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**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

Volume 13 No 7

Caddo-Bossier Windows User Group Newsletter

July, 2011

**June Meeting**



*Bernie Conradi Shares Information With The Group*

At the June C-B WUG meeting Bernie Conradi started out by showing a video that Kim Komando had on her Web site that gives a you a look at what Windows 8, that is now under development, is going to look like and what it is supposed to do and some of its new proposed features. Next he shared information about several handy free ware programs and

gadgets. One of the items he demonstrated was the Windows 7 Jump List that gives you quicker access to your files. There was a question during the question and answer session about turning an add-on off that is running in the background and another question about a problem someone was having when using Microsoft Publisher.

**July Program**

Our July program will be presented by Bernie Conradi with more good information on the

Windows operating system. Your questions are welcome. Please join us and invite a friend.

**\*MEETINGS\***

Thursday July 14, 2011

Thursday Aug.11, 2011

**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 presenting the May program and answering questions.

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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.

C-B WUG's Web Address  
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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~****Shake Feature In Windows 7**

In Windows 7's there is a "shake" feature, that lets you minimize every window except the one in which you're currently working.

Click and hold the title bar of the window you want to keep on the desktop; while still holding the title bar, shake it quickly back and forth

until all of the other windows minimize to the taskbar. Then let go. To make them return, shake the title bar again.

You can accomplish the same thing by pressing the Window key and the Home key at the same time.

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

The meeting started with the usual announcements and Treasurer's report. We then moved to the questions and answers and a brief discussion of the most recent newsletter. We talked about the browser add-on called "Invisible Hand", and show how it works on the web page. It is a handy program if you are shopping on the web. Darryl Strange asked about turning an add-on off that is running in the background. We showed how to do that by going to the options and then add-ons. Jim Jones asked about a problem he was having when using Microsoft Publisher. We started the program with a video from Kim Komando which was a brief look at what Windows 8 is going to look like and what it is supposed to do. We showed the freeware program called "Speccy" and how you can use it to learn many details about your computer. We also demonstrated the latest gadget called "All CPU Usage", and how to get it and what it tells you about your computer. Then we talked briefly about the gadget called "Drives Meter", and what it does. The next part of the program was a brief Power Point on how to set up an icon to quickly activate Flip 3d in Windows Vista and Windows 7. Then there was a lengthy Power Point and discussion on the Windows 7 function "Jump List". After the presentation we demonstrated it on the computer and showed how I was using it in my daily computing. The door prize winners for this month were Jim Jones winning an eight gig thumb drive and Darryl Strange winning the USB fan and light.

Look forward to seeing you next month on July 14, 2011.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## Task Manager

By Wayne Ebert

No, I am not talking about your grandchild I am talking about the Task Manager application in all versions of Windows. Task Manager displays the programs, processes and services that are currently, repeat CURRENTLY, running on your computer. You can use Task Manager to monitor your computer's performance or to close a program that's not responding. If you're connected to a network, you can also use Task Manager to view the network status and see how your network is functioning. If more than one person is connected to your computer, you can see who's connected and what they're working on, and you can send them a message.

I am sure most of you are familiar with the three-finger salute (AKA Ctrl+Alt+Del) to bring up Task Manager, but now since Windows Vista Ctrl+Alt+Del brings up the Windows Security screen which provides users with five different options including Windows Task Manager. Where do you go or what do you do when Ctrl+Alt+Del does not work? Try right-clicking the taskbar and choosing the Start Task Manager option. This is not as fast as creating an AutoHotKey script that is a bit much for the average user but the right-click of the taskbar sure gets the job done in two clicks. Another quick keyboard shortcut to bring up Windows Task Manager is Ctrl+Shift+Esc that works locally and while using Remote Desktop. You may use the RUN command by pressing the Windows Key + R or click the Start button then the All Programs folder. Under the Accessories folder click the Run Command. Then simply type

in taskmgr and hit Enter. Some users like to use the search process where you do a search for taskmgr.exe and double click it when it is found. Now that you know the location of the taskmgr.exe file you could create a taskmgr.exe Shortcut by right-clicking on an open area of you desktop and choosing New then click Shortcut. Browse to C:\Windows\System32. Scroll down until you see Taskmgr.exe, highlight it, and then click OK. Click Next, type a name for your shortcut and click Finish. If per chance you would like to have the Task Manager running when you turn your computer on, do an internet search for how to start Task Manager in minimize mode and follow these guide lines. Task Manager is a very handy tool, I hope you will not need it but this article is for the Just In Case situation.

## GETTING STARTED TIPS

### Search Internet from Start Menu

You can have the Start Menu's search box also perform Internet searches .

1. In the Start Menu search box, type GPEDIT.MSC and press Enter to run the Group Policy Editor.
2. Go to User Configuration --> Administrative Templates --> Start Menu and Taskbar.
3. Double-click "Add Search Internet link to Start Menu," and from the screen that appears, select Enabled. Then click OK and close the Group Policy Editor.
4. From now on, when you type a search term in the Search box on the Start Menu, a "Search the Internet" link will appear. Click the link to launch the search in your default browser with your default search engine. Enabling Internet search from the Start Menu.
4. Now, when you type a search term in the Search box on the Start Menu, a "Search the Internet" link will appear. Click the link to launch the search in your default browser with your default search engine.

## Door Prize Winners for June 2011 Meeting



Jim Jones, and Darryl Strange,

The June door prizes were won by Jim Jones, a Lexar 8 GB thumb drive and Darryl Strange, a USB desktop fan and light. All Caddo-Bossier Windows User Group club current members, in attendance, are eligible to win door prizes at the monthly meetings.

## You Send It

*A Program to Send Large Files*

By Corinne Goeke, Computer Club of Green Valley,  
AZ, *Green Bytes*, Summer 2011

<http://ccgv.apcug.org> or [cmgoeke \(at\) yahoo.com](mailto:cmgoeke@yahoo.com)

Have you ever had a large file you wanted to send someone? For example, you are a proud new grandparent and want to share the digital video of the baby with all your family and friends. You could try attaching the file to an email and send it that way. But most email programs have a limit on how many megabytes of files you can send in a single email message (typically ten megabytes).

This is where the website, youSENDit comes in handy. You can upload the large file to their website, and they will send an email to the lucky recipient(s) with a download link. The recipient downloads the file, and you receive accolades of how the new grandchild looks just like you. Here's how to navigate the program the first time.

Open your favorite web browser and go to <http://www.yousendit.com>. Go to "Compare Plans" and select the "Lite" account. This type of account is free. It limits you to uploading one file at a time, and the file size is limited to 100 megabytes. Hey, it's a free account, you have to accept some limitations. Sign on up.

You will have to confirm your new account via a confirmation email sent to the email address you used. Click on the link in the email, and your new account will be verified.

Once your free account has been created, locate that large file you want to send someone. If you have multiple files to send, zip them into a single big zip file. Go to the "Overview" tab in the youSENDit browser window. Click on the green "Send It Now" button.

Type in the email address of the person to whom you wish to send the large

file. Fill in the subject and include a message telling the recipient what you are sending them.

Now click on the "Select File" button, and pick the file you want to upload. It's your choice. I just click on "No thanks." You can also click on "Don't show this message again."

At this point you have three choices. You can 1) Set an expiration date for the file (one week is the default); 2) Set the file to be downloaded a certain number of times, or 3) Never have the file expire and always be available to download. Pick your option and click on the green "Send it" button at the bottom.

Again, you get another pop-up window—hey, they need to make a living! You are being asked if you want your files tracked (free 14-day trial). Just click on "No Thanks" and "Don't Show This Message Again."

Now, your file will be uploaded. When uploading is finished, the recipient will get an email telling him or her there is a file waiting. The recipient can click on the link in the email and download the file.

Finally, you get a "File Sent Successfully" message. You can also share the download link on Facebook or on Twitter by clicking on the appropriate button. Then all the world could see that beautiful grandchild!

A few caveats—never click on an unknown link in an email. You may want to warn your recipients that you are sending them a large file via youSENDit. Also, sharing copyrighted music and movies is illegal. But I am sure you all knew that!

## ~Web Sites~

### CPU Usage

[http://addgadget.com/all\\_cpu\\_meter/](http://addgadget.com/all_cpu_meter/)  
*(With this All CPU Meter Gadget you can display your Processor usage (Twenty Four Core, Sixteen Core, Twelve Core, Eight Core, Six Core, Quad Core, Triple Core, Dual Core or Single Core), Cores temperatures and RAM usage)*

### Microsoft Word 2010 Tips

<http://www.pcmag.com/article2/0,2817,2387073,00.asp>  
*(15 essential tricks for beginners and those who may appreciate some good tips for using Microsoft Word. Each how-to tip is accompanied by a screenshot so that you can see exactly where in the menu panels some of these functions are hidden.)*

### Speccy

<http://www.piriform.com/speccy>  
*(Speccy is an advanced System Information tool for your PC. Need to find out what's inside your computer? Speccy will give you detailed statistics on every piece of hardware in your computer. Including CPU, Motherboard, RAM, Graphics Cards, Hard Disks, Optical Drives, Audio support. Additionally Speccy adds the temperatures of your different components, so you can easily see if there's a problem!)*

### Drives Meter

<http://gallery.live.com/liveItemDetail.aspx?li=19f3ac79-f0b5-479f-9885-3371a51fe247>  
*(With this Drives Meter Gadget you can display your hard disc or flash disk space, free space, used space, bar indicates used space, read speed, write speed and activity up to 4 drive.)*



### DID YOU KNOW?

You can easily zoom in and zoom out when viewing articles or page content in most programs and Web pages by holding down the Ctrl key and rotating the scroll wheel on your mouse. Release the Ctrl key to scroll up and down the page with the scroll wheel.