

WELCOME NEW KCS MEMBERS

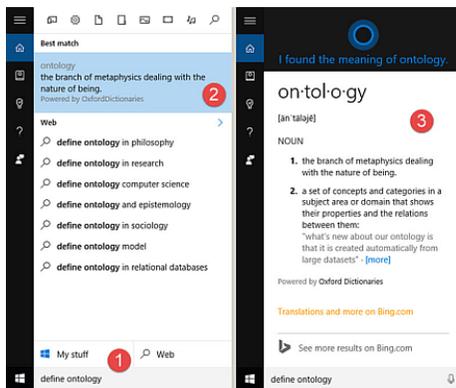
Tonya Lyons

Windows 10 tip

Use Cortana's secret dictionary

From The Ed Bott Report http://www.zdnet.com/article/windows-10-tip-use-cortanas-secret-dictionary/?_escaped_fragment=

Need to look up the meaning of a word? There's no need to fumble for a reference book or open your web browser. Just learn this magic word and you can ask Cortana.



In the search box, type **define word** (1), then click the top result (2), to see the full definition (3).

Among Cortana's many skills is her excellent vocabulary, which is powered in the background by the Oxford Dictionaries.

If Cortana suspects you're trying to look up the meaning of a word, she immediately turns to the dictionary. So if you type (or say) **What does disingenuous mean** (with or without a question mark), you'll get a definition of *disingenuous*. Same goes for *parsimony* and *hegemony* and other similarly high-falutin' words.

But you can force Cortana to look up a word (and save yourself some typing) just by using the right keyword. Click in the search box and type **define** followed by a space and the word you want.

The top result should be a quick definition, which might be all you need. For more details, click that quick definition or press Enter. That opens an expanded definition, and if that's not enough you can click to see the full definition on the web.

Cortana has a sense of humor, by the way. If you don't believe me, just try typing **define life**. And, of course, don't forget about [Cortana's secret calculator](#).

THE KCS NEWS

Official Newsletter of

Kitsap Computing Seniors

PO Box 3166, Silverdale, WA 98383-3166

Phone 1-888-901-5805

www.KitsapComputingSeniors.org

~~ JANUARY MEETING ~~

Monday, January 15, 2018

**Sheridan Park Community Center
680 Lebo Blvd. in East Bremerton.**

10:00 a.m. to 11:00 a.m.

Invited Speaker

**KCS's own Don Lawrence
will tell us about the latest
changes in Income Tax laws.**

January 2018 Activities

- | | | |
|------------|-----------|---|
| Jan | 1 | HAPPY NEW YEAR |
| Jan | 2 | Bremerton Lab 2:45 – 4:05 |
| Jan | 5 | Sylvan Way Library Lab 1:30 – 3:00 |
| Jan | 8 | Stock Discussion SIG 12:30 – 3:30 |
| Jan | 9 | Bremerton Lab 2:45 – 4:05 |
| Jan | 10 | Open Forum Class 12:30 – 3:30 |
| Jan | 12 | Sylvan Way Library Lab 1:30 – 3:00 |
| Jan | 15 | KCS GENERAL MEETING 10:00 - 11:00 |
| Jan | 15 | KCS Board Meeting 11:30 – 1:00 |
| Jan | 16 | Bremerton Lab 2:45 – 4:05 |
| Jan | 19 | Sylvan Way Library Lab 1:30 – 3:00 |
| Jan | 23 | Bremerton Lab 2:45 – 4:05 |
| Jan | 26 | Sylvan Way Library Lab 1:30 – 3:00 |
| Jan | 30 | Bremerton Lab 2:45 – 4:05 |

See the *KCS Resource* page at
www.KitsapComputingSeniors.org
for locations and descriptions of activities.



President's Message

Winter Season of Life

I'd like to talk a little about being a senior and what it means to me. I describe this period of time in my life as.....my Winter Season!

As I look back on my younger years, I see my childhood as being in the Spring Season, my twenties and thirties as being in my Summer Season, and my forties and fifties being in my Fall Season...hence now, being in my sixties and beyond in age, as being my Winter Season.

I did not use a computer until my Summer Season of life and even then it was at my places of employment where someone told me which programs to use and gave me parameters on how to use them. I branched out during my Fall Season of life to experiment with various programs: building websites, creating spreadsheets, making flyers and posters, and using different types of equipment other than just a desktop. I started watching how others used their devices and learned unfamiliar programs.

We seniors, those of us in our Winter Season of life, **MUST** be willing to ride the waves of information and choose from the waves of new apps, learn new ways to communicate and learn to cope with the speed of it all. Perhaps you feel, as I do, that each year goes by much faster now than when we were in our Spring, Summer and Fall Seasons of Life?

Now that I am in my Winter Season of Life, technology has become overwhelming with the different equipment used these days. Being retired and no longer in the workforce, I am disconnected from what someone else thinks I should be using, and I don't have the guidance from having a built-in IT department. During my earlier Seasons of Life, I did not see others using as many different applications as are being used now. My emails were limited to only the people I knew personally in my earlier Seasons of Life, but now the emails are coming so fast and furious that I can barely keep up with the number of those received on my multiple email accounts. It has

only been in this Winter Season where I have experienced hash tags, snap chatting, putting ones life out there on Facebook, seeing how people create their own YouTube videos with their smart phones and how they document every kind of activity. In our past Seasons of Life, none of us dreamed of having a President of the United States tweet messages to his people!

We here at Kitsap Computing Seniors can help. For the most part, our club is filled with others who are also in their Winter Season of Life and we all have some knowledge that can be shared with those wanting to learn.

I don't know about you – but I feel that my Seasons of Life have gone by far too fast to grasp, but in this Winter Season, **we can slow it down** in terms of learning what we want to learn, and become as good at it as we desire.

Winter Season represents seeing snow fall, enjoying the holidays with family and friends, a time to look back at the year to determine if we did all we set out to do. Our earlier Seasons of Life may tell others what we have done, but it may not reflect who we are today.....so let's start using the Winter Season of Life to show us and those around us who we **can learn** to become by tweaking our lives a little to become the person we want to be in the future.

I'm grateful that I'm still here to enjoy life and that I have the **choice** to become whatever I chose to be -- no matter what technology is doing around me in this Winter Season of Life!



Cheryl Smith

cherylsmith05@yahoo.com





KCS Website Re-Do Update... Submitted by Cheryl Smith

KCS Members: Below is a synopsis of what the Board discussed regarding the re-vamping and updating of our KCS Website. It was brought to your attention in our November newsletter that the Board had voted to tackle this (not-so-small) project!

Please take a look at our current website, kitsapcomputingseniors.org, and let us know what you would like to see stay in place, what you would like to see changed, or what you would like to see added, send your constructive ideas, input or thoughts to: kitsapcomputingseniors@gmail.com. On the subject line, please put: **KCS Website** so we will know your email is associated with the website project. The deadline for submissions is **January 10, 2018**, so they can be discussed at the January 15, 2018 Board Meeting.

As stated in the previous newsletter, the Board would like you to research other websites for “bells and whistles” that you would like implemented on our website. If you find some cool stuff to share, let us know the website you visited and which parts you would like us to use.

Everyone's help will be greatly appreciated, and your participation will also be measured beyond words. Let's have fun giving our website a much-needed face-lift, and the possibility of enhancing our image within the community.

Key people who will have special input to the website are:

Cheryl Smith: Membership/Public Relations/About KCS/Approve all Future Changes

Jim Bromley: New Horizons

Jack Roudebush: Newsletter/Education/Classes (Labs)/Calendar

Doug Stauner: Tech List/Email List/Make all Future Changes (Point Person)

Don Brown: SIG Group

Larry DuSavage: Open Forum/Dust Bunnies

Lorie Kolby: General Information/Brochure Updates

Ruth Stephens: General Meetings/List of Trustees/Resource Page

Mary Krotzer: Sunshine (Cards sent out on the behalf of KCS)

Graphic Designer: Laura Moynihan has provided us with an estimate of \$500.00 for 10 hours. Cost may change depending on how long it takes to create the first draft and make changes to the draft until we have a completed website. There will be additional cost if anything new is added to the final website.

*As KCS President, my wish list for future changes to our website, when we are able to add them, are:
1) Dues reminders automatically emailed to members; 2) Current members able to pay dues renewals online;
3) New members able to complete applications and submit them online with their \$20.00 fee automatically deposited.*

Any questions, **DO NOT** hesitate to send me an email at kitsapcomputingseniors@gmail.com, and on the *Subject Line* put: **Website Question** for Cheryl Smith



Copy All or Part of the Screen

Modified from an article by Ed Bott for The Ed Bott Report | December 6, 2017 <http://www.zdnet.com/article/windows-10-tip-how-to-capture-a-screenshot/?ftag=TR Ee331754&bhid=20921383588261870900618424298346>

Two classic keyboard shortcuts, PrtScn and Alt+PrtScn, copy the full screen or the current window, respectively, to the Clipboard.

The capture is placed in the Clipboard as an image. You can paste the image into a Word document or an image editor to save it for posterity.

Another new shortcut in Windows 10, Windows key + Shift + S, allows you to select a rectangular region of the screen and copy it to the Clipboard. When you press that key combination, the screen dims and the mouse pointer turns to a crosshair.

Click to set any corner of the region you want to capture, and then drag to the opposite corner. (A thin red line indicates the region you've selected.) Release the mouse button to finish the capture.

Submitted by Jack Roudebush

Customize the Send To menu

From a **Windows Tip of the Week** 11-8-2017 By Ed Bott
Subscribe: <https://www.techrepublic.com/newsletters/>

The Send To menu is a particularly useful feature in File Explorer. You can right-click any file or folder, choose Send To, and copy or move those objects to a folder of your choosing. You can also open compatible files by sending them to an application shortcut.

Unfortunately, the default list of Send To destinations is sketchy to say the least. But if you create a shortcut, you can customize that list to your heart's content. The secret is to open the Run box (Windows key + R), type the command *shell:sendto*, and then press Enter. That opens the folder filled with everything you see on the Send To list.

I typically delete the Fax Recipient entry and add shortcuts to Notepad, WordPad, and some of my most-used document folders. You're limited only by your imagination.

Submitted by Jack Roudebush



December Speaker, Roger Miller, discussed data encryption including the use of specialized password management software (LastPass) and general purpose encryption software (VeraCrypt and BitLocker).

Compress Bulky Files Using The Zip Format

From a **Windows Tip of the Week** 5-24-2017 By Ed Bott
Subscribe: <https://www.techrepublic.com/newsletters/>

You don't need a third-party utility to work with compressed files using the popular Zip format. That support is built right into Windows. Confusingly, Windows calls these files Compressed (Zipped) Folders and uses a default icon that looks like a folder with a zipper overlaid on it.

To create a Zip file, open File Explorer (Windows Explorer in Windows 7), and select the file or files you want to compress. Right-click any of the selected files and then click Send To > Compressed (Zipped) Folder. That immediately creates a new Zip file in the current folder, with the filename highlighted. If you're happy with that name, press Enter; otherwise, rename the file to something more descriptive.

You can add one or more files by dragging and dropping them on that Zip archive. To extract all files, right-click a Zip file and then click Extract All. To extract one or a few files, double-click to open the Zip file in an Explorer window and then drag or copy the files.

Submitted by Jack Roudebush

**MINUTES OF THE GENERAL MEETING**

December 18, 2017

Today's meeting was called to order by President Cheryl Smith at 10:15 AM. Cheryl led those present in the Pledge of Allegiance.

November 20, 2017 Meeting - Minutes accepted as published. This passed by unanimous consent.

New KCS Members - Cherry Rachal, Dee Temple and Bonnie Combs (who was the only new member in attendance).

Welcome Visitors – Tonya Lyons & Charles Varga.

Guest Speaker - Cheryl introduced guest speaker Roger Miller who talked about VeraCrypt, a program designed to protect sensitive data stored on our computer.

Upcoming Events - Tuesday labs at Mountain View Middle School, 2:45-4:05 PM. **Bremerton schools closed until 1/2/18.**

Friday labs at the Sylvan Way Library are from 1:30-3:00 PM. MAC users help every third Friday. **Closed Friday, 12/22/17, but open again on Friday, 12/29/17.**

Don's SIG is the second Monday of the month at 12:30 PM here at Sheridan Park Community Center. **Meeting will be held down the hall (January 2018 only).**

Warren Beauchene is available for MAC help.

Larry's Open Forum is the second Wednesday of the month from 12:30–3:30 PM at the Sheridan Community Center. **Next Open Forum to be announced.**

Next General Meeting – January 15, 2018 – Don Lawrence will be our speaker to discuss any 2018 Tax Changes.

Sharing – Cheryl reminded those present that the ideas, thoughts, or any input to re-vamp our KCS website will be accepted until January 10, 2018. Send all your ideas to kitsapcomputingseniors@gmail.com with the subject line reading KCS Website.

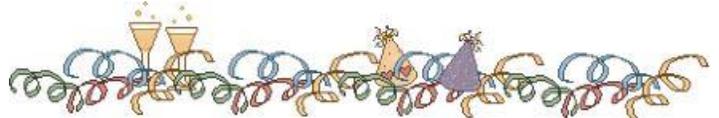
50/50 – Today's winner – Ed Evans

Today's speaker – Roger Miller has been a KCS member since December 2016. He discussed data encryption, including the use of specialized password management software (LastPass) and general purpose encryption

software (VeraCrypt and BitLocker). Also discussed were some of the possible legal consequences of transporting encrypted data and encryption software across U.S. borders. The use of VeraCrypt was demonstrated, including its ability to create a "hidden volume" to hide encrypted data from an adversary and VeraCrypt's ability to provide "plausible deniability" when asked by the adversary about any such hidden volume. VeraCrypt's ability to double and triple encrypt data was demonstrated as was its ability to use key files to thwart malicious key logging software. During the demonstration, the purpose of hash algorithms was discussed (they "hash" a password so that no password is retained by a website for a hacker to steal, only its hashed value is retained). It was also explained how hackers use brute force techniques to create a "rainbow table" that contains hash values for all possible passwords up to 10 characters in length and how a password can be located in the rainbow table by simply locating its stolen hash value in the table. Rainbow table attacks are successful 100% of the time for passwords 10 characters or less in length, successful 85% of the time for passwords 11 characters in length, and not successful at all for passwords 14 characters or longer in length.

Meeting adjourned at approximately 11:40 AM.

Submitted by Cheryl Smith, President

**MINUTES OF THE BOARD MEETING**

December 18, 2017

Today's Board meeting was called to order by President Cheryl Smith at 11:55 AM at Sheridan Park Community Center. Trustees present were Cheryl Smith, President, Myra Clodius, Treasurer, Jim Bromley, June Jones, Ed Evans.

Absent were Ruth Stephens, Thelma Gurske-Taylor, Chris Snow, Gwen Olsson, Susan Evans, and Al Valencia. We are short two trustees: Vice President and Public Relations. A quorum was established. KCS members present were Don Brown, Jack Roudebush, Merry Kennedy, Clint Geiger, and Lorie Kolby.

Secretary's Report: Cheryl moved/June seconded to accept the Board Meeting Minutes of November 20, 2017. Motion passed.



Treasurer's Report: Myra reported we have \$14,530.92 in Savings and \$1,063.93 in Checking as of November 30.

Correspondence: Cheryl motioned to eliminate this report from future agendas. She explained that most correspondence should either be handled by Mary Krotzer in charge of Sunshine, or forwarded to the appropriate Board member. Cheryl moved/June seconded.

Membership: Cheryl reported membership stands at 147. One new member was present at today's meeting. Today's General Meeting attendance was 32.

Hardware: Kim was not present.

Education: Jack will meet with Goodwill at the beginning of January 2018 to discuss the details of KCS teaching there again. We should be holding our first training class on Saturday, January 20, 2018.

SIGS: No Stock Investors' Group meeting in December 2017.

Programs: Don Lawrence will be the January 2018 speaker discussing any current tax changes. Cheryl announced that there are two speakers lined up for February 2018. Our Trustee, Ed Evans will speak on AARP Safe Driving for Seniors, and Mike Kerr, who volunteers for the Sheriff's Department in Kitsap County, will discuss what's going on around us that we should know.

Newsletter: Jack asked for needed articles as soon as possible, being that Christmas is next Monday.

Public Relations: Cheryl discussed continuing to work with Olympic College for student volunteering, and to arrange a future guest speaker from OC.

New Horizons: Three computers have been placed in the last month. June interviewed four more candidates last week and is scheduling two additional interviews. Jim Bromley held a presentation for Bremerton Housing Authority on December 7th with five people attending. He will work with them to hold additional monthly presentations at their properties around the city.

A computer rebuild class planned for December 19th was cancelled due to a shortage of computer equipment needed for instruction. The plan was for teenagers living at *The Summit* and surrounding houses learn how to replace memory and hard drives on computers provided by Bremerton Housing Authority and then be able to take them home. Larry DuSavage was to teach the class.

Old Business: New Exit Door: Jeff Elevado, Director of

Parks & Recreation, says they are still waiting for permits to begin the project. **KCS Website Revamping:** Cheryl reminded everyone that the only topic of conversation at our January 2018 Board Meeting will be the re-vamping of our KCS Website.

New Business: Cheryl shared with the Board that Lutheran Community Services has asked if KCS would be interested in becoming a Station for RSVP (Retired Senior Volunteer Program). RSVP supplies senior volunteers throughout the community to organizations such as, Harrison Medical Center, Naval Museum, AARP Tax Aides, Meals on Wheels, all the Foodbanks, Habitat for Humanity, Retsil, Kitsap School District, ACS Discovery Shop (which is totally manned by RSVP volunteers), just to name a few organization who use RSVP volunteers.

Cheryl explained that KCS would become a partner with RSVP, with both organizations being able to say they support each other. Cheryl explained the benefit for KCS taking advantage of this partnership would be to use the pool of volunteers that RSVP has in place to help KCS obtain kitchen help which gives us the possibility of going back to having potlucks at our monthly meetings, or to obtain help for New Horizons' needs just to name a few reasons on how we could benefit from this type of partnership. This partnership would also allow KCS to show we support other non-profit groups in our community. Cheryl explained that she would complete the application to become a Station for RSVP, and she would also complete a MOU (Memorandum of Understanding) to put the partnership in place. After the signing process, RSVP would circulate a memo to their active volunteers letting them know there is a new Station available to choose from with a list of the duties for which KCS will need volunteers. The Board asked that Andrea Dolan-Potter, RSVP Director, should be our March 2018 guest speaker, which Andrea has already accepted. She will not only discuss the partnership with Lutheran Community Services, but also volunteering opportunities for any KCS member that may be interested. Cheryl moved to *accept the offer for KCS to partner with Lutheran Community Services in their RSVP Program*. Myra moved to accept/Ed seconded. Motion accepted by a vote of hands from Cheryl, Myra, Jim, Ed and June. Cheryl will announce at the January 2018 General Meeting that KCS has partnered with RSVP at Lutheran Community Services.

Meeting adjourned at 12:55 PM

Submitted by Cheryl Smith, President