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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 12 No 5

Caddo-Bossier Windows User Group Newsletter

May 2010

April Meeting



Bernie Conradi, Stan Palmer & Rick LaCour

During the April program there were questions from members and also some good information and suggestions shared. The program started with information on what to do with the Windows updates listed in the Add/Remove Programs of the Control

Panel. the Windows Update feature of Windows 7 was also discussed and we looked at the Jump List and the new Windows 7 calculator.

If you have something you would like to be covered in a future program please let us know And we will try to include it.

May Program

Please join us Thursday, May 13 at 7:00 PM for another interesting program. Due to recent request from members,

Richard Conradi has agreed to present a program on Face Book and answer your questions. Bring a friend.

MEETINGS

Thursday May 13, 2010

Thursday June 10, 2010

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



MARK YOUR CALENDAR



Bernie Conradi

Thanks to Bernie Conradi for presenting the April program.

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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~

Drag Something To A Minimized Folder

- | | |
|---|--|
| <p>Did you know that you can drag something to a folder that is minimized?</p> <p>1. Grab the item and drag it to the task-bar button of the minimized folder.</p> | <p>2. Hold the mouse cursor over the button for a few seconds, the folder will open back up.</p> <p>3. Drop the file into the folder</p> |
|---|--|

President's Page



Caddo-Bossier Windows Users Group April Meeting

Glenda started the meeting with the usual announcements of the months door prizes and of the APCUG Regional Convention in Plano, TX, April 30 to May 1, 2010. Charles Byrd gave the Treasurers report and then we proceeded to the usual Question and Answer session. Pat McDowell started things off with a question about no sound on her new laptop. A number of suggestions were made as to what to check to try to correct the problem. Then Christi Sanders asked about connecting two computers together. It was noted that for two computers to talk to each other over a network that the computers have to be shared. Wayne Grambling informed us of a web site on the internet called Zoombak. This is a personal GPS locator you can obtain for a person or dog or vehicle. The individual has a sensor on his person and other people can log into a site and check their location on a map. The web address is www.zoombak.com. The program for the evening covered a number of subjects starting out with an article from World Start about what to do with the Windows updates listed in the Add/Remove Programs of the Control Panel. The article suggests you just hide these updates unless you need to uninstall one. Do Not remove them from the Add/Remove Programs list. We then moved to a small power point about how to use the Windows Update feature of Windows 7 and how to configure this feature for your personal settings. It was also explained that if you want the Optional Updates you have to check them and add them to the monthly updates manually. The Jump List was the next thing we covered, by showing how easy it is to get to a document or pin a document to the Jump List so the document can be used every day. We then looked at the Calculator in Windows 7, showing the many new features of Calculator. It is no longer just a Calculator but has several functions such as a Scientific, Programmer, Statistics, history, unit conversion and date calculation. Look at this new feature of Windows 7 to see for yourself what it offers. Our monthly door prize winners were Pat McDowell an adjustable knee mouse pad donated by Carole White, and a 4 gig thumb drive won by Charles Byrd. Congratulations to our winners.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

DO You Tube

by Jay Graff

One of the current crazes in the computer world seems to be watching videos on a number of sites, probably the most popular one being YouTube. I know I get a bunch of mail telling me to go to this site or that site to watch a funny video. Plus I see the videos on the news frequently. Any site will let you watch them as you are visiting, but suppose you wanted to save that video and either keep it for later, or send it to a friend? Suppose that video will only be there for a few more days and if you don't save it, it will be gone forever. Normally in the Windows environment, you can RIGHT click your mouse and somewhere in the pulldown menu, you would see a SAVE AS function. With many of these sites, that option is not available, so you have to find other ways to get it. Actually it is not as simple as it sounds. There are a number of different formats out there, the most common being SWF and FLV. If you really want to save those videos, you first need to find out what kind it is. The best way to do this is do a google search for the site and videos and there should be some information on it. Next you need to do another search for the file format to video. There are lots but the one listed below will do YouTube, plus a few others. Surprisingly it is not a program but a site that allows you to save.

<http://www.savevideodownload.com/download.php>

You need to copy and paste the url of the video you want (or watched) in its address bar and choose get links. Then according to the instructions, you will be able to save it as (you nameit).flv. This is just the second step. If you want it to stay there, you will probably have to get some kind of FLV player. Personally, I would rather convert it because you can convert it to a format that is more User and Windows friendly. One that I have had

great success with is called AVS Video converter that will convert lots of formats to almost anything. It is not the fastest, but one of the best. Of course, there are many programs that will do it and again, you will have to rely on Google to help you find what you want. Examples might be a search for FLV to AVI or WMV. Both of those are common windows files. It may seem like a lot of work, but once you save them and convert them, if that's what you decide to do, you will have them until you get rid of them. The same would apply with other formats like SWF. Just remember that the site I told you about may not work with all of the video sites, but if you can find two or three different ones, you will have all of the formats covered. They are always coming out with new formats, but they also come out with new conversions. I personally have not tried to download and convert one, but it is definitely on my TODO List.

GETTING STARTED TIPS

Using Print Screen Button

To capture the whole screen, just hit the **Print Screen** (it might say **Prt Sc**) button on your keyboard.

Then, open your imaging software (and a blank page, if you need to - it will depend on your software) and select your **"Paste"** command (usually **Ctrl+V**).

This should paste an image of your computer screen into the document you're working on. You can also paste the image into a word processing program like MS Word or WordPerfect if you don't have imaging software. (With newer versions of Word, you might need to have the program open before you hit **Prt Sc** for the screenshot to go to the clipboard).

If you would like to capture only the current window, hold down the **ALT** button while you press the **Print Screen** button.

Door Prize Winners for April 2010 Meeting



Pat McDowell and Charlie Byrd

The April door prizes were won by Charlie Byrd, a 4 GB thumb drive and Pat McDowell an adjustable knee mouse pad. All Caddo-Bossier Windows User Group club current members in attendance are eligible to win door prizes at the monthly meetings.

Google Voice, Free Long Distance

Reviewed by Hank Pearson, Webmaster, and has served in many capacities including President, Treasurer, and Editor, ASCIi (Arizona Society for Computer Information, inc.)

The ASCIi Clipboard, October 2009
www.asciigroup.org
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This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

What is Google Voice?

A phone line? No
Instant messaging? No
A new Google telephone? No
A new wireless phone plan? No
VoIP (Voice over Internet Protocol)? No

It is totally free? Yes!
Free long distance? Yes!
Free phone number? Yes!
Intelligent forwarding? Yes!
More versatile voicemail? Yes!
And a lot more free features? Yes!

Do you have to be at a computer to use Google Voice? No. Use Google Voice from any phone. Google Voice is free, but you need an invitation.

Just Google for 'Google Voice invitation.' When you receive your invitation, select a free phone number.

When someone calls your Google number, some or all of your phones can ring at once - your home phone, mobile phone, work phone, your cousin's phone where you are visiting. You can answer from any of them.

You can organize your contacts into groups and let some contacts ring all your phones, others ring certain

phones, others go straight to voicemail, and still others get blocked.

You can personalize your voicemail greeting for groups or even individuals.

You can listen to your voicemail from any phone or listen online, or receive email or SMS (texting) notification. You can read voicemail transcripts visually online, and see each word underlined as it is spoken by your callers.

When you are online, you can just click a contact to call local or long distance. Or you can call from any phone by dialing extra digits. You can call any number without setting up a contact. All calls to the contiguous 48 states are free! Check out the rates for other locations

You can send, receive, and store SMS (texting) messages.

You can screen calls and record calls.

Similar to a mobile phone interface, you can review calls placed, received, missed, and so on.

Can you port your existing phone number? Officially, not quite yet. "We hope to offer this option in the near future." But a few people have been reported to have ported their numbers. News on this subject might change fast. To keep up with the latest stories, Google for 'Google Voice port existing number.'

There's even more to Google Voice! And it's free!

Web Sites To Check: www.google.com/support/forum/p/voice/thread?tid=59ae209a63ab71f4&hl=en
<http://www.google.com/support/voice/bin/answer.py?hl=en&answer=115073>

~Web Sites~

Improve Your PC's Performance

<http://daol.aol.com/articles/pc-performance?icid=main>

(Computers with Windows XP and newer operating systems come with several simple utilities to check, clean and de-clutter your hard drive. Doing so will free it up to access your programs and files more quickly)

Google Books

<http://books.google.com/>
(Sign in with your Google Account to create and manage personal bookshelves, share books with friends, and see what they are reading.)

Andy Manchesta

<http://andymanchesta.com/>
(This site offers Freeware Files, Security/Malware News & Tools, Art, Wallpapers & Icons, & Entertainment links.)

Google Voice Help Forum

<http://www.google.com/support/forum/p/voice/thread?tid=59ae209a63ab71f4&hl=en>
(Google Voice free calls question and responses to questions)

Google Voice

<http://www.google.com/support/voice/bin/answer.py?hl=en&answer=115073>
(With Google Voice, you get all your calls through a single number. Just add your other numbers to Google Voice and then make your own rules for how your phones ring.)

FWIX Local News

<http://fwix.com/shreveport>
(Read local news at this site, or select a different location to read the news from another city.)



DID YOU KNOW?

If you are working in a program and you press Ctrl Z to undo something you have just done, or choose Undo from the Edit menu, then realize that you really did not want to undo that particular thing, you can easily get it back by pressing Ctrl Y. It works in most programs.