



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.shreve.net/~cbwug

Volume 7 No 11

Caddo-Bossier Windows User Group Newsletter

November 2005

October Meeting

By Glenda Conradi



Bernie Conradi thanks Sean Grimes for presenting the October program

Almost everyone uses Google, and it seems that Google just keeps expanding into more and more areas.

Sean Grimes, with Fix My PC in Shreveport presented the October program and told us about some of the new ways you can use Google, and he explained a host of services and tools that are now available.

Some of the tools include Blogger - do an online journal, Code - download open source code & APIs, Desktop Search - search your own computer, and Hello - instant message pictures.

You can also shop, create mailing list, search for images view maps, translate web pages to English, receive news alerts & much more.

November Program

By Glenda Conradi

We are planning a special program for November. Some of our members wanted to have a member participation meeting, with members bringing some tips and solutions they have found that have been helpful to them.

You may be surprised at how much others in the group would appreciate knowing how you do some of the things that make computing easier for you. You may have short cuts you use, or have read or learned of a simpler or more effective way of doing things.

Bernie is preparing a tip sheet. Please come and share your computing discoveries with everyone.

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MEETINGS

Thursday November 10, 2005

Thursday December 8, 2005

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

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

MARK YOUR CALENDAR



Ark-La-Tex Computer Sheaux

~Sheaux Dates~

~2005 Dates~

February 12, 2005

May 14, 2005

August 13, 2005

November 12, 2005



www.computersheaux.org

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Membership Dues.
Full: \$12.00 a year
Spouse: \$6.00 a year
Student: \$6.00 a year.

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 ~**Unhide Filename Extensions**

Files attached to e-mail messages are the number-one Trojan infection vector, and being able to see filename extensions can protect you.

Make Windows show you the entire filename, by following these steps:

1. Choose Start --> My Computer.
2. Choose Tools --> Folder Options --> View.

Windows shows you the Folder Options dialog box.

3. Clear the Hide Extensions for Known File Types check box.

You may want to consider selecting the Show Hidden Files and Folders radio button and also clearing the Hide Protected Operating System Files check box which is recommended.

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

The program for this month was presented by Sean Grimes from Fix My PC Company here in Shreveport. His presentation was on the many tools and services that are available in Google. You can get to the various tools and services by going to www.google.com. Some of the services were Froogle, Google Labs, Local Services, Map Services, Mobile Service, Google News, Google Earth, Desktop Search, Translate and a blogger just to name a few of them. We thank Sean for filling in and informing us of this internet lode of information and activities. Bob Franklin then told us about www.google.com/ig which lets you set up a personal page with information you want to see each time you log on to the internet. Thanks Bob. Our question and answer portion of the meeting primarily pertained to questions about the program, and Sean helped field some of these questions. Carolyn Franklin asked about finding a place to buy ink for her printer at a better price than she has been paying.

Reminder: November is the month to start receiving nominations for the board of directors for the group. Positions are President, Vice President, Secretary, and Treasurer. The floor will be open for nominations for these positions in November and again in December prior to having the vote at the December meeting. If you wish to nominate someone please obtain their permission prior to nominating them. Also, as a reminder all dues will be due for the 2006 year in January 2006.

I would like to request input from the group, about the subject of future programs. Please do not hesitate to let your interests be known. We are open for suggestions. Send me or Glenda an email or better yet let us know at the meeting. This is a second request. We want to know what you are interested in seeing or hearing about.

Bernie Conradi, President Caddo-Bossier Windows Users Group

Power Management

by Wayne Ebert

Screen savers were designed to prevent burn-in in the mono-chrome monitors of yesteryear; today's color monitors don't have that problem. A screen saver may be used to hide your screen with some entertaining screen displays when you are away from your computer unexpectedly. Doing so requires power for memory, hard drive activity, and screen display.

Default power management settings are in use with desktop and laptop PCs that use Windows XP. Click Start, choose Control Panel, and double click Power Options to display the Power Options Properties dialog box. Note that the dialog box for a desktop is not identical to a laptops. The lower portion of the first tab, Power Schemes, shows what steps are taken to conserve power while your PC is idle. The Turn Off Monitor only darkens the screen and changes the monitor power light from green to yellow. Pressing any key or clicking a mouse button returns to a normal screen. When combined with the Turn Off Hard Disk option to activate shortly after the monitor adjustment, a power saving close to going into Standby mode results as only the power to keep the information your programs are using is needed so you can get back to normal faster by pressing any key. Note that if you have an external or portable hard drive connected, only the internal hard drive shuts down.

The Standby mode puts the monitor in Turn Off Monitor mode, makes the power light yellow as it turns off the hard drive, cooling

fans, and USB devices that do not have their own power supplies. Movement of the mouse, clicking a mouse button, or pressing a key will display the desktop exactly as you left it unless you have it set to enter a password after returning from Standby.

Click the Hibernate tab to confirm Hibernate is enabled. A hibernating laptop consumes no power, while a desktop uses only as much as in Turn Off Monitor mode. XP copies everything in memory to a file on the hard drive and then shuts down. To restart a hibernating PC, press the power button just as you would when starting the PC- instead of a full startup the information saved is used to return your desktop as it was before hibernation.

GETTING STARTED WITH XP

Make Your Folders Private

- Open My Computer
- Double-click the drive where Windows is installed (usually drive (C:), unless you have more than one drive on your computer).
 - If the contents of the drive are hidden, under System Tasks, click Show the contents of this drive.
 - Double-click the Documents and Settings folder.
 - Double-click your user folder.
 - Right-click any folder in your user profile, and then click Properties.
 - On the Sharing tab, select the Make this folder private so that only I have access to it check box.
- When you make a folder private, all of its subfolders are private as well. For example, when you make My Documents private, you also make My Music and My Pictures private. When you share a folder, you also share all of its subfolders unless you make them private.

Door Prizes Winners for October 2005 Meeting



Bob Franklin & Clyde Santifer

The October door prizes were a t-shirt won by Bob Franklin and a CD case with ten writable CDs won by Clyde Santifer. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Microsoft FREE Programs

By David M. Huckabee

You all know that Microsoft has made a lot of upgrades and patches to their operating systems and other programs. A lot of you don't know that Microsoft has made a lot of programs available for download that are free, yes, FREE. Some of these programs help you use those programs that Microsoft sells or let you preview a program that you might want to purchase. There are programs that you just might want to help you do certain things that are unavailable anywhere else. Be aware that updates and security patches are needed to keep your system up-to-date and safe.

Some of these downloads require your system to pass the validation test that you are using a "Genuine Microsoft Windows" product. If you are, then you may download the software.

Most of these downloads require Microsoft Windows XP Home, Professional, or Media Edition, so be sure to look at the requirements section.

Go to: www.microsoft.com/downloads and browse to your heart's content. Be sure to look at the Additional Popular Downloads and the Download Categories at the bottom of the page. Some of the more popular downloads don't show up in the search mode, so you might have to go to the main Microsoft page (www.microsoft.com) to do your search. I have found that the PowerToys for Microsoft Windows XP can only be found by using the search at the main page.

There have been some additions to the PowerToys for Windows XP www.microsoft.com/windowsxp/downloads/powertoys/default.msp :

1. Color Control Panel Applet – Helps you manage your color settings (monitor, printer etc.) for tweaking those colors that aren't quite right.
2. SyncToy – Helps you copy, move, and synchronize different directories between your PDA, laptop, camcorders, digital cameras, and others and your computer.
3. RAW Image Thumbnailer and Viewer – Do you have a Canon or Nikon digital camera that will output a RAW image? You don't have to purchase an ex-

pensive program to just view these files just like the JPEG images you are familiar with. This tool provides thumbnails, previews, printing, and metadata data for RAW images using the Windows Explorer.

4. ClearType Tuner – This PowerToy lets you use ClearType technology to make it easier to read text on your screen, and installs in the Control Panel for easy access.

The other PowerToys have not changed, so I will not cover them here.

Some of the useful utilities that are available can be found by diligently searching the long list of programs in the Downloads section. Some of my favorites are:

Microsoft USB Flash Drive Manager – USB Flash Drives have become more popular as a highly portable storage medium. The Microsoft USB Flash Drive Manager will help you backup and restore presentation, pictures, songs and applications from and to USB Flash Drive devices and take them with you. The application can also help you to classify and name USB Flash Drives images (for instance "My network configuration" or "The pictures for my grandma") and lets you see this name whenever the USB Flash Drive is plugged into the computer. Microsoft Calculator Plus offers conversions between different measurement units for area, temperature, volume, currencies, and more. It also includes all the mathematical functions offered in Microsoft Calculator.

Microsoft Time Zone conveniently runs in the system tray and allows you to easily view the date and time in various locations around the world. You can also quickly and easily add your own personal locations to customize Microsoft Time Zone the way you want.

There are viewers and converters for some of the Microsoft Office products (PowerPoint, Word, Visio, and Excel) that you may use without having to purchase Office.

Browse the Web site and you may be surprised what you just can't live without. There are a lot of useful programs that you didn't know that are available just for a download.

~Computer Sheaux~

The next Ark-La-Tex Computer Sheaux will be Saturday, November 12 from 8 a.m. till 4 p.m.

Please come support our club table and the ComputerSheaux.

If you have computer equipment you would like to donate take it to the donations table Saturday and give it to J C Barnett.

Remember the proceeds go to the Shriners Hospital for Children in Shreveport.

~Web Sites~

TechWeb

<http://www.techweb.com/173402272>
(Sony CD Copy Protection Relies On Hacker Rootkit)

Microsoft Security Newsletter

<http://www.microsoft.com/athome/security/secnews/current.asp>
(A monthly newsletter bringing security news, guidance, updates, and community resources directly to your Inbox.)

Waterbed Prank

<http://www.wimp.com/waterbed/>
(If you have not seen this one it may give you a good laugh)

Live Science

<http://livescience.com/>
(An interesting site where you can increase your knowledge about almost anything from the animal world to history with a lot in between)



DID YOU KNOW?

When using a forward slash / you are telling your computer that you are looking for something external to your system, like a web page. On the other hand a backslash \ indicates you are looking for something inside your computer, such as a drive or a file.