

Greetings



**Your Membership
Status:**

June 15, 2022

Kilobytes

The Newsletter of
The Computer Club of Rossmore

visit our website at www.caccor.com

For best viewing on a smartphone, please hold your phone in a horizontal position

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Club Forum

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Website



A Message from Club President Rhona Lishinsky

Hello Everyone,
Last month the Computer Club put out a call to our members, asking for volunteers. **The response was truly exceptional.**

Because so many have stepped up to provide general support, we can maintain the current 20-hour/week Center schedule. For obvious reasons, this is a good thing! And it also relieves our Board members and other volunteers from continually covering staffing shortages.

We have also enlisted several new, technically advanced volunteers to join our House Call program and / or the Drop-In Support program in the Center. These volunteers are carefully screened and must pass a technical proficiency test before they can provide support services. In the next issue of Kilobytes we hope to announce some additional Drop-In Support sessions, so stay tuned!

It's a relief to know we can continue to provide the services that so many in our community depend on. Above all, we will benefit from the

new ideas and energy our new volunteers bring.

Here's to all our volunteers, continuing and new, for being the life of the Computer Club.

--- Rhona

- **Printing Labels in Microsoft Word**
- **Managing Photos on Your iPhone / iPad**
- **Photo Editing: Win10/11 Photos Prgm**
- **Manage Win11 Start Screen & Taskbar**
- **Create Letters & Mailing Labels in Word**
- **Computing Fundamentals:**
 - **Select, Copy, Cut, Paste (MAC)**
 - **Select, Copy, Cut, Paste (Windows)**
 - **Basic Settings: MAC Computers**
 - **Basic Settings: Windows PCs**



Printing Labels in Microsoft Word

Monday, June 20, 1:30 PM via Zoom

Need to address Christmas Cards? Need to print some name Tags? Learn how to print labels using a Word Table or Excel Spreadsheet.

PLATFORM: WINDOWS / MAC* **LEVEL:** Intermediate

Click to Enroll: [FLASH CLASS: Printing Labels in Microsoft Word](#)

Computing Fundamentals: Basic Settings for MAC Computers

Tuesday, June 28, 3:30 PM in the Computer Center

This single-topic class will include working with computer settings such basic configuration, user preferences, privacy, customization and control of your computer with hands-on, supervised practice with each of these concepts.

PLATFORM: MAC **LEVEL:** Beginner (Fundamentals)

Click to Enroll: [FLASH CLASS: Basic Settings for MAC Computers](#)

Computing Fundamentals: Basic Settings for Windows Computers

Thursday, June 30, 3:30 PM in the Computer Center

This single-topic class will include working with computer settings such basic configuration, user preferences, privacy, customization and control of your computer with hands-on, supervised practice with each of these concepts.

PLATFORM: WINDOWS **LEVEL:** Beginner (Fundamentals)

Click to Enroll: [FLASH CLASS: Basic Settings for Windows Computers](#)

Managing Photos on Your iPhone / iPad

Thursday, Jul 7, 10:00 AM via Zoom

Learn how to create, organize and share albums, send pictures via text and email, set up favorites, un-delete photos, use iCloud to sync with PC or Mac, and more. Class Time: 75 Minutes

PLATFORM: iPHONE / iPAD **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Managing Photos on your iPhone / iPad](#)

Basic Photo Editing with Windows' Photos Program

Monday, July 11, 1:30 PM via Zoom

Learn how to use the Windows 10 (and 11) Photos Program. We will cover the following topics: Zooming; Cleanup, Enhance, Filters, and Cropping.

PLATFORM: WINDOWS **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Basic Photo Editing with Windows' Photos Program](#)

Manage the Windows 11 Start Screen and Taskbar

Tuesday, July 12, 1:30 PM via Zoom

Learn to manage and personalize the Windows 11 Start Screen including how to add and delete apps, add folders, and manage the taskbar

PLATFORM: WINDOWS **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Manage the Windows Start Screen and Taskbar](#)

COMING LATER IN JULY

Create Customized Letters and Mailing Labels with MS Word's Letter Merge Program

Monday, July 18, 1:30 PM via Zoom

PLATFORM: WINDOWS / MAC* **LEVEL:** Beginner

Click to Enroll: Registration opens July 1st.

Computing Fundamentals (MAC): Select, Copy, Cut, Paste

Thursday, July 21, 3:30 PM in the Computer Center

PLATFORM: MAC **LEVEL:** Beginner (Fundamentals)

Click to Enroll: Registration opens July 1st.

Computing Fundamentals (WINDOWS): Select, Copy, Cut, Paste

Wednesday, July 27, 3:30 PM in the Computer Center

PLATFORM: WINDOWS **LEVEL:** Beginner (Fundamentals)

Click to Enroll: Registration opens July 1st.

***Unless otherwise noted, MS Word and Excel classes** are taught using the Windows versions of these programs. Mac users are welcome

to take these classes, but some features of the Mac versions may differ.

Wait List

If the class you want to take is full, please be sure to put your name on the Wait List. It is quite common for registered students to cancel their registration, making way for others to be bumped from the Wait List to active enrollment status. And, **if we have a 6 or more students on the Wait List, our instructors are now committed to immediately adding an additional class**, with priority registration offered to those on the list.

About Flash Classes

Flash classes are free and are only available to Active (paid) members of the Computer Club. Registration is generally limited to 15 students. To register, click on the links shown above, or go to the Flash Class tab at www.caccor.com



Try Out Windows 11 in Computer Center

Visitors can preview features of Windows 11 in the Computer Center. The latest version is installed on the computer in the back corner. Come to the Center and try it out for yourself.

What's New in the Member Forum?

Ask questions, provide answers, buy, sell, trade or give-away equipment and devices.



Non-members may now access the Computer Club's online Forum. This change will help our members make the most of the Forum by opening up participation to a wider audience.

What's new in the Forum? Here are some items still available:

- **Maxtor 500GB external hard drive w/power adaptor and USB 2.0 cable - free**
- **Canon PIXMA MX922 Printer - free**

Visit the Forum to find out more about these posts. **Simply click the**

Computer Club Forum button at the top of this newsletter. The forum link is also displayed on the home page of our website.



Computer Center Update

Based on new input from our volunteers, we are continuing to require that all visitors are both masked and vaccinated. *However*, we will no longer verify a visitor's vaccination status. Visitors to the Center are "on their honor" to comply. Our volunteers appreciate your cooperation.



Drop-in Tech Support at the Computer Center

Drop-in technical support services for laptops and handheld devices are available in the Computer Center during regular Center hours. Services are offered on a first come, first served basis. Support is available to all Computer Club members, as well as to any Rossmoor resident.

Please note: Because our support services are dependent on volunteer availability, there may be some instances when a session will be cancelled.

Windows PCs.....	Mon & Tue 10:00-noon; Fri 1:30-3:30
Windows 10.....	Fri 10:00-noon
Mac.....	Mon, Tue, Thu 10:00-noon; Wed, Fri 1:30-3:30
iPhone, iPad.....	Mon, Tue 10:00-noon; Wed, Fri 1:30-3:30
Apple Watch	Fri 1:30-3:30
Android devices ...	Mon & Tue 10:00-noon; Fri 1:30-3:30

If you require support for a desktop system, printer, WiFi connectivity, etc., in-home service is available for active members of the Computer Club (non-Rossmoor members are served via remote access when possible).



Tech Tips Articles

Our Tech Tips articles appear in the Rossmoor News. Just go to <http://www.caccor.com> and click on the Links tab, where you will find a full listing of all the articles, *along with their clickable links*. You will also find a form for submitting questions to our Tech Tips columnist, Harris Greenberg, or to Computer Club Board Members and Volunteers.

Here are some of our recent articles:

- Scanning Documents and Pictures
- Don't Get Spoofed
- Using Apple and Google Maps
- Digital Assistants and Smart Home Devices
- How to Use Online Reviews and Ratings
- Improve Your Use of Email
- Using Text Messages and Dictation
- What to Consider When Buying a New Laptop
- Google Apps You May Not Know About
- Digital Art: Left to Your Own Devices
- Useful & Entertaining Augmented Reality Apps
- Troubleshooting Printer Problems

To read the Rossmoor News online, go to RossmoorNews.com.



Computer Classes at Acalanes Adult Education

**Registration Open for
Remaining Summer classes**

Acalanes Adult Ed offers an array of classes for Mac / iPhone / iPad... even Apple Watch. Some classes will be offered online, others in person at the Acalanes campus, located right next to Rossmoor. For detailed class information and to register, visit the Acalanes website by clicking [here](#).

For classes with multiple sessions, the number of meetings is shown in parentheses () after the class name. All other classes meet for a single 2-hour session, unless otherwise specified in the course description.

COURSE

START DATE

Multi-Session Classes

Learn Numbers on the Mac (3)	June 15
Apple Watch - (4)	July 5
Photos: Take,Organize,Edit,Share (3)	July 13

Single-Session Classes

You Have Email	June 28
Message and More	June 28
Ob-La-Di, Ob-La-Da	June 30
Surfin' with Safari	June 30
All about iCloud	July 13
Wallet and Apple Pay	July 14

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