

Basic Computer Operations

Floppy Disc Format



1. Insert disc the disc drive
2. Click on 'My Computer'
3. Click one time on the 3 1/2 Floppy A: picture
4. Click 'File'
5. Click 'Format'
6. Click 'Start'

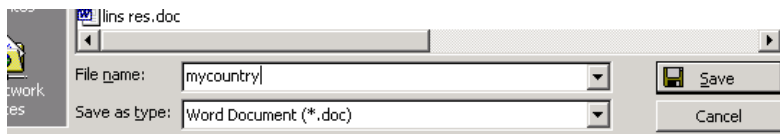
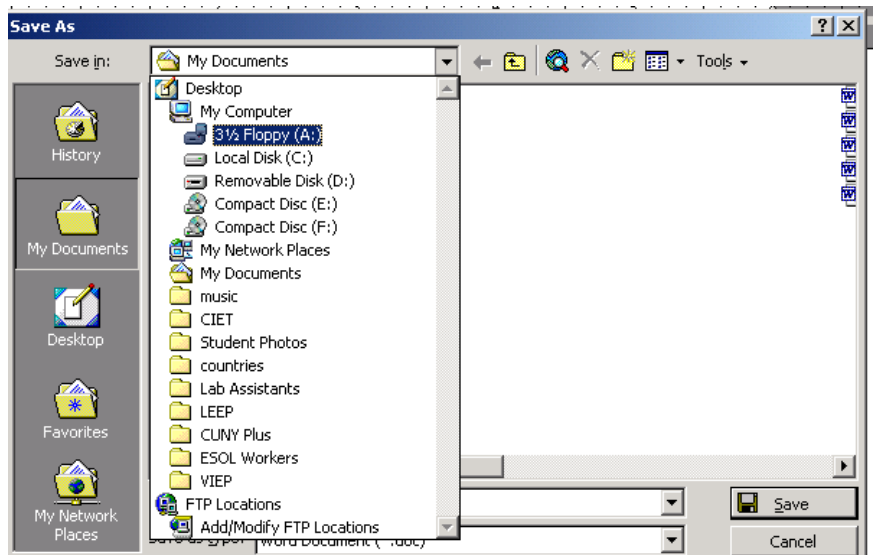
CD-RW Format

1. Insert the CD into
2. Click on 'Start'
3. 'Roxio Easy CD Creator' *or* 'Direct CD Format Utility'
3. Click 'Format CD'
4. Label: Type your name.
5. Click Start Format.
6. Wait 4-6 minutes for the CD to be ready.

Save to Floppy Disc

1. Click on File
2. Click on 'Save as..'
3. Click on 'My Documents'
4. *Click on '3 1/2 Floppy (A):'
5. Type the File Name (For example: mycountry)
6. Click 'Save'
7. Wait for the computer to save!

***To save to the desktop:
For #4- Click on 'Desktop'**



Scanning a Photo or Document

1. Place picture on scanner machine.
2. Click on 'Adobe Photoshop'
3. Click on 'File'
4. Click on 'Import'
5. Click on 'Scanner'
6. Check the image type.
7. Preview
8. Crop (if necessary)
10. Click 'Scan'
11. Save to Desktop in a New Folder (with your name)