

MEET YOUR LAPTOP!

1. Use Your Laptop at Home

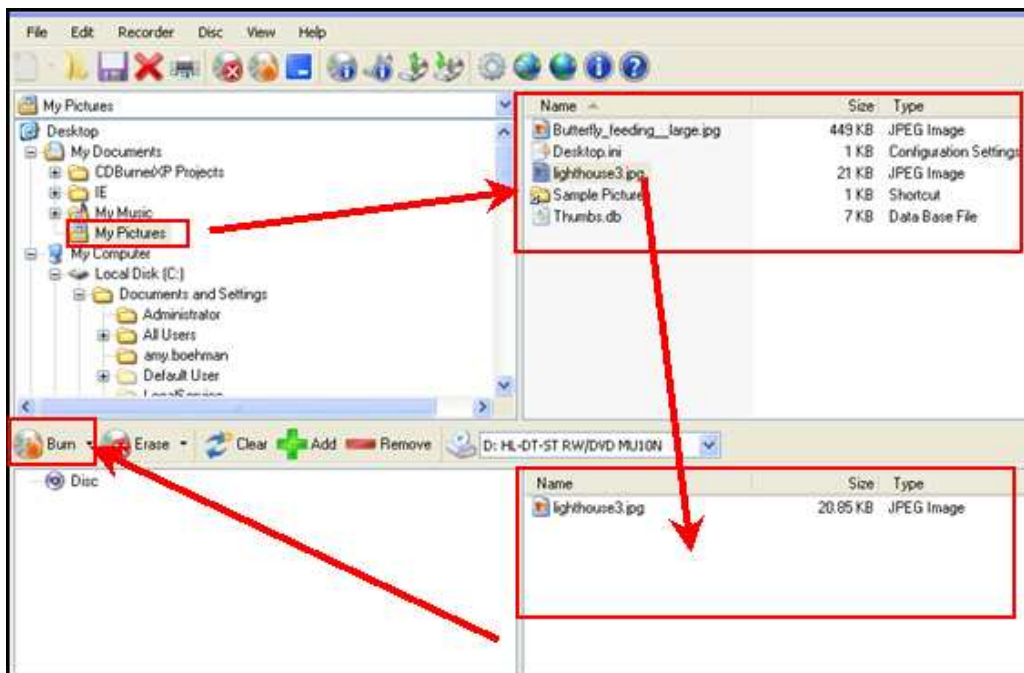
- Log-in to your computer while you are on the network at school
- Double-click on “My Computer” on your desktop
- Double-click on the Staff Drive (T: Drive)
- Double-click on the folder named “Technology”
- Double-click on the folder named “Meet Your Laptop”
- Holding down the “Ctrl” key, Select the following files/folders –
 - “Home Application Menu” folder
 - “Home Application Menu with Internet” folder
 - “Meet Your Laptop” Word document
- Right-click on any of the files/folders selected
- Select “Copy”
- Minimize the applications you have open
- Right-click on a blank space on your Desktop
- Select “Paste”
- The folders and Word document should now be on your desktop to use at home
- When you are home, log-in as you would at school

2. Burn a CD

- Insert a CD into the drive on your computer
- The following box will appear – Burn CD 1



- Select “Burn a disc with CD Burner XP”
- Select “English” as your default language
- Choose “Create Data CD”
- You will see a window appear with your network drives on the left (see picture below)



- In the left window, navigate to where the file(s) is located on the network. (For example, My Documents → My Pictures)
- When you click the drive you want to explore, the folders and files will appear in the top middle window.
- Drag the files/folders that you want to burn onto a CD into the box at the bottom of the screen.
- **Or** you can click the file you want to add, and click the green plus sign (+) to add it to your list of items to be burned.
- When you are finished adding files, click the “Burn” button.
- You will see a pop-up window telling you when the CD is successfully completed. Click “OK”.
- Then the CD will eject automatically from your drive.
- Click the red “X” to close out of the window.
- Click the red “X” again to close out of the program.



3. Play a DVD

- Insert a DVD into your computer
- The following box will appear –



- Click on the VLC Media Player (Cone-shaped icon)
- **Maximize** the window
- Select the Chapter or Topic from the Main Menu
- Helpful Tips –
 - The following icons in the bottom right of your screen are helpful to go back to the Main Menu or advance to certain chapters



- If you would like to view Fullscreen, click “Video” on the top menu, then click “Fullscreen”
 - To exit Fullscreen, right-click on the screen and select “Fullscreen” again
 - In Fullscreen you can also right click and select “Pause, Stop, Play” and many other functions
- You can also play a DVD by inserting the DVD into your computer, double clicking on “My Computer” on your desktop, and double clicking on the “CD Drive (D)”
 - The VLC Media Player will open

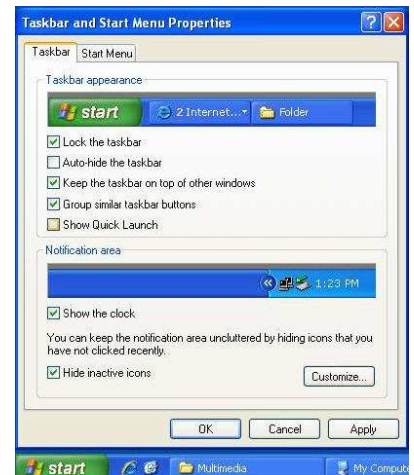


4. Create “FAVORITES”

- There may be some programs that you use frequently and would like quick access to from the Application Menu folder that you dragged on your Desktop
- Find the program you use frequently from the Application Menu on your desktop
- Right-click on the program and click on “Copy”
- Right-click on your desktop and click on “Paste”
- Or you can drag the icon for the program directly onto your desktop.
- Do this for those few programs that you use frequently to quickly access them from home or at school without having to search through the Application Menu.
- Please be selective!

5. Create time-saving SHORTCUTS!

- Quickly Launch Internet Explorer or Desktop mode by adding these icons to the bottom taskbar
 - Right-click on “Start “ in the lower left-hand side of the Desktop
 - Click on “Properties”
 - Click on the “Taskbar” tab
 - Click “Show Quick Launch”
 - Click “Apply” and “Ok”
 - If there are other icons on the Quick Launch taskbar that you want to get rid of you can right-click on them and select “Delete”
- For other shortcuts, see the table below -



Function and Explanation	Shortcut Keys
Select all Select all the items or text in a window	Ctrl + A
Copy Copy a file, text, image	Ctrl + C
Paste Paste text, an image, a file	Ctrl + V
Switch between open windows Quickly toggle between sites and applications that are open	Alt + Tab
Thesaurus In any Microsoft Office program, highlight a work and use the shortcut keys	Shift + F7
Find a Word To find a word in a document or a website	Ctrl + F