

Some basic computer skills

14/03/2020

To get the best out of the GPX Library you will need a few basic computer skills. Not too many though.

Maybe you've only used a computer to send emails and surf the net. If so try to get someone with a reasonable knowledge to go through the following Windows guide with you.

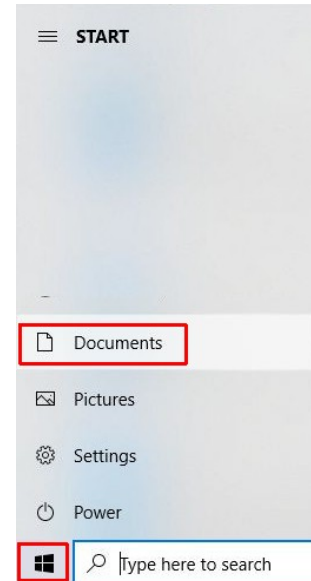
Using File Explorer [aka Windows Explorer] to find your files



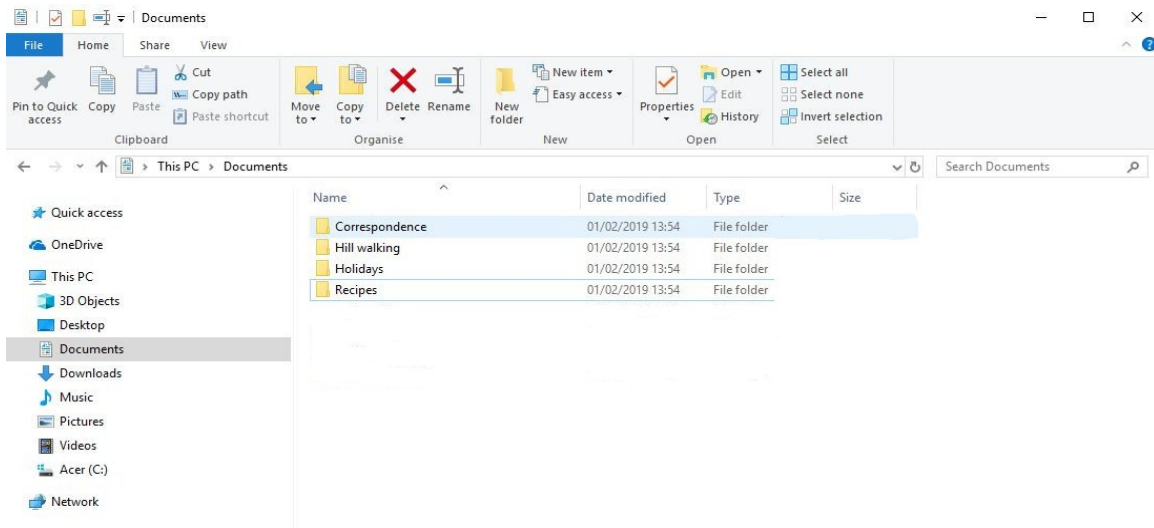
The File Explorer icon looks like a number of folders in a drawer of a filing cabinet

If it's on your desktop or on the taskbar along the bottom of the screen then just click on it.

Otherwise click the **Start** icon at the bottom left hand corner of the screen and then click on **Documents** in the left hand pane



You should now have a window something like this



A folder can be selected/highlighted by clicking once on it.

It can be opened by:

- double-clicking on it, or
- selecting it, rightclicking to get a pop-up menu and then clicking on **Open**

Inside each folder there may be further sub-folders and/or files. Unlike a folder each filename has an extension which indicates what type of file it is.

e.g. Sligo trip.docx has the extension **.docx** which shows that it is a Word document
If File Explorer is not showing the extensions then you should change this - see the page of this guide.

Keyboard shortcuts

The **Ctrl** key can be used, in combination with other keys, to perform certain operations such as copying to or pasting from the clipboard.

In use press and hold down the **Ctrl** key and then press the other key before releasing both.

Selecting/highlighting files/folders:

- to select a single file/folder click once on the file name
- to select multiple files/folders hold down the **Ctrl** key and click once on each file/folder name
- to select all the files/folders in a folder press **Ctrl – A**

Copying files/folders

To copy files/folders to the clipboard and then paste them into another folder:

- select/highlight the files/folders by one of the above methods
- press **Ctrl – C** to copy them to the clipboard
- open the destination folder
- press **Ctrl – V** to paste them from the clipboard into the destination folder

Deleting files/folders

- select/highlight the files/folders by one of the above methods
- right click to get a pop-up menu and then clicking on **Delete**
- you will be asked if you want to send all of the items to the **Recycle Bin**

Renaming a file or folder

- select/highlight the file/folder by one of the above methods
- right click to get a pop-up menu and then clicking on **Rename**
- move the cursor into the highlighted frame and click
- edit the name – you can click anywhere within the frame and type or delete and can do this any number of times
- when you're satisfied move the cursor out of the frame and click to accept the new name

Emailing a file as an attachment - downloading an attached file

Mail programs all allow you to attach a file to an email by a process similar to the following:

- clicking on **Attach** [it may have a paper-clip icon beside it]
- navigating through the resulting File Manager box until you can highlight the file you wish to attach
- clicking on **Save**

Conversely an attachment sent to you can be downloaded and stored in one of your folders by:

either

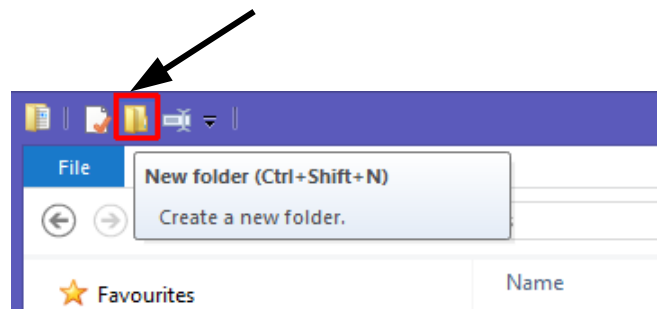
- (in Gmail) moving the mouse over the attached file and clicking on the **Download** button
 - or
 - (in Thunderbird and others) right-clicking on the attached file and clicking on **Save As ...**
 - navigating through the resulting File Manager box until you find the folder in which you plan to store the file and clicking on **Save**
- If your GPS device is connected to the computer the file can be directly downloaded into the correct folder for use e.g. **Garmin eTrex 20 (E:) > Garmin > GPX** [see next page]

Creating a new folder

The keyboard shortcut **Ctrl – Shift – N** will create a new folder inside the current folder being displayed in File Explorer

The new folder option also appears as an icon

Click and a new folder will be created in the current folder.
You can type in a new name immediately or rename it at a later stage.



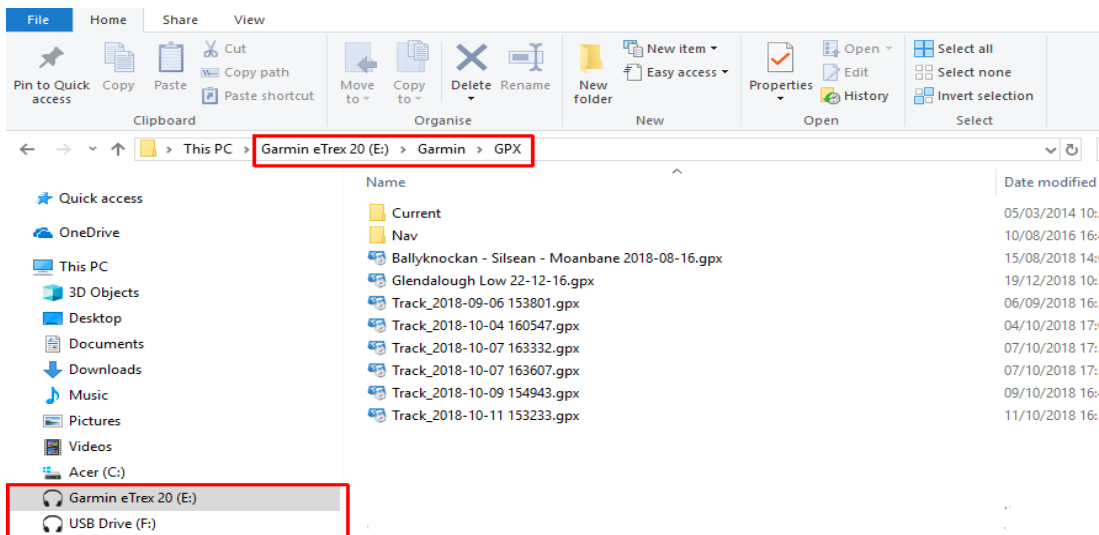
Plugging a GPS unit / Android smart phone into your computer

When a GPS unit / Android smart phone is plugged into your computer it will behave like a USB memory stick.

Often it will take the computer a short while to recognise what has been plugged in but eventually it will appear. In the case of a Garmin eTrex it will appear in the File Explorer as something like:

Garmin eTrex 20 (E:)

Clicking on it will allow you to examine its contents.



If you have a SD card in your eTrex it will appear as **USB Drive (F:)** or **Removable Disk (F:)**
An Android smart phone and its SD card [if it has one] will appear similarly.

File types and extensions

A file's extension is the three or four letter code after the . at the end of a file. This will tell you what type of file it is and will allow the computer to use the correct program to deal with it.

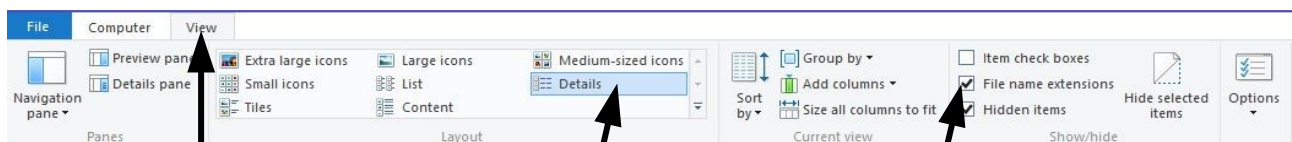
Some examples of common file types:

- Chocolate cake.**txt** a plain text file
- Chocolate cake.**docx** a Word document – often with special formatting
- Chocolate cake.**odt** an Open Office Writer document
- Timetable.**pdf** a PDF file
- Cafe in Paris.**jpg** a graphic file – probably a photo
- Danny Boy.**mp3** an audio file – probably a song
- How to boil an egg.**mp4** a video file

Some examples of file types used to refer to tracks and maps:

- Laragh-Paddock Hill-Scarr.**gpx** a track or tracks
- Djouce.**jpg** or Djouce.**png** a scan of a map
- Djouce.**okm** a georeferencing file of Djouce.**jpg** for use with OkMap
- Djouce.**kmz** a Custom map of Djouce.**jpg** for use on a Garmin

Before you start copying files from your computer to your GPS device it is important that you set up File Explorer so as to show the full file names, including their extensions, and all the details about the file rather than just an icon.



First click on the **View** tab

Click on **Details**

Tick the **File name extensions** box