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Inserting Multimedia into PowerPoint 97/2000 By Al Sotto

PowerPoint presentations are designed to grab the viewer's attention, while delivering a message or pertinent information. A well thought-out presentation may utilize bright colors, vivid graphics or even custom animation to catch the audience's interest. PowerPoint even allows multimedia files such as sound clips and videos to be incorporated into your presentation for extra pizzazz. Think about presenting a more effective demonstration by using multimedia in your next PowerPoint slide show.

With PowerPoint open, either open a blank slide (File | New | Blank Presentation, choose a layout, then click OK) or open an existing presentation (File | Open, select your presentation, and choose the slide where the multimedia will be inserted). Then, go to Insert | Movies and Sounds. Under this selection, movies and sounds can be inserted from various locations: the clipart and multimedia gallery provided by Microsoft, a file stored on hard disk or a CD track, or record a sound (microphone required). Only two options will be discussed in this article, respectively.

Inserting Sound Files

From **Movies and Sounds**, select the **Sound from File** option, which will enable you to insert a sound file in the following file formats: .wav, .rmi, .mid, .aif, .aifc, .aiff, and .au. Select the **Look in:** drop down arrow and browse to the location of the sound file that you would like to insert. Only sound files with the aforementioned formats are audible in PowerPoint. If your audio file is not compatible, you must convert the file to one of the acceptable formats.

A message dialog box will say "Do you want your sound to play automatcally in your slide show?" By selecting **Yes**, the slide will automatically play the sound when your slide containing audio is viewed. By selecting **No**, you will have to activate the sound with a mouse click or by setting a time delay.

Once your sound file is inserted, a sound icon will be visible on your slide. This icon can be moved and/or hidden underneath a graphic on the slide. You also have the option of looping the audio file by right-clicking the sound icon and selecting **Edit Sound Object**. If you wish, your audio file may be looped for the duration of time the slide is being viewed.

Select **Slide Show | View Show**, and the sound will play once the slide that contains the linked sound file is launched.

Inserting Movie Files

From the PowerPoint menu, choose **Insert | Movies and Sounds | Movie from File**. Now you can insert a movie clip into your presentation with the following file extensions: .avi, .dat, .m1v, .mov, .mp2, .mpa, and .mpe. Select the **Look in:** drop down arrow and browse to the location of the movie file you would like to insert. Only video files with the

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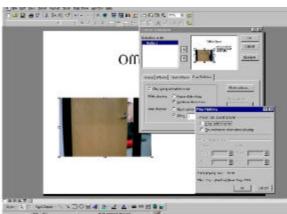
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aforementioned formats are viewable in PowerPoint. If you have a video file that is not compatible, you must convert the file to one of the acceptable formats.

Once the video clip is inserted, you can adjust the pixel size by hovering your mouse on a corner of the embedded video clip. This will allow you to increase or decrease the pixel size. Be aware that increasing the pixel size may cause the clip to look pixilated or distorted. By holding and dragging your mouse over the video image, you can move the position of the video image anywhere on the slide.

There are also several options to control how the movie will be played and how it will interact with the rest of the presentation. With the slide containing your video file, open select **Slide Show** | **Custom Animation**, and then choose the **Multimedia Settings** tab (**Play Settings** tab in PowerPoint 97). Here you have the option to have the movie continue to play throughout the slide show or cause the slide show to pause for the duration of the movie clip. By checking the **Continue slide show** radio button, you can set the video to stop playing after the current slide or after a desired number of slides. Select the **More Options** to see playing options for the movie clip. You can select a radio button to have the movie clip loop until stopped, or you can have the video rewind when it has finished playing.



Video and audio inserted into your presentation may help to further keep

the attention of your audience, who may be expecting another boring meeting presentation. Multimedia enhances a PowerPoint Presentation, regardless of the subject matter, making your slide shows more dynamic and more appealing. 🔀

New Features in Photoshop 7.0 By Amanda Cornwell

Adobe's latest edition of Photoshop, version 7.0, provides a multitude of new features with a very small learning curve. Overall, the new interface is similar with the greatest difference being the sleek design. The new streamlined style is, of course, not the most important update in the new package. Photoshop 7.0 offers enhanced file management, a new tool called the Healing Brush, excellent transparency options, superior web graphics export (including rollovers), and user-defined paintbrush options to name a few.

Enhanced File Browsing

The new file management system of Photoshop 7.0 displays small thumbnails of your graphics. Text-only file viewing was eliminated, so any confusing file names were removed. Also, the new browsing system enables the user to sort files by name, type, date, etc., which makes working on large projects easier. Rotation of images and batch renaming are now integrated into the file browser for quick updates of large numbers of files at once.

Healing Brush

The Healing Brush is an excellent new feature that allows for quick touch-ups of smudges, glares, dust, etc. Basically, the Healing Brush is a hybrid of the clone and smudge tools. However, this tool allows you to maintain the texture and tones of your graphic with greater precision because it automatically simulates pixels in the specific area being touched-up.

Enhanced Transparencies

With Photoshop 7.0, control over transparency effects in web graphics is greatly improved. The Export Transparent Image

wizard is still available in 7.0. But, preparing the transparency can be done effortlessly; all you need to do is click on the color you would like to remove. Also, a new blending feature has been added for transparent images. Using dithering, you can create partial transparencies for seamless overlay on your web pages.

Web Graphics Export

Maintaining the crispness of vector graphics created or imported into Photoshop is now less difficult because of weighted optimization. Simply select the areas of your graphics that are most important, and Photoshop will automatically optimize your graphic for the highest quality. In addition, a new Rollovers Palette has been added. In this integrated environment, you can create, view, and assign behaviors to your graphics. What's more, you can create slices and image maps with this palette.

User-defined Paint Brushes

Ever wish you could define a graphic pattern to your paintbrush in Photoshop? Now it is possible with custom paintbrush options. You can define any object you want as your paintbrush and control its effects by changing the size, angle, scatter effects, etc.

Photoshop 7.0 makes it easier to achieve the effects you want with greater precision and more efficiency. The new file browsing will save you time while the Healing Brush will allow you to touch-up your graphics for a flawless look. Enhanced web options make it possible to produce graphics with web features without any Javascript, and the custom paintbrushes allow you to achieve the precise look you want. Overall, it is a worthwhile upgrade from Photoshop 6.0 --- stop in the Information Center to try out Photoshop 7.0 and/or visit Adobe's website for further information: http://www.adobe.com.



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What are Cascading Style Sheets? By Ida Shamis

(Although other web development applications may utilize Cascading Style Sheets, this article will discuss its compatibility with Macromedia Dreamweaver 4.0.)

Otherwise known as CSS, Cascading Style Sheets are a part of web development language. This utility has become more widely used and popular in storing and reusing web page properties like font faces and sizes, scrollbars, link and hover colors, without having to use long HTML codes. The best feature in CSS is the ability to link to an external style sheet, which allows you to update the appearance of your entire web site automatically.

The capabilities and possibilities with Cascading Style Sheets are astounding. Style Sheets are defined as a system for extending the design capability of web pages beyond the limitations of HTML. A Cascading Style Sheet can be used to control several documents at once and has a distinct advantage over traditional HTML in its global reach. In addition to being linked to multiple documents, when a CSS is updated or changed, the formatting for all linked documents using that style sheet is also automatically updated.

Cascading Style Sheets reside in the HEAD area of a document or in an external file. Wherever located, the CSS will define document attributes. It is important to note that document level styles will override styles inherited from external files. In other words, whatever style mark-up is closest to the defined attribute will be displayed. CSS styles can actually define formatting attributes for HTML tags or user-defined CLASS attributes. Dreamweaver recognizes styles defined in existing documents, as long as they conform to CSS guidelines.

The CSS Styles Panel

Uses for Style Sheets: specifying and applying font characteristics, background color, background image properties, link attributes (including the hover option), text box properties, header properties, etc.

Cascading Style Sheets are easy to use, and Macromedia's Dreamweaver provides a user-friendly interface to create and edit style sheets. The following is an example of Dreamweaver's technique for working with

CSS. To access the CSS Styles window, with Dreamweaver open, go to Windows CSS Styles.

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2	CSS Styles	ShihiFT
13	Frames	Shift+E2

Notice the new window that appears and the shortcut buttons in the bottom righthand corner. These buttons perform the same actions as the menu options provided by the arrow in the top right. However, more options become available as CSS styles are added or created. Below is a brief description of each button/option.

Attach Style Sheet - Attaches an external style sheet



New Style - Creates new styles Edit Style Sheet - Edits existing styles attached **Delete** - Deletes styles

The **Apply** button causes the selected style to affect the selected text. The checkbox activates the **auto-apply** feature for quick editing. Two of the options, New and Edit Style Sheet, need to be looked at in more detail.

New Styles

When the **New Styles** button or menu option is selected, the corresponding dialog box appears. From this box, a style can be created from scratch, customized to satisfy specific needs, or based on further preferences.

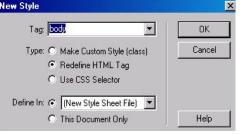
Make Custom Style (class) - Creates a style that can be applied as a CLASS attribute to a range or block of text.
Redefine HTML Tag - Changes appearance based on a particular HTML tag, e.g <body>, <p></p></body>
Use CSS Selector - Defines the formatting for a particular combination of tags or for all tags that contain a specific ID attribute.

Edit Style Sheet

Highlight a style from the CSS Style window and select the Edit Style Sheet option or button. You now have the option to **LINK** this page to an external style sheet, to

Tag: body • ΟK Type: 🔿 Make Custom Style (class) Cancel Redefine HTML Tag C Use CSS Selector Define In: 🙃 (New Style Sheet File) 💌 C This Document Only Help

define a NEW style, to copy or DUPLICATE the features of a style, to EDIT the style's definition, or to simply REMOVE the style altogether. To see or change what's behind a style, choose the EDIT button. You will now see the summary of the formatting of a style. Dreamweaver offers eight categories of CSS styles to help you define your style sheet:







Fixing Problems Using the Normal.dot

By Shoshana Barenbaum

The **Normal.dot** is the default template file, which appears when opening a new document in Word. A template can be described as a blueprint or pattern for all documents of a certain type, such as a letter, memo, or report. In Word, the Normal.dot provides a standard layout and format on which other documents may be based. You may decide to alter your Normal.dot to default the font to Arial, point size 12, changing the page orientation to landscape instead of portrait, and so on. However, the Normal.dot is designed with some preset document formatting of its own:

- Paper size defaults to letter; the right and left margins default to 1.25"
- Top and bottom margins default to 1"; Line spacing is single
- Justification is align left tabs at 0.5 inches
- Font type Times New Roman with point size of 10
- View is set to Normal

Unless altered by the user, these defaults are automatically set in the Normal.dot. Therefore, if the Normal.dot becomes corrupted, it can affect any of these settings. A problem with the Normal.dot can cause erratic behavior, like Spell Check malfunctioning or the inability to change fonts. When opened, Word will automatically recreate a new Normal.dot, if a file by this name is not found. If some features in Word malfunction, one recommendation is to find and rename the Normal.dot.

To locate the Normal.dot:

- 1. Close Word.
- 2. Go to Start | Find | Files or Folders. (Start | Search | Find | Files or Folders for Windows 2000)
- 3. Make sure the Look In box has the C: drive selected.
- 4. In the Named box, type Normal.dot, then select Find (Search Now Windows 2000). In the display box below or next to the Look In area, the Normal.dot file will appear.

NOTE: More than one file may appear. Rename the Normal.dot file with the latest date. Right click, select **Rename** and call it anything you choose (you do not need the .dot extension). By simply renaming the Normal.dot, the template blank documents are based on, can correct some problems encountered in Word.

There are a couple of key items to know before renaming and replacing the Normal.dot. When you rename or delete your existing Normal.dot, Word will recreate a new Normal.dot, including only the defaults; any personal settings or manual changes will be lost. For example, AutoText entries are also stored in the Normal.dot template, which will be deleted when renaming the Normal.dot. The Document Generated System (DGS), used mainly by Field Offices, contains unique AutoText entries, which will not be accessible upon renaming the Normal.dot. Otherwise, many of your Word document woes may be resolved by simply recreating the Normal.dot.

Cascading Style Sheets, continued from page 3

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- Type font face, size, color, etc.
- **Background** background images and colors
- **Block** text justification within a block
- Box visual layout tool, similar to the <Table> tag
- Border specify parameters for borders around text, images, Java applets, etc.
- List control over bulleted points (like this list)
- **Positioning** pixel-point control over design elements on page
- Extensions various advanced features Include Page Break, Cursor and Filter.

Styles are developed and enhanced by choosing from the assortment of features.

As a side note, a computer may have a different selection of fonts other than the ones within your specified group. Additionally, CSS style sheets are able to work with Internet Explorer 4.0 and later. Just know, in creating web sites, Cascading Style Sheets are a simple mechanism for making quick, clean uniform changes.

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Microsoft Access: Organizing Tables

By Joe Guyton

Suppose you were responsible for storing information for your company. How would you organize the inventory? How would you keep track of your customers and employees? The best solution would be to create a database — but how would you organize the database? You accomplish this by creating tables, which store a collection of data related to one topic in fields and records. Tables are the foundation of an Access database. Within Access, all the information necessary for queries, forms, and reports in the database will be based on the data in the tables. Using a separate table for each topic means you store that data only once, making your database more efficient and reducing data-entry errors. You can then sort and filter the information in many different ways. The table is where you can add, delete, or edit records, fields and field properties. Because tables are the central point of your database, it is imperative that you spend time planning, organizing, and fine-tuning your tables.

Once you have developed your table strategy, it is time to create your tables. There are two ways to create tables in Access: *Design View* or using the *Table Wizard*.

(For the following examples, either create a new database (**File** | **New**) or open an existing database (**File** | **Open**) and locate an existing database).

Create a Table in Design View

- 1. Make sure the Database window is open. Press **F11** to switch to the Database window from any other open window.
- In Access 2000, click **Tables** under **Objects** in the left panel of the window, and then click **New** on the Database window toolbar. For Access 97, select the **Tables** tab and click the **New** button.
- 3. Double-click **Design View**.
- 4. Define each field within your table.
- 5. Define a **primary key** field before saving your table.

NOTE: You do not have to define a primary key (the key that organizes your data by uniquely identifying each record), but it is usually a good idea. If you do not define a primary key, Microsoft Access asks if you want it to create one for you when you save the table.

6. When you are ready to save your table, click the **Save** icon **I** on the toolbar, and then type a name for the table.

Create a Table by Using the Table Wizard

- 1. Follow Step 1 and Step 2.
- 2. For Step 3, double-click **Table Wizard** instead.
- 3. Follow the dialog boxes in the **Table Wizard** to choose the format of your table, renaming field names, if desired.

Organizing Tables

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Now it's time to organize your tables. Here are some general rules for organizing tables:

- Determine a topic for each table, and make sure all data in the table relates to the topic of the table. **Topic examples**: customers, employees, or inventory.
- If a number of the records, within a table, have fields intentionally left blank, split the table into two similar tables. Blank fields in a table create null values, too many in a single table will effect a query's results.
- If information is repeated in a number of records, move that information to another table and set up relationships (a way of telling Microsoft Access how to bring that information back together again) between the tables. To create a relationship, go to **Tools**, then **Relationships**.
- Repeated fields indicate the need for a child table. For example, if you have Item1, Item2, Item3, and so on in a table, move the items to a child table that relates back to the parent table.
- Use lookup tables to reduce data volume and to increase the accuracy of the data entered. A Lookup Table contains values that will be used as the contents of a field located in a main table.
- Do not store information in a table if it can be calculated from data in other tables.

A carefully planned database uses tables to make data storage and organization a no-fail process. Whenever you or someone within your component needs information about any data in a table, it can be one simple click away.







Macromedia's MX Suite: Flash and Dreamweaver

By Peter Filardo

Macromedia has released the **MX** suite of products, an updated set of the Macromedia's standard products, including Dreamweaver and Flash. These new applications share the new Macromedia system of docking palettes and windows, called the MX workspace, as well as tighter compatibility between Macromedia programs. All applications also include a host of new features bound to encourage creativity and increase productivity.

The first thing noticeably different from previous versions of these applications is the MX workspace. This new interface is fully customizable, allowing the user to drag and drop any palette into either built-in or custom panes. These customized frames may be expanded and contracted to allow for more workspace, when needed.

Available at <u>http://www.macromedia.com/exchange</u>, you can download hundreds of Dreamweaver and Flash add-ons called Extensions, which can be anything from timesaving functionalities to impressive visual effects. The Macromedia Extension Manager acts as the control panel for the extensions used in MX suite of products and installs automatically with Dreamweaver or Flash MX.

Both Dreamweaver and Flash MX ship with a library of professional-quality layouts and templates to help you get started on your project. The coding functionality of both products has been greatly improved: HTML for Dreamweaver and ActionScript for Flash, with quick code hinting, easy color coding, and intuitive Find and Replace features.

Dreamweaver MX

Dreamweaver is now the culmination of three previous products: Dreamweaver, Dreamweaver UltraDev, and Cold Fusion Studio. By combining these products, Macromedia has created the most robust web page and application builder to date. Improved CSS handling, integrated accessibility and 508-compliance functionality, and unmatched XML authoring support combine for a must-have product.

Flash MX

Flash has grown to near-total market presence with over 450 million users worldwide having the Flash Player installed. To date, Flash has virtually almost no competition from any other rich media player. With Flash MX, Macromedia has raised the bar yet again, allowing for users of all levels to get into the game. Flash MX has pre-built templates, such as photo albums, advertisements, and presentations, that provide a quick way to get started. For the first time, Flash product accessibility tools are integrated to permit assistance technologies to comprehend Flash content. Flash MX includes a new Free Transform tool, improved digital video support, and next-generation ActionScripting.

With the Macromedia MX suite of products, web design and development has never come so easy. These tools will quicken project life cycles, increase collaboration among teammates, and raise the quality level of finished projects to unseen levels. Gone are the days of plain, static HTML pages with little or no interactivity, as the new era of user-interactivity and motion graphics has arrived.

New Features in Word XP

By Neil Tilva

Word XP offers many new features which give users the tools needed to streamline creating, sharing, reviewing, and publishing important documents. Word XP simplifies existing functionalities and provides intelligent new ways for users to work with their documents. Word XP features, such as smart tags, task panes and improved technology for formatting, make it easy to create professional looking documents. Added collaboration capabilities simplify document review and editing. Enhanced reliability ensures you spend your time working, not re-creating the work you've completed. The following paragraphs contain an overview of a few new and improved features Word XP has to offer.

One of Word XP's best new features is the **Task Pane**, which displays information at the right side of the screen. The new Task Pane consolidates some menus, dialog boxes, and wizards from previous Word versions. Word uses task panes to display information such as text styles and formatting, mail merge, and the clipboard. This keeps you from having to use the menus each time you want to make changes. To open the Task Pane, go to **View | Task Pane**. To adjust the options, choose **View | Toolbars | Customize | Options** tab.

Another new feature is the enhanced clipboard paste option. The XP Clipboard resides in the Task Pane and holds up to 24 items. When you paste, a **Paste Options** action button automatically appears at that location and offers a drop-

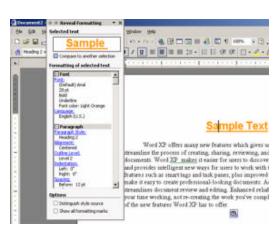




New Features in Word XP, continued from page 7

down menu of options: Keep Source Formatting, Match Destination Formatting, Keep Text Only, and Apply Style or Formatting.

Word understands each user's specific role in the review cycle and provides for successful collaboration on documents. When a document is sent for review (using the Send To menu option), the correct reviewing tools are automatically turned on for others to review. When the document is sent back, users can then merge changes back into the original document. Because users may choose to review documents in many different ways, there are no requirements to assign roles or prescribe a reviewing order for ad hoc reviewing. For example, if a document is sent as an e-mail attachment and then later received by the original sender with changes, Word assumes that the document might have been sent for review and allows the original author to easily merge the changes into the original document, if desired.



Along the same lines, it is now easier for Word users to track changes made to documents. The new Markup feature allows users to track changes by using "call-outs" in the right margin of the document. These call-outs detail the substance of the change without obscuring the original document or affecting its layout. They also give the user a more visible and comprehensive view of the changes that have been made.

Word XP offers many other new features such as speech recognition, multi-language translation and support, improved document recovery, and detect and repair utilities. For more detailed information on additional new features in Word XP, visit the following site: http://www.microsoft.com/office/word/evaluation/WordPG.doc.

Formatting Cells and Using the Alignment Tabs

By Shoshana Barenbaum

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When populating a spreadsheet in Excel, you often find the text does not fit into the space available in a cell. To accommodate the text, you may make the column wider, minimize the font size, or put some of the text in other cells. Sometimes, these are not practical solutions. Perhaps, your columns must be a certain width, or the text must be a specific size. This article deals with such issues of formatting cells in Excel; specifically, manipulating the alignment of text in cells. There are many ways to make text fit within a cell; however, only a few options will be described that you may not be familiar with -- making the text fit through either wrapping text, shrinking the text to fit within the cell, or merging cells.

When you have a cell with more text than room available, the text starts extending over adjacent cells. Once the original and adjacent cells are filled, the text in the cell you

have overfilled becomes truncated. This could be avoided by doing one of the following - format the cell to wrap text, merge cells, or shrink to fit.

While the merge cells option is accessible through a single button on the toolbar to access other options you must choose one of two ways:

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- Format | Cells | Alignment tab; or
- Right click on the appropriate cell and select Format Cells | Alignment tab.

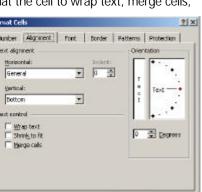
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o wrap text, select the cell or cells you wish to vrap, click Format | Cells | Alignment tab and select Wrap text. Wrapping text allows you to see nultiple lines of text within one cell. You may have o click out of the cell and then back in, for the vrapping to take effect.

Format Cells ? X Number Alignment Font Border Patterns Protection Text alignment Ole Horisontal - 0 -General **Fext** Bottom -Text control 🕅 Wrap text 2 Degrees 0 Shrink to fit. F Marga calc ŬK. Cancel

o fit text within the parameter of a cell, click Format | Cells | Alignment tab, and then select **Shrink to fit**. Shrink to fit will reduce the text to a point size where all of the text vill be visible within that cell. If you have a lot of text in the cell, shrink to fit is an mpractical solution as the text would be too small to see.



continued on page 8

Formatting Cells, continued from page 7

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You can merge cells with others in the same column or row, or span multiple columns and rows. You typically would merge cells before the cells are filled. If one of the cells contains data or text, the new cell would contain that data/ text. If you have more than one cell filled and you try to merge cells, Excel will warn that you will lose some data when merging. To merge cells, select the cells you want to merge, and either click the **Merge Button** or click **Format** | **Cells** | **Alignment** tab, and select the **Merge cells** option.

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You will note, when cells are merged, the data in that new cell may be aligned at the bottom of the cell. This can be adjusted by clicking **Format** | **Cells** | **Alignment** tab and changing the vertical alignment to another option.

You can also combine more than one option, like Merge Cells and Wrapping, so that the text has a larger space to wrap in.

Try these and other cell formatting options to create a more visually pleasing spreadsheet. $\overleftarrow{\times}$

Virus Update By Ron Linton

Win32.Magistr.29188 virus/worm

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Magistr29188.asp.

Win32.Wqk.C

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Wgk.asp.

JDBGMGR.EXE Hoax

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/JDBGMGR.asp.

Win32.Benjamin

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Benjamin.asp.

JScript/SQLSpida.B

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/SQL.asp.

Tech Tips By Peter Filardo

How to Create a Personal Distribution List

If you find yourself sending to the same e-mail addresses all the time, you might think about building a Personal Distribution List in Outlook. You can store as many names as you want in the list, and add and remove addresses at will. In Outlook, click Contacts on the Outlook Bar. Then, go to File | New | Distribution List. In the Name field under the Members tab, name your list whatever you would like, such as "Proofreading Team" or "Tech Meeting". Click **Select Members...** to pick people from your Contacts and/or the Global Address List. Highlight each member's name and click the Add button to make them a part of your new list. To add external or other e-mail addresses not found in the Global Address or Contacts list, click **Add | New...** and set them up as a new contact. When you are finished adding names, click **OK** and then the **Save** and Close button. Now, all you need to do is insert your newly created distribution list in the To... field of the message, and the message will be sent to everyone included in the list.

F4 Key or Ctrl+Y

Applicable for Word or Excel. If you find yourself repeating the same functions over and over, try using the **F4** key or **Ctrl+Y**. It will automatically repeat the last action wherever the cursor is located.

AutoFit an Entire Excel Spreadsheet at Once

When your spreadsheet columns are sized incorrectly, click on the button above *Row 1* and left of *Column A*. This will select the entire sheet. Then click **Format | Column | AutoFit Selection**, and your entire sheet will AutoFit to the contents in those columns.

SLC Tip

If you are having intermittent problems with Outlook 2000 (for instance, Outlook Assistant, Rules Wizard, Import/Export features), try applying the **assistant.reg** fix included on the ASC Universal CD, or call the Information Center at 410-965-6171 to have it emailed to you.

VBS.Happytime.A

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Happytime.asp.

Win32/Frethem.E

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Frethem.asp.

Win32.Chir

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/Chir.asp.

Win32.Badtrans.29020

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/badtrans2.asp.

Win32.Frethem.F

For detailed information about this virus, visit: http://co.ba.ssa.gov/ic/virus_information/alerts/FrethemF.asp.