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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Photos are from Photosymbols.com

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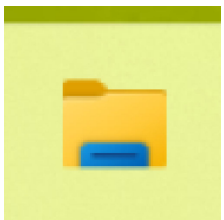

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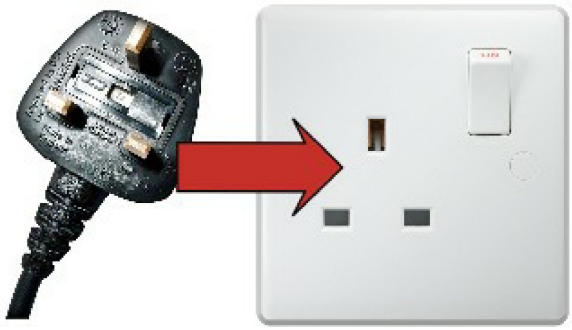
How to set up the laptop computer



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

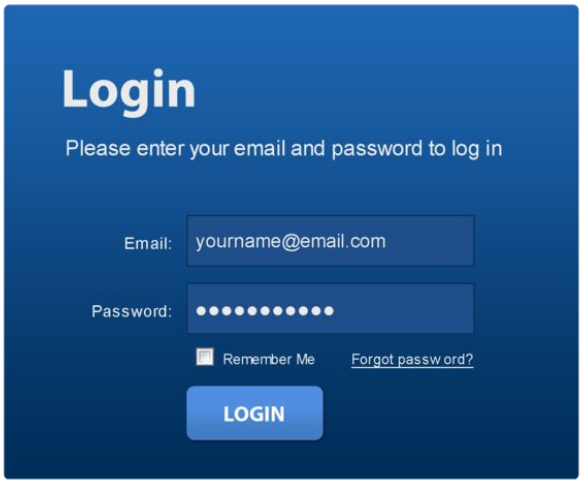
2. Put the plug in the plug socket.

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.

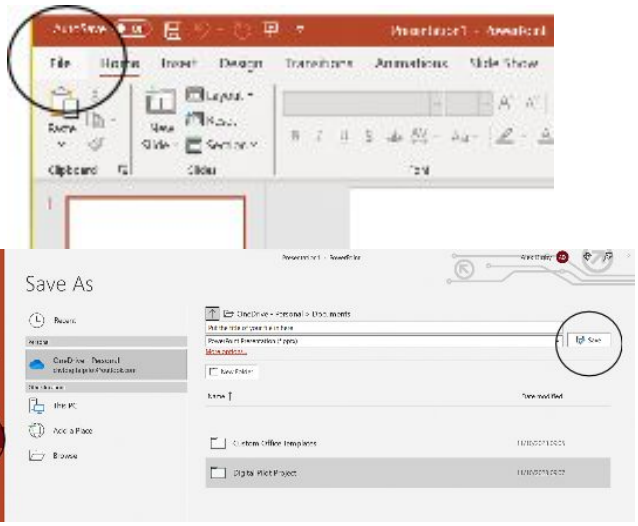


6. Login with the password for the laptop

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

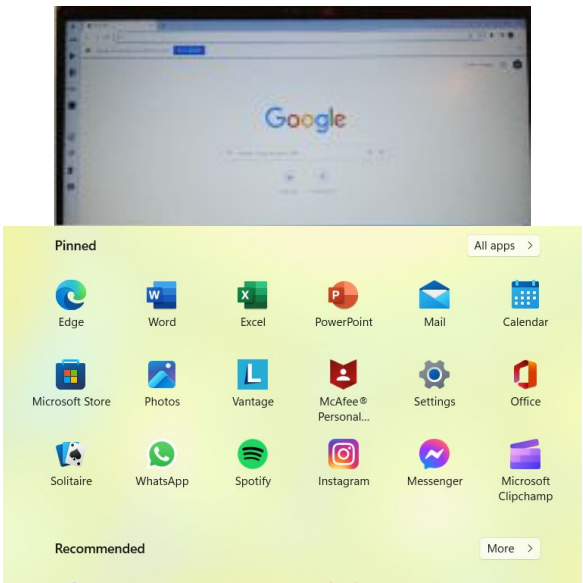
8. Open up the Read & Write app.

How to close and shutdown the laptop computer



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

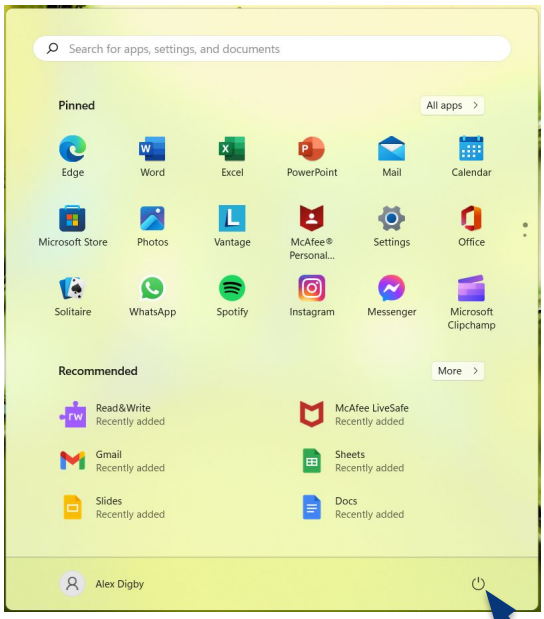
2. Save the work you have been doing.



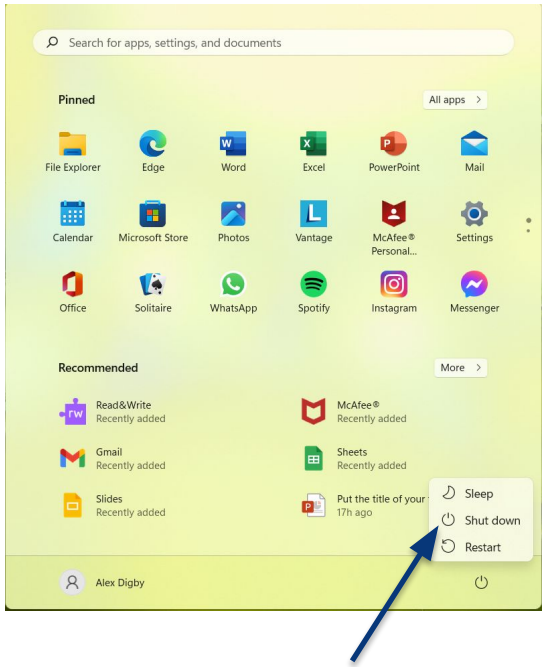
3. Close the files, apps and pages you are working in.

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

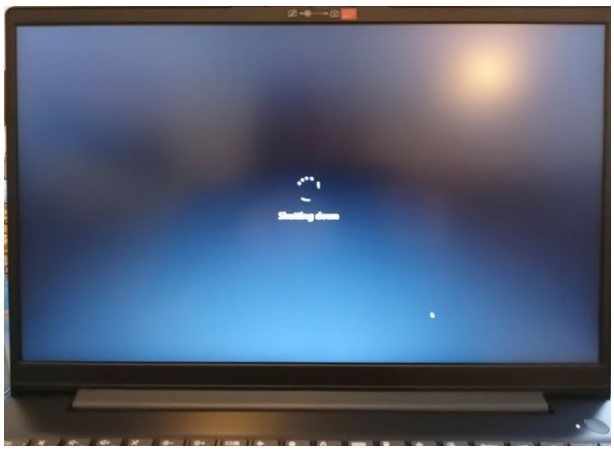
How to close and shutdown the laptop computer continued



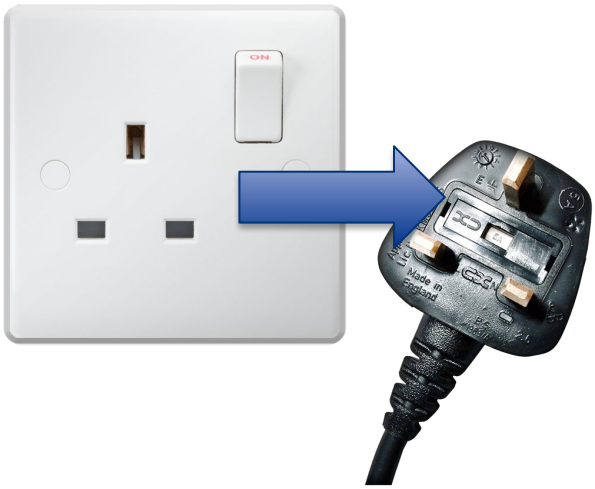
5. Press the Power button – where the arrow is pointing too



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.

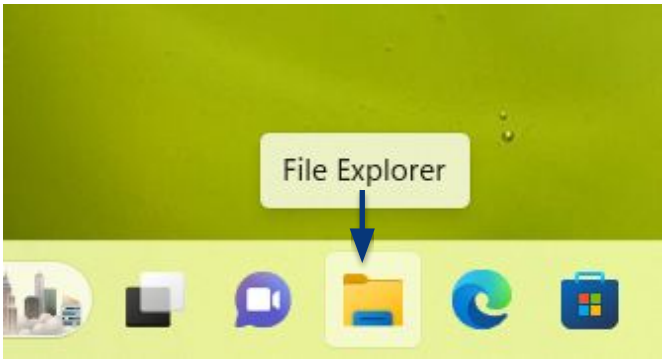
3. You will find the battery compartment in here and also the USB stick.

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

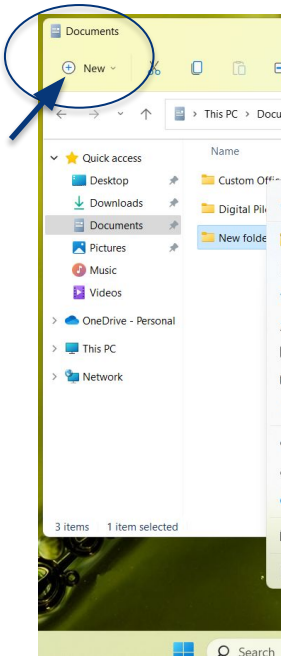
How to use a computer mouse - continued:

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

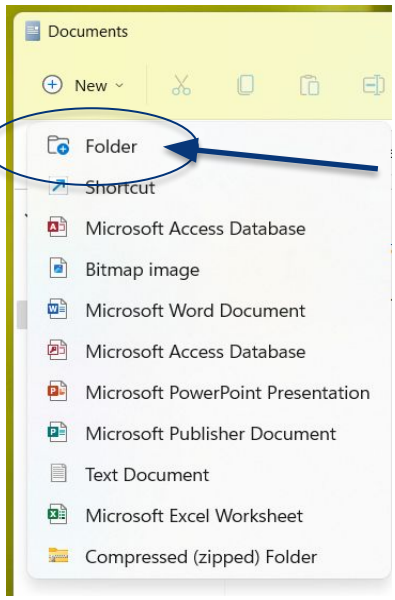
How to create a Folder



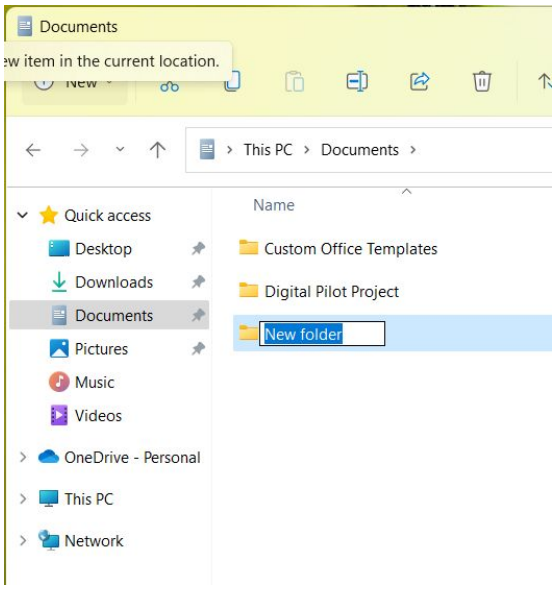
1. Left click on the File Explorer icon



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

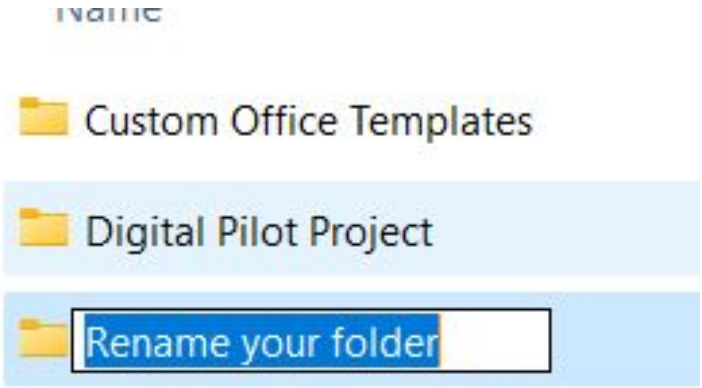


3. In the drop-down tab click on Folder

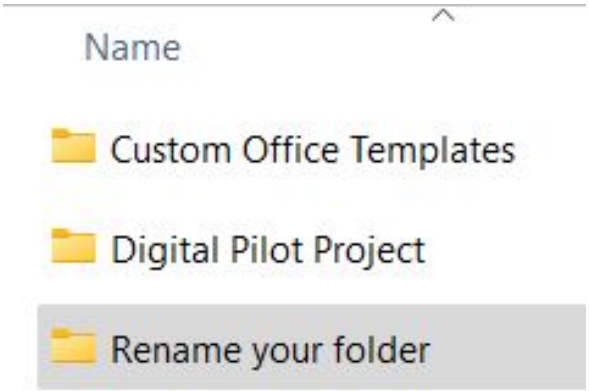


4. Carefully delete the blue line.

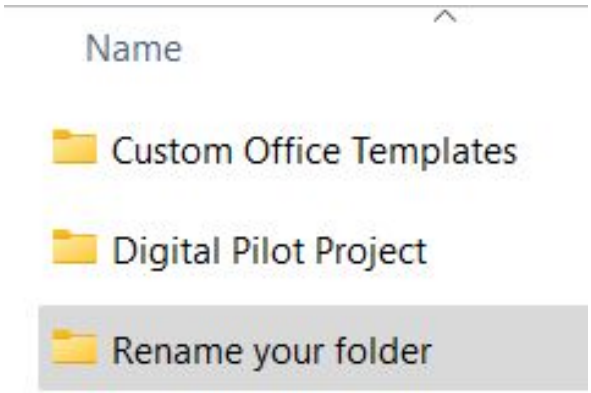
How to create a Folder - continued



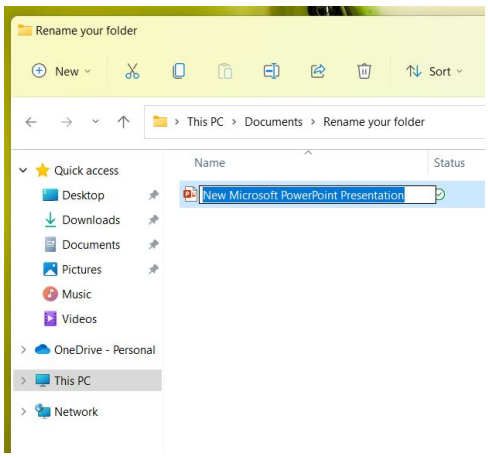
5. Rename your Folder to a name of your choice.



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



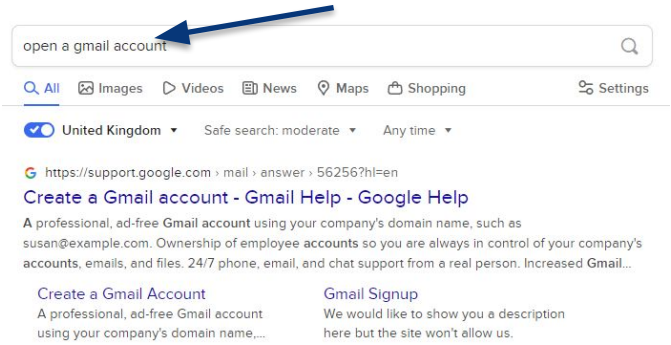
7. Your Folder is now ready to open.



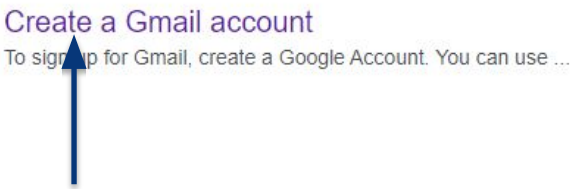
8. You will be able to save lots of files in your new folder

How to open a new Gmail account

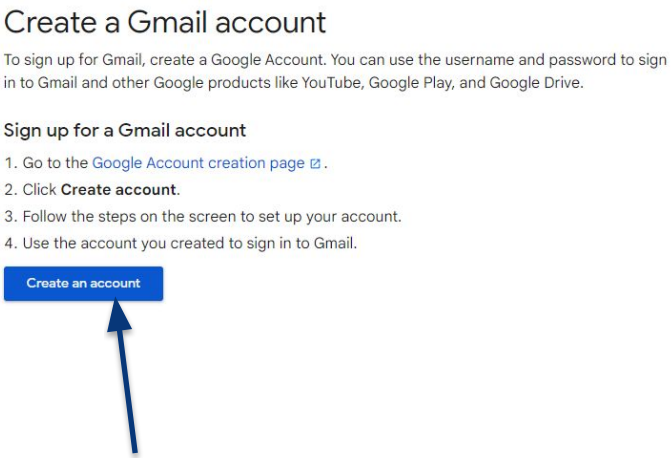
1. Open up Google on the internet



2. In the search bar, type in ‘open a Gmail account’.

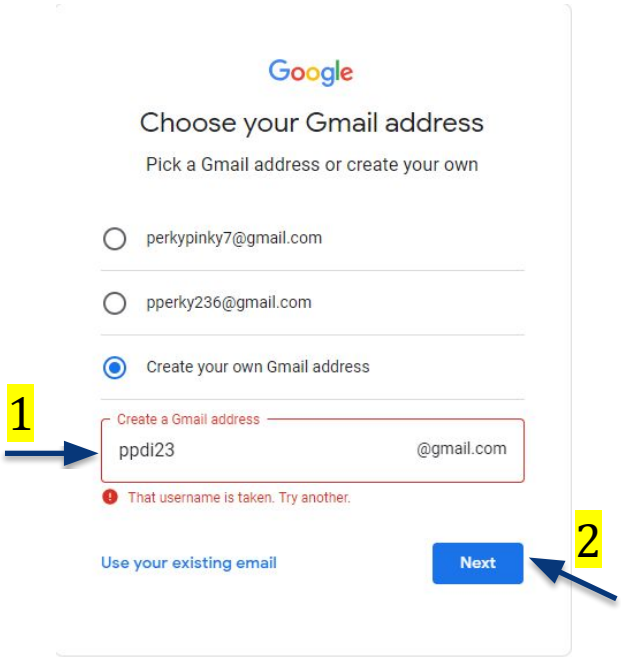


3. Click on the option – Create your own Gmail account

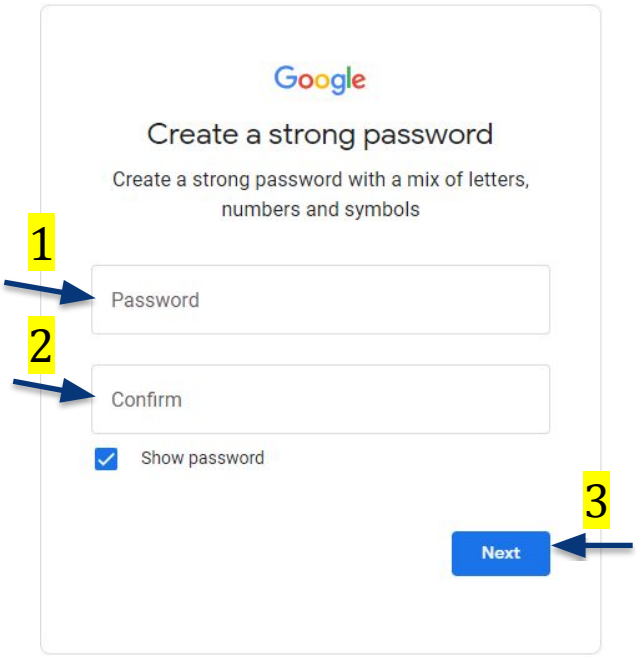


4. Click on – Create an account

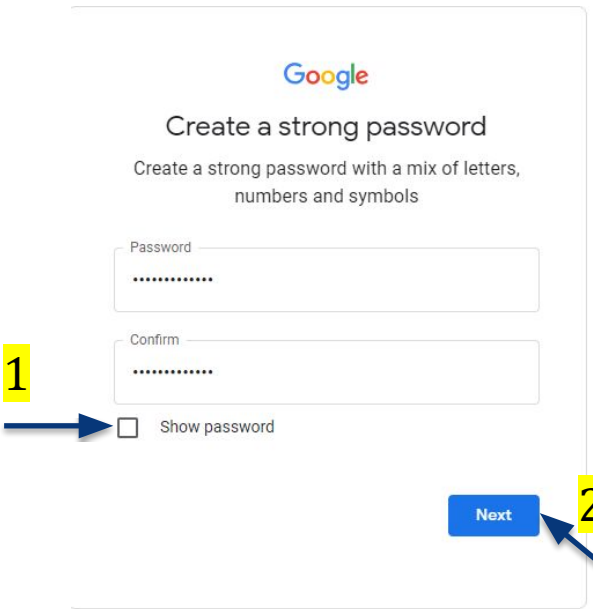
How to open a new Gmail account continued



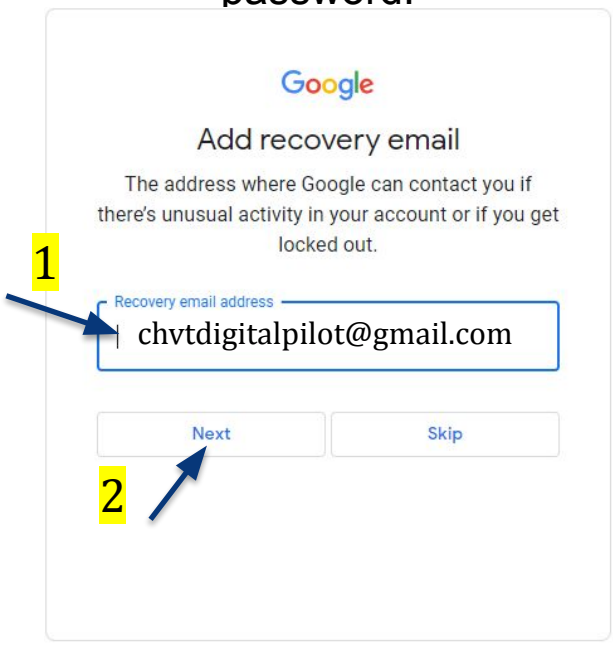
1. You may find the email address is already taken, so you will need to change it a little, until it accepts it.



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

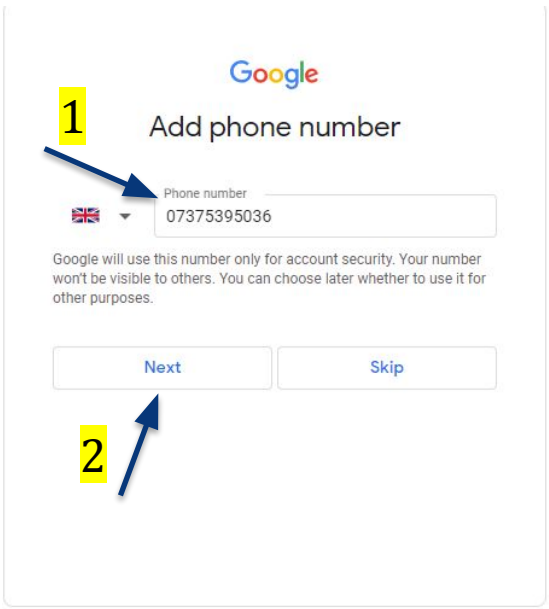


3. Once you put your password in it will look like this.
You can check the password by clicking the show password box.
Click next.

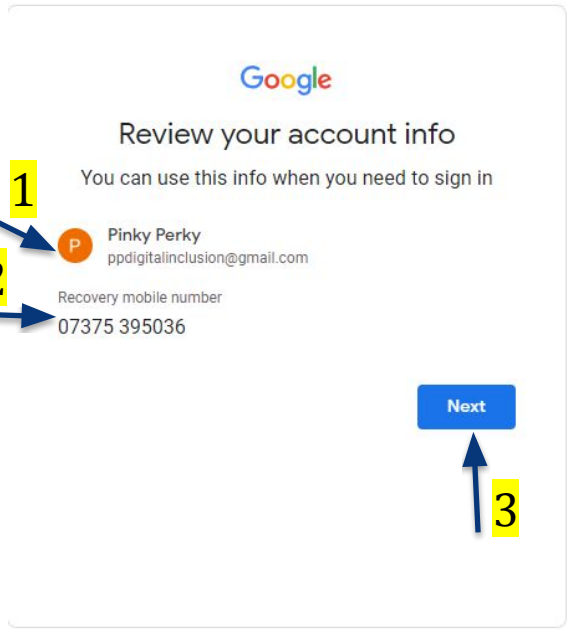


4. Type in another email address to act as a recovery email, incase you cannot get into your email account. Click Next.

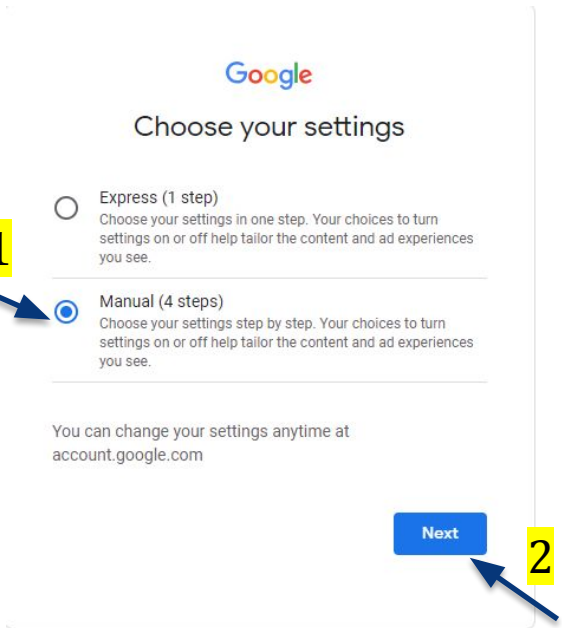
How to open a new Gmail account continued



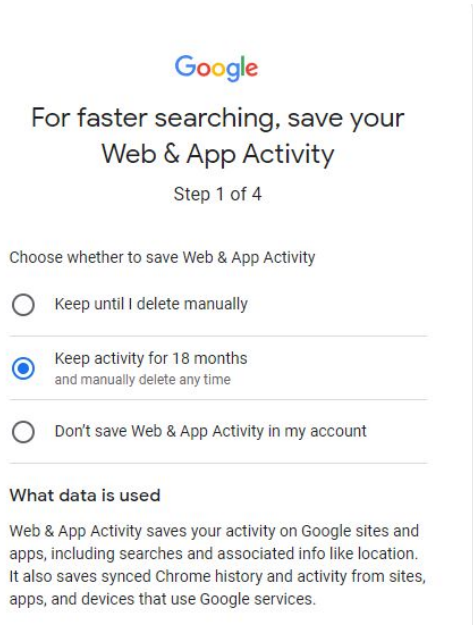
1. Add the mobile number and then press Next.



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

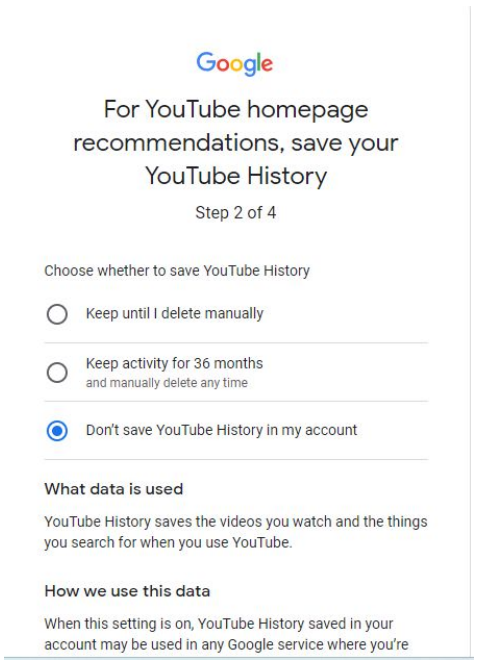


3. Choose the option for Manual then press Next.

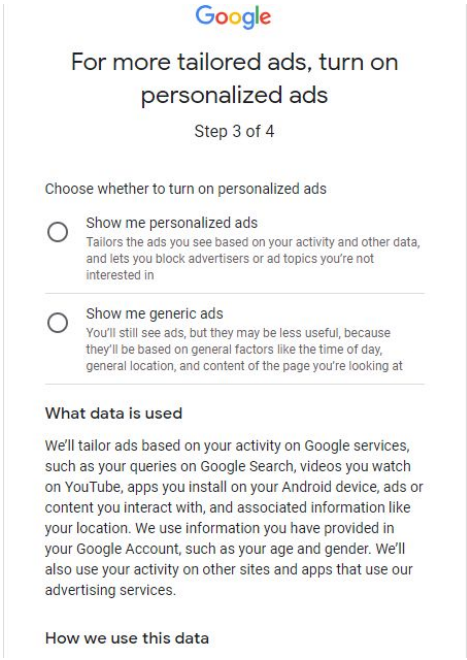


4. Choose one of the above options.

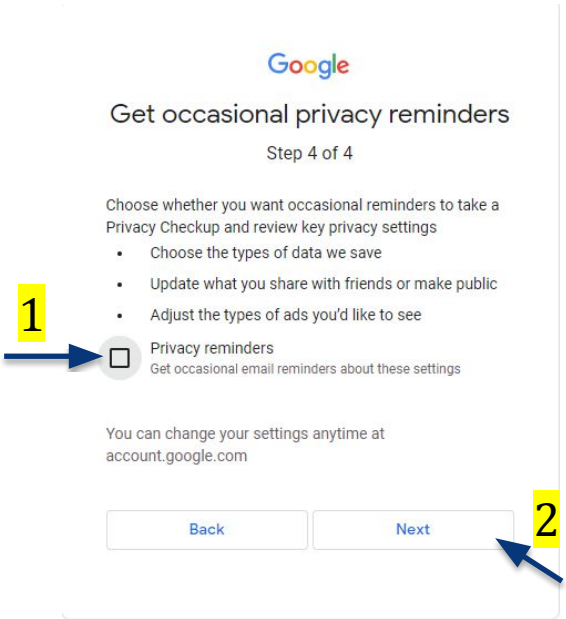
How to open a new Gmail account continued



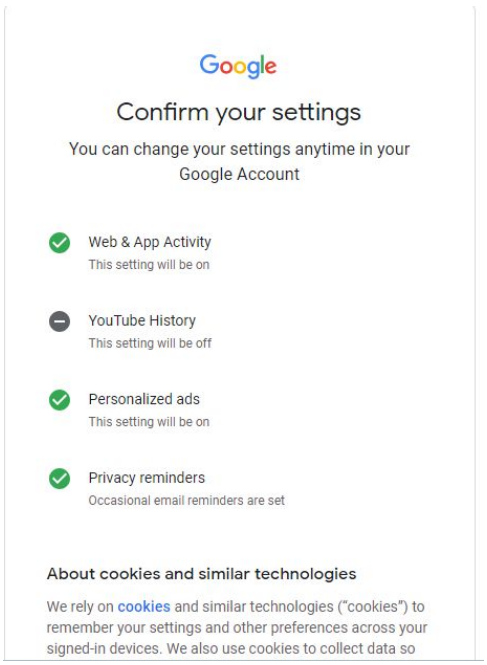
1. Choose one of the above options.



2. Choose one of the above options.

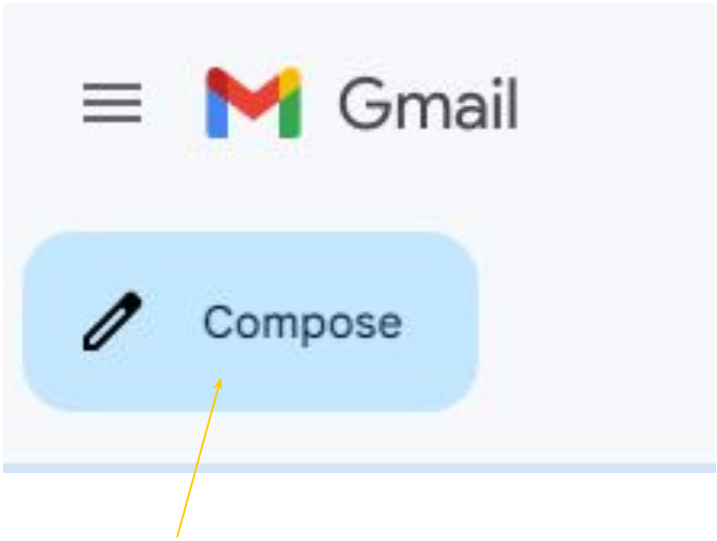


3.Choose whether you want occasional privacy reminders. Check the box if you do. Click Next.

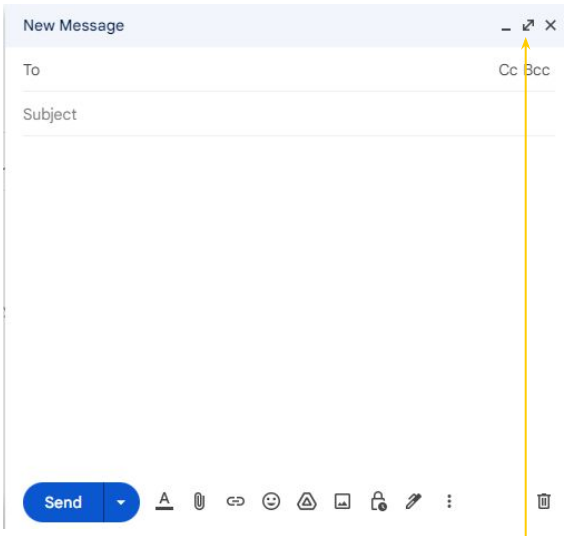


4. Confirm your settings. The confirm button is right at the bottom.

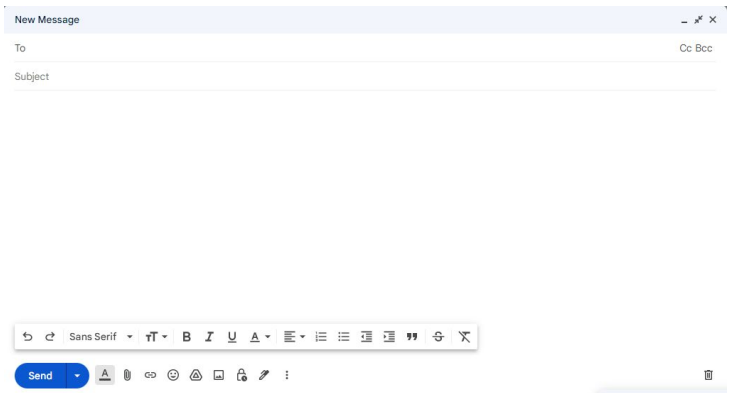
How to use a Gmail email account



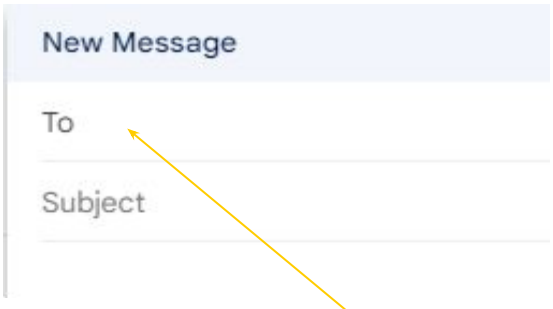
1. Left click on compose to open up a new email.



2. This box will then appear. You can make it bigger by pressing the double arrow symbol in the top right corner.

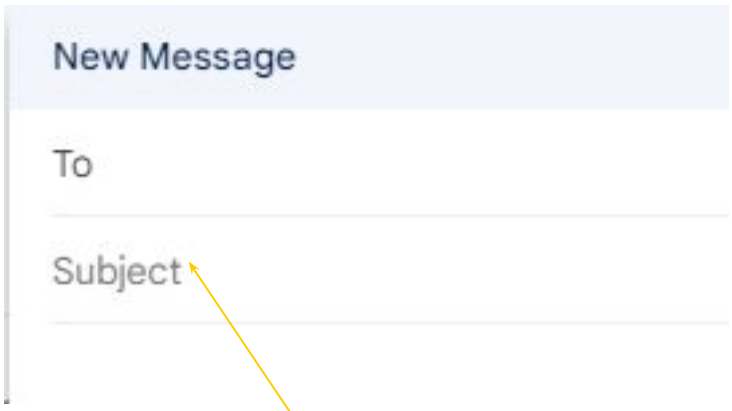


3. It will then fill the screen more and is easier to work in.



4. Put the persons email address in that you want to send the email to.

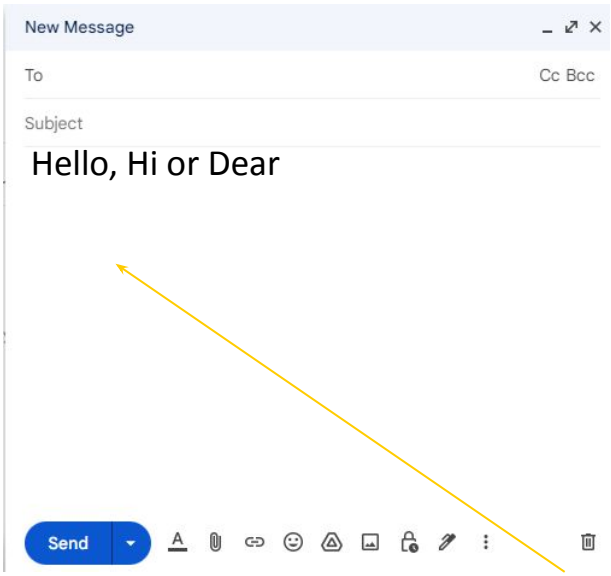
How to use a Gmail account continued:

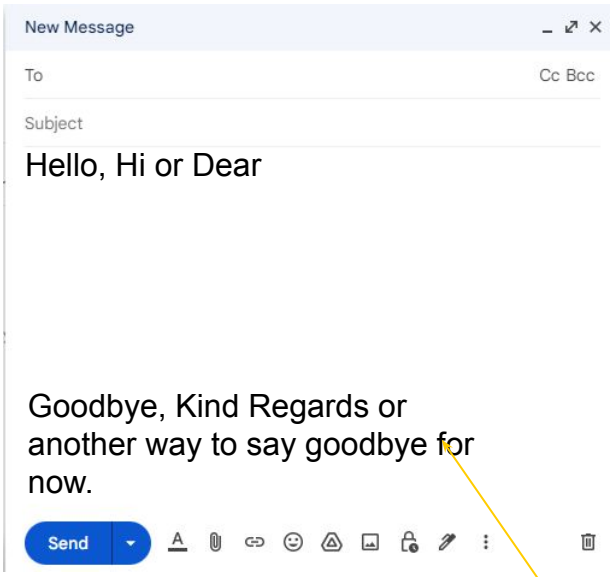


Hello, Hi or Dear

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

6. Start by saying Hello, Hi or Dear.





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

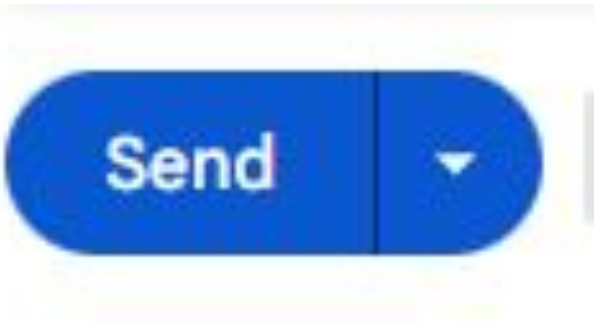
8. Finish your email by saying Goodbye, Kind Regards or another way you say goodbye for now.
And put your name last.

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.

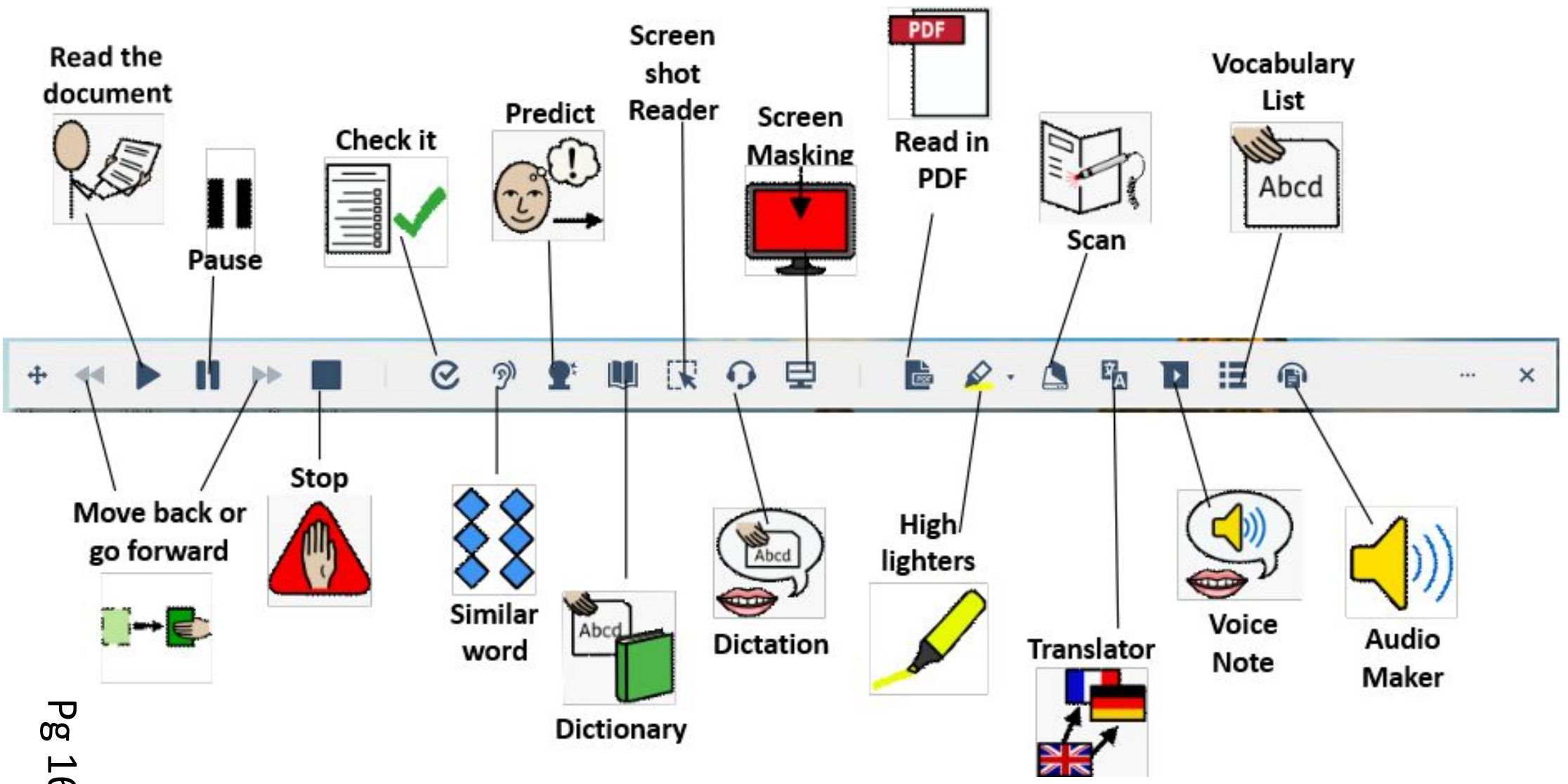
11. The Bcc means you can also send the email to some else who cannot be seen by the person receiving the email.



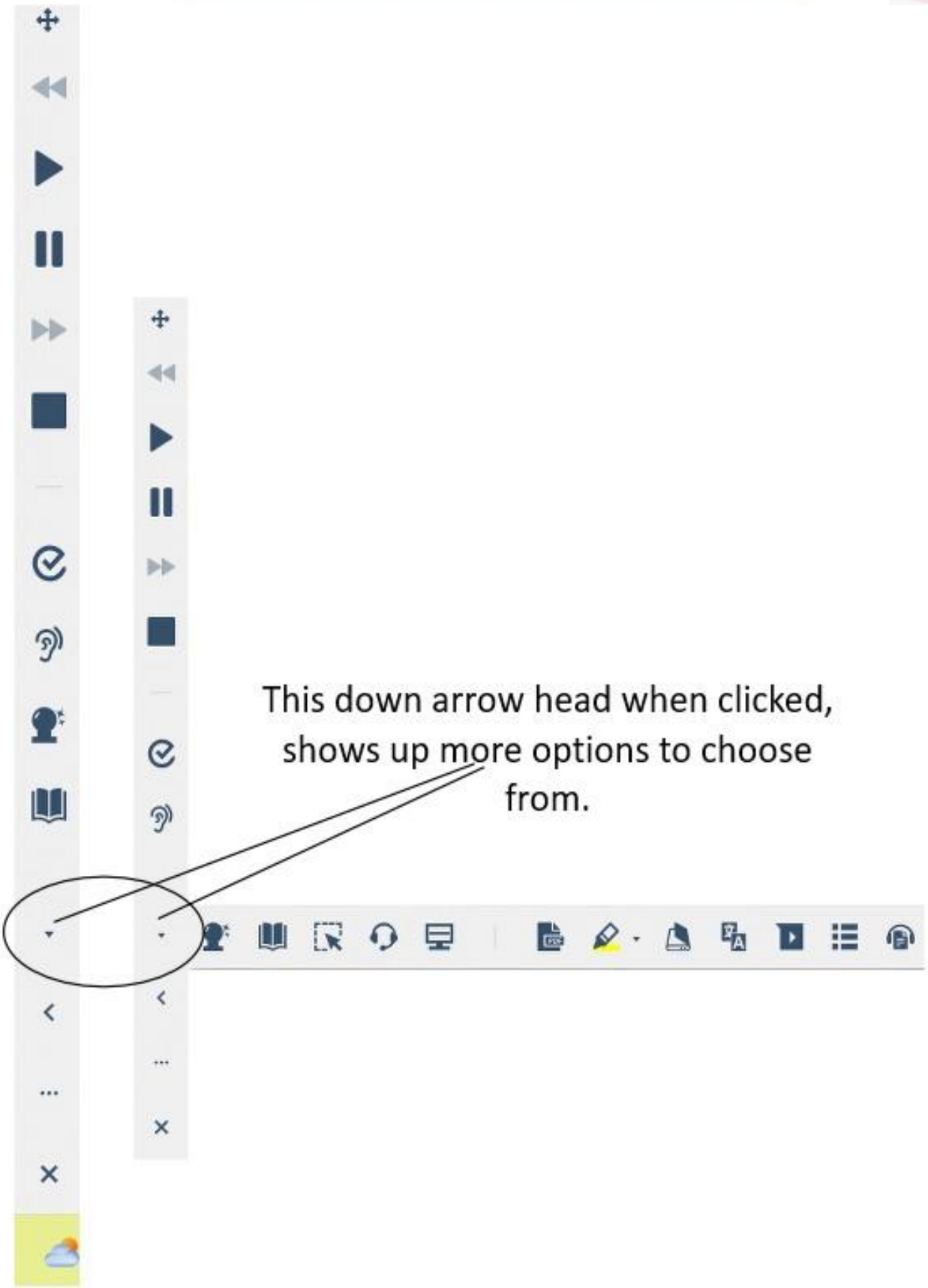
12. When you have finished the email and everything is done. Press the send button.

Read & Write Tool Bar

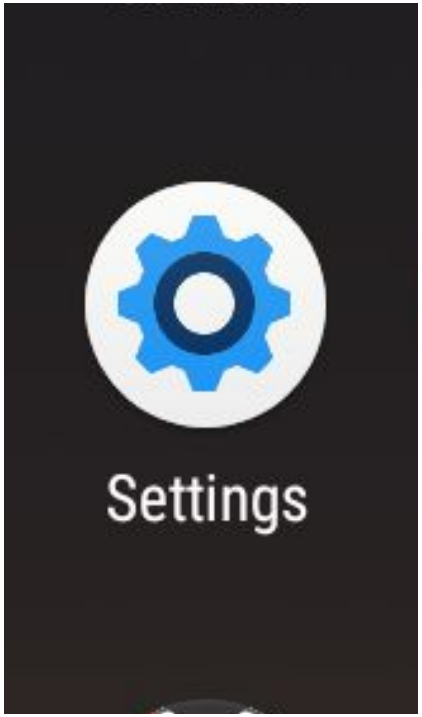
This can sit across the screen or down the side - move with the 4 way arrow on the left hand side



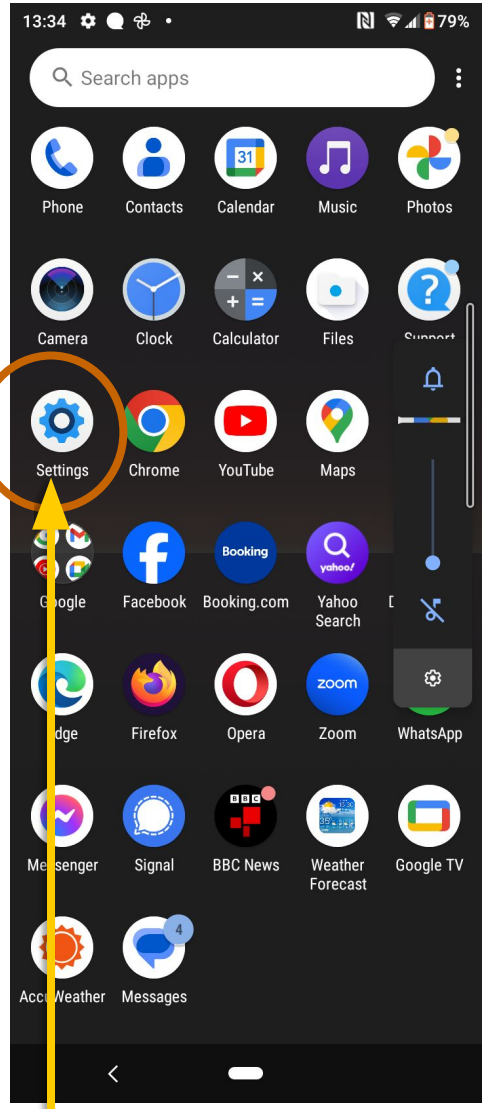
Vertical Read & Write Bar



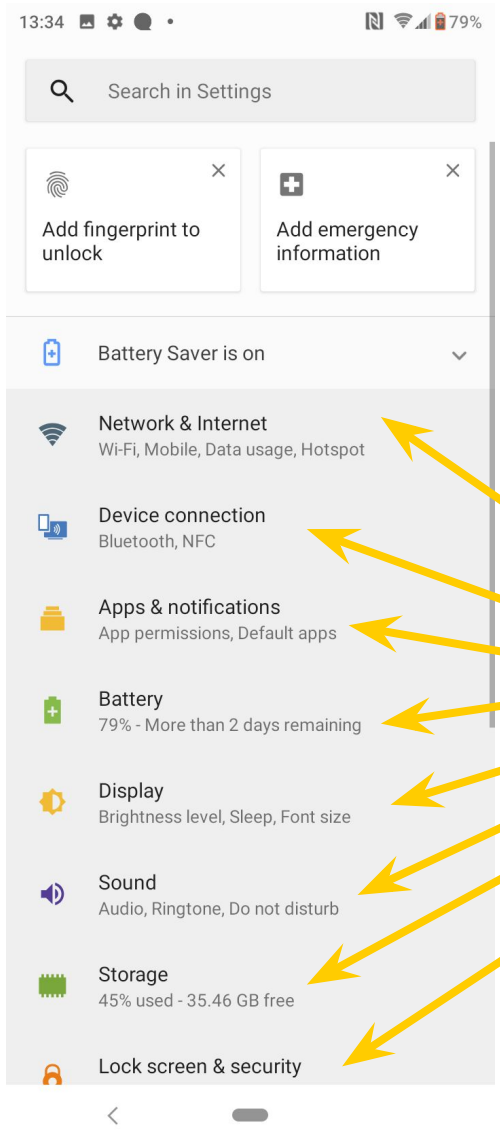
Android Phone Security Settings



1. This is the Setting app icon



2. Find the Setting app icon on your phone screen.



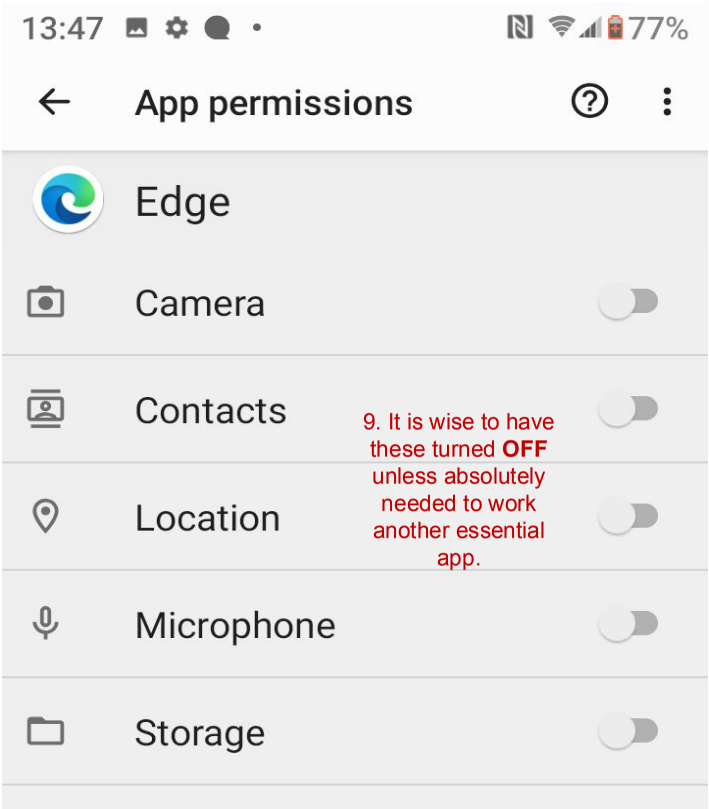
3. You will find lots of different things in Settings.

4. Scroll down to find the rest of the options

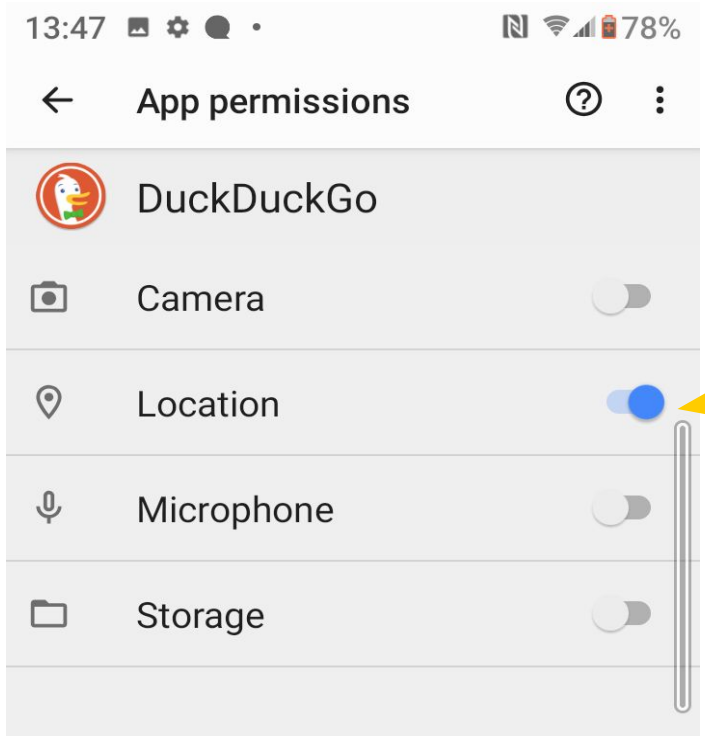
5. You will need to go through each item to choose the most secure option.

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.



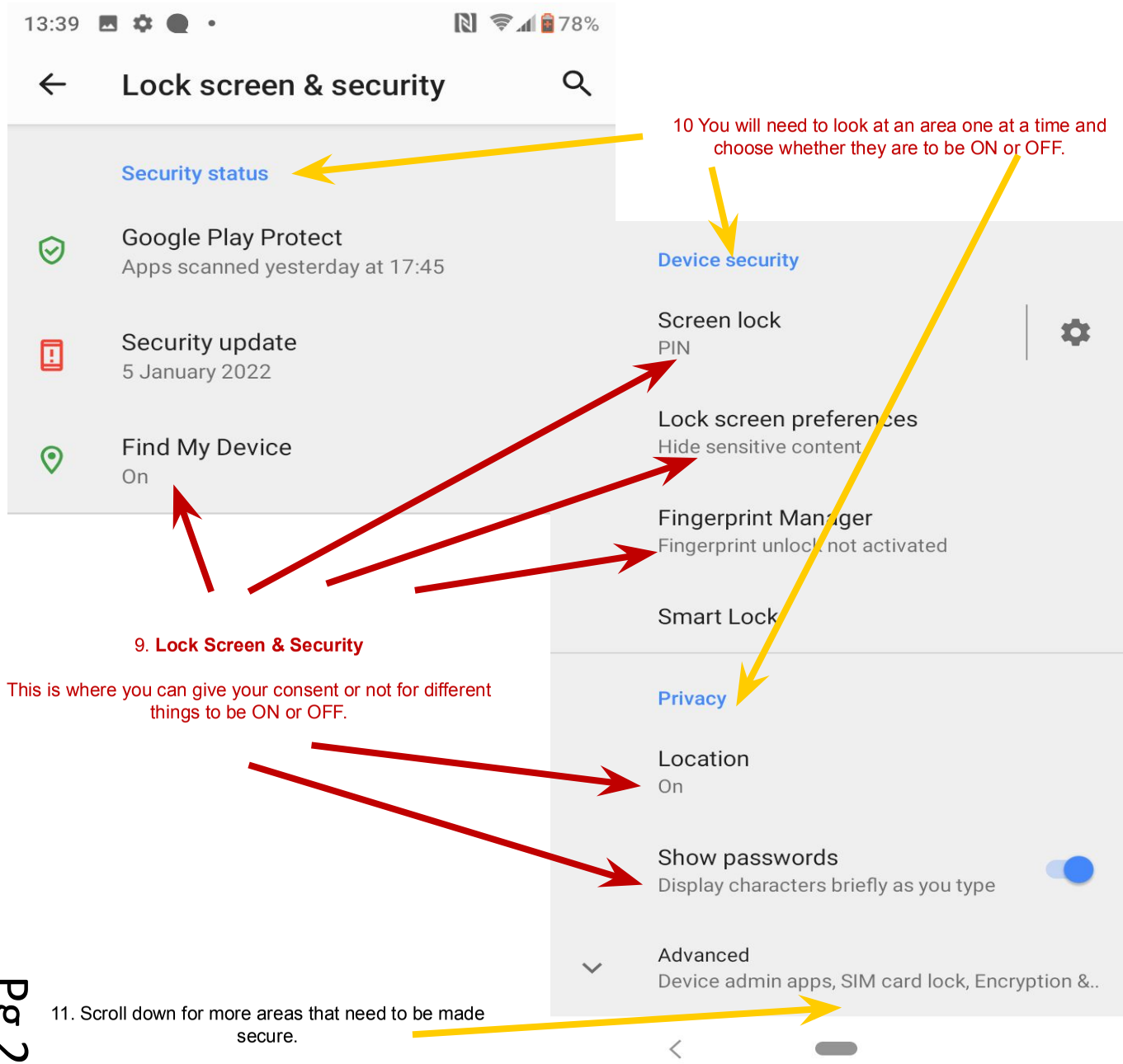
9. It is wise to have these turned **OFF** unless absolutely needed to work another essential app.



8. When the setting is turned on it is **blue.**

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

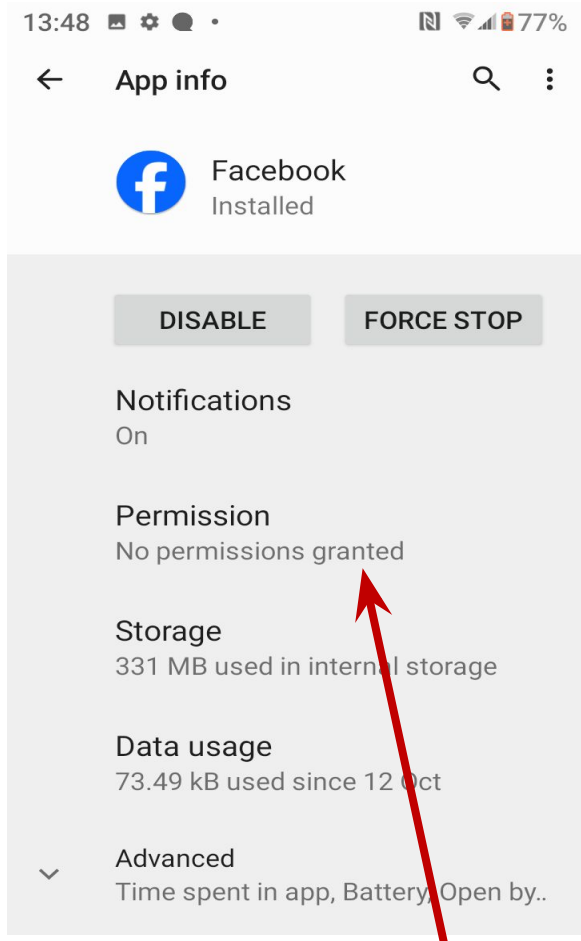


10 You will need to look at an area one at a time and choose whether they are to be ON or OFF.

9. **Lock Screen & Security**

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

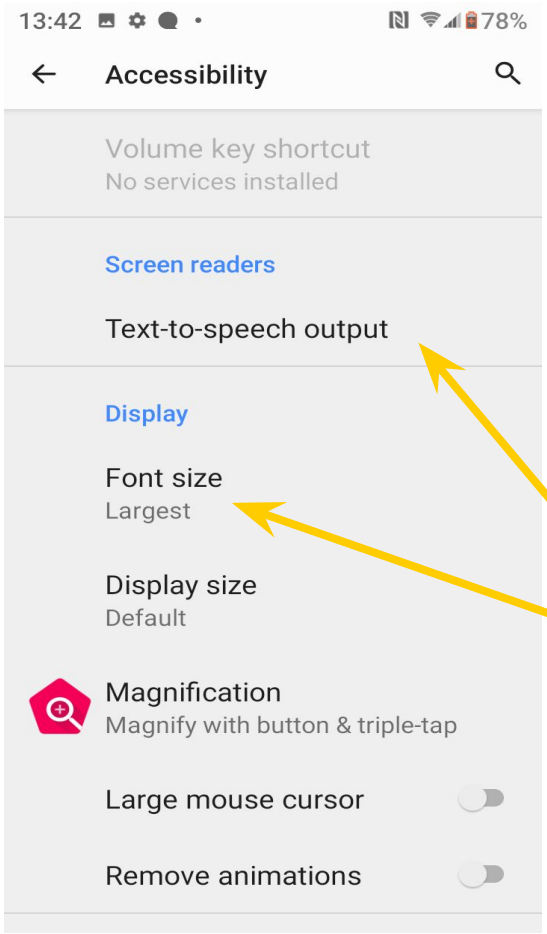
11. Scroll down for more areas that need to be made secure.

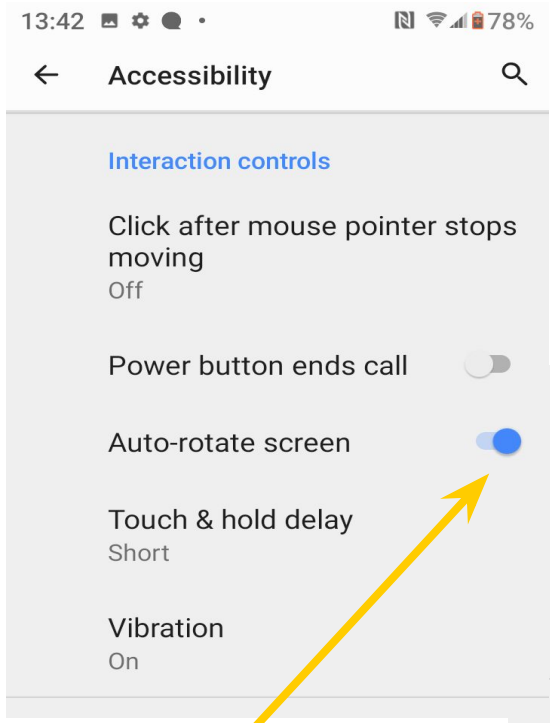


12. It is wise to have really strong security on your Facebook settings.

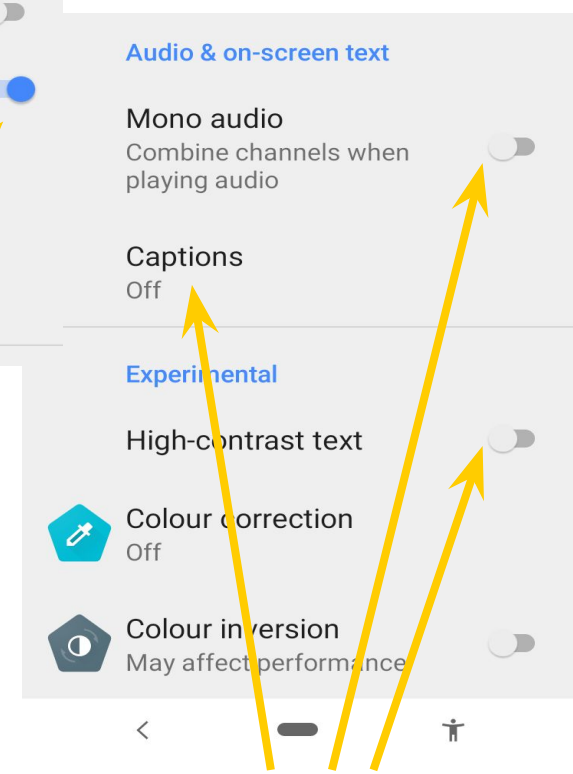
Android Phone Security Settings continued 3

13. The Accessibility section in the Settings is useful.



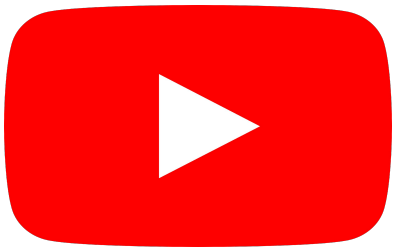


14. You can change things like the size of the words on the screen, and auto rotate the screen – so you can look at it from different positions



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

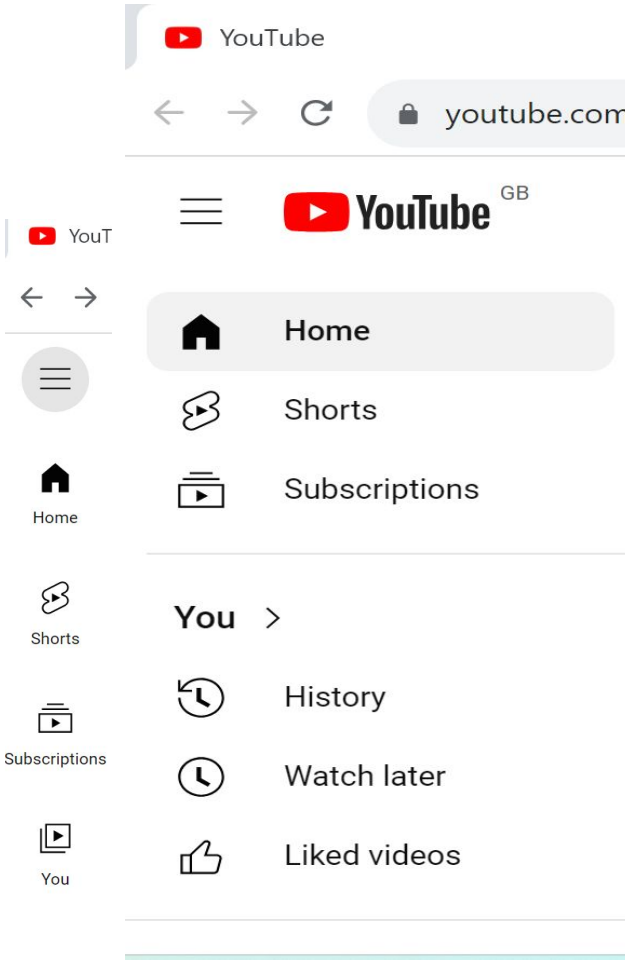


1. Click on this icon. It will open the You Tube page on the internet.

Or

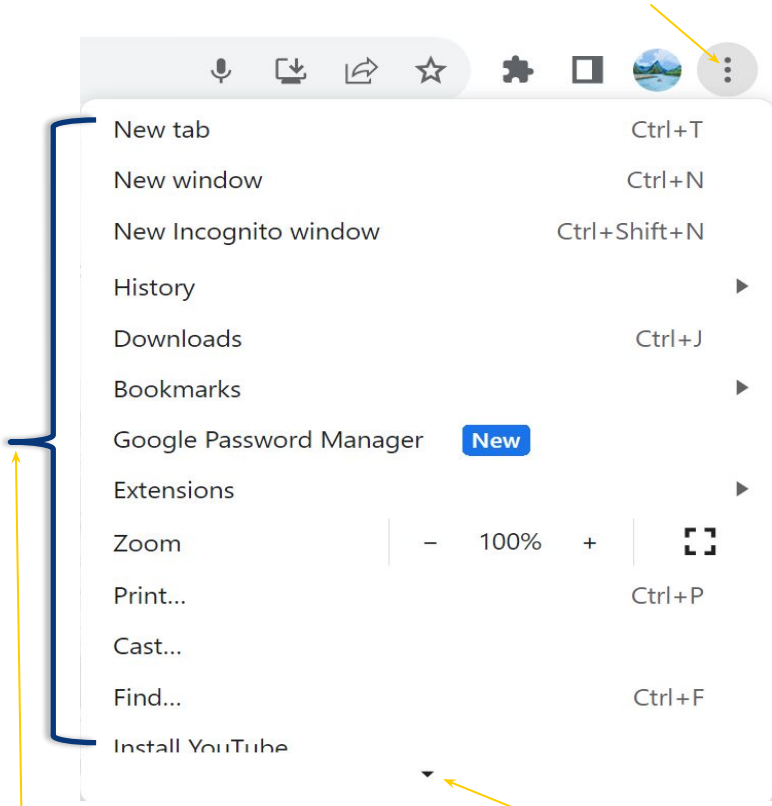
Type **youtube.com** in the internet search bar.

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



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

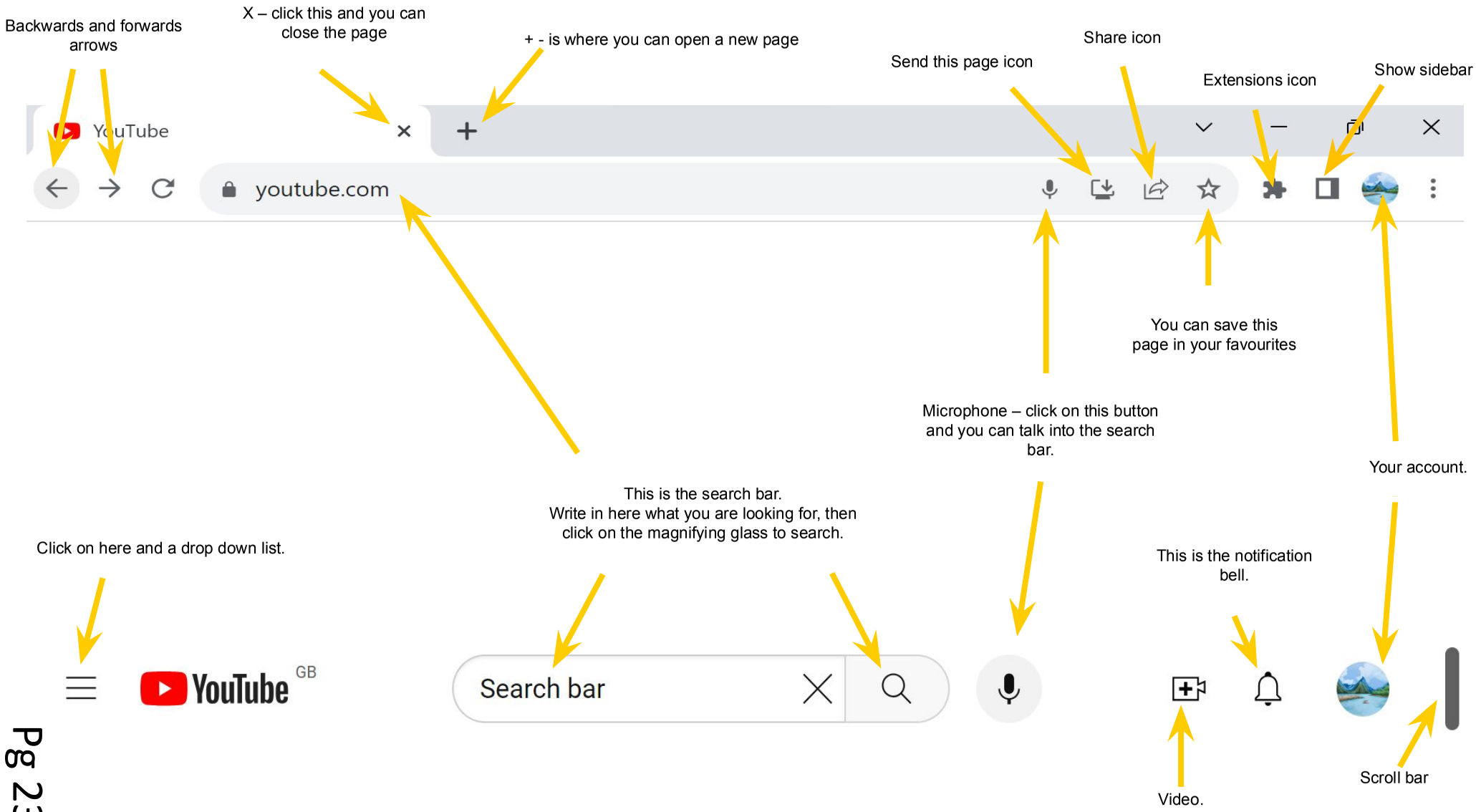
4. On the righthand side there are 3 dots. Click on the 3 dots



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

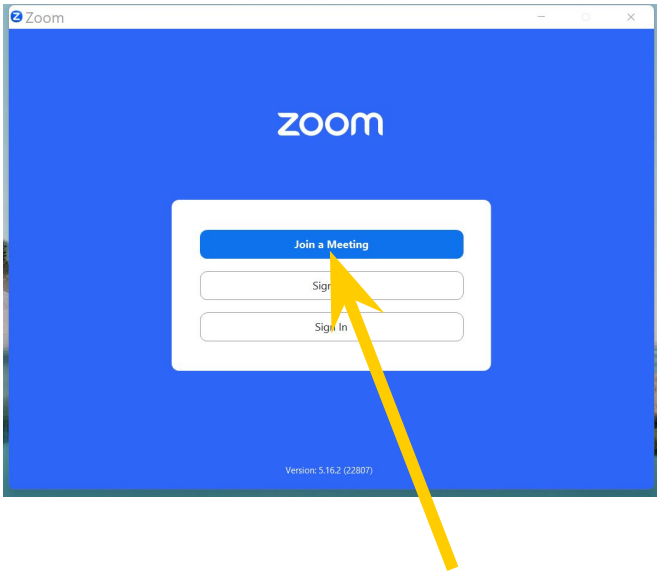
6. Click on the down arrow and you will see more options to choose from.

How to use You Tube continued

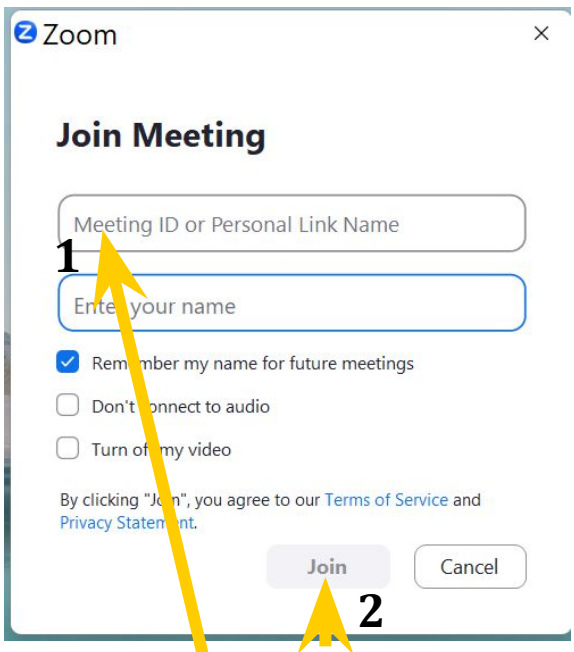


How to Connect to a Zoom Video call on a laptop

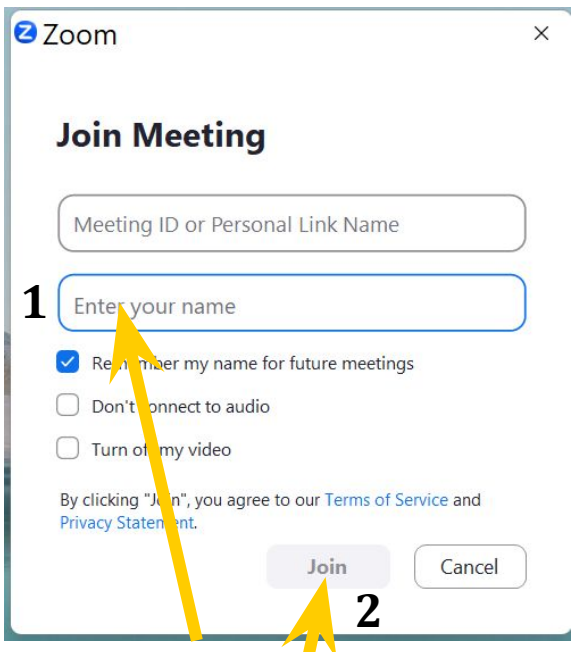
1. Click on the Zoom icon



2. Press the blue button that says, ‘Join Meeting’.

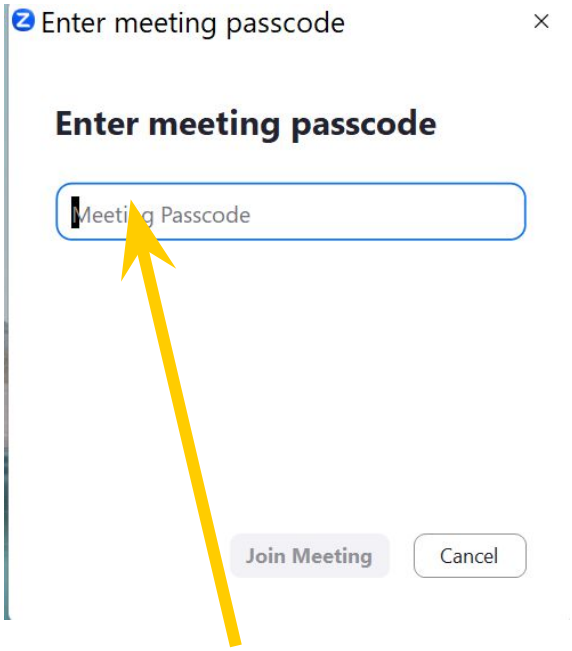


3. Put the meeting ID in the top box. It is a set of 11 numbers Then press the ‘Join’ button.

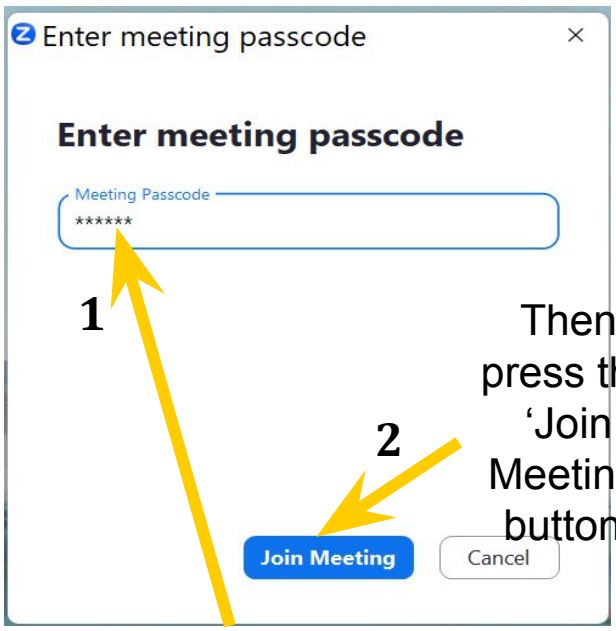


4. Enter your name in the second box. Then press the ‘Join’ button.

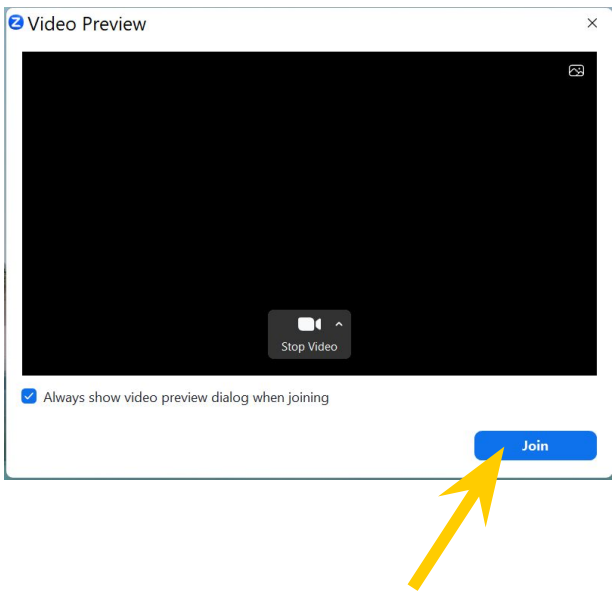
How to Connect to a Zoom Video call on a laptop continued.



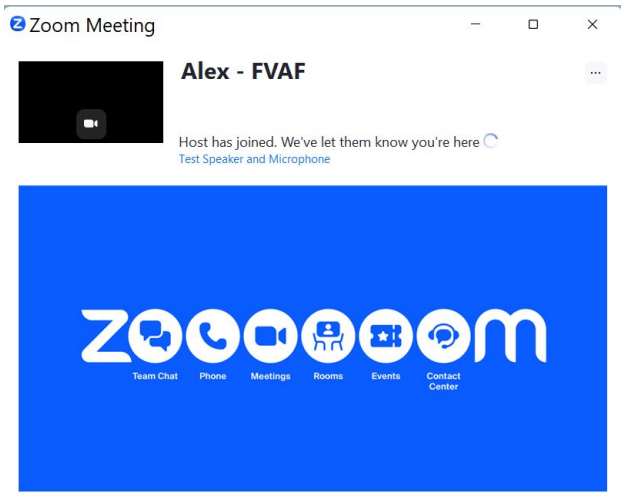
5. Put the Passcode into this box. It is 6 numbers.



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

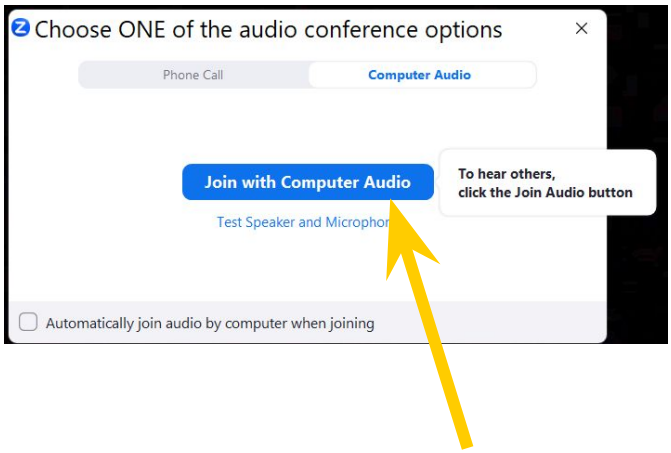


7. Press the Join button.

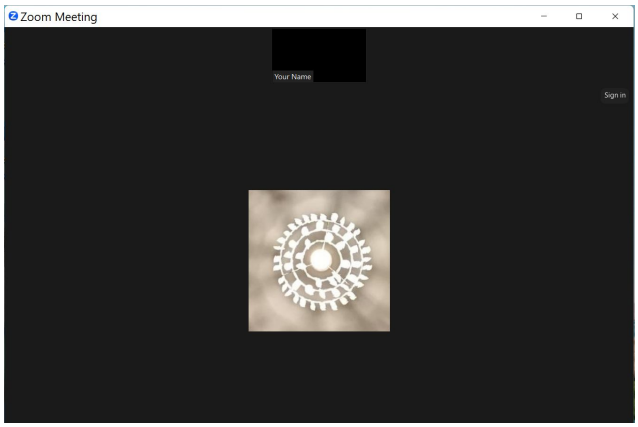


8. Then wait for the person hosting the meeting to let you in.

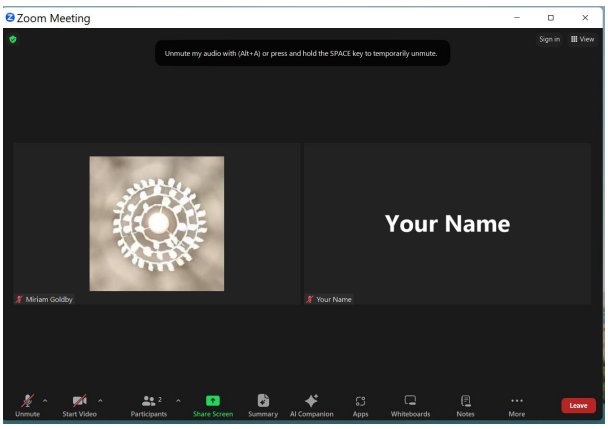
How to Connect to a Zoom Video call on a laptop continued.



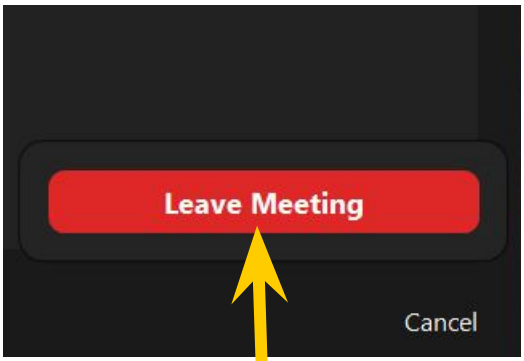
9. Then press the blue button – ‘Join with Computer Audio’.



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

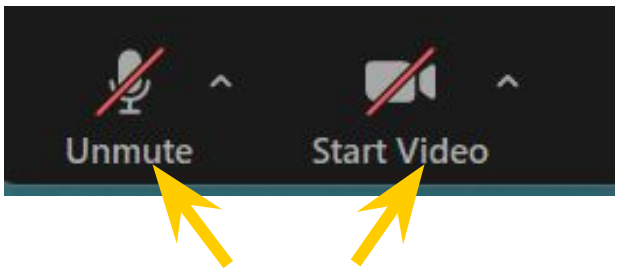


11. Now you are in the call.



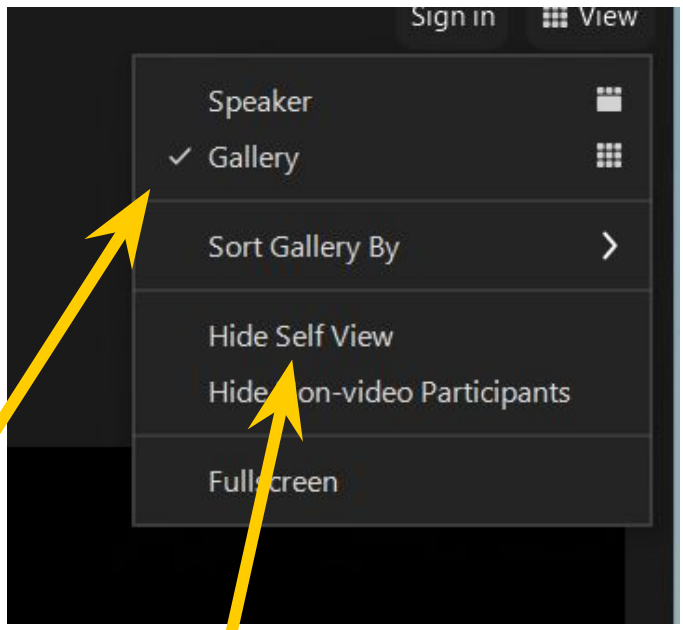
12. You leave the meeting by pressing this red button.

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



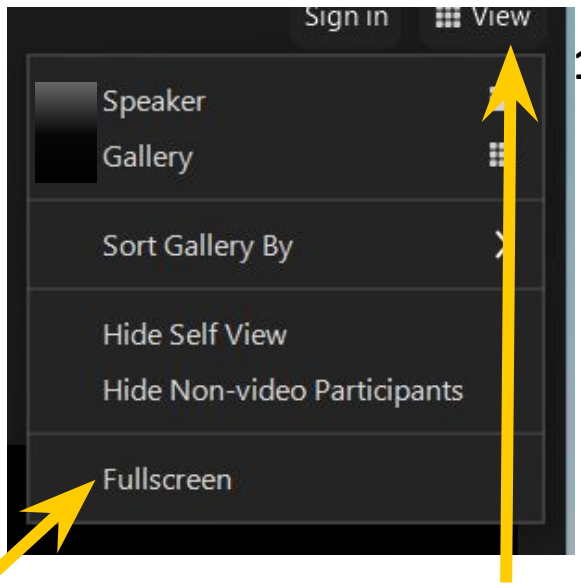
13. Press the two buttons above to unmute yourself and start the video.

Click on ‘View’ first.



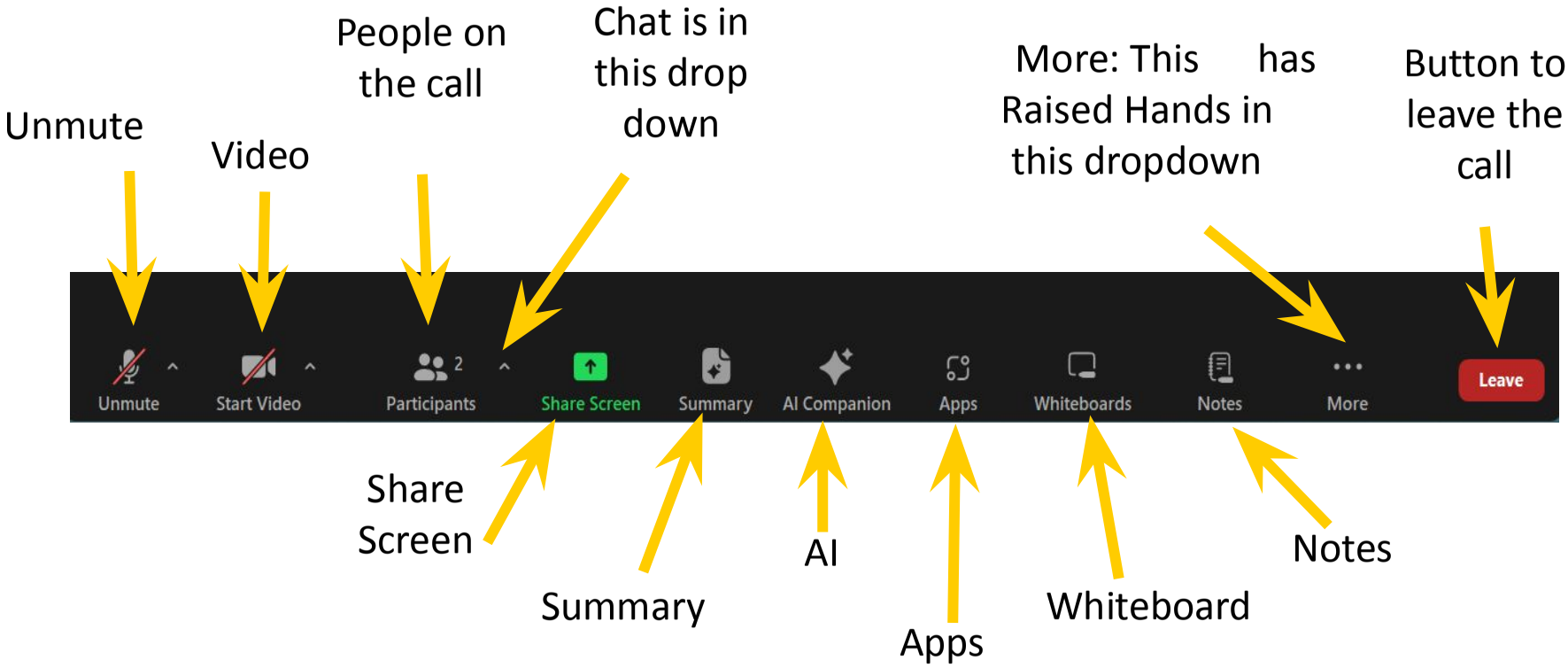
14. Make sure you are in the gallery setting.

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.



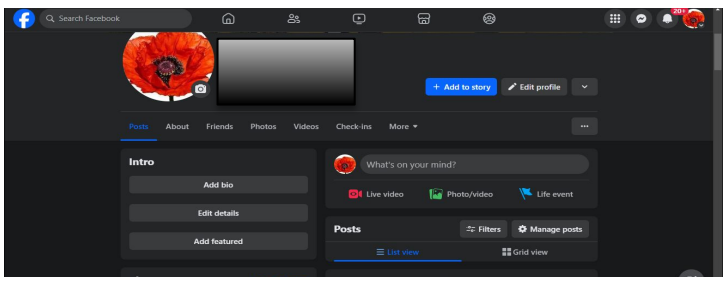
17. The above tool bar sits at the bottom of you screen on a laptop.

How to use Facebook?

1. This is Facebooks logo

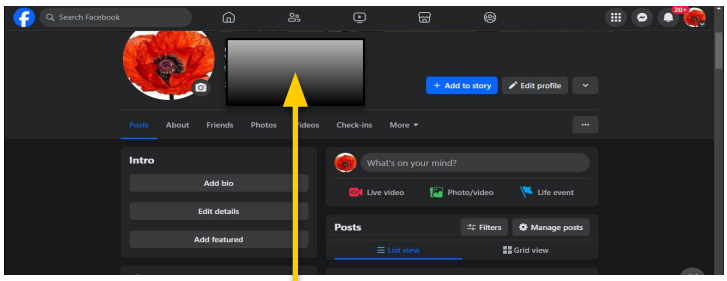
2. Facebook is one of a few different types of Social Media.

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

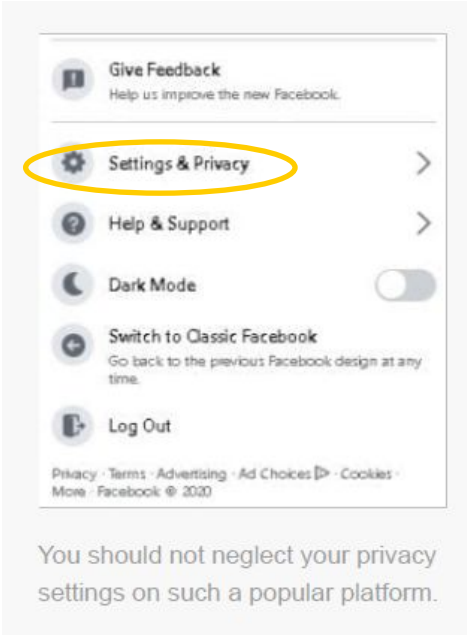


4. This is the Home page on your account. You can have a white or a black background.

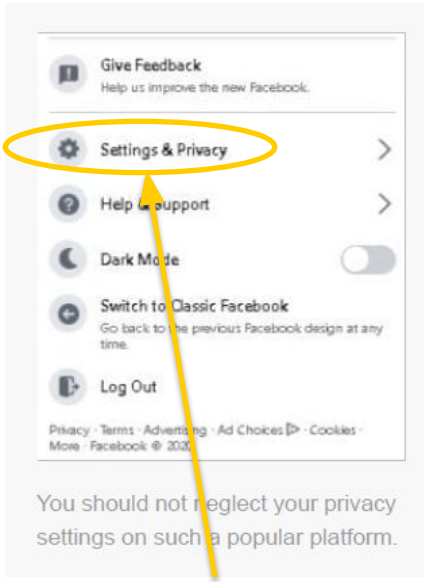
How to use Facebook?



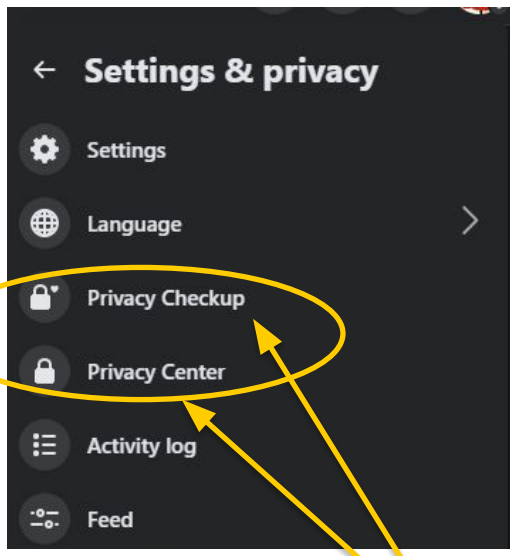
5. Your Name will be here and also the number of friends you have linked with.



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

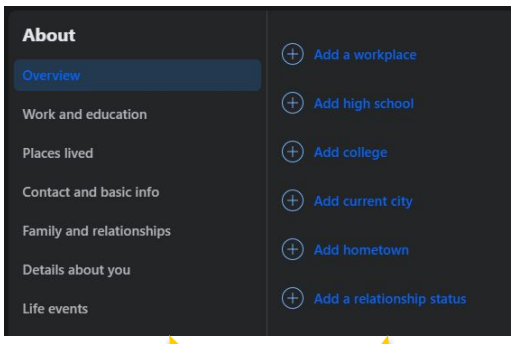


7. To check and change these, click on the ‘Settings’ options.

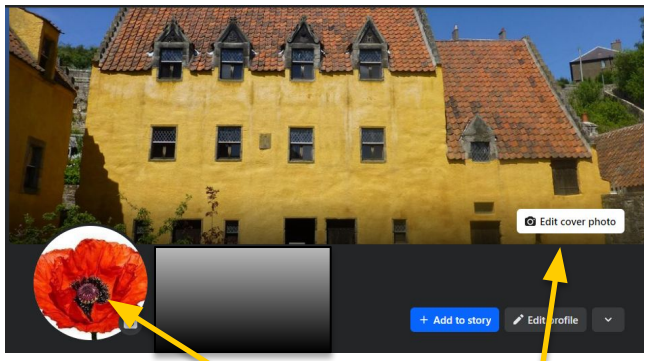


8. Then click on the ‘Privacy’ options and check and change them as you need to, to make them secure.

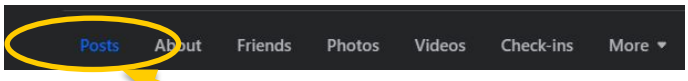
How to use Facebook?



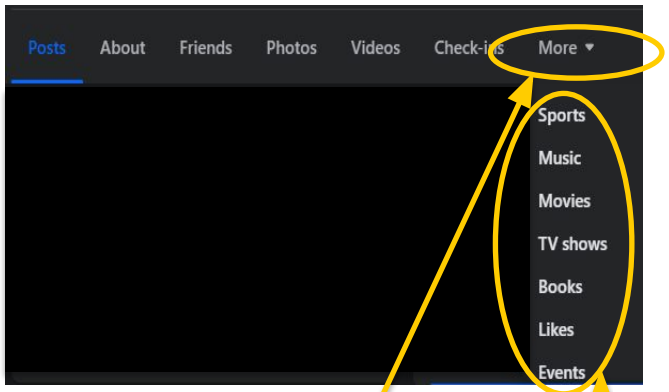
9. You can personalise your profile. **Be careful not to put private information on it.**



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

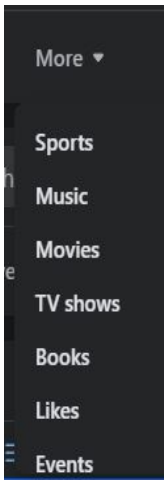


11. The **Facebook timeline** shows all your activity on Facebook including photos.

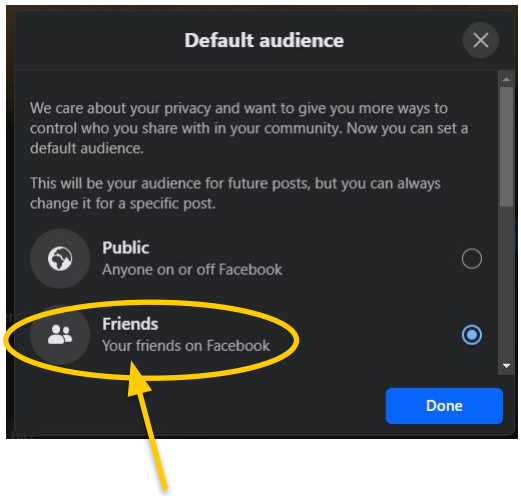


12. **Following other peoples Pages:** You can follow other pages. Like local activities, celebrities, bands,& sport teams.

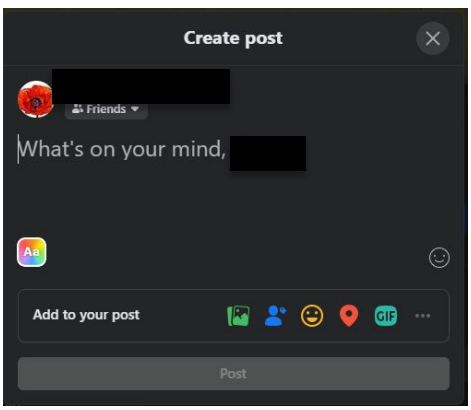
How to use Facebook?



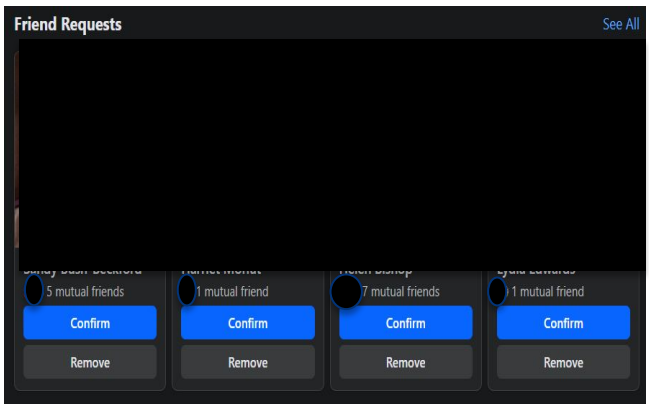
13 Be careful when following other people's pages. Make sure the pages have been checked to be real.



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

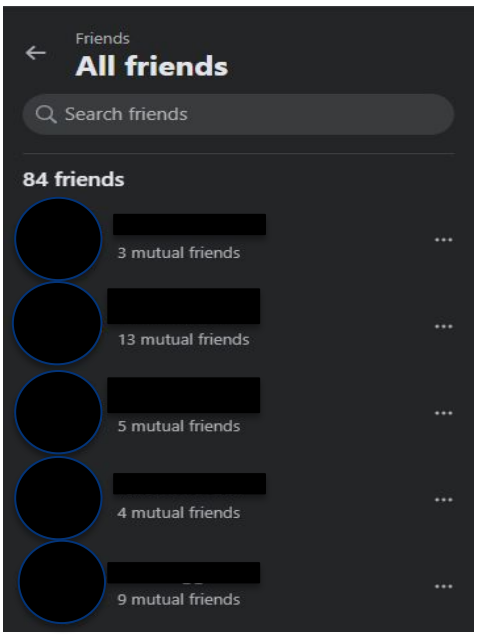


15. Be careful what you post and keep it to general interests. Do not give out personal information.

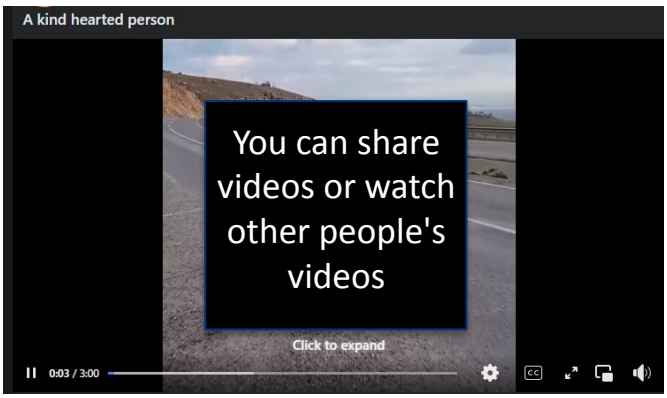


16. **Friends:** you can invite or accept people to be friends with on Facebook. It is wise to stick to people you know who are friends in real life.

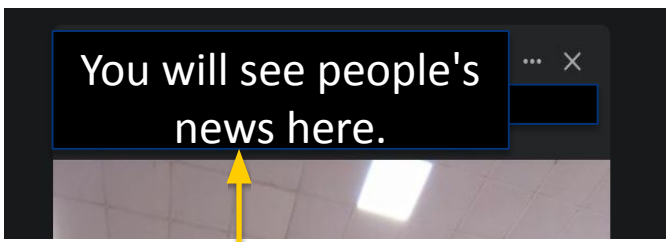
How to use Facebook?



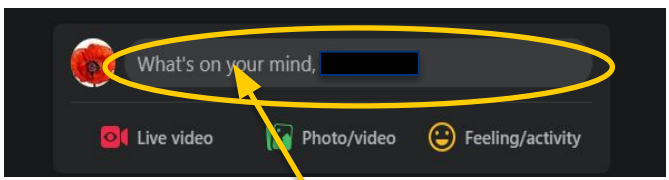
17. It is wise to only connect on Facebook with people you already know. Family & Friends.



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.

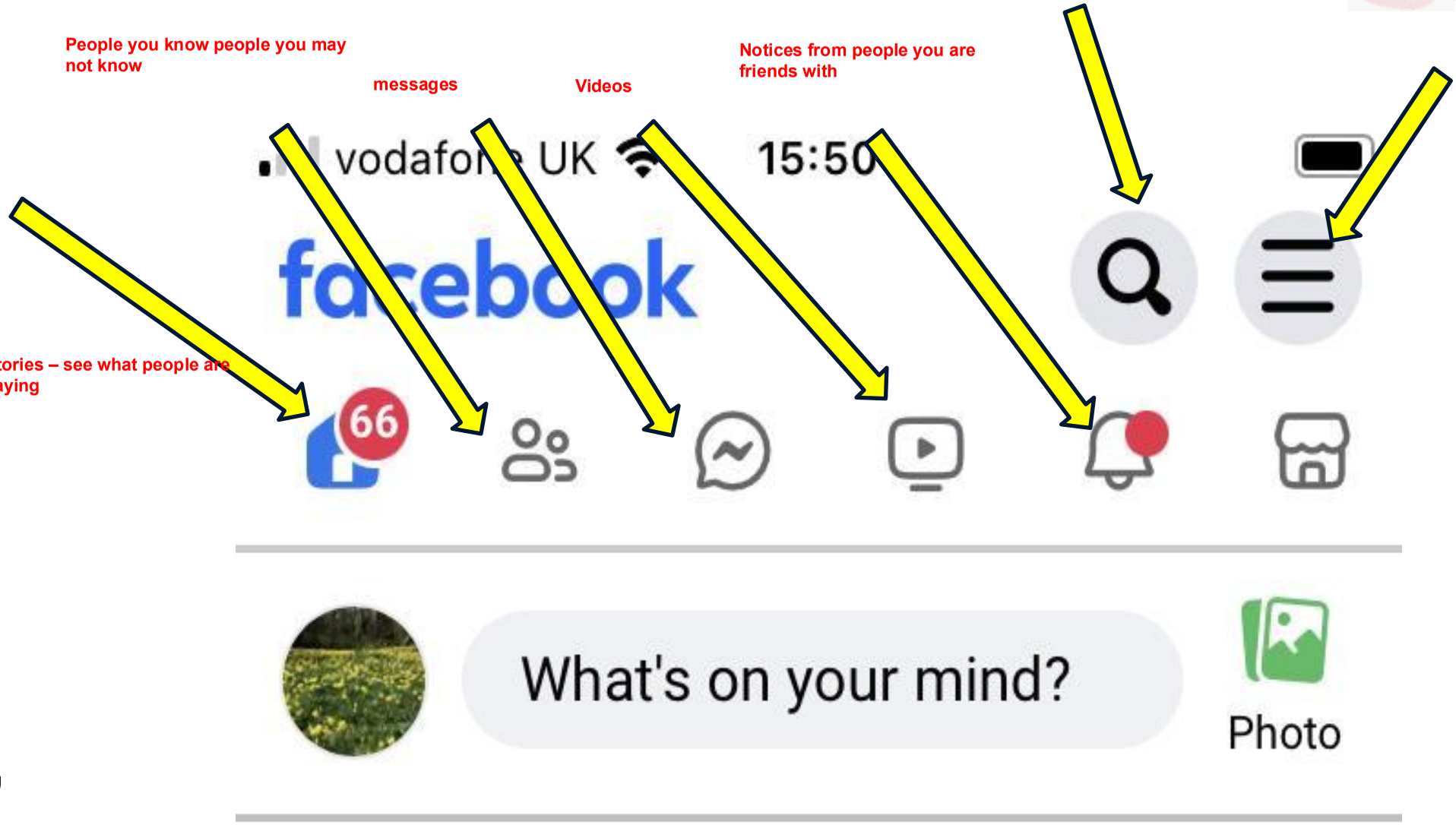
Search for friends or activity links

People you know people you may not know

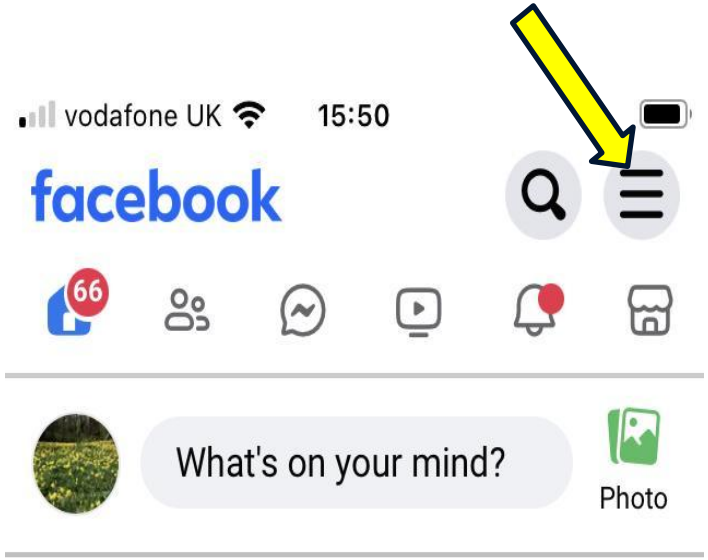
messages

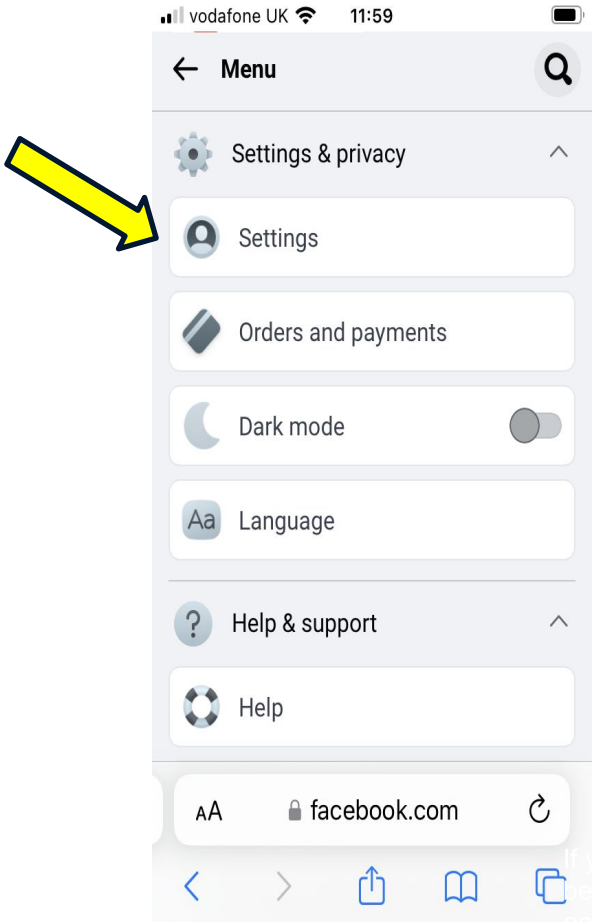
Videos

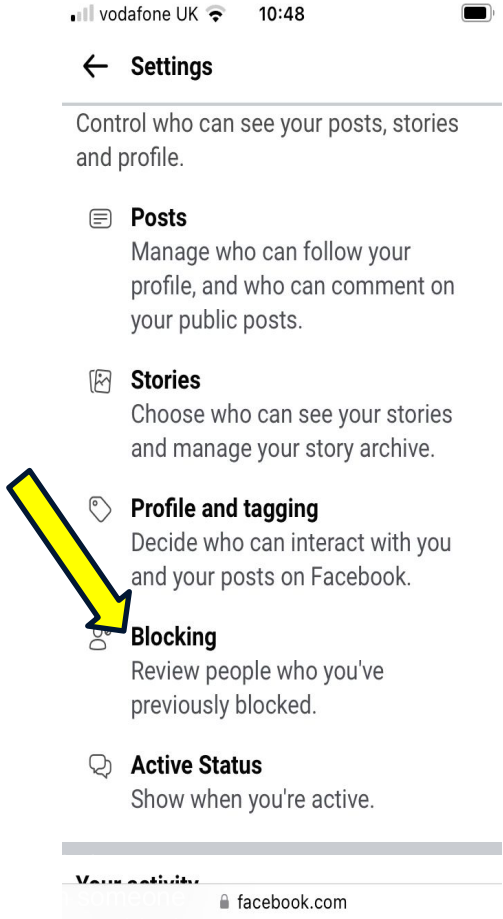
Notices from people you are friends with



Stories – see what people are saying

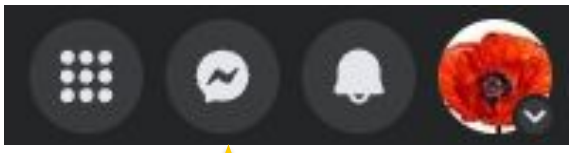

vodafone UK
15:50
facebook
66
What's on your mind?
Photo


vodafone UK
11:59
Menu
Settings & privacy
Settings
Orders and payments
Dark mode
Language
Help & support
Help
AA
facebook.com


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

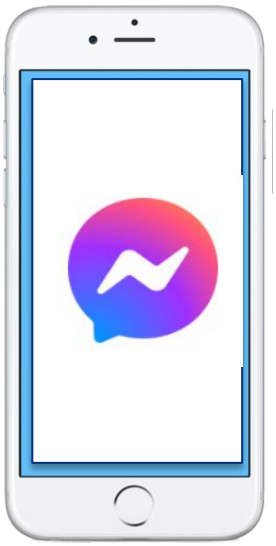
How to use Facebook Messenger

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…..

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