



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 7

Caddo-Bossier Windows User Group Newsletter

July 2007

**June Meeting**

*By Glenda Conradi*



*Richard Conradi, Wayne Ebert and Ed Waites*

Richard Conradi, with CPU Wholesale Computers presented a very interesting program, informing us of how hardware has changed dramatically over the past few years and some of the things we need to look at when upgrading our computer, or purchasing a new one. He talked about the things that make the computer run and noted that the motherboard is the vehicle that

holds the components you want on your computer. Richard explained why a new processor is better, what CPU choices you have and memory (RAM) choices. He also told us the latest on video cards, monitors and hard drives, and much, much more.

We want to thank CPU Wholesale Computers for providing a CPU T-shirt and a 512 MB thumb drive for two lucky winners.

**July Program**

Microsoft Mind Share gives support to computer clubs by periodically sending Microsoft materials to inform us of some of the latest products and by supplying items to give as door prizes. They recently sent another care package and asked that

we take a look at Microsoft Publisher 2007, so that is one of the things we will do at our July meeting.

We always have a healthy exchange of questions and answers, as well as tips and suggestions.

**\*MEETINGS\***

Thursday July 12, 2007

Thursday August 9, 2007

**Podnuh's Bar-B-Q**

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)

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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.

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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~****Disk Full Error**

If you attempt to store a large number of small files on a disk, even if the total amount of data you are storing is only a fraction of the available disk space, you can experience a disk-full error.

Many users aren't aware that the

number of files in the root folder of any disk is limited. For example, a floppy disk's root folder will hold 112 files, while a hard disk can hold 512. The solution to this potential problem is to store all your files in one or more folders.

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

It was a rainy, stormy evening and we still had a very good turnout. It was great that we braved the raining evening to attend our meeting. Hans Dyke was the new member that joined this evening. Welcome Hans we are glad to have you as part of our group. Richard Conradi of CPU Wholesale Computers gave the program for this month. His program was very informative and very enlightening. His topic was hardware. He explained some of the new Intel and AMD processors, power supplies, hard drives, video cards, memory, monitors, and explained that you need to get the correct motherboard for the other associated hardware that you want. What hardware you need depends on how you are going to use the computer; surf the internet, email, data processing or gaming. Gaming is the task that takes the most "horsepower" and as a result you would want the latest and greatest to run all the new games that are made for the Direct X 10 environment. He also brought a power supply, two motherboards, some memory, and a hard drive to pass around, so we could see what the looked like. It was great to see some of this hardware for real. I want to thank Richard for his fine program and also for the door prizes that he provided. His door prizes were a CPU T-shirt won by Wayne Ebert and a 512 memory stick won by Ed Waites. Richard also assisted in answering a number of questions after his program had ended. Jerry Jones told us of his saga of ordering a computer from Gateway. Thanks Jerry for your input. We hope your computer arrives on time this month. The club door prizes for the evening were a 1 gig thumb drive won by Jerry Jones and a mouse won by Thelma Windham. Congratulations to all our winners.

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 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.

## Are You A Collector?

*Jay Graff*

As we all get older, we tend to hang onto the stuff we have. I suppose us humans like to collect things. One of the things I collect is movies. I have a modest collection and sometimes finding out info on them can be a challenge. Until now that is. I found a site that has a number of programs that will create a database for many different kinds of collections. Right now they have them for Music, Movies, Books, Comics, Games, MP3's and Photos. Since I am more into movies, I was intrigued with what it could do. The biggest hangup about keeping track of any collection is that you have to enter data about it. This program makes it really easy. All you do is enter the name (in my case the name of the movie) and it will do an internet search using as many as 10 different web sites that have that particular information on them. After the search is finished, you can pick which title you want and if you are not sure, you can preview it to make sure it is the one you want. After all of the searches are done and you pick which titles you want, it combines them and incorporates them into one super info package that gives you more information than you will ever use. It even loads the front and back cover of the package. If you are really lazy, you can type in the barcode number and it will find it that way, although I prefer to type in the name. Once it is in the database, you have access to things like the actors, director, plot as well as technical information like region and dvd type. You can keep track of whether or not you have seen it, as well as if you have loaned it out and to whom. You can print out a comprehensive list and if you have a favorite actor, you can do a search and see if they are in any of the movies in your list. I had one program before that I really liked, but this one blows the doors off of that one. It makes collections really easy to keep

track of. It is one of those programs that make you wonder how you ever managed to get along without it. I have not tried many of the other ones, but I assume they work the same way. I HAVE tried Music collector and it is the same. You type in the artist or album title and it will do an internet search and give you a comprehensive list of that particular album, along with the front cover of the CD case and the tracks on there.

As with Movie Collector, you can do a search for any one artist or song. These programs are not free. They are shareware but you can find out more about them by going to [www.collectorz.com](http://www.collectorz.com). If you are into collections and need a fast and easy way to keep track of them, this is the place to go. Now when I want to watch a movie in my collection, all I have to do is either load the program or look at my list that I printed out and find one that suite my mood. Now I need a program that will watch them for me.

## GETTING STARTED TIPS

### Give Snipping Tool a Shortcut Key

Windows Vista has a screen capture/screenshot tool called a Snipping Tool. You can select specific areas of the screen or full screenshots and save them using this tool.

The Snipping Tool does not include a hot key to give you quick access to it, but you can create a hot key by using the following steps.

Bring up the Start Menu, and click on All Programs. Click the Accessories folder, and you'll see the Snipping Tool. If you don't see it, it's probably because it's not installed or didn't come with the version of Vista that you have.

Right click the Snipping Tool to go to the Properties screen. You'll see a Shortcut key text box where you can type in your own Hot Key combination, such as Ctrl + F 11. Make sure your short cut combination is not already assigned to something else.

Keep in mind that you will probably not be able to use the PrintScreen key if you assign a hot key to the Snipping Tool.

## Door Prizes Winners for June 2007 Meeting



*Jerry Jones & Thelma Windham*

The June door prizes were won by Jerry Jones, a zMate Pen 1 GB Thumb Drive and Thelma Windham, an optical mouse.

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

## Running Out of Room?

By David M. Huckabee

Has your computer slowed down? After you have ruled out that viruses or spy ware is not the culprit, where do you go from here? Take a look at the partition that contains your operating system. Double-click My Computer, right-click on the C: drive and click Properties and look at the pie-chart on the General tab representing the C: partition. If there is less than 10% of the drive available as free space, you may have found the reason for the system slow-down. While you are there click the Disk Cleanup button and remove the items that you think you can live without. Click on each one of the "Files to Delete" categories to get the description and a recommendation.

The reason Windows slows down when the free space is low is that when Windows boots it re-writes some files and deletes some files. These are settings and house-keeping files. When there is little free space, the file system has to look around on the remaining free space to write these files and then delete the files and settings that it is replacing. You can see this by defragmenting the C: drive then re-booting and analyzing the drive using the defragmenter. There will be fragmented files. If you have another partition on the drive, other than the Restore partition (leave this alone), or another hard drive, you can move files to this new partition and/or drive. If you do not have the room on the current drive, you might consider adding another drive for your precious data and programs.

Another way to gain free space on the C: drive, you can copy your documents to CD, DVD, or external hard drive. You do need to archive these important files any way. If you do have available space on another partition or hard drive, you can move your Documents and Files folder to that available space and have it readily available like it was on

the C: drive. To do this: right-click on the My Documents folder on the desktop, Properties, on the Target tab look at the Target folder location. This gives you the current location of My Documents. If you click the Move button, you can select where you want to move the My Documents folder and its contents. Be sure you have enough room for all of these files. If something goes wrong, you can move it back to its default location.

You can gain more room by moving or changing the size of the Paging File. The Paging File is used by Windows when you run out of real system memory by opening more than one program that will fit in the memory that is in your computer. The computer places parts of the programs that will not fit in the regular memory into a space that is reserved on the hard drive. By default, this is on the C: drive. To get to these settings, click Start, Control Panel, System, Advanced tab, under Performance, Settings, Advanced tab, Virtual Memory, Change. You can change a number of things here, where the Paging File can be placed, the size of the Paging File, whether to let Windows manage the size of the Paging File, set a custom size, or not to have a Paging File (NOT RECOMMENDED).

There are other things that can be file tuned to gather more free space, but they will not gain much room. The best thing is to add a hard drive and unload some data to it. If you decide to start over by reformatting and reloading Windows, allow enough room on the C: drive or get a larger hard drive as your primary drive, partition it so that Windows uses the C: drive and your programs are on your D: drive. When you install programs there is usually a custom installation that will allow you to install them to the D: drive rather than the Programs Folder on the C: drive.

## ~Web Sites~

### Help With Windows

<http://www.helpwithwindows.com/>  
You can browse this site for information, tips & troubleshooting information about Microsoft Windows Operating Systems.

### Download.Com

[http://www.download.com/3120-20\\_4-0.html?tg=dl-20&qt=Windows%20vista&tag=nl.e497](http://www.download.com/3120-20_4-0.html?tg=dl-20&qt=Windows%20vista&tag=nl.e497)  
(Vista downloads)

### Sea Monkey Project

<http://www.mozilla.org/projects/seamonkey/>  
(Web-browser, advanced e-mail and newsgroup client, IRC chat client, and HTML editing made simple -- all your Internet needs in one application.)

### Doug's Windows Tweaks & Tips

<http://www.dougknox.com/>  
(Tweaks, Fixes and Utilities with links to pages containing Tweaks, Tips and Fixes for Windows® 95/98/Me/XP.)

### Customizing Windows Vista Part 1

<http://www.pcmag.com/article2/0,1895,2106626,00.asp>  
(We show you how to personalize Vista top to bottom, from the Start menu to Folder Options.)

### Customizing Windows Vista Part 2

<http://www.pcmag.com/article2/0,1895,2110431,00.asp>  
(This is the second part of the above web site that shows you how to personalize Vista from the Start menu to Folder Options.)



### DID YOU KNOW?

You can restore a single file from the Recycle Bin to its original location. Double-click the Recycle Bin icon. When the Recycle Bin window opens, locate the file you want to restore and click it. Now choose File, Restore. This removes the selected file from the Recycle Bin and places back into the folder it came from.