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**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

Volume 5, No 10

Caddo-Bossier Windows User Group Newsletter

October, 2003



*The group participates in a question and answer session*

**September Meeting**

*By Glenda Conradi*

The September meeting included a hands on demonstration of how to install a hard drive in a computer as well as how to format the hard drive and set up the hard drive. Wayne Ebert supplied the computer and hard drive for the program and Mark Reeves assisted him with the demonstration.

There was a question and answer session, that is popular at all the meetings, and the members were able to get some of their questions answered and also were able to answer some of those questions as well as share a lot of good infor-

mation and tips with the group.

Wayne Ebert did a follow up on his question to the group at a previous meeting about things that annoy you about software and several people gave their input on the subject.

One of our members, George Craddock, donated recordable VHS tapes and Photo Library software for door prizes and they were both snapped up right away. We also gave away a terrific door prize donated by Gateway Country; a Training Class of the winner's choice. Go to page three to see who the lucky winners were.

**\*MEETINGS\***

Thursday October 9, 2003

Thursday November 13, 2003

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

1146 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

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



**MARK YOUR CALENDAR**

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**Ark-La-Tex Computer Sheaux**

~Sheaux Dates~

~2003 Dates~

February 8, 2003

May 10, 2003

August 9, 2003

November 8, 2003



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

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**Happy Halloween**



**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  
Student: \$6.00 a year

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

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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 ~**

**Quickly Get To the Windows Desktop**

There are several ways you can quickly get to your Windows desktop when you have open programs that are hiding it.

1. Right click on the taskbar and select "Minimize All Windows,"  
or
2. Press CTRL+ESC and then ALT+M  
or
3. Click on Show Desktop in the launch bar. If you do not see the name

you may have to click on the double arrow in the launch bar to show additional items and one of them should be Show Desktop.

It is just as easy to get back to a program you were working with because none of these methods actually closed the program but just minimized it. Just go to the task bar, where it is minimized, and click on it's name to maximize it.

**President's Page**



**Caddo-Bossier Windows Users Group September Meeting**

We did not have a guest or a new member this evening. We had our Treasurers report, the usual announcements and went right into our question and answer session. Mark told us about the web site "whatismyIP.com". I briefed the group on an article I read concerning the new version of Norton Anti Virus version 2004 that told that with the new version there will be product activation similar to what Windows XP does. We had a short discussion on Spyware and how to get rid of it using the latest programs. Joe Blase had a question about downloading from http or ftp and what the difference was between the two.

The meeting for this evening had planned for a presentation on Linux by Bill Joslin but our guest did not show up so Wayne had a Plan B which turned out to be a very interesting program on how to install, fdisk and format a hard drive. Wayne brought his computer and Mark provided the technical assistance necessary for this presentation. Mark walked us through the steps necessary and answered questions as we went along.

The door prizes for the evening were six Sony VHS tapes donated by George Craddock and won by Jane Blase; PC Paintbrush Photo Library donated by George Craddock and won by Kristie Sanders and a free training class donated by Gateway Computers won by Mark Reeves.

I would like to encourage the members to send me an email to 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*

## Assistant Anyone?

By Jay Graff

As I was reading my Sunday paper, I came across a column that some lady wrote talking about the Office Assistant. Anyone that has any version of Office has seen this feature. The default is always that little Clippy, a paper clip that does a number of things. For example, when you print out a document it acts like it is printing something and when you save, it makes a little box. Some people don't like it and turn it off, but it really doesn't bother me, although I always wished there were more options. Anyway, that lady talked about using an Einstein assistant and was bragging about how cute it was. The only problem was that she did not mention exactly how to make the change.

I opened up Word and went to the help section. I found out the way you are supposed to change it, but I hit a few bumps along the way. For those of you that may be interested in changing from the paper clip to something else, here is the proper way to do it. You will be amazed at how simple it turns out to be. Needless to say, I made it much more complicated than I needed to.

The first thing you are supposed to do is make sure that the assistant is visible. To do this, you open up any office document, go to HELP and if it says SHOW ASSISTANT, click on that to make it visible. If it says HIDE ASSISTANT, do nothing as your assistant is somewhere in the document. Once you find it, you right click on the assistant itself and from the menu that appears, pick CHOOSE ASSISTANT. OK, this is where I made it much harder than it should have been. It runs you through a list of around 5 or 6 different ones, but every time I chose one, it wanted you to insert a CD. I thought it meant the Windows

CD and I didn't want to mess with it, so I tried to look for one that I could download. I found some for almost all versions, but when I tried to run one, I got a message that I was running the wrong version of Office for it to work. I thought I would give it one more try and this time I read what it was trying to tell me. It really wanted my Office CD. That was not really a big problem and once I put that in, everything went smoothly. Now I have a little Einstein for my assistant. He is not quite as intrusive as the clippy was. He just kind of stays there waiting patiently for the next thing I decide to do.

So if you want to make a change, check it out. As I say, they have 4 or five different ones but I have not tried any others. Hopefully next time I do, I can do it much easier.



## GETTING STARTED WITH XP

### Set Up XP's Fax Feature

You can Fax with Windows XP but you will have to set it up first.

- 1) Open the Control Panel and Double Click on Add or Remove Programs.
- 2) Click Add/Remove Windows Components to open Wizard.
- 3) In Components list click Fax Services box and next.

Setup installs the Fax Services. Have your Windows XP program disk handy in case you are prompted to insert it. When installation is complete click OK.

- 4) Click finish to close Wizard box then close Add or Remove Programs dialog box.

Click Start, point to all programs, point to Accessories, point to Communications, point to Fax & click Fax Console. The Fax Configuration Wizard starts. Follow the prompts. You will need a dial up connection.

## Door Prizes Winners for September 2003 Meeting



*Mark Reeves, Jane Blase & Kristie Sanders*

At the September meeting Mark Reeves won a free class of his choice from Gateway Country, Jane Blase won six recordable VHS tapes & Kristie Sanders won PC Paintbrush Photo Library software. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.



## Computer Security

By David M Huckabee

There are people out there that want to get your information that is on your computer. You might say why would they want my information? They say, "Because it's there." There are ways to keep these people out of your computer.

If you are connected to the Internet by cable or DSL you are on-line all of the time and probably at the same IP address all the time. To keep the wolves at bay, there is a simple way to keep them out – a firewall. A firewall stands between the Internet and your computer, like a lock on a door. You wouldn't leave your front door unlocked for anyone to come in. Windows XP has a basic firewall available to you, just turn it on. Go to START, Control Panel, Network Connections, Right Click - Local Area Connections, Properties, Advanced TAB, check the box under Internet Connection Firewall, and OK.

For those that do not run Windows XP, there is another free firewall – ZoneAlarm from ZoneLabs – [www.zonelabs.com](http://www.zonelabs.com).

There are a number of firewalls that you can buy that have more features. ZoneLabs sells ZoneAlarm Pro and Plus that provide a firewall, protect your inbound and outbound e-mail, and even block pop-up ads, in addition to other features. There is Internet Security System's Black Ice - <http://blackice.iss.net>, Symantec – [www.symantec.com](http://www.symantec.com), McAfee – [www.mcafee.com](http://www.mcafee.com) and others that have similar features.

Hardware firewalls are available if you have a router set up to distribute your Internet connection among several computers on a network. Most routers have the hardware firewall built in.

Another essential is a good antivirus package. There are quite a few out there that would do everything to

protect your computer from viruses, worms, and Trojan horses. The important thing in an antivirus package is to keep your virus definitions UP TO DATE and running.

Your operating system (Windows) has support from Microsoft in the form of updates. These updates are important to keep your system running smoothly and some of the updates are to keep your system safe and secure from those folks that want to do damage to your computer.

One of the most important things to protect your computer is YOU. Don't open attachments to e-mail messages if you are not expecting the attachment, even if you know the person that sent it. Be aware of attached files if you just MUST open them. Don't double-click a file to open it without examining the file name itself. It could look innocent, but have a double extension (baby.jpg.exe). It looks like a baby picture but it is an executable file. There are a number of file extensions that are executable (.pif, .vba, .dll, and others), a good reference is at: <http://antivirus.about.com/library/blext.htm>.

If you see an e-mail from Microsoft or anyone else asking for your credit card information, be very aware that it is easy to copy a web page and send the information anywhere, even to a crook. A tip-off is that there probably won't be a closed lock in the Tray at the bottom saying that you are at a secure site.

If you get an e-mail with an attachment from Microsoft or anyone else, to "Patch your system," remember Microsoft DOES NOT SEND PATCHES BY E-MAIL.

The computer has become essential to a lot of individuals and businesses and the ones intent on using them to invade another's computer has to stop, the essential ingredient is YOU.

## ComputerSheaux Coming in November

Mark your Calendar for November 8 and join us at the next Ark-La-Tex ComputerSheaux.

### ~Web Sites~

#### Information Please

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

*(Claims to have all the knowledge you need on this site)*

#### The Software Patch

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

*(Offers new updates, software patches and downloads)*

#### iTools

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

*(Provides lists of search engines, web directories, people search and business search plus more)*

#### Strong Numbers

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

*(StrongNumbers Blue Book for Everything price guide provides consumers with the fair market values for hundreds of thousands of items)*

#### My Desktop Help

[www.mydesktophelp.com/tips.htm](http://www.mydesktophelp.com/tips.htm)

*(Tips, tricks & downloads)*

#### Freeware Arena

<http://freewarearena.org/PHPNuke/modules.php?name=Downloads>

*(This site has an assortment of freeware available to download)*

#### Find a Person

[www.smartpages.com/whitepages/](http://www.smartpages.com/whitepages/)

*Type in a name and you may find a long lost friend. To narrow the search type in the state and , or, zip code if you have it.*



### DID YOU KNOW?

If your Quick Launch toolbar is missing from the taskbar right-click an empty area on the taskbar, click Toolbars, and then click Quick Launch.

To add items to your Quick Launch toolbar, click the icon for the program you want to add, and drag it to the Quick Launch portion of the taskbar.