



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.shreve.net/~cbwug

Volume 9 No 8

Caddo-Bossier Windows User Group Newsletter

August 2007

July Meeting

By Glenda Conradi



The group views information presented by Bernie Conradi

The July meeting turned out to be a full evening, with a presentation by Bernie Conradi explaining some of the menu changes in the new Microsoft Office 2007 and Glenda Conradi giving a program on Microsoft Publisher 2007. Microsoft Mind Share, who supports computer clubs by periodically sending

Microsoft materials to inform us of some of the latest products and by supplying items to give as door prizes, provided us with a copy of Microsoft Publisher 2007 and asked that we demonstrate it to the group.

There were a lot of questions, and answers, after the presentations and good information was shared.

August Program

We will have an open session at the August meeting. Bernie has several things planned and will present a short program on how to safely dispose of a no longer needed, or old computer. There are some things

you should be aware of. There will be plenty of time for questions and answers and solutions you may want to share with the rest of the group.

We hope you will come and bring a friend. Everyone is welcome.

MEETINGS

Thursday August 9, 2007

Thursday September 13, 2007

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

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



MARK YOUR CALENDAR



We want to thank CPU Wholesale Computers for providing a PC Tower won by Wayne Ebert.

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

C-B WUG's Web Address
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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~**Store Files In Folders**

You can experience a disk-full error if you attempt to store a large number of small files on a disk--even if the total amount of data you are storing is only a fraction of the available disk space. Many users aren't aware that the number of files in the

root folder of any disk is limited. For example, a floppy disk's root folder will hold 112 files, while a hard disk can hold 512. The solution to this potential problem is to store all your files in one or more folders.

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

The meeting this month was on a hot steamy July evening. I thank all who came out on such an evening. The program for the evening was provided by Microsoft Mindshare. The subject was the new Microsoft Publisher 2007 program. We thank Microsoft for the package. Glenda provided us an overview of the new program which can be purchased separately or as part of the Microsoft Office 2007 Professional or Business Edition. She showed us what the new menus looked like and how handy the context sensitive menus are. She demonstrated the various templates that are available and how easy it was to create a business card using same. I also demonstrated change to the open, close, save, save as menus in the new Office 2007. Jerry Jones gave us an update of the saga he has had in ordering a computer from Gateway. He was proud to say he finally received his computer with some upgrades (they upgraded him to a 22 inch monitor and sent him a check for the trouble he had) and that he was very happy with it. He said now he needs to learn more on how to use the new Windows Vista. Tom Collins told us about a search site that he thought was really good one to use. We also received a special donation from CPU Computers. They provided us a computer case which was won by Wayne Ebert. We thank CPU for this generous gift. The door prizes for the evening were a set of speakers won by Tom Collins and a Microsoft Mouse won by Rick LaCour.

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.

No PAL

Jay Graff

I have a cousin that lives in England. She recently bought a DVD camcorder so she could record her 30th anniversary. She thought I might enjoy her celebration, so she made me a copy. When I received it in the mail, I put it in my DVD player and NOTHING. Actually I did get an onscreen message telling me that it was in the wrong format. Turns out that the world of DVD's is a strange and scary place. First of all, there are two standard formats, depending on where you live. In Europe, and I am sure other places, they use what is called PAL. In Asia and North America, they use something called NTSC. But it doesn't end there. Within the formats, they further break it down to regions. Which means that if you had a disk made in say, Japan, it would be a different region than the US, even though they were both NTSC. Some of your newer players are multi-format and will play both, but they are not that widespread yet. When DVD's were still in their early stage there was a battle over which standard was to be used. One faction was strictly DVD-R, while another went with DVD+R. The end result was quite confusing for the consumer and ended up with some of the early players being able to play only whatever standard it decided to go with. In other words, if you had a player that was made to support DVD+R, you could not play DVD-R's. This was the cause of many frustrations. Now they seem to have worked around that problem, but there are many new technologies on the horizon. Back to my initial problem. I did some research on how to convert PAL to NTSC and the initial results were not very promising. I got on one message board that gave you this long complicated procedure to follow then ended saying that it would not always work. I was pretty frustrated. It got to a point where I did not even care about the video

anymore, it was a personal challenge. Then I hit upon a method that was much simpler. It still was pretty time consuming though. When you work with DVD's, one thing to remember is that generally your files will be quite large. My method was simplicity itself. I have one program named Copy X to DVD. It lets you copy videos in different formats to a DVD. The method I chose was to convert her PAL video to an AVI file. There are numerous programs available that will do this. Once it was converted to AVI I ran Copy X To DVD. In the setup, you have to choose whether your new DVD will be PAL or NTSC. Of course I chose NTSC. Now all I had to do is copy it back. The program has the ability to actually make the DVD, but I chose not to exercise that option. I just wrote it to my hard drive and burned it later on. It worked perfectly and I wondered why the people on the message board had so many problems that they talked about.

GETTING STARTED TIPS

Restore Your Menus

Vista's own windows, and many new applications, lack the familiar File, Edit, and View menus. This is something that has been around for a long time and something most people are accustomed to using. You can enable them through each application—if they are included.

To turn them on in Vista proper, open any window (such as Computer, or Documents), click Organize, and click Folder and Search Options. Select the View tab and fill in the check box next to Always Show Menus. Click Apply and then OK. Alternatively, to show the menus temporarily, just hit the Alt key with any given window in the foreground.

Door Prizes Winners for July 2007 Meeting



Tom Collins & Rick LaCour

The July door prizes were won by Tom Collins, a set of Multimedia Experience speakers and Rick LaCour, a Microsoft Optical Mouse . All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

The HOSTS File

By David M. Huckabee

Don't you just hate it when you run Ad-Aware (www.lavasoft.de) or Spybot Search & Destroy (www.safer-networking.org) and it finds a lot of stuff that shouldn't be on your computer? There is a way to cut down on a lot of these things that are slowing down your Internet browsing. You may want to create a HOSTS file. This is also useful to cut down on banner ads and to keep the kids from going to places that they shouldn't.

A HOSTS file could be described as a local address book for your computer. When you want to access another computer on the Internet, you usually type in a name such as www.microsoft.com. When the name is typed in, there are a lot of things that happen before you get to Microsoft's website. The alpha name is sent to your Internet Service Provider (ISP), who may or may not have the numerical address, and, if not, sends it to a Domain Name Server (DNS), who returns the proper numerical address (IP Address). Once the IP Address is received by your Internet Provider, you are sent to the proper website. This takes only a split second.

With a HOSTS file, before the alpha name is sent to your ISP, your computer looks in the HOSTS file to see if there is an address for that alpha name. If there is an address, then that IP address is sent without bothering your ISP or the attached DNS. This can cut down on your access time. There is a bonus that you may be interested in – if you have a lot of banner ads and advertisements that pop up, you may want to ignore them. If you want to block an Internet website you can simply redirect this site's name to a place where nothing will be delivered. This can be done by redirecting it back to your own computer (127.0.0.1 localhost).

The HOSTS file can be used on all Windows, Linux, and even Macintosh computers; the only difference is where it is located on the hard disk.

For those that may be interested, there may be a sample HOSTS file on your computer, all you have to do is search for HOSTS and take a look at it with Notepad. You will notice that there is no file extension (Example: .txt .doc). If you decide to make changes, be sure that you do not put a file extension on it, if you place an extension on it, the HOSTS file will be ignored (Notepad likes to add a .txt extension).

The HOSTS file is commonly found in:

Windows XP/Vista = C:\WINDOWS\SYSTEM32\DRIVERS\ETC

Windows 2000 = C:\WINNT\SYSTEM32\DRIVERS\ETC

Windows 98/ME = C:\WINDOWS

Anatomy of a HOSTS file:

1. You must maintain the proper format or else the entry will be invalid.
2. Blank lines are ignored.
3. # at beginning of a line is treated as a comment, so you can disable an entry by placing “#” at the beginning.
4. Entries are invalid if they contain “http:” or an ending “/” slash.
5. IP addresses are invalid as HOSTS file entries. (127.0.0.1 123.456.78.9)
6. Host entries are limited to 255 characters.
7. One entry per line.
8. “127.0.0.1” is the address of your local machine.
9. The address at the beginning of each line is the IP Address you want to associate with the alpha name after it.

For more information on how to use the HOSTS file, and some of the pitfalls, a good source is: www.mvps.org/winhelp2002/hosts.htm (you may even want to download their HOSTS file for your own use) or search www.google.com for HOSTS file.

~Web Sites~

PC Safety Scan

<http://onecare.live.com/site/en-us/default.htm>

(Windows Live OneCare safety scanner is a free service designed to help ensure the health of your PC.)

ZOHO Online Office Suite

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

(Online word processor and other office applications you can use on line and do not have to download programs. Most are offered free for your online use.)

Panorama Explorer

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

(See photos people have shared and share your photos of the world.)

How Products Are Made

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

(How Products Are Made explains and details the manufacturing process of a wide variety of products)

What are .DLLs?

<http://chris.pirillo.com/media/2007/08/03/what-are-dlls/>

(Written explanation and 7 minute video explaining what DLL files are.)

Help With Windows

<http://www.helpwithwindows.com/more-news.html>

(You can browse this site for information, tips & troubleshooting information about Microsoft Windows Operating Systems. If you have a question you want to ask, you should post a message on the WindowsBBS support forum.)



DID YOU KNOW?

To restore a single file from the Recycle Bin to its original location, double-click the Recycle Bin icon. When the Recycle Bin window opens, locate the file you want to restore and left click on it. Now choose File, Restore. This removes the selected file from the Recycle Bin and places back into the folder it came from.