



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.shreve.net/~cbwug

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Caddo-Bossier Windows User Group Newsletter

November, 2001

Windows XP Has Arrived

By Bernie Conradi

Microsoft's has released it's latest operating system. If you are wanting to jump into Windows XP and upgrade or do a clean install of the new operating system on your computer here are some things to do in preparation for the big event.

Backup your critical files. Also, write down all your passwords and logon's so you will have them ready when you need them after the new operating system is up and running. Clean up your current system by cleaning up your temp files and removing extra programs that you do not need. Next, run scandisk and defrag so your operating system is as clean as possible.

Then go to the Windows XP section of Microsoft's web page, and look for the Windows Upgrade Advisor. When you run this routine, it will give you an idea of what is necessary for you to do to get your system ready for the new windows. It is recommended that you print out the full report so you will have it available to read.

Insure that you have the latest anti virus software and hardware drivers that are for Windows XP. The anti virus programs that were for previous version of Windows and some hardware drivers will not work in Windows XP. Printer drivers are a prime example. Most printers will require the correct driver for the new windows to recognize them. After you have the new windows installed you can add the new drivers as necessary.

(Continued on page 4)

MEETINGS

Thursday Nov. 8, 2001

Thursday Dec.13, 2001

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

*Meetings 2nd Thursday of each month
 7 p.m.*



MARK YOUR CALENDAR

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Ark-La-Tex Computer Sheaux

~Sheaux Dates~

November 10, 2001

~2002 Dates~
 February 16, 2002
 May 11, 2002
 August 10, 2002
 November 9, 2002



www.computersheaux.org

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October Meeting



Caddo-Bossier Windows User Group members and guests discuss and enjoy a demonstration given by Mark Reeves at the October meeting .

THE WINDOW

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Submit articles for newsletter, in RTF file format, by last day of month to Glenda and Jay.

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The Caddo-Bossier Windows User Group is a tax exempt, non-profit club.

Membership Dues.
Full: \$12.00 a year
Spouse: \$6.00 a year (voting privileges)
Student: \$6.00 a year (no voting privileges)

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~Thank You~

We want to express our gratitude to:

Podnuh's Bar-B-Q 1146 Shreveport-Barksdale Hwy for letting our group hold our monthly meetings in a private dining room in their restaurant

ShreveNet, Inc. for generously providing an email account and internet access for C-BWUG

ShreveNet, Inc. – For providing web space for our club.

BancorpSouth on Youree Drive for providing us with a checking account at no charge.

~A QUICK TIP~**Want To Clean Up That Hard Drive?**

Do you have a messy hard drive? An easy way to clean it up automatically is to go to either My Computer or Windows Explorer, right-click on a hard drive icon and select Properties. In the General Tab you will see a button called Disk Cleanup. This program will assist

you in cleaning up your hard drive by getting rid of the files, programs, and Temporary Internet files that clutter your hard drive. With this option you are able to configure the function so you can delete only the files you want.

President's Page

Caddo-Bossier Windows Users Group Meeting
October 11, 2001

We had two visitors this evening they were Dana Harvey and Ron Titus. Welcome we would like to have you come back and see us again. Mark told us about a good program for filtering spam. The program is Mailwasher and you can get it at Mailwasher.net. At present this program only works with pop3 mail servers. For the program this evening, Ed Waites brought his Compaq computer, which contained an old "Bigfoot" hard drive, and the plan was to replace the drive and install a new operating system. Mark removed the drive and installed the new drive and started the installation of the operating system and ran into a password problem. The system would not accept the passwords, which Ed obtained from Compact. At least the group got to see how to check to see if the hard drive was bad, and how to remove it and install a new drive. Ed will have to check the password with Compact and try to complete the job at home. Our door prizes this evening were: A mouse won by Phillip Sanders and a CD from Gateway, an AOL training package, won by Frank Page. Just a reminder - the next ComputerSheaux is coming up on the 10th of November 2001. Look forward to seeing all of you there. If anyone can help out at our club table please let Glenda know, she will add you to the list.

Now that we are meeting at Podnuh's Bar-B-Q why don't you come a little early and eat with us and have a little fun time prior to the meeting.

If you have something that you think the rest of the group would be interested in, please do not hesitate to submit an article about it. Send your newsletter articles to both Jay Graff and Glenda Conradi as an email attachment in rtf format to jay@jaygraff.com and glenda@conradi.com.

Bernie Conradi, President Caddo-Bossier Windows Users Group



Internet Explorer 5 Web Accessories

By Jack Burke

There is a little known accessory for Internet Explorer 5 which is a "fun" package and free from Microsoft. Web Accessories are a variety of search and browsing tools which add many more options to your browsing experience. When you right click on an object you can zoom in or out of images, highlight text, call up a quick list of all the links on a page and perform several other valuable shortcuts.

Probably my favorite is the Zoom In/Zoom Out feature which is particularly useful feature for observing weather radar pictures with local thunderstorms. Another favorite is image toggle, which lets surfers with a slow modem connection easily disable Web images to speed up browsing. There are eight features in all and those two alone make the download worthwhile.

The download is only 143 kilobytes. It is available at the Microsoft site at <http://microsoft.com/windows/ie/previous/webaccess/ie5wa.asp>. One final note; this download is for Internet Explorer 5 series and can not be used with the most recent IE 6.0.

Ark-La-Tex ComputerSheaux



Saturday, November 10
8 a.m. till 4 p.m.
Bossier Civic Center
620 Benton Road
\$2.00 (12 & under free)
Blood Drive in lobby

Please come and help with this worthwhile cause that benefits the Shriner's Hospital for Children in Shreveport.

Enditall 2

Jay Graff

If anyone has been reading my articles, one central issue always seems to appear. I am running Windows 98SE on one of my computers and it seems like I have had shut down problems almost from the start.

Last year, they came out with a program called Enditall, which, while not eliminating my problems, seemed to decrease their occurrence. I even wrote an article about the program.

Well, now, they have come out with an Enditall 2. I downloaded it and installed it, but at first I did not like it. I felt it had too many features that were somewhat confusing.

But the more I use it, the more I realize that it is a much more powerful program than its predecessor. That is apparent the first time you run it. You are presented with a much broader range of options.

Like I said, at first they appear confusing, but after awhile, you realize that most were necessary. With the old version, there were only about 6 or 8 tasks running. There may be more, depending on how many tasks you have running in the background. Personally, I like to keep that number to a minimum, but that is just me. With the newer one, it lists around 10-15.

I always choose the icon that says close all programs. The one next to that is kill all programs, which will get rid of everything. Like I said, this program is powerful. If you choose KILL, you immediately get a stern warning that this action could conceivably cause problems in your operation of windows.

The whole purpose of the program is to close as many tasks as possible.

Everyone has installed a program where they warn you to close all programs before proceeding. Well, this program lets you do that. Also, sometimes when you burn a CD, they say that closing programs could free up more memory so you get a smoother burn. The alternative to this is hitting CTRL + ALT + DELETE and closing them one by one.

Anyway, to get back to the shutdown issue, I have been using Enditall 2 for about two weeks and so far (**KNOCKING LOUDLY ON WOOD**) have not had one adverse shutdown event.

If you are interested in it, you can find it at:

<http://common.ziffdavisinternet.com/download/0/1216/EndItAll2.zip>

Try it, I bet you will like it...if you have shutdown problems, you really need it.

Door Prizes Winners for October Meeting



Frank Page and Phillip Sanders

Frank Page won a Gateway AOL training course on CD and Phillip Sanders won a Microsoft compatible PS/2 mouse
Congratulations Frank and Phillip!

ASSOCIATE WITH WHOM OR WHAT

By Wayne D. Ebert

Your computer has no idea what the file extension .rtf after the file name means, but Windows does recognize that this is a type of file. Now what to do when the user double clicks on the file to open and view the contents? Though Windows knows the .rtf is a file extension it must consult the file association listing to determine which application will open and display the contents of the file. To assist us humble users, Windows first displays a graphic image, then the file name and extension. There are many graphic images and thousands of file types, but this image indicates which application is associated with this file type.

To determine which application is associated with which file type, double click on the My Documents icon. Click on View menu, then on Folder Options from the drop down menu. Next click on the File Types tab. Scroll down the Registered File Types fields to Rich Text Format and click on it. In the lower portion of the display the File Type Details area shows which extensions and applications are associated with the .rtf file type. In this instance the application associated with Rich Text Format (.rtf) files on my computer is Windows Word with the graphic of a page with a blue W in the upper left. Consequently when a file with an .rtf extension is double clicked Windows Word will open and display the files content. This association was established when Word was installed along with the other file types Word can open and display such as a file with a .doc extension. As each application is installed their associations are estab-

lished. However, you can change the associations and use that frequently ignored Right Click button to Edit the file using an alternate application. If you already have a shortcut for the alternate application you want to use, right click on the shortcut and select Properties. Make a note of the displayed file path. Then Double click the My Documents icon, Click View and select Folder Options and click on the File Types tab. Scroll to the file type you want to Edit and click on it. Click the Browse button to locate the application file you want to use to open and Edit. Confirm the path from your note. Clicking on this path will enter it in the Application Used to perform Action field. Click OK and close the remaining windows. The file will still open in the original application. If you want to Edit this file, Right Click and select Edit from the menu. The alternate application will open with the file. This additional shortcut is useful for graphic images to first view the image/picture and then Edit the image with an application with additional features.

In summary, file associations are convenient shortcuts but can create system and file problems if used improperly. If Windows tries to open a file in a program that can't read it, you'll get an error message. Confirm the application opens the file type before you associate it. If you have a file type question, visit <http://www.whatis.com/> to review the file types listed by their extensions. You'll also find current IT-related word definitions here.

(Continued from page 1)

It takes a while to install the new Windows, so be patient, wait while the computer thinks and gets your new registry in order and arranges your new start menu. It takes approximately 75 – 80 minutes. So remember, allow plenty of time as it may take a lot longer than other program installs.

After installation you must complete the Product Activation. You have 30 days in which to do so. If you do not activate it within 30 days the system will not operate. You do not have to register the program, however. Product Activation and registration are two different things.

These are just a few reminders of things that are necessary to make the installation go smoothly. Remember preparation should result in success.

~Web Sites~

Windows XP Tips and Tricks

www.techtv.com/screensavers/supergeek/story/0,24330,3338109,00.html
(A good Site to check out if you are thinking about installing XP)

Resources for People With Print Disabilities

w3.one.net/~hamilte/disab/index.html
(This site serves people with print disabilities: vision impairments, dyslexia and learning disabilities)

ActiveNetwork

<http://65.165.224.208/awin/default.asp>
(Read the latest articles and reviews on Microsoft and it's products)

More Info on Windows XP

www.microsoft.com/windowsxp/default.asp
(Find out more about Windows XP with demos, tours and articles)



DID YOU KNOW?

A really quick way to view all the details on what is in a folder, such as size, files, location, attributes, when it was created and more, is to highlight the folder and press Alt+Enter in Windows Explorer