



WELCOME NEW KCS MEMBERS

None

KCS JOINS THE MICROSOFT REGISTERED REFURBISHER PROGRAM

Kitsap Computing Seniors is now part of the Microsoft Registered Refurbisher Program. Final approval was given by the board on Thursday, May 25.

This program will enhance our New Horizons Program by allowing us to preinstall Windows 10 and Office on refurbished computers for other nonprofits and qualified end users who cannot afford a computer, but have a legitimate need for job hunting or educational purposes. New Horizons also provides computers to students, disabled shut-ins and those on a limited fixed income. In addition, this Microsoft program gives New Horizons the ability to purchase commercial software licenses at a reduced cost so that we can sell refurbished computers in the future.

As a Microsoft refurbisher, New Horizons will wipe the donated computer's hard drive and preinstall a fresh copy of Windows 10. Certificates of Authenticity (COA) will be attached to computer cases, just as OEM computer manufacturers currently do. (*Notice the COA label attached to the new computer you just purchased from a retailer.*) The hard drive will also contain a recovery partition, since the new COA will not have the alphanumeric installation code normally found on the original COA.

Joining this Microsoft program cost us nothing, however as part of the application procedure, I was required to take an online test covering the licensing requirements of the program. Application for this program must be submitted annually.

Submitted by Jim Bromley

THE KCS NEWS

Official Newsletter of

Kitsap Computing Seniors

PO Box 3166, Silverdale, WA 98383-3166

www.KitsapComputingSeniors.org

~~JUNE MEETING~~

Monday, June 19, 2017

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

10:00 a.m. to 12:00 noon

Potluck & Invited Speaker

John Thrall, retired King County IT & Windows Beta Tester, will reveal some Windows 10 hidden features.

June 2017 Activities

- Jun 2 Sylvan Way Library Lab 1:30 – 3:00
- Jun 9 Sylvan Way Library Lab 1:30 – 3:00
- Jun 14 Windows 7-10 Open Forum 12:30 – 3:30
- Jun 16 Sylvan Way Library Lab 1:30 – 3:00
- Jun 19 **KCS GENERAL MEETING 10:00**
- Jun 19 KCS Board Meeting 11:30
- Jun 23 Sylvan Way Library Lab 1:30 – 3:00
- Jun 30 Sylvan Way Library Lab 1:30 – 3:00

July 2017 Activities

- Jul 7 Sylvan Way Library Lab 1:30 – 3:00
- Jul 14 Sylvan Way Library Lab 1:30 – 3:00
- Jul 21 Sylvan Way Library Lab 1:30 – 3:00
- Jul 28 Sylvan Way Library Lab 1:30 – 3:00

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



PRESIDENT'S CORNER

Have you ever been president of anything? If not, neither have I, that I can remember. But somebody has to fill the position to keep our organization moving forward.

This past month has been a steep learning curve for me. I was educated and trained as a secretary and followed that career path. Now, at this time and place, I've had trouble seeing how I could possibly step up to take the president's position, nor did I want to be "in charge." There are logical steps to take to get to the top, such as serving as vice president and/or taking leadership training.

What is KCS doing to encourage leadership development within our membership? Without training and support, we could be setting up our officers for failure and burnout. In looking at the number of presidents over our 25-year history, there was a turn-over in presidents almost every year. Sixteen presidents total! That number speaks volumes about us.

To clear this problem and other hurdles, we have undertaken Strategic Planning under the leadership of Chris Snow, one of our former presidents. I am hopeful that these meetings will show us how we can build a leadership team with on-the-job training and mentoring in place. I believe there are great opportunities ahead for KCS, some easier to reach than others, but with perseverance, they are attainable. Your cooperation and understanding in this transition will be appreciated.

This past weekend gave us a small taste of summer. The two months, July and August, when we don't meet as a club, should give us a longer stretch of summer. Remember the Friday labs at the Library in East Bremerton. Stop by if you're in town. Our website will be monitored kitsapcomputingseniors.org, as will the Tech List. *Have a good and safe summer.*

PS: I've heard complaints about the wooden railing alongside the cement steps coming down from the upper parking lot. Jeff Elevado in the Parks Office says that to replace the railing would involve a complete rebuild of the steps along with the railing, estimated to be \$20,000 as it would have to be ADA-compliant. **So, in the meantime it is much safer to walk from the upper parking lot down along the street and use the side entrance to the building, where there are no steps.**

Ruth Stephens



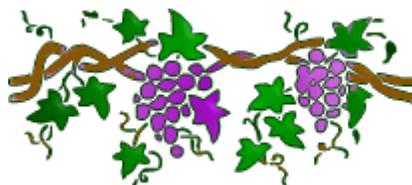
Our May speaker, Bill Roberts, demonstrated LINUX, a computer operating system similar to Windows 7, 8, 10 or OSX for Apple.

If you missed Roberts' presentation and would like to view/review his LINUX Power Point slides, check it out at the Kitsap Computing Seniors, Training Web page, [Linux Guide](#).

YOUR KCS OFFICER



Susan Evans is a long-time KCS member, over 22 years. She and her husband Ed enjoy traveling, so we haven't seen much of them until recently. Susan has volunteered to fill in as our Secretary.





Your Leadership Team at Work

Trustees and Committee Chairmen held Strategic Planning meetings on May 11th and 25th to identify our vision, mission and goals for KCS.

At our first meeting, we reviewed and modified the KCS Mission Statement. The new Mission Statement reads: “To enhance Kitsap County residents’ knowledge, skills, and enjoyment of computers and technology.” We also identified KCS’s strengths, weaknesses, opportunities and threats.

At our second meeting, we identified five areas to focus our efforts on:

- KCS Member Development
- Community Outreach
- Education
- KCS Administrative ‘glue’
- New Horizons

The team will meet again on June 8th to identify the work that needs to be done, and a timeframe for accomplishing the work, for the first two topics: Member Development and Community Outreach.

Look for new ways you can be involved in KCS this Fall!

Submitted by Chris Snow

Tip: Capturing a Screen

From http://excelribbon.tips.net/T012512_Capturing_a_Screen.html?awt_l=H24BE&awt_m=IhW13jjT2MQF4X

Here a useful comment included in Allen’s Tip

Colin Bryce 22 Dec 2016, 10:26

There's also a really useful screen capture facility in most Office applications: Insert, Screenshot, Screen Clipping. A little hidden gem.

Submitted by Jack Roudebush

OUR JUNE 19th MEETING

Our next monthly meeting is Monday, June 19. Please put it on your calendar if it's not already posted there. We're planning on having a small-scale potluck, as this will be our last get-together until September. Yes, it's almost time for our summer break. Looking ahead, we would like to have potlucks quarterly, or every three months.

Our meeting room is not conducive to anything on a large scale due to space constraints. So bring a dish or plate for an early lunch at 11 am. This will necessitate clean-up afterwards. If you would like to volunteer for that, please let Mary Lou know or email me at <mailto:kitsapcomputing-seniors@gmail.com> Your ideas are always welcome as we continue to grow.

Submitted by Ruth Stephens

KCS GENERAL MEETING MINUTES

May 15, 2017

Ruth Stephens called the meeting to order at 10:10 am with 36 people present.

New members Yun Hui Geiss, Merry Kennedy, Kathleen Ottarson, Bill Roberts, and Sandra Starkey were welcomed. There was one visitor, Robert Detzler.

Myra Clodius’ motion to accept the minutes of the April 15 meeting as written was seconded and adopted.

CLASSES/LABS: Upcoming computer labs - Tuesdays at Mountain View Middle School until June 1; Fridays at Sylvan Way Library, 1:30-3:00; Larry’s Open Forum in June is Wednesday, June 14, 12:30-3:30; Don’s Investment SIG will resume in September. The MAC Group in Poulsbo is no longer meeting.

Ed and Susan Evans were introduced as new trustees. Susan will serve as Secretary.

Gwen Olsson’s motion to elect Al Valencia and Mary Lou Sponsler as trustees was seconded and adopted.

Bill Roberts presented an informative talk on using Linux as an operating system. He pointed out that Android cell phones and tablets use a Linux-based operating system. He said that Linux can run parallel to Windows.

Susan Evans won the 50/50 raffle.

Meeting adjourned at 11:40 am.

Susan Evans, Secretary



How to use Task View in Windows 10

Modified from an article by [Greg Shultz](http://www.techrepublic.com/article/how-to-use-task-view-in-windows-10/) at <http://www.techrepublic.com/article/how-to-use-task-view-in-windows-10/>

Microsoft's Windows 10 has a native virtual desktop feature called Task View. Greg Shultz explains how to use this new feature.

I've been using the Dexpot virtual desktop program for Windows for quite some time and have really learned how to harness the power that it provides to more efficiently multitask. With multiple desktops, I can spread out the various projects that I'm working on, such that each project is on separate desktop. When I need to jump to from one task to another, I just switch desktops. Then, when I am ready to go back to my previous task, I just switch back to that desktop, and everything that I was working with is right there on the screen waiting for me — no minimizing and maximizing windows to get back to work. It's a very efficient system, and I definitely feel more organized and productive.

So, you can imagine my delight when I discovered that in Windows 10, Microsoft has finally graced the operating system with a native virtual desktop feature called Task View. After investigating it for the last month or so, I've discovered that it's extremely well done, easy to use, and provides you with all the basic features that you'll need, plus a few snazzy bells and whistles. Let's take a closer look.

Note: Even though Task View appears to be very solid, we're still early in the game. So, it's possible that Task View will continue to evolve, and new features may be added between now and the actual release date.

Accessing Task View

To access the new Task View feature in Windows 10, you'll locate and click its button, which is anchored on the Taskbar adjacent to the Start button (**Figure A**).

Figure A

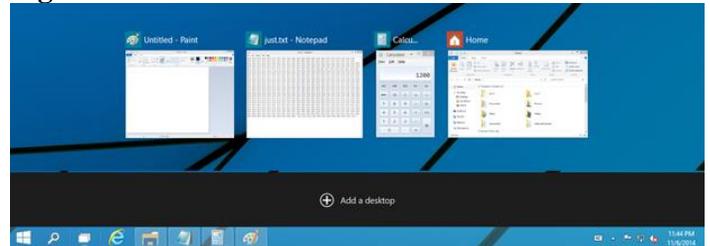


The Task View button is anchored to the Taskbar adjacent to the Start button.

Adding a desktop

When you click the Task View button, you'll see thumbnail icons of all your running applications appear in the middle of the screen and a large black bar across the bottom of the screen (**Figure B**). In the middle of the black bar, you'll see a button titled Add a desktop.

Figure B



When you access the Task View, you'll see your running application and the black desktop bar.

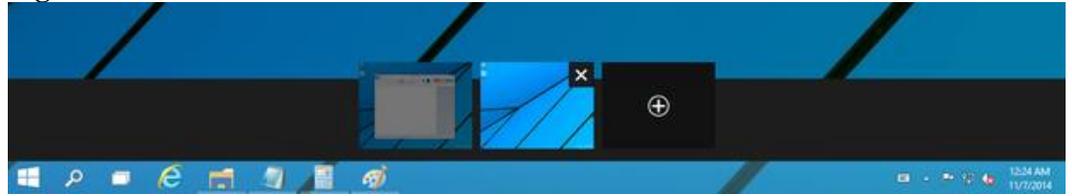
(Continued on Page 5)



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When you select Add a desktop, you'll see a new desktop thumbnail appear in the black desktop bar (**Figure C**). The desktop thumbnail has a black X button in the upper right corner that you can use to close the desktop. When you select that desktop thumbnail, you'll switch to the new desktop. You can now open applications on the second desktop, just like you normally do, or you can move applications from the first desktop to the second.

Figure C



The new desktop thumbnail appears in the black desktop bar.

Moving applications

To move an application from one desktop to another, just click the Task View button — and when the thumbnail icons of all your running applications appear in the middle of the screen, right-click on the thumbnail of the application that you want to move. From the context menu, select Move to | Desktop 2 (**Figure D**). When you do, the application will move to the second desktop.

Figure D



You can move applications between desktops by using the Move to command.

Another way to move applications from one desktop to another is to just close the desktop using the black X. When you close a desktop, any application on that desktop will immediately move to the next open desktop.

Switching between applications

When you're using multiple desktops in Task View, you'll discover that all desktops share the same Start Menu and Taskbar. This makes it easy to launch and switch between your running applications. Now, if you take a close look at the button on the Taskbar, you'll notice that the icons have a different look when the application is on another desktop. As you know, the Taskbar buttons of running applications have a translucent overlay on top of them. Well, on Taskbar buttons of applications that are running on a different desktop, that translucent overlay actually appears below the button's icon (**Figure E**).

Figure E



Applications running on a different desktop show the translucent window pane below the button's icon.

The best part is that clicking the icon switches to the desktop on which the application is open and activates the application. This switch is accompanied by an animated transition that shifts the entire screen to the left or right, depending on where the desktop is.

Of course, you can still use the good old [Alt]+[Tab] task switcher to move between applications. If you select an application that's on a different desktop, the desktop switch occurs along with the animated transition.

Submitted by Jack Roudebush

**KCS BOARD MEETING MINUTES**

May 15, 2017

President Ruth Stephens called the meeting to order at 12 pm.

Present: Ruth Stephens, Cheryl Smith, Susan Evans, Myra Clodius, Chris Snow, Thelma Gurske-Taylor, Gwen Olsson, James Bromley, June Jones, Ed Evans, Don Brown, Jack Roudebush, Marjie Colio, Doug Stauner, and Al Valencia.

Minutes of the April 17 meeting were corrected: under New Business, Board Infrastructure, Marjie Colio stated she will work with Cheryl to provide support “in Membership while Cheryl is VP.” New Horizons, Tax Aide “program” donated laptop. Minutes were accepted by consensus.

The treasurer, Myra, reported \$2,890 in checking and \$16,529 in savings as of April 30. There is one outstanding check written to Jim Bybee for \$8.72. It was given to Abel, who mailed it to Mr. Bybee.

MEMBERSHIP: Cheryl reported that 36 attended the general meeting and membership currently is 184 as of May 1.

EDUCATION: Jack reported that there would be no lab at Mountain View Middle School (MVMS) in June.

SIG: Don reported that 9 attended the last Investment SIG.

Ruth reported that she and Pat Reese attended the Central Kitsap Community Council meeting on May 3. The subject of the new community center didn’t arise.

NEWSLETTER: Ruth and Beulah (BJ) Jones are taking lessons from Jack at MVMS. Chris wants to teach them to use Publisher.

Jack asked for June newsletter articles by May 24.

SUNSHINE: No cards were sent out since the last meeting.

NEW HORIZONS: Jim Bromley said he had received an email from Microsoft about registering for the Refurbisher program. He had received one desktop and one laptop. There are some applications on hand, but more are needed.

OLD BUSINESS: The 2017 audit passed in April, but it was not signed until today.

Ruth and Jim ran off 100 brochures which have been distributed.

It was agreed that a certificate of recognition be given to Abel Alvarez, our past president. A gift card was discussed,

but the precedent has been set that we do not give gift cards or money as tokens of appreciation.

NEW BUSINESS: Al Valencia and Mary Lou Sponsler were elected as new trustees at today’s General meeting.

Chris reported on the May 11 Strategic Planning meeting. She distributed a list of the SWOTs (strengths, weaknesses, opportunities, and threats) identified in the session.

Jim said he needs signatures on paperwork designating him as the New Horizons Official Refurbisher for Microsoft computers. The paperwork to be signed has not yet been received.

Chris’ motion that we continue to meet at Sheridan Park Community Center (SPCC) through December 2020 was seconded and adopted. The current 2-year Memorandum of Agreement with the City of Bremerton expires in September.

Ruth had sent trustees an email (attached to file copy of these minutes) listing projects suggested by Jeff, the Parks Director for KCS funding in lieu of room rent here at SPCC. Discussion was tabled til next month’s meeting due to lack of time today.

Chris’ motion that certificates of appreciation be prepared for departing trustees Pat Reese, Abel Alvarez, and Carol McLaren was seconded and approved.

Meeting adjourned at 1:10 pm.

Susan Evans, Secretary

May 25, 2017 – KCS BOARD MEETING – To Consider Two Motions

This meeting was held at Sheridan Park Community Center’s Conference Room at 10 am preceding the second Strategic Planning meeting, led by Chris Snow.

Present: Chris Snow, Susan Evans, Cheryl Smith, Mary Lou Sponsler, Myra Clodius, Jack Roudebush, Gwen Olsson, Ed Evans, James Bromley, Ruth Stephens, Don Brown, Al Valencia.

Chris moved to give certificates of appreciation to the retiring trustees, and to spend up to \$20 for these picture frames. Motion was seconded and adopted.

Jim Bromley’s motion that KCS become a recognized Microsoft Refurbisher was seconded and adopted. This was the end of this business session.

Susan Evans, Secretary