

Computer Help Manual™ By Boris Plotkin

Second print

Published: February, 2008

© 1988-2008 Boris Plotkin All rights reserved

Computer Help Manual is a registered trade mark of Boris Plotkin.

Table of contents:

- Basic computing
 - Getting Started
 - Turn off/restart
 - Hardware and software
 - Basic tools
- Internet access
 - Connectivity
 - Safe web browsing
 - Web based email use
 - Sending/receiving
 - Attachments
 - Folders/Labels
- Printing
 - LAN printing
- CD/DVD burning
- Movies and Music
- Lots more tools
- Conclusions

Access to Internet via the world wide web

Internet Explorer(IE6 IE7) or FireFox (Mozilla FF)



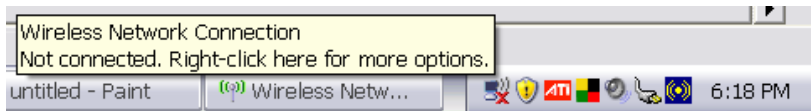
double click to connect



one click to connect



-meaning internet is ok



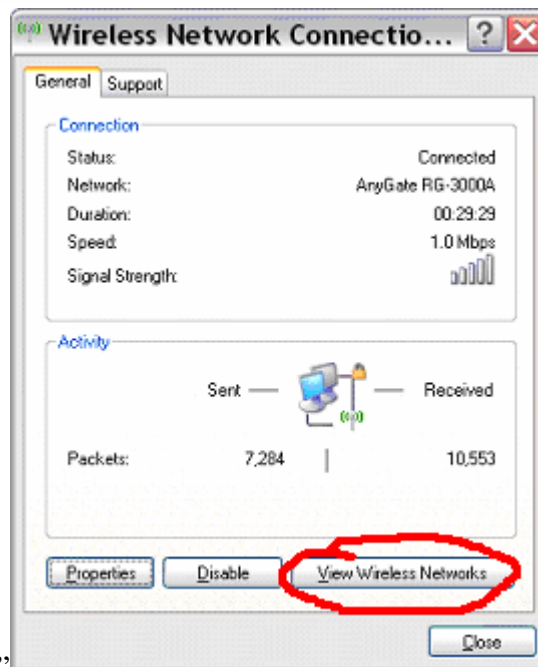
- might be a problem but

still check Internet Explorer in step 1.

Trouble shooting:

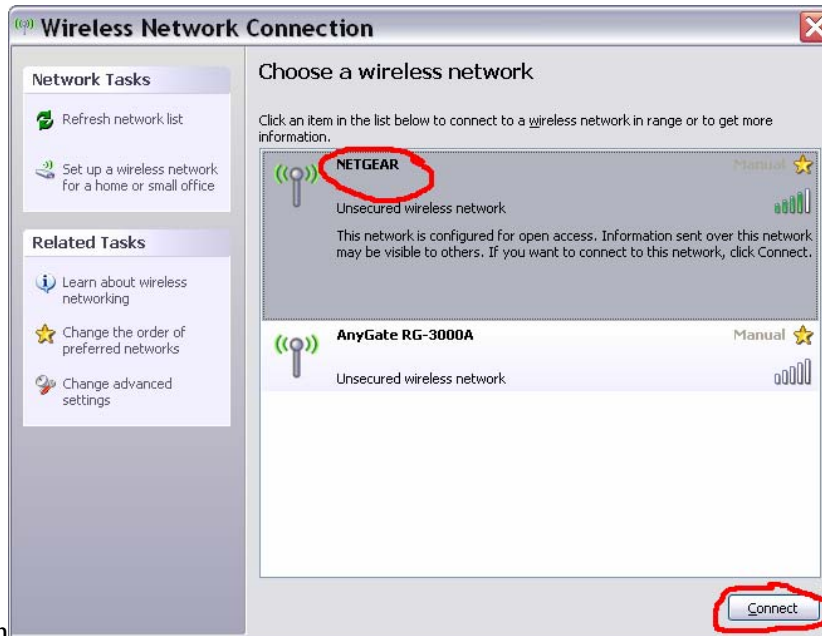
- Wait for about 3-5 minutes and retry

- Double click the internet icon



- Click "View Wireless Networks"

- And click “connect”

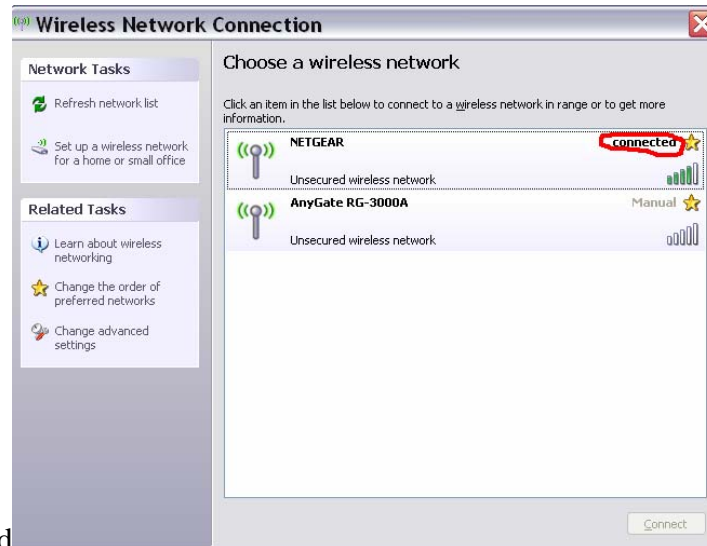


button to the “NETGEAR” network or to any other available network

- Then **wait** for the network to connect



- Then it should be



connected

. If not then next

step it to restart

- **RESTART** the computer and try again from the top please

>>>>

- If nothing works then you must call the IT specialist at (647) 618-8546 and ask for remote assistance.
- Offline = without internet, google, msn, email, skype etc.
- But **WITH** Microsoft word, calculator, Microsoft powerpoint, AutoCAD, Mario, media player, notepad, virus scan, Nero, itunes, Microsoft streets and trips **WILL** all **WORK**

BURNING CD/DVD



1. To burn cd/dvd first you must open NERO icon on desktop

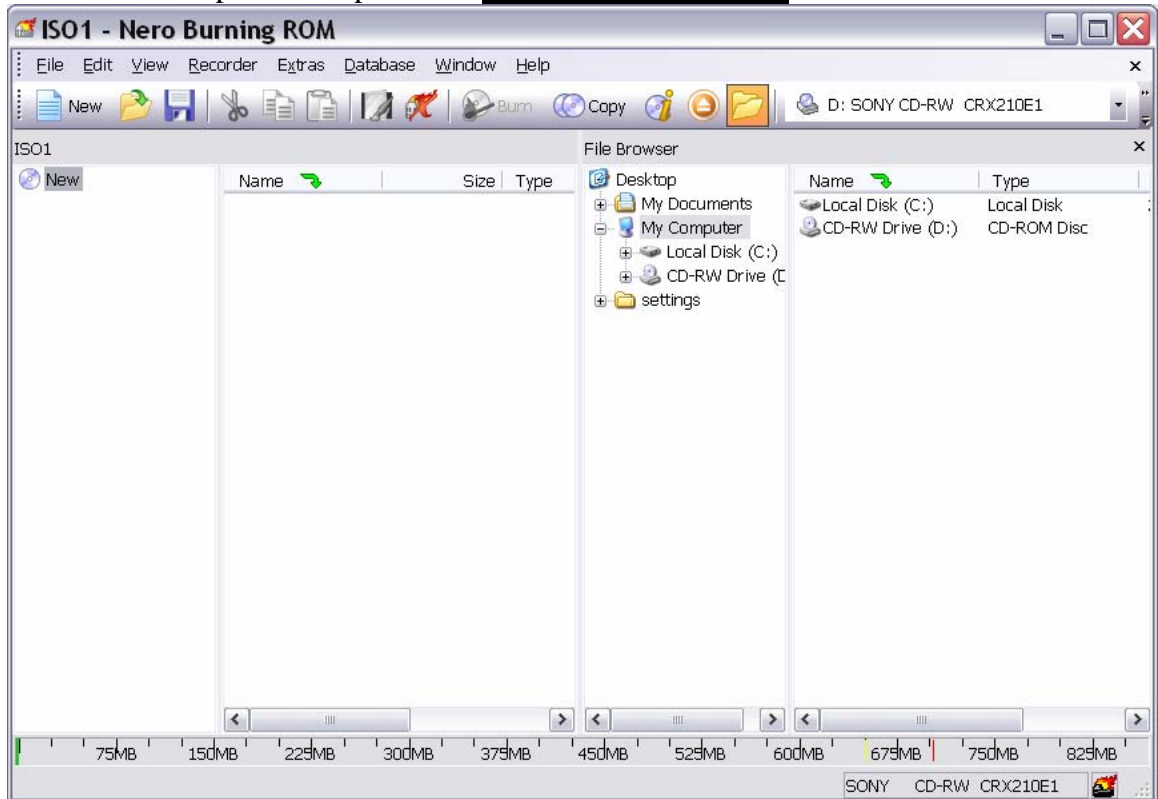


or start menu

2. then chose a task

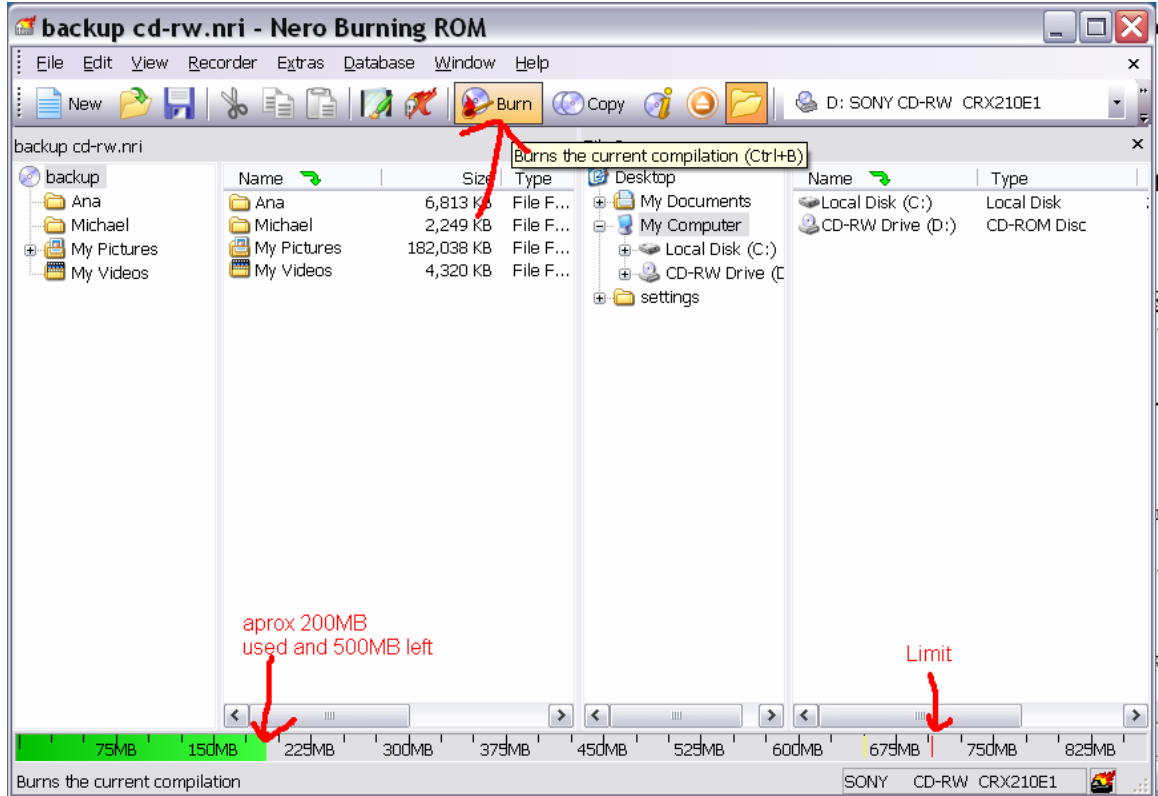


3. to make a backup for example chose **Make Data a CD**

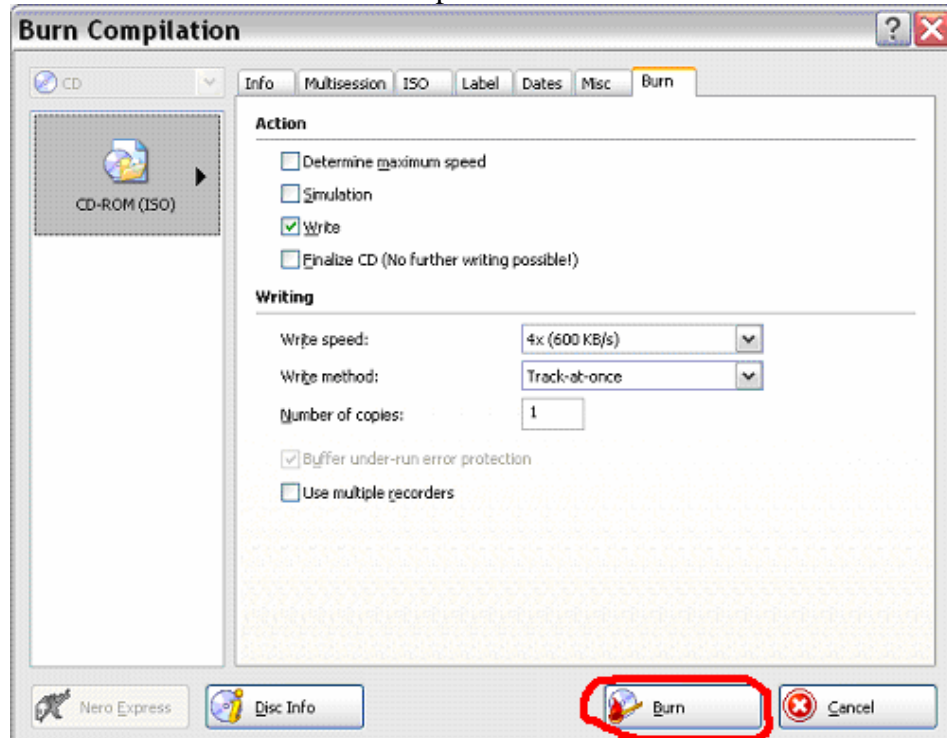


4. then drag and drop items like photos, word documents, music, videos. Etc. at the bottom it will show how much space left.

5. to burn press burn button

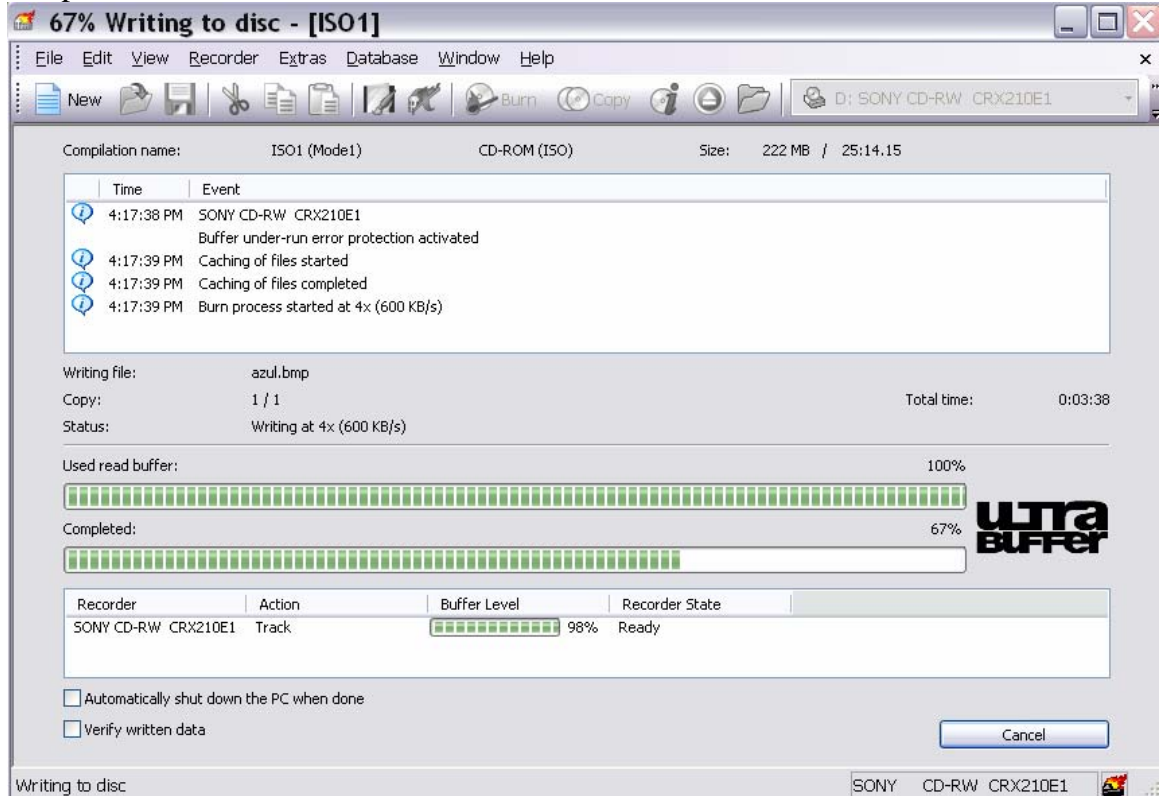


6. then this window will show up



7. insert disk before burning and press burn

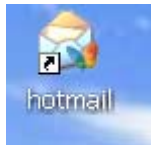
- then wait for burn process to complete



- then press **ok** and disk will eject, you may save the compilation on the computer if you wish.

E-mail

To check email you need internet working and then press “hotmail” icon on the desktop,



wait for it to load and type your email and password.

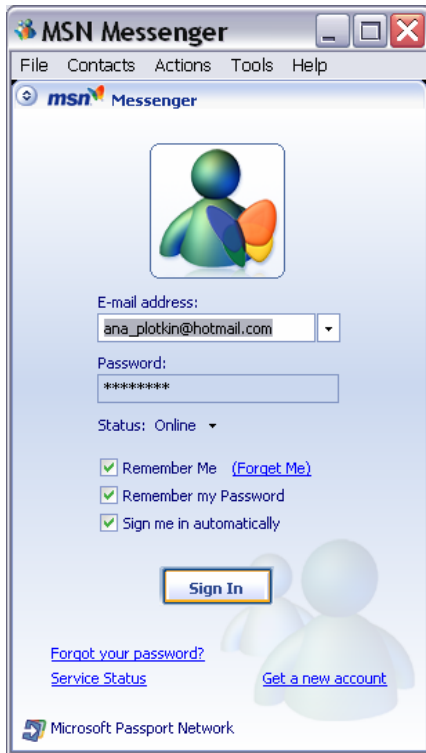
Or you can log into “MSN” to get to your e-mail without entering passwords

To do this:

- Double click “MSN messenger” icon on desktop

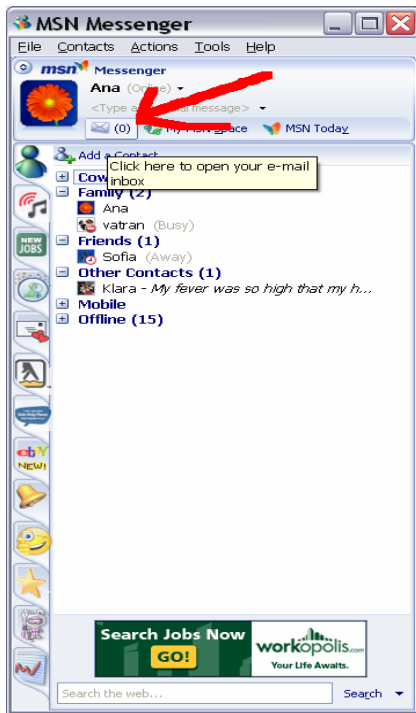


- then press letter sign to check immediate email
- to log out of the email, press “file”
- then “sign out”
- then choose a hotmail email from the list or enter new one with password
- and press “sign in”

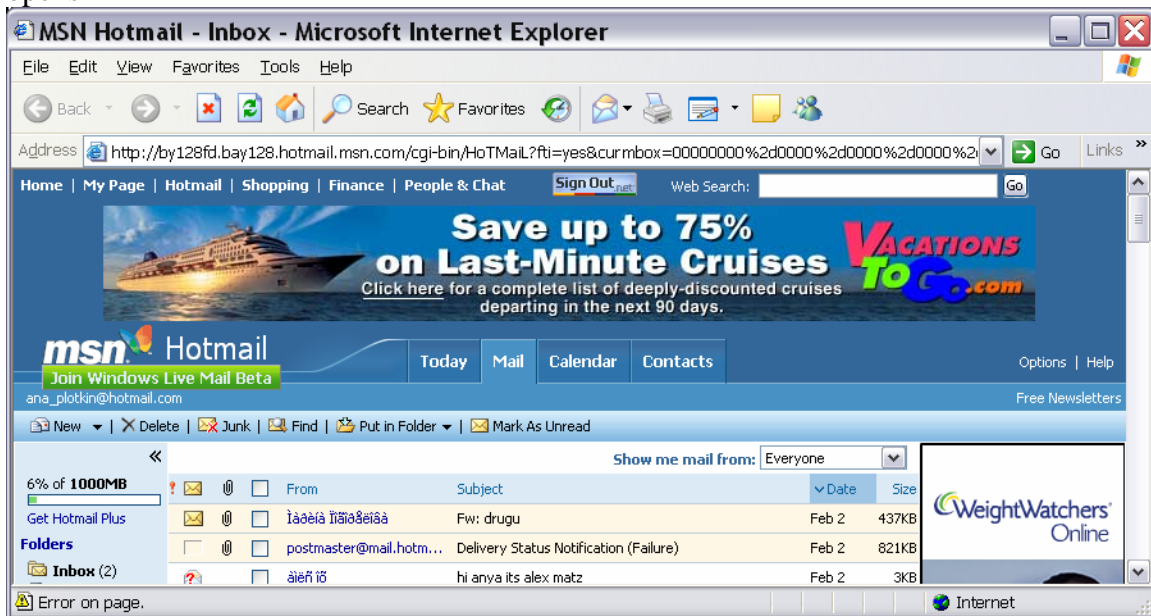


type email and password then choose remember me and remember my password if you wish to be able to log in without typing username and password every time.

Then you see how many new emails you receive



internet window
opens

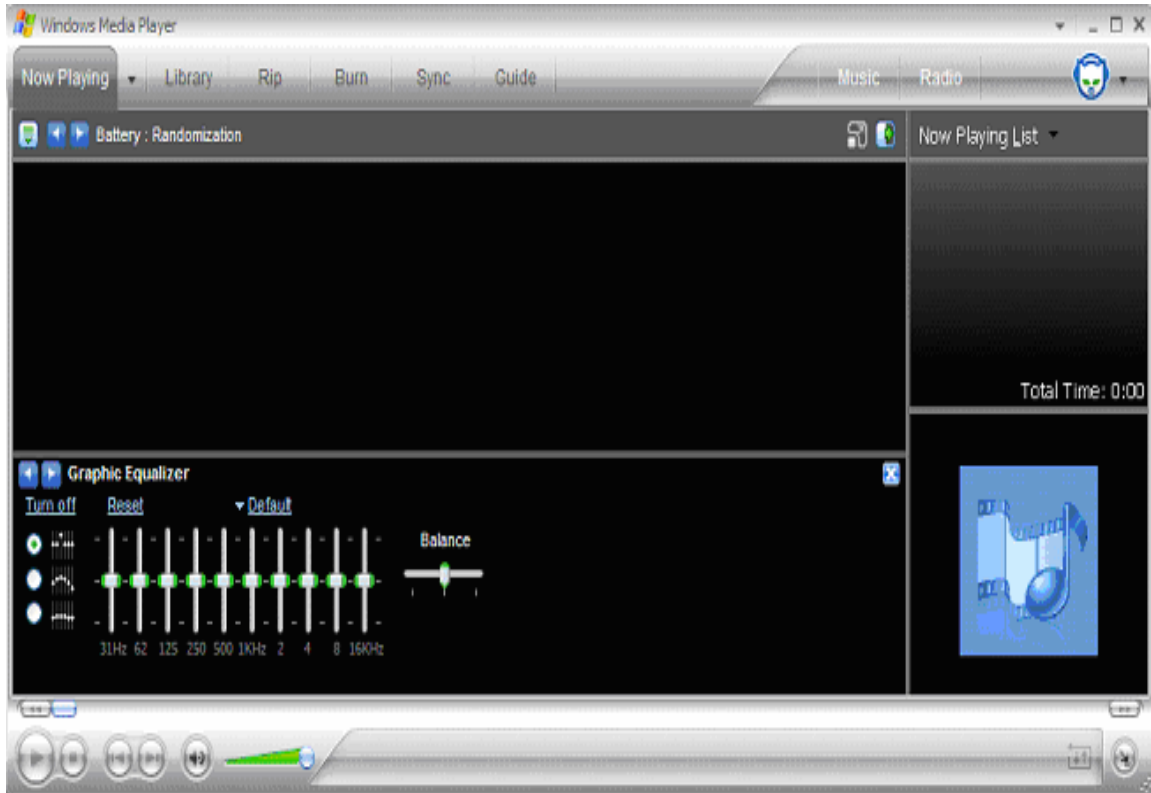


new emails are yellow, click on them to view them

Movies

- click once "my documents" folder on the desktop
- then click once "my videos" folder
- then choose a video to view and click once on it
- Turn the volume on the speakers on

- To find your point click once on the green horizontal line
- To pause video press ctrl+P and again to play video from paused position
- To enlarge video to full screen press Alt+enter and again to make it back to its original size.
- To exit click “x” on the media player and on the folder

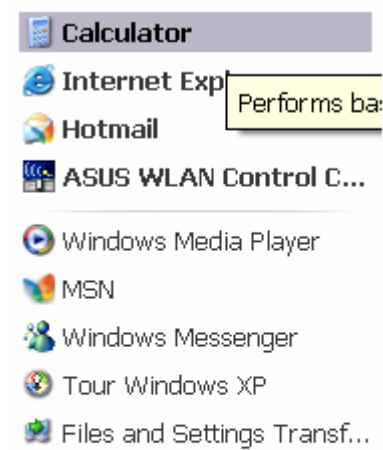


Music

- music can be found in folders and in windows media player
 - folders
 - click once on “my documents”
 - then click once on “my music”
 - then select folder or song and click once on it
 - then windows media player will open to play music
 - turn speakers on to hear it
 - to pause press ctrl+p and again to play from paused position
 - to close press “x”
 - media player
 - click once on “windows media player” icon on desktop
 - then choose library tab and click it once
 - then use scroll, by mouse or scroll button to find song
 - then double click on desired song to play
 - turn speakers on to hear it
 - to pause press ctrl+p and again to play from paused position
 - to close press the “x”



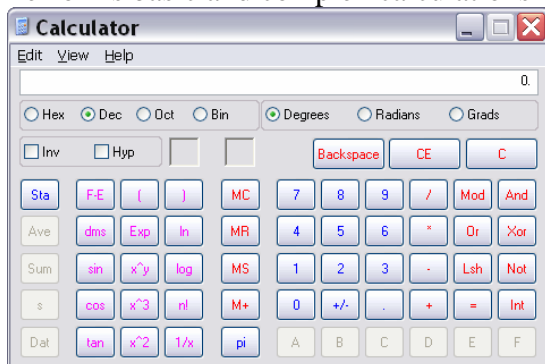
Calculator



To use calculator press start

Then press calculator icon which is located at the top of the tab

Performs basic and complex calculations



Microsoft word documents



Press Microsoft word icon on desktop

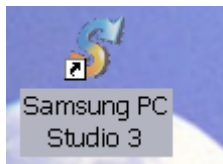
Then you may make a new document or open another to continue work by pressing open (yellow folder) at the left top part of the window.

Printing

- the printer is located and connected to Boris Plotkin's computer
 - you will need to email the document to Boris_Plotkin@hotmail.com and/or call at 416-709-1046
 - with the subject "PLEASE PRINT"
 - Then the document will be printed by him and given to you as soon as possible.
-

Samsung PC Studio 3

- software that is used to connect Samsung Cell phone to the computer for example loading pictures from the cell phone, or adding music to the cell phone
- to open double click the desktop icon, or click the quick launch button



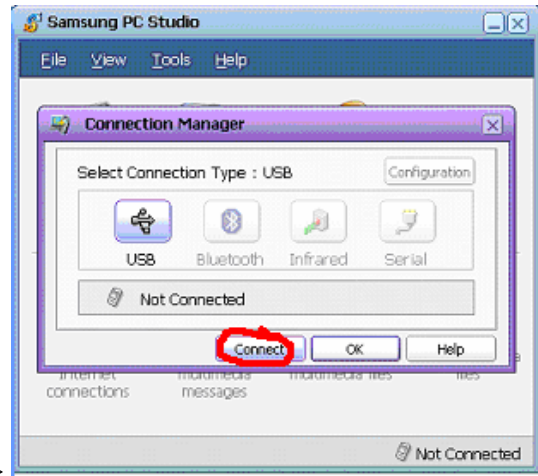
OR



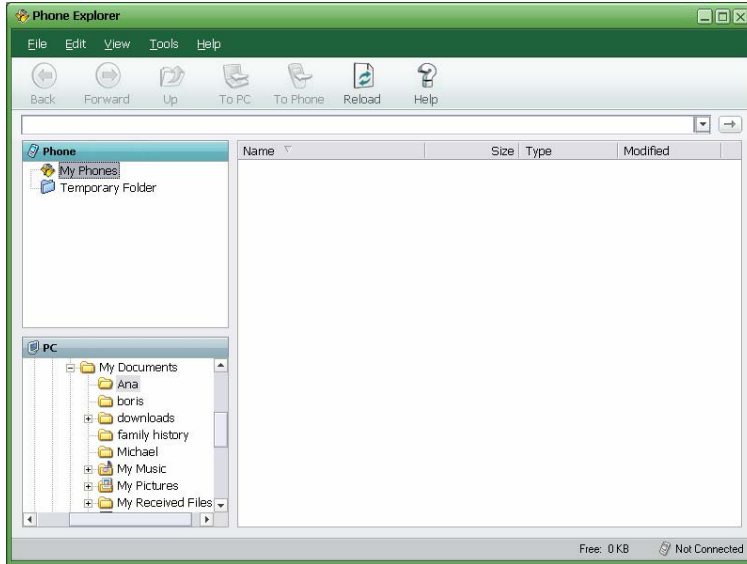
then the application will open and you can connect the cell phone device thro Bluetooth, USB cable, or infrared.



once connected press file>connection...>and the method of connection (i.e. USB)>then click connect



then press Transfer files



and this is where you may **drag and drop** or copy music and pictures.

Conclusion

Thank you.

To find out more, or to download the latest manual try my Online Computer Help Manual project at <http://boris.plotkin.googlepages.com/computerhelpmanual>

© 1988-2008 Boris Plotkin All rights reserved
Computer Help Manual is a registered trade mark of Boris Plotkin.