



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.cbwug.com

Volume 11 No 4

Caddo-Bossier Windows User Group Newsletter

April 2009

March Meeting

By Glenda Conradi



Group learning about Windows 7

The program for March was given by Bernie Conradi. He gave us a glimpse of the beta version of Windows 7. He has been running this, yet to be released, version of the new Microsoft operating system for almost two months. He went

over the new features that will be included in Windows 7 and demonstrated the new task bar, Action Center and gadgets interface. The group was then given an opportunity to ask questions they had about Windows 7.

MEETINGS

Thursday April 9, 2009

Thursday May 14, 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 giving the group a good preview of the upcoming Microsoft operating system Windows 7.

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April Program

By Glenda Conradi

It is once again time for one of our popular open sessions, when everyone can share the computer tips and information that have recently learned, and that may be of interest and helpful to other members in our

group.

It is also an opportunity to ask questions about problems you may be having using your computer.

We hope you will join us to learn and share.

THE WINDOW

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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~

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~**Display Recent Documents in the Start Menu**

1. Right click the Start button and select Properties, or if the Start menu is already up, simply right click on any blank area and select Properties.
2. From the Properties menu, select the Start Menu tab at the top and then select Customize. Click the Advanced button.
3. Under Recent Documents, check the "List my most recently opened documents" check box, then click OK until you exit the window. The next time you expand the Start Menu My Recent Documents should be displayed.

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

We had one new member join the group this month. It was Fred Krocker. Welcome Fred, we are happy to have you become a member of our group. The question and answer session started with a warning from Clyde Santifer, that Bell South DSL is converting members to AT&T and want to also have you use web mail, which looks like Outlook. He did not like it and had AT&T convert him back to Outlook on his local computer. There was a discussion of Vista update procedures, and what happens on shut down. He reminded us to follow the instructions about not turning off the power until the update is complete. We again looked at Update Checker by Filehippo which is a very good tool to use to keep your programs up to date. This program will not update Microsoft programs. You should use Windows Update for Microsoft programs. We also showed www.filehippo.com which is a good source for all free programs. You can download these programs with just one click. For the program this month, I demonstrated the new Windows 7 Beta that I have been running for approximately two months. This is version 7000 which was available to anyone who wanted to download the 2.3 gig file. This beta expires on August 1, 2009. I had a power point presentation outlining some of the new features in the new operating system. I demonstrated the new task bar, gadgets interface, the Action Center, which can be used to help correct problems that may develop with programs or hardware, the Windows Explorer changes, like files being placed in libraries, new search window and many others. We then let the group suggest items to look at, and spent a lot of time looking at these features and trying them out, for all to see. My personal opinion is that this new operating system is very clean, quick to install, start up and shut down, and is very easy to use, if you have used Windows Vista. The door prize winners for this month were Wayne Ebert: 10 CDRs with cases and Tom Collins: a package of CD markers. Congratulations to the winners.

Our next meeting will be April 9, 2009.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

Label Blues

by Jay Graff

Once upon a time, there was a company called Parsons Technology. They made software, mostly productivity and a few games that ran on Windows based systems. Some of you may remember them, although they have been out of business for a number of years now. One of their programs that was one of my favorites (and a mainstay) was one called Labels Express. With it you could create and print labels and envelopes. I am really dating myself, but this program probably started around the Windows 95 days. It was so old, I think the original setup disks came on floppies....pretty ancient huh? I had been hanging onto it and just putting it on whatever operating system I was into at the time. I believe it was 16 bits, but until recently I was able to get it to work. I never realized how cumbersome it was till I got a new computer that won't even look at a 16 bit program.

Initially, I panicked thinking that I had lost one of my favorites, but after doing a little checking, I found a more than suitable replacement. As I mentioned, before when I went to print, I always had to check the print settings because even though it had a setting for my printers, things did not always show up the way they were supposed to. My main problem was getting the print offsets right. Otherwise it might have only printed out on half of the envelope or label. It got to a point where I did a print preview to make sure. I guess those were what you would call the good old days because all of that is history. There is a new guy in town that makes printing labels much easier. I did some research on Label programs and chose one called Design Pro 5.4 by Avery. Best of all, it is a free program. Once I had it installed, it could not be easier to use. All you do is choose the label number (Avery 5164, etc) and it opens that

to be using a non Avery label, you would need to find the Avery that corresponds to that one. All you do is add your info and you can even include a graphic. Printing is also a snap. Just go to print and tell it which label you want to print to. That's it. It even has an option to print out bar codes if you want to. I have not explored its full capabilities, but it seems to have lots of options. You could probably print out labels using Word or any other number of programs, but this one is neat and really works. I have been amazed at how effortless it was to design and print a quality label. If this seems like something you might be interested in, you can check it out at:

www.avery.com/avery/en_us/Templates-&-Software/Software/Avery-DesignPro-for-PC.htm

Even if you are using something else, you owe it to yourself to download and try this program, especially if you make a lot of labels.

GETTING STARTED TIPS

Note Pad For Daily Notes

You can use the Notepad application from Windows to write down any information you need to remember on a daily basis. You can use it to record any appointments you have or you can even use it to write out your grocery list. The options are endless.

- 1.) To open Notepad go to Start, All Programs, Accessories, Notepad.
- 2.) Type .LOG (in all caps) as the first line of the file, press Enter. Save this file and close it. (You could save it as example.txt, for instance).
- 3.) Navigate to where you saved the file and double click it. You may notice that Notepad appends the current date and time (system date and time) to the end of the file and places the cursor on the line after. With the date and time there, you will never forget to do something on a certain day.
- 4.) Now, type your notes. When you're finished, save the file again and close it. Each time you open the file, Notepad will repeat the process. So, each time, the new date and time will show up at the end of the file and it will place the cursor below it.

Door Prizes Winners for March 2009 Meeting



Wayne Ebert

The March door prizes were won by Wayne Ebert: 10 CDRs with cases and Tom Collins (not shown): a package of CD markers. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

IE8 anyone...

By Bob Franklin

Microsoft has released Internet Explorer 8 and it is now being offered as part of the Windows update process. However, it has been reported on TechRepublic that for many users, the installation of IE8 has actually broken the browser and made it useless. Let me make it clear, I have not yet installed IE8.... I am just stating what has been widely reported numerous times on the Internet.

Some have suggested to download and install the IE8 file without the use of Windows Update. Well that may get you a good IE8 install, but what about those thousands of monthly "Patch Tuesday" patches that come through Windows Update. Are they flawed too? I think not. Here is what I have found to ensure a good Windows Update experience.

Run your routine system maintenance and clean up before installing updates. Run system clean up tools, I like Ccleaner to clean my computer of temp files and other unneeded files that accumulate over time. Defragment your file system, I have found AusLogics defrag utility to be much faster than Windows built in defragmenting tool. Hey, use what ever clean up and defrag tools you prefer.... but use something.

A fresh boot with nothing running except Windows Update is

the next step. Don't check your mail or surf the Web while updating, let Windows Update have total bandwidth. Turn off all screen savers. After Windows Update has loaded, I usually choose "Custom".... I like to pick and choose. "Express" will require a few less clicks, but you will not be able to see what's installing. This method of applying Windows Update patches will ensure the least possible failures and errors.

If after installing IE8, you have performance problems with multiple tabs open, or Internet Explorer 8 runs horribly slow, you may need to re-register the core libraries for Internet Explorer. From a Command Prompt window, run the following command: `regsvr32 actxprxy.dll`. Then restart the computer. In Vista, you must do this from a Command Prompt window with Administrator privileges. Type `cmd` in the Start menu Search box, right-click the `Cmd.exe` shortcut, and then choose Run As Administrator.

Guess what, I went to Microsoft Windows Update and IE8 was not listed as an update for my XP SP3 machine, so you may or may not be offered IE8 at this time. Microsoft has said IE8 would be pushed out with automatic updates, however no no time frame or other specific information was released.

~Web Sites~

Windows Help

<http://windowshelp.microsoft.com/Windows/en-US/default.mspx>

(This site gives you help with almost all aspects of Windows Vista, including installing and beginning to use Windows Vista, hardware and drivers, desktop and personalization and much more.)

Cuil

<http://www.cuil.com/info/>

(Welcome to Cuil—the world's biggest search engine. Cuil searches more pages on the Web than anyone else—three times as many as Google and ten times as many as Microsoft. Rather than rely on superficial popularity metrics, Cuil searches for and ranks pages based on their content and relevance)

Home & Garden How Tos

http://www.ehow.com/guide_12-home-garden.html

(Get instructions on Housekeeping, Home Design & Décor, Home Repair & Maintenance, Building & Remodeling, Garden & Lawn, Plants, Flowers, Herbs and much more.)

Windows Help and How-to

<http://windowshelp.microsoft.com/Windows/en-US/help/32d181ae-9aea-4e83-9126-3cfaaf5170561033.mspx>

(Tips for searching the Internet applies to all editions of Windows Vista. The information in this Help topic applies to Windows Internet Explorer 7 and Windows Internet Explorer 8.

The Internet contains a vast collection of information, but finding what you are looking for can be a challenge. Here are a few tips to help you search the web more effectively.)



DID YOU KNOW?

Pressing the F1 key brings up the help file for the program you're currently in. When you have a program open just left click on a blank area of your desktop, then press F1.