

# KILOBYTES

The Quarterly Newsletter of the Computer Club of Rossmoor

P.O. Box 2070, Walnut Creek, CA 94595

(925) 280 – 3984

Computer Club blog [www.rossmoorcomputerclub.blogspot.com](http://www.rossmoorcomputerclub.blogspot.com)

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

December 2013

## *President's Message*

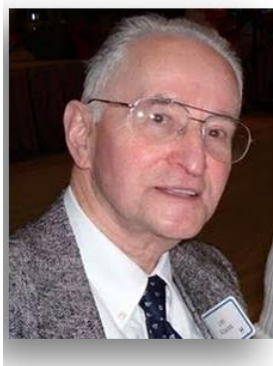
Twenty years is a long time.

More than 20 years ago, way back in 1994, this Computer Club was started with a goal to enable Rossmoor residents to use and benefit from those new personal computers.

Al Halprin, Marie Klos and a few of the other “old timers” had a vision of what the future would be like, and how seniors like us could use, and benefit from this new technology. Back then, in 1994, many residents “retired,” to just play golf or cards, or watch television, or to do little else except wait for their personal Grim Reaper.

Al and a few others started the Computer Club using a borrowed computer. They first met in the tiny Pine Room at Hillside; then soon had to find a larger meeting place, and then an even larger meeting place. So many Rossmoor people were getting interested that the Computer Club needed bigger space.

Acalanes High School District came to the rescue. They provided temporary space, and then fixed up the space for two classrooms and a small office. All were right next to Rossmoor, so residents could walk to class through the special gate that Rossmoor installed for us. Our students still use that special gate to come to our classes.



We are all “older adults.” adults who want to live in the present and who look forward to the future. Our computer classes are specially designed to promote interest and learning, and have been very popular. We estimate that over the years some 10,000 adults have taken our classes and then learned to use and benefit from their personal computers.

Now most Rossmoor residents are computer users. They are able to keep in touch with family and friends, learn about health, other cultures, etc., travel, shop and even do their banking and shopping on the Internet. Your Computer Club helped many accomplish this.

Acalanes Union High School District, our “landlord, has been very helpful all these past 20 years. They have just reinforced our classroom building and they added drinking fountains, rest rooms, even an elevator, all for the benefit of our computer students. We are very grateful for all this help from Acalanes.

These last 20 years have been both a challenge and an opportunity. The next few years will offer us more opportunities, and even more challenges. It should be interesting, so let's keep involved, and keep improving our computer skills.

Leonard Krauss, President

## BRADLEY'S BYTES



If you are reading the Kilobytes now, we can assume you have a computer! Hopefully, and it would be to your benefit, you read the weekly column penned by Jim Bradley. It is brimming with computer tips that will definitely enhance your use of the computer. Jim continues to offer new helpful assists to the PC user, as well as offering information about interesting websites. A whole new world opens up to seniors as they begin to explore the many uses of their computer.

### **Here are just a few excerpts from Jim's columns:**

If you play Spider Solitaire and don't like the hand you are dealt, simply press F2 before moving any cards and another hand will be dealt! Cancelling the first hand doesn't register as a loss in the statistics.

A few keyboard shortcuts: Ctrl + U ~ underlines highlighted text. Ctrl + Z ~ will undo a highlighted move. Shift + Home ~ highlights from insertion point to end of line.

Looking for answers? As well as "googling it", there is a search engine called Dogpile!

Hot tip! You don't have to be afraid of losing your wallet if the following steps are taken: photocopy the contents of the wallet ~ both sides of the each license, credit card, telephone numbers, etc. Keep the copies in a safe place.

Another keyboard shortcut: to minimize all windows on your monitor, press the Windows key together with D. To bring them back, repeat the process.

Monitor needs a cleaning? Do not use ammonia or products containing it...too strong for the screen. Use damp terry cloth and dry with a dry terry cloth.

Password problem? Sometimes because your Caps Lock is in the on position! Passwords are case sensitive and must be entered just as it was originally typed.

Ten most popular websites:  
[www.google.com](http://www.google.com),  
[www.facebook.com](http://www.facebook.com),  
[www.yahoo.com](http://www.yahoo.com), [www.baidu.com](http://www.baidu.com)  
(Chinese website),  
[www.youtube.com](http://www.youtube.com) ,  
[www.wikipedia.com](http://www.wikipedia.com), [www.qq.com](http://www.qq.com)  
(instant messaging site in China) ,  
[www.linkedin.com](http://www.linkedin.com), and  
[www.twitter.com](http://www.twitter.com).

Well known health site:  
[www.mayoclinic.com](http://www.mayoclinic.com) ~ this site covers everything from symptoms and causes to tests, prevention and treatment.

As we enter 2014, remember:  
Computer Club annual dues should be on your to-pay list!

## WHAT ARE YOUR NEW YEAR'S RESOLUTIONS FOR 2014?

Lynn Letteris

“I will lose weight” may be at the top of your list, but how about adding, **“I will protect my computer data.”** What would happen if your computer crashed, erasing bank records, pictures and personal information? There are several ways to protect information that is stored on your computer, and one of them should be on your New Year's resolution list.



Briefly, here are some suggestions:

### **Buy an external hard drive**

This is an apparatus that comes in various types, usually the size of small book, with a cable that connects it to your computer by plugging into a USB port on your computer. For more information, google “types of external hard drives.” The drives can run from around \$50 to several hundred, depending on how much data it will hold.

### **Or, use a portable USB flash drive.**

This is a data storage device that is typically removable and rewritable. Its capacity will not be as large an external hard drive, but will allow you to save specific data, and, if you want, saved data can be transferred to another computer.

### **A growing trend is Cloud Storage.**

This is not a weather system! It refers to saving data to an off-site storage system maintained by a third party. Instead of storing information to your computer's hard drive or other local storage device, your information is saved on a remote database. The internet provides the connection between your computer and the “cloud” data base. The advantage of this type of system is that your information can be retrieved no matter what happens to your computer. Again, google “cloud storage systems” as there are many, with more to come, and there are review sites that rank the various cloud storage sites.

### **“Don't open attachments by habit.”**

Another resolution your editor suggests is: If you have a virus scanner, run the attachment through it. Only open an attachment if you are certain it is from someone you know and trust.

Another resolution is: Inventories are important because, on average, insurance companies will only reimburse a homeowner's contents up to 50 percent of the home's insured value. Now is the time to put your iPhone or android (or any other camera) to good use. Take pictures! Save receipts. List all your possessions and make descriptions. Type in "California Department of Insurance" for guides and forms.

*"I will create a household inventory for insurance purposes."*



***Protect your passwords.*** Change them on a regular basis and do not use the same password for more than one site.

Lastly, ***Perform regular maintenance.*** It is a good idea to run a disk-scanning program, defragment your hard drive, or whatever else your system might need, on a regular basis.



## CLASSES & SEMINARS

January – March

Regular 6-session classes are \$45; just \$30 for current (2014) Club members. Our one-time computer seminars are just \$15 each. You can sign up in advance, or enroll at the first session of any class or seminar. (Club membership for calendar year 2014 is just \$15, the same as it has been for most of your Computer Club's 20 years of service.)

Questions? Just call the Computer Club at (925) 280-3984 or (925) 947-4528

### CLASSES

501	iPad	M/Wed	Jan 6-27	1pm
510	iPad	Tu/Th	Mar 11-27	10am
502	Computer-1*	Tu/Th	Jan 7-23	10am
509	Computer-1	Tu/Th	Feb 27-Mar 18	1pm
503	Computer-2*	Tu/Th	Jan 28-Feb 13	10am
511	Computer-2	Tu/Th	Mar 20-Apr 10	1pm
504	Excel	Tu/Th	Jan 7-23	1pm
505	Word	Tu/Th	Jan 28-Feb13	1pm
506	Digital Photo-2	Mon/Wed	Feb 3-24	1pm
507	Internet	Tu/Th	Feb 18-Mar 6	10am
508	Windows-8	Tu/Th	Feb 18-25 (3 sessions)	1 pm

\*Nancy Altman

<b>Computer Lab</b>	<b>Wed</b>	<b>Feb 26 &amp; Mar 26</b>	<b>10am</b>
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### SEMINARS (WEDNESDAYS)

550	Using Digital Cameras	Jan 15	10am
551	Banking on Web	Jan 22	10am
552	Facebook	Jan 29	10am
553	Email, Safe & Smart	Jan 29	1pm
554	Backup Data, Save	Feb 5	10am
555	Find it on Internet	Feb 19	10am
556	Be Safe on the Web	Mar 5	10am
557	Tablet or Computer?	Mar 5	1pm
558	Download Anything	Mar 12	10am
559	About Windows-8	Mar 19	10am

500	<b>Beginner Prep &amp; Mouse Class (free)</b>	Mon	Jan 6	10am
		Wed	Feb 26	1pm

PLEASE ENROLL ME IN THE FOLLOWING CLASS(ES)

CLASS #	SUBJECT	FEE

(PRINT) YOUR NAME: \_\_\_\_\_

SIGN: \_\_\_\_\_

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



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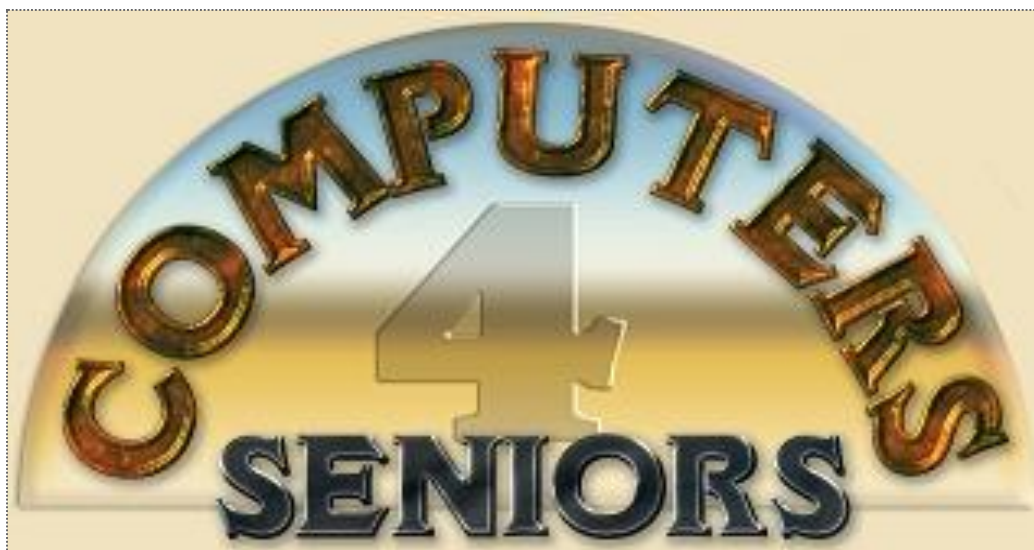
**At least 10 days before class starts,  
Mail this form, with your check, to:**



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

- Classes are held in Computer Rooms A and B at the Acalanes Adult Center, on the lower level.
- Classes are \$45 (\$30 for current Club members). Seminars are \$15 each.
- Class space is limited; send in your reservation **now**.
- Please put class number on your check.
- Call 280-3984 for information or directions.

*Please note—there can be NO refunds.*



**Computer Club of Rossmoor**

<p style="text-align: center;"><b><u>Officers:</u></b></p> <p><b>President</b> Leonard Krauss</p> <p><b>Vice President</b> Teresa Brock</p> <p><b>Secretary</b> Muriel Wyro</p> <p><b>Treasurer</b> Jim Bradley</p>	<p style="text-align: center;"><b><u>Board of Directors:</u></b></p> <p>Jim Bradley</p> <p>Jan Barnes</p> <p>Teresa Brock</p> <p>Joan DeGanahl</p> <p>Monte Hall</p> <p>Bill Hammond</p> <p>Jan Hjorth</p> <p>Jo Jones</p> <p>Leonard Krauss</p> <p>Lynn Letteris</p> <p>Muriel Wyro</p>
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