



# Western Regional Center

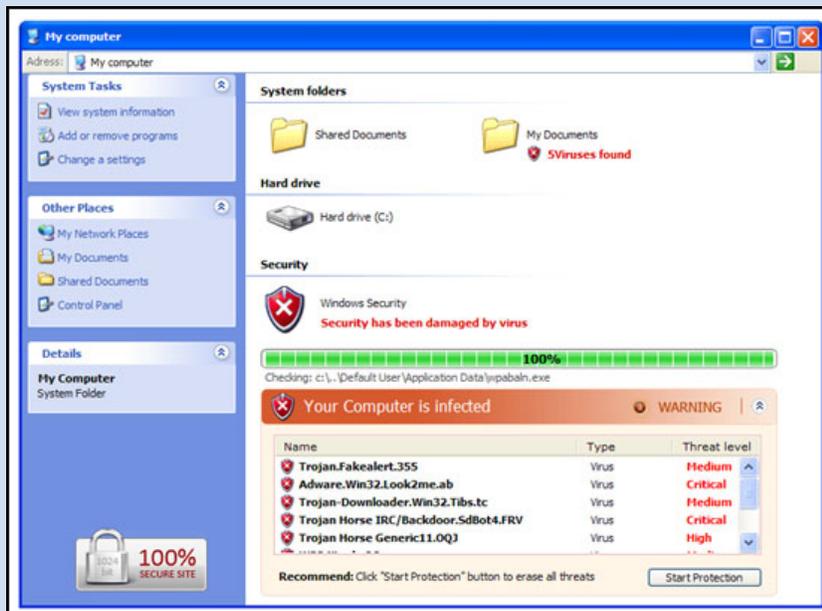
National Oceanic & Atmospheric Administration  
U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - August 2010

### Beware of a False Virus Warnings

- If a screen like the one below appears and warns that *Your Computer is infected*, Please **STOP** and call the Help Desk at x6377 immediately!



Several computers have been targeted by this malware in the last several months. By calling the Help Desk immediately we were able to resolve this issue in less than an hour.

**If it is after hours and we are not here, don't click on anything. Just shut down your computer, leave a message on the help desk, and use a different computer until yours is repaired.**

Any attempt to resolve this issue on your own could allow this virus to infect your computer. If this happens, your PC will be unusable until we report this incident to the NOAA Computer Incident Response Team (NCIRT) and receive their approval to sanitize and restore the computer to a usable state. This could also result in lost data that you have saved on your desktop or locally on your hard drive.

This virus comes from searching the internet. **Be aware of what you are opening before you click the link.** Before clicking on any link you can verify the web address that is displayed in the status bar (bottom of the browser screen) by hovering over the link (point but don't click). If the web site you intend to go to is a government site, make sure it ends in a **.gov** and not a **.com** or **.net**. Very few government sites use **.com**.

If you have any questions, please call the Computer Helpdesk at 6377.

## August Tech Tips

- **Comparing different versions of a Word document**

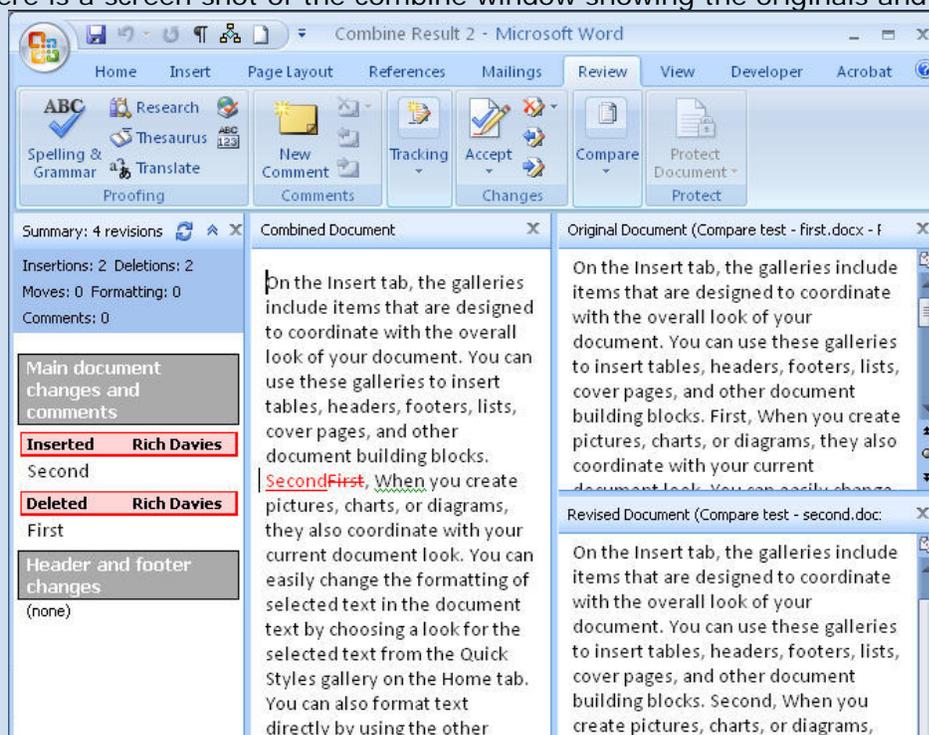
Did you know you can compare different version of Word documents and Word will highlight the differences even if you didn't use Track Changes?

Normally when you share documents with multiple people for comments and editing, the reviewers will use Track Changes so it is obvious what they have changed in a document. However, if they did not use the Track Changes, or if YOU have two different documents and want to know what is different between them, you can use the **Compare** feature in Word.

To compare two documents, go to the Review Ribbon and find the Compare option. If you click on the small triangle at the bottom of the button, you will see two selections: Compare and Combine.

Although Compare and Combine appear to provide the same functionality, there is a distinct difference between them: Compare is used when comparing the differences between two documents, and Combine is used when comparing two or more documents as well as identifying who changed what in the document.

Here is a screen shot of the combine window showing the originals and compare document:



You can select what properties of the document you want to check for differences: Formatting, Case changes, White space, Tables, Headers and footers, Comments, etc.

If you are in the habit of keeping multiple copies of a document, but don't remember what was changed between versions, the Compare feature of Word can help show you what was changed.

If you have any questions, please call the Computer Helpdesk at 6377.