



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US

www.shreve.net/~cbwug



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 6, No 2

Caddo-Bossier Windows User Group Newsletter

February, 2004

January Meeting



A nice group at the January meeting

There was a very nice turnout for the January meeting and as usual a lot of good questions and answers and suggestions.

Bernie Conradi presented the program by addressing the often asked question on whether you should always leave your computer on or turn it off when you are not using it. After sharing the results of some research on the subject it appears that it is mostly a personal preference.

At the December Board meeting it was agreed upon by the members of the board that there be a program committee rather than a program director. This action required a change to the bylaws and approval by the membership. The membership approved this change. The membership also approved reinstating David Huckabee and Mark Reeves for another term as Board Members at Large.

MEETINGS

Thursday February 12, 2003

Thursday March 11, 2003

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
 compliments of Office Depot
 East 70th-Shreveport**

Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2004 Dates~

February 21, 2004

May 8, 2004

August 14, 2004

November 20, 2004



www.computersheaux.org

February Program

By Glenda Conradi



John Vickers, the Gateway Technology Instructor for the Gateway Country Store in Shreveport, will be presenting the program at the February meeting.

John has a Masters of Business Administration and a Master of Science in Computer Information Systems. He was in the Air Force, both active and reserve, for 13 years and is currently the Gateway Technology Instructor. His duties include teaching the many

(Continued on page 4)

~ Contents ~

January Meeting 1
 February Program 1
 Sheaux Dates 1
 Club Information 2
 Thank You 2
 President's Page 2
 Quick Tip 2
 Windows XP Error Report 3
 Getting Started With XP 3
 Door Prize Winners 3
 Web Sites 4
 Changing the Taskbar 4
 Web Sites 4
 Did You Know? 4



HAPPY VALENTINES Day!!

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 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 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.shreve.net/~cbwug

Club Officers

President Bernie Conradi
(bernie@conradi.com)

Vice-President Wayne Ebert
(CBWUG@shreve.net)

Secretary Glenda Conradi
(glenda@conradi.com)

Treasurer Charlie Byrd
(cbyrd2@cox-internet.com)

Board Members at Large

David Huckabee
(dhuckabee@msn.com)

Mark Reeves
(markcr@msn.com)

~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. 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 ~**Recycle Bin**

When you select a file and press the delete key the file is sent to the recycle bin where it will stay until you delete it for good.

The recycle bin has limited storage space which is determined by where the little slider located within the Properties option on the Recycle Bin list is set to. To get to the slider bar, right click the recycle bin on the desktop and click properties

You need to check the recycle bin

on a regular basis and empty it of the files that are stored there. It is a good idea to check and make sure files you want to keep have not accidentally made their way to the recycle bin.

If you exceed the available space in the recycle bin the oldest files will be deleted. If a single file you have selected to delete exceeds the allocated storage space it will not be placed in the recycle bin and you will not be able to recover it.

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

The meeting started with a short business meeting for the membership to approve Mark Reeves and David Huckabee as the at large members of the board. The membership also approved a change to our by-laws establishing a Program Committee instead of a Program Director as it was in the past. The question and answer session was again a very popular part of our evening with questions about how to remove pictures from the background list; missing items from the Properties list in Windows Explorer; how to restore the default log on screen; how to keep Windows XP from polling the floppy drive when booting; and problems with Windows XP upgrade not booting. Christy brought an article about the Bugbros worm which is a bogus alert about a Microsoft update. Remember Microsoft does not send out Windows update notices by email. That is the clue. The program for the evening consisted of an article about whether to leave your computer turned on or turn it off during the day. The answer is really dependent on how you use your computer whether it is often during the day or only once a day. Then it is really a personal preference. We also review an article on Windows Restore covering the procedures on how to set a restore point and how to restore from a particular point. The door prizes for the evening were: a can of air won by Kelly Pugh; a parallel zip drive won by Clyde Santifer; and a tee shirt won by Jim Wertz.

Bernie Conradi, President Caddo-Bossier Windows Users Group

Windows XP Error Report [WER]

By Wayne Ebert

By default Windows XP Professional and Home Edition offers to submit all error reports. The user has the option to send or not. Users questioned what exactly was being sent in the error report. Is private information being sent and who has access to the reports were the next questions. Microsoft has a Windows Error Reporting Update that enables you to automatically view responses. Search for Knowledge Base article 821253 at <http://support.microsoft.com/>. On obtaining and installing this update, a fix, a workaround or other information relating to the crash event is automatically available for your review upon submission of the error report. To fix problems in the software being used requires information about what the software was doing when the problem is experienced, as well as your computers configuration. This information is not used for marketing purposes. The type of and amount of data collected is dependent on the severity of the error relevant to troubleshooting the problem. The data collected is about recent actions taken by you or the software application and the dialogs that were displayed at the time of the error. Additional data related to your network connections, about your physical machine, file names, version and copies of actual files. Data on specific segments of memory used by the configuration and settings of software on your computer may be retrieved. The error report may contain private information. For example, if the crash is caused while working on an item that contains private information. A detailed list of what is reported is at <http://oca.microsoft.com/en/dcp20.asp>. The encrypted reports are stored on limited access servers and may be shared with the problem software vendor.

To customize WER you must be logged in with Administrator privileges. You may then customize which errors are reported Programs, Windows operating system, or disable error reporting entirely. The administrator may change the WER options by clicking on Start > Settings > Control Panel > launch the System applet, and click on the Error Reporting button in the Advanced page. If you select Disable error reporting, you can still be notified when critical errors occur. To see a list of errors, go to the System Tools folder under Accessories, launch the System Information applet, expand the Software Environment node, and then highlight Windows Error Reporting.

Volunteers Needed
At the C-B WUG table at the
February 21 ComputerSheaux

GETTING STARTED WITH XP

Lock Your Task Bar

You can move the Windows XP Taskbar from the bottom of the screen to the sides or top of the screen by clicking on it and dragging it.

Occasionally it may get accidentally dragged to another position when you did not really mean for it to be moved.

You can prevent this from happening by simply locking the Taskbar.

When you have your Taskbar just where you want it to stay, with all the toolbars and icons you want on it, right click on the Taskbar and select Properties. In the Taskbar and Start Menu Properties box that pops up click on the box beside "Lock the taskbar" to check it.

Your Taskbar is now locked into the position you chose for it and cannot be accidentally moved to another location.

Door Prizes Winners for January 2004 Meeting



Kelly Pugh, Jim Wertz & Clyde Santifer win the January door prizes

In January door prizes were won by Kelly Pugh, a can of Endust Air Duster; Jim Wertz, a Men in Black T-shirt and Clyde Santifer, a Zip 100 Zip drive.

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

Changing the Taskbar

By David M Huckabee

When the developers of Windows XP started, they wanted to give the end-user the option to change as many things as possible in the graphics interface. They started by allowing the Taskbar to be flexible. The Windows XP Taskbar is situated, by default, at the bottom of your desktop. It includes the Start button, task buttons, and a notification area (formerly called the system tray).

In order to make changes to your Taskbar you will have to unlock it. Start by right-clicking an unused portion of the Taskbar and uncheck the "Lock the Taskbar" option. You have just found the magic key to making changes. Just remember to "Lock the Taskbar" when finished.

If you wish, you may change the position or size of the Taskbar, to move the Taskbar to any edge of the screen left-click and hold on an unused portion of the Taskbar and drag it to any edge of the screen. You can also expand the Taskbar to show up to three rows of buttons. All you need to do is position the mouse pointer along the inner border of the Taskbar, when the pointer turns into a two headed arrow, simply drag the Taskbar toward the center of the desktop to expand it to your liking.

Now that you have changed the size and position of the Taskbar, you may now change its content. On the opposite end of the Taskbar is the notification area.

While you are at the popup menu click on the Properties option and change the Taskbar appearance. You may Lock the Taskbar in this screen, auto-hide the Taskbar to give more screen to read when the Taskbar is not needed (place your cursor on the edge where your taskbar resides and it will reappear), keep the Taskbar on top of other windows (it won't be

hidden by other windows that are open), group similar taskbar buttons (if several Word documents are open at the same time, they are grouped into one button that you click and select the document), and show Quick Launch (single-click access to programs, files, and folders). You may drag and drop shortcuts to the Quick Launch area or right-click on a shortcut that is there and delete it.

At the same popup menu you may make changes to the notification area. If you don't want to see the clock, unclick "Show the Clock." To keep the notification area from displaying unused icons check the Hide inactive icons. You may customize how the icons are displayed by clicking on Customize. You may always show an icon, always hide, or hide when inactive by selecting the item and make the selection.

You can add Toolbars to the Taskbar. Right-click on an unused portion of the Taskbar to get the popup menu, select Toolbars, and select Address (adds an address bar similar to Internet Explorer but you don't have to wait for your home Web page to load), Links (shortcuts to most used Web pages that you have selected), Desktop (all of the icons that are on your desktop), and New Toolbar (any folder or file you may select).

I'll bet you didn't know that the Taskbar was that customizable, there are other options, try experimenting!.

(February Program Continued from page 1)

training courses that Gateway has to offer on computer software and hardware systems.

John will be sharing with us some information and tips on Windows and computer system security.

Please join us for what should be a very informative evening.

ComputerSheaux

The next ComputerSheaux will be 8 AM till 4 PM, Saturday, February 21 at the Bossier City Civic Center 620 Benton Road.

There will be a blood drive in the lobby from 10 AM till 2 PM.

~Web Sites~

JAM Software

www.jam-software.com/freeware/index.shtml

(Windows freeware, including TreeSize)

Windows XP PowerToys (See January Newsletter Article on page 4)

www.microsoft.com/windowsxp/experiences/downloads/create_powertoy.asp

(PowerToys are additional programs that developers work on after a product has been released to manufacturing)

OneLook Dictionary Search

www.onelook.com

(Enter a word to search for dictionary web sites that include that word)

The Easter Egg Archive

www.eeggs.com

(An amusing tidbit that creators hid in their creations. They could be in computer software, movies, music, art, books, or even your watch)

Atlappedia Online

www.atlappedia.com

(Contains full color physical maps, political maps as well as key facts and statistics on countries of the world)

Internet 4 Free

www.internet4free.net

(Resource for free Internet access, cheap Internet access and high speed Internet access)



DID YOU KNOW?

You can have all of your desktop icons available on the Taskbar.

Right-click on the taskbar, select Taskbar Options, and select the Desktop.

You can now view and quickly select your desktop programs from the taskbar.