



# Computer Help Group – The Use of Links

Date 25<sup>th</sup> July 2019

Rev No. Draft 2



Some basics –

- Interrupt and ask questions at any point!
- No Apple-specific content
- Word examples are Word 2003
- Specific problems with the iu3a website – ask me as we proceed



## Subjects Covered

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Copy and paste skills

How to use links (i.e. hyperlinks)

How to use mailto links – as on the iu3a website

Email attachments - what and how

Email management – cloud or local?

How to make hyperlinks shorter

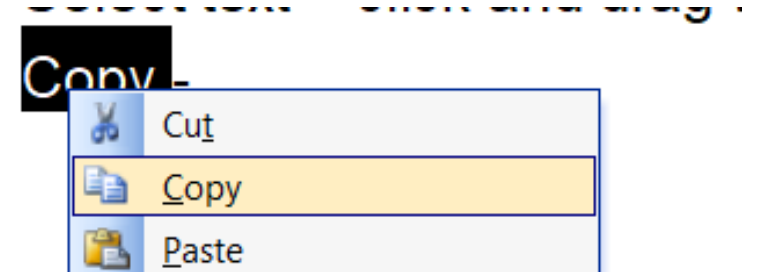
A handy copy tool if you need help



## How to copy and paste text - Microsoft Windows 10 and earlier

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- A basic skill for (almost) all that follows –
- Select text – click and drag with left mouse button
- Copy – right click and select Copy from the little menu  
OR  
two keys together ctrl+c [c for copy]
- The text is now in the “paste buffer”
- Paste - right click and select Paste  
OR two keys together ctrl+v [v = insert mark]
  
- More about copying bits of your screen later!





- What is a (hyper) link?
- How to spot one
- How to open one
- How to insert one
- Tricks and traps

# What is a (hyper) link?

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- A link is a pointer – like a Biblical reference, eg 1 Chronicles 6:1–15
- A link works in steps –  
eg [www.islingtonu3a.org/groups.html](http://www.islingtonu3a.org/groups.html)  
- points to the iu3a website – specifically a page –  
**groups** – with format – html (hypertext markup language)
- What’s all this “https://” which you get on the left?  
http= hypertext transfer protocol – the method used to send pages  
the “s” means secure



# How to spot a hyperlink

- Usually they will be in a distinct colour, often blue  
But hover your mouse pointer over them and watch the bottom left of your browser screen – snapshots from the iu3a home page -

groups w



## Current Groups

Interest groups are at the skills and expertise of our participation, while other expert leader. A majority friendly and relaxed atmosphere enthused by their members can see which groups are

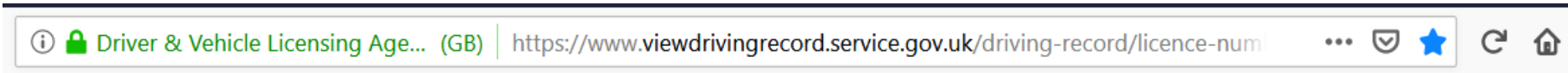
<input type="checkbox"/>	<a href="#">Architecture</a>
<input type="checkbox"/>	<a href="#">Art in London</a>

# Hyperlink dangers

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- Does the link really point to where it seems to point?
  - do that “hover” thing to be sure
- How secure is your link (especially if money is involved)
  - look for https – “s” for secure
  - AND look for the lock symbol in your browser



- Be especially careful if you bank online!
  - Two slogans –
    - If it looks too good to be true it probably is!
    - If you are not the customer then you are the product
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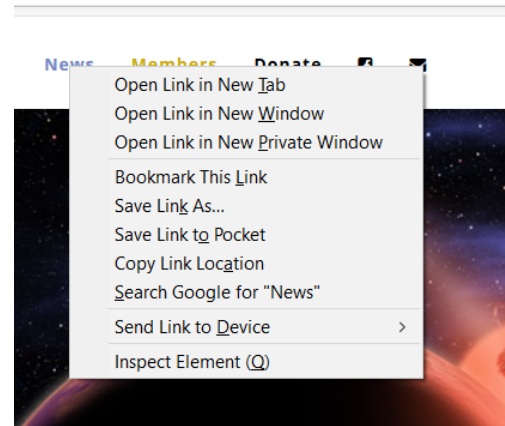




# How to open a hyperlink

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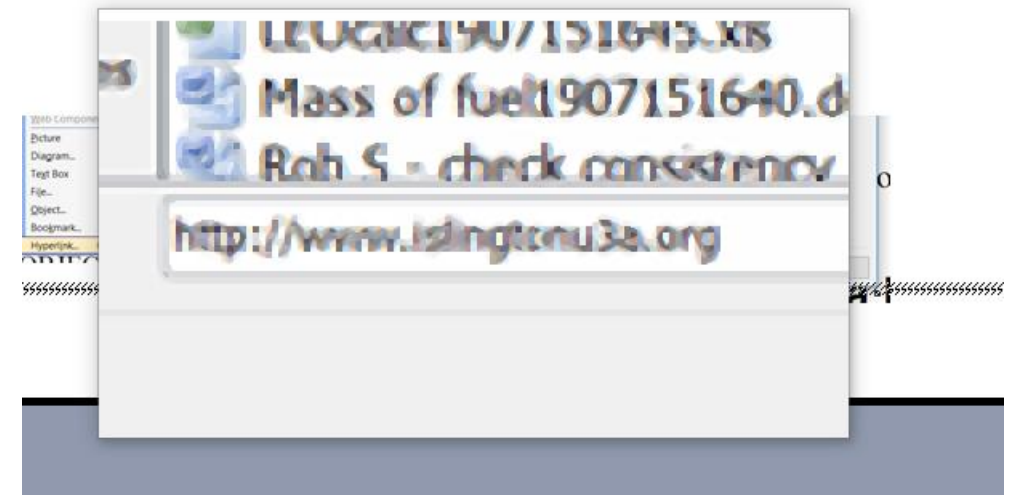
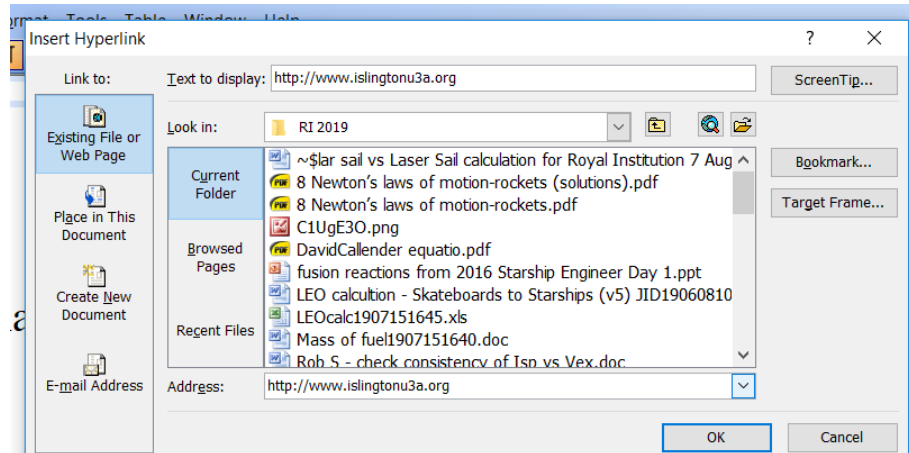
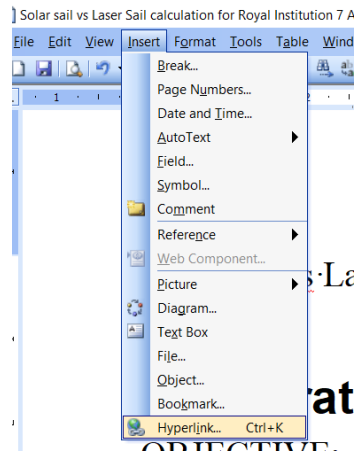
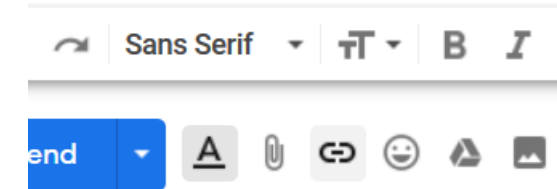
- Just hover your mouse pointer and left click!
- How about right click?  
Lots of variations eg Firefox browser example
- <http://i4is.org>



# How to insert a hyperlink



- In MS Word (2003 in this case) – don't forget the “http://”!
- In email eg Gmail – horizontal paperclip at bottom of message window

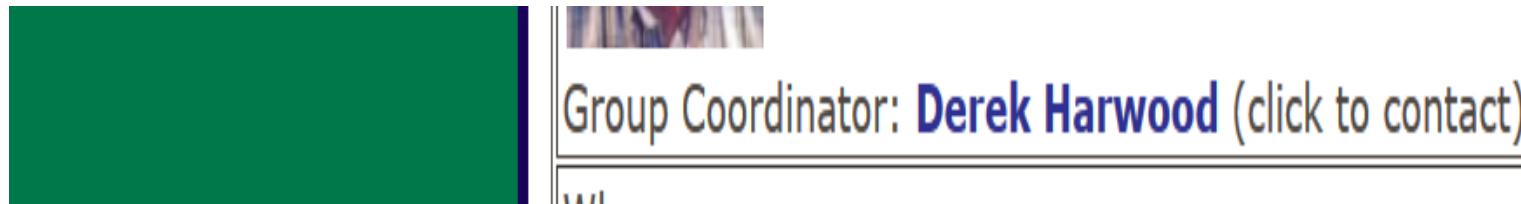




## 4. How the “MailTo” links work

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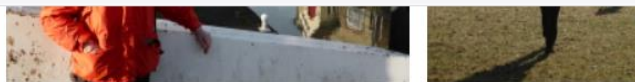
- These are a type of hyperlink
- They are used to trigger an email to a specified person
- If you click on a (MailTo) link a blank email **should** open, ready for your response then send
- If you try this but it doesn't work then maybe –
  - your computer doesn't know which is your preferred email program or
  - the web browser doesn't know which is your preferred email program
- Techie bit – mailto is just another bit of HTML formatting – the next page has – a link –  
- *Group Coordinator: <a target="\_blank" href="mailto:iu3alongerwalks@gmail.com">Derek Harwood</a> (click to contact)<br>*-  
in HTML but it looks like –





## 4. MailTo Links – the iu3a Walks (Longer) group

www.islingtonu3a.org/group-news/Walks-Longer.html

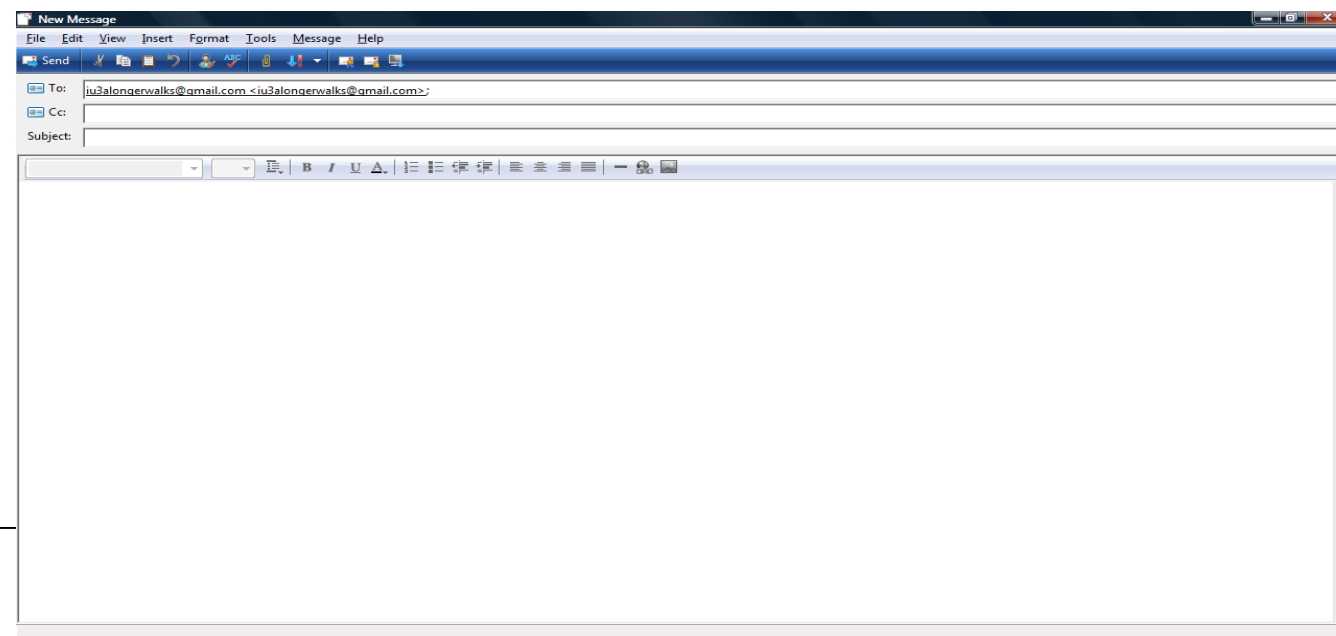


### LONGER



The Longer Walks group has a programme of 8 to 14 miles, usually with options to shorten a full day with a break for lunch (usually in a pub) sometimes people bring a picnic). Group size 12 people.

Group Coordinator: [Derek Harwood](#) (click to contact)



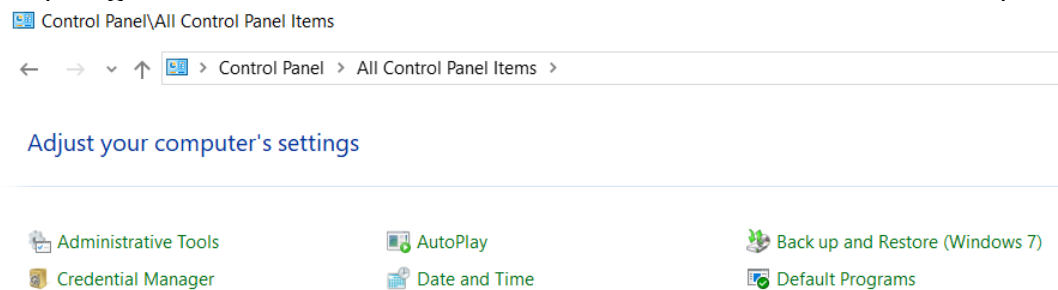


## How “MailTo” links (often don’t) work

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- How to get around the problem
  - Try to re-set your default program.

Reset the mail client by going to Control Panel --> Default Programs --> Set your program defaults, clicking your own email program and confirm that it is set as the default mail program.



- This may be difficult to do - so:
  - Click on the (MailTo) link you want to use
  - When it opens copy the email address shown (ideally by Copy & Paste – as above – but you can just write it down
  - Open your own email, a new email and paste in the address

# How to make hyperlinks shorter

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- Long hyperlinks hard to share eg in text messages, tweets or in print
- Link shorteners help but beware strangers using them-  
bit.ly – eg [www.google.co.uk/maps/place/Islington+Town+Hall/@51.5416944,-0.1021719,15z/data=!4m5!3m4!1s0x0:0x454d94e464594ce9!8m2!3d51.5416944!4d-0.1021719](http://www.google.co.uk/maps/place/Islington+Town+Hall/@51.5416944,-0.1021719,15z/data=!4m5!3m4!1s0x0:0x454d94e464594ce9!8m2!3d51.5416944!4d-0.1021719)  
– becomes - bit.ly/2XLS5x1  
TinyURL – eg [www.google.co.uk/maps/place/Islington+Town+Hall/@51.5416944,-0.1021719,15z/data=!4m5!3m4!1s0x0:0x454d94e464594ce9!8m2!3d51.5416944!4d-0.1021719](http://www.google.co.uk/maps/place/Islington+Town+Hall/@51.5416944,-0.1021719,15z/data=!4m5!3m4!1s0x0:0x454d94e464594ce9!8m2!3d51.5416944!4d-0.1021719)  
0.1021719  
- becomes - tinyurl.com/gmapIslingtonTownHall  
- and specialised ones for Twitter, Hootsuite, etc

**Enter a long URL to make tiny:**

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Custom alias (optional):

<https://tinyurl.com>

May contain letters, numbers, and dashes.

# A handy copy tool if you need help

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- Recent releases of Windows 10 have a better screen
  - copy facility
  - SHIFT+WindowKey+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 email, Word document (or Powerpoint)
  - Send the picture of your problem to the Computer Help Group!
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# iu3a Visit to The National Museum of Computing

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- The Science Visits Group plans -
  - **A day out at TNMOC - [www.tnmoc.org](http://www.tnmoc.org) - at Bletchley Park**
    - The world's largest collection of working historic computers including -
  - Working reconstructions of the mechanical Bombe and Colossus, the world's first electronic computer
  - ...and some more modern machines that some of us in iu3a worked on!
    - **Easy to get to - Euston to Bletchley then 10 minutes walk**
      - £15 per person (concession)
      - 10-15 people for the guided tour
    - **Contact Brenda Hood <[brendahood.55@gmail.com](mailto:brendahood.55@gmail.com)>**



# That's it!

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- Questions?
- Corrections?
- Ideas?
- Other problems?
  - The iu3a Computer Help Group

# Email dangers

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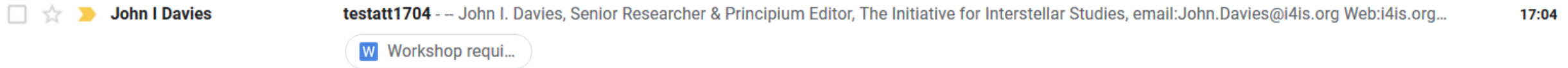
- Is it really from your pal? What is in it? Protect yourself! – “from” addresses can be spoofed (protocols from an innocent age)
- Install an anti-virus such as Avast(free) – you may have better? attachments are the big danger – even Word can hide “baddies”
- Be especially careful if you bank online!
- Don’t get “phished”
- Those two slogans again–  
If it looks too good to be true it probably is!  
If you are not the customer then you are the product



## Attachments – what and how

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- Documents that come attached to an email
- The actual document file is attached and travels with the email – not just a link
- email will show an attachment by symbol / image (eg a box) reflecting the file.



- Right click on the box (file) for options - just viewing the file right now or downloading (ie copying file to your computer)
- If you download the file and save it to your computer you can use it there in the future
- ATTACHMENTS BEWARE – viruses can hide – even in images or Word documents

# Email management – cloud or local?

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- Two email management options
    1. You – Cloud – The rest of the world
    2. You - The rest of the world
  - #1 You – means you and your browser – any browser!
  - #2 You – means you, your computer (or phone/tablet) and your email “client” (an app or application)
  - #1 is easy and handy but no connection = email invisible
  - #2 is trickier to set up but no connection = email visible
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