SeniorNet
Learning Center of Almaden

This brochure contains information for all courses offered in Session 3 2017 by the SeniorNet Learning Center of Almaden

REGISTRATION
Saturday, June 3, 11:30 am
Almaden Community Center
6445 Camden Avenue

) The session starts on **Monday, June 12,** and ends on **Tuesday, August 8; no classes on July 3-4**.

) The **registration procedure** is described on page 6. Please bring this mailer with you to registration. If you cannot attend registration on June 3, you can register using the **proxy form** on page 7.

) Membership in the **national SeniorNet organization** is **$44** for the first year with a **$33** annual renewal. Membership is required for taking all courses *except the workshops listed on page 5*.

) The SeniorNet Learning Center of Almaden uses PC computers with Windows 7 and Windows 10 — no Apple Mac computers. Students taking iPhone, iPad, or Android phone and tablet courses must bring their own devices to class.

) Please read the **prerequisites** for the courses you want to take. If you haven't had the prerequisites, there's a good chance you won't benefit from taking the course.

) Please note the start time for each course you're taking and allow time for parking before class begins.

) The **Open Lab** period is on **Mondays, 1:45 – 3:30**. During each session, SeniorNet members may attend Open Lab to use a computer and for assistance.

) After registration, go to **www.snlcsj.org/almaden** for current information about course openings.

Windows 10

Using Windows 10
Prerequisites: *An introductory computer course or equivalent experience with a computer that runs Windows.*

This course is for students with computer experience who want to know more about Windows 10. You'll learn about the return of the Start menu with its Live Tiles, how to customize the operating system to make it work the way you want, managing multiple windows, and using some popular apps. You'll learn how to use File Explorer to manage files, folders, disks, and flash drives; system maintenance tools; backing up your files with File History; accessing the Internet with the new Edge browser; using email; and what the Windows Store is all about. Plus, you get to meet Cortana — your personal assistant.

The eight-week *Using Windows 10* course is offered on two different days and times this session, on Fridays starting at 9:00 and on Tuesdays starting at 2:00. Please note carefully the date and start time of the course you are enrolling in.

B Using Windows 10
Bill Buckley, Instructor
Fridays, June 16 – Aug 4, 9:00 am – 11:00 am

UW10-018	8 weeks	$20

C Using Windows 10
Russ Lucas, Instructor
Tuesdays, June 13 – Aug 8, 2:00 pm – 4:00 pm

UW10-019	8 weeks	$20

Files and Folders

A Organize and Find Your Stuff

Prerequisite: *Basic computer skills*

A place for everything and everything in its place. If you have trouble keeping track of what's on your computer, choosing where to save something, or finding what you're looking for, this practical course can help you organize your stuff. See how files are organized in folders. Then learn how to create folders, save a file into the appropriate folder, move similar files to the same folder, rename files and folders, search for files, delete files and folders, work with the Recycle Bin, and use flash drives as backup or as a means to transfer files to a different computer. Lots of hands-on practice reinforces skills. ***Bring a flash drive to class.***

Shirley Anderson, Instructor

Mondays, June 12 – July 10, 11:30 am – 1:30 pm

FEE10-004	4 weeks	$15

Android Devices

D Android Phones & Tablets

Prerequisites: *Bring a charged Android smart phone or tablet (Samsung, Motorola, HTC, Nexus, Pixel, etc.) to each class.*

Learn how to use your Android phone to make and receive phone calls, send and receive text messages, handle voice mail, email, manage your contact list, use the calendar, use Google Maps and the many other built-in apps, and download even more apps. If you have an Android tablet you can do all these things except making phone calls and texting. There is a required **$10 book fee**, payable in class, one for tablets, one for phones.

Walt Cole, Instructor

Wednesdays, June 14 – Aug 2, 11:30 am – 1:30 pm

AP-005	8 weeks	$20

As a SeniorNet member, you can also take SeniorNet courses at the Willows SeniorNet Learning Center. For more information or to join the Willows mailing list, call 408-371-3999, stop by the Willows Community Center, 2175 Lincoln Avenue, San Jose 95125, or go to their website snlcsj.org/willows to see their schedule of courses and mailer.

Apple Devices

E iPhone: The Basics

Prerequisites: *Bring a **charged *iPhone 4S, 5, 5S, 5C, 6/6 Plus, 6S/6S Plus or 7* to class. Know your Apple ID**, which consists of an **email address** and a corresponding **email password**. Your iPhone must have **iOS version 10** installed.*

Learn how to use the iPhone as a phone and for the internet, using the Safari web browser. Learn to use the apps that come with the iPhone, such as contacts, messaging, email, and the calendar. Learn how to download apps. Make the most of Siri, your personal assistant. It is highly recommended but not required that a book be purchased. If interested, please bring **$10** to the first class.

Mitch Jacobs, Instructor

Thursdays, June 15 – Aug 3, 9:00 am – 11:00 am

IPH-015	8 weeks	$20

F iPad: The Basics

Prerequisites: *Bring a **fully charged *iPad* to class and your **Apple ID**, which consists of an **email address** and a **password**. Your iPad must have **iOS version 10** installed.*

An iPad is a computer in a tablet, now greatly enhanced with iOS 10. You will learn how to use the apps that come with the iPad, including Safari, the web browser; email; messaging; taking and sending photos; and video chat; among other apps.

Mark Hames, Instructor

Tuesdays, June 13 – Aug 8, 9:00 am – 11:00 am

IPAD-014	8 weeks	$20

G *New!* Did You Know Your iDevice Can Do This?

Prerequisite: *Please bring a fully charged iDevice (iPad or iPhone only) to class. Prior to start of first class, please make sure you have updated your iDevice to iOS 10.*

The focus of this course is understanding the Apple iOS updates, why you need to update and what is new in iOS 10. You will be shown new features added to your iDevices along with friendly tips and tricks that make your life easier. Some of the topics that will be discussed are: how to use AirDrop and MailDrop; do you use the News App?; group people in the Photo app; how to care for your iDevice battery; how to take control of Auto Correct; and how to use the Search feature in many apps.

Sue Buckley, Instructor

Mondays, July 17 – Aug 7, 11:30 am – 1:30 pm

ICDT-001	4 weeks	$15

| **Photoshop Elements** | **Print Shop** |

Photoshop Elements

H Photoshop Elements 14 Editor Part 1

Prerequisite: *Adobe Photoshop Elements 11, 12, 13, 14 or 15 for Windows on your computer (preferably at least PSE 13 or later). If you have an earlier version than PSE 11, this course will not be at all helpful. All new features up through PSE 14 will be taught. Basic computer and mouse skills and a willingness to do homework and pre-class prep-aration are essential! Even though PSE 15 is the newest version of Elements currently available, the class will be taught using the PSE 14 format. What's new in PSE 15 will be mentioned but not taught in the classroom.*

This course starts out exploring ways to quickly fix and adjust photos for red eye, color, cropping, lighting, and sharpness using the *Quick Edit* functions. It then moves on to the *Guided Edit* features, which include methods for touching up scratches and blemishes, correcting skin tone, old-fashioned photos, high and low key, pop art, and all the *Photomerge* applications, just to name a few. It then transitions into the *Expert Edit* mode, intro-ducing the basic features available only in the *Expert Edit* workspace. Included are keyboard shortcuts, selection tools, additional exposure, color and lighting corrections, cloning, sharpening, etc. *Expert Edit* instruction will be continued in the Part 2 advanced class in Session 4. This course covers a lot of material and moves quickly; students should expect to do homework assignments and practice on their own between lessons.

Dick Castro, Instructor

Mondays, June 12 – Aug 7, 9:00 am – 11:00 am

| **PE141-002** | **8 weeks** | **$20** |

Print Shop

I Introduction to Print Shop

Prerequisites: *Completion of a basic computer course and at least one intermediate course, e.g., Windows 7 or 10 and/or basic word processing. Good mouse skills are essential!*

This course uses **Print Shop Version 23.1 Deluxe Version** to create exciting projects! After an overview of the program's many features and a review of basic Windows skills, you will learn how to create and personalize greeting cards, posters, and banners, using the Art Gallery image collection, your own art work or photos, or other clip art. You will complete individual projects. The Print Shop Version 23.1 software will be available for purchase at the first class meeting.

Erin Barclay, Instructor

Tuesdays, June 13 – Aug 8, 11:30 am – 1:30 pm

| **IGCM-008** | **8 weeks** | **$20** |

J Print Shop Lab

Prerequisites: *Experience using the Print Shop software. Good mouse skills are essential!*

The **Print Shop Lab** course uses **The Print Shop 23.1 Deluxe Version** software and has been created for you to continue and complete your projects. A short presentation of a unique function of the Print Shop will be covered at the beginning of each class, with the remainder of the time for individual help. Some of the supplies needed for the projects can be purchased in class.

Sharon Epp, Instructor

Thursdays, June 15 – Aug 3, 2:00 pm – 4:00 pm

| **GCML-004** | **8 weeks** | **$20** |

Almaden News & Notes…

In August 2000, the SeniorNet Learning Center of Almaden (SNLCA) offered its first schedule of classes in the old Almaden Community Center. The classroom held 12 student computers and an instructor's computer.

Sixty students enrolled in the introductory courses and 36 in the three intermediate courses — Windows 98, word processing, and spreadsheet/database.

Session 3 2017 is the eighty-second session. This session's schedule includes two Windows 10 courses, Android and Apple phone and tablet courses, and eight other courses, plus eight workshops on a wide variety of topics.

Social Media

K Introduction to Facebook

Prerequisites: *Some prior experience using a computer and navigating the internet.* ***Please have a Facebook account and know your Facebook password****. If you need help creating a Facebook account, assistance will be available before the start date for the course. You need to have email and know your email password and know how to access your email from a web browser.*

Facebook is a useful communication tool if used the right way. Intro to Facebook is for those who would like to use Facebook but have little or no experience with it. The course will acquaint you with the fundamentals of using Facebook so you will be able to share interests and activities online with family and friends.

Anne Dunham, Instructor

Thursdays, June 15 – July 6, 11:30 am – 1:30 pm

IFB-013	4 weeks	$15

Haiku is a traditional Japanese three-line poem, with five syllables in the first and third lines and seven syllables in the second line. Haiku often focuses on images from nature, but as you can see here, it also lends itself to technology.

> Chaos reigns within.
> Reflect, repent, and reboot.
> Order shall return.

> The Web site you seek
> cannot be located but
> endless others exist.

> With searching comes loss
> and the presence of absence:
> "My Novel" not found.

> The Tao that is seen
> Is not the true Tao, until
> You bring fresh toner.

> Windows 10 has crashed.
> I am the Blue Screen of Death.
> No one hears your screams.

> Yesterday it worked
> Today it is not working
> Windows is like that.

> Three things are certain:
> Death, taxes, and lost data.
> Guess which has occurred.

Google and Google Apps

L Gmail, Switching to and Using

Prerequisites: *A Gmail account; if you don't have one, contact the instructor at 408-674-1401 or opawalt@gmail.com*

Learn the features and capabilities of Google's email system (Gmail). We'll show you how to convert from your current email account (like Yahoo) to Gmail. We'll cover sending and receiving email with and without attachments, Gmail threads, Gmail labels, and Gmail tabs for separating your email into categories. Google Contacts and Calendar are also covered. You can use these features on your smart phone and tablet as well as with your computer.

Walt Cole, Instructor

Fridays, June 16 – July 7, 11:30 am – 1:30 pm

WUG-005	4 weeks	$15

M Google Photos

Prerequisites: *Before the first class, if you don't already have a Google account (same as a Gmail account), sign up for one. Bring the Google account user name and password to each class.*

Google Photos is the latest photo management/ photo editing/photo sharing offer from Google. It is all online. It is integrated with the Google Photos app on smartphones and tablets. We will cover uploading photos on your computer to Google Photos in the cloud and downloading photos from the cloud to your computer. Also covered are album creation and sharing. We will also edit photos (in the cloud). Any Picasa Web Albums you currently have will already be in Google Photos.

Walt Cole, Instructor

Fridays, July 14 – Aug 4, 11:30 am – 1:30 pm

GPH-003	4 weeks	$15

Looking ahead

Session 4, our fall session of courses, starts on **September 18** and ends on **November 17**, with no classes on September 19 through 21, October 9, and November 10.

Registration is on **September 9** at 11:30 am.

The Session 4 mailer will be posted on our website toward the end of August.

Go to **www.snlcsj.org/almaden** at any time for the most current information available.

Workshops

Each workshop is one two-hour class, on Wednesdays, 2:00-4:00. You must register and pay for each workshop separately. SeniorNet membership is not required. Register for workshops at registration or by proxy; after registration, call (408) 674-1401 to register for any open workshop.

W1 Borrow Books Without Going to the Library

Prerequisites: *Bring an Apple, Android, or Kindle device; a current **library card** is required.*

You can borrow eBooks and eAudiobooks from your local public library, anywhere, anytime. Access over 25,000 eBooks & eAudiobooks from your iPad, iPhone, Android, Chromebook, Mac OS, Windows, Windows Phone, and most Kindles, using the OverDrive app.

Jessica Deckert, Almaden Librarian
Wednesday, June 14, 2:00 pm – 4:00 pm

| BEPL-003 | 1 week | $10 |

W2 *New!* Working with Pictures in Word

Prerequisites: *Good Word skills*

Images in a Word document can add relevance, clarify points, and improve how the page looks. Learn how to insert, resize, position, edit, format, and wrap text around pictures for the best results.

Shirley Anderson, Instructor
Wednesday, June 21, 2:00 pm – 4:00 pm

| WPW-001 | 1 week | $10 |

W3 LastPass Password Manager

Prerequisites: *Familiarity with Windows and a browser other than Edge (Chrome, for example).*

Use LastPass, the top-rated free password manager for Windows, to access all your favorite websites with one master password. LastPass automates the logon process and keeps all your passwords secure.

DeForrest Home, Instructor

Full

Wednesday, June 28, 2:00 pm – 4:00 pm

| LPM-002 | 1 week | $10 |

W4 *New!* DNA Analysis for Genealogy

Prerequisites: *None*

Learn about the three types of DNA tests and which companies provide them. See an example of what you receive from one of the companies. Help determine if it's worthwhile to have your DNA tested. If so, which company should you use? How much does it cost? Where on the web can you learn more?

Jim Riley, Instructor
Wednesday, July 5, 2:00 pm – 4:00 pm

| DNA-001 | 1 week | $10 |

W5 Online Banking and Bill-Paying

Prerequisites: *Basic internet skills*

Hesitant about online banking and bill-paying? Want to know more about the capabilities and benefits? And how secure is it, compared to check-writing? Find answers at this overview.

Walt Cole, Instructor
Wednesday, July 12, 2:00 pm – 4:00 pm

| OBB-002 | 1 week | $10 |

W6 *New!* Use Mouse Less, Use Keyboard More

Prerequisite: *Basic computing skills*

Many of the things you do with a mouse can be done better with the keyboard, or so some experts think. We'll cover many keyboard shortcuts that will make you a more efficient computer user and a few that you'll never use. We'll use Windows 10 only.

Walt Cole, Instructor
Wednesday, July 19, 2:00 pm – 4:00 pm

| UML-001 | 1 week | $10 |

W7 Google Maps

Prerequisites: *Basic internet skills*

Google Maps offers satellite imagery, street maps, 360° panoramic views of streets, real-time traffic conditions, and route planning for traveling by foot, car, bicycle, or public transportation.

Walt Cole, Instructor
Wednesday, July 26, 2:00 pm – 4:00 pm

| GM-006 | 1 week | $10 |

W8 *New!* How to Use Apple's New Message App

Prerequisites: *Apple ID (email and password) and iOS 10 installed. Bring a fully charged iPhone or iPad.*

Apple's popular Messages app is home to all your text messages, including those sent and received from friends without iPhones and iMessages. Now you can send messages with effects, respond to messages with expressions, and send handwritten messages, among many other new ways to text.

Mark Hames, Instructor
Wednesday, Aug 2, 2:00 pm – 4:00 pm

| AMA-001 | 1 week | $10 |

Registration Procedure for June 3, 2017

Please bring your mailer with the address label with you to registration, and stop at the check-in table outside the Community Room to get your Almaden Student ID number. Then go into the big room by the library and take a seat. Don't make out your checks yet; you can do that later.

The SeniorNet Learning Center of Almaden (SNLCA) uses a *lottery system* to determine the order in which a person registers so that everyone, whether registering in person or by proxy, has the same chance of getting into his or her first choice of courses.

Here's how it works. After a few announcements, lottery tickets are passed around. Each person draws one lottery number. If a couple (*any two people*, only one of whom needs to be present) wants to register to take the same course, ask for a "couple ticket" and then draw only one lottery number for the couple.

After everyone has drawn a lottery number, you'll line up in numerical sequence. When your number group is called, get in line at the front of the room. Please have in mind which course you want to take before getting in line. When you arrive at the front table, tell the person with the chits which course you want to take. You may request only one course at this point. ***Please check to make sure you have the right chit***. If you have a "couple" ticket, hand it to the person with the chits; you will receive two chits for the same course, one for each person.

Once you have a chit, you have a place in that course, but you are not enrolled until you complete the registration process upstairs.

When all chits for a course have been handed out, the course is full. If you did not get into the course you wanted, stop at the **overflow/waiting list** table and give the person your information for the waiting list.

To take a workshop: When you get to the front table, tell the person with the Workshop chits which workshop or workshops you want to take. You can get chits for as many workshops as you want.

To take only one course (other than workshops): See **To complete your registration** below.

To take more than one course (other than workshops): After you get your chit, stop at the **overflow/waiting list** table and give the person your information, which is placed on the overflow/waiting list.

To complete your registration: Go to the second floor. There are tables where you can sit and write your check for your course fee. Checks are preferred, but you can also pay with cash. No bills larger than $20, please; change is available at the check-writing table. Make your check payable to **SNLCA** for the course fee listed in this mailer. After writing your check, **go to the computer room** to complete your registration.

When you go into the computer room, have these things in your hand: the card with your Almaden student number, your course chit, and your check or cash.

After registering in the computer room: If you need to join SeniorNet or renew your membership, stop at the SeniorNet table in the hallway outside the computer room. SeniorNet membership is $44 for the first year; the annual renewal fee is $33. You can use a credit card to pay your SeniorNet fees if you prefer; please have your completed check, cash, or credit card ready when you go to the SeniorNet table.

If you want to take only one course, you're done. **If you requested additional courses** on the overflow/waiting list, please **go to the *second course waiting room***. If there are still openings in the other courses you want to take, you can register for those courses before leaving the Community Center. If the additional courses you want to take are full, your information will remain on the waiting list; if someone who registered for the course drops out, you might receive a call to fill the vacancy.

To register for a course or workshop after registration has passed: Go to **www.snlcsj.org/almaden** and click **Current Courses**, where you can see which courses have openings. Then call (**408) 674-1401** and give your information. You will be contacted about whether you can still enroll and, if so, how to pay the fee.

Registering by Proxy for Session 3 2017

To sign up for courses without attending registration, use the proxy form below. This form can be used to sign up one individual for one or more courses. If you're not a SeniorNet member, you can still use this form; you'll be contacted about joining SeniorNet after you get into a course. You do not have to join SeniorNet if you only want to take a workshop.

You can request as many as five courses by proxy. At registration, a lottery number will be assigned to your proxy, and your chance of getting into your first choice of courses is the same as if you registered in person. However, people who attend registration will have a chance to sign up for additional courses before those who register by proxy, so in that way, people who attend registration have an advantage.

If the course you requested fills up before your lottery number is called, your name will be added to the waiting list for that course, and there is a possibility that you might be contacted if a seat becomes available.

After registration, you'll receive a call or an email to let you know whether you did or did not get into your requested courses.

To register by proxy, complete the form below. Place it in an envelope with a separate check for each course you want to take (do not send cash). Drop off your proxy at the Almaden Community Center information desk, deliver it to a staff member in the SeniorNet classroom, or mail it to the address below.

SNLCA
P. O. Box 20932
San Jose, CA 95160

Your proxy must be received by SeniorNet Almaden by 12 noon on Friday, June 2. If it arrives later, it will be processed as a late registration.

After registration, to get into a course, go to **www.snlcsj.org/almaden** to see which courses still have openings, and then call **408-674-1401** to register for any open course.

Registration Proxy Form (please print)

First name _____ Last name _____ Almaden Student ID # _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

In addition to Course #1, I would like to take these courses:

Course #2 _____ Start Date _____ Time _____

Course #3 _____ Start Date _____ Time _____

Course #4 _____ Start Date _____ Time _____

Course #5 _____ Start Date _____ Time _____

Make checks payable to SNLCA. Include a separate check for each course fee.

Check 1 # _____ for $ _____   Check 2 # _____ for $ _____   Check 3 # _____ for $ _____

Check 4 # _____ for $ _____   Check 5 # _____ for $ _____

If you are not a SeniorNet member, you will be contacted for your membership fee ($44 for the first year).

Select one: ☐ **A self-addressed, stamped envelope (SASE) is enclosed for the return of my course receipt.**
If I do not get into the course, please return my unused check in the SASE.

☐ **My canceled check will be my receipt. If I do not get into a course, please destroy my check for it.**

SeniorNet Learning Center of Almaden Policy

Auditing a course is not allowed. You can enroll in a second course only after everyone who is present at registration or who submitted a proxy has had an opportunity to enroll in their first course.

If you have not taken a course in two years, your name will be dropped from the USPS mailing list. If you are on the email list only, you will not be dropped unless you ask to be dropped.