

In-Class Sign-on Procedures:


- Confirm that the monitor is turned on, a green light will be flashing beside the power button, if it is not flashing, press the power button
- Press the power button on the computer, a green light will appear in the button. This button is located in the centre of the lower box
- Wait till the DSBN license screen appears on the monitor and using the mouse, left-click the **OK box**
- When the Sign-on screen appears, the insertion point will be in the password field, hold the **"Shift"** key down and press the **"Tab"** key once, the **"Username"** field will now be highlighted, type **"cenadun~~"** or **[slsint~~]** where **~~** represents the number assigned to you by your instructor, hit the **"Tab"** key and type **"Adu+~~"** or **[Int*~~]** where **~~** is again the number assigned by the instructor, the **"+"** key is entered by holding the **"Shift"** key and hitting the **"="** key above the letters, please note that the password begins with a capital letter which is entered by holding down the **"Shift"** and then selecting the letter you want capitalized, **[the "*" key is entered by holding the "Shift" key and hitting the "8" key above the letters]**
[ALL bracketed [] instructions are for Smithville].
- The computer will now begin it's boot up routine, which may take a minute or so
- When the computer is ready, you will now see your computer's desktop where some shortcuts will appear which have been assigned by DSBN, now you can begin to use the computer.

The above instructions are to be used ONLY in class so that you can login to the School Board network. All instructions after this page will apply to your HOME computer.

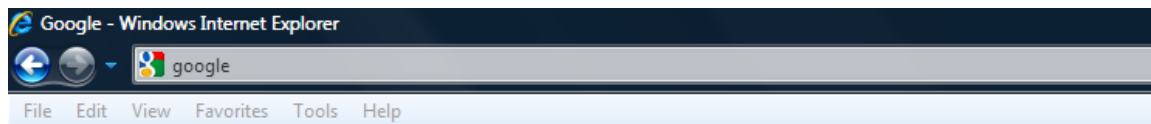
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Accessing your Email Account at Gmail

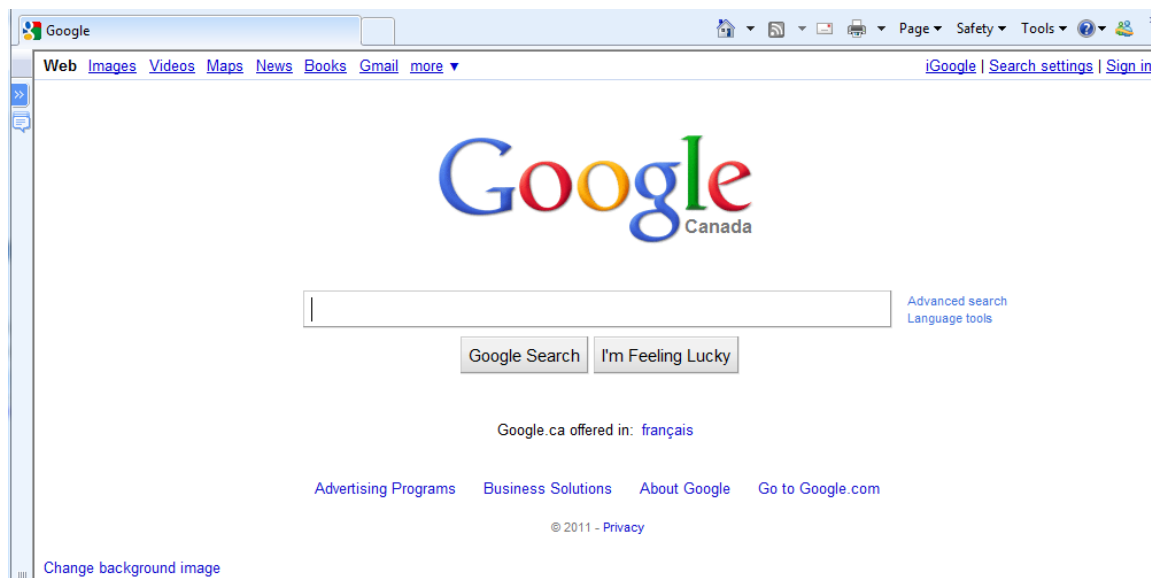


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the **Enter** key.

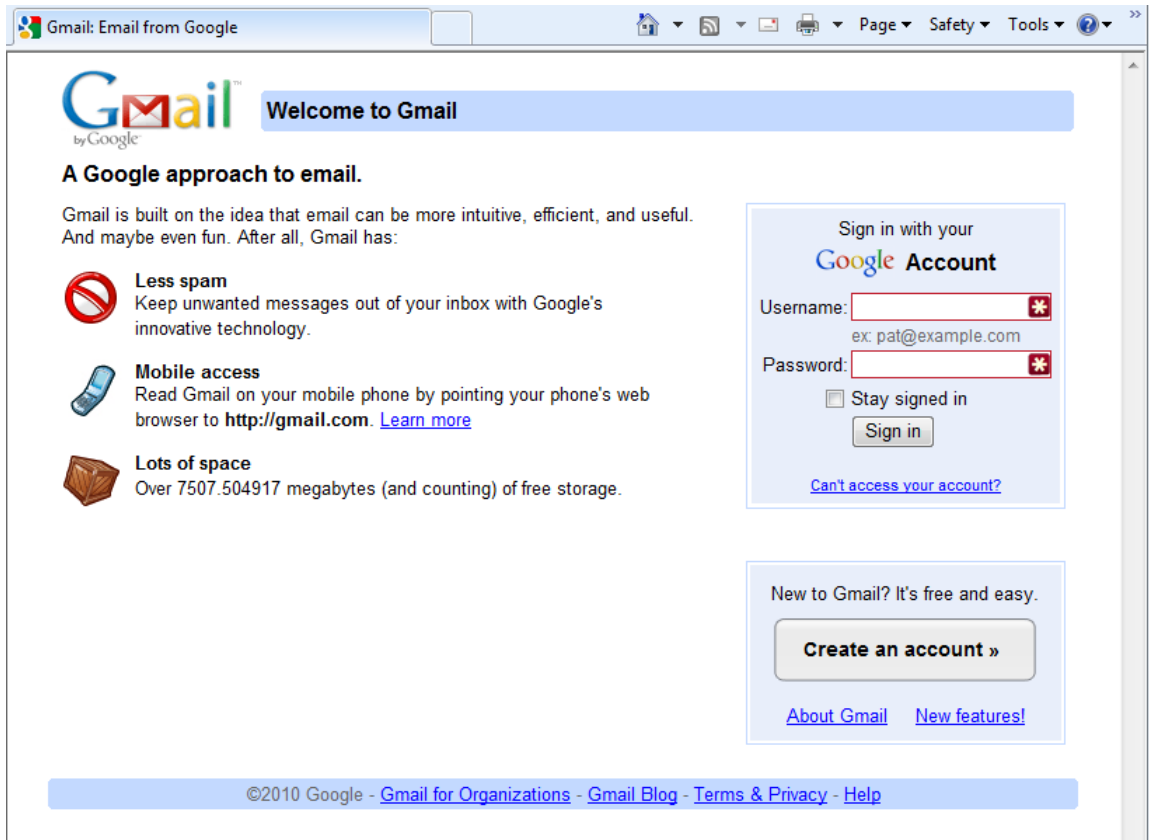
When the program starts, the top of the screen will something like this:



The heighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type **google** then while holding the **Ctrl** key down, hit the **Enter** key and the program will automatically enter ***http://www.google.ca*** (normally, <http://www.google.com> but since we are in Canada, we will be directed to the Canadian version of Google) for you but will immediately switch to the Google home page:

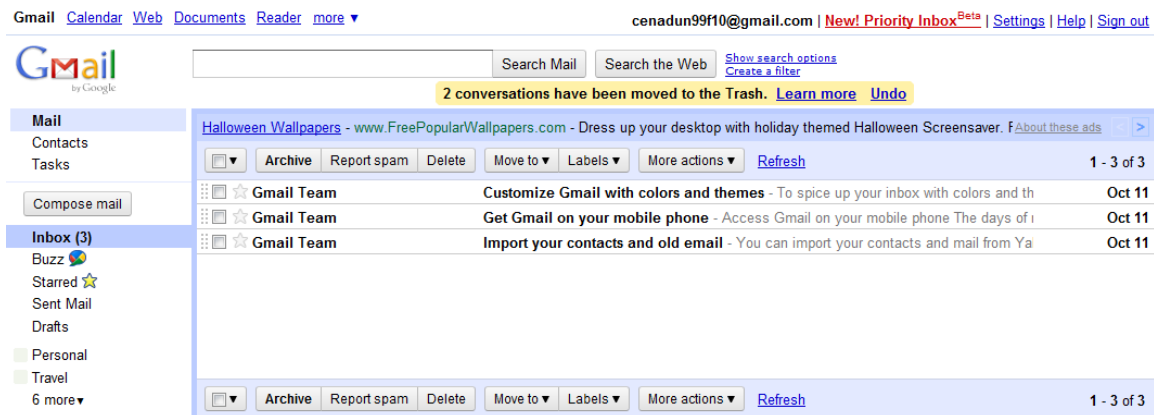


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



In the Username field in the upper right-hand corner of the screen, for those that have created a Gmail email address, enter cenadun~~f11@gmail.com where ~~ represents your class number. South Lincoln students will use slsint~~f11@gmail.com where ~~ represents your class number. Your password will be [Adu+~~f11](#) where ~~ represents your class number and [Int*~~f11](#) where ~~ represents your class number for the South Lincoln students.

Your next screen should look like this:




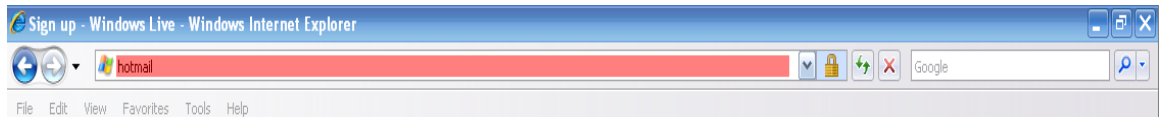
Please remember to send the teacher a test email message so that he can add

your address to his contact list. If there are questions, we can answer them in class.

Accessing Your Email Account at Hotmail



- On your desktop, you will see a symbol like:  which is a shortcut to Microsoft Windows Internet Explorer. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the “**Enter**” key.
- When the program starts, the top of the screen will something like this:




The highlighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type “**hotmail**” then while holding the “**Ctrl**” key down, hit the “**Enter**” key and the program will automatically enter “***http://www.hotmail.com***” for you but will immediately switch to a screen that will allow you to enter your hotmail email address, if you already have one, or will allow you to sign up for a new account:




One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other places you see 

Hotmail

 Powerful Microsoft technology helps fight spam and improve security.

 Get more done thanks to greater ease and speed.

 Lots of storage (5 GB) - more cool stuff on the way.

[Learn more](#)

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

Sign in

 Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

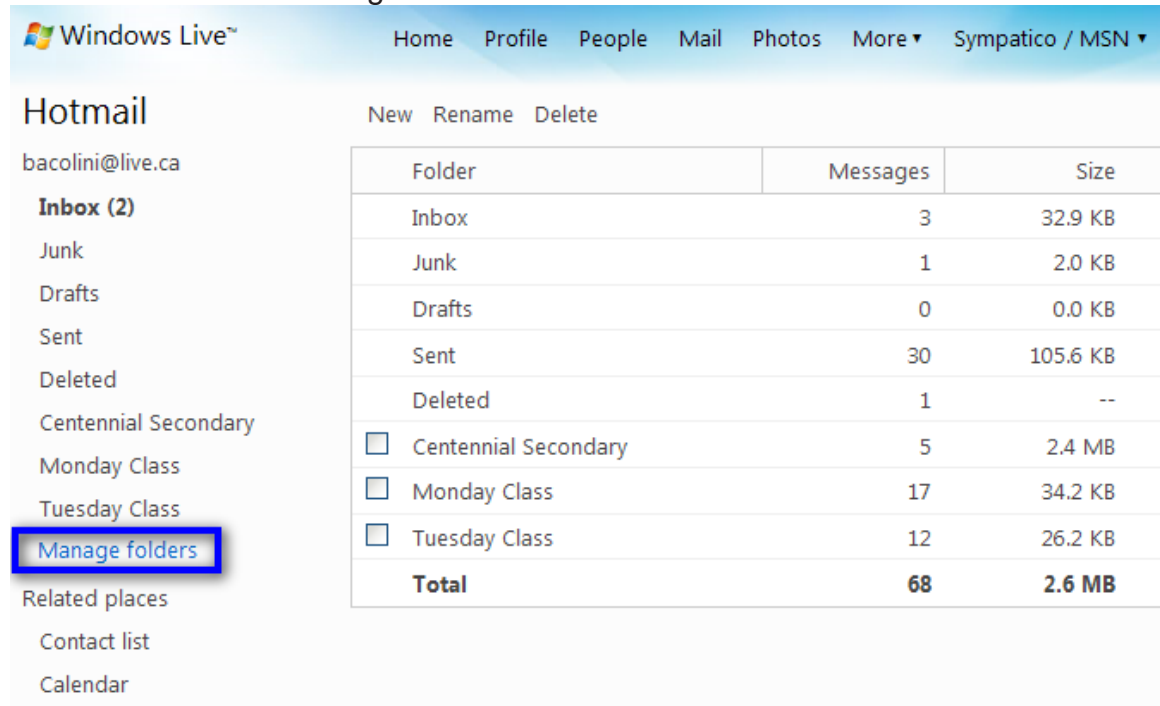
Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

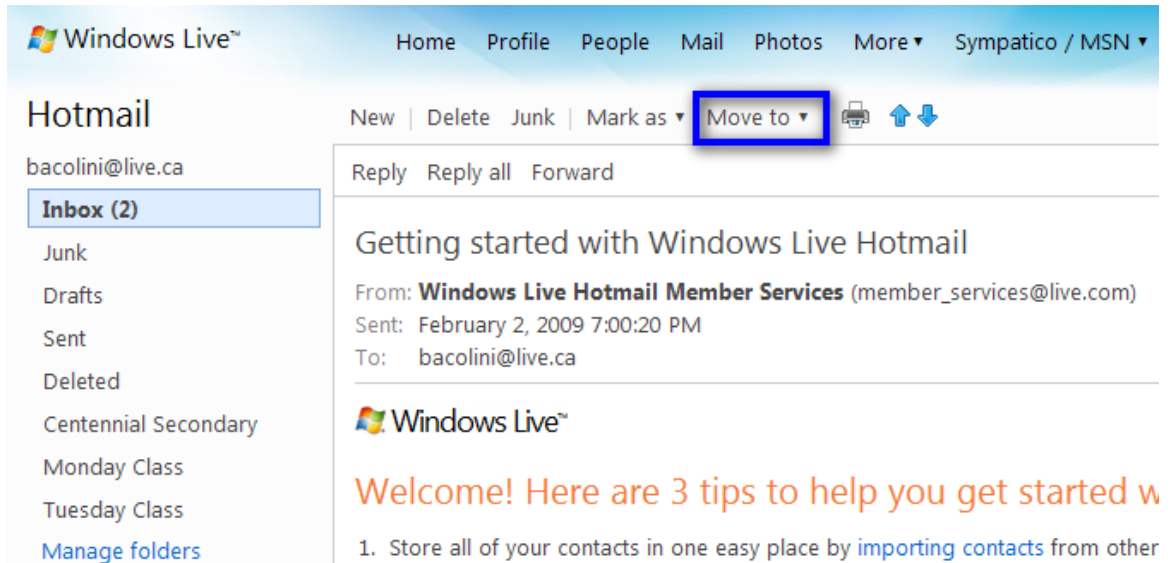
Use enhanced security

- You will already have a hotmail account you created last week, you can now enter it in the field labeled: “**Windows Live ID**” and then enter your password and then left-click “**Sign In**”. Enter cenadun~~f11@hotmail.com where ~~ represents your class number. South Lincoln students will use [\[slsint~~f11@hotmail.com\]](mailto:slsint~~f11@hotmail.com) where ~~ represents your class number. Your password will be [Adu+~~f11](#) where ~~ represents your class number and [\[Int*~~f11\]](#) where ~~ represents your class number for the South Lincoln students. Just a reminder that your account may have something other than “hotmail.com” as the location, some may have “live.ca” as mine has or “hotmail.ca”, please be sure to check your correct email address.
- I have left the original email I received when I created this address in my **Inbox**. I have replied to your TEST email and you should now see my reply in your **Inbox**.
- You can manage your emails by creating folders and storing your emails in them rather than leaving them in the Inbox:



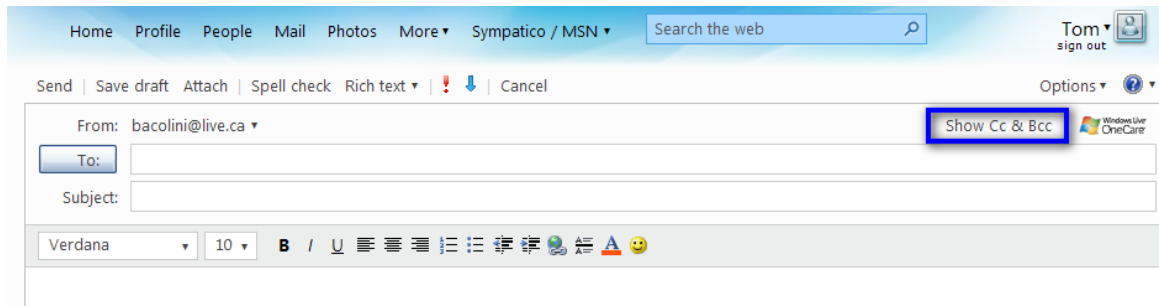
Please note that I have created three new folders under the standard **Hotmail** folders. I have clicked **Manage folders** and this is the screen that will appear. If you want to create a new folder just click **New** beside the **Hotmail** title and you will be asked to name your new folder. When you have named the new folder, click **Save** which now appears beside the **Hotmail** title where the **New** was located. You will now see your new folder displayed on the left side of the screen.

- When you are back in your Inbox and you click a message, you will have the option of saving the email to one of your folders.



Notice the highlighted option Move to, when you click the down arrow, a list of all your folders will appear and when you click on the name of a folder, your email will be moved there. As you see from my list of folders, I have created three new ones called Centennial Secondary, Monday Class and Tuesday Class.

- When you are creating a new email, another option you may want to use is the Cc and Bcc option.



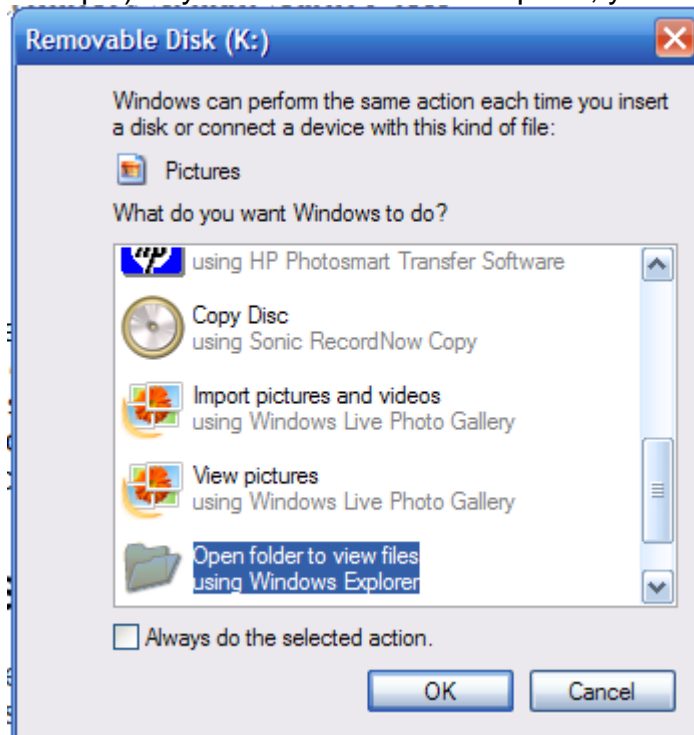
Please note the highlighted area entitled **Show Cc & Bcc**. When selected, 2 more boxes will appear below **To:**. When you are sending to more than 1 person, use the **Bcc** box. **Bcc** stands for **Blind Carbon Copy** which will allow you to send to multiple friends but they will not know who else you sent this email to. I have an example in your **Inbox** with the title **Valentine's Day**. I used my email address in the **To:** field and included all your names in the **Bcc:** field. The reason for using **Bcc** is partly for privacy reasons, some of your friends may not want their email address known by others and the other reason is that, new viruses can now read all the emails you have received on your computer and extract all the email addresses it finds and then will send itself onto all those addresses it finds in your contact list as well as all the email addresses it finds in your emails that you have not yet added to your contact list! This is not really a

problem with **Hotmail**, but depending on your private email address, you may be using programs like **Outlook Express, Windows Live, Outlook, IncrediMail or Thunderbird** and these programs store your emails on your home computers and are vulnerable to these viruses.

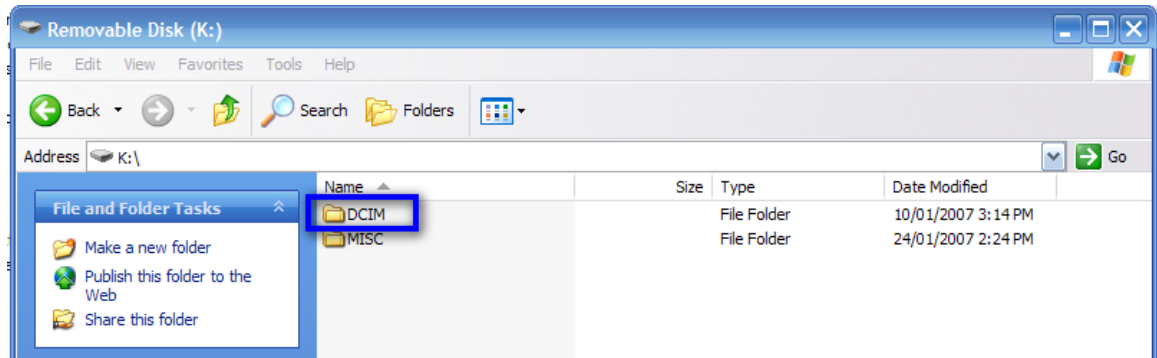
NEW LESSON

Digital Cameras and Camcorders:

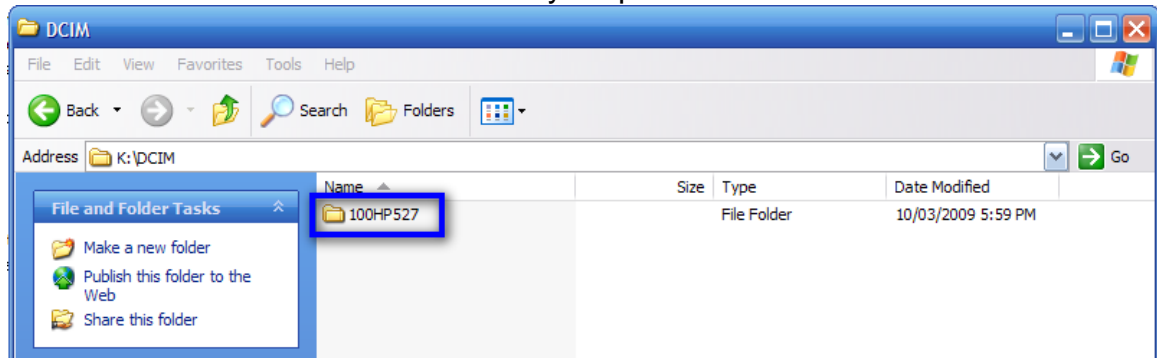
- Please refer to the additional handout. I created this document a year ago and some of the specs have been updated but the theory behind a digital camera is the same. For those that have brought their camera and cord, we will download the pictures into your My Documents folder so that we can attach them to an email in the future.
- When you connect either the card reader (which is what I used in this example) or your camera to the computer, you will see this screen:



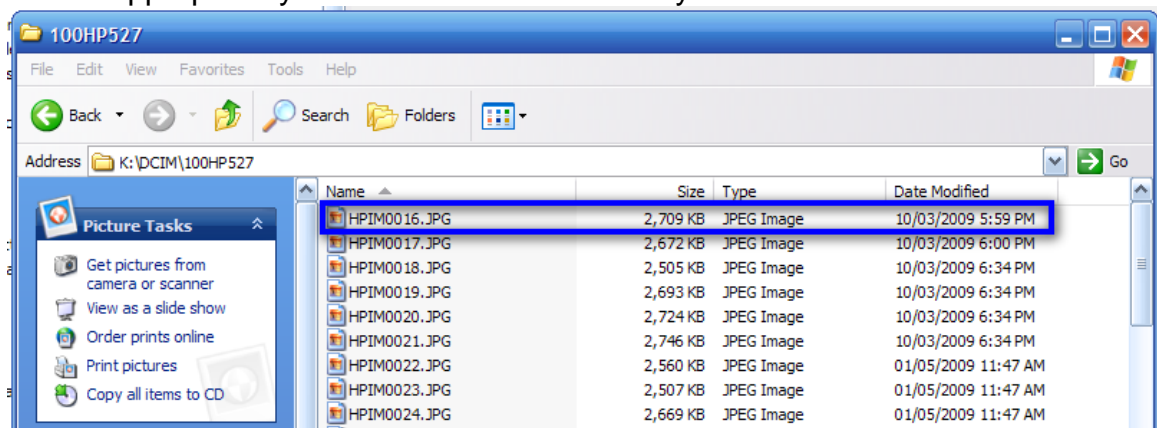
Just click "OK" and you will now run the Windows Explorer program we ran last week. Here is the next screen you will see:



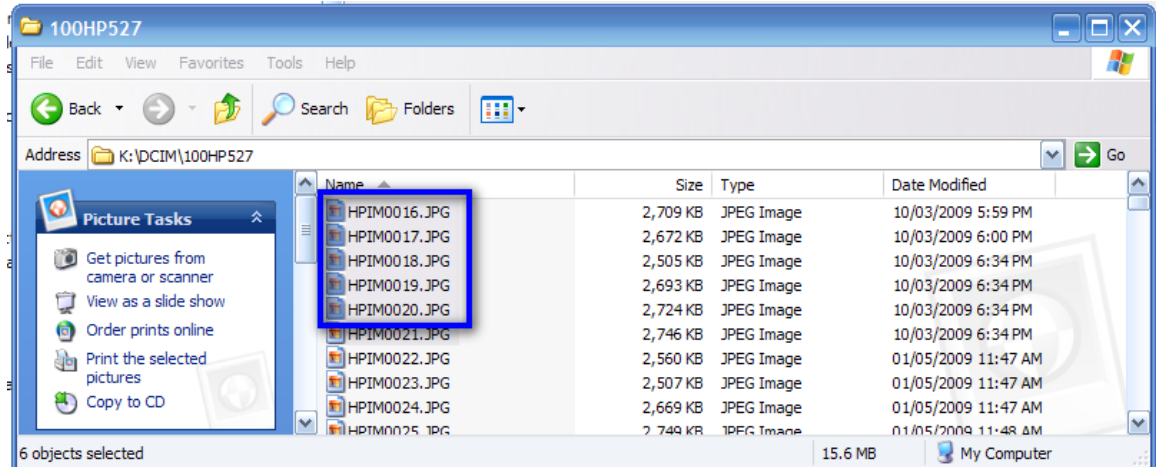
Usually all memory cards will have this folder, just double-click it to get this next screen which will show the folder your pictures are stored in:



Since the camera I am using is an HP Photosmart M527, the folder is named appropriately. Here is the next screen if you double-click the folder:



Each picture is given a name by the camera. I am showing you here the name of the picture as well as the size, type and the date the picture was taken. Your next step is to select which pictures you would like to copy to your My Documents folder for storage and eventually forwarding to friends in an email. I will demonstrate in class several ways of viewing this folder as well as how to select several pictures and then by using the Edit menu at the top of the screen, to copy these pictures to a specific folder in your My Documents folder.



Since we are dealing with a menu that has options, I was not able to capture what it would look like so we will practice this in class. Since we have just used the memory card from the camera or the camera itself using a cord, it leads us into our next topic:

External Storage Devices:

- There are a number of devices you can connect to your computer whether it is a desktop or laptop because both types have USB ports on them. Usually on a desktop as we have here in school, there are 2 USB ports in the front of the unit and 4 in the back. Laptops have either 1 or 2 USB ports usually located on 1 or both sides of the unit. USB stands for Universal Serial Bus and they can be daisy chained, in other words, you connect a USB hub (like the 1 have) to one of your USB ports and create 4 or more ports. These ports are not only used to connect external storage devices but they are also used to connect printers, keyboards, mice, scanners, or even wireless internet connections.
- The most common storage devices today are called USB Drives. They can also be referred to as Pen Drives or Thumb Drives. They come in various styles and capacities.

Here is the Wikipedia definition: A **USB flash drive** consists of a NAND-type flash memory data storage device integrated with a USB (universal serial bus) interface. USB flash drives are typically removable and rewritable, much smaller than a floppy disk (1 to 4 inches or 2.5 to 10 cm), and most USB flash drives weigh less than an ounce (28g). Storage capacities typically range from 64 MB to 64 GB with steady improvements in size and price per gigabyte. Some allow 1 million write or erase cycles and have 10-year data retention, connected by USB 1.1 or USB 2.0.


USB flash drives offer potential advantages over other portable storage devices, particularly the floppy disk. They have a more compact shape, operate faster, hold much more data, have a more durable design, and operate more reliably

due to their lack of moving parts. Additionally, it has become increasingly common for computers to be sold without floppy disk drives. USB ports, on the other hand, appear on almost every current mainstream PC and laptop. These types of drives use the USB mass storage standard, supported natively by modern operating systems such as Windows, Mac OS X, Linux, and other Unix-like systems. USB drives with USB 2.0 support can also operate faster than an optical disc drive, while storing a larger amount of data in a much smaller space.

Nothing actually moves in a flash drive: the term *drive* persists because computers read and write flash-drive data using the same system commands as for a mechanical disk drive, with the storage appearing to the computer operating system and user interface as just another drive.

A flash drive consists of a small printed circuit board protected inside a plastic, metal, or rubberised case, robust enough for carrying with no additional protection—in a pocket or on a key chain, for example. The USB connector is protected by a removable cap or by retracting into the body of the drive, although it is not liable to be damaged if exposed. Most flash drives use a standard type-A USB connection allowing plugging into a port on a personal computer.



- This is just one style:  , in this case, the actual connection retracts back into the body of the drive, but most have a cap to protect the USB connection. These type of USB drives are small and can be carried in your pocket or purse and require no external power as they have no moving parts, but because of their size
- The next most common is an external hard drive. These are very similar to the hard drive within your computer but they are portable, and usually



require a power source. These type of drives range in size from 40 Gb to 2 Tb. Some of the smaller ones get their power via the USB connection they are connected to.

- iPods or MP3 players are also a type of external storage device that can hold music, videos or even your data files. Some of these MP3 players are very similar to the USB Drives, however they do need batteries to actually play the music and display the titles on a screen. The larger iPods are similar to the external hard drives as they actually have a moving hard drive within the case and are sensitive to bumps.
- Digital cameras or camcorders also store pictures and videos usually on a



memory card or DVD. Memory cards use the same technology as USB Drives but are smaller in size so that they can fit into the camera. They come in different formats and NOT interchangeable. You can purchase memory card readers, similar to the one I have brought, as well as, some computers, desktops/laptops have these card readers built into them. All digital cameras and camcorders are supplied with a USB cable so that you can connect the device to your computer to download the pictures or videos. They now have YouTube camcorders equipped with memory cards so that you can shoot a video up to 10 minutes, connect it to your computer and convert the video so that it is compatible with YouTube and then upload your creation to the website and maybe become famous!

- Another type of storage device is the optical drive whether it is a CD or DVD. We will save that discussion for another night.

TeamViewer

- Switching to another topic, all of us will sometimes need help with our computer from a friend or from a technician at a help desk. Sometimes it is difficult to describe to the other person, exactly what you are seeing on your screen and it may a visit to your house to view the problem at hand. A friend of mine referred me to www.teamviewer.com where you can download a program on your computer, run it and only with your permission, give the ID of your computer as well as the password to a trusted friend or technical support person, so that they can actually view your screen on theirs and actually assist you through your problem. This program is very similar to the one we use here in the school when I display what is on my computer onto yours. We will try an experiment in class this evening, to see if this program works, the school security may block it but it definitely works at home between my computer, here in Welland, and my daughter's computer on slow dial-up in Hamilton.

SEE YOU NEXT WEEK!

Week 1: Hotmail	Week 2: Browsers
Week 3: Google, Scavenger Hunt	Week 4: Email, attachments
Week 5: Windows Explorer	Week 6: Windows Media Player
Week 7: Digital Cameras	Week 8: Word Processing
Week 9: Blogs, Email Forwards	Week 10: Review