**Accessing**

**Computers**

**Made**

**Easy**



**Searching For Jobs in the Digital Age**

* Did you know that more and more employers are carrying out their recruitment via the Internet?
* This can be a problem if you don’t have access to the Internet, or are unsure how to use it.

Attached is information on where help can be found and a list of recruitment websites to help you in your job search, whether you are confident on the web or scared to take that first step.

 **No PC?**

With the support of UK Online Centres, Post Office and BT, Microsoft has brought together a group of refurbishers - Europc, Remploy and Partners IT – to create [getonlineathome](http://www.getonlineathome.org/) - provides affordable, accessible, ready-to-use refurbished computers to people across the UK. Get Online @ Home is working with Three to deliver low-cost mobile broadband as well as offering fixed line services with TalkTalk, Post Office, BT, Sky, O2 & Plusnet.

[Pass It On](http://www.passitoncomputers.co.uk/) primarily deals with customers who are disabled. However, they have a sale last Saturday of the month. At this sale customer can pick up a whole computer for £55. They also show customers how to wire them up.

**No PC Skills?**

If you have little or no PC skills, don’t fear, help is near. There are loads of free websites that can help you get started and build up you IT skills. Some of the best ones are:-

* **BBC First Click**

[BBC First Click](http://www.bbc.co.uk/firstclick) is a beginner’s guide to using computers and the internet.

* **ILA Scotland**

[ILA Scotland](http://www.ilascotland.org.uk/) - Get up to £200 towards learning something new – European Computer Driving Licence can be done in the classroom or in the comfort of your own home.

* **BBC Webwise**

[BBC Webwise](http://www.bbc.co.uk/webwise) is a beginner’s guide to using the internet

* **GCF Learn Free**

[GFC Learn Free](http://www.gcflearnfree.org/) is a website which covers 85 topics with over 1,000 lessons and videos. Topics covered include Microsoft Office, Windows, Internet Basics, Careers, Money, Reading, Maths and much, much more. It also explains how to set up a Google email account. The lessons can be taken at your own pace and most have videos which show you the actions to take.

* **Barclays**

[Barclays - Digital Driving Licence](http://www.digitaldrivinglicence.barclays.co.uk/)

* **Microsoft**

[Microsoft - Training Centre](http://office.microsoft.com/en-us/training) and [Microsoft - Digital Literacy Curriculum](http://www.microsoft.com/About/CorporateCitizenship/Citizenship/giving/programs/UP/digitalliteracy/eng/default.mspx)

**Where can You Access Free Internet Access**

**Libraries**

Most libraries in Scotland provide access to computers and are free to join. You can use them to:

* Access the internet.
* Do word processing, spreadsheets, databases, presentations, CVs etc.
* Print your work.
* Save your work onto a memory stick (available to buy in some libraries and computer stores).

**Other Internet Access**

Get Free Internet Access and help with job search at your local Work Clubs which are listed in document below.



 **Getting an Email Address**

* On your Internet search engine (Google, Firefox etc.) type in “Yahoo”.
* From the resulting list, click on “Yahoo Mail”.
* On the new page click on “Sign in to Yahoo”.
* At the right hand side on the bottom of the page, click on “Create new account”.
* Fill in your details as requested (name, date of birth and postcode).
* You will then be asked to select an ID and password. You will be given suggestions, but ultimately it is your own choice.
* You are then asked 2 “secret questions” which will be used should you forget your ID or password.
* Then click on “Create my account”.

You will then be taken to your own email account where you will be given a tour on how to use emails.

**Accessing Your Emails**

* On your Internet search engine (Google, Firefox etc.) type in “Yahoo”.
* From the resulting list, click on “Yahoo Mail”.
* On the new page click on “Sign in to Yahoo”.
* Input your ID and password and click on “Log in”.
* You will now be able to see your emails.

These instructions give details on how to obtain a Yahoo email address, however other email providers are available. Jobcentre Plus does not endorse any specific Internet site and Yahoo is used as an example only.

**Now register with our free job search service Universal Jobmatch**

You do not need a Government Gateway account to do a job search using Universal Jobmatch. To access Universal Jobmatch use the following website: [GOV.UK - Find a job with Universal Jobmatch](http://www.gov.uk/jobsearch)

This will **only** allow you to search for jobs.

To access **the full range of features** offered by Universal Jobmatch, you will need to create an account.

As part of setting up a Universal Jobmatch account you must first create a Government Gateway account or reuse an existing Government Gateway account (this Government Gateway account is created immediately and an e mail will be sent to you)

See below for the next steps.

**Universal Jobmatch Guide**

1. When you access Universal Job Match you will be allocated a User ID. You will need to use **both** the User ID and the password you created to access Universal Jobmatch.
2. You will receive a confirmation email from the Government Gateway. You need to click on the link within this email to complete the registration process. Please note that the link will expire within 24 hours. After that time you need to go back into Government Gateway and click on Help desk (on left hand side) then select the appropriate question and you will be told what to do.
3. To access you will need to input your 12 digit Government Gateway User ID and the password you created.
4. The first time you log in you will be directed to a Profile page. It is important to complete this page accurately. The skills you enter here will generate job matches
5. **Important – please ensure that you tick the box marked “I authorise DWP to view my accounts, including job search activity, feedback and notes”.** This will ensure that your Adviser can provide you with the full range of support to get you back into work quickly.
6. You will then be asked to complete an equality questionnaire.
7. Your profile has now been set up and you will be presented with your Home Page.
8. You will start to receive job matches based on the skills you entered on your profile. However, Universal Jobmatch will also match you to suitable employers based on your CV. It is therefore important that you either create a CV using Universal Jobmatch or upload an existing CV.
9. To create or upload a CV click on the CV tab at the top right hand of your Home Page and follow the instructions there. If at any time you need help, click on the Help tab at the top of your Home Page.
10. It’s easy to create a CV using Universal Jobmatch and building one on the system creates better job matches and job recommendations.
11. To improve the selection of job matches you get you can input details to the 3 boxes near the top of your Home Page. Input as many details as possible if you are looking for a specific job type. For example if you are looking for “mechanical engineer" jobs input the full title into the Job Title box rather than “engineer” only.
12. You can save each of your searches and can also choose to receive an email alert when a match is received.
13. Each job match you receive can be opened by clicking on the job title. You then have the option of applying online for the job (if the employer has chosen that method of application) or if you don’t want to apply for the job providing your reasons for this.
14. Use the Messages tab at the top of the screen to view messages from employers or from your Adviser.
15. The Application History tab at the top of your Home page allows you to request feedback from employers, view the status of applications or input notes about the application.
16. Use the Activity History tab at the top of your home page to add notes about your job search activity which takes place outside of Universal Jobmatch. For example, you can record here details of job search conducted on other Job Sites like Indeed etc. or that you handed CVs into local employers.
17. Please make full use of Universal Jobmatch to show that you are meeting all the steps in your Claimant Commitment.

**More Job Websites**

This is just a sample of online jobsites available to you; it does not include websites that ask for a registration fee. It is accurate at the time of printing and sites are subject to change. Not all vacancies are listed on websites and you should also research jobs by using newspapers, recruitment agencies, word of mouth and professional/trade organisations.

[getmeacooljob](http://www.getmeacooljob.com/) [UK Gov - Find a Job](http://www.gov.uk/jobsearch)

[S1 Jobs](http://www.s1jobs.com/) [Gumtree - search for jobs](https://www.gumtree.com/Jobs?utm_source=google&utm_medium=cpc&utm_campaign=jobs+brand+-+london&utm_content=86856474436&utm_term=%2Bgumtree%20%2Bjobs&utm_mt=b&utm_network=g&utm_id=ks_710b7e0b-3dce-4b90-be10-a5f2a67929fb_456_13681907_86856474436&gclid=CLO1i-zxkMwCFeYK0wodbwoIKQ)

[topjobs](http://www.topjobs.co.uk/) [totaljobs](http://www.totaljobs.com/%22%20%5Co%20%22blocked%3A%3Ahttp%3A//www.totaljobs.com/)

[careerJET](http://www.careerjet.co.uk/) [fishforjobs](http://www.fish4jobs.co.uk/%22%20%5Co%20%22blocked%3A%3Ahttp%3A//www.fish4jobs.co.uk/)

[Job in Scotland](http://www.jobinscotland.com/) [Jobs - The Scotsman](http://www.jobs.scotsman.com/)

[jobserve](http://www.jobserve.com/) [jobsite](http://www.jobsite.co.uk/)

[Jobswork](http://www.jobsword.co.uk/) [reed](http://www.reed.co.uk/%22%20%5Co%20%22blocked%3A%3Ahttp%3A//www.reed.co.uk/)

# How to Use a Memory Stick

If you don't know how to use a memory stick, you might wonder how to get the data onto this little tiny device and how to access it. Fortunately, using a memory stick is fairly simple; follow these simple steps, and you'll be moving your files around in no time.

**Plug your memory stick into a USB port**
Memory sticks use USB ports to connect to your computer. Look for a USB port on the computer you want to use; they're small, flat ports with a flat piece inside that lines up with the connector in your memory stick. Plug in your memory stick.

USB connectors only fit one way, so if you can't get your memory stick to plug into the port, don't force it; turn it around and try fitting it the other way. Make sure to line up the flat piece inside of the port with the opening in your memory stick. When you plug it in, a message pops up in the lower right-hand corner of your screen acknowledging your USB storage device.

**Copy files to your memory stick for storage**
If you need to put files onto your memory stick for storage or transportation, there are a couple of ways you can do it.

First, you can save files directly to a memory stick by using the Save As feature in your program, then go to My Computer to browse to your memory stick. Double-click on your memory stick and click save, and your file is safely stored on your memory stick. Make sure you never store the only copy of a file on your memory stick; always have a copy of the file on the computer itself in case the stick is damaged or lost.

The other way to load files onto your memory stick is to go to the Start menu, and then browse to the folder where your files are located. Click on the file you want to load to your memory stick, and right click to bring up an action menu. From the right-click menu, go to the Send To option, and then select your memory stick from the drop-down menu. This sends a copy of the file to your memory stick.

**Access files from your memory stick**
You can open files directly from your memory stick if you want to work on them. Go to the Start menu, and browse to My Computer to find your memory stick. Double-click the drive that represents your memory stick; depending on the other drives in your computer, it may be F, G or H. Memory cards for digital cameras work the same way, although you might need an adaptor to plug a digital camera card into your USB port.

Once you're in your memory stick directory, simply double-click on the file you want to use and begin your work. Remember to always save a copy of a file on a computer; if the only copy of a file is on a memory stick, you're out of luck if the memory stick is lost or damaged.

**Remove the memory stick**
When you're done using your memory stick, go to the Safely Remove Hardware icon in the lower right-hand corner of your screen. This icon looks like a drive with a green arrow over it, and if you hover the mouse over the icon, it says Safely Remove Hardware. Click on this icon, and select the drive you want to remove. Press the Stop button. Your computer tells you when it's safe to remove your memory stick, and then you simply pull it out of the port.

Mac users can simply click on the memory stick's icon and drag it to the trash to eject it. Always do this with a Mac, as it's easy to corrupt the data on a memory stick by simply pulling it out of the USB port.

Newer PCs will let you simply remove the memory stick, as long as there's no data being written or read. Always make sure the memory stick isn't in use before removing it, or you could wind up with corrupt data.

**Twitter**

Access our new Twitter site on the Computer or through your phone, it’s easy to use with all the latest vacancies and recruitments within the local area. How to access:

* Search Twitter through a search engine.
* Select Twitter Search-search for @InvernessJCP.
* Click on people go into green JCP logo and see what is available in Inverness.
* And the best part about it is you don’t have to register.

**Benefits Adviser Service**

**Want to know what benefits, pensions and credits you could get?**

The [Benefit Adviser site](https://www.gov.uk/benefits-calculators) provides advice on which benefits, pensions and credits you may be entitled to.

Provides an estimate on amount you may be entitled to. You can input “what if?” scenarios to see if your benefit would be affected if your circumstances changed. It’s simple and anonymous.