

"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



# Catch of the Day



Learn To Fish the vast ocean of computer know-how!

## Don't Be Scared!

by Kathy

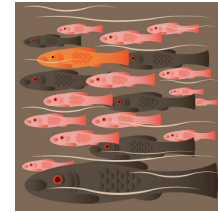
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As computer technology advances, it seems there is an increasing number of opportunities for bad guys to take advantage of its users. But you don't need to be frightened as long as you're aware of the threats. Here's how to avoid the most hair-raising issues.

**Phishing.** This is when a scammer tries to trick you into divulging personal information. They may do this using an e-mail or a phony web site. The solution: Beware of e-mails that offer a direct link to log in to a web site, and make sure in your web browser that the address in the address bar matches the name of website you think you are visiting.

**Viruses & Worms.** These are programs that invade your computer to use it for malicious purposes. Prevention: Install anti-virus software on your computer and keep it up to date. Plus, *know the name and version* of the program you have so you're not fooled by messages that masquerade as anti-virus programs.

**Hackers & Thieves.** Much of computer intrusion is automated, but there are still individuals who may manually try to violate your privacy. The countermeasures: Use quality passwords, turn on your Windows firewall, and conduct financial transactions online only where the web site address starts with "https" (*s for secure*). ♦

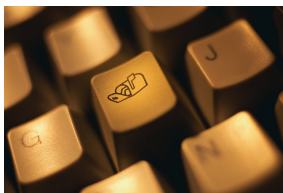


### Service Spotlight: Gift Ideas

It's early yet, but you don't want the holiday shopping season to catch you off guard. Remember to visit [cafepress.com/ltftech](http://cafepress.com/ltftech) for gifts, and [www.LTFtech.com/gallery](http://www.LTFtech.com/gallery) for photo prints.

Or call 724-0828 to ask about obtaining a tech training gift certificate.

## Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

### Moving the Insertion Point with the Keyboard

When typing a document or an e-mail, you don't have to use the mouse to move your cursor to another location for editing. Try holding down the **Ctrl** key while tapping one of the arrow keys (up, down, left, or right) to see the time-saving results.

## The Random Resource

...because your computer isn't just for computing

Animusic ([www.animusic.com](http://www.animusic.com)) breathes new life into the concept of the music video. The amazing DVDs created by this company feature computer-animated imaginary instruments playing digitally created original music. You have to see it to understand it: Check out the sample video clips at [www.animusic.com/dvd-info-clips-1.html](http://www.animusic.com/dvd-info-clips-1.html).

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