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# RASCAL

VOL XVIII ISSUE X — OCTOBER 2005 - ROGUE AREA SENIOR COMPUTER ASSISTANCE LEAGUE

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**COME TO ORDER, FOLKS.**

**Time to Elect Officers for 2006 and to Honor our Volunteers!**

# OCTOBER 18



**ON THIS DATE WE WILL CELEBRATE RASCAL's 15th ANNIVERSARY!**

## RASCAL's ANNUAL BUSINESS MEETING and VOLUNTEER RECOGNITION DAY

will also be the occasion to observe this club's Fifteenth Anniversary. There will be a "State of the Club" message by our interim president, Bill Rose. Officers for 2006 will be elected and the many volunteers who have served the club for the past year will be introduced and recognized with praise and gifts of appreciation.

There will be a festive atmosphere and very tasty free treats, including the amazing, spectacular, and delicious cakes (as at right) of Karen Janssen. Do come and cast your votes and enjoy a wonderful morning!





**MAKING WINDOWS  
ACCESSIBLE to  
Users with Disabilities**

~ by Kim Komando

**Q. My mother is over eighty, and she has trouble seeing the monitor. Is there some way to magnify it?**

**A. Windows includes a number of accessibility options that can help people with disabilities. They can accommodate people with impaired or declining vision, hearing or dexterity.**

I think your mother will find Windows' **Magnifier** helpful. It makes a portion of your screen act as a magnifying glass. The remaining portion continues to show a normal display. You can move your magnifying glass anywhere on the screen. And you can resize it to take up to half your screen. **It is available in all versions of Windows.**

To open **Magnifier**, click

Start>>All Programs>>Accessories>>Accessibility>>Magnifier. Once you start Magnifier, you'll be able to customize it. First, you can choose the magnification level. You can use sizes from double to nine times normal. You can have your magnifier follow the mouse pointer. Or you can have it follow the keyboard focus (cursor). The keyboard focus setting works well for word processing.

Windows includes many more accessibility tools. Here are the other tools you can find under All Programs (or Programs):

1. **Narrator** is a helpful tool for people with low vision or blindness. It uses a computerized voice to describe what's on the screen. It can tell you which program or window is open. And it can tell you which menus and options you're watching. You can also have Narrator read as you type, letter by letter. That can help with letter writing or email. It's especially handy if you have limited typing ability. A feature like Narrator requires incredible sophistication. It is a great tool, but it's far from perfect. It works well with Microsoft products like Office and Internet Explorer, but its support weakens as you stray from Microsoft programs. It is available in Windows XP and 2000.

2. **On-Screen Keyboard** can be useful for those with limited dexterity. It lets you do your typing with the mouse. The virtual keyboard is complete with function and navigation keys and the number pad. And you can move it anywhere on the screen. It is available in Windows XP, 2000, and ME.

3. **The Accessibility Wizard** lets you open multiple accessibility tools with one pass. You can pick your settings for sight, hearing, and dexterity aids. The wizard will change settings when you choose them. You can quickly discover which features you like and dislike. The wizard is available in Windows XP, 2000, ME and 98.

Other tools are available through Windows' **Control Panel**. To find them, click Start>>Control Panel in Windows XP, or Start>>Settings>>Control Panel in earlier versions of Windows. Then double-click Accessibility Options. Here are a few I like:

1. **StickyKeys** helps those who use a wand or mouth stick. It simplifies key combinations such as Ctrl+Alt+Delete. Instead of pressing them simultaneously, you can press them in sequence. It's also useful for using the Shift Key.

2. **FilterKeys** eases the frustration of using the keyboard with limited dexterity. You can set your keyboard to ignore repeated keystrokes from shaky hands. You can also shut off or slow the keyboard repeat. That stops it from repeating a key that's held down too long.

3. **MouseKeys** lets you use the number pad as a mouse. This is another great feature for people who use a wand or mouth stick. There are settings to control the speed of the mouse pointer. The pointer also accelerates as you hold down the keys. And **MouseKeys** doesn't interfere with use of the actual mouse. You don't have to change settings for other users.

Most accessibility tools display an alert with their first activation. And most of them openly tell you that they're not cutting-edge. So the Microsoft site lists more robust tools from different developers. You can also do a search for your particular needs on Microsoft.com.

*These tips are reprinted by permission of the  
Kim Komando Computer Show  
www.komando.com*

# TIPS, TWEAKS, AND TRICKS

by Lou Lyons—luckyLou@charter.net



Classic Lou Lyons Definitions from earlier columns.

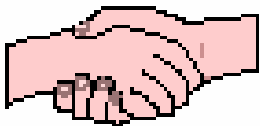
**Q: What is meant by “Multitasking”?**



**A: Multitasking refers to the ability to run more than one program at a time.** Sort of like walking and chewing gum at the same time.

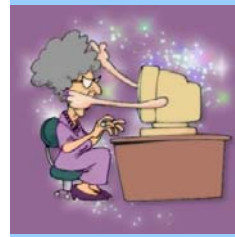
For example, you can play Solitaire while a file is being downloaded from the Web. You can let a spreadsheet recalculate itself while you are composing a letter in a completely different program. It's like having several separate computers all bundled into one unit, each able to perform its own task. Prior to the advent of the 386 Processor, this was not possible because each task used all of the available memory. With the 386, the computer was able to compartmentalize its memory and to use those compartments to do separate tasks simultaneously. These compartments are known as “virtual machines” and they, literally, function as separate computers.

**Q: Is MS-DOS an operating system in opposition to Windows or do they work together?**



**A: MS-DOS is an operating system but, rather than being in opposition to Windows, it works with it.**

Except for Windows XP, all versions of Windows are dependent on MS DOS to perform basic system functions, and Windows will not function without MS-DOS. DOS stands for Disk Operating System and XP includes a disk operating system, but it is built-in and is different from the disk operating system in prior versions of Windows. Prior versions of Windows were not really an operating system, they were a Graphical User Interface (a GUI), with a bunch of utilities included to allow operations such as formatting a floppy, etc. XP has the disk operating system so integrated that it can be considered an operating system on its own.



## THE COMPUTER SWALLOWED GRANDMA!

~ author unknown

The computer swallowed grandma.  
Yes, honestly it's true.  
She pressed “control” and “enter”  
And disappeared from view.

It devoured her completely.  
The thought just makes me squirm.  
She must have caught a virus  
Or been eaten by a worm

I've searched through the recycle bin  
And files of every kind;  
I've even used the internet,  
But nothing did I find.

In desperation, I asked Jeeves  
My searches to refine.  
The reply from him was negative,  
Not a thing was found “online.”

So, if inside your “Inbox,”  
My Grandma you should see,  
Please “Copy,” “Scan.” and “Paste” her  
And send her back to me!

*A salute to all of you grandmas and great grandmas (grandpas and great grandpas too!) who are bravely learning to use and enjoy your computers.*





*Use these routine maintenance tips to keep your computer running at peak performance.*

It's easy to quickly fill up your valuable hard drive space and turn your computer into a sluggish, unresponsive monster. Keeping your hard drive clean is essential to high performance. Fortunately, it's a simple process; one that can easily be performed on a regular basis and, with some organization, keep your computer running like a well-oiled machine.

You can discover how much hard drive space is available on your computer by opening **My Computer**; Right Click on **Drive C**; click on **Properties**. A pie chart will appear to show you how much used and unused space is currently on your hard drive. Check this often to keep an idea of how much space you are using.

### **Here are seven simple steps to clearing up your hard drive:**

**1. UNINSTALL UNSUED PROGRAMS.** Many times a new program will come along that looks fun to have or play with, but after a week or two you simply stop using it. These programs clutter up your drive and take up valuable space. You might be tempted to delete these programs from your drive, but doing so will cause problems. You must use the uninstall function of Windows for the program to be removed safely and completely.

**2. CLEAN OUT TEMPORARY FILES.** When your computer is not shut down properly, it will pass information from memory into fragmented files. Also, while you are running programs, your computer will write information that it does not immediately need to temporary files. Installation files will also expand themselves into the temporary folder and will not always clean up after themselves. You can delete these temporary files safely by using the Disk Cleanup option in your System Tools.

**3. EMPTY YOUR INTERNET CACHE.** As you surf the internet your computer stores web pages and images into a temporary internet cache so that it can quickly recall and access information when you move back and forth between pages. This backup information can quickly add up and eat hard drive space. Whether you use Internet Explorer, Netscape, or one of the many other browsers

available, emptying out your cache is quick and easy. Simply follow the instructions in the Help files located within those programs. You may also wish to set a specific maximum file size for your cache folder, so that it is not allowed to run rampant.

**4. EMPTY YOUR MAIL PROGRAM of CLUTTER.**

It's easy to browse through your email and leave old messages there, promising yourself you'll sort them out later. One or two messages don't take up much space, but hundreds certainly do. Take the time to sort through these old emails now and delete what is not important. Create folders and organize what is left. Make it a habit that when new emails come in, they are either filed immediately or thrown away. Set your email program to empty your deleted items folder each time you close your mail program.

**5. EMPTY YOUR RECYCLE BIN.** Once you've emptied your drive of cluttering, unnecessary programs; empty your recycle bin to remove what has been placed there in the process.

**6. SCANDISK and DEFRAG.** When Windows installs programs, it will put the files it needs anywhere that it finds free space, and not directly after the last program installed. As a result, your hard drive has patches of empty space on it that are not big enough to fit a full program, and will result in a drive space error if you attempt to install something new. Scandisk your drive to check for lost file fragments and to fix any errors it finds, then Defrag to pack all of the program files together at the beginning of your drive. This will clear out those empty patches and move all of the free space you've just created to the end of your drive.

**7. ORGANIZE YOUR SURFING HABITS.** Direct all of your downloads to the same folder, so that you can easily find them and delete them when necessary. Keep track of the programs that you install. For trial versions, note the date they will expire on a calendar. This will remind you to install the programs that you can no longer use, rather than allowing them to clutter up your hard drive. Also, if you run into problems, keeping track of new downloaded and installed programs and the date they were installed can help you track down the cause of problems.

Remember that the cleaner your hard drive, the better your machine will respond! In order for your computer to be user friendly, it must have a friendly user. **Be your computer's best friend and clean out the cobwebs regularly.**

*~ from Pagewise.com*





# Need Help? • Dial-A-Pro

Just call or e-mail and an attempt will be made to solve the problem by phone or e-mail. If that isn't enough, most of those listed will make house calls on an individually arranged basis.



## GENERAL TROUBLESHOOTING

Most Areas of Computing

<b>Chris Oman</b>	<b>474-0161</b>	<b>ckoman@rvi.net</b>
<b>Len Richardson</b>	<b>866-2541</b>	<b>len_r@yahoo.com</b>
<b>George Spencer</b>	<b>474-0899</b>	<b>gspencer1earthlink.net</b>
<b>George Steffensen</b>	<b>474-4305</b>	<b>steff@budget.net</b>
<b>Gerry Tank</b>	<b>476-7667</b>	<b>badger1gt@charter.net</b>
<b>Wally Zittle</b>	<b>476-9800</b>	<b>wzittle@charter.net</b>
<b>Bob Booth</b>	<b>474-2993</b>	<b>robtb@terragon.com</b>

## APPLICATIONS & OTHER SPECIFIC HELP

<b>DIGITAL CAMERAS &amp; PHOTOS</b> (for beginners)		
Ken Mitchell	476-1883	ks4lb444@rascal.cc
<b>EXCEL</b>		
Ron Willing	582-9694	rwilling@charter.net
<b>GENEALOGY</b>		
Laura Dunwald	479-9076	beagenie@charter.net
<b>GRAPHICS</b>		
Bill Porter	[phone n/a]	silverfox@terragon.com
<b>HAM RADIO</b>		
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<b>QUICKEN</b>		
George Steffensen	474-4305	steff@budget.net
<b>WEB PAGE HTML BASIC</b>		
Mark Simonds	955-4810	mcsimonds@rvi.net
<b>WORD, MS</b>		
Marion Miller	955-0712	marion@uci.net
<b>WORD PERFECT &amp; MS WORD</b> (for beginners)		
Karen Janssen	956-6067	ilea@terragon.com

## BEGINNER'S HELP

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## EXCHANGE COMPUTER RELATED QUESTIONS & ANSWERS

For RASCAL members only. Limited to technical problems and responses. Subscribe to the **FREE Technical Help ListServe** email forum for help with your computer problems at <http://mailman.userservices.net/mailman/listinfo/rascal-tech>. Subscribers use **rascal-tech@mailman.userservices.net** for discussion. The Listserve Moderator is reached at **rascal-tech.admin@mailman.userservices.net**.



## COURSE DESCRIPTIONS

October 2005

### Computer Security

**Pre-Req: Intermediate or above computer user.**

Surveys conclude that 90% of PC/Internet users are infected or affected by malicious intruders. Learn the issues, strategies, and tactics to minimize these risks so that you can implement preventative measures.

### E-Mail & Internet, Beginning

**Pre-Req: Introduction to Computers & Beginning Windows.** Very detailed, very basic class. Handouts will teach you how to get started in e-mail and the Internet. Create, send and receive e-mail over the Internet using Outlook Express. Search, surf and download using Internet Explorer.

### Introduction to Computers

**Required for First-Time Computer Users.** A fun class. Learn the proper method to turn a computer on and off. Learn to use the mouse and keyboard. Get acquainted with hardware, software, and computer vocabulary.

### MS Word, Beginning

**Pre-Req: Beginning Windows.** Learn the names, and locate elements of this Microsoft word processing program. Emphasis on the Standard and Formatting tool bar buttons. Work with documents, print, and save. Use of a 3.5 floppy disk recommended but not required.

### Web Design, Basics

**Pre-Req: Proficient use of a word processing program.** Learn the basics of website design using SerifWebPlus 6, a free download. Create a place online for family photos, hobbies, business use, etc. Learn how to register domain names, how to select a website host, and how to keep your website visitors interested.

*“We never know how high we are  
Till we are called to rise,  
And then, if we are true to plan,  
Our statures touch the skies.”*



~ Emily Dickinson—1830-1886



## BOARD MEETING HIGHLIGHTS

~ by Jane Frincke

Please see the RASCAL Website at [www.rascal.cc](http://www.rascal.cc).

for complete minutes of the Aug 9, 2005 Board Meeting.

**President Chris Oman** submitted his resignation as President of RASCAL. **Vice President Bill Rose** will assume the position of President for the remainder of 2005. Chris received many accolades and a rousing round of applause for his service to RASCAL. A nominating committee for 2006 officers was formed. **Database Managers Shirley Byrd and Audrey Williams** plan to update members' profile sheets at the next meeting. **Social Director Dawn Shively**, advised that preparations for the Annual Business Meeting and Volunteer Recognition Day on October 18 are progressing on schedule. Dawn is also beginning to make arrangements for the holiday party in December.

### Out-of-Area Friends Need to Know



RASCAL has much to offer them. Remember to let friends know that they may join this club and **receive this newsletter; get computer technical help from our Dial-A-Pros and (by free subscription) from our Tech-Help ListServer; access secure links on our website; plus attend our meetings and take classes when visiting in town.** Pick up Out-of-Area Enrollment Forms at any Tuesday meeting, or just submit your friend's name, address, and e-mail address to the volunteers at the Membership Table, along with the membership fee of \$15 for single membership or \$20 for a couple.



### RASCALS on the PROWL and SURFING the NET

#### SILVER SURFERS

Bob Booth recommends [www.SeniorNet.com](http://www.SeniorNet.com) for a wealth and variety of news and information (including computer tips and tutorials) especially for seniors. The Wall Street Journal says it's "The BEST On-Line Forum for Retirees." **You will also find great stuff for seniors on the RASCAL website: click on *Links* then *Local & Senior*.** Go there, explore, and see for yourself.

**RASCAL**  
 COMPUTER CLUB  
 214 SW 4th STREET  
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**Return Service Requested**



*Our sympathies go out to the victims of Hurricane Katrina*

PLEASE NOTE: Your month of membership renewal is located in the upper right corner of your mailing label. Please mail yearly dues (\$15 single membership: \$20 for couples, \$75 Lifetime) to the RASCAL address listed above or submit at a General Meeting.

**KEEP in TOUCH**




Let RASCAL know when you change your e-mail address, your telephone number, or your residence address. Contact Shirley Byrd at [sndbyrd@uci.net](mailto:sndbyrd@uci.net)

RASCAL meetings are held in the Floral Building at the Fairgrounds in Grants Pass. Weekly meetings are on Tuesdays, except holidays. The General Membership meets from 9:30 a.m. to 10:45 a.m. The Beginners' Meeting is held from 10:50 to 11:30. All members are welcome to attend both meetings. Come early for coffee and chat with friends.

We also invite you to visit our website:  
[www.rascal.cc](http://www.rascal.cc)  
 for up-to-date information about our club, our members, classes, meetings, and links to other websites. Our website is managed by Ginny von Gal and hosted by Smartwire Internet.

**Are You Receiving NEWS DISPATCH?**



Every member of RASCAL is automatically entered, at the time of enrollment, into our database to receive the News Dispatches. These are sent out to inform you of urgent club news and, routinely, of General Meetings and Special Events. If you aren't receiving these announcements, most of which go out weekly, please let us know.

Contact our Data Base Managers,  
 Shirley Byrd or Audrey Williams, at [sndbyrd@uci.net](mailto:sndbyrd@uci.net).

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*We reserve the right to edit and/or omit submissions.  
 Items received after the newsletter deadline may appear  
 in the next issue.*