

## THE VILLAGES COMPUTER CLUB

The Villages Computer Club will meet at 1 p.m. Friday April 26th at Lake Miona Recreation Center.

The program will feature a presentation on "**Clean Up / Tune Up Your Computer**" by Bob Petrilak

Following the presentation will be refreshments, door prizes and a problem solving session.

If you have a computer problem you can't resolve, fill out the troubleshooting request form found at [thevillagescomputerclub.com](http://thevillagescomputerclub.com) and bring it to the meeting. Forms are also available at the meeting. Ask for one when you pick up your door prize ticket.

Guests are always welcome, please bring your village ID card. For information or to sign up to be on the VCC email list, visit the website or email Paul Rabenold at [TVCC.Pres@gmail.com](mailto:TVCC.Pres@gmail.com)

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### CD and DVD History

**Note: I find it much easier to use USB Flash Drives.** Jmax

**Note: Re Music CDs.** Generally speaking to get something to play away from your computer, like in your car, you have to **close the cd** after burning. If it's an eighty minute cdr and you only use thirty minutes you can't add to it after it has been closed. But, to play it in a stereo or your car, you will have to Close the CD.

CD-DA (Compact Disk-digital audio), the original compact disc for music, was defined by Philips and Sony, in 1982. The CD-DA allows a music playing time of 74 minutes 30 seconds.

CD-ROM (Compact Disk, read-only-memory) is an adaptation of the [CD](#) that is designed to store computer data in the form of text, video, and graphics, as well as stereo sound. . Format of the CD-ROM is the same as for audio CDs: a standard CD is 120 mm (4.75 inches) in diameter and 1.2 mm (0.05 inches) thick and is composed of a polycarbonate plastic substrate (underlayer - this is the main body of the disk), one or more thin reflective metal (usually aluminum) layers, and a lacquer coating.

### High Sierra Format (HSF)

The specifications were so general that there was some fear in the industry that multiple incompatible and proprietary formats would be created. In order to prevent such an occurrence, representatives from industry leaders met at the High Sierra Hotel in Lake Tahoe to collaborate on a common standard. Nicknamed the *High Sierra Format*, this version was later modified to become ISO 9660. Today, CD-

ROMs are standardized and will work in any standard CD-ROM drive. CD-ROM drives can also read audio compact disks for music, although CD players cannot read CD-ROM disks.

## **CD-ROM Data Storage**

Although the disc media and the drives of the CD and CD-ROM are, in principle, the same, there is a difference in the way data storage is organized. Two new sectors were defined, Mode 1 for storing computer data and Mode 2 for compressed audio or video/graphic data.

### **CD-ROM Mode 1**

CD-ROM Mode 1 is the mode used for CD-ROMs that carry data and applications only. In order to access the thousands of data files that may be present on this type of CD, precise addressing is necessary. Data is laid out in nearly the same way as it is on audio disks: For mode 1 CD-ROM data storage, the sectors are further broken down, and 2,048 used for the expected data, while the other 304 bytes are devoted to extra error detection and correction code, because CD-ROMs are not as fault tolerant as audio CDs. There are 75 sectors per second on the disk, which yields a disc capacity of 681,984,000 bytes (650MB) and a single speed transfer rate of 150 KBps, with higher rates for faster CD-ROM drives. Drive speed is expressed as multiples of the single speed transfer rate, as 2X, 4X, 6X, and so on.

### **CD-ROM Mode 2**

CD-ROM Mode 2 is used for compressed audio/video information and uses only two layers of error detection and correction.. Therefore, all 2,336 bytes of data behind the sync and header bytes are for user data. Mode 1 and Mode 2 are the same size, the amount of data that can be stored varies considerably because of the use of sync and header bytes, error correction and detection. The Mode 2 format offers a flexible method for storing graphics and video. It allows different kinds of data to be mixed together. Mode 2 can be read by normal CD-ROM drives, in conjunction with the appropriate drivers.

## **Data Encoding and Reading**

The CD-ROM, like other CD adaptations, has data encoded in a spiral track beginning at the center and ending at the outermost edge of the disk. The spiral track holds approximately 650 MB of data. That's about 5.5 billion bits. The distance between two rows of pits, measured from the center of one track to the center of the next track is referred to as track pitch. The track pitch can range from 1.5 to 1.7 microns, but in most cases is 1.6 microns.

### **Constant Linear Velocity (CLV)**

Constant Linear Velocity is the principle by which data is read from a CD-ROM. This principal states that the read head must interact with the data track at a constant rate, whether it is accessing data from the inner or outermost portions of the disk. This is affected by varying the rotation speed of the disk, from 500 rpm at the center, to 200 rpm at the outside. In a music CD, data is read sequentially, so rotation speed is not an issue. The CD-ROM, on the other hand, must read in random patterns, which necessitates constantly shifting rotation speeds. Pauses in the read function are audible, and some of the faster drives can be quite noisy because of it.

## **CD-R**

CD-R (for *Compact Disk, recordable*) is a type of *write once*, CD format that allows one-time recording on a disk. The CD-R (as well as the [CD-RW](#)) format was introduced by Philips and Sony in 1988. Prior to this, CDs had been read-only audio (CD-Digital Audio), to be played in CD players, and multimedia (CD-ROM), to be played in computers' CD-ROM drives, any user with a CD recorder drive could create their own CDs from their desktop computers.

CD-Rs are composed of a polycarbonate plastic substrate, a thin reflective metal coating, and a protective outer coating. However, in a CD-R, a layer of organic polymer dye between the polycarbonate and metal layers serves as the recording medium. The composition of the dye is permanently transformed by exposure to a specific frequency of light. Some CD-Rs have an additional protective layer to make them less vulnerable to damage from scratches, since the data - unlike that on a regular CD - is closer to the label side of the disk. A pregrooved spiral track helps to guide the laser for recording data, which is encoded from the inside to the outside of the disc in a single continuous spiral. The laser creates marks in the dye layer that mimic the reflective properties of the *pits* and *lands* (lower and higher areas) of the traditional CD. The distinct differences in the way the areas reflect light register as binary data that is then unencoded for playback.

CD-R disks usually hold the standard 74 minutes (650MB) of data, although some can hold up to 80 minutes (700MB). With [packet writing](#) software and a compatible CD-R or CD-RW drive, it is possible to save data to a CD-R in the same way as one can save it to a floppy disk, although - since each part of the disc can only be written once - it is not possible to delete files and then reuse the space. The rewriteable CDs, CD-RWs, use an alloy layer (instead of the dye layer) which can be transformed to and from a crystalline state repeatedly.

## CD-RW

CD-RW (for *Compact Disk, rewriteable*) is a CD format that allows repeated recording on a disk. The CD-RW format was introduced by Hewlett-Packard, Mitsubishi, Philips, Ricoh, and Sony, in a 1997. CD-RW drives can write both CD-R and CD-RW disks and can read any type of CD.

CD-RW disks usually hold 74 minutes (650MB) of data, although some can hold up to 80 minutes (700MB) and, according to some reports, can be rewritten as many as 1000 times. With packet writing software and a compatible CD-RW drive, it is possible to save data to a CD-RW in the same way as one can save it to a floppy disk. For a CD to record correctly, it is crucial for a steady data stream to be created. Typically, the drives have a 2MB cache, used as a [buffer](#). If the buffer runs out of data during the writing process, the CD produced will be unusable.

## DVD (Digital Versatile Disk)

DVD is a relatively new optical disc technology that uses denser recording techniques in addition to layering and two-sided manufacturing to achieve very large disc capacities. DVDs can hold video, audio and computer data. DVD drives are also able to read CD-ROMs. The original purpose of DVD was to hold video data in particular - DVD once was said to stand for *Digital Video Disk*. However, as the number of

DVD applications grew, the variety of data that can be stored on DVD was reflected in its present name, Digital Versatile disc (although some claim that it should be referred to only by the three letters, DVD).

Also a 4.7 inch diameter (120 mm) by .05 inch (1.2mm) thick disk, the DVD stores data on a spiral track like the CD. The wave length of the laser beam used to read the DVD disc is shorter than that used for standard CDs. The DVD disc is created with shallower and smaller indentions, thereby enabling greater storage capacity.

In addition, there are more tracks per disc on DVDs, because they are placed closer together than on CDs. The track pitch has been reduced to 0.74 microns. This is less than half that of CDs, which is 1.6 microns. Data pits are considerably smaller, which allows a greater number per track than on CDs. The average DVD disc holds 4 times the number of data pits that can be held by a CD. The average capacity of a single-sided, single-layered disc is 4.7 gigabytes. DVD has also increased the efficiency of the data structure on the disk. In the 1970s, when CDs were first developed, considerable error correction was necessary to ensure that the disc would play correctly. More bits were being used for error detection and correction, which limited the disk's capacity to carry user data. DVD's more efficient error correction code (ECC) allows increased capacity for user data.

The larger number of data pits on a DVD is accomplished by shortening the wavelength of the laser used to create the pits. The wavelength was reduced from 780nm (nanometers), infrared light, for the CD, to 635nm to 650nm, red light, for the DVD. *Synchronization* ensures that both audio and video portions of the DVD are presented to the user simultaneously (at the same time), an important aspect of digital movie playback architecture.

## **Double-Layered DVD Disks**

DVD disks can also be constructed with two layers. On a double-layered disk, each data layer is half as thick as that used in the CD-ROM. Data can, therefore, be written in two layers. The outer layer is semi transparent to allow reading of the underlying silver layer. The reading laser operates at two different intensities, the stronger one reads the inner, silver layer. This increases the storage capacity to 8.5 Gb of data and eliminates the necessity of removing and flipping the disk.

An additional feature that improves efficiency is the dual-directional readability of the second data layer. Unlike standard-density CD-ROMs, which can only be read from the innermost part of the spiral track to the outermost part, the second layer of the double-layered DVD can be written to and read from either direction. This results in faster transitions by the reading laser. It can actually take less time for the reading laser to refocus to retrieve data from a different layer on a DVD than it does for the laser to relocate and retrieve data from a different part of the same layer on a CD-ROM.

An extension of the double-layered disc is the double-sided DVD disk. To enable the refocusing of the read laser, manufacturers have constructed DVD disks with a thinner plastic substrate than that used on a CD-ROM disk. This reduces the distance that the laser must travel to reach the data pits. The resulting disks were only 0.6mm thick, too thin to remain flat and withstand handling. Two disks were then bonded back-to-back resulting in a thickness of 1.2mm, a manageable thickness. This virtually doubled the disc capacity.

## **DVD Versions and Storage Capacity - Unlike standard CDs, DVD disks have varying storage capacities, expressed as a numeral**

DVD VERSION	Description & Storage Capacity
<b>DVD-5</b>	Single-sided, single-layered disc with 4.7Gb capacity
DVD-9	<b>Single-sided, double-layered with 8.5Gb capacity</b>
DVD-10	<b>Double-sided, single-layered disc with 9.4Gb capacity</b>
DVD-18	<b>Double-sided, double-layered disc with 17Gb capacity</b>

## **DVD Regional Codes**

In an effort to control the home release of movies in different countries, motion picture studios have devised a method to prevent playback of certain disks in certain geographical regions. Since theatre releases are not simultaneous, and because studios sell distribution rights to foreign distributors and would like to guarantee exclusive markets, pressure was brought to bear on the writers of the DVD standard. The standard now includes codes that can be used in playback devices to ensure that only disks purchased in the same geographical areas as the players will function properly.

Regional codes are entirely optional for disc manufacturers, however. disks without codes will play on any player regardless of its origin. One byte of information holding the regional code can be checked by the player. There is no encryption involved, but regional codes are a permanent part of the disc with no unlocking mechanism included. Although manufacturers originally planned to code only new releases, most DVD disks today are geographically coded.

## **The DVD Forum**

1. The DVD Forum is an international organization made up of companies using or manufacturing DVD - related products. The Forum, which was originally called the DVD Consortium, was created in 1995 when ten companies (Hitachi, Matsushita, Mitsubishi, Philips, Pioneer, Sony, Thomson Multimedia, Time Warner, Toshiba Corporation, and Victor) joined for the common purpose of promoting DVD worldwide, establishing single formats of each DVD application for the marketplace, and addressing the issues threatening DVD acceptance, such as standardization and device compatibility issues. From ten founding members, the DVD Forum membership has grown to include some 230 companies worldwide.

Digital Versatile disc - Read Only Memory (DVD-ROM) is a DVD format with technology similar to the familiar DVD video disk, but with a more computer-friendly file structure. The DVD-ROM format was designed to store the same type of computer data typical of a CD-ROM, and is intended for use in DVD-ROM drives in a personal computer. DVD-ROMs have seven times the storage capacity of CD-ROMs.

DVD-ROM is sometimes described as a "bigger bit bucket," meaning that it is a larger storage space, and one that can be filled with whatever the user chooses, such as video, music, or computer-specific data. A DVD-ROM drive is similar to the [CD-ROM](#) drive, but with enhanced optical engineering that enables it to read the greater data load. DVDs, although the same size as CDs, have varying storage capacities of up to 17GB (this is a format called DVD-18), compared with the standard CD's approximate (and unvarying) capacity of 750MB. DVDs increase the numbers of pits and lands (lower and higher areas on the disc that are read by the laser and recorded as binary data) by decreasing both the size of the pits and the track

pitch (space between tracks). In order to read the data from the smaller pits, the laser wavelength used by DVD-ROM drives was also reduced significantly.

DVD-ROM drives have a base speed of 1.32 megabytes/second; specific drive speeds are expressed as multiples of base, in the same way that CD-ROM drives are. DVD-ROM drives are [backward compatible](#), and can read CD-ROMs, usually at speeds comparable to a 24X or 32X CD-ROM drive. The DVD-ROM drive - which is being manufactured by most makers of CD-ROM drives - is expected to replace the CD-ROM in the near future.

## DVD-RAM

Digital Versatile disc - Random Access Memory (DVD-RAM) is an adaptation of DVD-ROM that uses magneto-optical technology to record data, both on the grooves and the lands (flat areas) of the disk. DVD-RAM , were released by the DVD Forum in 1998. Like most DVD formats, DVD-RAM can contain any type of information, such as video, text, audio, and computer data; however, at 2.6 gigabytes, the storage capacity is much lower than the other types of DVD. Single-sided DVD-RAM disks can be read by DVD-ROM drives, but double-sided DVD-RAM disks are not compatible with most DVD-ROM drives. Hitachi's DVD-RAM drive was introduced in 1998. The Hitachi drive could record and play single and double-sided DVD-RAM disks and could play CD-ROM, CD-R, CD-RW, and audio CDs .

## DVD-Audio

DVD-Audio (DVD-A) is a DVD format developed by Panasonic. The DVD Forum released the final DVD-A specification in March of 1999. The new DVD format is said to provide at least twice the sound quality of audio CD on disks that can contain up to seven times as much information. Various types of DVD-A-compatible DVD players are being manufactured, in addition to the DVD-A players specifically developed for the format.

Almost all of the space on a DVD video disc is devoted to containing video data. As a consequence, the space allotted to audio data, such as a Dolby Digital 5.1 soundtrack, is severely limited. A lossy compression technique - so-called because some of the data is lost - is used to enable audio information to be stored in the available space, both on standard CDs and DVD-Video disks. In addition to using lossless compression methods, DVD-A also provides more complexity of sound by increasing the sampling rate and the frequency range beyond what is possible for the space limitations of CDs and DVD-Video. DVD-Audio is 24-bit, with a sampling rate of 96kHz; in comparison, DVD-Video soundtrack is 16-bit, with a sampling rate of 48kHz, and standard audio CD is 16-bit, with a sampling rate of 44.1kHz.

## DVD-R

**Digital Versatile disc - Recordable (DVD-R) is a type of *write once, read many* (WORM) DVD format that allows the user to record a single time on a DVD disk. DVD-R specifications, were released by the DVD Forum in 1997. Similarly to CD-R, DVD-R can contain any type of information, such as video, text, audio, and computer data, for example. DVD-R disks can be played on any type of DVD playback device that can handle the type of information stored, such as a DVD-ROM drive, or a DVD video player. DVD-R disks are read at the same speeds as commercially made DVDs.**

DVD-R recording, like CD-R recording, is enabled by the use of a layer of organic dye that is permanently changed by exposure to a finely focused laser beam. The dye layer is coated onto the DVD's base layer, a polycarbonate plastic substrate (the base layer of all CDs and DVDs), which is injection molded, and

has a pre-grooved spiral track on its surface to guide the laser. To increase the storage capacity of DVDs, both the wavelength and aperture size of the laser are decreased so that smaller pits (the areas read by the laser to obtain binary data) can be created - reading the disc also requires the same changes. Once the data has been written, the dye layer is coated with a thin, reflective metal coat that will enable the laser to read data from the differences in the way pits and lands reflect light. DVD-Rs can be written in a single session (called write-at-once recording) or incrementally, in a process similar to the packet writing technology used for CD-Rs.

## **DVD-RW**

Digital Versatile disc - Rewritable (DVD-RW) is a DVD format that allows the user to record and erase multiple times on a single DVD disk. DVD-RW specifications were released as Book F in 1999 by the DVD Forum.

A slightly different rewritable DVD format, DVD+RW is backed by a group of companies known as the DVD+RW Consortium, made up of Philips, Sony, Hewlett-Packard, Mitsubishi Chemical, Yamaha, and Ricoh.

Similarly to CD-RW and DVD-R, DVD-RW can contain any type of information, such as video, text, audio, and computer data, for example. DVD-RW disks can be played on any type of DVD playback device that can handle the type of information stored, such as a DVD-ROM drive, or a DVD video player. Like DVD-R, DVD-RW disks can hold up to 9.4 gigabytes of data, compared to the 650 megabyte capacity of the CD.

DVD-RW recording is similar to CD-RW recording, just as the one-time recording format, DVD-R, has a similar process to that of CD-R. The basic structure of all CDs and DVDs - a polycarbonate substrate, a thin, reflective metal layer, and a protective outer layer - is the same. In the case of the one-time recording formats, an organic dye layer (which is permanently changed by exposure to a finely focused laser) serves as the recording medium. In a DVD-RW, the dye layer is replaced with an alloy that can change back and forth from a crystalline form when exposed to a particular light, through a technology called phase change. The patterns created are less distinct than those of other CD formats, requiring a more sensitive device for playback.

Similarly to DVD-R, the DVD-RW's polycarbonate substrate is preformed with a spiral groove to guide the laser. The alloy phase-change recording layer is sandwiched between two dielectric layers that draw excess heat from the recording layer. After heating to one particular temperature, the alloy will become crystalline when it is cooled; after heating to a higher temperature it will become amorphous (won't hold its shape) when it is cooled. By controlling the temperature of the laser, crystalline areas and non-crystalline areas are formed. The crystalline areas will reflect the laser, while the other areas will absorb it. The differences will register as binary data that can be unencoded for playback. To erase or write over recorded data, the higher temperature laser is used, which results in the non-crystalline form, which can then be reformed by the lower temperature laser.

### **TYPES OF CD'S AND DIGITAL VERSATILE DISK ( DVD'S)**

CD-DA	COMPACT DISK-DIGITAL AUDIO
CD-ROM	(READ-ONLY-MEMORY)

## CD-ROM TYPES

CD-ROM STORAGE OF COMPUTER DATA  
CD-ROM STORAGE FOR COMPRESSED AUDIO OR  
VIDEO/GRAPHIC DATA

CD-R TYPE AND WRITE ONCE - CD'S FOR AUDIO/VIDEO  
CD'S FOR COMPUTER DATA

CD-RW REWRITEABLE

CD-ROM XA EXTENDED ARCHITECTURE

CD-i USED IN EDUCATIONA SYSTEM

BRIDGE DISK THREE BRIDGE DISC FORMATS

ENCHANCED CD USED BY RECORDING ARTISTS

CD-MO USE MAGNETIC FIELD TO STORE DATA  
(MAGNETO-OPTICAL)

MULTISESSION CD DATA CAN BE ADDED AT DIFFERENT TIMES

SUPER AUDIO CD HIGH RESOLUTION AUDIO CD FORMAT  
(SACD)

DOUBLE DENSITY CD INCREASE STORAGE CAPACITY OF CD  
(DDCD)

DOUBLE -LAYERED DATA CAN BE CONSTRUCTED ON TWO LAYERS  
DVD DISKS

DVD-ROM READ ONLY MEMORY

DVD-RAM DIGITAL VERSATILE DISK HOLDS ALL TYPES OF DATA

DVD-AUDIO AUDIO DATA

DVD-R WRITE ONCE AND READ

DVD-RW RECORD AND ERASE MULTIPLE TIMES

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## Flash Drive or External Hard Drive Removal

These drives should never just be unplugged from the USB port before clicking it's icon and seeing the "It is now safe to remove hardware". When the flash drive is plugged into the USB



port and installed by the computer, an icon will appear in the startup tray at the right end of the taskbar. It looks like a small flash drive with a green arrow above it. Before removing the flash drive or external hard drive from the port,

1. Click the USB hardware Removal icon.
2. Select the letter of the flash drive or external hard drive that you wish to remove. You will get a message, "It is now safe to remove hardware". If your flash drive or external hard drive has a power light, it will go out.
3. Now you can safely unplug the drive from the USB port.

Note: IF a file is open that is on the drive, you may get a message that the drive cannot be stopped now, please try later. Close the file and then click the Removal icon again.

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### **Copy Pictures to Flash Drive**

**1. Plug your flash drive into a USB port on your computer. A message will appear in the STARTUP tray that new hardware has been found. Wait a couple of min and you'll see another message stating the new hardware has now been installed and is ready for use.**

**2. Rightclick Start...click Explore.**

**3. Scroll down to the folder where your pictures are located. Rightclick the folder and click properties. Look to see how much space the folder contains....such as 590MB or it may be something like 2.3gig. Your flash drive must be big enough to contain this amount of data or you'll have to copy some to one and the rest to another flash drive. IF your flash drive is big enough to contain the whole content of the folder, then do this,**

**4. Rightclick the folder and select COPY.**

**5. Now, scroll down near the bottom of the left column until you see the letter that is this new Flash Drive. Rightclick it and select PASTE. The whole folder will be copied to the flash drive. Wait until it finishes copying.**

**6. Now doubleclick the flash drive itself and you should see on the right side of the screen the yellow folder that you just copied.**

**7. Doubleclick the yellow folder and make sure that all your pictures are there. IF they are, you may go back to the folder from which you copied them, doubleclick it and delete all the pictures on the right side of the page, or you may leave the original copy on your hard drive. The Flash Drive will be a backup copy.**

**Note:** IF files are copied directly to a flash drive, it may not use the whole capacity of the flash drive. To avoid this, store your files in subfolders. The number of directory entries in a subfolder is variable, increasing automatically as needed. You can't create a subfolder in a root directory that's already full, so move some files temporarily off the USB drive. Create a new folder on the USB drive and move all or most of the files into it. Once you've started doing this, you may choose to create other subfolders and organize your files by category. The main thing is to stop dropping everything into the root directory. Now you'll be able to take advantage of the full capacity of your USB drive.

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**Using Flash Drives (also called Jump drives) to transfer files from one computer to another computer.**

**Q. I want to copy a file to my Sandisk flash drive, and then transfer it from the flash drive to another computer but it doesn't work for me. What am I doing wrong?**

**A. You certainly should be able to copy files from your computer to the flash drive....IF...IF the flash drive is recognized by your computer. When you plug in the flash drive, do you get a note in the startup stating...found new hardware...then in a few minutes another message stating the hardware has been installed and is ready for use? When using Win98, some flash drives require that you download and install the required driver for that flash drive before it can be used.**

#### **Copy File to the Flash Drive**

- 1. Rightclick START...click Explore.**
- 2. Locate the folder that contains the file you want to copy to the Sandisk. Doubleclick that folder so the file is listed on the right side of the page.**
- 3. Rightclick the file and select COPY from the drop down list.**
- 4. Now, scroll down to the Sandisk drive (it'll have it's only Letter assigned to it) and rightclick it and select Paste. The file will then be copied to the Sandisk drive.**

**Another way of copying files to a flash drive:**

- 1. Open the particular file that you want copied to the Sandisk.**
- 2. Click SAVE AS and select the SANDISK Drive so it shows in the top box.**
- 3. The name of the file should already be in the name box, click SAVE and the file will be saved directly to the Sandisk drive.**

**Now, click the little icon in the startup with the green arrow and select Remove (select the Sandisk letter). You will see the light go out on the end of the Sandisk and you can now remove it.**

**You will now plug it into the desktop's USB port and again you'll see the message New Hardware found and in a little while the message hardware has been installed and is now ready for use.**

#### **Transfer file to other computer**

- 1. Rightclick Start..click Explore.**
- 2. Scroll down to the Sandisk (the letter assigned to it now may be a different letter than the one assigned when you plugged it into the laptop) and doubleclick it so it's files show on the right side of the screen.**
- 3. Rightclick the file you want and select COPY.**
- 4. Scroll down to the folder where you want to store it on your desktop top, rightclick it and select PASTE.**

**The file will be copied to the folder on your desktop.**

**Note: always click the little flash drive icon with the green arrow and select REMOVE before unplugging a flash drive.**

**If this doesn't work for you, tell me at which step it failed and we'll go from there.**

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### **Quicken Setup Using USB for Files**

**Since computers do get hacked sometimes, I don't like leaving my financial info on my computer. To avoid my Quicken files being backed up on my computer, I created 2 USB Flash drives for backup then removed the Quicken program and all it's files. Now, I plug in the Quicken USB drive and open the Quicken backup file on it. If my computer is hacked, they'll see the Quicken Program but there will be no Quicken data. See below for details. jmax**

First prepare a #1 Quicken USB drive and a #2 Quicken USB drive. Create a folder on each, giving the folder your first name.

#### **Preparation of Flash Drive #1**

Some flash drives come with some files already on the drive. That is why it's very important that the first thing you do is Open the Flash Drive and create a new folder on it, giving it your name.

1. Plug in the new flash drive (don't use one that you've been using to save other files)
2. Rightclick Start...Windows Explorer (in XP click Explore).
2. Scroll Up the left column until you see the Removable Flash Drive. The computer will assign a letter to it. To make it easy to identify, rightclick that drive and click Rename. Type Quicken 1. Click outside the name box and you'll now see the name Quicken 1 in addition to the letter the computer assigned to it. The computer may change the letter when you plug it in at a future time if you have other flash drives plugged in. But you'll always know you're using the correct flash drive when you plug it in and see that name.
3. Now, click the Quicken 1 flash drive once to select it. Then click File...New...Folder on the top menu bar. A New Folder will appear under the Quicken 1 drive. Type in your name and click outside the new folder box. You will now see the folder with your name as a folder under the Quicken 1 Removable drive.

1. Open your present Quicken.
2. Plug in #1 Quicken USB disk. Click File and backup to the folder on this #1 Quicken USB drive. Remove the USB drive. (Double click the Quicken #1 flash drive to confirm that the backup is there before going further)
3. Now, uninstall Quicken completely. Do a search for any Quicken backups or data files and delete those, so there are no Quicken files on your hard drive.
4. Restart your computer and install Quicken. Do NOT set up an account or any files of any kind.
5. Put in the #1 Quicken USB that contains the Quicken backup. Click File on Quicken and open the USB drive's data file with today's date. (If you always put in the USB drive before opening Quicken, Quicken will always quickly find the data files you need.
6. When work is complete. Close the Quicken program. Do NOT do a backup. Do Not click SAVE. The info is already on the USB drive because that's where you've been making changes.
7. Click the Removable disk removal tool in the Systray and select the #1 Quicken USB drive. It is now safe to remove the USB drive that holds your Quicken files leaving no trace of Quicken data on the computer. Only the program is there.
8. As a precaution, you may want to copy the folder from the #1 Quicken USB to a 2nd Quicken USB each month allowing the folder to replace the old folder on the 2nd Quicken USB.

Note: I made a Folder on #1 Quicken Flash Drive and named the folder: Jmax 1 1 2011 (the date I started using the Flash Drive). I copied a backup of my OLD Quicken to that folder before uninstall the OLD Quicken program.

After the first time you use that Quicken 1 flash drive, Quicken will automatically open to that drive, that folder and the proper data file . You will not have to search for it each time as long as you put the flash drive in the same USB port before you open Quicken. Also, Quicken will put a Backup folder on the #1 Quicken USB after you use it the first time.

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A man and his dog were walking along a road. The man was enjoying the scenery, when it suddenly occurred to him that he was dead.

He remembered dying, and that the dog walking beside him had been dead for years. He wondered where the road was leading them.

After a while, they came to a high, white stone wall along one side of the road. It looked like fine marble... At the top of a long hill, it was broken by a tall arch that glowed in the sunlight.

When he was standing before it he saw a magnificent gate in the arch that looked like mother-of-pearl, and the street that led to the gate looked like pure gold. He and the dog walked toward the gate, and as he got closer, he saw a man at a desk to one side.

When he was close enough, he called out, 'Excuse me, where are we?'

'This is Heaven, sir,' the man answered.. 'Wow! Would you happen to have some water?' the man asked.

Of course, sir. Come right in, and I'll have some ice water brought right up. 'The man gestured, and the gate began to open.

'Can my friend,' gesturing toward his dog, 'come in, too?' the traveler asked.

'I'm sorry, sir, but we don't accept pets.'

The man thought a moment and then turned back toward the road and continued the way he had been going with his dog.

After another long walk, and at the top of another long hill, he came to a dirt road leading through a farm gate that looked as if it had never been closed. There was no fence.

As he approached the gate, he saw a man inside, leaning against a tree and reading a book.

'Excuse me!' he called to the man. 'Do you have any water?'

'Yeah, sure, there's a pump over there, come on in.'

'How about my friend here?' the traveler gestured to the dog.  
'There should be a bowl by the pump.'

They went through the gate, and sure enough, there was an old-fashioned hand pump with a bowl beside it.

The traveler filled the water bowl and took a long drink himself, then he gave some to the dog.

When they were full, he and the dog walked back toward the man who was standing by the tree.

'What do you call this place?' the traveler asked.  
'This is Heaven,' he answered.

'Well, that's confusing,' the traveler said. 'The man down the road said that was Heaven, too.'

'Oh, you mean the place with the gold street and pearly gates? Nope. That's hell.'

'Doesn't it make you mad for them to use your name like that?'

'No, we're just happy that they screen out the folks who would leave their best friends behind.'

*Jmax*

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