MEGABYTES
The Bi-annual Newsletter of the
Computer Club of Rossmoor
Walnut Creek, CA
Computer Club website: www.caccor.com

Have you checked out our newly remodeled Computer Center in the Gateway Clubhouse? Our office is freshly painted, we have new furniture, and – the best part -- have upgraded our PCs to Dell all-in-one systems with: 12GB ram, the Intel i7 processor, a 1TB 7200rpm HDD, webcam, speakers and a 24" high - resolution touch screen monitor. We also replaced our older laser printers with new ones that now support duplex printing.

We're thrilled with the results and have received many positive comments from our members, volunteers, and the larger community of Rossmoor residents who take advantage of the many services we offer. For those of you who are Club members, we hope you will look upon your new Computer Center with both pride and excitement.

In addition to all those positive comments, we've also been asked about what led to this remodeling project. The article in the November 29th Rossmoor News addressed that very question. If you missed the story you can read it online by clicking the following link and then scrolling to page 5: http://www.rossmoornews.com/wpcontent/uploads/2017/11/RMN-11-29-17.pdf .

On page 7 of this newsletter you will also find a list of FAQs that should answer all of your questions about the remodel.

But I would like to take a bit of space here to address the most important aspect of the remodel: Our new style furniture not only created a more spacious feel to the Center, it also enabled us to add more seating and four additional PCs. By doing so, we are now positioned to teach classes right in the Computer Center, providing more learning opportunities and support for our many members.

If you have been reading our newsletters, perhaps you will recall my previous comments about our plans for offering "Flash Classes" in the Center. These will be 15-30 minute sessions covering a single topic, such as how to cut-and-paste or how to manage your laptop's power settings. The possibilities are endless! Let us know if there is a topic you would like us to cover. Or, if there is a subject area you would like to teach (yes, YOU), then let's talk!

We expect to launch the Flash Classes during the first quarter of next year. Other longer-format classes will be introduced later in the year.

In the meantime, have a wonderful holiday season and a great New Year. We look forward to connecting with you in ways both old and new in 2018.

----- Rhona Lishinsky, President

Time to Renew!

COMPUTER CLUB OF ROSSMOOR
PO Box 2070, Walnut Creek, CA 94595
Website: www.caccor.com
Gateway Center (925) 947-4527

MEMBERSHIP APPLICATION   ☐ New   ☐ Renewal   ☐ Update

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

1st Named Member _____

PHONE:_____ EMAIL:_____

2nd Named Member _____

PHONE:_____ EMAIL:_____

STREET ADDRESS: _____Manor _____ Entry _____

CITY / STATE/ ZIP: _____

If you would like to volunteer, check here: ☐ Applications available at Computer Center or our website.

Membership Fee is $15 PER PERSON	Amt
1st Named Member ($15.00)	
2nd Named Member ($15.00)	
Other (donation, copies, etc.)	
Please specify:	
Total	

| Payment Type		
	Check	**Cash**
Amount		
− Change received		
Net payment		

Please do not mail cash!

This section for use only by the Computer Club Volunteer:

Received by (volunteer): _____ **Date:** _____

Inform the new member that they will receive a Welcome email; give them our business card and direct them to the Club's website for useful information. Clip funds to this form and place in the green folder. *If requested*, provide a copy of this form as a receipt. Add notes, below, as needed.

Notes:_____

Bill's Bytes
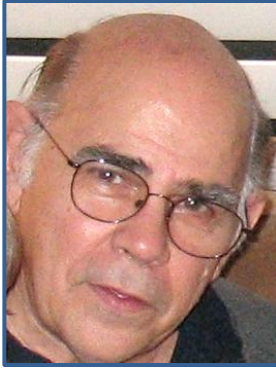
By Bill Hammond

Tweaking the Windows 10 Start Menu

If you don't want the Start Menu to show the most used programs in left-side pane, open the Settings app and click on Personalization then Start. Set the "Show most used apps" option to Off.

While you are there, if you don't want the Start Menu to show your recently opened programs and files toggle the "Show recently added apps" option to off.

One more item to look at is "Show app list in Start Menu". If this is toggled to the ON position, you will get an alphabetical list of your programs and apps.

There are a number of items that you can tinker.

JumpLists

The Windows 10 taskbar doesn't limit you to opening programs and switching between windows. You can JUMP to other tasks, as well, by right-clicking the taskbar's icons. Right-clicking a browser's icon brings up a quick list of your recently visited websites. Right clicking a program icon will bring up a list of recently modified documents within that program. Left click on the document and page you want.

JumpList items work any time and they can save you time.

If this isn't working for you, open the Settings app and click on Personalization then Start. Set the "Show recently opened items in JumpLists on Start or the taskbar" option to ON.

Scanning with Windows 10

Did you know Windows 10 has a scanning app? It is called Scan. Unfortunately the new app doesn't work with older scanners. But if your scanner is relatively new, the Scan app is a simple and easy app to work with. From the Start menu click the Scan app. If your scanner is plugged in and turned on, the scan app lists your scanner's name and the file type used for saving your files.

Click the Show More link for additional options, Preview to test a scan or Scan to make a scan.

The app's default settings work fine for most jobs. The Show More link offers these options for specific types of scans:

Color mode: Choose Color for color items, such as photos and glossy magazine pages. Choose Grayscale for nearly everything else and choose Black and White only for line drawings or black-and-white clip art.

Resolution (DPI): For most work, the default 300 works fine. Higher resolution scans bring more detail but create larger files, making them difficult to e-mail.

Save File To: The default is a Scan folder in your PC's Pictures folder, where it stores your newly scanned images. You can change this if you choose.

The Scan app works well for fast, easy scans. Because it relies on the simple, built-in Windows software, your scanner's built-in control buttons won't work while using the Scan app.

REGISTRATION IS NOW OPEN FOR WINTER 2018 CLASSES

We are now offering the convenience of online registration! Due to a new arrangement with Acalanes Adult Education, you now have the option to register online and to pay by credit card. Registering online also means you will find out immediately if your registration was accepted or if the class was full. Click on the following link: https://acalanesadulted.asapconnected.com/

Winter 2018 CLASSES

3 session classes: $40 (seniors $36)
2 session classes: $30 (seniors $27)

CN#	Class	Day	Time	Dates	Teacher
303	MS Excel 2016, Level I	Wed	10 am to Noon	Jan 10, 17, 24	Wilson
	Foundation course for persons new to Excel or wishing a refresher. Filled with exercises and explanations covering design, format, formulas, charts, Tables. Basic Windows skills required				
307	MS Excel 2016, Level II	Wed	10 am to Noon	Feb 7, 14, 21	Wilson
	Intermediate level course covering Outlines and SubTotals, Charting, Pivot Table, What-If Analysis, Goal Seek, Scenario Manager, and Database Functions.				
301	Managing Photos	Tue	10 am to Noon	Jan 9, 16	DePaoli
	This revised class is designed to help you manage photos: Transfer from your camera or cell phone to the computer; attach them to emails; download photos sent to you via email, store them to your hard drive for easy access, plus more. Participants must bring camera or cell phone, USB-based charging/connecting cable, and flash drive. Basic Windows skills required.				
305	Managing Photos	Tue	10 am to Noon	Feb 6, 13	DePaoli
	Second presentation of the same course.				
302	Windows 10, Level I	Tue	1:30 to 3:30	Jan 9, 16, 23	Wilson
	Ideal for persons already experienced with Windows-based operating systems who wish to learn the latest for their everyday use. Filled with practical exercises and explanations.				
304	Windows 10, Level I	Fri	1:30 to 3:30	Jan 12, 19, 26	Wilson
	Second presentation of the same course.				
306	Windows 10, Level II	Tue	1:30 to 3:30	Feb 6, 13, 20	Wilson
	Intermediate level for further in-depth skills and knowledge covering file management, trouble shooting, routine maintenance, and introduction to audio/video recording and creating CDs.				
308	MS Word 2016, Level I	Thurs	1:30 to 3:30	Feb 8, 15, 22	Wilson
	Foundations course in the basics of creating simple documents with a word processor. Subjects include screen features, page breaks, word wrap, fonts, KB shortcuts, text formatting, lists, headers and footers, printing, and spell check. Basic Windows skills required.				
309	MS Word 2016, Level II	Thurs	1:30 to 3:30	Mar 1, 8, 15	Wilson
	Intermediate level course covering styles, cover sheets, sections, text case, highlighting, borders and shading, hyperlinks, tables, tabs, outlines, comments, track changes, and graphics.				
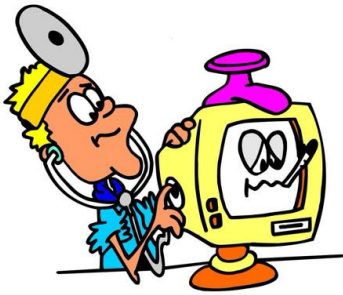
Can you help members with their computer problems?

If you can check all the boxes, there's a good chance you can be a volunteer with the Computer Club's "House Call" repair program.

☐ My friends call me for help with their computer problems.

☐ I usually can fix problems with my own PC, and rarely require professional assistance.

☐ If I don't know how to fix something, I research the problem and – usually – find solutions.

☐ I am proficient with using Window 10.

☐ I can usually fix problems with printers and with Wifi connectivity.

☐ I enjoy helping others.

It might come as a surprise, but you don't need to be an IT professional to help members fix their PC problems. Some of our volunteers who provide tech support have simply worked with computers for years, probably decades! They can handle the vast majority of problems that members encounter with their systems (often, those problems can even be solved by providing the member with a bit of training about a particular function). And since we don't offer hardware repair, you don't even need a screwdriver!

Although we can always use more tech support volunteers in our Gateway Center office, we especially need volunteers to join our "House Call" team. A House Call volunteer goes to a member's house (only within Rossmoor) to troubleshoot problems with PCs, printers and wifi connectivity. The volunteer sets up the appointment time with the member, so it's easy to arrange House Calls around your own schedule. Typically, our House Calls take no more than an hour.

Whether you want to handle one House Call per week or ten, we'd love to talk with you. Just submit a Volunteer Application (page 10) and we'll be in touch to discuss your skills and interests

BEST OF THE MONTH

With this issue of Megabytes, we are launching a new monthly feature that highlights a favorite smartphone application and website. Each month, one of our Board Members will submit their personal favorites, along with a few comments about why these apps and websites made their list. But don't let us have all the fun. If you have a favorite you'd like to share with everyone, submit it via our Suggestion Box (see page 13), along with your comments, and we'll include it in a future issue of Megabytes or Kilobytes.

And now, to kick things off, here are Club President Rhona Lishinsky's favorites:

Get Aviary

Make photos beautiful in seconds with stunning filters, frames, stickers, touch-up tools and more. Download now - it's free!

Download on the App Store

GET IT ON Google play

What it does: Aviary is a free smartphone app (Apple and Android) that lets users enhance and adjust digital photos. You can also crop your images, add various special effects, insert text… and a whole lot more.

Why I like it: I can use numerous preset filters or make my own, custom adjustments to many key attributes (saturation, contrast, etc.), using a simple intuitive interface that lets me easily select the feature I'm looking for.

What it does: Nomorobo (Nomorobo.com) is a free service for users of VOIP (internet-based) landlines, such as Comcast, that blocks calls from robo-callers. Though it will also work on iPhones and (soon) on Android, it is fee-based when using it with mobile phones.

Why I like it: It's easy to set up and is backed by major phone companies so I trust its safety. Plus it works! Every time a robo caller tries to get through on my landline, the phone rings once and then stops. That's when I burst into a smile and say "Nomorobo"!

Nomorobo

Finally!

No more annoying robocalls and telemarketers.

FAQs about the Computer Club's Office Remodel

Question: Why did the Club decide to remodel?

Answer: First and foremost, we wanted to expand the services we offer in the Center. However, we were limited by the type and style of furniture we had. The new furniture has allowed us to add 4 more PCs, bringing our total to 10.

Question: How will the additional computers be used?

Answer: The new computers will enable us to teach classes, for up to 10 students, right in the Center.

Question: Will more PCs be made available for residents' personal use?

Answer: Yes, we have expanded the number of "public use" PCs from 3 to 4. After a few months, we'll evaluate usage to see if additional PCs should be made available to guests and residents.

Question: So did the Club only buy 4 additional computers?

Answer: No, we purchased a total of 10 new computers. We did this because, for teaching purposes, it's important that all the PCs have the same operating system, processing speed, etc. Plus, it makes servicing and updating the PCs a lot easier if they are the same model and configuration.

Question: Are any of the new computers Macs (Apples)?

Answer: No, the Computer Club of Rossmoor is devoted exclusively to PCs / Windows operating systems. However, we do support iPhones and iPads, as well as Android mobile devices. And, the Apple User Group, which is a separate club, will continue to provide assistance in the Computer Center to users of Apple products.

Question: Exactly what type of systems did the Club buy?

Answer: We purchased Dell "all-in-one" desktop PCs with 12GB ram, the Intel i7 processor, a 1TB 7200rpm HDD, webcam, speakers and a 24" high- resolution touch screen.

Question: I use the PCs that are in the Center to do my own personal computing. Will I need special training to use these new systems?

Answer: No. The user interface will be exactly the same so additional training will not be required.

Question: If the Club teaches classes in the Center, does that mean there will be no more Computer Club classes at the Acalanes Adult Ed campus?

Answer: We will absolutely continue to teach classes at Acalanes. However, some of our Acalanes classes get cancelled due to an insufficient number of enrollees. Teaching classes right in the Center will allow us to have smaller class sizes.

Question: What will the cost be for classes held at the Center?

Answer: there will be no charge for Computer Club Members to take these classes.

Question: Why did you decide to remodel the office if you just wanted to add new PCs?

Answer: As noted above, the type and style of furniture we had prevented us from adding additional seating and spaces for computers. Plus, the furniture was old and the chairs needed replacing. We also wanted to create a newer, more updated and inviting look for the Center. In other words, we wanted our space to be more functional and attractive for our members, guests, and volunteers.

Question: What happened to all the old furniture and PCs?

Answer: we were able to donate everything to La Cheim Schools, an East Bay, non-profit educational institution providing services for students with special needs.

Question: Will the money spent on the remodel cause our Coupon to go up?

Answer: No, absolutely not!! The Computer Club is not part of the Golden Rain Foundation. We are an independent Club, so all of our expenses are covered by our membership fees and donations.

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A Note about Telephone Service

There are many different opinions about the benefits and drawbacks of traditional telephone services vs the substantially less expensive internet-based telephone services ("Voice Over Internet Protocol", or VOIP) such as that offered by Comcast. Many in the Rossmoor community have raised concerns about using Comcast's telephone service because, unlike traditional landlines, VOIP service requires electricity: it relies on using a special modem (backup batteries are available for the modem but – like all batteries – have a limited capacity). Some question the benefit of those VOIP cost savings if they risk being left without a phone during a power outage.

We don't want to takes sides in this debate but do want to point out an important consideration for those of you using a traditional landline specifically for security reasons. In order for that landline to work during a power outage you must also use a traditional <u>non</u>-cordless phone. Why? Because if you are using a cordless phone, its "base station" also needs electricity to work. Thus, the extra money you spent for that traditional phone line will still leave you without any service when the power goes out. It's fine to use a cordless phone for your day-to-day needs, if you prefer, but keep an "old fashioned" corded phone handy for use during an emergency.

Go ahead and take another BYTE (more to chew on from Bill)

Organize your Windows 10 Start Screen Tiles using Groups or Folders

Tile Groups
You can arrange your tiles into distinct groups so they're better organized and easier to find. Let's say you want to create a group for photographic applications. Pick a tile (such as "Photo Gallery") that you want to put in your group and move it into an empty area on the Start screen.
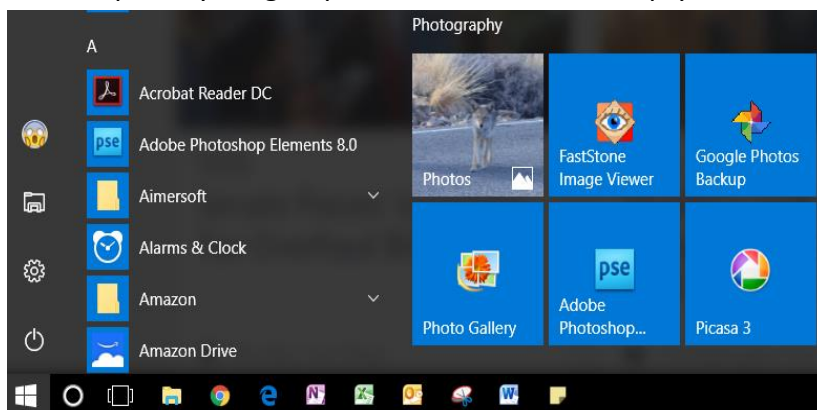
Then move additional tiles into that group. Keep moving more tiles until you're happy with the group's arrangement.

Next hover your mouse just above the first tile in the group until you see the phrase "Name group." Click in the field for Name group and type Photography. Press Enter. You have created your group.

Tile Folders
If you have the Windows 10 Creators Update Edition* you can put tiles into folders. This process can better organize your tiles and chew up less space on your screen.

Let's say you want to put all of your Microsoft apps into a single folder. Pick a tile (like Microsoft Word) that you want to put in your folder and move it into an empty area on the Start screen. Now drag your next Microsoft tile and place it on top of Word. Continue by until all of your game tiles are in one big stack. Click in the field for Name group and type Games. Press Enter. You have created your folder

To access one of the apps, simply click on the folder to open it and display its tiles. Then click on the tile for the app. If you want to remove a specific file from a folder, open the folder to view all the tiles inside. Click on the tile you want to remove. Drag and drop the tile to an empty spot on the Start Screen.

Through this process, you can create folders to contain many or most of your tiles. You can then set up only your most-used apps as individual tiles directly accessible from the Start screen. Now you should have plenty of space to do just that.

* How to tell if you have the Creators Update
- Click Settings, then Click System, then Click About
- Scroll down to Windows specifications
  - Version should be 1709
  - OS Build should be 15063 or higher

> If you don't have the Creators Update, get it. It's FREE.

	COMPUTER CLUB OF ROSSMOOR **POB 2070, Walnut Creek, CA 94595** **rossmoorcomputercenter@comcast.net** **Phone (925) 947- 4527**	*Drop off the completed form at our Gateway office, or submit via mail or email.*
www.caccor.com		

VOLUNTEER APPLICATION

The goal of the Computer Club of Rossmoor is to assist Rossmoor residents in their use and understanding of information technology. We strive to achieve this goal by providing many different programs and services, and therefore need Volunteers with many different skills, interests, and backgrounds.

Depending on the Volunteer's area of interest, some level of proficiency may be required with Windows computers, internet, email, MS Office products, mobile devices, etc. Good communication and people skills are very important. Club membership is required to be a Volunteer.

A Volunteer can provide support in a variety of ways. Please check the areas in which you may be interested *(you may check a box even if you do not have all of the skills listed)*.

☐ General Assistance / Gateway Computer Center: greeting guests, fielding questions and providing information; assisting with class registrations and memberships; helping guests with making copies and using the Club's "public access" computers.

☐ Technical Assistance: Providing technical support with PCs, tablets and/or smartphones, either at the Gateway office or in the member's home (within Rossmoor only).

☐ Teaching: Conducting classes, seminars, or informal presentations about PC applications, device usage, or other technology topics.

☐ Club Events: Planning events, participating in "day of" event hosting.

☐ Publicity: Generating newsletters, creating posters, writing articles for Rossmoor News.

☐ Administrative: Assisting with data management, financial records, office management.

I am interested in volunteering:

☐ On a regular basis and/or on a set "shift" ☐ On an occasional basis ☐ Not sure, let's talk!

Name: _____ Email: _____

Cell: _____ Landline: _____ Date: _____

For Computer Club use only:
Center Volunteer -- Notify applicant that they will be contacted for interview. Scan and send via email to Kathy Stephens today. Place this form in the bottom-right drawer of reception desk.

Received by: _____ Date: _____

# The Computer Club of Rossmoor

TECH-TOGETHERS

A monthly forum for Computer Club Members to meet, get to know each other, and share our experiences about computing, tech devices and services. And, it's free!

Tuesday January 9th at 1:30pm, Fireside Room

Cloud Computing: Service and Storage Options

If you have been wondering about using Cloud services, you've probably asked yourself these questions:

- What's in for me?
- How do I get started?
- What does it cost?
- Which service should I use?
- And, come to think of it, what exactly is "The Cloud"?
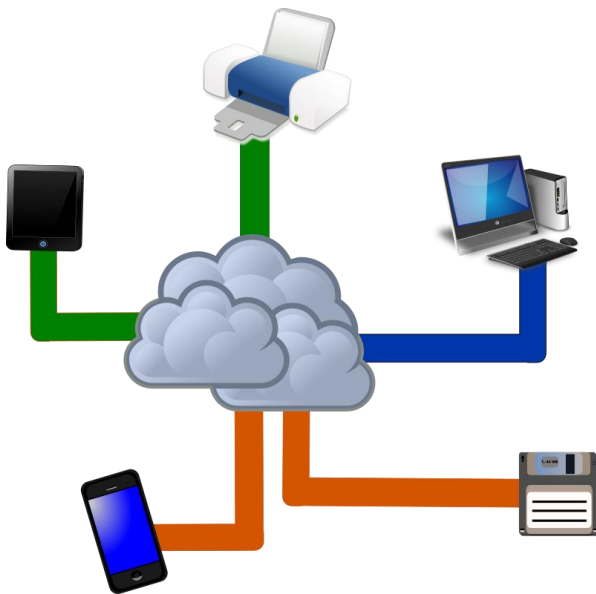
Computer Club Board Member Bill Hammond will provide all the information you need to make an informed decision. After the presentation, grab some refreshments and chat with other attendees about their own experiences and ideas.

Non-Members Welcome

July 2017

Janine Alexander
Jan Artley
Roger Artley
Carole Barlin
John Bennhoff
Charlotte Darius
Mariana Early
Marlene Eastman
Mary Louise Gotthold
Kathleen Javdani
Sil Jung
James Kelly
Susan Manata
Robert Remedios
Robert Remington
Robert Seiden

August 2017

Pamela Bidleman
Sheila Bolin
Louise Brown
Vera Costella
Charles Escott
Jennifer Haga
Robert Heyden
Agnes Peterson
Robert Schwab
Diana Yorgan

September 2017

Geoff Hansen
Susan Lawson
Chun Min Lu
Ulander Pang
Julie Robbins
Gilbert Steigman
Harry Sung
Elaine Thompson
Tom Thompson

October 2017

Diane Bianchi
Marlene Candell
Tom Carroll

Chuck Decker
Ariane Franc
Ana Jardine
Patricia McEveney
Adele Mentz
Jim Moore
Carol Regimbal

November 2017

Tom Magill
Virginia Kortes
Duane Lefebvre
Faye Lefebvre
Judy Rolke
Roger Rolke

Our 25th Anniversary Celebration is just around the corner (and down a few blocks). Our big bash will take place on the evening of Saturday March 17th. We don't know yet exactly what we're doing to celebrate …… and, uh, we don't have all those usual details, such as the exact time of the event. But one thing we DO know is that you're invited.

Save the Date!

Saturday

March 17th

If you have a suggestion or comment you'd like to share with us (and, yes, even a compliant!), we'd love to hear from you. Just send an email to us at CCORSuggestions@gmail.com, our virtual suggestion box. Remember to let us know if you want someone to get back to you, and we'll do our best to reply quickly!

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We're not just about computers, we're about community.

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