

**The
New York Society Library
Presents:**



Introduction to Computers

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COMPUTERS



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COMPUTERS CHOICE



SIZES:

- Desktop computers are larger and more powerful than laptop computers. You will need a separate monitor, keyboard and mouse with a desktop computer
- Laptop (or notebook) computers are light, portable and not as powerful as desktop computers. The monitor, keyboard and mouse are all built into the laptop computer



TYPES:

- Macintosh computers: great for graphics designers; beautifully crafted computers. Macs are manufactured only by Apple, and are generally more expensive than PCs. They are also more difficult to upgrade. Brands include:

Desktops: Mac Pro, Mac Mini & iMac

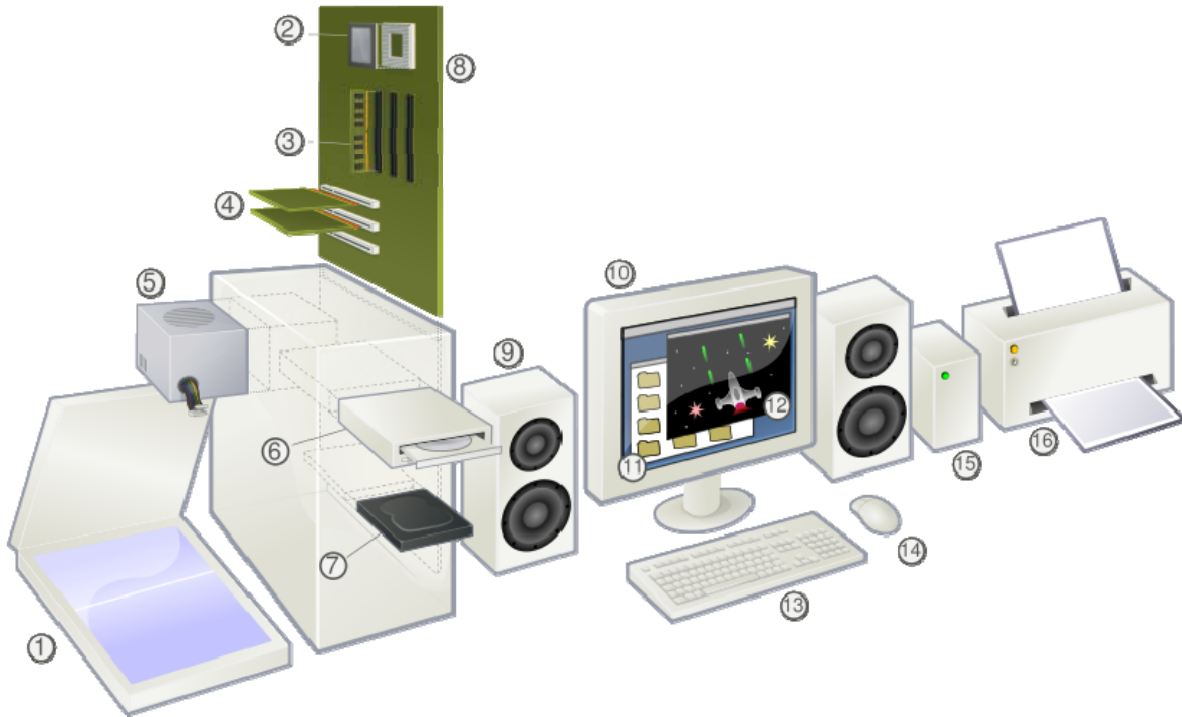
Laptops: MacBook, MacBook Air & MacBook Pro

- PC (personal computer): cheap and easy to upgrade (add on new parts). Comes in many different sizes and styles. Any company can manufacture or sell a PC. If you don't know what type of computer you have, you probably have a PC. Brands include:

Desktops: Dell Inspiron or XPS, HP Pavilion, Compaq Presario or Evo, eMachine, IBM NetVista, Acer Aspire, Sony VAIO

Laptops: Lenovo Thinkpad, Toshiba Satellite or Tecra, Acer Atom, Dell Latitude, HP Pavilion, Fujitsu Lifebook, Sony VAIO, Asus Eee (mini)

COMPUTERS HARDWARE



COMPUTER:

- 02) Processor (or CPU) - speed of the computer
- 03) Memory (or RAM) - brains of the computer
- 04) Expansion cards - extra hardware (modem, ethernet, USB, sound)
- 05) Power supply - essential for machine to operate
- 06) CD/DVD Drive - a way for you to put information onto your computer
- 07) Internal Hard Drive - storage area of the computer
- 08) Motherboard - the main connection of the computer

PERIPHERALS:

- 01) Scanner - inputs text/photos into computer
- 09) Speakers - outputs sound from your computer
- 10) Monitor - the main way your computer communicates with you
- 11) Operating System - specialized program to synch hardware and software
- 12) Software - programs installed on your computer
- 13) Keyboard - the main way for you to communicate with your computer
- 14) Mouse - the secondary way for you to communicate with your printer
- 15) External Hard Drive - an optional extra storage unit.
- 16) Printer - outputs text/photos from your computer.

COMPUTERS INPUT DEVICES:



KEYBOARD:

- (light blue) Main keys are typewriter keys, arranged in QWERTY style
- (orange) Function Keys [F1-F12], originally used to shorten applications
- (green) Arrow Keys, used to maneuver around text and on the monitor
- (dark blue) Numeric Keypad used for fast keying of numbers
- (light blue) CONTROL Key <CTRL>, used for program shortcuts
- (light blue) ALTERNATE Key <ALT>, used to activate menus,
- (yellow) <ENTER> Key used to send a command to the computer or insert a paragraph
- (light blue) <BACKSPACE> Key, allowing you to delete what you just typed.



MOUSE:

- Click: Press and release the left mouse button once. This selects a program
- Double-click: Press and release the left mouse button twice fast. This will run a program.
- Right-click: Press and release the right mouse button once. This gives additional, advanced information about a program.
- Drag: 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.

COMPUTERS GETTING STARTED



TURNING ON THE COMPUTER:

On desktop computers, the "On" button is the largest button on the front of the computer. If there is a second button, it is a "Reset" button and only works when the computer is on.

On laptop computers, the "On" button can be located on either side of the laptop or even on the top of the laptop, under the screen. This button is somewhat depressed and requires you to hold it in for a second or so before releasing it. This is to prevent it from being accidentally turned on in transit.

TURNING OFF THE COMPUTER:

- To turn off your PC, click the "Start" button in the lower left-hand corner of your screen and selecting "Shut Down" from the option menu.
- To turn off your Mac, click on the Apple icon and select Shut Down

Note: You can also turn off your computer by pushing and holding down the same button that you used to turn the computer on. This will upset your computer and cause it to run an error message when your computer starts up the next time ("You did not close Windows properly"). Try to avoid this method. Same goes for unplugging your computer (or unplugging and removing the battery in your laptop).

RESTARTING COMPUTER:

You will only need to restart your computer if it is frozen (nothing moves on the screen or you're stuck in a loop which you can't exit from). Restarting your computer clears everything out of memory and allows you to begin fresh.

- To restart your PC, select Start -> Shutdown -> Restart.
- To restart your Mac, click on the Apple icon and select Restart.

You can also restart your machine by pressing <CTRL><ALT><DELETE> - three special buttons on the keyboard. If your system isn't entirely frozen, this will bring up a menu of shutdown options. If that fails, unplug the computer (and remove the battery if you're on a laptop).

COMPUTERS

MACINTOSH OPERATING SYSTEM



There are a couple of easy ways to tell that you are using a Macintosh computer instead of a PC. The first tip is that there is a toolbar running across the top of the screen, with an Apple logo in the upper left corner (PC's keep the toolbar on the bottom of the screen). The second is that the icons are aligned to the right of the desktop (PC icons usually sit on the left side). And the final way is that there is no right-click option – everything works off of single or double-clicks.

To navigate around the Macintosh desktop, use your mouse to point and click. Clicking once on an item selects it, clicking twice opens it. Double clicking on a folder will open it and display its contents. Double clicking on a program will cause it to run. Double clicking on a file will open the file within the program that created it.

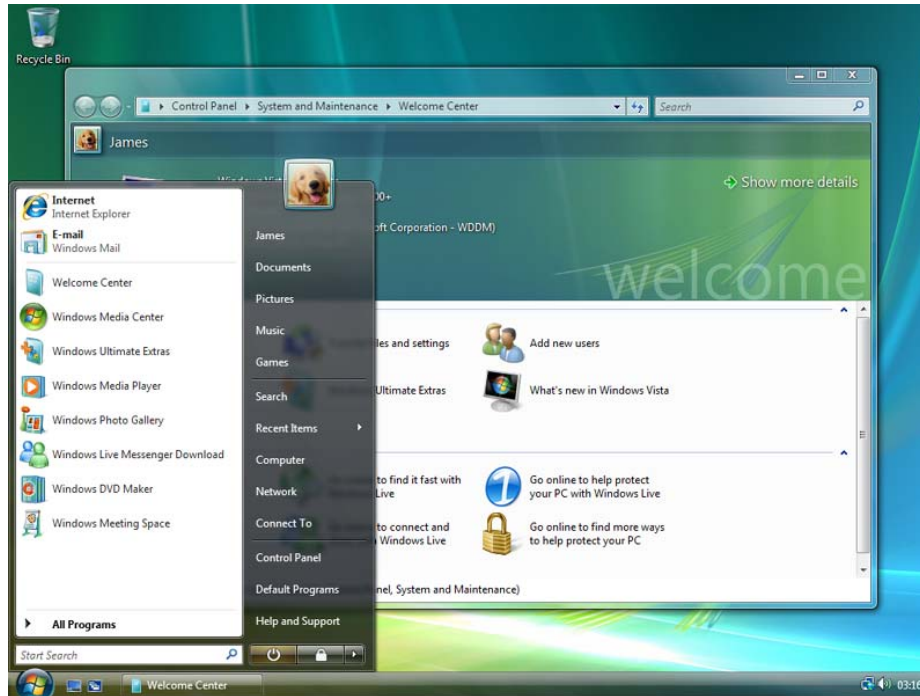
Data is displayed in windows. Each window contains:

- The Move Bar on the top, which the user can click and drag to move the window;
- The Scroll Bar on the right and bottom sides, which the user can click in order to scroll either up and down or left to right to display more data.
- The Resize Box on the bottom right corner, which the user can click and drag to change the size of the window;
- The Minimize/Maximize/Close Buttons on the top of the window, which the user can click to zoom the window to its maximum size and back or close the window. These are the jewel-like Close (X), Minimize (-) & Maximize (+) buttons in red, yellow and green in the upper-left hand corner of each window.

The Macintosh OS X also includes a docking station at the bottom of the screen with the most commonly-used software programs.

COMPUTERS

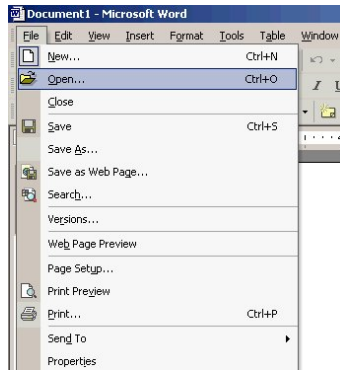
WINDOWS OPERATING SYSTEM



The two current Windows operating systems are Windows XP and Windows Vista. The example above is for Windows Vista, but it also applies for all Windows operating systems Windows 95 and higher.

- 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)

COMPUTERS BASIC COMMANDS



OPEN/CLOSE DOCUMENTS

To open a program, double-click on the program icon (small graphic representation of the program). The icon can be found either on the desktop or on the start menu. To close a program, select the "X" in the upper-right hand corner, or select File → Close from the drop-down menu.

SAVE WORK

To save your work in any program, select "File" and "Save" from the top menu option. This will prompt you for a name and location for your new file. "Save As" is used when you want to save a separate copy of the program.

PRINT

To print your work in any program, select "File" and "Print" from the top menu options.



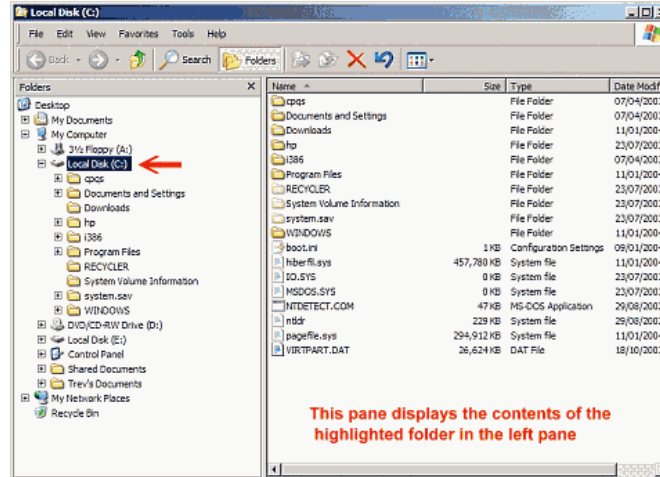
FIND MISSING FILES

Click the "Start" button then point to "Find" or "Search". Click "Files or Folders". Click the box, and then type the name (or part of the name) of the file or folder you want to find.

INSTALL SOFTWARE

To install software (transfer a program onto your computer), you will need the installation CD/DVD that comes with the software, or you'll need to download the software program from the Internet. All software comes built with an installation program - all you need to do is to insert the disc or double-click the program to run.

COMPUTERS FILE ORGANIZATION



WINDOWS EXPLORER

Start → Programs → Accessories → Windows Explorer

Opening Windows Explorer gives you a view of your computer's contents as a hierarchy, or "tree". To show or hide folders on the left side of the windows, click on the plus or minus sign beside the folder. The right side of the window displays the content so the item you click on the left. You can open a document or start a program by double-clicking its icon in the right side of the window.

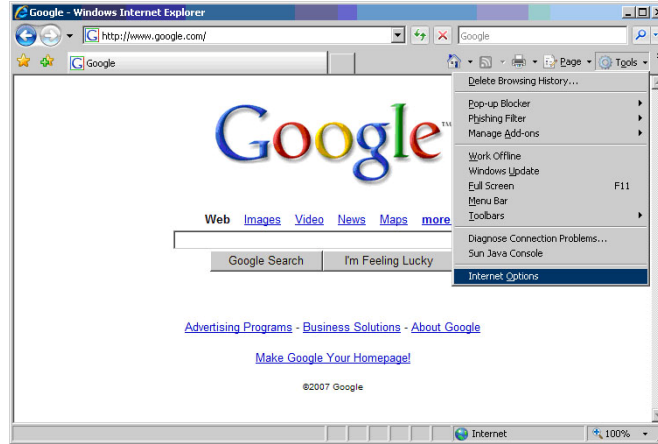


FINDER

Found on Docking Station at bottom of screen

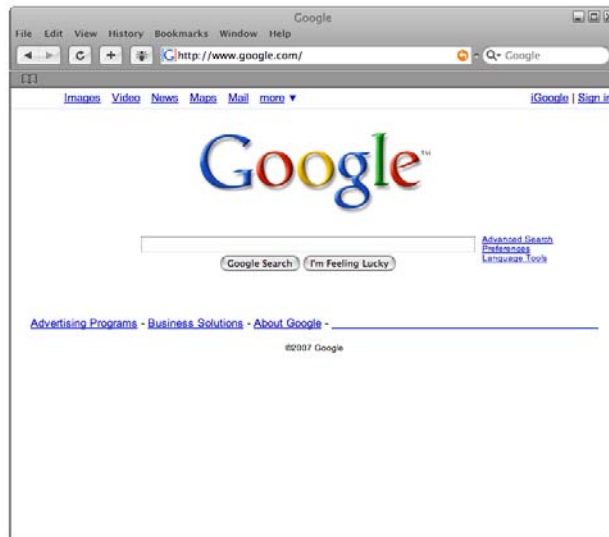
The Finder is the Mac equivalent file management system.

COMPUTERS WEB BROWSERS



INTERNET EXPLORER (PC Default)

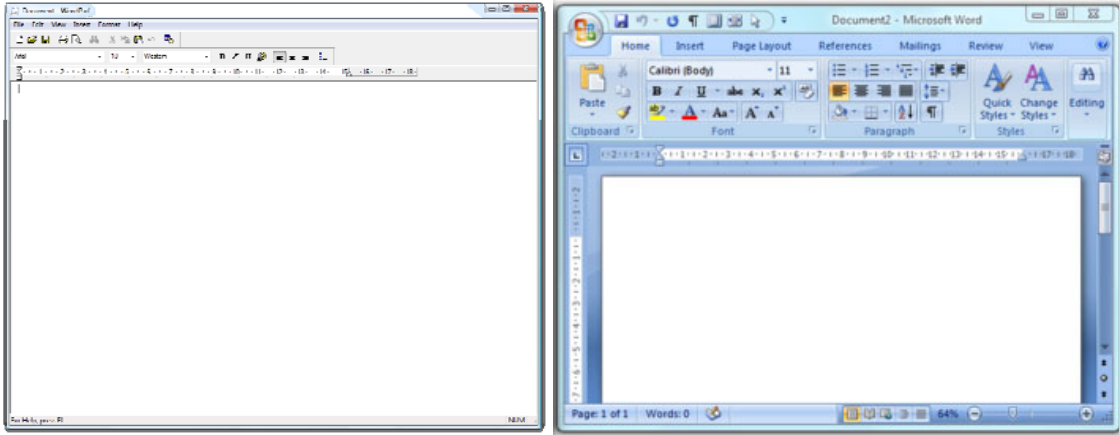
Internet Explorer is a built-in web browser software program for Windows. Internet Explorer was developed by Microsoft in 1995 and installed as the default browser for the Windows operating system. Internet Explorer is used by about 75% of all the Internet users.



SAFARI (Mac Default)

Safari is the default web browser for Mac OS X and higher. The iPhone and iPod Touch use Safari to browse the web. It was developed in 2003.

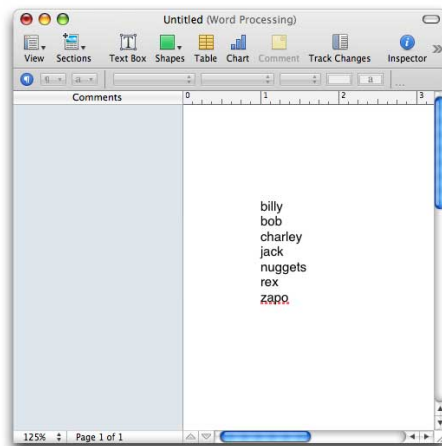
COMPUTERS WORD-PROCESSING



WORDPAD & MICROSOFT WORD

Wordpad is Windows built-in word-processing program. It's not as sophisticated as Microsoft Word, but it has more features than Notepad. Wordpad is found under: Start -> Programs -> Accessories

Microsoft Word is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing, web publishing and bulk mailings. It is an add-on cost (generally \$300) and is included with Microsoft Office (which also includes Microsoft Excel).



iWORK PAGES

While Mac computers also have a version of Microsoft Word, Mac offers iWork Pages as a word-processing alternative.

**COMPUTERS
NOTES:**