

It seems that some OWs are having a bit of trouble with downloading the bigger pictures, files and videos that are on this site. So, here is a help file should you need it. If you are reading this PDF file - you probably don't need this help file !

If some of this ends up sounding condescending, then sorry in advance, but it is not possible for me to know what "level" of computer skills OWs have. Hope it help some OWs that are having a few problems and consequently missing out on photos etc.

There are instructions and pictures for the browsers Internet Explorer and Firefox.

Let's start with downloading the MP3 version of Richard Pocock's Speech.

## **Microsoft Internet Explorer**

On the Post Reunion site Home Page go to the area as below in the clip.



If you put your mouse over the green mp3 symbol the picture below should pop up.



As your mouse pointer is already over the green symbol then <u>**right**</u> click on it and a box will pop up. Select "save link as .... That will let you save the file to your computer after it downloads and you can then play it at your leisure later.

## Firefox

On the Post Reunion site Home Page go to the area as below in the clip.



If you put your mouse over the green mp3 symbol the picture below should pop up.



As your mouse pointer is already over the green symbol then **left** click on it and a box will pop up. Select "Save File" This will depend on how Applications are set up. Click Tools, - Options - Applications. Ensure that MP3 Format Sound is set to Always ask. If not click the command and a drop down box will appear to let you select Always ask That will let you save the file to your computer after it downloads and you can then play it at your leisure later.

# Help with Downloading Videos and Pictures

Videos Go to the Videos and Pics Tab and left click on Videos



## **Microsoft Internet Explorer**

After clicking on the Videos tab a page with the videos "thumbnails" will open. As an example, lets download the first one as below



Left Click the "thumbnail" and the download should start. This will take some time as all the videos are HD. A better method is to right click the picture and select Save Target as .... You can then select where you want to save the video. That will let you save the file to your computer after it downloads and you can then play it at your leisure later. **Firefox** 

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Left Click the "thumbnail" and the download should start. It's action will depend on how Applications are set up. Click Tools, -Options - Applications. Ensure that Quick Time Movie is set to Always ask. If not click the command and a drop down box will appear to let you select Always ask You can select where to save the videon. That will let you save the file to your computer after it downloads and you can then play it at your leisure later.

### Pictures Go to the Videos and Pics Tab and left click on Videos & Pics Tab

All the pictures on this site have a large version available as a download to enable you to view it properly and to allow you to obtain the picture in High Resolution for your own use. It would be impossible to put all these large pictures directly on the site as it would be so big that it would never load.

When you put your mouse over the Videos and Pics Tab a drop down menu will appear. You can then navigate to the tab where ever you want to view or get pictures from. As an example, lets try Dinner M Navigate your way down the menu to Dinner M and left click the Tab. This will appear. (Please see next page) All the pictures on this site have a large version available as a download to enable you to view it properly and to allow you to obtain the picture in High Resolution for your own use. It would be impossible to put all these large pictures directly on the site as it would be so big that it would never load. When you put your mouse over the Videos and Pics Tab a drop down menu will appear. You can then navigate to where ever you want to view or get pictures from. As an example, lets try Dinner M Navigate your way down the menu to Dinner M and left click the Tab. This will appear. (Please see next page)

## **Microsoft Internet Explorer**

#### **Firefox**



After clicking on the tab Dinner M you will go to the page called "Pictures taken at the Guildhall Dinner"

As you see they are all "thumbnails" but hopefully big enough to see if it is a picture of your group.

TIP If you want to view the page bigger then hold down the Ctrl key on your keyboard and scroll your mouse button. Away from you for bigger and towards you for smaller. At least, on my mouse.

Go to the "thumbnail" titled HRH in the middle. Left click the "thumbnail" A large version of the picture will download onto your screen. If you want to save this picture - Right Click on the picture and select Save Picture as ...

This will let you save the picture to a location on your computer for viewing later or to reproduce in some way. Ie printing out or copy to a memory stick to get a photo done somewhere else.

I have been told that some OWs have been Right Clicking the "thumbnails" on the page and saving those. That must be very disappointing as the picture is very small and will be very blocky when printed out or viewed. It may ever cause the OW to wonder what I am up to supplying such small pictures. No names of offenders will be supplied !!!



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