



A
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OF A

RASCAL

VOL XIX ISSUE XI — NOVEMBER 2006 - ROGUE AREA SENIOR COMPUTER ASSISTANCE LEAGUE

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By the time you read this we will have elected a new president and some new Board members. Volunteers will have been recognized, and we will be looking forward to our next big event, the Annual Christmas Party. For me this is an opportunity to reflect on my years with RASCAL.

Have you sometimes wondered why RASCAL weekly meetings usually draw between 120 to 180 members each Tuesday? Is it because the presenters always attempt to bring us new and fresh ideas? Is it because of the coffee and donuts? Is it because each week we enjoy the friendships we have made through RASCAL? Is it because we meet new people who will share the “computer bond” with us? I believe it is all of the above.

Each and every answer may not apply to each one of us, but somewhere in there is the reason or reasons why you as an individual attend. I, personally, feel a great comfort or sense of well-being each Tuesday when I come to the meeting and hear a cheery “Hi there. Good to see you.” It makes me feel that I belong to a society, or computer society if you will, that amplifies in my mind the uniqueness of our organization. Sometimes I show up out of sorts — a temporary condition because when I step through the door, Carolyn, one of our greeters, welcomes me, as do the people behind the attendance table. I see prospective members at the newcomers table and think to myself, “We must be doing something right.” After I don’t know how many trips to the coffee shop, I can truly say that Tom, Bernice, and Duane serve sunshine with the coffee.

Have you wondered about the dedication of some RASCALS? Each Tuesday, Henry and Max arrive early and set up the equipment; the first step towards making the meeting a success. Have you needed assistance from Karen Janssen and found her in a bad mood and refusing to help? NEVER! Consider the people behind the scenes, such as Ken Mitchell, constantly seeking presenters to make the meetings a success. How about the decorations and cakes on those special occasions such as Easter, Mother’s Day, and Father’s Day? We know that Dawn Shively had to prepare for all of these events, which leads to the question: is she special because she does it? Or are we special because she does it for us? You decide! I know that, for my part, most every Tuesday is a satisfying experience. I can think of no more fitting thing to say than

“Go ahead RASCAL, make my day!”
(Apologies to Clint Eastwood).



TAKING YOUR DATA FOR A DRIVE:

A Guide to USB Flash Drives

~ by Bob Booth, edited for RASCALS
from Reliable Sources



A World in the palm of your hand? Could the age of floppies, zip disks, and CDs be over? As media files are be-

coming more robust and heavy in size, portable devices that store them are getting smaller physically, while storing a massive amount of information. CDs may be compact and floppies thin and small, but they are limited in their storage space, in security, and importantly, in susceptibility to damage rendering the data unreadable.

Enter the flash drive or “thumb drive.” A tiny unit that fits in the palm of your hands and that can store up to two gigabytes of data. These small, plastic devices connect to your computer via a USB port (virtually every computer, desktop, and laptop has at least one) where data can be written and copied from an internal flash memory chip. You then simply attach it to your key ring, put it in your pocket and take a world of information with you wherever you go. Forget about damage to the data or whether or not others have the proper drives to access the files. Forget about some stranger accessing your files if you lose the flash drive, since you can require password file encryption if you so desire. If you prefer a drive that is more functional, get an MP3 flash drive player that not only stores data but can also allocate space to hold and play your favorite tunes.

The following is a brief description of the various types of USB flash drives currently on the market. This list will, of course, evolve as time goes on to reveal more robust and possibly smaller removable storage devices.

Standard USB Flash Drives. These drives are pretty simple. You insert them into an available USB port and drag files to and from the drive. (If your operating system is 98se or later your computer will recognize the drive as an external drive where you drag and drop from the USB flash drive window.) The only difference among these drives is the storage capacity, transfer speed (determined by the type of USB Connectivity: USB 1.1 or USB 2.0), and appearance such as size, shape, and color.

These portable flash drives not only store data files to be transferred from computer to computer, but can also store photos and play back stored music when plugged into a USB port.

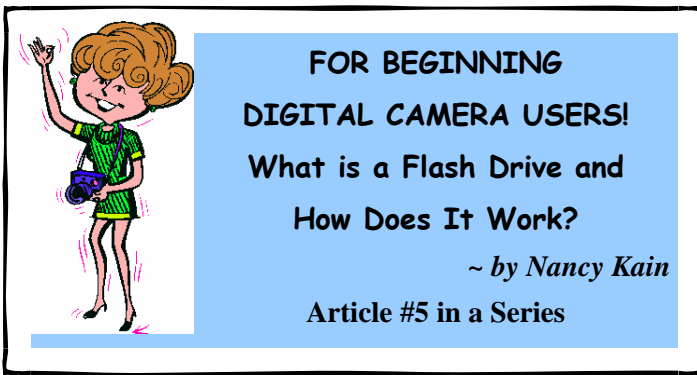
Security USB Flash Drives. These drives work similar to the standard media drives but provide a security feature to prevent data loss and/or theft. Some utilize a built-in password prompt as bundled software that activates when copying to or from your drive. Another protective method that goes a step beyond a password is data encryption (64, 128, or 256 bit). A new method of protection is the integration of fingerprint authentication in addition to encryption codes, to guarantee your information is very secure.

MP3-USB Flash Drives. Why not let them burst out in song? Flash technology created the MP3 player that is so popular these days. (Note: there are also hard drive players, like the iPod, but that’s another story.) Each offer many different features such as displays, capacity, functions (radio tuner, mic) and cosmetic appearance. These portable music flash drives not only play your music but can also store data files to be transferred from computer to computer. You might consider these the flash drives jiggling with musical entertainment, rather than just sitting in your pocket.

Innovative USB Flash Drives. These are called innovative because, even though they look like your typical USB flash drives, they have an added feature to distinguish them from the rest. We just covered MP3 flash drive/players with LCD screens and they certainly fall into this category. However, there are those that are not music players but that offer the ability to expand memory capacity (with flash memory card slots), provide wireless LAN connectivity and faster data transfer rates via a fire-wire connector instead of the common USB.

Multifunctional USB Drives. Some companies have decided to put a creative spin on the USB flash drive and make them, well, more multifunctional. Rather than just develop another plain piece of molded plastic with a cap to add to your key ring, companies have developed USB flash drives that act and look like objects we would use day to day. There are currently full-functioning wrist watches and pens that contain a USB cable or connector to plug into a computer and download or upload files to a certain capacity.





A flash drive is for portable transport of files from one computer to another (also called a jump, thumb, portable, or removable drive).

To COPY files from computer to flash drive:

(Note: All brands seem to work equally well; a Lexar flash drive was used for this illustration. Either the brand of your flash drive or the words “Removable Media” will appear in your windows.)

INSERT the flash drive into the USB port and you will see one of the following:

- The screen will open directly into the **Removable Drive** window, showing the flash drive brand name at the top (Lexar here) OR . . .
- Double-click “**My Computer**” on your desktop and open the “Removable Drive” icon. Leave the **Removable Drive** window open at a slightly reduced size.

Open **My Documents** or **My Pictures**. Your photographs will be in My Pictures. **Highlight** the desired **file/s** to be copied (for multiple files hold down the “CTRL” key while highlighting, then release the key). Choose **COPY (not move)** to copy this file from window’s task boxes on the left side of the screen.

The **COPY ITEMS** box will open. Choose **My Computer**, then **Removable Drive**, or **Lexar Media**. Choose **Copy** this file; the copy window will close. (To determine MB space used on the jump drive, click the mouse in an open space, just above the bottom taskbar, and choose properties.) **Close the My Pictures window.**

Check the Removable Drive window to see that your items are there. (If you wish to delete the files, highlight the file/s and choose “Delete This File.” on left of screen) and **CLOSE WINDOW.**

To Remove The Flash Drive: Never remove when the light is flashing on the tip of the flash drive. **Hover** the mouse over icons at bottom right of the desktop to locate the icon that says **SAFELY**

REMOVE HARDWARE. Right click and if you see the words “**Safely Remove Hardware.**” **do so.** If not, left double-click to open to open dialog box.

First choose “**USB MASS STORAGE DEVICE**” — not Scanjet or any other item listed there — then click STOP. A new window will appear called STOP A HARDWARE DEVICE. Highlight **LEXAR** and choose OK. In the final window **DO NOT** choose “stop,” instead choose **CLOSE REMOVE** the flash drive.

To MOVE Files from a Flash Drive to a Computer: **INSERT the flash drive** into the USB port and you will see one of the following:

- The screen will **open directly** into the **Removable Drive** window. (For multiple files, hold down the “CTRL” key while highlighting, then release key.)
- **OR. . .** Double-click on “My Computer” on your desktop and click on “Removable Drive.”

Leave the REMOVABLE DRIVE window open at a slightly reduced size.

Open MY DOCUMENTS or MY PICTURES. **Highlight** desired file/s in the **REMOVABLE DRIVE** window. (For multiple files, hold down the “CTRL” key while highlighting, then release key). Choose **MOVE (not copy)** this file from window’s task boxes on the left side of the screen. The MOVE ITEMS box opens. Choose MY DOCUMENTS, and under that choose MY PICTURES and MOVE. **CLOSE WINDOW.**

When moved to MY DOCUMENTS or MY PICTURES you will find your files located at the end. To put individual files into Alpha order click **RE-FRESH** in the **VIEW MENU.** To put an entire file folder in alpha order open **VIEW** and choose **LIST**, then choose **VIEW AGAIN**; then choose **THUMBNAIL.** **CLOSE WINDOW.**

Note: If you decide not to move all the files on the flash drive and instead choose to delete a few, in the REMOVABLE DISK window, highlight those files you wish to remove and choose DELETE FILE from the left side of the window.

Note: *Previous articles in this series may be found in the July, August, September, and October newsletters. Due to editor error, the title of the October article was mis-named in the printed copy. The correct title (as shown on the web copy) is “Photo Enhancement & Copying”*



Phyllis Wilkey is a RASCAL member now residing in Arizona where she builds, installs, and repairs computers.

Q: I inherited a computer with programs installed but with no program disks. Should the computer fail, it is doubtful I will be able to replace it. If or when I do obtain another computer I would like to know how to save my documents and programs for use on it.

A: One of the things I do in my business is to transfer files from old computers to new computers when customers purchase a new system. The customer wants his pictures, address book, e-mail, and word file, the files in My Documents, and anything else he may regard as important. In order to do this I need to get these files from one computer to another and, as is typical with computers, there is almost always more than one way to do this. **I can copy the files to a CD, DVD, Flash Drive, External Hard Drive, or copy them by linking the computers: USB to USB, and transferring through software.**

What you need to know first are some basic terms. **Microsoft Windows** is an **Operating System**. It helps us to operate all the software we install, and it comes with some of its own software. **Software** are the basic programs. For instance, Windows comes with **Internet Explorer**, which we use to surf the web, and it also comes with a game of **Solitaire** that we can play. Both of these are **Programs**, as is **MS Word**.

If you are using **Word** to write letters, as an example, you may want to save them. You do that by making a **folder** called, for instance, "Lucy's Letters." In this folder you will store your letters which are now **files**. Each file will have a name such as "Letter to Jack" or "Letter to Jill." When you are ready to transfer to a new computer, you can't legally copy the MS Word program along with all of its **folders** and **files**. (With MS Word we get into some legalities because Microsoft says that the soft-

ware they write is not owned by the users, meaning you and me. We pay to use it on the machine it comes with, or we have to buy a disk to put it on another machine. If you make a copy of MS Word and transfer it to another computer, Microsoft doesn't like that.)

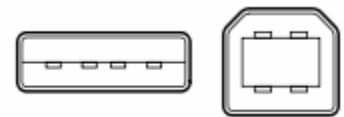
What you do is to install MS Word from an installation CD that comes with your new computer, or it may come with a copy installed. You then transfer your **folders**, with their **files**, from the old computer to a **CD, DVD, Flash Drive, or External Hard Drive**, then from there copy files into "My Documents. The old data will remain on whatever you copied it from until you delete it.

If you ever try to transfer a file and it asks if you want to **move** the file or **copy** it, it's best to select **copy**. If you **move** it, it will no longer be on your computer or whatever media it was on. If you **copy** it, it leaves it on the computer and puts a copy on the media as well.

This is just a brief overview of this process. If you have questions and would like my help you may e-mail me at <celticphylcomcast.net> in sunny Tucson, Arizona.

COMPUTER DEFINITION of THE MONTH

USB: Universal Serial Bus is a widely used hardware interface for attaching peripheral devices. USB ports began to appear on PCs in 1997. Windows 98 was the first to support it natively. Within a few years, USBs became popular for connecting nearly every external peripheral device. Replacing the serial and parallel ports on a PC, at least four USB ports are now standard on every computer.



Two views of USB ports

"The good news about computers is that they do what you tell them to do. The bad news about computers is that they do what you tell them to do."

~ Ted Nelson
Philosopher & Pioneer in Information Technology



**COURSE
DESCRIPTIONS**
November 2006

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.

Designing a Holiday Letter

(Pre-Req: Previous experience with a word processing program and familiarity with Outlook Express)

Learn to make and send a letter to all of your friends, using the Outlook Express address book as a data base. Add a variety of fonts, color, clipart pictures, and page borders.

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.

Windows XP, Beginning

(Pre-Req: Introduction to Computers)

Very detailed, very basic handouts will teach you how to get started in Windows XP. Learn to identify hardware components and the difference between system software and application programs; and be shown how to use the controls, menus, icons, and bars on various windows and the desktop.

Wireless Networking

Receive basic knowledge for an understanding of setting up and getting the equipment to work, including sharing printers.

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.



**COURSE
DESCRIPTION**
December 2006

Vista, an Introduction

This is a one-time only class for all interested computer users. You will get a preview of the new Microsoft operating system.

**Mark this Important Date on
Your Calendar:
December 12, 2006**



RASCALS
will celebrate
the season at our
Annual Christmas Party

Time: 11:30 to 2:30

Place: Wild River Publik House

Tickets will be available at

Floral Building meetings on

Nov. 7, 14, 28 & Dec. 5

**Watch for details in NewsDispatch and in the
December RASCAL newsletter.**

Come for good food, music, and

fellowship.

Be greeted at the door and inside by friendly RASCALS such as Frank Kain, on the left, in 2005.



Let's share our joy and friendships at this special time of the year.



Need Help? - Dial-A-Helper

Just call or e-mail and an attempt will be made to solve the problem.



GENERAL TROUBLESHOOTING

Most Areas of Computing

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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** e-mail forum for help with your computer problems at <http://mailman.userservices.net/mailman/listinfo/rascal-tech> or access through www.rascal.cc. Subscribers use rascal-tech@mailman.userservices.net for discussion. The ListServe Moderator is reached at rascal-tech.admin@mailman.userservices.net.

Moving Your Outlook Folder

~ by Kim Komando, www.Komando.com

Q: I would like to save my e-mail on a second hard-drive on my computer. I use Outlook to read and send mail. How do I change the location where Outlook stores my mail?

A: Storing your mail on a second hard drive is a good idea. First, it makes it easier to back up your mail. Also, I feel safer storing data on a drive that doesn't contain the operating system. Windows has crashed on me several times over the years. With a second drive, you don't have to worry so much about Windows taking your data when it goes south.

So, the good news: You can move your Outlook data folder. Your mail, appointments, and contacts will be moved. On the downside, there are a number of steps to make the switch. First, **open Outlook**. In the left side of the window, you should see your personal folder. The default name is **Personal Folders**, but you may have changed the name. It's a top-level folder, above all the others. Right-click the folder and select **"Properties for foldername."** On the **General** tab, click **Advanced**. The box labeled **Filename** contains the filename and path of the Outlook data folder. Make a note of this to help you locate it. Close all open dialog boxes and Outlook. Next, open **Windows Explorer** by right-clicking the Start menu and selecting **Explore**.

The Outlook file is in a hidden folder. So you may need to display hidden folders to find the file. To do this click **Tools | Folder Options**. Open the **View** tab and look in the box labeled **Advanced Settings**. Under **"Hidden files and folders,"** select **"Show hidden files and folders."** Click **OK**. Now, navigate to the location of the **Outlook folder**. Open a second **Explorer window** to the new location for the file. Select **Paste**. I told you there were a number of steps. But don't worry, we're almost there!

Now, open the **Control Panel** by clicking **Start | Control Panel**. Double-click **Mail**. Click the **Show Profiles** button. Select the profile for the Outlook folder and click **Properties**. Click **Data Files** and select the data file you just moved. **Click settings**. Click **OK** when you're notified that the file couldn't be found. Browse to **find the Outlook file**, select it and click **Open**. Click **OK** and **click Close twice**. Click **OK** again. **You've successfully changed the location where e-mail is stored.** Now you can restart Outlook.

You may have more than one Outlook file. For example, if you archive old items, they're in a separate Outlook folder. So you may want to repeat the steps for each Outlook file.



BOARD MEETING HIGHLIGHTS

for September 12, 2006

~ by Vivian Dagnan for Jane Frincke

Please see our web site at www.rascal.cc for complete minutes of Board Meetings.

President Lou Garrotto introduced the proposed incoming Board for 2007. Remaining on the Board are **Membership Director Maggie Robson**, and **Communications/Facility Director Wally Zittle**. Lou requested that each Board member submit a simplified description of what his/her job entails. Ray Lake addressed the Board on issues of direction and goals. President Garrotto introduced **Shirley Byrd as the new Human Resources Director**. Membership Director Maggie Robson reported that we had welcomed 25 new members during the month of August.

GENEALOGY

~ by Dorothy Costa,
a published novelist and a member of RASCAL

**I wrote them down, those names I found,
In records of years gone by.**

Just names, at first, but what a list!

I faced it with a sigh.

**There's uncles, and grandmas, and
great-greats, and cousins by the score.**

And now there's my kids and their kids,

Who knows how many more?

**Hours I spent in sorting,
And arranging facts 'till done.**

I finally got to know them,

And loved them, every one.

They loved each other, too, I'm sure.

Together they laughed and cried.

They found their place in history,

Worked hard until they died.

Our lines go back to Grant and Abe,

Though proud as I can be,

It tells me that those ancient ones,

Were people just like me.

I searched them out and wrote them down,

Those names on my family tree;

And now I know they lived and died,

So there could be a ME.

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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 the Membership Manager at rascalmembership@rascal.cc

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
 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 at rascalmembership@rascal.cc

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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.*