

CompuQuickTips



For the Rest of Us

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XP Firewall

*Old Mrs. Wizard
has taken a giant leap
into Windows 2000
and XP.*

*Guess what?
She LIKES what she sees!
Even SHE hasn't
been able to lock up
XP yet!
And Lord knows,
she has tried.*

*Expect to see
a lot of
"nuts and bolts"
information
you can use
regarding Windows XP
and 2000
from now on.*

XP seems to be shaking out to be the best Windows ever. There are still a few updates that will (no doubt) appear in the near future that should insure its compatibility with most hardware, and the major software vendors have made sure to make their newest versions work with it just fine. In the meantime, Mrs. Wizard's laptop (little Dixie) has been doing great since the upgrade from ME. The few software applications that XP didn't want to work with were not any of her favorites anyhow, and the hardware issue she thought she was going to need to contend with ended up working out for the best after all. Look for more details on that in next month's issue.

One of the first things Mrs. Wizard explored (once the initial upgrade settled down) was the built in *firewall* feature that is an integral part of the new XP operating system. In simple terms, a *firewall* is nothing more than a way to protect your computer from unwelcome intruders. This can be accomplished a couple of different ways. One way is with special hardware (with firewall software built in), like a router that would be connected to a network. Some are quite elaborate, and capable of protecting everything from a small office network to a large corporate system. These take very special skills to set up and maintain, and wouldn't be feasible for most home or home office users.

The XP firewall is an unobtrusive, "don't need to think (or worry) about it" solution that can protect the average Internet user on their home computer ... except for one *teensie weensie little detail*. It appears to only work one way. You are protected from *incoming* intruders only, and since it works "silently" in the background, there doesn't seem to be any way to actually verify what you are being protected from, not to mention given any choice to "allow" some things on the fly or give temporary permission when you need to.

If you have ever used *ZoneAlarm*, you know that *incoming* intrusions is not the only thing to be concerned about. There are all kinds of programs that "silently" send information to God only knows where on the Internet whenever you are connected. These could be anything from a graphic program that accesses the program website for more graphics to your Internet Explorer, which (of course) needs to access the Internet in order to work. It could also be some little "spyware" program busily sending signals to an advertising website (or worse), letting some stranger know what your Internet browsing habits are. In most instances, you wouldn't have any way of knowing when this is happening. Bottom line? The *firewall* built into Windows XP is only *marginally* better than *nothing*. It's like purchasing virus protection software and never updating it. You might be protected from a few things, but you are still wide open. This is not acceptable.

ZoneAlarm is a *free* firewall that can be downloaded and installed in just a few minutes. It is very intuitive and easy to use, and will open your eyes in a way you won't believe. Even if you use a modem to connect to the Internet with an on-line service (like AOL or MSN), you need to be protected. Every time you connect to the Internet, you are vulnerable. It only takes a few seconds to send your personal information out from some sneaky program on your computer. You may be a little safer from outside intrusions if you are not connected for long periods of time, but with

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XP Firewall

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hacking software and “sniffing” programs getting better every day, it is still possible for some *cyberspace clown* to find your computer and take advantage of your vulnerability just for the heck of it.

Before you can install *ZoneAlarm*, you must disable the XP firewall. They don't get along too well, and you don't need them both. The instructions to disable your XP firewall are *not* going to leap out, grab you by the fanny (to get your attention) and explain themselves in plain HumanSpeak. But hey! That's what old Mrs. Wizard is for, to help you cut to the chase and get the job done with a minimum amount of fuss. Here's what you need to do:

Click *Start*, right click on *My Computer*, and choose *Explore*. In the left windowpane, look for *My Network Places*. Right click on it and choose *Properties*. A new window should appear with your network connection (or connections) showing. Right click on your connection and choose *Properties*. You should see another new window appear with tabs at the top. Click once on the *Advanced* tab. Make sure there is *not* a check in the box marked *Protect my computer and network by limiting or preventing access to this computer from the Internet*. Click OK to lock in your change and close that window. Close all the other windows you opened to get to this area. That's it! This seems to be the easiest way to get to the area where you can disable the XP firewall. You might have more than one “connection” set up if you have your computer on a network, or are using something like RoadRunner. It wouldn't hurt to right click on each one and choose *Properties* to make sure there is no check in that box. When in doubt, *right click* and check it out.

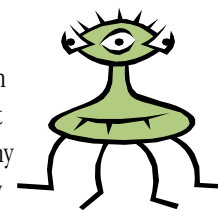
XP is going to look and act differently on every computer. It seems to guess your habits and mold itself to suit your needs. You may not see the same things on your desktop that someone else with the same version of XP on their computer will. If you have been using a computer and Windows for a while, you might find yourself wondering where everything is. It's all there, just tucked away in different places. It is a neat feature, having a nice tidy desktop but even threw old Mrs. Wizard for a loop a few times when she was helping folks make friends with their new XP computer. Just get used to poking around and it will all make sense to you eventually. You might even like it!



Confucius say, -
"Man who
abuse his
computer get
bad bytes!"

Once you have the XP firewall disabled, you can install *ZoneAlarm*. You can pick up the FREE version at <http://www.zonelabs.com> (scroll to the bottom of the webpage for the free version). It will check everything that goes out and comes into your computer to and from the Internet. It is up to YOU to decide if you want to grant permission in each instance. Some things (like your Internet Explorer) you might want to give permanent permission by checking the box labeled (don't ask again). Others are best given permission on an “as needed” basis. Either way, it is up to you. Enjoy your new freedom and security!

Sneak Peek ... When I installed XP in December, I was a little disappointed that there didn't seem to be any support for my CD RW software (adaptec, came with my computer). The thought of spending \$99 for an “upgrade” wasn't very appealing. Guess what? It won't be necessary after all! Windows XP has built in support for my CD RW/DVD combination unit. Everything is working fine and I don't need that other software after all! It's a little different, but the more I use it, the more I like it. Next month I'll give you a crash course on how to use your CD RW with XP. It's looking better and better every day!



Internet Tutorials (Surf & Learn)...



Believe it or not, Mrs. Wizard hasn't always been the Windows guru she is today. It doesn't happen automatically. No magic wand will make it so. You must have an interest to begin. When the interest sparks and becomes a passion, learning is no longer a chore, but a joy, and there is no limit to what you can accomplish.

The Internet has opened a rich new world of resources, available to anyone at any time. It is global in nature, and if you know where to look (and how to look), you can find just about anything you want. There are literally thousands of people, with varying degrees of expertise, who love to share their passion. Mrswizard.com and CompuQuickTips.com are two ways old Mrs. Wizard has been able to share her passion for "all things computer" with anyone on the planet who cares to pay attention.

Tutorials are a terrific way to hone specific skills. They usually focus on certain areas and are not intended to cover everything. They can pique your interest though and encourage you to learn more. Get enough tutorials under your belt, and you might just become an expert. You never know until you try!

Here are a few of Mrs. Wizard's personal favorites. If you are connected to the Internet while reading this, just click each link and enjoy!

PhotoShop tutorials:

Internet Eye Photoshop Tutorials

<http://tiemdesign.com/howto/Photoshop.htm>

Pro Photo Edges

<http://webreference.com/graphics/column19/>

**Confucius say...
"User who order
from computer
menu starve
to death."**

PaintShop Pro:

Internet Eye PaintShop Pro Tutorials

<http://tiemdesign.com/howto/PSP.htm>

Using the Clone Brush

<http://wdvl.internet.com/Authoring/Graphics/Tools/PSP/clone.html>

General PSP tutorials:

<http://www.jasc.com/learncenter.asp?>

PSP User Group tutorials

<http://www.pspug.org/tut/tutmain.shtml>

Even more PaintShop Pro tutorials (great stuff!)

<http://moonsdesigns.com/tutorials/>



A little bit of everything:

<http://www.free-ed.net/>

Typing Web (want to learn to type?)

<http://www.typingweb.com>

Free Microsoft Word Tutorials

<http://www.cadcourse.com/resources/msword.htm>

HP Learning Center (free online classes)

<http://www.hplearningcenter.com/?mcID=em10>

Learn to create a web page

<http://www.htmlgoodies.com/tutors/>

Lots of good stuff here:

<http://webmasterbase.com/tutorials/>

Barnes & Noble FREE online courses

<http://bnuniversity.com/>

Web (html) tutorials

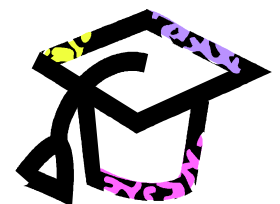
http://www.boogiejack.com/html_tutorials.html

Outlook Express tutorials:

<http://www.wackyb.co.nz/outlook.html>

Making Stationery for Outlook Express

<http://www.igcomputers.net/kathy/oe5contentspage.htm>



Tiny Treasures ... The Font Thing

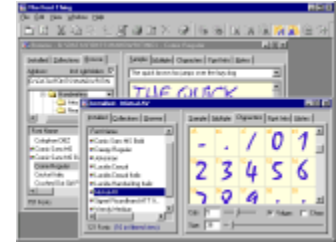
1.09 Mb, totally freeware and very useful if you have lots of fonts installed on your computer, and want something that makes it easier to browse and compare them so you know more about what you have. There is nothing more *UN Fun* than staring at font names and having to guess what they might look like. Not all programs let you preview fonts before you select them. This *Tiny Treasure* eliminates that problem.

The latest version of the program seems to be (from the website) from 1999 and was designed to run with Windows 95, 98 and NT 4. I have tested it on my Windows 2000 Professional (618 fonts) and XP Professional (441 fonts) machines and it seems to run great on those too, so you should be able to install it safely and use it with no problems. Some of the notes in the Frequently Asked Questions section seemed to suggest that slower computers might have some difficulties with large numbers of fonts.

This won't be an issue if your computer is less than 3 years old.

This is one of the most useful programs I have seen in a long time. It is small, fast and doesn't suck valuable resources from your system. It isn't just for viewing and previewing fonts. You can use it exclusively to manage, view, browse, install and uninstall fonts. Instead of adding to your grey hair collection, make a *Font Collection*. This is definitely a *keeper!*

Visit Sue Fisher's website to download and read more about her *Font Thing*.



<http://members.ozemail.com.au/~scef/tft.html>

Computers
just make me seem
smarter!

Gems ... VisualZone Report Utility

VisualZone Report Utility is a little freeware program that was designed to work with ZoneAlarm and ZoneAlarm Pro. ZoneAlarm is (in my not so humble opinion) one of the best software firewall programs available, but trying to figure out those log files it produces can be a bear.

VisualZone takes the ZoneAlarm log files, which collect information about each attempted intrusion on your computer, and collects additional details that ZoneAlarm misses. It is the neatest way to learn more about what is going on behind the scenes when you are connected to the Internet, as well as a slick way to find out just how much ZoneAlarm is protecting your little computer fanny.

Setting it up and installing is very easy. The installation file is a nice 2.23 Mb so it shouldn't take an unreasonable time to download for most modem connections.

From the website: VisualZone Report Utility is an intrusion analyzer and report utility for **ZoneAlarm** and **ZoneAlarm Pro**. It displays a clear overview of all intrusion attempts and allows you to analyze the information in lots of different ways. VisualZone can perform a backtrace to try to find even more information about the intruder. You can even automate the process so that a backtrace is

performed automatically when new attacks are detected. VisualZone can also submit intrusion attempts to DShield.org for further analysis.

Whether simply trying to find out more or wanting to dig deeper inside the hackers mind, VisualZone is the right tool for the job. And it doesn't require any technical knowledge to get the job done. And the best of all, VisualZone Report Utility is absolutely FREE!

Visit their website to learn more and download this little gem!

<http://www.visualizesoftware.com/>



Read more about ZoneAlarm at <http://zonelabs.com>. Find out why it is Mrs. Wizard's favorite firewall program and why YOU need to use it too.

And ... You can access the last few years of CompuQuickTips (and learn more about your computer) at <http://CompuQuickTips.com>. ENJOY!



**Excommunicated:
On vacation without
a computer &
modem.**

**Computers
run on faith,
not electrons.**

Mrs. Wizard

QuickTips ...



Cancel that Drag ... If, while dragging a file, you change your mind, press the ESC key without releasing the mouse button. All's well that ends well!

Find ... Most word processing and spreadsheet programs have a *Find* feature. The standard keyboard command for *Find* is *CTRL+F*. Use it to save time searching for specific information in documents. This is particularly handy if you have created a long list of names and addresses. You can add to it and keep it up to date without worrying about finding what you want, when you want to find it. Open the document or spreadsheet, press *CTRL+F* and type in the *Find* box a last name, phone number, part of an address, city or state. Press the *Enter* key on your keyboard to begin the search. It's a lot faster than scrolling through a multi-page document looking for what you want, and a lot easier on the eyes too!

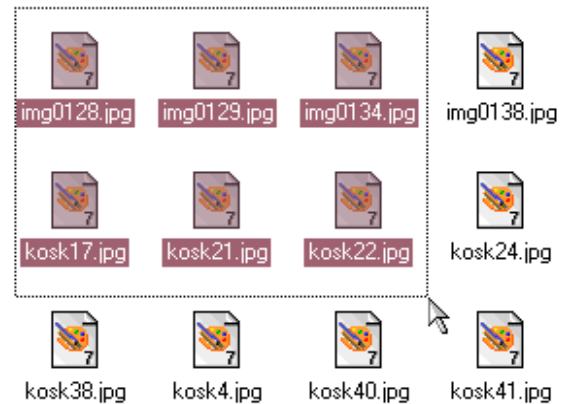
Find and Replace ... If you find you have misspelled a word in a document, correct it. But, what if you misspelled it in several places? What if it is a really LONG document? Use *CTRL+F* to bring up the *Find* dialog box and see if there is a *Find and Replace* option. If there is, fixing your boo boo is as simple as typing the misspelled word in the *Find* box and the correct spelling in the *Replace* box. Then turn it loose by pressing the appropriate button. It might be labeled *Start*, or *Search*, or *Find*, depending on what program you are using. You shouldn't have any trouble making the correct choice.

Select Multiple Files ... When you need to select multiple files in Windows Explorer or My Computer, click once on the first file you want to select. Then, while holding down the *Shift* key, click the last file you want to select. You should see the first, last and all the files in between highlighted. Once they are highlighted, let go of the *Shift* key. Left or right click anywhere in the highlighted area and drag and drop at will.

A Selective Selection ... If you need to skip around and select certain files only, use the *CTRL* key. While holding down the *CTRL* key, left click once on each file you want to select (highlight). When you have all you want selected, let go of the *CTRL* key. Left or right click any one of the highlighted files and drag to where you want. The rest will follow. The key to success when dragging multiple files at once is to not let go of the left or right mouse button once it is pressed down, until you get to your destination. Clicking and releasing will only

cause the highlighted files to be unselected, and you will need to reselect them. So *don't* let go of that mouse button until you are good and ready!

The Lasso Method ... Another way to select multiple files is to "draw" a box around them. While holding down the left mouse button, drag across the area you want to select, usually from the top left to the bottom right. You will see an outline appear with the files highlighting as you go along. When you release the left mouse button, everything within that "box" will be highlighted.



Now *this* is a slick move!

Different ways to start Internet Explorer ...

1. Double click the shortcut (the big E) on your Desktop.
2. A shortcut for Internet Explorer is on the Quick Launch Toolbar.
3. Click *Start/Programs* and find a shortcut for Internet Explorer.
4. Click *Start/Run* and type any web address (URL) in the box. Then click OK or hit the Enter key. Internet Explorer will magically appear with your website proudly displayed (providing you are connected to the Internet, of course).
5. Type any web address in the address bar of *My Computer* or Windows Explorer. When you hit the *Enter* key, Internet Explorer will do its magic appearance act.



Editor's Desk

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This FREE newsletter is dedicated to taking the mystery out of computers in an entertaining, informative way. If you have any questions or comments, please, drop me a line, give me a call or email me and let me know what you think and would like to see addressed in future issues. I really enjoy hearing from you and am happy to help all I can. You can subscribe to the electronic version of CompuQuickTips by visiting Mrs. Wizard's Web listed below. You will receive a full-color, information-packed subscription delivered straight to your email each month as an Adobe Acrobat PDF file.

Download the latest version of Adobe Acrobat Reader for FREE at <http://www.adobe.com>.

You can help support CompuQuickTips by ordering Mrs. Wizard's CD Essentials when you visit <http://mrswizard.com>. Look in the *Special Offer* section. Due to popular demand, the latest version has *ALL* the past newsletter issues (almost 8 years now), as well as CompuQuickTips (the book). Acrobat Reader (the latest version) is on the CD for you to install with one click of your mouse, as well as lots of Mrs. Wizard's favorite graphic shareware programs. This is a terrific learning tool! Just pop in the CD and have fun!

Sincerely,

Cindy O'Neal



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<http://mrswizard.com>
<http://compuquicktips.com>

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In April ...

Personalizing XP

Microsoft Office Shortcut Bar revisited
 for Office 2000 and Office XP

XP and your CD Recorder



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