

Computer Tips for all Users

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1. Windows 8 – 2 systems in 1 Tablet mode

A tablet uses a touch screen, but you can use a mouse to scroll the tiles (fancy icons) and point to tiles. You left/right click to select/get info. You point to the corners to access certain features. The upper right corner shows the “charms” (Search, Share, Start, Devices, Settings). Click on Search and enter f in the Apps search box to find the File Explorer. Click on it to run it. Click on the circled “?” in the upper right corner of File Explorer to get Help and Support.

You click on a tile to run an application. You end the application by grabbing the screen top and pulling it down. You click on the Desktop tile to enter the Desktop mode. <http://www.youtube.com/watch?v=ZnM65cA2QO4>

Desktop mode

It looks and works like Windows 7. You have icons and can pin shortcuts to the taskbar. Help and Support, and File Explorer are handy ones to pin. Just open them up (as described above) and right click on their task button. Then click on the “pin” menu item. You can easily get back to the Tablet mode by clicking on the lower left corner. <http://windows.microsoft.com/en-us/windows/how-to>

2. Health Portal – old one will phase out by year end since it is not HIPAA-compliant.

Go to the Computer Club Website <http://gs-cc.net> and if you haven’t signed up, click on “**Health Portal Information**” for how to do it. If it comes up too large or small, hold the ctrl key down and press – or + to get the desired size (this works for many programs).

When signed up click on “**The New Erickson Living Health Portal**”.

On the Health Portal you can:

- **Send** a Request to My Provider
- **View** My Chart Summary
- **Request** an appointment
- **Refill** a prescription

The Computer Club Website should be one of your Favorites – when on the site in IE, click on Favorites and click on “Add to favorites...”, then follow the instructions.

3. Cut, Copy, and Paste: So handy, but people who don’t use it regularly, forget how to do it. **Step 1** Highlight (select) the desired material (text, picture, chart...) by clicking and dragging the cursor across the material. **Step 2** Place the cursor on the highlighted material and right click, then click on the Cut or Copy menu item. **Step 3** Place the cursor where you want to paste the material and right click, then click on the Paste menu item.
4. WiFi from *Hi-Fi* (high fidelity) and *wireless* (radio waves replace wires) to connect tablets, computers, printers, TVs, cell phones.
5. Blue Tooth 2400–2480 MHz same as WiFi 2.4 GHz band for wireless mouse, ear piece.
6. Printing emails – use the print symbol or button that is part of the email program.
7. Clogged print head – clean with cue tip dipped in alcohol or water.
8. Browser tabs vs Taskbar tabs – they work pretty much the same way.
9. Telephone scam – They call you and tell you that you have a virus.
10. Sign up for Wait Lists for our courses – Elaine Petrakis MG-517 at 703-923-9518 or by email petrakiselaine@gmail.com