

## KILOBYTES

The Quarterly Newsletter of the Computer Club of Rossmoor  
P.O. Box 2070, Walnut Creek, CA 94595

(925) 280 - 3984

Computer Club website <http://carossmoorcomputerclub.com/>



September 2016

### PRESIDENT'S MESSAGE

First things first. Hi, my name is Rhona and I'm the new President of the Computer Club of Rossmoor. While I am very excited to lead this club, I'm also sorry to see Muriel Wyro step down from the role of President, a position she has held since the spring of 2015. Yet that marker is only one of many milestones in Muriel's association with CCOR. In fact, Muriel is a long-time member of the Club and in prior years has also served as Secretary. Muriel has never shied away from taking on other functions as well, such as managing the member data base and organizing various Club events. I know I am leading a chorus of voices when I say "Thank you, Muriel, for your years of service to CCOR." And, I am pleased to announce that Muriel has agreed to stay on as a Board member.

As for me, I have only just moved to Rossmoor in January of this year. Even before the last moving box was unpacked, I knew I wanted to volunteer with CCOR and help members of my new community. In April, I started making "house calls": visiting Club members who needed in-home technical assistance. I have also worked in the Center at times, subbing for others who couldn't make it to their regular shift. When the need arose to find a new Club President, I was approached about considering the idea. Then one thing led to another and, well, I was elected President of CCOR, effective 9/1/16.

So there you have it! I may lack history with the Club, but I come equipped with years of



management experience in the business world. That experience will surely come in handy as CCOR --- with 700+ members --- is one of the largest clubs in Rossmoor. And, we are certainly one of the most complex, offering numerous services to residents: from faxing documents to fixing laptops, from providing public-use computers to teaching multi-day courses.

I also arrive in this role with abundance of enthusiasm about tech stuff. Not just computers and tablets and smartphones, but the amazing array of gizmos and gadgets that make life more fun, more efficient (and, ok, I'll admit it: sometimes more complicated when they malfunction!)

Do you want to know what else I'm enthusiastic about this? This Club. I am excited about the services we provide, the role we play in our community. Looking toward the future, I would like CCOR to develop more avenues for members to come together, share experiences, have fun, and get to know each other! If that vision sounds good to you, too, please contact me at [rossmoorcomputercenter@comcast.net](mailto:rossmoorcomputercenter@comcast.net) to share your ideas. I would love to hear what you have to say.

Over the coming months, we will keep you posted about new activities for Club members. In the meantime, I will look forward to meeting you and hope our paths cross soon.

Rhona Lishinsky  
President



## COMCAST INTERNET FAQs

Effective January 2017, Comcast will provide high-speed internet service to all Manors, along with upgraded TV service.

### **What will it cost?**

For *both* the internet *and* TV upgrades, the incremental (additional) cost to each Manor will be \$17.34. This will be included in the monthly Coupon effective 1/1/17.

### **What's included in the internet service?**

Comcast will provide a modem/router (at no additional cost) which will transmit high-speed internet of 100 Mbps. Comcast will be available to install the equipment, though Residents may have the option to self-install it.

### **What if I don't want Comcast internet?**

If you do not want to use Comcast internet, you can opt out of getting the modem/router but you cannot opt out of paying for the service.

### **What if I already have Comcast internet?**

- Your current modem/router will continue to work. No changes are needed.
- If you are currently receiving internet at speeds of 100 Mbps or less, then you will no longer be billed by Comcast for internet.
- If you currently have (or want to upgrade to) internet speeds greater than 100 Mbps, then Comcast will bill you directly for the incremental cost of that service.
- If you are currently paying a monthly fee to Comcast to rent your modem / router, that fee will automatically be eliminated<sup>(2)</sup>.
- If you are currently billed by Comcast for additional services (Premium channels, Comcast Voice, etc.), you will continue to receive bills directly from Comcast for those services.

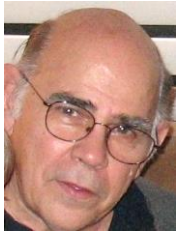
### **I don't use the internet now, but would like to start. What should I do?**

The Computer Club of Rossmoor can help! We are currently developing some training programs and seminars specifically for new internet users. In October we will provide more information about what will be offering.

Notes -----

1. *For questions about the changes to Comcast TV, please see the Rossmoor News*
2. *If your Comcast modem is also used for Voice (telephone) service, it is not clear if the rental cost of that type of modem will be eliminated or simply reduced.*

## Recovering Unsaved Word Documents by Bill Hammond



I was recently working on a document for one of my classes when I got called away. When I got back, Word was closed. Instant panic. I hadn't saved my work for a couple of hours. Shame on me!

When I had composed myself, I remembered that Word saves a temporary copy of my work even if I neglect to do so. If this ever happens to you, follow these steps to resume your work.

### Procedure for Word 2010, 2013 and 2016

1. Click "File" at the top left of the screen
2. Click "Info" at the top of the left-hand menu
3. Click the "Manage Versions" button in the Info pane
4. Select "Recover Unsaved Documents" from the drop-down menu
5. Click "Open" when you've selected the document you want to recover
6. Click "Save As" at the top of the screen to finally save it.

### The procedure is a different for Word 2007

1. Click the Microsoft Office Button, and then click Word Options.
2. In the Navigation Pane, click Save.
3. In the AutoRecover file location box, note the path, and then click Cancel.
4. Close Word.
5. Open the folder that you noted in step 3.
6. Look for files whose names end in .asd (these are the AutoRecover files).
7. Restart the computer.
8. Start Word.

If Word finds the AutoRecover file, the Document Recovery task pane opens on the left side of the screen, and the lost document is listed as DocumentName [Original] or as DocumentName [Recovered]. If this occurs, perform one of the following actions: double-click the file in the Document Recovery task pane, click the Microsoft Office Button, click Save As, and then save the document as a .docx file.



### CLUB NEEDS STREET ADDRESSES

The Computer Club of Rossmoor is in the process of updating its database. We are adding street addresses so the Golden Rain Foundation can track the number of resident vs non-residents in our club.

It's easy to update your information: just email us at [rossmoorcomputercenter@comcast.net](mailto:rossmoorcomputercenter@comcast.net) and include your NAME, STREET ADDRESS and ENTRY NUMBER. Non-Rossmoor residents should also include their CITY, STATE and ZIP.

If you would rather stop by the Computer Center at the Gateway Clubhouse and give us your information, that's OK. The Center hours are 10:00 AM to Noon and 1:30 PM to 3:30 PM weekdays.

It's also time to renew your membership in the Computer Club of Rossmoor. Pay your dues now, just \$15 per person and your membership is good until 12/31/17. Please use the attached Membership Renewal Form.

Larry Woods  
Membership Chairman

**Renew  
Now!**

**Membership renewed in  
2016 good until 12/31/17**

**COMPUTER CLUB OF ROSSMOOR  
PO Box 2070, Walnut Creek, CA 94595  
Website: [carossmoorcomputerclub.com](http://carossmoorcomputerclub.com)  
Acalanes Office (925) 280-3984  
Gateway Center (925) 947-4527**



**MEMBERSHIP APPLICATION or RENEWAL**

Membership is open to all Rossmoor residents, including a limited number of non-residents. Club membership of \$15 entitles one person to full Club benefits for a calendar year starting January 1st. Sustaining renewal Dues of \$15 are due by January 1st.

New memberships made during September through December receive membership through the following year.

Dues or new membership may be paid at the Computer Center in Gateway Complex, or mailed along with this form and a check to the Club at the above address.

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE/ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

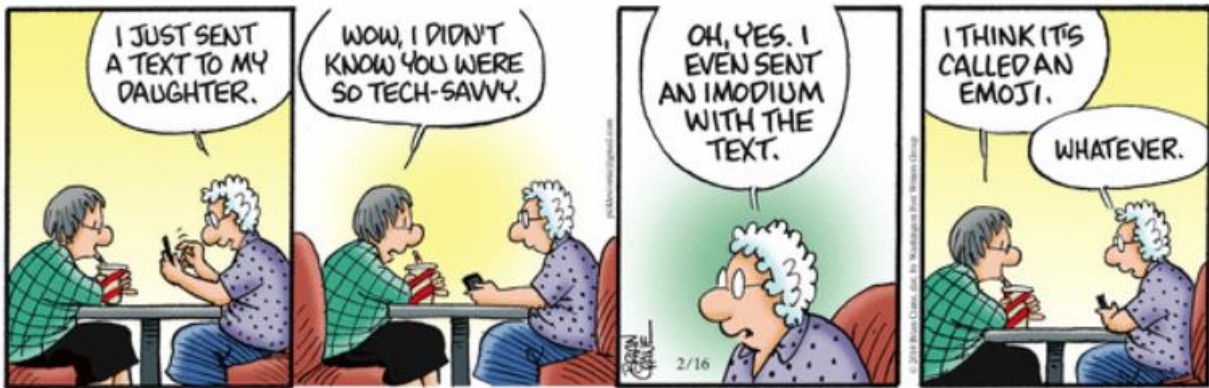
Rossmoor Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to become a Volunteer? Yes \_\_\_\_\_ (Application available at Computer Center)

Cash \_\_\_ or Check \_\_\_ in the amount of \$ \_\_\_\_\_

Received by/Date: \_\_\_\_\_

**Center Volunteer – Provide the person with the new member letter, and direct them to the Club’s website for useful information. Add notes to this form if needed.**



To sign up for classes or seminars, go to <http://carossmoorcomputerclub.com/>

## 2 Meeting Classes (Hands On) \$25 Members - \$35 Non Members

<b>Android Phone</b>	Mon	10-noon	Sept 12 & 19	421	<b>Class Full</b>
Personalize your Android phone to you. Learn the settings and more.					
<b>iPhone</b>	Tue	1-3pm	Sept 13 & 20	421	Limit 10
Get comfortable with your iPhone for calls, internet and more.					
<b>Android Phone</b>	Tue	1-3pm	Oct 11 & 18	420/1	Limit 10
Personalize your Android phone to you. Learn the settings and more.					
<b>iPhone</b>	Thu	1-3pm	Oct 13 & 20	420	Limit 10
Get comfortable with you iPhone for calls, internet and more.					
<b>Android Phone</b>	Tue	1-3pm	Nov 1 & 8	420	Limit 10
Personalize your Android phone to you. Learn the settings and more.					
<b>iPhone</b>	Tue	1-3pm	Nov 8 & 15	421	Limit 10
Get comfortable with you iPhone for calls, internet and more					

### 3 Meeting Classes (Hands On)

**\$35 Members \$45 Non-Members**

<b>Windows 10</b>	Tues	10-noon	Sept 13-27	420	<b>Class Full</b>
Get comfortable with the basics of this new operating system.					
<b>Brush Up On Word – level I</b>	Thu	1-3pm	Sept 15-29	421	
Refresh your Word document creation skills and more.					
<b>iPad – level I</b>	Thu	1-3pm	Sept 15–29	420	Limit 15
Bring your iPad and learn to be a “power user”.					
<b>Brush Up On Excel</b>	Wed	1-3pm	Sept 21–Oct 5	421	
Update your Excel spreadsheet and chart skills.					
<b>Brush Up PC Basics</b>	Mon	10-noon	Sept 26-Oct 10	421	
Refresh your keyboard, mouse, and Windows basics skills.					
<b>Brush Up On Email &amp; Internet</b>	Tue	1-3pm	Sept 27–Oct 11	421	
Refresh and expand your Internet and email skills.					
<b>Windows 10</b>	Thu	10-noon	Oct 6-20	420	<b>Class Full</b>
Get comfortable with the basics of this new operating system.					
<b>Brush Up On Word – level II</b>	Thu	1-3pm	Oct 6–20	421	
More on Word, learn to handle graphics and advanced formatting.					
<b>iPad – level I</b>	Wed	1-3pm	Oct 12–26	421	Limit 15
Bring your iPad and learn to be a “power user”.					
<b>Photoshop Basics</b>	Tue	1-3pm	Oct 18–Nov 1	420	Limit 15
Learn to edit and enhance your photos using Photoshop.					
<b>iPad II</b>	Wed	1-3pm	Nov 2–16	420	Limit 15
You Know the Basics, now bring your iPad and learn even more.					
<b>Windows 10 – Level II</b>	Thu	10-noon	Nov 3–17	420	Limit 15
Expand your knowledge and comfort with this new OS.					

## Seminars (Demonstration with Q&A)

\$15 members - \$25 non members

<b>Tips &amp; Tricks in Photo Editing</b>	Wed	1-3pm	Sept 14	420
Learn how best to enhance your photos.				
<b>Should I Move To Windows 10?</b>	Thu	10-noon	Sept 15	420
See it in action before deciding.				
<b>Take Control (Control Panel)</b>	Thu	10-noon	Sept 22	421
Learn to personalize your computer using the Control Panel.				
<b>Files &amp; Folders</b>	Mon	10-noon	Oct 17	421
Understand and use your computer's storage.				
<b>Transferring Data</b>	Thu	10-noon	Oct 27	420
How to move files between your phone, camera, computer, etc.				
<b>Facebook – level I</b>	Thu	1-3pm	Oct 27	420
Learn to use Facebook to keep in touch with friends and family.				
<b>Facebook – Level II</b>	Thu	1-3pm	Nov 3	420
Learn more than basics about this fun tool.				
<b>Skype</b>	Thu	1-3pm	Nov 10	420
See how easy is to phone/video anyone.				
<b>Alternatives to MS Office</b>	Tue	10-noon	Nov 15	420
Why spend \$\$\$ for programs when less expensive/free are easily available.				
<b>Managing Your Photos</b>	Thu	1-3pm	Nov 17	420
Learn quick tricks and tips to enhance your favorite photos.				



**Computer Club of Rossmoor**

<p><b><u>Officers:</u></b></p> <p><b>President</b> Rhona Lishinsky</p> <p><b>Vice President</b> open</p> <p><b>Secretary</b> Kathy Stephens</p> <p><b>Treasurer</b> Sandy Helmus</p>	<p><b><u>Board of Directors:</u></b></p> <p>Jan Barnes</p> <p>Gloria Crabbe</p> <p>Bill Hammond</p> <p>Sandy Helmus</p> <p>Leonard Krauss</p> <p>Jeanette Massery</p> <p>Kathy Stephens</p> <p>Paul Wilson</p> <p>Larry Woods</p> <p>Muriel Wyro</p>
<p><b>Web Master</b> Jan Barnes</p>	
<p><b><u>Past Presidents:</u></b></p> <p>Al Halpern</p> <p>Barney Teich</p> <p>Homer Myers</p> <p>Leonard Krauss</p> <p>Muriel Wyro</p>	<p><b><u>Kilobytes Staff:</u></b></p> <p><b>Production</b> Roxana Khachadourian</p> <p><b>Distribution</b> Bill Hammond</p>