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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 6, No 1

Caddo-Bossier Windows User Group Newsletter

January, 2004



Treasurer, Charlie Byrd, signing up members for 2004

December Happenings

By Glenda Conradi

December was a very busy month for most of us and we want to thank everyone who took time out from their busy schedule to attend our December meeting. There were a lot of questions and answers shared by the members and Wayne Ebert presented a short program that covered a variety of interesting subjects such as using the F3 key to bring up the Search function, screen shots, how to make XP look like Windows 98, getting free updates and setting your computer so someone can not use it to go to certain Web sites, to name a few.

Just a reminder that January is the month for everyone to renew their dues. Renewal is \$12.00. Just a dollar a month!

On December 17 we had a short board meeting to prepare for the coming year. It was agreed upon by all board members that, in order to alleviate pressure on one person to be responsible for planning a monthly program, that we have a program committee rather than a program director. This approach has been implemented on a trial basis for quite some time and it has worked very well. This will require a bylaws change which will be presented to the membership for approval.

The board does not recommend any expenditures at this time other than the purchase of more checks, deposit slips and receipt books.

(Continued on page 4)

MEETINGS

Thursday January 8, 2003
 Thursday February 12, 2003

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

*Meetings 2nd Thursday of each month
 7 p.m.*



MARK YOUR CALENDAR

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Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2004 Dates~
February 21, 2004
 May 8, 2004
 August 14, 2004
 November 20, 2004



www.computersheaux.org

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HAPPY NEW YEAR!!



THE WINDOW
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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.

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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
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~**Quick Cleanup for a Single Disk**

You can quickly clean up a single hard drive by deleting unneeded files in Windows 98, 2000, and Me using Windows' Disk Cleanup utility.

Select Start/Programs/Accessories, System Tools/Scheduled Tasks/launch Disk Cleanup.

Then choose the drive you want to clean up.

A faster way is to Alt-double-click

a drive icon in My Computer or Explorer (use the right pane, not the folder tree on the left), or right-click the drive icon and choose Properties. Then click the Disk Cleanup button on the General tab.

Windows' Disk Cleanup utility gives you numerous choices of files to select for deletion.

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

The meeting started with a short business meeting with a Treasurers report of \$2,152.07 for a balance for the year. Election of officers followed with the return of all officers to the board for the coming year. They are Bernie Conradi, President, Wayne Ebert, Vice President, Charles Byrd, Treasurer, and Glenda Conradi, Secretary. Ruben Morris joined our group this evening. Welcome Rubin.

A board meeting is scheduled for December 17, 2003, at Podnuh's Bar-B-Q on Shreveport Barksdale Hwy. All members were invited to attend. The question and answer session consisted of questions about using more than one monitor with Windows XP; problems with Zone Alarm and a conflict with virus programs; deletion of cookies and the use of drive cleanup feature. A thumb drive was demonstrated and an article was read about the use of this drive for security purposes with the program Roboform .

The program Belarc was demonstrated and there were many suggestions as to how this program could be used. Wayne Ebert provided us a number of tips for use in Windows XP like the F3 Search, use of print screen, volume control and clock, and how to make Windows XP look like Windows 98, how to pin a program to the Start menu and many others. The door prizes were: A programmable mouse won by our new member Ruben Morris; a scsi cable for a zip drive won by Mark Reeves; ULead Video 7 program won by Thelma Windham; a Microsoft bag and T-shirt won by Wayne Ebert; and a Gel-Mouse pad won by Jane Blase.

Bernie Conradi, President Caddo-Bossier Windows Users Group



Wonder No More

By Jay Graff

How many times have you sent an email out to a friend or relative and sit and wonder whether or not they received it? My two sons are especially bad about answering. I can send either one of them mail and usually I have to call them to find out if they got it or not.

Well there is now an answer for those of us with that problem. I found a neat little program called MSGTAG that addresses this dilemma. It's a small program and can be found at www.msgtag.com. They offer a number of versions, but the MSGTAG Free works just fine. The others allow you to personalize the message that is attached to the bottom of your mail.

The way it works is that it tags your outgoing mail and as soon as the recipient opens it, you are sent an email confirming this. It's like registered mail for email. You originally configure the program for your email account and the first time you use it, it will automatically import whichever account you chose and give you another option as to whether you want to include them or not. You can also choose not to tag individual mails by clicking on the little icon that resides in your system tray. If you shut the program down, they warn you that you won't get any confirming emails till you start it up again, but you can do so if you wish.

It will work on any POP mail system, but not on Web Mail, like Hot-

mail or Yahoo, or for some reason, AOL. At first I was a bit concerned that it would interfere with my Anti-Spam program because after all, when I bounce mail, I figured it was the same as sending it. Apparently it doesn't work like that because so far I have not gotten any emails that the bounces got their mail back.

In this day and age of Spam, the last thing you want or need is more mail cluttering up your inbox. I suppose if you send out lots of mail it can get to be a problem, but in my case, it works out perfectly. After I get the confirmation email, I simply delete it, but now I have the peace of mind knowing that they got it, even if they can't answer right away.

So go ahead, go to their web site and download the program. Then you can send out your email and wonder no more if they got it.

GETTING STARTED WITH XP

Decreasing Boot Time

The purpose of BootVis, a program made available by Microsoft, is to analyze and decrease the time it takes to boot to Windows XP.

To download BootVis go to <http://www.onecomputerguy.com/software/bootvis.exe> It will take you to the download site.

1. Uncompress the file.
2. Run BOOTVIS.EXE
3. For a starting point, run Trace / Next Boot + Driver Delays
4. This will reboot your computer and provide a benchmark
5. After the reboot, BootVis will take a minute or two to show graphs of your system startup.
6. Note how much time it takes for your system to load (click on the red vertical line)
7. Then run Trace / Optimize System
8. Re-Run the Next Boot + Drive Delays and check load time again.

Door Prizes Winners for December 2003 Meeting



Mark Reeves, Ruben Morris, Thelma Windham, Wayne Ebert & Frank Page

The December door prize winners were Mark Reeves who won a Zip drive cable, Ruben Morris won a programmable mouse, Thelma Windham won Ulead Video Studio 7 software, Wayne Ebert won a Microsoft bag & T-shirt and Frank Page won a gel mouse pad.

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

PowerToys

By David M Huckabee

As you look back at the holiday season do you realize that all Santa left you was a lump of coal? The kids got all of the toys and you got NOTHING.

Rejoice, Microsoft has some toys for you and they won't cost you anything.

After Windows XP was released, the developers said, "Wouldn't it be nice to give something to the customers to add a little fun and functionality to our product?" They made available Microsoft PowerToys for Windows XP. They are not a part of Windows and not supported by Microsoft, so don't go calling Technical Support for help. If you have an older version of PowerToys installed, you MUST UNINSTALL before installing the new ones.

These are available at: www.microsoft.com/windowsxp/pro/downloads/powertoys.asp. You don't have to install all of them, just those you want.

The PowerToys are:

1. Alt-Tab Replacement – when you have multiple sessions opened at the same time you can see the icon of the application you are switching to and a preview of the page, just by hitting the Alt and Tab keys at the same time.
2. Open Command Window Here – gives you a context window option on the file system folder to open a command window (cmd.exe) pointing at the selected folder.
3. Power Calculator – have you ever wanted a really powerful calculator that can graph, do conversions, and do functions that scientific or financial calculators can do? This is it.
4. Image Resizer – allows you to resize one or many image

files with a right-click.

5. CD Slide Show Generator – ever want to show a bunch of images that have been burned to a CD? This PowerToy can show them as a slide show. Also works on older Windows 9x operating systems.
6. HTML Slide Show Wizard – helps you create an HTML slide show of digital pictures for your Web site.
7. Webcam Timershot – this wizard allows you to send your Webcam generated pictures to any location you wish.
8. Virtual Desktop Manager – if you have your Windows desktops set up for different types of applications (Games, Business, Children, etc.), you can manage up to four desktops from the taskbar.
9. Taskbar Magnifier – if your eyesight is failing or you want to get a closer look at a part of a page, you can magnify part of the screen from the taskbar.
10. Tweak UI – this is the most useful and powerful PowerToy available. If you are uneasy about making changes to the Registry, this PowerToy makes some of the Registry changes for you. (Requires Service Pack 1).

Tweak UI gives access to system settings that are not available, by default, to the casual Windows XP user, Windows Explorer settings, mouse settings, taskbar settings, logon screens, and repair or rebuild Icons, font folder, music pictures and video Icons, Regedit, and unread mail count.

Who said that you can't get something for nothing, this is better than a lump of coal for Christmas.

(Continued from page 1) December Happenings

It was also noted that the club computer is quite outdated and is no longer functional. The board voted to put the cpu on the donation table at the February 21 ComputerSheaux. What ever money is taken in for it will go to the Shriners Hospital for Children.

~Web Sites~

Holidays in 2004

<http://www.care2.com/send/catholiday.html>

(Lists Holidays in 2004. Some that you probably did not even know existed)

wweebbeerr's lists

www.home.earthlink.net/~wweebbeerr/
(A Web site that offers a lot of links that take you to a lot of sites that offer a lot of information)

Inside Outlook Express

www.insideoe.tomsterdam.com/
(A source of technical information, help and tips for users of Microsoft Outlook Express® for Windows, versions 5, 5.01, 5.5 and 6)

Windows XP - Home User Self-Defence

www.uksecurityonline.com/husdg/windowsxp/wxpp2.php
(Gives you tips on increasing internet security in XP and provides a lot of useful information from analyzing a threat to security services, and a lot in between)

Beginners Guides: Firewalls and Internet Security

www.pcstats.com/articleview.cfm?articleID=1450
(Some basic guidelines for securing your computer)



DID YOU KNOW?

In XP you can stop the Desktop Cleanup Wizard from popping up.

1. Right click on the desktop.
2. Select Properties
3. Click on the Desktop tab
4. Click on the Customize Desktop button
5. Uncheck Run Desktop Cleanup Wizard