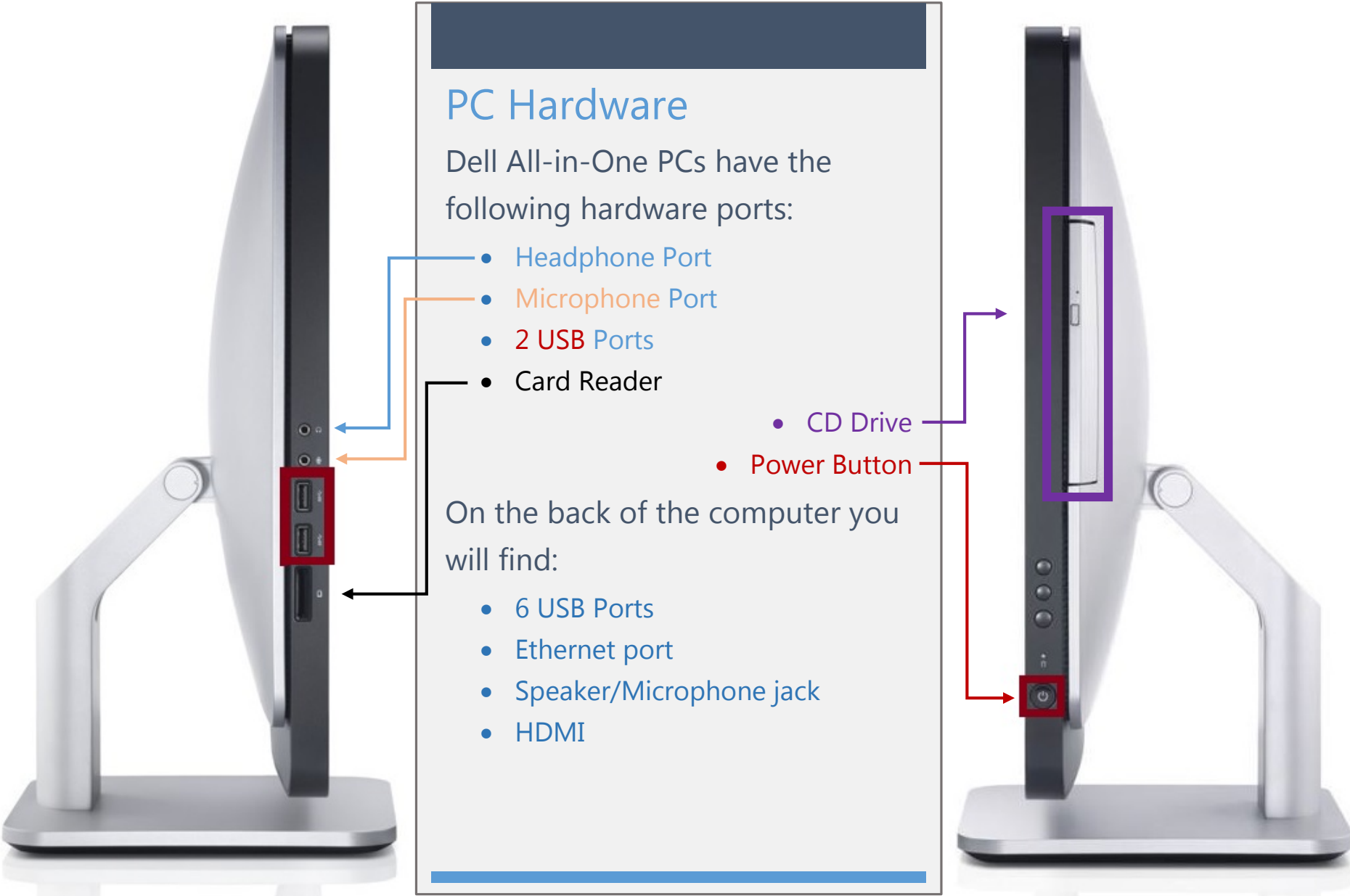


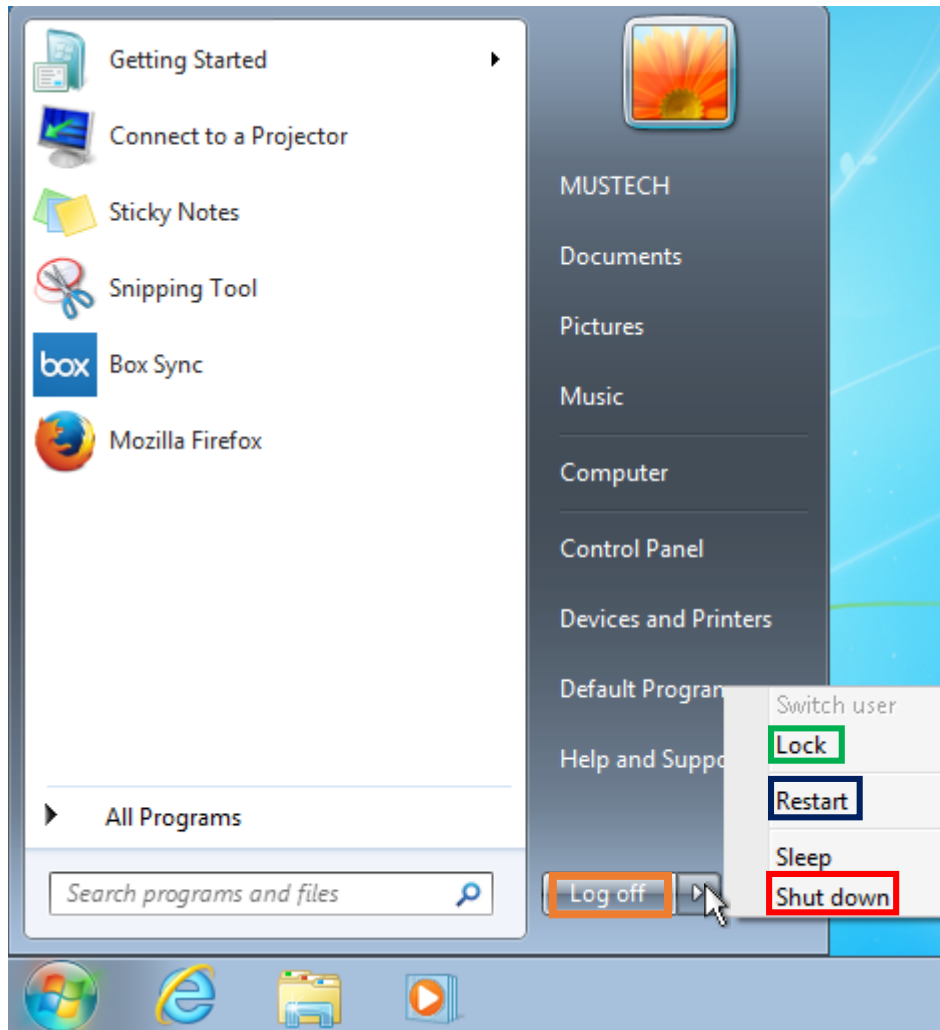
PC: Helpful Information



Right

Left

PC: Power Options



Start Menu

Log off, Shutdown, Restart

To get to these options click the Start menu icon. The options are on the right-hand side of the Start Menu. Log off will be the default option. To see more options click the arrow next to the *Log Off* button.

Lock

- Lock your computer if you are going to be stepping away for even just 5 minutes. Locking will prevent anyone from accessing your information, but will keep any programs you had open running.

Log Off

- You should log off anytime you are going to be away from your computer for more than a brief break. Make sure to save any documents before logging off.

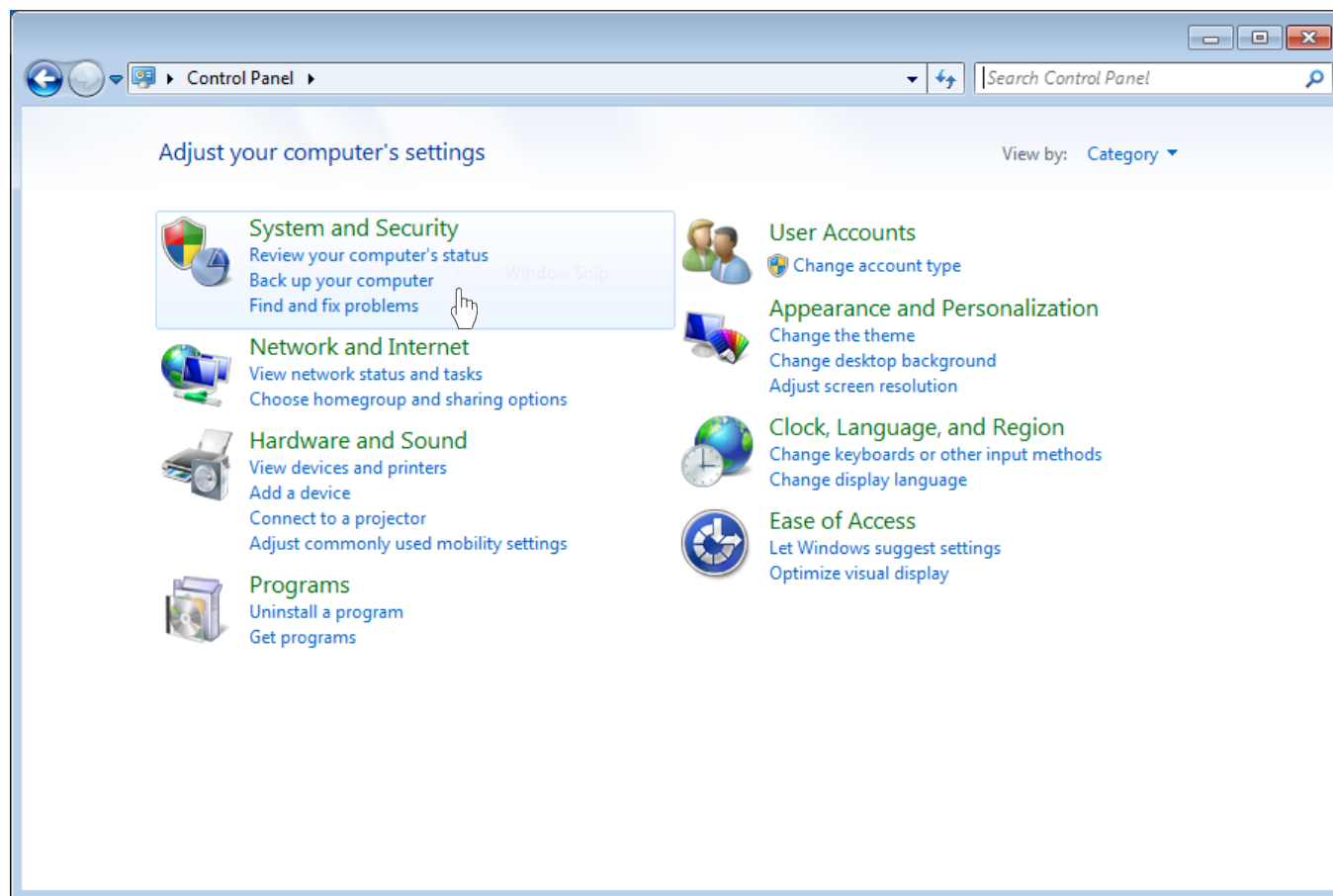
Restart

- If your computer is running slow, or you are having problems with programs try restarting your computer.

Shutdown

- We do not recommend shutting down your computer. This will prevent the computer from getting any updates. Please leave your computer turned on.

PC: Control Panel



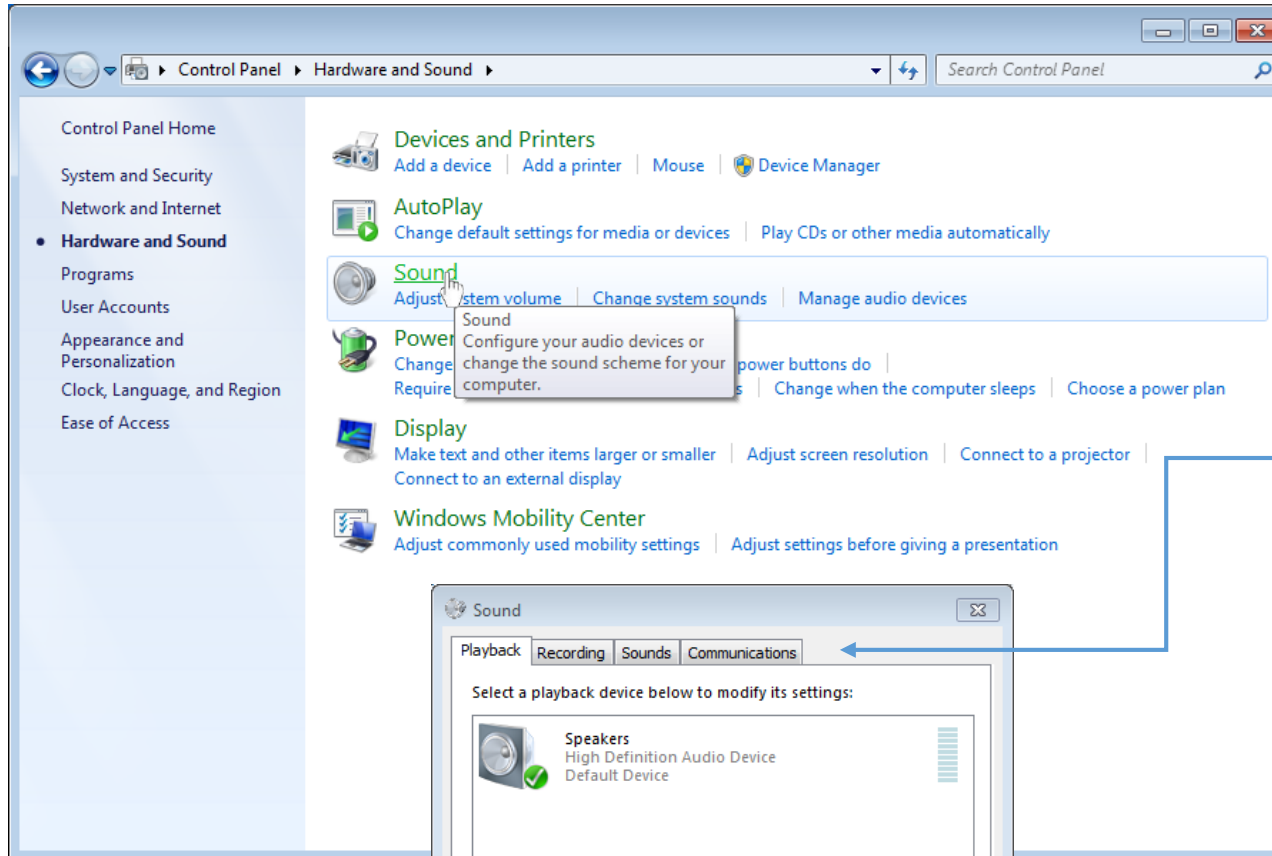
Control Panel

Control Panel

The control panel allows users to view and use basic system settings. From the Control Panel you can:

- Check Devices and Printers
- Change Sound Preferences
- Check what programs are installed
- Change desktop background
- Adjust screen resolution

PC: Control Panel - Sound



Control Panel

Sound Menu

Control Panel - Sound

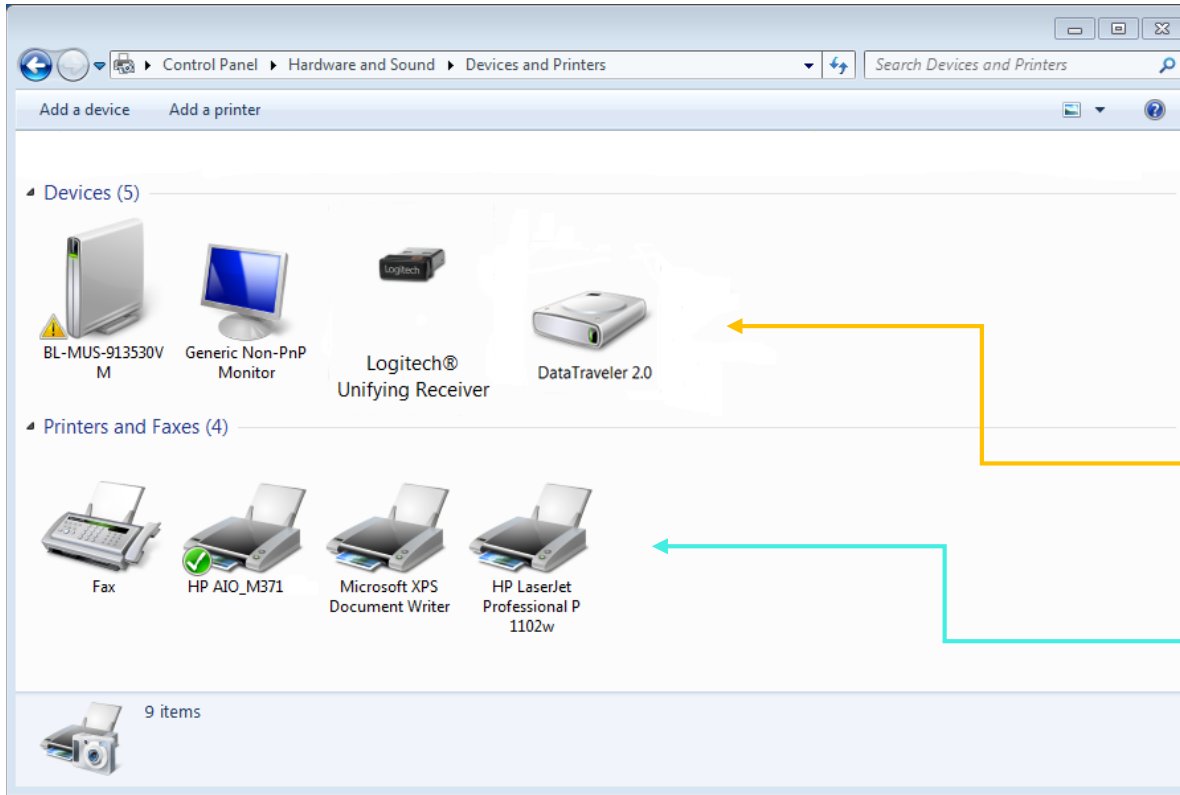
From the Control Panel click >
Hardware and Sound

- Click *Sound* to open a new menu

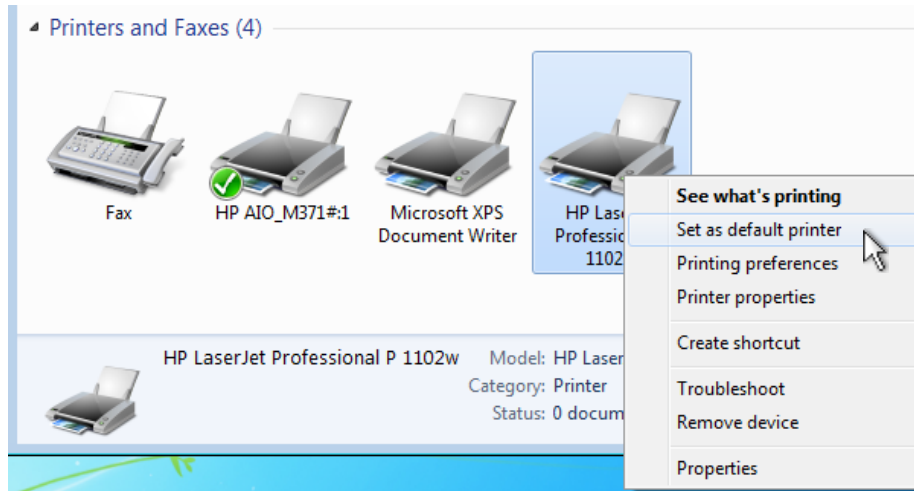
From this new menu you can choose your speakers, microphone and communication device (phone)

- Right-click on a device to set it as default. This status is indicated by the green check mark.

PC: Control Panel – Devices & Printers



Devices and Printers



Printer right-click menu

Control Panel – Devices and Printers


From the Start Menu click > *Devices and Printers* (located just beneath *Control Panel*)

Devices:

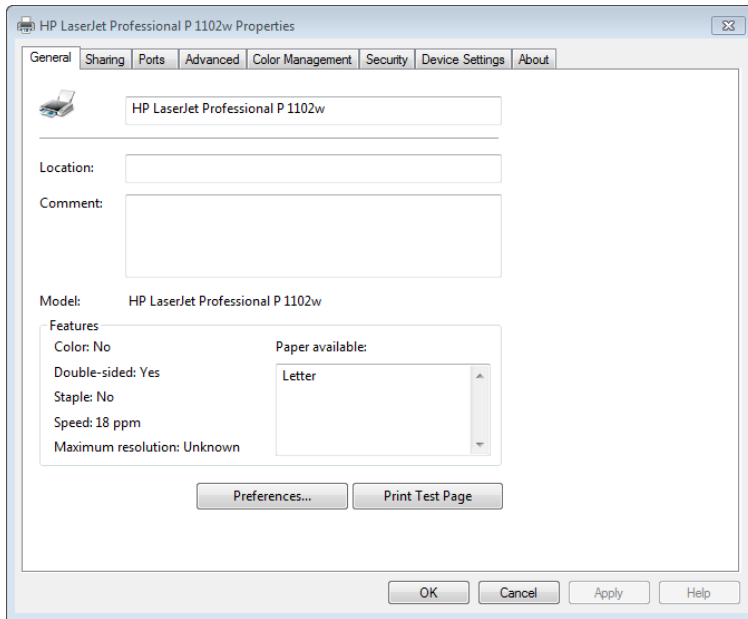
- See what devices are connected to your computer (i.e. flash drive)

Printers:

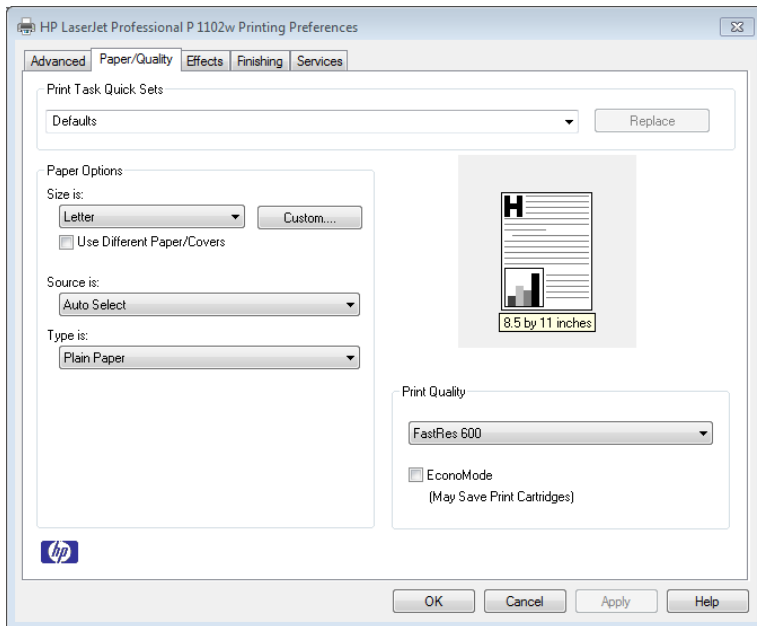
- See what printers are currently connected to your computer (USB or Network)

-  signifies default printer
- To change default printer, right-click on the printer you want as default and select *Set as default printer*

PC: Devices and Printers Cont.



Printer Properties



Printer Preferences

Devices and Printers

To get to both Printer Properties and Printer Preferences right-click on the printer you wish to view and select the option from the menu.

Printer Properties

Under Printer Properties you can:

- Print a Test Page
- Check printer name
- Check model
- Check Drive and spooler settings (Advanced tab)

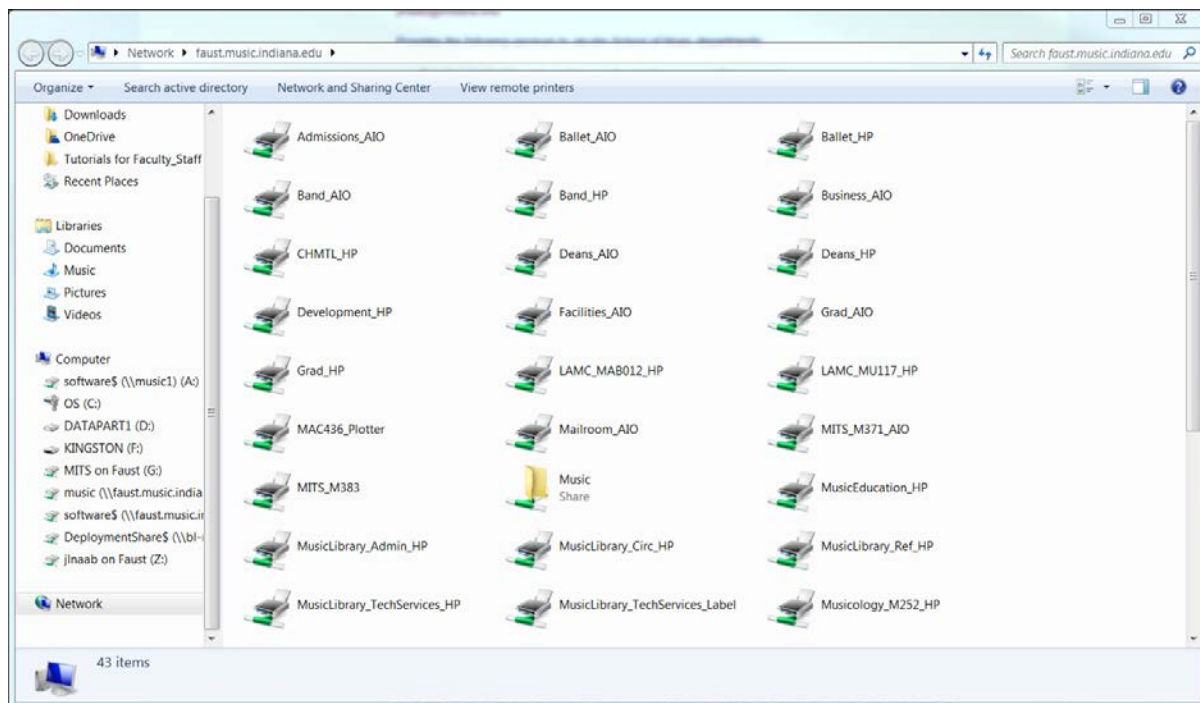
Printer Preferences

You can also get to the printer preferences page from the *Printer Properties* general tab.

- Change print settings
- Save Quick Sets to quickly change print settings

Some of these features may be limited on network printers

PC: Adding a Network Printer



List of network printers

Adding a Network Printer

To add a network printer:

- Click Start
- In the search box type:
 - \\faust.music.indiana.edu
- Hit *Enter*
- A list of printers should appear
- Double click on the printer you want to install

Keyboard Shortcuts

Using Keyboard Shortcuts

These keyboard shortcuts can come in handy when working on your PC:

Windows system key combinations

- F1: Help
- Ctrl + ESC: Open Start menu
- ALT + TAB: Switch between open programs
- ALT + F4: Quit program
- SHIFT + DELETE: Delete item permanently
- Windows Logo + L: Lock the computer (without using CTRL+ALT+DELETE)

Windows program key combinations

- Ctrl + C: Copy
- Ctrl + X: Cut
- Ctrl + V: Paste
- Ctrl + Z: Undo
- Ctrl + B: Bold
- Ctrl + U: Underline
- Ctrl + I: Italic
- Ctrl + A: Select All

Using Keyboard Shortcuts

Highlighting

- Shift + Left Arrow: Highlight one character to the left
- Shift + Right Arrow: Highlight one character to the right
- Ctrl + Shift + Left Arrow: Highlight the word to the left
- Ctrl + Shift + Right Arrow: Highlighting the word to the right
- Shift + Up Arrow: Highlight text from cursor one line up
- Shift + Down Arrow: Highlight text from cursor one line down
- Ctrl + Shift + Up Arrow: Highlight to the beginning of current paragraph
- Ctrl + A: Highlight All