



WE DO WINDOWS  
**THE WINDOW**  
 COME DO WINDOWS WITH US



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

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

Volume 9 No 6

Caddo-Bossier Windows User Group Newsletter

June 2007

**May Meeting**

*By Glenda Conradi*



*Bernie Conradi Shows Some Tips To the Group*

The May meeting was an open forum that let everyone have an opportunity to ask questions, make comments and offer tips and suggestions. There were reviews of some of the information presented in recent programs. Bernie Conradi also

presented a program that revealed the ten most commonly used passwords and showed Ten Dumb Things You Can Do To Mess Up Your Computer. He also demonstrated the snipping tool provided as part of the Vista Operating System.

**June Program**



Richard Conradi, from CPU Wholesale Computers, will be joining us to give a review on current PC hardware technologies and provide a comparison between the newest components and the older ones they are have re-

placed. Primarily up for discussion will be a brief review on processors, memory, hard drives, motherboards, video cards and what major leaps have been made in performance, power usage & software compatibility. This will be the perfect opportunity to get the scoop on hardware that could be involved in any upgrades you've wanted to do!

**\*MEETINGS\***

Thursday June 14, 2007

Thursday July 12, 2007

**Podnuh's Bar-B-Que**

1146 Shreveport-Barksdale Hwy

Shreveport, Louisiana

*Meetings 2nd Thursday of each month*

7 p.m.



**MARK YOUR CALENDAR**

**Ark-La-Tex Computer Sheaux**



The last Ark-La-Tex Computer-Sheaux was held November 11, 2006. Over \$160,000.00 was donated to the Shriners Hospital for Children since July 1994 when it was founded.

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

**~Contents~**

May Meeting .....1  
 June Program .....1  
 Club Information .....2  
 Thank You .....2  
 Quick Tip.....2  
 President's Page .....2  
 Fill Those Forms .....3  
 Getting Started Tips.....3  
 Door Prize Winners.....3  
 Outlook Express Backup .....4  
 Web Sites.....4  
 Did You Know? .....4

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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 editor 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.

**C-B WUG's Web Address**  
[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. / Nationwide Internet** 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~****CHANGE ICON FOR A FOLDER**

To change the icon for a folder from an electronic version of a manila sleeve to another icon included in the set supplied with Windows (or to an image of your own) do this:

1. Right-click on the folder you want to change.
2. From the pop-up menu, choose File /

Properties.

3. Click the Customize tab.
4. Click the Change Icon button.
5. Browse the Change Icon dialog box to locate a replacement icon on your hard drive or on an attached network device.
6. Click OK to select the icon.
7. Click the OK button.

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

The meeting started with Ray Kidd joining our group. Welcome Ray. Glenda showed the door prizes available for the evening and Julious Windham gave us a health status of Ed Waites and Bob Nutt. Thanks Julious for the information. The evening was an evening of what I called "Cuss and Discuss". The floor was open to all for questions, answers, solutions and comments regarding previous meetings and presentations. Some of the questions pertained to the use of Outlook and Outlook Express, the new Hotmail program called Hotmail Live, the program Message Tags, and the program Mr. Mirror which was our program for last month. There were questions about setting up accounts in Windows XP and Windows Vista. It was recommended that the administrator account be restricted and that user accounts be set up for each person using the computer. This is a security feature that will help protect your computer from intrusion from the outside. I read an email from Wayne Ebert about the use of emails that recommend you send it to ten other persons and how these types of emails are just used to harvest good email addresses. I read a couple of items taken from the web, one titled "Ten Most Common Passwords Used" which said the number one password used was "Password". I also read an article from Tech Net called "10 Dumb Things You Can Do To Mess Up Your Computer", a couple of which was not use a surge protector and to open every email attachment that you receive. "Not a good idea any time". We also seen a demonstration of the Vista Desktop and showed how to use the Snipping Tool that comes in the new Vista operating system. It is much better than using the print screen key. Kristy told us about the program Site Advisor, which helps you monitor the sites that you visit on the web to determine if it is a rouge site or a valid one. The door prizes for the evening were a 1 gig thumb drive won by Scott Bailey and a digital desk clock donated by Julius and Thelma Windham won by Jane Blasé. Congratulations to our winners and thanks to Julius and Thelma for the donation.

I ask anyone that has a subject in mind for a program, or a person that would be interested in providing a program to contact glenda@conradi.com with information so we can follow up and hopefully provide interesting and informative content to our upcoming programs.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

## Fill Those Forms

*Jay Graff*

Have you ever had a form that you needed to fill out and wished that you could somehow use your computer to do it? A good example of this is an insurance claim that has to be filled in every month or so, or with some kind of regularity. I have been in that position a few times. I had to file a claim with my insurance every month and in fact found a program that would do just that. It was amazing how convenient it was. Since the information was the same from month to month, the only thing I had to do was change the dates I was filing for. But even with this convenience, I was not completely satisfied. The copy of the form I was working with was not as legible as I would have liked it and even though it was accepted, I wanted a bit more. Well, now I found one that does all I want it to and more. It is called Form Pilot. They make a few versions and the one I got was called Form Pilot Home. Recently, I made a living will and had to fill in a form that I wanted to keep around for awhile and if necessary make changes to later. The program itself is very simple, they give you step by step instructions. My first foray in using the program was not the most successful though. To use it, you have to scan your document into your computer. The one I tried was a pdf and for whatever reason, the text came out grayish, When I tried to do it in a different resolution, I did not get the clarity I wanted. I did not know what to do, so I reverted to the old standby, I went and read the directions. I discovered that there is an option in the program to change this. Actually, there are two options. The first one is for the text. You have to magnify one letter so it is big enough to work in, then you draw a small square and use this option to make the text black (blacker than it was). It makes all of the text that way. The other option is the opposite. This is when the background

itself is dark. You use this option to make the whole page white. Once you get your text and paper the way you want it, it is just a matter of entering your text. You have a choice of fonts along with their size and characteristics. If your document happens to be a colored one, no problem, it will do them as well. You can flip any item and even insert a picture if you want. You can do everything from within the program so you won't have to scan it with one program and work on the document in another. Clearly, this is not a program that you would use every day, but for those occasions when you do, it can surely come in very handy. I have only used it once or twice, but so far I like what I see. There are still features that I need to explore, but so far am very happy with it. If this seems like something you might be interested in, you can check it out at: [www.colorpilot.com](http://www.colorpilot.com)

## GETTING STARTED TIPS

### Vista's Windows Sidebar

The Windows Sidebar in the Vista Operating system appears to be able to hold only a few gadgets. It is set up so when the Sidebar is full, and you add another gadget the addition makes the gadget on the bottom disappear, which will require you to delete a visible one to bring the gadget that disappeared back and viewable on the existing sidebar. Luckily the Sidebar has more than one screen. When more than the visible number of gadgets are in use, the excess gadgets flow out onto another screen. The arrows at the top of the Sidebar take you from one screen to another. Because of the other screens, that are usually hidden, your extra gadgets that are less-used can easily be accessed and opened when you are ready to use them.

## Door Prizes Winners for May 2007 Meeting



*Jane Blase & Scott Bailey*

The May door prizes were won by Jane Blase, a Big Digit Desk Clock and Scott Bailey, a 1 GB zMate Pen USB thumb drive. All Caddo-Bossier Windows User Group club members in attendance are eligible to win door prizes at the monthly meetings.

## Outlook Express Backup

By David M. Huckabee

Outlook Express saves your e-mail messages in one large database file for each of your Outlook Express/Local Folders. You can't go to any of these folders and look at an individual message. The problem with these large folders is that they can become corrupt and lose all or part of your messages. The other problem is "Where are these folders on my computer if I want to back them up."

The backup process is helped by copying the files to another partition or drive other than the system partition, but if you don't have another hard drive or partition you might benefit if you copy them to an external hard drive.

### Copy Mail Files to a Backup Folder

To make a backup copy of your Outlook Express e-mail message files:

1. On the **Tools** menu, click **Options**.
2. On the **Maintenance** tab, click **Store Folder**.
3. Select the folder location, and then press **CTRL+C** to copy the location.
4. Click **Cancel**, and then click **Cancel** again to close the dialog box.
5. Click **Start**, and then click **RUN**.
6. In the **Open** box, press **CTRL+V**, and then click **OK**.
7. On the **Edit** menu, click **Select All**.
8. On the **Edit** menu, click **Copy**, and then close the window.
9. Right-click any empty space on your desktop, click **New**, and then click **Folder**.
10. Type *mail backup* for the folder name, and then press **ENTER**.
11. Double-click the Mail Backup folder to open it.
12. On the **Edit** menu, click **Paste**.
13. Close the Mail Backup window.

### Import Messages from the Backup Folder

To import your Outlook Express e-mail messages from the Backup folder:

1. On the **File** menu, point to **Import**, and then click **Messages**.
2. In the **Select an e-mail program to import** from box, click **Microsoft Outlook Express 6** and then click **Next**.
3. Click **Import mail from an OE6 store directory**, and then click **OK**.
4. Click **Browse**, and then click on

the Mail Backup folder in your backup location.

5. Click **OK**, and then click **Next**.
6. Click **All Folders**, click **Next**, and then click **Finish**.

### Export Your Outlook Express Address Book

1. On the **File** menu, click **Export**, and then click **Address Book**.
2. Click **Text File (Comma Separated Values)**, and then click **Export**.
3. Click **Browse**.
4. Locate the Mail Backup folder that you created.
5. In the **File Name** box, type *address book backup*, and then click **Save**.
6. Click **Next**.
7. Click to select the boxes for the fields that you want to export, and then click **Finish**.
8. Click **OK** and then click **Close**.

### Import the Address Book File

1. On the **File** menu, click **Import**, and then click **Other Address Book**.
2. Click **Text File (Comma Separated Values)**, and then click **Import**.
3. Click **Browse**.
4. Locate the Mail Backup folder in your backup location, click the **address book backup.csv** file, and then click **Open**.
5. Click **Next**, and then click **Finish**.
6. Click **OK**, and then click **Close**.

### Export the Mail Settings Account to a File

To make a backup copy of your Outlook Express mail account settings:

1. On the **Tools** menu, click **Accounts**.
2. On the **Mail** tab, click the mail account that you want to export, and then click **Export**.
3. In the **Save In** box, use locate the Mail Backup folder on your desktop, and then click **Save**.
4. Repeat these steps for each mail account that you want to export.
5. Click **Close**.

To export the Newsgroup Account settings repeat the above **Mail Account** settings procedures except click the **News** tab in step 2.

### Import the Mail Account Settings File

1. On the **Tools** menu, click **Accounts**.

2. On the **Mail** tab, click **Import**.
3. In the **Look In** box, locate the Mail Backup folder in your backup location.
4. Click the mail account that you want to import, and then click **Open**.
5. Repeat these steps for each mail account that you want to import.
6. Click **Close**.

I hope you do not lose any more of your e-mail messages and now know how to back up Outlook Express.

## ~Web Sites~

### Portable Apps Support Suite

[http://portableapps.com/support/portable\\_apps\\_suite#using](http://portableapps.com/support/portable_apps_suite#using)

*(A portable app is a computer program that you can carry around with you on a portable device and use on any Windows computer.)*

### Couchville

<http://couchville.com/config>

*(Type in your zip code, check your television source: Antenna, Cable or Satellite, and provider from the ones listed, and the channel numbers for the different stations you can access will be listed.)*

### 101 Fantastic Freebies

<http://tech.msn.com/downloads/articlepcw.aspx?cp-documentid=4594338&wa=wsignin1.0>

*(Want to make your PC more productive, secure, informative, and entertaining? These downloads and services will do the trick-and they don't cost a dime.)*



## DID YOU KNOW?

In Windows 2000/2003/XP and Vista you can open Device Manager by double-clicking on the System icon in Control Panel, choosing the Hardware tab, and clicking Device Manager.

Device manager shows you what devices on your computer are working and lets you update your drivers.