



## FILE MANAGEMENT IN XP

The most common way to copy or move a file in the Windows operating system is to:

1. Open **Windows Explorer** or **My Computer** or **My Documents** or whatever folder that has the file to be copied.
2. Select that file that you want to copy and move.
3. Right-click on your selected file.
4. In the drop-down menu click on either **Cut** (to move the file) or **Copy** (to copy it) to a destination folder.
5. Open the destination folder which can be in **Windows Explorer**, or **My Computer**, or **My Documents** or whatever folder you want to put the file in.
6. Right-click inside the destination folder; If the destination folder already exists then go directly to step 7. If it does not then create one here. Then go to step 7.
7. Click on **Paste** from the drop-down menu to paste the file into the new destination folder. If you originally clicked on **Cut** the file is moved. If you originally clicked on **Copy** the file is duplicated in the destination folder.

I described how to create a new folder in a previous issue of the newsletter. The above procedure is sufficiently general that you can apply it easily. Yet it is cumbersome. If you are satisfied with the occasional need to move or copy a file, you may not have to go any further. And you can now go to walk your dog and pick up dog poop or play on your guitar and sing country malades..

If you have no dog or guitar and you need to know more then stick with me here. We are going to talk about that **Task** pane again. Our President talked about it. I wrote about it. Now it is time for you to learn about it. So pay attention. Capisce?



1. Open **My Documents**. I will assume that the file you want to deal with is there somewhere. If it isn't then you have a problem. You didn't pay attention to an earlier thing I wrote. Let's deal with only one file in this instruction. I'll use another instruction to deal with multiple files. I'll show you how I use it.
2. On the right pane of the **My Documents** window find your file. It is probably buried in one of the many folders there. You gotta drill down to it. You may have to do a lot of 'drilling.' If you are just practicing, pick any old file that is expendable. And click on it.

3. At this point I have to make sure that you have the **Standard** tool bar showing. Otherwise you'll think I am nuts. In **My Documents** window click on **View** then **Toolbars**. If it is not already checked do check the **Standard** tool bar. We need that.
4. If you already have the **Task Pane** showing on the left side of **My Documents** window go to Step 5. Otherwise, on the **Standard** tool bar click on **Folders**.



The icon is next to the **Search** icon. (And the **Search** icon is next to the **Folders** icon, right?) Now you have the **Task Pane** on the left side of the **My Documents** window. Isn't it cute? Just for the fun of it, click on a *folder* and note what *file* management functions are available to you

to service that folder. Then click on any *file* and again note what *file* management functions are available to you to service that file. Isn't that amazing.

5. In Step 2 you selected the file you are going to play with. The functions on the left side of the **My Documents** window are available to you. It's like someone giving you a box full of Phillips screws and suddenly a set of Phillips screw drivers was also handed to you. Isn't that a clever analogy?
6. For dealing with just one lousy file we are going to do what the 7 steps at the beginning of this article can do for you. Sounds senseless, doesn't it? Stick with me. It gets worse. Under the **Files and Folder Tasks** click on **Copy Folder**. And **Bingo!** another window pops up called **Copy Items**. Oh, how convenient! Here you can do some more drilling to find the place where to put (copy) this file. Go ahead, admit it! This is really cool (I hate the term.)
7. Let's digress a bit. Pretend that you simply cannot find a suitable folder to put that rogue file you selected. None of the folders had a suitable name to fit the description of your file. So let's create a folder just for this file. Well, waddya know? There is a **Make New Folder** button in the **Copy Folder** window. But first, click to select a folder in which you want to put the new folder. Naw, let's keep it simple and click on **Desktop** in the **Copy Items** window. We'll put the new folder right on the **Desktop**. Now click on the **Make New Folder** button and type **RogueFiles** in the **New Folder** box. Then click on the **Copy** button. Hey, are you with me so far?
8. Now we have a folder on the **Desktop** named **RogueFiles**. (I am doing this at the same time I am typing this up; I just checked to see that **RogueFiles** folder is really on the **Desktop**. I don't trust nobody. I see that it is there.) It gets tricky writing up such detailed instructions. I try to keep myself amused at the same time. You can verify it yourself and I'll show you next. **My Documents** windows is still open.



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- Look at **My Documents** window now and again click on the **Folders** icon on the **Standard** tool bar. The **Task Pane** now changes to show all your folders. Scroll to the top and click on **Desktop**. Now the right side shows what's on the **Desktop**. Strangely enough the window is now named **Desktop**. Scroll down and you'll see your **RogueFiles folder!** Voilà! That's French for Eureka! Now again click on **Folders** (on the **Standard** tool bar) so that you get the **Task Pane** back again. Now we hit paydirt. Drill to your **RogueFiles** folder on the right side.
- Double click on **RogueFiles** folder. That's it! Your file is now in the **RogueFiles** folder.

The above instruction took me almost 3 hours to describe in such detail and to make it correct. However, doing the operation takes about 6 seconds. Now do you believe me? You should say "Alora, capisco" and that's Greek for "Why didn't you write it in English?"

### One Thing Leads to Another

By F. Varano

In the above procedure all we did is copy one lousy file to a new folder on the **Desktop**. Big deal! Well, think of this. We could have moved 100 files to that desktop with one little change. in Step 2. This is how I would change Step 2:

"2. On the right pane of the **My Documents** window find your **file(s)**. It is probably buried in one of the many folders there. You gotta do some real drilling to get down to **them**. **When you get there select all of the files you want to copy.**"

Let say that if the files were contiguous it would take you another 2 seconds. You couldn't possibly pick up any dog poop in that time. Or even get the guitar out of the case. So there!

### About The Philosophy of Learning

By F. Varano

Microsoft help menus are not at all entertaining. They seem to be written for programmers. Very few of us are programmers in the computer sense.

I have a music creation program which oddly enough is called Music Publisher. It is written by some Britishers, UK people. The help menu is a delight to read. It is sprinkled with British humor. The humor makes it a breeze and fun to learn.

In general learning that is accompanied by humor or memorable events or actions, leads to greater retention. For that reason when I help others (usually old people) on their computers, I ask that they do not take notes but just watch and listen. Even before I begin teaching I open a blank word processing document and advise my learner that everything I do, I will type up as an itemized instruction and leave it as a file on the desktop to be available to the learner at any time. I often put the learner through each step of the specific instruction.  
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## The System Restore

By F. Varano

When I run into problems helping others with their computers, I take note if the problem is of universal value to the Computer Club of Menifee Valley. I'll show how recently I had to use System Restore to take care of a problem.

The user's computer was slowing down badly over several days. The user apparently was too careless in downloading software from the Internet. I could tell that from all the programs appearing in his tray and the number of programs in the System Configuration Utility (**MSconfig**).

I attacked the **MSconfig** first hoping to get the system to respond so I could run anti malware programs, the anti virus programs and even to go to PitStop and other online services. It was still terribly time-consuming. What is worse is that the computer was getting worse no matter what I did.

When the computer slows down drastically like this one, there is a temptation to keep clicking on this and that in order to get some kind of response, *any kind*. However, in doing so, keyboard or mouse commands merely stack up in the computer. (I wrote about stacking commands before here.) It makes matters much worse because the computer now has to do your bidding but it can't respond fast enough. As a result it now has a series of commands stacked up. It is confusing to you, the user. And it gets worse and worse.

It's like telling your husband, "Get in the car. Turn right at the corner, watch out for a pedestrian, get gas at ARCO, pay cash, stop at the bank and get money, etc. etc." Your husband probably will not remember. He's not even dressed yet. But the computer might stack all of the commands you gave it.

For a computer example, let's say that you are looking at the desktop and you want to open a program. So you click on **Start** but nothing happens. Remember, that the command is current and the computer may respond eventually if it has slowed down because of the problem. However, you see that nothing happens so you click on an icon on the desktop to open a program. Again nothing happens. In desperation you click on another icon. Still nothing.

Minutes later, while you are staring at it, possible swearing too, you see a very fast flash on  
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the screen indicating that the computer responded momentarily to the Start command but was then proceeding to the next command. It was responding but very slowly. The computer is literally useless in this state. And it is impossible to do any diagnostics much less run any maintenance program. This is the case where you must resort to the System Restore (if you can get to it).

In the problem I had with that user's computer I talked at great length with him to get a handle on what he installed, and when. He was not of much help. (I turned off the Router.) I opened up System Restore and examined each restore point to determine what was the reason for the restore. Judging by the answers to my questions and what I saw in the restore points I determined that in order to suffer the  
l e a s t



'damage', I had to go back a whole month.

The restore was successful and the computer was snappy. It worked fine. I turned on the Router. Then I updated the anti virus and the anti malware hurriedly and scanned it to protect the computer. I determined the mission was accomplished.

But, it is not the end of the story. What caused the problem? The answer lies in what the user did after I restored it. He began reinstalling software that was removed during the System Restore. After reinstalling one particular program, it happened again. I advised him to restore to the previous day. And that ended the story. But did he learn anything? I don't know. I did.

(Editor: Accessing the System Restore can be done other ways if the computer can't respond but I'll ask the writer (me) to do another story on that some time.)



## How to Rip And Burn Audio CDs Using Windows Media Player

By F. Varano

1. Close all windows. Open **Windows Media Player (WMP)**.
2. Insert the audio CD (to be ripped) in the CD drive of your computer and click **RIP**.
3. The files on the CD will show up. The box to the left of each file will be checked. Uncheck those boxes you don't want to *rip*.
4. Click **RIP** again and in the drop down menu click on **Rip Mozart** or *whatever your audio disk is*. It is the first item in the drop down menu. Under the heading **Rip Status** you will then see the files being ripped (to the **Library**). Have a blank CD available for the next step.
5. After the ripping is done, put check marks in the boxes to the left of each track or file you ripped that you now want to *burn*. If you want to burn all the files from that CD that were ripped, click in all the boxes. When completed insert the blank CD in the drive.
6. If the files disappear after inserting the blank CD, go to the menu bar and click on **Library** then along the left side click on **Recently Added**. The *ripped* files from the CD in the Library will appear.
7. To select *only* the files you want to burn, hold down the **Ctrl** key and click on each file you wish to burn. If you are going to burn *all* of them, hold down the **Shift** key, then click on the first and the last file and all the ripped files will be selected.
8. Point to *any* of the selected files with the mouse arrow, hold down the left mouse key and drag all the files to the right column where it says **Burn List** then release the mouse key when the mouse cursor is in that right column. All the files selected will appear there ready for burning. At the bottom of the right column, click on **Start Burn**. Look in the **Status** column for the burning progress. (Note: Sometimes the blank CDs that you buy may not work on your computer. Get a different brand.)

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When done the drive will eject the CD. Now here is the important part. Immediately, write on the CD what is recorded on it or you are doomed to always put the CD in the drive to find out what is on it. If you put the CD in a case, put



a note inside of the case too. Let's face it: Your memory is not as good as you think it is. It is probably really lousy and you need all the help you can get to remember.

Note: This instruction was based on Windows Media Player Version 11. I don't know how much variation there is between this version and earlier versions.

[Editor: How in the world did the terms **rip** and **burn** come about as described in this article.? Well, I suppose the same way that **abort**, **virus**, **folder**, **menu**, **window**, **wipe**, **malware**..... hey, you can find your own. I have to keep writing here.]

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## Selecting More Than One File

By F. Varano

If you use this procedure for using the Task pane to move or copy many files at one time then here is a procedure for you.

1. To select all the files that appear sequentially, select the first one, hold down the Shift key and select the last one in the list. All will be selected and you can treat the selection as if it is only one file. The action you take will apply to all the selected files.
2. To select any number of files that are not necessarily sequential, hold down the Ctrl key and click on each file of the group of files to be copied or moved. The action you take will apply to all the selected files.

There are other selection procedures that apply to text in Word Processing documents which are not in the scope of this newsletter.

[Editor: I am testing a software called Clipmate which allows the user to select just about anything anytime, from anywhere and hold it in Clipmate until I am ready to use it. It is very useful when writing newsletters when I find snippets of information here and there. I find it useful in preparing a newsletter like this. More on that another time.]



Monthly Income and Expenses	
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Contributions	93.00
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<b>Expenses (\$)</b>	
Church Usage	250.00
Insurance	0.00
Newsletter expenses	22.41
Lab Expenses	8759.79
<b>Total Expenses</b>	<b>9032.20</b>
<b>Income less expenses</b>	<b>\$ - 8852.69</b>

*(Continued from page 2)* **Philosophy of Learning**

In the process of typing the instruction I show the learner each window involved. It is sort of a "show and tell." Most of us who have a background in computers can grasp a procedure in due time. But a novice does not have much experience with digital stuff other than a VCR which he can't figure out either.

It is hard for an (old) novice to visualize that a file can be compared to a sheet of paper and a folder can be compared to a real folder. Folders inside of folders don't make sense to them. A folder icon looks like a folder but a file icon does not. The hierarchy of files and folders he sees in My Documents is literally mystifying to him.

I try to convey the idea that the RAM is comparable to the physical office desktop and the file cabinets as the hard drive. I ask the learner to imagine how much work he could get done with a desktop the size of a card table compared with a huge desktop.

After the initial hurdle learning which includes a weakly use of analogies to explain the computer, scantily learns the mechanics of the computer then settles down thinking that the computer can do anything. He then loads the computer with everything he thinks is cute. He gets totally disgusted when the computer freezes or hangs up. That is difficult to explain away when he calls for help.

And when he calls he may read to me everything he sees on the screen. Just out of the blue. My biggest problem is to shut him up and let me ask questions. When giving instructions over the phone it is very frustrating when the learner jumps ahead of me and I don't know it. I solve a lot of problems  
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on the phone but I usually know very quickly if it is hopeless to deal with a particular learner, because an instruction would be too complicated for him to follow.

By the time he calls me, he has clicked on everything everywhere. At this time it is good to know what he did. If he can even remember.

**So What Then?**

*By F. Varano*

I am sure that you would like to know what is the best way to learn and retain what you learn. I'll tell you up front that there are two kinds of students: those who need to be spoon fed the information in a formal or even informal setting, and the diggers who get the information they need as they need it from help menus, trial and error and deductions.

Most people are in the first category. That is why we have schools and colleges. It is efficient because most of the pertinent information on a topic is fed to you in an organized way. The unknown ingredient is the different capacity each of us has to retain what is learned. (I'm a digger but not exclusively.)

If you want to retain what you learned, use what you learned, immediately! By immediately I mean within a few hours. Most of the classroom presentations involve manipulation of the keyboard and/or the mouse.

There often are several ways to do something on the computer but when teaching, only one way to do a thing should be taught (to beginners.) It may not be the fastest but it should be written in such a way that steps of the procedure should be common to other procedures. Therefore, having a procedure for what you learn is very desirable. That is why I use a written set of instructions, step by step in the one-on-one teaching. You should make up your own procedure when learning either in the class or alone.

I'll leave this topic with my famous analogies to the real world. When giving instructions to someone on how to get to my place I give only one set of instructions even though there are often as many as four ways to get here from many locations. And I use the simplest route even if it is not the shortest.

I can always show other routes later when one route is familiar. Hey, isn't everything we do a procedure?





## Is Your Computer a Felon?

By the CCMV Cyber Cop

No, No! *You* could be a Felon and your computer confiscated. Read on for some situations where you could commit a felony thinking that it is just an innocent thing.

Just about everybody has a router now with the advent of FIOS and Cable. *And* that router emits a radio signal. And that radio signal is unencrypted. *And* your computer can talk to it to access the Internet. *AND* you do connect into it just for fun. You could be committing a crime anywhere from misdemeanor to a felony depending on what state you are in. By the way, a felony is the same as murder.

In court actions it matters if you seek benefit for yourself, or if you harm or defraud someone, or you alter, damage, or delete files (on the victim's computer). If you just wanted to access the Internet through someone's router just to access the Internet, I have grave doubts that you would get 25 years to life. It is like the hungry man who steals a loaf of bread to feed his family and gets caught stealing. Some sympathetic soul would likely buy him a big load of groceries. But don't expect some sympathetic soul to buy you Internet access.

Really, when you are setting up your network you should know the number of your own network. However, other networks may appear too especially in a community like The Club where FIOS is widespread. I see three other networks. What if your system acquires another network? And you don't know it? Of course, you are not (knowingly) committing a crime. Wireless laws wording mentions "without explicit permission."

But if you decide to hop onto the nearest unencrypted wi-fi network to surf the Internet, and you know fully well that it's a no-no, you could be prosecuted under these laws. "A Michigan man was arrested ..... for using a café's free-wi-fi (which was reserved for customers) from his car in 2007."

Of course there are others who own hi gain

receivers to increase the range at which such router signals can be detected and to enable accessibility from a distance. Such devices are called "criminal instruments" or the "tools of a crime."

These terms can be loosely construed to mean anything that is "designed or adapted for use in the commission of an offense."

An Arkansas law lumps into "Unlawful Computerized Communications" such things as email, IMs, Web chats, IRCs that are used to send "obscene, lewd, or profane language, with the intent to frighten, intimidate, threaten, abuse, or harass another person." There are already some Web boards that are really aflame already in this political arena.

And if you are really PO'd at someone, just watch your language on the Internet.

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## Acronyms and What They Mean

**PCMCIA** People Can't Memorize Computer Industry Acronyms

**ISDN** It Still Does Nothing

**SCSI** System Can't See It

**BASIC** Bill's Attempt to Seize Industry Control

**IBM** I Blame Microsoft

**DEC** Do Expect Cuts

**CD-ROM** Consumer Device, Rendered Obsolete in Months

**OS/2** Obsolete Soon, Too.

**WWW** World Wide Wait

**MACINTOSH** Most Applications Crash; If Not, The Operating System Hangs

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## Periodically .....

By the Editor

I am the editor, the principal writer, the publisher .... the whole honcho for our newsletter. Naturally, I would like to see others write stuff which might be of interest to all the club members. I have fun writing stuff. (All writing is 'stuff.')

And I have loads of material. But I feel embarrassed to be monopolizing all the writing.

Also, **periodically** I feel compelled to remind all our readers that nothing is forever. *Someday, someone will have take over being the editor.* I'd rather not see it abruptly dumped on the Club's lap to find an editor. If anybody has (in the back of his or her creative mind) a thought of being an editor and would like to take a peek into being the editor, it he or she should come forward from seclusion and explore it. I can teach you. Call me Prof.

