THE WINDOW

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CADDO-BOSSIER WINDOWS USER GROUP

Shreveport – Bossier City
Louisiana

Volume 6 No 5 | Caddo-Bossier Windows User Group Newsletter | May 2004

April Meeting
By Glenda Conradi

Dwain D'souza presents the April program

In April Dwain D'souza, a real expert on the subject of digital phones, PDAs, Pocket PCs and other high tech devices, gave an excellent program providing us with in-depth information that could help us decide what products might best suit our individual needs. The options and abilities of some of these products are absolutely mind boggling and, though you can purchase some of the items for very reasonable prices, you can invest a small fortune in some special edition cell phones...if you can find one...there is a long waiting list.

We want to thank Dwain for a very interesting, information packed evening.

May Program
By Glenda Conradi

Our May program will be presented by our friend Charlie Maranto, and possibly another guest, from ShreveNet. One of the things Charlie will be filling us in on is a very valuable service ShreveNet now provides with their Fixed-Wireless access.

Everyone seems to have questions about their Internet service and this might be a good opportunity to get some of those questions answered by the experts. Please join us for an information filled evening.

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Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2004 Dates~
February 21, 2004
May 8, 2004
<u>August 14, 2004</u>
November 13, 2004

www.computersheaux.org

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C-B WUG's Web Address
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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~

Remove a Stuck CD

If you ever have the misfortune of having a CD get stuck in your CD drive, you may be able to retrieve it.

First, after you have tried pressing the CD eject button with no response, open Windows Explorer and right click on the icon for the CD drive that will not release your CD. Scroll down the pop out menu to Eject and click on it; hopefully your CD tray will slide right out.

Assuming this does not work there is still something you might try.

Turn your computer off and look below the CD tray door for a tiny hole, or possibly a groove just below the drive door instead of a hole.

Straighten a paper clip and carefully push it straight into the hole or grove to release the catch. If it won't budge, it may be physically jammed and you may have to get a hardware technician to fix it for you.

President's Page

Caddo-Bossier Windows Users Group April Meeting

The program this month was presented by Dwain D'souza. He presented a very interesting program on wireless communications which included wireless telephones, wi-fi, and Bluetooth.
He started out by telling us about the various telephone systems and what each one does and showed us pictures of the various generations of the wireless telephone and the different levels of service and costs of each. He told us various options to consider when purchasing a cell phone and how to decide what kind of service was provided for each. He explained that some phones come with cameras, games, calculators, music and that you can also surf the web and receive your email via the cell phone. He demonstrated a cell phone that he has that you can remove the chip and put it in another cell phone and thus retains all your settings, contacts, and phone numbers. He demonstrated using the phone he had by taking a video of the group and then playing it back for us to see. Dwain then explained the three operating systems for PDAs being Palm OS, Microsoft Pocket PC and Symbian. He also explained the various options and features to look for when purchasing a PDA like the amount of memory, the add-on features that are available and whether the PDA is wireless or uses Bluetooth to connect to your PC. PDAs for the most part come in three levels, just as cell phones do. These levels being entry level, mid level and high end. Of course all are based on the price to pay. I want to personally that Dwain for providing us with a very interesting and informative program. He came well prepared with plenty of show and tell items for all to see. The door prize winners were: a keyboard won by Ron Gourley, a mouse won by Kristie Sanders, and a surge protector won by Wayne Ebert. Congratula tions to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group

CD/DVD Sleeves

By Jay Graff

Whenever I copied some files on CD for a friend, I never liked to just hand him a CD. Even though they are pretty durable, they are still subject to scratches & dirt. The easiest solution was to encase it in a piece of paper and staple the edges. That worked fine until one day that I accidentally stapled the CD along with the paper. I have lots of old CD cases that I could use, but would rather use something less bulky than that. Plus if I ever get in a mailing situation, it could cost a fortune to send lots of them. I have had some sleeves that I bought, and they are not very expensive, but I was currently out of them and I wondered if I could possibly build my own. That would be the ideal solution. If I did that, I would have an empty sleeve no further than my printer.

Opening Publisher, I got to work. I must admit that my first efforts were primitive at best. I *DID* make one, but it was a bit larger than I liked, plus, the way I made the lines, it was sorta backwards, the folds went to the front where the sleeve has its opening. Still, I had the basic design of my sleeve there and all I needed to do was fine tune it.

I changed the layout of my design from Landscape to Portrait, made it a little less wide and moved my folds from the bottom to the top. I wanted to have the ability to write on the outside what the disk contained, so I put three blank lines there. I also added a graphic of a disk. You can't tell if it is a CD or a DVD, but that really is not important. It's just window dressing anyway. I saved it as a PUB file, but there was one thing still bugging me. Suppose someone wanted to make their own using my template and they don't have MS Publisher? So I went back to the drawing board.

I decided that to really make it useful, I should make it into a graphic file that any drawing or paint program can recognize. I printed out a copy, and then scanned it. When I opened in my paint

program I saved it as a JPG. I wanted to save it as a WMF since they are generally smaller, but the conversion program I used did not have WMF as an option. The important thing was that it was saved in its original aspect and size. To test it, I opened Publisher again and inserted the file I just saved. It was there….not quite as crisp as the original was, but who cares? Once you print it out you will just cut it and give it away.

This is pretty neat. You can probably make your own and fix it up the way you like it, but if anyone is interested in the one I made, I plan to put it up on my home page, www.jaygraff.com

You can download it and try it. If it doesn't look the way you think that it should, at least you can see what it looks like and design one more to your liking. So print out a few sleeves so the next time you want to mail some CD's or DVD's you will have something to put them in.

Turn Off Error Reporting

In XP, when you encounter a system error a dialog box opens asking you if you want to report the error to Microsoft. If you do not want to report the error you can click on "Don't Send"

If you never want to see the error reporting message that pops up asking if you want to report an error you can disable it.
Follow these steps to disable error reporting:

1. Right-click My Computer and choose Properties.
2. Click the Advanced tab on your System Properties dialog box.
3. Click the Error Reporting button on the Advanced tab.
4. Place a checkmark next to "Disable error reporting."
5. Leave the other radio button unchecked next to the text labeled, "But notify me when critical errors occur."
6. Click OK.

Door Prizes Winners for April 2004 Meeting

Wavne Ebert. Kristie Sanders. and Ron Gourlev

The door prizes in April were won by Wayne Ebert, a surge suppressor; Kristie Sanders, a two button mouse & Ron Gourley a keyboard.
All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Windows Explorer Basics

By David M Huckabee

Windows Explorer allows you to see how your hard drive is arranged (where files are located), move files and folders around, copy files and folders to other places (other hard drives or even to CD or DVD), or look at pictures.

In this article I will try to show you how to use Windows Explorer for Windows XP. Most of the article will pertain to ALL versions of Windows, but some commands will not work with previous versions.

To get to Windows Explorer click Start/All Programs/Accessories/Windows Explorer. You will be presented with a screen that has two panes, the left side is used for navigation, and it contains My Documents, all of your drives on the computer and an option to My Network Places. The right side has what is contained in the highlighted selection on the left side. If the left pane does not present you with a "tree" of drives etc., then click on Folders in the Taskbar. On the right side you have options on how the contents are shown. Click View and select Thumbnails (shows a small representation of your pictures), Tiles, Icons, List (show icons in different formats) and Details (shows details for each file and folder). The Details can show more or less information by selecting View/Choose Details and selecting more or less from the menu. If the details need to be narrowed or widened to get more on the screen, go to the header, left-click on the separator between the columns and drag to the left or right.

In the navigation pane (the left side) you will see drives and folders with a plus or minus mark next to it. The plus means that there are sub-folders under that folder, the minus means that the folders indented under it are the sub-folders of that folder. Click on the plus or minus to expand or collapse that folder. If you click on the folder itself, the contents of that folder are presented on the right side and the folder is expanded in the navigation pane.

To create a folder or file, find the primary folder you want to create the folder or file in (this can be a hard drive, floppy, or CD), single left-click the drive to highlight and then click on File/New and then make a selection from the drop-down menu. As you can see you may create Folders, Shortcuts, Text Documents, and other types of files. When the Folder or file is created, you get the chance to name it, be aware of the file extension if creating a file.

To copy or move a file or folder, left-click the plus next to the destination and this shows the sub-folders under that drive in the Navigation pane. Go down to the folder or drive where the file is and left-click on the Drive or folder name. The contents of that Drive or folder are presented in the right pane. You may select one file or folder or a group of folders or files by holding down the <Ctrl> key and selecting the files or folders to be moved or copied. There are a number of ways to move or copy these files or folders, once highlighted. You may click Edit and make your selection (Cut means delete from this location, Copy means just that), or you may right-click and hold on one of the highlighted selections and drag all of the selections to your prearranged destination, with the option of copying or moving or even canceling the operation. There is the left-click option but that is too confusing. WARNING – DO NOT MOVE FILES OR FOLDERS THAT REPRESENT INSTALLED PROGRAMS OR SYSTEM FILES. The data can be copied or moved.

With experimentation, you will find Windows Explorer a valuable tool.

DID YOU KNOW?

You can change the amount of space Windows allocates to the Recycle Bin, which is up to 10% for each drive.

To decrease the allocated space down to as little as 1% right click on the Recycle Bin icon, click on properties to bring up the Recycle Bin Properties box and reset the maximum size. Click OK