Also in this Issue:

A Technology Newsletter for Extension Specialists

McAfee E-Mail Scan Warning

E-Mail Message
From   : Anderson, Allen L.
Subject   : RE: VIRUS ALERT - SERIOUS
Attachment : zipped_f.exe
Virus Name : W32/ExploreZip.worm

McAfee Suggests
McAfee suggests that you should not access this file before cleaning it.

[Continue] [Clean] [Delete] [Move] [Info...]

By Bill McFarland

Last month we discussed frustration with our computers and what we are trying to do about it. There is probably only one thing more frustrating than seeing the above window on your computer screen, and that is NOT seeing this window when in fact you just received a virus in your e-mail! Frustrating to the extreme.

Hopefully, by the time you read this article, if you did get it, it has been deleted, and if infected, you didn't lose any files. Some did, especially at the UM Hospital and Clinics, but also some in University Outreach and Extension. Let us just take this opportunity to discuss how some viruses work and enable you to be aware of some clues.

Looking at the virus warning window above you will notice that the message that contained this virus came to me from Allen L. Anderson. I received this message the day after sending the field a warning that this virus was on the loose. Allen would have received a copy of that message. Those of you who know Allen will think that strange, since Allen retired August 31, and hasn't probably been using his computer for more than a month. But, what I found was that it has been turned on by the office staff and his Outlook has been started at times, because their Fax facility is this computer and Outlook is necessary for that particular Fax program. And because things were locking up some, and the Fax not working properly, the Anti-virus programs had been removed.

So you may receive a virus from someone to whom you have recently communicated, and is a known acquaintance, even if he has retired. Actually, it is not coming from that person but from her/his computer with no help from anyone. Well, not exactly without any help from anyone. Someone had to open the message that contained the attached file that was the virus, AND someone had to click on that attachment to see what it was. Bingo - you are infected!

Happy
Halloween!

INNER CIRCUITS

Ever been to Silver Dollar City and walked by that wall that had the knot-hole in it and the words painted around that hole that said "Don't look in here!"? Looked in there didn't you? Ever touched the shiny paint right beside the sign that said "Wet Paint!"? Ever double-clicked on an attached file whose filename ended in .EXE? NO, don't ever do that!

A computer file that has a name ending in .EXE is an executable file. That means it is a computer program, like Word.exe, or Outlook.exe. One way to start a computer program is to double-click on the filename. If the attachment that you have received is legitimate, and you double click on the attachment, you may see a funny birthday card, hear musical sounds, and see something cute on your screen. It may also be erasing your hard drive as it entertains you. I don't think it is worth the chance.

If you can't tell by looking at the attachment icon what the exact filename is, then right click on the icon and choose Properties from the menu that comes up. The filename and its size should be displayed. If you are running virus protection software (the University is using McAfee) and if the virus is known to the anti-virus software, then you should be warned before you get yourself into any trouble, as in the warning window on page 1. This particular virus was first reported on the McAfee web site on June 11, 1999. McAfee software has been able to detect and eventually remove this virus since then. But even without the anti-virus software protection, just don't ever double-click on an attachment that ends in .EXE. It is not worth the chance, no matter who appears to have sent it.

If you receive a virus warning as above from a message from someone, you need to call them right away (not e-mail) and see if they realize that they are infected. If they haven't already discovered anything, ask them if they can turn their computer off, and then call ETCS so we can get on the trail. We aren't going to be upset with the person that sent it out, but need to see if we can discover how they got it so we can try to stop the propagation. We will want to get the latest anti-virus software installed there and get their computer clean. Sometimes the sender will not be in the Extension system, and we will just want to send them a message suggesting that they may have a problem.

Computers for $500!!??

by Joe Lear

Is your YEA, NEA, or secretary still using a 486 for their computer? Would you like to give them a computer comparable in power to the Dell's, but you don't have a lot of additional funds in the budget?

No Problem! We recently discovered machines that provide computer power close to the Dells we set up for every field staff in the state for around $510. These machines are manufactured by Compaq, and can give staff in an office still using 486 machines a significant boost in their computing power and productivity.

The Compaq machines have Cyrix processors running at 250 MHz, 64 MB of RAM, 4.0 GB hard drive, 56Kb modem, USB ports and sound card. To make these machines work in the network situation, we can exchange the network card from the old 486 to the Compaq or a new network card can be purchased for less than $20 dollars. The computer also comes with a keyboard and mouse, but does not come with a monitor or speakers. You can use the monitor and speakers from the old 486 if needed.

When you purchase the computer, we will also transfer the data from the machine and install the latest standard supported software on the machine. This will allow all staff to use the same software to share data and work more efficiently.

We have recently placed two of these machines in the field and so far they are performing well. If you would like to order the Compaq computers, send an e-mail message to that effect to ETCS. If you have any questions about these new computers before ordering, do not hesitate to e-mail me or give me a call.

Do You H

Hyperac

Mouse?

By Kristie Sapp

All mouse users are not the same. Your mouse speed can be customized to fit your preference - fast as lightning or slow as molasses. If you are having problems with the speed of your mouse, try this helpful hint.

In Windows 95, adjusting the speed of the mouse is pretty easy.

> Left Click Start
> Left Click Settings
> Left Click Control Panel
> Double Left-click the Mouse Icon.
> When the Mouse Properties dialog box appears, click the Motions tab.
> In the Pointer Speed section, drag the slide control toward Fast or Slow to increase or decrease the speed of the mouse pointer.

NOTE: If you are having trouble moving your mouse on the screen, try and slow the mouse down. This will give you more control.

Backup to CD – YES CD's

by Joe K. Lear

Recently, ETCS has received a few questions on backup, and with the Worm Virus deleting files, now is a good time to remind everyone to make backups. You can make backups using Floppy disks and the backup software included in Windows 95, but for many people it would take quite a few floppy disks to make a full backup of the data they have stored.

For around $300 dollars, a Hewlett Packard CD-ROM (Model 8200i) recorder can be purchased to back up data to CD's from every person's computer. The CD-R media for the recorders stores up to 650MB and can be purchased for under $2 each. The data cannot be written over and provides a more permanent storage method for backups. CD-R (CD-Recordable) disks are readable by any computer with a CD-ROM.

These CD-ROM recorders also write to CD-Rewriteable (CD-RW) media. The costs of these disks range from $5-$10 each depending on the number purchased.   They can be written to over and over again like a floppy disk, providing more versatility for backup. The drawback to CD-RW disks is a similar CD-ROM recorder can only read these CD-RW disks. But this media would be a good alternate for use in a rotating backup scheme.

CD-R recorders are reliable, can write 600 MB to a CD-R in less than 30 minutes, and provide a means of sharing data and information with other comput-ers and people. You can use it to move your files to laptops for presentations and working with others, as well as create disks with education programs to use in schools and other locations where data cannot be transferred across the network.

Forty of these HP CD-ROM recorders are already in the field. If your county has one, plan to use it as a way to backup your office data. If you don't have one in your county, plan on purchasing one for your backup needs.
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CONGRATULATIONS!

Nathan Alan   Bryson Thomas

Barry Crum, Computer Programmer Analyst II at ETCS, and his wife Pam are proud parents of identical twin sons born on September 2, 1999. Nathan Alan was born at 1:45 p.m. and weighed 4 pounds 15 ounces.   Bryson Thomas was born at 1:54 p.m. weighing in at 5 pounds 8 ounces. They join a sister Kim.

Backup Tape Replacement

by John Grissom

With this latest file-deleting virus rearing its ugly head, now more than ever we need to ensure proper tape backup. I run a process every morning that checks county servers to see if the automatic backup was successful the night before. The errors I am receiving indicate that the tapes are nearing the end of their lifespan. I would suggest the 40 originally networked offices invest in a new set (5) of backup tapes to replace the daily originals. The monthly tape is still usable for a long while. ETCS can order these tapes for you at the cost of $120 per 5 pack. Please e-mail ETCS if you wish to order or have any questions. Happy computing!

Training Schedule

by Kristie Sapp

I am spending most of October getting ready for Annual Conference. Joe Lear and I will be pairing up to present *"Adding Impact to Your PowerPoint Presentation"* on Monday, October 25, 1999, from 3:15 p.m to 5:00 p.m. We will demonstrate how to design and develop a PowerPoint presentation using pictures, tables, charts, graphics, video and hyperlinks. We will start with a set of bad PowerPoint slides and build them into a better overall presentation that will impact your viewing audience.

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We will also team up to present again on Tuesday, October 26, 1999, from 9:15 a.m. to 10:15 a.m. This session is entitled, *"The Transition to Word and Publisher"*. We will demonstrate how to do all the things you did in WordPerfect with Word and Publisher software including merges, brochures, posters of all sizes, booklet printing and much more. Hope you can join us at one of these sessions!

As an added bonus, we will be providing e-mail access plus demonstrating CBT Training Courses in the Expo Center. Bring any questions you might have to our booth and we will see what we can do!

The following classes will be held in the ETCS Training room, 22 Heinkel Building.

November
Tuesday, Nov. 9th - Intermediate Word - 9 a.m. to 3 p.m.
Tuesday, Nov. 16th - Introduction to Excel - 9 a.m. to 3 p.m.

December
Wednesday, Dec. 1st - Publisher 98 - 9 a.m. to 3 p.m.
Thursday, Dec. 2nd - Introduction to Word - 9 a.m. to 3 p.m.

I will post detailed course outlines of these courses on our website under training - http://etcs.ext.missouri.edu. To sign-up for one of these sessions, contact ETCS by telephone at 573-882-2096 or send and e-mail to ETCS@missouri.edu.

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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.