



## Dr. Solomon's Update

by Charlie Baerwald



Since the last article in December, we've seen both a new version of Dr. Solomon's and several new extra.driv files. The latest version of Dr. Solomon's is 7.91 as opposed to 7.8x, and was posted on 1/7/99. If you can't see the date the file was "last modified" in the Windows Explorer window, choose View on the upper toolbar, then Details. The date will then display to the right of the file. The latest extra.driv file is dated 12/31/98.

If you have the earlier version (7.8x) installed, get the new version (7.91) and install it right over the old version. No need to un-install 7.8x – the new version simply replaces old files with new ones, and deletes files no longer needed. If you don't have Dr. Solomon's at all, this version will also perform a complete install. (See *Inner Circuits* December 1998 *Computer Viruses* article for how to get Dr. Solomon's anti-viral software from the UOEshare server.

After you've installed Dr. Solomon's, for maximum protection, you need to **configure WinGuard**, a part of Dr. Solomon's anti-virus suite. Follow these steps:

- 1) Reboot your computer, copy the **extra.driv** file to the Dr. Solomon's program files (into C:\Program files\Dr. Solomon's\Anti-Virus Tool Kit).
- 2) On the bottom right of the Desktop taskbar, look for the little red soldier with the black hat and cannon. Single left-click on him, and the WinGuard configuration window will appear. Choose "Configure", "Protection". In the window that appears, click all boxes on the left side **except** "Scan on writes" and "Close DOS box on virus". On the right side, make sure that "Scan all files" is checked.
- 3) At the bottom of this same "Configure Protection" window, **Browse** for the location of the *extra.driv* file. (C:\Program files\Dr. Solomon's\Anti-Virus Tool Kit). Double click on file name. Now click OK, and reboot the computer.

In this configuration, all files will be checked when you double-click to open (or with any other method of opening) *before* the file opens. If it is infected, you will be prompted to disinfect the file, or be notified that it has been disinfecting.

If the infected file was a Word file with a macro virus, when the disinfecting file is reopened, you will receive a notice from Word that the file contains a macro, and

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give you the choice to enable macros or disable them. Always **disable macros** unless you *know* that the macro is designed to be a functional part of the document. However, opening the file with Macros enabled *after disinfection* **should not** re-infect the file, or cause any other problems. At the time of this writing, Dr. Solomon's does not eliminate the entire (disinfected) macro, presumably to leave intentional ones functional. Best advice is to always choose disable macros if you don't know for sure that you need the macro that is included in the file.

### Troubleshooting

Can't delete file: Click on the WinGuard icon on the right side of the toolbar, and choose Configure\Protection. Uncheck "Enable WinGuard", then reboot your computer. You will then be able to delete the file. This problem occurs particularly with Trojan Horses or other "non-viruses" that have had the names changed by Dr. Solomon's. Return to WinGuard and **enable** it once you have deleted the unwanted file.

You've copied the "extra.driv" file to the Dr. Solomon's program files, but when Browsing for it while "configuring protection", you can't see it: Make sure that "Windows Explorer" is set to "Show all files". Open Windows Explorer from the "Start" button (Start\Programs\Windows Explorer) or press the "Windows" and "E" keys simultaneously. Then go to "view" on the toolbar, and select "Options". Win95 should open in the "view" tab. Choose "Show all files", "Display the full MS-DOS path", and "Include description bar for right and left panes". Click on "OK". Then click on "View" and select "Details" (upper task bar in Windows Explorer). Now try browsing for the "extra.driv" file again.

## Passwords and UserNames

By Bill McFarland

Our average Extension computer user may have several passwords that are used for access to various elements of our computer environments. Passwords go with UserNames. In this article I am interested in the Extension domain UserName and password, and the e-mail (Outlook) UserName and password.

The Extension domain password is the password used when you turn on your computer in the morning. It goes with your Extension NT domain UserName, which you probably don't have to enter each morning because it comes up in the logon window automatically from the last successful logon.

The e-mail password is entered when you open Outlook and connect to the e-mail server. If your Outlook and Windows 95 are set up correctly, you don't have to enter your UserName each time, but only the Password.

By convention we have made your Extension domain UserName and e-mail UserName the same. Your two Passwords are not necessarily the same, and perhaps should not be. You can change your Extension domain password in the Control Panel under the Password icon. You cannot change your e-mail password here. You must change your e-mail password through the Web interface to the e-mail server. In both cases you must know the old password.

It is important to change your e-mail password from the default as your Outlook was configured to a password that is easy for you to remember, but unlikely that anyone else could guess it. This is important not just because you wouldn't want others to read your mail, but perhaps more importantly, you wouldn't want others to send a message as you.

To change your e-mail password, bring up Netscape and enter the URL: webmail.umsystem.edu. If you haven't ever seen this before, this is the Web interface to your e-mail, so that you can send and receive e-mail from any Web connected PC anywhere in the world. It also offers you the ability to change your e-mail password. There is a button under the first text box where you would enter your e-mail UserName, if you were going to access your mail box. If your display is set at 640x480, you may not have noticed this button since it may be below the screen. Scroll down to see this button.

When you select this Change Password button, a web form is displayed. Unfortunately this form uses the term "account" for what otherwise has been called UserName. You must enter your old password, and what you want the new password to be. To prevent accidentally entering something different than what you intended, you must enter the new password twice.

If you have never changed your e-mail password, please take a few minutes to take care of that today.

Your Extension domain UserName and Password gives you access to the Extension network, including your LAN. It also gives access to other resources that have/are developing in the Extension domain, such as Extension Publications on line, and servers such as UOEshare for FTP.

# Convert Freelance Files to PowerPoint

by Kristie Sapp

Do you have a Lotus Freelance Presentation File that you now need in PowerPoint? Rest assured that this task is a relatively simple one. Just follow these few steps and you will have success!

To convert a Lotus Freelance presentation to a PowerPoint presentation:

1. Open PowerPoint.
2. Left Click File on the menu bar.
3. Left click on Open.
4. In the Look In box, change to the folder containing the file.
5. In the Files of type box, Left Click on the down arrow and select All Files (\*.\*)
6. Left Click on the name of the file to be converted. Click on Open.
7. PowerPoint handles the conversion automatically.

**NOTE:** PowerPoint converts the Lotus Freelance presentation as it is opened. After the Lotus Freelance presentation file has been opened in PowerPoint 97, the converted presentation exists only in your computer's memory. The original presentation file remains unchanged. To complete the conversion, the file will need to be saved in PowerPoint format.

8. To complete the conversion process, Left Click on File.
9. Left Click on Save as and change to the appropriate folder to save the converted PowerPoint file.
10. Give the file a new name. (Giving the converted presentation a new file name preserves the original Lotus Freelance presentation file as a backup.)
11. Left Click on OK.

When you convert Lotus Freelance presentations that

contain charts or tables, not all of the formatting is preserved in the converted PowerPoint presentation. The following table shows how chart and table features convert in PowerPoint.

<b>Freelance feature...</b>	<b>...after conversion to PowerPoint 97</b>
Tables...	...Tables are text objects. You may see a double line around each cell.
Hidden data sets...	...Hidden sets are displayed
Automatic summing of data values in a stacked bar chart...	...Automatic summing is lost in the conversion. You can add the values manually.
Size of chart objects...	...Size is slightly different, affecting word wrapping and alignment of objects that relate to the chart.

# Networks and UOEshare

Bill McFarland

Much Progress is being made in installing Local Area Networks in this third phase of networking county offices. By the end of February, we should have all county offices connected to the MOREnet backbone, our Extension domain, and the Internet. (We get all this on one wire). Almost every standard Extension computer in the field will then be networked.

We have now changed the method for sharing files among our various offices to use one server. This server is named **UOEshare**. The purpose of this shared service is to provide a general place to temporarily store files that you want others in Extension to retrieve. You may be working together on a PowerPoint presentation, or other document, and you share the file for others to collaborate with you. Large files should also be transferred using this server, rather than attaching to a mail message and taking up storage space in the mail server. **NOTE:** the files you place here should not be your only copy of the file, because, having been shared with others in the Extension domain, they have access to delete the files that you saved on this share server. We have provided access to this server and its shared folders in several ways to accommodate our various user's needs.

If you log into the Extension domain when you turn on your computer, then you should get our login script to execute which now provides a mapping of **S: drive** to this UOEshare server. (If you are not getting this mapping, you may go to Network Neighborhood and find the machine UOEshare). You may get to the shared folders by using the Explore file manager and the S: drive that you find there. Alternatively, starting at the My Computer Icon should also show you the S: drive. Double clicking on the S: drive should present the organization of shared folders: one for each Region, TCRC, and campus. In each Region's folder you will find folders for each county and the director. You may make folders under your county's folder to further organize the files that you are placing here for sharing. Using copy and paste will transfer your files to and from UOEshare.

You may also FTP to this server. It has the name of UOEshare.ext.missouri.edu, and the shared folders will come up as the first available FTP folder. When you use FTP you will have to use your normal Extension username and password. This is not an anonymous FTP server, since we have site licensed software here for you in our ETCS folders (found under MU Campus folder), Anti-Virus software for instance. See the article in December 1998 *Inner Circuits* for instructions on FTPing. You may transfer files to or from the server with FTP.

You may also access these shared files using Netscape. The URL to use is *UOEshare.ext.missouri.edu/share*.

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**Inner Circuits Mailing List Corrections/Additions** - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.

**Extension Technology & Computer Services**  
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**573-882-2096**  
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Using Netscape you may only download files from this server, but some may find this method easier than using FTP. You will be prompted for your username and password when you access this server. Use your normal Extension network username and password.

## Training at ETCS

*by Kristie Sapp*

Classes being offered in February are as follows:

**Introduction to PowerPoint:**

Tuesday, February 9<sup>th</sup> – 1:15 p.m. to 4:15 p.m.

**Introduction to Word:**

Tuesday, February 9<sup>th</sup> – 8:30 a.m. to 11:30 a.m.

**Intermediate Word:**

Thursday, February 11<sup>th</sup> - 8:30 a.m. to 11:30 a.m.

Tuesday, February 16<sup>th</sup> – 8:30 a.m. to 11:30 a.m.

**Intermediate PowerPoint:**

Thursday, February 11<sup>th</sup> - 1:15 p.m. to 4:15 p.m.

Tuesday, February 16<sup>th</sup> – 1:15 p.m. to 4:15 p.m.

The Intermediate Word class will cover how to create a basic Newsletter with Word 97. We will use Headers & Footers, Tables & Columns, Graphics, and much more.

The Intermediate PowerPoint class will cover topics such as Customizing PowerPoint, Modifying Templates, Using WordArt, Graphics, and Applying Animation.

Classes will be held in #22 Heinkel. To register, send a mail message to ETCS or call 573-882-2096.