



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



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

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

Volume 10 No 3

Caddo-Bossier Windows User Group Newsletter

March 2008

**February Meeting**

*By Glenda Conradi*



*Group contemplates a question.*

Bernie Conradi gave the February program and showed ways you can help your computer run better. He told about maintenance tasks

that can improve the performance of your computer and how you can optimize your computer for the very best performance.

**March Program**

Allen Marsalis, President and CEO, Bandwise LLC will present our program.

Allen brings years of Internet design and planning experience to Bandwise. Allen owned and operated a successful regional ISP, ShreveNet, which was later acquired by a publicly traded corporation. Allen is a pioneer in both Internet access technologies as well as web-based Internet applications. His accomplishments include several "firsts" within the industry such as offering

wireless Internet access in the late 90's. Allen also offered his customers a "spam filter control panel" before any other Internet service provider. Over six years later, this feature now comes standard with most email accounts today.

Allen will give an overview of Wireless Internet Technologies and will highlight many various wireless technologies including point-to-point, multi-point, fixed wireless, and mobile (roaming) Internet access.

**\*MEETINGS\***

Thursday March 13, 2008

Thursday April 10, 2008

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

1146 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

*Meetings 2nd Thursday of each month*

7 p.m.



**MARK YOUR CALENDAR**



Thanks to Bernie Conradi for the February program on Improving the performance of your computer.

**~ Contents ~**

**February Meeting .....1**  
**March Program.....1**  
**Club Information .....2**  
**Thank You .....2**  
**Quick Tip.....2**  
**President's Page .....2**  
**XP SIDEBAR .....3**  
**Getting Started Tips .....3**  
**Door Prize Winners.....3**  
**User Accounts (Vista) .....4**  
**Web Sites.....4**  
**Did You Know? .....4**

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

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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. / Nationwide Internet** 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~****Run a Slide Show In XP**

XP's Windows Picture and Fax Viewer will run slide shows of your photos. You can select one or more folders to include in your slide show. Nested folders will also be included.

Open your My Pictures folder. Select the folders containing the photos you'd like to include in the show.

You can use the CTRL key or Shift key to select multiple folders.

Next, click "View as a slide show" in the Picture Task Pane. Your slide show will begin. You can use the controls to navigate through the photos. Or, you can let the slide show run on its own.

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

The meeting was on Valentines Day evening. We had a good attendance.

We had the usual announcements of the evening's door prizes and a special give away of the Tax Act software, pencils and emery boards provided by Ed Conley. We also told about a couple of the latest email scams to beware of; one being an email concerning the recently passed tax rebate and one about Valentines Day ecard. You should not open or respond to these messages as they are scams which try to get you to provide personal information. I also reminded everyone of the recent Windows Updates which were released on Tuesday, February 12, 2008. These updates are critical, as they help with the security of your computer. I demonstrated the new cell phone which Glenda upgraded to. Now we have internet access at all times for our meetings. The question and answers consisted of: an explanation of the Office Shortcut Bar, an explanation of the email program in Windows Vista, called Windows Mail, and the group attempting to determine why pictures do not show up when receiving an email. These emails only have a blank box with an X in the upper left corner. It was determined that the person sending the email either had text only checked or was forwarding a attachment that can not be forwarded without saving first. I also recommended that if you are using a password to access your operating system that you create a Password Recovery Disk and store it in a safe location where you can find it, just in case there is a need for it. The program for the evening was to inform and remind us of things we can do to speed up our computers that are slowing down and things we can do to optimize our computer faster performance and less problems with slowing down. Items suggested were to uninstall programs you no longer use; run the antivirus and spyware programs, defrag your C drive regularly and be sure to keep your operating system up to day. The door prizes for the evening were: a book titled Windows Vista Bible won by Glenda Conradi and a 512 MB thumb drive won by Frank Page.

Bernie Conradi, President Caddo-Bossier Windows Users Group

## XP SIDEBAR

Jay Graff

Anyone that has seen Windows Vista knows that one of the new exciting features is the Windows Sidebar. If you were impressed with it as I was and wished you could have it to work with Windows XP, you no longer need to despair. Now there is a sidebar that you can also use with XP. It works just like the Vista one with maybe too many features. Of course, all of its features are configurable, but as you download it, as it is out of the box, there are more options than you can shake a stick at. Every person is different as is their individual needs, but I had to do quite a bit of work to get mine where I wanted it to be. Of course, it goes without saying that you need to be connected to the internet to use some of its functions, like the weather and news ticker should you decide to keep them. Also, if you are on dial up (is there anyone still alive that is?) I don't think I would recommend it. If you go to the site, it will tell you that this program is compatible with most versions of Windows, including Vista, although for the life of me, I can't figure out why you would want it there when it comes with a pretty good one already available. Also, when you go to their site, you will find a growing list of items that you can add to your sidebar, once you have it installed. As I said, it comes installed with all of the options. I wanted to keep mine simple, so I got rid of many of them. You can do this quite easily by right clicking on the panel and just remove it. I kept the clock, as well as the performance panel. This has a few options that come in quite handy. One is the CPU gauge. It tells you how your CPU is doing and when you hover your mouse over it, it opens up a list to the left that tells you what is doing what. There is also a disk, memory, swap and net button. It puts all of the items in your quickstart bar in one

area of the sidebar. I did not want this, but you can change it to have only the icons you use regularly there, just like with the vista version. I put the shortcuts for about 5 programs that I use most often in a separate directory, then put that directory on my C Drive, then had sidebar go there, so now I only have those five as opposed to the 18 or so that I had before. For those people that use Outlook, you will probably like this even better. It comes with the option to check your mail and do lots of other things that require Outlook. Personally, I use Thunderbird and while there may be a way to get around it, I opted to just not use that feature. There are too many features to go into here, but if you log into <http://www.desktopsidebar.com/>, you can read all about it. If you decide that this is a program you would like to have, you can also download it. The webpage claims that it does not use many resources and I have yet to see otherwise.

## GETTING STARTED TIPS

### Change Desktop Background

To change the desktop background in Vista:

1. Open Desktop Background by clicking the Start button Picture of the Start button, clicking Control Panel, clicking Appearance and Personalization, clicking Personalization, and then clicking Desktop Background.
2. Click the picture or color you want for your desktop background.

If the picture you want to use is not in the list of desktop background pictures, click the Picture location down arrow to view other categories, or click Browse to search for the picture on your computer. When you find the picture you want, double-click it. It will become your desktop background and appear in the list of desktop backgrounds.

## Door Prizes Winners for February 2008 Meeting



*Glenda Conradi & Frank Page*

The February door prizes were won by Glenda Conradi, a book Microsoft Windows Vista Bible and Frank Page, a 512 MB SanDisk Thumb Drive. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

## User Accounts (Vista)

By David M. Huckabee

A user account is a collection of information that tells Windows what files and folders you can access, what changes you can make to the computer, and your personal preferences, such as your desktop background or color theme. User accounts make it so that you can share a computer with several people, but still have your own files and settings. Each person accesses their user account with a user name and password.

In my article presented in the November, 2007, Caddo-Bossier Newsletter, I covered how to use the user accounts feature in Windows XP.

In Windows Vista, there are three different types of accounts:

The **administrator account** provides the most control over the computer, make changes to the operating system, install programs for all users and run programs. The programs that are run under the administrator account are actually run as a standard account until there is a requirement to make changes that require administrator privileges. That is when you get a User Account Control message to continue or cancel.

The **standard account** is the account to use for everyday computing (in Windows XP this was called a limited account). The standard account can help protect your computer by preventing users from making changes that affect everyone who uses the computer. I recommend creating a standard account for each user. When you are logged on to Windows with a standard account, you can do anything that you can do with an administrator account, but if you want to do something that affects other users of the computer, such as installing software or changing security settings, Windows might ask you to provide a password for an administrator account.

The **guest account** is an account for users who don't have a permanent account on your computer. It allows people to use your computer without having access to your personal files. People using the guest account can't install software or hardware, change settings, or create a password. You have to turn on the guest account before it can be used.

**User Account Control (UAC)** is a fea-

ture in Windows Vista that can help prevent unauthorized changes to your computer. UAC does this by asking you for permission or an administrator password before performing actions that could potentially affect your computer's operation or that change settings that affect other users. When you see a UAC message, read it carefully, and then make sure the name of the action or program that's about to start is one that you intended to start.

By verifying these actions before they start, UAC can help prevent malicious software (malware) and spyware from installing or making changes to your computer without permission.

The UAC messages can become a pain when they interrupt your flow of computing. Some people have turned UAC off, but this is not a good idea. UAC is there to protect your computer and possibly keep you out of trouble. If you are running as an administrator with UAC off, you are opening your computer to viruses and malware that can make changes to the core of the operating system that you may later regret.

When you set up Windows, you'll be required to create a user account. This account will be an administrator account to allow you to set up your computer and install any programs that you would like to use. Once you have finished setting up your computer, I recommend that you use a standard user account for your everyday computing. The Welcome screen, where you log on to Windows, displays the accounts that are available on the computer and identifies the account type so you'll know if you're using an administrator or standard user account.

To create a User Account click the **Start** button, click **Control Panel**, click **User Accounts and Family Safety**, and then click **User Accounts**. Click **Manage another account**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation. Click **Create a new account**. Type the name you want to give the user account, click an account type, and then click **Create Account**.

## ~Web Sites~

### What Programs Work With Vista

<http://windowshelp.microsoft.com/windows/en-us/help/6443adcc-db12-4e30-b93e-342b103b4c041033.mspix>  
(*Find out which programs have been tested for compatibility, and which programs are "Ready!" for Windows Vista.*)

### Benefits Check Up

<http://www.benefitscheckup.org/>  
(*A service of the National Council on Aging. Apply for Medicare Rx extra help, Find more benefits programs, Apply for benefits, get applications and fact sheets for over 250 programs that will help pay for prescription drugs, and health care costs.*)

### Visual Illusions

<http://www.michaelbach.de/ot/>  
(*These pages demonstrate visual phenomena, and optical or visual illusions.*)

### Acronyms

[http://darrel.knutson.com/english\\_educ/english-acronyms.html](http://darrel.knutson.com/english_educ/english-acronyms.html)  
(*The letters, in place of words, you see in emails and other documents are called acronyms. This site tells you what those letters stand for, such as LOL & FYI.*)

### Windows Help & How-To

<http://windowshelp.microsoft.com/Windows/en-US/personalize.mspix>  
(*There are tips and instructions on this Web site to help you personalize your computer in Windows Vista. You will find out how you can personalize your desktop, your Windows sidebar & task bar, as well as the start menu and the language settings*)



### DID YOU KNOW?

In Windows Vista you can clear recent items from the Start menu. Clearing the Recent Items list does not delete the items from your computer.

1. Click the Start button Picture of the Start button.
2. Right-click Recent Items, and then click Clear Recent Items List.