

# **Cloud & Hard-Drive Storage Concepts, Scanning Documents, Social Media Privacy, and Understanding AI (ChatGPT)**

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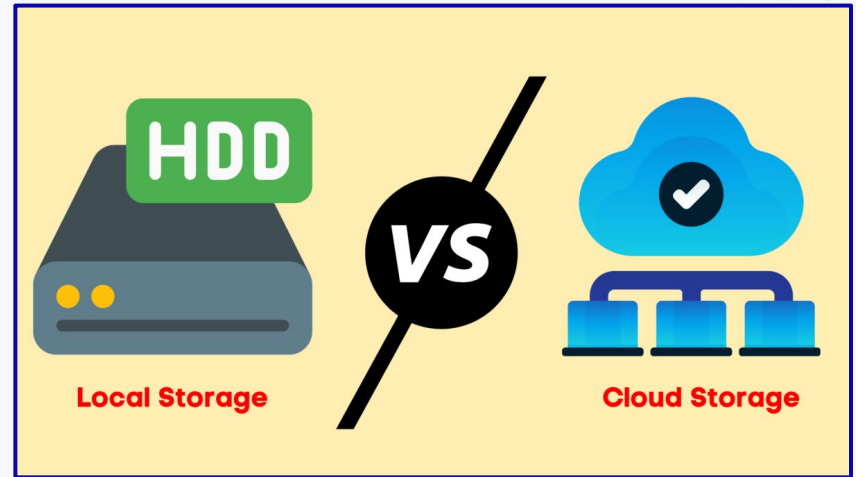
# Cloud vs. Hard-Drive

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# Cloud vs. Hard-Drive

Cloud storage and hard-drive storage are two common ways to store and access data. Each has its strengths and weaknesses, making them suitable for different needs



# Advantages of Cloud Storage

Cloud storage involves saving data on remote servers managed by third-party providers, accessible via the internet

## Advantages of Cloud Storage:

- *Accessibility:* Access files from any device with an internet connection, anywhere in the world
- *Automatic Backups:* Many services automatically sync and back up your data in real-time
- *Scalability:* Easily expand storage space by upgrading your subscription
- *Collaboration:* Share and collaborate on files with others in real time
- *Security:* Providers offer encryption and security measures to protect data



# Disadvantages of Cloud Storage

## Disadvantages of Cloud Storage:

- *Internet Dependence:* Requires a reliable internet connection to access and upload data
- *Subscription Costs:* Free storage is limited (e.g., 5GB), and additional space often requires a monthly or yearly fee
- *Privacy Concerns:* Storing data on third-party servers poses potential risks of unauthorized access or breaches
- *Data Recovery:* Data recovery is dependent on the provider in case of server outages



# Advantages of Hard-Drive Storage

Hard-drive storage involves saving data locally on a physical device, such as internal hard drives, external hard drives, or USB drives



## Advantages of Hard-Drive Storage:

- *Offline Access:* No internet is needed to access or modify your files
- *Ownership and Control:* You have full control over your data without relying on third-party providers
- *Faster Access for Large Files:* Reading and writing large files is typically faster compared to uploading/downloading from the cloud
- *Cost-Effective:* After the initial purchase, no recurring fees are required

# Disadvantages of Hard-Drive Storage



## Disadvantages of Hard-Drive Storage:

- *Risk of Physical Damage*: Hard drives are vulnerable to physical damage, theft, or loss
- *Limited Storage Space*: Fixed capacity unless upgraded by purchasing new hardware
- *No Automatic Backups*: Backups need to be manually set up or performed periodically
- *Lack of Collaboration Features*: Files are not easily shareable or accessible by others without physically transferring them



# Apple's iCloud

Apple's iCloud is a cloud storage service integrated into all Apple devices, providing seamless data syncing and backup

## Features and Benefits:

- *Device Integration:* Works natively with iPhones, iPads, and Macs, syncing photos, files, and app data
- *5GB Free Storage:* Free tier available, with paid plans offering up to 2TB of storage
- *Optimized Storage:* Automatically stores rarely used files in the cloud to save local storage
- *Find My Device:* iCloud helps locate lost Apple devices
- *Security:* End-to-end encryption protects sensitive data

## Limitations:

- *Device Ecosystem:* Best suited for Apple users; limited functionality on non-Apple devices
- *Cost:* Additional storage requires a monthly subscription



# Microsoft's OneDrive

Microsoft's OneDrive is a cloud storage service tightly integrated with Windows PCs and Microsoft 365 apps

## Features and Benefits:

- Integration: Syncs with Windows OS and Office apps like Word, Excel, and PowerPoint
- 5GB Free Storage: Offers free storage with paid plans for up to 6TB (through Microsoft 365 Family)
- Collaboration: Real-time collaboration on Office files
- Cross-Platform: Available on Windows, Mac, iOS, and Android
- Security: Files are protected with encryption and Personal Vault for sensitive files

## Limitations:

- Performance: Upload/download speeds depend on internet quality
- Storage Cost: Higher tiers require a Microsoft 365 subscription





# Managing Cloud Storage

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# What Uses iCloud Storage

Default Free Storage: Apple offers 5GB of free iCloud storage per account

## **iCloud storage is used for:**

- *Device Backups*: iPhone, iPad, and Mac backups
- *Photos and Videos*: Storing high-resolution media in iCloud Photos
- *Files and Documents*: Files saved to iCloud Drive
- *App Data*: Data for apps like Mail, Messages, Notes, and Safari
- *Other Services*: Shared files, iCloud Keychain, and settings

# How to Check iCloud Storage Usage

## **On iPhone or iPad:**

- Open Settings → Tap [Your Name] → iCloud → Manage Storage
- View a breakdown of usage by category (e.g., Photos, Backups, Apps)

## **On Mac:**

- Open System Preferences → Apple ID → iCloud → Click Manage

# Tips for Managing iCloud Storage

## **Optimize Photos and Videos:**

- Enable Optimize iPhone Storage:
- Open Settings → Photos → Turn on Optimize iPhone Storage
- This saves smaller, optimized versions on your device while keeping full-resolution versions in iCloud

## **Manage App Data:**

- Disable Apps from Using iCloud:
- Go to Settings → iCloud → Toggle off apps that don't need cloud syncing
- For example, turn off Safari or Messages if not needed

## **Benefits of Efficient Storage Management:**

- Improved Performance: Devices perform better with optimized storage
- Reduced Costs: Avoid unnecessary upgrades by clearing unused data
- Peace of Mind: Ensure essential data is backed up and accessible when needed

# Upgrading iCloud Storage

If you frequently run out of space, consider upgrading to a paid iCloud+ plan:

## Plans:

- 50GB: Ideal for basic needs
- 200GB: Suitable for families or heavy users
- 2TB: Best for professionals or extensive photo and video storage

## How to Upgrade:

- Go to Settings → [Your Name] → iCloud → Manage Storage → Change Storage Plan

# What Uses OneDrive Storage

Default Free Storage: Microsoft offers 5GB of free OneDrive storage per account

## **OneDrive storage is used for:**

- *Files and Folders*: Stores manually uploaded files like documents, photos, videos, and presentations, as well as automatically synced folders like Desktop and Pictures
- *Backups*: Includes PC folder backups (e.g., Desktop, Documents) and mobile backups for photos and videos uploaded via the OneDrive app
- *Microsoft 365 Files*: Saves Office documents (Word, Excel, PowerPoint, OneNote) and Outlook email attachments stored in OneDrive
- *Shared Files*: Files shared with you by others via OneDrive also use your storage quota.
- *App Data*: Holds data from apps like OneNote (e.g., notebooks with embedded files) and backups from third-party apps using OneDrive
- *Recycle Bin*: Temporarily stores deleted files for 30 days, still counting toward your storage limit until permanently removed
- *Version History*: Retains previous versions of files, allowing for restoration but using additional storage



# How to Check OneDrive Storage Usage

## On Windows:

- Open the OneDrive App:
- Click the OneDrive icon in the taskbar (cloud symbol).
- Go to Settings:
- Right-click the icon → Select Settings
- Check Usage:
- Under the Account tab, view your storage usage

# Tips for Managing OneDrive Storage

## Clean Up Files and Folders:

- Identify large files or duplicates and delete them
- Use the Recycle Bin on OneDrive to permanently remove deleted files and free up space
- Organize Folders
- Move rarely accessed files to an external hard drive or another storage solution

## Manage Synced Files:

- On Windows/Mac, right-click the OneDrive icon → Settings → Choose Folders
- Deselect folders that you don't need to sync locally to save space

## Benefits of Managing OneDrive Storage:

- *Efficiency:* Keeps your cloud storage optimized and accessible
- *Cost-Effective:* Avoid unnecessary upgrades by decluttering
- *Enhanced Productivity:* Sync and organize only what you need, ensuring faster access to files

# Upgrading OneDrive Storage

If you frequently run out of space, consider upgrading your OneDrive plan:

## Plans:

- *Free Plan*: 5GB storage
- *Microsoft 365 Personal*: Includes 1TB of OneDrive storage
- *Microsoft 365 Family*: Provides 6TB (1TB per user for up to 6 users)

## How to Upgrade:

- Visit [OneDrive Plans](#)
- Choose a plan that fits your needs
- Follow prompts to upgrade



# Backing up Specific Files

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# Backing up Specific Files (iCloud)

## Using iCloud Drive on Mac:

- Enable iCloud Drive:
- Go to System Preferences → Apple ID → iCloud
- Check iCloud Drive

## Manually Add Files:

- Open Finder → Select iCloud Drive from the sidebar
- Drag and drop files into the iCloud Drive folder

# Backing up Specific Files (OneDrive)

## Using OneDrive on Windows (PC):

- Set Up OneDrive:
- Sign in to OneDrive through the app or File Explorer

## Manually Add Files:

- Open File Explorer → Navigate to OneDrive
- Drag and drop specific files or folders into the OneDrive folder



# Social Media

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# Connecting to Social Media

## Benefits of Connecting to Social Media:

- *Staying Connected:* Keep in touch with friends, family, and communities worldwide
- *Building Networks:* Expand professional and personal connections for career opportunities or shared interests
- *Access to Information:* Stay updated on news, trends, and events in real time
- *Creative Expression:* Share your ideas, photos, videos, and stories with a global audience
- *Learning Opportunities:* Discover resources, tutorials, and educational content tailored to your interests
- *Community Engagement:* Join groups and discussions to connect with like-minded individuals or support causes





# Making Accounts

## Setting Up Facebook and Instagram Accounts:

- *Facebook:* Visit [facebook.com](https://facebook.com) or use the app, enter your name, email/phone, password, and birthday, then verify your account and set up your profile
- *Instagram:* Download the app or visit [instagram.com](https://instagram.com), sign up with email/phone or connect with Facebook, create a username and password, then verify and complete your profile

# Connecting to Instagram

**INSTAGRAM  
BEGINNERS  
GUIDE**



# Connecting to Facebook



# Privacy Settings

## Why Privacy Settings Matter:

- Protect personal information from being accessed by unwanted parties
- Control who sees your posts, profile details, and activity
- Reduce exposure to online risks such as phishing, scams, and identity theft



# Facebook Privacy Settings

## How to Access Privacy Settings:

- Open the Facebook app or website
- Go to Settings & Privacy → Settings
- Select Privacy to manage visibility and sharing



# Key Features to Manage

## Key Features:

- *Who Can See Your Posts:* Adjust audience for posts (e.g., Public, Friends, Only Me)
- *Profile Privacy:* Control who can see your friends list, birthday, email, and phone number
- *Activity Log:* Review and manage past activity, including posts, likes, and tagged photos
- *Blocking:* Block specific people from seeing your profile or contacting you

## Tips:

- Regularly review your Privacy Checkup
- Limit third-party app permissions
- Use Two-Factor Authentication for added security

# Instagram Privacy Settings



## How to Access Privacy Settings:

- Open the Instagram app
- Go to your profile → Tap the Menu (three lines) → Settings → Privacy

# Key Features to Manage

## Key Features:

- *Private Account*: Switch to a private account so only approved followers can see your posts
- *Control Story Views*: Use the Close Friends feature to share stories with select people
- *Comment Controls*: Restrict or block users from commenting on your posts
- *Activity Status*: Turn off Activity Status to hide when you're online
- *Message Requests*: Filter or block message requests from unknown users

## Tips:

- Avoid sharing sensitive information in captions or stories
- Regularly review followers and remove unknown or suspicious accounts
- Enable Login Activity to monitor unauthorized access



# ChatGPT



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# Understanding ChatGPT

ChatGPT is an AI-powered conversational tool developed by OpenAI. It uses advanced natural language processing (NLP) to understand and generate human-like responses, making it a versatile assistant for various tasks.



# What Can ChatGPT Do?

- *Answer Questions:* Provide detailed and accurate answers to general knowledge, educational, or technical queries
- *Generate Text:* Write essays, articles, stories, poems, or other forms of creative content
- *Assist with Writing:* Help draft emails, reports, resumes, or cover letters, suggest edits and improve the tone or style of existing content
- *Summarize Information:* Condense long articles, reports, or documents into shorter summaries
- *Brainstorm Ideas:* Provide creative ideas for projects, names, marketing campaigns, or content topics
- *Translate Languages:* Translate text between multiple languages



# What Can ChatGPT Do?

- *Learning Support:* Explain complex topics in simple terms, assist with coding, math problems, or subject-specific concepts
- *Coding Assistance:* Debug, write, or optimize code in various programming languages, explain coding concepts and provide programming tips
- *Personal Assistant Tasks:* Create schedules, to-do lists, and reminders, offer suggestions for recipes, travel plans, or activities
- *Interactive Learning:* Engage in conversations for language practice or learning new skills
- *Entertainment:* Tell jokes, share trivia, or engage in casual conversation for fun



# Interacting with ChatGPT

Let's interact with chatGPT!  
What features of chatGPT  
would like to test out? Do you  
have anything that you would  
like chatGPT to help you with?





**Any Questions?**

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