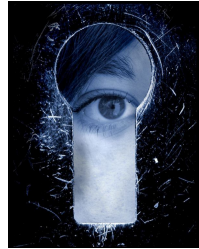


Partner News



What's the difference between spyware and a virus?

Spyware and adware collect information about you without appropriate notice and consent.

[Spyware](#) can get installed on your computer in a number of ways. One way is via a virus. Another way is for it to be secretly downloaded and installed with other software you've chosen to install. You and I both know how easy it is to skip reading all the documentation on a free program and just click "OK." That's often how they get you.

In short, spyware is a specific type of unwanted software that covertly collects your information. Slowing computer performance is a sign your computer has spyware which needs to be removed.

Worms, Trojan horses, and viruses are in a broad category called "malicious code."

A **virus** is a program designed to corrupt and copy itself into other programs altering the way they work. The impact of viruses can range from making your computer crash during certain operations, to deleting important files, possibly rendering your computer inoperable.

Viruses get into your computer when you load infected software into your computer (from the Internet, for example) and then start it. Most likely you will get a computer virus from a file attached to an email message or a link in the body of an email.

General Virus Types

While there are thousands of variations of viruses, most fall into one of the following six general categories, each of which works slightly differently:

Boot Sector Virus replaces or implants itself in the boot sector, an area of the hard drive or any other disk accessed when you first turn on your computer. This kind of virus can prevent you from being able to start your computer.

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File Virus infects applications. These executables then spread the virus by infecting associated documents and other applications whenever they're opened or run.

Macro Virus uses a simplified macro programming language. These viruses affect Microsoft Office applications, such as Word and Excel, and account for about 75 percent of viruses found in the wild. A document infected with a macro virus generally modifies a pre-existing, commonly used command (such as Save) to trigger its payload upon execution of that command.

Multipartite Virus infects both files and the boot sector--a double whammy that can reinfect your system dozens of times before it's caught.

Polymorphic Virus changes code whenever it passes to another machine; in theory these viruses should be more difficult for antivirus scanners to detect, but in practice they're usually not that well written.

Stealth Virus hides its presence by making an infected file not appear infected, but doesn't usually stand up to antivirus software.



A common misconception is that other kinds of electronic nasties, such as worms and Trojan horse applications, are viruses. *They aren't.*

A **worm** program replicates itself and works through network connections to infect any machine on the network and replicate within it, eating up storage space and slowing down the computer. Worms don't alter or delete files.

A **Trojan** horse doesn't replicate itself, but it is a malicious program disguised as something benign such as a screen saver. When loaded onto your machine, a Trojan horse can capture information from your system--such as user names and passwords--or could allow a malicious hacker to remotely control your computer.

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Computer slowing down?

Adding memory to your computer is the easiest way to speed up any computer. Regular maintenance keeping your computer “tuned up” is another way. Our [Service Department](#) specializes in computer upgrades, repair and performance issue resolution.

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Did you know?



Keyboard shortcuts will make little functions like copy and paste quick and easy. To find the basics just click on ‘File” at the top of a Word document. See the key combination for copy, paste, cut, print and open? Hold down the ‘ctrl’ key and tap the ‘A’ key and you selected “all’ of the text and pictures on your page. Then you can go to a new document and hold down ‘ctrl’ key and tap ‘V’ to paste that whole document to it’s new location. The more you use it these tricks the easier they become. It beats retyping!

Inserting Special Characters into your text is easy as 1-2-3

Need a copyright© sign after your Corporate® name or logo™? A few keystrokes will quickly add the needed extra.

Software To Go Provides a Number of Maintenance and Support Programs designed to fit the needs of any business or home office!

1. Click where you want to insert the symbol.
2. On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.
3. In the **Font** box, click the font that you want.
4. Double-click the symbol that you want to insert.
5. Click **Close**.
6. Begin shortcut key combinations with CTRL, ALT, or a function key.
7. On the **Insert** menu, click **Symbol**.
8. Click the tab with the symbol or character you want.

Note If you don't see the symbol you want, in the drop-down menus, click a different



font or subset.

Click the symbol or character you want.

1. Click **Shortcut Key**.
2. In the **Press new shortcut key** box, press the key combination you want to use. For example, press ALT+ the desired key.
3. Look at **Currently assigned to** and see if the shortcut key combination is already assigned to a command or other item.
4. Click **Assign**.

Reassigning a key combination means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to bold text by pressing CTRL+B unless you restore the shortcut key assignments to their original settings.

You can increase or decrease the size of the Symbol dialog box. Move the pointer to the lower-right corner of the dialog box until it changes into a double-headed arrow, and then drag to the desired size.

You can quickly insert a recently used symbol by double-clicking a symbol in the 'Recently used symbols' box and then clicking 'Close'.



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