

## Upcoming February, 2017 Classes

See the ACL website [agecomputer.org](http://agecomputer.org) for complete class description and future classes.

[REGISTER ONLINE](#) (Classes will be cancelled 48 hours ahead if not enough enrollees.)

### **New PC Users – Writing your Memoirs – Genealogy Workflow – Protecting your Data**

#### Computer Basics (Fridays, February 3 at 10:00 a.m. – \$50)

This seminar is for people who have very limited knowledge about a computer or who might be interested in purchasing or using one. It offers participants hands-on training on using the keyboard and mouse. It will help students become comfortable working in the Windows environment and sharpen their mouse skills.

#### How to Write Your Memoir/Autobiography (Tuesday, February 14 at 1:00 p.m. – \$25)

This is a seminar for those who would like to write their (or someone else's) memoir, autobiography or a hybrid of the two and are not sure about how to start or what approach to take. The first hour will be about a suggested approach and methodology to use. The second hour will cover some features in Microsoft Word that will assist you with the layout.

#### Genealogy Workflow - Taming the Digital Tiger (Tuesday, February 21 at 10:00 a.m. – \$25)

Understanding and managing your digital process is important to a genealogy project's success. Taming the Digital Tiger seminar will help you learn to find, analyze, and file all those images and documents that are the sources of your genealogical evidence.

#### Data Backup and Recovery (Wednesday, February 22 at 10:00 a.m. – \$25)

Computer users, like you and I, get complacent when it comes to guarding against the sudden and unexpected loss of our computer with all of our precious pictures, valuable documents, tax records, etc. There are some simple solutions to minimize this tragedy that even the most non-technical among us can utilize that will lessen the stress of data loss.

### **Phone Usage & Apps – New iPhone Operating System**

#### Conquer Your Smartphone (Saturday, February 4 at 2:30 p.m. – Free)

Want to customize your smartphone? Download the hottest applications? Have a virtual encyclopedia at your fingertips? Or do you just want to make your life easier with a tap of your finger? Come to the Conquer Your Smartphone seminar! Remember to bring your smartphone and a cord to keep it charged.

#### iPhone OS 10 (Wednesday, February 8 at 10:00 a.m. – \$25)

Learn all about the changes and new features added to the latest update to the iPhone Operating System. Bring your questions and time permitting, as many as possible will be answered. Topics may be covered in a different order, depending on student requirements. The student should have their iPhone power/USB cord to use in class.

### **Using Google Photos – Posters & Collages Software – Photo Editing**

#### Google Photos and Storage (Monday, February 13 at 10:00 a.m. – \$25)

This is a beginning/intermediate class on learning to work with Google Photos for storage and other fun and useful features. We will start with the basics by taking a photo with our phone, uploading it, syncing it and starting our storage on the google cloud site. The storage is free for photos up to 16M, so we have a lot of space to practice.

#### Posters and Collages (Wednesday, February 15 at 1:00 p.m. – \$25)

After discussing the pros and cons of available Poster and Collage software, we will make a collage using design principles, appropriate fonts, grouping and saving to print. Easy to use software will be available for us to practice our new techniques. You need to bring and know how to use a flashdrive with your photos on it, be able to open/close files, and use a PC mouse.

#### Photo Editing with a Graphic Tablet & Pen (Deal of the Month – Monday, February 20 at 10:00 a.m. - \$10)

If you've never heard of a graphic tablet, or have never used one, this is a class for you. We'll discuss the benefits of graphic table editing using a Wacom Intuos tablet and discuss various ways to set it up to be a really efficient editing tool for photo post processing. The class will be primarily lecture with a chance to briefly try out the Wacom pen tablet.

### **Using Social Media – The Internet & Security**

#### What's the Buzz About Social Media (Wednesday, February 15 at 10:00 a.m. – \$25)

Do you often listen to your friends or grandkids talk about Twitter or Instagram, or other sites? This introductory seminar will give you an overview of several different social media sites. It will cover what they are, who uses them, why you might want to set up an account, etc. The class will also cover how to set up an account and customize your privacy settings.

#### Keeping it Safe Online (Thursday, February 16 at 10:00 a.m. - \$25)

There are reports constantly in the news of people and businesses getting "hacked." That is, having their accounts or their computers compromised, and sometimes even losing their information. We will go over ways to strengthen the security on your computer, cell phones and tables to protect your information from being lost.