



Easy Reads on how to use the computer and software



We are using easy words and pictures in this accessible information

Acknowledgements

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Those involved included:

FVAF - Alex Digby

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Photos are from [Photosymbols.com](https://www.photosymbols.com)



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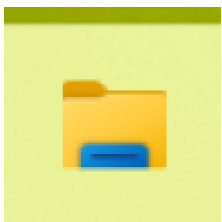
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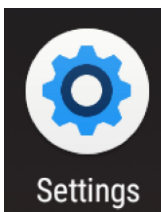


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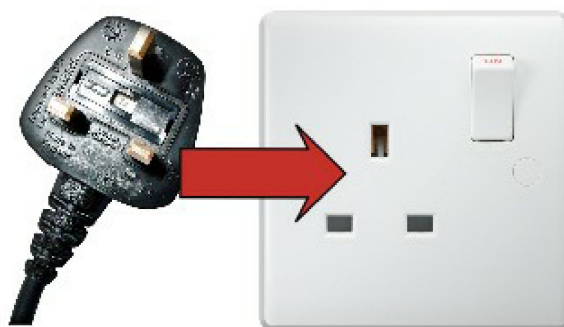
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How to set up the laptop computer



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

2. Put the plug in the plug socket.



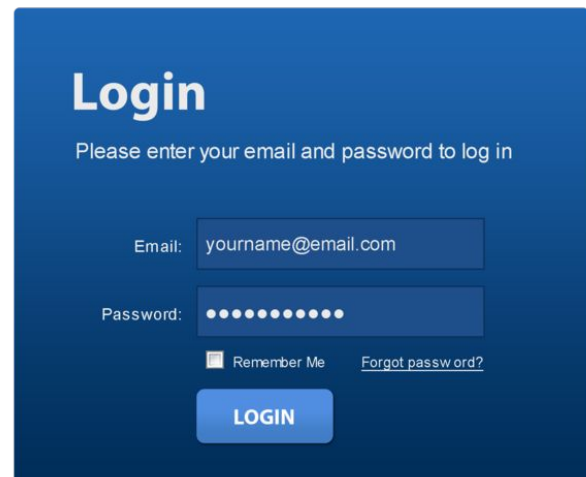
3. Put the charging cable socket into the laptop.

4. Press the on/off button to start the computer.

How to set up the laptop computer continued



5. Let the laptop warm up and start.



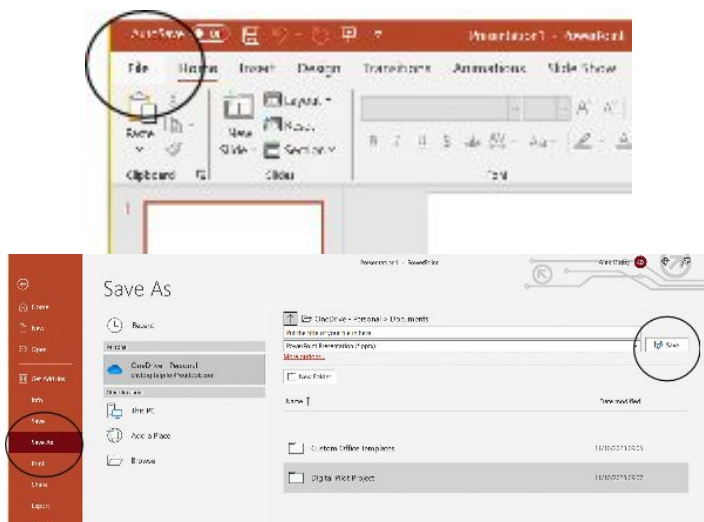
6. Login with the password for the laptop



7. If needed, plug in the keyboard / mouse / monitor screen / webcam

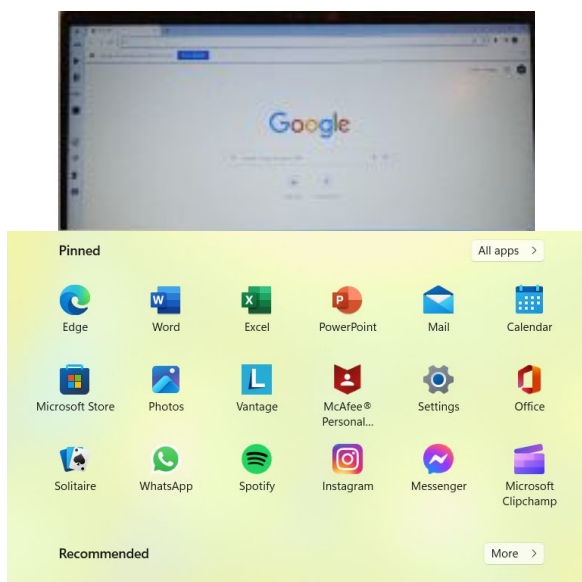
8. Open up the Read & Write app.

How to close and shutdown the laptop computer



1. Press the X to close the Read & Write tool bar.

2. Save the work you have been doing.

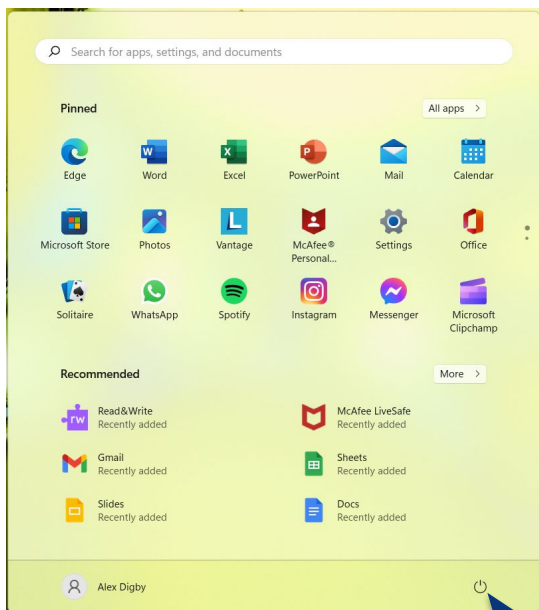


3. Close the files, apps and pages you are working in.

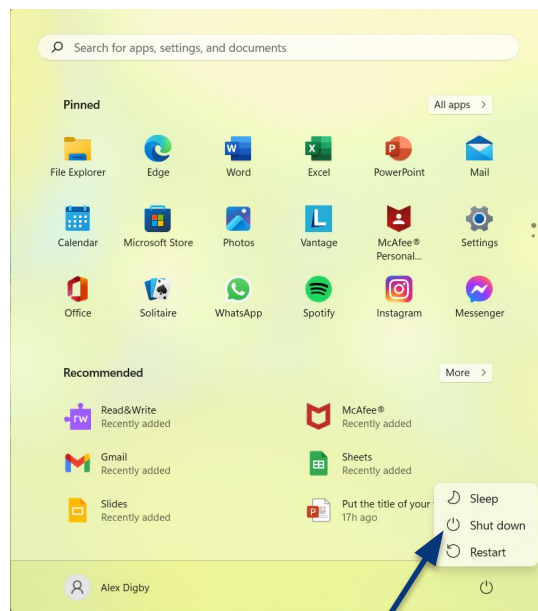


4. Unplug all the items that are plugged into the laptop.

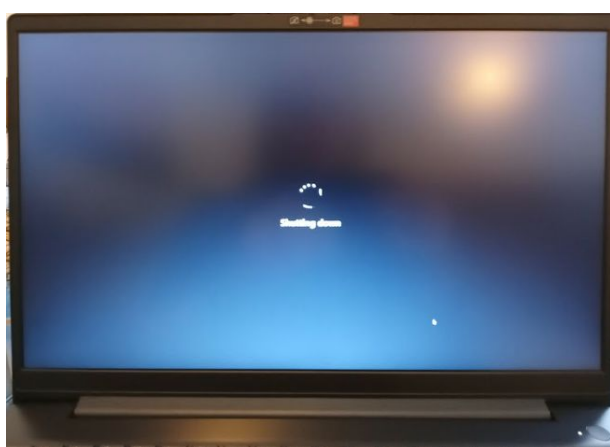
How to close and shutdown the laptop computer continued



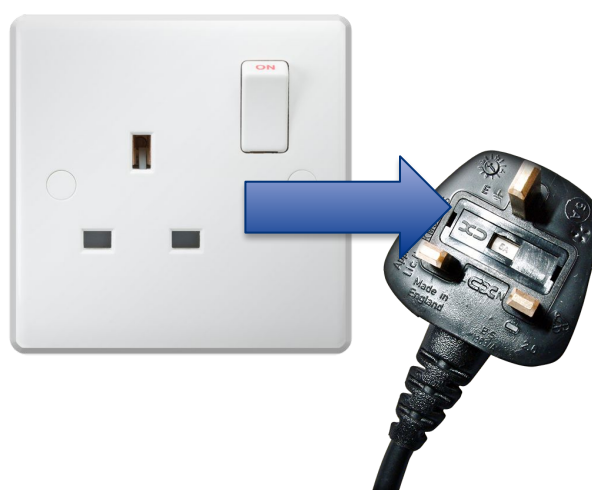
5. Press the Power button – where the arrow is pointing too



6. Choose the option – Shut down.



7. Once the computer has shutdown close the laptop up,



8. Take the plug out of the socket.

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.



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.

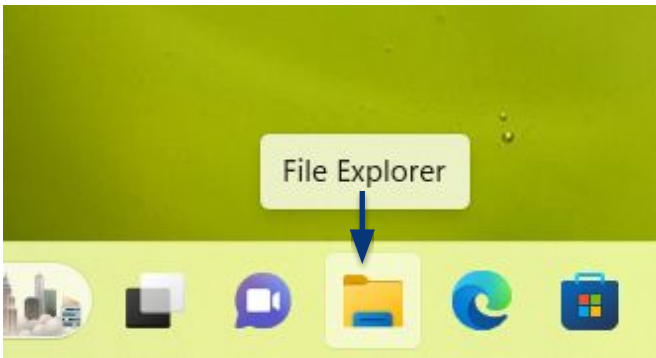
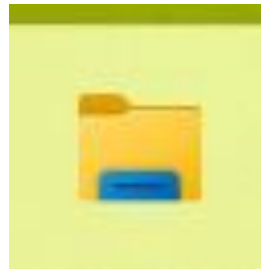
How to use a computer mouse - continued:



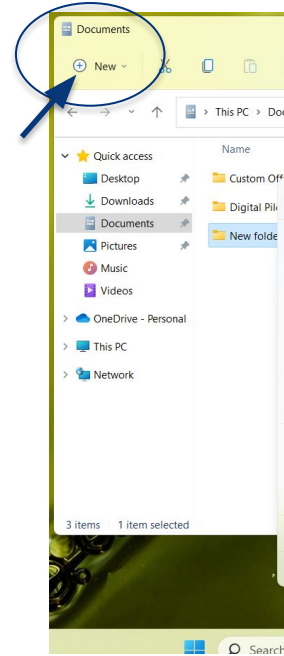
5. Put the USB stick into the USB connector that is attached to the laptop computer.



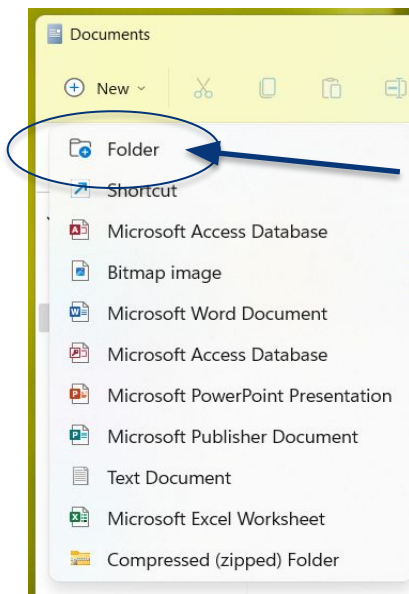
How to create a Folder



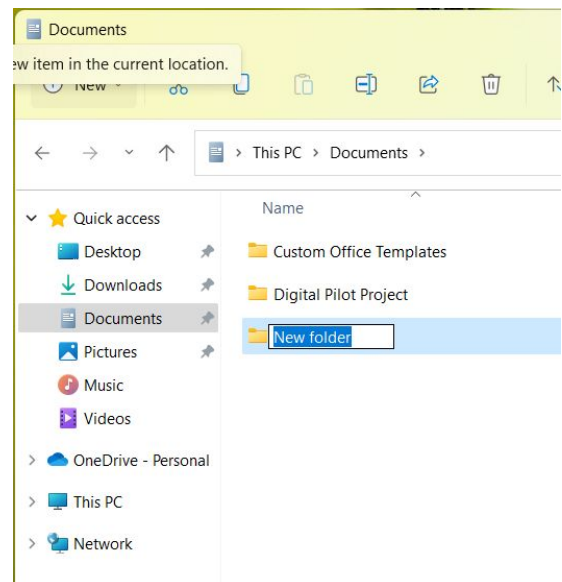
1. Left click on the File Explorer icon



2. Click on the + New button at the top.

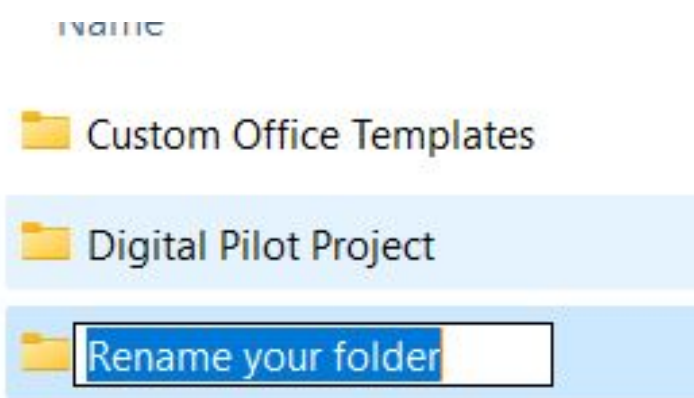


3. In the drop-down tab click on Folder

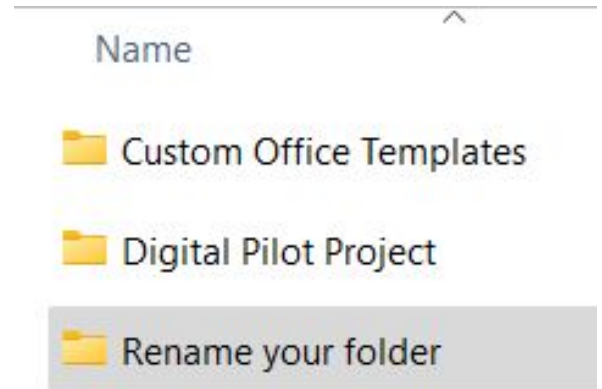


4. Carefully delete the blue line.

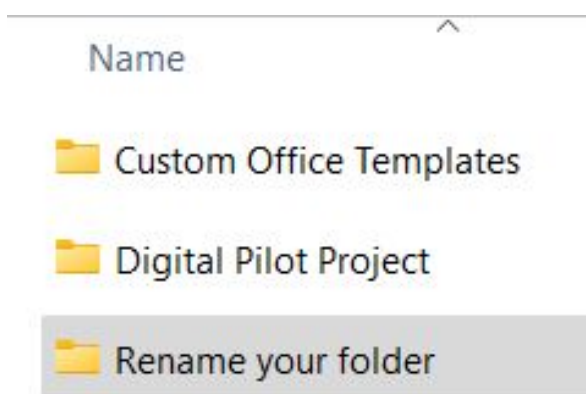
How to create a Folder - continued



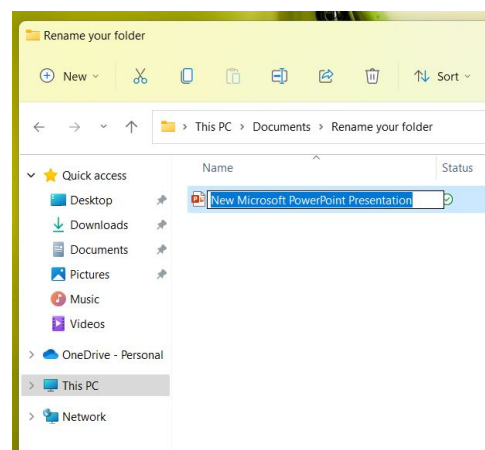
5. Rename your Folder to a name of your choice.



6. Then your Folder will save with its new name.

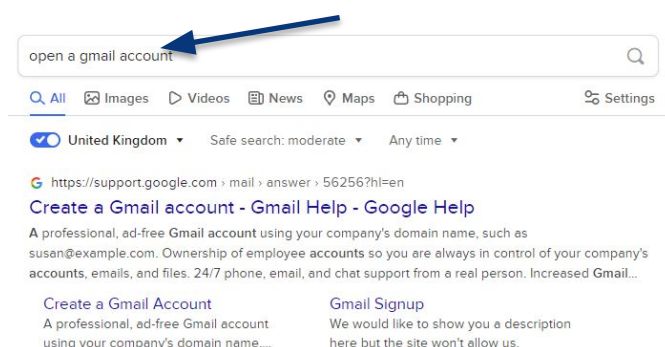


7. Your Folder is now ready to open.



8. You will be able to save lots of files in your new folder

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'.

Create a Gmail account

To sign up for Gmail, create a Google Account. You can use ...



3. Click on the option – Create your own Gmail account

Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

Sign up for a Gmail account

1. Go to the [Google Account creation page](#).
2. Click **Create account**.
3. Follow the steps on the screen to set up your account.
4. Use the account you created to sign in to Gmail.

Create an account



4. Click on – Create an account

How to open a new Gmail account continued



1. You may find the email address is already taken, so you will need to change it a little, until it accepts it.

2. Create a strong password that you will remember. You will need to confirm that password.

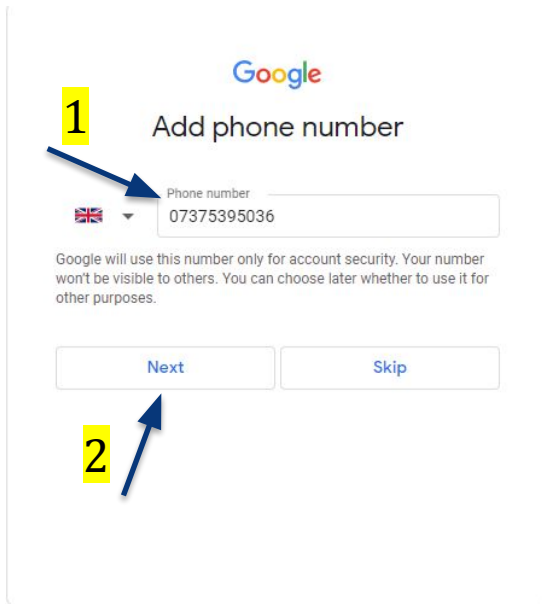
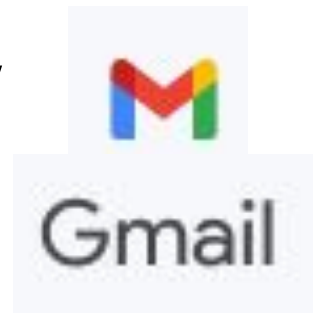
3. Once you put your password in it will look like this. You can check the password by clicking the show password box.

Click next.

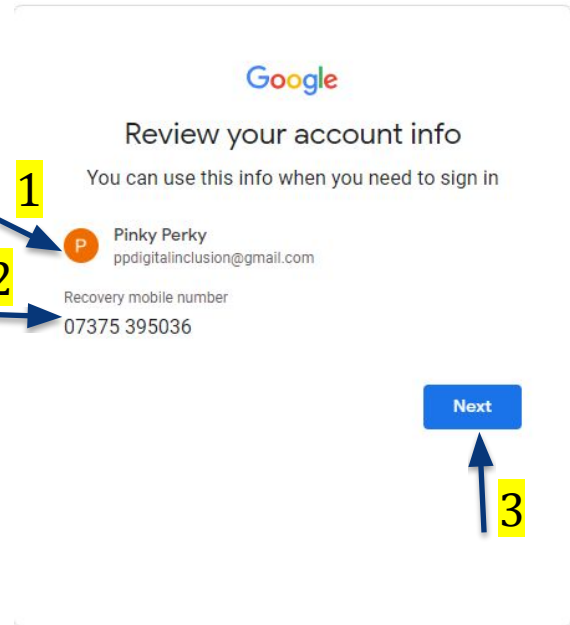
4. Type in another email address to act as a recovery email, incase you cannot get into your email account. Click

Next.

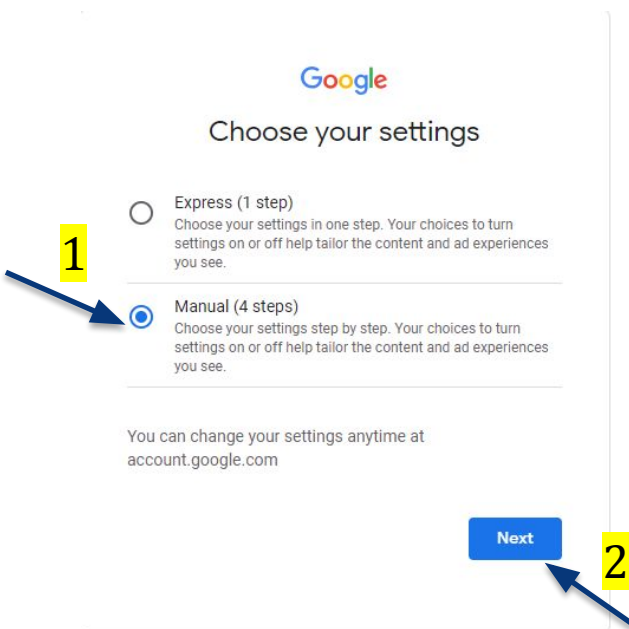
How to open a new Gmail account continued



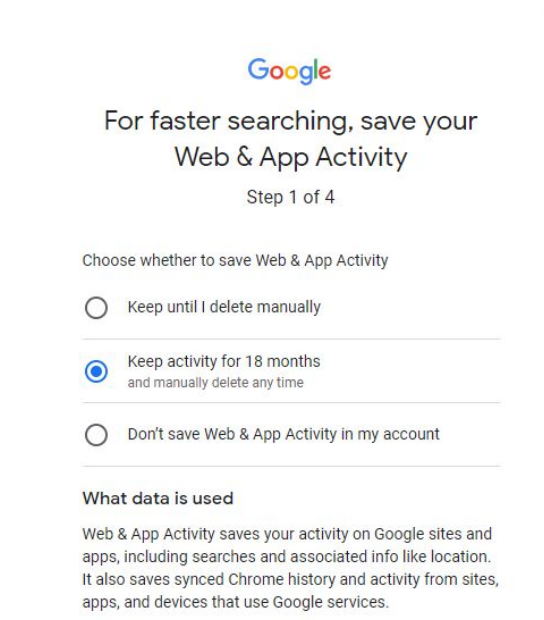
1. Add the mobile number and then press Next.



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.

How to open a new Gmail account continued



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

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.

How we use this data

1. Choose one of the above options.

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

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

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

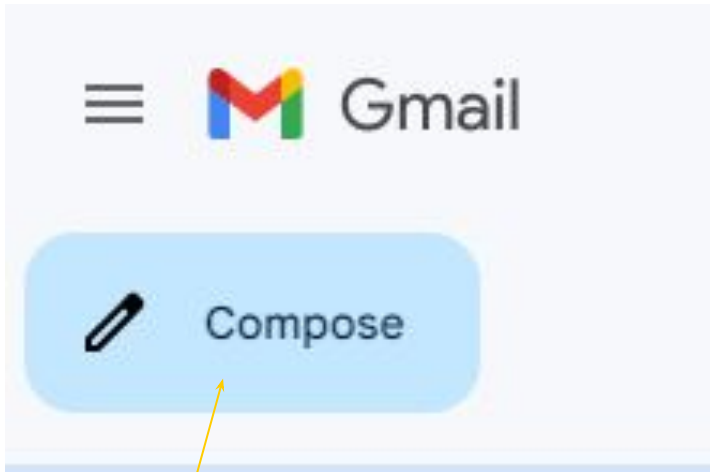
About cookies and similar technologies

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

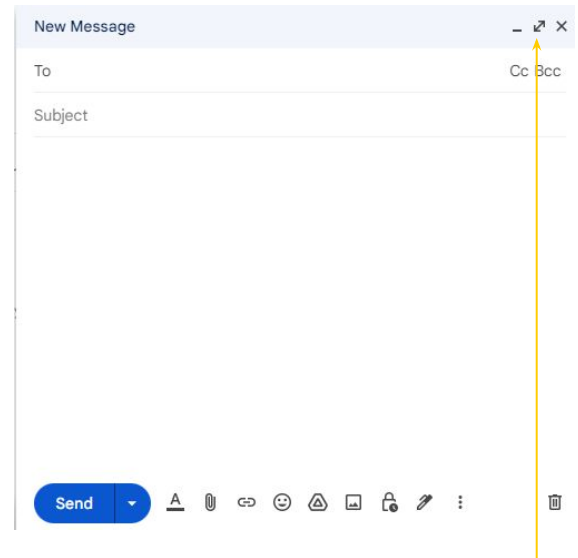
3. Choose whether you want occasional privacy reminders. Check the box if you do. Click Next.

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

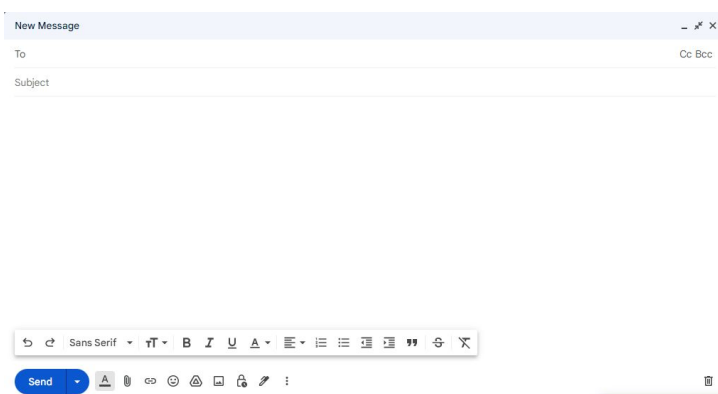
How to use a Gmail email account



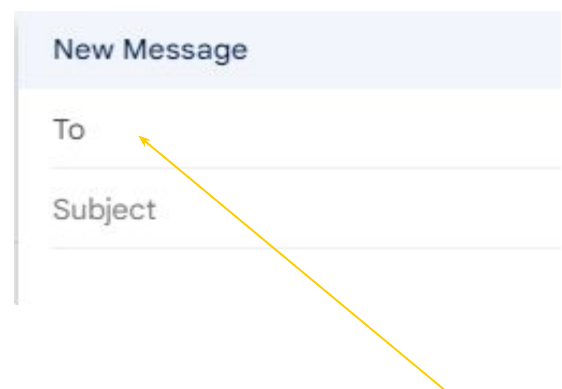
1. Left click on compose to open up a new email.



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.

How to use a Gmail account continued:



New Message

To

Subject

Hello, Hi or Dear

5. Write a subject title for the email. Something that says what the email is about.

6. Start by saying Hello, Hi or Dear.

New Message

To

Cc Bcc

Subject

Hello, Hi or Dear

Send

7. Write your email. What you want to say to the person you are sending it to.

New Message

To

Cc Bcc

Subject

Hello, Hi or Dear

Goodbye, Kind Regards or another way to say goodbye for now.

Send

8. Finish your email by saying Goodbye, Kind Regards or another way you say goodbye for now.
And put your name last.

How to use a Gmail account continued:



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.

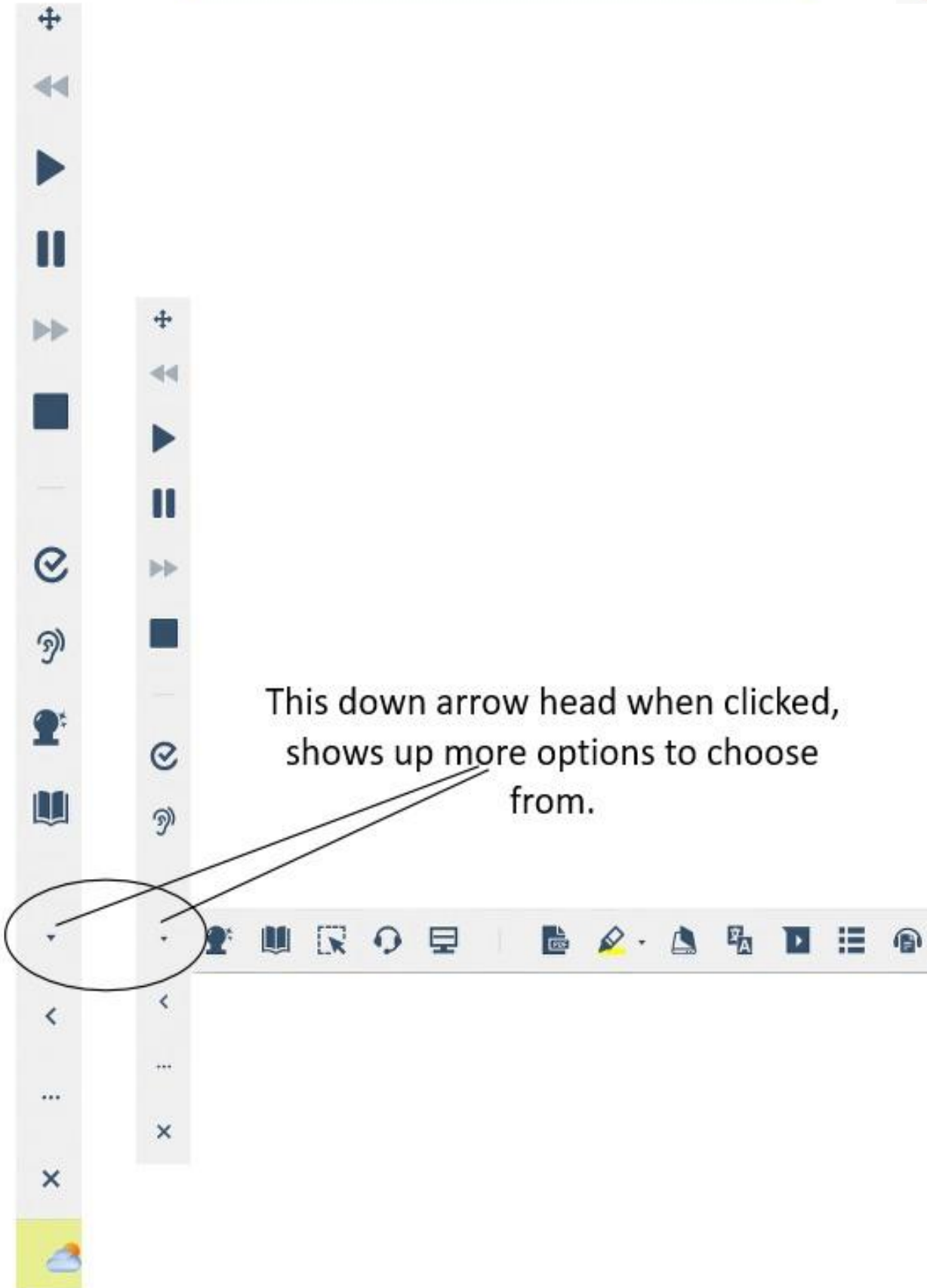
Read & Write Tool Bar

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

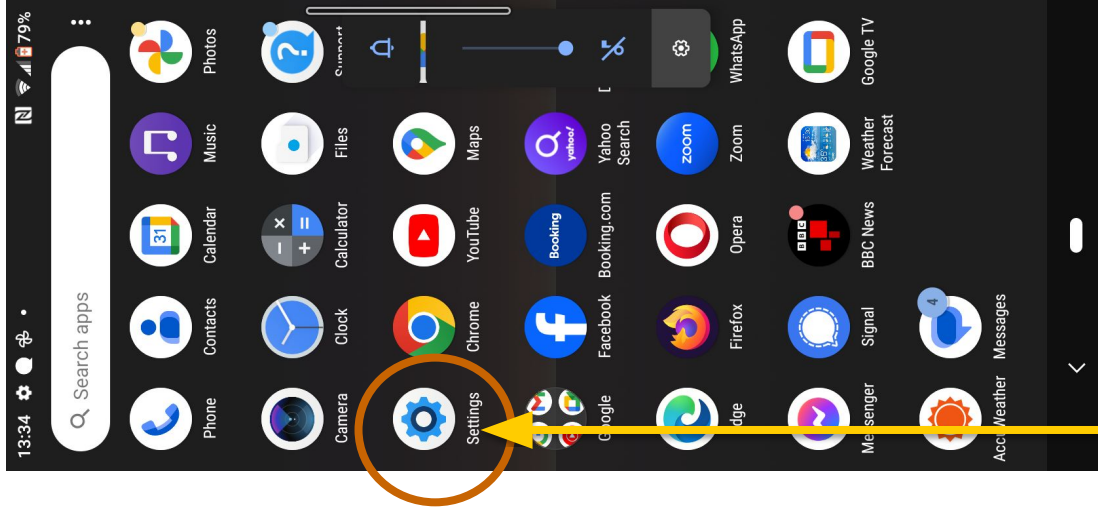
The image shows a horizontal toolbar with various icons. Lines connect these icons to larger, more detailed icons and text labels on the right side of the page. The labels and their corresponding functions are as follows:

- Read the document**: Icon of a document with a magnifying glass.
- Pause**: Icon of two vertical bars.
- Check it**: Icon of a document with a green checkmark.
- Predict**: Icon of a person's head with a thought bubble and an arrow.
- Screen Reader**: Icon of a computer monitor.
- Screen shot**: Icon of a camera taking a picture of a screen.
- Read in PDF**: Icon of a document with a PDF symbol.
- Scan**: Icon of a scanner.
- Vocabulary List**: Icon of a hand holding a card with 'Abcd' written on it.
- Move back or go forward**: Icon of a document with arrows pointing left and right.
- Stop**: Icon of a red triangle with a hand inside.
- Similar word**: Icon of four blue diamonds.
- Dictionary**: Icon of a green book.
- Dictation**: Icon of a hand writing on a card with 'Abcd' and a speech bubble.
- High lighters**: Icon of a yellow highlighter.
- Translator**: Icon showing flags for Germany and the UK.
- Voice Note**: Icon of a speech bubble with a mouth and a speaker.
- Audio Maker**: Icon of a yellow speaker.

Vertical Read & Write Bar

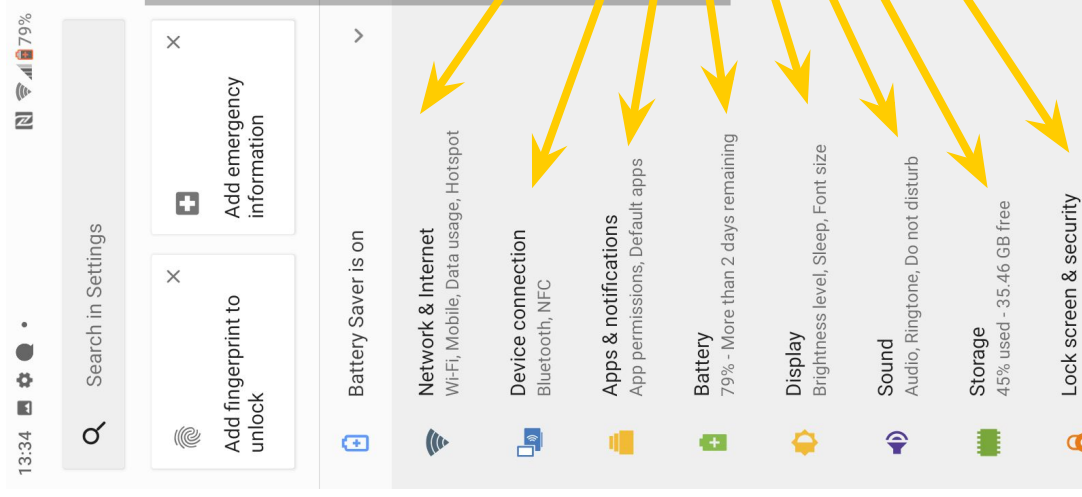


Android Phone Security Settings



1. This is the Setting 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

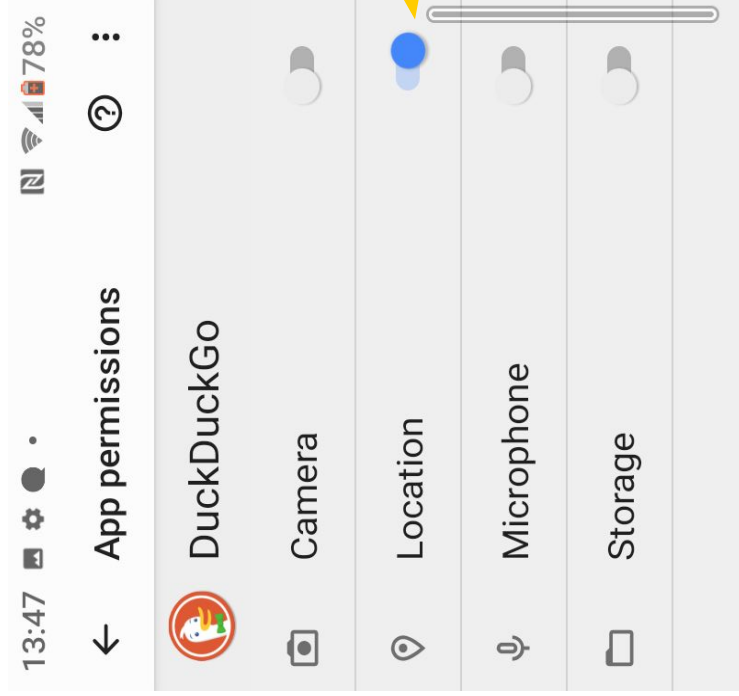
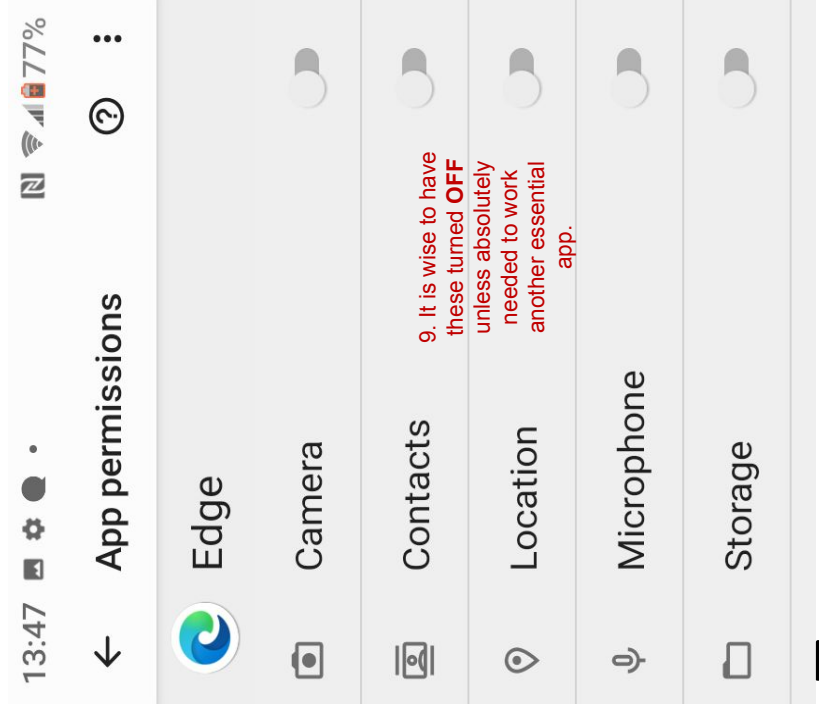
5. You will need to go through each item to choose the most secure option.



Android Phone Security Settings continued 1

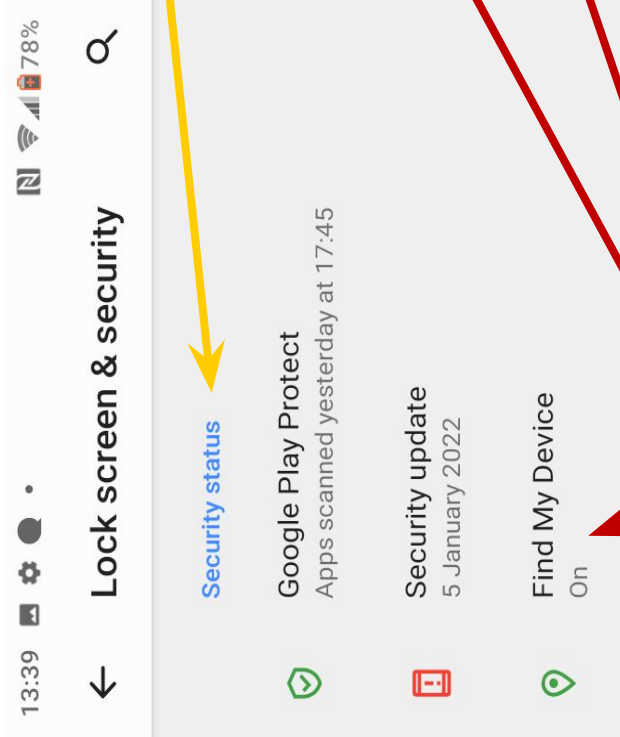


6. App Permissions
This is where you can give your consent or not for apps to talk to each other.



7. It is wise to limit the amount of access that you give to your location, camera, microphone & contacts etc.

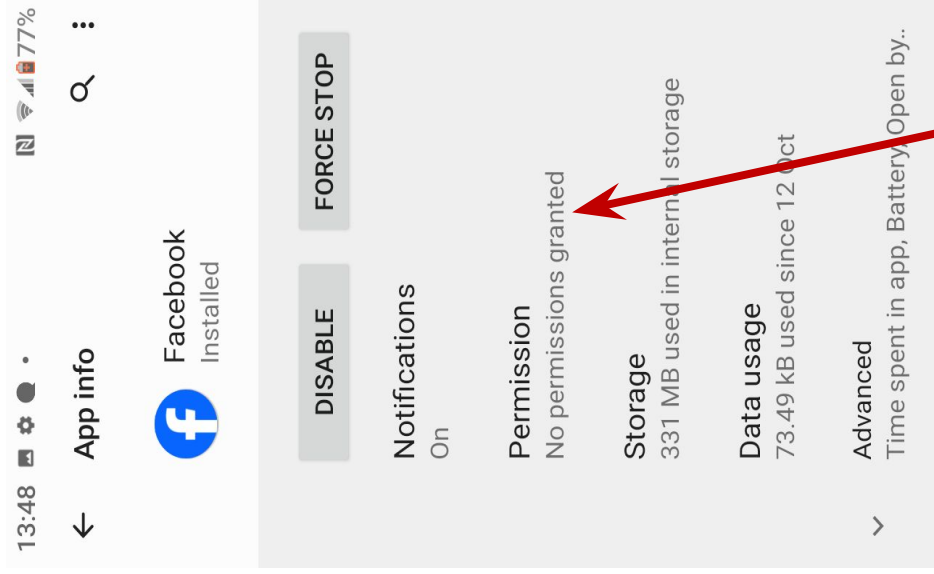
Android Phone Security Settings continued 2



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

9. Lock Screen & Security

This is where you can give your consent or not for different things to be ON or OFF.



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

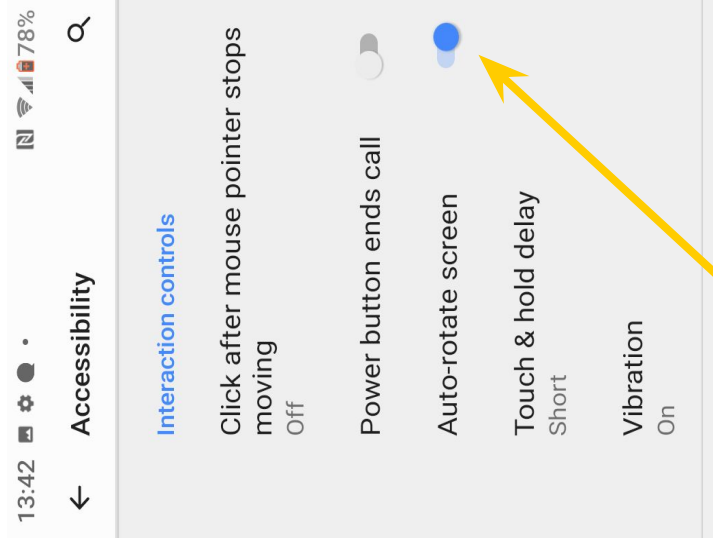
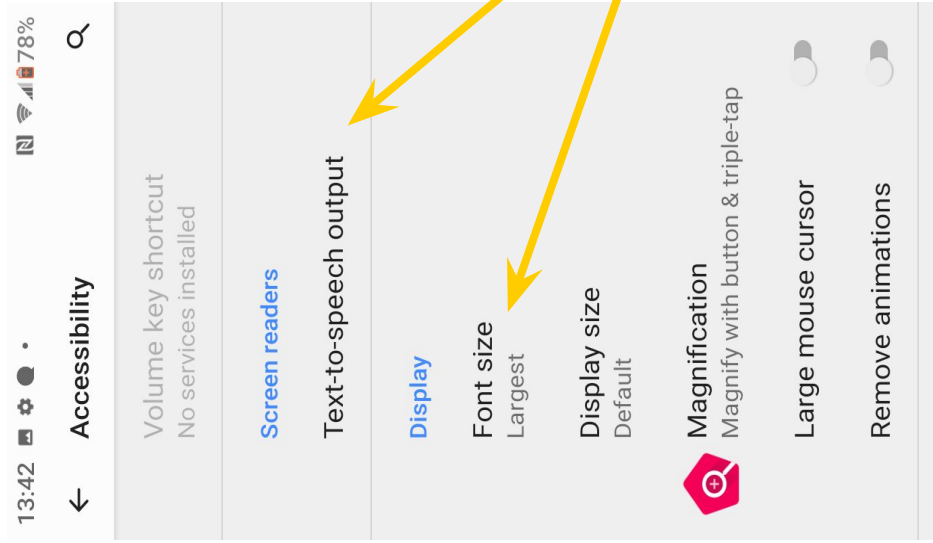


11. Scroll down for more areas that need to be made secure.

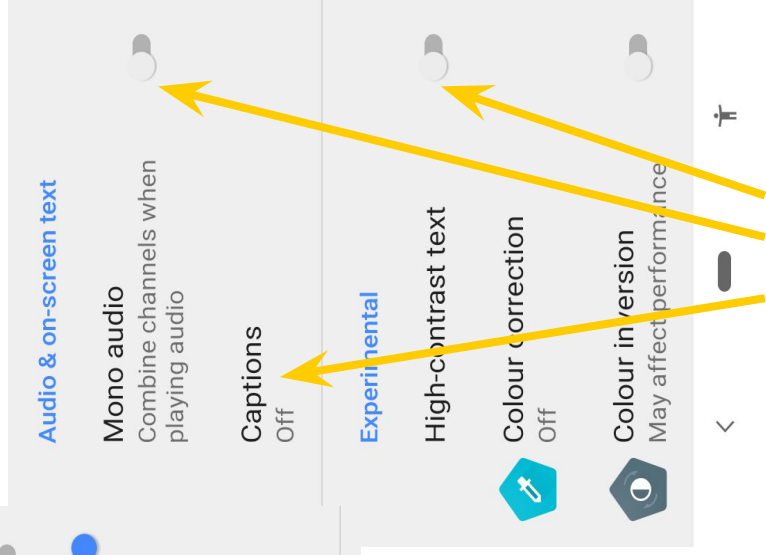
Android Phone Security Settings continued 3



13. The Accessibility section in the Settings is useful.

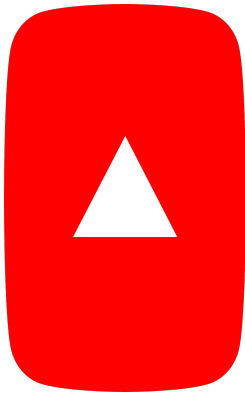


14. You can change things like the size of the words on the screen, and auto rotate the screen – so you can look at it from different positions



15. There are other things to decide what you would like OFF or On to help you use the phone better.

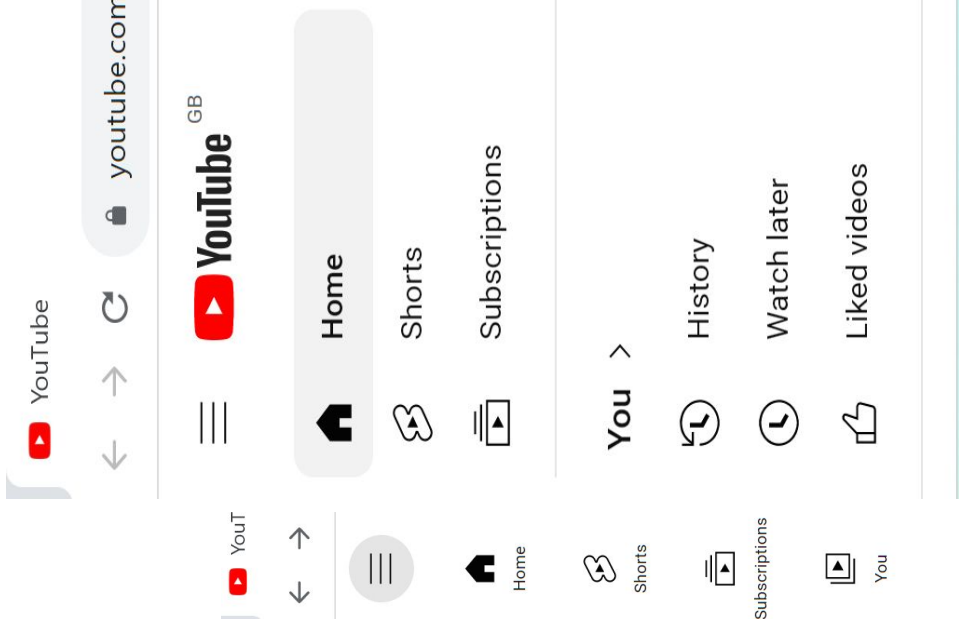
How to use You Tube



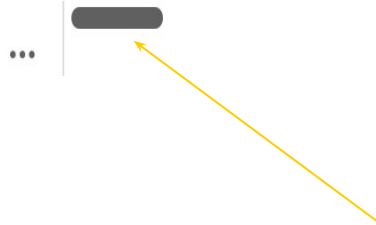
1. Click on this icon. It will open the YouTube page on the internet.

Or

Type **youtube.com** in the internet search bar.

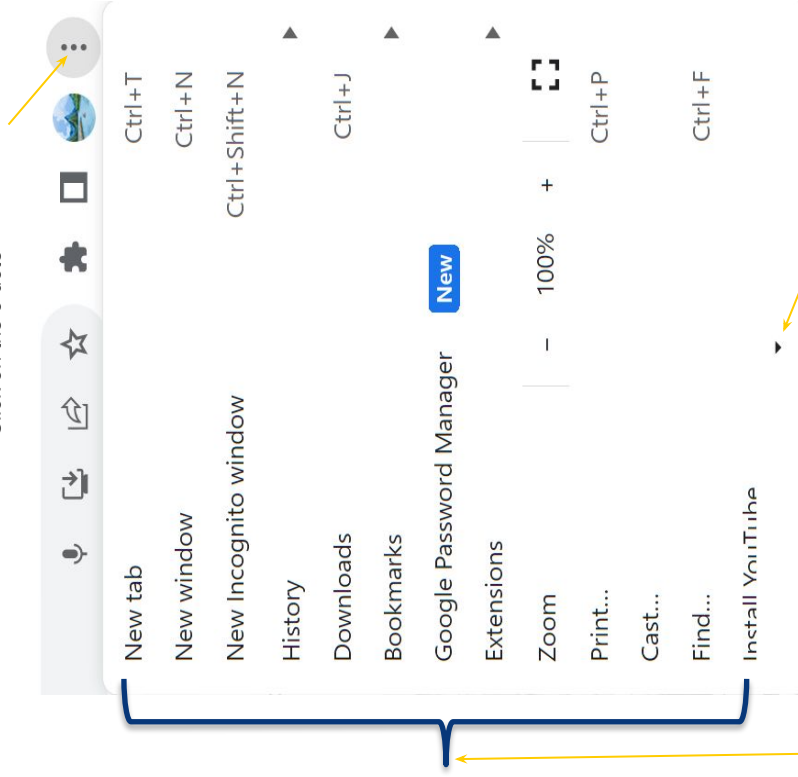


3. The left hand side of the page is a menu, as in the picture above



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

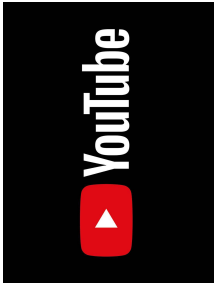
4. On the righthand side there are 3 dots. Click on the 3 dots



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

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

How to use You Tube continued



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

Show sidebar

You can save this page in your favourites

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

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

This is the notification bell.

Your account.

Video.

Search bar

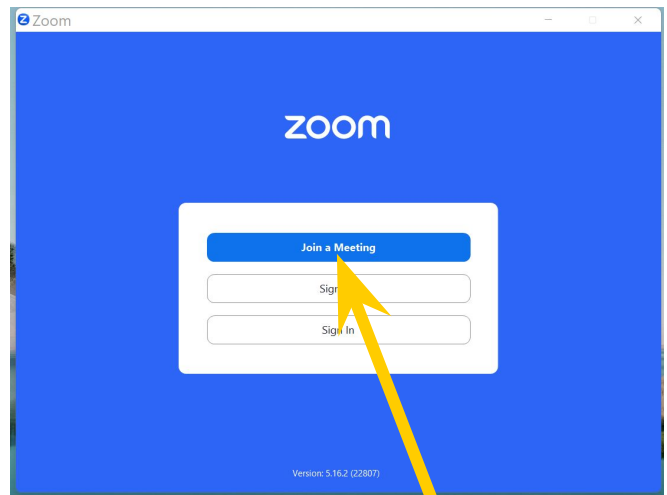
Scroll bar

Click on here and a drop down list.

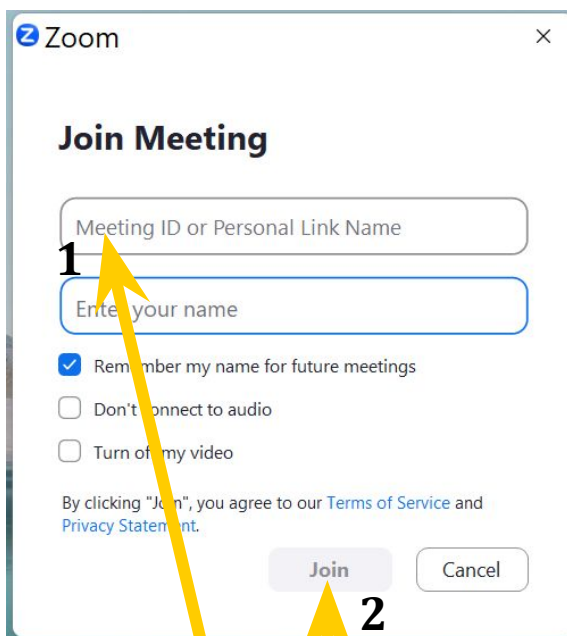
How to Connect to a Zoom Video call on a laptop



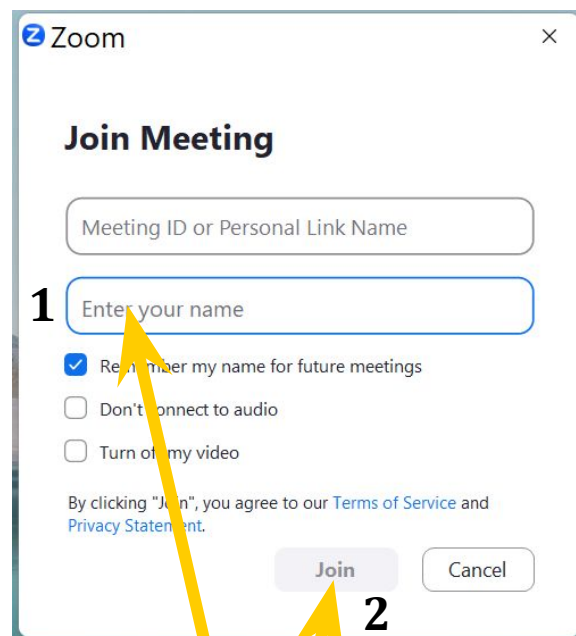
1. Click on the Zoom icon



2. Press the blue button that says, 'Join Meeting'.

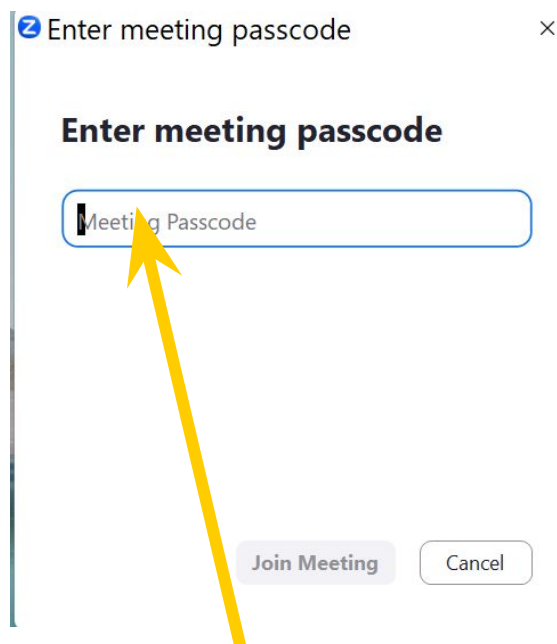


3. Put the meeting ID in the top box. It is a set of 11 numbers. Then press the 'Join' button.

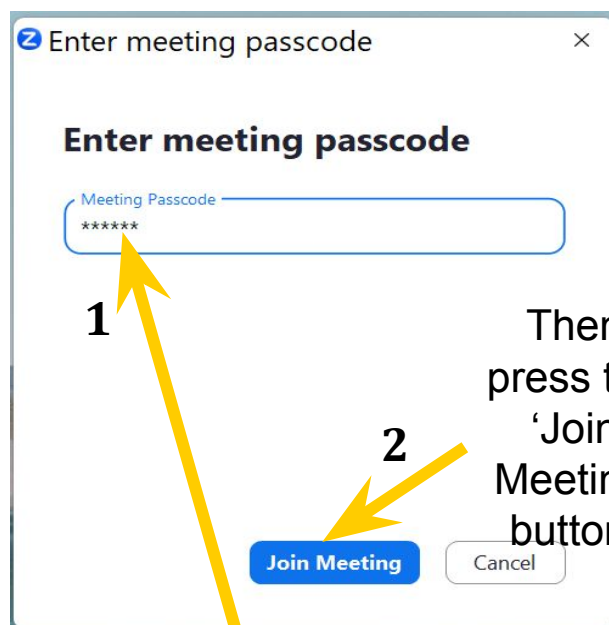


4. Enter your name in the second box. Then press the 'Join' button.

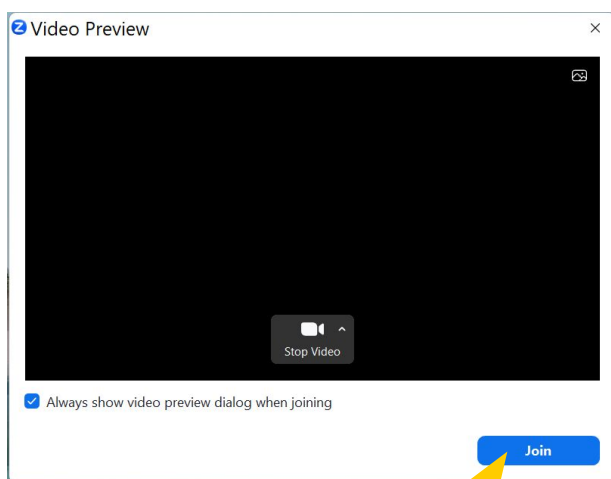
How to Connect to a Zoom Video call on a laptop continued.



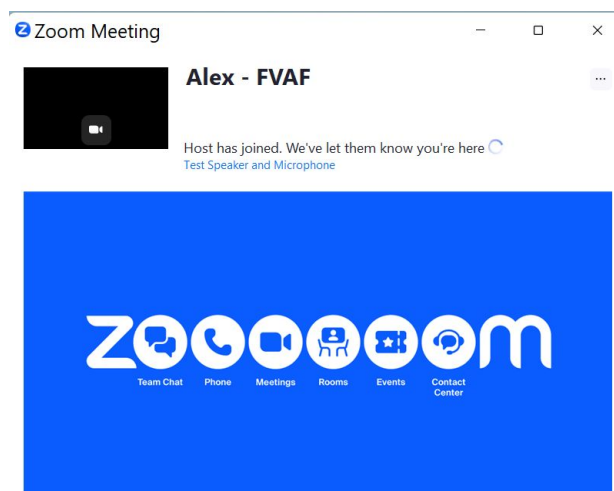
5. Put the Passcode into this box. It is 6 numbers.



6. The passcode will look like little stars. – this keeps it safe and secure.

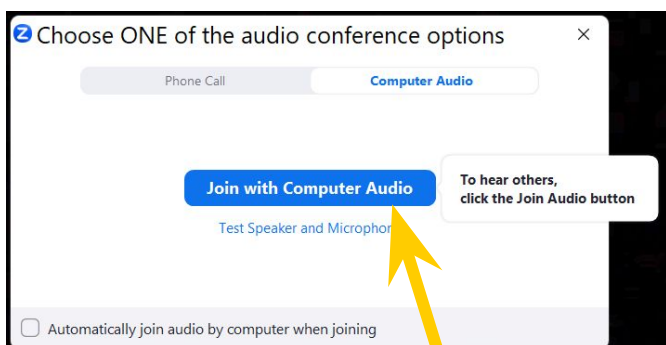


7. Press the Join button.

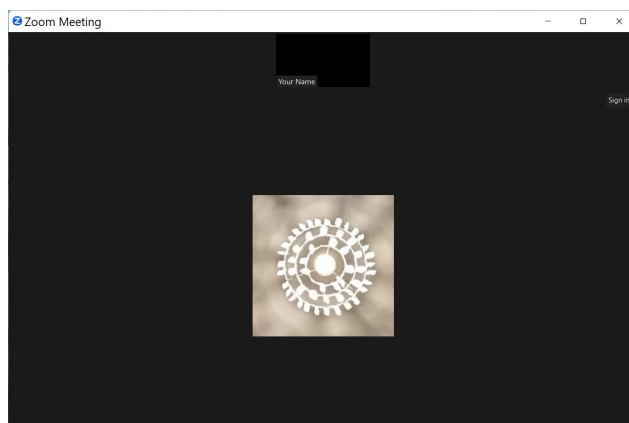


8. Then wait for the person hosting the meeting to let you in.

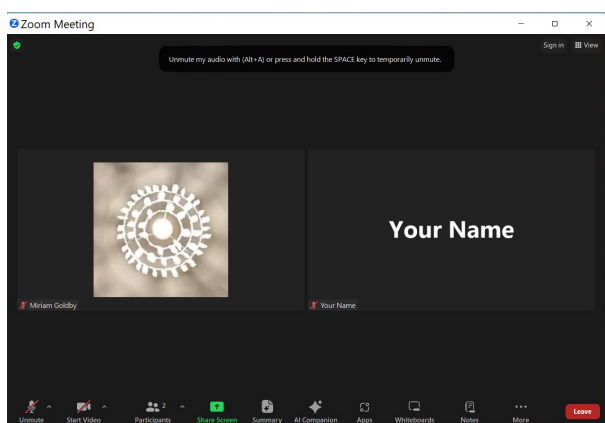
How to Connect to a Zoom Video call on a laptop continued.



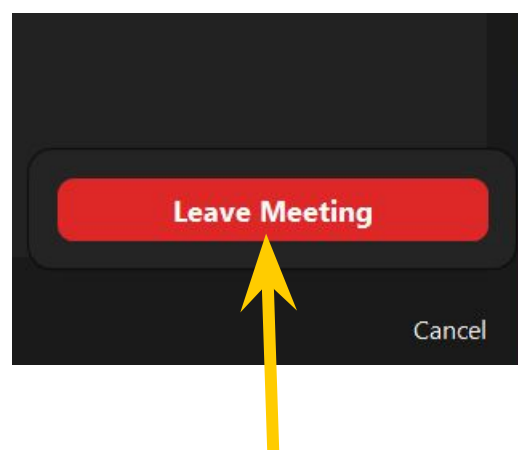
9. Then press the blue button – ‘Join with Computer Audio’.



10. As you are connecting to the call, you will see this screen.

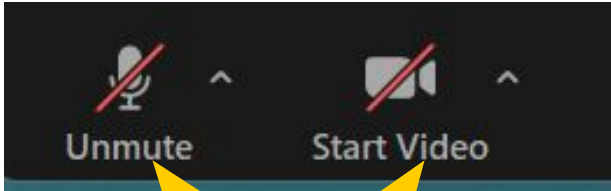


11. Now you are in the call.



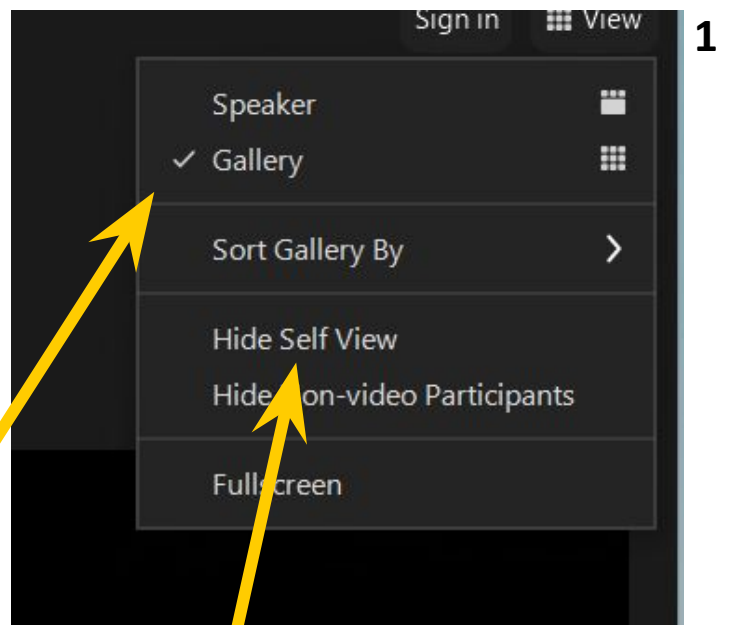
12. You leave the meeting by pressing this red button.

How to Connect to a Zoom Video call on a laptop continued.



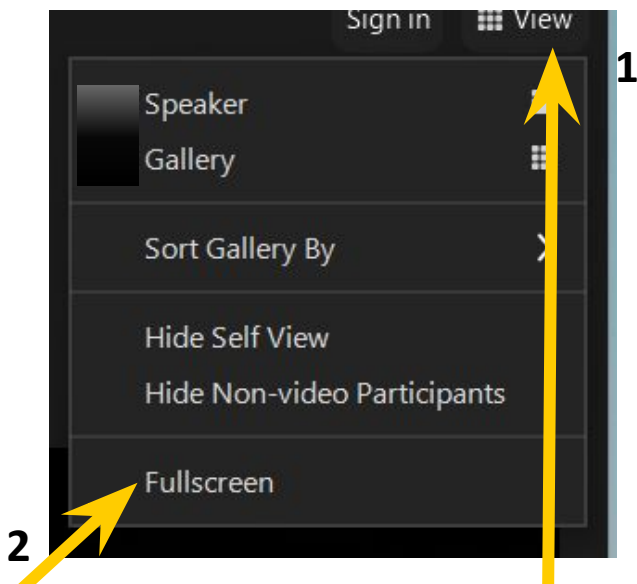
13. Press the two buttons above to unmute yourself and start the video.

Click on 'View' first.



14. Make sure you are in the gallery setting.

15. You can also hide your picture on the screen.



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

How to Connect to a Zoom Video call on a laptop continued.



Unmute

Start Video

Participants 2

Share Screen

Summary

AI Companion

Apps

Whiteboards

Notes

More

Leave

Unmute

Start Video

People on the call

Chat is in this drop down

More: This has Raised Hands in this dropdown

Button to leave the call

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?



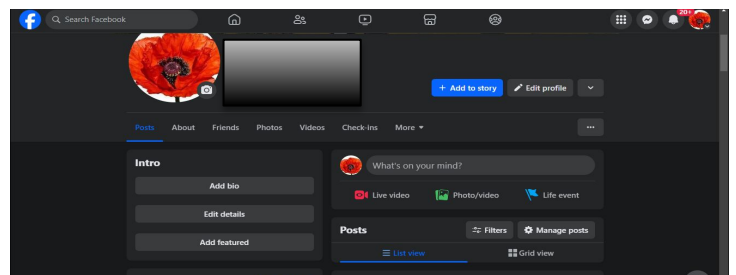
1. This is Facebooks logo



2. Facebook is one of a few different types of Social Media.

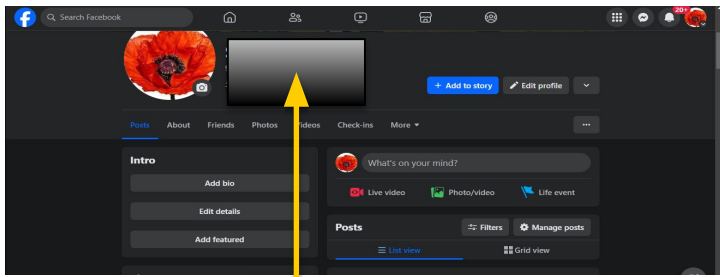


3. To be able to use Facebook you need to first set up an account.

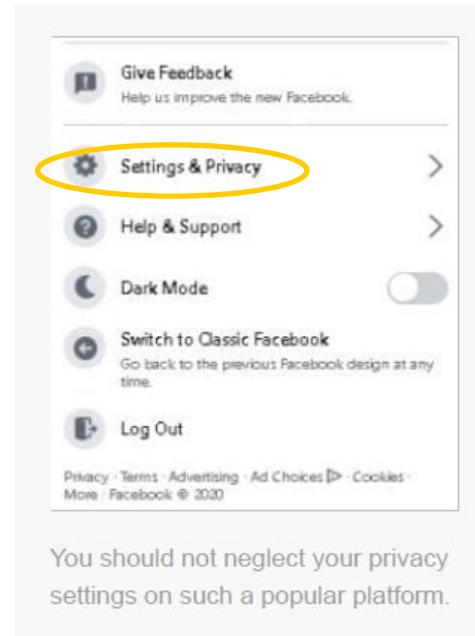


4. This is the Home page on your account. You can have a white or a black background.

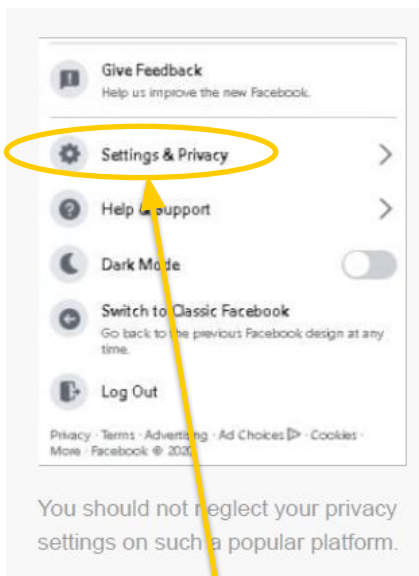
How to use Facebook?



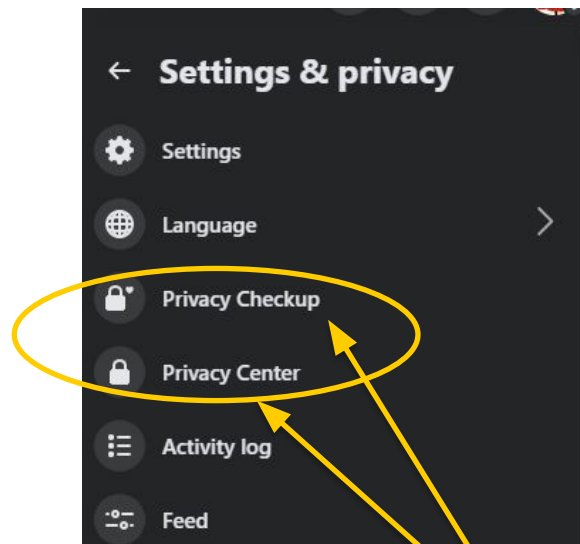
5. Your Name will be here and also the number of friends you have linked with.



6. One of the most important things is to make sure your Facebook account stays secure.

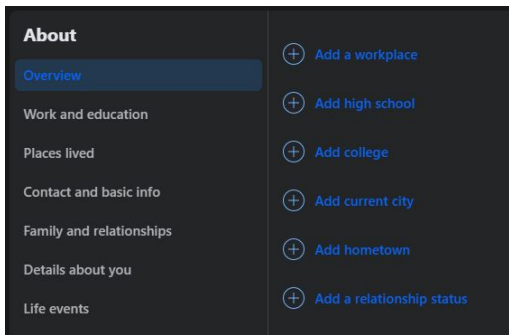


7. To check and change these, click on the 'Settings' options.

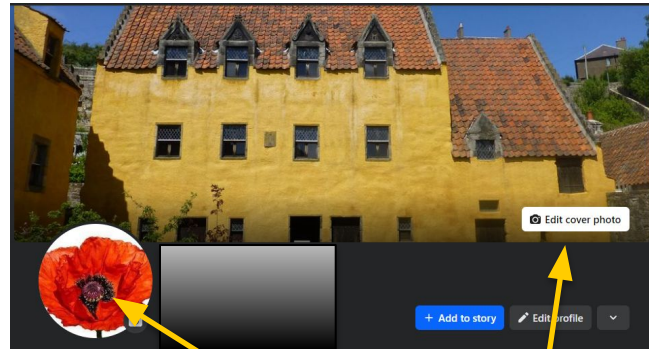


8. Then click on the 'Privacy' options and check and change them as you need to, to make them secure.

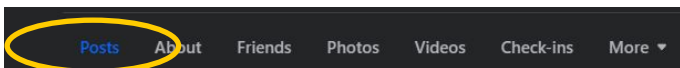
How to use Facebook?



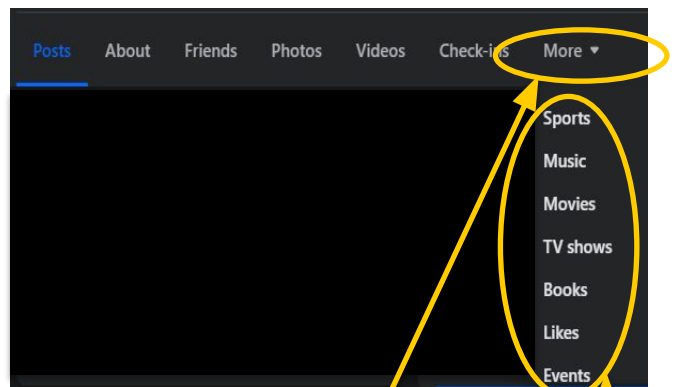
9. You can personalise your profile. **Be careful not to put private information on it.**



10. You can upload a photo on your home page.

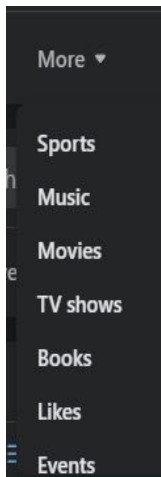


11. The **Facebook timeline** shows all your activity on Facebook including photos.

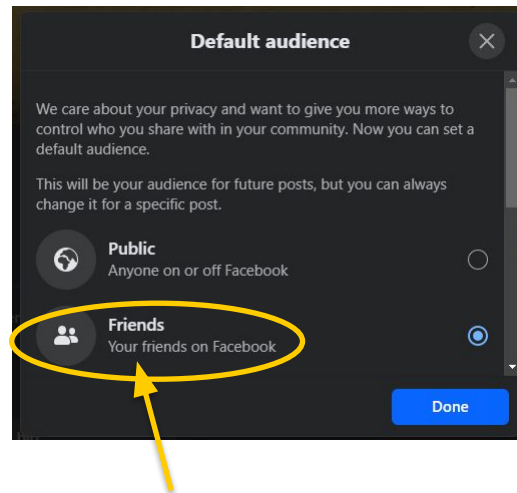


12. **Following other peoples Pages:** You can follow other pages. Like local activities, celebrities, bands, & sport teams.

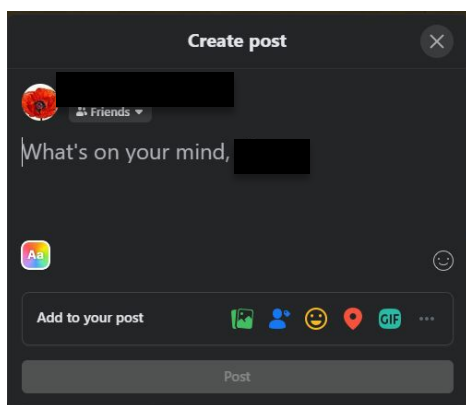
How to use Facebook?



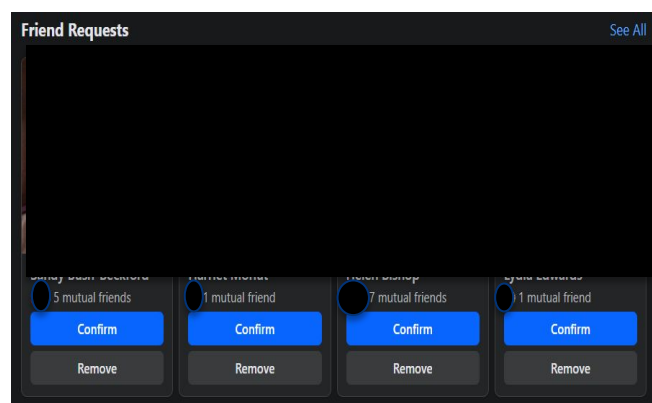
13 Be careful when following other people's pages. Make sure the pages have been checked to be real.



14. You can put things on Facebook this is called Posting. It is wise to only post to Friends not the whole world.

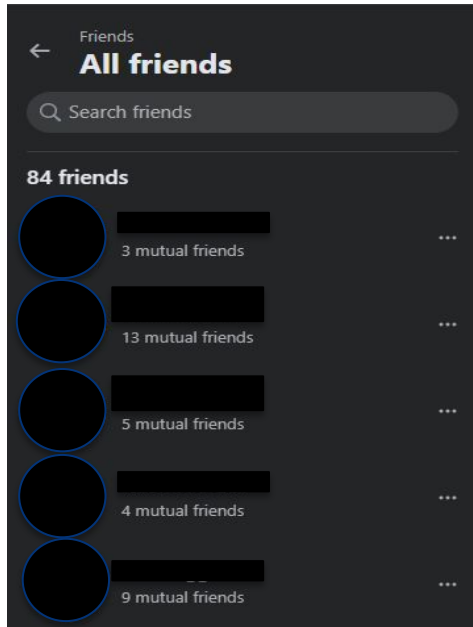


15. Be careful what you post and keep it to general interests. Do not give out personal information.



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.

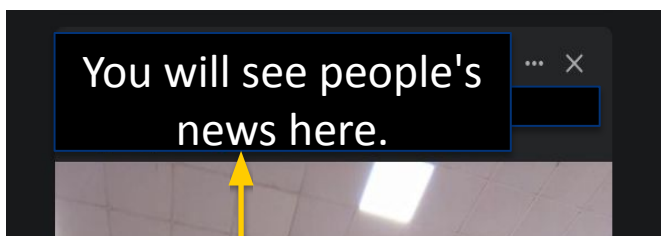
How to use Facebook?



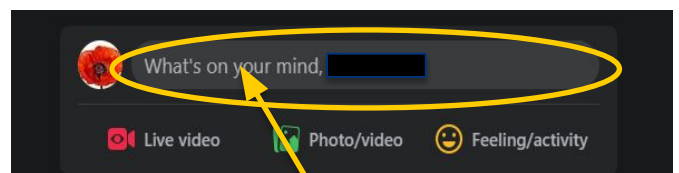
17. It is wise to only connect on Facebook with people you already know. Family & Friends.



18. **Videos & 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.**



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.



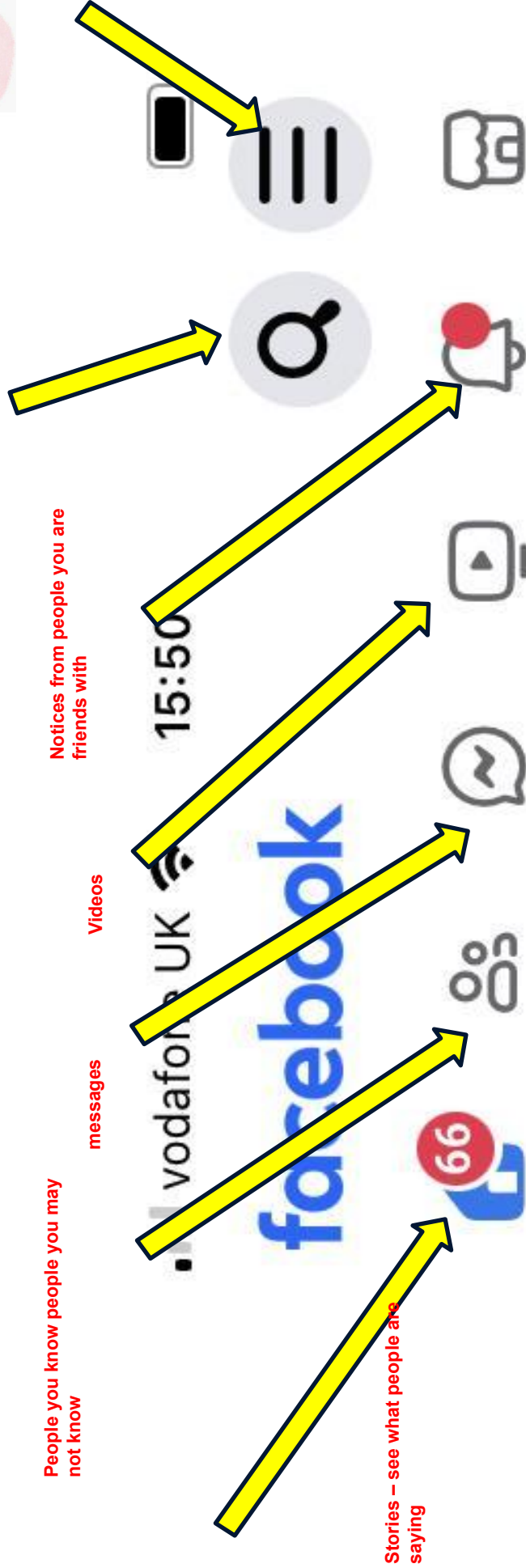
Search for friends or activity links

People you know people you may not know

messages

Videos

Notices from people you are friends with



What's on your mind?



Photo



vodafone UK 10:48

Settings

Control who can see your posts, stories and profile.

Posts
Manage who can follow your profile, and who can comment on your public posts.

Stories
Choose who can see your stories and manage your story archive.

Profile and tagging
Decide who can interact with you and your posts on Facebook.

Blocking
Review people who you've previously blocked.

Active Status
Show when you're active.

facebook.com

vodafone UK 11:59

Menu

Settings & privacy

Settings

Orders and payments

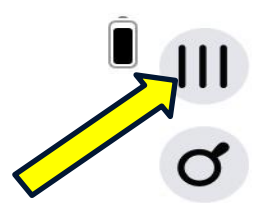
Dark mode

Language

Help & support

Help

facebook.com



vodafone UK 15:50

facebook



Photo

What's on your mind?

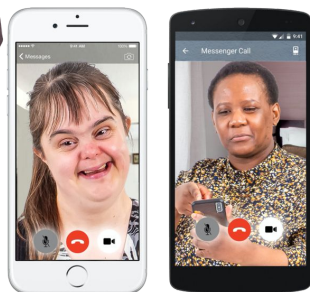
How to use Facebook Messenger



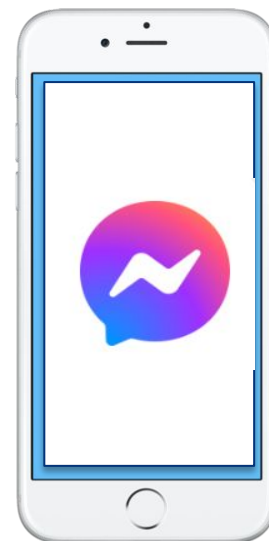
21. Facebook messenger is a chat feature, where you can send messages to your friends.



22. To send a message, press the Messages button. Then type your message to them.

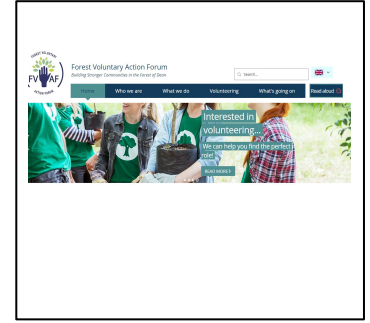
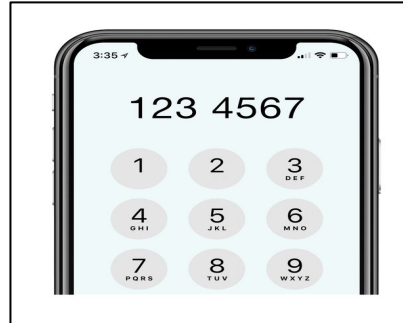


23. You can also make voice and video calls on Messenger.



24. You can also do this through the Messenger App

Contact Us



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We hope to hear from you.....



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