be able to open Word, Excel and Powerpoint documents, download and install these viewers. If you do have Powerpoint, but want to be able to show your presentations on computers which don't, the Powerpoint viewer is what you need.

<http://www.microsoft.com/downloads/search.aspx?displaylang=en&categoryid=9>

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## Startup Manager 5.1

When you start Windows, all sorts of programs are loaded. Do you really need them? Most of us wouldn't know for sure and would be reluctant to use the msconfig utility to modify the startup process for fear of ending up without antivirus protection or some other such important program. Absolute StartUp has been designed to do the job for you. Here's how its makers describe it:

Absolute StartUp is a fast optimizer of the Windows boot-up process. Absolute StartUp manages all registry startup sections as well as startup folders and services. More importantly, it lets administrators control the startup sequences of other users of the PC! With Absolute StartUp, an administrator can modify the startup configuration of any user – and it won't require their passwords and logins to do so.

Absolute StartUp is intended primarily to resolve the problems a casual user faces. During the startup, users witness numerous programs being automatically loaded by Windows. The msconfig utility will gladly list these programs, but a regular user may find it daunting to try and determine which of the programs he really needs.

Absolute StartUp uses an online database to settle that issue on behalf of users. The database contains information about all the programs looking to be started and also includes recommendations from other computer users regarding the advisability of keeping certain programs on your startup list. The database makes an exception for viruses and spyware/adware applications: all recommendations on such programs are ignored; Absolute StartUp will remove them from the startup lists on sight. The database is available for searching and browsing at <http://www.absolutestartup.com/startup>.

By optimizing your startup process, you can reduce the Windows boot-up time – which is especially important for laptops. It only takes a minute: launch Absolute StartUp, approve the optimized version of your startup list, and you are done.

At the same time, with Absolute StartUp you can fine-tune the automatic startup behavior of your programs. Besides the Windows startup, you can schedule a program start to a certain time, schedule a program to run after a timeout, start several programs simultaneously, or start Internet applications only, and on top of all this use hotkeys to control the launching.

Absolute StartUp Pro costs only \$USD29.95; Absolute StartUp Home Edition costs \$USD19.95. Both versions are available for ordering on Absolute StartUp's Website, <http://www.absolutestartup.com>. You can download the free trial version of Absolute StartUp from the same address.

If you are prepared to review this software, I can obtain a full version for you, which is yours to keep in return for your review.

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## Greeting Card Designer 3.0

How would you like to create greeting cards using your own photos? How about starting with ready-made designs? What about hundreds of verses to choose from? Belltech Systems LLC offers just such a package and we would like someone to review it in exchange for getting to keep a licensed copy.

Belltech's Greeting Card Designer 3.0 helps you create greeting cards easily with your own photos, clip arts, love-signs, backgrounds and more and print them right away on your printer. Create cards for Thanksgiving, Christmas, Easter, New Year, Valentine's Day, birthdays, anniversaries or any occasions.

Greeting Card Designer's key benefits include:

- Start with one of many ready-made cards for all major occasions.
- Use fine design tools to modify color, style, size to create numerous designs.

- Use 100s of supplied verses in your card.
- Create quarter-fold or half-fold cards, and print on any paper.
- Add color blends, translucent effects and texture to your design.
- Use an integrated screen capture tool to grab any image you see on your screen or internet browser.
- Use a variety of image editing features to fine tune your photos.

Belltech Greeting Card Designer supports BMP, JPEG, GIF, PNG, WMF, or TIFF images; offers cut-copy-paste functionality for all the design elements and from other programs. Print your finished card on Letter size paper, or resize your card to fit any paper size including A4, A5, Executive and more. This program comes with many card templates, background images and graphics that you can use in your card. Belltech Greeting Card Designer offers consumer license, as well as commercial license for starting your own greeting card designing business.

System Requirements:

- Windows 98/ME/2000/NT/XP/Windows 2003
- 64 MB of RAM and about 30 MB of hard drive space.

A single user consumer license costs just \$USD39.95 and includes user support and free upgrades. A free evaluation copy of Belltech Greeting Card Designer 3.0 can be downloaded from the Belltech's site at: <http://www.belltechsystems.com/software/gcard.exe>.

If you are interested in getting this software in exchange for a short review, please contact the Editor ([editor@hobartpcgroup.org.au](mailto:editor@hobartpcgroup.org.au)).

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## ReaConverter 4.0

There are hundreds of image formats, some popular and other more obscure. What happens if you want to use an image in one of those obscure formats in a program that doesn't recognise it? You cannot. At least, not directly. You need to convert it into a format that your program can use. ReaConverter 4.0 is designed to do that for you.

ReaConverter 4.0 is a professional image converter for designers, digital artists and photographers. The program supports virtually every known image file format, popular and obscure, a total of over 340 different kinds of image files. In addition to that, the program supports RAW files for all popular digital camera brands (CRW, CR2, DNG, DCR, NEF, RAW, RAF, X3F, ORF, SRF, MRW, BAY, PEF) and works with PostScript based files (PDF, EPS, PS, AI).

Besides converting images from one format to another, ReaConverter is capable of performing batch image editing operations - rotating or resizing images, adjusting brightness or contrast, applying various filters, stamping images with a watermark to multiple images with one button click.

ReaConverter Professional 4.0 also imports EXIF, IPTC and alpha-channel data, a very valuable feature that few image processing applications offer. Plus, the program offers several unique features, such as multitask conversion option and automatic file type detection, meaning that ReaConverter Pro recognizes a GIF file with a .BMP extension as a GIF file, not a bitmap image.

ReaConverter 4.0 can also be used to create thumbnail images as well as compress them (JPEG and LZW compression options) without compromising picture quality. Despite a number of features, the program is quite simple and very well organized, with a newly redesigned intuitive and ergonomic interface.

ReaConverter 4.0 is available for free download and evaluation at <http://www.reasoft.com>. The price of registering the program is \$USD49.95. ReaConverter Professional 4.0 is available for \$USD99.00.

Again we can offer the reviewer a copy to keep. Apply now so that we can organise it for you.

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