# THE WINDOW

WE DO WINDOWS
COME DO WINDOWS WITH US

www.shreve.net/~cbwug

Volume 5, No 7 — Caddo-Bossier Windows User Group Newsletter — July, 2003


*Members read along as Wayne presents the program*

## June Meeting
*By Glenda Conradi*

We had a very nice turnout for the June 12 meeting and what made it even nicer was that we gained four new members.

There were a lot of questions, from how to get files from "My Briefcase" on the desk top to what is the best digital camera to buy. A couple of people mentioned the digital camera they were using and why they thought it might be best but the general consensus was that you really need to decide what you will be using the camera for and then check the cameras in you price range and see if they have the features most important to you.

This was the first meeting I know of where "homework" was assigned. Wayne Ebert gave a short presentation on some annoying things we find in software and asked everyone to make a list of things they like or do not like about some of the software programs they use and suggestions on changes that would help make the program better. Please bring you list in July.

## HAPPY 4th of JULY!!

**Newsletter reproduction compliments of Office Depot**
East 70th-Shreveport

**Ark-La-Tex Computer Sheaux**
**~Sheaux Dates~**

**~2003 Dates~**
*February 8, 2003*
*May 10, 2003*
**August 9, 2003**
November 8, 2003

**www.computersheaux.org**

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**Published by**
**Caddo-Bossier Windows User Group**

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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 editors 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**

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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.** 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.

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## ~A QUICK TIP~

### Display File Name Extensions

Windows is configured to hide file name extensions by default. The file extension is the portion of the file name following the period. It usually consists of three letters.
This could make it difficult when you are looking for a specific file, especially if you have used the same name for more than one file type and the file extension is the only way you can differentiate them.

To show the file name extensions of the files on your computer do the following:
Open My Computer, and select Folder Options from the Tools menu
(or choose Options from the View menu in Windows 95).
Click on the View tab, turn off Hide MS-DOS file extensions for known file types
Press OK.

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# President's Page

### Caddo-Bossier Windows Users Group June Meeting

We had four new members join the group this evening.  Welcome to Will and Margaret McGilvray and Bonnie McEwan and Peter Papay.  The announcements for the evening were the ComputerSheaux results and David Huckabee told us about the internet slowdown last week. Microsoft support for Windows 98 has been extended to June 30, 2004. Adobe Acrobat Reader Version 6.0 is now available to download from the internet.  This is a free program and the one to use to read the newsletters on the internet.  Glenda announced a prize drawing for members who have never won a door prize. Wayne Ebert told us about the free virus program called VCatch Virus Catcher.  The web address is:  http://download.com.com/3000-2239-10048174.html. Be sure and read the instructions very carefully when this program instructs you to delete a file.  Read the details first.  Our questions this evening were about how to get files from the Briefcase folder, problems with CD recording programs and questions about digital cameras.  For the program Wayne Ebert assigned homework for us to do.  Please try to provide some input to him at the next meeting.  With this information we should all be able to learn something about our computers and software.  The door prizes for the evening were:  A Rolodex Personal Organizer won by one of our new members Bonnie McEwan; ULead Video Studio 7 won by Julious Windham; and a Labtec Wheel Mouse won by Joe Pugh.

   I would like to encourage the members to send me an email to bernie@conradi.com and give us some ideas as for future programs. If you have something that you think the rest of the group would be interested in, please do not hesitate to submit an article about it.  Send your newsletter articles to Glenda Conradi and Jay Graff.
*Bernie Conradi,  President Caddo-Bossier Windows Users Group*

## A Lifesaver
*By Jay Graff*

I admit it, I am not a major fan of the MS Windows platform. Don't get me wrong, it does OK most of the time, but it has some serious shortcomings and they seem to pop up at the most inconvenient times. Still, it is the only game in town for the most part, so we are forced to either love it or leave it.

But I discovered one feature, that while I was aware of, I never had much of an occasion to use it. So you can imagine, when I did use it, I was glad it was there.

But I digress, let me go back a few days when I installed a program called Nero 5.5. The original boxed program I used apparently pre-dated Windows XP and initially would not run. I checked the Web Site of the program and found an update that would allow it to run on Windows XP, which I promptly downloaded and installed. It then loaded and seemed to run fine, until I tried to access a CD……then I got a message to insert a CD into the drive (which I had already done). Hmmmmm, something strange going on here.

Since Nero was apparently the culprit, I wasted no time in uninstalling it. As soon as I did, then did a fast reboot, I was then able to access my CD drives. End of story right? WRONG!!!!!

The next day I wanted to put some data on a CD and was unable to. I thought this was very strange so I put in a DVD and tried to play it on my computer. I got a message that there was an unsupported format disk in the drive. I knew this could not be the case since this was an original DVD and I had played it before. Then I tried to load Copy Now, my good old standby copier and I really panicked when it gave me the message that there was no record able device found on my system.

You can imagine my panic. I was at a loss as to what to do. I removed a few programs but the problem did not go away. I immediately got on the internet and did a search for a driver for my DVD writer so I could replace it with the one I had. In the course of my search, I ran across items where other people had written in telling of

their problems with Nero and the Sony DR500A. Suddenly a light bulb lit up in my head. I took Nero off, but suppose that it left a friend or two around that was preventing my drives from working the way they were supposed to.

Here is where the life saver part comes in. Windows has an application made for situations like this, called System Restore. It is not exactly new, but I had trouble using it when I was running ME on another machine. It works much better with XP. I went to it and restored my system to a point a few days before. It restored it, but did not fix the problem. So I went back to a point before I installed Nero. This time it worked great. The one problem with this process is that you lose anything you did after that point, as far as new installations and downloads. It was not a major problem though. I had installed three other programs, which I quickly re-downloaded and installed.

So now I am back where I was before. It's good to know that I can get back to where I was. Like I said, it was a life saver.

### "ClipBook Viewer"

*Tip from Microsoft Windows XP Home Expert Zone*

Remember the old Clipboard Viewer? It's also called the ClipBook Viewer in Windows XP. The ClipBook Viewer shows you the information you have copied to the Clipboard. You can store information permanently in your Local ClipBook and share it with other users. The Local ClipBook opens when you start ClipBook Viewer.

The ClipBook Viewer isn't listed in the Accessories folder on the Start menu in Windows XP, so you might want to create a shortcut to it on your desktop:

1. Right-click your desktop, point to New, and then click Shortcut.
2. In the location field, type C:\WINDOWS\system32\clipbrd.exe.
3. Click Next to give it a name, then click Finish and you're all set.

## Door Prizes Winners for June 2003 Meeting



*Bonnie McEwan, Joe Pugh and Julious Windham*

At the June meeting new member Bonnie McEwan won a Rolodex Personal Organizer, Joe Pugh won a Labtec wheel mouse and Julious Windham won Ulead Video Studio 7 software.

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

# What is System Restore?

*By David M. Huckabee*

Have you ever installed a program and EVERYTHING went WRONG?  Your computer doesn't run right or not at all.

All is not lost, Microsoft has provided a "safety net" that can save you from a lot of grief, that is System Restore.

System Restore will take a snapshot of your system status and archive it for retrieval, so if your PC crashes, you can restore your system files.  Your system files are critical to the smooth operation of your Operating System.

System Restore will NOT restore Word documents, pictures, data folders, or email – it is NOT a backup utility.  System Restore will NOT destroy documents, pictures, data folders, or email when it restores to a previous time, so it is safe to think that your Favorites and History files in Internet Explorer or other browsers are safe.

Automatic Restore Points are generated before you install a new application, driver, or when only a core set of specified system and application file types (e.g. .exe, .dll etc.) are changed.  The states of these files are archived before system changes are made.  Updates will generate a Restore Point and a Restore Point will be made every 24 hours if the computer was on or 24 hours have passed since the last Restore Point was created.

System Restore is installed automatically when Windows ME or Windows XP is installed on your system.  They both can be reached by:  START, Programs, Accessories, System Tools, System Restore.  You can create a Restore Point manually or Restore to an earlier time from that point.

To create a Manual Restore Point, select that option and press Next.  The next screen shows the current date on a calendar and a name that you can give to this Restore Point that may mean something to you if you have to use this Restore Point in the future.  Select Next and follow the directions that are presented on the screen.  Your system will gather some information to place with the System Restore Point and then SHUT DOWN and re-boot with the data that is saved with that Restore Point.  When the system restarts you will see that the Restore Point was restored.  If you have made a Restore Point and change your mind you have the option to go back to the previous settings that were there before the new Restore Point.

To use a Restore Point, select: Restore my computer to an earlier time and press Next.  The next screen shows a calendar, the bold dates have Restore Points.  Select a date in bold type, a list of Restore Points on that date appear on the right side of the screen and select the Restore Point that you need and press Next.  Your computer will shut down and re-boot with that Restore Point.

How much room does System Restore use, can I change or turn off System Restore?  System Restore uses a maximum of 12% if the drive is over 4 GB – 400 meg if the partition is less than 4 GB.  The amount used can be changed by: Start, Control Panel, double-click System, select the System Restore tab and if you want to disable System Restore on all drives make that selection or select the drive, then settings and move the selector to whatever size that you want.  Keep in mind that if you make the size too small you might do away with a Restore Point that you may have needed.  The Restore Points will go away as the amount of space is used.  The oldest Restore Point will drop off when a new Restore Point is added.

I know that this may be intimidating to most of you, but the Operating System will do this for you automatically without your even knowing.

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## ComputerSheaux August 9

The next ComputerSheaux is scheduled for the second Saturday in August.

This will be the third Sheaux this year and we hope it will be as successful as the one held in May.

We really appreciate the volunteers who help with the ComputerSheauxs.

For those who may not know, all the proceeds go to the Shriners Hospital for Children in Shreveport.

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## ~Web Sites~

**Drivers Collection**
http://www.driverscollection.com/
*(Looking for a driver? You may find it on this Web site )*

**Drug Information**
www.rxlist.com/
(*The internet drug index by RX List )*

**Babel Fish Translation**
http://babelfish.altavista.com/babelfish/
(*Translate up to 150 words to or from English to almost any language)*

**Buying Guides -- Digital Camera**
www.viewz.com/shoppingguide/
digicam2.shtml
*(A great sight that covers a lot of information on digital cameras )*

**Today's Front Pages**
www.newseum.org/todaysfrontpages/
*(View the front page of newspapers from around the world and the USA)*

**Computer Help & Tips**
www.thepcyoubuy.com/page8.html
*(This site offers "Computer Help and Tips" to give information on Computers, hardware, software, etc)*

### DID YOU KNOW?

If you accidentally turn on the Caps Lock Key and want to be alerted to this situation, you can add a sound to the Caps Lock key. In Control Panel double click Accessibility Options. Select the Keyboard tab. Check Use ToggleKeys. Click OK. This will also set sounds for Num Lock and Scroll Lock.