COMPUTABILITY IW

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An introduction to the Isle of Wight's service providing computers and computer advice for people who are less advantaged.

This document is normally printed in A5 booklet form, but is also available printed in A4. This copy printed 08/07/05.

Computer supplied to:

Date:

Delivered by:

Contact Phone:

Supplied e-mail address:

Computability is a part of the voluntary Isle of Wight PC User Group (www.iwpcug.org). The PC User Group is a group of enthusiasts who are interested in computers and who meet on a regular basis at the Riverside Centre. They have regular meetings, speakers, and a quarterly magazine.

Computability can be contacted on 822900 (rogerskid@supanet. com) or 527208 (info@cfd-iw.org.uk).

This brochure explains the terms under which you are being assisted to use computers by Computability and tells you where you can get help in what may be a strange and difficult adventure.

Computers supplied by Computability are all second hand, donated or assembled from second hand sources. Some components (particularly modems and CDROM drives) have to be bought new and occasionally we ask for a contribution towards these items. As such we can offer no guarantee or long term responsibility towards any equipment, but can usually replace anything which goes wrong.

All our volunteers are unpaid and work in their own time.

When receiving a computer it is important for you to have somewhere to put it with at least 4 power sockets and telephone point (for technical advice or Internet connection), have some idea of what you want to do with it, and have some line of personal support for advice and tuition for when things go wrong!

WHAT YOU GET

You will get a computer base unit with floppy drive etc., and lots of connections, a monitor, a keyboard, a mouse and a printer. You will need to put these on a generous office type desk in order to work properly. You will need power sockets and possibly a telephone point for Internet connection.

You will get a basic suite of software programmes which will enable your computer to function as a word processor and do other things like spreadsheet work, drawing work and if required connect to the Internet for e-mail etc.

SOFTWARE

Your computer will come with a basic operating system and various Windows software. This will include a general purpose suite of wordprocessor, spreadsheet etc. such as Easy Office, a

file management programme such as PowerDesk, a Desk Top Publishing programme like PagePlus Lite, also Internet Explorer and Outlook Express for e-mail and various other technical utilities. There are also accessibility features available if you have difficulty seeing the screen or managing the mouse or keyboard.

WHAT YOU SHOULD BE ASKED

You should be asked what you want the computer for and what you expect from it! Computers can do anything to do with information which can be displayed on a computer monitor screen. You'd be amazed! Most people want to write letters, keep lists of things, do their accounts, print and connect to the Internet. You should also be asked what previous experience you have of computers and where you would be starting out from. Also whether any limitations you may have are likely to make access to the computer difficult or what special requirements you may have.

If you have special needs then computers can sometimes be adapted with either special pieces of equipment (hardware) or special programmes (software).

WHAT YOU SHOULD BE TOLD

You should be told that your equipment is second hand and not in any way guaranteed. Computability can supply the equipment but does not have the resources to teach you how to use it. You must make your own arrangements for tuition and support. Computability will obviously try to respond to any call for help but has limited voluntary resources. Quite often other members of the family or neighbours have some expertise and there are professional computer technicians.

You should also be told whether a computer is likely to meet your needs, what types of software are available and where appropriate some idea of the cost of additional software. Also what problems you are likely to encounter. Courses are supplied by the IW College (www. iwcollege.ac.uk) and various private and government funded organisations (list attached).   You should also be advised what to do or whom to ask when things go wrong!

NOTE TO DONORS

All computers received have their hard disks formatted and overwritten with a basic operating suite of software.

Software Used by Computability

Computability is unable to provide a full Microsoft based suite of software but there is much software available either on a shareware or freeware basis which performs the same tasks. Our main wordprocessor and office suite is EasyOffice which is completely freeware and requires no registration or payment. Many other programmes provided on our computers are similarly freely available and listed on our www.cfd-iw.org.uk website.

Main office suite   EasyOffice
(includes spreadsheet, presentation package etc.)
File Manager   Powerdesk
Desk Top Publishing   Serif 3.0 (coverdisk version)
Internet Explorer 5 and Outlook Express
Other programmes can be installed by special request.

Training

Training is usually aimed at the latest Microsoft office suite, but at a basic level all office suites provide the same functionality. Users of Computability computers make use of the software provided with adaptation to slightly different menus, etc. or provide their own chosen software.

Courses

Adult Education Centre	752175	TOTLAND
BEST Computer Training	522020	NEWPORT
Business Link Training Bank	827221	NEWPORT
Community Solutions	539500	
Edutainment Centre	810333	
IW College	535204 x 356	
Learn Direct IW College	526631 x 356	NEWPORT
Learning Links (general advice)	527529	NEWPORT
Local Learning	530000	NEWPORT
Library Service	527655	
National Distance Learning College	0800 052 7438	
The Academy	822888	NEWPORT
The Wired Island project	535834	NEWPORT

Courses are available in the smaller villages, etc. and contact can also be made through above links or local library service.

Stepping Stones to Learning	526631 x 446	IW College

Support

Computability does not have the resources to provide general support. This can be arranged through a number of private individuals who typically advertise in the pages of the Weekly Ad. or the Isle of Wight County Press, often at very reasonable hourly rates.   Or you may find you have a willing friend or neighbour happy to help out!

CLIENT ACKNOWLEDGEMENT FORM   (Folder Copy)

You will be asked to sign this form at the time of supply of the computer.

Name:

    (a) I have been given a full explanation of the different types of computer software available and the types of problems which I may encounter. I am also aware of the various resources available to me

    (b) I am aware that the computer equipment supplied is second hand and unlikely to perform to the same standards as new or more modern equipment

    (c) It has been pointed out to me that I must develop my own support contacts when I need help in the operation of the equipment and that training courses are available.

    (d) I have had the computer equipment demonstrated to me and am satisfied as I can be that it is working correctly

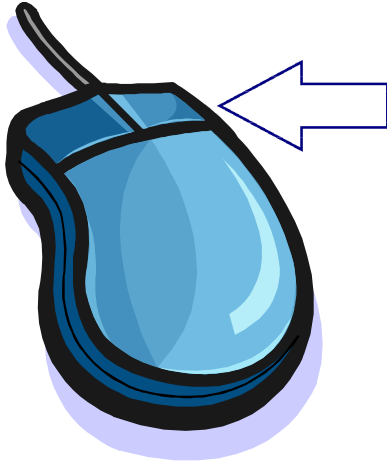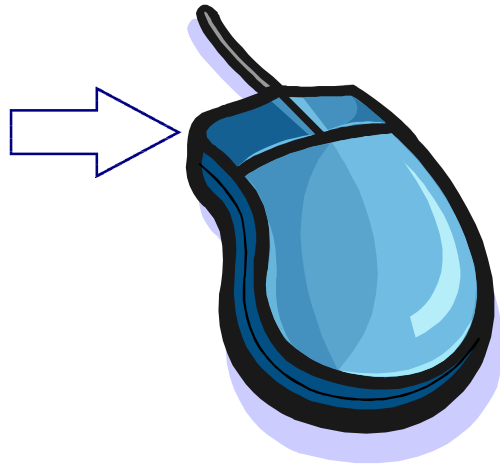   (e) I am aware of the support available through Computability IW if necessary.

Signed:

Date:

USING THE MOUSE

LEFT BUTTON
Double click* to load a program.
Single click to select something,
move, resize and more.
Click and hold down to move
something

RIGHT BUTTON
Click once to see a menu. The
menu will different depending
on where you click.

MOVING THE MOUSE
When you move the mouse the
pointer or cursor on the screen will
move. If you run out of mat then lift
the mouse and reposition it. If the
mouse gets dirty it will not move
smoothly. Ask about having it
cleaned.

*DOUBLE CLICKING

If you have difficulty double clicking you can instead…

LEFT click once and press **Enter** or

RIGHT click once and then click on **Open**

HIGHLIGHTING TEXT
Left click at the beginning or end of the text and keeping the button held down move
the cursor across the text. To highlight a single word double click on it. To highlight
a whole paragraph triple click on it. To highlight all the text hold the **Ctrl** key
(BOTTOM LEFT OF KEYBOARD) and press the **A** key once then release **Ctrl**.
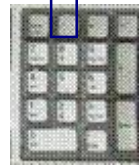
USING THE KEYBOARD

SPACE BAR

Your keyboard may not look exactly like the one in the picture but the keys will be in the same positions.
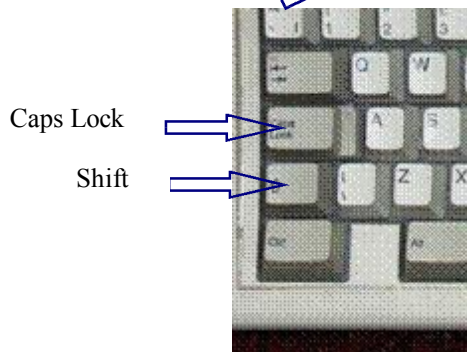
This is main part you will use.

Press the SPACE BAR once after each word and after punctuation.
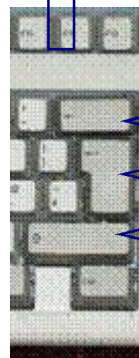
Press ENTER to start a new line

This is number keypad.

Caps Lock

Shift

Delete

Enter

Shift

Use Caps Lock when you want to write lots of CAPITALS e.g. a TITLE

Use shift to make one CAPITAL letter. Hold Shift, press the letter key, then let go of shift.

Use the backspace key to delete. As with all the keys holding it down will cause it to repeat the action several times.
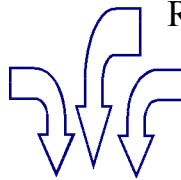
BASIC SKILLS 1

LOADING A PROGRAM

- Double click the desktop icon
- Go to **Start** (bottom left corner of screen) then to **Programs** and single click on the program.

This is the Task bar at the bottom of the screen.

Start 🖊 📖 🐿 📕 🎨 📺 🅿 📂 🔢   📖 Lotus Organizer - [RGB(1)....

Restores/maximizes a window

Click here to minimize the window. It will disappear onto the task bar at the bottom of the screen. To restore it click on the task bar.

Click here to close the window. In most cases it will also close the program. You may be asked if you want to save your work first
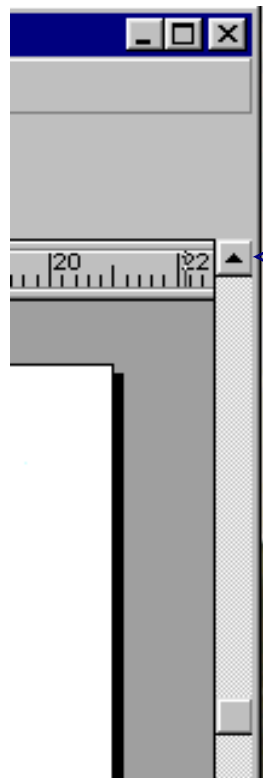
Click here to move the window up. Use the little arrow at the bottom to move the window down.

This is vertical scroll bar. Click it and hold down then move it up or down to see the rest of the window.
Use the horizontal scroll bar to move left or right.

e Help

¶ 70% ▼
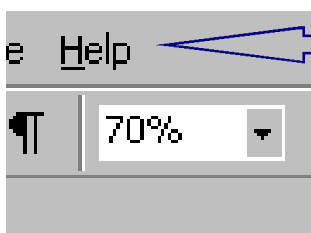
The **Help** menu is very useful. Use it answer your questions.

BASIC SKILLS 2

TOOLBARS

- All tool bars are slightly different but most have similar features.

- Try clicking on each of the words. You will get a dropdown menu with more options.

File   Edit   View   Insert   Format   Tools   Table   Arrange   Mail Merge   Help

Click here to print
Your work

Click here to save your work.
SEE BELOW

Click here to UNDO a
mistake.
This is a very valuable key!!

Click here to open a folder

Click here to open a new file/page.
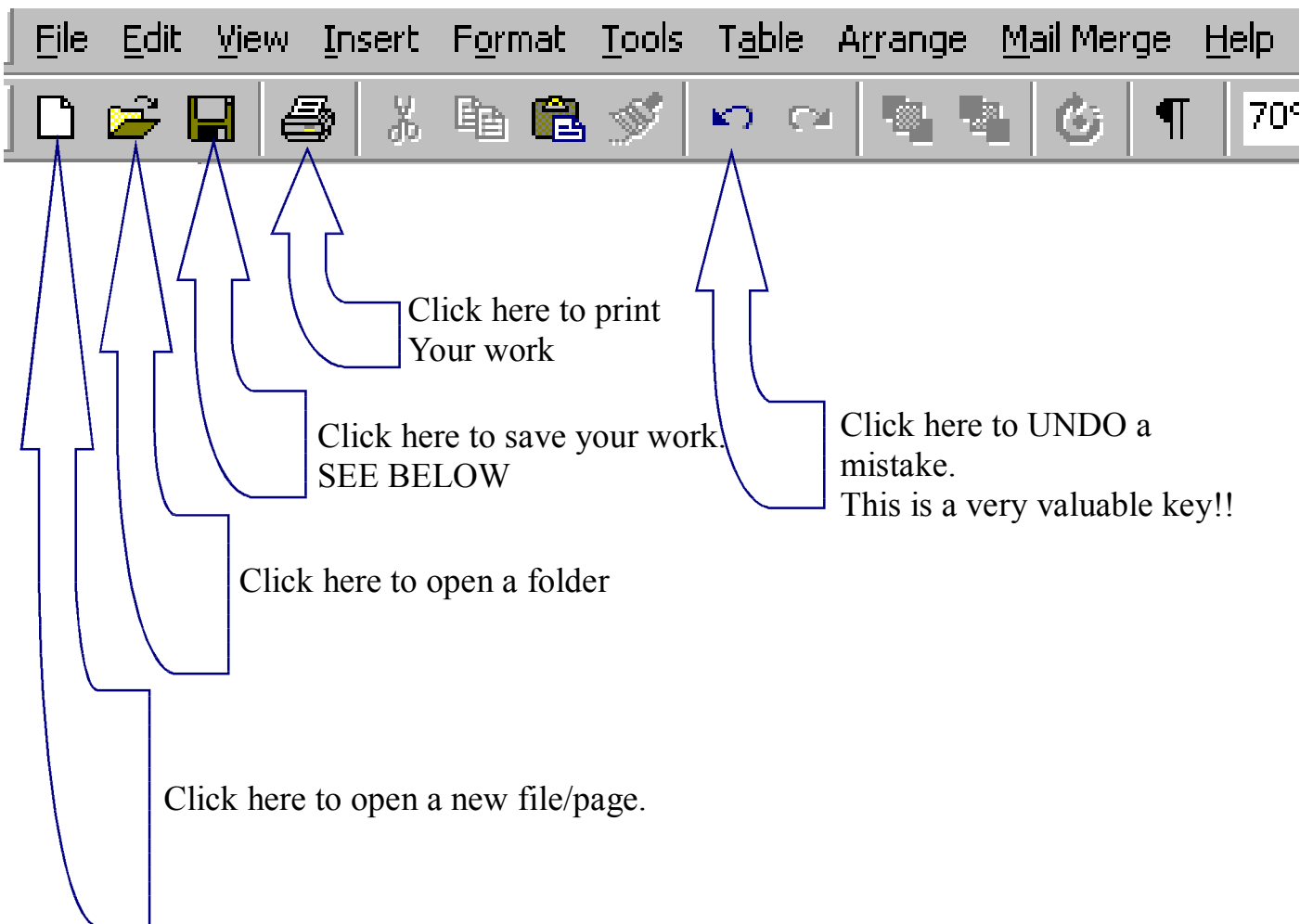
SAVING YOUR WORK
This is one of the most important things you will do. Your work is usually saved to the computer's hard drive unless you want to transfer your work to another computer when you will have to use a floppy diskette.

TO SAVE YOUR WORK
Always save your work when you start a new project!
Click on **File** on the menu bar. Click on **Save as**. You will have to decide where to save it. . (See BASIC SKILLS 3) Give your work a name and click **save**. You should re-save your work every few minutes. This can easily be done by clicking on the disk icon. (see above).

BASIC SKILLS 3
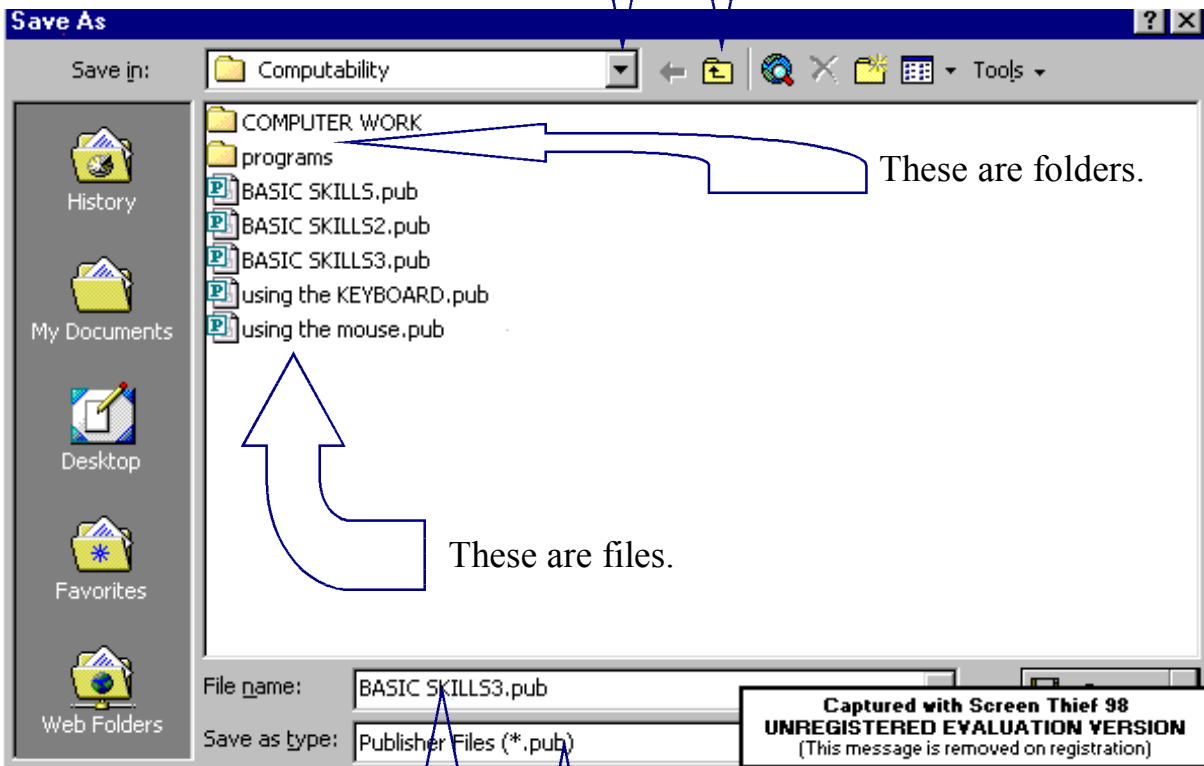
NAVIGATING AND SAVING

This means finding your way through your **folders** to find the wanted **folder** or **file..**

| File | Edit | View | Insert | Format | Tools | Table | Arrange | Mail Merge | Help |

Click on the word **File.** Click on **Save as…** You will see a window similar to the one below.

Click here to see where you are. Choose where you want to save your work by double clicking the folder.

Click here to go back one level or folder.

Save As

Save in: Computability

COMPUTER WORK
programs
BASIC SKILLS.pub
BASIC SKILLS2.pub
BASIC SKILLS3.pub
using the KEYBOARD.pub
using the mouse.pub

History

My Documents

Desktop

Favorites

Web Folders

These are folders.

These are files.

File name: BASIC SKILLS3.pub

Save as type: Publisher Files (*.pub)

**Captured with Screen Thief 98
UNREGISTERED EVALUATION VERSION**
(This message is removed on registration)

Type in here the name of your file. Call it something easy to recognise.

This tells you how your work is saved. Usually you leave it as it is.

A **folder**   contains **files.** A **file** is a single document, picture or other piece of work.

BASIC SKILLS 4

PRINTING

File   Edit   View   Insert   Format   Tools   Table   Arrange   Mail Merge   Help

Click here to print your work. **OR...**

Click here and click on **Print** if you want to define how you want your work printed. Click on the **Properties** box for choices.

There are many more things that your computer can do. Most word processors will allow you to …

- Change the font size, style and colour
- Move text around
- Check your spelling
- Check your grammar
- Copy and paste sections of work
- Format your work into columns
- Add pictures

You may need to ask for specific help on these topics although using the **Help** menu (See Basic Skills 1) will usually tell you how to do things.

If you have specific needs then ask and we will find someone to help you.

If you decide to have Internet access then you will need someone to help you set up an account and to show you how to use it.

SHUTTING DOWN
When you have finished working you should save your work first and then…
Click once on ⊞ **Start** and then click on **Shut Down** then click **OK**.

Your computer will then shut down. It may turn itself off or give you a message saying that it is **now safe to turn off your computer.**

Keystrokes for Windows

http://www.reading.ac.uk/CSC/Topic/Windows/WiPWkeys01

Windows System Keystrokes

Control menu for application window	Alt+Space
Control menu for document/sheet window	Alt+Hyphen
Close window	Alt+F4
Close active document/sheet window	Ctrl+F4
Next application window	Alt+Tab
Bring up task list	Ctrl+Escape
Save whole screen to clipboard	PrintScrn
Save active window to clipboard	Alt+PrintScrn

Program Manager Keystrokes

Move among windows or icons	Ctrl+F6 or Ctrl+Tab
Move among items in a group window	Cursor Keys
Open control menu	Alt+Spacebar
Close control menu	Alt
Start highlighted program	Enter
Tile open windows	Shift+F4
Cascade open windows	Shift+F5
Close active group window	Ctrl+F4
Exit Windows	Alt+F4

File Manager Keystrokes

Root (top of directory list)	Home
Bottom of directory list	End
Select directory	Cursor Keys
Expand highlighted directory	Enter
Select new disk drive	Ctrl+Drive Letter, e.g. Ctrl A
Move between directories, files and drives icons	Tab
Select all files in list	Ctrl+/
Move file/directory	F7
Copy file/directory	F8
Delete file/directory	Delete
Refresh active window	F5

Menu Bar Keystrokes

Select first menu (includes control menu)	F10 or Alt
Open menu using underlined character	Alt+Underlined Character
Choose menu with underlined character	Underlined Character
Move through menu bar	Left/Right Cursor Keys
Move through menu items	Up/Down Cursor Keys
Choose highlighted menu item	Enter
Cancel highlighted menu or menu item	Escape

M70/EMH

<Ctrl>+<up arrow> to beginning of paragraph

<Ctrl>+<down arrow> to end of paragraph

<Home> to beginning of line

<End> to end of line

<PageUp> up one screen

<PageDown> down one screen

<Ctrl>+<Home> to top of document

<Ctrl>+<End> to end of document

Put the insertion point midway in your document, and press <F8>. Now use <Ctrl>+<End> to block to the end of the document. Can you see possible uses of these two ways to block parts of the document?

Keystrokes	Action
Shift-F10	Right-mouse-click selected item
Ctrl-Esc	Display Start menu
Alt-[underlined letter]	Select menu command
Alt-Esc	Switch to Taskbar's "next" open window
Alt-Tab	Switch among open windows (hold Alt and continue to press Tab)
Alt-F4	Close Active window
Alt-spacebar, N	Minimize active window
Alt-spacebar, X	Maximize active window
Alt-spacebar, R	Restore active window
Alt-spacebar, C	Close active window
Ctrl-F10	Switch focus to menu commands (in any Explorer window)
Ctrl-Tab	Rotate through dialog box tabs
Ctrl-Shift-Tab	Rotate through dialog box tabs in reverse
Ctrl-Alt-Del	Display Close Program dialog box
Ctrl-Esc, Esc, Shift-F10	Right-mouse-click Start button
Ctrl-Esc, Esc, Tab, Tab	Shift focus to desktop icons

Windows Keyboard Shortcuts

Sometimes moving around in Windows is just easier (and faster) without having to touch the mouse. Try these keystroke combinations. They should work in *most* Windows/Windows95/Windows98 programs.

Keystrokes	Action
Ctrl+RightArrow	One word to the right
Ctrl+LeftArrow	One word to the left
Home	Beginning of line
End	End of line
PageUp	Up one screen
PageDown	Down one screen
Ctrl+PageUp	Top of screen
Ctrl+PageDown	Bottom of screen
Ctrl+Home	Beginning of document
Ctrl+End	End of document

+ means to press the keys at the same time.

For example, 'Ctrl+PageUp' means to hold down the Ctrl key while pressing the PageUp key.

Also, with any of the above combinations if you press and hold the Shift key while pressing the other keys, you will not only move, but will also be selecting text.

Using the WindowsKey (Windows 95/98)
Does your keyboard have that cute WindowsKey? Here are some keyboard combos you can use:

Keystrokes	Action
WindowsKey+E	Open Windows Explorer
WindowsKey+F	Open Find
WindowsKey+M	Minimize All Open Windows (Shift+WindowsKey+M to undo this command)
WindowsKey+R	Open the Run Window
WindowsKey+F1	Open Help
WindowsKey+L	Log Off Windows
WindowsKey+Tab	Cycle Through the Taskbar Buttons
WindowsKey+Break	Open the System Properties Dialog Box

Some tips for quick text highlighting in Word Pad, Word 97 (or most any other word processor that runs under Windows 95/98)? All that fussy letter-by-letter clicking and dragging is for the birds. Here are three shortcuts you're sure to love:

☐ **To highlight a word, double-click it.**

☐ **To highlight a single line, click once directly to the left of the line, in the left margin.**

To highlight an entire paragraph, double-click directly to the left of the paragraph, anywhere in the margin.

Accessibility Wizard

As with most Microsoft products, Win 98 comes with a "wizard" to guide you through different choices. A series of menus asks questions about sight, hearing, mouse usage, etc., allowing you to set up the system to best fit your needs. To use the Accessibility Wizard, choose Start, then Programs, then Accessories, then Accessibility.

You can also adjust the accessibility settings without going through the wizard process. The following accessibility features can be configured using the wizard or adjusting the individual settings by going to the Control Panel, then Accessibility Options.

Keyboard Tab
Sticky Keys–tells the computer to act as if the Shift, Ctrl or Alt keys are still depressed after being hit once, allowing one-handed use of commands such as Ctrl-Alt-Delete.

Filter Keys–tells the computer to ignore repeated keystrokes, which can be helpful if someone has difficulty quickly releasing a key.

Toggle Keys–makes a sound whenever Caps Lock, Num Lock or Scroll Lock are pressed, replacing the three lighted bars that appear on the top right of most keyboards.

Sound Tab—*Sound Sentry* and *Show Sounds*–tell Win 98 to give a visual signal when a sound would usually be given, or to give a sound signal in place of a visual one.

Display Tab—On this tab, you can force applications (Word, Excel, etc.) to use the same color scheme (possibly high contrast) as the Windows environment, and activate a keystroke shortcut to this function, if you wish.

Mouse Tab—On this tab, you can choose to use the arrow keys or the number pad as a mouse. The settings menu in this tab will allow you to adjust the speed and function of this pointer. This feature helps users who are unable to use the mouse, or cannot use it efficiently.

General Tab
Automatic Reset–Tells Win 98 to turn off accessibility features after a certain amount of time. This feature is useful if more than one person uses the computer.

Notification–Gives options for feedback when visual or audio feedback are turned on or off.

Serial Key Devices–Used when special input devices are attached to any of the serial ports. Use the Settings button to tell Win 98 which port the device is plugged into.

Magnifier
Win 98 comes with its own screen magnifier. This magnifier displays an enlarged portion of the screen in a separate window, and can magnify from two to nine times. Although this is not a full-featured screen magnifier and the level of magnification won't meet the needs of all people with low vision, the feature will help many Windows users who have difficulties seeing the information on the screen. To access the magnifier, choose Start, then Accessories, then Accessibility Options, then Magnifier.

New Pointers
Win 98 includes three sizes and several different colors of pointers—black, white or one that changes color depending on the background (increased contrast). These pointers are designed to make it easier to find the pointer on the screen.

High Contrast Option
With this option, you can customize background and foreground colors of your screen to increase contrast and readability. Win 98 includes more types of high contrast schemes than Win 95.

For those who cannot use the mouse or prefer to use keyboard commands, Microsoft offers a complete guide to keyboard commands in Win 98. You can download the file at http://www.microsoft.com/enable/products/Win98access. htm. The link is about two-thirds of the way down the page.

Computability IW

We Provide Computers to less advantaged People...

If you are disabled or know of someone less able who is interested in learning about computers then please contact us. We may be able to provide a computer to help get them started, together with some introductory support.

We have helped a number of people so far who are now using their computers and making good progress.

So we also need used computers and printers...

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Computability IW is a voluntary group, part of the IW PC Users Group and we can collect your old equipment, refurbish it and recycle it.

If you are upgrading and would like to help, or you know of anyone who could benefit, could you please contact us.

Contact numbers:
822900 or 527208

info@cfd-iw.org.uk
www.cfd-iw.org.uk