



iU3A Monthly Meeting

Computer Training – Cookies, Cut & Paste, Back-Ups, etc

September 2019

Rev. 02



Agenda:

1. Cookies
2. Copy & Paste
3. Back-Ups
4. Queries from the Floor



1.1 Cookies

What are they ?

Small files containing data set by a website when you visit it. They provide a way for a web site to store persistent information - each time that you view a page on a web site, it can identify you. Most, but not all, web sites use cookies.



Do they take up memory space?
Yes but relatively a small amount
(can amount to eg 300 MB).



1.2 Cookies

What are they used for ?

- Remembering who you are:
Websites where you login, eg. Gmail or Facebook.
Websites that use a shopping cart, eg. Amazon.
- Traffic analysis: they are used by websites to see which pages are the most popular, and to look at trends over time. Google Analytics is the best known and most widely-used system for this.
- Tracking cookies: these are used to build up long-term records of your browsing activity and for providing personalised content, eg. advertisements, news or products specifically targeted at you.



1.3 Cookies

What does a cookie look like ?

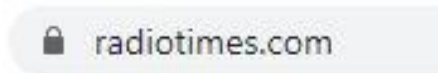
- A cookie consists of two pieces of data: a name and a value. This is specific to the website, and only has a meaning to the technical administrators. Eg. on the radiotimes.com site, there is a cookie:
`permutive-id: 0f9d4742-9bdb-471a-aced-47ead9069ac8`



1.4 Cookies

How to view cookies ?

- This depends on the browser (Chrome, Firefox, Safari etc.) that you use. Eg. with Chrome on a Windows machine, click on the 'view site information' icon just to the left of the site name:



- **This will show the number of cookies in use:**
Cookies (183 in use)
- If you click on this, it will show you all the companies that have set cookies on the site, usually, far more than you might expect. These are mainly digital media advertising companies. You can then click on a name, and it shows all the cookies set by the company.



1.4 Clearing cookies on Chrome

Type the three keys: Ctrl+Shift+Del
You are presented with a menu:

Make sure that the '**Cookies and other site data**' is ticked.

If the '**Browsing history**' is clicked, you need to decide whether you want to delete this, or whether it is useful. If you use the browsing history, then make sure that this box is not ticked.

If the '**Cached images and files**' is ticked, then the recommendation is to untick it, unless you need to save space on your computer.

Then click on 'Clear data'.

This will clear cookies, but you will be signed-out of sites that you have logged in to, so will need to login again the next time that you go to the site.

Clear browsing data

Basic Advanced

Time range All time

Browsing history
Clears history and auto-completions in the address bar. Your Google Account may have other forms of browsing history at myactivity.google.com.

Cookies and other site data
Signs you out of most sites. You'll stay signed in to your Google Account so that your synced data can be cleared.

Cached images and files
Frees up 186 MB. Some sites may load more slowly on your next visit.

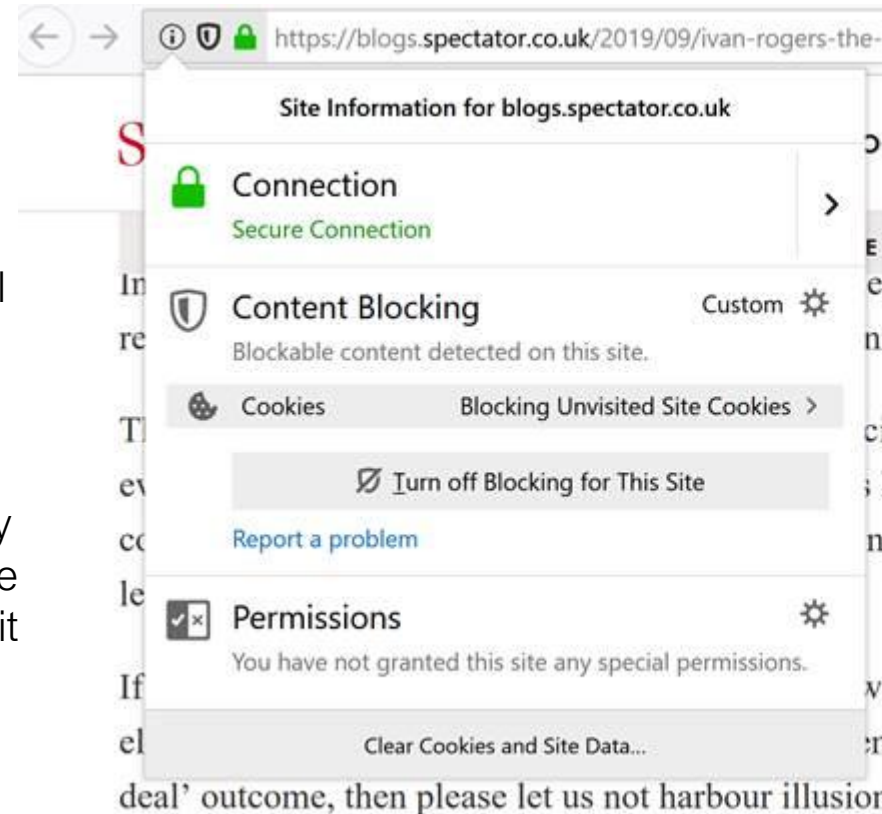
Cancel Clear data



1.4 Cookies

Clearing Cookies on Firefox:

- to view and delete them by Left clicking on the Menu icon. On the menu select 'Options'.
- On the main options page select 'Privacy and Security' on the sub menu on the LHS of the page. If you scroll down one page or so you will come to the 'Cookies and Site Data' section.
- If you press the 'Manage Data' button a dialog box will appear which shows all the cookies in your browser. You can see the size they occupy and delete them if you wish. Cookies and cache occupy 313 MB of memory on my machine, so it may be worth purging them!

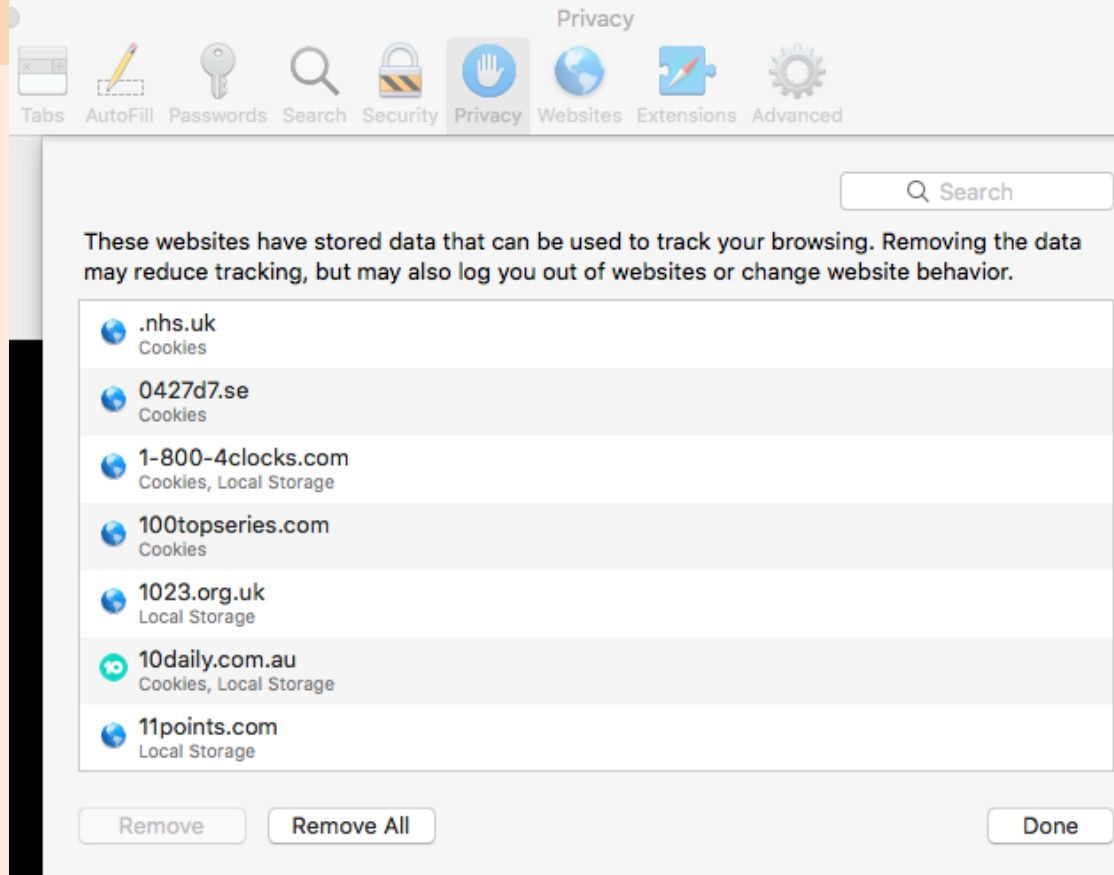




1.4 Cookies

Clearing Cookies on Safari:

- On iOS (iPhone and iPad): Go to Settings -> Safari. Then you can clear all cookies using “Clear History and Website Data”, or else go to Advanced -> Website Data -> Edit, then you can choose individual cookies to remove.
- On MacOS: Within Safari, go to Preferences -> Privacy -> Manage Website Data. This gives an option to Remove All, and also gives a list of all the cookies so you can delete individual ones. Be warned that listing all the cookies may take a couple of minutes.





1.5 Cookies

Privacy Issues

- The large number of digital media advertising companies that are involved in tracking your browser activity may or may not be a concern to you.
- You may find it helpful to be shown news, products or search results that are targeted at you, or you may find it a concern that media companies are building up a long-term record of your browsing activity.
- Cookies are just one of the many ways that social media companies build up profiles of people.



1.6 Cookies

Options for privacy

- Use private or incognito browsing some or all of the time. Private browsing removes cookies when the session ends.
- Clear cookies from time to time. This has the disadvantage that you have to login again to sites, and you will lose preferences that you have set up for some sites. Each browser (Chrome, Firefox, Safari etc) has its own way of clearing cookies.



2. Copy & Paste

There are three basic ways:

1. Use the tool bar commands
2. Use right click on your mouse
3. Use 'hot keys'



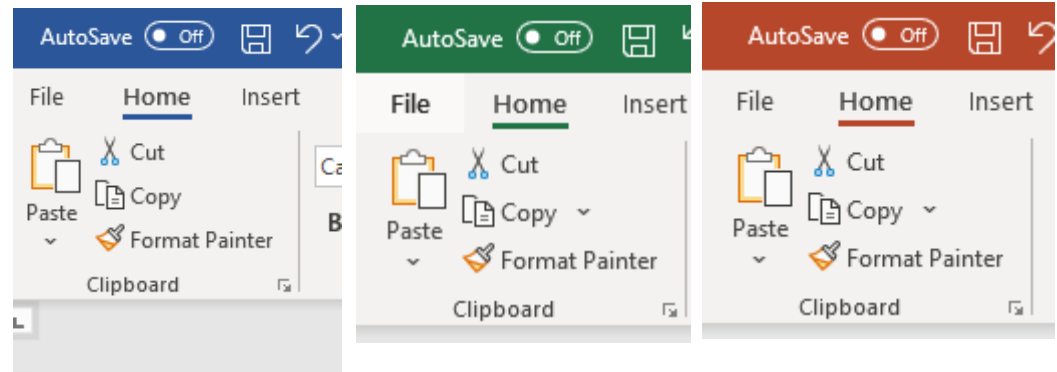


2. Copy & Paste

We'll base this on Microsoft Windows 10 (and earlier versions) but it's similar for Apple.

METHOD 1 – TOOL BAR:

Word / Excel / PowerPoint –

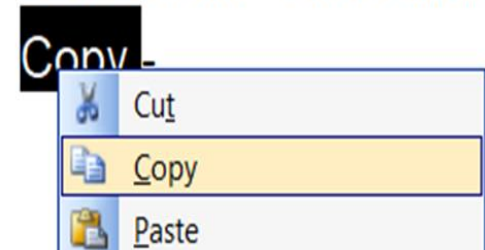




2. Copy & Paste

METHOD 2: 'Right click'

- Copy – right click and select Copy from the little menu
The text is now in the “paste buffer”
- Paste - right click and select Paste





2. Copy & Paste

METHOD 3: 'Hot keys'

- Select text – click and drag with left mouse button
- Copy - press two keys together ctrl+c [c for copy]
- The text is now in the “paste buffer”
- Paste – press two keys together ctrl+v [v = insert mark]




2. Copy & Paste

Use demo live on screen now to repeat above three methods



2. Cut (Copy) & Paste - extra

A handy copy tool if you need help:

- Recent releases of Windows 10 have a better *screen* copy
- SHIFT + WindowsKey  +S = greys your screen
- Move your mouse pointer to one corner of the bit you want to copy
- Click+hold and drag to the opposite corner – making a rectangle
- Release mouse button
- Picture is ready to paste in Notepad, email, Word (or Powerpoint)

So now in the future you know how to send the picture of your problem to the Computer Help Group!



3. Back-Ups (taking a copy)

We will cover:

- I. Why Back Up
- II. What To Back Up
- III. From What Device
- IV. How to Back Up
- V. When to Back Up
- VI. Further Info

We will describe the options for all of above. But you'll have to make the choice. We can't make a final recommendation.





3i. Back-Ups: Why Back-Up

The reason you should think about backing up (what's on your computer, your tablet, your phone) is – **what if you lost that device or if it became damaged and un-usable?**

Nowadays we are more dependent on our digital devices so a loss is more catastrophic.

You might be in transition – you keep back-ups currently: paper copies of everything.

In the early days we used to print out emails and keep the hard copy in filing cabinets. Hopefully nobody does that now (**Save The Planet!!**)?

You might not care if you lost your emails but what about that treasured family photograph?

So you probably should do some form of back up – maybe not everything & maybe not that frequently, but something to fall back on.





3ii. Back-Ups: What To Back-Up

First Choice – what do you want to back up, what’s important to you?

Most people start by thinking – “everything” – but then when they really think about it, they can actually rationalise.

- If you lost old texts would it matter?
- Can you just rely on your email provider so you don’t need to take back up of emails?
- Do you need back up of Programs, or could you just reload

Probably you would want to have back-ups for your photos and your documents at least



3iii. Back-Ups: From What Device?

If you are an Apple user this might be a simple answer – as the Apple default (for MacPro, i-Pads, Apple smartphone) is that one copy is shared on all your devices. So you don't need to think about different back-ups from every one of your devices. But then this might make you feel you definitely need a back up as you basically have 'all your eggs in one basket'. However Apple will have a copy in the 'cloud' – see more info later.

If you are Microsoft or Google or Andriod etc you might have different digital information on different devices. So then you need to think of the back up you want from each device.



3iv. Back-Ups: How To Back Up?

This is the hardest bit to sum up as there are numerous options. The list below covers the main options:

- On your other device
- External Hard Drive
- Cloud Storage

On Another Device:

For example if you have a lot of photos on your phone you might want to copy them to your computer (that's a 'back-up'); if you have an old computer you might want to just use that as an 'External Hard Drive' to keep a copy of important things on.



3iv. Back-Ups: How To Back Up?

On an External Hard Drive: nowadays you can buy extra memory (in the form of a separate device) very cheaply. These 'plug in' to your computer so it's easy to take a copy (of eg Documents or Photos)



Cloud Storage:

But the latest available method of taking a copy, taking a back-up, is not to yours your own memory storage (like the 2 examples above) but use a provider. There are many of these available. We've recently presented a whole Tutorial on this subject which is available if you want more info but see summary on next slide.



Cloud Data Storage?

- Accessible at all times (from abroad, on holiday) from different devices
- Files can be shared (to others, to family): “stored once, shared often”
- Don’t have to send large files (photos) by email – can just send a link instead

The main systems that are on the market currently (2019) are:

- Dropbox
- Google Drive
- Box
- Microsoft OneDrive
- pCloud
- Apple’s iCloud
- & others



They come with (slightly) different capabilities/ capacities – and potentially different prices!



3v. Back-Ups: When To Back Up?

There might not just be one answer to this. Some things you might want to back-up frequently, other things you might just want to copy once or less frequently.

As a rough guide the overall answer might be: once a year. If you really are worried of loosing things, or think you are more risk, then once a month might be the answer for you.



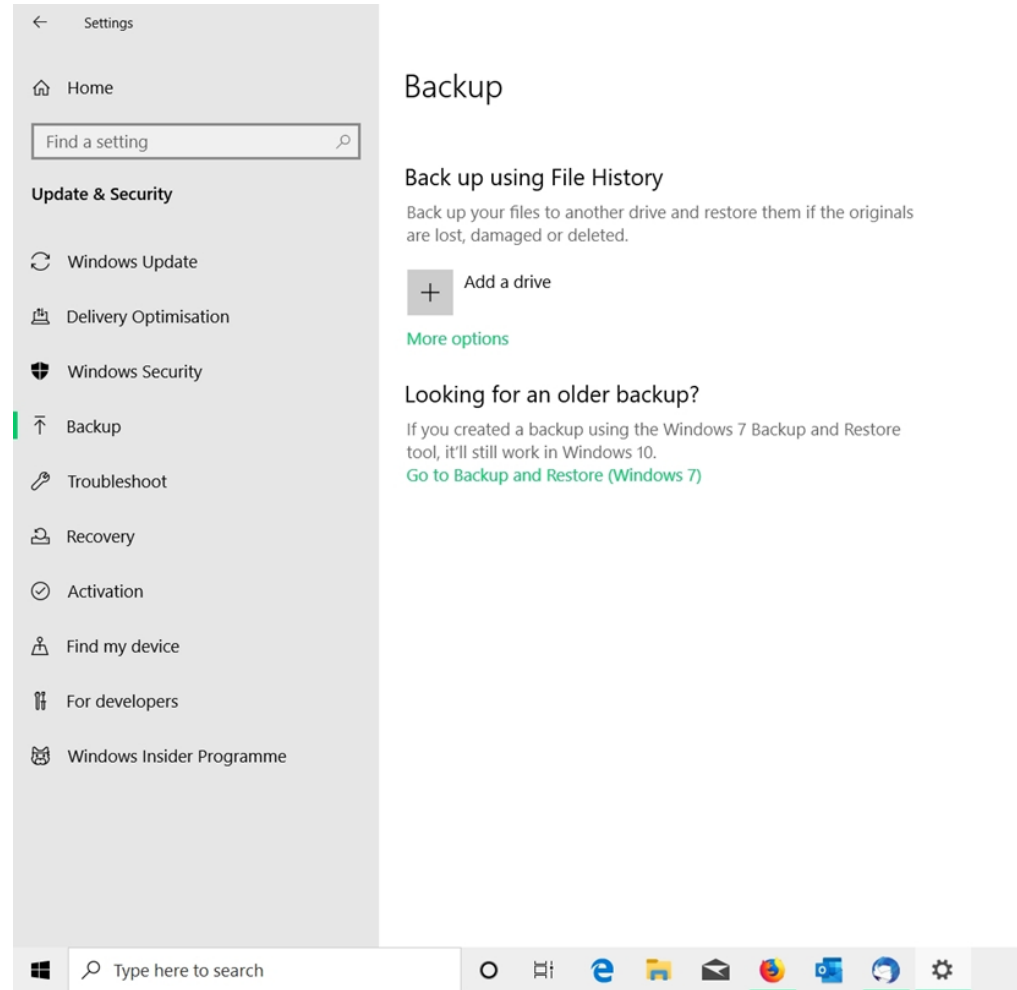
3vi. Further Information

For Windows 10 Users:

In order to backup your files to another drive and restore them if the originals are lost, damaged or deleted.

Plug in an external hard drive, big enough to store your present, and likely future, documents.

Go to Settings/Update & Security/Backup:



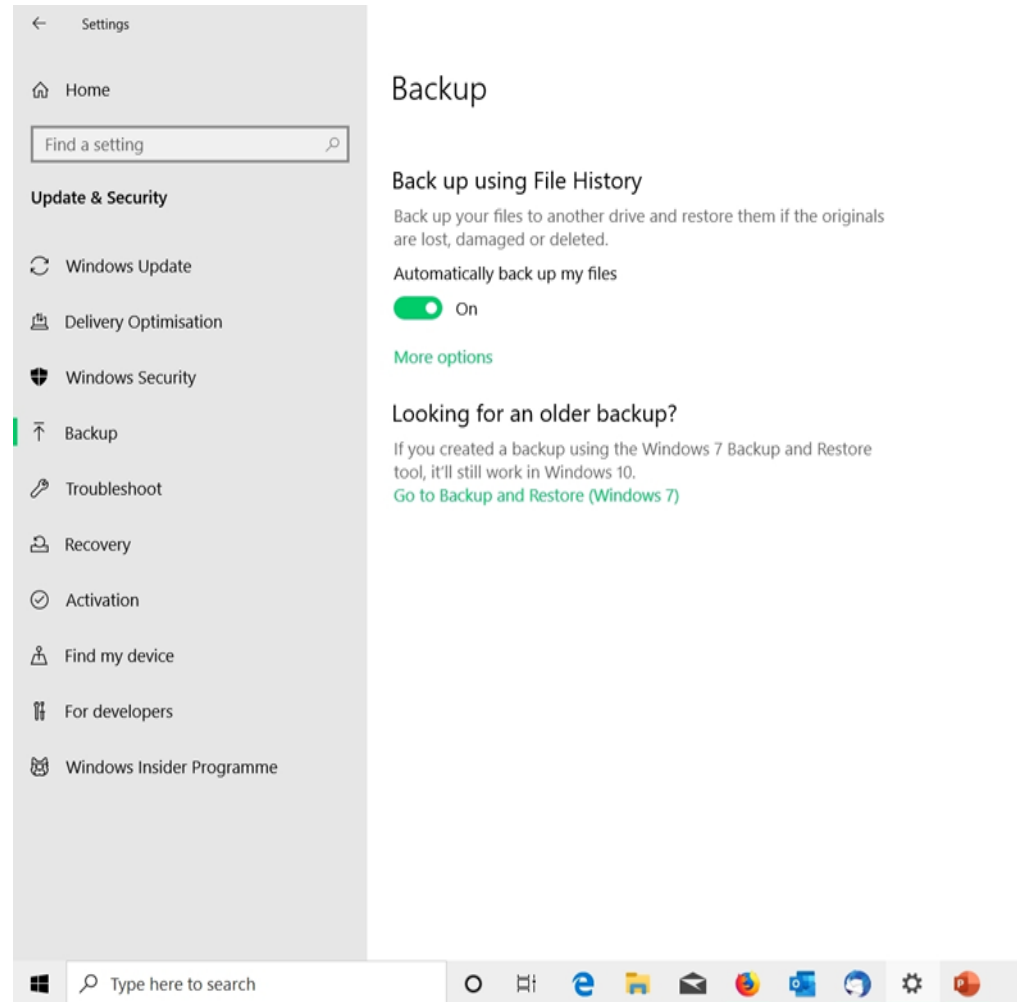


3vi. Further Information

Click on the + to add the drive you inserted.

Select the external drive.

Make sure “Automatically back up my files” is “on”.





3vi. Further Information

Other things to be aware of:

- If you backup to an external disc, if possible the disc should be kept somewhere away from your computer - in another room or elsewhere.
- It may be an idea to have two external backup discs, and backup to each one alternately (so if one becomes corrupted you still have chance of recovery from the other one).
- If you keep documents in the cloud, or backup to the cloud, you need to think whether this should include personal or sensitive data - details of bank accounts, etc or whether these files should be kept just your computer. It's your choice.

That's it.



4. Queries From the Floor


How can we help?

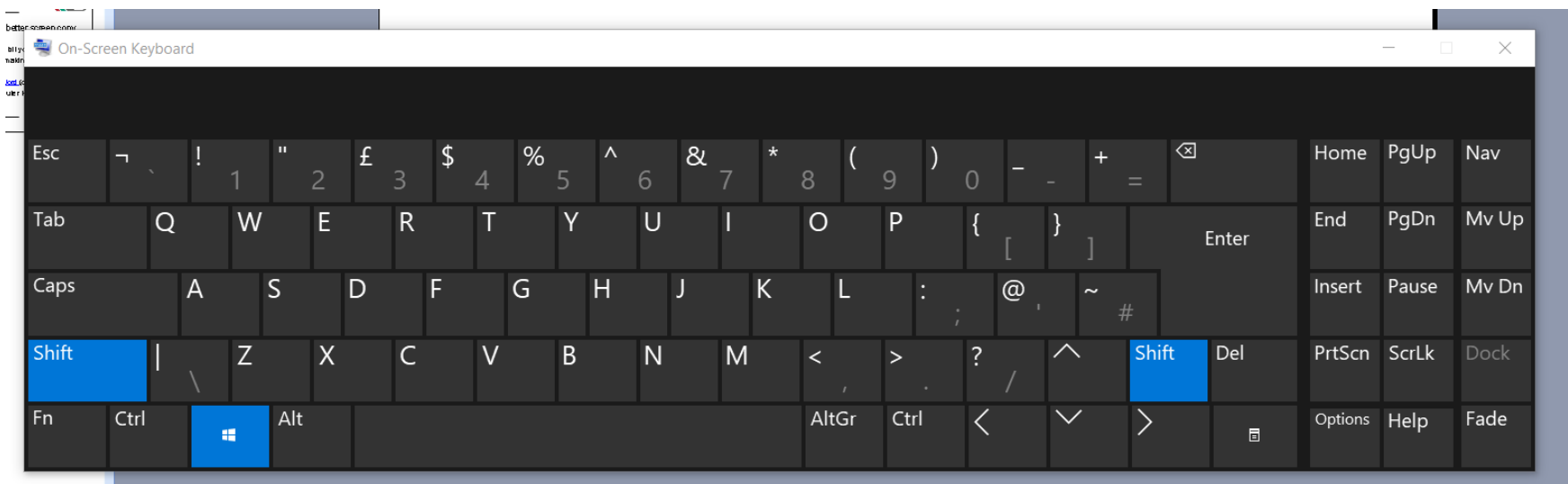


A copy of this presentation will appear on the iU3A website, ie at:
<http://www.islingtonu3a.org/news.html>



On-screen keyboard for demos

- Three keys together – Ctrl++o (not zero!)



- shows which keys have been pressed.

iu3a home page - <http://www.islingtonu3a.org/>