



WE DO WINDOWS
THE WINDOW
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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 10 No 8

Caddo-Bossier Windows User Group Newsletter

August 2008

July Meeting

By Glenda Conradi



Group listens to presentation at July meeting

In July Bernie Conradi and Bob Franklin presented the program.

Bernie told about Equipt, a home and student version of Office 2007 and One Care. They are offered as a subscription bundle that is renewable annually. He talked about Silverlight, a program similar to Flash and Shock Wave, that lets you play media files. It was noted that some videos from Microsoft will

require Silverlight to play. Silverlight will have automatic updates from Windows Updates and will notify you when one is available.

Bernie also gave some tips on how to extend the life of a laptop battery.

Bob talked about setting up User Accounts in Windows XP and setting up an administrator account and the things you need to think about when you are setting it up.

MEETINGS

Thursday August 14, 2008

Thursday September 11, 2008

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR



Thanks to Bernie Conradi & Bob Franklin, for the July program on some new programs and utilities and setting up user accounts.

August Program

By Glenda Conradi

In March Allen Marsalis, club member and President and CEO of Bandwise LLC shared with us lot of information about the types of wireless access that are available for us to use to access the Internet. After his very informa-

tive program he told us he would like to come back and give a program about Web design. He will do that at the August 14 meeting and said he is also going to talk to us about search engines, including the ever popular Google.

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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
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~**Clear Recent Documents in the XP Start Menu**

You can clear Recent Documents in the XP Start Menu, down click on the Advanced tab.

Right click the start menu icon and select Properties.

Click the Start Menu tab and click on Customize.

In the Customize Start Menu win-

Now you have two options:
1) Click the Clear List button to just clear the recent documents.

2) Uncheck the "List my most recently opened documents" box to make the entire feature go away.

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

With the help of Bob Franklin our meeting was conducted by members of our group. We covered some problems of the latest Windows update regarding the Zone Alarm firewall. It was found that the security level must be lowered from high to medium after the installation of Windows Updates. Bob also found a fix for a problem using Power Point to view attachments received in an email by using Google (Google PPS Fix). We also got on line and showed how to get this fix. Charlie Byrd asked about a problem he was having when downloading photos from his camera to the computer. It was suggested that he remove the card from the camera and use a card reader. He stated his computer would not recognize the camera as a device. Our program for this month was a hodge podge of items starting with the reading of a release from Microsoft about "Equipt", which is a program containing the Home & Student version of Microsoft Office, Windows One Care. This is a program with an annual subscription price of \$69.95. We also mentioned that if you want to watch the Olympics on your computer, you must have Silverlight. This is a Microsoft program which works like Flash Player. Henri Corley asked about a problem she was having with getting the latest update for Adobe Flash Player. Jerry Jones ask about the fact that he received about 600 emails in duplicate. It was suggested that he contact his ISP to have them correct the problem on their mail server. Bob Franklin gave us a quick over view of how the Administrator works in Windows XP. He showed us how to set this up and how to set up a user account. We also read an article from CNET on how to extend the life of your laptop battery.

The door prize winners for this month were: Jerry Jones: a 50 pack of DVDs and Bob Franklin: a "Vista Windows Inside Out" book. Congratulations to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group

Have You Been Carded?

by Jay Graff

I am not a business person, although every now and then I have a need to present a business card to someone. Usually at trade shows, like *MICROSOFT BIG DAY* or other show of that type. And even then it is only for the purpose of competing for a door prize.

Since I don't use them very often, I have three options as far as business cards are concerned. One, I can go to a print shop and have some made, but it is cost prohibitive to have them done there, even for their cheapest ones. I am not out to impress anyone with anything fancy, but I don't want to shell out big bucks for something that I hardly use.

Secondly, I could print them out myself (which I have done before). Any number of programs will let you do that. Actually, it is kind of fun to design your own and print them out. But again, cost enters into it. You can buy the card stock, but are limited to so many cards per 8X10 sheet. Then there is the cost of the ink you use, which can add up if you do very many and there is always the danger of messing up and having to redo it again. But you are virtually unlimited as far as designs are concerned. You can let your imagination be your guide. But generally this is also not a viable option for me.

The last option is what I use. Since I've already determined that I don't care about impressing people, I just want something simple and to the point. There is a site that will make 250 business cards for free. It is not really free, you have to pay around \$5 for shipping and handling, but in today's economy, that is the equivalent of a meal at McDonalds. Once you get to that site, they try to offer you different, more expensive options, but if you stick to your guns, you can get them

for free (or \$5). The first thing they want you to do is design your card. You don't have a big choice of templates, but there are enough to make it interesting. Once you pick out which design you want, they want you to fill in the information that you want presented on the card. It is important to remember that you can change any field. For example, I put my telephone number in one of the address fields because I wanted to leave room for my fax number in the phone number section. You get the option to review your choices, but be careful because they warn you that once you accept them, there is no turning back. You are then presented with a preview of what your card will look like. Make sure that it can be read. If not, all you have to do is choose another design.

One more note on the free service.

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GETTING STARTED TIPS

Change Icons Manually

You can change My Computer, My Documents, and Recycle Bin Icons Manually.

Right-click on the desktop and choose Properties, then on the Desktop tab you should choose the Customize Desktop button.

In the Desktop Items dialog you can select one of the icons and click the Change Icon button.

Now just click the Browse button, and pick whichever icon file you would prefer.

Change Icons for Specific Folders Manually

You can change the icon for many folders by right-clicking the folder and choosing Properties, and then clicking Change Icon on the Customize tab.

Door Prizes Winners for July 2008 Meeting



Bob Franklin & Jerry Jones

The July door prizes were won by Bob Franklin, a Windows Vista Inside Out Book and Jerry Jones, a 50 pack of DVDs. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Spare the Rod, Spoil the Child

By Bob Franklin

It was asked in one of our meetings, how to control and monitor a child's Internet and computer use? Well at the time I didn't really have a good answer, but if my memory serves me correct, the question was answered with, "use Net Nanny." For a parent or grandparent running Windows XP, Net Nanny is most likely the best solution. However, Vista has a new Parental Controls feature. With Vista's Parental Controls, parents can manage how their kids use the computer. A parent can set restrictions as to which websites a child can visit and the games they play, or the programs they can access. A parent can also set the hours of use and monitor the child's computer activity. The parent can view activity logs with information as to when the child logs in and out, the programs they run, the websites visited, email activity, and other Internet use.

Last month we discussed user accounts, now we get to put user accounts to work. You will need to have an administrator account for the parent and a standard account for the child. If more than one child, each

child should have a separate standard account. Parental Controls can only be applied to standard accounts. All administrator accounts should be password protected to prevent the child from turning off Parental Controls.

The next step would be configuring Parental Controls for each child. To start the process open the Control Panel, User Accounts and Family Safety, then Parental Controls.

Controlling a child's computer access in this way is OK for the average kids, but for a smart geek kid, don't waste your time. All a geek kid has to do is boot up with a Linux LiveCD and thus will have instant access to the Internet with no filters in place. The child has also bypassed all of Vista's other Parental Controls because he's not running Vista. The parent has no way to monitor this type of Internet connection, except fiscally looking over the kids shoulder. So parents and grandparents keep an eye on your children, don't depend totally on Net Nanny or Vista's Parental Controls to protect your kids.

Have You Been Carded?

(continued from Pg. 3)

They come with the company's logo on the back. It is rather small and does not really get in the way of anything. You can elect to not have it on there, but that costs extra. Since I just wanted a card with my info on it, it did not bother me.

I know this site works because I have already had some made by them at a previous time. The beauty of it is that since I had the first batch made, I changed cell phone providers, plus the first time I forgot to include my

fax number on it. So I had another batch made, with a different design. If I ever get tired of this one, all I have to do is make another batch. It sure beats scratching over the current cell phone and writing the new one down. If you think this may be something that you would be interested in, you can check it out at: www.vistaprint.com Who knows, maybe the next time we meet, we can exchange cards.

~Web Sites~

AVG 8.0 Free

<http://free.avg.com/ww.download?prd=afeantivirus+and+antispyware+prote>
(*Anti-Virus Free Edition 8.0 Basic anti-virus and antispyware protection for Windows. Available to download for free.*)

Basic Web Design Terms

<http://www.worldstart.com/tips/tips.php/1749>
(*You may have come across words and acronyms on the Internet that you don't know the meaning or you may even see them every day but find your eyes glazing over with indifference to their definitions. If you plan on building your own website then it would be helpful to know what some of this stuff means.*)

SearchBoth.com

<http://us.searchboth.net/>
(*Search both Google & Yahoo or any 2 search engines at the same time side by side on 1 split screen. Look up yellow pages, compare the major travel sites, compare job sites and more.*)

Free Games Activities & More

<http://www.waterfordpress.com/entergame.html>
(*A great place to find all kinds of games, quizzes and activities to print out. They are designed to nurture an interest in the natural sciences for age groups from kindergarten to twelfth grade.*)

Wow Coupons

<http://www.wow-coupons.com/index.php>
(*Coupons for major retailers and restaurants. There are also grocery coupons and travel coupons.*)



DID YOU KNOW?

The easiest way to get Run to show up in Vista is to use the keyboard shortcut Windows Key + R.

To put the link back on the Start Menu, right-click on the Start button and click Properties. On the Start Menu tab, click Customize.

In the Customize Start Menu dialog Scroll down to the Run command and check the box. Click OK and OK