



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



CADDO-BOSSIER
 WINDOWS
 USER GROUP

Shreveport – Bossier City
 Louisiana

www.shreve.net/~cbwug

Volume 6 No 10

Caddo-Bossier Windows User Group Newsletter

October 2004

September Meeting

By Glenda Conradi



The group listens as Bernie Conradi shows the solution to a question.

In September the members and guests had a lot of questions and suggestions to contribute to the meeting. Some items included in the discussions were how to recover a lost recycle bin; how to change font size and screen resolution; how to get Windows Explorer to automatically open in C drive; the easiest way to copy a four gig hard drive to a ten

gig hard drive; how to lock and unlock Quick Launch so you can see all of the icons and how to change the appearance of the desktop icons.

The program on the XP SP2 addressed the installation of the upgrade and some situations people have run into after installation and how to solve some of the problems encountered.

October Program

By Glenda Conradi

Our guest speaker for the October C-B WUG meeting will be David Ford, who has thirteen years of experience working with computers and owns Jacks of the trade, LLC. His motto is "Computer Help Plain and Simple"

He plans to share some trouble shooting techniques he uses to deal with viruses, as well as tell us about

a variety of tools he uses to help identify legitimate files and bogus ones. He also has a trick for Windows 2000 Pro users.

David said he would like to share the steps he would use if he were called to your home for the same problems and will be happy to answer any questions you may have. Please come for a great program.

MEETINGS

Thursday October 14, 2004
 Thursday November 11, 2004

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~

~2004 Dates~
 February 21, 2004
 May 8, 2004
 August 14, 2004
November 13, 2004



www.computersheaux.org

~ Contents ~

September Meeting.....	1
October Program.....	1
Sheaux Dates.....	1
Club Information.....	2
Thank You.....	2
Quick Tip.....	2
President's Page.....	2
What Is Your Region?.....	3
Getting Started With XP.....	3
Door Prize Winners.....	3
Disk Cleanup.....	4
Web Sites.....	4
Did You Know?.....	4

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

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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.

Office Depot 70th Street for making copies of the newsletter.

~A QUICK TIP~**Back Up Your Windows Address Book**

To Back Up Your Windows Address Book: Click Start then Programs, Accessories, then "Address Book".

This will bring up your Windows Address Book.

In the Address Book, click "File" in

the menu bar and then "Export" then "Address Book (WAB)"

Save the file where you will be able to find it, such as a folder on your hard drive, a floppy disk or a CD.

Give it a name and click Save.

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

Billy Walker visited us this evening and joined our group. Buck Walters, Larry Jefferson, and Jo Ann Green were also visitors. Phillip Sanders briefed the group on the computer classes being conducted at the Hamilton/South Caddo Library. These classes are free to all who sign up. Space is limited so it is on a first come first serve basis. The classes are on Windows Foundations, Tech Tips, Connections, and Evolutions. Sounds like a very good program for those who are interested in getting started with Windows Operating system. The new TweakUI for Windows XP was demonstrated and talked about. The question and answer part of the program consisted of questions about the Recycle Bin disappearing from the desktop, how to set up your short cut Windows in Explorer to access the C drive, the best way to format a new hard drive, how to lock and unlock the task bar, how to create another tool bar, how to transfer data from an old hard drive to a new hard drive, the use of clear type in Windows XP and changing name backgrounds for icon names. The program consisted of a general discussion on the installation of Windows XP, SP2, with things to do to prepare for the installation and what the installation will do for your computer. The group ask many questions and numerous ideas and suggestions were exchanged. Also, during the discussion there were questions about installing SP2 on notebooks and what to do when you have Norton Anti-virus and Zone Alarm already installed on your computer. The door prizes for the evening were an optical PS2 mouse won by Phillip Sanders and retractable laptop phone cord won by Jane Blase. I would like to thank Kyle Widener and Gordon Ward for the donation of items to be used for door prizes.

Look forward to seeing you at the next meeting on October 14, 2004.

Just a reminder: Nominations for officers will be accepted at the November meeting and election of officers will be held at the December meeting. An annual board meeting will be scheduled soon. Please check with a club officer for date.

Bernie Conradi, President Caddo-Bossier Windows Users Group

What Is Your Region?

Jay Graff

Imagine you take a dream vacation to the orient. While you are in Hong Kong, you come across a DVD of the movie you have been wanting to see. Not only is it available, but the price is so low that you really can't afford to pass it up. OK, maybe this is a bad *what if*. Being so cheap, it probably means that it was pirated. Another person who is not as honest as you may be tempted, but would have to hide it in order to pass it by customs on the way home. But just for chuckles, say that one like this comes into your possession. Odds are that it will never play in your home DVD player. Why? When they make a DVD, they put what they call a region code embedded onto the DVD. There are around 8 regions divided throughout the world. We in the U.S. and Canada are assigned region 1. I don't know offhand what the others are, but suffice it to say that we use number one here.

The reason I am even mentioning this is that I recently got a new Sony DVD Burner. Within the documentation was a note reminding me to set the region code. One would think that since the device was sold within the United States, they would have set it at the factory, but I suppose that when it was made, they had no idea where in the world it was going. The note went further and said that I am able to change it up to 5 times. After the 5th time it would forever stay that way. Kinda like when I was a kid and my mom told me that if I kept making that face, it was going to freeze that way and I would be like that forever. Whoever dreamed that she was right?

I was a bit concerned, but found out that to change the code is a sim-

ple matter. Once changed, the vast majority of us will never have to change it again. I'm not really sure why they put all of the codes in there. It may be in case you move to a foreign country and bring your computer with you, or decide to buy one and send it to your relatives in Europe or South America. An internal drive is not hard to put in, but once it is in, it is a semi-permanent installation.

So now I am all set up with the correct region. I don't know how you would change the region code in your home player and I am not sure if changing the region code on the burner would affect writing DVD's. I do not plan to watch any DVD's on my computer, but it's good to know that I am at least using the right settings if I ever do.

GETTING STARTED WITH XP

Quick Launch Toolbar Tips

Does Windows CD auto-start never work when you need it but does work when you don't want it to? Are you tired of having to do repeated clicks just to open a drive and you also like to have a clean desk top? Here is a little tweak that puts all of your "My Computer" icons in your Quick Launch toolbar so you can open drives, CDs and folders with one click and keep your desktop uncluttered .

>Go to C:\Documents and Settings \Username\Application Data \Microsoft\Internet Explorer\Quick Launch. Leave this window open at half screen.

>Open up my computer again.
>Drag and drop all of the drives you want from My Computer into the Quick Launch folder. You can put a shortcut to any folder by right clicking on the folder and selecting create shortcut. Then drag and drop that folder into the Quick Launch.

Door Prizes Winners for September 2004 Meeting



Phillip Sanders & Jane Blase

The September door prizes were won by Phillip Sanders, an Iconcepts optical mouse and Jane Blase, a laptop retractable phone cord. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

Disk Cleanup

By David M Huckabee

Have you ever wanted to get rid of some files to get more disk space? You could always delete some of your older documents, uninstall programs that you no longer use, or just take a chance and start deleting files. There are positive and negative points to all of the mentioned strategies. If you delete older documents, you will probably need one of them the instant that you have deleted it; you have to think about backing it up to a CD and keep up with that. Uninstall programs is, at best, a decision that you must take seriously. Will you need that program later and where is the data? Start deleting files is a definite "bad decision" if you don't know what you are doing.

There is an alternative - Disk Cleanup. You may have seen this when you have right-clicked on a drive letter from **My Computer** and clicked on **Properties**. There is a button beside the pie graph of the drive. When you press the **Disk Cleanup** button, the computer does a little calculating to find out how much disk space you can free up, and then presents you with a window that tells you what files can be deleted and approximately how much space will be reclaimed by deleting categories of files. Here are descriptions of the various categories:

Downloaded Program Files

This folder contains mostly ActiveX and Java applets downloaded from the Internet. If you clean out this folder, these components will simply be downloaded again when you revisit the sites that use them.

Temporary Internet Files

Commonly known as the browser cache, are web pages and images from recently visited web sites, stored on the hard disk to improve performance when browsing the Web. These will be downloaded again the next time you visit that web site.

Recycle Bin

When you delete a file, it is not

really deleted; it is placed in the Recycle Bin for deletion at a later time.

Temporary Files

Many applications open files to store temporary data, but don't delete the files once they are through with them. Application crashes and power outages are other reasons why temporary files are left behind. Without maintenance, the temporary files can build to several megabytes.

WebClient/Publisher Temporary Files

These files are essentially the same as the Temporary Internet Files, kept for performance reasons, and can be safely deleted.

Compress old files

A feature of the NTFS file system is that files can be selectively compressed in place. One of the features of NTFS compression is that "old" files can be compressed automatically to save disk space; the downside is a slight performance hit. Click **Options** to specify the age which a file is considered "old."

Catalog files for the Content Indexer

The indexing service speeds up file searches by maintaining an index of some files on your hard disk. The index files can be safely deleted and rebuilt automatically.

The **More Options** tab provides access to other tools that can reclaim disk space:

Windows components

Click **Clean up** to selectively add or remove optional Windows components; this is the same as **Control Panel ? Add or Remove Programs ? Add/Remove Windows Components**.

Installed Programs

Click **Clean up** to selectively add or remove installed applications; this is the same as **Control Panel ? Add or Remove Programs**.

System Restore

This allows you to "roll back" your system to an earlier time. Technically, use of this feature can result in reclaimed disk space, but not an appropriate measure to reclaim free

disk space. **DO NOT USE**.

I hope this has explained what Disk Cleanup is and next time you see it, you might use this useful tool.

~Web Sites~

Magazineline

<http://www.netvalley.com/top100mag.html>

(Links to on line computer magazines & journals)

Rybotek

<http://www.rybotek.com/resources.html>
(Links to computer resources)

PC Support Tips

<http://www.pcsupporttips.com/>
(Lots of advice and tips you can refer to before making a purchase)

Printer Electrical Hazard Warning

<http://www.pcmag.com/article2/0,1759,1644732,00.asp>
(Some Lexmark, IBM, and Dell printers may present an electric shock hazard)

Crossword Puzzles

<http://puzzles.usatoday.com/>
(The most recent two weeks of the USA TODAY crossword are available to users for free; or join to have access to archives)

All About Birds

<http://www.birds.cornell.edu/programs/AllAboutBirds>
(This site tells you everything you want to know about birds. How to attract them,



DID YOU KNOW?

You can change the location of the taskbar to the top or the sides of the screen? The default is the bottom of the screen. Just right-click on the Taskbar and uncheck "Lock The Taskbar". You are now able to drag the taskbar to the position you would prefer for it to be on the desktop.