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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 12 No 12

Caddo-Bossier Windows User Group Newsletter

December 2010

November Meeting



Michael Phillips speaks to group

Michael Phillips, with Network Services Louisiana, who presented the program in August and did not have time to cover everything he wanted to share with us, came back for our November meeting and continued where he left off. He brought routers and hooked

them up to computers and showed us step by step how to set them up, including what settings you may want to turn off or leave on. He gave us a tremendous amount of information and answered questions on a variety of subjects.

MEETINGS

Thursday December 9, 2010

Thursday January 13, 2011

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR



Michael Phillips

We want to thank Michael Phillips for returning to give us another very interesting and informative program in November. He will be back.

December Program

We are doing something different in December. It was decided by the Board of Directors to give everyone a special treat for the holidays. We will have a quick business meeting to elect officers for 2011 and a shorter program that will consist mostly of questions and answers, and we will

also have Podnuh's Bar-B-Q cater some good Bar-B-Q for everyone to enjoy. A thank you from Caddo-Bossier Windows User Group to all our members and guests. It will be a good time to visit and get to know each other. Hope you can join us.

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THE WINDOW

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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~

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~

Check Hard Drive Space

Do you know much hard drive space you have left on your computer?

In either Windows XP, Vista or Windows 7 you can check your hard drive space by clicking **Start>Computer** (My Computer for XP users). Right-click on the drive that you'd like to check and select "**properties**". A window will pop

up with a pie-chart that details how much space you have left to work with. Or you can just go to **Start>Computer** and single left click on the drive you want to check. Depending on which version of Windows you have, you should see a sidebar with the hard drive space information.

President's Page



Caddo-Bossier Windows Users Group November Meeting

We had two new members join our group this month they were Sylvia & Francis Edwards. Joe Blase recommended that they visit our group and see what we do. Welcome Sylvia and Francis.

Prior to our general meeting we had the Group Board Meeting. This meeting was short, and it was decided to continue on with the same types of programs that we have been doing this past year. We had questions this month regarding the deletion of Temporary Internet files, the reading of email links in Internet Explorer, the inability to do a system restore due to corrupt restore files, and the inability to uninstall a program. It was suggested that it was a good idea to clean out your temporary internet files every now and then, create a new restore point, and that you use a backup program regularly in case the restore points do not work. There were questions on how the Libraries work in Windows 7 and how they can be modified to fit the needs of the user. Again this month, Michael Phillips returned to complete the program he started a couple of months ago. He brought routers and laptop computers and demonstrated how to set up a wired and a wireless network, without using the disk that is provided with each router that you buy. He showed how to change the channels in case you have a conflict on the default channel that the router sets automatically. He also emphasized the importance of setting a password to protect your network from intrusion from an outside source. He recommended the Linksys brand stating that the help files were very good and they were easy to setup. Michael has agreed to return for another performance to talk about multimedia from the internet and cable using the computer as a DVR and related subjects. The door prize winners for this month were Bob Franklin winning the 500 GB external hard drive and Francis Edwards (our new member) winning a can of compressed air.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

Off the Phone

by Jay Graff

Around Christmas I was out shopping and saw a cell phone on sale. I use one of those pre-paid services and this one was from that one. There was nothing wrong with the one I had. About the only thing it would do was make telephone calls. At least that's all I was able to discover. But that was fine with me. I rarely use my cell phone. Sometimes I go to the store to pick up something for the wife and I can call her if they don't have the item she wants and get my instructions. I have never used it, but in the case of emergency it could come in handy. Sometimes I get lost and call a particular store and they tell me how to get to them, but that is about it. I can count on one hand how many calls I have received. That could be due to the fact that it is usually turned off. I only will turn it on if I know someone is trying to call me. So as far as needs are concerned, I certainly didn't NEED a new one. The most compelling argument (my own) for upgrading was that the new one had a camera. Actually, after I decided to get it, the price bolstered my argument. This new one was only \$20. More on that later. I figured I can't go wrong. So I got it and called the service, got my minutes transferred as well as the phone number. Now as far as the camera is concerned. I would never use my cell phone as my primary camera. But suppose I am driving and see some kind of disaster, like a house burning or something...I thought it would be neat if I could just take a picture with the phone. As I mentioned, the whole phone was cheap, so you can imagine what the picture quality was. Even with more expensive cell phones, I have never seen a picture that was very impressive, certainly not digital camera quality. Now I needed to find out how to get any pictures off of my camera. According to the instructions, there were only two ways to do this, you could either send them to another

cell phone, or email them to yourself. I decided to try the email route. After taking a couple of pictures, I did some playing around. My first attempt was a dismal failure. The phone does not have a workable keypad and I had great difficulty maneuvering the keys. Then I got a message that it failed to send. I asked a friend if I could send it to their cell phone and have them email it back to me. I tried to send it that way, but messed that up as well. But as I got the message that this one failed, I discovered that the original one I tried to send was still in my outbox. I tried to re-send it again and this time it went. Very shortly after that, I checked my email and there it was. But the extension was funny and I wanted to save it as a .jpg. That was the easiest part...I saved it as it was, and just renamed it as .jpg. Now I am able to take a pic with my cell phone and send it to whoever I want. I overcame the awkwardness by putting my email address in my phonebook

GETTING STARTED TIPS

Open Folder In New Process

A process is a single program that can manage a specific amount of work or a particular job. By default Windows 7 opens folders in the same process. This saves system resources, but means one folder crash can bring down the entire shell.

If your system seems unstable, or you're doing something in Explorer that regularly seems to cause crashes, then open computer, hold down Shift, right-click on your drive and select "Open in New Process". The folder will now be launched in a separate process, and so a crash is less likely to affect anything else.

Door Prize Winners for November 2010 Meeting



Bob Franklin & Francis Edwards

The November door prizes were won by Bob Franklin, a Seagate 500 GB portable drive and new member Francis Edwards, a can of compressed air. All Caddo-Bossier Windows User Group club current members, in attendance, are eligible to win door prizes at the monthly meetings.

Windows Clean Up

By Bob Franklin

This month we'll focus on how to keep your Windows 7 file system clean and orderly. Window 7 provides Disk Cleanup and Disk Defragmenter to keep you computer free from the file clutter that builds up from normal use. To access these utility programs, type "disk" into the search box. While the tools that Microsoft provides do a fairly good job of cleaning and defragmenting your file system, I have found a couple of free third party programs that does a more efficient job and also runs much faster. I use Ccleaner to clean the file system of unnecessary files and Auslogics Disk Defrag to keep the file system orderly.

The file cleaner tool should be run first. Ccleaner allows you to pick and choose what you want to remove. I recommend sticking with the default settings unless you have specific reason to choose the other options. With Ccleaner you can select the cookies you want to keep and the others will be deleted each time. I find this to be a good and easy way to eliminate unwanted cookies and keep my login password cookies for future use. Now it's time to run the Ccleaner Registry cleaner to purge obsolete entries from the registry. There is an option to make a backup of the purged data. While I have never had to restore anything that Ccleaner has removed, I always make a backup. Ccleaner also has an uninstall option to remove unwanted programs. This is something that most likely would not be used every time, however if you have installed a program that you no longer want or use, this will be a good time to remove it.

Now that we have our disk cleaned of all those useless files and programs, it's time to defragment the file system and place all the files in continuous blocks. For this task I use Auslogics Disk Defrag. The Defrag button has three options, Analyze, Defrag, and Defrag & Optimize. Choose the last option, Defrag & Optimize. I find that Auslogics Defrag runs much faster than the Disk Defragmenter that comes with Windows 7. The number of files on disk and the defragmented state of the files will determine the run time. I run Ccleaner and Auslogics Defrag every Wednesday night and it only takes 15 to 20 minutes to run both the cleaner and defragmenter.

There are a couple of benefits to keeping your system clean and orderly. Windows will be less likely to crash and will have quicker boot and shutdown times. So the 15 minutes you spend every week may save you an expensive Windows reinstall.



~Web Sites~

CNET Downloads.com

<http://download.cnet.com/windows/?tag=hdr;snav>
(Windows downloads, cell phone apps, latest software reviews, popular links and much more.)

Steves-Digicams

<http://www.steves-digicams.com/>
(A great site to check out digital cameras. Look at specs, prices & read reviews on almost any digital camera.)

Facebook Changes

<http://blog.facebook.com/blog.php?we're>
(Facebook is starting to roll out some changes that will make the controls a lot simpler. They've focused on three things: a single control for your content, more powerful controls for your basic information and an easy control to turn off all applications. They have built one simple control to set who can see the content you post. In a couple of clicks, you can set the content you've posted to be open to everyone, friends of your friends or just your friends.)

How To Clean Anything

<http://www.howtocleananything.com/>
(This site gives you tips on how to clean almost anything with over 1,000 tips, which includes information ranging from stain removal to effective home remedies. This site suggests cleaners to use, and tells you step by step how to clean a lot of items)

Honesty.com

<http://www.honesty.com/>
(Enter a specific product, ISBN or UPC number to find current bargains on Ebay)



DID YOU KNOW?

You can right-click and select "New Folder" to create a new folder, but a shortcut combination is quicker. Go to the location where you'd like to create a new folder and press **Ctrl+Shift+N**. A new folder will appear just type a name for it! This shortcut will works to create a new folder on your desktop.