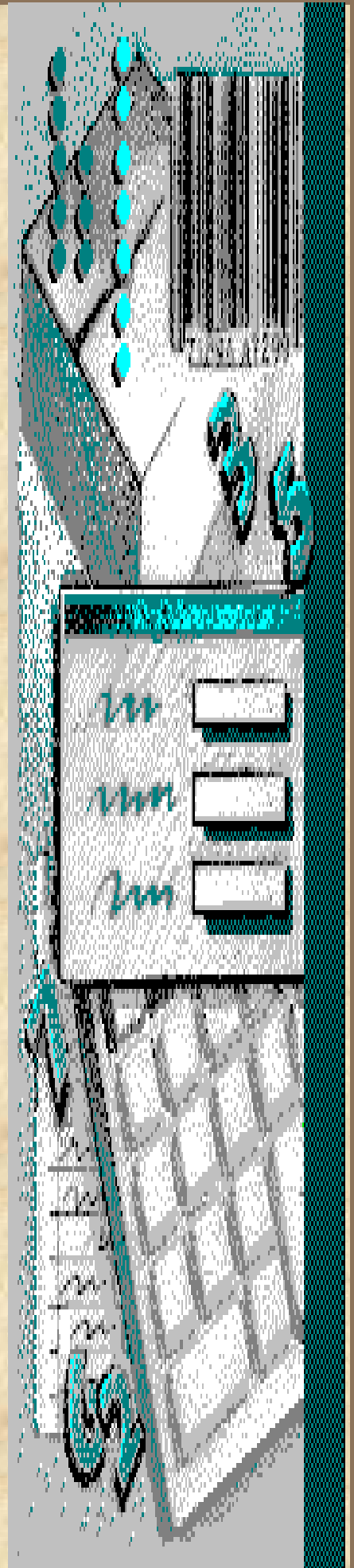


# Help Booklet

Just an  
Introduction to a  
few Computer  
Topics you  
might want to  
know about.

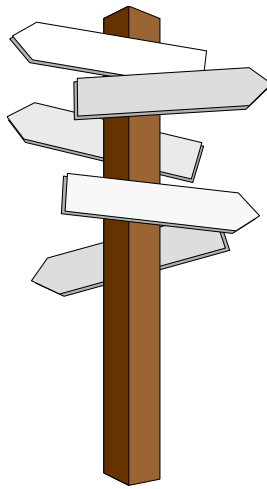
By  
Angela M. Da Costa



# Help Booklet

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**Just an Introduction  
To a few Computer Topics  
You might want to know about.**



**By**

**Angela Da Costa**

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**2<sup>nd</sup> Edition**

# Publication Information

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## **Help Booklet**

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Just an Introduction  
To a few Computer Topics  
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# Getting Started

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This is by no means a complete guide. These are just a few things I think that might be helpful.

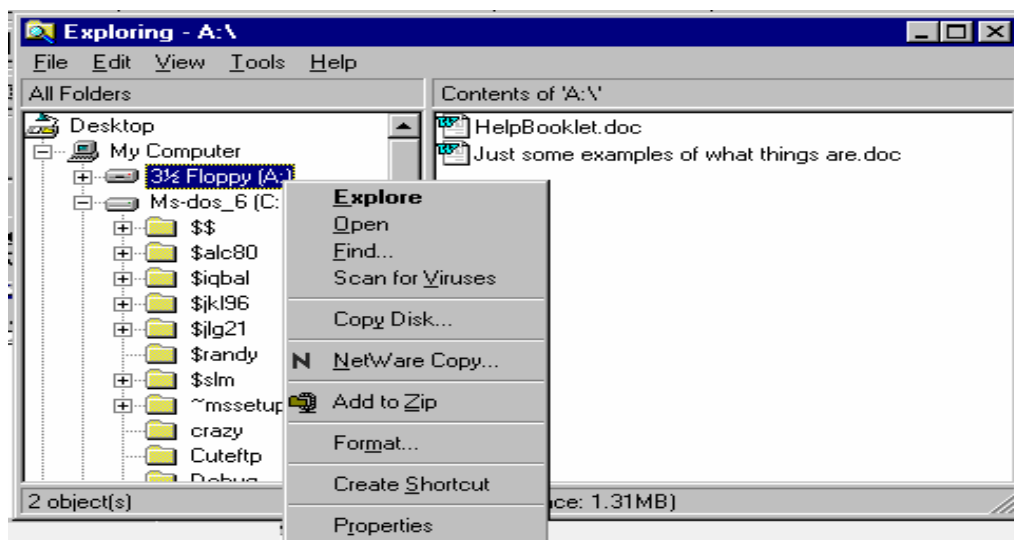
The Systems' Administrator is the person who sets all of the settings for the system you are working on and generally they can tell you what you have available to use on your system. For the most part I believe you have networked printers and resources much like here at CCAC. Your system in general has Windows 95. Windows 95 is your **operating system**. It seems that you have a lot of the basic stuff like NotePad, Paint and a few other things that have been added to your system that are specific to your company.

Just some basic things that are generally connected to a computer are a monitor, keyboard, mouse, and printer (external hardware). On the inside of your system you have a modem card (for your Internet, faxing, email systems, etc...), video card which is what your monitor uses, sound card (which I do not believe is in your system), and other cards. The other cards are there to connect your printer; scanners; video capturing devices; etc.... and which are used in upgrading a system. You also have the all-important Floppy disk.

## Floppy Disks

The floppy is also known as a 3 and 1/2-inch floppy drive. In the old days personal computers used a 5 and 1/2-inch floppy that was literally floppy hence the term floppy disk or floppy drive. Today the 3.5" disks can store 1.44MB of information. Most of the floppy's today are Double sided/Double Density disks that do store 1.44MB but there are the Single Sided/Single Density disks that only store 720KB. The only reason I mention this is because if you are reformatting an old disk and it doesn't seem to be working, it could just be set to format the wrong size.

Your Floppy is very important because you will probably want to keep most of your information on Floppy. If you click [**Start**], click [**Programs**] then click [**Windows Explorer**] it will bring you to your **file management system**. Below is a picture of Window explorer with the options you get when you RIGHT click you're A drive.



# Helpful Hints

---

If you think you have made a mistake STAY CALM!! Sometimes you can fix the problem if you don't go any further. Because, thanks to my favorite option, the UNDO, you can undo your last action. NOT ALL Software has an undo option or if they do they may not be like MS Word where you can undo a long series of formatting or typing. You can only use undo on the current document / object you are working on, once you close that file you can not undo the changes through an undo button. Below is what an undo button can look like. You can also find the option usually under the Edit menu.

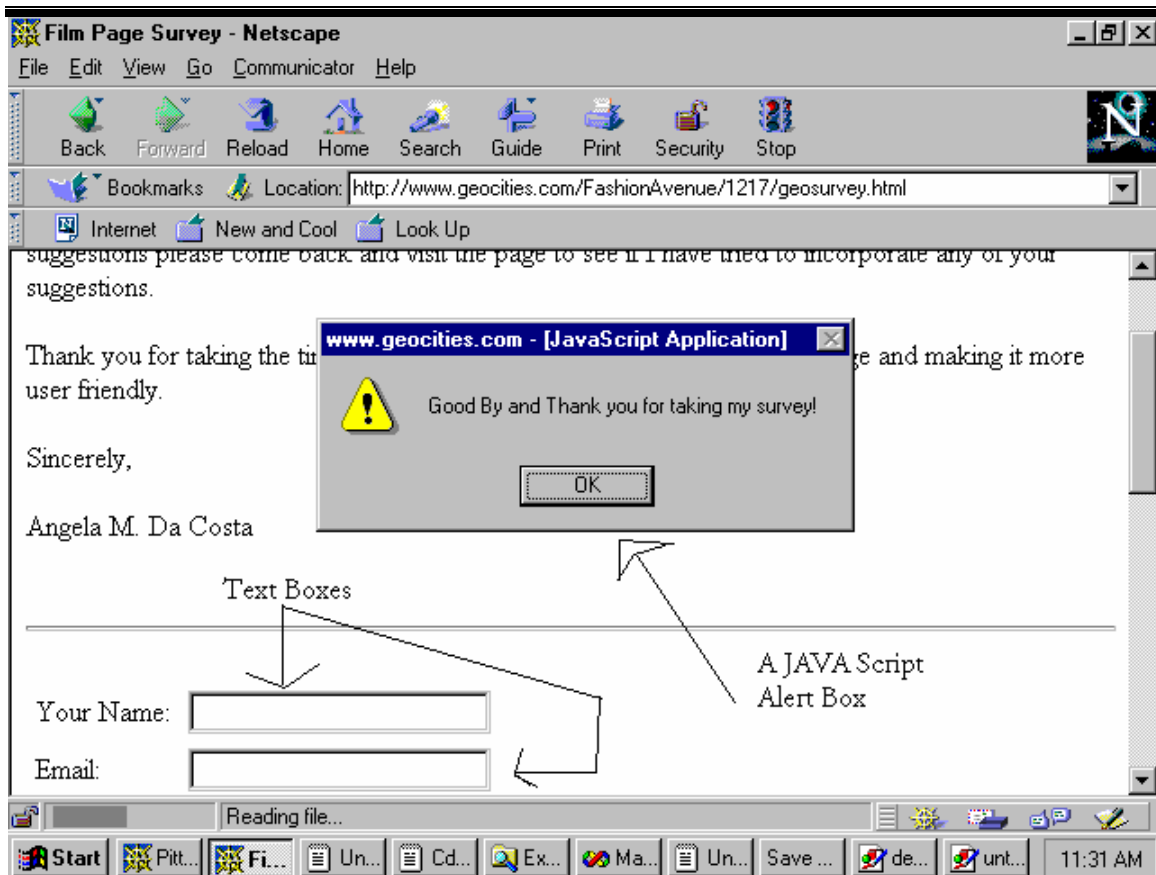


If you are not sure what your different buttons do you can let your mouse do the talking. When I write web pages I try to label the images because a person browsing the internet can just place the mouse arrow over an image and get an ALT Tag description of the item. You can do the same with most software. Take your mouse and point it to something on the screen you are curious about and if you give it a moment or two it will tell you what that button is. See Examples below:



**If you notice the one that looks like it is raised is the right align while the one selected appears depressed.**

# The Internet



Just some examples of what things are. Above I have the text boxes labeled and an Internet JAVA alert box labeled. When an alert box is being created anything can appear in your alert box. As you can see above it is not a preformatted message. I typed the word bye incorrectly, instead of Good Bye I typed Good By.

Which brings me to my next point. Not everything you read on the Internet is accurate. The sources that are generally more legitimate and accurate tend to be the news organizations, the medical journal publications, the colleges are also a good source of hard to find research on current issues from apples to zinc. Government sites and national well known establishments / companies that have good longstanding reputations are also a good source, but even that is no guarantee.

Take everything with a grain of salt and hope for the best. The Internet can still be a wonderful tool for research and relaxation. Think of the Internet as the worlds' largest library.

# A Few Shortcuts

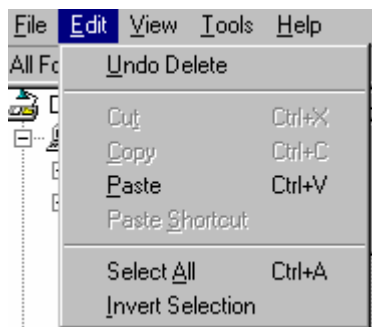
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Ctrl + Alt + Delete, clicked simultaneously only once can help you shut down one program at a time that you are running, it can also help you shutdown your system if you can not get to the Start button.

Ctrl + B      Bold  
Ctrl + C      Copy  
Ctrl + V      Paste  
Ctrl + X      Cut  
Ctrl + Y      redo undo  
Ctrl + Z      Undo

One way to find more:

Next to your menu options is usually a shortcut to your right.



As you can see the Paste option under the Edit Menu has Ctrl +V next to it.

One other thing you may notice is that the Cut and Copy options are gray, that means they are not available to use at this time but when they become available they will be like the Paste, the Undo, Delete and the others.

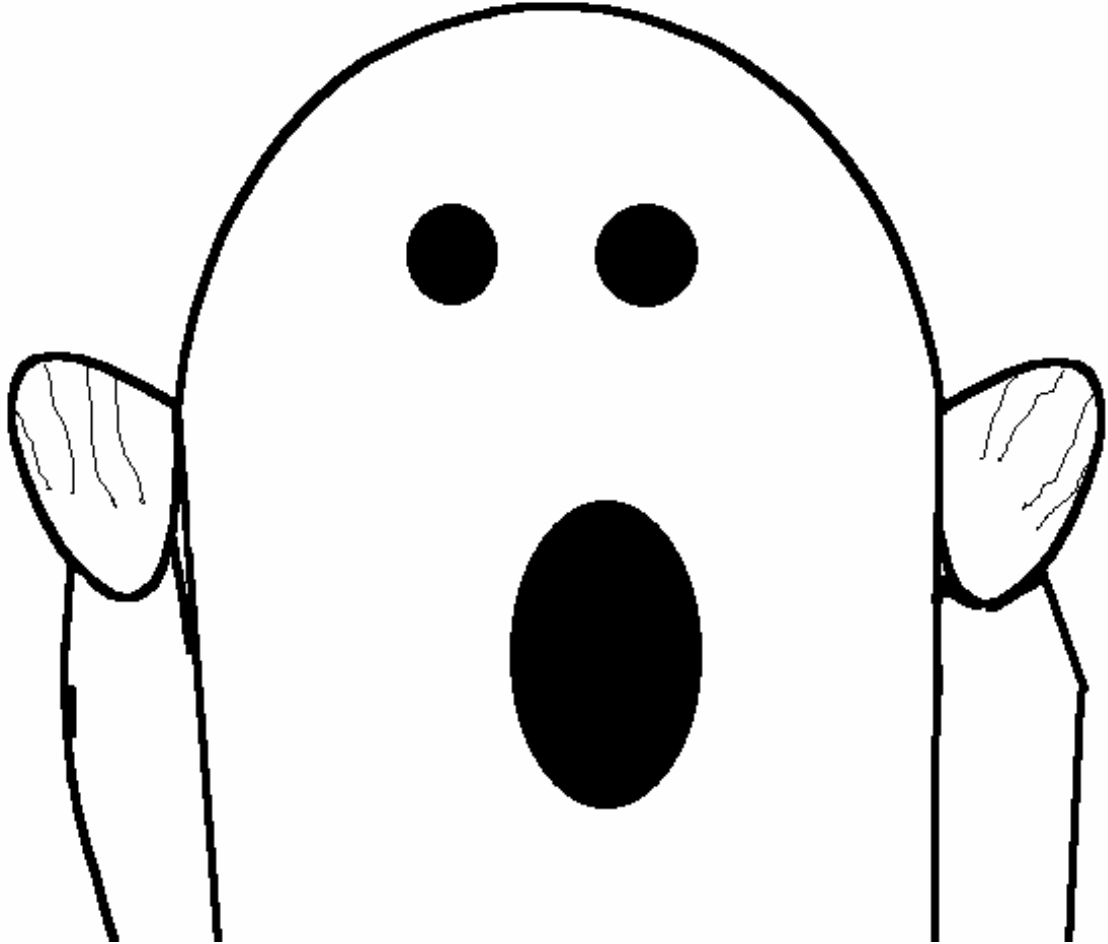


# Help!

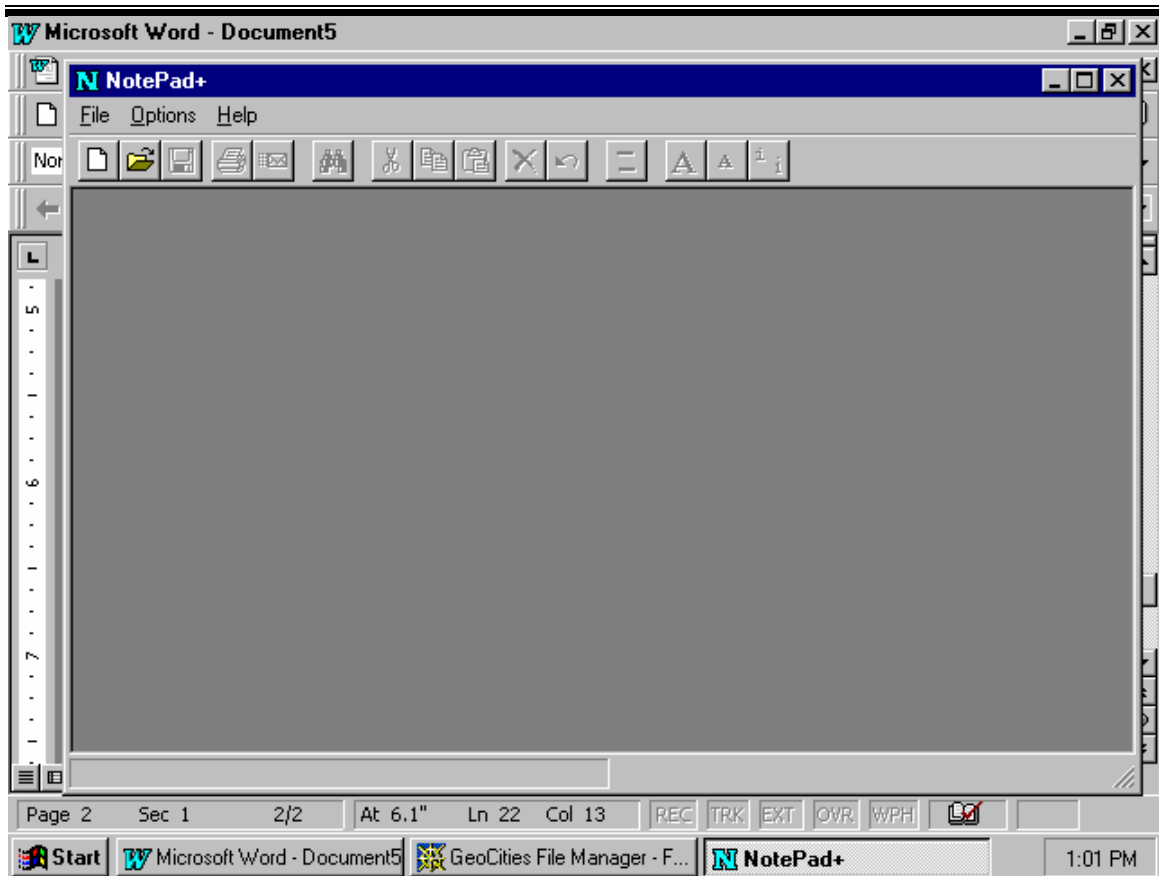
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Generally every program is equipped with a help menu option. The Help option is usually the last option to your right at the top. You can also push the Alt + H to get the help menu to appear in a lot of programs.

This will be your best option. Help can be not as helpful as you would like but if you keep typing in different words that are related to what your are seeking you can get some help.



# NotePad, NotePad+ and WordPad



Notepad is like having a blank sheet of paper. It is very basic and can only hold so much data, which was where WordPad used to pick up. WordPad could open text documents that were extremely large. There is a new word editing software, which I have only seen on the CCAC's computers, that seems as if it is a combination of the two programs.

If you just want to write, "To Do" notes, or copy text for another use, using notepad is a great way to save computer resources. The more that you run on your computer the slower it is going to work, and if you are running on a networked computer system in some ways it will be faster but in others it will be slower. For instance in a network if you are on the Internet it can be slower when there are a lot of people on the system.

NotePad is not considered a word-processing application like WordPad. Note pad can be a good way for programmers to edit programming text because NotePad can save in the text format (Filename.txt) but it can (if the **all files \*.\*** is selected in the **Save as Type** option) be used to save web documents (WebText.html or WebText.htm). There are many advantages to using NotePad for simple to complex uses. WordPad is a good word-processor for those who don't have any particular software, but it is limiting if you want to do major formatting of your document.

# Cut (, Copy) & Paste

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# Cut (, Copy) & Paste

(Continued)

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# Turing Internet images Into wallpaper for your computer



If there is an image you see that you like, you can turn it into your wallpaper by taking your mouse and **right** click the image. The above drop down menu will appear. From your list of options you will see **Set As Wallpaper**. You can also use this menu to save an image you like, with **Save Image As....**

One suggestion I can make to you is test each option if it interests you.

# Removing a Shortcut From your Documents list

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**Removing a Shortcut  
From your Documents list  
(Continued)**

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# Removing a Shortcut From your Documents list

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# Backing Up Your Disk

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# Glossary

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**Extension, file -** The file extension is a way to identify the type of file you have.

**Examples:**

|                                        |      |
|----------------------------------------|------|
| Text document                          | .txt |
| MS Word documents                      | .doc |
| WordPerfect documents                  | .wpd |
| Bitmap images                          | .bmp |
| JPEG (Joint Photographic Expert Group) | .jpg |

**File Management System -**

This is where you can delete, copy, paste, view, and alter your files.

**Operating System -** Generally your operating system is the platform your computer works on. Examples are Windows95, Windows98, Windows NT, DOS, UNIX, O/S 2 and Linux.

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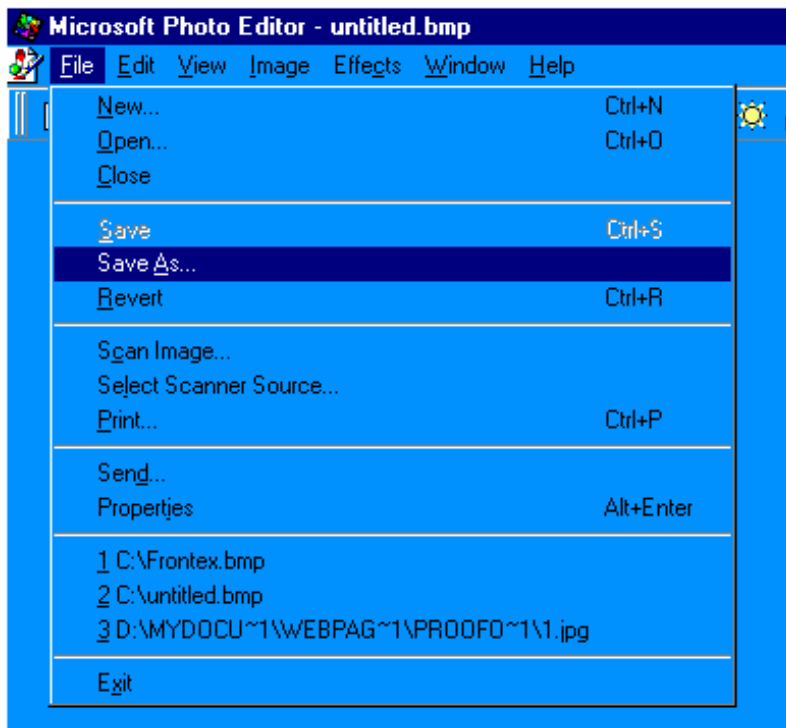
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**X**

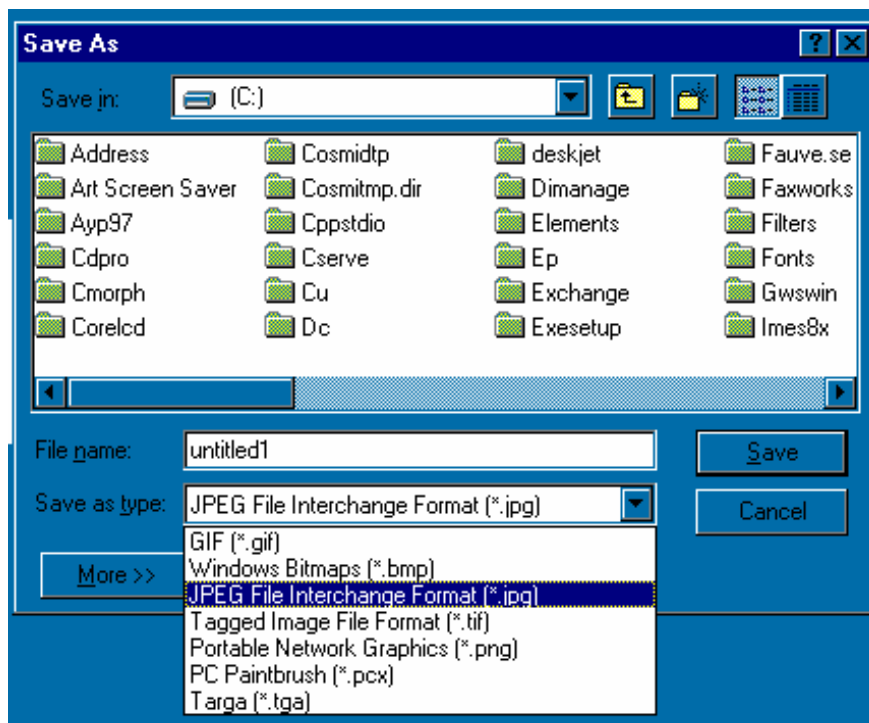
**Y**

**Z**





Under **File** you will find **Save As...** click on **Save As...** drop down menu option. The **Save As...** Window, seen below, will appear.



Under the **Save as type:** click on the arrow to the right and a drop down option box will appear. You can save your bitmap image as a **JPEG File Interchange Format (\*.jpg)**. Click on the JPEG option (the other net ready image file is a GIF) and then just click the **Save** option.