

Be the Master of Your Computer



This mouse is your friend.

What is a pointer?

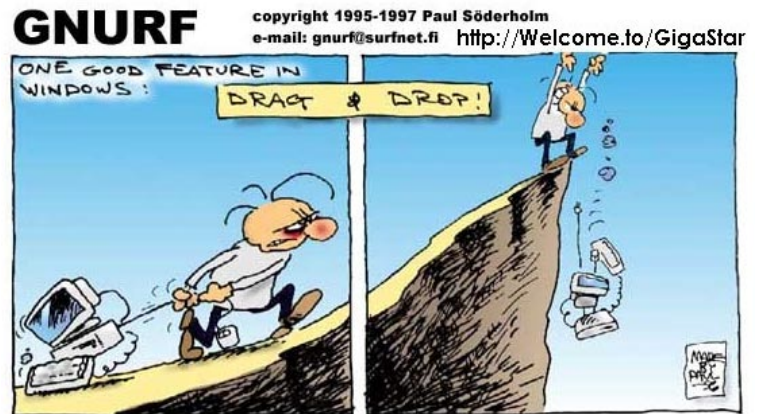
What is left and right clicking?



What's a double click?

What is drag and drop?

Drag this image anywhere in the screen!



What is scrolling?



File Management

Your computer is an electronic file cabinet.

Think of your computer filing system as a series of metal filing cabinets that have all of the necessary instructions for the computer to operate, as well as places to store useful things.

Your computer only files things when and where you tell it to.

A computer is the dumbest thing on the face of the earth. It has vast capabilities but no intelligence, although many times we give it that credit. A computer does not have the ability to think or read your mind. Your computer is only as smart and organized as you are. You must always think of every simple detail and tell the computer each detail in order to get done what you want to do.



Lost files are not the computers fault!

Don't assume that your computer knows what you want to do with a file. When the computer asks you what you want it to do, take time to read the message screens and take the appropriate action to avoid lost files.

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What's the difference between a hard drive, floppy drive, CD/DVD and flash drive?



A **hard drive** is a permanent part of your computer. Unless you take the cover off and look inside, you will never see the hard drive, yet it is vital because it holds all the files and information the computer needs to operate. This is typically identified by the computer as the "C:" drive. There are portable hard drives but these are primarily used for data storage. All computers must have a permanent hard drive.



A **floppy drive** is a removable disk used for storage of files. This is typically identified by the computer as the "A:" drive. Floppy drives are nearly extinct these days. If you have floppy drives, you should consider other options.

A **CD** is another removable type of storage disk. It holds over 400 times more information than a floppy disk. It takes a different process to write information to a CD than to write information to a floppy.

There are 2 types of CD's and 2 types of CD drives.

CD-R is a one time recordable CD disk.

CD-RW is a CD that can be written on multiple times similar to cassette tape.

CD ROM is a CD drive in your computer that can only read CD disks.

CD Writer is a CD drive in your computer that can read and write CD disks.



A **DVD** disk is similar to a CD but holds 7 times more data than a CD. There are several types of DVD disks and drives.

DVD-R, DVD+R are DVD disks with the "plus" or "minus" format and can be written one time.

DVD-RW, DVD+RW are DVD disks with the "plus" or "minus" format and can be written multiple times.

DVD ROM is a drive in your computer that can only read DVD and CD disks.

DVD Writers are drives in your computer with the specific formatting related to the "plus" or "minus" format and can read as well as write to DVD disks and also can read and write to CD disks. Many DVD writers now are able to read and write to either or both formats.

The writing process for CD/DVD disks requires specific software to be installed on your computer.



A **flash drive** is sometimes called a pen drive, flash memory, thumb drive and other names. They all refer to a small device that plugs into a "USB" port on your computer. Data storage capacity ranges from 128mb (mega byte) to 16gb (giga byte).

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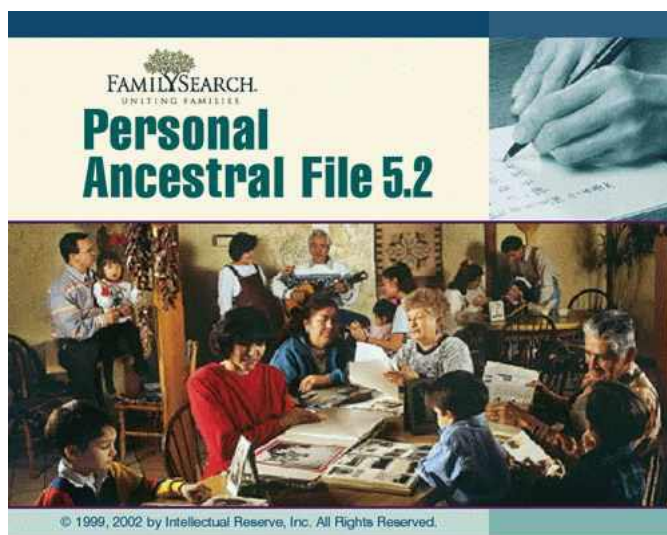


Downloading

The biggest mistake people make in downloading files is that they don't take the time to read and understand where the file is being downloaded to.

At some point in the process of downloading, your computer will ask you where to put the file you want to download. If you don't pay attention to this, the file will be downloaded, but you have no idea where it went. Consequently, you have a "lost file".

The "search" function in Windows can help locate lost files.



Introduction to PAF

PAF is short for Personal Ancestral File.

PAF is a computer program that assists you in storing and organizing your genealogical data into individual and family groups. There are many other computer programs that do the same thing as PAF. PAF is free to download from www.familysearch.org.

Data is entered into PAF by keyboard or gedcom file transfer.

In Conclusion, Remember:

There is more than one way to do most things on your computer. "If at first you don't succeed, try again"!