



April 24, 1998
Volume1, Issue 3
revised August, 1998

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PC Tips

Taming the Pesky Office Assistant in Word 97

Does that animated paper clip in Word 97 drive you crazy? Want to change it or get rid of it altogether? Read on!

When the Office Assistant is showing, click on the title bar (to the left of the X button used to close it). At the bottom, click Options. Or, right-click on the title bar and click on Options.



Under the Options tab, deselect as many of the options as you like. Click on the Gallery tab to change the animated character used. (You may be asked for the Word 97 or Office 97 CD-ROM when you change the assistant to one you haven't used before.) Click OK to close the Gallery/Options window.

Open Word 97 Documents in Word for Mac 5.1, 6.x

If you want to send a Word 97 document to someone who uses

Word for Macintosh 5.1 or 6.x, be sure to have them install the Microsoft® Word 97-98 Import Converter. With it, users of Microsoft Word 5.1 or 6.x for the Macintosh® can open documents created in Word 97 for Windows®. (They'll also be able to

open documents created in Word 98 for the Mac.) The web address is <http://www.microsoft.com/macoffice/prodinfo/office/coexist.htm>


This address is also listed under This Issue's URLs on page 2.

Keep Your Virus Definitions Current!

It's important to have anti-virus software, but it is equally important to keep that software's virus definition list up-to-date. Any anti-virus software uses a list of "known" viruses and their characteristics when scanning your files to make sure they are virus-free. New viruses are being discovered daily, so you should update your virus definition list at least once a month. How is this done? Go to your virus software company's web site and look for the definitions "updates" or "downloads"

section. Some anti-virus software gives you a way to do this automatically or upon request. Norton AntiVirus 4.0 comes with a feature called "LiveUpdate" which makes keeping your virus definitions current a breeze.

In God We Trust ... All Others We Virus Check!

While we're on the subject of viruses, don't assume that you can't be infected if all your email is from a trusted source. In most cases you can't get a virus from an email message, but you *can* get one from an email attachment. Only program files (files that end in .exe or .com or sometimes .sys) or files that contain  macros (like

Word or Excel files) can infect your computer with a virus. Normally, the act of opening the email message that contains an infected attachment won't cause the virus to spread. BUT ... if you open or run the attachment, your computer will be infected.

A Friend Can Pass Along A Virus Unknowingly

If the sender doesn't realize that their computer is infected, they may inadvertently send you an infected file. This happened recently with an Excel file attachment. Someone unknowingly sent an infected Excel file to a family member. When he opened the file, the virus replicated itself and

infected all Excel files that he opened (with Excel) after that. Then he sent me an Excel file via email and I wound up with the virus. Luckily, I found it out shortly after the problem started. But in only a few short days, it had infected 7 of my Excel files. Norton AntiVirus 4.0 repaired the problem and I experienced only a minimum of inconvenience because the virus was not malicious. Things could have been *much* worse. What I *should* have done was check the attachment for a virus *before* opening the Excel file.

Always Check for Viruses *Before* Opening Any .doc, .xls, or .exe File Attachments

Always virus check anything you download from the Web, too!

Techno-Speak

WWW

World Wide Web

URL

Uniform Resource Locator

HTML

HyperText Markup Language

HTTP

HyperText Transport Protocol

FTP

File Transport Protocol

TCP/IP

Transmission Control Protocol/
Internet Protocol

This Issue's URLs*

Microsoft Word 97-98 Import Converter

For users of Word 5.1 or Word 6.x
for the Macintosh.

[http://www.microsoft.com/macoffice/
prodinfo/office/coexist.htm](http://www.microsoft.com/macoffice/prodinfo/office/coexist.htm)

Cipriani School: Leap Project

Take a virtual walk through
Cipriani's Sculpture Garden!

[http://www.belmont.k12.ca.us/
cipriani/programs/leap/](http://www.belmont.k12.ca.us/cipriani/programs/leap/)

PC Tips On-Line

For an electronic copy of this or
any of the other issues of the *PC
Tips* newsletter.

[http://www.powerturn.com/
goodies.html](http://www.powerturn.com/goodies.html)

Adobe Acrobat Reader

Download the free Adobe Acrobat
Reader for viewing files in PDF
format. A "must-have" for the
Internet!

[http://www.adobe.com/prodindex/
acrobat/readstep.html](http://www.adobe.com/prodindex/acrobat/readstep.html)

*URL: uniform resource locator.
WWW jargon for the address of a
Web page.