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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 14 No 2

Caddo-Bossier Windows User Group Newsletter

February, 2012

January Meeting



C-B WUG Meeting

During the January meeting Bernie Conradi gave a demonstration of a video chat program called oVoo. He chose to use the free version that does a great job, and anyone can download it.

C-B WUG member Jay Graff, who also has oVoo loaded on his computer at home agreed to take place in the demonstration. Bernie called Jay through the oVoo program and then

carried on a conversation with him. Everyone at our meeting was able to see Jay on the computer monitor and to hear the conversation between Jay and Bernie. Jay was able to see everyone in the room that was in the site range of the camera. It was a very interesting program. You do need a video cam to use with the program but they come on some laptops and you can purchase on at a reasonable price.

MEETINGS

Thursday Feb. 9, 2012

Thursday March 8, 2012

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR



Bernie Conradi

Thanks to Bernie Conradi for conducting the January meeting and answering questions.

February Program

Bernie has the program prepared for our February meeting that he will be sharing with us. We hope that you will be able to join us.

Your questions and comments are welcome.

Please tell someone else about out meetings, everyone is welcome.

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THE WINDOW

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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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~A QUICK TIP~

Show File Extensions in Windows 7

Hit **Start**, and in the search box, type **Folder Options** and hit **Enter**.

In the Folder Options window, make sure the **View** tab is selected

and scroll down until you see the option to **Hide extensions for known file types**.

Un-check it and hit **OK**.

President's Page



Caddo-Bossier Windows Users Group January Meeting

Happy New Year to all. The first meeting of the New Year was highlighted by the demonstration of another video chat program. Glenda asked if our members were interested in having a program dealing with video on our computers and all were in favor of trying to get a speaker for this subject. We started the program with a video chat with Jay Graff using the program ooVoo. We talked and saw Jay on our monitor for approximately 15 minutes. He helped explain all the features of the program. We were only concerned with the free features. There are paid versions which allow you more participants and longer video message time. The url for this program is www.ooVoo.com. There was a question about problems when printing. It was suggested that the driver was corrupt or needed updating. Charles Byrd ask about how to control the various tool bars that he now has. We demonstrated how to disable these tool bars using the "Manage Add On" in the Tool menu. We then discussed the installation of programs and what to look out for so you do not install browser tool bars and change your home page without realizing it. Jim Overton asked about using Excel and loading a specific file. It was suggested he pin the file to the Jump List. Then the file can be opened with a single click. We then demonstrated, on the iPad, some DLink cameras that can be used as baby monitors or just to observe your front door or yard. We showed a video that demonstrated the features of CCleaner and gave us a short description of what it does. We also talked about Glary Utilities, which is a similar program, and showed how it works. Next, we viewed a Power Point on how to assign a drive letter to an external hard drive. The purpose of this is to be able to maintain the same drive letter each time you plug it in so the computer will not assign the next available drive letter. The door prize winners for this month were: Jerry Jones winning a 4 gig thumb drive and Fred Kocher winning a ten pack of CD-Rs and cases.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

~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 for providing us with a checking account at no charge.

Tools For Removing Malicious Software

By Wayne Ebert

These tools can be either installed on your computer or used as a toolkit to carry with you.

Combofix clears malware, rootkits, Trojans, worms and viruses but can not be run with an antivirus tool enabled, in fact AVG must be removed from the system before running Combofix. To be on the safe side, run Combofix with the computer in safe mode. Never download Combofix from any other site than Bleeping Computer or Forospyware. Combofix will clear malware, rootkits, trojans, worms, and viruses.

CCleaner has a built in tool for backing up the registry and it is highly recommended to do this backup prior to using CCleaner as it cleans the registry and cached browser data.

Microsoft Security Essentials not only will this anti-virus tool work well to help prevent infection, it does so with as little drain on the system.

Malwarebytes has anti-spyware protection as well as anti-virus protection. There is a Free and a Paid version. The Paid version has a real-time scanner built in. The free version must be run manually. If you do not update both the definitions and malwarebytes manually often, you should pay the \$24.95 for the licensed version.

Clonezillais a Free Open Source Software that allows

backups and recoveries. Clonezilla Live is a small bootable live Linux distribution that allow you to clone a single item at a time. The server Edition requires a DRBL (Diskless Remote Boot in Linux) server and allows massive cloning.

Hamachi is not a tool that will help you clean up your systems, Hamachi will allow you to add machines to a VPN (Virtual Private Network) without having the associated costs of a VPN.

There are so many pieces of software available for the DIY user, which only means more trouble in finding which ones are worth using. This list helps you confirm which tools you need to keep around in your DIY toolkit.

GETTING STARTED TIPS

Hidden Feature

Microsoft has added a new feature to Windows 7.

When you insert a blank memory card into the card reader on the computer, or an external one that is hooked up to the computer, the drive will not show up in the Computer section along with other drives.

This new feature keeps the drive hidden when the drive is empty. Using this simple tip, you can change the necessary setting so the drive will show up whether it is empty or not. Here is how to do it:

- Open **Control Panel** and click on **Folder Options**.
- Select the **View** tab.
- Uncheck **Hide empty drives in the Computer folder**.

Click **OK**

Door Prize Winners for January 2012 Meeting



Jerry Jones & Fred Kocher

January door prizes were won by Jerry Jones, a 4 GB Flash drive & Fred Kocher, a 10 pack of writable CDs with cases.

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

DO YOU “YOUTUBE”?

By Elaine Szaniszló, Editor, Northeast Ohio PC Club
 December 2011 issue, Nybbles & Bytes
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I had always thought that YouTube was a site that had lots of fun videos. Well, it does, but read on!

I was on a trip recently and the fuses blew on the car power outlets. We needed to replace the fuses as our plug-in GPS would not work otherwise. Of course, everyone knows the fuse box is located under the dashboard, right? But did you know some cars have another fuse box under the hood? We found that out on youtube.com. We typed in the car make, model and year, and fuse box, and up came a very nice video showing where the fuses were in the engine compartment, how to get the cover off and showed there was a fuse puller included (a very useful tool, indeed!). Now we would never have known that.

A friend told me he was going to replace a garbage disposal. He went to YouTube. Again, there was a detailed video explaining how to do that. Other ambitious folks I know have used YouTube to get videos on repairing clothes washers, too.

I used YouTube once to get some cooking information, but never realized the wide scope of informative videos that was available. So the next time you want to solve a problem or get information on any do-it-yourself project, check out YouTube. It may make YOU happier

YouTube Keyboard Shortcuts

Spacebar	Play or Pause a video	— Left Arrow	Rewind
Right Arrow	Fast forward	— Up Arrow	Increase Volume
Down Arrow	Decrease Volume	— F key	Full screen view
	Esc key		Exit full screen view

~Web Sites~

Windows Help

<http://windows.microsoft.com/en-US/windows/downloads/service-packs>
(This site lets you get the latest service pack for your version of Windows. It also contains a help and how to sections as well as videos and tutorials to help you understand and learn what to do and how to get around in Microsoft Windows. There is a wealth of information available here.)

Launcher

<http://www.addictivetips.com/windows-tips/launcher-manage-shortcuts-for-applications-files-folders-urls/>
(If you want a portable shortcut manager that can handle application shortcuts as well as website links and shortcuts to local files and folders, you may want to try Launcher. This tool allows you to easily create shortcuts to your favorite web pages, frequently used files & folders and command line parameters in application shortcuts. The application allows you to create unlimited folders for organizing shortcuts into separate categories.)

Upchucky

<http://upchucky.com/Home.html>
(This site is full of music from the past. It has music to listen to, hits of the 40's, 50's, 60's, 70's, 80's and 90's. music videos, 50 years of country music, there is a game room and a lot more. There was a problem opening items in the just for fun section, but plenty of songs and other good stuff.)



DID YOU KNOW?

You can dock a half size window on the Left Side of the Screen: Mouse Action: Drag the Window to left. Keyboard Action: Press Win + Left Arrow. To dock half size window on right of screen drag window to right of screen with mouse or Press Win + Right Arrow.

