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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 15 No 6 & 7

Caddo-Bossier Windows User Group Newsletter

June/July 2013

June Meeting

By Glenda Conradi

Our June C-B WUG meeting, that was scheduled for Thursday, June 13th, had to be canceled when we arrive at Podnuh's Bar-B-Q to find out the air conditioning in the room where we meet was not working and it was just too hot to conduct a meeting.

Bernie and I usually arrive to set things up and eat early, before the meeting and I tried to call all the members who usually attend to let them know we could not have the meeting. I reached almost everyone before they left for the meeting

but I apologize to those who I was unable to make contact with. I do not have cell phone numbers for everyone and did not get an answer at some of the home phones. I did leave a message if there was an answering machine.

The Air conditioning problem has been fixed and we plan to meet as usual July 11. I plan to call before the meeting to double check and make sure the air conditioner is still working.

We are looking forward to the July meeting.

MEETINGS

Thursday July 11, 2013

Thursday August 8, 2013

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 conducting our meetings and answering questions.

July Program

Bernie has a program planned for our July 11 C-B WUG meeting and we have picked out some nice door prizes for the drawing that our members in attendance who's dues are current and for any

new members that join before the drawing can choose from.

We hope you will be able to come to the July meeting and everyone is welcome so invite someone to come or bring a guest.

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THE WINDOW

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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
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~A QUICK TIP~**Charms Bar in Windows 8**

The Charms Bar is simply a menu with icons that show you what actions you can take on your current screen. It pops up to the far right of your screen in Windows 8. For some reason, the developers thought "Charms Bar" was a better name than menu. The options here are to **Search, Share, Go to the Start Screen** (Not to be confused with the Start Menu offered in older versions of

Windows.), **Devices** and **Settings**. There are three ways to pull it up: On a touch screen device, simply swipe right to left and it should appear. You can also press the **Windows Key** and the letter **C** at the same time on a keyboard to pull it up. The third option is to point your mouse to the upper or bottom right corner of your screen, though you may have sporadic success getting that to work on the computer.

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

On June 13th when we showed up at Podnuh's BBQ to set up for the program for the month of June there was no air conditioning in the back room where we meet. The air conditioner went out and even though the repairman had been called the Monday before, he had not shown up to repair the air conditioner yet. So Glenda made a mad scramble to notify everyone that she could that the air conditioning did not work and it was very hot in the meeting room that we use. We decided that our members would not be very comfortable in the extreme heat, so we decided to cancel the meeting instead of trying to endure the heat. Glenda notified all that she could get on the telephone, so it is very important that you give us your correct phone number on the sign in sheet, and a good idea if we have your cell phone number, too, if you have one, in case something like this happens again. We thank all for their patience during the trying time and hope that no one was inconvenienced in any way. In addition to the air conditioning problem, we decided to publish one newsletter for the months of June and July. We hope to get back on track on the 11th of July 2013 with our next regular meeting. Thanks again for all the support we have been given.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

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

Interesting Internet Finds

Steve Costello, President/Editor, Boca Raton Computer Society, Inc., Florida. June 2013 issue, Boca Bits. www.brcs.org
Steve Costello (<http://ctublog.sefcug.com>) (Editor (at) brcs.org)

In the course of going through the more than 200 news feeds in my Google Reader, I often run across things that I think might be of interest to other user group members.

The following are some items I found interesting during the month of May 2013.

HTG Explains: Why Does Chrome Say PDF Files Can Harm Your Computer?
<http://www.howtogeek.com/161461/htg-explains-why-does-chrome-say-pdf-files-can-harm-your-computer/>

How to Create A PDF With Fillable Forms in LibreOffice
<http://www.maketecheasier.com/create-a-pdf-with-fillable-forms-in-libreoffice/2013/04/29>

4 Best Free Alternatives to Microsoft Visio
<http://www.nirmaltv.com/2013/05/02/4-best-free-alternatives-to-microsoft-visio/>

Fix: Bluetooth Mouse disconnects randomly in Windows
<http://www.thewindowsclub.com/bluetooth-mouse-disconnects>

Is geotagging my photos a bad thing?
<http://askleo.com/is-geotagging-my-photos-a-bad-thing/>

How To Choose A Strong Password
<http://www.techsupportalert.com/content/how-choose-strong-password.htm>

How To Use Remote Desktop Connections Like An IT Pro
<http://www.makeuseof.com/tag/how-to-use-remote-desktop-connections-like-an-it-pro/>

Send to Kindle — eRead (Almost) Anything
http://www.wonderoftech.com/send_to_kindle/

Tips and Tricks With Technology To Save You Time

<http://nspiretothrive.com/2013/05/tech-tips-and-tricks/>

How to Print to Any Printer from Android

<http://savedelete.com/how-to-print-to-any-printer-from-android.html>

Upload EPUBs & PDFs To Google Play Books; Read On Web, iOS & Android

<http://www.addictivetips.com/web/upload-epubs-read-on-web-ios-android/>

Most Fridays, more interesting finds will be posted on the Computers, Technology, and User Groups Blog:

<http://ctublog.sefcug.com/>

The posts are under Creative Commons licensing.

Recent posts:
<http://wp.me/p2S31p-Mt>
<http://wp.me/p2S31p-Mg>
<http://wp.me/p2S31p-M4>
<http://wp.me/p2S31p-LQ>

GETTING STARTED TIPS

How to Use ClickLock in Windows 7 for Better Mouse Control

You can use the ClickLock feature in Windows 7 if you have trouble holding down the left mouse button and moving the mouse at the same time — a common problem for notebook users. When you use the Windows ClickLock feature, you can tell Windows how long you want to hold the mouse button down before Windows locks it down.

This feature allows you to hold the mouse button for a few seconds, move the mouse to the new location, and then click it again. The effect is the same as a drag and drop but without having to hold the mouse button for a long time

1. Click Start. Type mouse and press Enter. Windows opens the Mouse Properties dialog box.
2. Check the Turn On ClickLock box and click the Settings button.
3. Set how long you want to hold the mouse button down before ClickLock kicks in.
4. Click OK. The changes take place immediately.

Door Prize Winners

Because we had to cancel our June meeting due to air conditioning problems in the room where we meet, we did not have door prize winners for June.

At every meeting we offer a variety of door prizes, most of which have been purchased with points we receive by turning in used ink cartridges that members so generously donate. We also have received books from APCUG that can be used as door prizes and members sometimes donate new, or almost new, items they have and do not need or cannot use.

All Caddo-Bossier Windows User Group club members in attendance at the meeting, who's dues are current, as well as new members who join before the door prize drawing, are eligible to win door prizes at the monthly meetings. We have been giving away two door prizes at each meeting and three at our December meeting. There have been some very nice prizes. Check past issues of the newsletter at our Web site. www.cbwug.com

We take a picture of our door prize winners and put in this spot in our newsletter.

Freeware

By Berry F. Phillips, Member, Computer Club of Oklahoma City April 2013 issue, eMonitor www.ccokc.org editor (at) ccokc.org

During the many years that I have been writing the Computer Hysteria Column, I have been a strong advocate of using freeware. On my computer, the only commercial software is my operating system. All the rest of the software on my system is freeware. Perhaps this frugality has something to do with my Scottish ancestry or I could be considered just plain cheap! In any event, I have done my best to give my readers some tips on freeware that I have used on my system that is exceptional. Free software is a valid choice for the home computer, office computer and Internet server uses. It is very important to remember that freeware is not cheap or an inferior option. Freeware comes in two basic types, free software with proprietary (private) code, and open-source software. Some freeware can be functionally superior to equivalent commercial software and even of higher quality.

For example, the Firefox browser was built and developed by a large distributed workforce as opposed to a small centralized one. A large number of programmers can contribute a range of skills, and whose input is graded by peer review. These programs can be tested and developed in a wide variety of locations and situations. These community based projects would cost millions to create commercially. The bottom line, free software can be of the highest quality and should not be considered inferior to commercial products. The products they generate are among the most successful applications in the world, PHP, MySQL, Apache, and various types of Linux.

What are the best free programs that work the best? It used to be utilities. However, today there are many price-less small programs that work better than the operating systems resident applications. Free software is a viable

solution in every possible area of a computer's work. The acceptability of freeware is demonstrated as the standard server solution. Freeware is widely used in PC security situations. Free versions of popular firewalls, antivirus and antispyware programs are often accepted as first choice How do you find the best freeware to use on your system?

For years I have recommended Gizmo's Freeware be bookmarked on your computer for fast reference when you need fully reviewed and recommended freeware. In August 2010, PC Magazine included Gizmo's Freeware in its "100 Top Websites of 2010." As of November 2011 it was rated by Alexa in the top 3000 sites in English speaking countries and in the top, 5,000 worldwide with more than 100,000 people visiting the site every day. It is also the most bookmarked site under "freeware" at most of the web's major bookmarking services.

Gizmo's Freeware is a community-based site dedicated to keep the site independent and noncommercial. The site is maintained by hundreds of volunteers. Freeware is reviewed for safety and performance by these volunteer editors with comments from users. Gizmo's best freeware list is available at the website and has been used for years to locate the best freeware. You can post on forums, respond to reviews after using the freeware, and even write review depending on your computer skills. I would strongly encourage you to bookmark and visit this website which will save you money as well as increase your computer capabilities.

<http://www.techsupportalert.com>
I will have to admit that I am "hysterical" about this website.

~Web Sites~

Microsoft Office Templates

<http://office.microsoft.com/en-us/templates/>
(This site includes a large variety of Office templates for Word, Excel, Publisher, Power Point and more. Need a daily, monthly, weekly or yearly calendar? This site offers just about any calendar version you can think of. It also provides templates for award and gift certificates, invitations, brochures, business cards, flyers, labels, resumes and many, many more ... just about any template you may need)

North Bossier Weather Station

<http://www.bossierweather.org/>
(Click image to view the weather at the Bossier International Airport as envisioned in 2050. Look for airplanes taking off and landing. Place mouse over sun or moon for almanac readings and mouse over windsock for wind speed. Slide green bar on timeline to see extended forecast for up to seven days)

InvisibleHand

<http://www.getinvisiblehand.com/>
(The InvisibleHand shows a discreet notification when there are lower prices available on the product, flight, hotel or rental car you're shopping for. It gives you a link directly to the lowest price. The InvisibleHand gets you the lowest price on shopping, flights, hotel and rental cars, automatically. When you are ready to make a purchase use the InvisibleHand to compare prices from different sources to find the lowest price.)



DID YOU KNOW?

If your PCs has USB ports in the front and back try to use the back ports for hardware such as printers, scanners, keyboards, mice, card readers, or digital camera docks and things that usually stay plugged in.

Use the front USB ports for things you plug in and unplug often like digital cameras, mp3 players, "thumb drives", etc. This will keep you from having to reach behind your computer case to plug and unplug USB cables and it also keeps your front ports open for quick hardware switches.