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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 6 No 3

Caddo-Bossier Windows User Group Newsletter

March 2004

February Meeting

By Glenda Conradi



C-B WUG President, Bernie Conradi thanks John Vickers for an outstanding program

The February program, presented by guest speaker John Vickers from Gateway Country, was absolutely outstanding. John commanded a captive audience as he shared a wealth of information on the Windows operating system and ways to keep your computer system secure. John proved to have a delightful sense of humor that prompted many smiles and a lot of laughter during his presentation. He was open to questions from the group and encouraged input from those who had another way of doing some of the things he shared with us.

John, who is extremely knowledgeable in computer systems and hardware as well as software applications, came well prepared and had a hand out sheet listing some very important steps to follow to keep your computer running safely and smoothly.

If you missed this meeting you may get another chance to participate in one of John's presentations because after the meeting he informed us that he would be happy to come back and speak to the group again. We are really looking forward to that.

MEETINGS

Thursday March 11, 2003

Thursday April 8, 2003

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

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



MARK YOUR CALENDAR

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Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2004 Dates~

February 21, 2004

May 8, 2004

August 14, 2004

November 13, 2004



www.computersheaux.org

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Happy Saint Patrick's Day

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.

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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~**Uninstall Programs Properly**

There are times when you no longer want to keep a program you have installed on your computer.

This tip was covered by Kim Komando in her Show Tip of the Day E-Newsletter.

It is important that programs, be removed properly. If its files are simply deleted, bits and pieces will be left behind, especially in the Registry. These can cause all sorts of problems.

Programs are properly uninstalled by clicking Start> Control Panel. Double-click Add or Remove Software. Find the program you want to uninstall on the list and remove it.

If some of the files have already been deleted, the uninstallation process may not work. In that case, reinstall the program. Once it is reinstalled, you should be able to uninstall it properly.

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

We had three guests this evening. They were Billy Walker, JoAnn Green, and Larry Jefferson. Billy and Larry are long time friends from the Ark-La-Tex Commodore Users Group and it was nice to see them. Our other guest, John Vickers, the Technology Instructor at the local Gateway Country Store here in Shreveport gave the program on the subject of computer security and also provided us with a few tips to help us with our computers. He stressed the importance of keeping our operating system up to date with the latest critical updates and also doing the same thing with our antivirus software. He could not have presented this subject in a more interesting and humorous manner. I was impressed with John's presentation. He also talked about how to back up your critical data to include the original program discs and CD keys as well as the data that we create. His other important point was, that when in doubt do not be afraid to use the Help that is provided in Windows. His comment was that Microsoft put it there for a purpose and it is easy to use. We thank you John for an interesting program. In a program related item Joe Pugh suggested using the site eicar.com as a place to test your antivirus program to ensure that it is working correctly. Also, the program Belarc was recommended to be used for compiling an inventory of your computer including the serial numbers of the programs installed. The door prizes for the evening were a can of compressed air won by Joe Pugh; a gel mouse pad won by Henri Corley; and a computer tool kit won by Jim Wertz. Congratulations to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group

Send Me A Screenshot

By Jay Graff

Recently I was trying to get some application to work. It was giving me a hard time, so I contacted their Tech Support. One of the first things he asked me for was a screenshot of what the program was showing me.

Ordinarily, this would seem like a simple task and it is, once you know what it is you have to do. Unfortunately, there is not a lot of documentation with Windows, or at least not that I could find. That is the case with lots of items and applications within Windows. They are there and easy to use. All you have to do is find out how, and that is not always easy.

Anyway, I made a call to my trusty computer guy. He's the one I usually call if I have a problem that I can't figure out. He told me how, although he was not sure which key did which, but at least now I knew. It still was not a real piece of cake though.

The first thing you do is go to the screen you want to capture. In my case, it was a screen within a screen, or as Windows refers to it, an active screen. You can always tell what the active screen is. It will be the one that is not "ghosted out" Here is where my friend was not sure, but I'm pretty sure this is the way it works.

To print the full screen (everything including any screens within that screen), you hit CTRL+Print Screen. That is the key that is directly to the right of F12. If you want to print only the active screen, you hit ALT+Print Screen. When You hit either one of these combinations, nothing appears to happen. I was positive that this method was not working, but wait, there is still more.

Once you have hit one of the two combinations, you can close the application that shows you the screen, then open up your favorite Paint Program. Once there, you must open a new blank page and when it is there, just hit CTRL+V and, viola, your page is magically there waiting for you to do

whatever.

From there, it is a simple matter to save it as whatever you want, I save mine as a jpg, and send it to the guy that wants it. There are programs that do the same thing, with maybe a little more add on stuff, but considering that most of us only need a screenshot once or twice a year, this should do fine.

So the next time someone asks you to send them a screenshot, try this method. It really works.

February ComputerSheaux

Thank you to everyone who helped make the February ComputerSheaux a success!

The total attendance was 1082 and we were able to donate \$3,600 to the Shriners Hospital for Children in Shreveport for the purchase of much needed equipment, clothing and other items for the children. The hospital expressed their deep appreciation to the ComputerSheaux and all the volunteers.

GETTING STARTED WITH XP

Tuning XP's Visual Performance

You may change some of the settings that might have been automatically set up as default in the XP operating system.

Some of these default settings may not necessarily be best for your needs and may actually slow things down.

XP might possibly have selected a "color depth" for your video system that is in excess of what you actually need and this may be slowing down your screen operations.

You may adjust the color depth by right clicking anywhere on an empty portion of your desktop and select Properties/Settings.

For most uses, such as Web browsing, E-mail, and word processing, the Color Quality setting should probably be set to Medium (16 bit) which will be faster than the higher settings. If you do video editing and similar applications, you may benefit by choosing higher settings.

Door Prizes Winners for February 2004 Meeting



Joe Pugh, Henrietta Corley & Jim Wertz are the February door prize winners

The February door prize winners were Joe Pugh, a can of Endust Air Duster; Henri Corley, a gel mouse pad and Jim Wertz, a computer tool kit. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Backup?

By David M Huckabee

Call me paranoid or simply cautious. I have a lot of data on my computer that I value. Having said that, what happens when something goes terribly wrong? What do I do if a hard disk quits, gets corrupted, or even a virus gets into the system? If you don't want to get into the full "backup your system" thing, you might think about just copying your important files to a safe place. I prefer to place them on a separate hard drive in a partition of their own. You could place them in a file folder you have made yourself. Start by creating a file folder and creating two or more file folders inside that. I call my primary file folder DATA and those inside it My Documents and OEemail.

Windows XP places you're My Documents folder really deep in the hard disk, several folders down. To change the location of My Documents - right-click My Documents, Properties, select the Target tab, in the Target file location area is where your documents are stored. Click the Move button and select the new location and move My Documents there. The system will copy all of the files in the My Documents folder to the NEW location and will, from now on, save them to that new location.

If you are using Outlook Express, start Outlook Express, click on tools, options, Maintenance Tab, click the Store Folder button, Change, and select the pre-arranged folder. Your e-

mail messages will now be stored in the new folder. Go to Start, search, All files and folders, and search for *.dbx and copy them to your new e-mail message location.

Make a text file with all of your e-mail account information and connection information and save it in the same place. Export your address book and favorites to this folder.

Place any other important data in this DATA folder and now all of your stuff is in one location. You are not finished, now is the time to copy everything in this folder to a CD, DVD, external hard drive, or any other medium that can handle that volume of information.

Those that have Windows XP Professional can use the Backup Wizard to backup your system, Windows XP Home has this available but it is not installed in the standard installation.

To manually install Backup on a Windows XP Home computer, find your Windows XP Home CD-ROM, place it in the drive and double-click the Ntbackup.msi file in the following location: *CD-ROM DRIVE:* \VALUEADD\MSFT\NTBACKUP. This will start a Wizard, when the Wizard is complete, click Finish.

I can not tell you how important it is to have a backup. Run some type of backup, Windows backup, Power-Quest's Drive Image, Symantec Ghost, or just these simple steps to keep from losing your valuable information.

Volunteers

Caddo-Bossier Windows User Group members Ed Waites and Julious Windham, (front row) Bob Nutt, Kristie Sanders and Wayne Ebert, (standing) helped with our club table and in other areas, too, at the Computer-Sheaux.

Many computer club members volunteered their time to help with the Sheaux.



~Web Sites~

Computer Stupidities

www.rinkworks.com/stupid
(A collection of stories and anecdotes about clueless computer users)

Microsoft Download Center

www.microsoft.com/downloads/search.aspx?displaylang=en
(Most popular downloads)

Windows Support Center

www.aumha.org
(Supporting Microsoft Desktop Systems Windows Operating Systems & Leading Application Software)

Windows Tips

www.tipedr.com
(Windows XP Tips website)

Bookmarklets

www.bookmarklets.com
(Free tools for power surfing. Simple tools that extend the surf and search capabilities of Netscape and Explorer web browsers)

Old Version.Com

www.oldversion.com
(Site has some older versions of programs and applications that you may download)

Resource Management

www2.whidbey.com/djdenham
(This site claims it will help you better manage your system resources)

Magical Jelly Bean Keyfinder

www.magicaljellybean.com/keyfinder.shtml
(The Magical Jelly Bean Keyfinder is a freeware utility that retrieves your Product Key (cd key) used to install windows from your registry.)



DID YOU KNOW?

If you get an error open your Web browser and type in google.com, to open the famous search program. Highlight and copy the error message you received and then paste it into Google. It is likely that you will find a site that describes what the error message means.