

# Radio Days – 2009-06-13

## ***Tip of the Week – Stay Smart Online***

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For much of this year I have been advising you to look to your online security. I have just discovered that this past week was *National E-security Awareness Week 2009*. The website is a federal government initiative to help you stay safe online. Much of the advice given on the website is the same as mine, and it helps you keep your computer in good condition for web surfing.

Please check this site so that you can help both yourself and all the other people out there who do not know enough about internet security.

## ***Unknown Email Attachments***

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Have you ever received an email with an attachment that you could not read? One of the most popular file formats is pdf. pdf documents are a standard way of delivering information over the web and in emails. The best pdf read that I know is Foxit Reader: it is both free and fast. Your computer may already have Adobe Acrobat Reader installed: most computers that I see have an outdated version which will have holes that allow problem programs access to your computer. For this reason alone I suggest that you uninstall all versions of Adobe reader then install Foxit Reader: this is the fastest and safest pdf reader that I know of.

Many people receive emails containing documents created in Microsoft Office but do not have the program which can read the document. If this describes you then you can download free programs which will read and print many Office documents. If you do have the correct program, but it is an earlier version, then you can update to be able to read files from the latest version of an Office program.

These programs are all available on the Microsoft website. This is a massive website so it is easier to search for the correct program using a good search engine: I prefer Google. Use a phrase like *word reader site:microsoft.com* or *word update site:microsoft.com*: this will only search Microsoft's website (*site:microsoft.com*) so you are more likely to get the result you want. I got the best answer in the first page of results for both searches.

The two entry points given in the websites section below are for those brave enough to venture into the Microsoft web jungle without the assistance of a search engine. It helps if you are familiar with reading a computer screen:

These paragraphs cover most of the file types which I receive. There are other files types which you can get (eg photos), and you can find all about them by checking the extension. The extension is the last few letters (usually 3 or 4) after the last full stop (period) in the file name. An example is ".pdf" for a Portable Document Format file. I have given the addresses of two websites which show many, if not all, file extensions and the program(s) which can open each file type.

As a last resort you could always ask the person who sent you the file just what program was used to create the file which you have just received.

## ***Websites***

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Stay Smart Online	<a href="http://www.staysmartonline.gov.au">www.staysmartonline.gov.au</a>
Foxit Reader	<a href="http://www.foxitsoftware.com">www.foxitsoftware.com</a>
Microsoft	<a href="http://www.microsoft.com/downloads">www.microsoft.com/downloads</a> <a href="http://office.microsoft.com">office.microsoft.com</a>
File extensions	<a href="http://filext.com">filext.com</a> <a href="http://www.fileinfo.com">www.fileinfo.com</a>