

KILOBYTES

The Quarterly Newsletter of the Computer Club of Rossmoor
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Computer Club blog www.rossmoorcomputerclub.blogspot.com

March 2013

PRESIDENT'S MESSAGE

Soon we will return to our Computer Club classrooms that are on the lower level, next to Rossmoor's Sierra Room. Those school classrooms are more convenient for Rossmoor residents as well as for other residents of the area.

Acalanes Adult Education Center has upgraded our school classrooms, installed a better heating system, added restrooms, and even an elevator to the school's upper level. The entire building has been made more earthquake-safe for our protection. (Acalanes Adult has been a very good landlord, and partner, to the Computer Club during the 17 years we have cooperated to help older adults learn computers.)

There are many other improvements to the old Del Valle school campus -- a new main school building and more convenient parking. Acalanes Adult now has the facilities and teachers for a wide variety of classes, from language to exercise to finances and more, all of which are listed in the school catalog that was just mailed to local residents. There are interesting classes for everyone, especially for you!

I am a firm believer in "lifelong learning" as essential for us to keep up, physically and mentally, as we get older. The world keeps changing. If we don't try to keep up, we will fall further behind. Besides, it is healthier, and much more fun, to keep up and to stay connected.



Your computer, and your Computer Club, can help you keep up. With your computer you can reach almost anyone, and anything, anywhere in the world. It is a great way to stay in touch, to shop, to bank, to travel, to learn, and more. Even medical information, and medical help, is available to you as a computer user.

Computer classes can help you learn all this, and how to do it wisely, and safely. It does take effort, and practice. Thousands of older adults have taken our classes and are now independent computer users. We can always learn more, become more knowledgeable. (And then, if you have a computer problem, the Computer Club is here to help you solve that problem.)

Leonard Krauss, President

BRADLEY'S BYTES

Highlights from Jim's weekly column...

1. At the top of the list: searching for something or anything...use www.google.com, the place to go to ask a question and get an answer.
2. Looking for music, country or classic? Or want to listen to a talk station out of the area? Type in www.tunein.com... Either on your computer or other devices. This website offers some 50,000 AM/FM radio stations.
3. Lost some information and looking to retrieve it? Most times this can be accomplished by using System Restore. Here are the steps to take: Go into Start>All Programs>Accessories>System Restore. The System Restore window will open. Click Next> and highlight back to the point where you had the information; choose that point. The computer will shut down and restart. This will not erase any saved files or email, just returns your system to the point you have selected and where you had the lost data.
4. Want to get by a company's telephone system and avoid the interminable waiting? Go to Google, type in "IVR cheat sheet". Choose a site to find a long list of companies and telephone numbers, followed by the steps to take to find a human being.
5. Do avoid signing a "sign this petition" or a "forward this to ten friends." The original sender (or host sender) sells your email address if you comply. Petitions must have a signed signature and the full address of the signer. So, don't waste your time and make a spammer rich.
6. The Computer Club has a blog at www.rossmoorcomputerclub.com. There is a recent posting titled "The Operating Room of the Future" which discusses noninvasive surgery describing a procedure that is an astonishing change in medicine, both in the actual surgery and the recovery period.
7. Read a column in a newspaper or on line and want to check its veracity? Check with several websites that are on line to assist you. Try www.factcheck.org; www.truthorfiction.com; and www.snopes.com.
8. It is not necessary to use the "www" or ".com". For example, if you want to get to Amazon, type the name into the address bar, hold down Ctrl and press Enter...big time saver.
9. A quick way to find a file on Vista is to hit the Window key and type in the file or program needed. Vista will display an organized list of the files and programs that match the text entered.
10. When shopping on line and on a shopping site, look for a small gold lock in the lower right-hand corner. This means your transaction will be secure. If the lock isn't there, cancel the purchase. If possible, have one credit card dedicated solely to on-line purchases.



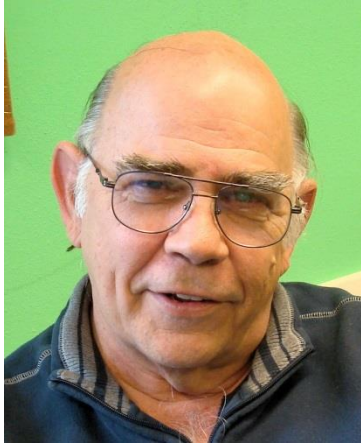
10 PC Security Tips

Bill Hammond, the Question Man

1. Lock Down your PC with a good password. Secure access to your system with a password. Then set your system to require the password each time your computer starts up, wakes up from sleep mode, or experiences a set period of inactivity.

2. Install Security Software. Without security software your computer's performance and your personal information are at serious risk. Anti-virus and antimalware software are important elements to protecting your information. However, they are not guaranteed to protect you from an attack. Combining these technologies with good security habits is the best way to reduce your risk. Microsoft Security Essentials and Malwarebytes are two free programs will satisfy this requirement.

3. Install a firewall. A firewall is your first line of defense against the bad guys. It monitors the data passed between your computer and the Internet. When it spots suspicious inbound or outbound data, it either filters out questionable packets of information or disallows the connection entirely. Check to see if your router has a built in firewall and if it is turned on and configured. If you don't use a router, make sure that the Windows firewall is turned on. You will find it in the control panel under Security.



4. Update software regularly. This includes your Antivirus program. Hackers are working night and day to develop new methods to crack into your system. Even the best security software can be compromised if you don't update their protection against emerging threats. Set Windows to check for updates automatically, then authorize the installation without delay. Or better yet, set your system to automatically download and install the updates automatically and leave your computer running on

Tuesday night when the patches from Microsoft usually come through.

5. Secure your wireless network. The convenience of wireless networks comes with risks. Secure access to your WiFi network with a password to make sure that strangers are not grabbing your personal information or your bandwidth.

6. Secure your passwords. Access to your bank, email and much more is only protected by a password. Those passwords should be secure. Combine numbers, letters, case, and symbols to create unique, secure passwords, the longer the better. Do not use the same password for more than one or two functions. And of course, never allow unauthorized persons access to your passwords.

7. Limit the amount of personal information you post on social

networking sites. Do not post information that would make you vulnerable, such as your address or information about your schedule or routine. If your connections post information about you, make sure the combined information is not more than you would be comfortable with strangers knowing.

8. The convenience and popularity of email attachments make them a common tool for attackers. Be wary of unsolicited attachments, even from people you know. Just because an email message looks like it came from your son, daughter, grandchild, or financial institution doesn't mean that it did. Many viruses can "spoof" the return address, making it look like the message came from someone else. If you can, check with the person who supposedly sent the message to make sure it's legitimate before opening any attachments.
9. Be skeptical. Keep your wits about you. Does an offer seem too good to

be true? Do you really know the person on the other end of an unsolicited message? When something doesn't feel right, just close it and hit delete. Online criminals are sophisticated, motivated, and difficult to prosecute. Most financial institutions do not post logon links in any email that they send. If you feel you should log into the site, do not do it by clicking on a link in an email.

10. Back up your hard drive. Backing up means copying the files on your computer's hard drive to an external source such as a USB drive. This allows your files to be retrieved if your computer experiences a malfunction or a security-related problem. Backing up only works if you do so regularly. Set your system to back up automatically (remember Tuesday night). Cobian Backup is an excellent freeware tool.



CLASS SCHEDULE

Spring and Summer 2013

Fees: RCC Members \$30, Non-Members \$45

Computer 1	06-4013 300	Tues & Thurs	3//5-3/26	10 AM- Noon	Olsen
	06-4001 301	Tues & Thurs	4/30- 5/16	10 AM- Noon	Olsen
	06-4002 302	Tues & Thurs	6/18-7/9	10 AM- Noon	Staff
Computer 2	06-4003 303	Tues & Thurs	4/9-4/25	10 AM- Noon	Olsen
	06-4004 304	Tues & Thurs	5/28- 6/13	10 AM- Noon	Olsen
Internet and Email	06-4056 306	Tues & Thurs	4/30- 5/16	1 PM-3PM	Olsen
Word	06-4117 217	Tues & Thurs	5/28- 6/13	1 PM-3PM	Olsen
Word 2	06-4007 300	Tues & Thurs	4/9-4/25	1PM-3PM	Barnes
Excel 1	04-1308 308	Tues & Thurs	6/18-7/9	1 PM-3PM	Barnes
Photo Elements 1	06-4009 309	Mon & Weds	3/25- 4/17	1 PM-3PM	Olsen
Computer Lab Session (drop-in, \$5 per session)	06-4010 221	Wednesdays	4/17-6/5	10AM- Noon	Olsen

FREE WORKSHOPS

Beginner to Advanced Q&A

Mondays 10 AM-Noon
4/22, 5/26, 5/13, 6/3, 6/24
Instructor Nielsen

Beginner Prep "Mouse Class"

Mondays 4/29, 6/17 10AM-Noon
Instructor Krauss

SEMINARS - SPRING & SUMMER 2013

Seminars are comprised of a lecture and demonstration with a question and answer portion. Cost is \$15 per session. Holidays: 4/1-4/5, and 5/27, 7/4

Files and Folders	Computers make it possible to organize your thoughts, your data, so you can quickly find any information you need. Learn the filing system, and your computer Life will then be better for it.					
	06-4025	352	Wednesday	3/20	1-3 PM	Barnes
	06-4040	354	Wednesday	4/10	10AM-Noon	Olsen
Facebook	The very popular Facebook program has many millions of participants all over the world. With Facebook, You can easily stay in touch with friends and relatives, exchange emails and photos. It is big, capable and getting bigger and bigger.					
	06-4442	355	Wednesday	5/8	10AM-Noon	Barnes
	06-4444	361	Wednesday	6/12	10AM-Noon	Barnes
Fun and Games	Your computer comes equipped with a few games. Then, you can find even more games on the internet. You can even buy and install popular sports games such as football, hockey, fantasy and war games. There is no limit.					
	06-4443	363	Wednesday	5/22	10AM-Noon	Barnes
Search and Find Anything, Anybody	Your computer gives you access to most of the world's information. Just type in the name of a person and you will get a list of many people with that name. Likewise, you can find places, things, books, hotels, baseball facts or anything else. It is all available at your fingertips, on your computer.					
	06-4445	362	Wednesday	6/19	10AM-Noon	Barnes



PLEASE ENROLL ME IN THE FOLLOWING CLASS(ES)

CLASS #	SUBJECT	FEE

(PRINT) YOUR NAME: _____

SIGN: _____

PHONE: _____



**At least 10 days before class starts,
Mail this form, with your check, to:**



COMPUTER CLUB OF ROSSMOOR
P. O. BOX 2070
WALNUT CREEK, CA 94595

- Classes are held in the Room D-7 on the upper level at the Acalanes Adult Center, next to the Del Valle Clubhouse. (Call 280-3984 if you need directions.)
- Class space is limited; send in your reservation **now**.
- Please put class number on your check.
- Cost: Regular classes cost \$30 for current Club members; the cost for all others is \$45.

Please note—there can be NO refunds.



Computer Club of Rossmoor

<p><u>Officers:</u></p> <p>President Leonard Krauss</p> <p>Vice President Monte Hall</p> <p>Secretary Muriel Wyro</p> <p>Treasurer Jim Bradley</p>	<p><u>Board of Directors:</u></p> <p>Jim Bradley Jan Barnes Teresa Brock Kathleen Doherty Monte Hall Bill Hammond Jan Hjorth Jo Jones Leonard Krauss Lynn Letteris Evert Makinen Muriel Wyro</p>
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