



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



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

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

Volume 11 No 5

Caddo-Bossier Windows User Group Newsletter

May 2009

**April Meeting**

*By Glenda Conradi*



*Charlie Byrd makes a point.*

A lot of information was exchanged at the April meeting, which began with a question on how to copy an existing Excel spread sheet into a new spread sheet. The availability of fast Internet access was brought up for someone who was having trouble getting service. There was a reminder that when you go to the Internet to get the AVG

Antivirus program, be sure to click on the free version. There was a demonstration on how to color code email messages. We talked about disk clean up and CC Cleaner and showed how to pin to the start menu. There was also a discussion on the difference in the 32 bit and 64 bit Windows.

**May Program**

*By Glenda Conradi*

Bernie Conradi will be conducting the May meeting and program and has a lot of interest-

ing things to talk about and show. Please join us. Visitors welcome.

**\*MEETINGS\***

Thursday May 14, 2009

Thursday June 11, 2009

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

1146 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

*Meetings 2nd Thursday of each month*

7 p.m.



**MARK YOUR CALENDAR**



We want to thank Bernie Conradi for presenting the April program and conducting an open question and answer session.

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## 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~**

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** on Youree Drive for providing us with a checking account at no charge.

**~A QUICK TIP~****How Much Hard Drive Space Do I Have?**

To see how much space you have left on any of your hard drives open the My Computer icon on your desktop (or under the Start menu for XP users) and right-click the drive you want to check for available space. Se-

lect Properties from the resulting menu.

You could also hold down the Alt key and double click the drive you want to open Properties. A pie chart shows remaining space on the drive.

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

The meeting for this month was called an open session. This is the night that we can ask or talk about any and all subjects concerning our computers. The meeting started after announcements and a Treasurers report. Glenda thanked all who have contributed empty ink cartridges. These cartridges are used to get our door prizes. Clyde Santifer stated things off with a question about copying one Excel spreadsheet to a new one. Carolyn suggested that he copy and paste the information from one to another. They after copying, it may be necessary to rearrange the data to get the columns and rows the correct size. The next item was a question by Carole White about fast internet access from Bethany. It was suggested that if Comcast was available, that would probably be the best and surest for that area. There was a question about getting the new update for AVG. This was version 8.5. Bob Franklin suggested that you do a Google search for "AVG Free" and you should be able to get the free version without a problem. It was also suggested that you can also get it from [www.filehippo.com](http://www.filehippo.com). Next we looked at the web site for the new Internet Explorer version 8. We looked at the features talked about on the web site and then open the program and reviewed some of the features like the Add Ons and privacy items. Then we looked at an item from the internet called "How to color code your incoming emails". We showed how to do it in Outlook and in Thunderbird. This is a good way to mark you emails to call attention to those that require and answer. We then were told by Wayne Grambling about his daughter using some advice given about how to speed up her computer. She used the disk cleanup feature and he stated that her computer seemed to be much faster. We also talked about Ccleaner as a way to perform this same procedure. Then we reviewed a web item from Cnet that gave us a comparison of the 32 bit and 64 bit versions of the operating systems. Keep in mind that to run a 64 bit version of Windows, you also need a computer that is made for 64 bit. The door prize winners for this month were Rick Lacour a 4 gig thumb drive and Tom Collins a pack of CDs with cases.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## MAILSTORE

by Jay Graff

It seems like the busier we get we tend to forget things. One of them is backing up your emails. If you are like me, they can tend to get out of hand and depending on how many emails you get every day, can grow quite lengthy. In a perfect world, you can check it every week or so and get rid of all of the ones that you don't want. The problem with that is that one of these days you may go looking for that one particular email only to discover that you had previously trashed it. Most of us just leave them accumulate and do nothing. I have heard of email folders in excess of 23GB. Imagine if there was a quick and easy way to get those large files off of your hard drive without interfering with the operation of your email program. The vehicle you would use to get to this stage is called Mailstore Home. I was told about this neat program by a friend. At the time we did not know too much about it but it certainly seemed worth investigating. The best thing about it is that it is completely free. Guess it's true when they say that the best things in life are free. The first thing you do after you install and run the program is set it up for whatever mail program you are using. They list about 10 or so, which covers the vast majority of them. I personally happen to be using Thunderbird and it was one of the ones listed. Then you have to tell it where to store your archive. Originally I left it as the default, which was a folder on my C Drive. Later I decided to get it off of my C Drive and put it on an external drive. The program will archive your inbox and sent box. It will not do the draft or trash folders. After it is archived, you still have access to all of your mail. All you do is run the program and click on whatever account you are looking for. If you find one that you want to resend or open in the program, all you do is choose ex-

port and it will put it back in the mail program. To me it is a win/win situation. Once you get comfortable, you can archive your email on a regular basis, get rid of almost all of your mail that has been archived and still have complete access to your mail. If you don't change locations, every consecutive archive will only back up stuff that has not yet been archived, so you never lose anything that has already been done, but do gain everything done since the last one. If you should decide that there are items in the archive you don't want anymore, getting rid of them is as easy as clicking on the item(s), highlighting them and hitting the delete key. One word of warning, I got this from my friend. If you have a large email folder, it may take awhile to archive. Mine only took a minute or two, but may take a bit longer. If you are interested, you can go here to find out more.  
<http://www.snapfiles.com/get/mailstore.html>

## GETTING STARTED TIPS

### Add a Picture to a Folder Icon

When you open My Computer or Windows Explorer, your folders have the same icon and the only way to determine the specific contents in a folder is by the folder name.

Another option to make it easier to know what is stored within a specific folder is to assign a picture to it. Then, when you switch to Thumbnail view, the picture you selected will be displayed on the folder to remind you of the contents.

You can assign a picture to a folder using the following steps:

1. Open Windows Explorer.
2. Right click the appropriate folder and click Properties.
3. Click the Customize tab.
4. Under Folder Pictures, click the Choose File button.
5. Locate the image you want to use and click Open.
6. Click Open.
7. Click OK.

## Door Prizes Winners for April 2009 Meeting



Rick LaCour and Tom Collins

The April door prizes were won by Rick LaCour, a 4 GB Thumb Drive & Tom Collins, a package of CDs. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

## What To Do...Windows 7

*By Bob Franklin*

What to do...

There are a lot of articles floating around the Internet that imply that many companies are not quite ready for Windows 7. This may very well be the case, but are home users ready?

Windows 7 has a few features added and some not so well liked features removed, however the kernel is basically the same as Vista. It's kinda like GM or Ford taking a four year old car design and giving it a new paint scheme, changing chrome and the hood ornament, then give it a new name, but still use the old chassis, old transmission, and old engine design. Sadly, that is what Microsoft has done with Windows 7.

Many not so knowledgeable home consumers will fall for that trickery, however IT personal are smart enough read the hand writing on the wall. Most corporations and IT departments have a budget to adhere to, therefore they are not so quick to jump to a new operating system. For example many companies still use old Windows 2000 machines or XP machines and have skipped the upgrade to Vista, and may very well do the same with Windows 7.

So, should a home user follow the corporations and IT departments strategy? No.... not neces-

sarily. Here's my thinking. Anyone with a machine with any OS older than XP should consider biting the bullet and buy a new computer with Windows 7 when released. XP machines.... here's the tricky part. A 7 year old XP machine most likely is due to be replaced because of lacking hardware, while on the other hand a 2 year old XP machine may still have a couple of years of life. XP is still a viable OS as long as it is patched with Service Pack 3. Should a XP user skip over Vista and go with Windows 7? By all means, go with Windows 7. Microsoft is distancing itself from Vista because of its bad image and therefore may not support Vista as long as they have supported XP.

Vista should be good to go for 3 or 4 more years, so unless you just want the latest and greatest there is no need to upgrade to Windows 7. Vista kinda got a bad rap when first released, because it was installed on low end hardware that did not have the capability to run Vista efficiently. This was partly due to the fact that Microsoft set the minimum hardware requirements too low... Vista just will not run on 512 MB of memory, however many early Vista machines were shipped with 512 MB of RAM.

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**MEMORIAL DAY**

**May 25th**

## ~Web Sites~

### PC Magazine.com

<http://www.pcmag.com/article2/0,2817,2308037,00.asp>  
*(The Best Windows XP Tips, Tricks & Hacks. This site provides a lot of information.)*

### Windows Help And How To

<http://windowshelp.microsoft.com/Windows/en-US/default.aspx>  
*(Don't forget this popular site where you can get all sorts of help with Windows.)*

### Download Blog

<http://download.cnet.com/download-blog/?categoryId=9918337&tag=nl.e415>  
*(The Download Blog gives you software advice, news, and wisdom from the editors. Read all 'Featured Freeware' posts in The Download Blog. Check out the collection of featured freeware.)*

### All Experts

<http://www.allexperts.com/>  
*(Allexperts, created in early 1998, was the very first large-scale question and answer service on the net! We have thousands of volunteers, including top lawyers, doctors, engineers, and scientists, waiting to answer your questions. All answers are free and most come within a day!.)*

### Jake Ludington's MediaBlab

[http://www.jakeludington.com/downloads/20080620\\_readers\\_choice\\_best\\_free\\_software\\_part\\_1.html](http://www.jakeludington.com/downloads/20080620_readers_choice_best_free_software_part_1.html)  
*(Lots of free software. Scroll down the page to see it all.)*



### **DID YOU KNOW?**

You can have the background of a web page not print.

With Internet Explorer:

1. Click the Tools menu, Options, and select the Advanced tab.
2. Scroll down to the "printing" category. Make sure the box for printing backgrounds is NOT checked. Then click OK.

With Mozilla Firefox:

1. Click File, Page setup.
2. Make sure the "Print backgrounds" box is unchecked.