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**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

Volume 14 No 6

Caddo-Bossier Windows User Group Newsletter

June 2012

**May Meeting**



*Group Listening to Program*

Bernie started our May C-B WUG meeting by asking for questions or comments from our members. There was a nice response and some suggestions were offered about some free programs that expand the amount of items you can store on the clipboard for easy access to them. There were also some

questions from some of the members that were answered. For the program Bernie talked about some ways to recognize viruses and malware if they have infected your computer. He told about some programs you can use to remove viruses and malware from your computer.

**June Program**

We hope that you will be able to join us at our June meeting. Bernie will have a program prepared that will hopefully give you some ideas

and suggestions that will help you get the most out of your computer. Questions are welcome. Bring a friend.

**\*MEETINGS\***

Thursday June 14, , 2012

Thursday July 12, 2012

**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 the May meeting and answering questions.

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**THE WINDOW**

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**Newsletter Editor**

Glenda Conradi (glenda@conradi.com)

**Posts Newsletter To Web**

Jay Graff (jay@jayGraff.com)

Submit articles for newsletter, in RTF or Word file format, by last day of month to glenda@conradi.com.

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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  
[www.cbwug.com](http://www.cbwug.com)

**Club Officers**

**President** Bernie Conradi  
(bernie@conradi.com)

**Vice-President** Wayne Ebert  
(wdebert@suddenlink.net)

**Secretary** Glenda Conradi  
(glenda@conradi.com)

**Treasurer** Charlie Byrd  
(cbyrd22@suddenlink.net)

**Board Member at Large**

Bob Franklin (fxef@comcast.net)

**~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.

**~A QUICK TIP~****Speed Test**

Speedtest.net is a good place to check your Internet speed, start troubleshooting any Internet connection and easily verify broadband speeds, even measuring high-speed fiber lines. Share results and compare speeds with others around the world, and use a free Speedtest.net account to

track tests across all your connections—at home, work, and soon from our mobile apps! start troubleshooting any Internet connection and easily verify broadband speeds, even measuring high-speed fiber lines.

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

We had a smaller group this evening, but we did not lack for enthusiasm about learning things to do on our computers. The announcement this evening was the passing of Phyllis Barnett.

Jim Jones started our evening telling us about a neat clipboard program called "M8 Free Clipboard". The url is [www.M8software.com](http://www.M8software.com). This program allows you to store objects on the clipboard so they can be used over and over and they can be edited. Bob Franklin also suggested Clipboard Manager which is another free clipboard program. Next, Charlie Byrd asked about "Sticky Notes", so we demonstrated how to access it in Windows 7. There is also an item in the monthly newsletter about Sticky Notes. Carol White asked about having more than one home page in Internet Explorer and we demonstrated how to set this procedure up. The program this month was about knowing how to recognize if you have gotten a virus or malware on your computer. We then suggested some ways to detect and remove the virus or malware. We suggested Microsoft Safety Scanner and Trend Micro Housecall. There are also other programs available from AVG, McAfee and Norton. These programs can be use from a CD or thumb drive if Windows will not load. Next, we discussed some ways that a thumb drive can be used and how to insure your Windows is set for Quick Removal. The door prize winners this evening were Jerry Jones selecting a 4 gig thumb drive and Fred Kocher selecting a 500 gig external hard drive.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## Runtime Error

By Wayne Ebert

Runtime refers to the period during which a piece of software executes commands. In the case of run time errors with database software such as Microsoft Access, the program is failing when processing database information. Broken files are the usual culprit. If you get a runtime error 3000, you're unlikely to be able to complete your database processing until the error is resolved. Runtime error 3000 most commonly occurs when saving a column, row catalog or tree after you have made changes, so Microsoft says! It also occurs occasionally when you split or replicate a database. In some cases, you may notice the error

pop up but disappear after a program completes. If the error persists, you most likely have a corrupt file. Microsoft suggests compacting the specification set database to correct the runtime error 3000. You'll need administrator permissions to do so. It involves selecting "Compact and Repair Database/Project" from the Database Utilities option in the tools menu. Nobody else on the network should have the database open on their machine. If compacting doesn't correct the problem you may have to send .F32 files from the damaged database to your technical support.

## GETTING STARTED TIPS

### How to Use ZIP

If you're running an operating system newer than Windows 98, browse to the folder where the files you want to zip are. (If the files are in different places, copy and paste each one into a new folder. They need to all be together to do this.)

Highlight the files by drawing a box around them or by holding the Ctrl key and selecting each file. Right-Click one of the selected files, go down to "Send to" and choose "Compressed (zipped) folder".

The highlighted files will appear all together. If you don't like the name Windows gives your zipped folder, just highlight it and press F2 to rename it!

There are third-party programs like WinZip and WinRAR, that have more features, like the ability to set the compression size and file extension.

### Windows 7 Taskbar Hot-keys

#### Ctrl + Click on a grouped taskbar item

Cycles through the various windows of the group.

#### Ctrl + Shift Click on a taskbar item

Opens program as an Administrator.

#### Shift + Click on a taskbar item

Opens another instance of a program. (May not work with everything)

#### Shift + Right-click on a taskbar item

Show the window menu for the program.

## Door Prize Winners for May 2012 Meeting



Jerry Jones & Fred Kotcher

May door prizes were won by Jerry Jones, a 4 GB Flash Drive & Fred Kotcher, a Free Agent 500 GB portable hard drive.

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

## Hard to Break, Yet Easy to Remember Passwords

By Doris Collins, Member, ccOKC (Computer Club of Oklahoma City)  
 May 2012 Issue, eMonitor  
[www.ccokc.org](http://www.ccokc.org)  
 DJCollins1122 (at) aol.com

We all know that simple passwords are dangerous. If you're using any of the following for passwords (or forms thereof), you probably aren't as secure as you think:

- Names of Pets
- Birth date
- Last 4 digits of your SS#
- Kid's Names
- Grandkid's Names
- Parent's Names
- Addresses
- Phone Numbers

The word Password

Did I catch you? Well, it gets even worse!

Even if you're not using any of the above, but are still using simple words (like car, bike, etc.) for your passwords, you're accounts are still pretty easy to break into. Now, a better password looks more like this:

ks86jw03ts92ctb02

Although some would argue that it's not better than what most people have been using thus far. Yeah, yeah, I know

what you're thinking, "How the heck am I supposed to remember that thing? It's 17 random letters and numbers!" Read on. That password is as easy to remember as any other - if you understand how it was constructed:

It's based on a fictitious Smith family with a daughter named Kelly and a son named Tyler. They have a 2003 Jeep Wrangler and an 02 Chevy Trail Blazer. Now, let's take those facts and look at the password again:

- ks - Kelly Smith, born in 1986
- jw03 - Jeep Wrangler, 2003 model
- ts92 - Tyler Smith, born in 1992
- ctb02 - You guessed it, Chevy Trail Blazer 2002 model year

I simply took the first initials of everyone and everything involved, then the year they were born (or built). It's a lot tougher to guess a password like that, but still very easy to remember.

## ~Web Sites~

### M8 Free Clipboard

[www.M8software.com](http://www.M8software.com).

*(This program allows you to store objects on the clipboard so they can be used over and over and they can be edited.)*

### Chronicling America

<http://chroniclingamerica.loc.gov/>

*(Search America's historic newspapers pages from 1836-1922 or use the U.S. Newspaper Directory to find information about American newspapers published between 1690-present. Chronicling America is sponsored jointly by the National Endowment for Humanities and the Library of Congress.)*

### Free Remote Control

<https://secure.logmein.com/products/free/>  
*(LogMeIn Free offers free remote access to your desktop so you can open files, check your email, run programs and stay productive from your mobile device or any computer over the Internet. Quickly and easily control your remote computer over the web as if you were sitting right in front of it Easy to use and 100% FREE.)*

### Tape a Talk

<http://www.freewarelovers.com/android/app/tape-a-talk>  
*(Tape-a-Talk is a free voice recorder application for Android mobile devices designed for simplicity and is able to record voice notes / voice memos / audio even when the display is off. Recordings are stored on the SD card in folder "tapeatalk\_records".)*



### **DID YOU KNOW?**

To Remove Pre-Installed Windows Games Go to Start>Control Panel and double-click "Programs and Features".

On the left you'll see an option to "Turn Windows Features On or Off". Click on it.

Expand the "Games" tree, and uncheck the ones you don't want anymore. You can always come back and re-install them later via this method.