Easy Reads on how to use the computer and software

We are using easy words and pictures in this accessible information

easy read

Acknowledgements

Some photos used in this document are from Photosymbols.com and Facebook

Contents

The Shalom Network

Contents

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How to set up the laptop computer

1 To set up the laptop you will need the charging cable and plug.

2 Put the plug in the plug socket.
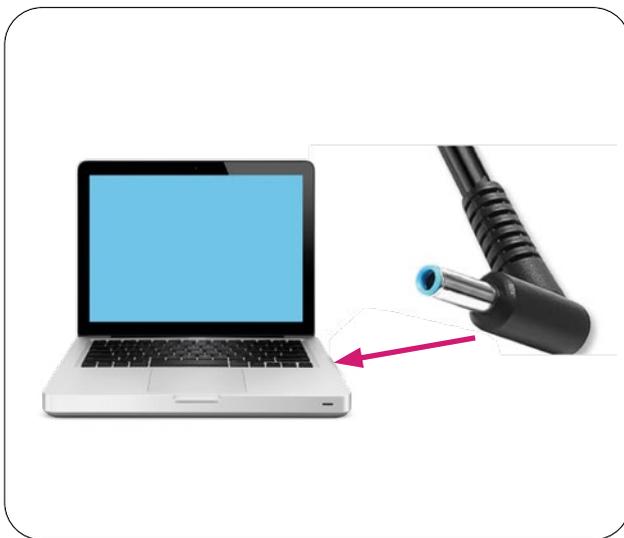
3 Put the charging cable socket into the laptop.
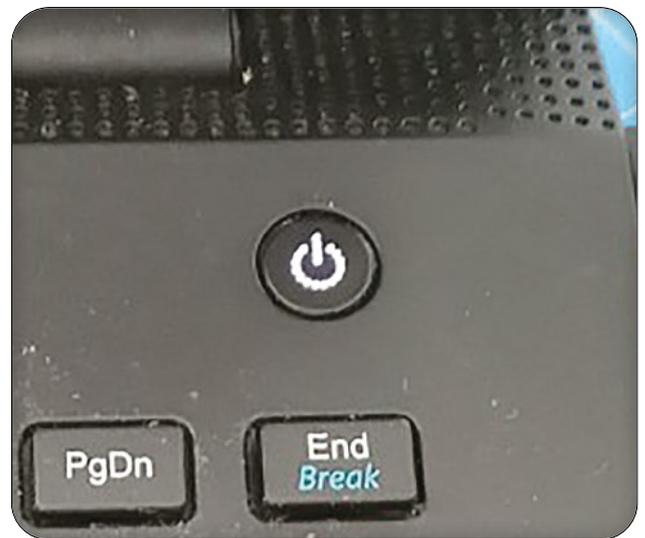
4 Press the on/off button to start the computer.

5 Let the laptop warm up and start.
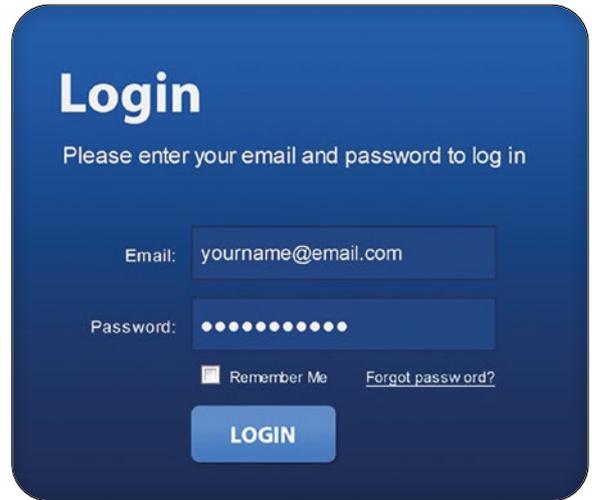
6 Login with the password for the laptop.

7 If needed, plug in the keyboard/ mouse/monitor, screen/ webcam.
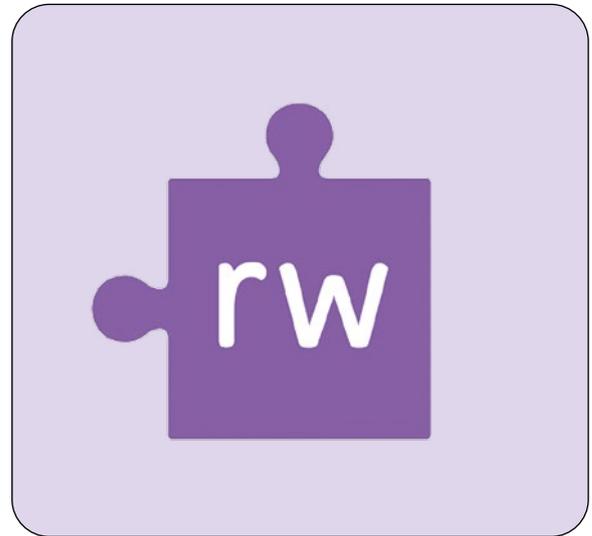
8 Open up the Read and Write app.

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How to close and shutdown the laptop
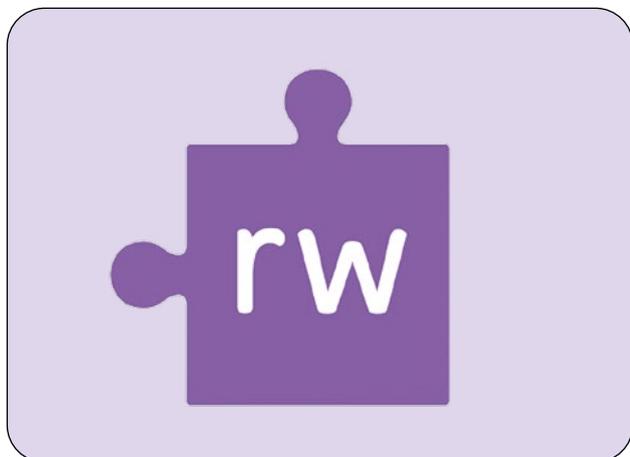
1 Press the X to close the Read and Write tool bar.
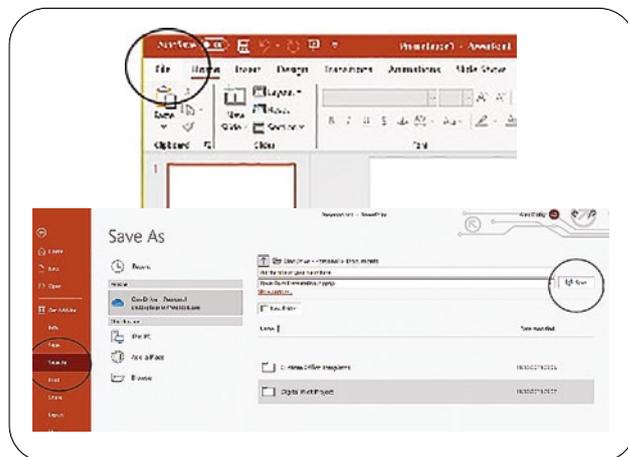
2 Save the work you have been doing.

3 Close the files, apps and pages you are working in.
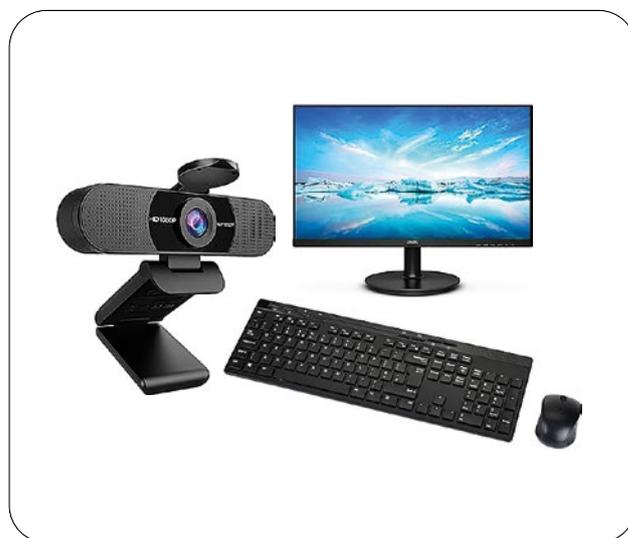
4 Unplug all the items that are plugged into the laptop.
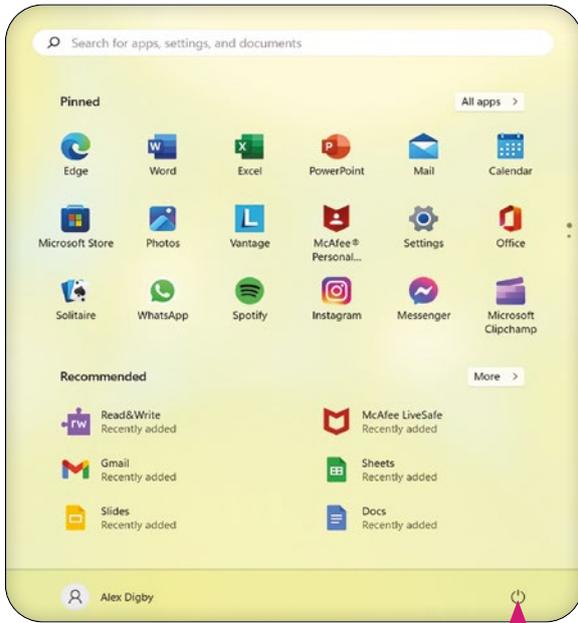
5 Press the Power button – where the arrow is pointing to.
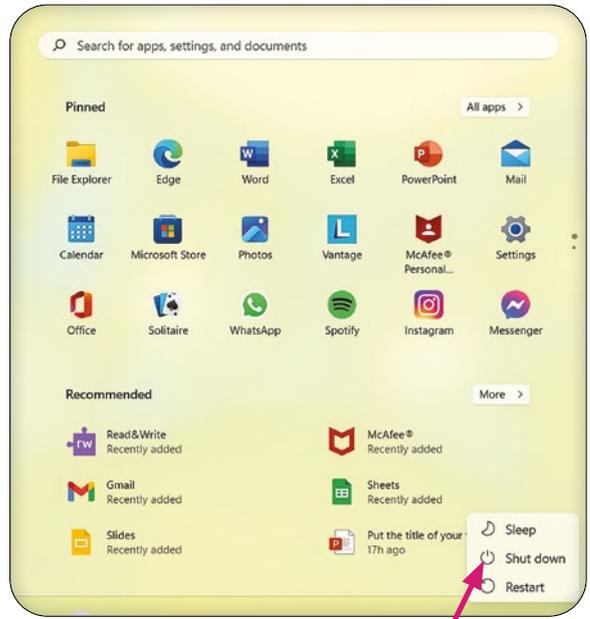
6 Choose the option – Shutdown.

7 Once the computer has shutdown close the laptop up.
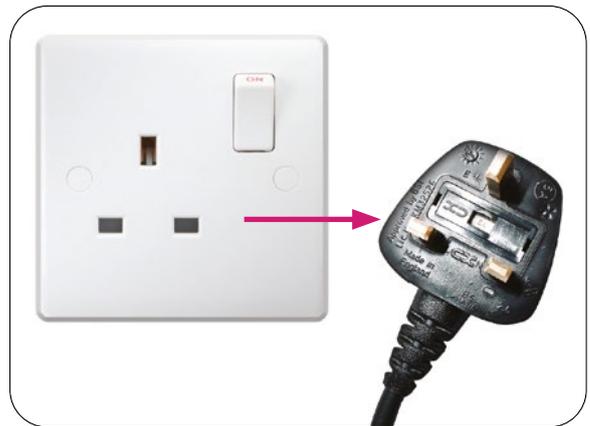
8 Take the plug out of the socket.

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How to use a Computer Mouse

1 This is a Bluetooth wireless computer mouse. It has no wire to attach to the laptop computer.

2 Turn it over and take off the back slide cover off.

USB Stick is in here

3 You will find the battery compartment in here and also the USB stick.

4 Remove the USB stick and put the slide cover back on.

5 Put the USB stick into the USB connector that is attached to the laptop computer.

Scroll Wheel

Right Mouse button

Left Mouse Button

Palm Rest

How to create a Folder
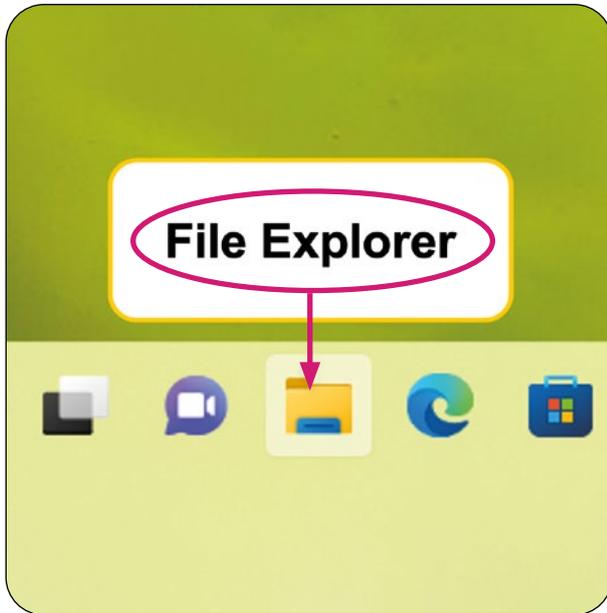
1 Left click on the File Explorer icon.
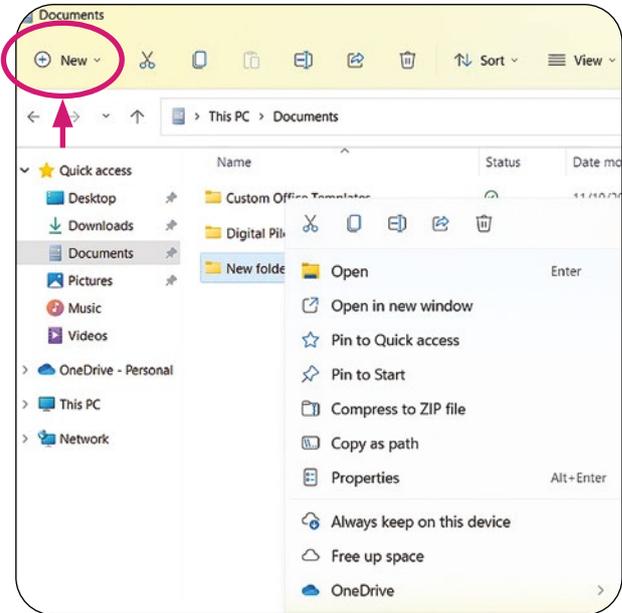
2 Click on the + New button at the top.
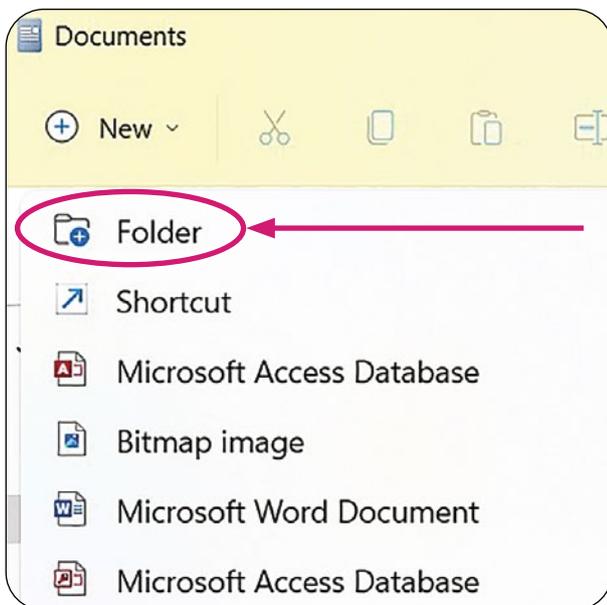
3 In the drop-down tab click on Folder.
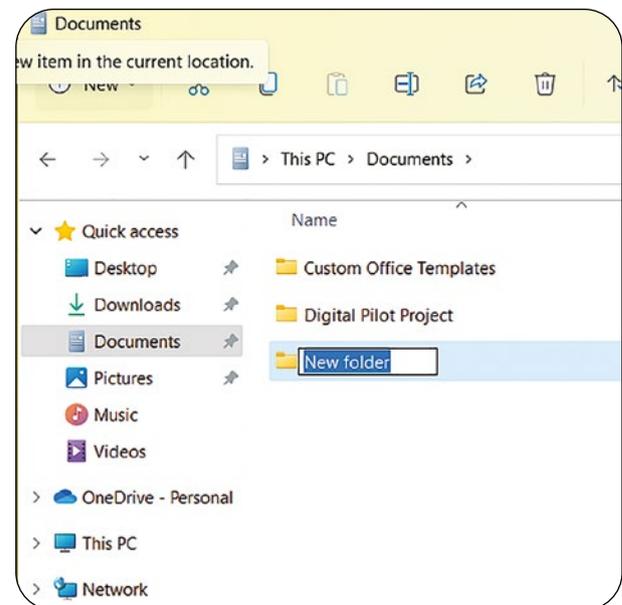
4 Carefully delete the blue line.
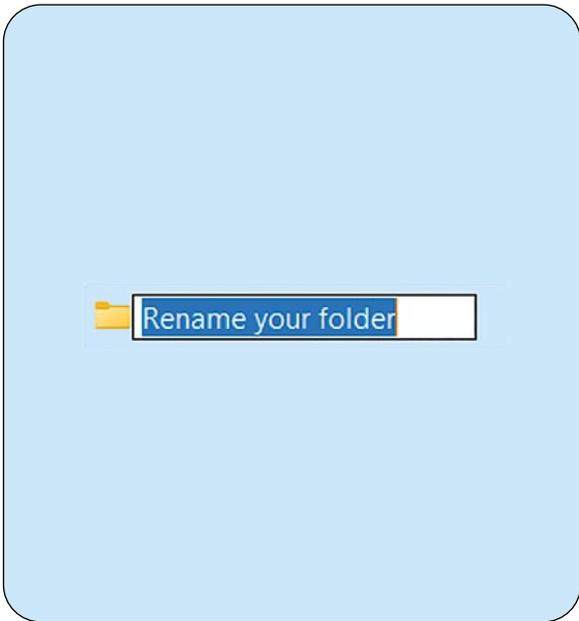
5 Rename your Folder to a name of your choice.
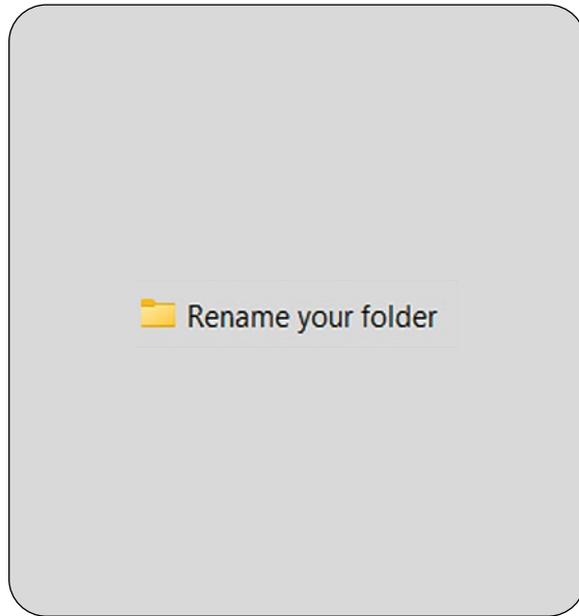
6 Then your Folder will save with its new name.
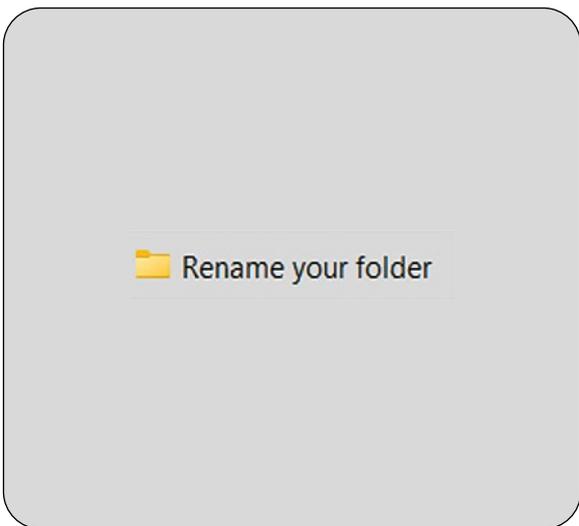
7 Your Folder is now ready to open.
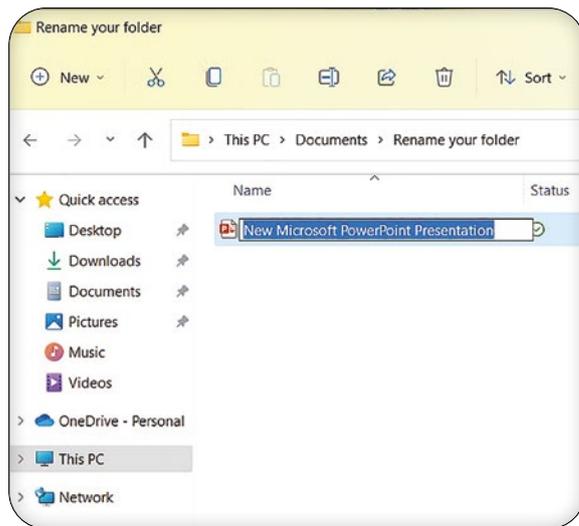
8 You will be able to save lots of files in your new folder.

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How to open a new Gmail account

1 Open up Google on the internet.
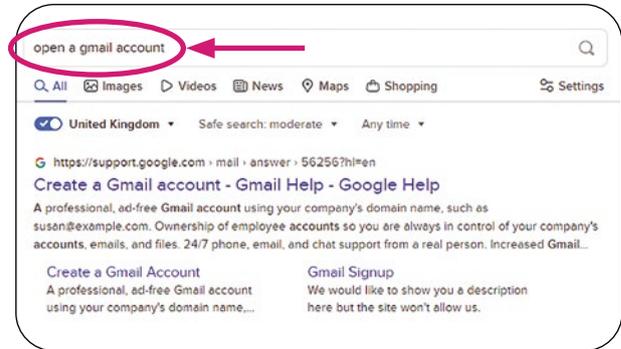
2 In the search bar, type in 'open a Gmail account'.
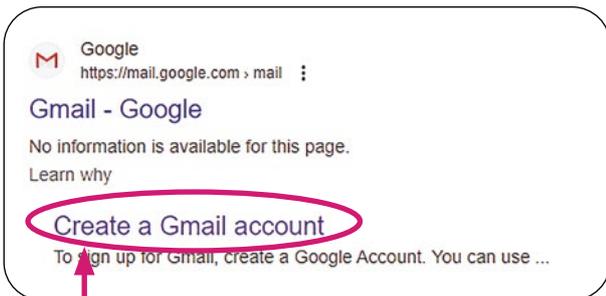
3 Click on the option – Create your own Gmail account.
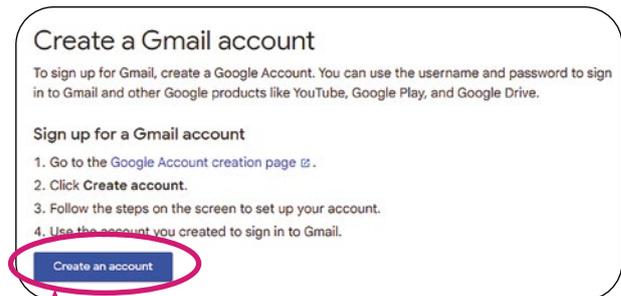
4 Click on – Create an account.

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Google

Choose your Gmail address

Pick a Gmail address or create your own

○ perkypinky7@gmail.com

○ pperky236@gmail.com

◉ Create your own Gmail address

Create a Gmail address
1 →di23   @gmail.com

⊗ That username is taken. Try another.

Use your existing email   **2** → **Next**
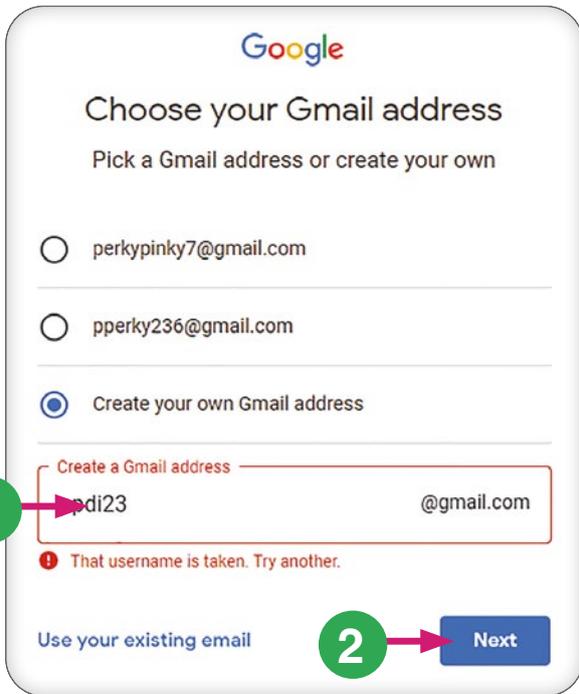
1 You may find the email address is already taken, so you will need to change it a little, until it accepts it.

Google

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password ← **1**

Confirm ← **2**

☑ Show password

3 → **Next**
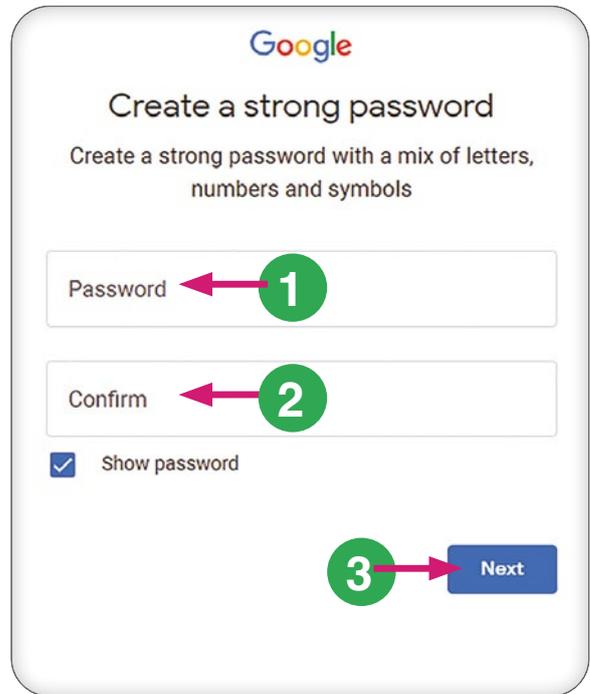
2 Create a strong password that you will remember. You will need to confirm that password.

Google

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password
••••••••••••

Confirm
••••••••••••

☐ Show password
1

2 → **Next**
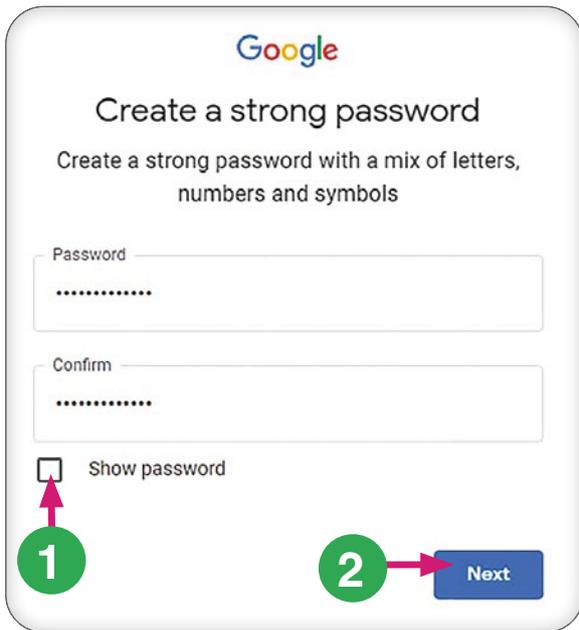
3 Once you put your password in it will look like this.
You can check the password by clicking the show password box. Click next.

Google

Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

Recovery email address
chvtdigitalpilot@gmail.com ← **1**

Next   Skip
2
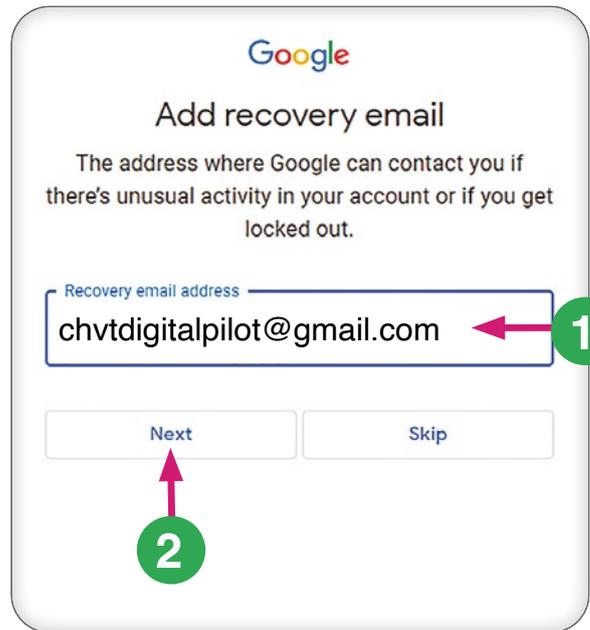
4 Type in another email address to act as a recovery email, incase you cannot get into your email account. Click Next.

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1 Add the mobile number and then press Next.

2 Check the email address and phone number then click Next.

3 Choose the option for Manual then press Next.

4 Choose one of the above options.

Google

For YouTube homepage recommendations, save your YouTube History

Step 2 of 4

Choose whether to save YouTube History

○ Keep until I delete manually

○ Keep activity for 36 months
and manually delete any time

⦿ Don't save YouTube History in my account

What data is used

YouTube History saves the videos you watch and the things you search for when you use YouTube.

How we use this data

When this setting is on, YouTube History saved in your account may be used in any Google service where you're

1 Choose one of the above options.

Google

For more tailored ads, turn on personalized ads

Step 3 of 4

Choose whether to turn on personalized ads

○ Show me personalized ads
Tailors the ads you see based on your activity and other data, and lets you block advertisers or ad topics you're not interested in

○ Show me generic ads
You'll still see ads, but they may be less useful, because they'll be based on general factors like the time of day, general location, and content of the page you're looking at

What data is used

We'll tailor ads based on your activity on Google services, such as your queries on Google Search, videos you watch on YouTube, apps you install on your Android device, ads or content you interact with, and associated information like your location. We use information you have provided in your Google Account, such as your age and gender. We'll also use your activity on other sites and apps that use our advertising services.

2 Choose one of the above options.

Google

Get occasional privacy reminders

Step 4 of 4

Choose whether you want occasional reminders to take a Privacy Checkup and review key privacy settings
- Choose the types of data we save
- Update what you share with friends or make public
- Adjust the types of ads you'd like to see

☐ Privacy reminders
Get occasional email reminders about these settings

1

You can change your settings anytime at account.google.com

2

Back   Next

3 Choose whether you want occasional privacy reminders. Check the box if you do. Click Next.

Google

Confirm your settings

You can change your settings anytime in your Google Account

✓ Web & App Activity
This setting will be on

⊖ YouTube History
This setting will be off

✓ Personalized ads
This setting will be on

✓ Privacy reminders
Occasional email reminders are set

About cookies and similar technologies

We rely on cookies and similar technologies ("cookies") to remember your settings and other preferences across your signed-in devices. We also use cookies to collect data so

4 Confirm your settings. The confirm button is right at the bottom.

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How to use a Gmail email account

1 Left click on compose to open up a new email.

2 This box will then appear. You can make it bigger by pressing the double arrow symbol in the top right corner.
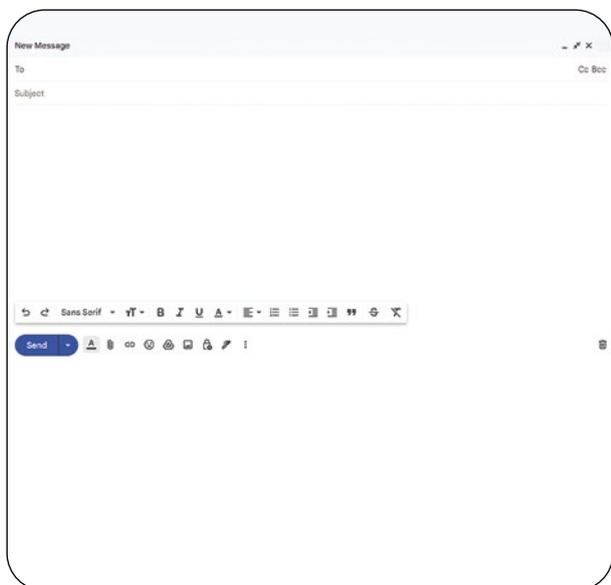
3 It will then fill the screen more and is easier to work in.
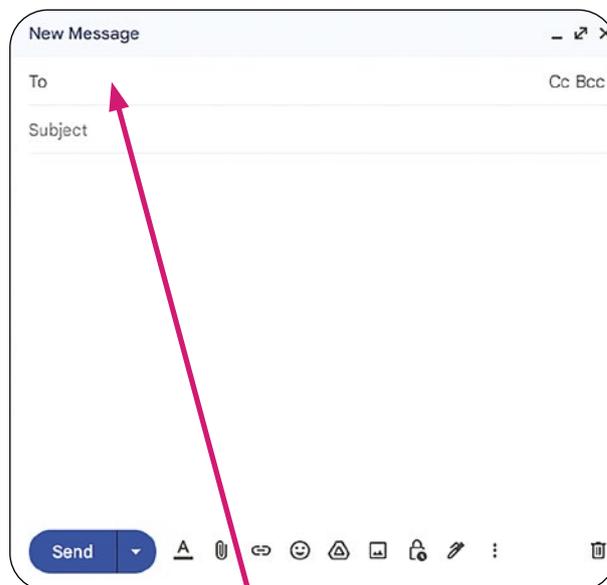
4 Put the persons email address in that you want to send the email to.
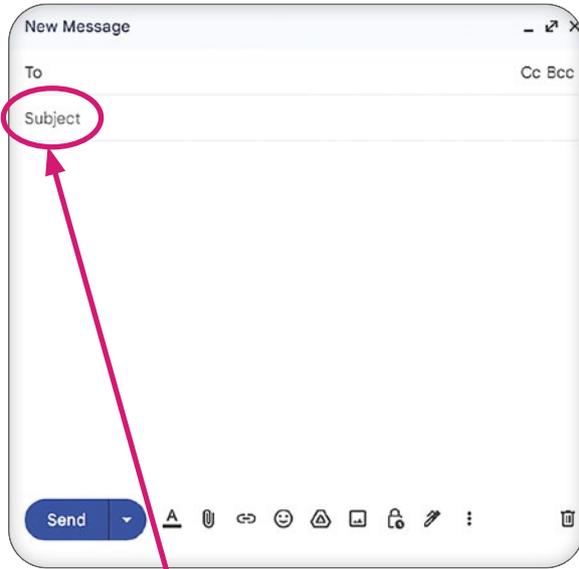
5 Write a subject title for the email. Something that says what the email is about.
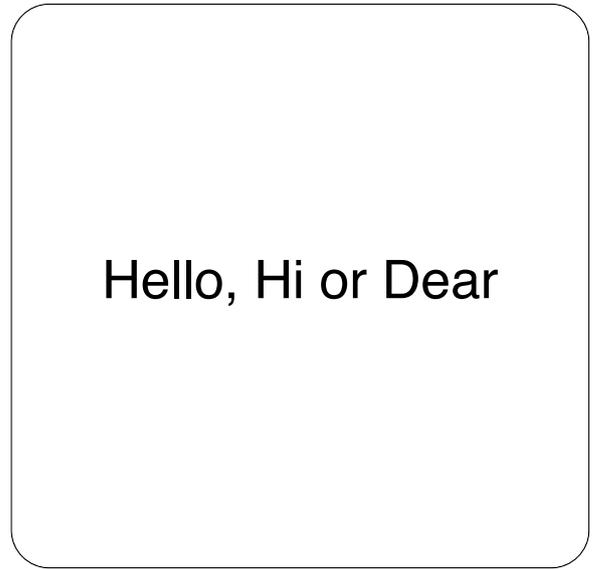
Hello, Hi or Dear

6 Start by saying Hello, Hi or Dear.
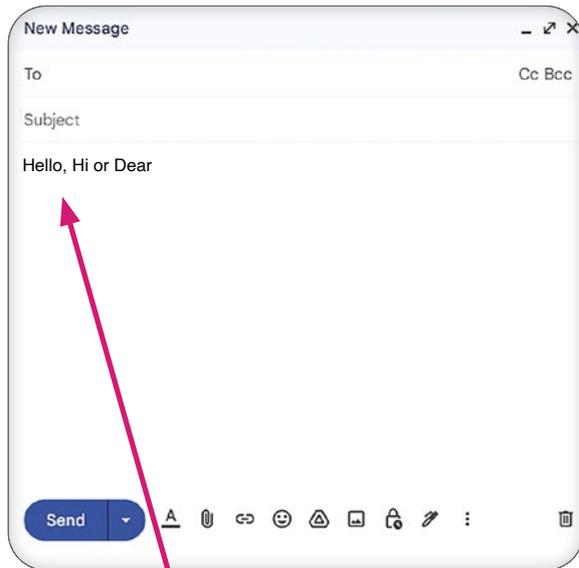
7 Write your email. What you want to say to the person you are sending it to.
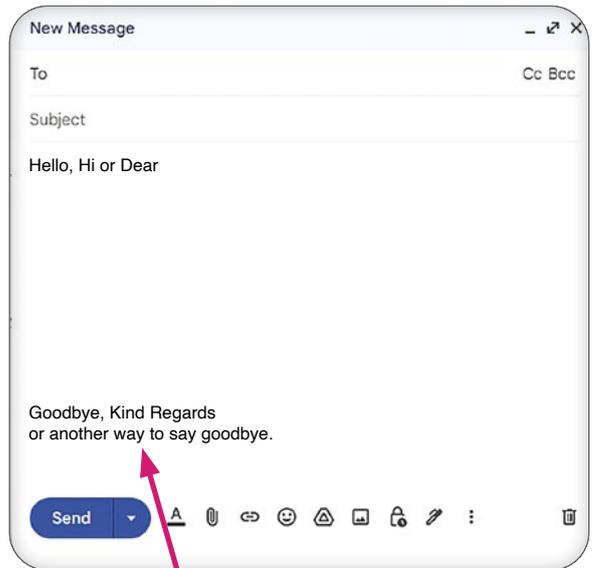
8 Finish your email by saying Goodbye, Kind Regards or another way you say goodbye. And put your name last.

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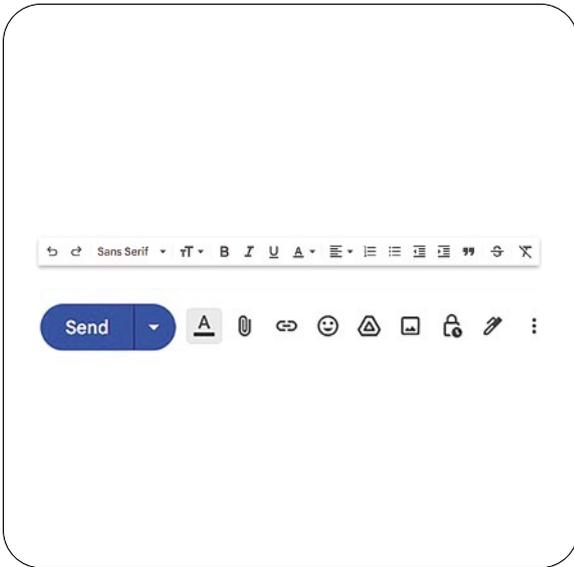
9 The bars at the bottom of the email, give you choices to change things like text size, font, attaching files to the email etc.
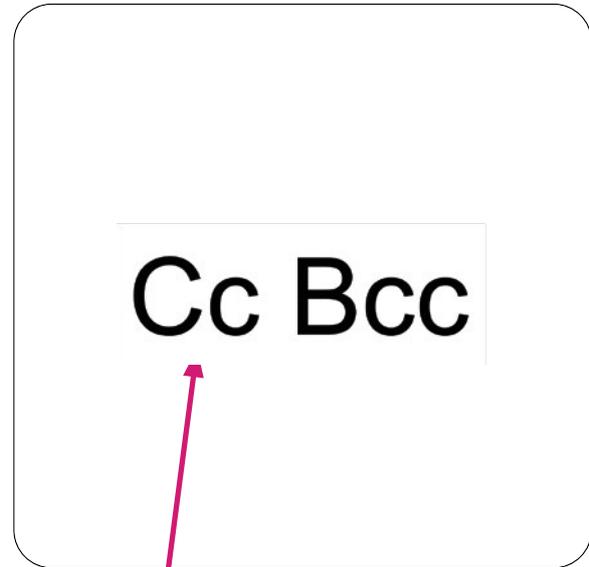
10 The Cc means you can copy someone else into the email. The person receiving the email will know the other person has had the same email.
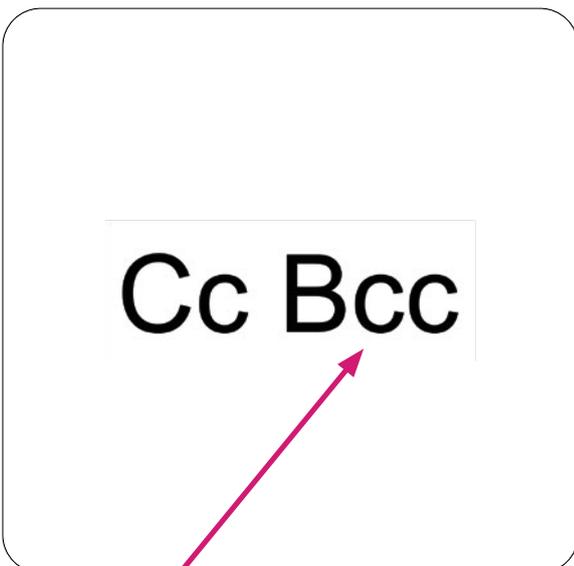
11 The Bcc means you can also send the email to some else who cannot be seen by the person receiving the email.
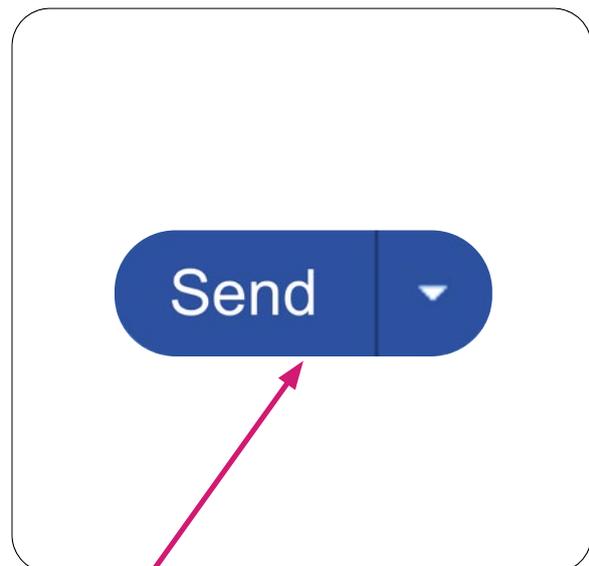
12 When you have finished the email and everything is done. Press the send button.
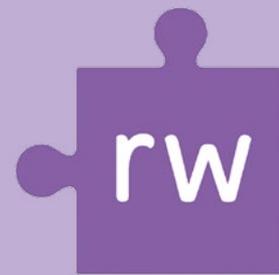
Read and Write Toolbar

This can sit across the screen or down the side - move with the 4 way arrow on the left hand side.

Read the document

Pause

Check it

Predict

Screen shot Reader

Screen Masking

Read in PDF

Scan

Vocabulary List

Move back or go forward

Stop

Similar word

Dictionary

Dictation

Highlighters

Translator

Voice Note

Audio Maker

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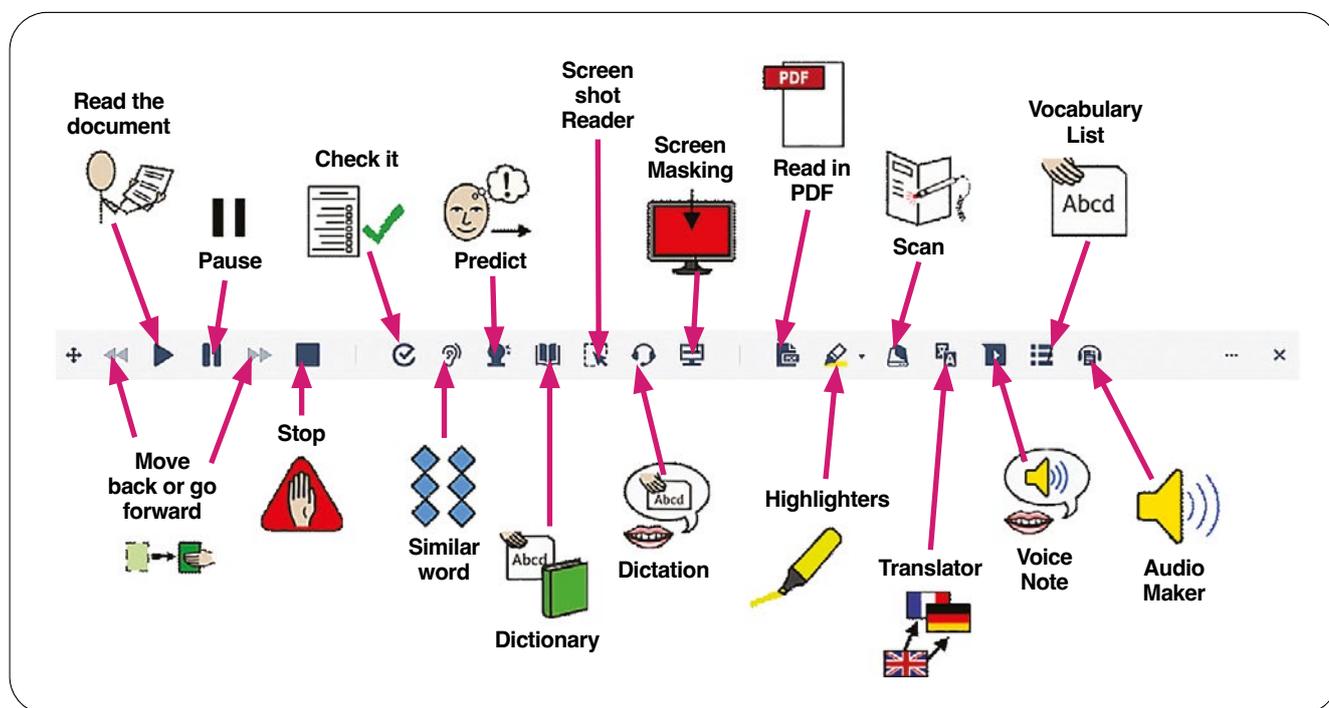
Vertical Read and Write Toolbar

This down arrow head when clicked, shows up more options to choose from.
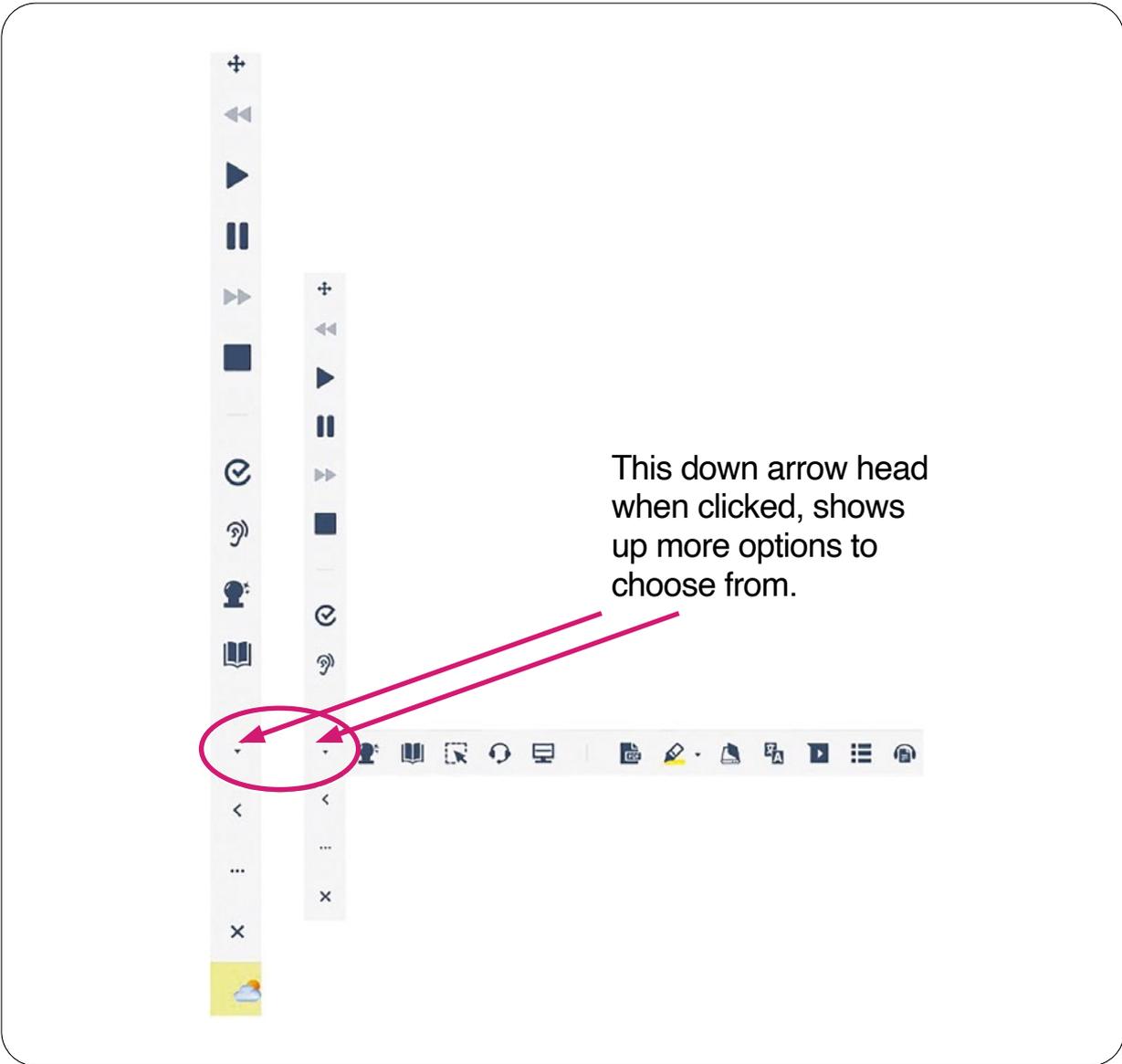
Android Phone Security Settings

1 This is the Settings app icon.
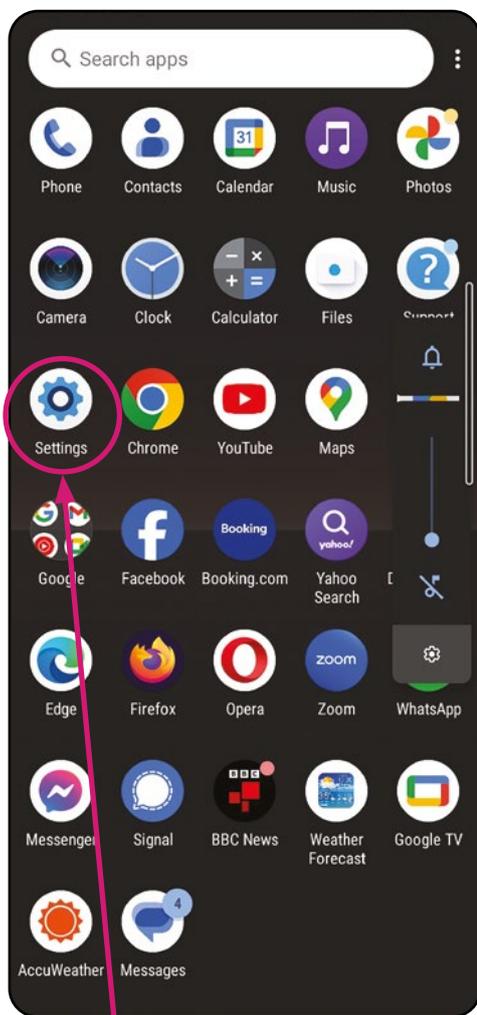
2 Find the Setting app icon on your phone screen.
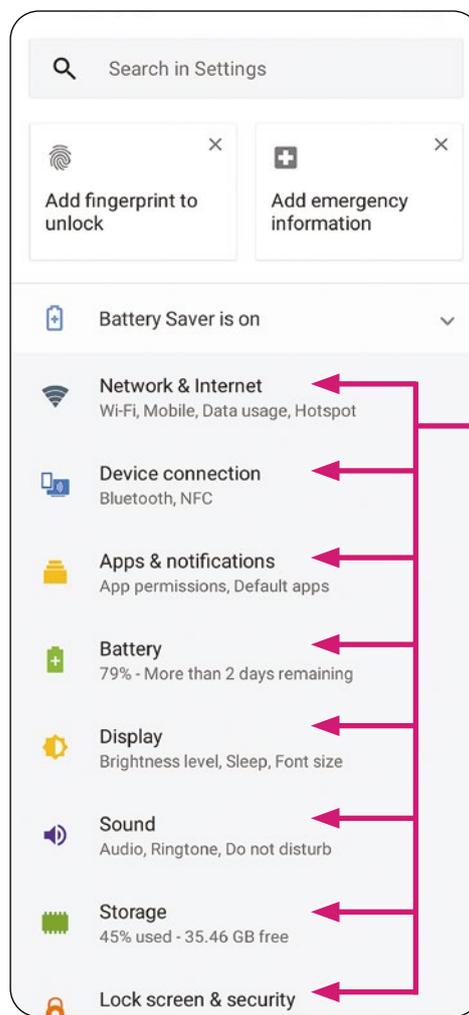
3 You will find lots of different things in Settings.

4 Scroll down to find the rest of the options.

5 You will need to go through each item to choose the most secure option.

6 App Permissions. This is where you can give your consent or not for apps to talk to each other.
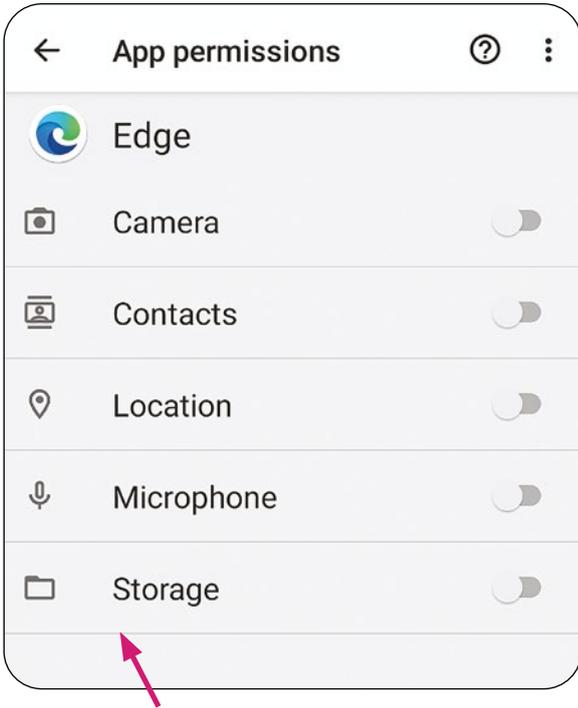
7 **It is wise to have these turned OFF unless absolutely needed to work another essential app.**

8 **It is wise to limit the amount of access that you give to your location, camera, microphone and contacts etc.**
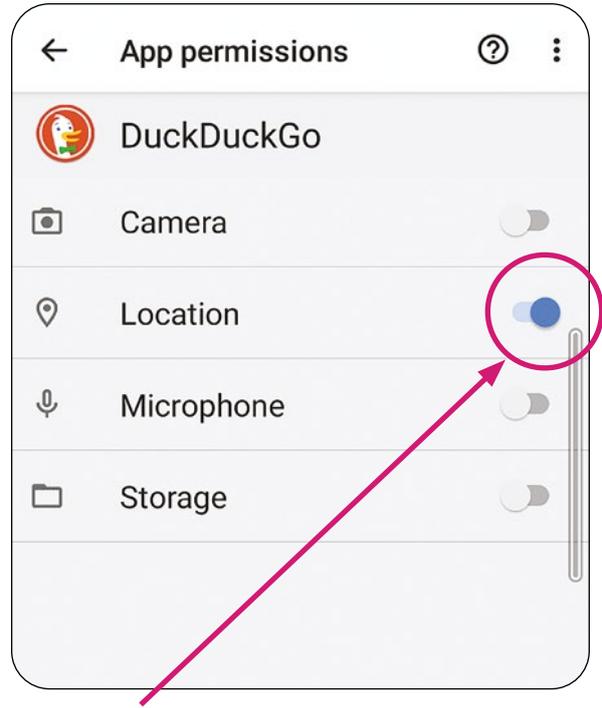
9 When the setting is turned on it is **blue**.

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← Lock screen & security 🔍

Security status

🛡️ Google Play Protect
Apps scanned yesterday at 17:45

🔋 Security update
5 January 2022

📍 Find My Device
On

11 **You will need to look at an area one at a time and choose whether they are to be ON or OFF.**

Device security

Screen lock
PIN ⚙️

Lock screen preferences
Hide sensitive content

Fingerprint Manager
Fingerprint unlock not activated

Smart Lock

Privacy

Location
On

Show passwords
Display characters briefly as you type ●

Advanced
Device admin apps, SIM card lock, Encryption &..

10 **Lock Screen and Security. This is where you can give your consent or not for different things to be ON or OFF.**

← App info 🔍 ⋮

f Facebook
Installed

DISABLE   FORCE STOP

Notifications
On

Permission
No permissions granted

Storage
331 MB used in internal storage

12 Scroll down for more areas that need to be made secure.

13 **It is wise to have really strong security on your Facebook settings.**

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Accessibility

← Accessibility   🔍

Volume key shortcut
No services installed

Screen readers

Text-to-speech output

Display

Font size
Largest

Display size
Default

Magnification
Magnify with button & triple-tap

Large mouse cursor

Remove animations
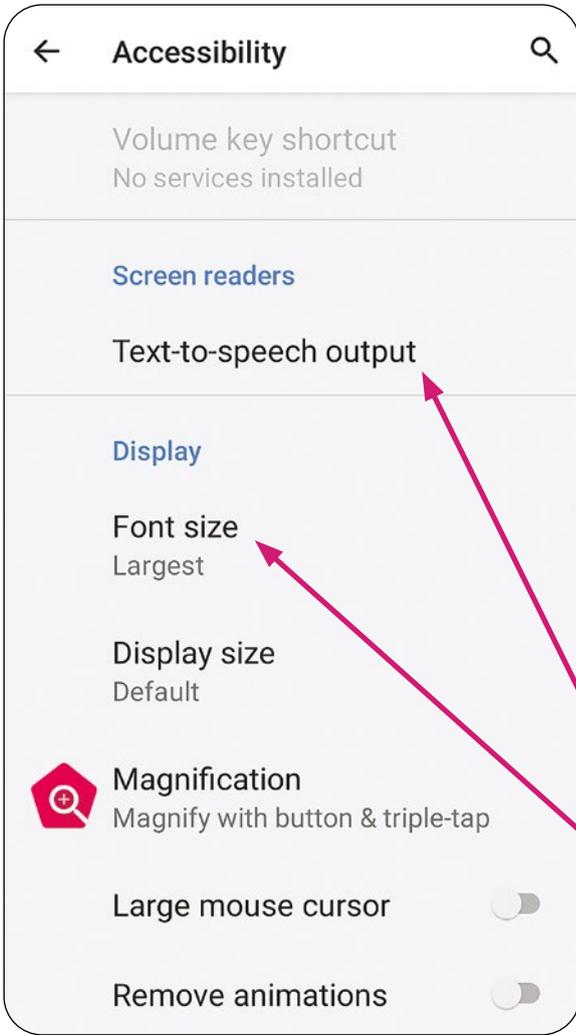
14 The Accessibility section in the Settings is useful.

← Accessibility   🔍

Interaction controls

Click after mouse pointer stops moving
Off

Power button ends call

Auto-rotate screen

Touch & hold delay
Short

Vibration
On
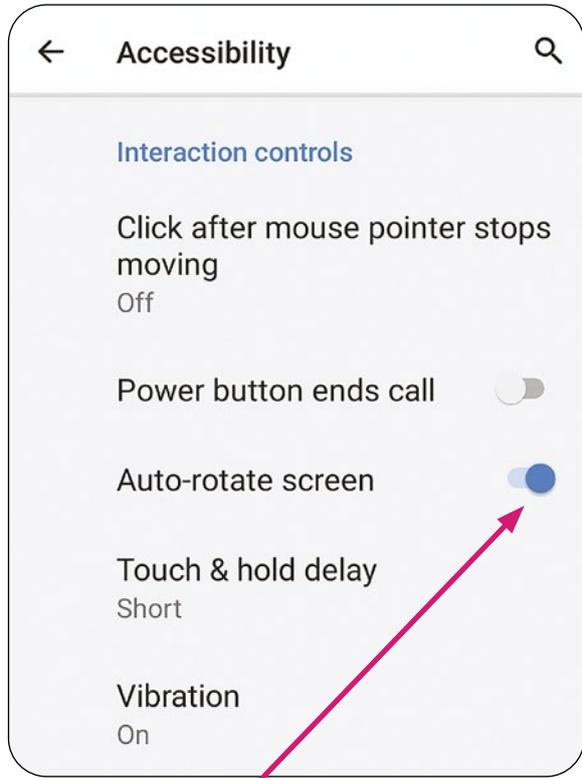
15 You can change things like the size of the words on the screen, and auto rotate the screen – so you can look at it from different positions.

Audio & on-screen text

Mono audio
Combine channels when playing audio

Captions
Off

Experimental

High-contrast text
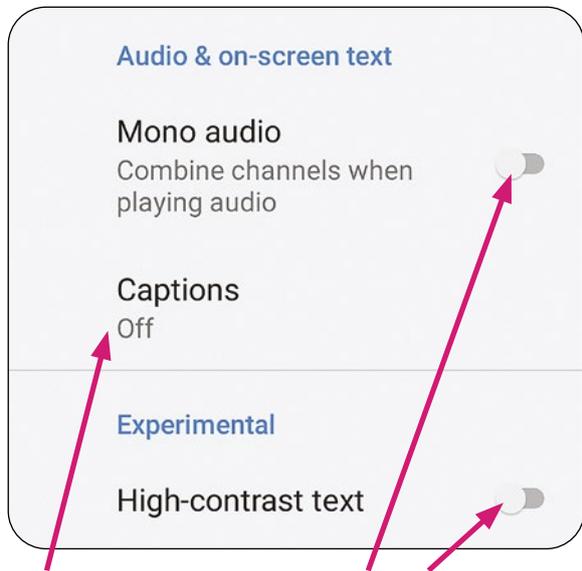
16 There are other things to decide what you would like OFF or ON to help you use the phone better.

How to use You Tube

1 Click on this icon. It will open the You Tube page on the internet.
Or, type…
youtube.com in the internet search bar.

2 On the right hand side there is a scroll bar.

4 On the right hand side there are 3 dots. Click on the 3 dots.

New tab — Ctrl+T
New window — Ctrl+N
New Incognito window — Ctrl+Shift+N
History ▶
Downloads — Ctrl+J
Bookmarks ▶
Google Password Manager — New
Extensions ▶
Zoom — 100% + ⛶
Print… — Ctrl+P
Cast…
Find… — Ctrl+F
Install YouTube

5 A drop down box will appear with lots of different options. See the above list.

6 Click on the down arrow and you will see more options to choose from.

3 The left hand side of the page is a menu, as in the picture above.

Backwards and forwards arrows

X – click this and you can close the page

+ - is where you can open a new page

Send this page icon

Share icon

Extensions icon

YouTube

youtube.com

You can save this page in your favourites

Show sidebar

Your account

Click on here and a drop down list

This is the search bar. Write in here what you are looking for, then click on the magnifying glass to search.

Microphone – click on this button and you can talk into the search bar

YouTube GB

Search bar

Video

This is the notification bell

Scroll bar

How to Connect to a Zoom Video call on a laptop

1 Click on the Zoom icon.

2 Press the blue button that says, 'Join Meeting'.
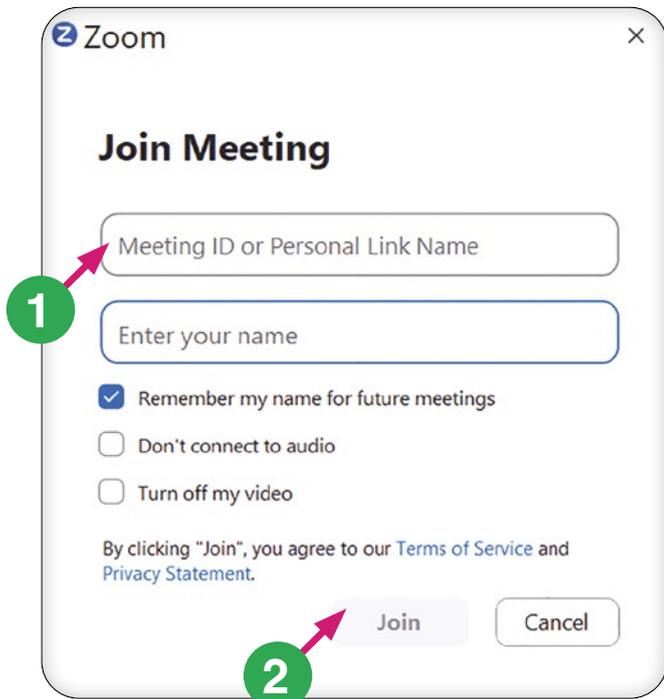
3 Put the meeting ID in the top box. It is a set of 11 numbers, then press the 'Join' button.
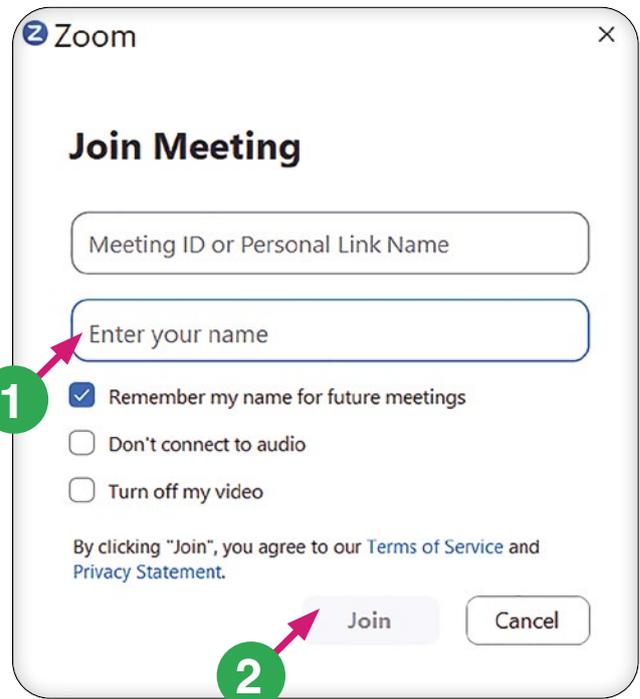
4 Enter your name in the second box, then press the 'Join' button.

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Enter meeting passcode ✕

Enter meeting passcode

Meeting Passcode

1

Join Meeting   Cancel
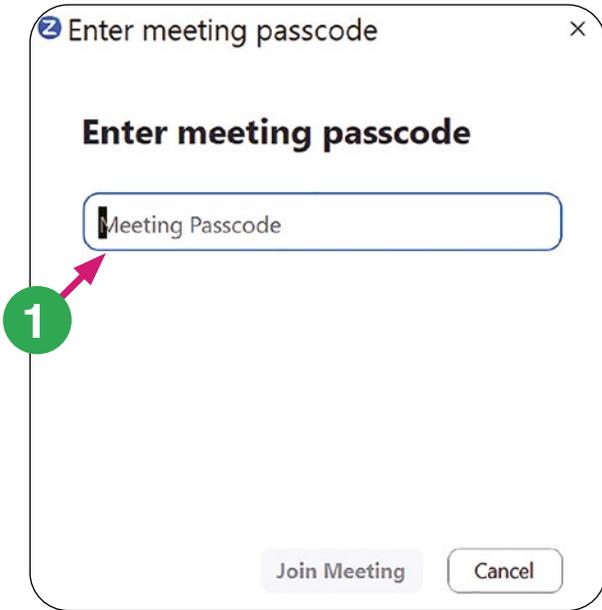
5 Put the passcode into this box. It is 6 numbers.

Enter meeting passcode ✕

Enter meeting passcode

Meeting Passcode
✱✱✱✱✱✱

1

2 Then press the 'Join Meeting' button

Join Meeting   Cancel
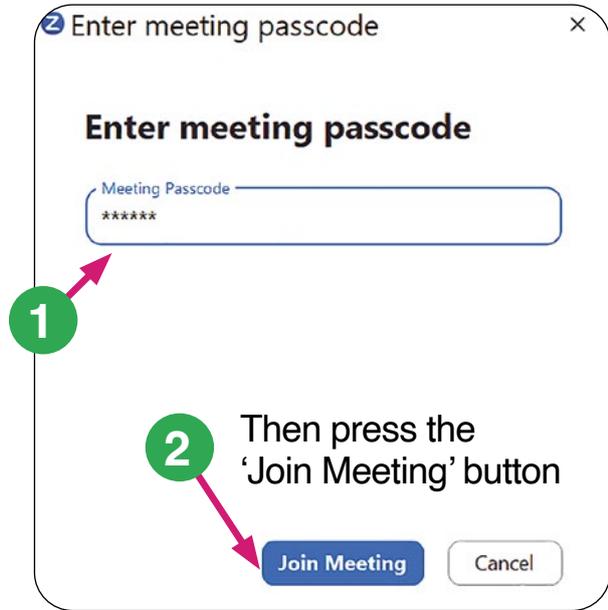
6 The passcode will look like little stars, this keeps if safe and secure.

Video Preview ✕

Stop Video

☑ Always show video preview dialog when joining

Join

7 Press the 'Join' button.

Zoom Meeting — ☐ ✕

Alex - FVAF ...

Host has joined. We've let them know you're here
Test Speaker and Microphone

ZOOOOOOM
Team Chat Phone Meetings Rooms Events Contact Center
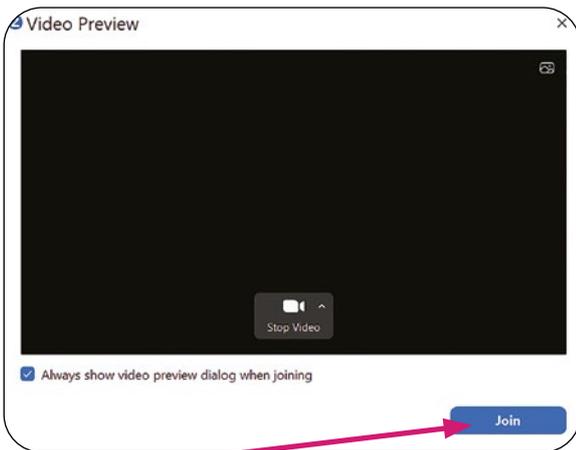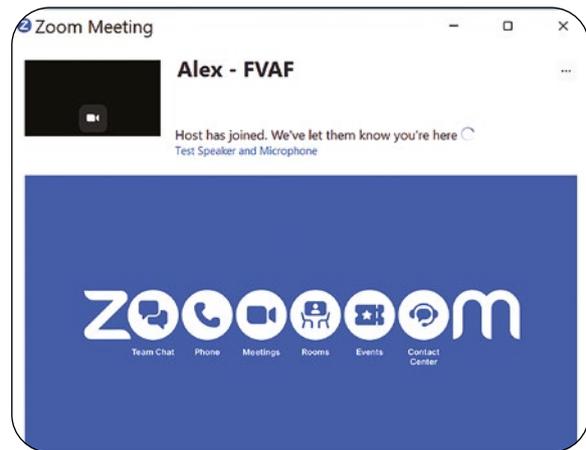
8 Then wait for the person hosting the meeting to let you in.

9 Then press the blue button – 'Join with Computer Audio'.

10 As you are connecting to the call, you will see this screen.
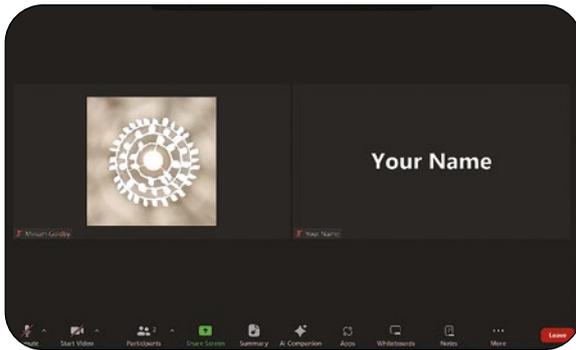
11 Now you are in the call.
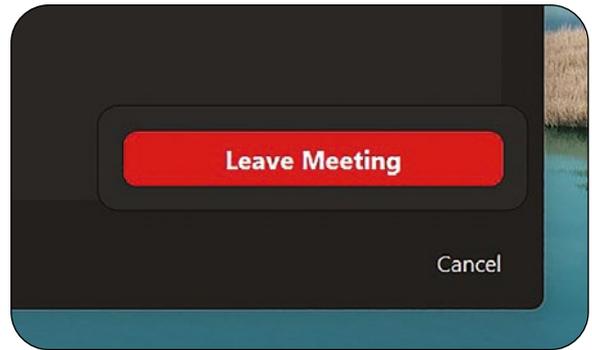
12 You leave the meeting by pressing this red button.

The Shalom Network
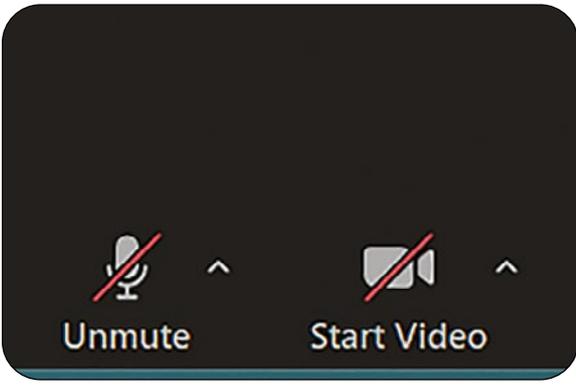
13 Press the two buttons above to unmute yourself and start the video.
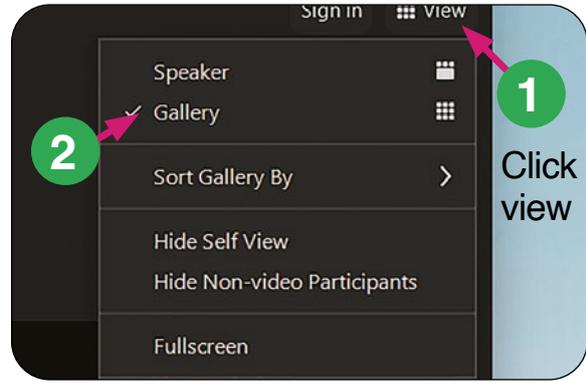
14 Make sure you are in the gallery setting.

Click view

Sign in View
Speaker
✓ Gallery
Sort Gallery By >
Hide Self View
Hide Non-video Participants
Fullscreen
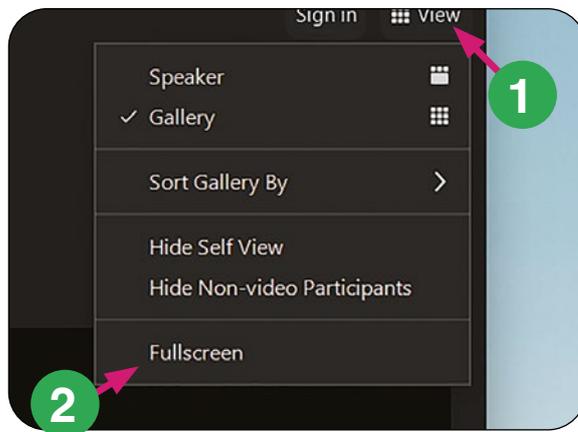
15 You can also hide your picture on the screen.

16 If your screen is small you can make it bigger by choosing 'Fullscreen'.

Sign in View
Speaker
✓ Gallery
Sort Gallery By >
Hide Self View
Hide Non-video Participants
Fullscreen

Unmute | Video | People on the call | Chat is in this drop down | More: This has Raised Hands in this dropdown | Button to leave the call

Unmute Start Video Participants Share Screen Summary AI Companion Apps Whiteboards Notes More Leave

Share Screen | Summary | AI | Apps | Whiteboard | Notes

17 The above tool bar sits at the bottom of you screen on a laptop.

How to use Facebook?

1 This is Facebooks logo.

© Photosymbols.com

2 Facebook is one of a few different types of social media.

Sign Up to Facebook

Signing up to Facebook is simple.

3 To be able to use Facebook you need to first set up an account.
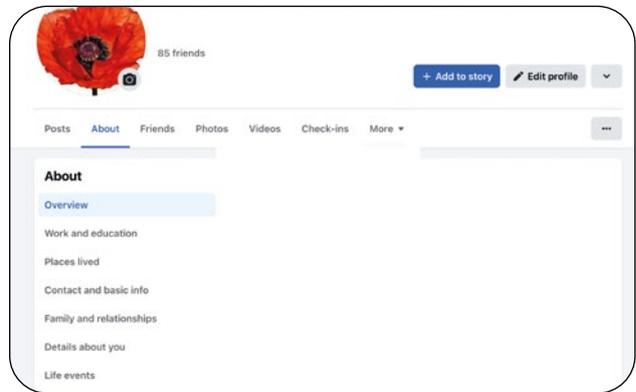
4 This is the Home page on your account. You can have a white or a black background.

The Shalom Network
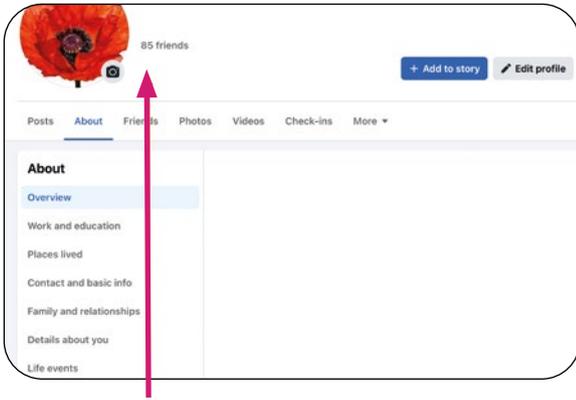
5 Your Name will be here and also the number of friends you have linked with.
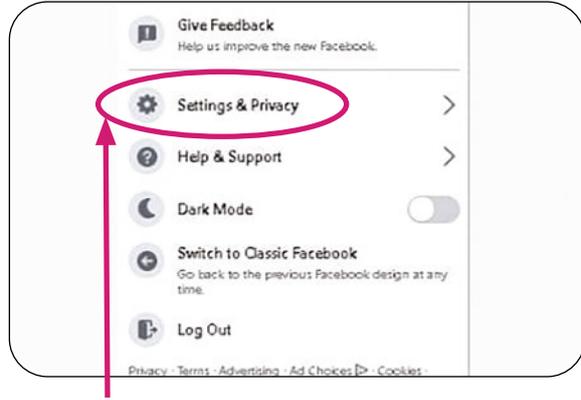
6 One of the most important things is to make sure your Facebook account stays secure.

You should not neglect your privacy settings on such a popular platform.
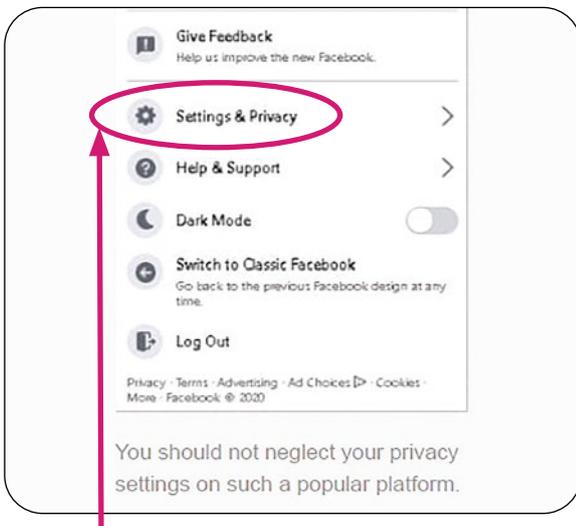
7 To check and change these, click on the 'Settings' options.
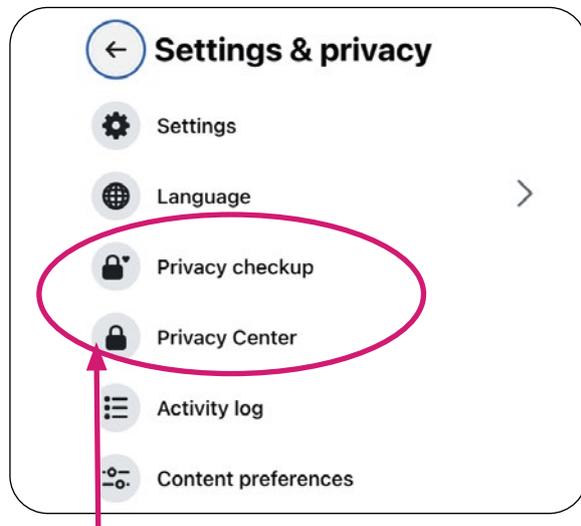
8 Then click on the 'Privacy' options and check and change them as you need to, to make them secure.
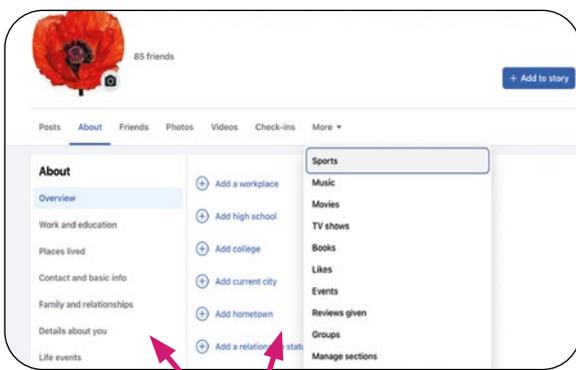
9 You can personalise your profile. **Be careful not to put private information on it.**
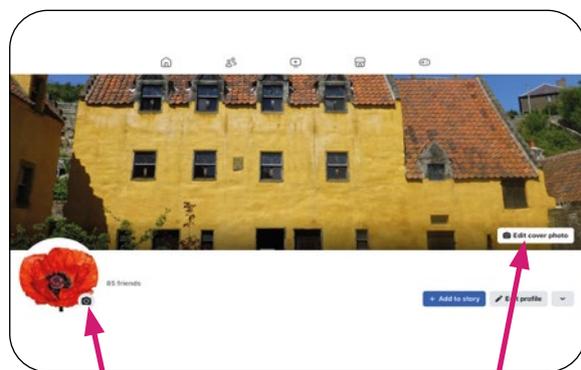
10 You can upload a photo on your home page.

11 The Facebook timeline shows all your activity on Facebook including photos.
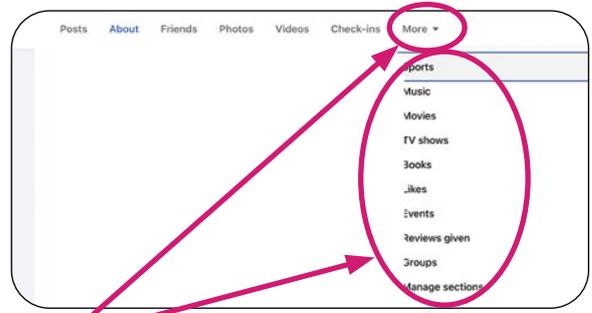
12 Following other peoples pages: You can follow other pages. Like local activities, celebrities, bands and sport teams.
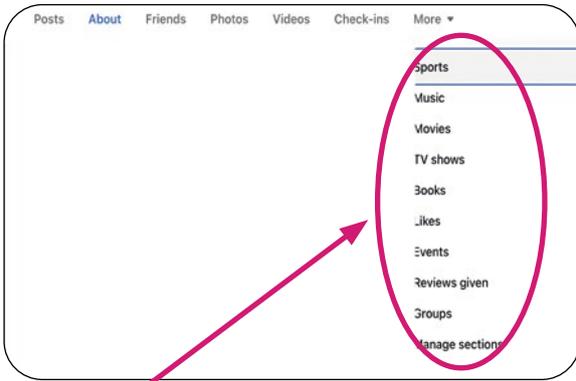
13 Be careful when following other people's pages. Make sure the pages have been checked to be real.
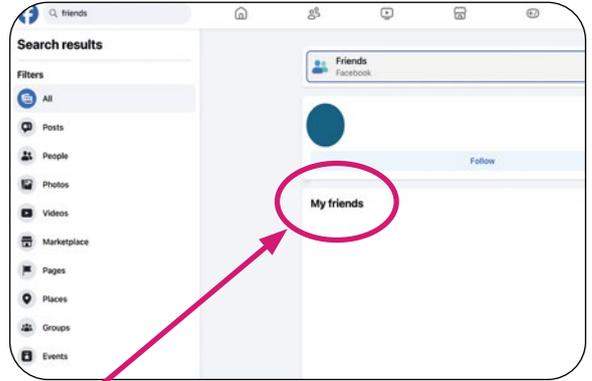
14 You can put things on Facebook this is called Posting. It is wise to only post to Friends not the whole world.
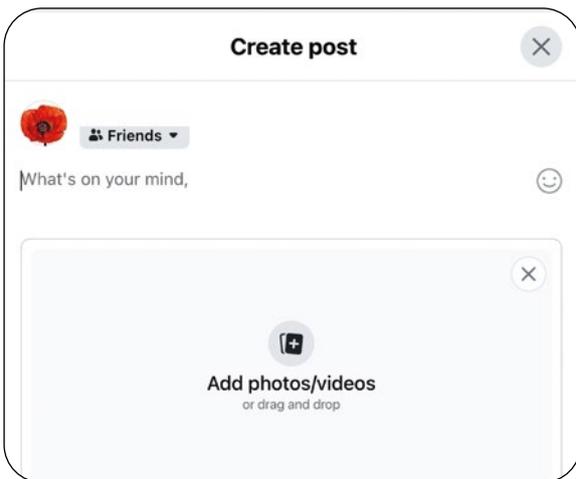
15 Be careful what you post and keep it to general interests. Do not give out personal information.
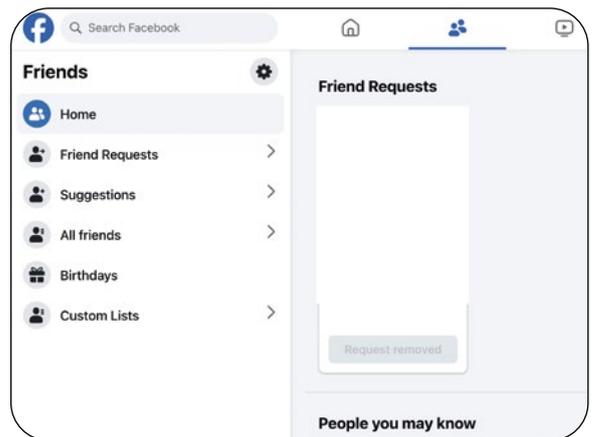
16 Friends: you can invite or accept people to be friends with on Facebook. It is wise to stick to people you know who are friends in real life.

The Shalom Network
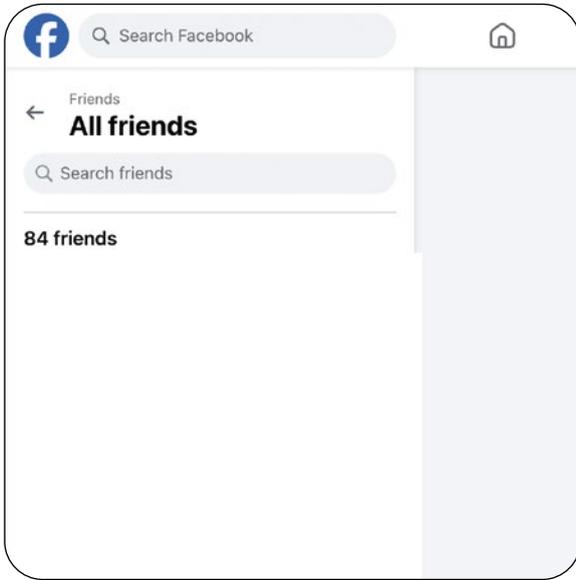
17 It is wise to only connect on Facebook with people you already know. Family and Friends.
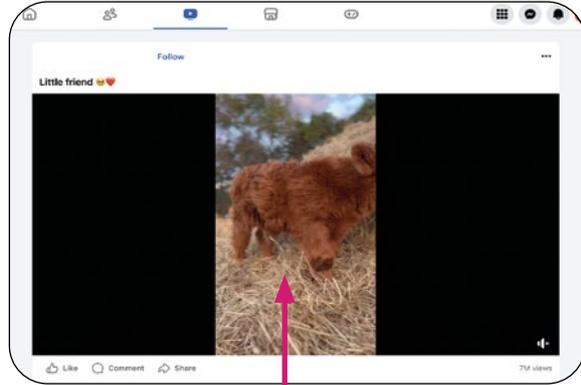
You can share videos or watch other people's videos

18 Videos and Photos: You can share photos and videos. Be careful what you share and make sure that you have the consent from others who are in your photos.

You will see people's news here.

19 Newsfeed: Your newsfeed is yours; You will see posts from your friends and the pages you have liked.
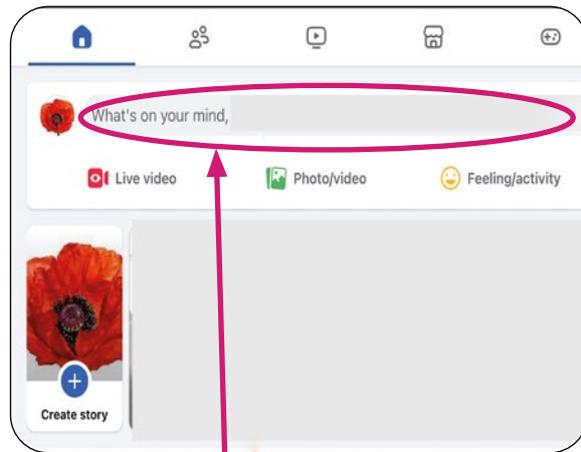
20 Facebook Status: This is where you can update friends with your news.

FOREST VOLUNTARY ACTION FORUM
FV AF

barn wood

camphill village trust

The Shalom Network

35

People you
know people
you may not
know

Messages

Videos

Search for
friends or
activity links

facebook

Stories –
see what
people
are
saying

Controls
for
security

Notices
from
people
you are
friends
with

66

What's on your mind?

Photo

The Shalom Network
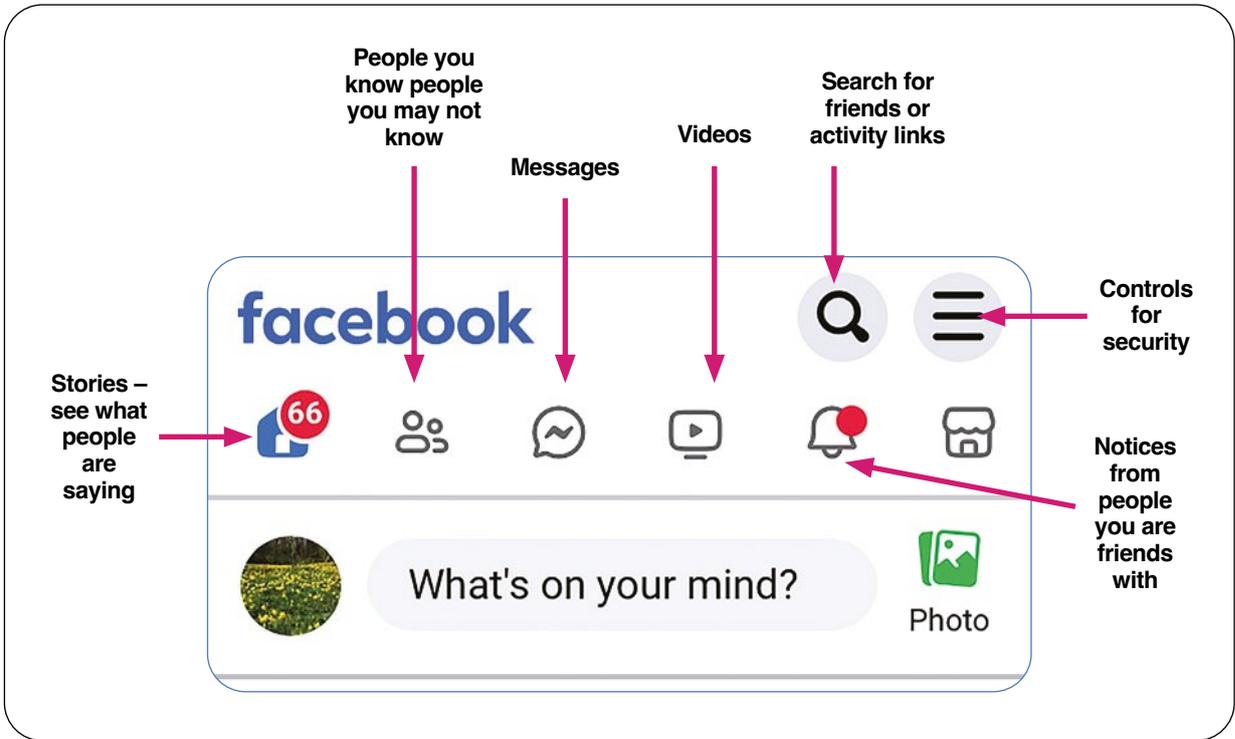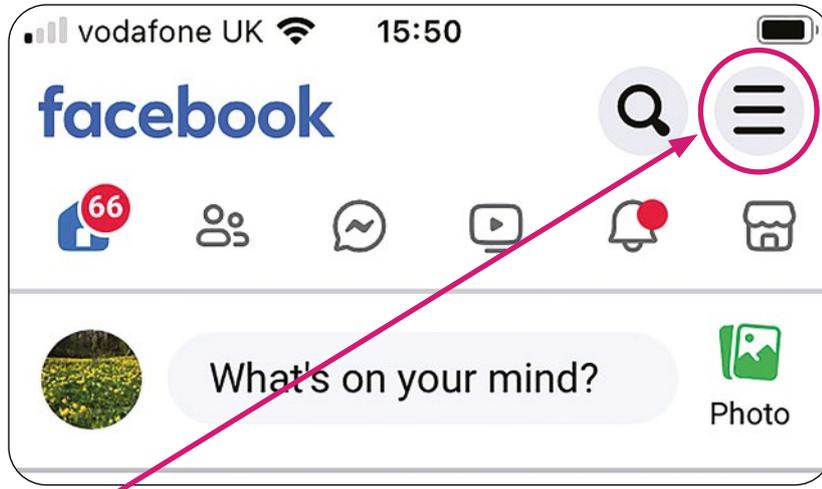
1 Controls for security.
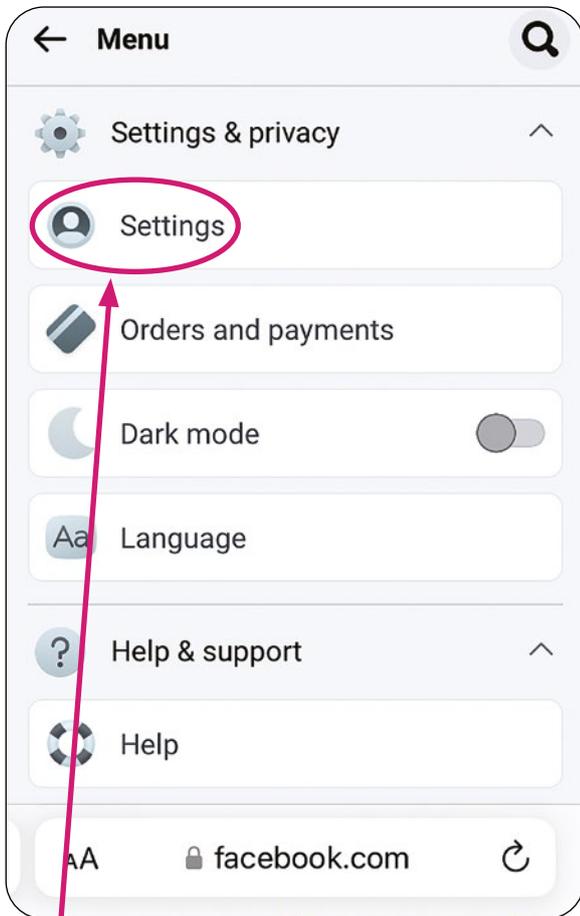
2 Scroll down and click on settings.
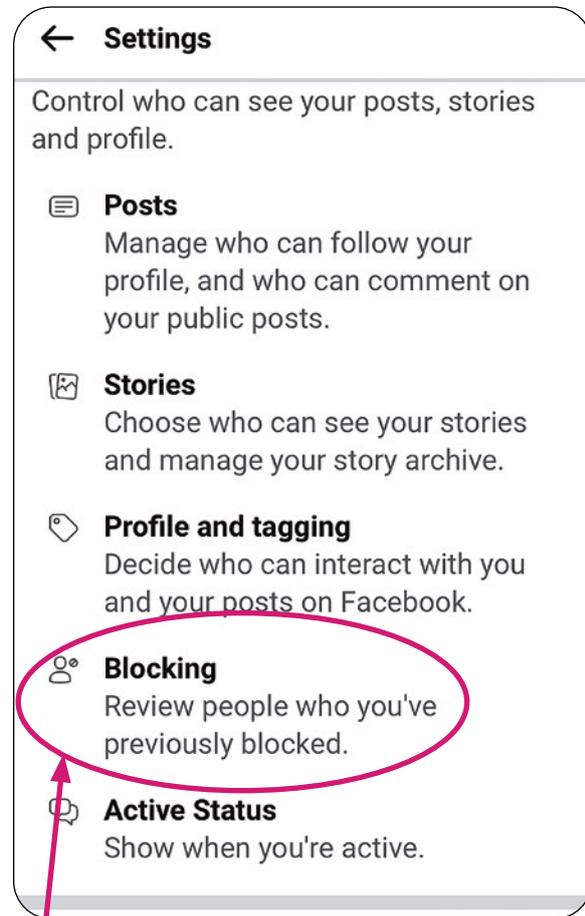
3 If you are worried about being friends with someone on Facebook you can block them.

How to use Facebook Messenger
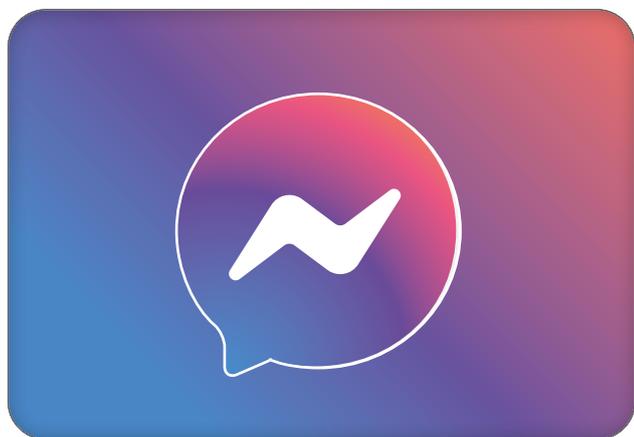
1 Facebook Messenger is a chat feature, where you can send messages to your friends.
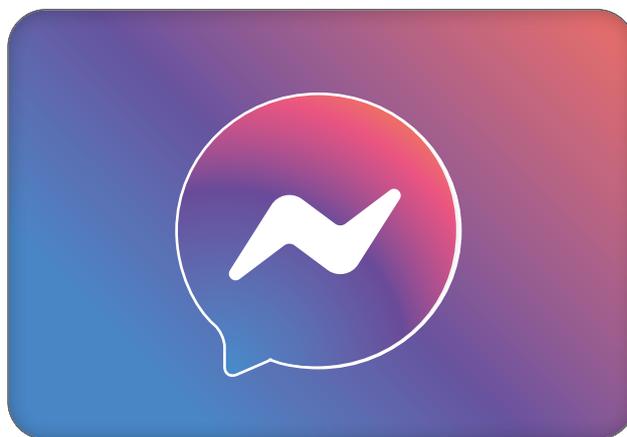
2 To send a message, press the Messages button. Then type your message to them.

© Photosymbols.com

3 You can also make voice and video calls on Messenger.
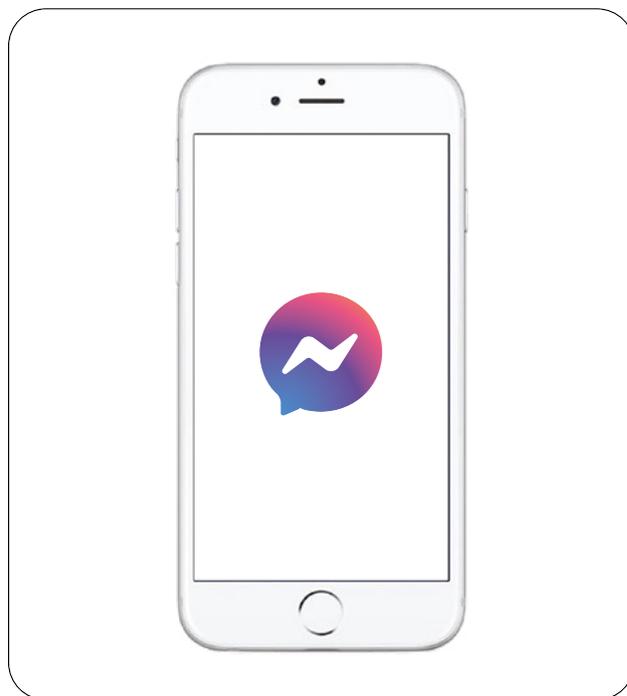
4 You can also do this through the Messenger App.

The Shalom Network

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We hope to hear from you

Thank you…

We would like to thank **The Barnwood Trust, FVAF, Camphill Village Trust** and **The Shalom Network** for their help in producing this document.