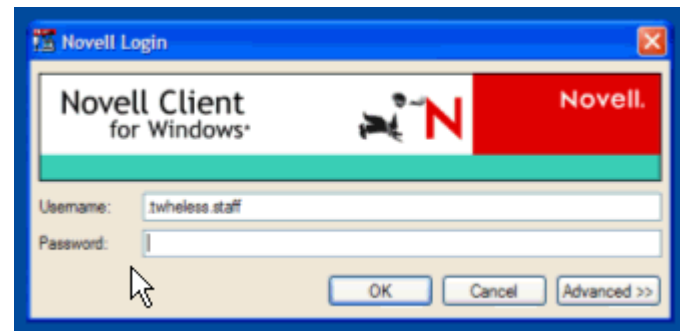


# Technology Proficiency I A

## How to Do Hints for Using a Computer in LISD

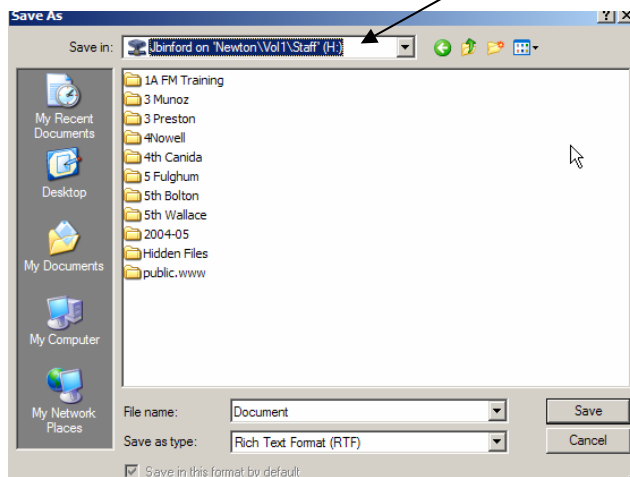
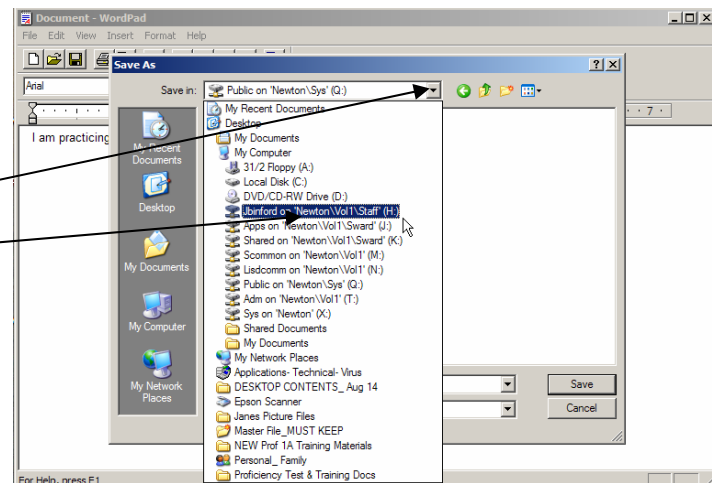
### I. LOG ON TO THE LISD NETWORK:

- Type your username in the user name field of the Novell Client box (.username.staff)
- This is the only time you will ever need to use the dot before and after your user name.
- Press the tab key
- Type your password in the password field (remember it is case sensitive)
- Press ENTER or click OK
- Cancel the Windows password box.
- You should now be logged on to the LISD Intranet.
- It is important to log on because you can not use the Intranet, Internet, access your email, or print if you are not logged on.



### II. SAVE A FILE:

- Go to File → Save as → Navigate to your H drive by clicking on the drop down menu located at the top of the navigation box
- Come down to **your username (H:)** and click on it.
- Your username will appear in the space next to Save in after you have clicked it.

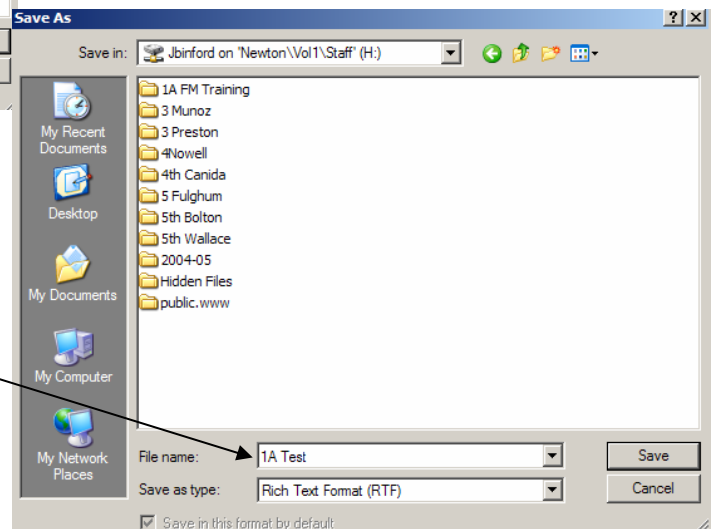


#### File Locations: See also Section X

- Should be saved in your H: Drive (personal storage on the network) and NEVER in My Documents
- Can also be saved in LISDComm & SCommon if you want to share the file.

### III. NAME A FILE:

- In the space next to **File Name** type a name for your document (file), a **name that means something to you.** (For this training you are naming the Word Pad document **1A Test.**)
- See next page for more about FILE NAMES.



## FILE NAMES:

- Can include spaces (except when saving a document as a web page)
- Can use both upper and lower case letters
- Can contain numbers
- **Cannot** contain the following characters / \ ! : \* ? " < >
- Should be meaningful but short. Long file names are permissible (up to 255 characters) but are not recommended as this produces a cluttered display when viewing files and folders. Brevity usually promotes clarity.
- Develop a naming scheme for the kinds of files you create most often and then stick to this scheme.

## IV. RENAME A FILE:

- 1 Right click on the file icon
- 2 Drag down to Rename.
- 3 Remember you must add the extension if file extension viewing is turned on & you are able to see the extension. (See Section X if needed)

## V. PRINT SCREEN:

- 1 Press the Print Screen key (PrtScrn or similar) located on top row of keyboard keys.
- 2 Open a word document (Word Pad, Microsoft Word, etc.)
- 3 Go to EDIT to PASTE to see the captured screen.
- 4 Save and print if desired.

*Pressing **ALT + PrtScrn** copies the image of the current window only. The desktop or other windows are not included in the screen capture. Experiment when you have time*

## VI. NEW FOLDER:

1. Open your H: Drive. (*Go to My Computer and double-click the box above your username.*)
2. On the menu bar go to **FILE** & drag down to **NEW** and over to folder.
3. Name the folder.
4. Click the white background so the folder name does not change back to New Folder.

*Creating multiple folders will help you organize your H Drive just like you would do in a file cabinet.*

## VII. COPY A FILE FROM ONE PLACE TO ANOTHER:

1. Click one time on the file to be copied. This selects the file.
2. Go to EDIT to COPY.
3. Navigate to the place you want to put the copied file.
4. Go to EDIT to PASTE.

*Sometimes there is a need to have the same document in two different locations. One important reason is for backup purposes. Another is to share a file with students or peers while keeping the original document in your H Drive.*

There are **3 different ways to copy & paste**. Use the one easiest for YOU! *To copy a file it must 1<sup>st</sup> be selected by clicking on it one time to highlight it.*

1. **Menu Bar:** Highlight the desired file. Go to EDIT to COPY, navigate to location & go to EDIT to PASTE
2. **Use Keyboard Keys:** Highlight the desired file. Then press the CTRL+C keys to COPY. Press CTRL+V to PASTE
3. **Requires Good Mouse Skills:** Right-Click on file to be copied and then click on Copy. Navigate to desired file location and Right-Click in the location then click on Paste

## VIII. SELECT & COPY MULTIPLE FILES

- A. If the documents are NOT next to each other:
  - 1 Press the CTRL key and click on each item to be selected
  - 2 Go to Edit to Copy
- B. If documents are next to one another (**Option 1**):
  - 1 Click and drag a rectangle around them to select all. You will notice a dotted line rectangle forms as you move your mouse.
  - 2 Go to Edit to Copy
- C. If documents are next to one another (**Option 2**):
  - 1 Press the SHIFT key and click on each item to be selected,
  - 2 Go to Edit to Copy
- D. To select all files at once:
  - 1 Go to EDIT to SELECT ALL
  - 2 Go to Edit to Copy


## IX. DELETE A FILE:

- 1 Click on one time on the file to select it.
- 2 Go to FILE to DELETE.
- 3 When the "Confirm Delete" dialog box comes up select YES.

## X. LISD NETWORK DRIVES

- A. **H: Drive** (User Name) - Every LISD network user has an individual storage space on a networked computer (also called a server, in our case the server is called Newton). This storage space is labeled with the user's login name and is identified by the network drive letter H. Only you have access to data stored here.
- B. **N: Drive** (LISDComm) - LISDComm is a secure networked drive available to all LISD staff who have login accounts. Students do not have access to this location. This is a drive that can be used to share files between individuals, or among groups of staff members. What is placed here is not private - any LISD staff with login privileges can open any file saved in this location. Because anyone, including viruses, can delete files from LISDComm always save a backup copy in your H: Drive.
- C. **M: Drive** (SCommon) – This drive can be seen by anyone logged on to the LISD network. Teachers often create & save template files to be used by students in the SCommon campus folder. Students cannot save or delete files in SCommon. Teachers can create, save & delete.
- D. **Other Network Drives** – Several will be visible, but may or may not be for your use.

## XI. MINIMIZE & RESTORE WINDOWS

- A. Click the minimize button  on the blue title bar of the active window to make it disappear without closing it.

- B. To restore the window click the name of the file on the taskbar at the bottom of the

screen. Example: .

## XII. VIEW FILE EXTENSIONS:

1. **Windows 98**
  - a. Double click My Computer
  - b. Click **View: Folder Options**
  - c. Click on the View Tab
  - d. Remove the check next to "Hide extensions for known file types"

2. **Windows XP**
  - a. Double click My Computer
  - b. Click **Tools: Folder Options**
  - c. Click View Tab
  - d. Remove the check next to "Hide extensions for known file types"

*Please note: Because the LISD computers have DeepFreeze you will not need to Hide the file extensions when finished. Turning the computer off will set the folder back to having extensions hidden when the computer is rebooted.*

Extensions are usually a 3-character identifier automatically added to the filename by the program that was used to create the file. It tells the computer which program to use when opening a file because it has created an association between the document and the program. (See common file extensions below.) If you are sent an email file with an attachment that has an extension NOT listed below you may be unable to open the file.

### Common File Extensions

<b>.doc</b>	Microsoft Word file
<b>.xls</b>	Microsoft Excel file
<b>.mdb</b>	Microsoft Access file
<b>.ppt</b>	Microsoft Powerpoint file
<b>.cwk</b>	Appleworks/Clarisworks file
<b>.txt</b>	Text file - any word processing program can save a file in this format, however, features such as bold text, bullets and numbering may be lost when a document is saved as this type of file.
<b>.wps</b>	Microsoft Works file
<b>.bmp</b>	Bitmap file - common to Paint programs such as found under Accessories in the Start Menu
<b>.jpg</b>	Image file - an accepted standard for use on the Internet
<b>.gif</b>	Graphic file - an accepted standard for use on the Internet
<b>.zip</b>	Compressed file
<b>.pdf</b>	Portable document format that is readable by Adobe Acrobat Reader
<b>.exe</b>	Executable file - a file that contains a program capable of being executed or run when opened. <b>Warning:</b> users who receive an .exe file as an email attachment should always be sure that the file comes from a trusted source and is not, in fact, a computer virus.
<b>.mpg</b>	Movie file
<b>.avi</b>	Movie file
<b>.mid</b>	Sound file
<b>.wav</b>	Sound file
<b>.aui</b>	Sound file