



TECH CHAMPIONS

TECHNOLOGY
FOR GAA MEMBERS
MADE EASY



Dublin and Dun Laoghaire ETB and the GAA have much in common. Both organisations have a long and proud history of supporting local communities.

Both are committed to inclusion of all sections of society at every stage of their lives from early childhood into adulthood. Both grow and adapt to meet the changing needs around them.

We are delighted to partner with Fingallians GAA Club to bring this computer class to their members.

This course will make it possible for members to improve their IT skills to better take part in their club and their community.

We are grateful for the Adult Literacy for Life funding that made this course and book possible.

Mary McGrath
Adult Literacy Organiser
DDLETB



Using The Internet

In 1989, Tim Berners Lee invented the World Wide Web (www), so scientists and educators could work together and share information easily. We use the Internet to find **information**, stay in touch with **friends and family** and to learn **new skills**. We also use it to listen to **music**, play **games**, book our **travel plans**, **buy and sell** and also manage our **health** appointments.

The Internet has transformed our lives in multiple ways such as

1. Electronic mail (email): This has replaced telephone communication, fax, document delivery, traditional mail, and anything else where we formerly used paper.

2. The World Wide Web:

Surfing the net is using the World Wide Web to get information or checking out sites for a multitude of purposes.

3. Instant Messaging: Applications like Facebook Messenger and WhatsApp let you send messages that ‘pop up’ on the recipient’s screen.

Anyone can access the Internet for free on desktop computers, laptops, tablets and smartphones.

How to find information

A **browser** is used to find and display web pages on the Internet.

Examples of browsers are **Microsoft Internet Explorer**, **Google Chrome**, **Apple**, **Safari** and **Mozilla Firefox**. They help users find info by sorting through pages and displaying web results. A **search engine** is a website that provides you with information.

Type what you want to know about into the search bar and the search engine will give you lots of web pages to choose from.

Using The Internet

Some shortcuts in your browser to help you do things faster.

Return to the previous page: Click the Back button or Alt+

Reload or refresh: Press Ctrl +R, (Cmd +R on an Apple Mac)



Open a tab in the browser window: Ctrl +T or Cmd +T

Save an item or image: Right click and choose Save or Save As.

Print: Ctrl +P or Cmd +P

Add the page to bookmarks: Ctrl +D or click on **bookmarks**.

Email

Email or electronic mail is a “postal” system that works within a network. It allows you to send messages to friends, shop online etc. Common networks include **Gmail** (Google Mail), **Yahoo Mail** and **Outlook Mail**. All these networks are private to users/subscribers and are free. There is no advantage to a pay network and you probably have fewer tools.



Wi-fi

Wi-fi allows you to use the Internet free when you are on your device away from home. It means you can use the Internet without using your own **data allowance**. The Wi-fi network might belong to a person’s home, a premises or a business. Many businesses and public places have free Wi-fi for all. You can ask for the name and password for the network. Your phone or laptop etc will remember the details and connect automatically afterwards unless you tell the device to forget the network.



Try to avoid using Wi-Fi networks that are not secured. That is, they have no password, which means anyone can join.

What Device Should I Use?

Choosing the right device for you can be scary.

What is the difference between a **smartphone**, a **tablet** and a **laptop**?



Smartphones and Tablets have applications (**apps**) for communicating, banking, shopping, health and much more. You might use apps like **Ticketmaster**, **ClubzApp** and **GAAGo** to enjoy Gaelic Games in different ways. They help us to be more productive and do things quicker.

Both have **touchscreens**, which are very easy to use.

Smartphone, e.g. an iPhone

Small and portable.

Good for when you are on the go.

Fits in your pocket or bag.

Great for keeping in touch with friends and family.

BUT...

Screen can be harder to see.

Shorter battery life.

Keyboard can be fiddly.

Tablet

Bigger than a smartphone but smaller than a laptop. Fits in a bag.

Can run the same software as a laptop.

Larger screen makes browsing the web or reading documents easier.

Bigger keyboard makes typing easier.

BUT...

Can be fragile

Not a lot of storage for your files, e.g. photos or videos.

Doesn't always have a lot of **ports** to connect other devices to it.

What Device Should I Use?

Laptop

A laptop is a small computer that gives access to the Internet and allows you to do other tasks.

It is better for working on, e.g. typing documents.

The wider keyboard makes for easier typing.

It has a lot more storage for your files.

It has a good battery life.

It has a larger screen. This makes it easier to read and edit documents.



BUT...

Bigger than other devices. Not as portable.

You may need to buy a laptop bag.

May not have a touchscreen.

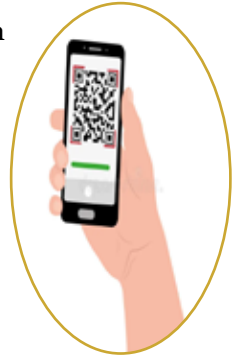


A device is a big purchase. Ask your friends and family what they use and why. Try out their devices to see what you like.

Quick Connections

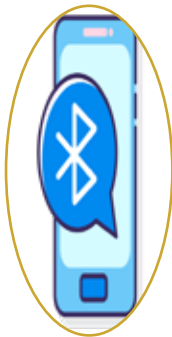
What is a QR code?

A QR (quick response) code is a type of barcode that can be scanned by a digital device. Your phone camera will scan a code. It will convert the code into a web address and takes you to that website. For example, it might be a **menu**, a set of **instructions** or **tickets** to get into a venue. If you have a **tickets to a match** on your phone, you will have to scan a QR code on your phone to get admitted. Like all Internet technology, QR codes are completely safe once you know the sender or the source of the QR. But there have been cases of **scams** using QR codes.



Always make sure you trust the source of the QR code.

What is Bluetooth?



Bluetooth is a wireless technology that uses a radio frequency to share data over a short distance between two devices. It is a very handy way to send **photos or other files** to someone else's device or to a second device you own, e.g. to send a photo from your phone to your tablet. You can also use it to connect your phone to earphones or to a car stereo. It sends information on radio waves up to approximately 10 metres. You don't need a cable or wires. Bluetooth does not need Wi-Fi because it communicates with a limited number of other devices.



Switch off Bluetooth when you are not using it to keep your battery going longer.

Getting In Touch

What is texting?

SMS (short message service) commonly known as text messaging is a service where you can send **short messages** to someone else's phone. The cost is **generally free** within a phone package supplied by most mobile phone companies. You need to check if your phone provider offers unlimited texts. **Inside the EU**, you may be able to send and receive as many texts as you do at home. But **outside the EU**, this does not apply. Outside of the EU, if you are on '**data roaming**' which means you are at the mercy of the local companies who can charge what they like. It is better not to use your texts outside the **EU**. You do this by turning off 'data roaming.'

Why use it?

SMS will work anywhere in the world using the local phone networks. SMS is a feature of your phone package, subject to contract conditions. It does not need Wifi.

What is WhatsApp?

WhatsApp was developed as an alternative to SMS. Like texting, it can be used to send short messages, photos or videos. It can be used across the Wi-Fi network. Therefore it is free to the user and receiver wherever you are in the world. You can also be in a **group chat** with other WhatsApp users. GAA clubs often have group chats for teams or parents of young players.

Why use it?

WhatsApp uses **end-to-end encryption** so it's a very safe way of sending messages.

You can share information with a lot of people via a group chat.

Getting In Touch

Facebook

Facebook is a social networking site where you can post news, comments, share photographs, post links to other sites, chat live through **Facebook Messenger**. It is free to use. You can use Facebook on your web browser or in an app on your phone or tablet. Some people don't trust Facebook because the company uses their data to make money from targeting advertising at them.

Instagram

Instagram is a social media platform that lets you share photos and video among its users.

Threads

Threads is an app from Instagram that allows you to view and share public conversations. Depending on how you use Threads, you can post 'threads,' reply to others and follow profiles you're interested in. Threads and replies can include short pieces of text, links, photos, videos or any combination of them.

Twitter/X

Twitter, officially known as X since July 2023, is a social networking service. Users share short text messages, images, and videos in short posts commonly known as "tweets" or "retweets" (officially "post" or "repost") and like other users' content.



The GAA is very active on a lot of social media platforms. Why not check the social media for your club or county and keep in touch?

Online Shopping

Online shopping is allows people to buy **goods** or **services** from a seller over the Internet. Consumers find a product of interest by visiting the **website** of the retailer directly. They can also find something they like by searching using a **shopping search engine**. This displays the same product's availability and pricing at different retailers. You can shop online on your laptop, smartphone or tablet. Almost all retailers now have online shopping platforms with **end-to-end encryption** so they are **safe and secure**.

An **online shop** is like a normal “brick and mortar” retailer. A typical online store allows the customer to browse the firm's products and services, view photos or images of the Products. It also gives information about the product, such as sizes or prices. Unlike physical stores which may close at night, online shopping sites are always available to customers.

Shoppers can also use “search” features to find specific models, brands or items. Online customers must have access to the Internet and a **valid credit or debit card** in order to complete a transaction. You can also use a payment service such as **PayPal**. You can buy physical products, such as books, clothes etc. You can also buy **digital goods**, like **software**, **music files**, **ebooks** and so on. The retailer will send these files directly to you.

Ticketmaster is an example of an online retailer. You can buy tickets to events like concerts or GAA matches. You can use the app on your phone or the Ticketmaster website. You can opt to have the **physical tickets** posted to you, which costs a little extra, or you can **download** them for free. If you do this, you will need to bring the tickets either in printed form or on the app to get into the venue or stadium.



Online Banking

What is Online Banking?

Online banks operate without **branches**. It means managing your bank accounts using a **computer or mobile device**, and an Internet connection. You transact business using your device instead of in person. You can transfer money and pay bills electronically etc through bank **websites** or by using a bank's **mobile app**. Online banking allows you to make the same transactions as you would at a brick-and-mortar bank — including transferring funds, depositing checks and paying bills. It is also called digital banking, mobile banking or internet banking.

Online banks with standard security measures are just as safe as traditional banks. Look for features such as **encryption** and **fraud monitoring**.

You can access your bank accounts and bank services around the clock on your computer or mobile device wherever there's Internet. You can also reach customer service by phone. In some cases, this can be 24 hours a day, seven days a week.

What are Online-Only Banks?

Traditional banks and credit unions with branches let customers access their accounts through the internet too. Some banks are **entirely online**. With an online-only bank, **all banking tasks** are handled online via the bank website or app. Some banks are app-based, such as **Revolut**. Business is done mostly through their **mobile apps**. Revolut allows customers to send money directly to another user immediately. This is handy if you owe money to someone, say, who has bought you a match ticket.



Online Banking

What are the pros of online banking?

Online-only banks tend to charge lower fees than traditional banks.

Better interest rates

What are the cons of online banking?

There can be limited access to in-person help. There are no face-to-face meetings.

Cash can be hard to deposit. You might have to find a cash machine that accepts deposits. Or you may need to put money into a traditional bank account and transfer it to your online account.

Some online banks have savings accounts but don't offer checking or certificates of deposit.

What if I'm opening a new account?

You can open a bank account online for both online and bricks-and-mortar banks. Online-only banks need you to open a bank account online. There's no option to go to a branch to open an account.

Storing Your Files

Where is my stuff?

In the past digital information was stored on your own device only. This meant that if you lost or broke your device, your photos etc were gone. Some people buy **external hard drives**, which allows them to store much more information. This is not **unlimited** storage. Also, the hard drive could also be **damaged or lost**.

You can also use '**cloud**' storage. Your information is in a **cloud computing** or **data centre**. It is like a very large filing cabinet for your data. It's safe and accessible at all times. If you have a lot of files, you can buy **additional storage** for a small monthly fee.

Staying Safe Online

Is my information safe?

Internet fraud has become a billion-dollar criminal industry. You are right to be cautious. People don't just want to steal your **money**. They also want to steal **information** about your activities, buying habits and interests. When you are online, people could be trying to access your information. For example, phones and online devices with **GPS** (global positioning satellites) track your movements and identify exactly where you are at any point in time.

Most 'cyber attacks' are prevented by **anti-virus** and **security features** in the systems or sites we use. However, we still need to be careful about what we are doing. We must be educated on the dangers and how to combat them. There are precautions you can take. Just as you need to be alert about your money, phone, valuables etc in the real world, you also need to take precautions on the web.

Privacy

Modern living using our mobile phones or buying online reduces our privacy. Companies collect information from our activities online. Some of that information is collected for harmless or statistical reasons. For example, companies want to know about your buying or leisure habits so they can send you ads. In some cases, it helps your buying options. But, in many cases, it is annoying or even unnerving and upsetting.

Cookies are small programs that are downloaded to help you use a website. There are **necessary cookies**, for example, to help you to buy a product online. But then there are **optional cookies** which can provide a lot of information about the user's habits and lifestyle. It is important to strike a balance between convenience and privacy considering the site you have accessed.

Staying Safe Online

Phishing for information

These are messages sent to you via email or text telling you something is wrong with your account. It could look like a message from your credit card, Amazon account, tax return, or anything else. But it is bait to get you to **click through** and enter your personal information. They are looking for bank account details, credit card details, and or PINs. When they have this information, you become disconnected. When you finally check your account, it has been emptied.



Take a minute before you open a link and consider if it's safe.

Spyware

This is software that is often loaded unwittingly from the Internet. It allows criminals to get your information and pass it on. It works by passing on information about you or sending **pop-ups** or **spam** to your browser.

Viruses

These are sent by opening messages or emails you don't recognise. Viruses are programmes that you can't operate until you open a file and activate a programme. These programmes can do a lot of damage to your device. It can also pass the virus on to others. Many companies, like Google, include **virus checkers** and **anti-virus programs** each time you update your system.



Make sure you install updates to keep your anti-virus protection up-to-date

Tips to Stay Safe

When using social media or posting on public websites like Google, Facebook or the like you should always check your **privacy settings**. For example, on **Facebook**, make sure only your Friends can see your post.



Never use your second name when **posting on public websites** (except in a business context or website).

Never give **your full name and address** to anyone you don't know.

Never give out your **password** online. No legitimate organisation will ever ask you for your password.

Don't ever provide any information about **your or anyone else's children**.

Delete any email **asking you for passwords or credit card information**, no matter how real it looks.

Delete an email from a company **you have never heard of or you don't do business with**.

Never click on a **link from a message** even if it's a company you deal with or have an account with. Go to the company website and check for messages. You can also phone the company.

Beware of **website spoofing**. This means a website that looks like a site you know or use but has a slightly different name. Check it's **HTTPS://** and not **HTTP://**.

'Do not track' is an option often offered. You should always say *yes*, unless you want an advertiser or a scammer to know your location.

Would you like to improve your reading, writing or basic maths for everyday life?

Would you like to learn computers and smartphones?

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Talk to us in the **Adult Education Service**.

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Or pop in to us in the heart of Swords
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