



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.cbwug.com

Volume 11 No 7

Caddo-Bossier Windows User Group Newsletter

July 2009

June Meeting

By Glenda Conradi



Group Listens to Presentation by Bernie Conradi

At the June meeting we learned about some of the new features and improvements included in the soon to be released Windows 7. There was a demon-

stration of the beta version.

There were also a lot of questions on computer problems answered in the Q & A session of the meeting.

July Program

Mike McLallen, a very qualified and interesting speaker, will present our program in July. Mike spent 20+ with the Air Force where he was a computer technician, an instructor in computer systems and later, during his fifteen years at Barksdale AFB, was Superintendent of Training for 8th Air Force. He later owned and operated two computer companies where he and his sixteen employees sold and installed computers, printers and Novell networks. His companies also did a large amount of classroom instructions for corporations and individuals throughout North Louisiana. Mike is currently a retired Instructional Specialist for Caddo Parish School Sys-

tem, and continues to do contract work.

Mike has planned a very interesting program for us. How many time have you searched for a file or document on your computer and was unable to find it. Also, file management procedures are a must for everyone who uses word processors such as Microsoft Word or Word Perfect. Well, Mike is going to show us some of the tricks he has learned over the years. Mike says, *“There is life after MY DOCUMENTS!* Be sure to attend this meeting and see and hear what Mike has to offer us.

This is one program you won't want to miss.

Visitors welcome.

MEETINGS

Thursday July 9, 2009

Thursday Aug. 13, 2009

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR



We want to thank Bernie Conradi for his presentation on Windows 7, the new Microsoft operating system scheduled to be released, and in stores, October 22, 2009.

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THE WINDOW

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Membership Dues.
Full: \$12.00 a year
Spouse: \$6.00 a year
Student: \$6.00 a year.

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

~A QUICK TIP~**Set Mouse to Single Click in Windows Vista**

You can set the mouse to single click in Windows Vista using the following steps.

Click Start>Control Panel and make sure you're in Classic View. Then click "Folder Options".

Look to make sure "Single-click to open an item" is selected; click Apply, and then OK.

Now instead of clicking twice you can click once and get the same results as a double click.

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

The meeting started with Glenda's usual announcements. It was also decided that the group would send a donation to Life Share Blood Bank in memory of David Huckabee. She then announced that Henri Corley would assume the position of Advisor to the Board. Welcome Henri!! Bernie Tull was a guest this evening. We then moved into the question and answer session. Jay Graff started the session off with some information he received from Acronis. After asking a question of Acronis as to why the file size of the image is sometimes larger than at other times. He was told by Acronis that defragging the hard drive prior to doing a backup can change the size of the backup image. Defragging it prior to backing up can make the file size larger. Bob Salts ask how to change the desktop in Windows Vista and it was suggested he right click on the Desktop and Click on Personalization. Then you can click on the Desktop tab and change your wallpaper. There was also a question about removing unwanted trial ware that is installed on a new computer. It was suggested that using the free program "Decrapifier" will identify this software and give you an option to remove it. Hallie Bellotte ask us to show the various ways that you can have two applications show on your desktop. So we demonstrated "Cascade Windows", "Tile Windows Horizontally", and "Tile Windows Vertically". You do this by right clicking on an open area in the Taskbar and then selecting the feature you want. We then showed the free program "MailStore Home". You can use this program to archive your email and clean up your hard drive if you so desire. You can also export your archive back to your mail program or another mail program. We also looked at an internet download and what features are included in the various versions of Windows 7 that will be released on October 22, 2009. We had a description of what the differences are between Flash Player and Shockwave. Both of these plug-ins are needed to view the various web sites that you visit. Our last item of the evening was a quick review of the necessity of being cautious when downloading files and opening attachments to email. The main theme is if you do not know where the attachment originated then delete it. We also reminded all that sometimes attachments may come from someone you know, but in fact they are not from who you think they are from and it is a good idea to confirm that it is a valid attachment from someone you know. The door prize winners for this month were Bob Salts a CD 10 pack and Clyde Santifer a 4 gig thumb drive. Congratulations to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

Revo Uninstall It

by Jay Graff

It happens time and time again! You have a Windows application that you can use, but soon some third party developer comes out with a program that works much better than the Windows version. Most of the time you have to buy this new more efficient version, but eventually, they come out with a free version that works much better. Such is the case with this new uninstall program I found, called Revo Uninstaller. Normally, when you install a program in Windows, there is a "shotgun" effect. That is that the program usually puts traces all over your computer, but when you use the Windows uninstaller, it does not get rid of all of these traces. I found one awhile ago that got rid of the obvious files, but also checked the registry and orphan files. That was the best thing going until now. But the drawback was that you had to pay for the program. Fast forward to the current and you will discover Revo Uninstaller. Not only does it perform the same functions as the commercial ones, it goes further and offers you four different levels of uninstall. It ranges from a simple uninstall, much like the one you have in Add/Remove Programs to one that is quite involved and does a deep scan of your registry. Here is an excerpt from their web site;

With its advanced and fast algorithm, Revo Uninstaller analyzes an application's data before uninstall and scans after you uninstall an application. After the program's regular uninstaller runs, you can remove additional unnecessary files, folders and registry keys that are usually left over on your computer. Even if you have a broken installation, Revo Uninstaller scans for an application's data on your hard disk drives and in the Windows registry and shows all found files, folders and registry keys so you can delete them.

But this is more than just another pretty face. The download comes with a series of 8 more useful programs. Too numerous to mention

here, you need to visit the web site and read about it for yourself.

<http://www.revouninstaller.com/>

I was eager to test it out and luckily I had one program that I installed awhile ago that I no longer needed or wanted. When you load the program it brings up all of the icons of your installed programs. Once loaded and chose what program I wanted uninstalled, I was offered a choice of which level of uninstall I wanted. The choices were Built In, Moderate, Safe and Advanced. The Safe was the one they recommended, so that was the one I decided on. It performed as advertised. It even created a restore point, something that my old commercial program did not do. I plan to run this program again, very soon. This time I will probably use it to uninstall the uninstall program that I used to use. So check your programs. If you want to uninstall, don't uninstall....Revo Uninstall it.

GETTING STARTED TIPS

Short Cut Icons

If you install a program and it does not put a shortcut icon on the desktop, and you are not sure where the program went, look in the Program Files that you get to by clicking Start/All Programs. Most programs' default location is in a folder in the Program Files. Shortcuts don't change the real location of a file or program, they only make it easier to access the file or program from the desktop.

To find your newly-installed program, go to the Start menu and select All Programs. Scroll to your program and click on it to start.

To put a shortcut on the desktop right click the program name and click Create Shortcut. It will create a shortcut using the name of the program and will add a 2 to the end of it. Drag this new shortcut to the desktop where it will create an icon. Right click and choose rename if you want to change the name.

Door Prizes Winners for June 2009 Meeting



Bob Salts and Clyde Santifer

The June door prizes were won by Bob Salts, a 10 pack of CDs & Clyde Santifer, a 4 GB Thumb drive. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

When You're Hot, You're Hot...

By Bob Franklin

I really don't have any "hot topic" to write about this month. I guess this sweltering heat is the hottest topic lately. Excessive heat in your computer is not good either and can even lead to your CPU burning out or an unstable operating system.

While the summer heat is taking its toll on our gardens and lawns, it can also be a problem for our computers. So let's look at a few ways to chill out our overheated computers. The first thing to look at is good air flow. There should be at least a couple inches open on each side. The back should be completely open and unobstructed, because that is where the hot air exits the case. The front also should be completely open and unobstructed to allow cool air to enter the case. Avoid placing the computer on the floor under the desk or a desk enclosure to hide the case from view. You may have a neat and well organized computer room, however you will be smothering you PC to death.

Keep your PC clean. A dusty, dirty computer will run several degrees hotter than a clean and dust free machine. Dust and lint inside the case will not allow air to flow properly or heat to dissipate effectively from the heat sink. Unplug your computer, open up the case, and use canned air to remove the dust from each fan and all other internal parts. The power supply has an internal fan, and in some computers this is the only source that blows hot air from the case. To help reduce the amount of dust, pet hair, and other debris, from being drawn into your PC by the fans, do not place the computer on the floor. The ideal place is on the desk beside your monitor. Not only will you have a

drives, front ports, and switches will more easily be reached.

Location, location, location.... this is something that is often overlooked. Believe it or not, where your computer is located in your room may have a dramatic effect on the temperature at which your machine runs. Don't place your machine in direct sun light. In the summer place the case where cool air from the air conditioning can be drawn into the case. Unfortunately computers can overheat in the winter because of location. Be cautious about locating your computer close to heaters or a fireplace. Remember, hot air does not dissipate heat as well as cool air, so locate your computer in the coolest area of the room.

Laptops can overheat too, maybe more so than desktop machines. Cool air is pulled in through the sides or the bottom of the laptop and it is then blown out at the back. If you use your laptop on your lap, you could block the vents and cause the CPU to overheat. If you use your laptop on a desk for extended periods, the heat beneath the laptop still needs to be removed to prevent overheating. One solution might be a Targus ChillMat, which is a laptop platform containing two large diameter, USB powered fans. There are other options to cheaply and easily cool down your laptop. Simply place your laptop on something to allow more air to circulate. I know one guy that glued Popsicle sticks together to make a rack to increase air flow under his laptop. Because laptops are portable and can be exposed to many different temperatures and dimates, just be aware of your surroundings and take appropriate actions to keep

~Web Sites~

Downloads A to Z

<http://www.microsoft.com/downloads/en/A2ZPage.aspx>

(A list of all downloads in the Microsoft Download Center, grouped by product or technology.)

Weather Flash

<http://weatherflash.com/>

(A quick and easy way to check the weather in your area, or almost anywhere in the world. Just type in a city and if there is more than one city with that name you will be given a list of cities all over the world with that name to choose from. You can also just type in the city name and the state or location.)

PowerPoint Viewer

[http://www.microsoft.com/downloads/details.aspx?familyid=048DC840-14E1-467D-8DCA-19D2A8FD7485](http://www.microsoft.com/downloads/details.aspx?familyid=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en)

&displaylang=en

(Microsoft Office PowerPoint Viewer 2007 lets you view full-featured presentations created in PowerPoint 97 and later versions.)

Earth Clinic

<http://www.earthclinic.com/>

(Folk remedies that may or may not work, but are a lot of fun to read about.)

On-Screen Keyboard

<http://www.microsoft.com/enable/training/windowsxp/usingkeyboard.aspx>

(On-Screen Keyboard is a utility that displays a virtual keyboard on the computer screen that allows people with mobility impairments to type data by using a pointing device or joystick.)



DID YOU KNOW?

You can open a keyboard on your monitor screen and click on the keys with your mouse to type.

Go to Start, Run and type in "osk" (without the quotes). In Vista, just type "osk" in the search bar. Click OK and a mini keyboard will pop up on your screen. (osk stands for On Screen Keyboard)