THE WINDOW

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January Meeting
By Glenda Conradi

C-B WUG Group at January 2010 Meeting

The program in January was presented by Bernie Conradi. Before his presentation he asked the members who are now using the new Windows 7 to share their experiences and opinion about it. He also included a question and answer session to address computer problems some people were having. The program covered many of the ways to properly clean your computer and accessories, such as your mouse and monitor, as well as some tips that can help keep the cords connected to your computer in order.

February Program

Please join us Thursday February 11 at 7:00 PM for an information packed program to help you with your computer related problems and questions and give you some good information to help you keep things running smoothly.

Bernie Conradi

Thanks to Bernie Conradi for presenting the January program.

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THE WINDOW

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Editor
Glenda Conradi (glenda@conradi.com)

Posts Newsletter To Web
Jay Graff   (jay@jayGraff.com)

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

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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
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
Henrietta Corley
(*henricorly@aol.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~

Sticky Notes in Windows 7

In Windows 7 Launch StikyNot.exe free download and you can type notes at the keyboard; right-click a note to change its color; click the + sign on the note title bar to add another note; and click a note and press Alt + 4 to close the note windows Your notes are automatically saved. http://www.sticky-notes.net/

President's Page

Caddo-Bossier Windows Users Group January Meeting

This being the first meeting of the new year everyone renewed their dues. We thank you for that.

We started the meeting with announcements and the Treasurer report. We then proceeded with a discussion by those in the group that have gotten the new Windows 7 operating system. We discussed the various items that we like about Windows 7 and what if any problems we are encountering. Most comments were about how to use the new features and where they are located. If you were running Windows Vista, the change was not so great, but if you moved from Windows XP to Windows 7 then there is a learning curve to learn where the features are located in the new system. We then demonstrated some of the new features. The general opinion of those that have Window 7, is that it loads and shuts down considerably faster and loads and gets on the internet much faster. Larry Farley had a question about Quick Books asking for a backup to disk of a recent backup. He also asked about losing his Wi-Fi connection and it was suggested that his cordless phone could have caused the problem.

We then covered the recent Adobe Reader virus problem and recommended everyone get the latest release version 9.3.0, which will fix the hole that was in the old version. This fix is a must to keep you safe and keep hackers out of your computer.

We then told about the new USB 3.0 which is going to be released in the coming months. We showed what the plug will look like and told about the speeds that we can expect from the new technology.

We then proceeded to the Power Point presentation for the evening which was titled, "Cleaning Your PC Properly". This presentation suggests the proper ways to clean the inside of your computer, the best way to clean your monitor, and mouse and gives ideas on how to straighten out the rats nest of cables and cords in the back of your computer.

The door prizes for the month were a 4 gig thumb drive donates by Julius Windham and won by Darryl Strange, and a thumb drive case donated by Phillip Saunders and won by Carole White. Congratulations to our winners this month.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

Consolidate and Merge
by Jay Graff

Within the last year or so I upgraded both of my computers to newer ones that (supposedly) were faster, although I'm sure by now they are either obsolete or on the way to becoming so. But that is another story. Both of my new ones are pretty good and both have basically the same programs on them, so I can do almost anything on either one. The value became abundantly clear when I had my recent troubles with one of them. It got to a point where I either didn't have it here, or it would die while I was trying to do anything on it. I finally got a new one but the total time involved was rather extensive. Luckily I was able to do everything on the one I considered at the time to be my backup computer. While this worked out pretty good, it also raised a slight problem. Ever since I have been computing, I put my main programs on my C Drive, but when it came to saving, I opted to put the saved programs on an external USB drive. So, for example, if I downloaded some mp3's, I could always find them on a drive not associated with the boot sequence. The way I looked at it, and it has paid off, was that even if my computer dies (which it did) and I wind up with a new system, once I re-installed the programs, I could always get to those mp3's, or whatever file I was looking for. The problem was that with two computers, I had stuff scattered on all of my external drives. There were downloads as well as data files that I had worked on with both of them. Recently, I decided that a consolidation was in order. Actually I tried a bit before, but the drive was a bit small and I was about to run out of space. I bought one 500GB mini drive as well as a 640GB. I also bought a little dock that you can attach and leave in. Then I went through each directory and moved things from there to the new drives. It was mind boggling how many

duplicates there were. Most were true duplicates, but some were different versions of the same program with different dates and sizes. I usually kept the latest ones. I also had the opportunity to get rid of some of the older ones that either did not work or that I did not care for one way or the other. I made different sub folders for all the categories I could think of on both of them. Now I have one drive for my downloads, pictures, etc and I have another for my video stuff. Both computers have a bit of extra room, although I had plenty to begin with. But I like the idea of having everything in one central location. If I want to look for a download, all I need to do is look on that particular drive. I have the programs that need the data, check that drive letter, so I can move it from computer to computer. That really comes in handy when I am busy on one and do not want to disturb it, like Defragging, etc. I'm glad I did it.

Set Mouse Scroll Wheel Speed

You can set the speed of your mouse wheel to scroll by the page or by the line. If you would like to adjust the speed of your mouse scroll wheel you can do so in the Mouse Properties window. In Windows XP go to Start, Control Panel and then click on the Printers and Other Hardware link. Click on the Mouse link. If you're running Windows Vista or 7 go to Start, Control Panel, Hardware, Devices and Printers and right click on Mouse under Devices and Printers. (Or Devices and Printers may be listed separately so you can just click on it.)

Right click on the mouse icon then left click on Mouse Settings. Click on the Scrolling tab to open the scroll settings box. The options you are given will depend on the mouse you have. Change the number, or adjust the sliding bar, which ever option you are given, and then check to see how your mouse responds. When you find a speed that you like click Apply and OK.

Door Prize Winners for January 2010 Meeting

Darryl Strange, & Carole White

The January door prizes were won by Darryl Strange, a 4 GB Thumb drive; and Carole White, a Thumb Drive case. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Windows Key Shortcuts for Windows 7

Here are 11 Windows key shortcuts for Windows 7 that can save you time.

Win Key + Up Arrow – Maximize

Win Key + Down Arrow – Minimize

Win Key + Left Arrow – Snap to Left

Win Key + Right Arrow – Snap to Right (see a pattern here?)

Win Key + Home – Restore or minimize all other windows

Win Key + T – Press once to focus the first taskbar entry; press again to cycle through taskbar entries

Win Key + Space Bar (hold) – Peek at the desktop

Win Key + G – Bring gadgets forward to the top

Win Key + any number key (1-9) - Open a program on the taskbar. (The number corresponds to the pinned program's location.)

Win Key + + (plus sign) - Zoom in

Win Key + - (minus sign) - Zoom Out

Win Key + Pause - Displays the System Control Panel applet.

Win Key + E - Opens Windows Explorer with Computer selected.

Win Key + F - Opens a Search window for finding files or folders.

Win Key + Ctrl + F -Opens a Search window for finding computers on a network.

Win Key + L - Locks your computer or switches users.

Win Key + M - Minimizes all windows.

Win Key + Shift + M - Restores minimized windows.

Win Key + P - Chooses a presentation display mode.

Win Key + R - Opens the Run dialog box.

Win Key + U - Opens the Ease of Access Center (Utility Manager in XP).

Win Key + X - Opens the Windows Mobility Center (which isn't installed by default on desktop PCs).

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♥ **HAPPY VALENTINES DAY !** ♥
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~Web Sites~

Windows 7 Compatibility
http://www.microsoft.com/windows/compatibility/en-us/default.aspx
(Windows 7 is designed to be compatible with the most popular hardware and software products you use every day. Thousands of these will just work, but if you have questions go to this site.)

CNET TV
http://cnettv.cnet.com/9745-1_53-269.html?tag=mncol;txt
(Ten Windows 7 videos)

Ten Email Tips
http://www.office.xerox.com/latest/XOGFL-25U.PDF
(Though geared toward helping give you more control over your time and increasing your efficiency at work, some of these tips are also helpful for every day use at home.)

Origami Club
http://www.origami-club.com/en/
(Learn the basic techniques of Origami. Site provides lots and lots of Origami projects with printable diagrams and instructions. You may also choose to watch animations that take you step by step through the folding process. You can even print out solid color and patterned paper to use.)

Microsoft Download Center
http://www.microsoft.com/downloads/en/default.aspx
(You can go here to get the most popular Microsoft downloads such as: Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats; Windows Internet Explorer 8 for Windows XP; DirectX End-User Runtime; Update for Windows XP (KB932823; Windows 7 Upgrade Advisor and more.)

DID YOU KNOW?

In Windows 7 hold down Shift while right-clicking a file in Explorer, the Send To file now includes all your main user folders: Contacts, Documents, Downloads, Music and more. Choose any of these and your file will be moved there immediately.