



# KINGDOM

TECHNOLOGY SOLUTIONS

— *making life better* —

Kingdom e-News

June 2010

## Tips for Using Facebook Safety

Everyone is on Facebook these days, from kids to their grandmas. Previously the realm of the college-aged, now more than 175 million people log onto the social networking site every day. With a user group of that size come issues like cyberbullying, scams, and identity theft. The Consumer Reports National Research Center recently conducted a survey of social network users and found that nine percent experienced some form of abuse within the past year, such as malware infections, scams, identity theft or harassment.



A good place to start learning responsible safety procedures is at the Facebook Safety Center, <http://www.facebook.com/help/?safety>. Facebook introduced a completely redesigned Safety Center in April 2010. The new Safety Center has extensive FAQs on general safety, as well as targeted information for parents, teens, educators, and law enforcement. Special sections on topics like privacy, logins and passwords, and how to report abuse are also helpful. The Center combines multimedia content from Facebook and independent organizations specializing in safety and online security. Partnerships with MTV and the BBC help to educate users, and authors are invited to blog about safety topics such as cyberbullying and the importance of thinking before you post. A recently established Safety Advisory Board includes groups like the Family Online Safety Institute and WiredSafety, the largest online safety education and help group.

In addition to utilizing the Safety Center, follow some basic, common sense rules. Many of these guidelines are simply good online practices.

1. Do not place your personal information on your Facebook profile. Items such as your residential address, phone number, cell phone number, and date of birth will all become very public information instantly. For instance, listing a full birth date – month, day and year – makes a user an easy target for identity thieves, who can use it to obtain more personal information and potentially gain access to bank and credit card accounts. Choose to show only the month and day or no birthday at all.
2. Be careful when placing photographs of yourself or your children on Facebook. Don't use a child's name in photo tags or captions. If someone else does, delete it by clicking "Remove Tag". If someone includes his or her name in a caption, ask that person to remove the name.
3. Do not accept all Friend Requests. A good rule of thumb is not to accept friend requests unless you absolutely know the sender and would associate with them in person, just like in the non-digital world. The Friend Request may not be legitimate and could actually have been sent by a criminal, sex offender, or even a private investigator searching for information if you are involved in civil legal proceedings.
4. If friends or family members post a photograph or comment you consider compromising, ask them to remove it. Such items can prove to be damaging to your professional or personal life.
5. Be careful about what you place on your Wall, making sure to think before you post. The Wall is exactly that, a wall such as the bulletin board at work or in school. When you make postings to your wall, the post is placed prominently on your Facebook site and also copied to all your friends and family as an update of what you are doing. It is the equivalent of hitting the Reply All in an email, so post only what you want made public.
6. Do not leave your computer on with your Facebook account open. Leaving access to your Facebook account is the equivalent of leaving your wallet or cell phone in public. Anyone can sit down and start making posts to your Wall, redesigning your site, or even entice friends to play the greatest prank of your life on you. Be sure to sign out.
7. Be sure to have anti-virus software and malware protection for your computer. Keep it updated.
8. Be careful not to provide too much information about others. Respect the privacy of those you know.
9. Do not mention being away from home. Doing so is like putting a sign on the door that you are gone. Be vague about the dates of any vacations.

10. Manage your privacy settings carefully. Sixty percent of social network users are unaware of their default privacy settings. The best procedure is to read the Facebook Privacy Policy, visit the Privacy Help Page, which has a good explanation of how to minimize all of the possible personal information leakage, and then customize your Privacy settings.
11. Unless you want all of your personal information indexed by Google and other search engines, restrict your profile so that it is not visible to these data-mining experts. To help prevent strangers from accessing a profile, go to the Search section of Facebook's privacy controls and select "Only Friends" for Facebook search results. Be sure the box for "Public Search" isn't checked.
12. Do not permit youngsters to use Facebook unsupervised. Facebook limits its members to ages 13 and older, but children younger than that do use it. If there's a young child or teenager in the household who uses Facebook, an adult in the same household should become one of their online friends and use their email as the contact for the account in order to receive notification and monitor activity.

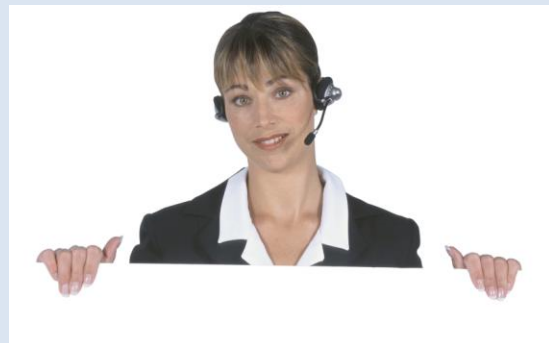
## Ask Tech Support

**Question:** Are cookies dangerous to my computer?

**Answer:** No. A cookie is a very small text file and nothing more. It is not a program, or a plug-in. It cannot be used as a virus, and it cannot access your hard drive. It cannot be used to spy on you.

Cookies are generated by the servers that operate web sites. A cookie is implemented whenever a user visits the site to make the interaction between user and web site quicker and easier. They are used in the operation of shopping carts, collecting demographic data, tracking user preferences and maintaining registration details for future site visits.

Your browser can save cookie values to your hard disk if it needs to, but that is the limit of the effect on your system.



## Sites to See



<http://www.mint.com/>

Mint: The Best Free Way to Manage and Grow Your Money

Mint is a free “web-based solution” for online financial management. Users register anonymously using a valid email address, and then add the log-in information for the online bank, credit union, credit card and investment accounts they want to consolidate in Mint. The site offers various financial performance reports and tracks budgets, and analyzes spending. It also searches out the best deals on bank, credit card and brokerage accounts. Mint has been named the best online personal finance tool by Money Magazine, PC Magazine, and is PC World’s Editor’s

Choice. The site claims the typical Mint.com user finds \$1,000 in savings in their first visit.

<http://servicenoodle.com/>

Service Noodle

Service Noodle is a free, no obligation service for consumers. Through the website, consumers are put in touch with service providers for needed services. For instance, if you are looking for an electrician, a lawyer, a tree trimmer or chimney sweep – noodle it. All you have to do is type in the service required and the city/state or zip code and hit “search”. You’ll receive a list of providers, their location and the distance from your zip code. A map pops up beside the information. The provider also has the option of inserting a business description, photos and recommendations in the page for their business. Choose one or more providers, and then create an account for yourself or log-in. Once that is done, you’ll fill out an informational page providing the details of the work you need done. Submit that, and your information goes out to the providers you’ve checked, who will contact you by email or phone.

<http://www.paleofuture.com/>

Paleo Future

Matt Novak started the Paleo-Future blog in January of 2007, and became what he calls “an accidental expert” on past visions of the future, the study of retro-futurism. The blog is a compilation of predictions of the future from the 1870s to the 1990s. Newspaper archives have provided much of Novak’s material. Forecasts from futurologists include flying cars, robots, and space colonies, of course, as well as even stranger and often funnier flights of fancy. A few predictions have actually come true. Take a look and see how the hopes and fears of the past fared when given the test of time – and be surprised at what prophecies hit the mark.

<http://www.american-rails.com/index.html>

American Rails

The author of this website has spent a lifetime studying railroads and remains fascinated by them. His love of railroads shines through in his website, which provides the history of the American railroad industry and describes American railroading in general. Articles and photographs illustrate topics on rolling stock; infrastructure and terms; stations; and passenger and commuter rail. You'll also find lists of museums, magazines, jobs, and links to other sites of interest. Grab a cup of coffee and settle in. There is lots of information here to enjoy.

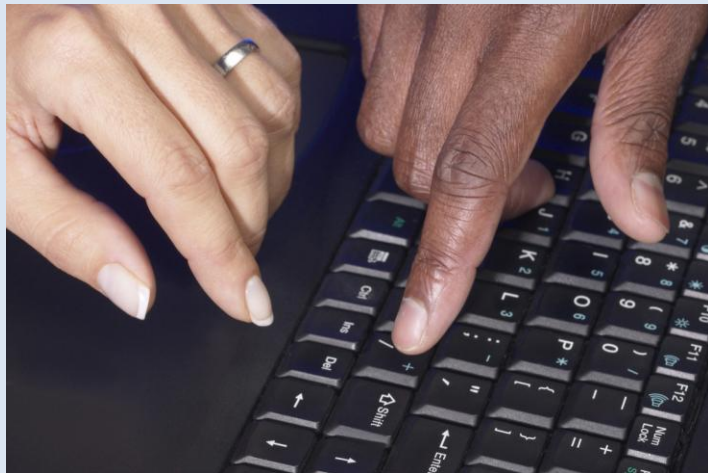
<http://www.cajun-recipes.com/>

A Cajun Family's Recipe Collection

There's not much to say here that "mmmmmm" doesn't cover. The recipes on the site were gathered from the household of a Cajun family living in Franklin, Louisiana, the heart of Cajun country. There is a lot to sample, ranging from Cajun to "not-so-Cajun"; 4,500 recipes guaranteed to get your mouth watering. From jambalayas and gumbos to Boston Baked Rice and Beans, you may just find something that sends you to the kitchen with a mission. The site covers appetizers, drinks, main dishes, desserts, and even pickles. It has been compiled to make it easily accessible for the visually impaired, use with Braille readers, and talking web browsers. A glossary covers general cooking terms and ingredient substitutions.

## **Mini-Tutorial: Add "My Computer" to Your Windows 7 or Vista Taskbar**

If you like to have quick access to the drives and files on your computer, add My Computer to your taskbar. In fact, you can follow these directions to add any folder you use often to your taskbar. Adding the Desktop to the taskbar is especially convenient.



1. Right-click on the taskbar at the bottom of your computer screen. Choose the Toolbars menu, and then click on New Toolbar.

2. Find and select the desired folder, in this case, the Computer icon or My Computer.
3. Click on Select Folder.
4. The My Computer folder will appear on the taskbar. Click the small arrows beside it and a pop up will appear, allowing you to browse through all of your drives and then access them.



## **Virus, Spyware and Malware Removal**

**\$69 in Store; \$99 On-Site**

Complete removal of all malicious software on one PC. Installation of free anti-virus and anti-spam software included, if required.

## **Take a “Windows for Beginners” Course**

It's time to take control of the electronic beast on your desk! Our new course, Windows for Beginners, will put you in the driver's seat, backing up data and creating folders like you were born doing it. The course premieres on Tuesday, June 8 at 10:00 a.m. at our Fulton store, Kingdom Technology Solutions. This session filled quickly, so get your name on a waiting list for the July session, dates to be announced. The cost is \$20 per person, payable at the first session.



So, what do you get for your \$20? The “Windows for Beginners” course is offered in three sessions, each one hour long. Class size is limited to 20 students. We'll cover the following material:

- Computer Basics (Monitors, Keyboards, CD drives, DVD drives, mice, software, etc.)
- Windows Operating System Basics (XP, Vista, Windows 7)
- Document Basics (Word, Notepad)
- Email (composing, sending, receiving)
- Saving Stuff (creating folders, saving documents, pictures, etc.)

Finding Stuff (now that you've saved it, how do you find it?)

Protecting Yourself from the Bad Stuff (viruses, spam, backing up your data, etc.)

You can register by emailing [sales@ktis.net](mailto:sales@ktis.net), or phoning (573) 642-2800; toll free (877) 556-1233. If you email, please include your telephone number.

This is the first in a series of computer and software-related courses we plan to offer. The courses are open to the general public, and you don't need to be a KTIS subscriber to attend. If your computer is a laptop, please feel free to bring it with you.

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**B**ecome a Kingdom fan on FaceBook, Twitter with us, and check out our new blog at [www.kingdomtelco.wordpress.com](http://www.kingdomtelco.wordpress.com). We plan to write about a lot of different subjects, some serious and some not-so-serious. Most of all, we want these new ways of communication to be friendly, relaxed and informative. We'll be talking about our telephone and Internet services, new technology, and legislation pending in Jefferson City and Washington, D.C. You'll also find tips and tricks on managing your phone and online services with a large helping of news about our company and from our communities. Join us – you never know just what you'll find!