



WE DO WINDOWS  
**THE WINDOW**  
 COME DO WINDOWS WITH US

[www.shreve.net/~cbwug](http://www.shreve.net/~cbwug)



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

Volume 5, No 3

Caddo-Bossier Windows User Group Newsletter

March, 2003



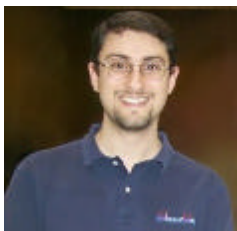
*Carole White and Jay Graff help at the ComputerSheaux*

**February ComputerSheaux Helpers**

*By Glenda Conradi*

We would like to give a big thank you to everyone who helped with the February 8 Computer-Sheaux! There was a nice crowd and the Sheaux was a success. The Shriners had one of their miniature cars, that have become a familiar sight at many parades, parked be-

side their table and it was a real attention getter, as was the video that told about the Shriners Hospital for Children and what they do. All said and done we were able to donate a check to the Shriners Hospital for Children in Shreveport in the amount of \$5,050.00.



Charlie Maranto with ShreveNet will be our guest speaker at the March 13 meeting. He will give us some ideas for dealing with that dreaded SPAM that seems to flood in with our email messages. Charlie puts on a great program and if you get email you don't want to miss this one. Have your questions ready!

**Happy St. Patrick's Day !!**

**\*MEETINGS\***

Thursday March. 13, 2003

Thursday April 10, 2003

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

1146 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

*Meetings 2nd Thursday of each month  
 7 p.m.*



**MARK YOUR CALENDAR**

**Newsletter reproduction  
 compliments of Office Depot  
 East 70th-Shreveport**

**Ark-La-Tex Computer Sheaux**

*~Sheaux Dates~*

*~2003 Dates~*

February 8, 2003

May 10, 2003

August 9, 2003

November 8, 2003



[www.computersheaux.org](http://www.computersheaux.org)

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## THE WINDOW

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Caddo-Bossier Windows User Group

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Submit articles for newsletter, in RTF file format, by last day of month to Glenda and Jay.

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 editors 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

C-B WUG's Web Address  
[www.shreve.net/~cbwug](http://www.shreve.net/~cbwug)

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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.** 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 ~

## BACKSPACE Through Folders

If you have been opening folders and need to get back to a previous (or the parent) folder of the current folder you have open you can quickly do so by clicking on the "Up One Level" button. This little icon looks like a yellow file folder button with a back arrow on it that is pointing up.

You can click on this button as many times as you need to in order to get back to each folder you have opened to get to the present folder.

If you get tired of clicking on the "Up One Level" button, you can also press the BACKSPACE key to cycle back through the folders.

## President's Page



## Caddo-Bossier Windows Users Group February Meeting

This month's meeting started with a short order of business. The Treasures report was given, David Huckabee briefed the group on our application to AP-CUG, and Mark Reeves was approved as a Board Member at Large. Also, we had three people join our group during the ComputerSheaux. They were Rodney Brundrett, Harold Hollenshead and Pat Houston. We welcome our new members. The meeting this month was a question and answer session which we have every quarter. We started this session with questions regarding recording video tape to a DVD and there were numerous questions in this regard. Mark told us about My DVD by Sonic Software. Carol White asked about how to turn off the onboard video card on the motherboard. Ed Waites asked about how to identify software and hardware that will work with Windows XP. He was directed to the Compatibility site with Microsoft Windows XP. We were told not to install a spy ware program called Aveo that is part of the CorelDraw software package, about ways to uninstall programs from your computer and some of the software that will do this for you, and how to clean up after an uninstall. Jack Burke asked about how to insure a program will open in full screen. There were also questions about how to change your time to military time, how to arrange the program icons in the start menu. Wayne Ebert took a poll of what different operating systems the group is using and which on line newsletter our members are receiving for use in determining what type of programs will be of the most interest to the group. The door prizes for the evening were: a Scrabble game won by Wayne Ebert; a can of air and a disk cleaning kit won by Charles Byrd; and a Windows 98 Visual Reference Book won by Jim Wertz.

I would like to encourage the members to send me an email to [bernie@conradi.com](mailto:bernie@conradi.com) and give us some ideas as for future programs. If you have something that you think the rest of the group would be interested in, please do not hesitate to submit an article about it. Send your newsletter articles to Glenda Conradi and Jay Graff.

*Bernie Conradi, President Caddo-Bossier Windows Users Group*

## SPAM is Bad But a SCAM is Worse

By Wayne Ebert

Is this a Scam or a Ponzi? A Ponzi is a scam; it is simply a variation of a pyramid scheme to obtain funds from you. There are a number of scams using the internet to convince you to try this to make money. If you do try, it will make money for the scammer, but you will lose money. Examples of a pyramid scam is when you send money to the scammer who then provides a list of who to contact to send money to join the organization. Another would be when you send in your money you get setup as a bulk email empire and send spam to millions. Those free prizes if you sign up at a web site or email personal information to the scam artist is just step one as the scammer now has the basic information necessary to continue to the next step in the scam. Do not overlook the herb and other remedies or medical products. Simply visit [www.nabp.net/vipps](http://www.nabp.net/vipps) to confirm if they are listed as a Verified Internet Pharmacy Practice Site or [www.fda.gov/oc/buyonline](http://www.fda.gov/oc/buyonline) before you make your purchase. Do not reply or pay for advice from a loan or credit repair agency. To them it is a sign you have not handled your funds properly so why not see if they can get some of your funds. Work with your bank if you must. Those cheap vacations can turn into very costly trips. Read the fine print, all of it.

These are just some examples of scams you can expect to receive. What you should do before you take the bait is visit [www.snopes.com](http://www.snopes.com) that tracks scams, spam, and Urban Legends [virus hoaxes] or [www.scambusters.org](http://www.scambusters.org) that only addresses scams. There is an extensive amount of information on scams and how to avoid them at this site. The FBI and National White Collar Crime Center operate the Internet Fraud Complaint Center at [www1.ifccfbi.gov](http://www1.ifccfbi.gov) which has an updated list of scam warnings. One of the most organized scams is the Nigerian scam. There are hundreds of variations that have swindled millions of dollars from its victims. As scam artists, and spammers as

well, attempt to hide the origin of their email messages by making them look like they come from a legitimate company. Use a search engine to determine if the company or the links that may be embedded in the email are valid creditable organizations. For those with Microsoft Outlook there is a free add-on at [www.cloudmark.com](http://www.cloudmark.com) named Spam-Net that updates itself to keep your spam filtering database updated. There are more at [www.webattack.com](http://www.webattack.com) that can filter out both spam and scam emails. They are not fool-proof, so if your good judgment has you decide to send money or personal information, be sure to confirm the connection is encrypted. A lock icon will appear on you browser. If the icon is missing or shows an unlocked padlock, don't send. If you send money, use a credit card. The Fair Credit Billing Act limits your liability to \$50 if you

(Continued on page 4)

## GETTING STARTED WITH XP

### Display Quick Launch Toolbar

If your Quick Launch toolbar is missing from the taskbar just follow these steps to display your Quick Launch toolbar again:

Right-click an empty area on the taskbar.

Click Toolbars

Then click Quick Launch.

Now you should be able to see your Quick Launch bar again.

You can also add items to your Quick Launch toolbar:

Click the icon for the program you want to add.

Drag the icon to the Quick Launch portion of the taskbar.

~ ~ ~ ~ ~

*NOTE: One of our members discovered that last months tip on XP reactivation does not work when you reinstall on a re-formatted drive.*

## Door Prizes Winners for February 2003 Meeting



Charlie Byrd, Jim Wertz and Wayne Ebert

The door prizes at the February meeting were a can of air and disk cleaning kit won by Charles Byrd; a Windows 98 Visual Reference Book won by Jim Wertz and Scrabble game software won by Wayne Ebert. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

## Spring Cleaning for WindowsXP

By David M Huckabee

Now that the weather is getting warmer, everyone's mind turns to **SPRING CLEANING**.

This can be applied to giving a cleaning and tune-up to your computer. I will cover these procedures for WindowsXP, but most steps will apply to other Windows products.

As with all Spring cleaning this will take a while, so, plan this for a day that you can devote a good amount of time to do a thorough job.

Start off by checking the health of your hard drives(s). Double click on My Computer and then right click on your C: drive. Click on Properties, Tools, Check Now, check the two boxes, then click Start. You will probably be presented with a box that says that the check could not be performed. Read the box and then click Yes. This will take you back to the Properties box, click OK. Continue by right clicking on each of the other drives, if any, and do the same procedure as before. If none of the files are in use on that drive, the disk check will start. Remember to shut down and restart the computer, the computer will do a disk check on the drive(s) that had files in use. This procedure will take a while, depending on the size of the partition or hard drive size. When the disk check is through, the computer will reboot. The disk check may be done on another drive

Now is the time to get the tools needed to make a safe and happy computer. Go to the internet and get and install the updates and virus definitions of your anti-virus software.

Go to [www.microsoft.com](http://www.microsoft.com), click on Windows Update on the left side of the Web page, scan for updates, and if there are any click on Review and install updates. Follow all of the directions. The computer may require rebooting. You may have to repeat this procedure until you get all of the critical updates. It is up to you if you want to get the WindowsXP updates, but, at least get the critical ones. While you are at the Microsoft Web site, you might as well get the Office updates if

you have that installed.

Now we get to the Spring cleaning. Click Start, Search, All files and folders. In the box, enter \*.tmp, click on Search, your results will appear in the right pane. Hold down the CTRL key and select only the files in the C:\Windows directory. **DO NOT** select the file folders. Once these are selected press the Delete key, you will be warned "Are you sure ...", click Yes. If another warning comes up about a file in use, remember the file name, go back to the same search and **DO NOT** select that file to delete. If a warning comes up that a file is read-only, select No, to not move it to the Recycle bin.

Go to your My Documents folder and select any documents that you don't need and press the Delete key to send them to the Recycle bin. Remember that you can return a file to its original place by going to the Recycle bin and click on the file, click Restore, and it will go back where it was before.

Right click on the Big E (Internet Explorer) icon, Properties, Delete Files, OK to delete any temporary internet files, click OK.

Start Outlook Express or Outlook, go to each folder and delete any old messages that you don't need any longer, don't forget to delete the messages that have been moved to the Deleted Items folder.

Right click on the Recycle bin, remember that once you empty the recycle bin the files are GONE, empty the recycle bin.

Double click on My Computer, right click on drive C:, click on Properties, Tools, Defragment Now, highlight C:, click on Defragment, and watch the pretty colors. Once this is finished Defragment the rest of the drives.

That is all there is to it, I know that this has taken a lot of time, but, it is worth it to have a "squeaky clean" computer system.

*(Scam Continued from page 3)*

notify your creditor within 60 days of discovering the unauthorized charges.

Perhaps you simply delete the scams you receive. Here is the URL to report them. Visit [www.fda.gov/oc/buyonline/buyonlineform.htm](http://www.fda.gov/oc/buyonline/buyonlineform.htm) you can report a complaint to the Better Business Bureau at <http://complaints.bbb.org> if a business uses misleading advertising, misrepresentation, provides unsatisfactory service or does not deliver goods or services.

### ~Web Sites~

#### **Bink's Page**

<http://winxp.bink.nu>

*(News, tips and downloads about Windows XP and other Microsoft Technologies)*

#### **World Wide Words**

[www.worldwidewords.org](http://www.worldwidewords.org)

*(Go here to explore the meanings of words and phrases)*

#### **Gibsons Research**

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

*(Lots of applications and information)*

#### **What Is An Easter Egg**

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

*(Discover Easter Eggs in the things you see and use everyday)*

#### **US Government Official Web Portal**

[firstgov.gov](http://firstgov.gov)

*(Unbelievable amount of information available on the government at every level)*

#### **Windows XP Tips**

[www.tipsdr.com/windows-xp-tips.html](http://www.tipsdr.com/windows-xp-tips.html)

*(More XP tips and info)*



### DID YOU KNOW?

You can get statistics for all your drives at once. Double click "My Computer" hold the Ctrl key down and click on the drives to select them. Right click on the selection and click properties. Now you can see properties for the selected drives by clicking on their folder tab.