



WE DO WINDOWS  
**THE WINDOW**  
 COME DO WINDOWS WITH US



CADDO-BOSSIER  
 WINDOWS  
 USER GROUP

Shreveport – Bossier City  
 Louisiana

[www.shreve.net/~cbwug](http://www.shreve.net/~cbwug)

Volume 9 No 4

Caddo-Bossier Windows User Group Newsletter

April 2007

### March Meeting

By Glenda Conradi



Eddie Dunn, Keith Dowell and Rodney Brundrett

We had a triple treat for our March meeting. Eddie Dunn, Rodney Brundrett and Keith Dowell, with Alpha Network and Developers LLC, all contributed to the program. Rodney explained how the company, which he and Eddie formed, gathered information from clients, mainly in the medical and nursing field, and Keith, using this information developed software to meet the client's needs.

Eddie explained the basic components for setting up home net-

works and mentioned that most home networks are moving to wireless. He also explained the dangers of not securing your wireless network by installing a key or password so people living in, or driving by, your area can not log into your network and access your information.

We were reminded to constantly get updates and keep our antivirus programs up to date.

We want to thank Eddie, Rodney and Keith for a great program.

### April Program

By Glenda Conradi

Michael Phillips, with Network Services Louisiana, will be presenting the April program and tell us about "A new approach to backing up". Backing up our information on our computers is something we should all be doing and is vital to protect our data incase of hard drive failure.

Michael has over thirty years experience in the computer and telecommunications fields, including 10 years in management. He has provide customer support, installed wide area networks, developed software and much more.

Please join us; bring a friend.

### \*MEETINGS\*

Thursday April 12, 2007

Thursday May 10, 2007

**Podnuh's Bar-B-Que**

1146 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

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



**MARK YOUR CALENDAR**

### Ark-La-Tex Computer Sheaux



The last Ark-La-Tex Computer-Sheaux was held November 11, 2006. Over \$160,000.00 was donated to the Shriners Hospital for Children since July 1994 when it was founded.

[www.computersheaux.org](http://www.computersheaux.org)

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Membership Dues.  
Full: \$12.00 a year  
Spouse: \$6.00 a year  
Student: \$6.00 a year.

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**~Thank You~**

**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. / Nationwide Internet** for generously providing an email account and internet access for C-BWUG and for providing web space for our club.

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

**~A QUICK TIP~****Changing a Folder's Icon**

You can change the icon for a folder from the default version of a manila folder to another icon included in the set supplied with Windows by following these steps:

1. Right-click on the folder you want to change.
2. From the pop-up menu, choose File / Properties.
3. Click the Customize tab.

4. Click the Change Icon button.
5. Browse the Change Icon dialog box to locate a replacement icon on your hard drive or on an attached network device.
6. Click OK to select the icon.
7. Click the OK button.

There are also programs available that let you create your own icons, and free pre-made icons on the Web, that you can use instead of the ones supplied in Windows.

**President's Page****Caddo-Bossier Windows Users Group March Meeting**

Glenda started the meeting with announcements about some of our members who are recovering from illness and a reminder that daylight savings time is coming on March 11, 2007, so that we all can check our Windows to make sure that it has been updated to compensate for this change.

She also reminded us that there are other electronic products that have the automatic update for daylight savings time and that we must check them all, some of which will have to be updated manually. We then went right into our program for the month with the introduction of Eddie Dunn, Rodney Brundrett and Keith Dowell of Alpha Network and Developers. Rodney gave an overview of what their company does and little bit on how they do it. Eddie then gave us an enlightening program on home networks, primarily wireless networks. He told us of the necessity of securing the wireless network and some things we can do to make the network more secure.

Then our guests fielded questions from the group on the locale ISPs, namely, Comcast, Bell South, and Suddenlink. Eddie explained that Comcast was having numerous problems since acquiring Road Runner. He also answered questions regarding the use of Outlook, telling how filters can be added to help make it more secure.

The door prize winners were Scott Bailey the stress ball and Rick LaCour the disk case.

I ask anyone that has a subject in mind for a program, or a person that would be interested in providing a program to contact glenda@conradi.com with information so we can follow up and hopefully provide interesting and informative content to our upcoming programs.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## Cleanup Your Startup

Jay Graff

If you have ever used the MSconfig utility in Windows, when you go to STARTUP, you may see lots of boxes there. Many are checked, but some are not checked. When you install a program, quite often that program will put an entry in that list that tells windows to load that program when windows starts. But the problem is that sometimes you don't want it to start with windows and that is where the utility comes in, all you need to do is uncheck the box and most times it will not start when windows does. This does not always work though because sometimes if it is a system file, it will come back regardless of what you do. After awhile, you check back and you have a rather long list of items, some of which are checked and some of which are not. At least that is what happened in my case. Ordinarily this is not a big deal because those unchecked things are not doing anything nor are they causing any harm. But it is unsightly and you may want to clean them up. The problem is how?? This was the situation I found myself in. I probably had at least 15 items that were not checked and I started looking for ways to clear them out. I did a few windows searches and did not have much luck. A friend suggested that I search the registry for names of programs that were unchecked and in that list, but that also was unsuccessful. He suggested that I un-install the programs that were mentioned, but that would not work because I did not want to get rid of the program, just the reference that was left in the startup block. Finally I hit pay dirt. I did a trusty Google search and found a tiny little free program that does exactly what I wanted it to do. The program is called (appropriately enough) MSCONFIG CLEANUP. It is so simple that it needs no instructions. In fact the place I downloaded it from said that it could not be re-

viewed because of its simplicity. Once you install it, you run it and it opens up a window with all of your unchecked items. In my case there were a great many more than I realized, probably around 30 or 40. I decided to chuck all of them since they have probably been hanging around for a long time. I did a reboot and everything seemed to be working fine, at least for now. This is one of those little programs that you probably don't even realize you can use till you use it. Now that my startup is cleaned up I don't know how long it will be before I need it again, but it is good to know that it is there. Now all I have to do is remember where I put it. Anyway, if this sounds like a program that you can use, you can either do a search for it and you will find numerous links, or you can read about it and I am sure download it from [www.get-in-control.com](http://www.get-in-control.com). Have fun cleaning up your startup.

## GETTING STARTED WITH XP

### Reorganize Your Desktop

If icons cover your desktop, making it hard to find the one you are looking for, Windows XP offers several ways to reduce the clutter, or reorganize the icons. You can use the Desktop Cleanup Wizard, which will keep the most used icons on the desk top. Here's how it works:

1. Right-click on a blank part of the desktop, choose Arrange Icons By, and choose Run Desktop Cleanup Wizard.
2. Click the OK button, the wizard automatically moves your least-used icons to a new Unused Desktop Shortcuts folder.

If you find that you do need one of the icons that was filed away you can simply open the Unused Desktop Shortcuts folder, click on the icon and drag it back out of the folder to the desktop.

Other Arrange Icons options are available, too, such as arranging icons in alphabetical order, by their size, type, date last changed, aligned to a grid or even hidden from view.

## Door Prizes Winners for March 2007 Meeting



*Scott Bailey and Rick LaCour*

The March door prizes were won by Scott Bailey, a Microsoft stress ball and Rick LaCour, a Disk keeper. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.



## System Restore

By David M. Huckabee

Don't you just hate it when you install a program on your computer and something goes terribly wrong? Nothing seems to work right, the computer slows down, or you can't get back to a place that you can uninstall that wonderful program. There is a way that you can take that misbehaving computer back to a time before you installed that program. This feature is System Restore.

System Restore is a feature of Windows XP that allows a computer administrator to reset a computer to a previous state without losing personal data files.

### To enable or disable System Restore, perform the following steps:

Right-click on My Computer/Properties. Select the System Restore tab. Clear the "Turn off System Restore on all drives" check box to enable System Restore, or select this check box to disable System Restore. Click OK. **(If you turn OFF System Restore, you lose ALL of your restore points.)**

You can also click the Settings button to set a maximum amount of space that you want each drive to use for restore information. If the drive you select isn't the system drive, you can also disable System Restore on a per-drive basis. The maximum amount of space that you can use for restore information is 12 percent per drive.

To delete older restore points, but leave the system restore turned on: Right Click the Drive in question/Properties/Disk Cleanup/More Options/System Restore/Cleanup.

If you use System Restore and don't like the new system state, you can undo the process and restore the machine to the system state it had before you ran System Restore. Alternatively, you can run System Restore to change the system state to a different restore point. System Restore runs automatically when certain significant events occur...

### Event triggered

1. User creates a manual restore point.
2. New application is installed using an installer that is System Restore compliant (Install Shield).
3. Auto Update (critical updates) installation.
4. NTBackup execution.
5. Unsigned driver installation.

### Time triggered

1. First boot.
2. Every 10 hours of continuous system operation.
3. Following 24 hours of inactivity with system on.

### Manually Creating Restore Points

Start/Programs/Accessories/System Tools/System Restore. In the System Restore window, click "Create a Restore Point" button, next. In the window that appears, enter a description. The date and time is created automatic ally.

### Running System Restore

**If you can boot Windows:** Start/Programs/Accessories/System Tools/System Restore. Click the Restore My Computer to an earlier time, next.

**If you cannot boot Windows:** Boot into safe mode. Click the System Restore link. Click the Restore My Computer to an earlier time, next.

**Note:** Current documents, files and e-mail are not affected during a restoration.

### Undoing a Restoration

#### Reversing Restoration if you can boot your computer:

Start/Programs/Accessories/System Tools/System Restore. Click "Undo my last restoration", next. Click Ok to the screen message after the reboot.

#### Reversing Restoration if you cannot boot your computer:

Boot into safe mode, follow the help screen and choose, "Undo my last restoration".

**Note:** If you have chosen the wrong restore date, follow the steps under, "Undoing a Restoration".

Each restore point is a snapshot of the registry and some key dynamic data stores.

Each restore point triggers an entry into a restore point log, and saves the registry and some system data files into an archive.

Remember, when you revert to a restore point, you lose all changes since that point, except for changes to files in the My Documents folder and documents you've created with applications such as Microsoft Word and Microsoft Excel.

System Restore can be a handy tool, so don't be afraid to use it if you must.

## ~Web Sites~

### Bob Cerelli's Widows Page

<http://www.onecomputerguy.com/tips.htm>

*(Includes a wide variety of Windows tips and trick up to and including Vista.)*

### WUGNET

<http://help.wugnet.com/>

*(WUGNET is pleased to offer the largest and most comprehensive Windows & Office Support Forums on the internet.)*

### AccuWeather

<http://home.accuweather.com/index.asp?partner=accuweather>

*(Enter a city or zip code, to find out what meteorologists think the weather will be for the coming week in that city. Choose a state and watch a satellite animation showing changes in the weather.)*

### Full Books

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

*(Thousands of full books can be read on this site. including the classics, fiction, biographies, the Bible, even Robert's Rules of Order by Henry M. Robert and more)*

### Free Fonts

<http://www.creamundo.com>

*(Choose From Hundreds Of High Quality Fonts For Free!)*

### Emergency Emails

<http://www.emergencyemail.org/>

*( Emergency emails from your local, regional and national government sources. Weather Information-Homeland Security-Local Emergency Management- Health Alert.)*



### DID YOU KNOW?

If you turn your keyboard upside down you should see two clips on either side of the keyboard. If the clips are not pulled out you may want to pull them out, turn your keyboard back over, and set it back down. This adds some height to the back of your keyboard and may prove to be a little more comfortable when typing.