

Using Windows at FLCC

You must have a *computer* account to use any computer at FLCC (except the library public access stations). If you are an FLCC student or employee, come to the Help Desk (B388) for instructions on obtaining an account, or refer to the tri-fold pamphlets in the hall. The white ones are for students and the beige ones are for faculty and staff. If you are a visitor, come to the Help Desk for assistance. Visitors may use Microsoft applications in B387, but can only access the Internet at library public access stations.

Note: A computer account is *not* the same as a WebAdvisor or WebCT account. Your user name is different and your password will be different (unless you changed them to be the same).

Logging On and Off

Log On to start:

- Press Ctrl+Alt+Delete to get the log on screen.
- Enter your user name and password (the password is case sensitive).
- The third line should be "Student" or "Employee" on Main Campus - be sure it's the correct domain for your account.
 - At the Wayne County or Geneva Campus, students should logon with their normal username and password on the Student domain. Staff should use the local name provided for faculty or staff on the local domain (Newark or Gvaext), because the extension sites cannot reach the Employee domain.

Log off when you are finished:

- Click **Log Off** from the **Start** Menu and then click **Log Off** again.
- If it's the end of the day, choose **Shut Down** from the **Start** Menu and then click **OK**.

The Start Menu provides quick access to your U: drive and recently used programs. Click **All Programs** to see the list of all programs available, or open the **Desktop Folders**.

Three folders are provided on all FLCC lab and faculty systems for quick access to programs.

- **The Instruction folder** contains links to programs used in various classes. It will contain different programs in different labs.
- **The Windows Applications folder** contains shortcuts to start Windows applications for word processing, spreadsheets, databases, drawing, or other work.
- **The Internet and Other Systems folder** provides shortcuts to access the Internet with Internet Explorer, the AXP academic minicomputer, FLCC web pages, WebAdvisor, and Student E-mail.

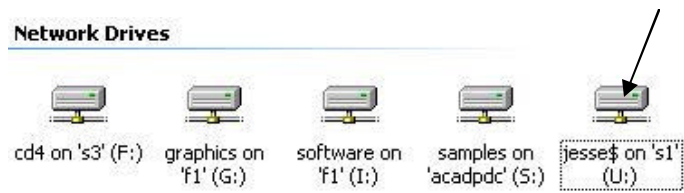
Saving Your Work

You should store all files on your U: drive, which is accessible from any computer lab. Any files you need elsewhere must be copied to removable storage or sent to yourself as an e-mail attachment. You can *temporarily* store your work on drive D: (the default) while you work, but it will be deleted from drive D: when you log off in a computer lab. *See the Computer Help Desk if you need help in using removable storage or your student e-mail.*

To start a new document, open your application and *immediately Save* your file to establish its name and location. Choose the disk location from the drop-down list, choose a folder, then type a name for your file. The filename can be up to 255 characters long, including letters, numbers and spaces. Do not use punctuation marks, and never type a file extension (the part after the period). Windows will add the correct extension for the type of file you are saving.

To work on an existing file, double-click "My Computer" on your desktop, double-click your U: drive (your username will be displayed instead of jesse\$), and double-click the filename. If your file is in a folder on the U: drive, double-click the folder first.


(Microsoft Works files (.wps) and other files created by programs not used at FLCC won't open with a double-click. See the Computer Helpdesk if you need help in opening these files.)



Save often while you work to save changes you have made to your document.





Use "**Save As**" if you want to save the file with a *different* name to preserve the original version, but don't use "**Save As**" to copy a file to another location. Use Windows Explorer instead.

When writing a document, enter all text first. Then add graphics or select desired text for different effects, formatting, bulleted lists, and the like. Adjust page breaks only after everything else is done.

You can keep multiple files open at the same time. However, you should close a file you are no longer working on to conserve memory, and so you don't inadvertently change the file. Close a file by clicking either **Close** on the **File** menu or the **Close Window**  button in the upper-right corner of the menu bar.

Windows Tips

Every open window has three control icons at the top right.  or .

- The left one (a dash)  minimizes the window to a taskbar button. Click on its button in the taskbar to make the window visible again. This enables you to have multiple windows open and quickly switch to display them again.
- The right one (an X)  closes the window. To use it again, you must reopen it as you did to start with because it is not on the taskbar.
- The middle one may have one big window  (which maximizes the window to full screen size), or two windows  (which restores a maximized window to its previous smaller size).

Moving and resizing: Drag icons or windows around the screen by holding down the left mouse button while you move the mouse. You drag a window by grabbing the window's blue title bar. You can change the size of a window by dragging one of its corners or a side.

To manipulate files, use Windows Explorer. *Right-click* on **MY COMPUTER**, then pick **EXPLORE**. Click a drive to see the folders and/or files it contains. Click a folder to see its files.

- Select a file or folder in the right pane (you can select several by holding down the **Ctrl** key while you click.)
- Drag selected objects to a different location (in the left pane) to move or copy it. Drag with the right button to choose whether to move, copy, or create a shortcut to a selected file or folder.
- Right-click a file to delete it, rename it, or do other operations.

In most Windows application, right-click brings up a "context menu" which allows you to select things you want to do with the object you right-clicked. Always try a right-click if there's no obvious way to accomplish what you want to do.

Some Quick Keystrokes

Ctrl+C copies currently selected text or picture to the clipboard.

Ctrl+V pastes the clipboard contents to the current cursor position.

HOME gets to the beginning of a line; **END** gets to the end of the line.

CTRL+HOME gets to the beginning of a file; **CTRL+END** gets to the end of the file.

CTRL+S saves the file (using its current name and location).

CTRL+B **CTRL+I** and **CTRL+U** make selected text bold, or italic, or underlined.

Click on the **Edit** command in the menu bar to see more of these quick keystrokes.