



# YOCOR

## INDUSTRIES

USER GUIDE

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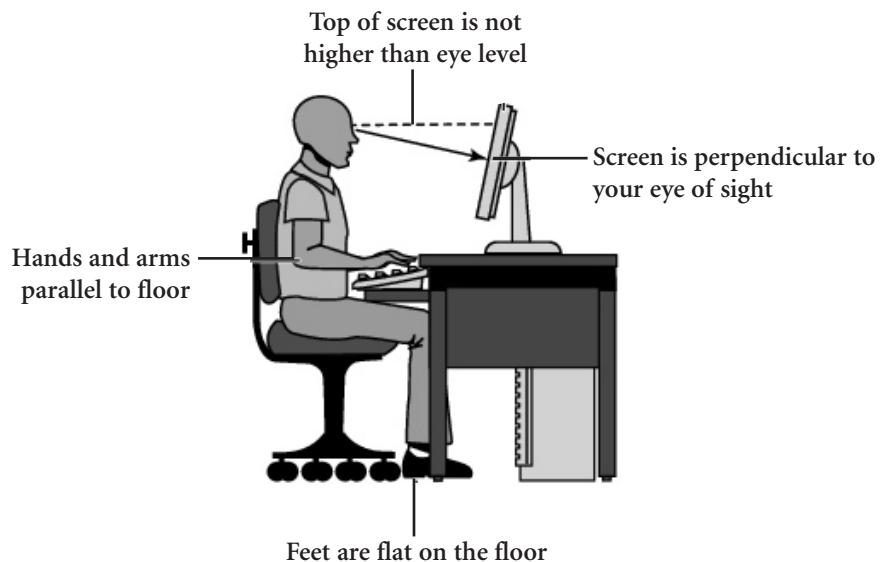
## GETTING STARTED

This chapter provides basic information about setting up your **YOCOR Industries** computer. Read this chapter to find out.

- ▶ How to use your computer safely
- ▶ How to start and turn off your computer

### WORKING SAFELY

Before using your computer, the following are recommendations for setting up a safe and comfortable work area to avoid discomfort and strain.



Sunlight or bright indoor lighting should not reflect on the monitor screen or shine directly into your eyes. Position the computer desk and monitor so that you can avoid glare on your screen and light shining directly into your eyes. Reduce glare by installing a glare screen filter on your monitor. Use soft, indirect lighting in your work area. Do not use your computer in a dark room. Avoid focusing your eyes on your computer screen for long periods of time. Look away from your computer occasionally, and try to focus on distant objects.

### SETTING UP YOUR COMPUTER DESK AND CHAIR

When you are setting up your computer desk and chair, make sure the desk is the appropriate height and the chair helps you maintain good posture. Adjust the height of the computer desk so that your hands and arms are positioned parallel to the floor when you use the keyboard and mouse. If the desk is not adjustable or is too tall, consider using a keyboard drawer. Position your chair so that the keyboard is at or slightly below the level of your elbow. This position lets your shoulders relax while you type. Adjust the chair height, adjust the forward tilt of the seat, or use a footrest to distribute your weight evenly on the chair and relieve pressure on the back of your thighs.



## USING YOUR COMPUTER

### STARTING YOUR COMPUTER

- ▶ Turn on the monitor.
- ▶ Turn on any peripheral devices, such as speakers, printers, or scanners.
- ▶ Turn on the computer.
- ▶ 24-hour seamless Connect the cables to your computer using the setup poster.

If you are starting your computer for the first time, follow the on-screen instructions to set up your computer.

### TURNING OF YOUR COMPUTER

Shutting down in Windows:

- ▶ Click **Start**, and then click **Turn Off Computer**. The *Turn Off Computer* dialog box opens.
- ▶ Click **Turn Off**. Windows shuts down and turns off your computer



If for some reason you cannot use the **Turn Off Computer** option in Windows to turn off your computer, press and hold the power button for about five seconds.

### PROTECTING FROM POWER SURGES

During a power surge, the voltage level of electricity coming into your computer can increase to far above normal levels and cause data loss or system damage. Protect your computer and peripheral devices by connecting them to a *surge protector*, which absorbs voltage surges and prevents them from reaching your computer.



#### WARNING

High voltages can enter your computer through both the power cord and the modem connection. Protect your computer by using a surge protector. If you have a telephone modem, use a surge protector that has a modem jack. If you have a cable modem, use a surge protector that has an antenna/cable TV jack. During an electrical storm, unplug both the surge protector and the modem.

An *uninterruptible power supply* (UPS) supplies battery power to your computer during a power failure. Although you cannot run your computer for an extended period of time with a UPS, a UPS lets you run your computer long enough to save your work and shut down your computer normally.



This chapter will give basic information on how to:

- ▶ Use the Windows desktop
- ▶ Manage files and folders
- ▶ Work with documents
- ▶ Use shortcuts

THE WINDOWS ENVIROMENT




After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Your desktop may be different from the example shown below, depending on how your computer is set up.



USING THE DESKTOP

The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

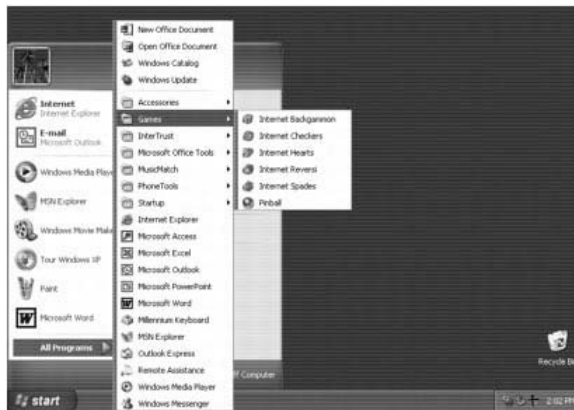
Desktop Elements	Description
	The <i>taskbar</i> is the bar at the bottom of the screen containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running. Click a program's button on the taskbar to open the program's window.
	The <i>Start Button</i> provides access to programs, files, help for Windows and other programs, and computer tools and utilities. Click the Start button, then open a file or program by clicking an item on the menu that opens.
	The <i>Recycle Bin</i> is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer.

## USING THE START MENU

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.

### TO USE THE START MENU

- ▶ Click the **Start** button on the lower left of the Windows desktop. The Start menu opens showing you the first level of menu items.
- ▶ To see all programs and files in the Start menu, click **All Programs**. When you move the mouse pointer over any menu item that has an arrow next to it, another menu, or *submenu*, opens and reveals related files, programs, or commands.
- ▶ Click a file or program to open it.



### IDENTIFYING WINDOW ITEMS






When you double-click the icon for a drive, folder, file, or program, a window opens on the desktop. This example shows the Local Disk (C:) *window*, which opens after double-clicking the Local Disk (C:) icon in the *My Computer* window.



## USING THE START MENU cont'd

Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:

### WINDOWS ITEMS DESCRIPTION

Desktop Elements	Description
	The <i>title bar</i> is the horizontal bar at the top of a window that shows the window title.
	Clicking the <i>minimize button</i> reduces the active window to a button on the taskbar. Clicking the <i>program button</i> in the taskbar opens the window again.
	Clicking the <i>maximize button</i> expands the active window to fit the entire screen. Clicking the <i>maximize button</i> again restores the window to its former size.
	Clicking the <i>close button</i> closes the active window or program.
	Clicking an item on the <i>menu bar</i> starts an action such as Print or Save.

### ADDING ICONS TO THE DESKTOP

You may want to add a shortcut to the desktop for a program that you use frequently. To add icons to the desktop:

- ▶ Click Start, and then click All Programs.
- ▶ Click the right mouse button the program that you want to add to the desktop.
- ▶ Click Send To, then click Desktop (create shortcut). A shortcut icon for that program appears on the desktop.



## WORKING WITH FILES AND FOLDERS

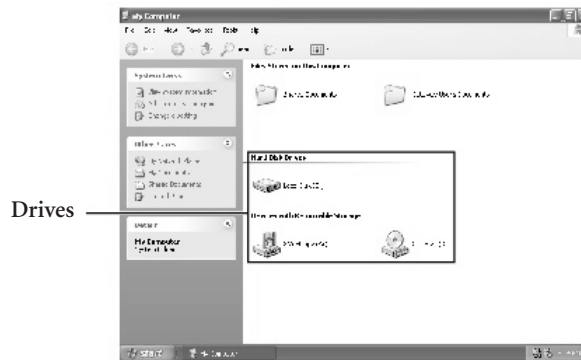
You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

### VIEWING DRIVES

Drives are like file cabinets because they hold files and folders. A computer almost always has more than one drive. Each drive has a letter, usually (C:) for the hard drive and (A:) for the 3 1/2 Floppy diskette drive. You may also have more drives such as a CD or DVD drive.

### TO VIEW THE DRIVES ON YOUR COMPUTER

In Windows XP, click Start, then click My Computer on the Start menu.



To see the files and folders on a drive: Double-click the drive icon. If you do not see the contents of a drive after you double-click its icon, click Show the contents of this drive.



Computer folders are much like the folders in a file cabinet. They can contain files and other folders.

### CREATING FOLDERS

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your computer. In fact, all information on a computer is stored in files.

To create a folder:

- ▶ In Windows XP, click Start, then click My Computer on the Start menu.
- ▶ Double-click the drive where you want to put the new folder. Typically, (C:) is your hard drive and (A:) is your 3 1/2 Floppy diskette drive.  
*If you do not see the contents of the drive, click Show the contents of this folder.*
- ▶ If you want to create a new folder inside an existing folder, doubleclick the existing folder.  
*If you do not see the contents of the folder, click Show the contents of this folder..*
- ▶ Click File, New, and then click Folder. The new folder is created.
- ▶ Type a name for the folder, and then press Enter. The new folder name appears by the folder icon.

### COPYING AND MOVING FILES AND FOLDERS

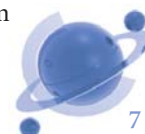
The skills you need to copy and move files are called copying, cutting, and pasting. When you copy and paste a file or folder, you place a copy of the file or folder on the Windows clipboard, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the destination folder), you paste it there. When you cut and paste a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

To copy a file or folder to another folder:

- ▶ Locate the file or folder you want to copy.
- ▶ Press the right mouse button on the file or folder that you want to copy. A pop-up menu opens on the desktop.
- ▶ Click Copy on the pop-up menu.
- ▶ Open the destination folder.
- ▶ With the pointer inside the destination folder, right-click.
- ▶ Click Paste. A copy of the file or folder appears in the new location.

To move a file or folder to another folder:

- ▶ Locate the file or folder you want to copy.
- ▶ Press the right mouse button (right-click) the file or folder that you want to move. A pop-up menu opens on the desktop.
- ▶ Click Cut on the pop-up menu.
- ▶ Open the destination folder.
- ▶ With the pointer inside the destination folder, right-click.
- ▶ Click Paste. The file or folder you moved appears in its new location and is removed from its old location.



### DELETING FILES AND FOLDERS

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied. In Windows, you throw away files and folders by first moving them to Windows trash can, called the Recycle Bin, where they remain until you decide to empty the bin. You can recover any file in the Recycle Bin as long as the bin has not been emptied.

To delete files or folders:

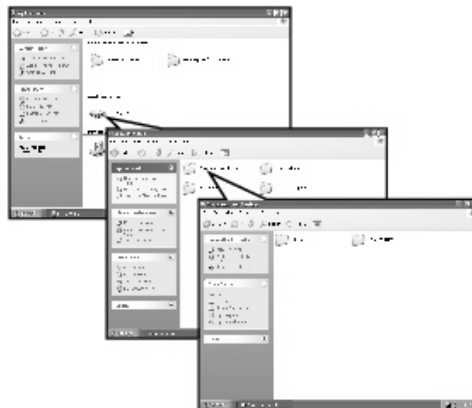
- ▶ In My Computer or Windows Explorer, click the files or folders that you want to delete.
- ▶ Click File, then click Delete. Windows moves the files and folders to the Recycle Bin.

### BROWSING FOR FILES AND FOLDERS

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on. Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called browsing.

To browse for a file:

- ▶ In Windows XP, click Start, and then click My Computer. The My Computer window opens.
- OR -
- ▶ In Windows 2000, double-click the My Computer icon on the desktop.
- ▶ Double-click the drive or folder that you think contains the file or folder that you want to find. If you do not see the contents of a folder, click Show the contents of this folder.



- ▶ Continue double-clicking folders and their subfolders until you find the file or folder you want.

## SEARCHING FOR FILES

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility in Windows XP or Windows 2000 to search by:

- ▶ Name or part of a name
- ▶ Creation date Modification date
- ▶ File type
- ▶ Text contained in the file
- ▶ Time period in which it was created or modified
- ▶ You can also combine search criteria to refine searches.
- ▶ Files and folders found using these utilities can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

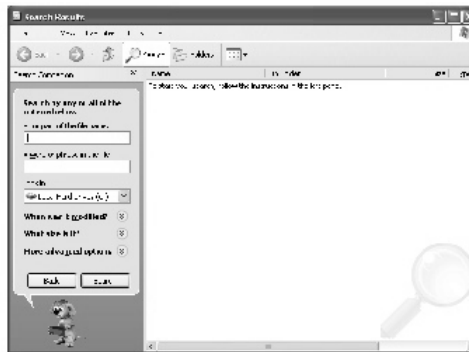
### USING THE WINDOWS SEARCH UTILITY

To find files and folders using the Search utility:

- ▶ In Windows XP, click Start, and then click Search. The Search Results window opens. Click All files and folders.

- OR -

- ▶ In Windows 2000, click Start, Search, and then click For Files or Folders. The Search Results window opens.

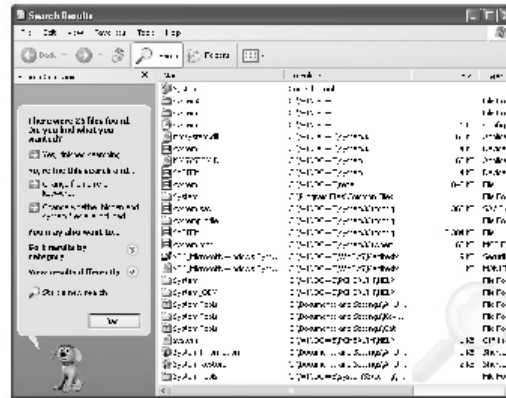


- ▶ If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.



## SEARCHING FOR FILES Cont'd

- Click **Search** or **Search Now**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.



- ▶ Open a file, folder, or program by double-clicking the name in the list.

## USING ADVANCED SEARCH OPTIONS

Search can find files meeting more criteria than file name. You can select options to narrow your search by selecting the search options that you want. You can search by the:

- ▶ Date the file was created or modified.
- ▶ Size of the file.
- ▶ Type of file, such as a program or a text document.

## SHORTCUTS

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information on Windows shortcuts, see your Windows or program documentation.

▶ To...	▶ Do this...
Copy a file, folder, text, or graphic.	Click the item, then press Ctrl + C.
Cut a file, folder, text, or graphic	Click the item, then press Ctrl + X.
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press Ctrl + V.
Select multiple items in a list or in a window	Click the first item, press and hold down the Ctrl key, then click each of the remaining items.
Select multiple adjacent items in a list or window	Click the first item in the list, press and hold down the Shift key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press Shift + Delete. The file is permanently deleted. The file or folder is not stored in the Recycle Bin.
Rename a file or folder	Click the file or folder, press F2, type the new name, then press Enter.
Close the active window or program	Press Alt + F4.
Switch to a different file, folder, or running program	Press Alt + Tab.
To recover files or folders from the Recycle Bin:	CDouble-click the Recycle Bin icon. The Recycle Bin window opens and lists the files and folders you have thrown away since you last emptied it.
Click the files or folders that you want to restore.	Click File, then click Restore. Windows returns the deleted files or folders to their original locations.



## EMPTYING THE RECYCLE BIN

### CAUTION

Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

- ▶ Double-click the Recycle Bin icon on the desktop. The Recycle Bin window opens.
- ▶ Click File, and then click Empty Recycle Bin. Windows asks you if you are sure that you want to empty the bin.
- ▶ Click Yes. Windows permanently deletes all files in the Recycle Bin.

## WORKING WITH DOCUMENTS

Computer documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files. The following examples show how to create, save, open, and print a document using Microsoft® Word. Similar procedures apply to other programs such as Microsoft Excel, Microsoft WordPad, and Microsoft Publisher.

### CREATING A NEW DOCUMENTS

To create a new document:

- ▶ Click Start, All Programs, and then click Microsoft Word. Microsoft Word starts and a blank document opens.
- ▶ Click File, and then click New. The New Document pane opens.
- ▶ Click General Templates. The Templates dialog box opens.
- ▶ Click a tab for the type of document you want to create, click a document template style, and then click OK. The document template opens.
- ▶ Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

### SAVING A DOCUMENTS

After you create a document, you need to save it if you want to use it later. To save a document in Microsoft Word:

- ▶ Click File, then click Save. The Save As dialog box opens.
- ▶ Click the arrow button to open the Save in list, then click the folder where you want to save the file.
- ▶ Type a new file name in the File name box.
- ▶ Click Save.



## OPENING A DOCUMENT

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To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.

To open a document in Microsoft Word:

- ▶ Click Start, All Programs, and then click Microsoft Word. Microsoft Word starts and a blank document opens.
- ▶ Click File, and then click Open.
- ▶ Click the arrow button to open the Look in list, and then click the folder you want to open.
- ▶ Double-click the document file name. The document opens.

## PRINTING A DOCUMENTS

To print a document, you must have a printer connected to your computer or have access to a network printer. For more information about installing or using your printer, refer to the printer documentation.

To print a document in Microsoft Word:

- ▶ Make sure that the printer is turned on and loaded with paper.
- ▶ Start Microsoft Word and open a document.
- ▶ Click File, then click Print. The Print dialog box opens.
- ▶ Set the print options, and then click OK. The document prints.

