



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



CADDO-BOSSIER
 WINDOWS
 USER GROUP

Shreveport – Bossier City
 Louisiana

www.shreve.net/~cbwug

Volume 4, No 6

Caddo-Bossier Windows User Group Newsletter

August, 2002

Some Nice Giveaways at the July Meeting

By Glenda Conradi

The lucky members who attended the July meeting were all given an opportunity to select a Gateway computer software training manual. Gateway Country is changing to a new manual and gave us what they had left of the training manuals they have been using up until now. We thank Gateway for the donation.

For the program Mark told about swap files, managing email messages and showed the group how to set up folders in Outlook Express for email messages. There was a question about the difference between Outlook and Outlook Express and one of the things mentioned was that Outlook does not let you switch between multiple email accounts while Outlook Express does give you that capability. After a question and answer period the rest of the program consisted of the sharing of Windows tips by members. The people attending the meeting wanted some of the tips included in this newsletter article so we will attempt to do just that. The URLs for reading about the tips, if available, will be listed on page 4 beside our Web Page column.

You can quickly bring up the Windows calendar by double clicking on the time in the tray icon located in the bottom right area of your screen.

Change or remove program



Julious Windham & David Huckabee pick out their Gateway training manuals

sounds by going to the Control panel and double clicking the Sounds icon. Scroll through and make your selections.

Press the Print Screen key and it will copy the full screen to the clipboard and let you paste it into a program.

Pressing ALT+SPACE brings up the system menu with choices to Restore, Move, Size, Minimize or close an active program

If you need to navigate the taskbar without a mouse press CTRL+ESC, ESC, TAB. Use Left, Right and Tab keys to navigate.

(Continued on page 4)

MEETINGS

Thursday Aug. 8, 2002

Thursday Sept. 12, 2002

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

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



MARK YOUR CALENDAR

Newsletter reproduction
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 East 70th-Shreveport

Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2002 Dates~

February 16, 2002

May 11, 2002

August 10, 2002

November 9, 2002



www.computersheaux.org

~Contents~

| | |
|-------------------------------|---|
| Some Nice Giveaways..... | 1 |
| Sheaux Dates | 1 |
| Newsletter Reproduction | 1 |
| Club Information | 2 |
| Thank You | 2 |
| President's Page..... | 2 |
| Quick Tip..... | 2 |
| Need For Speed..... | 3 |
| Door Prize Winners | 3 |
| Getting Started With XP | 3 |
| Theme Crafter | 4 |
| Web Sites | 4 |
| Did You Know? | 4 |

THE WINDOW

Published by
Caddo-Bossier Windows User Group

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

The opinions expressed in the articles in this newsletter are not necessarily those of the editors or publisher. Mention of products by their trade name does not in any way constitute endorsement by the editors or publisher.

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~**CASCADING WINDOWS**

If you have multiple windows open on your computer and would like to be able to view them and quickly click between them without having to repeatedly minimize and maximize the programs you can have them all open simultaneously by right clicking on the task bar and selecting "Cascade Windows".

This will open the windows in a staggered fashion one on top of the other. You may click on a window to select it and drag it to another position on the screen. Use the double sided arrows on the edges of the windows to resize them for the best fit so you can easily see all of your open windows.

Click on a window to activate it.

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

July 11, 2002

Chris Gourley was a visitor this evening. We also would like to welcome back Gordon Ward one of our charter members.

We received the program Handy Backup for review by a member of the group and Mark Reeves volunteered to do the review. For the questions for the evening Shannon Walls told us about his problem with temp files; Mark told us about swap files; we had a number of questions on managing email in Outlook and Outlook Express and how the messages could be downloaded to a PDA. Mark told us about the web site High Tech Café which is a place to locate good buys on refurbished hardware. Mark also said he needs more people to sign up for Mail Washer so he can send off for the copies we need. The program for the evening was on Windows tips. Bernie described the differences between hibernate and standby on a laptop computer and Glenda gave us some tips on using the calendar that is a part of Windows; editing the sounds on your computer; how to use the print screen button on your keyboard; how to get to the system menu quickly; and how to navigate without the mouse. Thank you Glenda, the tips were useful and helpful. If anyone has a tip they would like to share with us jot it down and bring it to the meeting. This could turn out to be a very important and informative part of our meeting. The door prize winners were Microsoft Money won by Renee Walls, and a Gel mouse pad won by Ed Waites.

I would like to encourage the members to send me an email and give us some ideas as to future programs. You can send me an email to bernie@conradi.com and I will ensure that Mark our Program Chairman gets the information. 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 Glenda Conradi and Jay Graff.

Bernie Conradi, President Caddo-Bossier Windows Users Group

Need For Speed

By Jay Graff

Recently I was having a conversation with my friend, Jack Burke, and he was telling me (among other things) about a site he visited frequently, www.pcpitstop.com.

One of the things that impressed him was that they have the means to test your modem, with a fix that he claims to have speeded up his connection considerably.

I went to that site and tested my connection, but got different readings. Especially confusing was that I would test out miserably with IE but not too bad with Netscape. I ran the fix and all it said it did was increase the buffer size from 25k to around 32k. I was not able to notice an appreciable difference in speed after that.

Coincidentally, about two days after that conversation I received an email from Zdnet that mentioned 3 different programs that (supposedly) would increase your connection speed. One of the caught my eye and I decided to give it a try.

The program is called Throttle and like many others, it claims to increase your connection speed by up to 200%. Seems like I have heard that before. Anyway, I downloaded the trial version and tried it.

I was impressed by the simplicity of the interface. All you do is choose your operating system from a pull down menu, choose whether you want NORMAL, FAST or FASTEST from a little slide bar. Oh, before I get any further, let me mention that with the trial version, you can only go as far as FAST on the slide bar. When you choose FASTEST, you get a little pop-up telling you that FASTEST is only available on the registered version.

Intrigued, I went and registered it. It only cost \$13.90 (strange sum) to register, but now I was able to select the fastest speed. When I did, I had to reboot, and I wish I could say that I saw a major difference, but I can't. I think most of these programs change the size

of your receive buffer. There may have been some other changes, but so far I can't really tell. Could it be that I am running as fast as I can?

I ran more tests and discovered that if you do one and don't like the numbers, you should do more, maybe around 8 or 10. Usually, the number will climb, although I am not sure what the magic number is to say that you have reached the pinnacle of speed.

There is an excellent chance that my modem is optimized to its max. I was never dissatisfied with the speed I am getting.

If you are interested in checking either one of these out, you can go to:

www.pcpitstop.com
and click on Internet Connection or for Throttle you can go to: <http://www.pgware.com/> and click on products.

Even if you think you are pretty fast, you should check these out.

GETTING STARTED WITH XP

Keep Favorites Near Top

There is a way you can keep your favorite programs, and the ones you use the most frequently, near the top of your Start menu.

To make sure the programs do not get bumped down the list by other programs do the following:

Open the Start menu

Right-click the name of the program you want to place near the top of the Start menu

Select Pin to Start Menu.

The selected program's icon will be permanently moved to the top section of the list, just below the browser and email program icons.

This is a quick way to get to your favorite programs without having to scroll up and down the list.

Door Prizes Winners for July 2002 Meeting



Renee Walls, and Ed Waites Win the two door prizes in July

Microsoft Money was won by Renee Walls, and a Gel mouse pad was won by Ed Waites

All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

ThemeCrafter

By Wayne Ebert

An avid desktop theme collector downloaded ThemeCrafter from www.pcmag.com/utilities. This free utility allows Windows 95, 98, Me, NT 4.0, 2000, and XP users to install the various themes supplied with Windows or downloaded from the internet as well as to create your own themes to liven up your desktop. Upon installing XP it was found that XP has a built in theme manager that contains special theme elements not contained in standard desktop themes. Result, ThemeCrafter ignores the special XP-specific elements. If you have XP as your operating system, read the article on how to use ThemeCrafter at the above web site. In fact, this article is good reading for those who do not have XP installed.

Had Control, then lost it.

On installing a new [unlisted] color printer on a Windows 98 system I named it Office[*color*]Printer.

To get right to the point, some of the older third party applications would not print while the more recent applications would print. Solution: Clicked Start | Printers to open the Printers folder. Right-clicked this printers icon and selected the Rename option. Entered a new name without the square brackets and pressed the Enter key. Had to restart the computer so the new name was entered in both the registry and Win.ini file as applications may read the printer names from either of these files. I now know that those applications that would not print did not know how to interpret the square brackets and would not retrieve the name.



The third annual Ark-La-Tex ComputerSheaux will be held 8 a.m. till 4 p.m. Saturday August 10, 2001 at the Bossier Civic Center, 620 Benton Road in Bossier City, LA. There will also be a blood drive in the lobby from 10 a.m. till 2 p.m.

We want to thank all the volunteers for the great job you do. I am sure the Shriners Hospital for Children in Shreveport appreciates your efforts

~Web Sites~

DanJon PC Help & Tips Website

www.danjon.net/index.php

(A guide to tweaking your PC to run smoothly and quickly. All you need to know about Windows XP)

Maintaining Your Computer/Win 98

www.microsoft.com/windows98/usingwindows/maintaining

(Windows 98 offers many ways to keep your computer ship shape)

Windows Me Basics

www.microsoft.com/windowsme/using/basics

(Getting started with Windows ME)

Best Choice Shareware

www.wugnet.com/shareware/spow.asp?ID=441

(Pick of the Week for Windows XP/Me/98)

Today in History

www.wire.ap.org/APpackages/todayinhistory

(Learn what happened on this day in history)



DID YOU KNOW?

You can Double click on "My Computer" and open a folder (browser window)

Minimize it and you can use the "My Computer" icon on the Task Bar to get to your computer without having to minimize overlapping windows.

(Continued from page 1 Some Nice Giveaways at the July Meeting)

An easy way to find out the size of a folder or directory is to press ALT+ENTER on it.

We were also told the difference between your computer hibernating and being in stand by mode.

URLs for Tips Shared at July Meeting

Where Did the Calendar Go? <http://www.chami.com/tips/windows/012997W.html>

How to Edit or Remove Program Sounds <http://www.chami.com/tips/windows/051898W.html>

Print Screen Key <http://www.chami.com/tips/windows/121196W.html>

Short Cuts to the System Menus <http://www.chami.com/tips/windows/020397W.html>

How to Navigate the Taskbar Without a Mouse <http://www.chami.com/tips/windows/011997W.html>

True Size of a Directory <http://www.chami.com/tips/windows/011597W.html>