

DU Learning Guide

How to use the Learning Zone

The Learning Zone enables you to do the following:

- Browse Learning Guides, and print them to read them later;
- Read answers to questions from others and search the site;
- Ask a question, which will be answered by Digital Unite Tutors, or other users of the Learning Zone.

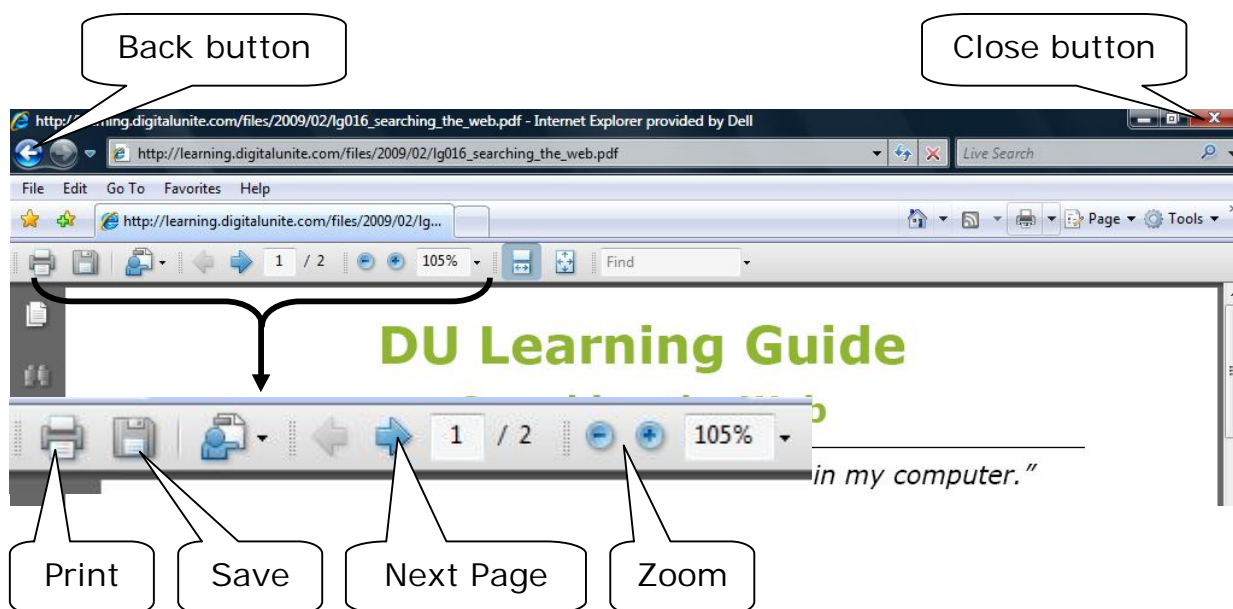
Browse Learning Guides

The Learning Guides are designed for you to view on your computer, or to print and use for reference. You can also save a copy on your computer.

They use a file format called PDF, which is read using Adobe Acrobat Reader. This is a free program. It may already be installed on your computer, as it is often installed when you buy a computer.

If not, you can download it from <http://get.adobe.com/uk/reader/>.

When you click on a link to one of the Learning Guides, the page that is displayed will look like this (This is using Internet Explorer 7. Other browsers will look different but the Print, Save and Zoom icons will be the same).



You can **Print** the complete Learning Guide (they are normally one or two pages), or **Save** it as a file on your computer. You can **Zoom** to make it look bigger or smaller on the screen, or move to the **Next Page**.

To get back to the Learning Zone website, click the **Back** button in the top left hand corner of your browser. Whatever you do, don't click the **Close Button**. That will close your browser and you will have to find us again!

Read answers to questions

If you have a specific problem with your computer or using the Internet, you can see whether someone else has raised it on the Learning Zone.

Click **Read full Questions and Answers** in the box at the left of the page in the Learning Zone.

Browse Answers

- [Read full Questions and Answers](#)

A list of question **Titles** will be displayed.

Click on any of the **Titles** to display the full question and any answers.

For example, clicking on "printing off information" displays as below.

DU Learning Zone
Digital Unite Learn New Digital Skills

DU Home Silver Surfers Learning Zone Tutors & Training DNC Blog Contact Us!

Ask a Question
To ask a question about computers and the Internet, click here.

Browse Answers
• Read full Questions and Answers

What is the best way to learn the basics

Storing video clips

printing off information

Changing screen resolution

Driver Detective.exe

printing off information

I go to a silver surfers class, but would like to print off things for myself-eg using the keyboard or finding a map. Please help!

Answers

Know an answer to this question? Why not leave [your own](#) reply below.

One Response to "printing off information"

bobholmes Says:
[March 9th, 2009 at 8:53 am](#)

Hello Hilary,
I'm not sure exactly what you want help with. Do you want to print the Guides in Learning Zone for Using the Keyboard etc.

You can also search for answers, using the Search box at the top right of the page.

Google™ Custom Search

Just point and click in the box, then type one or more words that describe your question.

For example, if you type "printing off information" you will get:

Note that the whole website is searched.

To see only Q & As and Learning Guides, click **Learning Zone** at the top of the list.

Search Results

Results

Refine results for **printing off information:**

[Silversurfers](#) [Learning Zone](#) [Tutors](#)

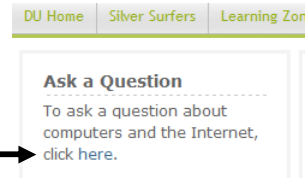
[Learning Zone » Blog Archive » printing off information](#)
9 Mar 2009 ... Title: **printing off information**. Question: I go to a silver surfers class, would like to **print off** things for myself-eg using the ...
learning.digitalunite.com/2009/03/09/printing-off-information/ - 7 hours ago
Labeled [Learning Zone](#)

[Does Not Compute](#)
It's 23 sides of A4 and easy to download and **print** as a pdf He braved winds and st

Ask a question

If you can't find what you want in the Q & As, you can ask your own question.

Click in the box at the left of the page.



This will display a form that you can use to ask your question.

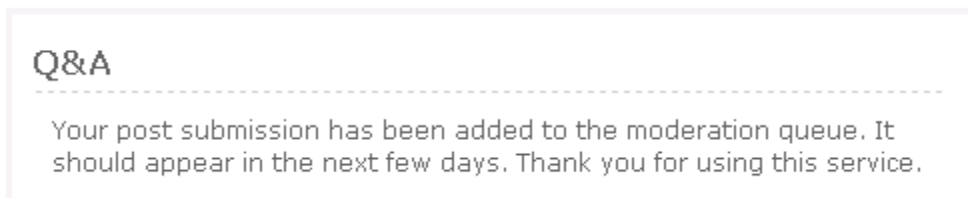
You need to type in:

1. A **Title**
This is what will appear in the list of questions.
2. Your **Question**
Please give as much detail as you can. It's very hard to answer a question like "I need help with my email."
3. Your **Name**
The form says **Full name**, but you can just use your first name or a nickname. This will be displayed on your question.
4. Your **Email** address
We need this in case there is a problem with your question. It will not appear on the website.

A screenshot of the 'Ask a Question' form. At the top, it says 'Q&A' with a dashed line underneath. Below that, it says 'Ask a Question about computers' and 'Our users will try and answer it for you...'. There are three required fields: 'Title (Required)', 'Question (Required)', and 'Full name (Required)'. There is also an 'Email' field with the example 'bob.holmes@digitalunite.net'. A 'Send' button is at the bottom, with an arrow pointing to it from the text below.

When you have completed the form, click **Send**.

The following message will be displayed.



You will also get an email to say:

"Your question to the Digital Unite Learning Zone has been received and should be online shortly.

We hope our users can find the answer you need!"

We also get a message to say that a new question has been posted. We will check the question as soon as we can, and approve it as long as it is a genuine question. It will then appear in the list of questions.

We think that this is easier for users than having to log on.

But we have to check for spam or abusive messages. Such messages will be deleted.

If the message seems strange, but possibly genuine, we will contact you.