Table of Contents

Computer Questions:

QUESTION: Does it matter what internet browser I use?

Some of the programs you will be using are written for Chrome and you will eventually have to have it. So get it now. These instructions assume you are using Chrome. That is another advantage to Chrome.

If you have a Mac or PC, you can download Chrome as a browser. If it is not on your computer now, you will need it. If you already have an icon for Internet Explorer or Safari, it will not remove that icon, it will add a new one. Adding Chrome to your Computer will not remove any other Internet Browser you already have. It is an additional one.   It was created by Google, so make sure you download it from Google. It is free. If someone offers to charge you for it, you are on the wrong site.

There are several forms for different platforms so be sure to get the right one. There is a version for Mac and 32 or 64 bit Windows PC's and for Linux. Chrome is much more sophisticated and is much easier to use than the browser which came installed on your computer. It also seems to time out less frequently and when dealing with large DNA data files, this can alleviate a lot of frustration.

This is the best place to download from.

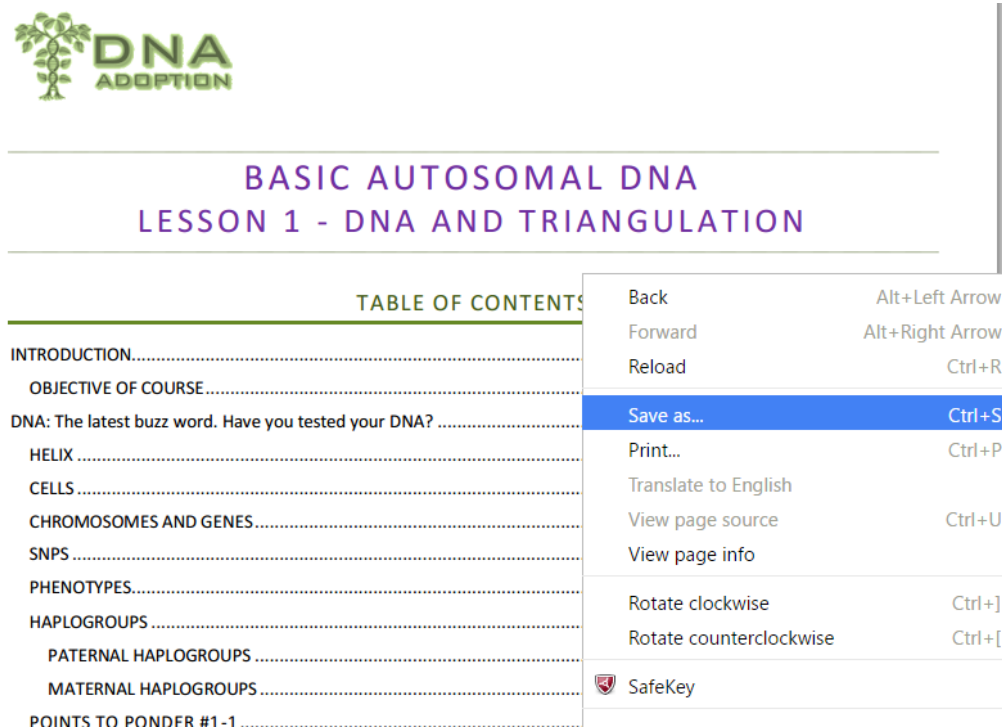https://support.google.com/chrome/answer/95346?hl=en

QUESTION: How do I read and save the PDF files in the Lessons?

We have several kinds of files in our lessons. Many of them are in PDF format. That stands for Personal Document Format. It is a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted. We use these rather than a text program such as Word because PDF can be read by any computer. You can also copy and paste out of a PDF file. You can also search within the file.

You can download any of the lessons or supplements to save. When you are on the class website on Moodle, lessons and supplements to the lessons will open in a new webpage.
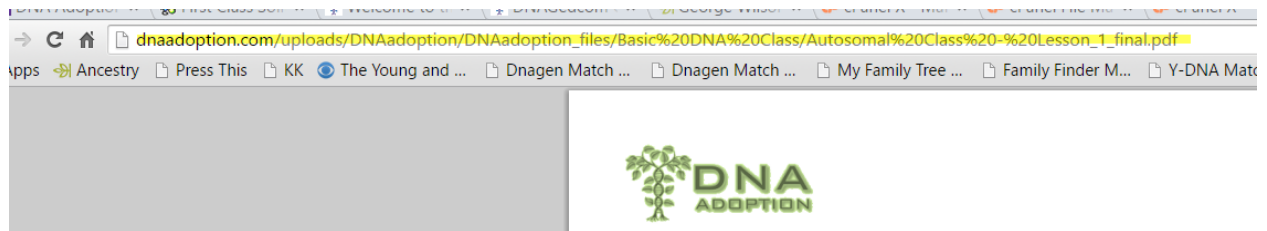
You can easily save any of these documents by right clicking your mouse and selecting "Save as".

Or you can just copy the URL by highlighting it, right click, copy. And keep a list of them in a Word document.

If the link is to an external site, you will be taken there. If you are using Chrome, and the link is to a PDF, it will automatically open in Chrome. Chrome contains a PDF reader.

Lots of our students want to save some of the PDF files to their computer to use later. These instructions assume you are using Chrome. If you use a different browser other than Chrome, the documents may open differently.

When one of these files opens, in order to get back to the course listing, just use your BACK arrow in the upper left.

For image files (*.jpg) just right click on the image and select "Save as". Excel files in the supplements will automatically download to your computer.

You may want to save the link to a website. For example, there is a really good article on endogamy at the start of the lesson which you might want to go back and look at later. This link is in the lesson, but it is to an external site. You can bookmark the site if you like. But I like to create a document with all of

these links in it so that I can find them much later.
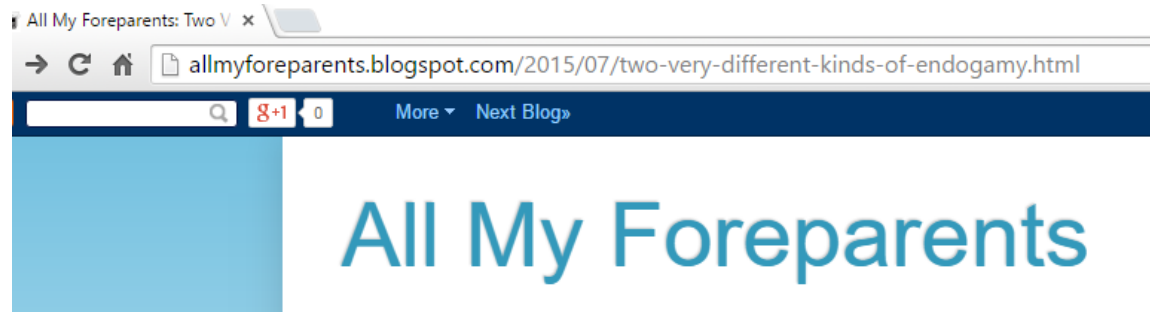
The letters in the slot at the top of the page are called the URL. That is the address of the site. If you are on a Windows PC, you can left click within that slot, and the entire address will be highlighted. Then right click on what is highlighted and you will get the choice to copy the selected text.

I created a Wordpad document. You may want to use another word processing program. But I like Wordpad for this because it is simple. Then I right click within that document, and choose paste. This will paste the URL into the document. I then can save the document and name it something like LessonLinks. When I later want to go back to that article, I can select that URL, right click it and copy. Then I can open Chrome, left click in the slot, and choose Paste and Go.

There are lots of other ways to save links and if you already have one in place that is fine.

QUESTION: I downloaded the PDF and now I don't know how to read it.
Once you have the program on your computer, you need to be able to read it. You should be able to just click on the program on your hard drive to open. If it does not open, there is a slim possibility that you do not have a PDF reader or that it has accidentally been deleted. If so, go to this site and download Adobe Reader. You cannot read the lessons without a PDF reader.

https://get.adobe.com/reader/

If you are using Windows 10, it is automatically set to open your PDF files with the Microsoft reader. If you want to change the default programs you use to open a particular file, go and read this article.

http://www.tomshardware.com/faq/id-2569594/choose-default-apps-windows.html

Follow the instructions for changing default programs. The good news is that if you save this article you can change it back if you change your mind.

QUESTION: I need to create a new folder/directory on my computer. How do I do that?

You need to have a folder / directory on your computer just for your lesson files. If you don't, they will get spread out all over your computer and you will not be able to find them later on. Our lessons are intended to be a reference source that you can return to later on. You also need to create a directory for all the many files your search will generate. You will have spreadsheets and document files, and images [.jpg]. If you don't put them in a specific place you will waste hours looking for them. Windows PCs are organized as if they are giant filing cabinets with file folders within file drawers. If you have one file drawer for Adoption, you will not lose a lesson file among your tax records.

To create a new folder / directory [think file drawer] on a Windows PC, open the Documents folder [think filing cabinet, right click in an open area. One of your choices will be New. Choose that and then Folder. This will create a new directory within your documents directory. Rename it something appropriate to your use.
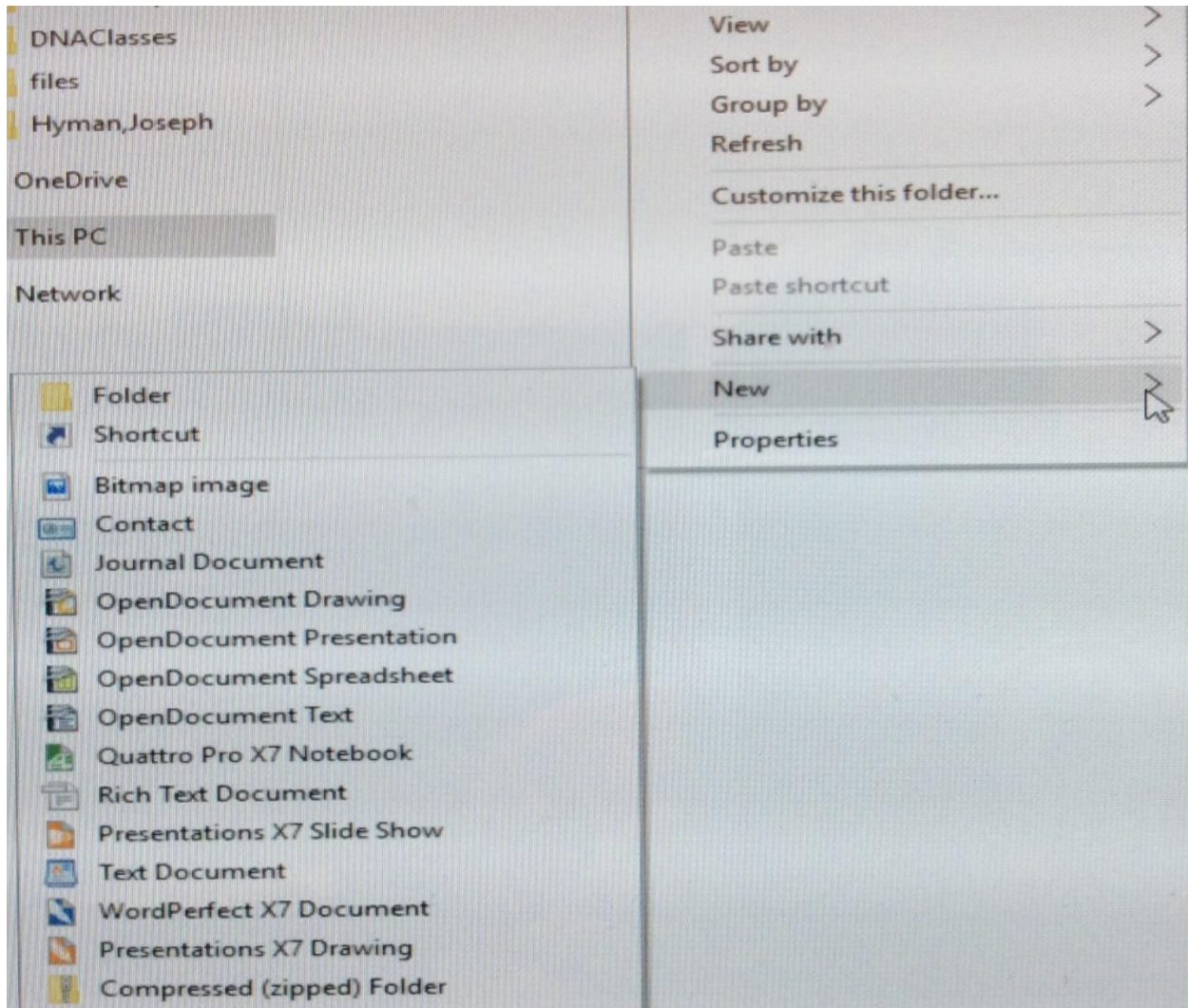
QUESTION: I want to rename a file or folder/directory on my computer. How do I do that?

When you create a new directory / folder, it will be named New. Change it to something more useful like Adoption. Then, left click on your Adoption folder to open it up. Create two new sub directories. Name one DNA Classes and name the other something descriptive like "AdoptionDocuments".

To change the name of a file or folder, again right click on the name. One of your options will be rename, choose this and then type the name in the slot.
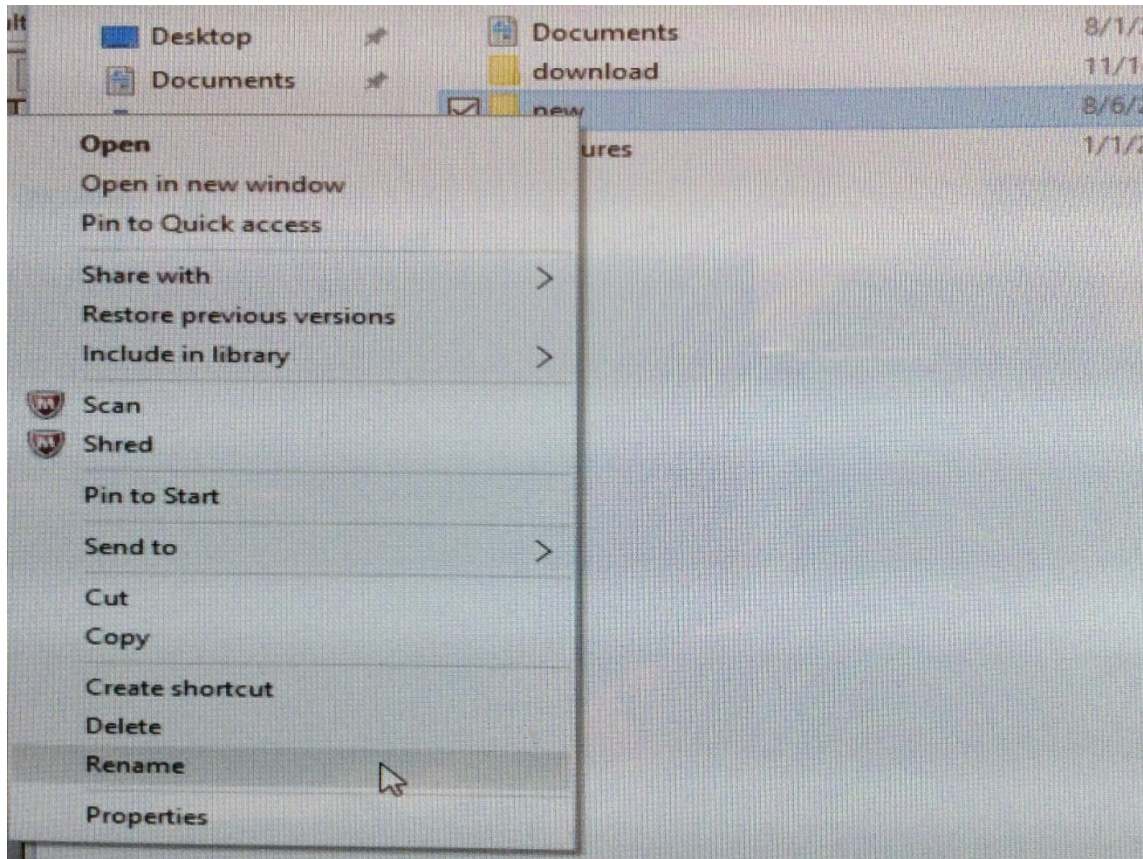
QUESTION: How do I make a shortcut to my new folder / directory?

An adoption or missing ancestor search is a very time consuming occupation. Wasting time looking for files is just not productive. I suggest you put a link on your desktop to your DNA Classes folder, and to your AdoptionDocuments folder. To do this, right click on the folder name, and instead of rename, find Create Shortcut just above Rename. Click on this. Careful not to hit delete by accident. There will be a new icon which is called, Shortcut - DNAClasses. Drag and drop this to your desktop.

QUESTION: What are "csv" files and how do I work with them?

Many of the tools and programs we work with use csv files. A csv file is a clean text spreadsheet file. See: What is a CSV file and how do I save my spreadsheet as one?

QUESTION: What are zip files and how do I work with them?

A ZIP file is a compressed version of a file. When you zip a file, data storage space can be reduced up to 80 percent. Benefits of smaller files include saving space on your hard drive, and sending email more

quickly. Zipping files also helps to encrypt and protect data sent via email. Whether you use a PC or a Mac, saving a document as a ZIP file is easy to do.

Saving ZIP Files on a PC

- Move your cursor over the document you want to save as a ZIP file.

- Right-click on the document and choose "Send to", then "Compressed (zipped) Folder" or "Add to Zip" or "Add to Archive" (depending on your program) from the pop-up shortcut menu. The document will be saved as a ZIP file with a .zip extension.
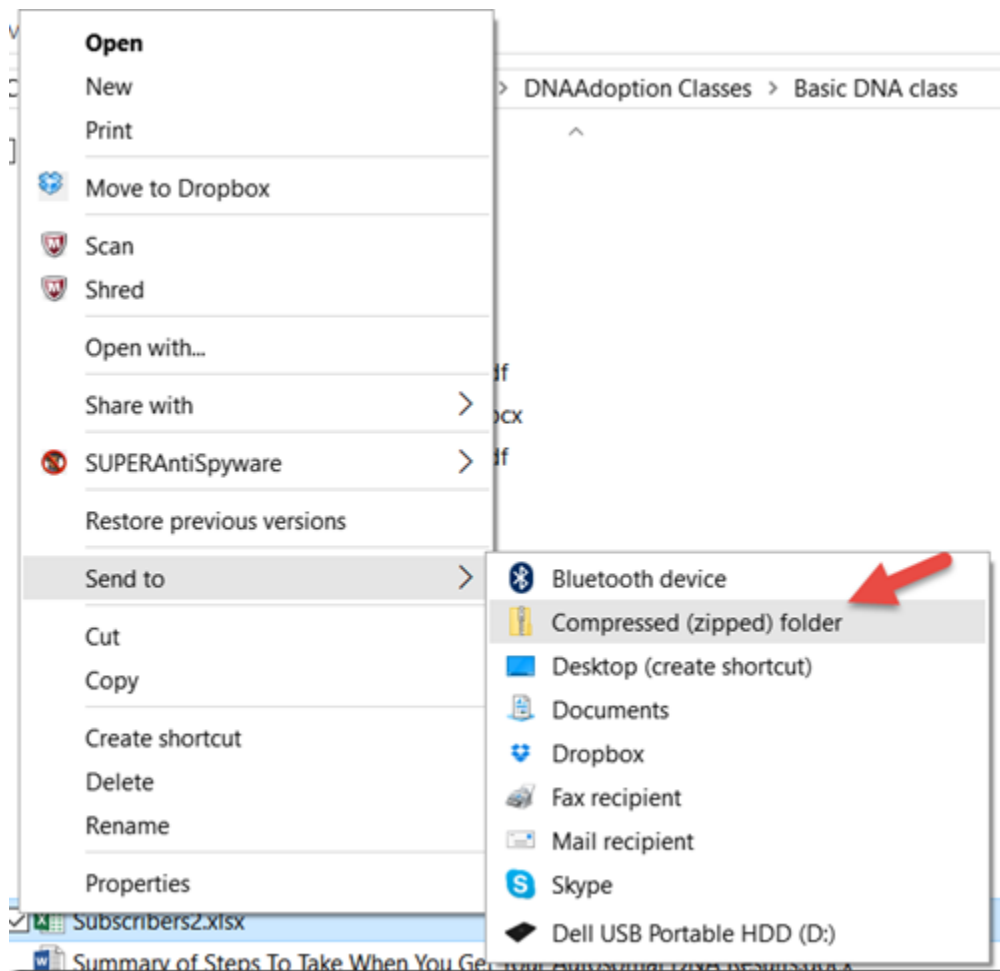
Saving ZIP Files on a Mac with Shortcut

- Move your cursor over the document you want to save as a ZIP file.

- Right-click on the file and choose "Create Archive of [file name]."

- The file will be saved as a ZIP file and appear on your desktop.

How to Unzip a zip file
- Right-click on the zip folder you want to unzip. If you aren't sure where you saved the file, click on the "Start" menu and type the folder's name in the "Search programs and files box."

- Click the "Extract All" option.

- Click "Browse" if you want to specify a location for the unzipped folder. If you do not click "Browse," the files will unzip to the same directory as the original zip folder.

- Click "Extract." A progress bar appears on screen, and you are provided with an "estimated time left" during the unzipping process. Once completed, the unzipped folder opens in a new window, and you can begin working with the files contained inside your newly uncompressed folder.

QUESTION: When I download a zip file, my computer attempts to immediately open it. I want to save it, not open it. How do I do that?

This is due to the default preferences set by your browser.

If you are using Safari: go to the Safari dropdown menu, then Preferences, and select the General tab. Then uncheck the option 'Open "safe" files after downloading'.

With Google Chrome, click on the little 3 bar icon in the upper right and select "Settings".
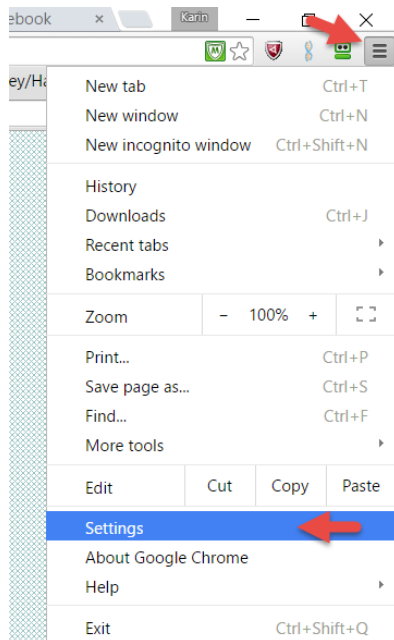
2. Click "Show advanced settings"

3. In the Downloads section, check the box labeled "Ask where to save each file before downloading"

Languages

Change how Chrome handles and displays languages. Learn more

Language and input settings...

☑ Offer to translate pages that aren't in a language you read. Manage languages

Downloads

Download location: /Users/leokowal/Downloads   Change...

☑ Ask where to save each file before downloading

HTTPS/SSL

Manage certificates...

☐ Check for server certificate revocation

That's it! Now when you download a file using Google Chrome, you'll be given the option to specify where you want to save it!

It is here also you can specify or change the location for your downloads.

Downloads

Download location: D:\Downloads   Change...

☑ Ask where to save each file before downloading
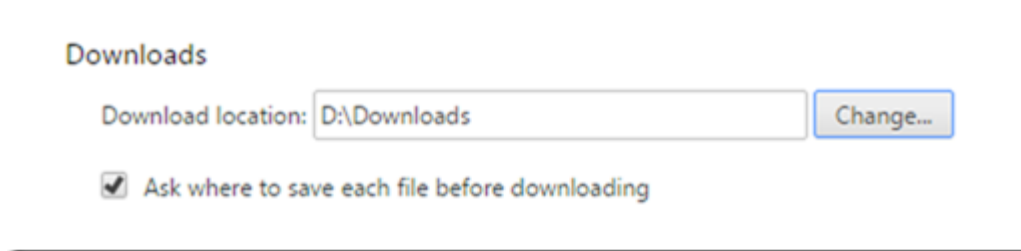
QUESTION: What about using iPads and Smart Phones?

Some people like to use tablets and phones. We do not suggest that as your sole computing device. You just can't do everything you will need to do. You will be better off with a cheap

Intro to DNA (101)

W r i t t e n b y J u n e B y r n e a n d K a r i n C o r b e i l

U p d a t e d 1 1 / 1 9 / 2 0 1 8

laptop. However, if you just want to sign in and check results, you can do that. Ancestry has an app that lets you do some things. FTDNA and 23andme and all other sites you will be using do not. You cannot use most of them on the Safari Browser on iPads because the sites require the use of cookies. Safari does not accept cookies. Limited functions on iPads, iPhones and Android Phones/Tablets are possible with the Chrome browser or you can download Dolphin which is available on both IOS and Android platforms.