MEGABYTES

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

Quick! Did you notice anything different? Our Kilobytes newsletter has gotten a memory upgrade: it has morphed into a bi-annual publication called Megabytes. Kilobytes, however, will live on as a monthly publication, though it will be a less voluminous journal than Megabytes (as the names suggest). Why the change? Well, as you have surely noticed during the past few months, we have been sending you quite a stream of announcements about upcoming events. So we have decided to simply formalize all those announcements into a monthly newsletter to keep you up to date about the Computer Club's activities.

And speaking of activities: our new Tech-Together program has really taken off. We have now staged three well-attended events: two about streaming media, and another about website-based utilities. On July 26th we're sponsoring a TechTogether field trip: a visit to the Computer History Museum in Mountain View.

Admittedly TechTogethers are still in an experimental stage. Our goal is to host forums where Club members can share experiences and knowledge and get to know each other. It's been a bit of a challenge to figure out the right structure to promote those types of interactions. We've also discovered that the varied nature of TechTogethers means more complexity during the planning stages of the events. It also means generating more publicity, engaging more volunteers for the day of the event… a little more of everything!

While all this TechTogether stuff is going on, we continue to hold classes at Acalanes, sponsor movies at Peacock, provide technical support to members and manage the day-in, day-out "business" of running the Gateway office. And, on August 3rd we are holding our annual Barbeque (see Page 4 for details).

As I mentioned in the last issue, toward the end of the year we will launch yet another new program: free classes for members, conducted right in the Gateway office.

Hopefully you are taking advantage of all the events and services the Club offers. But, to be perfectly blunt, I'm not sure we will be able to continue all of these programs without a new influx of volunteers: we desperately need more members to step forward. I hope you will seriously consider taking your membership to a new level by participating as a volunteer. Please take a look at the Volunteer Application on the next page. I'm sure you'll be surprised about the many different ways you can get involved. Truly, there is something for everyone!

----- Rhona Lishinsky, President

COMPUTER CLUB OF ROSSMOOR
POB 2070, Walnut Creek, CA 94595

rossmoorcomputercenter@comcast.net
Phone (925) 947- 4527

www.caccor.com

Drop off the completed form at our Gateway office, or submit via mail or email.

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 *(for each category you may check the 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:

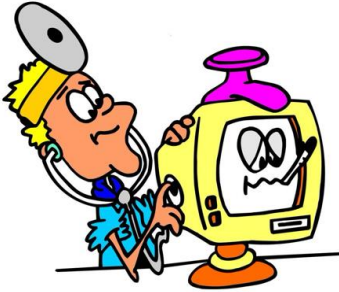☐ On a regular basis and/or on a set "shift" ☐ On an occasional basis ☐ Not sure, let's talk!

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: _____

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 <u>don't</u> 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 <u>don't</u> 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 and we'll be in touch to discuss your skills and interests.

YUP, IT'S THE COMPUTER CLUB OF ROSSMOOR'S ANNUAL

THURSDAY AUGUST 3RD 5PM-7PM

SPORTSMAN'S PARK (HILLSIDE CLUBHOUSE)

BBQ

CATERED BY BACK FORTY TEXAS BBQ

MUSIC BY JACK CONVERY THE BANJO MAN

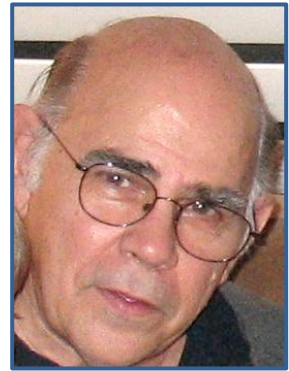**CHICKEN, RIBS, BRISKET OF BEEF, VEGGIE BURGERS, SALADS AND ALL THE FIXIN'S PLUS WINE & SOFT DRINKS**

Git yerself a REGISTRATION FORM at www.CACCOR.com or mosey on by the Computer Club Office at that thar Gateway Clubhouse Register by July 31st

Grab yer hat n' come on down!

DOOR PRIZES TOO!

Members $25/person Non-members $30/person

All are Welcome!

Change the Default Search Engine in Edge

When using the address bar as a Search box in Edge (yes, you can) the default settings will use Bing as the search engine. If you'd prefer Google, Yahoo, or anything else, it's easy to switch to that – and you can switch back and forth at any time.

Open Edge, go to the search engine of your choice, and execute a simple query.

Close and reopen Edge.

Click the ellipse (3 dots) in the upper right-hand corner, and then click "Settings".

Scroll down to select "Advanced Settings".

Click the box that says "View Advanced Settings".

Scroll down to "Search in the Address Bar with".

Click the box that says "Change Search Engine".

You can choose anything in the list.

Your choice is automatically saved.

If you don't see your favorite in the list, make sure that you've executed at least one query with that search engine.

Word Templates

If you are tired of changing the font, margins and line spacing every time that you use Word, you should take a look at templates. For many years, Microsoft Office has included templates. These are preformatted Word documents, PowerPoint presentations, or Excel spreadsheets, all ready for you to fill in the content.

Here is how you can create one with all your favorite settings (note these instructions are generalized and not specific to any version of Word).

Open a blank document in Word.

Adjust the margins, font, line spacing, page size and orientation, style, add a graphic, or anything else that you want to change from the default. When you are satisfied with your changes you will choose "Save As" (do not choose Save).

Choose Word Template as the file type and give it a name you will remember.

The next time you use Word, choose your custom template for your new document.

And remember you can do the same thing for Excel, PowerPoint and Outlook.

Deleting the Windows.OLD Folder

If you upgraded to Windows 10 from Windows 7 or Windows 8, there is a possibility that the upgrade process left a few files on your hard drive that you don't need. If you see a folder named "windows.old" on your C drive, you can safely get rid of it.

The problem you may encounter when attempting to delete the folder and all of its contents is that you don't have permission to do so. You will quickly find out that many of the files and folders are protected by Windows.

The solution is to use Disk Cleanup.

In the Windows search field (or Cortana), type Cleanup, then select Disk Cleanup.

Select your C drive.

Click the "Clean up system files" button.

When Windows completes the scan for files, scroll down the list until you see "Previous Windows installation(s)" and/or "Temporary Windows installation files".

Click on the selection box for either or both.

Click OK.

It may take a few minutes to finish depending on how much data is left over from your upgrades.

Now that you are familiar with the disk cleanup tool, run it once a month to help keep your systems running at its best.

CONTINUES NEXT PAGE

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!

Monday, August 28th 10:00am Fireside Room

Teaching Computers to Understand Pictures

We've invited TED to our TechTogether!

TED Ideas worth spreading

In this engaging, 18 minute TED Talk video, Fei-Fei Li -- Director of Stanford's A/I and Vision Lab -- talks about the challenges, progress and promise of teaching computers to recognize images.

After watching the video, we'll grab some refreshments and then discuss the ideas and concepts that most intrigued us.

For those of you who are not familiar with Ted.com, we will also show you how to access the site and discover a world of fascinating, free videos. Most videos are under 18 minutes and cover an astoundingly diverse range of topics.
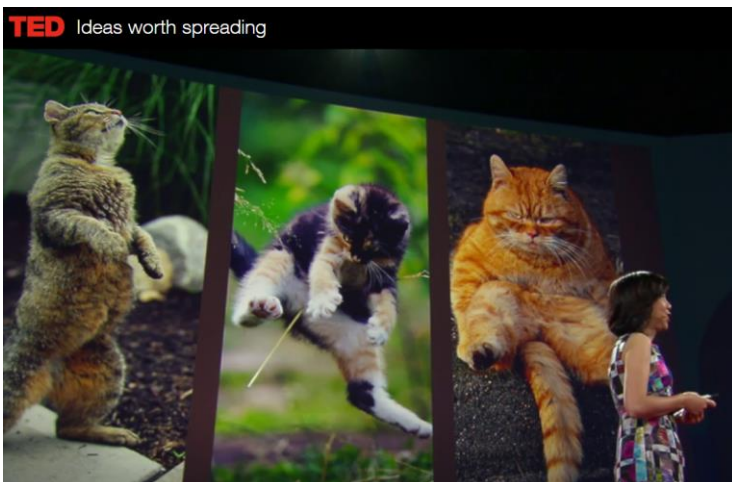
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<u>MEMBERSHIP APPLICATION</u>   ☐ New   ☐ Renewal   ☐ Update

Membership is open to all Rossmoor residents, including a limited number of non-residents. Club membership of $15 entitles <u>one</u> 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 <u>PRINT</u> 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: _____

April 2017

Jacque Bertero
Erna Beutel
Doris Black
Evelyn Brown
Sarah Butler
Janet Catlin
Suzanne Clemens
Fran Gibson
Jo Kendall
Kenton Knapp
Karl Lofthouse
Nancy Massengill
William Massengill
Ann McBride
Irene Nagelhouse
Carol Rader
Audrey Reilly
Patricia Ridlon
Marilyn Sampair
Harold Scates

May 2017

Phyllis Annee-Wecker
Anna Marie Ayres
David Blackmer
Norma Blackmer
George Bodnar
Ina Bodnar

Pat Boland
Anita Hartshorn
Hogey Hogenboom
Jean Hsu
Ron Johnston
Bruce Kaufman
Victoria Lucido
Robert Miller
Evelyn Nuriega
Patrice Otten
Dean Pilling
Elaine Pizzi
Edda Steinbuchel
Barbara Walls
Heinz Weihrich
Jim Wieking
Zanna Zulch

June 2017

Jane Fronk
Gerald Gerash
Yang Chu Kim
Jon Rasmussen
Allan Sedgwick
Barbara Sedgwick
John Siebert
Pat VanOss
Lois Welze
Janice With

Want to come visit us? Use the new shortcut!

Just type www.caccor.com into your browser to visit our website.

(For those of you who like to type, you may continue using our old, 22-letter URL. It still works)

FALL 2017 CLASSES
Registration Opens August 8th *
(more information on following page)

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

#	Class	Day	Time	Dates	Teacher
201	Windows 10 – Level 1	Mon	10:00-12:00	September 11, 18, 25	Wilson
202	Windows 10 – Level 1	Fri	10:00-12:00	September 15, 22, 29	Wilson
	Learn the basics of using the Windows 10 operating system.				
203	MS Word – Level 1	Mon	1:00-3:00	September 11, 18, 25	Heflich
	This course is a foundation for working with Microsoft Word. We will cover basic concepts that will allow you to write letters or reports, format, save and print them. Please bring a flash drive to class.				
204	MS Excel – Level 1	Wed	1:00-3:00	September 13, 20, 27	Wilson
	This course is a foundation for working with Microsoft Excel. We will learn basic concepts of working with spreadsheets, including forming a budget. We will create spreadsheets save them and print them out. Please bring a flash drive to class.				
205	Windows 10 – Level 2	Mon	10:00-12:00	October 2, 9, 16	Wilson
206	Windows 10 – Level 2	Fri	10:00-12:00	October 6, 13, 20	Wilson
	Learn more about the Windows operating system. Expand your knowledge and comfort using advanced features.				
207	MS PowerPoint Basics	Wed	10:00-12:00	October 4, 11, 18	Heflich
	This class is an introduction to PowerPoint and to presentations. In this class, you will learn about presentations, backgrounds, inserting images and transitions. You will also learn how to save and print presentations.				
208	MS Word – Level 2	Wed	1:00-3:00	October 4, 11, 18	Heflich
	This course builds on what you have learned in Level I. We will focus on learning new ways to format text and documents as well as how to insert graphics into them. This class will enable you to create more advanced documents. Please bring a flash drive to class.				
209	Managing Photos	Mon	1:00-3:00	October 16 & 23	Heflich
	This new class is designed to help you manage photos: transfer them from your camera or phone to the computer, attach them to emails, download photos sent to you and store them on your hard drive for easy retrieval. Participants must bring a phone or camera, its charging or connecting cable, and a flash drive on which you can save your photos.				
210	MS Excel – Level 2	Wed	1:00-3:00	October 25, November 1, 8	Wilson
	This course builds on what you have learned in Level 1. We will focus on Formulas and Functions as well as graphing your results. This class will enable you to create and interpret spreadsheets for home or work. Please bring a flash drive to class.				

More about our classes....

Classes are offered by the Computer Club of Rossmoor in partnership with Acalanes Adult Education. They are held at the lower-level campus of the Acalanes Adult Ed Center, 1963 Tice Valley Blvd, Walnut Creek. Please arrive 10 minutes early.

*A new registration process is being implemented. Please watch the Rossmoor News for details, or check our website. Enrollment must be completed prior to the first session. Students may not enroll in the classroom.

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