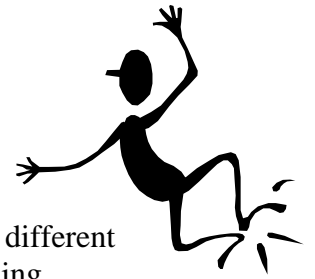


ANHS COMPUTER BASICS



The computers in many of the labs and classrooms at Antelope High School are different than the computer you use at home. How? They don't have hard drives! A-maz-ing.

This means that instead of saving all of the programs and documents on to a local C: drive (a hard drive right behind the monitor), these computers are connected to a server off campus. When a program is needed, it loads it from the district server.

There can be a few tricks to making these work, though. Read on to find out how to avoid the most common mistakes. ☺

Logging On

Before doing anything, **if you will be using a USB drive** to save your work, **insert it now, before you logon.**



After you press the Ctrl, Alt, and Delete keys to begin, you'll see the following screen:

User name is your **firstname.lastname**

Password is your **6-digit student ID #**

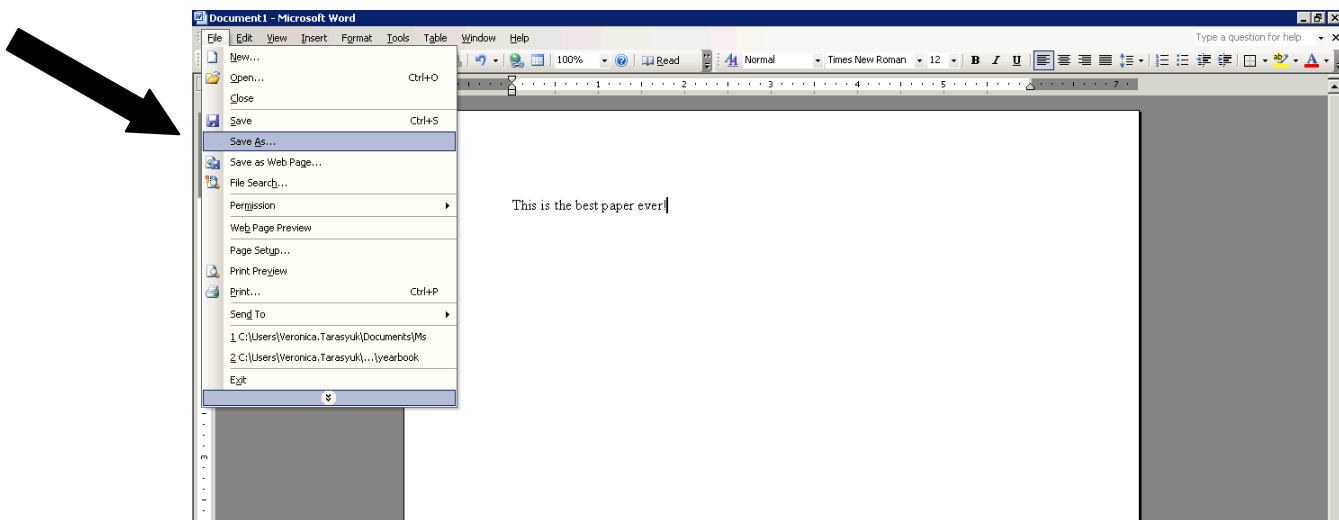
Logon to **RJUHSD**
(not "this computer")

Saving Your Work

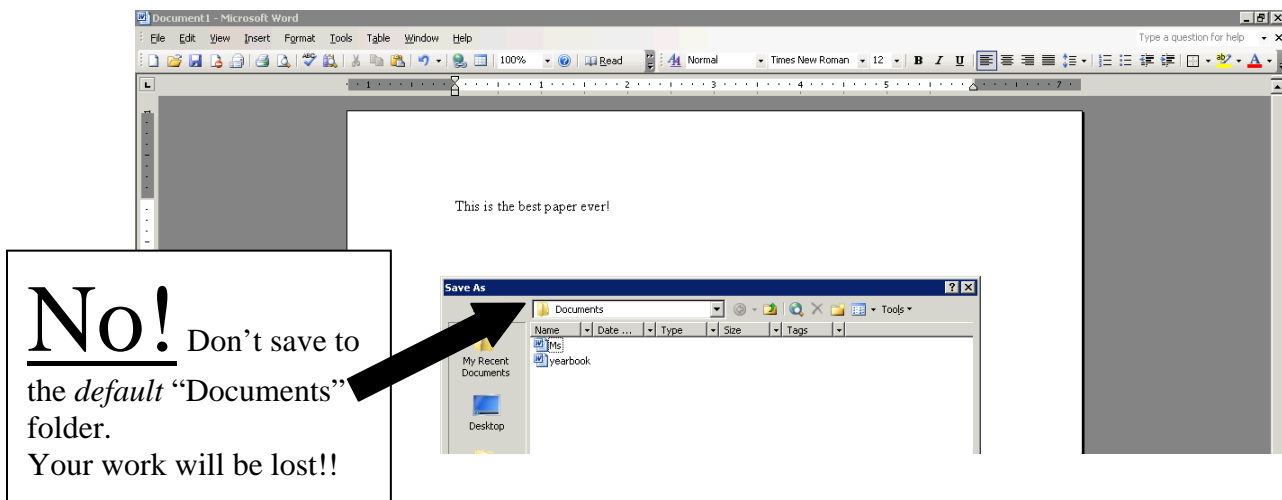
Because these computers don't have local hard drives, if you just save by pressing the save icon, your work might be saved for the day, but it likely won't be there the next day, after the district servers are cleaned.

To be sure your work is safe, follow these steps:

- Go to **File**
- **Save As...**

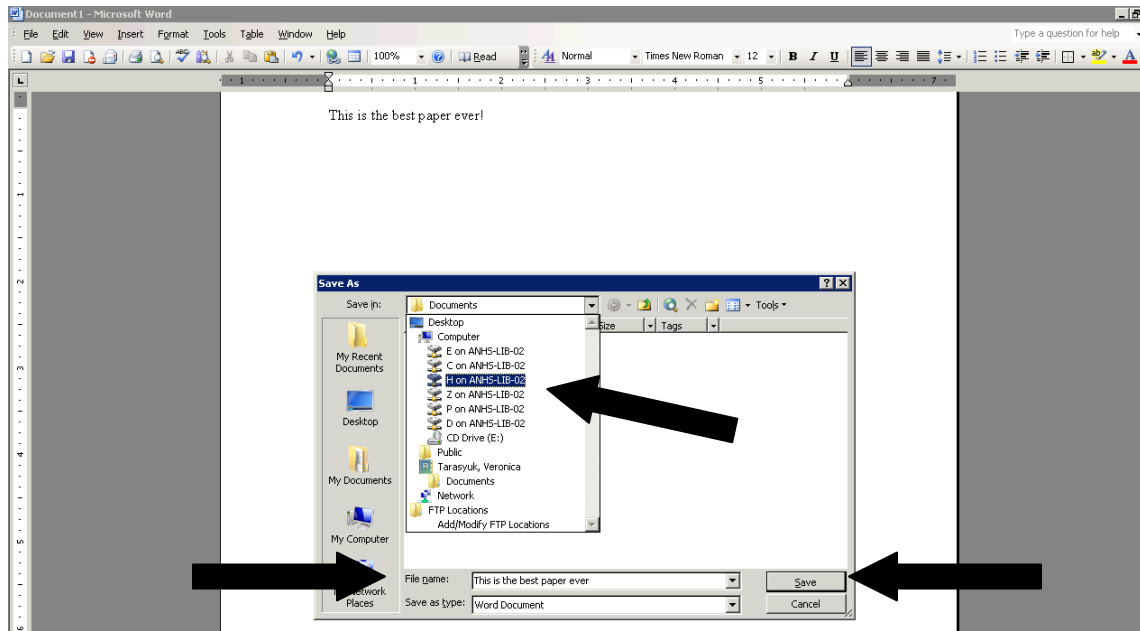


This screen will pop up. **BE CAREFUL!!** The *default Documents* folder *looks* like a viable folder (one that will save your work), but it's not! **These folders are cleared off each night. Your work WILL BE LOST.**



To be sure your work is safe, save it on the **H: drive**. This is your own student network folder, a safe place to store all of your work. It is accessible from any computer on campus you log on to.

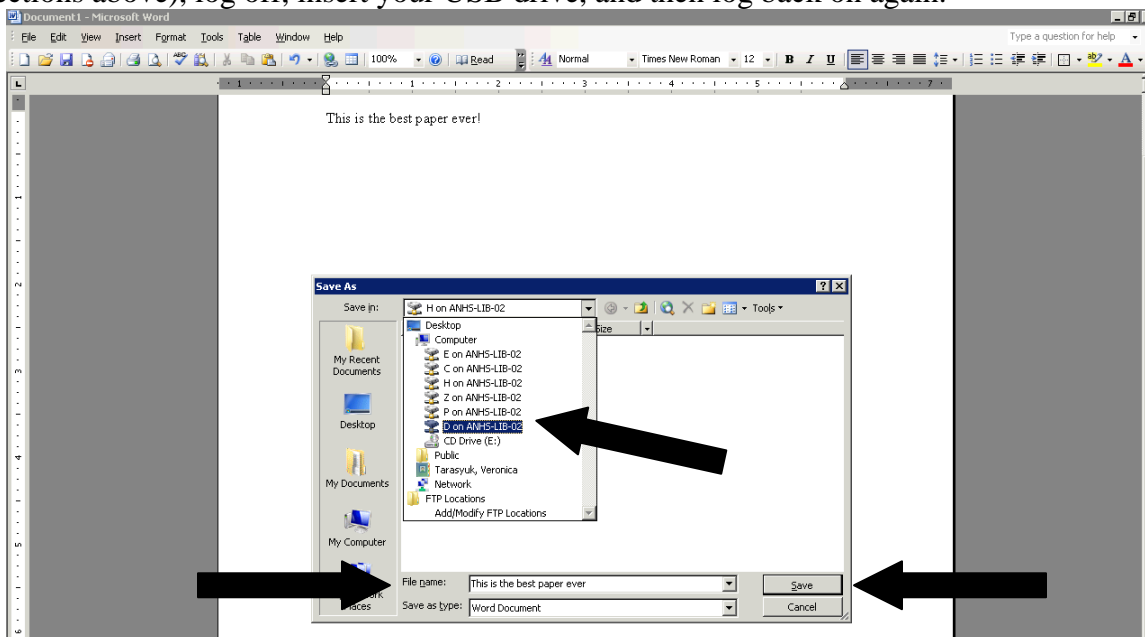
- pull down the top menu and select **H on ANHS...** OR sometimes it will show up as **Firstname.Lastname on 'Hs-nas\Vcasel-f\$\H**
- name your document next to **File Name**
- click **Save**



To save to a USB drive,

- pull down the top menu and select **D on ANHS...** or **E on ANHS...**
- name your document next to **File Name**
- click **Save**

If you don't see your USB drive, that means you probably didn't insert it before you logged on, so the computer doesn't see that it's there. If that's the case, save your work to your H: drive (see directions above), log off, insert your USB drive, and then log back on again.

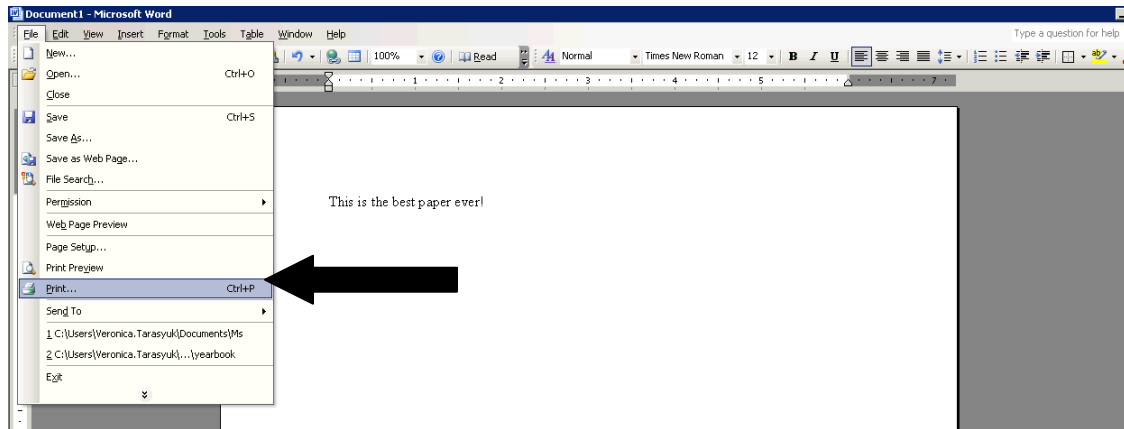


Printing

Again, because of how these computers are networked, if you just click the printer icon, you'll soon find out that nothing will happen—your document won't print.

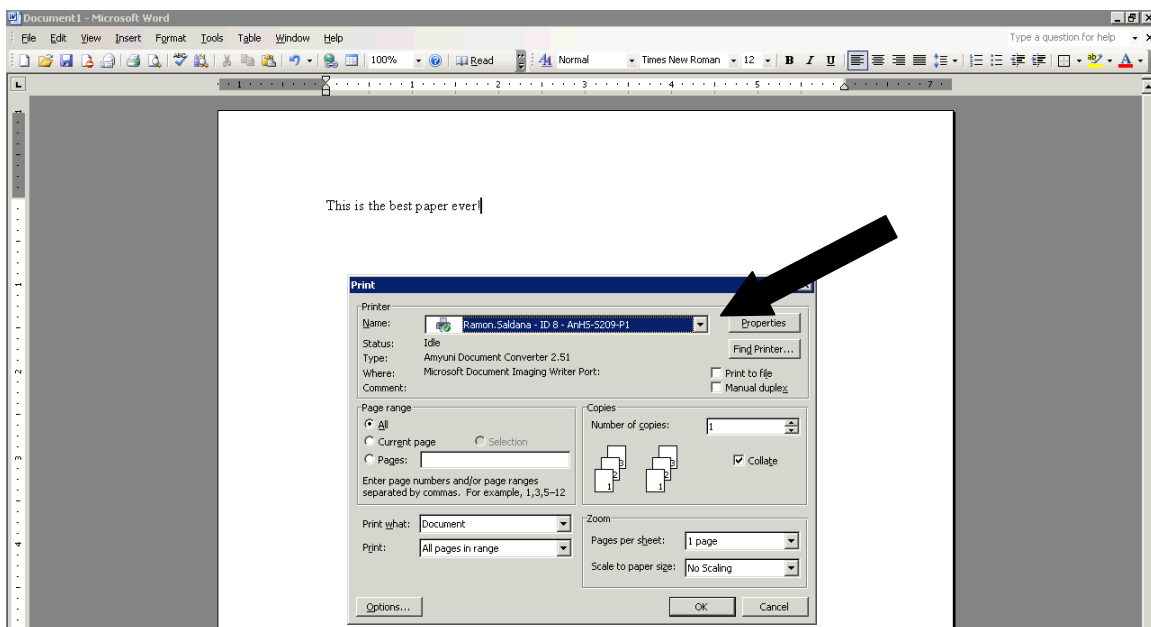
To print, go to

- **File**
- **Print...**



You'll see this print dialog box pop up.

- Go to the top, where it says **Name** and pull down the menu.



- Find your **name** OR **location** in this list, then click **OK**.
 - In the **L111 lab**, choose **AnHS-L111-P1**
 - In the **main library room**, choose **An-Lib-P2**