



IT Help Zoom Session No. 2

Date here, 15 December 2020

Revision number: 02



Agenda

1.	Use of External Resources	JL / JD	10 mins
2.	Apple Mac for Windows users - and vice versa	JL / DH	10 mins
3.	Use of PDFs	JD	10 mins



1. Using External Resources

How people can research the answers to their own problems using cautious use of web searches and YouTube videos?

For iPhones, iPads and Apple watches, download the relevant user guide eBook from the Apple Store (for free)

Search engines (eg Google):

Works regardless of the platform - Windows, Linux, MacOS or Android, but framing the question can need some care.

Another example of a source for guidance:

[Creating an Online Community, Class or Conference - Quick Tech Guide - Google Docs](#)



2. Apple Mac for Windows users - and vice versa

Why would you want to do this?

- If you are an Apple user (Macbook or iPad) and receive an MS Excel or Word and hence can't open the file
- Or vice versa

Solutions:

- You may have bought software, add-ons which can convert from one operating system to the other.
- One free resource is: <https://cloudconvert.com/pages-to-docx> This allows file conversion in either direction.
- Or a better one maybe: <https://www.zamzar.com/>
- There's a good 15-minute introduction to Mac for Windows users on YouTube at <https://youtu.be/67keaaWOKzE>



3. Use of PDFs

Why would I need to know about PDFs?

- You may receive one of these and wonder what you can do with it (can I edit it?)
- You might want to create one (as you don't know if who you are going to send the file to is a Microsoft user or an Apple user)
- You might want to lower the memory size of the attachment
- It's securer (& considered so by email services)

How to create a PDF:

- You will find that when you are saving a file there will be an option to save it as a PDF

Editing PDFs:

- This is a problem as Adobe software is expensive, but there are some PDF editors available for free (but with limited facilities). They can cost about £70. If a PDF is going to be emailed or put on a website (as opposed to being printed), it's a good idea to optimise it to reduce its size, especially if it contains some large graphics files.
 - the latest recommendation in Computer Active: <https://en.pdf24.org/>
 - Or another option: <https://www.zamzar.com/>
 - Or:
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3. Use of PDFs

Editing PDFs:

- Reasonably new versions of WORD will open a PDF file which you can then directly edit.
- You can then save as a WORD document i.e.docx, which is the most useful.
- Or, if you want, you can save as a PDF but you have to change the file's name.
- Free Office programs like "Openoffice" or "Libreoffice" will probably work as well.
- Failing that, the simplest way to edit PDFs is to download and install Foxit Reader.
(Free! <https://www.foxitsoftware.com/pdf-reader>).
- It has some limitations, i.e. you can't edit directly in it.
- BUT, THE TRICK IS, you can highlight text, copy it and paste it into a WORD document or where ever you want.
- Easy-peasy, give it a try.