


GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS

Academic Folders. The files referred to in the lab manual are available in the academic folders. Double click the "Academic Folders" icon on the Lab computer desktops. Then double click the folder labeled "INFO-101 London" and then double click on "INFO-101 Lab Files". In the "INFO-101 Lab Files" folder you will see 4 more folders, one each for Word, Excel, PowerPoint and Access. The folder you will open will obviously depend upon the Lab assignment. Double click on the proper folder and also Double click on your home directory icon and use the mouse to drag any desired files into your home directory. (Hold the left-hand mouse button down while dragging.) You **cannot** save files into the academic folders. You must drag the ones you want into your own home directory where you have "write" privileges. (If you so desire, you can drag the files to your floppy disk, however using your Home Directory is faster. If you intend to use your own computer where you cannot connect to the Academic Folders and Home Directory on the University's servers, you will have to use a diskette)

To Open A File. ***Do not use the methods described in the lab manual to open a file.*** When you want to work with any of the provided files, you must have already downloaded it to your Home directory (or floppy disk). Double click on its icon in your home directory (not in the academic folders). Double clicking also starts the program (Word, Excel etc.) so you do not have to use the "Start" menu. If the file is on a diskette, you can double click the diskette icon to open its window and then double click on the file's icon. Remember, ***DO NOT*** use the methods described in the lab manual to open a file. They will not work in our labs.

Saving a file. When you open a file by double clicking on it in your home directory, (or on a diskette) the system remembers where it is and simply clicking  on the save icon or **File | Save** will be enough. If you created a new document then the first time you save it the system will display the "Save As" window, which should look like Figure 1. If it does not have "Desktop" in the box at the top next to "Save in:", then click on the **Desktop** icon in the column on the left side of your Save-As window. Then click on your Home Directory icon in the list that appears in the larger window and merely type the file name in the File_name box.

Note that all folders of interest, when working in the Labs, will be found on the Desktop.

any-file-name may be about as long as you like but do not use any periods. The application will add its own extension like .doc or .xls.

(You can always save a file to a new location or additional location by using the "File | Save As" option instead of "File | Save". Databases are an exception to this. When you create a NEW database, the system will ask you at once for a location in which to store the file. The system always updates (saves) database changes as they occur. You cannot use Save As to change the location of a database.)

Remember: In the "Save As" window, First click on the "Desktop" icon in the left column and then on your Home directory that will appear in the list of folders on the desk top.

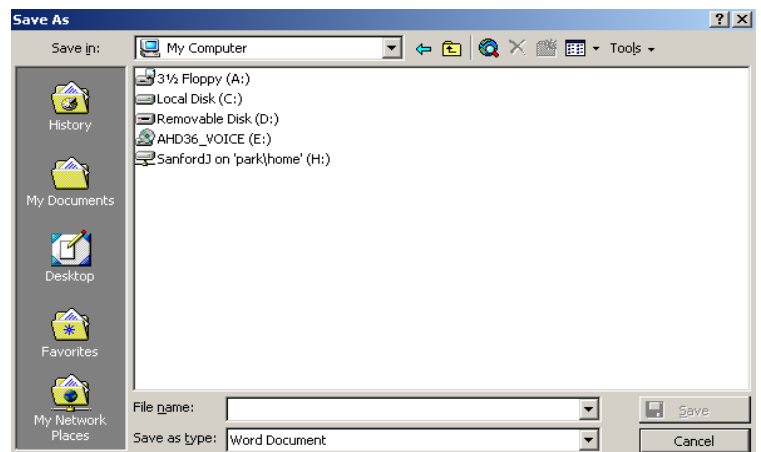


Figure 1 The "Save As" window

Save Often. You never know when the computer may freeze, or the power in the room may go out momentarily, or you may goof up badly. **YOU SHOULD DEVELOP THE HABIT OF SAVING YOUR WORK EVERY 10 OR FIFTEEN MINUTES.** After the first save, (or if you have opened an existing file), you only need to click on the diskette icon to save. 