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ReedsburgUtility.com
"Community Powered Services"

May 2009

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Dear Valued Customer:

This May issue is filled with quick tips to help save you time, trouble, and money. We start with a warning about a fake get-rich-quick e-mail, purportedly from *The Oprah Winfrey Show* about a millionaire contest. You'll also learn some quick fixes for when you receive an e-mail attachment you can't open, as well as how to set up automatic spell check for your e-mail messages. In Great Sites, we direct you to quick and easy resources for safely storing food, selecting and planting trees, getting the best airfares, and avoiding being ripped off by moving companies.

The goal of each of our monthly eNewsletters is to keep our subscribers informed regarding their Internet connection and to improve their Internet experience. We think you'll find this information interesting. If, however, you'd prefer not to receive these bulletins on a monthly basis, please see the links at the bottom of this e-mail to manage your preferences.

To see what's inside this issue, simply scroll down the eNewsletter or click on the links within the index to the left. Thanks for reading!

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E-Mail Scam - "Oprah Millionaire Contest Show" E-mail

While Oprah Winfrey has a history of being generous with her studio audiences, a recent e-mail claiming the recipient has been nominated to participate in the "Oprah Millionaire Contest Show" is a scam. The message fraudulently claims that the recipient could appear on *The Oprah Winfrey Show* during which a winner of the million dollars will be named.

In order to be considered, recipients are asked to reply with their contact information. Those "chosen" for the show (probably anyone who responds to the e-mail) are told that the next step is to purchase an airline or train ticket to Chicago as well as tickets for the show. Not surprisingly, the senders of the e-mail instruct recipients to send the money for the travel and show tickets to them. Clearly, the only ones who could become millionaires from this "contest" are the scam artists themselves.

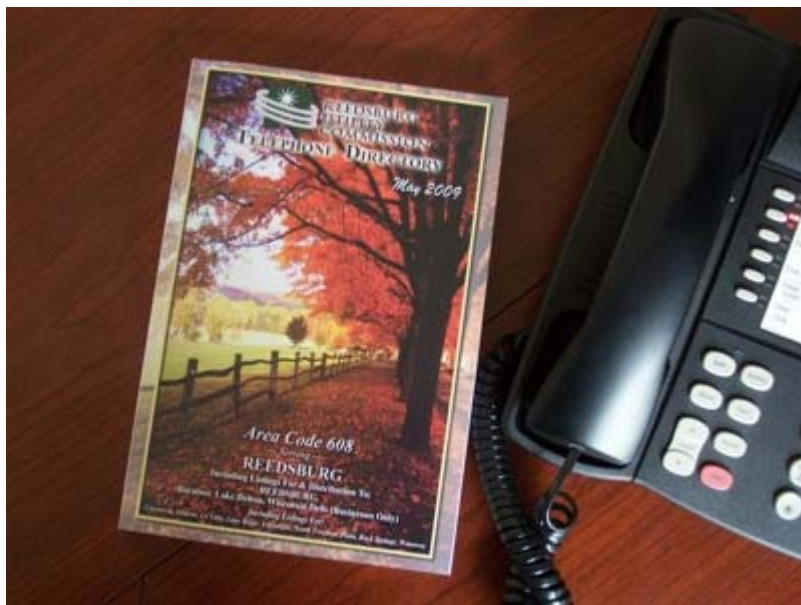
The Internet Crime Complaint Center (IC3) reminds you to remain alert to unsolicited e-mails. Do not open them or click on any embedded links, as they may contain viruses or malware.

Also, never provide your personally identifiable information or make purchases from such e-mails. For more Internet crime prevention tips, go to www.IC3.gov

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2009 Telephone Books Are Here!

If you have not yet received your telephone book from Reedsburg Utility please stop by our office at 501 Utility Ct.



Enjoy sweet moments together this Mothers Day, with Reedsburg Utility's Triple Play Package! Our Triple Play Package is the Family recipe for savings! Choose any three of our core services including Telephone, Cable TV, and Internet at any service level and receive **FREE** Installation! That's a savings of \$65! For more details give us a call at 768-1000 or visit our website at: www.rucls.net.

Studio Eleven to feature the Reedsburg Public Library and Good Earth Gardens! Watch Studio Eleven to catch up on Library events and learn about green thumb gardening from Good Earth Gardens. Show times: Tuesday at 12:30PM, Thursday at 7PM, Saturday at 9AM, and Sunday at 7PM (for a full schedule go to: <http://www.rucls.net/PublicAccessChannels.htm>)

Discover Reedsburg features Wisconsin Specialty Protein. Go amidst the whey inside the WI Specialty Protein facility with Tommy Lee. Show times: Tuesday @ 6:30PM and Saturday morning after the 7AM News (for a full schedule go to: <http://www.rucls.net/PublicAccessChannels.htm>)

Ditch Burning Precautions

Ditch burning can be an effective way to get rid of heavy overgrowth and clear out drainage ditches. It can also be a hazard if not handled carefully. Please review the safety precautions below:

- It's best to do ditch burning in the spring when the grasses and shrubs are not bone dry.
- Choose a day when winds are low.
- Ditch burning is NOT recommended for areas close to town.

- Adult supervision of all fires is required.
- Have a water tank with hose available at the site at all times.
- Contact your local fire department for more information.

Also, please do not burn close to the pedestals in the ditches. If you damage a pedestal, cable, or fiber, you are responsible to us for the replacement.

Tommy Lee inducted into the Hall of Fame. Five Wisconsin broadcasters will be recognized for their career contributions to excellence in radio and television with induction into the Wisconsin Broadcasters Hall of Fame on Thursday, June 18, 2009. Read more at www.ruclsnews.net/News%20Archive.htm

Reedsburg Area High School Graduation Ceremony to air on Channel #12 on June 1st thru June 8th at 7PM. Check our full schedule online for more details at: www.rucls.net

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Ask The Help Desk - I can't open the e-mail attachments I receive that end in ".docx." What do I need to do?

Question: Lately I've received several e-mails with attached files that end in ".docx." I'm unable to open these files with the software I have installed. What do I need to do?

Answer: When Microsoft released 2007 Microsoft Office for PCs and Office 2008 for Macs, they changed the document file extensions to .docx, .xlsx, and .pptx. To view these documents, you must have the most current viewer installed. For PCs, you must install the free Microsoft Office Compatibility Pack found on the Microsoft website. Go to <http://support.microsoft.com/kb/924074> and scroll down to the "More Information" section. Click on the link under the "Download and Install Compatibility Pack" (<http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466>) and follow the instructions.

For Macs, you must install the free Open XML Converter found on the Microsoft website at <http://support.microsoft.com/kb/958304#top>. In the "Introduction" section, scroll down to "How to obtain the update," click on the link that says "Download the Open XML File Format Converter for Mac 1.0.1 package now," and follow the instructions.

Another option that you can try is to use the free file conversion services at www.zamzar.com. You simply send Zamzar the file and they quickly convert it to a format you've chosen. You don't need to download any software.

Keep in mind that antivirus software focuses on e-mail attachments because many viruses are spread by e-mail. These programs examine the attachment and if there's a risk, the file will be locked or deleted. You should be vigilant and only open attachments from senders you know. Otherwise, simply delete the e-mail without opening the attachment.

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Sites Of The Month - Great Sites To Check Out In May

Still Tasty?

<http://stilltasty.com> - How many times have you peered into the refrigerator, freezer, or pantry and wondered if a particular food item is "still good"? Making that determination isn't always easy, but StillTasty can help. The site features answers to questions like, "I left pizza

out overnight-is it still safe to eat?" and, "Does olive oil last longer if you store it in the fridge?" It also lists the shelf life of hundreds of foods and offers helpful hints on how to safely defrost food and interpret expiration labels.

Check the Latest "Trek"

<http://startrekmovie.com> - Fans of the *Star Trek* series and anyone looking for a fun family film will appreciate the cool effects and options on this site, which highlights the upcoming movie, *Star Trek*. In anticipation of the May release, visitors can check out the photo gallery and character dossiers, watch trailers and clips, download images and widgets, and register to receive news of special events. Beam me up!

Beyond Arbor Day

<http://arbor-day.org> - If you were inspired to plant a tree on Arbor Day, you'll want to visit this site to "branch out" and learn more about them. Watch the helpful videos to get tree planting tips and gather advice on tree selection and care. Be sure to check out the tree identification guide to determine the identity of any mysterious trees in your neighborhood.

Fare Aware

<http://airfarewatchdog.com> - Many people are cutting back on expenses during these challenging economic times. But cutting back doesn't have to mean cutting out. Reducing travel costs, for example, can be easy with sites like this one. Simply enter your travel request and the site finds all the great deals available. If you're less particular about your destination, check out the Top 50 Fares or Fare of the Day.

Smooth Move

<http://www.protectyourmove.gov> - Spring is a popular time for moving ... and for moving scams. The stress of moving is multiplied many times when scam victims end up paying thousands of dollars more than expected, or wait for weeks for their belongings to be delivered. This site provides information on how to protect yourself from such scams and offers checklists, advice on what to do if you do get stuck, and your rights and responsibilities. You'll find listings for additional resources in your state, and a search function that allows you to view complaints about specific movers.

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Short Tutorial - Setting Up Automatic Spell Check of E-Mail Messages

Given the speed with which many of us compose e-mail messages, it's not surprising that typos and misspellings happen. To help prevent potentially embarrassing mistakes from being sent to your recipients, follow the steps below to set up automatic spell checking of your e-mail messages:

Setting Up Automatic Spell Check When Using ...

- **E-mail Program:** Outlook Express 6
- **Computer Operating System:** Windows XP

Outlook Express uses the spell checker provided with the following Microsoft Office programs: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. If you do not have one of these programs installed, the Spelling command will not be available.

1. With Outlook Express open, click your cursor arrow on "Tools" from the menu bar and select "Options..." from the resulting drop-down menu.
2. The Options window will open. While on the "Spelling" tab, and within the "Settings" section, check the box next to "Always spell check before sending."

3. Click the "Apply" button to save your changes and then click the "OK" button to close the Options window.

Setting Up Automatic Spell Check When Using ...

- **E-mail Program:** Windows Mail

- **Computer Operating System:** Windows Vista

1. With Windows Mail open, click your cursor arrow on "Tools" from the menu bar and select "Options..." from the resulting drop-down menu.
2. The Options window will open. While on the "Spelling" tab, and within the "Settings" section, check the box next to "Always spell check before sending."
3. Click the "Apply" button to save your changes and then click the "OK" button to close the Options window.

Setting Up Automatic Spell Check When Using ...

- **E-mail Program:** Mozilla Thunderbird 2.0

- **Computer Operating System:** Windows XP and Windows Vista

1. With Thunderbird open, click your cursor arrow on "Tools" from the menu bar and select "Options..." from the resulting drop-down menu.
2. The Options window will open. Select the "Composition" icon and then the "Spelling" tab. Thunderbird allows you to check the box next to "Check spelling before sending" and/or "Enable spell check as you type."
3. Once you have made your selection, click the "OK" button to save your changes and close the Options window.

Setting Up Automatic Spell Check When Using ...

- **E-mail Program:** Mozilla Thunderbird 2.0

- **Computer Operating System:** Mac OS X 10.5

1. With Thunderbird open, click your cursor arrow on the "Thunderbird" menu and select "Preferences" from the resulting drop-down menu.
2. The Preferences window will open. Select the "Composition" icon and then the "Spelling" tab.
3. Click on the check box next to "Enable spell check as you type."
4. Click on the red dot in the top left corner to save your changes and close the Preferences window.

Setting Up Automatic Spell Check When Using ...

- **E-mail Program:** Mail.app 3.1

- **Computer Operating System:** Mac OS X 10.5

1. With Mail.app open, click your cursor arrow on the "Mail" menu and select "Preferences" from the resulting drop-down menu.
2. The Preferences window will open. Select the "Composing" icon.
3. Click on the button next to "Check spelling." Choose one of the following options:

"never," "when I click Send," and "as I type."

4. Click on the red dot in the top left corner to save your changes and close the Preferences window.

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We hope you found this newsletter to be informative. It's our way of keeping you posted on the happenings here. If, however, you'd prefer not to receive these bulletins on a monthly basis, please see the links at the bottom of this e-mail to manage your preferences.

Thanks for your business!

Best regards,

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