

Proper System Handling

→ Handling the Computer:

NEVER:

- turn the computer **off** or **off & on!!**
 - if the computer is going to sit idle for more than 5 hours, turn it off, otherwise leave it on.
 - if the computer locks up, there is almost always a way to restart without turning it off.
 - dangerous power surges, even if you have a surge protector.
- undo or re-tighten any wire or cables if the computer is turned on!!
 - dangerous power surges, even if you have a surge protector.
- play with any adjustment knobs!!
 - equipment can be knocked out of calibration which can be costly to repair.

→ Handling of Disks:

NEVER:

- bend or fold disk!!
- touch exposed areas of the disk!!
- get wet!!
- expose to extreme temperatures {hot or cold}!!
- expose to dust or any other type of dirt!!
- open and close {play with} the protective cover.
- get close to magnets

→ Handling Printers:

NEVER: {applies mainly to network printers on the SJC network}

- open any of the paper trays or re-adjust the paper position.
- undo paper jams while the printer is turned on.
- load additional paper into the paper trays.
- turn printer off and on.

→ Disk Drives:

- Know your storage location, or you may lose your document.
 - Hard Drive and/or external hard drive
 - Zip or Jaz Drives
 - Floppy Drive(s)
 - Network Subdirectories
 - USB RAM Drives

→ Computer Area:

- Keep all wires untangled.
- NO food or drink.
- Do NOT change any of the monitor setting from the manual buttons on the monitor.
- Do NOT remove the roller ball from the mouse.

System Start - Up

- **Cold Boot:** if the system is turned off.
 - STEP 1: Turn **ON** the **monitor** and any other peripherals {speakers, printer, scanner, etc...}
 - STEP 2: Turn **ON** the **C.P.U.**

 - **Warm Boot:** if the system is already ON and needs to be restarted.
 - STEP 1: Press **CONTROL - ⌘ - RESET** {WinTel: **CONTROL - ALT - DELETE**}
 - STEP 2: Release **RESET - ⌘ - CONTROL** {WinTel: **DELETE - ALT - CONTROL**}
- If this does not work, look for a manual reset switch located on the CPU.

System Lock - Up

- **Force Quit {End Task} - Macintosh:**
 - if the system locks-up, always try to force quit the application before rebooting.
 - STEP 1: Press **OPTION - ⌘ - ESC**
 - STEP 2: Follow any user prompts that may appear on the screen.
 - STEP 3: Generally it's a good idea to restart the computer to reset the operating system. This would be done by going to the **SPECIAL** pull down menu and choosing the **RESTART** option.

- **End Task {Force Quit} - Windows:** if the system locks-up, always try to end tasks before rebooting.
 - STEP 1: Press **CONTROL - ALT - DELETE**
 - STEP 2: Follow any user prompts that may appear on the screen.
 - STEP 3: Generally it's a good idea to restart the computer to reset the operating system. This is done by choosing the **SHUT DOWN** option from the **START** button, then select **RESTART THE COMPUTER** from the shut down window.

Basic Operations

- Terminology:
 - **Menu {full screen} / Pull Down Menu** - a list of options to choose from.
 - **Icon** - a small picture that represents a menu option or computer function.
 - **GUI** - Graphical User Interface.
 - **Window(s)** - a position on the monitor for activity.
 - **Desk Top** - when a file is stored in the memory banks. Not necessarily on the disk.
 - **DELETE / Backspace key** – erases one character at a time moving to the left.
 - **Arrow Keys** – moves the cursor without affecting the document.

- The Mouse:
 - Moving the cursor** - moves the cursor with in the document without making any changes.
 - hold the mouse with your finger tips on the button(s) and move it.
 - Single Click** - chooses an object or selects a menu item.
 - gently press and release the mouse button one time quickly.
 - Double Click** - chooses an object or menu item and activates its function.
 - gently press and release the mouse button two times quickly.
 - Dragging** - moves a selected object within the document.
 - highlight a group of objects or text by holding down the mouse button & moving the mouse over the area.
 - Macintosh** – control – click opens the contextual menu for the selected item.
 - Windows** – right – click opens the contextual menu for the selected item.