## What is a Network?

A network is a group of computers linked together and sharing resources such as programs, data lines, and printers. The computers in the LINC lab are networked so that documents can be printed using a single printer and files can be shared without floppy disks being passed back and forth. If your lab is connected to the Internet, your computers gain access to it and send and receive electronic mail messages through the network.
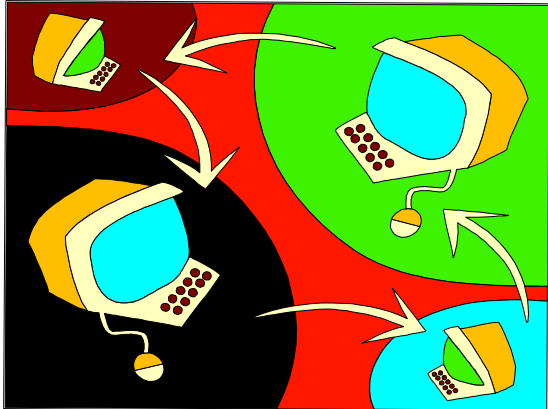
Many of the activities that are suggested in this guide require learners to open instructor-made files, referred to as "Student Text Files" in this section. One way of providing learners with those files is to copy them to floppies and then distribute the floppies. However, since the labs are networked, learners can use the network to access files, which you copy on only one computer. The following sections explain the network in a LINC lab and how to use it for learner activities.

Note that you and your learners must be in Teacher Mode (see Lab Maintenance in Before Using Software for an explanation) to use the network.

Network Neighborhood

When you double-click **Network Neighbourhood** on the desktop, a window will appear containing an icon called **Entire Neighbourhood**. Double-click that icon to see the computers you are connected to. (Note that only computers that are turned on will appear in this window.) The window below shows that there are 15 workstations in the lab.
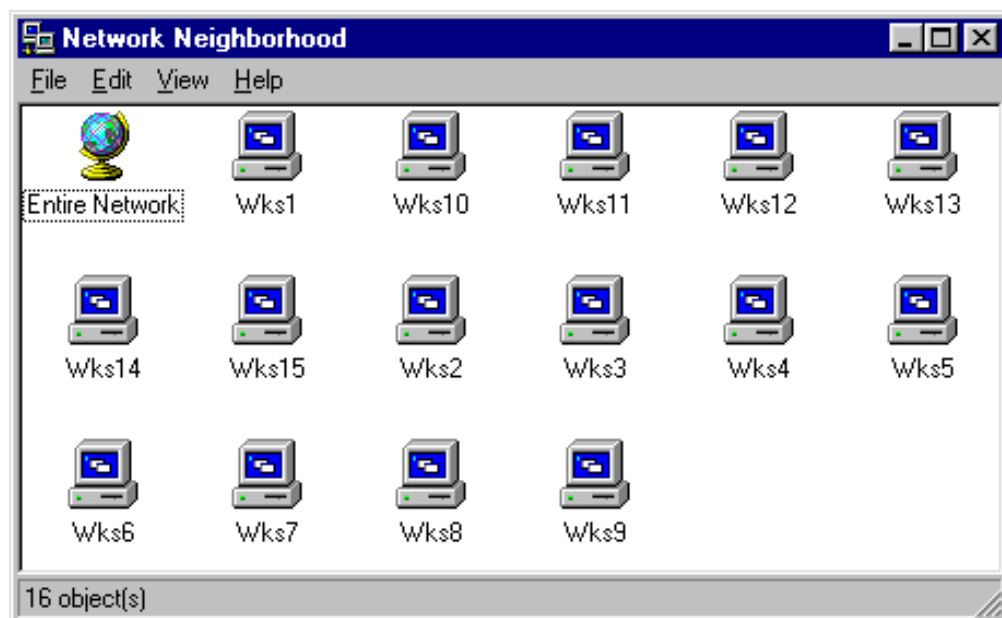
NETWORK CAPABILITIES

Using The Network
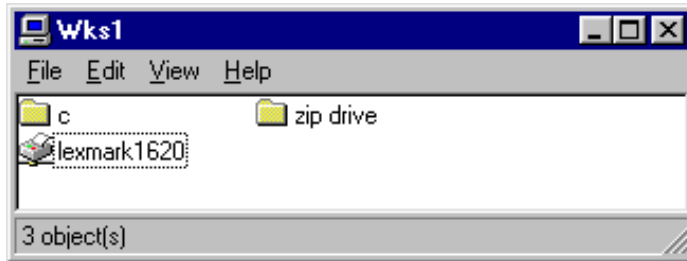
Double-clicking on one of the workstation icons will show the drives that are accessible to you. This picture shows the contents of Workstation 1, the master computer, that are accessible on the network: the hard disk drive (drive C:), a zip drive, and the printer. Note that because the printer is connected to Workstation 1, this computer must be turned on for other computers to have access to the printer. Note also, that the zip drive will only appear if there is a cartridge in the zip drive.

Learners in the lab can access documents on either the hard drive or the zip drive of Workstation 1.

Instructor-Made (Student Text) Files

Make files read-only, so that they cannot be modified or deleted by a learner.
To create a read-only text

1. Click **File** | **Save As**.

2. Select the folder you want to save the file in.

3. Type the file name.

4. Click Options, and select Read-Only Recommended.
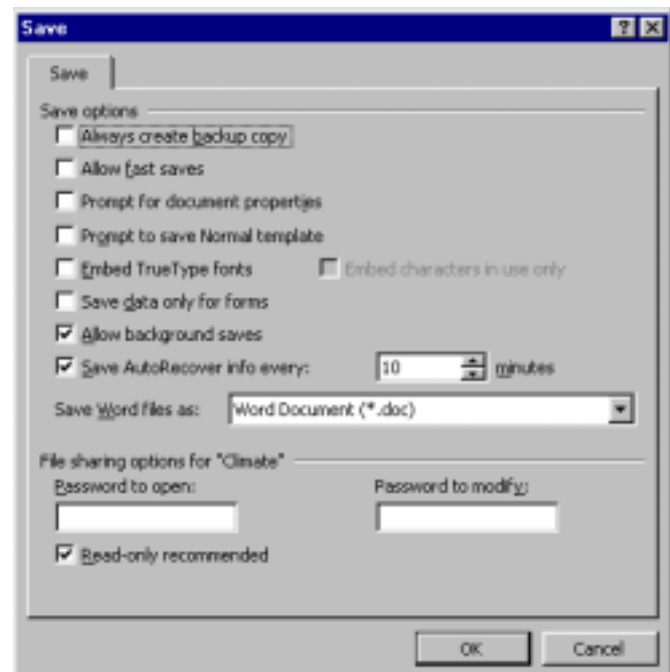
Saving Instructor-Made Files On The Network

CREATING A FOLDER FOR STUDENT TEXTS

Create a folder that contains subfolders for each instructor to store student texts for their classes. (See the Windows 95 section in LINC Four for information about creating folders.) The adjoining picture shows a workstation with folders for student texts.

1. In the C: drive folder, create a **My Documents** folder, if there is not one already.

2. In that folder create a folder called **Student Texts**.

3. Within that folder create folders for each instructor or class at your centre.
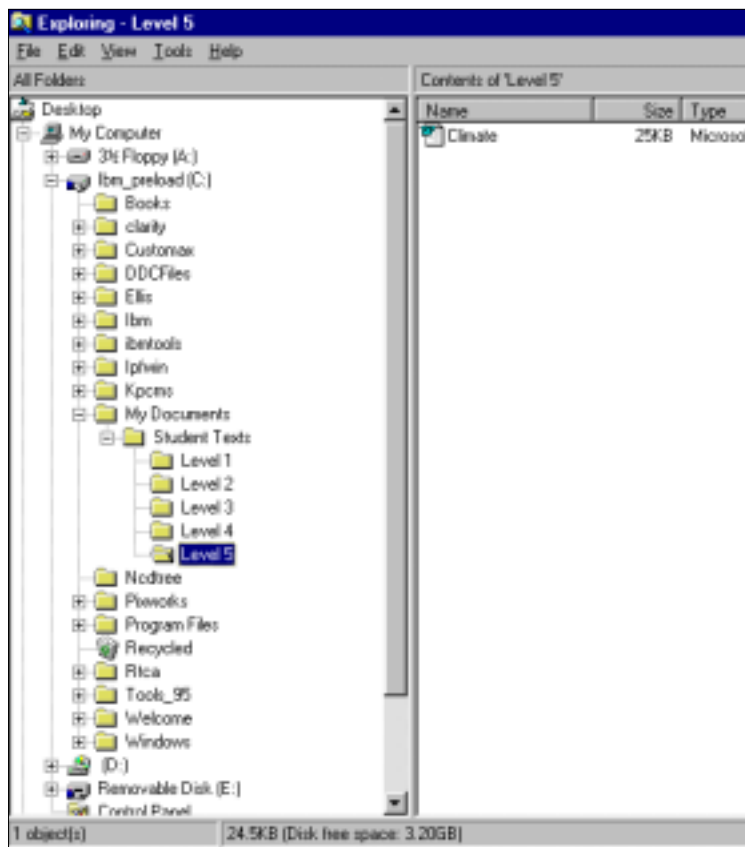
CREATING A SHORTCUT TO STUDENT TEXTS ON THE DESKTOP (TEACHER MODE)

A shortcut is a link that you can place in any location that gives you instant access to a particular file, folder, or program on your hard disk. To make it easy for learners to access instructor-made files, create a shortcut to Student Texts on the desktop in teacher mode. To do this, use the following instructions:

1. Double-click **My Computer** on the desktop.

2. Find the file for which you want a shortcut, in this case **Student Texts**. (Click **My Computer**|**My Documents**|**Student Texts**.)

3. Click the folder to select it. Right-click and choose **Create Shortcut**. A duplicate of the file will appear with an arrow beside it.

4. Drag that icon to the desktop. When you want to open that folder, simply double-click it.

You can also create shortcuts using Windows Explorer.
a. Using Windows Explorer, click **Student Texts** on the C: drive. Right-click and select **Create Shortcut**. (If you double-click on the folder in the left pane of Windows Explorer, the shortcut will appear on the right pane.)
b. Click the shortcut to select it. Right-click and choose **Copy**.

NETWORK CAPABILITIES

CREATING A SHORTCUT TO STUDENT TEXTS IN THE START MENU (STUDENT MODE)

If the learner does not have access to the teacher mode, the restrictions on the computers prevent access to the C: drive of any computer. We recommend creating a shortcut to the Student Texts folder in the Start menu to enable learners in student mode to open these files.

1. Using Windows Explorer, click **Student Texts** on the C: drive. Right-click and select **Create Shortcut**. (If you double-click on the folder in the left pane of Windows Explorer, the shortcut will appear on the right pane.)

2. Click the shortcut to select it. Right-click and choose **Copy**.

3. Open the following folders by clicking them: **Windows** | **Start Menu** |**CIC**.

4. In the Cic folder, create a **New Folder**, and name it **Student Texts**. Right-click the folder and select **Paste** to move the shortcut to it.

5. Right-click this folder and select **Copy**.

6. Open the following folders by clicking them: **Windows** |**Profiles** | **User** | **Start Menu** | **CIC**. Right-click the **CIC** folder and select **Paste** to move the Student Texts shortcut to it.

7. Log-in as a student and click **Start** | **Programs**. Check to see that the Student Texts folder is located in the Start menu.

COPYING STUDENT TEXT FILES TO DRIVE C: OF WORKSTATION 1

1. Open Windows Explorer (click Start | Programs | Windows Explorer) and select the drive where your file is located. If it is on a floppy, select $3^{1/2}$ Floppy (A:). Find the file, right-click it and select Copy.

2. Click My Documents | Student Texts and then your class folder. Right-click the class folder and select Paste to copy the file to the folder.

For a faster way of opening Windows Explorer, right-click the **Start** button and select **Explore**.

COPYING FILES TO THE HARD DRIVE OF ALL WORKSTATIONS

For learners who do not have access to the teacher mode in the LINC lab, and therefore cannot use the network, you will have to copy learner text files to the hard drive of each workstation. If you create exercises in the Tense Buster Authoring programs, you will have to copy them to each of the workstations too. (See the Tense Buster Authoring section for instructions for copying Tense Buster exercises.) Follow the steps below to use the network to copy files to all of the computers in your lab.

1. Open Windows Explorer (click **Start** | **Programs** | **Windows Explorer**) and select the drive where your file is located. If it is on a floppy, select $3^{1/2}$ Floppy (A:). Find the file, right-click it and select **Copy**.

2. Double-click on **Network Neighbourhood** on your desktop.

3. Double-click on a **workstation**.

4. Double-click on **C:**

5. Locate the folder you want, usually your class folder (**C:** | **My Documents** | **Student Texts** | **class**) if you are copying an instructor-made text, or a Tense Buster program (**C:** | **Clarity** | **the specific Tense Buster Authoring program**), if you are adding a Tense Buster exercise.

6. Right-click the folder and select **Paste** to copy the file to the folder.

7.   Repeat these steps for each workstation in the lab.

COPYING FILES TO THE ZIP DRIVE

Another place to store texts for learners is the zip drive. It is connected to Workstation 1 in the LINC lab. The zip drive uses removable disks, about the size of floppies, which hold 100 megabytes or more of information each (as compared to 1.44 MB on a floppy). It may be easier for learners who have access to the network to find a file in the zip drive, than in the C: drive.

We recommend creating folders in the zip drive for each class or instructor. See the above section on creating folders for learner texts.

The following picture shows the zip drive on Workstation 1 with a folder for Student Texts.
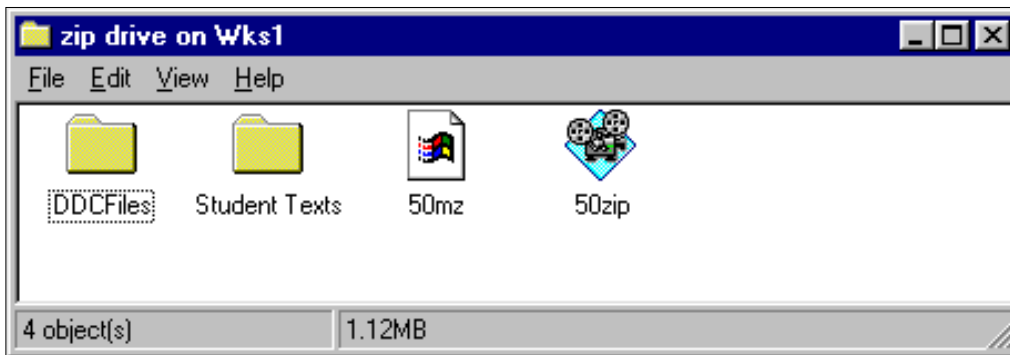

To copy a learner text file to the zip drive:

1.   In Windows Explorer click the file you want to copy (to select it).   Right-click it and select **Copy**.

2.   Double-click **Network Neighbourhood**, and double-click **Workstation 1**.

3.   Click **zip drive** to select it. Right-click the folder where you want to copy your file and select **Paste** to copy the file.

OPENING FILES

■   **Opening a Read-only File**
   When a read-only file is opened, a dialog box appears asking for confirmation that it be opened as a read-only file. Instruct learners to click **Yes** and save it under another name on their own floppy disks. They will then be able to make any changes they want, without harming the original file.
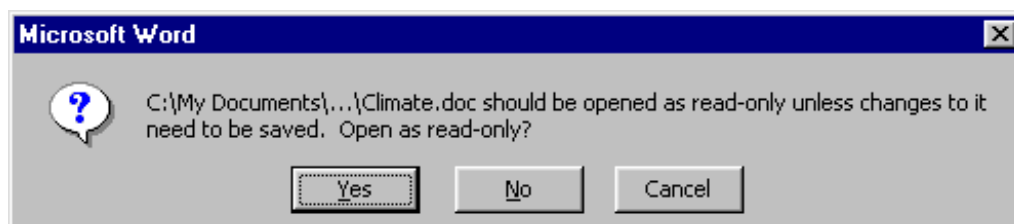
NETWORK CAPABILITIES

■ **Opening a Student Text File on Drive C: of a Computer on the Network (Teacher Mode)**
To open a file the learner must:
1. Double-click **Network Neighbourhood** on his or her desktop.
2. Double-click the **Workstation**.
3. Double-click the **C:** drive.
4. Double-click **My Documents**.
5. Double-click **Student Texts** folder.
6. Double-click the **class** folder.
7. Double-click the specified file.

■ **Opening a Student Text File on the Zip Drive (Teacher Mode)**
To open a file on the zip drive the learner must:
1. Double-click Network Neighbourhood on his or her desktop.
2. Double-click Workstation 1.
3. Double-click zip drive.
4. Double-click Student Texts folder.
5. Double-click class folder.
6. Double-click the specified file.

■ **Opening a Student Text File on Drive C: (Student Mode)**
Learners who have access only to student mode cannot open any files on the hard drive unless a shortcut has been created in the Start Menu. Assuming that a shortcut has been created, simply click **Start** |**Programs** |folder name. (See "Creating a Shortcut to Student Texts in the Start Menu.").

LAB MAINTENANCE

Maintaining a LINC Computer Lab

This section contains technical information about the way the LINC computers are set up, and suggestions for keeping records of computer equipment, software and problems, and regular maintenance routines to help your lab run smoothly.

## Levels of Access to Computer Resources

STUDENT MODE
To ensure that learners do not unintentionally delete or change important computer files, the LINC labs have been set up with many software restrictions for learners. When a computer in the LINC lab is turned on, it is in Student Mode, which means access to various features of the computer is limited. These restrictions should be maintained to keep your lab running as smoothly as possible.
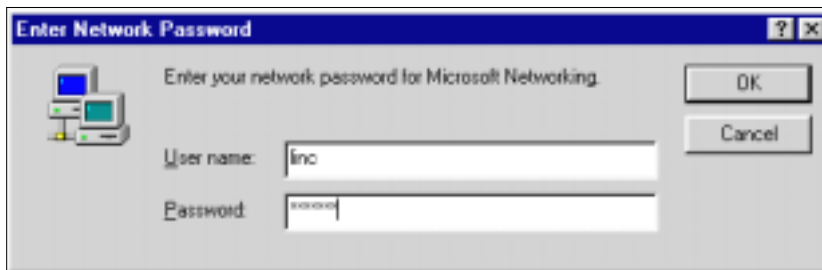
TEACHER MODE
As an instructor you need more access in order to customize your computers, install new software, manage student records in ELLIS Instructor Utilities, use the network, manage files, and solve the problems listed in the Troubleshooting section.

As well, we recommend giving more access to learners in LINC Four and Five, so they can learn the Windows 95 features that help organize and manage files. However, this is at the discretion of the instructor, and depends on the instructor's comfort with computers and also on the readiness of the learners.
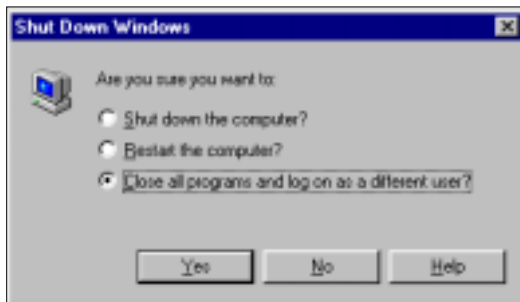
The level of access that has fewer restrictions is called Teacher Mode. To log-in at this level, click on **Start** | **Shutdown** | **Close all programs and log on as a different user?** | **Yes**.

A log-in dialog box will then appear. Type "**linc**" as the user name, "**ontario**" as the password, and click **OK**.

You will note that there are icons on the desktop in Teacher Mode. Please refer to the Windows 95 section in LINC Four for more information about the desktop in Teacher Mode.

To return to Student Mode from Teacher Mode, click on **Start** | **Shutdown** | **Close all programs and log on as a different user?** | **Yes**. In the log-in dialog box, type "**user**" as the user name and "**password**" as the password.

LAB MAINTENANCE

Record Keeping and Inventory

Most LINC instructors do not have a computer technician they can call on at a moment's notice for help, so it is important that any information about a centre's lab be well organized and available to all instructors. Keep a binder for your computer lab that has a list of equipment and serial numbers; sections on any problems and the service needed; special instructions, for example, installing new software; contacts for service; and an inventory of software CDs and manuals. It should also contain a checklist for maintenance items, such as defragmenting and clearing "junk" from hard drives, and emptying the Recycle Bins.

Any time you call for computer service, you will be asked for your site number, the name of a contact person, and the serial number of the equipment for which you want service. Try to have this information readily available. In addition, you will need to know the location of the keys for the cables that lock the computers to the desk. The keys should be numbered to match the workstation number and kept in a secure place. There should be two sets of keys, which you can keep in two different locations. Make sure other instructors know where to locate all information and keys for the equipment in the lab.

As well as keeping track of equipment, prepare a sign out-book for instructors borrowing CDs or manuals. It is a good idea to have a policy that CDs must be returned the next day. If an instructor is using a particular software, all the CDs will be needed.

Daily Maintenance

1. Turn on all computers before students arrive, and note computers that have problems. Most commonly, a problem is due to the computer being shut down incorrectly. If this becomes a pattern, ask the instructor of the last class to tutor students to shut down correctly.

2. Restart computers at lunch hour to clear memory allocation for other programs.

Weekly Maintenance

CLEANING
Monitors, computers, screens, and desktops should be cleaned every week.

- **Keyboard**
  Use a cotton swab or a vacuum cleaner.

- **Mouse**
  1. Turn off the computer.
  2. Turn the mouse over.
  3. Push down on the holding plate surrounding the ball, turn in the direction of the arrows, and lift out.
  4. Clean the ball and contact points inside the mouse with a cotton swab and alcohol.
  5. Replace the ball into the mouse and screw the holding plate onto the mouse.

- **Screens**
  With the monitor turned off, spray water on a soft cloth and then wipe the screen.

- **Computers and Desktops**
  Wipe computers and desktops with a wet cloth. Do not use any chemical cleaners on the computers.

VIRUS CHECKING

Schedule a weekly virus check for your computers by following these steps:

1. Open the virus checker. (Click **Start** | **Programs** | **Norton AntiVirus** | **Norton Program Scheduler**.

2. Click **Add**. Click the arrow beside **Type Of Event** and choose **Run Live Update** (**for Norton AntiVirus**) from the drop-down menu.

3. In the Frequency drop-down box select **Weekly**.

4. Enter a time in the Time box. (Enter a time when the computers will be on.) Click **OK** and **OK** again to save the scheduled event.

5. Minimize the window. Do not exit or Norton Program Scheduler will not run.

Monthly Maintenance

GENERAL INSPECTION

1. Check for loose or stray cables and cords, and tape or move them away from a potential collision with a learner's foot.

2. Check connections of headsets, microphones, mice, keyboards, and outlets.

Maintenance at the End of a Term

REORGANIZING THE HARD DRIVES (DEFRAGMENTING)

After several weeks or months of running multimedia programs a computer's hard drive may be "fragmented." Files can become divided into fragments that are stored in different locations. These files are complete when you open them, but it takes longer for your computer to read from and write to them. To defragment your files and speed up performance, use Disk Defragmenter.

■ **To Defragment a Hard Drive**
   1. Click **Start** | **Programs** | **Accessories** | **System Tools** | **Disk Defragmenter**.
   2. Choose the hard drive disk (**C:**).
   3. If the system recommends a "defrag," click **Start**. If the system does not recommend a "defrag," click **Exit**.

Defrag may take from one to five hours, so it is recommended that you perform this at the end of the last class.

CHECKING THE HARD DRIVE SPACE

To keep your multimedia computers running at their best performance, keep the hard drives at least 15 per cent empty. To check the space that is used and available, use the following instructions:

1. Double-click on the **My Computer** icon on the desktop.

2. Right-click on the **C:** icon.

3. Click on **Properties**.

4. Click **OK**.

LAB MAINTENANCE

CLEARING "JUNK" FROM THE HARD DRIVE

1. Double-click on the **My Computer** icon.

2. Double-click on the **C:** drive.

3. Double-click on the folder **My Documents**, or the folder where documents created on the computer are saved.

4. Select and **delete** any obsolete files.

5. Click "**Yes**" to send them to the Recycle Bin.

6. Also look for any unusual folders that you are sure are not important and delete the contents. (CAUTION: Do not delete .exe, .dll, or .com files.)

7. If you have an Internet lab, look for the folder **Temporary Internet Files** and delete those files as often as possible. Use the Options settings in your browsers to automatically delete these files every five days.

8. Close all windows.

EMPTYING THE RECYCLE BIN

1. Double-click on the **Recycle Bin** icon on the desktop.

2. Click **File | Empty Recycle Bin**.

3. Click **Yes** to confirm that you want to permanently delete the items in the Recycle Bin.

4. Close the Recycle Bin.

Equipment Maintenance

PHYSICAL DAMAGE

Food and drinks can cause a great deal of damage to computer components. Food can crumble and fall in-between the keys on the keyboard. Over time, this causes the keyboards to fail or individual keys to stick. Food and drink residue also accumulates in the rolling component of a mouse and eventually inhibits its performance. Spilled beverages can leak in the computer tower itself. To prevent these problems, enforce a no food and drink policy in the computer room. (See the General Lab Rules section.)

COMPUTERS

Computers should have a number that corresponds to the workstation number in Network Neighbourhood. (See LINC Five for an explanation of Network Neighbourhood.) You need these numbers when reporting problems to technicians, and also to identify computers when using the network in the LINC lab.

MONITORS

The use of screen savers will increase the lifespan of your monitors by preventing "burn-in." Set the "wait" time of a screen saver to twenty minutes. It is possible to enter text as a screen saver. (See Screen Saver Message.)

- **Turning on the Screen Saver**
  To turn on a screen saver, right-click on a blank area of the desktop, and click **Properties | Screen Saver**. Click the arrow beside Screensaver and select a screensaver from the drop-down list. Choose any other options you want. Enter **20** as the wait time and click **OK**.

■ **Screen Saver Message**
You may want to display a text message on the screen saver. This would be good for holidays, for example, "Happy Valentine's Day," or for congratulations to someone. To do this:
1. Right-click on a blank area of the desktop and click **Properties** on the pop-up menu.
2. Click the **Screen Saver** tab.
3. Click in the screen saver option area and choose **3D Text** or **Scrolling Marquee**.
4. Click the **Settings** button.
5. Click the **Text** radio button and type in a message (16 character maximum for 3D Text).
6. Choose from a variety of other options. Click **OK**.

■ **Turn off the monitors**
Turning off the monitors when the learners are not using the computers is another way to help prevent "burn-in."

PRINTER
Keep an extra printer toner cartridge and extra paper in the lab.

When the level of toner in the print cartridge is low, a "Toner Low" message displays. The message is cleared when the upper front door is opened. To utilize the remaining toner, remove the print cartridge and shake it gently. Reinstall the same print cartridge and continue using it until the print quality becomes unacceptable.

MOUSE PADS
There are two types of mouse pads available: a soft cotton style and a hard plastic-coated style. A mouse tends to work better when it is exposed to both types. Use both types and switch them weekly.

HEADSETS
It is best to keep the headsets plugged into the computers. One method of keeping them safe between classes is to hang them on hooks stuck to the side of the monitor. This eliminates having to distribute, collect, and store them at each class, thus reducing their mortality. It is also easy to quickly see if all the headsets are in place.

FLOPPY DISKS
Keep a supply of floppy disks for learners to save their work. Have learners label their disks and provide containers where they can be stored in the classroom. Make it clear that the disks are not to leave the classroom until the learner has left the program. If learners are working on something important, like a resumé, they may need a second disk to use as a backup disk.

CDS
Number the CDs and the cases, and ask your learners to use the CD whose number matches their workstation number. It is important to have some method of storage that is easy for you to tell at a glance if all of the CDs have been returned at the end of the class. Some centres use CD towers. If you turn a tower on its side it is easy to insert and take out the CDs, and you can also write numbers on the tower so that CDs are stored next to their number. One centre has devised a CD holder made of cloth that can be hung on the wall and has numbered pockets for the CDs. At the end of the class, store the CDs in a secure place.

LAB MAINTENANCE

For longer lasting CDs, remember that the shiny underside of a CD must always be clean and scratch-free. Instruct students to handle CDs by holding them on the edges by fingertips.

VIRUSES

Although there is a virus-checking program on the LINC computers, more viruses appear every day. It is in your centre's best interest to periodically update this virus checker. This is especially important if your centre is connected to the Internet.

Provide learners with floppy disks that are kept in your computer room. When learners leave your centre they can take their disks with them. This way learners have no excuse for bringing disks from the outside world into your lab, which is the most common way for a virus to infiltrate your computer lab.

- **Running a Virus Check**
  To do a virus check of a computer, double-click the virus check icon in the notification area of the taskbar (on the right side, at the bottom of the screen). If any virus is reported, call a technician for help.

CHECKING THE NETWORK

1. Turn on all of the computers.

2. Start a computer in teacher mode.

3. Double-click the **Network Neighbourhood** icon on the desktop.

4. Check that all of the workstations appear on the screen.

5. If a computer does not appear, reboot it by pressing **Ctrl**+**Alt** +**Del**.

6. Check Network Neighbourhood again by right clicking and selecting **Refresh**.

TROUBLESHOOTING   ●

Solving Problems

This section provides suggestions for instructors to solve simple software and hardware problems without calling technical support personnel

Using Help

Windows 95 Help can provide you with step-by-step tips on how to troubleshoot software problems. Click **Start** | **Help**, look for "**Troubleshooting**" in the Help Contents, and choose a topic.

Types of Problems

COMPUTER PROBLEMS

■ **Computer will not start.**
  If the power button is pushed, but nothing happens, take the following steps.
  1. Push the power button again. If there is no clicking sound the button may be broken.
  2. Check the electrical outlet at the wall or power bar to make sure the computer is plugged in.
  3. On the power bar, toggle the switch to the "On" position. Does a light appear to indicate that the power is on?
  4. Check the plug point at the back of the computer itself. Make sure it is plugged in.
  5. Check the plug to the monitor. Does a light appear on the computer tower? Yes: this means that the computer has power, but the monitor does not. Check the monitor cable. Does a light appear on the monitor, but there is no picture? Yes: the monitor's connection to the computer is loose; you must check both ends of the cable from the monitor to the computer.
  6. If none of these suggestions helps, call in a technician.

■ **A computer screen is frozen. A program has stopped responding to the mouse or keyboard.**
  Computers "freeze" and stop interacting with learners. There are a couple of reasons why this may occur: the computer's resources are overtaxed, or the learner's over-zealousness in clicking has overwhelmed the computer. It is best to restart a computer if an application is frozen, since it is an indication that the computer's resources are becoming dangerously low.

  To restart a computer, do not turn off the power. Hold down the **Ctrl** and **Alt** keys and press the **Delete** key. A dialog window will appear. Highlight the program name and the message **Not responding**, click **End Task**, wait up to one minute and the application will disappear. Then try starting the program again, or restarting the computer by clicking **Start** | **Shutdown** | **Restart** | **OK**.

■ **A computer crashes on a regular basis.**
  If a computer crashes (the screen goes dark and nothing is happening), restart it and then:
  1. Scan the hard drive for errors. Click **Start** | **Accessories** | **System Tools** | **Scan Disk**. Choose the hard drive disk (**C:**), select the Automatically Repair Errors box, and click **Start**.
  2. If you did not select **Automatically Repair Errors**, and the system prompts with a possible error, make a note of it, click **Ignore This Error**, and click **Close**.
  3. Defragment the hard drive. **Click Start** | **Programs** | **Accessories** | **System Tools** | **Disk Defragmenter**. Choose the hard drive disk (**C:**). If the system recommends a "defrag," click **Yes**. If the system does not recommend a "defrag," click **Exit**. If "yes," this defrag may take from one to five hours, so it is recommended that you perform this at the end of the last class.

TROUBLESHOOTING

CD PROBLEMS

■ **A computer will not accept a CD.**
Remove the CD from the CD drive and inspect it. If there are deep scratches, they may be the problem. If the CD is soiled by residue from handling, then a light polish with alcohol and a soft cotton towel will clear up this problem.

MOUSE PROBLEMS

■ **The mouse does not work.**
The mouse is essential for basic interaction with the computer, so if the mouse is not completely plugged in at the back of the computer you will usually get an error message. Take the following steps to try to solve mouse problems:
1. Check that the mouse is plugged in at the back of the computer.
2. Check that the mouse cord is not pinched.
3. Clean the mouse.
    a. Turn off the computer.
    b. Turn the mouse over. Push down on the holding plate surrounding the ball, turn in the direction of the arrows, and lift out.
    c. Clean the ball and contact points inside the mouse with a cotton swab and alcohol. Replace the ball into the mouse and screw the holding plate onto the mouse.
4. Check the "Handedness" of the mouse. The mouse buttons can be reversed, so that a left-handed person can use the mouse and access most computer functions by clicking the right button. These buttons may have been reversed, making the mouse non-functional for a right-handed learner. To reverse the mouse buttons, click **Start** | **Settings** | **Control Panel**. Double-click the Mouse icon. Select the Buttons tab, choose the left or right button, and click **OK**.

■ **The mouse pointer has a trail.**
Some learners may alter a computer setting so that the mouse is leaving trails on the screen. To reset this, click **Start** | **Settings** | **Control Panel**. Double-click the **Mouse** icon. Select the **Motion** tab, uncheck **Show Pointer Trails**, and click **OK**.

SOUND PROBLEMS

■ **There is no sound.**
Take the following steps to try to resolve sound problems.
1. Check the headset yourself. It may be that the learner has a hearing problem. On the right side of the taskbar, in the notification area, check the Volume icon. If it has a red circle with a stroke through it, the mute feature is turned on. To rectify this, click the **Volume** icon, and uncheck the **Mute** box.
2. Check connections:
   a. of the headset to the computer itself: The black plug should be plugged into the headset icon, and the grey plug should be inserted into the speaker icon on the right side of the monitor.
   b. at the back left side of the monitor base, the white and orange RCA jacks should be inserted in the left and right points (for sound).
   c. at the back left side of the monitor base, the yellow microphone jack should be plugged into the MIC outlet.
3. Take the headset to another computer to see if it works there.
4. Click **Settings** | **Control Panel** | **Multimedia** | **Audio tab**. Ensure that the slider for audio playback is in the middle and that **SB16 Wave Out (280)** is selected in the Preferred Device area. Click **OK**. Restart the computer.
5. Still no sound? Call a technician.

■ **The sound is too loud (or too low).**
To change the sound level, click on the **Volume** icon in the notification area of the taskbar and drag the slider up or down. Click outside the volume control to close it.

■ **The microphone does not work.**
1. Check that the sound is working.
2. Place the headset on your head. Click **Start** | **Programs** | **Accessories** | **Multimedia** | **Sound Recorder**. Click on the record button (red dot), say a few words into the microphone and click the forward arrow (play) to hear your voice.
3. Check connections. (See "There is no sound.")
4. Take the headset to another computer and test it out there.
5. Replace the headset, and test a new set.
6. Click **Start** | **Settings** | **Control Panel** | **Multimedia** | **Audio**. In the recording section, click on **Advanced** properties. Ensure that the slider for sample rate is set to **Best**. Click **OK**.
7. Still no sound? Call a technician.

TROUBLESHOOTING

PRINTER PROBLEMS

■ **The printer is not printing.**
1. Check that the master computer (usually Workstation 1) is turned on.
2. Check that the printer is turned on.
3. Check that the paper trays have paper.
4. Look on the LCD display for an error message.
5. Check the Printer Controls of Workstation 1 to see that Pause Printing has not been selected. Sometimes a learner opens Control Panel | Printer and clicks Pause Printing, thereby not allowing any of the terminals to print. To solve this problem:
   a. Double-click the **Printer** icon in the notification area of the taskbar to open the Printer window.
   b. Click **Printer** | **Purge Print Documents** to delete all the print jobs that have accumulated by over-anxious learners who have pressed the Print button numerous times
   c. Deselect Pause Printing
   d. Instruct learners to print their documents again.
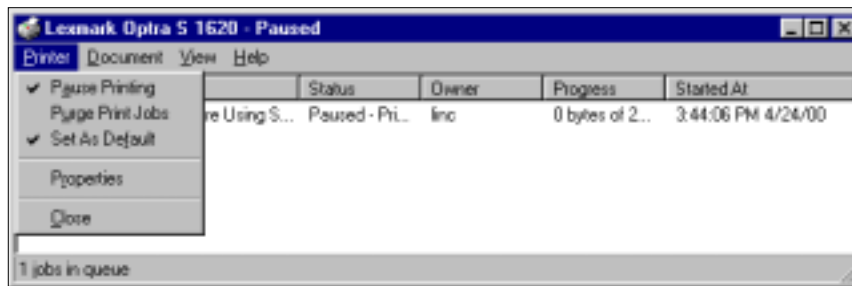
DISPLAY PROBLEMS

■ **Alignment**
If the image on the screen is not aligned properly, use the CustoMax program.
Click **Start** | **Programs** | **CustoMax** | **CustoMax 2.1**. Click one of the Main icons and follow the instructions to make the necessary adjustments.

■ **Learners are getting headaches when they are in the computer lab.**
Problems can arise when computer programs are made for a specific resolution (the number of picture elements [pixels] or dots on the computer screen displayed by width and height), but your screen is set to a different resolution.

LINC computers are set at 800 by 600. However, ELLIS software is more effective at 640 by 480, since at 800 by 600 it does not occupy the whole screen. Changing the resolution may make it easier for learners to use ELLIS.

To change the resolution of the screen, click **Start** | **Settings** | **Control Panel**. Double-click on the **Display** icon. Click the **Settings** tab, drag the slider to **640 x 480**, and click **OK**.

■ **The colours on the screen are not normal. They are banded.**
Changing the colour depth may solve this problem. Colour depth refers to the number of colours the monitor is allowed to display. Most programs for ESL are set to work at 8 bit or 256 colours.

To change the colour depth click **Start** | **Settings** | **Control Panel**. Double-click on the **Display** icon. Choose **High colour 16 bit** and click **OK**.

DESKTOP PROBLEMS
■ **Taskbar**
  • **Learners cannot click a response in ELLIS**.
  The taskbar may be in the way. You can prevent the taskbar from covering any ESL software applications by hiding it. Click **Start** | **Settings** | **Taskbar** | **Start Menu**. Uncheck **Always on top** and click **OK**. To get the taskbar back on screen, press the **Ctrl** and **Esc** keys together.

  Or you can click **Start** | **Settings** | **Taskbar** | **Start Menu** | **Auto hide** | **OK**. The taskbar disappears while you are working in a window, and then reappears when you move the mouse to the bottom of the screen.

■ **Colours**
  • **Learners want a green desktop, the same as their computers at home.**
  To change the desktop's background to the default green, right-click on a blank area of the desktop, and click Properties in the popup menu. Click the **Background** tab. Click **Wallpaper**. Locate and choose **None**. Click **Pattern**. Locate and choose **None**. Click the **Appearance** tab. Click **Colour** and select the green colour you want. Click **OK**.

  • **How can I switch back to the default colour scheme "Windows Standard"?**
  To change the desktop's colours to the default "Windows Standard," right-click on a blank area of the desktop, and click **Properties** in the pop-up menu. Click the **Appearance** tab. Click **Items** and choose **Desktop**. Click **Schemes** and choose **Windows Standard**. Click **Colour** and select a colour. Click **OK**.

■ **Icons**
  • **The icons on the desktop are too small.**
  To change the desktop's icons, right-click on a blank area of the desktop. Click **Properties** on the popup menu. Click **Appearance** | **Item** | **Icon** | **Size**. Type the number you want. (**32** is the default.) Click **Font**, and select the print style you want. (**MS Sans Serif** is the default font.) Click **OK**.

  • **The desktop looks messy. There are icons all over the screen.**
  To bring a sense of uniformity to all of the desktops in the classroom you could have all of the learners arrange their desktops as a group. Right-click on a blank area on the desktop. Click **Arrange icons** on the pop-up menu and click **by Type**.

TROUBLESHOOTING

- **There are too many icons on the desktop.** Some programs have more than one icon. You arrive at the lab and find that one of the computers has too many icons on the screen. Close investigation indicates that the names of each of the extra icons have a bracket 2 at the end, such as ELLIS Middle Mastery (2), or Copy of ELLIS Middle Mastery.

  To clear the extra icons from the desktop:
  1. Hold the **Ctrl** key down on the keyboard and click each of the extra icons. When finished release the **Ctrl** key.
  2. Press the **Delete** key.
  3. Click **Yes** to confirm sending to the Recycle Bin.

- **An icon's label has changed.**
  To change an icon's label, right-click on the icon. Click **Rename** in the pop-up menu. Make the necessary changes and press **Enter**.

- **A program icon has disappeared.**
  To add an icon for a program:
  1. Click **Start** | **Find** | **Files or Folders**. In the named area, type in the first few letters of the program followed by an *. Click **Find Now**. This will help you locate the icon files for your program.
  2. Double-click the program folder from the list that appears at the bottom of the Find dialog box.
  3. Right-click the program folder and select **Create Shortcut**. When a dialog box asks if you want the shortcut to be placed on the desktop, click **Yes**.

SCREEN SAVERS
- The screen saver comes on too quickly. The learners find this distracting and it seems to zap the computer's resources.
  To change a screen saver's "Time out" settings, right-click on a blank area of the desktop. Click **Properties** in the pop-up menu. Click the Screen Saver tab. Click in the **Screen Saver** option area and choose an option (**Flying Windows**). Note that the option **Wait**: becomes active. Click here to choose a time out; 20 minutes is recommended. Click **OK**.

  It is true that the screen saver is always running in the background and is actually using valuable computer resources. It may be best to turn it off. To turn off the screen saver, right-click on a blank area of the desktop. Click **Properties** in the pop-up menu. Click the **Screen Saver** tab. Click in the screen saver option area, choose **None**, and click **OK**.

ACCESSORIES
- The clock does not show the correct time or date.
  To reset the time or date, double-click on the clock on the taskbar. This will open the **Date/Time Properties** dialog box. Use the controls in this box to adjust the time. Click **Apply** | **OK**.

WINDOWS 95 • 2

What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer back to the LINC One section on Windows.   This section builds on those skills and adds more vocabulary and information about the features of Windows 95.

Features

RUNNING MULTIPLE PROGRAMS

Windows 95 allows you to run several programs at once. To run a program, click on the **Start** button on the Taskbar and select the program from the program menu. If there are several programs open at the same time on the desktop, you need to know how to manage them in order to know what program you are working in.

- **Active window**
  A window or program that is currently selected is the active window. It has a coloured title bar and the cursor can be seen in that particular window.

- **Inactive window**
  An inactive window has a grey title bar. To make it active, click anywhere on the desired window.
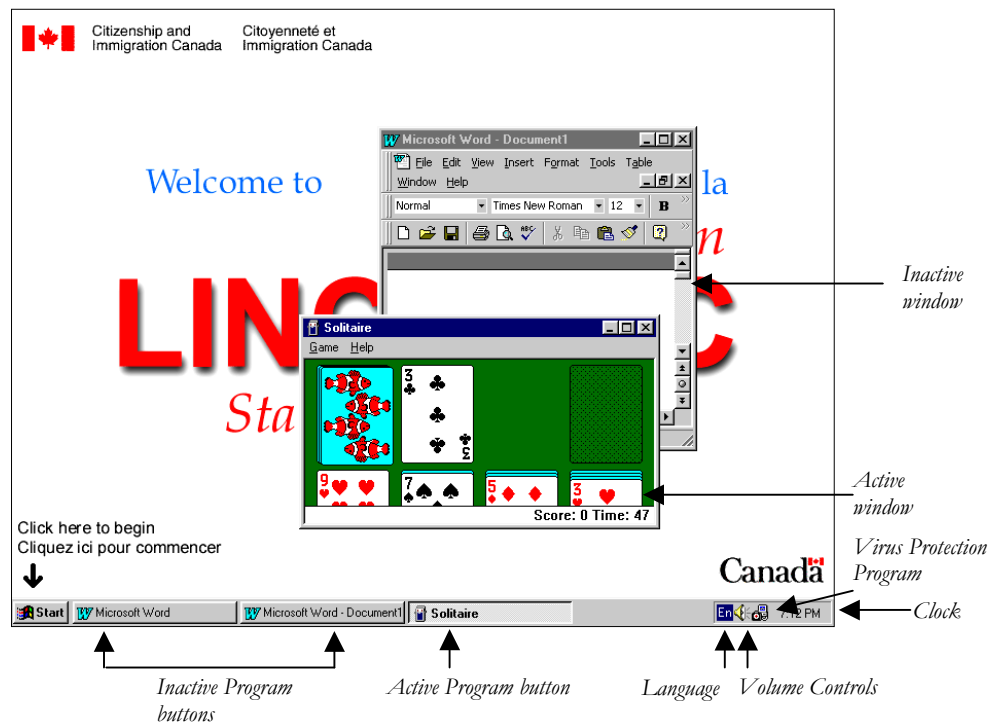
2. WINDOWS 95

TASKBAR

The taskbar provides you with information about all the windows you have open. Each open window appears on the taskbar as a button. To switch between open applications, click on the program button on the taskbar.

- **Active Program button**
  A button that looks like it is pressed down or is lighter coloured indicates that the program or document is active.

- **Inactive Program button**
  A button that does not look pressed down indicates the program is inactive.

ARRANGING WINDOWS

- **Using a Shortcut Menu (Right-clicking)**
  Windows can be arranged automatically by using a menu available on the taskbar. Right-click on a blank space on the taskbar. To right-click, click the right mouse button. This will open a pop-up menu, which displays the commands most commonly used for the item you have clicked. In this case, it displays commands for arranging the windows on the desktop. You can choose **Cascade Windows**, **Tile Windows Horizontally**, or **Tile Windows Vertically**.

Cascaded windows

Pop-up or Shortcut menu
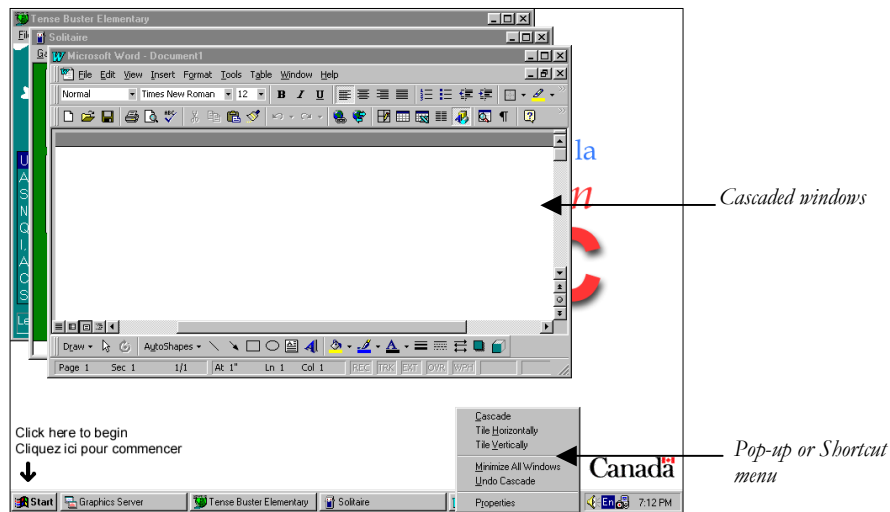
- **Resizing windows**
  In order to see two or more windows (or applications) on the screen at once, you can resize them. A standard border surrounds each window. You can drag the border to resize the window by putting the mouse pointer on the border, holding down the left button and moving the mouse until the border is in the desired position, or click on the sizing buttons to minimize, maximize, or restore it.

- **Moving windows**
  To move a window, click on the title bar and drag to reposition it.

COMPUTER ASSISTED LANGUAGE LEARNING

NOTIFICATION AREA

The area to the right of the taskbar contains various indicators, depending on the task you are working on. For example, if you are printing a document, a printer icon will appear. In the LINC labs it also gives information about the following:

- **Language**
  Indicates the language and keyboard properties the computer is using.

- **Virus Protection Program**
  Double-clicking on this icon gives access to the program that scans the computer for viruses.

- **Clock**
  Positioning the mouse pointer over the time will display the current date. Double-clicking on the time will open the date/time dialog box in which you change your computer's date and time.

DIALOG BOXES

Some commands need additional information before the computer can execute the commands you have chosen. In the pull-down menus, an ellipsis (…) after a menu command means that a dialog box appears when you select that command.
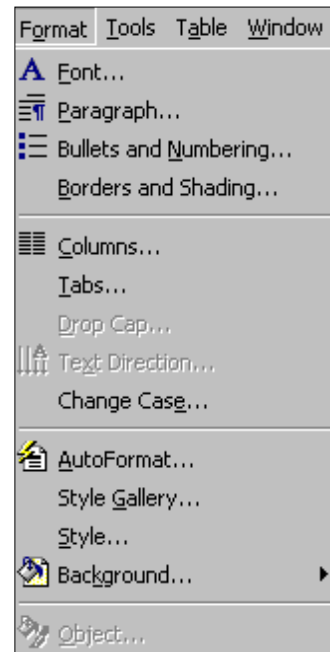
The Windows program, and all programs designed for Windows, use dialog boxes, so it is important to learn how to use them. For example, if a learner tries to open a program that requires a CD (compact disc), the dialog box below appears advising that a CD has not been inserted. The learner must click **OK** and either insert the required CD or proceed with other actions.
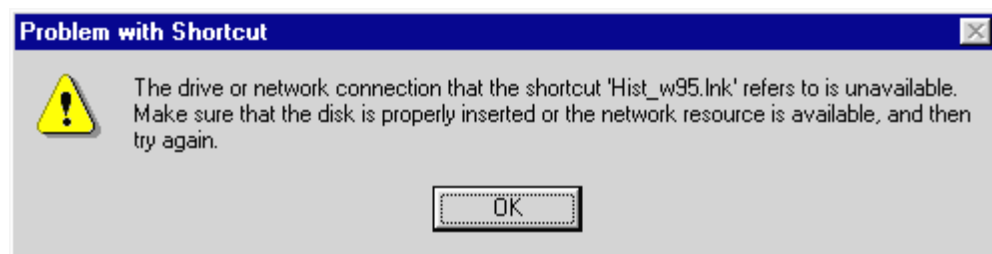
2. WINDOWS 95

HELP MENU

Clicking **Start|Help** on the taskbar opens Windows' on-line help system. The Help menu is organized into three categories which can be accessed by clicking on one of the tabs at the top of the Help Topics: Windows Help dialog box.

■ **Contents:** gives an overview of various features; for example a Ten Minute Tour of Windows demonstrates how to start a program, explore the computer, find a file, switch windows, and use Help.

■ **Find:** searches through the text of the topics to find specific words and phrases in Help topics. Type in a keyword, for example, games, and Windows displays Help topics that contain that word.

■ **Index:** gives information on a specific topic. Type the first few letters of the word you are looking for in the text box, click the index entry you want, and then click **Display** to access information on that topic.

Help Topics: Windows Help

Contents | Index | Find

1 Type the first few letters of the word you're looking for.

> basic

2 Click the index entry you want, and then click Display.

- switching programs
- **basic skills**
- battery life, extending
- battery meter
    - checking the amount of power left
    - showing or hiding
    - using power management
- baud rate for alternative input device
- beep for keystrokes, setting up
- binding an adapter to a protocol
- bitmaps, displaying in the background
- blank separator pages, printing
- blink speed of the cursor, adjusting
- blocking access to inappropriate Web pages
- bookmarks, adding to Help topics
- boot disk, creating
- booting your computer

Display | Print... | Cancel

How to use Windows 95 with LINC Two Learners

LINC Two learners need to know the skills suggested for Level One and be familiar with several ways of accessing a function, e.g., closing a window by clicking **File|Close** or clicking the close box.

In addition, they will now be using several programs simultaneously on their desktop. They need to know how to resize and move windows, so they can easily see and work with more than one program on the screen. They should also be able to automatically arrange the windows by using the menu available on the taskbar. For this they will need to right-click.

The Windows Help feature has a "Tour, Ten Minutes to Using Windows" in the Contents menu and a demonstration of basic skills (moving, sizing, scrolling, closing, and switching between windows) accessible by typing "basic" in the Index. Both are excellent explanations of Windows features, the English is easy to understand, and they are a good review of the features that are introduced in this level.

Have learners keep a binder of computer instructions and vocabulary. It can include teacher handouts, information copied from the board, and completed assignment sheets.

WINDOWS 95 • 3

What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer to the previous sections on Windows. This section builds on the skills explained in those sections and adds more vocabulary and information about the features of Windows 95.

Features

DIALOG BOXES

Some commands need additional information before the computer can execute the command you have chosen. In this case, a dialog box will appear that will ask for more information. The following table gives a list of the different ways you may be asked to provide this information.

Item	Description
Spin box	• Allows you to select a number by scrolling or by typing a number in the box.
Radio button	• Clicking this small circle selects an option.
Check box	• Clicking this square box turns a dialog box option on or off. Sometimes you can check more than one option.
Slider	• Allows you to set the degree to which an option is in effect.
Drop-down list box	• Clicking the arrow displays a drop down list that displays the options available.
Text box	• A box in which you type text.
List box	• A box containing a list of items. To choose an item, click the arrow; then click the desired item.
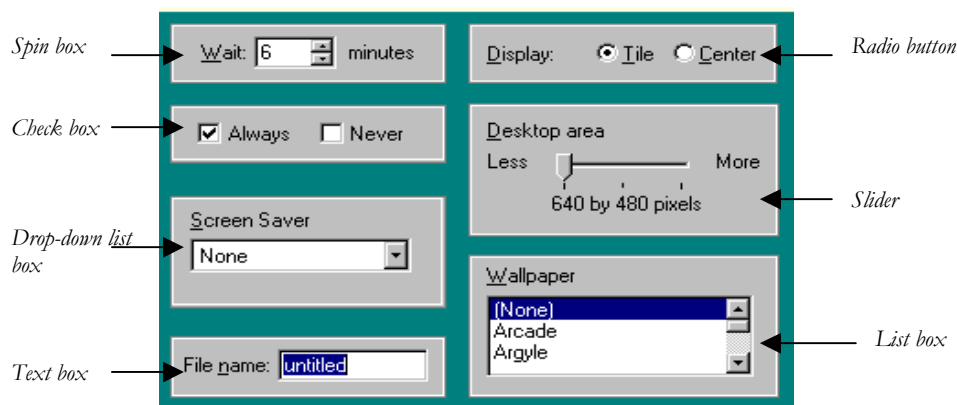
3. WINDOWS 95

CUSTOMIZING THE DESKTOP

■ **Moving and Resizing the Taskbar**

Windows' default (or the computer's setting) is to show the taskbar at the bottom of the desktop. You can, however, move or resize the taskbar to suit your working style, or hide the taskbar so you have more room on the desktop for other windows or programs.

You can move the taskbar to the top or sides of the desktop by dragging it. To resize the taskbar, position the mouse pointer on one of the taskbar's borders. When you see the double-headed arrow, drag the border to the desired size.

■ **Changing the Date or Time**

Double-clicking on the clock accesses the Date/Time Properties dialog box. Use the controls in this box to adjust the date and time.
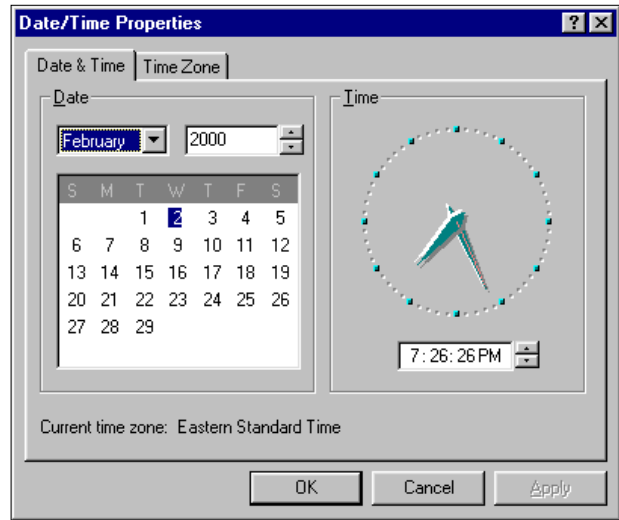
ADJUSTING THE VOLUME

Clicking once on the volume icon in the notification area of the taskbar will open a master volume control. The volume can be adjusted by dragging the slider or by clicking in the mute check box. Double-clicking on the volume icon will open the Volume Control dialog box that gives other options for changing the sound of your computer.
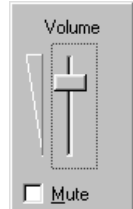
SWITCHING BETWEEN WINDOWS

Switching between windows enables you to update and complete your work quickly and easily. There are several methods. Besides clicking the program buttons on the taskbar, or clicking in a window to activate it, you can use the Alt and Tab keys. Press and hold down the **Alt** key and press the **Tab** key. A box appears indicating which programs are running. Continue to press the Tab key (while holding down the Alt key) until the program you want is selected. Then release the Alt key.

MINIMIZING ALL WINDOWS

If you want to minimize all the open windows at once, right-click a blank space on the taskbar and choose **Minimize All Windows** from the pop-up menu**.**

WINDOWS 95 • 4

What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer to the previous sections on Windows. This section builds on the skills explained in those sections and adds information about the file-management features of Windows 95.

Features

LOG-IN (TEACHER MODE)

The LINC labs are set up to limit learners' access to many of the computer's resources. This ensures that files are not unintentionally deleted or changed. However, this also means that learners are not exposed to the Windows 95 features that help organize and manage files.

To access these features, the learner must be in the teacher mode. To do this, click on **Start|Shutdown|Close all programs and log on as a different user?|Yes**.
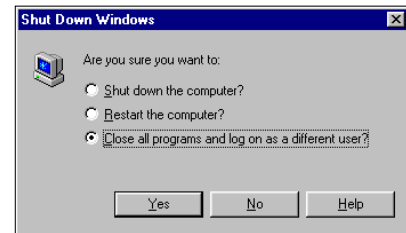
A log-in dialog box will then appear. Type "**linc**" as the user name, "**ontario**" as the password and click **OK**
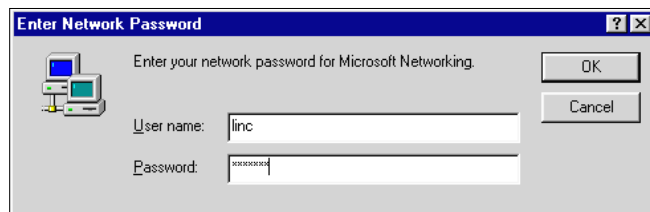
4• WINDOWS 95

THE DESKTOP IN TEACHER MODE

The desktop in teacher mode has the following icons:

■ **My Computer**
Displays the contents of your computer.

■ **Network Neighborhood**
Allows access to files stored on other computers in the LINC lab that are networked to your computer.

■ **Recycle Bin**
Contains deleted items you can permanently remove or restore.

■ **My Briefcase**
Used to transfer files from the hard drive to a floppy and back again, ensuring that they are up-to-date no matter where you work on them. (This feature will not be described, as it is not used in the LINC lab.)

■ **Shortcut to Internet Explorer**
Opens Internet Explorer, a program that allows you to access the Internet, if you are connected.
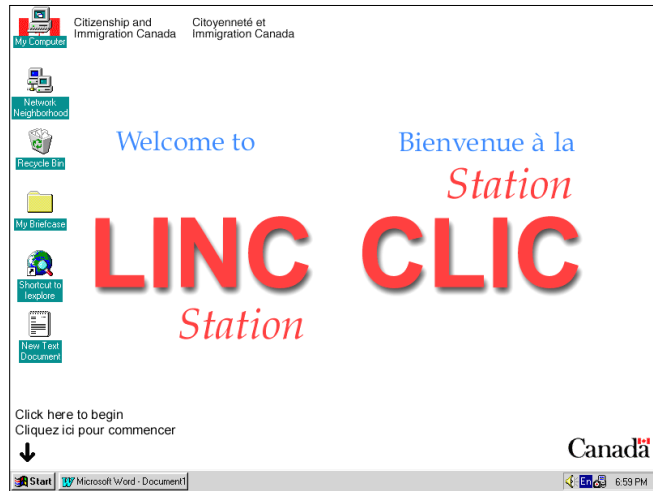
USING THE MOUSE

■ **Selecting an icon on the desktop**
To select an icon on the desktop, move the mouse pointer to the icon and click the left mouse button once. The icon is then highlighted.

■ **Right-clicking to open a shortcut menu**

■ **Pointing to an icon and clicking**
The right mouse button will open a shortcut menu (also called pop-up or context menu). The menu changes, depending on what you are pointing to. Clicking the desktop anywhere outside the shortcut menu will close it.

■ **Double-clicking to open a window**
When you double-click on an icon, the program or application starts and a window opens on the desktop. Note that a program button will also appear on the taskbar.
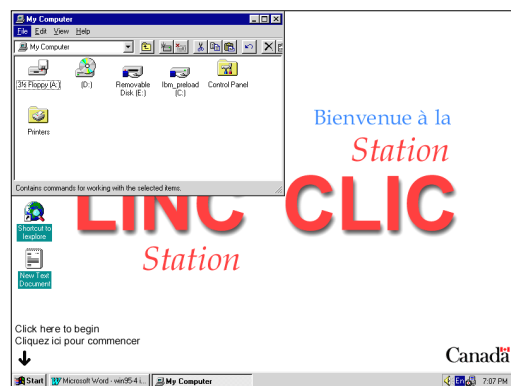
CUSTOMIZING THE DESKTOP

■ **Displaying Icons**
You can arrange your desktop to suit your needs. You can move icons or change the way they look.
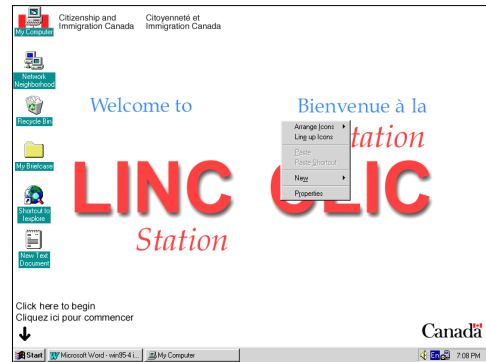
To move the icons, right-click on a blank area on the desktop to open a pop-up menu. Deselect **Auto Arrange** on the pop-up menu and drag the icons to the position you want. You can also arrange **by Name, Type, Size,** or **Date** by clicking one of those choices on the pop-up menu.
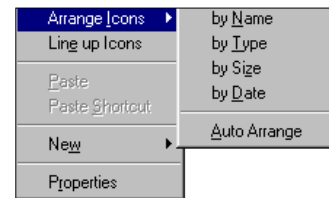
■ **Customizing the Taskbar**
Right-clicking on the taskbar and choosing **Properties** will access a shortcut menu, Taskbar Properties, which will allow you to make the changes that are described below.

- Always on top
  When you maximize a program's window, it enlarges to fill the entire screen except for the taskbar. If you want to use that space also, deactivate the **Always on top** check box by clicking it. To get the taskbar back on-screen, press the **Ctrl** and **Esc** keys together.
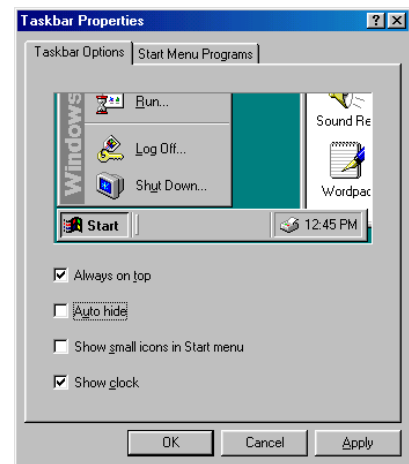
■ **Auto hide**
To hide the taskbar, click **Auto hide**. The taskbar disappears while you are working in a window and then reappears when you move the mouse to the bottom of the screen.

- Show small icons in Start menu
  Clicking **Show small icons** reduces the size of the icons used in the Start menu. This reduces the overall size of the Start menus, making it easier to navigate and select options.
- Show clock
  You can choose to show or not to show the clock by clicking the **Show Clock** checkbox.

■ **Formatting a Disk**

Before you can save a file on a floppy disk it must be formatted to receive your file. The disks that have been supplied to the LINC labs are usually preformatted. However, it is still useful to know how to format disks. You can use this feature to erase learners' disks and reissue them to other learners. Formatting will also tell you if disks have bad sectors, in which case it is best not to use them.

To format a disk, insert it into drive A:. Double-click on the **My Computer** icon on the desktop and right-click **3¹/² Floppy (A:)**. Click **Format** on the pop-up menu and select **Quick (erase)** in the Format dialog box that appears next.
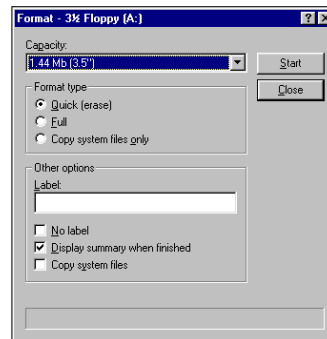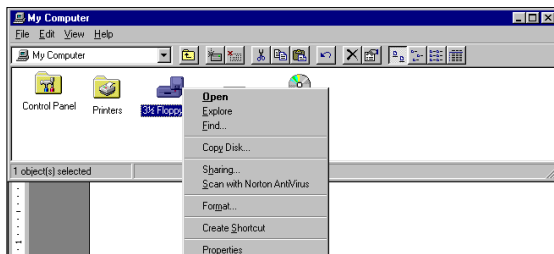
Note that Windows cannot format a disk if it is write-protected. This means that no changes can be made to the data. A disk is write-protected if the write-protect tab on the disk has been moved to reveal a second open square. Moving the tab back over the square will remove this protection.

■ **Saving Files**

When you save a file the **Save As** dialog box opens. In this dialog box you give your work a file name and specify where you want the file saved.

You specify the location first. Click the **Save In** list arrow, and click **3¹/² Floppy (A:)** or whichever drive contains your folder. Then double-click to open the folder you want the file saved in.
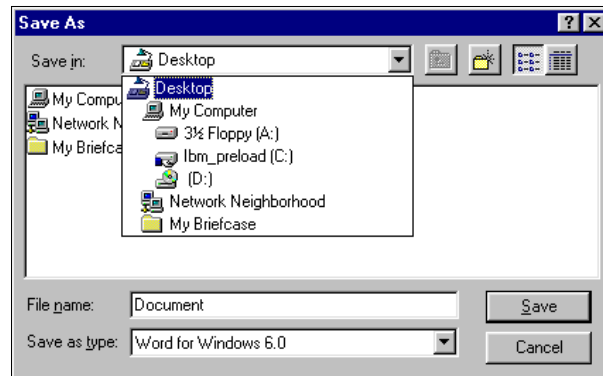
Depending on the overall structure of your folders you may have to double-click several times before you reach the level of folder you want. Then enter the file name and click **Save**. The Floppy (A:) drive may not appear in student mode. If you would like to save on a floppy, but are not given it as a choice, type **A:** before the file name, with no spaces. For example, if the file name is Transportation, type A:Transportation.
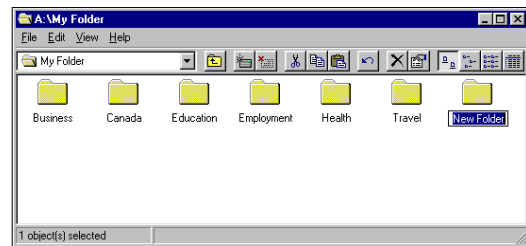
■ **Creating a Folder**
Working with your files is easier if you group related files into folders. For example, you may want learners to create a folder for each theme they study.

To create a folder, double-click **My Computer** and then double-click the disk drive or folder in which you want to place the new folder. In the LINC lab, it is usually a floppy (the A: drive). Then click **File|New|Folder**.
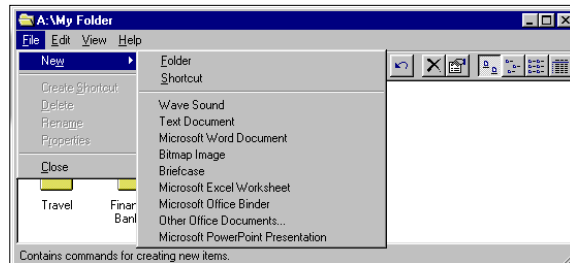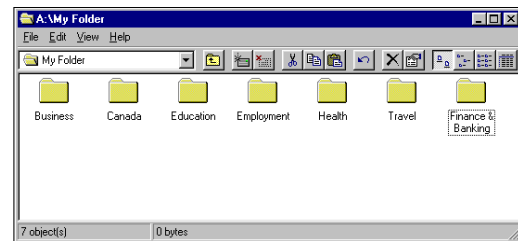
The new folder appears in the window.

Creating a New Folder

The folder's name is highlighted: New Folder. Type a name for the folder and press **Enter** to accept the new name.

Naming the Folder

■ **Moving and Copying Folders**
You can move or copy a folder and its contents to another folder or disk. For example, you may want to move or copy the Finance and Banking files into My Documents on the hard drive or to a separate floppy. You also need to know how to copy folders in order to make backup files. Backing up files means copying them onto another disk
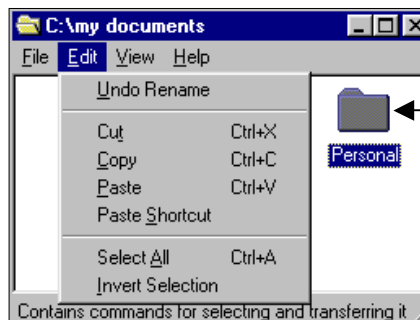
A copy of the file is moved or copied here.

First, double-click **My Computer** and find the file you want to move or copy and click it. Then click **Edit** on the menu bar. Choose the **Cut** command to move the file or **Copy** to make a copy of the file. The file, or a copy of it, is then moved to the clipboard until you are ready to paste it.

Then open the folder where you want to place the file. Click **Edit|Paste**.

If you change your mind, you can "undo" the file command by clicking **Edit** on the menu bar and selecting **Undo** or clicking the **Undo** ⤺ button on the toolbar.

■ **Copying a File to a Floppy Disk**
Double-click on **My Computer** and find the file or folder you want to copy and click it. Then click **File|Send To** and click the drive where you want the file or folder to go.
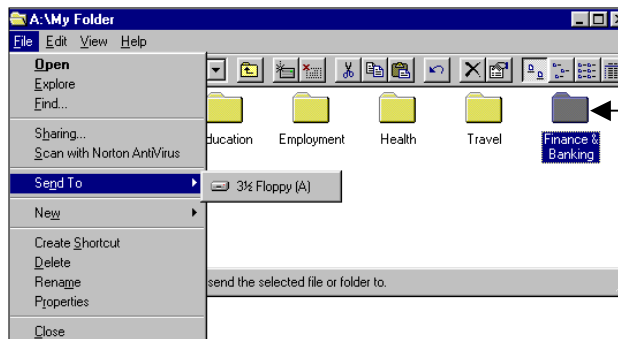
A copy of this folder will be copied on a floppy.

You can select multiple items by pressing and holding down the **Ctrl** key as you click each item you want.

■ **Deleting Files or Folders**
Follow the above method for finding the file and then click **File|Delete** on the menu bar. When Windows asks you to confirm the deletion, click **Yes**.

Renaming Files or Folders
Follow the above method for finding the file and then click **File|Rename**.

You can use the File and Edit menus on the menu bar, the pop-up menu (right-click on an empty space in the window), or the buttons on the toolbar to access commands that will help you organize your folders and files. Refer to "The View Window Toolbar" for an explanation of the buttons.
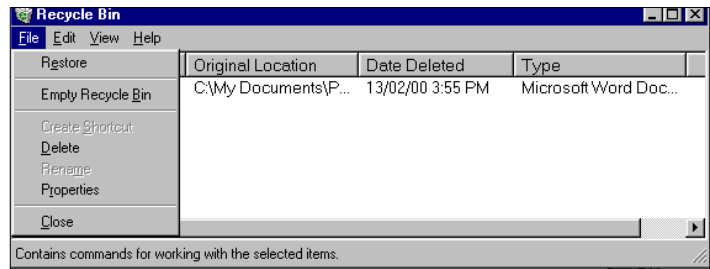
RECYCLE BIN

The files you delete are stored in the Recycle Bin. They are not actually removed from the hard disk until you empty the Recycle Bin. By default, Windows 95 sets aside 10 per cent of the disk space for the Recycle Bin. It begins to delete the oldest files when the 10 per cent is filled up.

You can retrieve files you may have deleted in error. Double-click on the Recycle Bin on the desktop to view the files that have been deleted. Click the file you want to retrieve and click **File|Restore**.
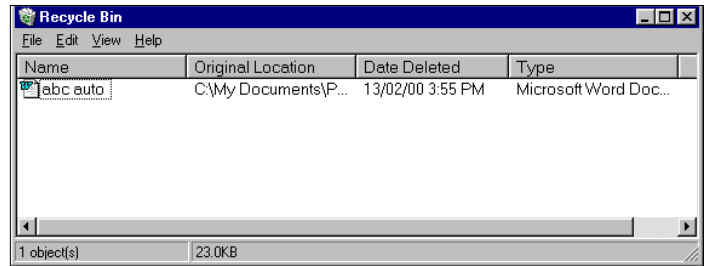
When you are sure you will no longer need files you moved into the Recycle Bin, you can empty the Recycle Bin by clicking **File|Empty Recycle Bin**.

If you delete a file from a floppy disk, it does not go into the Recycle Bin. You cannot restore files deleted from a floppy disk

WINDOWS 95 • 5

What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer to the previous sections on Windows. This section builds on the skills explained in those sections and adds information about the file management and networking features of Windows 95.

Features

WINDOWS EXPLORER

Windows Explorer is a feature that allows you to view the contents of the computer and to manage documents. It is similar to My Computer, explained in the LINC Four section on Windows. However, rather than using pictures or icons to show the contents, Explorer displays the computer's contents as a hierarchy, or "tree." You can see the contents of each drive and folder on your computer, and of any computers that are networked to your computer.

To open Windows Explorer, click **Start | Programs | Windows Explorer** in the desktop Start menu.

The Windows Explorer window is divided into two panes. The left pane allows you to view all the drives installed on your computer, or on computers you are connected to. The right pane displays the contents of the object selected in the left pane. For example, if you select drive C: the right pane displays the contents of that drive.
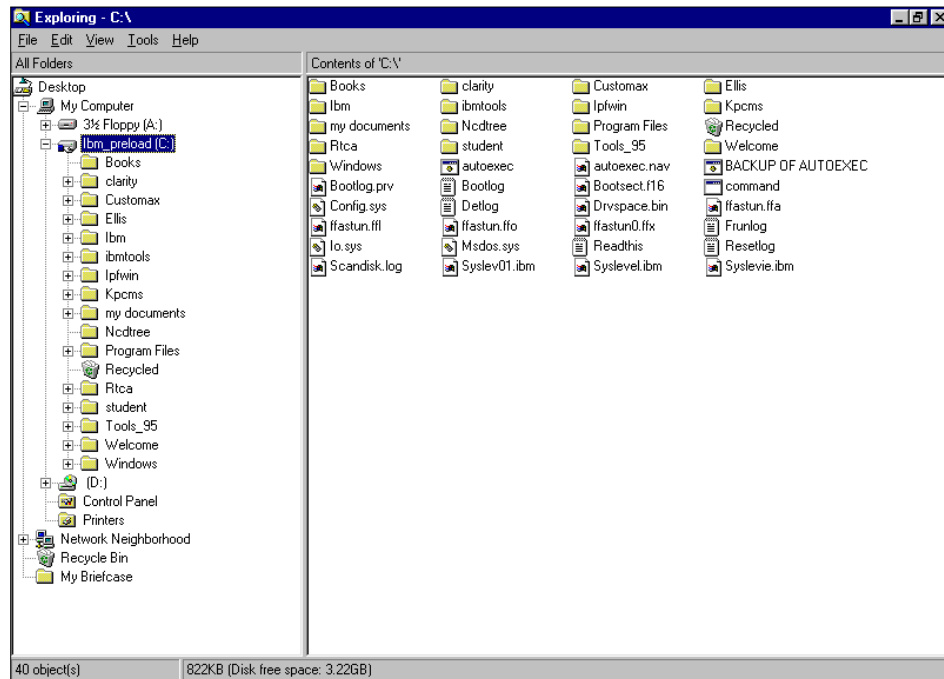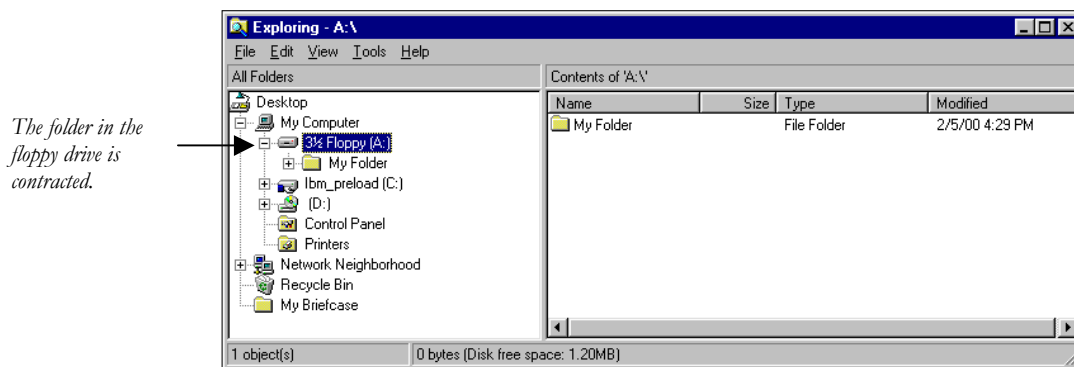
WINDOWS 95

WINDOWS HIERARCHY

Windows Explorer gives a hierarchical view of a computer's contents. The Desktop is the top of the hierarchy. My Computer, Network Neighborhood, Recycle Bin, and My Briefcase, which are all on the desktop, are the next level. The third level contains the drives, Control Panel and Printers in My Computer, and the computers in Network Neighborhood. Following that level is the rest of the folders and documents.

■ **Expanding and Contracting Folders and Drives**
The following screen displays the hierarchy of folders and files in a computer's A: drive. Any folder with a plus (**+**) sign beside it contains more folders and files. (It is expandable.) To view the contents double-click on it, and the contents appear in the right pane.

Contractible Folder

Expandable folder
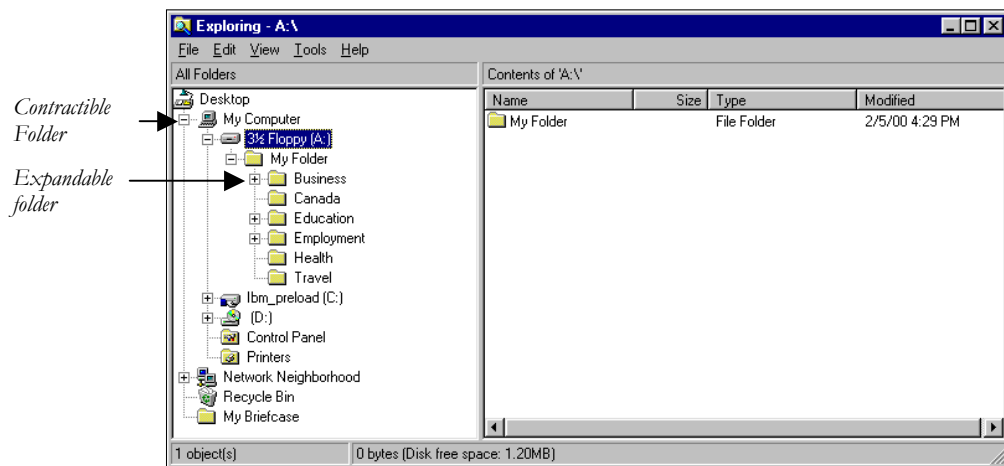
If there are a lot of folders stored within an object, they can take up a lot of space in the window. You may want to contract some folders so that you have a better view of the folders you are interested in. Any folder with a minus (**–**) sign beside it is contractible, meaning that all the contents are currently displayed and if you click it, they will be hidden. The following screen shows the folder in the A: drive contracted.

The folder in the floppy drive is contracted.

CHANGING THE VIEW

To change the way objects appear in the Explorer window click on **View** in the menu bar and select an option. See the LINC Four section on Windows for an explanation of the options.

OPENING A FILE

You can open a program or document by double-clicking its folder in the right pane of the Explorer window.

MANAGING FILES

■ **Creating a Folder**

To create a new folder, click on the drive or folder (in the left pane in Explorer) where you want a new folder. Click **File|New|Folder** and then type a name for the folder and press **Enter**.

It is recommended that all data files created on the computer be saved in a folder called My Documents. If this folder does not exist on your LINC computers, we recommend that you create one, and instruct learners to save any documents to that folder or a subfolder within it

■ **Copying and Moving Files**

When you copy a file, you create a duplicate of it that you can put in another place, another folder, or a floppy disk. When you move a file, you relocate it. When the copy or move command is activated, Windows 95 places a duplicate of the selected object in the clipboard, a temporary holding place where it remains until you paste it to a new location, copy a different file to the clipboard, or shut down Windows 95.

There are several ways to copy or move a file.

• **Right-clicking:** Right-click on the file you want to move or copy. A pop-up menu will appear. To move the file, click **Cut.** To copy the file, click **Copy**. Open the folder where you want to place the file. Then right-click in a blank area of the window and click **Paste**.

• **Toolbar Buttons:** Click the file you want to move or copy, to select it. Click **Copy** or **Cut**. Click the folder where you want to move or copy the file. Click **Paste**.

• **Edit Menu:** Click the file you want to move or copy, to select it. Click **Copy** or **Cut** on the Edit menu. Click the folder where you want to move or copy the file. Click **Paste**.

• **Dragging using the right mouse button:** Click on the file that you want to move or copy. Use the right mouse button to drag the file to the folder where you want to move or copy it. Then release the mouse button and click **Move Here** or **Copy Here**. In the picture below, the Schools folder is being copied to the My Documents folder.
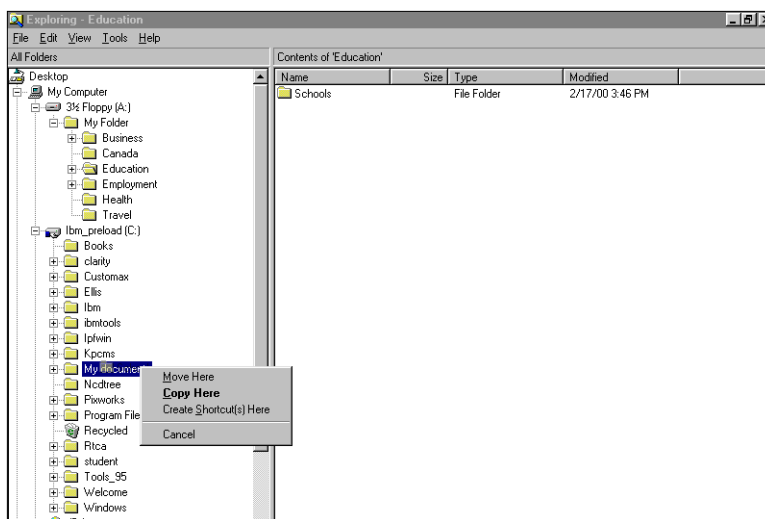
■ **Copying a File to a Floppy Disk**
Insert a floppy disk in the floppy-disk drive and right-click the file
or folder you want to copy. Click **Send To|3½ Floppy (A).**
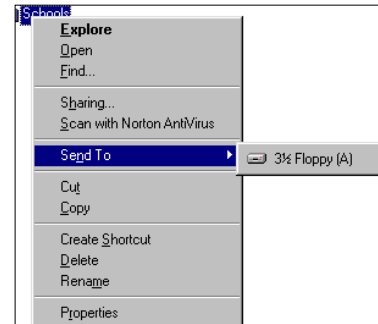
■ **Deleting Files or Folders**
To delete a file, right-click on its name and click **Delete|Yes,** or click the file and press the **Delete** key
and then click **Yes**.

■ **Undoing a Delete**
There are several ways to undo a delete:
Right-click on a blank area of the right pane and click **Undo Delete**.
Click **Edit| Undo Delete**.
Double-click on the **Recycle Bin**. Select the item you want to restore and click **File|Restore**. (See
"Recycle Bin" in LINC Four Windows).

■ **Renaming Files or Folders**
Clicking on the file highlights the name. Type a new file name and press the **Enter** key. You can also
right-click the file and select **Rename** to access this feature.

■ **Quick-Viewing Documents**
You can view a document before opening it. Right-click the file in Windows
Explorer and click **Quick View**. This is a useful feature when you are not sure
what is in a file.
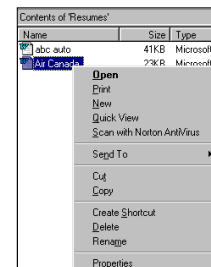
■ **Find**
To search for a file use the Find command. Click
Tools|Find|Files or Folders in the Explorer window.
This feature can also be accessed in the Start menu on the
desktop. Click the **Name & Location** tab. In the
Named text box, enter the name of the file you want to
search for. To change the drive on which Windows will
conduct the search, click the down arrow next to the
Look In list box and choose a drive.
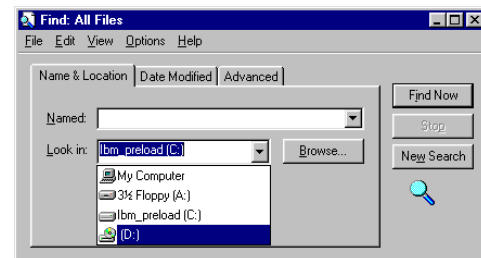
If you want to narrow the search area, you can choose **Browse** and then double-click a specific folder in the **Browse for Folder** dialog box.
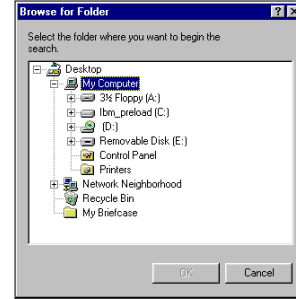
Click the **Find Now** button to begin the search for the file name. A list of found files displays at the bottom of the dialog box. Double-clicking on the file you want will open it.
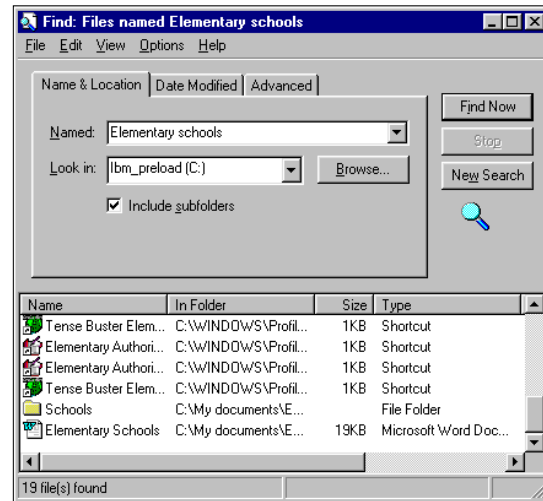
■ **Creating and Using Shortcuts**
You can quickly access a program, folder, or document by creating a shortcut to it and placing it on the desktop. You can then open the file by double-clicking the shortcut icon, without having to open folders and menus.

In the left or right pane of Explorer, select the file for which you want a shortcut. Click **File|Create Shortcut**. An icon, which represents a copy of the file, will be created with a small arrow in the icon's lower left corner, indicating it is a shortcut. Drag the shortcut icon to the desktop folder in the left pane. There will now be a shortcut to this file on the desktop.
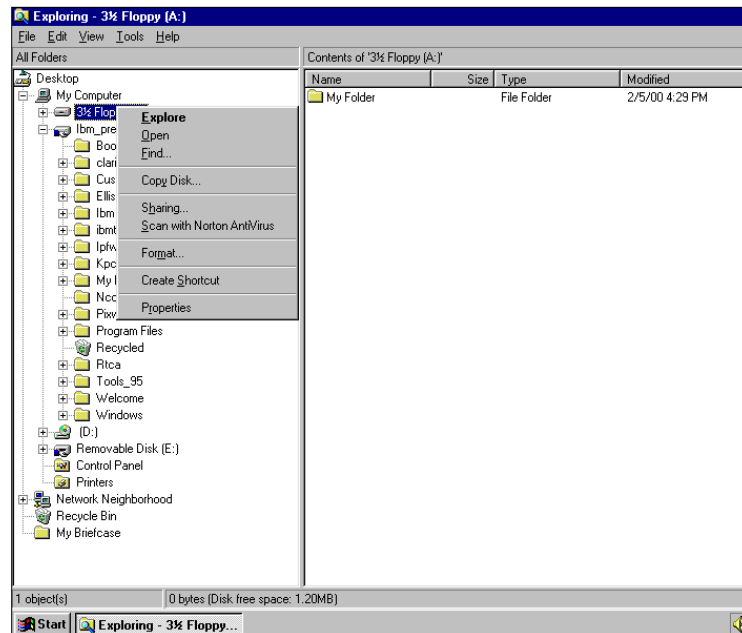
Double-clicking a shortcut will open the file that it represents. A shortcut does not change the document's location, and deleting a shortcut does not delete the original. In the preceding picture a shortcut is being made to the Floppy drive. Since learners save their documents on floppies, it is convenient to have a shortcut to the floppy drive on the desktop. To do this you will have to insert a

disk into the floppy drive, select the A: drive folder, click **File|Create Shortcut** and when a shortcut message appears asking if you want the shortcut placed on the desktop, choose **Yes**.

■ **Creating a Scrap**
A scrap is a file that is created when you drag a highlighted part of a document to the desktop. It acts like a shortcut.

To create a scrap, select the text or graphic in your document that you want to copy, resize your document window so that you have access to the desktop, and drag the selected text to the desktop. By double-clicking on this scrap you can quickly access the text and can easily copy it to other documents.

NETWORK NEIGHBORHOOD

A network is a group of computers connected to each other or to a central server so they can share resources such as printers and documents. The computers in the LINC lab are networked so that documents can be printed using a single printer and documents can be shared without floppy disks being passed back and forth. If your lab is connected to the Internet, your computers also gain access to it and send and receive electronic mail messages through the network.

When you double-click **Network Neighborhood** on the desktop, a window will appear containing an icon called Entire Neighborhood. Double-click that icon to see the computers you are connected to. (Note that only computers that are turned on will appear in this window.)

■ **Using Files Located on Other Computers**
Working with a file or folder located on another computer is much like working with a file on your own computer: you must first find and open the folder that contains it.

To find a file, double click **Network Neighborhood** and then the icon for the computer that contains the folder you want. (In the LINC lab all the computers are identified by a number.) Then double-click on the folder that contains the document. The following picture shows the contents of Workstation 1 in a LINC lab. There is a removable zip drive, a printer, and the C: drive listed in the contents of this computer. Learners at any other workstation have access to all three of these resources. All other workstations in