

# Using a computer pt. 2

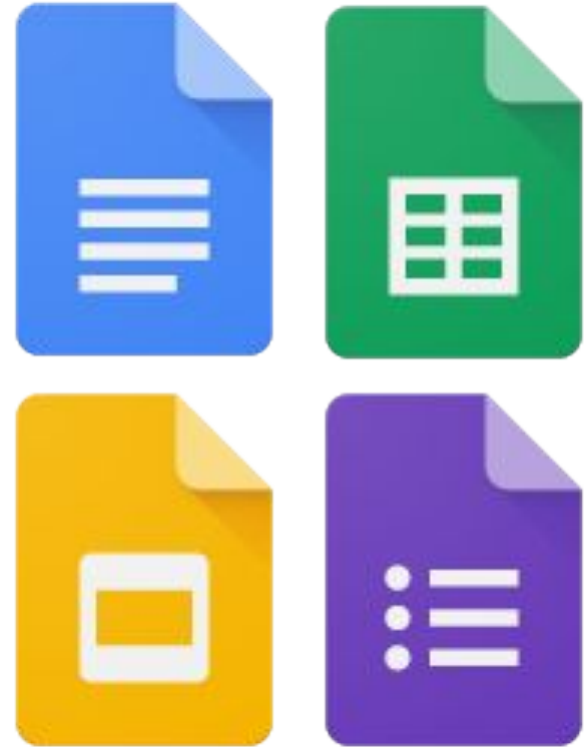
Creating a document

Understanding PDF

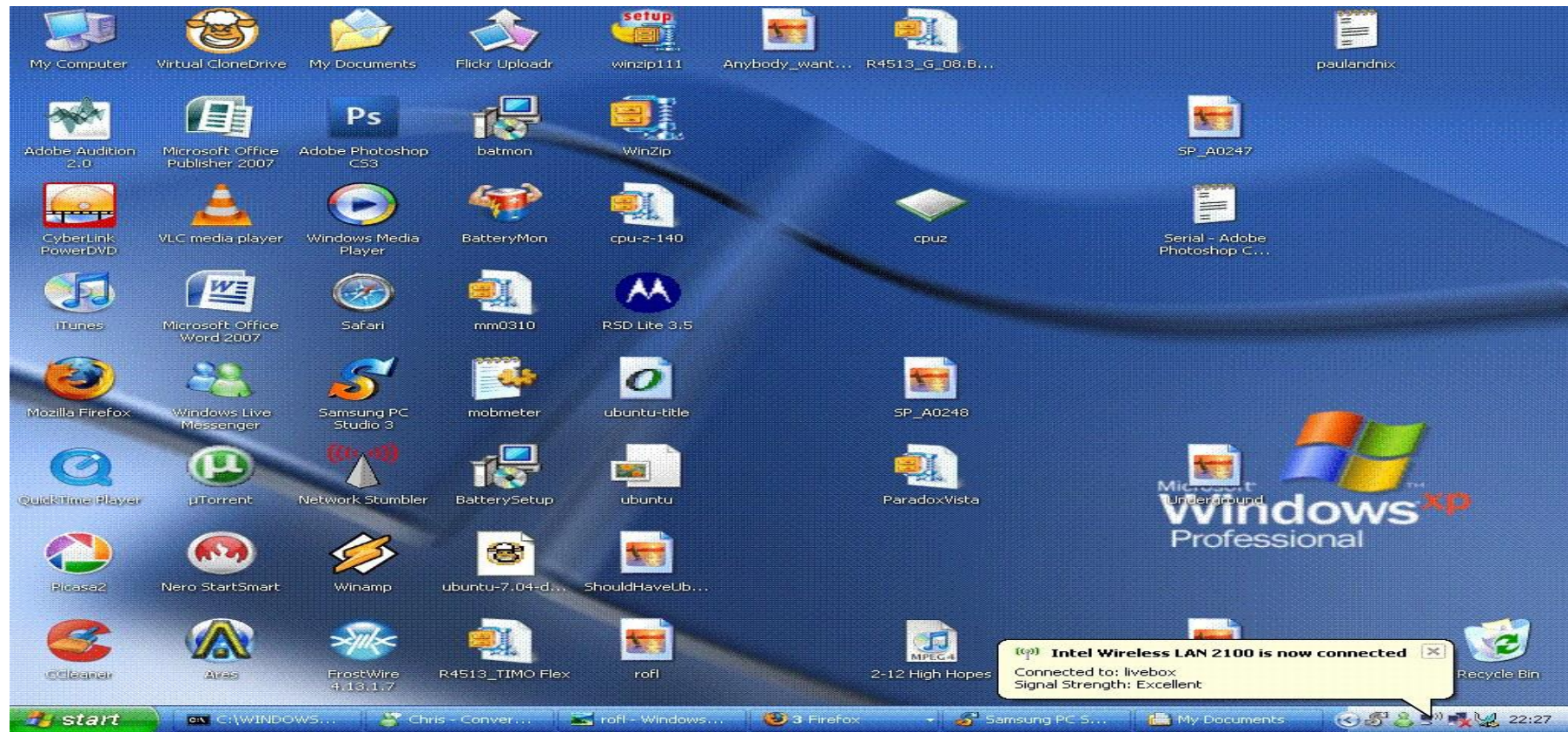
File Organization

Email Basics

# Creating a Document



# FILE ORGANIZATION

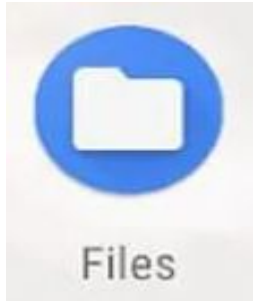




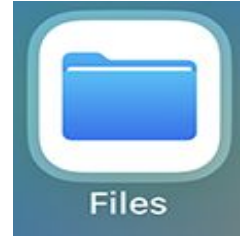
File Explorer = Windows 10 & Windows 11



Finder = iMac (apple desktop)



Files App = Android Phones & Chromebooks

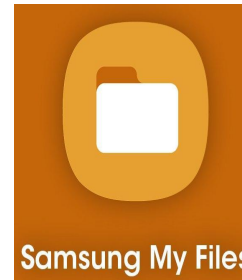


Files App = iPhone & iPad

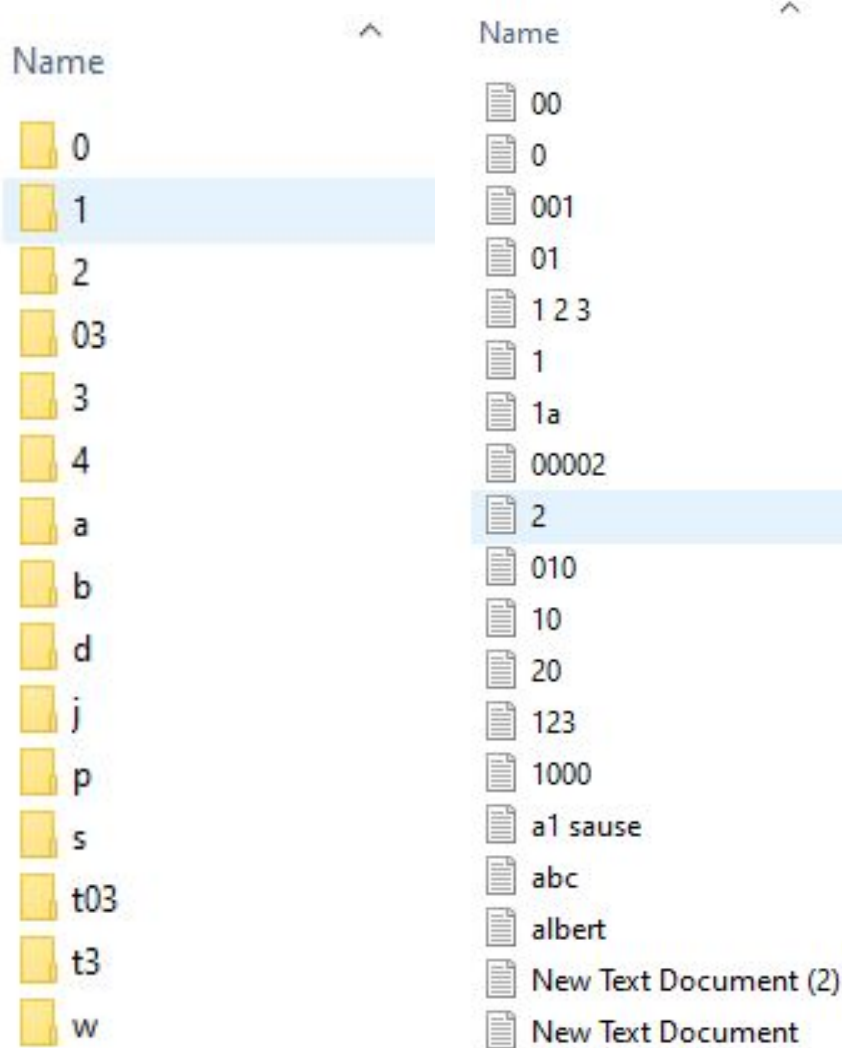


Files Go

My Files App = Samsung Phone



My Files App = Samsung Phone



## Organised by Name:

Computer file names are organised by number followed by alphabetical.

The number 0 zero comes before the number 1 one.









The number 0 zero gets ignored when placed in front of other number.



1. Start with a simple folder structure
2. Use clear, consistent naming
3. Use subfolders wisely
4. Standardize where things go
5. Use tags or keywords
6. Clean up your downloads folder regularly
7. Create an Archive Folder
8. Keep files Desktop files minimal

# File Extensions

File extensions are used to identify what programs are associated with file types— in other words, what app opens when you double-click the file.

Name	Date	Type	Size	Tags
 Company Fun Facts.txt	2/6/2019 5:12 PM	Text Document	6 KB	
 Company Plan.pptx	2/6/2019 5:05 PM	Microsoft PowerPoint Presentation	0 KB	
 Employee Lunch Schedule .xlsx	9/15/2006 8:00 PM	Microsoft Excel Worksheet	7 KB	
 Lost Dog Handout.pub	2/6/2019 5:04 PM	Microsoft Publisher Document	59 KB	
 Ninite_Updater.exe	2/6/2019 5:08 PM	Application	416 KB	
 Profits_up.jpg	2/6/2019 5:07 PM	JPG File	92 KB	
 Tax Work 1980.docx	2/6/2019 5:11 PM	Microsoft Word Document	12 KB	
 Tech Database.accdb	2/6/2019 5:06 PM	Microsoft Access Database	484 KB	

# What makes PDFs popular?

1. Universal Support
2. Reliable for long-term storage
3. Secure
  - a. Encryption
  - b. Password Protection
  - c. User Permissions
4. Great for printing



# How to get

# PDFs?

1. Online Downloads

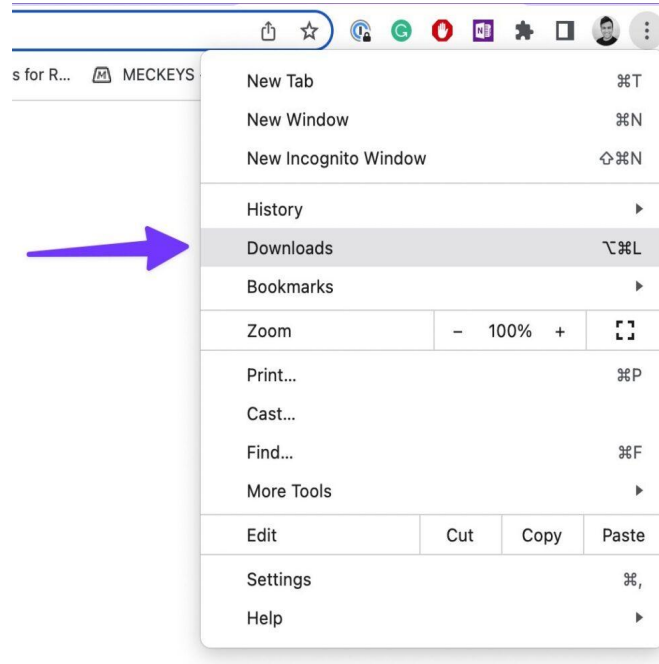
2. Email Attachments

3. Scanning Documents

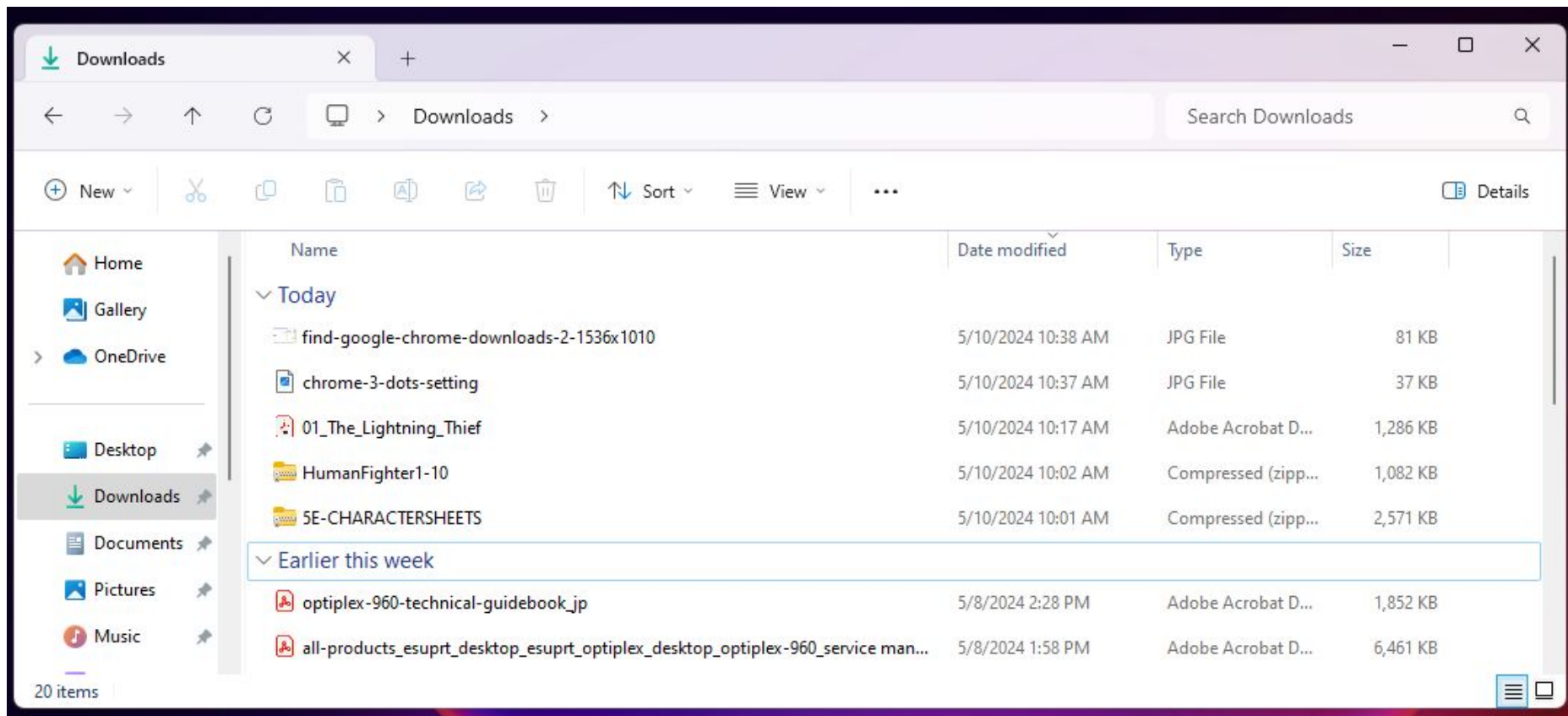
4. Converting Files to a PDF

# Downloading a PDF

## www.archive.org




# Is this file a PDF?




- Home
- Gallery
- > OneDrive
- Desktop
- Downloads
- Documents
- Pictures
- Music
- Videos
- This PC

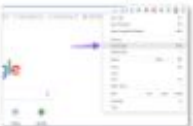
Today




file explorer grid view.png




Screenshot 2024-05-10 104419.png




find-google-chrome-downloads-2-1536x1010.jpg




chrome-3-dots-setting.jpg



01\_The\_Lightning\_Thief.pdf




HumanFighter1-10.zip




5E-CHARACTERS HEETS.zip


Earlier this week




optiplex-960-technical-guidebook\_jp.pdf




all-products\_esuprt\_desktop\_esuprt\_optiplex\_desktop\_optiplex-960.pdf




Cutting the Cord 2024 Ed. (2).pdf



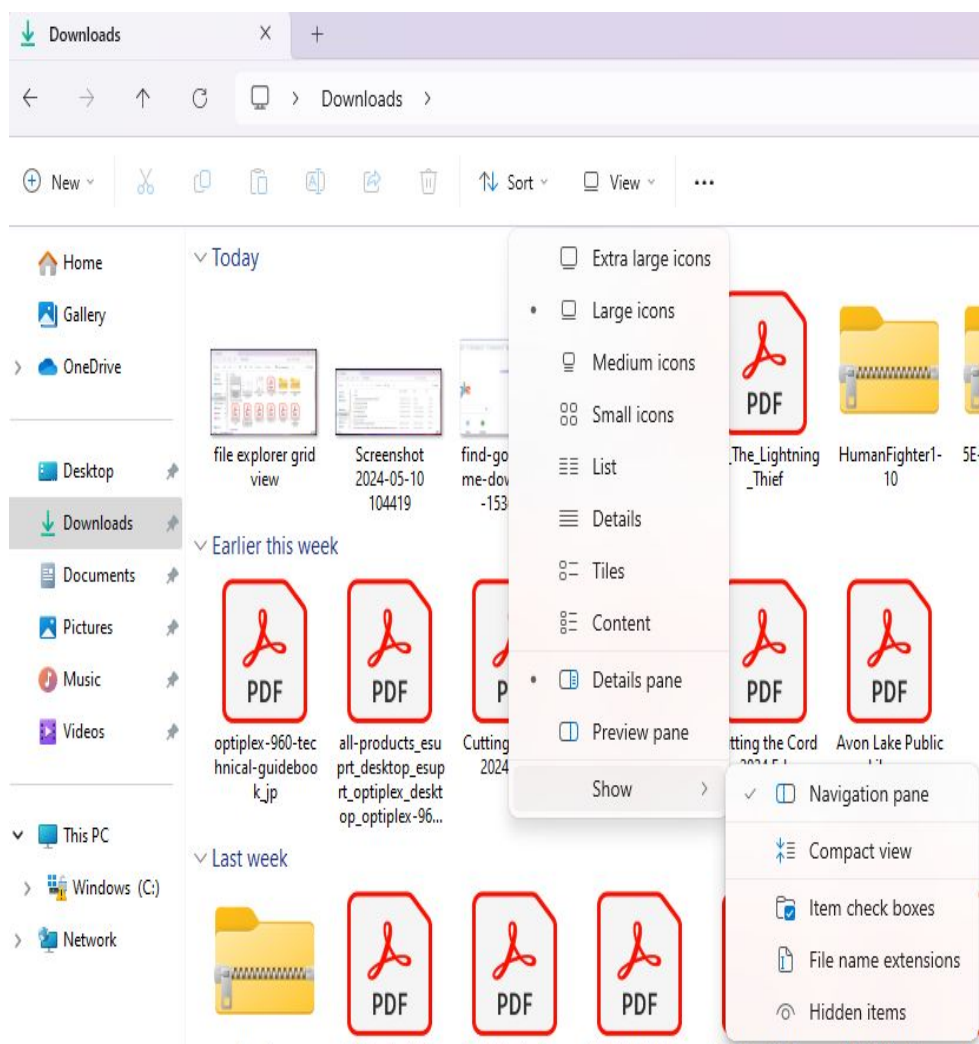
Cutting the Cord 2024 Ed. (1).pdf



Cutting the Cord 2024 Ed..pdf



Avon Lake Public Library Presentation 050324.pdf



# SHOW ME THE FILE EXTENSION!

A suffix added to the file name to indicate the file's type.

The icon image isn't always the truth.

## Windows 11

### View

- Show
- File Name extensions

# Examples of file extensions

## Text and word processing files

doc, docx, odt, pages, rtf, txt, wpd, wps

## Spreadsheet files

csv, numbers, ods, xls,xlsx

## Web-related files

asp, aspx, css, htm, html, jsp, php, xml

## Image files

bmp, gif, ico, jpeg, jpg, png, raw, tif, tiff

## Audio and video files

aif, mov, mp3, mp4, mpg, wav, wma, wmv

## Draw program files

afdesign, ai, cad, cdr, drw, dwg, eps, odg, svg, vsdx

## Page layout files

afpub, indd, pdf, pdfxml, pmd, pub, qxp

## Programming files

c, cpp, cs, java, js, json, py, sql, swift, vb

## Compression and archive files

7z, rar, tar, tar.gz, zip

## System files

bak, cfg, conf, ini, msi, sys, tmp

## Executable program files

app, bat, bin, cmd, com, exe, vbs, x86







## Staff Day Presentations Inbox x GVogel x



Gerry Vogel

to alplstaff

As promised, here are the presentations from Friday.

Contact information and links to resources should be accessible too. If you have any questions, please let me know.

Bethany Studenic and ChiChi Nkemere / Enlightened Solutions

What Do We Mean By DEI?

[https://drive.google.com/file/d/1slwTh1gE2TmMXyjoMT9SLZcUIAMsbrFZ/view?usp=drive\\_link](https://drive.google.com/file/d/1slwTh1gE2TmMXyjoMT9SLZcUIAMsbrFZ/view?usp=drive_link)

Karla Fitch / Connecting For Kids

Disability -- Ableism

[https://drive.google.com/file/d/1RUNOI6w6893\\_cBRm6KIGzK734DRvC70n/view?usp=sharing](https://drive.google.com/file/d/1RUNOI6w6893_cBRm6KIGzK734DRvC70n/view?usp=sharing)

Katie Matisse / KSU

Recognizing Bias

<https://drive.google.com/file/d/1slwTh1gE2TmMXyjoMT9SLZcUIAMsbrFZ/view?usp=sharing>



Gerry Vogel: MLIS, Ohio CPL

Assistant Director, Avon Lake Public Library

32649 Electric Blvd, Avon Lake OH 44012 [www.alpl.org](http://www.alpl.org)

tel: 440-933-8128 x239 fax: 440-933-6406

"I'd rather fail with a purpose than succeed for no reason" - Nam June Paik

2 Attachments • Scanned by Gmail



Recognizing Bias ...



DisabilityTalk-AL...

**Hyperlink:** When you click on a link, the link will take you to the target of the link, which may be a webpage, document or other online content.

**Email Attachment:** A computer file sent along with an email message.

One or more files can be attached to any email message, and be sent along with it to the recipient.

This is a preview of the file.

Not the actual file downloaded to the computer.

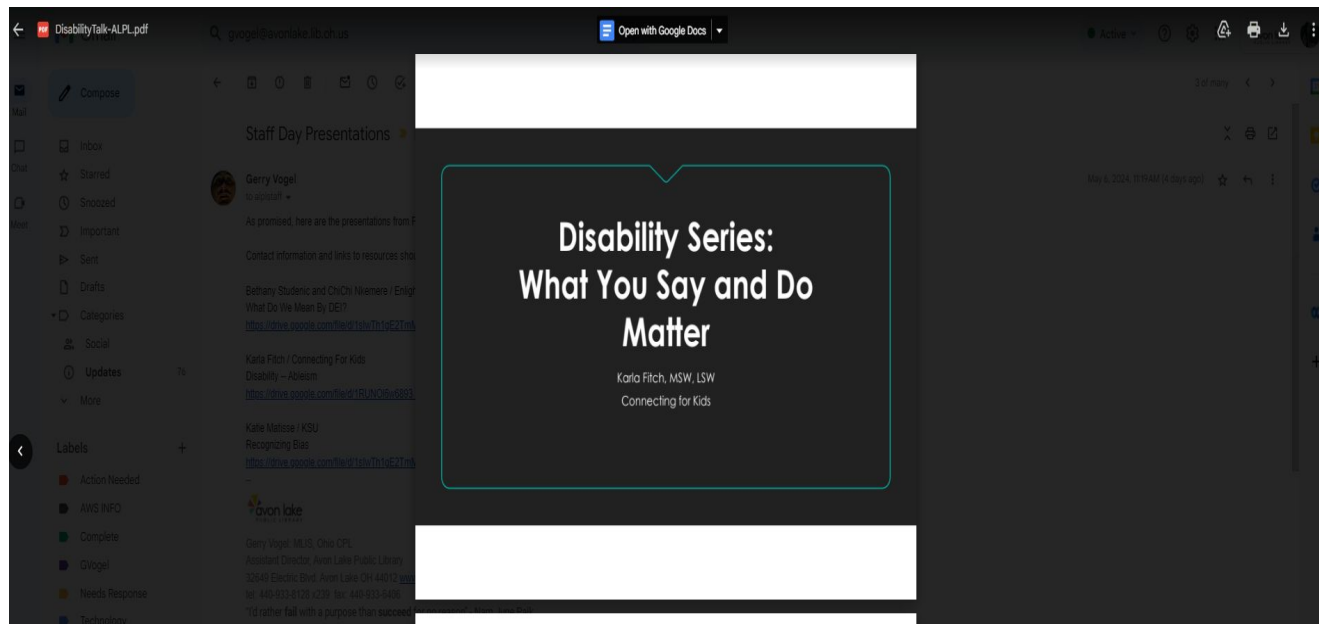
Print



Download



More  
Options





<https://edu.gcfglobal.org/en/email101>



COMPOSE

Inbox (2)

Starred

Sent Mail

Drafts (4)

Family &amp; Friends

Music

Notes

Personal

Photography

Less

Important

Chats

All Mail

Spam

Trash

Categories

[Manage labels](#)[Create new label](#)

## Cookout this Saturday

Inbox x

**Elena Casarosa** Hi all! I'm thinking about having a cookout this Satu Jun 22**Julia Fillory** Sounds great, Elena! I'll definitely be there! What time s Jun 22**Elena Casarosa** <emcasarosa82@gmail.com>

Jun 22



to Julia, Olenna, Barry

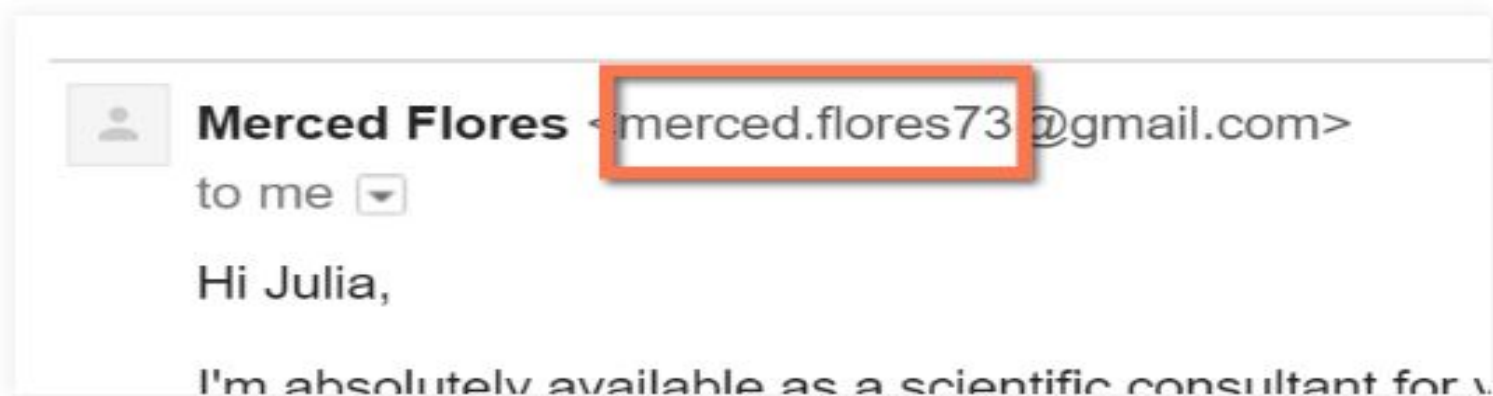
I'll be there too! And of course I'll bring the potato salad!

Elena, let me know if I can bring anything else. :)

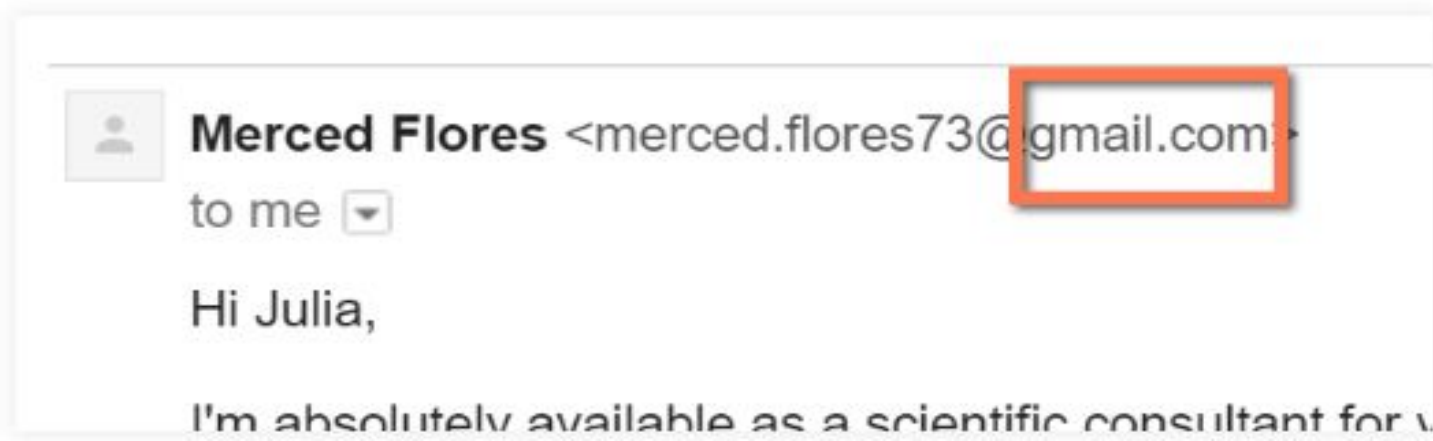
Can't wait for Saturday!

Click here to [Reply](#), [Reply to all](#), or [Forward](#)

The **username** is the name you choose to identify yourself.













The **email provider** is the website that hosts your email account.



# Inbox










The **inbox** is where you'll view and manage **emails** you receive. Emails are listed with the name of the **sender**, the **subject** of the message, and the **date received**.

<input type="checkbox"/>			Facebook	Getting back onto Facebook	Jun 29
<input type="checkbox"/>			Google	New sign-in from Samsung	Jun 28
<input type="checkbox"/>			Olenna Mason	Hey girl!	Jun 24
<input type="checkbox"/>			Grace Ellington	Volunteer Opportunity - I w	Jun 21
<input type="checkbox"/>			Olenna Mason	Lakestone student art exhi	Jun 21




# Message pane



When you select an email in the inbox, it will open in the **Message pane**. From here, you can **read the message** and choose **how to respond** with a variety of commands.


6 of 9


Re: consultant for book






Inbox x



**Merced Flores** <merced.flores73@gmail.com>

Jun 21 



to me 

Hi Julia,

I'm absolutely available as a scientific consultant for your book! Thanks so much for considering me.

Merced

# Compose pane

You can click the **Compose** or **New button** from your inbox to open the **Compose pane** to create your own email message. From here, you'll need to enter the **recipient's email address** and a **subject**. You'll also have the option to upload files (photos, documents, etc.) as **attachments** and **add formatting** to the message.

Thank you! Appointment Confirmation

Henri Rousseau










Thank you! Appointment Confirmation

Hi Henri,

Thanks again for coming to the grand opening. It was very nice meeting you. I'd like to confirm the appointment you made to come in Saturday at 12:00 for your sibling portrait. I know your parents in Canada are going to love it!

See you Saturday,  
Elena

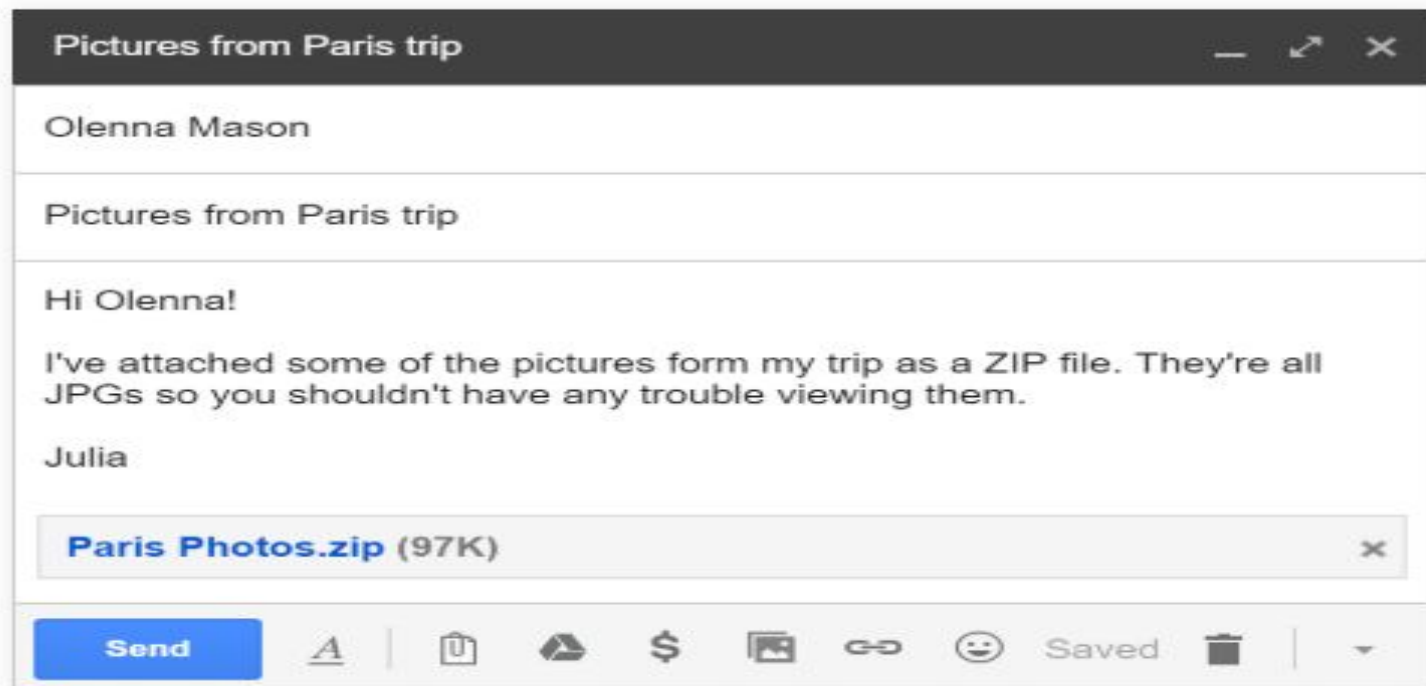
Send

 |        | 

A Compose pane will also appear when you select **Reply** or **Forward**. The text from the original message will be copied into the Compose pane.

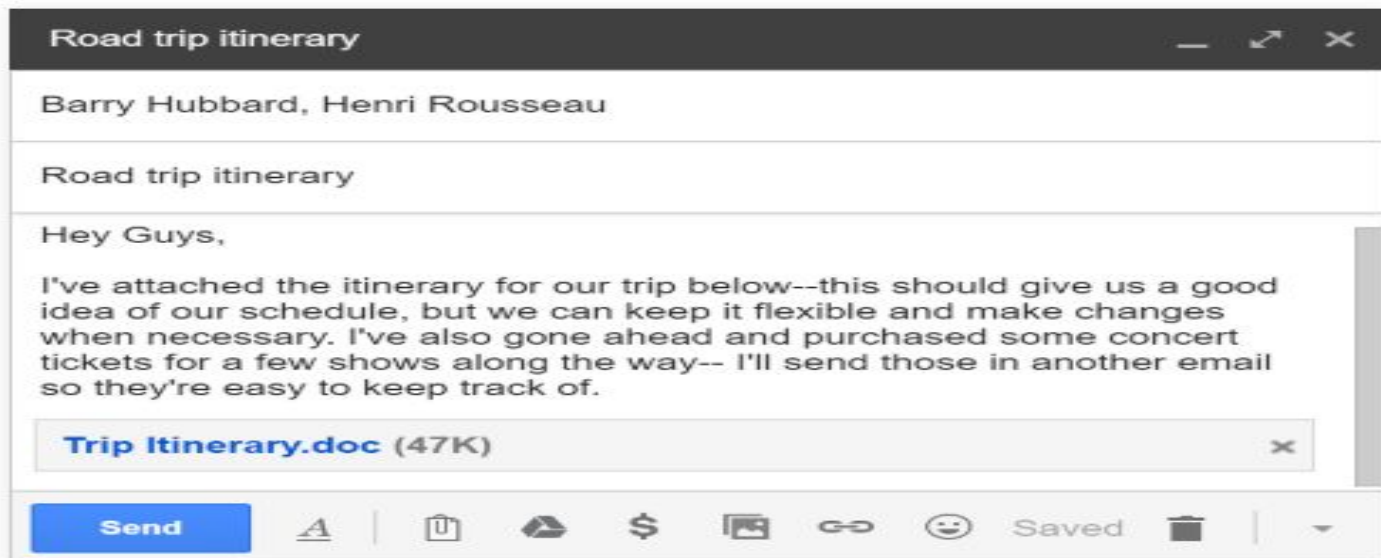
# Consider file size and format

Avoid sending excessively **large attachments** or **uncompressed photos**, which can take a long time for your recipients to download. You can always **ZIP** or **compress** files to make them easier to send. Additionally, make sure your attachments don't need to be viewed in a **specific application**—use universal file types like .PDF, .RTF, and .JPG.



## Only include related files




If you need to send a lot of **different files** to the same person, consider sending the attachments through multiple emails. If you include several **unrelated files** in the same email, it can be difficult for your recipients to find the exact file they need.



While attachments are still an easy way to share files quickly over email, many people have begun using cloud-based storage services like **Google Drive** and **Microsoft OneDrive** to **share large files**. Rather than sharing the file itself, you can **share a link**, allowing others to access the file remotely. Check out our lessons **Sharing Files in Google Drive** and **Sharing Files in OneDrive** to learn more.

## Photography Studio Grand Opening!



To  tancoop@gmail.com  Juanita Casarosa  

George Casarosa 

Cc Bcc




Photography Studio Grand Opening! 

Hi Everyone,

I have very exciting news for you! This **Saturday** will be the grand opening of my new studio, **EC Photography**! I'd love it if you guys could come. It will be from **10:00 to 4:00**. There will be entertainment and lots of food, so come out and enjoy the festivities!

Hope to see you there!

Elena Casarosa

  
EC Photography Studio  
555-919-4889  
emcasarosa82@gmail.com

Sans Serif



 Send



Saved





# **SPAM AND PHISHING**