



MEGABYTES

July 2018

The Bi-annual Newsletter of the
Computer Club of Rossmoor
Walnut Creek, CA
Computer Club website: www.caccor.com

It's hard to believe that only 14 months ago – in April 2017 – we held our very first TechTogether. These events have since become a popular staple in our portfolio of activities.

Then in November of last year we opened our newly remodeled Computer Center in the Gateway clubhouse. In addition to getting new furniture and painting the walls, we also purchased 10 new Dell all-in-one PCs, expecting to designate 4 of them for public-use. But since the remodel, visits to the Center have skyrocketed, driving us to make 7 computers available to our guests. And, of course, there are always people stopping by to make some copies, get info about classes, or seek technical assistance with a laptop or mobile device. It still amazes – and delights! – me to stop by the Center and see it teeming with activity.

The Center remodel also set the stage for our newest program: Flash Classes (you can read more about Flash Classes on page 3). We are now into our 3rd month of offering these classes, which are available exclusively to Computer Club members. With our new PCs we can accommodate 10 students, who must pre-register for each class; the wait list typically has another 5-10 students who would like to attend.

So what's the next big innovation? Well, I'm excited to announce the Computer Club of Rossmoor has subscribed to a software service called Wild Apricot ("W/A"), which helps organizations such as ours manage an array of club activities: from membership processing and tracking to website hosting. While we are still in the process of implementing the many features of



the software, we are already using W/A it to manage the Flash Class enrollment. The software handles the entire registration process, including verifying membership, managing the wait list and automatically generating reminders. Oh... and this newsletter you're reading? It was sent to you via the W/A email system!

When you register for our annual BBQ, you will notice another new feature: not only can you register online, you can pay with a credit card using our industry-certified, secure processing system. Pretty cool, don't you agree?

With about 800 paid members, and a mailing list exceeding 1400 names, the Computer Club is one of the largest – if not the largest – clubs in Rossmoor. And with our many classes, events, technical support services, and a Computer Center to run, it's certainly one of the most complex as well. The W/A software will enable us to better manage all of this activity, while providing members with convenience and streamlined processes. Over the coming months we'll be rolling out W/A's additional features, so stay tuned. Once we get a bit more experience under our belts, we'll host a Tech Together to show off all the capabilities.

We are very proud of utilizing Wild Apricot and are likely the only club in Rossmoor to use such sophisticated software. But that's only appropriate since, after all, we are a computer club!

—Rhona Lishinsky
President

YUP, IT'S THE COMPUTER CLUB'S ANNUAL BBQ!

**THURSDAY
AUGUST 2ND
5PM-7PM**

**SPORTSMAN'S
PARK
(HILLSIDE CLUBHOUSE)**



**CATERED BY
BACK FORTY
TEXAS BBQ**

**MUSIC BY
JACK CONVERY
THE BANJO MAN**

**CHICKEN, RIBS, BRISKET OF BEEF,
VEGGIE BURGERS, SALADS
AND ALL THE FIXIN'S
PLUS WINE & SOFT DRINKS**

Kick off yer boots & visit
www.caccor.com to
register and pay with a
Credit Card.
To pay with check or cash
mosey on by the
Computer Center in Gateway.
Register by July 29th

**Members
\$30/person
Non-members
\$35/person**

All are Welcome!

**DOOR PRIZES
TOO!**





The idea behind the Flash Classes is that they are over in a Flash. The classes focus on a single topic and will generally last 45 – 60 minutes. Please check our website regularly as new classes are announced monthly.

- Classes are conveniently held in the Computer Center in the Gateway clubhouse.
- Classes are available ONLY to members of the Computer Club of Rossmoor (membership must be current).
- Class size is limited to 10 students.

REGISTER BY GOING TO OUR WEBSITE:

WWW.CACCOR.COM and click the Flash Class tab

July 10th 12:15 Printing Options

Learn what all those printer options are for and how to get the perfect print job.

July 17th 12:15 Margins, Tabs and Indents

Create better documents in MS Word by learning to manage margins, tabs and indents.

July 26th 12:15 Photo Editing Basics

Use the Windows 10 photo program to perform basic editing functions.

July 31st 12:15 Safeway App "just 4 u"

Enjoy big savings at Safeway by using the "just for U" app. Learn tips and tricks to save money month after month. PLEASE NOTE that this class has a prerequisite: You must have a Safeway Club Card.



The Computer Club of Rossmore



TECH-TOGETHERS

A monthly forum for Computer Club Members to meet, get to know each other, and share our experiences about computing, tech devices and services. And, it's free!

Tuesday, July 17th, 10:00am Fireside Room

Photo Editing Software

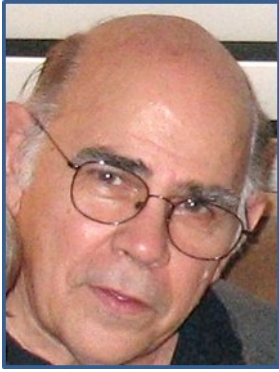


The choices range from the free, easy-to-use tools that are included with your smartphone and PC, to more expensive, complicated software packages such as Adobe Photoshop. But which one is right for you? Club president Rhona Lishinsky will provide you with an overview of several available options and the types of tasks each can accomplish.

Please note: this event is not an instructional session about how to use editing software; rather, it's a chance to learn about the types of things you can achieve with the right software... everything from making a simple crop or removing red-eye, to erasing the tourist in the orange jacket from your Stonehenge photo.

As with all TechTogether, attendees are encouraged to talk about their own experiences and perspectives. So bring your laptop if you would like and enjoy the presentation and free refreshments. For more information about the Computer Club or this event, call 925-947-4527 or visit our website at www.caccor.com

Non-Members Welcome



Bill's Bytes

By Bill Hammond

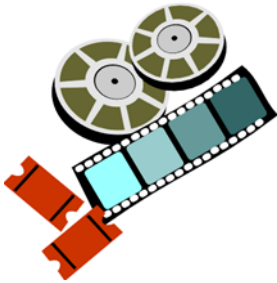
Those of you who use Gmail have been treated to an invitation to try the “new and improved” Gmail interface. Google has just announced a huge update to Gmail, adding new features such as high-priority notifications, add-ons, confidential mode and better offline support.

Features immediately available include smart replies and the option to “snooze” emails in the Inbox (snoozing means temporarily removing an email from your Inbox until you need it). There is also a new tool panel on the right side of Gmail's interface for easy access to Tasks (also revamped) and Calendar. More tools will be added in the coming weeks.

CNET has provided a descriptive article describing some of the new features. You can read it by clicking [here](#).

You can enable the new look and features by clicking on the Settings gear in the top-right corner, then selecting “Try the new Mail” option. You revert back to the prior version the same way. Click on “Go back to classic Gmail”.

MOVIE NIGHT



**Tuesday, July 24th
7pm Peacock Hall**

No Charge, all are invited



Blackhat is a 2015 American action techno thriller film highlighting international espionage and cyberwarfare.

At a nuclear plant in Chai Wan, Hong Kong, a hacker causes the coolant pumps to overheat and explode. Not long after in Chicago, the Mercantile Trade Exchange gets hacked, causing soy futures to rise. A furloughed convict and his American and Chinese partners hunt a high-level cybercrime network from Chicago to Los Angeles to Hong Kong to Jakarta.

CLASSES OFFERED BY THE COMPUTER CLUB OF ROSSMOOR AT THE ACALANES ADULT EDUCATION CAMPUS

MARK YOUR CALENDAR! REGISTRATION OPENS AUGUST 8TH

Register and Pay Online by going to

<https://acalanesadulted.asapconnected.com/>

Classes – Hands-On Experience

Bring your own Windows 10 laptop if you choose

3 Session Classes \$40 / Seniors (over 65) \$36

| # | Class | Day | Time | Dates | Teacher |
|--|------------------------|-----|-------------|-----------------|---------|
| | MS Word 2016, Level 1 | Wed | 10 am to 12 | Sept 12, 19, 26 | Wilson |
| Foundation course for creating and enhancing documents. Subjects include page break, word wrap, fonts, Keyboard Shortcuts, formatting, lists, footers, spell check. Basic Windows skills required. Bring your Flash Drive. | | | | | |
| | MS Word 2016, Level 2 | Wed | 10 am to 12 | Oct 17, 24, 31 | Wilson |
| Step it up a notch to learn Track Changes, Comments, Photo Setup, Margins, Styles, Cover Sheet, Letter Merge, Graphics, Protection. Bring your Flash Drive. | | | | | |
| | MS Windows 10, Level 1 | Mon | 10 am to 12 | Sept 10, 17, 24 | Wilson |
| Ideal for persons already familiar with Windows who wish to expand knowledge and confidence in the use of a sophisticated operating system's basic features. Filled with practical exercises and explanations. Bring your Flash Drive. | | | | | |
| | MS Windows 10, Level 2 | Mon | 10 am to 12 | Oct 15, 22, 29 | Wilson |
| Intermediate level experience for further in-depth skills and increased practical working knowledge including audio/video recording and CD creation. | | | | | |
| | MS Excel 2016, Level 1 | Fri | 10 am to 12 | Sept 14, 21, 28 | Wilson |
| Foundation course for persons new to Excel or wishing a refresher. Filled with exercises covering design, format, formulas, charts, Tables. Basic Windows skills required. Bring your Flash Drive. | | | | | |
| | MS Excel 2016, Level 2 | Fri | 10 am to 12 | Oct 12, 19, 26 | Wilson |
| Intermediate level course covering Sub-Totals, Charting, Pivot Table, What-If Analysis, Protection, Macros, Graphics, Custom Printing. Bring your Flash Drive. | | | | | |

Seminars

1 Session Classes \$20 / Seniors (over 65) \$18

2 Session Class \$30 / Seniors (over 65) \$27

| # | Seminar | Day | Time | Date | Teacher |
|--|------------------------|-------------|-------------|----------|---------|
| | PC Fundamentals | Tues Wed | 10 am to 12 | Nov 6, 7 | Wilson |
| Learn how to work with email, browser, mouse and keyboard, and open/close windows and programs. | | | | | |
| | Manage Files & Folders | Tues | 10 am to 12 | Nov 13 | Wilson |
| Suggested pre-req is PC Fundamentals or equivalent experience. Learn how to use File Explorer to manage your files and folders. | | | | | |
| | Data Transfer | Mon | 10 am to 12 | Dec 3 | Wilson |
| Learn options for moving/copying data across PC, external storage, cellphone, and camera. | | | | | |
| | Data Backup | Wed | 10 am to 12 | Dec 5 | Wilson |
| Learn various methods for protecting your valuable computer data. | | | | | |
| | Hack & Spam Protection | Fri | 10 am to 12 | Dec 7 | Wilson |
| Learn basic measures to increase your data and financial security and peace mind when illegal and annoying forces are against you. | | | | | |

Special Limited-Enrollment Class

\$30 / Seniors (over 65) \$27

| # | Seminar | Day | Time | Date | Teacher |
|--|-----------|------------|-------------|------------|---------|
| | PC Photos | Tues & Wed | 10 am to 12 | Nov 27, 28 | Wilson |
| Suggested pre-req is Manage Files & Folders or equivalent experience. Learn how to move/copy photos to PC from camera and cellphone, and to attach/download photos to/from email. <u>Limit of 10 students</u> . Bring your Android or Apple camera and cellphone with USB-based charger cable. | | | | | |

December 2017

Kay Baxter
Sam Citron
Bob Elgie
Polly Elgie
Cathleen Freeman
William Freeman
Anna Griffith
Heidi Grumbach
John Gwynn
Mary Jane Kiefer
Mike Kiefer
Lydia Lerner
Wendy Markel
Pamela McGill
Pete Meeker
Dick Normington
Frank Rinella
Wendy Robertson
Robert Sasner
Barbara Schwartz
Robert Selinger
Diane Zuckerberg

January 2018

Nikki Agius
Francis Beer
Istvan Borocz
Joyce Brock
Linda Brun
Maggie Chen
Stanley Chin
Nancy Chipman
Len Cook
Robert Cowen
Toby Cowen
Bill Dabney
Fred Dusha
Kathlen Epperson
Jean Fiske
Ron Jaech
Linda Jenkins
Vera Kirichenko
Karen Lemelin
Joann Martin
Robin Moreau
Mary Nee
Jane Nichols
Diane Polak
Wendy Prufer
Jackie Purdy
Carol Regimbal



Jim Regimbal
Gayle Rotner
Ellen Russell
Arthur Salzfass
Joanna Seymour
Jeff Shiau
Bruce Silverman
David Sperry
Donald Stapleton
Sylvie Tarro

February 2018

Sybil Boardman
Eve Carreno
Donald Donoghue
Dolores Finn
Lee Gale Gruen
Pat Herman
Mary Hurt
Felicia Jongordon
Richard Jongordon
Mae Law
Anne Leitch
Josephine Malanowski
Connie Marks
Roberta Morris
Tara Schaurer
Jan Shomsky
Bill Tringe
Sheila Tringe
Charlohe Tyger
Victoria Yap

March 2018

Merelyn Amen
Carol Ansley

Martin Bailey
Steve Bajada
Antoinette Barrett
Lucille Belomy
Joan Benkowski
Mark Berenson
Lena Birch
Christine DeGraca
Margaret DeGraca
Robert Ebert
Alfred Eggers III
Cindy Haendler
Mogens Hansen
Daisy Janssen
Mark Jurich
Kathy Krieger
Gale Lana
Jan LaVigne
Patricia Mirabelli
George Richardson
Nancy Richardson
Maureen Robinson
Liz Rutter
Martha Schraer
Sara Seltzer
Hal Steuber
Char Waters
Barbara Winter
Ben Zikria
Peggy Zikria

April 2018

Mary Bertoli
Agnello Braganza
Barbara Gaffield
William Gaffield
Joan Hurst

Izabela Josephson
Kay Lilja
Andre Mantha
Pauline Mantha
Susan Newman
Howard Plotkin
Ray Roberts
William Turman
Peter Yen

May 2018

Louise Chien
William Clayton
Robert Clough
Chong Coppedge
Judy French
Diana Gilbertson
Lionel Guterres
Susan Haller
Cecile Hasselbrink
Paula Krauss
Margaret Lynwood
David Malcolm
Penny McGahan
Cynthia McMillen
Zina Mirsky
Barbara Murphy
Nancy Okamoto
Don Peterson
Joseph Potozkin
Kathy Price
Bev Samuel
Joan Schwanz
Lev Shandalov
Linda Virden
Gail Wetherbee

Go ahead and take another

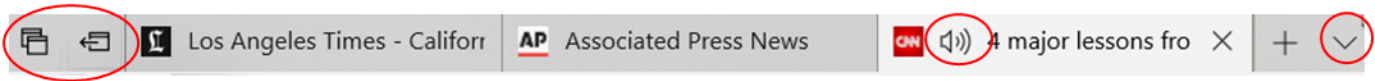






BYTE (more to chew on from Bill)

MICROSOFT EDGE

I have been working with the new version of Edge that came with the April update for Windows 10 and I have to admit I like a number of the new and improved features.

I frequently work with multiple tabs and find that Edge has now made that easier. Here's an example showing a few open tabs and the symbols you'll want to click. Keep reading to find out how these work.



- Find the tab you need
Click on the  button to show previews of all of your tabs at once — this is very useful when you have several tabs open from the same website.
- Set aside tabs for later
The benefit of using this feature is that it allows you to avoid visual clutter and save memory at the same time, without the need to create a bookmark or a shortcut. Click on  whenever you have a tab that you might need again later. To bring them back, click on , then click on the tab or tabs you want to reopen.
- Mute a Tab
Sometimes you will have sound coming from a tab that you are not looking at. Instead of the frantic dash to mute the speaker, just click on the  icon located on the tab that is playing the media. It is a toggle to turn the speaker on or off.

Just like Chrome and Firefox, Edge now supports extensions that you can download from the Windows store. I have already installed Adblock, LastPass, and the Translator.

Clutter Free Printing

Save paper by only printing the content you want with no ads, sidebars or other clutter.*

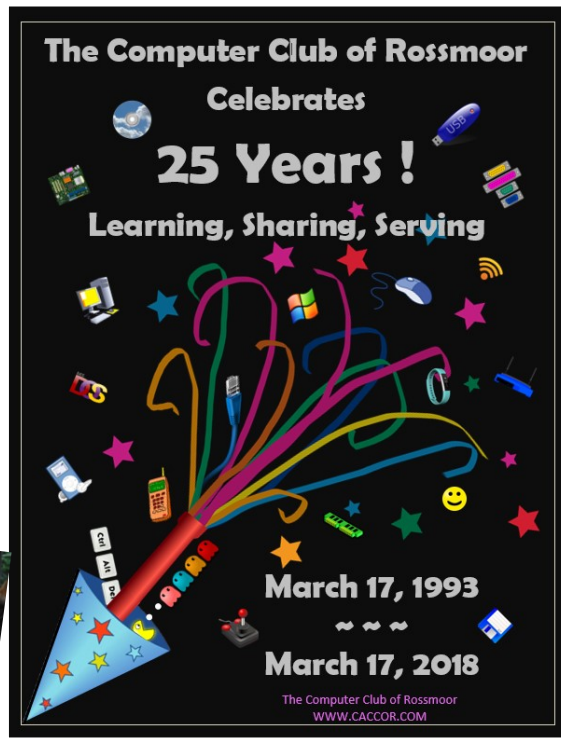
Turn ON the new "Clutter-free printing" which you will find at the bottom of the print preview page.

There are a number of other features as well, so start using Edge. Internet Explorer is dead. There will be no new features for IE and security updates will be minimal. We will be removing it from the center computers shortly.

*Note: This does not work with every web page. Check the preview window to see what you are going to get.

Scenes from the Anniversary Bash

March 17, 2018





Can you help members with their computer problems?


If you can check all the boxes, there's a good chance you can be a volunteer with the Computer Club's "House Call" repair program.

- My friends call me for help with their computer problems.
- I usually can fix problems with my own PC, and rarely require professional assistance.
- If I don't know how to fix something, I research the problem and – usually – find solutions.
- I am proficient with using Window 10.
- I can usually fix problems with printers and Wifi connectivity.
- I enjoy helping others.

It might come as a surprise, but you don't need to be an IT professional to help members fix their PC problems. Some of our volunteers who provide tech support have simply worked with computers for years, probably decades! They can handle the vast majority of problems that members encounter with their systems (often, those problems can even be solved by providing the member with a bit of training about a particular function). And since we don't offer hardware repair, you don't even need a screwdriver!

Although we can always use more tech support volunteers in our Gateway Center office, we especially need volunteers to join our "House Call" team. A House Call volunteer goes to a member's house (only within Rossmoor) to troubleshoot problems with PCs, printers and wifi connectivity. The volunteer sets up the appointment time with the member, so it's easy to arrange House Calls around your own schedule. Typically, our House Calls take no more than an hour.

Whether you want to handle one House Call per week or ten, we'd love to talk with you. Just submit a Volunteer Application (page 10) and we'll be in touch to discuss your skills and interests

| | | |
|---|--|--|
|  www.caccor.com | COMPUTER CLUB OF ROSSMOOR POB 2070, Walnut Creek, CA 94595 rossmoorcomputercenter@comcast.net Phone (925) 947- 4527 | <i>Drop off the completed form at our Gateway office, or submit via mail or email.</i> |
|---|--|--|

VOLUNTEER APPLICATION

The goal of the Computer Club of Rossmoor is to assist Rossmoor residents in their use and understanding of information technology. We strive to achieve this goal by providing many different programs and services, and therefore need Volunteers with many different skills, interests, and backgrounds.

Depending on the Volunteer's area of interest, some level of proficiency may be required with Windows computers, internet, email, MS Office products, mobile devices, etc. Good communication and people skills are very important. Club membership is required to be a Volunteer.

A Volunteer can provide support in a variety of ways. Please check the areas in which you may be interested (for each category you may check the box even if you do not have all of the skills listed).

- General Assistance / Gateway Computer Center: greeting guests, fielding questions and providing information; assisting with class registrations and memberships; helping guests with making copies and using the Club's "public access" computers.
- Technical Assistance: Providing technical support with PCs, tablets and/or smartphones, either at the Gateway office or in the member's home (within Rossmoor only).
- Teaching: Conducting classes, seminars, or informal presentations about PC applications, device usage, or other technology topics.
- Club Events: Planning events, participating in "day of" event hosting.
- Publicity: Generating newsletters, creating posters, writing articles for Rossmoor News.
- Administrative: Assisting with data management, financial records, office management.

I am interested in volunteering:

- On a regular basis and/or on a set "shift" On an occasional basis Not sure, let's talk!

Name: _____ Email: _____

Cell: _____ Landline: _____ Date: _____

For Computer Club use only:

Center Volunteer -- Notify applicant that they will be contacted for interview. Scan and send via email to Kathy Stephens today. Place this form in the bottom-right drawer of reception desk.

Received by: _____ Date: _____

FAVORITES OF THE MONTH



IsItDownRightNow.com

What it does: Maybe you can't log into your webmail, or perhaps Facebook won't load. Is your system or account not functioning properly? Or is it theirs? Isitdownrightnow.com checks any web address to determine whether or not a site is functioning properly. You can also compare your own experience with a given website to comments posted by other users.

Why we like it: Simple interface lets you quickly determine the status of any website. If the problem is on "their" end, it saves you from performing useless troubleshooting.

What it does: Create a filing system for tracking random information, reminders and notes. Keep it simple with basic "sticky" notes or get elaborate by using different sizes and colors. You can even categorize notes with symbols, or organize them into different sections (called "desktops").

Why we like it: Handy app that launches quickly. Extremely versatile interface and functionality that lets you pick and choose which of the many options you want to use.

"ABC Notes" app

for Apple & Android



The Computer Club is looking for a volunteer to help with publicizing our events. This is a unique role that lets you utilize your creative skills, engage with other volunteers, and perform a critical function for one of Rossmoor's largest and most respected clubs. If you have good design, writing, and time management skills, and would like to talk about this opportunity, please email Rhona Lishinsky at: RhonaCCR@comcast.net.





| | | |
|--|--|---|
| <p><u>Board of Directors</u></p> | | <p><u>Past Presidents</u></p> |
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| | | <p>Editor Rhona Lishinsky</p> <p>Distribution Larry Woods</p> |