

KILOBYTES

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

June 2013

PRESIDENT'S MESSAGE

Your Computer

Your computer is just a tool. That is all it is. It is a very capable tool that can do lots of different and very interesting things. But it can only do those things, or do anything, when you tell it what to do.

You control it and you determine the results. Your computer can give you access to a world of information and help, but only when you tell it what you need or want. Then you can use that tool to write a letter, or a book or explore almost anything or anywhere.

But this applies only if you know how to use the computer. This is where the Computer Club of Rossmoor can help you. You can learn computer basics, and learn more and more, as much as you wish. Your Computer Club has classes for you, for beginners and for intermediate computer users, and a variety of specialized computer classes and seminars, and help. We are members helping members to use, enjoy and benefit from using of our computers.



We are all “older adults” – individuals who grew up before there were such things as personal computers, cell phones or other digital devices. Those digital devices are changing much of our world. Now it is up to each of us to try to catch up, and keep up, not give up and fall further and further behind.

Your Computer Club, in partnership with the Acalanes Adult Education Center, can help you catch up and stay caught up with our changing world. You can get help, and support, in the school classrooms, at the Computer Center at Gateway and elsewhere.

It is up to each of us to catch up, and keep up, with this changing world. It is challenging, and our efforts can be very satisfying, even fun. And it is much better than any alternative. We can keep up, and we can do it by working together and helping each other.

Leonard Krauss, President

BRADLEY'S BYTES

Highlights from Jim's weekly column...

If you are reading the Kilobytes now, it is assumed you have a computer. Hopefully, you all read the weekly column penned by Jim Bradley. It is brimming with computer tips that make your use of the computer easier. Jim continues to offer new helpful assists to the PC user and frequently offers information about interesting websites.



Here are excerpts from recent columns:

1. Turn off your printer when it is not in use because heat produced by Inkjet printers tend to dry out the cartridges
2. Want to print a Web Page? Highlight the portion desired and press Ctrl+C on the keyboard. This places the material on the clipboard. Open Microsoft word and press Copy. It's now a separate document, and unwanted ads, etc., can be deleted.
3. Limit the damage caused by the theft of credit cards: Make a copy of your card, as well as the toll free number of the issuing bank. File a police report immediately. Don't sign the back of the card. Instead, insert "Photo ID Required."
4. **Ctrl+P**: Use this to print a current topic including a picture. Don't want? Press the delete key: this will delete the selected item and move it to the recycle bin. **Shift+delete** will delete the selected item without moving it to the recycle bin.
5. Shopping on-line? Do so with reputable companies only. Shop only with those firms that show a small gold lock in the lower right corner of the browser. This means the transaction is secure. If the lock isn't there, cancel the purchase.
6. Do not make any financial transactions on a public computer. Risky!
7. In Word, to highlight from an insertion point to the beginning of a line, press on **Shift+Home**. To highlight from an insertion point to the end of a line, press **Shift+End**.
8. There is a quick way to remove an open window and return to the desktop. Simultaneously press the Windows key and D. Whatever is on your monitor disappears, and the desktop pops up.
9. Another keyboard shortcut: Paste text from clipboard ~ **Ctrl+V** or to undo, **Ctrl+Z**.

PROTECTING YOUR COMPUTER AND IDENTITY AFTER A BREACH

Written by Lynn Letteris
Sources: Google and New York Times

In the past few years, we have all read of breaches into computer data. The papers are currently full of a break-in to national security files. The break-ins increase, year by year, and statistically, half of us will be victimized at one time or another.

Quite often, a store (usually part of a national chain) where you have shopped will notify you that their records (including your credit card number) have been compromised, advising you to change your credit card number and/or password. Unfortunately, these notifications and advice fail to limit fraud potential.

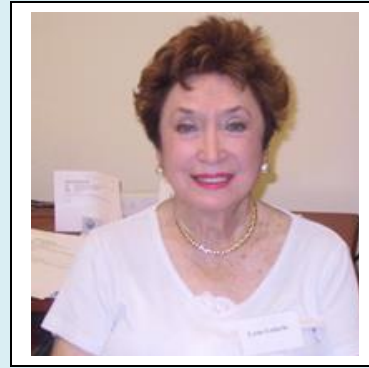
The potential for fraud can go from using the stolen information to create another account in your name or to gain illegal access to existing account.

When you receive such a notification, it is up to the card holder to take the necessary steps to prevent fraud in his or her name. Here are some steps you should take if you receive such a notice:

- If you are offered free identity protection services after a breach, use them. The services can help notify you of suspicious activity on your credit report, sometimes offering assistance in resolving the fraud, should it have occurred.
- Contact your bank or credit card company and ask about any potential effect the breach could have on your accounts.
- If your Social Security number is lost or stolen in the breach, placing a fraud alert on your credit report can flag lenders that any application for credit should be given greater scrutiny. A security freeze is a stronger option as it will prevent any lender from accessing your credit file...but be aware that you will need to remember to lift the freeze temporarily if you need to seek credit, apply for a job, purchase a home, etc.
- Monitor your financial accounts by signing up for email or text alerts, by which you can be notified quickly of any unusual activity (such as an unauthorized funds transfer or change of address.) It is known that changing the address of a bank account occurred in more than half of the account takeover frauds.
- If you are paying your bills on-line, notify your bank of the breach, and change your password on your account.

Have you been notified of a data breach? Most of us have, either directly or by reading about it in the newspaper.

One can't be casual about these notifications. Take steps to protect your identity and your credit cards and bank accounts.



CLASS SCHEDULE

September – December 2013

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

Computer-1	Sept 10-26	Tu/Th	10 am-12
Internet and Email	Sept 10-26	Tu/Th	1 pm-3
Ipad Tablet (new class)	Sept 16-Oct 2	Mon/Wed	1 pm-3
Computer-2	Oct 1-17	Tu/Th	10 am-12
Word	Oct 1-17	Tu/Th	1 pm-3
“Slow and Easy-1” for beginners (new class)	Oct 22-29	Tu/Th	10 am-12
Digital Photo-1	Oct 22-Nov 7	Tu/Th	1 pm-3
“Slow and Easy-2” for beginners (new class)	Oct 31-Nov 7	Tu/Th	10 am-12
Computer-1	Nov 12-Dec 5	Tu/Th	10 am-12:30
Internet and Email-2	Nov 12-Dec 5	Tu/Th	1 pm-3:30

Frank & Ernest by Thaves

February 15, 2013



SEMINARS

September – December 2013

Seminars are comprised of a lecture and
Demonstration with a question and answer portion. Cost is \$30 per session

Beginner Prep/Mouse Class (Free)	Sept 9	Mon	10 am-12
Introduction to Computers (Free)	Sept 11	Wed	10 am-12
Intro to Windows 8	Sept 11	Wed	1 pm-3
Computer Viruses	Sept 18	Wed	10 am-12
Backup and Save Your Data	Sep 25	Wed	10am-12
Files and Folders	Oct 2	Wed	10am-12
Facebook	Oct 9	Wed	10am-12
Intro to Digital Cameras	Oct 9	Wed	1pm-3
Intro to Windows 8	Oct 16	Wed	10am-12
Picassa for Digital Photos	Oct 16	Wed	1pm-3
Beginner Prep/Mouse Class (Free)	Oct 21	Mon	10am-12
Find Anything on the Internet	Oct 23	Wed	10am-12
Download from the Internet	Oct 23	Wed	1pm-3
All About Google	Oct 30	Wed	10am-12
Searching on the Internet	Oct 30	Wed	1pm-3
Files and Folders	Nov 6	Wed	10am-12
Backup and Save Your Data	Nov 6	Wed	1pm-3
Travel Info on Internet	Nov 13	Wed	10am-12

PLEASE ENROLL ME IN THE FOLLOWING CLASS(ES)

SUBJECT	FEE

(PRINT) YOUR NAME: _____

SIGN: _____

PHONE: _____



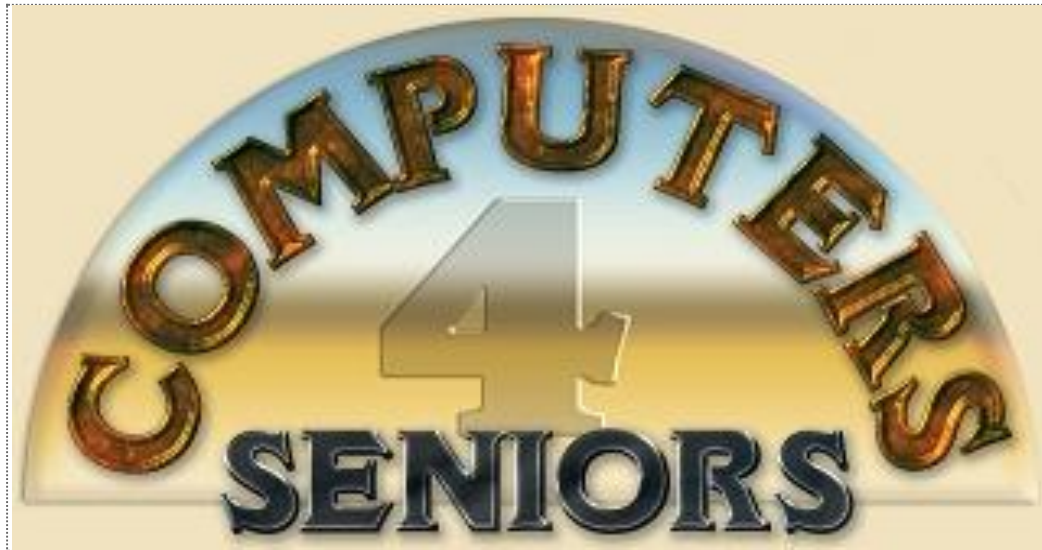
**At least 10 days before class starts,
Mail this form, with your check, to:**



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 Teresa Brock</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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