



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 4, No 11

Caddo-Bossier Windows User Group Newsletter

November, 2002

**October Happenings**

By *Glenda Conradi*

**The October Meeting**



*The group listens as one of the member's questions is answered.*

The October meeting was very interesting and informative. The members took a very active part in the meeting and were armed with an abundance of questions as well as many great suggestions and solutions that they graciously shared with the group. Questions and discussions ranged from where do the particles go when a CD is burned to what size should you keep your swap files. The goal of our club is to

keep our meetings informal and enjoyable and provide a place where people can learn at all levels from the very basic to high tech. One of the nice things about the Caddo-Bossier Windows User Group is the number of extremely knowledgeable members who, without hesitation, are willing to give us the benefit of their knowledge through open discussion and presentations.



**HAPPY THANKSGIVING!**



**\*MEETINGS\***

Thursday Nov. 14, 2002

Thursday Dec. 12, 2002

**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, 2002

May 10, 2002

August 9, 2002

November 8, 2002



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

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## THE WINDOW

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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 (voting privileges)  
Student: \$6.00 a year (no voting privileges)

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

## Club Officers

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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

**ShreveNet, Inc.** for generously providing an email account and internet access for C-BWUG

**ShreveNet, Inc.** – For providing web space for our club.

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

## ~ A QUICK TIP ~

## Make the Control Panel Expand as a Menu

You can make the control panel expand as a menu in the Start menu by following these steps

- + Right click on the Taskbar.
- + Select Properties.
- + Click on the Start Menu tab.

- + Click on the Customize button.
- + Click on the Advanced tab.
- + In the section labeled Start menu items, find the option that allows you to display your Control Panel as a menu.

## President's Page



## Caddo-Bossier Windows Users Group Meeting

Dorothy Rosson joined our group as a new member this evening. Welcome Dorothy. There was an exceptionally long question and answer session as there were lot of questions and a lot to suggestion on possible solutions. Joe Blaze had a problem with the hard drive light never going out, Charlie asked about clear type and we demonstrated how to activate it, Gary informed us of swap files and how large they should be in comparison to the amount of memory you have installed. The recommendation is that if you are going to install Windows XP that a clean install is the thing to do. There seem to be more problems with an upgrade than with a clean install. Dorothy asked about spam trapper at ShreveNet and Mail Washer was also discussed with emphasis on how to use it. Joe Blasé told us about the web site [www.spychecker.com](http://www.spychecker.com) which is a good place to go to check to see if an email you received is a hoax. The door prizes this evening were a set of speakers won by Jane Blase; a book called the ME Bible won by Darryl Strange; and a Mouse Systems White Mouse won by Kelly Pugh.

Just a reminder at our November meeting there will be a little business to conduct as it is that time of the year again to nominate officers for the year 2003. Everyone needs to be thinking of this and if you nominate someone please obtain their permission to do so. All officers and board members are reelected every year at the December meeting. Also, at this time of the year I would like to challenge our members to get involved and suggest some ideas for programs for the upcoming year. Are there things that you would like to see, or even better yet is there something that you would like to demonstrate or educate the group about. If so let me know and we will try to incorporate it into the program. Remember this is your user group and we will try to provide information for all to use and learn from.

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*

## TURBONOTE+

By Jay Graff

Every now and then you come across a program that makes you wonder how you ever managed without it. One such program is one that I found almost by accident and is called TURBONOTE+.

How many times have you wished you had one of those yellow "sticky notes" to jot down anything; an email address, a url, a telephone number, a tracking number? Well, you get the idea. In fact, I have a couple of those pads sitting by my computer. I usually wind up having to write something down almost daily. Then I wind up with a bunch of notes, usually with more than one thing written on it. And then the scramble starts when I need some information from one of them.

There is now a program that addresses those needs. When you install TurboNote it puts an icon in your system tray. I was a bit apprehensive at first because I am pretty careful about TSR's. But this one seems to be relatively unobtrusive and I decided to leave it there, considering how much I have been using it.

When you first install the program, you are offered a number of options, such as changing the note color (I left mine the default yellow), the size, font and a number of other options. As I said, the program rests in the taskbar of your desktop, so when you want to write a new note, all you have to do is Right Click on the TurboNote+ icon and choose New Note. That's really all there is to it. Your note pops up on your screen and from there on, all you have to do is type what you want. Once you do that, Right Click on the note and choose Hide Note. When you want to recall that or any note that you wrote, when you Right Click on the TurboNote+ icon again, and choose Show Notes, all of the notes you have written will be shown.

I downloaded the trial version so I do not know what the limitations are, if any. There may be a limit to how many notes you can keep at one time, or there may be a time limitation. So far,

the most notes I have were 3 at one time. For my purposes, that is enough because once the information on the note has served its purpose, I usually delete it (or throw it away if it were a paper note.) If you click on General settings, you can make many other changes, like how many days you keep your notes, how often to refresh, etc.

As I mentioned, so far I use it every day. A good example is that I am waiting for something I bought that is currently on Back-order. I have the order number which I copied onto a note. Now I just call up the note and paste it back to my browser to check the status.

If you would like a copy, you can go to the address listed below. It is a relatively small file (around 900K) but well worth the time it takes to download it.

<http://TurboNote.com>

## GETTING STARTED WITH XP

### Clear Icon Clutter

You can clear up the clutter of icons in your Systray on your Windows XP computer

Do you have lots of different icons that are taking up space and cluttering your Systray? Try this solution.

Right-click on your Taskbar and select Properties. Next, select the Hide Inactive Icons check box located at the bottom of the dialog box, then click the Customize button. Choose which icons you want displayed and which ones you'd like hidden

### Clear Out Old Files

Try using Disk Cleanup to clear out temp-file directories, caches, the Recycle Bin, etc.

From the Start Menu, select Programs, Accessories, System Tools, then Disk Cleanup. Choose the locations to be cleared out, then click on OK.

## Door Prizes Winners for September 2002 Meeting



*Kelly Pugh, Jane Blase and Darryl Strange (inset)*

At the October meeting Kelly Pugh won a Mouse Systems White Mouse, Jane Blase won a set of Performance computer speakers and Darryl Strange won the book Microsoft Windows ME Bible.

All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.



## Send File or Folder to Disk ~ File Association

By Wayne D. Ebert

If you are copying a file or folder to a floppy disk, insert the disk in the disk drive. In My Computer or Windows Explorer, click the file or folder you want to copy to highlight it. On the File menu, point to Send To, and then click the drive or folder you want to copy the file or folder to. Sending a file or folder to a disk sends a copy. The original file or folder remains in the original location. You can add other destinations to Send To. For example, create a new folder named CDmaker. Select the drive you want the folder in. Click File; from the drop down menu select New and then Folder. Type in the new folder name and press the Enter key. In My Computer or Windows Explorer scroll to the C:\Windows\Send To folder, create a shortcut to the destination you send the files. Click File; select New and Short Cut. Enter the path to your new folder [E:\CDmaker]. If you Right Click on the file or folder you want to copy you may see Send To near the middle of the menu. If you don't, you need to go to Microsoft to download and install Power Toys. Tweak UI is an essential tool for all Windows users.

A file association specifies which application is the default to open a particular file type. Notice the check box in the lower left in the file association dialog box. If checked, the association you select will remain the default to open that file type. When you open a file and the file association dialog box displays the list of applications to select from, and you are not sure which application to associate uncheck the *Always use the selected program to open this kind of file* box. The next time you open this file the file association dialog box will display and you can check the application and this box to make the association the default. You may change the file association by right clicking on a file and selecting *Open With*. Windows 98 requires you hold down the Shift key and right click. Windows XP will show you a short list of recommended applications or let you *Choose Program*. If you are on the Internet and not sure which application to use, click on the link called *Look for the appropriate program on the Web*. This may help you determine which is the correct application.



David, Gary, Mark and Kelly hold a short discussion after the meeting.

### ~Web Sites~

#### Boot Disks

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

(*BootDisks - PC Support - Essential Utilities*)

#### Windows Me Information

[www.microsoft.com/windowsme/default.asp](http://www.microsoft.com/windowsme/default.asp)

(*Information for Windows ME users*)

#### Computer Hardware

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

(*A guide to computer hardware*)

#### Windows Utilities

[www.forrestandassociates.co.uk/pcforrest/index.html](http://www.forrestandassociates.co.uk/pcforrest/index.html)

(*A place to find a lot of Windows utilities*)

#### How Stuff Works

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

(*A very interesting site that will give you a lot of answers on how stuff works*)

#### Trillian

[www.ceruleanstudios.com/trillian/index.html](http://www.ceruleanstudios.com/trillian/index.html)

(*The Ultimate Tool for Communications*)



### DID YOU KNOW?

#### CHANGE YOUR ICON SIZE

1. Right-click an empty area of your desktop and click Properties.
2. Go to the Appearance tab and select Icon in the Item drop-down menu.
3. Select a smaller or larger number.
4. Press Apply to see the change. When you're happy with the size click OK.



Bernie Conradi, Jim Wertz, Wayne Ebert & Jay Graff

## Computer Sheaux

The November ComputerSheaux was another big success. Thank you to everyone who came out to volunteer their help. The Shriners Hospital was well represented at their table and we are very happy to now have them as a part of the Sheaux.

There were 50 vendors, a great turnout, and 950 people attended the Sheaux.

The next Ark-La-Tex Computer-Sheaux will be held February 8, 2002. Please mark your calendar. We hope you will be able to attend and volunteer a little of your time for a great cause.