



Appendix G
Computer Basics Reference Sheet

Computer Basics Reference Sheet

I. Turning on the Computer

Make sure that the keyboard, mouse, printer, and monitor are plugged into the computer console, that the computer is plugged into the electrical outlet on the surge protector, and that the surge protector is plugged in and turned on. Locate the button on the hard drive

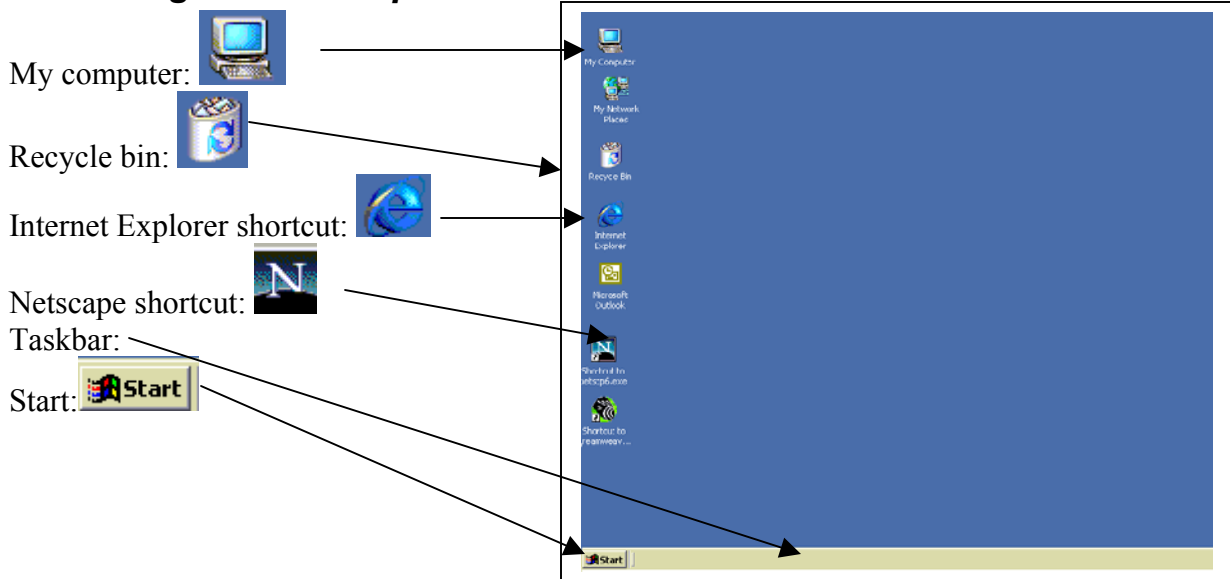
that has a circle with a line,  or a switch with a  (I stands for on, O stands for off). Press the button or turn the switch to start the computer. A little light in the button or by the switch will light to show that the computer is on. Press the same button on the monitor.


Troubleshooting:

If the computer doesn't come on:

- 1) Check to see that it is plugged in
- 2) Check to see that the monitor button is turned on. The light should also light up. If you get a message: *"non-system disk or disk error, replace and strike any key when ready"*, a floppy disk is in the floppy disk drive. Press the button by the floppy disk drive slot, and the disk will eject.

II. Viewing the Desktop



At the bottom left corner of the screen is the *Start*  button, which gives access to all of the programs on the computer. Along the left side of the screen are shortcut icons to specific programs and files.

III. Using the Mouse

The mouse helps you point and click to browse the Web. Near the "tail" are two buttons. Rest the heel of your hand on the mouse pad at the end farthest away from the tail of the mouse. Put your index finger on the left button. To point, move the mouse around on the mouse pad and watch the arrow move in the same direction on the screen. To click, lightly press the left button of the mouse with your finger and let go quickly.

To open Internet Explorer, move the mouse until the arrow points at the Internet Explorer shortcut. Put your index finger on the left button and lightly click twice. If an hourglass appears, you clicked successfully. Then the Internet Explorer browser will open in a window.


Troubleshooting:

If you are moving the mouse, but the arrow on the screen doesn't move:

- 1) Check the underside of the mouse for the ball that is half hidden inside. Move the ball with your finger. The ball needs to move freely for the arrow to move. Lint or crumbs or other dirt can keep the ball from moving. Make sure the mouse is touching the mouse pad or the table when you move the mouse.
- 2) Make sure the mouse cord is plugged into the computer console port for the mouse.

If you click on an item, and nothing happens, the arrow might not be touching the right spot on the screen, or you may be clicking too hard, or you may need to double click—that, is click lightly two times in a row quickly.

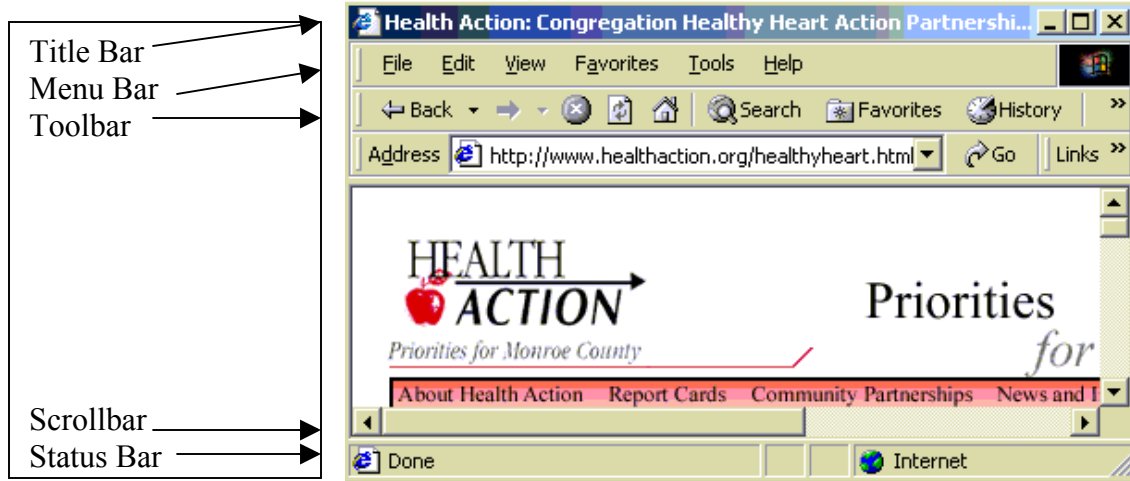
IV. Starting a Program

Move the mouse until the cursor is on . Lightly click once on the left button of the mouse and release. A menu of options will pop up.






Move the mouse to Programs, which will show a list of the programs available on the computer. Move the mouse to Internet Explorer and left click once. This will open Internet Explorer. Another way to open a program is to click on the shortcut icon on the desktop.

V. Playing with Windows




Every program will be in a rectangular window like the one above. That's why the operating system is called Windows. The window frame has a variety of bars: title bar, menu bar, toolbar, scrollbar, and status bar.

There are three buttons at the top right of the title bar:   

- 1) Minimize : To "minimize" the window, click on the button with the horizontal line. Minimizing means that the window will disappear to the taskbar at the bottom of the screen, with only the title bar showing. The program is still open, waiting until you're ready to use it again. To restore the window, point the mouse at the title bar on the taskbar and left click.
- 2) Maximize : To maximize the window, (make the window fill the whole computer screen), left click once on the button that looks like a square. Once the window has filled the screen, the button will have two squares on it. To reduce the size of the window, click on that same button.
- 3) Exit : When you're done using a window, move the mouse to the X button and left click. The window will close.

VI. More tricks with windows (Using the mouse to drag):

To make the window larger or smaller, move the mouse until the pointer is one of the window's corners and changes to a double arrow . Left click and hold down the mouse button, and pull or drag the corner of the window to make it a different size. When it's the size you want, lift your finger off the mouse button.

To move the whole window to a different place on the screen, move the mouse until the arrow is on the title bar (the top frame of the window where the title of the window is). Left click and hold the button down, while moving the mouse. When the window is where you want it, lift your finger off the mouse button. To make the window taller or shorter, move the mouse until the arrow is just above the top window frame and turns

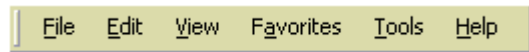
into a double-headed arrow. Left click and hold down the mouse button and drag the window up and down until it's taller or shorter. When it's where you want it, lift your finger off the mouse button.

Scrolling:



When you cannot see the whole page in a window, use the scrollbars to see the hidden information. The scrollbars have an arrow at each end and a long button in the middle and are on the right side and bottom of the window frame. Use the mouse to point to the arrow on the scrollbar on the bottom right side of the window. Left click and hold the mouse button down. The information on the page will scroll down one line at a time. Repeat this with the up arrow at the top of the scrollbar. To move the information on the page to the right or left, use the arrows on the scrollbar at the bottom of the window. To scroll faster, left click on the long button between the two arrows and hold the mouse down will moving the button.

The Menubar:



The menu bar is near the top of the window. The Words "File", "Edit", and "Help" are on the menu bar of almost every program. Point the mouse to one of these words and left click to see a drop-down menu. The menu under File lists commands for opening and closing files as well as printing and saving them. The "Help" menu's contents and index gives information about how to use any detail of a program.

VII. Using the Keyboard

The keys are in the same order as typewriter keys. The F keys along the top row of the keyboard can be stand for different functions in different programs. The F1 key always stands for "help". You can ignore the rest of the F keys for now. To see what more keys do, look at the keyboard Web site listed at the top of the Healthy Heart Web page.

To enter information into a query box, use the mouse to move the cursor to where you want to type and left click. When you finish typing, press the enter key to send the information. To replace letters or words that are already in the box, move the mouse to the letters you want to replace, left click, and hold the mouse button down, while dragging the mouse across all the letters you want to replace. Let go of the mouse button, and the letters you have selected will be shaded a different color. Press the delete or backspace button to delete those letters. Clicking once on the Internet Explorer's Web Address box will select all of the letters in the box at once.

VIII. Turning off the Computer

The proper way:

Move the mouse to the Start button in the lower left corner of the screen and left click. The bottom item on the pop-up menu will be "Shut down". Left click on "Shut down". A dialog box will appear with a scroll box.



Click on the arrow in the scroll box to choose "shut down" from the menu. Left click on the "OK" button. The computer will check to make sure all files have been closed and all work has been saved, and then will shut itself down.

The improper way:

Push the off button on the computer console. This turns off the computer, but does not give it time to save any information. Sometimes, if your computer screen has frozen, and you tried ctrl-alt-del, or if the keyboard or mouse seems to have quit working, the only option may be to hit the off button. After turning off the button, wait 30-40 seconds before turning it on again to give the computer's hard drive time enough to totally stop before being restarted. If you press the off button without going through the proper steps, the next time you turn on the computer, the computer will give a message that it was turned off improperly. It will run through a series of tests before starting Windows.

IX. Troubleshooting

If the computer screen freezes, press three keys at the same time: "Ctrl" "Alt" keys at lower left end of keyboard, and the "Del" key at the lower right of the keyboard. The Task manager window will appear, and will ask if you want to end a task. If you respond with a yes, the application you were using will close.

Sometimes the best way to fix problems is to restart the computer. Click on the "Start" button and choose "shut down". A window will appear with the options of restarting, logging off, or shutting down. Choose "restart".

If these fail to fix the problem, contact the computer support person at your facility.

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Edward G. Miner Library 11/03