

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/>

June 2014

PRESIDENT'S MESSAGE



Your Computer Club of Rossmoor is a voluntary, non-profit club of local computer users. Members pay just \$15 a year for dues. Charges for seminars and computer classes are

kept very low, just enough to pay our professional computer teachers for their services.

These charges, together with voluntary donations from members, pay for the necessary supplies and equipment and the Club's other operating expenses.

We members are all volunteers. We help each other, at the Gateway Center and at our classrooms at the Acalanes Adult Center. A few of our more computer-knowledgeable members even make free house calls when it is necessary to help members with serious computer problems. By helping each other we all benefit and we learn more about computers. Nowadays it has become essential to know how to use a computer.

These Club arrangements have worked well. For more than 20 years this Club has been a key part of Rossmoor. During those years the "computer world" has changed, and it will keep changing. Most Rossmoor residents now use computers. Now we need to keep up with the many changes, just to avoid falling behind.

Since there are now so few residents who want to learn computer basics, the

Computer Club will schedule fewer such classes. Instead, we will offer new classes and seminars to help current users adapt to the newer devices and software.

You can keep up with these changes by following the Club's weekly column in the Rossmoor News. Jim Bradley does a great job of covering what is happening in the computer world, and how it impacts each of us. And Jim's column includes current information about new classes, seminars and other Club activities.

Just recently the Computer Club held free open meetings in Rossmoor's Fireside Room. There Bill Hammond showed residents some of the newest computer programs, and alerted them to new computer problems and malware. A great many people came to listen and to learn – so many that the Computer Club then scheduled additional open meetings, and added special classes to cover these subjects.

Likewise, as the Apple iPads became popular, your Computer Club added new classes – classes to teach people to use these devices. These classes filled up quickly, so we scheduled more iPad classes.

All these various computer devices are great tools. We have to be able to use these new tools, just to keep up. We might as well learn how, and then enjoy using them.

Leonard Krauss, President

BRADLEY'S BYTES

Snippets from Jim Bradley's weekly column

When typing an internet address, save yourself some time: do not type http:// or even www in the address. Not necessary. For example, just type Yahoo.com without any letters preceding Yahoo.com. The search engine will find the site you are looking for.

Some acronyms commonly used: PC (for personal computer); IT (for information technology); URL (FOR Uniform Resource Locator, otherwise known as website address); OS (operating system...such as Windows 7 or Vista.) To find the OS, go to Start, then click on Computer or My System (depending on the system). Click on System Properties near the top of the screen, and the information pops up.

More acronyms: BSOD (blue screen of death). When you see this, it is an error message displayed by Windows when a non-recoverable error occurs, otherwise known as a "fatal error". ICS (Internet Connection Sharing). ICS allows multiple computers to connect to the internet using the same internet connection.

Our usual warning: do not become the victim of a scam. Beware of callers posing as technicians, police, your bank and, among many others, someone who works for the IRS. NEVER give out information such as your credit card number or social security number unless you have instituted the call yourself.



Legitimate companies do not ask you for vital information over the phone. And your grandson is not in jail, and you don't have to forward money so that he won't have to serve time! Ignore that call.

Perhaps you are using Word on your computer, there may be something required by the computer. Simultaneously press CTRL and ESC. The START menu will appear-- a handy keyboard short cut.

Great website www.grandmabetty.com Provides endless lists of sites on health and fitness, antiques and memorabilia, technology for seniors, crafts and hobbies, pets, food and recipes, investing and much more. This site offers over 1,000 sources for seniors and baby boomers

If your computer crashes, hold down CTRL, ALT and DELETE.

Clearing up a misunderstanding: house calls are only available to paid-up computer club members; however, all classes and seminars are open to anyone.

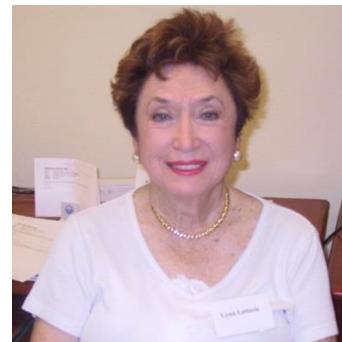
Lose a text while typing? Reclaim it by holding down the CTRL key and press Z once. This is the "undo" command that will reverse the error.

The site for learners of just about anything: YouTube. To use it, go to www.youtube.com, scroll down to the bottom the screen and click on "about". This is a step-by-step for anyone new to the site.

COPY THIS!

Lynn Letteris

If you lose your purse or your wallet, here are some sound suggestions to follow:



- 1) Make sure that it is actually stolen, that you didn't leave it in your car or at your Aunt Millie's.
- 2) Hope by now, you have made a list of all the documents you carry on a daily basis: credit or debit cards, etc. (Also, hope you do not carry your social security card on your person). Assuming you have this list, cancel your credit and debit cards immediately, but report them as "lost" or "stolen". Listed below are the numbers for the four major card companies:

MASTER CARD:	1-800-627-8372 (US) 1-636-722-7111 (Global)
VISA	1-800-VISA-911 or 1-303-967-1096 (Global ~ call collect)
AMEX	1-800-347-2683
DISCOVER	1-800-347-2683

If your cards are issued by a bank or credit union, call them as well and notify them (including traveler's checks, if they were in your purse or wallet.)

Also, if any of those cards were used for automatic payments, you need to inform the companies within a couple of days. You could go past due and owe fees, interest, etc. You could even have your service suspended if the debt is not paid when due.

- 3) Put a "fraud alert" or "credit freeze" on your accounts. The three major credit-reporting agencies need to know about your loss immediately. With a fraud alert in place, any creditor would have to verify your identity before approving any new credit. Below are the names and numbers of the three major credit checking agencies, each of which should be notified

EXPERIAN	1-888-397-3742 OR 1-888 EXperian
EQUIFAX	1-800-525-6285
TRANS UNION	1-800-680-7289

- 4) Report the loss or theft to the local authorities.

The reason for this step is to provide evidence in your favor should you become victim to identity theft.

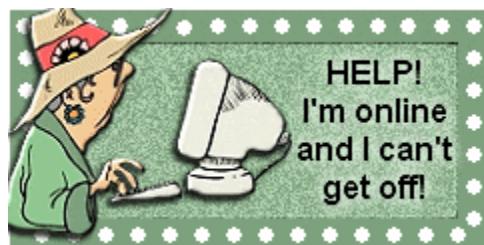
- 5) Order credit reports. Every year you are entitled to a free credit report from each of the above agencies...no strings attached. Order one from a different agency every four months. When you receive the report, check closely for any "discrepancy."

2-Hour Computer Seminars

Wednesdays, June 2014 through July 2014

#653	Email and Attachments	June 4	10-12	Email is great. Use it to send notes, photos, documents, greeting cards and much more. Adding your attachments makes it even more useful.
#654	Shopping on the Internet	June 11	1-3pm	The Internet has become the “department store of the world” letting you shop for almost anything, anywhere. It is quick, convenient and can be fast and safe. There are “good” sites, and ways to protect yourself.
#656	Email Plus	June 25	10-12	The various email systems have special features that can be very helpful. Learn about those special features of the email system that are making email even better and more useful than ever.
#657	Skype for You	June 25	1-3pm	Use Skype to see and talk to your friends on the Internet, almost anywhere in the world. It is a great way to communicate, and it is free.
#658	Computer Q & A	July 2	10-12	This open session is to get answers to any of your questions about computers and software and related problems. Bring your questions and the expert instructor will answer and explain and teach.
#659	Download Information	July 2	1-3pm	Now nearly all of the world's accumulated information is available on the Internet. Information on people, places, things, ideas, and so on is there. You do need to know how to find the information, and then you may want to “download” it into your own computer and keep it there for further use.
#660	Digital Cameras	July 9	10-12	Digital cameras are great – they are small, easy to use and do much more, and much better, than the old film cameras. Then you can put the pictures into your computer, modify them, print them or email to friends.
#661	About the Internet	July 9	1-3pm	The Internet is one of the wonders of the world we live in. It can connect people who almost anywhere on Earth, and exchange information and ideas, for better or otherwise. The Internet continues to grow and change, and it is an important

				tool for all of us.
#662	Safety & Security	July 16	10-12	Your computer is a great tool that is useful, and essential, for many different purposes. While it provides us with access to much of the world, we need to use it safely and securely. There are bad guys out there who would steal your information and money and there are ways you can protect yourself while using your computer.
#663	How to Save Data	July 16	1-3pm	You can easily save the work you are doing on your computer if you “save” your data. If you do not “save,” your data will be gone when you turn off your computer. Saving data is easy. Then you will be able to quickly find your saved data, update it or do other things with it.
#664	Search and Find	July 23	10-12	With your computer you can search and find anybody or anything. Your search can be very simple or you can make a very thorough search using a variety of methods. Your computer has many search tools available, and many are free. There are also professional services available to helpful.
#665	Upgrade a Computer	July 23	1-3pm	Computers can get old and tired, and there will always be newer ones available for purchase. We can upgrade an older computer, or replace it with a newer one, depending on cost and on a lot of other factors. A major factor is what we use our computer for, how much, and even whether it can or should be upgraded.
#666	Travel Info on the Internet	July 30	10-12	The Internet can be the best friend to any potential traveler. Before you travel, you can find much information about the sites, the travel arrangements, reservations, the costs, etc. Then you can use the Internet to purchase tickets, reserve rooms, transportation, guides and so on.



**Computer Classes
June through July, 2014**

Computer-1	Tues & Thurs	July 15-July 31	10am-Noon	Olsen
Internet & Email	Tues & Thurs	June 24-July 10	1-3pm	Olsen
iPad Basic	Tues & Thurs	June 24-July 10	10am-Noon	Olsen
Windows-8	Tues & Thurs	July 15-July 22	1-3pm	Olsen
Beginner Prep and Mouse Class (Free)	Monday	July 14	10am-12	Krauss



PLEASE ENROLL ME IN THE FOLLOWING CLASS(ES)

(PRINT) YOUR NAME: _____

SIGN: _____

PHONE: _____



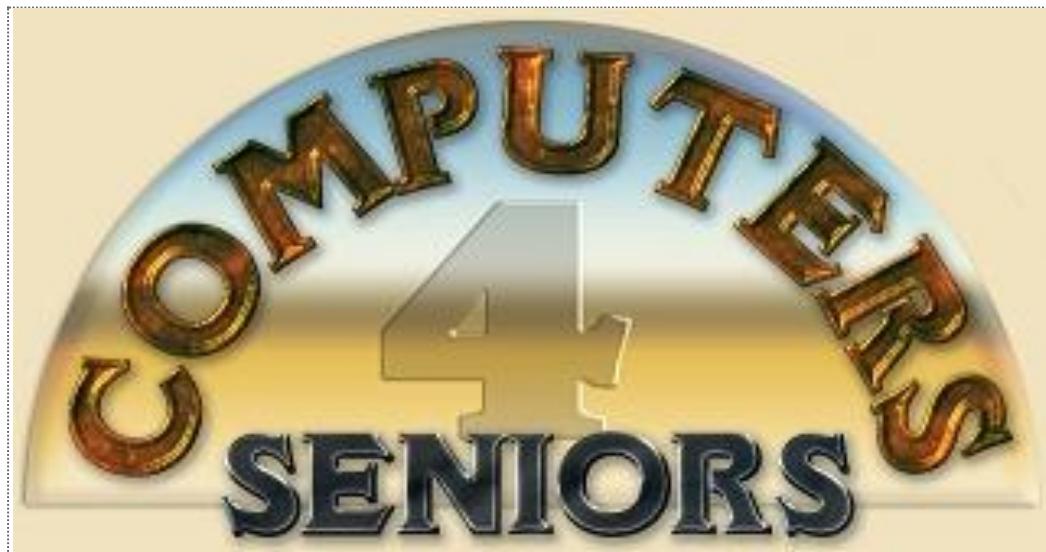
**At least 10 days before class starts,
Mail this form, with your check, to:**



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

- Classes are held in 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><u>Officers:</u></p> <p>President Leonard Krauss</p> <p>Vice President Teresa Brock</p> <p>Secretary Muriel Wyro</p> <p>Treasurer Jim Bradley</p>	<p><u>Board of Directors:</u></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>
<p><u>Past Presidents:</u></p> <p>Al Halpern</p> <p>Barney Teich</p> <p>Homer Myers</p>	<p><u>Kilobytes Staff:</u></p> <p>Editor Lynn Letteris</p> <p>Production Roxana Khachadourian</p> <p>Distribution Bill Hammond and Al Weiner</p>