

Basic Procedures – Windows XP

Basic Computer Information

- Make sure the monitor is turned on.
- Turn the computer on with the power button on front of the tower.
- The password is: _____
- **Click** means a **single click** on the **left** mouse button. This is the normal way to select an item.
- **Right-click** means a **single click** on the **right** mouse button.
- **Double-click** means click the **left** mouse button **twice** rapidly.
- Open a program by going to **Start** and **All Programs**, find the program in the list and click it.
- The **mouse pointer** takes on many shapes depending on the program or the area of the window you are in.
- The **cursor** (a flashing bar) is the insertion point.
- **Selecting/Highlighting** is accomplished by one of the following:
 - ◆ Double-click a word.
 - ◆ Hold the mouse button down and drag forward or backward over the items you want to select/highlight.
 - ◆ In MS Word, to select a line, bring the mouse out to the left margin until it becomes an arrow pointing back at the line you want to select and click once.
 - ◆ In MS Word, to select a paragraph either move the mouse out to the left margin until it becomes an arrow pointing toward the paragraph you want and double-click or triple-click in the paragraph itself.
 - ◆ Click to place the insertion point at the beginning of the selection. Hold down the shift key and click at the end of the required selection.
- **Drag and Drop** is accomplished by clicking on an item and holding the mouse button down and dragging the item with mouse to a new location then letting go of the mouse button.
- **Turn off** the computer by going to **Start** and **Turn Off Computer** and click **Turn Off**.

NEVER turn off the computer by just pressing the power button.

Do not turn off the monitor as we leave them on at the Center at all times.

Make a New Folder

On the Desktop:

- You can make a new folder on the desktop by right clicking on the **Desktop** choose **New** and then click **Folder**. It is not recommended that you store files on the Desktop. Try to keep all your files in folders in Documents.

In My Documents:

1. In the **My Documents** folder click on **File** and choose **New** and then click **Folder**.

You can make a new folder within any folder by clicking the **File** menu, then click **New** and then click **Folder**.

To create Your Folder on a Learning Center computer, to keep your Student Files used in class.

1. Double-click **My Documents** on the Desktop, or if not showing, click the **Start** button and in the upper right of the new window that opens, click **My Documents**.
2. Click the **File** menu, then choose **New** and click **Folder**.
3. A new folder is created, named **New Folder**. If you do not click the mouse, then you can just type your name to replace the highlighted **New Folder**. If you accidentally click the mouse, then the new folder will be created, with the name **New Folder**. To rename this, select the **New Folder**, then click the **File** menu and click **Rename**. Immediately type your name.
4. Press the **Enter** key.

You now have a folder with **your name** in **My Documents** on the hard drive.

Using Removable Media

Removable media or storage, as its name implies, is a way of storing your digital files on a device that can be removed from your computer. Although there are many different types of removable storage, they all work in a similar way. Whether it's a CD, a memory card for your camera, a Flash or External Hard drive, they all do the same thing, store digital files in a way that allows you to physically move them around. These files can be anything on your computer – Word documents, photos (.jpg), music files (.mp3), etc. So, removable storage is used for transporting files from one computer to another, moving photos from a digital camera to a computer or a store to get them printed, or transporting files from a computer to another device, such as a music player or DVD player.

Removable storage can also be used to keep backups of your important files/photos and for giving friends/family copies of your photos or slide shows you might have made.

Below is an outline of some of the common types of removable storage, along with their main characteristics and typical uses.

1. CD's & DVD's are very common and low cost, but require a special CD and/or DVD reader/writer and software. Windows XP has built in basic CD writing software. Vista has built in basic CD and DVD writing software. Files can only be added to CD's and DVD's, until they are full (files cannot be erased). Scratching the top surface renders them useless and special care in storage is required if you wish the contents to stay readable beyond 5-10 years. Reading from a CD/DVD is much faster than writing to it. Although RW (re-write) CD's/DVD's are available, they are slow, expensive and unreliable and are not recommended.

CD's are great for sending files to people, such as copies of photos to friends and family at Christmas. They are not so good for doing regular backups of your data, as they are slow and cannot erase old/changed files.

2. USB Flash drives are compact, have no moving parts, are available in a wide range of sizes and speeds. No extra software is required, they plug into a regular USB port on your computer and files can be easily added or removed. Although more expensive than CD/DVD, their compact size, availability of a wide range of memory sizes and prices, and ease of use makes them a popular choice for general purpose work.
3. Digital Camera Memory Cards are a special form of Flash drive, designed to fit in your digital camera. These cards can also be removed from the camera and if the computer has memory card slots, plugged into the correct slot allowing your photos to be directly transferred to your computer.
4. USB External Hard Drives are very fast and have very large storage capacities. They are great for making backups and images of all your data and photographs as they offer high speed, high reliability and low cost for large amounts of data. As an added safeguard for your valuable electronic documents and photos, they can also be easily stored in a fireproof box.

Below is a table that gives a general comparison of some of these different removable storage media. For reference, 1GB of memory will hold about 650 photos from the average 6 megapixel digital camera. With the current rate of change in technology, the information in this table could soon be out of date! This was valid around mid 2008.

Type	Capacity (GB)	Cost	Cost per 1GB	Speed MB/s	Convenience
CD	0.7	\$0.20	\$0.50	<5	poor
DVD	4.7	\$0.35	\$0.076	<20	poor
USB Flash	0.25 – 8.0	\$2 - \$100	\$10	1 – 25	good
USB External	250 -1,000	\$90 - \$250	\$.22	125	good

Notes: USB devices assumed to be USB 2.0

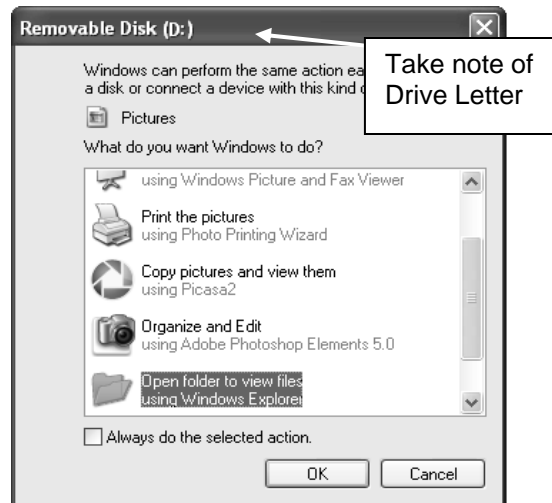
1. The speed quoted for the CD and DVD is for reading. Writing is normally half this speed
2. USB flash drives and digital camera memory cards can have very different speeds. For a given memory size, the speed of the device is the biggest factor that determines the price. For a 2GB flash drive for \$20 (assumed in the table) the speed would probably be around 5 MB/s.

In our classes, you are encouraged to save your practice files on a flash drive to take between home, class and lab.

Inserting removable media

CD/DVD

1. Open the CD drawer and place the CD into drive, label facing up.
2. Close the CD drawer. If the **Drive Wizard** opens, **note** the drive letter (such as D:), then click **cancel** to close the window.



Step 1 – Action Window.
Click the Cancel button

USB Flash drive

1. Insert a USB flash drive into a USB port on the front of your computer. In class, use the USB ports next to the Audio plugs. (Your computer at home may have USB ports obviously on the front, somewhat hidden, or only on the back of the computer.) Note that USB connectors will insert easily one way; if it does not insert easily, turn it over and try again.
2. If the **Drive Wizard** opens, **note** the drive letter (such as D:), then click **Cancel** to close the window.



Step 2 – Insert Flash Drive

Opening Files

Open File/Lesson from removable storage

1. Insert removable storage device as described previously.
2. If the **Drive Wizard** window opens, asking what action to take, note the drive letter of the removable media (such as D:), then click **Cancel** to close the window.
3. Open **My Computer**, by double-clicking **My Computer** on the Desktop, or if not showing on the Desktop, click the **Start** button and in the middle right of the new window that opens, click **My Computer**.
4. In **My Computer**, find the drive that contains the newly inserted removable storage device. It will probably be listed under **Devices with Removable Storage**, with the drive letter you noted in step 2. Double-click on the icon to open it.
5. Find the file/lesson you want to open and double-click it.

If your file/lesson is in a folder you must double-click the folder to open it to locate your file/lesson.

Open File/Lesson from My Documents

1. Double-click **My Documents** on the Desktop, or if not showing, click the **Start** button and in the upper right of the new window that opens, click **My Documents**.
2. Find the file/lesson you want to open and double-click it.

If your file/lesson is in a folder you must double-click the folder to open it to locate your file/lesson.

Open File/Lesson from a Program

1. Open the program, for example MS Word.
2. Either
 - a. In the Menu bar click **File**, then click **Open**, or
 - b. Click the **Open** icon on the standard toolbar.
3. The **Open** dialog box appears with **My Documents** selected in the **Look In:** box, then:
 - a. If the file is in **My Documents** on your hard drive, double-click the folder in which the file is stored and double-click the file to open it, or
 - b. If the file is on **Removable Storage**, click the small down arrow at the right end of **Look In** and. select the drive letter of the removable storage device (as noted when the removable storage was first inserted to the computer). Double-click the folder in which the file is stored and double-click the file to open it.

Selecting Multiple Files/Folders

- You can select a sequential list of files by clicking on the top file and then, while holding down the **Shift key**, click on the last file you want to select.
Alternatively, you can click on the first file in the sequence, then hold down the **Shift key** and use the **Cursor Movement keys** to move to the last file in the sequence you want to select.
- You can select random (non-sequential) files by clicking on one file and, while holding down the **Control key**, click the other files you want.
Alternatively, you can click one file, hold down the **Control key**, use the **Cursor Movement keys** to move to the next file you want to select, and then press the **Space Bar**.

Copying files from removable storage to the hard drive.

1. Insert removable storage device as described previously.
2. If the **Drive Wizard** window opens, asking what action to take, note the drive letter of the removable media (such as D:), then click **Cancel** to close the window.
3. Open **My Computer**, by double clicking **My Computer** on the Desktop, or if not showing on the Desktop, click the **Start** button and in the middle right of the new window that opens, click **My Computer**.
4. In **My Computer**, find the drive that contains the newly inserted removable storage device. It will probably be listed under **Devices with Removable Storage**, with the drive letter you noted in step 2. Double-click on the icon to open it.
5. Select the folder or files you want to copy to the hard drive. If you want to select multiple files, see the section on selecting multiple files.
6. Click the **Edit** menu, then click **Copy**.
7. Open **My Documents**, located in the left pane under **Other Places** and then open the folder into which you want to copy the files.
8. Click the **Edit** menu, and then click **Paste**.

If you have made a Folder in My Documents to save your files in you will need to double- click that folder in Step 7 to open it and then paste your files into it.

Copying files from the Hard Drive to the removable storage

1. Insert removable storage device as described previously.
2. If the **Drive Wizard** window opens, asking what action to take, note the drive letter of the removable media (such as D:), then click **Cancel** to close the window.
3. Open **My Documents**, by double clicking **My Documents** on the Desktop, or if not showing, click the **Start** button and in the upper right of the new window that opens, click **My Documents**.
4. Find the File or Folder you want to copy and select it. If there are multiple files, see the section on selecting multiple files.
5. Click the **Edit** menu and click **Copy**. This copies the files to the clipboard.
6. Open **My Computer** located in the left pane under **Other Places**. Find the removable media you wish to copy to. It will probably be in the section called **Devices with Removable Storage**, with the drive letter you noted in step 2. Double-click on the icon to open it.
7. With the window open showing any existing files/folders on your removable media, click on **File** in the menu bar, choosing **New** and click **Folder**. Type the name for the new folder (e.g. **CB2**), and press the **Enter** key.
8. Open the newly created folder, (e.g. **CB2**) by double-clicking on it.
9. Click the **Edit** menu and click **Paste**. The files will be copied onto your removable media. For flash and external hard drives, the file(s) have now been written to the removable media.

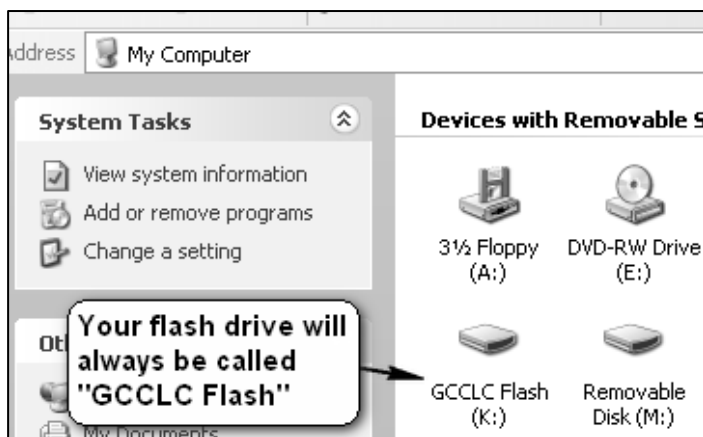
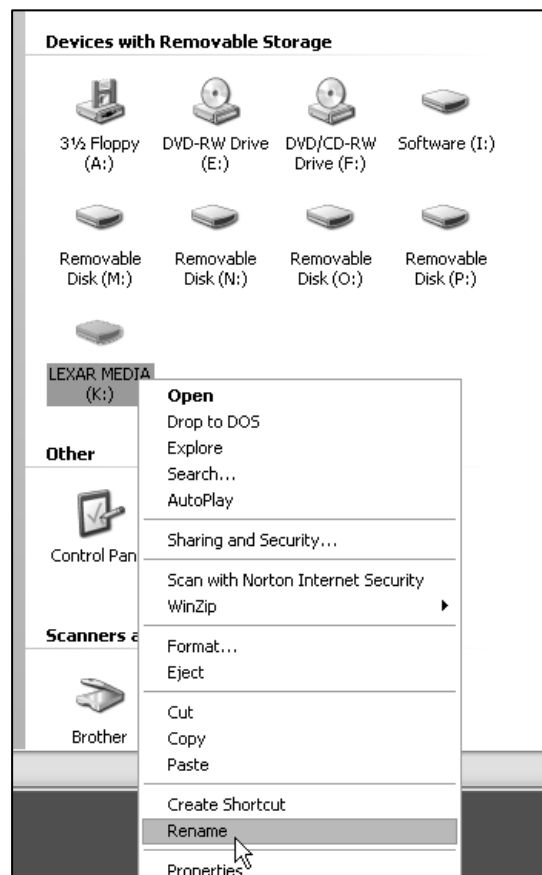
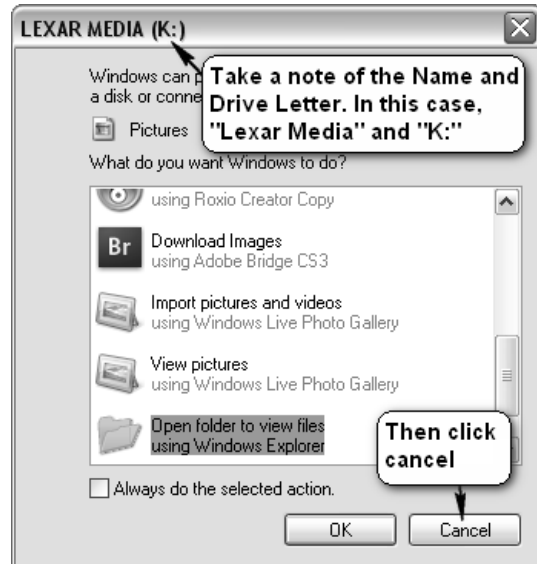
Important. Do not remove the flash or external hard drive for at least a minute after the **Copying Files** dialog box closes.

For CD's Only:

1. Click **Write these files to CD** under CD Writing Tasks in the blue task pane on the left.
2. In the wizard screen that comes up, name your CD (default is today's date) and follow the directions to write the files.
3. Click **Finish** when the CD pops out, to clear the temporary files.

Naming a Flash Drive

1. Click on **Start>My computer**. In the section headed "**Devices with Removable Storage**", note the existing drive letters. For example, you may see (F:), (G:), (H:), etc.
2. Insert a USB flash drive into a USB port on the front of your computer. In class, use the USB ports next to the Audio plugs. (Your computer at home may have USB ports on the front, that may be obvious, somewhat hidden, or only on the back of the computer). Note that USB connectors will insert easily one way; if it does not insert easily, turn it over and try again
3. If the **Drive Wizard** opens, **note** the drive letter (such as K:), then click **Cancel** to close the window.
4. In the **My Computer** window, the USB drive just connected will appear. It will be assigned a new drive letter which will be the one noted in step 3. It will also be additional to those noted in step 1.
5. Right click this drive and in the menu, click **Rename**
6. Do NOT click the mouse, but immediately type **GCCLC Flash** and press the **Enter** key.
7. Now, this USB Drive can always be found in **My Computer**, as "**GCCLC Flash**".



How to Print a Screenshot

Print an Image of a Single Window

This is useful if you have a dialog box with an error message or want to show what a specific window looks like on your computer.

1. **Click** in the **window** you want to make an image of to select it.
2. Hold down the **Alt** key on the keyboard. Press and release the **Print Screen** (or **PrtScr**) key on the keyboard. Release the **Alt** key.
3. This has copied an image of that window to the *Clipboard*.
4. If you want to just print or save the image, open Paint.
5. If you want to add the image to a document and add some text, then open Word, Wordpad, or other word processor. Use a new, blank document.
6. To paste the image into the document, click the **Edit** menu, then click **Paste**, or use the **Paste** button on the **Toolbar**.
7. You should now have the image of the window in the document. You can resize the image to fit on the page, or rotate the page to Landscape format, if necessary.
8. To print the document, click the **File** menu then click **Print**. Choose your printing properties and click the **OK** button.
9. To save the document, click the **File** menu then click **Save As**. Select the folder, type in a name for your document and click the **Save** button.

Print an Image of the Entire Screen

If what you want to show is not part of a window, you can capture an image of the entire screen. Sometimes what you want to show changes when you press the Alt key. This is also useful for showing your Windows desktop.

1. Press and release the **Print Screen** (or **PrtScr**) key on the keyboard, without holding down the **Alt** key.
2. This has copied an image of your entire screen to the *Clipboard*.
3. Follow steps 4 through 9 above.

Lab Signup on the Web

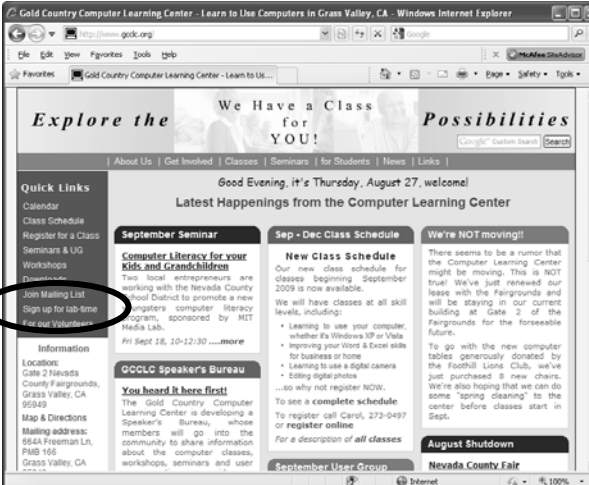
1. Go to the GCCLC Homepage, <http://www.gcclc.org>

1. Type **www.gcclc.com** in the address bar of your web browser.

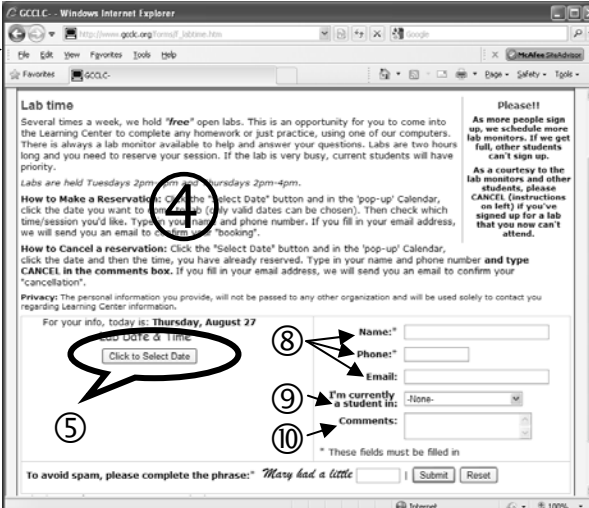


2. Press the **Enter** key on the keyboard to go to the website.

2. In the **Quick Links** box in the upper left of the page, click on **Sign up for lab-time**.



3. The Lab Time web page opens.
4. Read the instructions.
5. Click on the **Click to Select Date** button. A calendar opens.

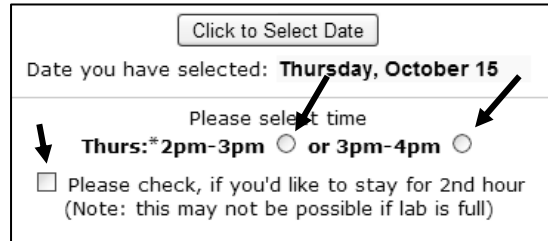


- Click the date for the lab you are signing up for.



The date selected is filled in below the Select Date button.

- Click the radio button for either the first hour or the second hour. If you want to sign up for both hours, click the radio button for the first hour AND check the box indicating "you'd like to stay for 2nd hour".



- Fill in your **Name**, **Phone** number, and **Email** address (optional). If you include your email, you will receive a confirmation.

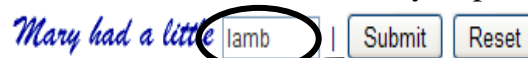
- Click the drop-down list for **I'm currently a student in:** and select the class you are taking, or leave at **-None-** if you are not taking any class now.



- In the **Comments** box, indicate what you want to work on in the lab and if you need assistance.

This is very important if you are needing help with topics not covered in CB1, 2, or 3, so that someone knowledgeable can be arranged to be in the lab. There is no guarantee that a lab monitor will be available to assist with advanced topics. Let your instructor or coach know, and they may be able to schedule to assist you.

- Complete the sentence **Mary had a little ____**. This is necessary to prevent automated machines from interfering with the system.



- Finally, to finish the sign up process, click the **Submit** button.

- Press the **Reset** button to clear all your information and start over, or if you decide not to sign up.
- To **Cancel** a previously scheduled lab, fill in all the information as in steps 6-12, but also enter "Cancel" in the **Comments** box. *If you do not plan to come to a lab that you have scheduled, do CANCEL, so that our valuable volunteers do not spend time expecting you.*

Notes: