

Module #1: Getting Started: Introduction to Operating Systems

Mod	TOPICS (tentative)	Due Dates: Basic	Advanced & Master
#1	Introduction (Operating System, Web, Mail)	Jan 29	None
#2	Data Sources – Navigating the Internet	Feb 5	Feb 12

1. To logon to computers in SC72 Computer Classroom:

This classroom uses G3-Macintosh Computers, but we will be running a “virtual PC” on them. That is to say, we shall run Windows 95 on top of the Macintosh!

Here is how to proceed:

1. If the computer display is blank, then you should push the “Start Up” key located on the upper right-hand corner of the keyboard; it has a triangle on it.
2. Click the pretty Apple in the upper left-hand corner of the screen.
3. Select virtual PC – This will start Windows 95 (wait patiently for the login screen)
4. Now you log in (e.g. if your name is Adam Smith then your email address is ASMITH01 and your class is 01 you type .asmith01.a.s01.wu note that there are 4 periods. Faculty use .mlovell.econ.wu)
5. When the WHOAMI box comes up, get rid of it by clicking in the upper right-hand corner and if asked, strike a key to continue.
6. If it asks you to confirm a new password, click on the cancel box.

Notes:

1. The Macintosh uses a One Button Mouse: To right click you hold down the shift key and click the mouse.
2. It is possible for you to fall out of Windows back into the Apple mode. If this happens to you, hold down the Apple key, hit Control, and then toggle the Screen Mode.

2. To Logout:

You must logout in order that another user won’t get into your account area and mess it up. Hit the START menu in the lower left-hand corner, select ShutDown, then click Shut Down the computer.

3. Using Email

How you should handle your Email depends on whether you read it in one of the Labs or on your own computer.

- On your own computer, Eudora Pro (or Eudora light if you have little disk space) is probably the best program to use; its easier; it handles attachments.
- If you log on from one of the labs, you may use Pine but it is better to install Eudora Light on the H drive. You will need Eudora Light to download and send attachments — see below.

Go to the Help Desk in the PAC Data Lab or the first floor of the Science Tower for information about setting up Eudora — it’s free.

- **Attachments**

You will want to be able to process Attachments on Email that you receive. Someone may send you a Greeting Card from San Francisco attached to an Email message. Someone may want to send you a copy of a paper they have written —they can send it to you in Word format by attaching the file to an Email message. And in Econ 280 we will occasionally send you Excel files and other materials attached to an Email message.. When I use Eudora the attachments automatically get dumped in C:\Eudora\Attach. If you have Eudora on the H drive, you might the files in H:\Eudora\Attach

4. Reading PDF Files

Many files on the NET are in PDF format, such as Syllabus.PDF off of the E270 Home Page. When you click on links to such files from any of the ITS Computer Labs the computer will automatically

load Acrobat Exchange and display the file for you. You can enlarge the file to make it more readable, if you like. You can print out the file, but you should use the little icon on the left of the Adobe File tool bar as the one on the big Netscape Print Icon has been known to crash the program.

If you have your own computer, you can get the Acrobat Exchange reader for *free* using Netscape by going to <http://www.adobe.com/prodindex/acrobat/readstep.html>. First follow the instructions to download the program onto your C drive (remember the location on your C drive). Second, use Windows Explorer to go to the location where the file was downloaded and double click on it. The program will self install. Finally, delete the downloaded file from your C drive.

ASSIGNMENTS FOR MODULE #1

1. Log into the computer.
1. Help: Start\Help - Click on START on the bottom-left corner of your screen, then click on HELP
 - Place your cursor over the first edit box window and click the right mouse button to learn what it's for.
 - Note on *Right Click*: In many programs, clicking the right mouse button often gives you a helpful menu. This would be Shift-click on a one-button mouse.
 - Now type **Folders** in box 1: Scroll through the items in the bottom list box until you find, *Seeing what's on your Computer*; check it out, and then click at the bottom on *Related Topics* to find out about *Viewing the Hierarchy of Files* on your Disk Drive..
2. Trees and Folders (like folders in the drawers of a filing cabinet)
 - To see what is on a floppy disk or the hard drive, you can use Windows Explorer.
 - To Start Windows Explorer Click on *Start* – It may be near the end of the list or under *Accessories*
 - Click on *VIEW* to see the various display options; try them out
 - There are yellow folders; click on any folder to see the folders and files it contains.
 - Your personal files are on the H Drive (folder with same name as your Email/user name)
 - Later you will use Explorer to copy back-up copies of files onto a floppy disk in Drive A
3. Use Explorer to create a directory for *E280 on the H drive*; then establish a subdirectory for *EXERCISE* inside *E280*. This can be accomplished by using the *Explorer\File\New\Folder* option. You will use these subdirectories to store work you create for the course.
4. Start **WORD**, type a few lines, and save your work in the directory H:\E280\, calling it **FIRSTTRY**
5. Now go to Windows Explorer. Note that the file is called **FIRSTTRY.DOC** (the **DOC** tells the computer it is a Word file). Drag that file into the **EXERCISE** folder. Now place a copy on your floppy disk. You can do this by placing your floppy disk in drive A:; then drag the file onto it or click on it and then use Explorer's **Edit/Copy** and **Edit/Paste** commands (or **Ctrl-C** and **Ctrl-V**)
6. Email –
 - Set up email to put your personal “signature” automatically on all your email messages (this should probably contain your name, phone number and mailing address)
 - You are to send an Email message to mlovell with carbons to the three E280 TA's , when finished with this exercise.
 - **Subject**: Include the course number E280 as part of the **Subject** in all email you send to us
 - Look up a topic of interest in **Help**; copy-it and paste the information into your Email message
 - Rename your **FIRSTTRY.DOC** file iii1stTRY.DOC, where iii are the initials of your name and **ATTACH** it to your Email message.
 - Send it to the four of us (our Email addresses are on the E280 syllabus)..
7. Finished! Close down **WORD** and logout of the computer.