



# Software Emporium

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### Welcome To Our Latest SEI Newsletter!

Hi everyone and welcome to our newsletter. Over the coming months we will share tips and information on new products, services, how to's and much more. If there is a topic you would like to see, simply drop us a note ([vern@softwareemporium.ca](mailto:vern@softwareemporium.ca) or call 250-782-1025 anytime. Hope you like it!

#### What's New - Netbooks

Netbooks are the new wave in mobile computing. These small laptops are attractive to people of all ages given their attractive price tags, the fact

they are lighter than regular laptops but still have full size keyboards. Primarily used for web surfing, word processing and accessing YouTube, FaceBook and emailing friends, there isn't alot you can't do with them.

To get a good deal, you want to select a Netbook with lots of RAM, the right size ( there are about 3 primary sizes), right battery life, and extra features. Netbooks generally weigh very little



and thus are ideal for travel or simply sitting on the couch while you watch TV. The majority of Netbooks run Windows XP and are very stable. Some Netbooks run LINUX operating system but the XP machines are great if you are experienced with Windows.

Netbooks come with wireless internet and some include web cameras. These make them excellent for keeping in contact with friends and family at a distance without spending alot of money.

"I bought a Lenovo Netbook for client presentations and FaceBook/ Email and I LOVE it. Its fast, inexpensive and perfect for travel" says local businessman Gordon Currie of Dawson Creek, BC.

### Providing Assistance to Businesses in All Sectors to Invest in Computers

The Canadian Government's 2009 Budget proposes a temporary 100-per-cent CCA rate for computer hardware and systems software acquired after January 27, 2009 and before February 1, 2011. In addition, the rule that restricts CCA deductions to one-half of the CCA write-off otherwise available in the first year will not apply to these computers.

This temporary measure will allow taxpayers to fully expense their investment in computers in one year. The measure will provide stimulus by assisting businesses to increase or accelerate investment in computers. It will also contribute to boosting Canada's productivity through the faster adoption of newer technology. Businesses in all sectors of the economy, including the service sector, will benefit from this incentive.



## Products for HOME OFFICE COMPUTING



## Stay In Touch With Your FAMILY & FRIENDS

### DOCX? Huhh? Microsoft Office 2007 New File Format

Microsoft WORD 2007, EXCEL 2007, POWERPOINT 2007, have all changed their DEFAULT FILE FORMAT! What I mean is, previous versions of these Office programs have all had the same file format from Office '97 through to Office 2003, but NOT ANYMORE. Now when I save something in my new Word 2007 it saves it NOT as a .doc file but as a .docx file. So when I send this file to my associates who are still running Word 2003 or older, they cannot open the file. The same with my Excel documents (.xlsx) I create, and Powerpoint, (pptx) documents. There are a couple easy things to keep us all sharing files easily, though. If you own the 2007 version of Word, Excel or Powerpoint, here's what you do to avoid the frustration of someone saying they can't open the file you just sent them.

First, use SAVE AS... instead of a SAVE command. There will be an option to SAVE AS the file as a Word 97-2003 file. It will save in the file



format that is fully compatible with Word 97-2003. (.doc). You don't have to do this each and every time, just the first time you save the document. From then on you can go back to the shortcut key of CTRL + S.

Second, I sometimes forget to make that simple selection at the start, so I found a way to have the DEFAULT Save command save the file in a 97-2003 format. Click the Office Logo in the top left of the screen (where New, Open, Save and such are), there at the bottom of that menu is a button called "Word Options". Look hard, you may miss it, click it. Now choose SAVE on the left menu, then you will find a setting called "Save files in this format:" Select "Word 97-2003 Document (\*.doc)". Click OK. Now

it will default save in a file format compatible with Word 97-2003, and can still be opened by anyone using the new Word2007. Now do the same with your Excel and Powerpoint programs. As yet I don't see any disadvantage to this old reliable file format.

For those of you still running Microsoft Office 2003 (Word 2003 and Excel 2003) there IS a downloadable "fix" allowing you to open and run documents and files created in the new 2007 format. Go to [www.microsoft.com/downloads](http://www.microsoft.com/downloads), find the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats. Download and install this package to Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2007. I've used this update and it rocks, it has allowed me to go several more years without having to buy another version of Office.



Netbooks are Awesome for Travel!

# MOBILE COMPUTING - We Can Show You How!



## Vern's Favorite Keyboard Shortcuts

**Access the address bar quickly:** Use the ALT + D together to highlight the address bar in Internet Explorer web browser. When I want a new Internet website I don't use the mouse, I merely hold ALT and press D. This highlights whatever is in the address bar and I can then start typing the new URL or website address.

**Fill in the www and the com:** Use CTRL + ENTER to fill in a website address prefix and suffix. I hardly ever type the www at the start and the com at the end. I simply put in the middle section of the name, then hold CTRL as I press ENTER to apply the address. This adds a www to the beginning and a .com to the end of whatever I entered.

**Use backspace to return to a previous webpage:** Use the backspace key to go back one page while surfing the Internet. This is much faster than moving the mouse up to the back arrow and clicking.

**Zoom in on a webpage:** Hold the CTRL key while scrolling with your

mouse. This will magnify or zoom in and out on the current webpage. Try it next time you are having a hard time seeing a webpage because the text is too small.

**Move forward and backward using SHIFT + scroll:** Hold the SHIFT key down while scrolling with your mouse wheel. You will move backward and forward through previously viewed web pages.

**Print only part of a webpage:** If you select or highlight using your mouse only a portion of the webpage you are viewing, and then choose the PRINT command, you will notice a choice called Print

ALL, print certain page numbers, and another choice called Print SELECTION. This will print only what you have highlighted.

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## Software Emporium Inc. Tips to Avoid Spyware

Spyware has become such a problem on today's information superhighway that it is no longer possible to surf the Internet for more than 20 minutes before encountering your first piece of spyware. This, coupled with the fact that spyware is now the number one issue on PCs, causing more problems than even the mighty virus, means it is more likely than ever that your PC will succumb to the performance-reducing, popup-sending, horror that is today's spyware. Here are a couple of tips I have put together to help keep you safe from this PC-mangling phenomenon.

1.) The bread and butter of the spyware distributor is free software, so if you download something from the Internet, and it's free, chances are your going to be getting some spyware.

2.) Spyware distributors aren't above a little trickery, if you see a window popup that warns you have spyware on your system, do not click it, Windows will NEVER tell you your system has spyware.

3.) Banners- many webpages will have banners advertising a certain product, or advising you to click here to speed up your computer/get rid of viruses/spyware/ect. Often clicking on these banners is all that is needed for spyware to find a new home in your computer.

4.) Microsoft is constantly releasing security updates for Windows to combat threats like spyware/viruses. Be sure to run your Windows updates regularly, they can be accessed via Start-All Programs. Be sure to close any running programs before you begin running the updates, this includes any antivirus software. That will ensure the update goes through properly.

5.) We recommend Malware Bytes and Spyware Doctor. Other spyware removal utilities can cause more

problems than they solve or actually contain spyware themselves, ironic, but true.

6.) File sharing programs like Kazaa, Edonkey, Morpheus, Limewire, while attractive, are often loaded with spyware, also file sharing programs are a security risk by nature. Filesharing programs rely on other people to act as servers, this means that anyone could infect a file with a virus, and if you download that file, you get that virus. Safe alternatives would be the pay sites, such as iTunes, MSN music and Napster.



**WE CAN HELP YOU!**

7.) Unsavory websites (adult content, warez, file sharing) are just about always loaded with spyware. Avoid these sites like the plague.

8.) Try to avoid sites that you notice have a lot of popups, and stay away from third-party popup stoppers, they often block legitimate popups.

9.) Spyware is often bundled with Trojan viruses in order to bypass Windows security features and take your data/install additional spyware programs. If this happens, attempt to run an online housecall antivirus scan at [www.housecall.antivirus.com](http://www.housecall.antivirus.com), If possible, run this scan in safemode with networking (tap F8 while your computer is starting up)

10.) Malware, Spywares ugly, criminal cousin, is another beast altogether. This is the stuff that modifies Windows system files, changes your homepage and generally beats up Windows like the proverbial red-headed stepchild. Unfortunately, there is no quick fix for malware, and we can only hope that the above tips will help you avoid it in the first place. However, if it does infect your machine, we recommend you take it down to the professionals at Software Emporium.

By Ryan Moran, A+, MCP Certified Technician