REENTRY PACKET

Your Customized Guide to Support your Successful Transition

FairShake
REENTRY RESOURCE CENTER

National Web-based Reentry Resource Center

www.fairshake.net

This Reentry Packet has been customized for: Carter

Table of Contents

Website

General Support Pages

Resource Directory

Mini Computer Guide

Keyboard Shortcuts - Usually the same on all computers... Macs have slight differences

Windows	Mac OS	Linux	Action
Ctrl + A	⌘ + A	Ctrl + A	Select all content
Ctrl + B	⌘ + B	Ctrl + B	Bold selected text
Ctrl + C	⌘ + C	Ctrl + C	Copy file or selected content
Ctrl + I	⌘ + I	Ctrl + I	Italicize selected text
Ctrl + P	⌘ + P	Ctrl + P	Print document
Ctrl + S	⌘ + S	Ctrl + S	Save current page or work
Ctrl + U	⌘ + I	Ctrl + U	Underline
Ctrl + V	⌘ + V	Ctrl + V	Paste file or content
Ctrl + X	⌘ + X	Ctrl + X	Cut file or content
Ctrl + Y	Shift + ⌘ + Y	Ctrl + Y	Redo, If you did an undo
Ctrl + Z	⌘ + Z	Ctrl + Z	Undo last action, can be done many times
Alt + Tab	⌘ + Tab	Alt + Tab	Shuffle through open programs
Tab	Tab	Tab	Use Tab as a quick way to move around forms
Shift + F3	⌥ + ⌘ + C	Shift + F3	Change selected text to all capital letters, first letter capital or all lowercase.

Email Warnings

1. Beware of SCAMS. Advice on Scams: Scambusters http://www.scambusters.com/ gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The Office of Fair Trading describes SCAMS as:
Scheming **C**rafty **A**ggressive **M**alicious

Their advice is that "If it looks too good to be true it probably is!"
1. Nigerian "419" email fraud: These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get their money out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held for ransom is a further threat.
2. Lotteries and Prize Draws: You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. Phishing: Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

For more Fair Shake computer guides, tutorials and short-cuts visit our New To Computers page at:

www.fairshake.net/new-to-computers

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Useful Icons

New – Create a new document like a blank sheet of paper.

Open – Open a saved project - something you already worked on.

Save – Save your progress on this project. We recommend you often save.

New
Write
New / Write – This is the button you use to start a new message. When you arrive in your email you are in the reading portion, use this button if you would like to create a new email.

Print – Start printing your document on the default printer.

Print Preview – View what your document will look like on paper and also view more printing options.

Cut – Remove selected object or text from the document and keep it ready to paste somewhere.

Copy – Copy selected object or text and keep it ready to paste somewhere.

Paste – Paste the most recent cut or copied object/text.

Copy Formatting – Highlight object or text with a desired format and click this button, then highlight some other object or text you want the format copied to.

Undo – Undo the previous action. This can usually be done a few times.

Redo – Redo action previously undone. This can be done as many times as you used the Undo feature.

Insert Hyperlink – Add a link to your document that will open in an internet browser. Be ready with the address (http://www.address.com), highlight what you want to link and press the button. Insert the link and click *ok* or *apply*.

First Line Indent – Location to indent the first line within a paragraph.

Hanging Indent – Location to indent all lines within a paragraph after the first line while leaving the first line unaffected.

Spell Check – Check the document for spelling errors. If there is more than one button then you can use the second one to turn on / off the red line under misspelled words.

Attach Files - Sometimes you want to send another document or photo along with your message. Do this by clicking the attachment button and finding the file/image.

Line Spacing – Increase or decrease the amount of space between lines.

Normal
Common style type – You can set common style types that you like and then add them to any selected text by choosing them from the drop down menu. Default/Normal would be common paragraph formatting while Heading1 or Heading2 might introduce sections or important paragraphs as their titles.

Arial
Font – Fonts change the way your letters look. There are hundreds of fonts, most people choose from one of the fonts displayed in these icons because they are professional and are easy to read.

12
Text Size – By selecting text and choosing a number within this list you can make your text larger or smaller.

Left Alignment – Pushes all your lines of text as left as they will go.

Center Alignment – Puts the text within a line in the absolute middle.

Right Alignment – Pushes all your lines of text as right as they will go.

Justified Alignment – Spaces all the words within a line to fill the whole line.

Numbered List – Start a list or turn selected text into a list. When you press the enter / return key a number will appear in front of the next list item.

Bulleted List – Start a list or turn selected text into a list. When you press the enter/return key a number will appear in front of the next list item.

B **Bold** – Use the style **Bold**

I **Italics** – Use the style *Italics*

U **Underline** – Use the style Underline

You can combine any or all of these styles.

Decrease Indent – Pull selected paragraph to the left.

Increase Indent – Push selected paragraph to the right.

A
(in color)
Text Color – Change the color of selected text or text you are about to type.

A
(in color)
Hightlight Color – Change the color behind the selected text or text you are about to type.

Find / Search - Use key words from within the subject or body of an email to find emails within your folders quickly. When you search you will get a list of emails that all contain the word(s) you entered.

Add Photo / Image - Add an image to your message. Click the button and then locate your image.

HOUSING

Like the Fair Shake Find A Job page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the Resource Directory and in Reentry Guides section below the Search Box.

Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.

2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

Homeless Shelters and Service Organizations:

National list of homeless shelters and other services homelessshelterdirectory.org/

Find the Housing Authority Near You! A nearly-complete list. Some others are

located on the Fair Shake website under State and Local Reentry Guides.
https://www.hud.gov/program_offices/public_indian_housing/pha/contacts

Section 8: Frequently Asked Questions

What is Section 8 Housing?
The actual name of the program commonly known as "Section 8″ is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.

How do I apply for Section 8 housing?
Contact your local Public Housing Authority.

For further assistance, contact the Housing and Urban Development office nearest you.

Does my criminal record ban me from public housing?
There are only 2 convictions for which a PHA must prohibit admission:
- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.

Fair Shake Technology Tools

Do you need to learn to use a computer? How to navigate websites? Or just brush up on your skills?

Check out our Computer Basics tutorial!

We cover these topics:
- Mouse
- Keyboard
- Hardware
- Computers and Your Health
- Desktop Environment

And you will learn these skills:
- Mouse Articulation
- Keyboard Hand Placement
- Creating Files and Folders
- Storing Data
- Healthy Computer Use
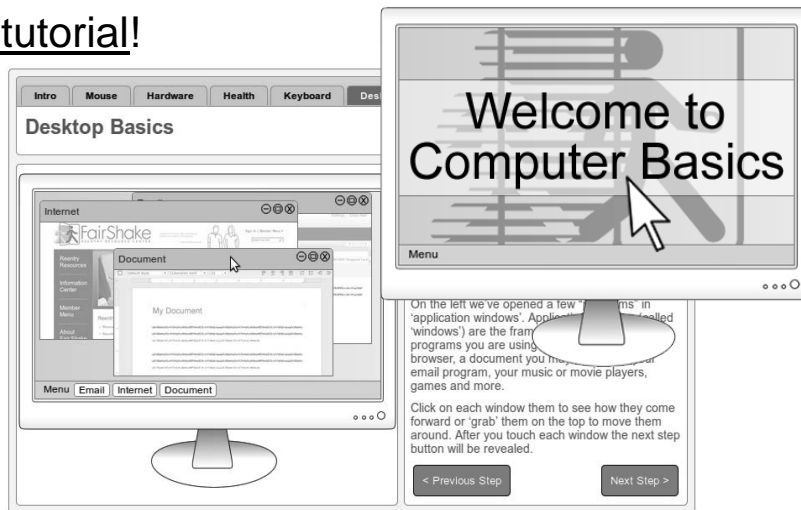
Ready to expand on the basics? We offer more information in these areas:

Using computers: Desktop, Program Menus, Recycle/Trash, Keyboard Short Cuts and Printer information.
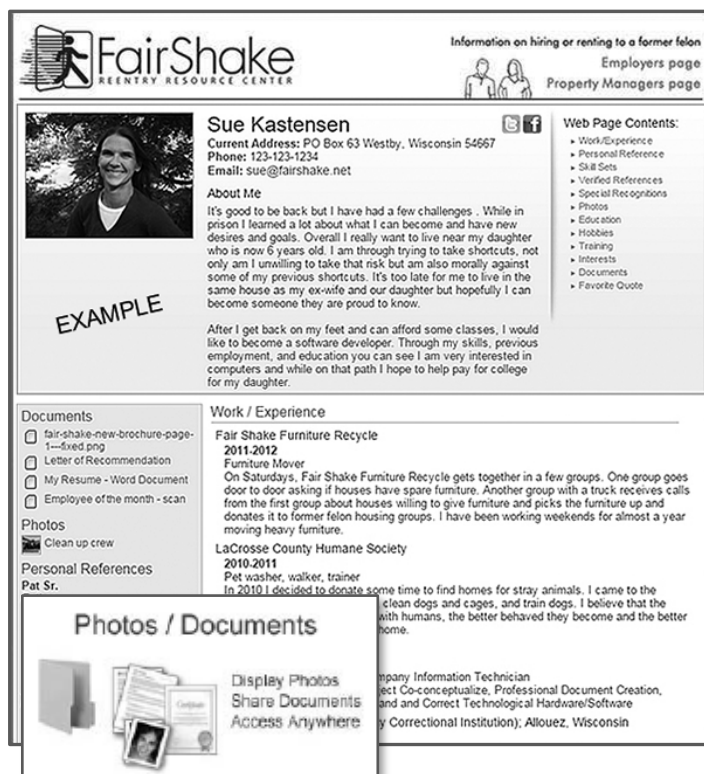
Internet / Storage:

Internet: Web Browsers, Internet Connection, Fair Shake Technical Tools
Storage: Hard Drive, Internet Storage, Flash Drive

Software: Software, Word Processor Programs (to write documents), Spreadsheet Editors (for making a calendar, schedule, budget), In The Cloud Programs, Email Software (including our Shake web mail)

Be Careful: Save Your Work, Internet, Downloading, Updating and Uploading

FREE Personal Web Page!

Personal Web Page: Your Personal Web Page is a comfortable environment to disclose the information you would like to share with people you permit to visit. Here you can introduce yourself, list your skills, your education and work history, show your photograph, link to your documents and provide relevant and important information not requested in many job applications.

✔ Members differentiate themselves from other applicants!

✔ Members share information easily. No need to carry documents; they can be located, downloaded and/or printed from the page.

✔ Shows dedication to reentry success and provides a place to demonstrate interest in taking a proactive approach by sharing skills, character traits, and intentions.

WHERE CAN WE LEARN HOW TO DRIVE A CELL PHONE?!

wikiHow

🔍 Search: How to Use a Cell Phone

Don't fall in the "Rabbit Hole". Use the search bar!

Search this site 🔍

I ENJOYED THAT ARTICLE THANKS FOR SENDING

waitbutwhy.com

(When we write in ALL CAPS)
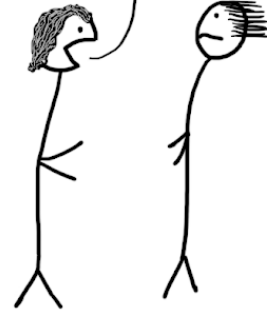
Looking for Guidance? How-To videos?
You might want to check out
SUPREME GURU TECH
www.youtube.com/c/SupremeGuru/videos

How-To Mania! She'll help you add apps of all kinds! Delete apps of all kinds! iPhone and Android! Plus how to email, change font size, find music, tips and tricks & lots more.

FAIR SHAKE ON YOUR PHONE
It's an application, but it's not an APP (That's right…you get info while we don't take your iinfo! ~ :)

Search for Fair Shake

www.fairshake.net

①

SEARCH

FairShake
.net

Zoom In

②

Search Through Fair Shake

③

④

Discover Resources & Information!

FairShake
REENTRY RESOURCE CENTER

Sign In | Member Menu ▾

Reentry Resources
Information Center
Member Menu
About Fair Shake

Are you ready to get a Fair Shake?
START HERE!

Please print our
Quick Start Guide
to help you find everything we offer

Fair Shake Reentry Tool Kit
Resource Directory
Reentry Packet
Ownership Manual

For Formerly and Currently Incarcerated People
For Family and Friends
For Property Managers
For Employers

Sign In | Member Menu ▾

search our site...

Search
State:
City or Zip Code:
Within: 5 Miles ▾

Search Resources   Reset

Clothing - Interview and Career Clothing
5580 Peterson Lane, Suite 155
Dallas, Texas 75240
972.392.9770
The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

https://dallas.dressforsuccess.org/

Employment - Temporary Staffing Agency
14850 Quorum Drive
Suite 325
Dallas, TX 75254
972.661.1616
http://www.pridestaffing.com

Reentry Resource - Multiple Resources Available
211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.
https://www.211texas.org/

Reentry Resource - Multiple Resources Available
1818 Corsicana Street
Dallas, Texas 75201
Transitional Housing, Emergency Night Shelter, Meals, Healthcare, Recovery, Employment &amp; Income Services, Laundry Services, Barbershop + Hair Salon, Dog Kennel, Educational + Recreational Activities, Personal Hygiene, Storage, Library + Computer Lab
https://www.bridgehrc.org/

Clothing - Thrift Store
13331 Preston Road, Suite 1094
Dallas, TX 75240
Mailing Address:
P.O. Box 702107
Dallas, TX 75370
972.392.9770
972.392.9075
dallas@dressforsuccess.org
http://www.dressforsuccess.org/affiliate.aspx?sisid=112&pageid=1

Reentry Resource - Multiple Resources Available
Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.
https://www.findhelp.org/find-social-services/texas

Reentry Resource - Multiple Resources Available
1610 S. Malcolm X Blvd. I
Dallas, TX I 75226
Mail: PO Box 140024, Dallas, TX 75214
(214) 823-8710

https://www.citysquare.org/