



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.cbwug.com

Volume 10 No 12

Caddo-Bossier Windows User Group Newsletter

December 2008

November Meeting

By Glenda Conradi



Allen Marsalis explains CMS to group

Our November program was presented by Caddo-Bossier Windows User Group member Allen Marsalis, who is president and CEO of Bandwise LLC.

Allen told us about CMS, or content management that is a Web site and showed us how it works.

It consists of Front Office that is a secure Web site and Back Office focuses on posting content to Web rather than on design

tools or Web site programming. With CMS you can post news, blogs, photos, videos, podcasts, events, polls, FAQs, Memberships, create unlimited new pages, edit top and side menus, templates and more. You do not need FTP to update your Web page and you can allow other people to work on it, too. Allen showed how quickly you can make changes to the Web page.



We want to thank Allen Marsalis for telling us about a new way to create and maintain a Web site with very little effort.

MEETINGS

Thursday December 11, 2008

Thursday January 8, 2009

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR

December Program

By Glenda Conradi

In December Bernie Conradi has a program planned that should provide a lot of information on several subjects to help you with your existing computer, and some guides and tips that may help if you decide to buy a

new computer.

Please join us and bring a friend.

Hope to see you Thursday November 13 at Podnuh's Bar-B-Q on Shreveport-Barksdale Hwy.

~ Contents ~

November Meeting1
 December Program1
 Club Information2
 Thank You2
 Quick Tip2
 President's Page2
 Do The Free3
 Getting Started Tips3
 Door Prize Winners3
 Just Google it.....4
 Web Sites4
 Did You Know?4

THE WINDOW

Published by
Caddo-Bossier Windows User Group
Member of APCUG

Editor

Glenda Conradi (glenda@conradi.com)

Co-Editor

Jay Graff (jay@jayGraff.com)

Submit articles for newsletter, in RTF file format, by last day of month to glenda@conradi.com.

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 editor 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
Student: \$6.00 a year.

C-B WUG's Web Address
www.cbwug.com

Club Officers

President Bernie Conradi
(bernie@conradi.com)

Vice-President Wayne Ebert
(wdebert@suddenlink.net)

Secretary Glenda Conradi
(glenda@conradi.com)

Treasurer Charlie Byrd
(cbyrd22@suddenlink.net)

Board Members at Large

David Huckabee
(dhuckabee@msn.com)

~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.

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

~A QUICK TIP~**Make Backup Copies Manually**

In all versions of Windows you can manually make a backup copy of any file or folder.

1. Right-click the file or folder that you want to back up, then click Copy from the menu.

2. In My Computer, right-click the disk or external hard drive where you want to store the backup copy, and then click Paste from the menu.

After you've copied all the information you want to back up onto your chosen storage format, make sure you save it somewhere else for a backup.

**Caddo-Bossier Windows Users Group November Meeting**

I would like to start out this month wishing all members a very Merry Christmas. I hope you all have a very good holiday and a Happy New Year. May the New Year bring you good health and many good things. Prior to the meeting this month we conducted the annual board meeting. All in attendance were myself, Wayne Ebert, Charles Byrd, Glenda Conradi, and David Huckabee. We also had the pleasure of a few of our members, Julious and Thelma Windham and Joe and Jane Blasé as observers. The board made the decision to obtain a domain name for the group. The board also felt that the group was achieving its goals of informing our members of the Windows Operating System and wanted to continue with the types of programs that have been given in the past. The program for this month was presented by Allen Marsalis. His subject was Content Management Systems (CMS) which is a procedure for managing web sites. He stated his program is more for maintaining web pages rather than building web site. He demonstrated how quickly you can update a web page on the fly and instantly have the updates on the web, as it actually does it on the web. He told about the programs you need to run and use this type of system. We were on line to his web site, www.bandwise.com, and he actually added content to the web site and made changes to the same. We thank Allen for this presentation, as it was very informative and we have received comments from some of the group as to how interested they were in this process. We had time for one question this evening which was asked by Carole White. She stated she moved a hard drive with data on it to a new computer as a second hard drive but could not access the data. She could see it but could not access it or copy it. It was suggested that it was blocked. It appears that she will have to right click on each file and unblock the file so it can be accessed. We hope this procedure will help Carole.

The door prize winners for the evening were a 2 gig thumb drive won by Jerry Jones, and a USB cable donated by Allen Marsalis won by Clyde Santifer. Congratulations to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

Do The Free

by Jay Graff

Most of us use software that do many things. They can make your life easier and can increase your productivity on the computer. In fact, were it not for third party software, our computers would be just a barren landscape. So the bottom line is that you need this software, even though it can become an expensive proposition. Most of the software we use does a great job. Most of us swear by this program and that and usually wouldn't think of changing.....until now. When a commercial program is written and put on the market, there are people out there that are determined to make a similar program but will charge a lot less, maybe even offering it for free. I guess it is the idea behind free enterprise. I am not knocking this idea, actually, I applaud it. For the most part we have gotten to where we are because of people like this. One example of this (I'm sure there are many others) is the program I used to use to defrag my hard drive. It was a pretty good program. Actually when it first came out, it was rather innovative doing many jobs in the background, automatically. It worked great, although it was a large program with a huge footprint. Not to mention that it was not that cheap to begin with. One day a friend told me about a new program called Smart Defrag. This one worked the same as the other one did, maybe even better. It is much smaller and best of all, it is absolutely free. It probably works similarly to the other one, but they advertise that it only does it when you are not accessing your computer. I discovered that there are different levels of defragging that I was unaware of. If you do a straight defrag, it is pretty quick and does not take long. If you chose to do a defrag with optimization, it will take much longer, since all of the fragged files need to be moved and put in some kind of order. There are

a couple of more differences between this free one and the commercial one. The free one only defrags Drive C and it only defrags. That is why it can be done so quickly. If you want a higher level, you need to manually defrag it and choose the optimization option. You should be aware that if you are defragging a large hard drive and have lots of large files on it, you may be there for awhile. One drive took close to 11 hours to completely defrag. But it is not that bad if you are aware of it. There are supposedly steps you can take to prevent this, but just knowing is OK for me. Still it is not a bad idea to periodically do a manual defrag and leave the automatic on most of the time. One final thought, although this is what I hear from my friend. If you are running Vista, the defrag that comes with Vista is extraordinarily slow, so this one would be a real benefit to you. Check it out at: <http://www.iobit.com/iobitsmartdefrag.html>

GETTING STARTED TIPS

Know When Caps Lock is On

You can configure Windows XP to audibly notify you when you press the Caps Lock key:

1. Open the Control Panel.
2. Double-click the Accessibility Options applet.
3. Click the Keyboard tab.
4. Click the Use ToggleKeys check box.
5. Click the General tab.
6. Verify that the Turn Off Accessibility Features After Idle check box is not selected.
7. Click OK.
8. Close the Control Panel.

Now your computer will beep whenever the Caps Lock key (as well as the Num Lock or Scroll Lock) is pressed.

Door Prizes Winners for November 2008 Meeting



Jerry Jones & Clyde Santifer

The November door prizes were won by Jerry Jones, a 2 Gig flash drive and Clyde Santifer, a printer cable donated by Allen Marsalis. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Just Google it....

By Bob Franklin

Here's a quick way to find the Longitude and Latitude using Google Maps. Right click the location on the Google Map that you want to find the Long/Lat, then click "center map here". Next you must copy and paste the Javascript code below into the Firefox browser address bar and hit ENTER.

```
javascript:void(prompt('',
gApplication.getMap().getCenter
()))
```

A dialog box displaying the Long/Lat coordinates will pop up. These Long/Lat coordinates can be easily copied and pasted for use in other applications.

To eliminate the need to copy and paste the Javascript code each

time, simply drag the Javascript code in the address bar to your Bookmarks Toolbar in Firefox. Now all that will be required to find the Long/Lat is to center the desired location in Google Maps, then click the bookmarked code in the Bookmarks Toolbar. The dialog box will then pop up as before.

OK, there is always somebody that wants to do the exact opposite. For you folks that want find the location of a specific Lat/Long using Google Maps, simply enter the Lat/Long in decimal degrees, separated by a comma and no spaces into the Google Maps search field and click "Search Maps".

NOTICE !!

Caddo-Bossier Windows User Group now has its own domain name.
It is cbwug.com

To get to our Web site type in www.cbwug.com

There are still a few changes to be made, but it is up and working.



Allen Marsalis talks to Phillip and Kristie Sanders after the meeting.

~Web Sites~

Set Up Passwords In Vista

http://www.dummies.com/how-to/content/set-up-passwords-in-windows-vista.html?cid=dn_article

(Set up a password in Windows Vista if you want to make sure that only you can access your user account (or computer).)

Microsoft Free Security Offerings

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

(Microsoft is planning a new security offering code name 'morro', which the software giant hopes will curb the tide of malware infecting our systems)

World Time Engine

<http://worldtimeengine.com/>

(The World Time Engine is the easiest way to compare past, current and future times.)

Hoaxes

http://www.symantec.com/business/security_response/threatexplorer/risks/hoaxes.jsp

(Symantec Security Response uncovers hoaxes on a regular basis. These hoaxes usually arrive in the form of an email. Please disregard the hoax emails - they contain bogus warnings usually intent only on frightening or misleading users.)

NW LA News

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

(Keep up to date on the latest news in NW LA. Your home for news in Bossier and Webster Parishes)

Free Christmas Music

<http://freebies.about.com/b/2008/11/25/free-christmas-music.htm>

(Listen online or download free Christmas music)



DID YOU KNOW?

You can sort items on your All Programs menu alphabetically

1. Click Start, click All Programs, and then right-click any folder or icon.
2. On the shortcut menu, click Sort by Name.