The
New York Society Library
Presents:

Computer Boot Camp

Ingrid Richter
Head of Systems
systems@nysoclib.org

INDEX:

HARDWARE:
Hardware is anything you can physically touch.

THE CPU (Central Processing Unit)
The important part of your computer.
The CPU is made up of three parts:

1. <u>Processor</u>:   The speed of your computer.
2. <u>Memory</u>:   The brains of your computer.
3. <u>Storage Devices</u>: Allows you to add or remove information to your computer. Includes: floppy drive, hard drive & CD-ROM/DVD drive
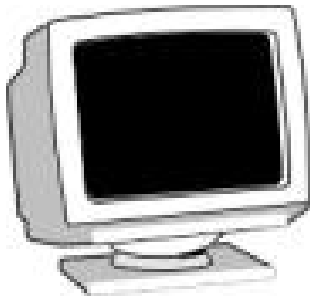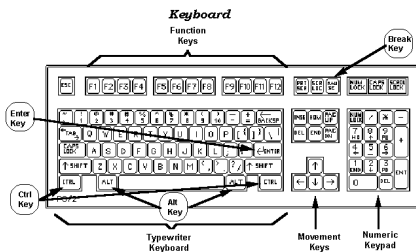
THE MONITOR
The monitor is the main way your computer communicates with you.

THE KEYBOARD
The keyboard is the main way for you to communicate with your computer.

THE MOUSE
The mouse is a secondary way for you to communicate with your computer.

The four most common mouse actions are:

1. <u>Click</u>:   Press and release the left mouse button once.
   This selects a program
2. <u>Double-click</u>:   Press and release the left mouse button twice fast.
   This will run a program.
3. <u>Right-click</u>:   Press and release the right mouse button once.
   This gives additional, advanced information about a program.
4. <u>Drag</u>:   Position the mouse pointer on the object. Press and hold down the left mouse button. While holding the button, move the pointer to the appropriate area and release the mouse button. This will move objects around on your screen.

SOFTWARE:
Software is any computer program that you run.

THE OPERATING SYSTEM
The Operating System is a built-in software program
this allows you to communicate with the hardware and software

The Desktop is the space used to run programs. My Computer (all the contents of your computer) and Recycle Bin (anything you wish to remove from your computer) will always be on the desktop. Network Neighborhood (if your computer is connected to a network) and My Documents (if you are running Windows 98 or higher) may also be on the desktop.

The Start Menu is located in the bottom left-hand corner of the screen.   Clicking on this with the mouse (or by pressing the <Windows> key on your keyboard) will bring up a menu of programs and features installed on your computer.

The Taskbar is located across the bottom of your computer. This keeps track of all programs you have running. To move the taskbar to a new location on your desktop, click on a blank area and drag to another location. To remove the Quick Launch icons (Windows 98 and higher) or add different options to the taskbar, right-click on a blank area.

The System Tray is located in the bottom right-hand corner of the screen. This includes a clock with the current time (double-click to change time) and any programs that your computer automatically runs at startup (virus scanners, sound programs, display information

COMPUTER BASICS
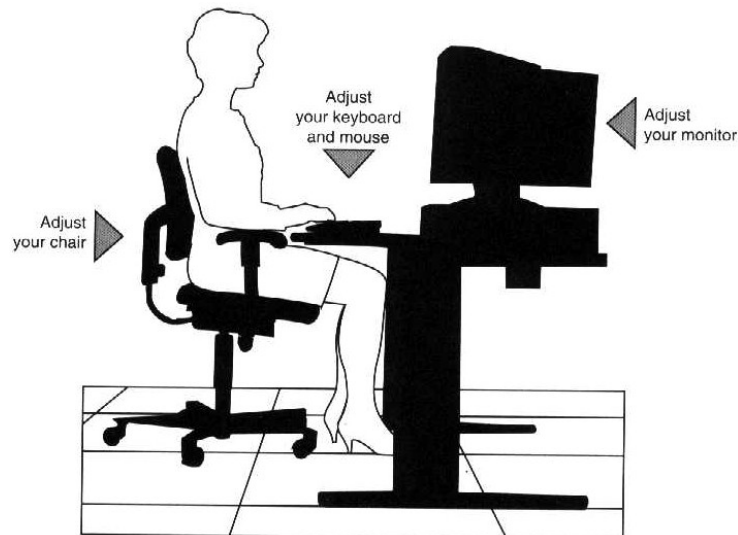
TURNING ON THE COMPUTER

On desktop computers, the "On" button is the largest button on the front of the computer. Press this button to turn on your computer.   The smaller, less prominent button is a "Reset" button and only works when the computer is on.

TURNING OFF THE COMPUTER

To turn off your computer, clicking the "Start" button in the lower left-hand corner of your screen and selecting "Shut Down" from the option menu.

OPENING A PROGRAM

If there is a desktop icon of the program, double-click the icon. If there is not a desktop icon, click "Start" (bottom right-hand corner) then move up to "Programs" and click on it. Move left onto the cascading menu, looking for your program. Click on it to run

SAVING A FILE

To save a file you've just created, look in the upper left-hand corner. There should be the text words "File".   Click on these words to bring down a master menu. Move down to "Save".   If the document is new, you will need to type a name to file it under.

PRINTING A FILE

To print a file or document, open it, and then click "File" (upper right-hand corner) and "Print"

DELETING A FILE

Double-click "My Computer". Find the file or folder you want to delete, and then click it. On the File menu, click "Delete". A quicker way to delete a file is to drag it to the Recycle Bin on the desktop.

THE INTERNET
A network connecting computers all around the world.

SEARCH ENGINE
A computer program that searches the web
to find web pages on a given subject

GOOGLE SEARCH ENGINE
http://www.google.com

Google, a popular search engine, is a tool for finding resources on the World Wide Web. Google scans web pages to find instances of the keywords you have entered in the search box.

To find an Internet address or search the web, you will need to:

1. Connect to the Internet
2. Go to Google by typing in www.google.com
3. Type the name of the place that you're interested in.

Google ignores common words and characters such as where, the, how, and other digits and letters which slow down your search without improving the results. Google will indicate if a word has been excluded by displaying details on the results page below the search box.

If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)

LIBRARY CATALOG
A database that inventories all materials the library owns.

NYSL LIBRARY CATALOG
http://library.nysoclib.org

The New York Society Library is pleased to present a new web-based online catalog to replace the existing text-based catalog.

The new catalog can be found at all public terminals in the Library including the Reference Room.

To access the catalog within the Library, click open the public web browser. The search screen above will appear. The online catalog is also available from home. Unlike the previous catalog, it is available without password access and is available 24 hours a day at: http://library.nysoclib.org

Patrons can perform most searches using the basic search screen above. Use the computer mouse to choose "author", "title", or "subject" and then click into the search line.
Enter a search term as you always have in the Library catalog: "Irving, Washington" for an author search, "Sentimental education" for a title search, or "Paris France Guidebooks" for a subject search.

After typing in a search type, simply hit the enter key or click on the SEARCH button to the right. You'll be taken to a title browse.

The full record displays all the bibliographic information associated with a work, as well as the exact location and status of each item. All text in this record in blue is a live link and will take you on to information of that sort.

NOTES: