

Quick Reference Manual for Operating the Software on the Laptop



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THE BASICS OF THE COMPUTER

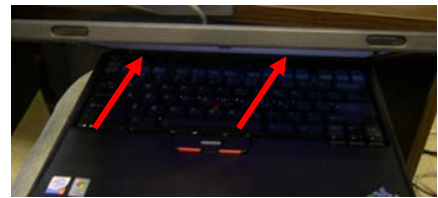
To open the computer, push the clips located on the leading edge of the laptop out at the same time (1 and 2) and lift the screen (3 and 4). To turn on the computer, press the power button located on the keyboard (5). The laptop has two built-in mice (6). The first is the little red button located in the center of the keyboard (6 and 7). To right click the mouse, press the black button with the red edge on the right hand side (8), to left click the mouse press the black button with the red edge on the left hand side (9). The second mouse is a touch pad (6 and 10). Using your finger, lightly touch the pad to move the mouse. To right click the mouse, press the black button underneath the pad on the right hand side (11), to left click the mouse press the black button underneath the pad on the left hand side (12).



(1)



(2)



(3)



(4)



(5)



(6)



(7)



(8)



(9)



(10)



(11)



(12)

There are several ports on this computer, but you only need to know three of them: the USB port (1), the FireWire port (2), and the power port (3). If you choose to use the external mouse provided (in computer bag), it will be plugged into one of the USB ports.



(1)



(2)



(3)

HOW TO LOG IN

When you turn on the computer, the Novell window will appear asking you for a password. Using the mouse, move the cursor to the box next to "Workstation Only" and click on it **once using the left click, do not use the enter key.**

REMINDER: The computer will go to sleep after four minutes. To turn it back on, press the power key. Another Novell window will appear asking for information. Use your mouse to move the cursor to the OK tab at the bottom of the window and left click it once. Remember, if you press the power key for longer than 3 seconds, the computer will turn off.

THE BASICS OF WORD

To open the WORD program, use the mouse to highlight the WORD shortcut icon on the screen. Double click on this icon using the left click button. To open a new file, use your mouse to highlight the FILE tab on the main toolbar and choose NEW if a new file is not already displayed on the screen. To open an existing file, choose OPEN on the FILE tab. It will then prompt you to tell it where to look for the file (i.e. on the CD, on the desktop, or on a disk). To format your document, you can use the main toolbar, but I find it easier to use the two shortcut toolbars located under the main toolbar. From here, you can choose the font type and size, bold, underline, or italicize text, insert tables, columns, and charts, cut and paste selected sections of the document, check the spelling, and even save. To adjust the margins for printing and choose the paper size and layout, however, use the PAGE SETUP key under the FILE tab on the main toolbar. The draw toolbar is located just below the two shortcut toolbars. You can use this toolbar to insert arrows, lines, circles, shapes, color, change the color of the text, and make lines thicker, thinner, or dotted. To insert clipart or pictures into our text, choose INSERT from the main toolbar and tell the computer where to look for the image. Perhaps the most important key you will use, however, is the undo key represented on the shortcut toolbar by an arrow pointing to the left. It will prove to be very useful should you ever make a mistake.

THE BASICS OF EXCEL

To open the EXCEL program, use the mouse to highlight the EXCEL shortcut icon on the screen. Double click on this icon using the left click button. To open a new file, use your mouse to highlight the FILE tab on the main toolbar and choose NEW if a new file is not already displayed on the screen. To open an existing file, choose OPEN on the FILE tab. It will then prompt you to tell it where to look for the file (i.e. on the CD, on the desktop, or on a disk). To format your spreadsheet, you can use the main toolbar, but I find it easier to use the two shortcut toolbars located under the main toolbar. From here, you can choose the font type and size, bold, underline, or italicize text, cut and paste selected sections of the spreadsheet, sort columns in ascending or descending order, check the spelling, and even save. You can also set how many decimal points you want your numbers to have, highlight certain sections of the spreadsheet with different colors, separate other sections using lines and boxes, and use the automated Chart Wizard program to graphically represent the data in your spreadsheet. If you want to make changes in an entire column, you can highlight the column by clicking the letter located just above it. If you want to make changes in an entire row, you can highlight the row by clicking the number located just to the left of it. To adjust the margins for printing and choose the paper size and layout, however, use the PAGE SETUP key under the FILE tab on the main toolbar. Use the FORMAT tab on the main toolbar to define the cells in your spreadsheet as numbers, text, percentages, currency, etc., and to adjust row height and column width. Use the TOOL tab on the main toolbar to access data analysis packages (t-tests, ANOVA's, correlation, etc.). Again perhaps the most important key you will use, however, is the undo key represented on the shortcut toolbar by an arrow pointing to the left, just in case you make a mistake.

THE BASICS OF POWERPOINT

To open the POWERPOINT program, use the mouse to highlight the POWERPOINT shortcut icon on the screen. Double click on this icon using the left click button. To open a new presentation, use your mouse to highlight the FILE tab on the main toolbar and choose NEW if a new presentation is not already displayed on the screen. To open an existing presentation, choose OPEN on the FILE tab. It will then prompt you to tell it where to look for the presentation (i.e. on the CD, on the desktop, or on a disk). When preparing a presentation, it is useful to be in the outline mode (the symbol in the bottom left most corner of the window). This gives you a good view of the entire slide. You can then choose the layout of the slide (i.e. title slide, text slide, picture slide, or a combination) by using the FORMAT tab on the main toolbar and choosing SLIDE LAYOUT. Also, under the FORMAT tab, you can choose the design of your slide (i.e. patterns, colors, information display) by choosing SLIDE DESIGN. The program will automatically choose text size and font for each slide. The shortcut toolbar will allow you to change the text font and size, bold, italicize, underline, or provide a shadow effect for the text, cut and paste selected parts of the slide, check the spelling of the text, and even save the presentation. The draw toolbar is located under the two shortcut toolbars and allows you to insert shapes, change text color, and insert arrows and lines. You can also insert clipart, pictures, sound, and even

video clips into your presentation using the INSERT tab. To add another slide to your presentation, use your mouse to highlight the INSERT tab on the main toolbar, and then choose NEW SLIDE. You will then have to tell the computer the layout of your new slide. To view your presentation as a slide show choose the slide screen symbol in the bottom left corner of the window. To scroll through the slides, press the left and right arrow keys located on your keyboard or left click using your mouse. To end a show, right click your mouse and choose END SHOW from the instruction window that appears on the screen. To view all the slides on one screen, choose the symbol of four squares in the bottom left corner of the screen.

THE BASICS OF PHOTOSHOP

To open the PHOTOSHOP program, use the mouse to highlight the PHOTOSHOP shortcut icon on the screen. Double click on this icon using the left click button. To open an existing file, choose OPEN on the FILE tab. It will then prompt you to tell it where to look for the file (i.e. on the CD, on the desktop, or on a disk). This is normally how you would open PHOTOSHOP, as you will be modifying already existing images. The main toolbar located at the top of the screen will be the one you will work with the most. The two tools you will most often use on the auxiliary toolbar is the select tool represented by the image of a square and the image-moving tool represented by the arrow and crosshairs. To crop an image, put a square around the part of the image you want to **save** using the auxiliary toolbar, then choose the IMAGE tab from the main toolbar and highlight CROP. From the IMAGE tab, you can also duplicate the image, rotate the image, and change the contrast and brightness of the image using the ADJUSTMENT tab located under the IMAGE tab and choosing CURVES, AUTO COLOR, AUTO LEVELS, or AUTO CONTRAST. There is an undo key located in this program labeled STEP BACKWARD, which is found under the EDIT tab on the main toolbar, just in case there is a mistake. To collect several images and place them onto one sheet, you need to open the original image, put a square around the part of the image (or the entire image) you want to collect, and, on the main toolbar, choose EDIT then COPY. Next, open a new file using the FILE tab, name the new image file, and set the width to 8.5 inches and length at 11 inches for portrait, 11 inches wide and 8.5 inches long for landscape. Click OK. A new, blank page will appear. From the main toolbar, select EDIT again, then PASTE. Your copied image will show up here. You can move this image around using the arrow and crosshairs image on the auxiliary toolbar. Repeat this process to add each new image to the image file.

THE BASICS OF ACDSEE

You will be using this program mainly to download images from the digital camera and to remove red-eye from your photos. This program will automatically appear on the screen when you plug the camera into the computer. When prompted, use the mouse to tell the computer you want to Copy Pictures to a Folder on my Computer (first tab). Choose which pictures you want to download (it will take approximately 3 minutes for 30 pictures) then

create and name a folder to store the images on the computer and tell the computer where to put the folder (we recommend the desktop). When the images are finished downloading, the program will ask what you want to do now, choose I'm finished working with the images and click the FINISH tab. PHOTOSHOP is the best program to use to manipulate images, however, it won't remove red-eye easily. To remove red-eye using ACDSee, open this program by double clicking on the ACDSee shortcut icon located on your desktop. Open the images you want using the folders square in the upper left hand corner of the screen and double click on the image(s) you want to modify. Another screen will open up showing an enlargement of the image chosen. On the main toolbar, choose MODIFY, then RED EYE REDUCTION. In the EDIT panel on the right side of the screen, choose the eye color, then highlight the eyes using the mouse. When you are done, choose APPLY from the EDIT panel. Don't forget to save your changes.

THE BASICS OF MOVIE MAKER

You will be using this program to download video from the video camera and to put different video segments together. Once the camera is plugged into the computer, a window prompting you to capture video using the Movie Maker software will appear on the screen. Click OK. The Movie Maker program will open and a window will appear asking you to name the file and to tell the computer where to put the file (we recommend the desktop). Click NEXT. This window will ask you about the settings used to capture the video, choose Best Quality and click NEXT. This window will offer you two options: to save the tape in its entirety or to capture parts of the tape manually. If you have multiple video segments captured on the tape, and you want to download only selected parts of them, then choose the second option "capture parts of the tape manually". If you choose the first option, a window titled "DV capture in progress" will appear, the tape will rewind to the beginning, and computer will begin to download the video. If you choose the second option, a window titled "capture video" will appear and prompt you to choose the section(s) of video you want to download. You can start and stop whatever section(s) you want to download. The video preview window and its controls (fast forward, reverse, frame forward or back) allow you to see what scenes you want to download and which ones you want to skip. When you are done, choose the FINISH button at the bottom of the screen. If there are two or more video segments that you would like to see put together into one, click and drag the video image from the main Movie Maker window to the boxes located at the bottom of the screen. They will automatically paste the clips together into one. Save the new video by choosing save under the FILE tab on the main toolbar.

BURNING A CD

To burn a CD, choose mycd.exe from your desktop. It will prompt you to insert a blank CD, then click next. It will also prompt you to choose which folders or files you want on the CD. Highlight the files, then choose add files and folders. If you make a mistake, you can highlight the file or folder you want removed and choose remove. When you are finished,

choose next. The computer will begin burning your CD and then it will verify it. A full CD (almost 700MB) will take at least 10 minutes in total to burn and verify.

SHUTTING DOWN THE COMPUTER

To shut down the computer, use the mouse to highlight the START tab in the lower left corner of the screen and click on it once. Use the mouse to highlight SHUTDOWN on the start menu. A window will appear to shut down the computer, click OK. Give the computer a few minutes to turn off before closing the screen. Then remove any hardware that was attached to the computer and put it away (i.e. DigiScope, digital camera, etc.).