



WE DO WINDOWS  
**THE WINDOW**  
 COME DO WINDOWS WITH US



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

[www.shreve.net/~cbwug](http://www.shreve.net/~cbwug)

Volume 9 No 2

Caddo-Bossier Windows User Group Newsletter

February 2007

### January Meeting

By Glenda Conradi



*Clyde Santifer (left) shares information with the group.*

The January program, given by Bernie Conradi, with input from members, included working with and managing files and folders on your computer. There were instruction and demonstrations on renaming, moving and copying folders and files. It was demonstrated how to make a shortcut icon to put in the Quick Launch bar for quick and easy access to a program.

There was also a discussion on the importance of leaving enough space available on your C drive so your computer can operate more efficiently. File management basics were covered as well as tweaks to make Windows XP run faster.

Microsoft Windows Defender was also shown.

It was a very informative program. Please join us in February.

### February Program

By Glenda Conradi



Jim Moore, with Tech Services Computer Repair, is going to pay us a return visit at the February meeting. His last presentation was excellent. Jim started out as a bench technician in a consumer electronics repair shop and has continued to work with computers since 1988. He has a CompTIA A+

certification and years of experience in personal computing & information technology management.

Jim is going to go over some free software, suggest some tips and tricks, including keyboard shortcuts.; briefly cover what Rootkits are and what he does for them. He is going to tell us about Passwords and share info on a new Web site he likes that is an online Operating System/Desktop.

### \*MEETINGS\*

Thursday February 8, 2006

Thursday March 8, 2006

**Podnuh's Bar-B-Que**

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.

**MARK YOUR CALENDAR**



### Ark-La-Tex Computer Sheaux



The last Ark-La-Tex Computer-Sheaux was held November 11, 2006. Over \$160,000.00 was donated to the Shriners Hospital for Children since July 1994 when it was founded.

[www.computersheaux.org](http://www.computersheaux.org)

### ~Contents~

January Meeting .....	1
February Program .....	1
Club Information .....	2
Thank You .....	2
Quick Tip.....	2
President's Page .....	2
Lightscribe Anyone? .....	3
Getting Started With XP .....	3
Door Prize Winners.....	3
Getting A New Computer? .....	4
Web Sites.....	4
Did You Know? .....	4

THE WINDOW  
Published by  
Caddo-Bossier Windows User Group  
Member of APCUG

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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  
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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~****Stop an Unresponsive Application**

This is a procedure that almost everyone already knows, but we will include it for those who may not be aware of it.

If a program stops responding try the following before you press the on-off button.

1. Press Ctrl-Alt-Delete on your keyboard.
2. Click Task Manager.
3. In the Windows Task Manager window,

select the program that's not responding, and then click End Task.

4. A confirmation window appears. Click End Now.

5. If this doesn't work, you can shut down by pressing Ctrl-Alt-Delete and then clicking the Shut Down button.

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

This being the first meeting of the New Year we had two people join the group this evening. They were Scott Bailey and Tom Collins; Pam Sanchez was a guest. Most members have already paid their dues for the New Year but if you have not they are now due. The announcements were about the latest updates for Windows operating system and the new Acrobat Reader Version 8. It is available at the Adobe.com web site and this upgrade eliminates a potential problem with the previous versions. Glenda also informed us of the newsletter archive page on our web site. I encourage you to look at some of the older newsletters to see how we have changed and how times have changed. There are also some very interesting articles that are worth reviewing. Go to [www.shreve.net/~cbwug/](http://www.shreve.net/~cbwug/), click "Newsletters".

The program for the evening covered several topics. The first was a short explanation of how to create a folder and then copy or move files from one drive to another or to move a file from one folder to another on the same hard drive. The recommended way is to use the right click function so you can choose whether to copy or move as you see fit and this makes it a positive selection in each case. There was a demonstration to show how to determine how much space is available on hard drive and recommending that you have at least 15% available space on the drive so that defrag can be run successfully. We also reviewed some file management basics like file naming, organizing and nesting like files together for ease of finding and backing up same. We showed the quick way to run the check disk procedure using the drive Properties/Tool section or by using the Run section. The last item on the program was demonstrating some tweaks to make Windows XP run faster by eliminating special effects, running virus and spy ware programs to insure that these factors slow down the operating system to unacceptable levels. The door prizes for this month were a stress ball won by Clyde Santifer and a surge suppressor for a laptop computer won by Wayne Ebert.

I ask anyone that has a subject in mind for a program, or a person that would be interested in providing a program to contact [glenda@conradi.com](mailto:glenda@conradi.com) with information so we can follow up and hopefully provide interesting and informative content to our upcoming programs.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## Lightscribe Anyone?

Jay Graff

If you are like me, you probably burn a disc, then scribble on the front letting you know what is on there. This method probably works as good as most, but usually does not look that great. This goes double for me since my writing is not the greatest. At one time, I used to make stick on labels that looked great until the glue started drying up, or the burner had trouble writing because the disc was a bit thicker with the label glued on. Recently I replaced one of my burners with a new Lightscribe enabled unit. For anyone out there not familiar with lightscribe, it uses the same laser that it uses to burn the disc to burn the image on the opposite side as well. Of course, this means that after you have burned your disc, you got to turn it over to make the label. As with most technologies, this one has its pros and cons. The first thing that puts it at a disadvantage is the fact that it will only print in grayscale. If you are big on color printed labels, this could be a deal breaker. Fortunately, I think that anything I do different than the way I do now is a plus. Another thing that may make a person think twice is that you have to use a special media. Of course you can use any media you want to burn them, but if you want to make a lightscribe label, you have to buy special discs that are marked lightscribe. They are a bit more expensive than regular ones, but the price has come down recently. The reason they cost more is that they have a special coating that enables the laser to burn the image, plus they have a special hub in the middle that tells the computer that it is a lightscribe disc. On the plus side, you don't have to worry about using ink (which as we all know can get very expensive) From what I've read, if you put the lightscribe and a printer that prints on printable discs, the printer will come out on top every time. I guess if you are into labeling and color, you

should stay away from the lightscribe. One more feature is that if you decide later that you want to add more stuff to your label, all you need to do is (make sure you save it first) go back and open the file and add your new stuff where you want to. I am still a bit hesitant over turning the disc over but I guess I will get used to it. I have not tried to make any labels and I am not sure if I will do that on a regular basis. I still have a closet full of blank media that is perfectly good. But on those special occasions where I want to make a fancy label I plan to use it. After I got it, I went out and stocked up on the special discs so I am in good shape there. But for plain vanilla everyday copies, if you ever get one from me, don't be surprised if you see the same old chicken scratching that have been on all of my previous ones. I think one of the things I need to keep in stock is my supply of permanent markers.

## GETTING STARTED WITH XP

### Move Taskbar To a New Spot

1. Right-click the taskbar. If there is a check mark beside "Lock the Taskbar on the shortcut menu", click Lock the Taskbar to unlock it.
2. Click and hold the mouse button over the taskbar. Then, while holding down the mouse button, drag the taskbar to the left, right, or top of your screen to its new location. When the taskbar is in place, release the mouse button.
3. Move the pointer over an edge of the taskbar until the pointer changes to a double-headed arrow. Click the mouse button, and drag the edge of the taskbar to widen it. When you can read the window titles, release the mouse button. Finally, to prevent your taskbar from being accidentally moved, right-click your taskbar, and click Lock the Taskbar on the shortcut menu.

## Door Prizes Winners for January 2007 Meeting



*Clyde Santifer and Wayne Ebert*

The January door prizes were won by Clyde Santifer, a Microsoft stress ball and Wayne Ebert, a notebook surge suppresser. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

## Getting A New Computer?

By David M. Huckabee

If you got a new computer for Christmas or you waited for Windows Vista operating system to be released, you probably were intimidated by the bunch of “stuff” that the computer manufacturers have so kindly included with their computers. I have set up two laptop computers since the release of Vista on January 30, 2007. One computer had a total of twelve advertisements and offers that were almost impossible to get rid of. If you go to the Add/Remove Programs section of Control Panel, or the Programs and Features of the Control Panel in Vista you might be able to remove some of the “little bundles of joy”, if not then you have other options. If you delete the shortcut on the desk top, you still leave the program on the hard drive taking up space. In some cases if you delete the executable file buried several levels deep in the Program Files folder on the C: drive, you leave an orphaned entry or two in the Registry. Take a look at the Shortcut on the Desktop - right click on the Shortcut, click Properties, click on the Shortcut tab, on the Target line is the location of the offending “junk” location. If it is an exe file, it probably is a standalone program that executes every time you click on the Shortcut. If that is the case, find the program in the path that is in the Target line and delete it sending it to the Recycle bin. The reason it should be sent to the Recycle bin is if it is needed then you can restore it to its original place.

The first thing you may consider is “How do I restore this thing if I have a system crash?” Some of the manufacturers have a restore partition hidden on the

hard drive. If you use this, it puts the computer back to the way it came out of the box. You have to set up everything again (Isn't that wonderful?). One of the notebooks I set up had a restore disk that I had to make in order to get to the hidden restore partition. It created a CD that was bootable that I could use to restore the hard drive. In HP's wisdom, I could only make one of these restore CDs. They did reveal that “If all else fails” I could hold down the F11 key while the computer boots and I could get to the “hidden partition” after the hard disk finished formatting. The other computer came with a full set of CDs and DVDs to reinstall or repair the operating system.

Remember that the operating systems that are pre-installed on the computers that you buy today are supported by the computer manufacturers, so if there is any question why something doesn't work, you have to call the computer manufacturer.

There are some differences between the different operating systems that are installed on these computers. One vendor has added their own set of games that you can preview and purchase while another doesn't have the games available without you having to dig through the hard drive to find them. They are there, but there are no shortcuts to get to them.

You will have to set everything else up, your Internet, Network, and e-mail and how you like the desktop to look.

I guess that I have turned you off to buying a new computer, just take a little time in the store getting familiar with your future purchase.

## ~Web Sites~

### Windows Marketplace

<http://www.windowmarketplace.com/default.aspx>

( Free add-ons for Internet Explorer. Security, time savers, browsers and entertainment categories to help personalize the way you use the Internet.)

### Microsoft Keyboard Layout Creator

[http://www.microsoft.com/downloads/details.aspx?FamilyID=8be579aa-780d-4253-9e0a-](http://www.microsoft.com/downloads/details.aspx?FamilyID=8be579aa-780d-4253-9e0a-e17e51db2223&DisplayLang=en)

[e17e51db2223&DisplayLang=en](http://www.microsoft.com/downloads/details.aspx?FamilyID=8be579aa-780d-4253-9e0a-e17e51db2223&DisplayLang=en)  
(Microsoft Keyboard Layout Creator allows users to create or modify keyboard layouts. Customize your keyboard.)

### Windows Vista Business Test Drive

<http://www.windowsvistatestdrive.com/>  
(Allows you to “test drive” Vista, Microsoft's newest operating system, without installing it on your computer.)

### The Tell Us More Network

<http://www.tellusmore.net/s-shreveport-la/a.htm>

(A growing list of links to area business ads and information. Sponsored by Fox 33 KMSS.)

### Windows Vista

<http://www.pcmag.com/category2/0,1874,1786052,00.asp>

( Tips, tricks and a lot of information, advice and reviews about Vista)

### Super Bowl Ads

<http://youtube.com/superbowl>

( The big game is over, but you can go to this site and see all 51 Super Bowl commercials, that sometimes generate almost as much interest as the game.)



### DID YOU KNOW?

If you have several programs open, as you move back and forth between them, working on different projects, there is a quick way to minimize them all at the same time, if you have a Windows key on your keyboard . Press the Windows key and the letter M to minimize them. Press the Windows key, the letter M & the Shift key at the same time to reopen them all.