



ESTES VALLEY
LIBRARY

Computer & Technology Class

Computer Basics II

In this class we'll learn about:

- Copying and pasting text
- Saving your work on a computer and flash drive
- Use Finder find your work, create folders, and organize your work
- Back up your work with free online cloud storage
- Attaching a file and a photo to an email

Copy and Paste Text to Save Time

Step #1 Select the text that you wish to copy:

- Press and hold the left button on the mouse and drag it across text to highlight
- OR
- Click with mouse at start of text to move cursor there. Press and hold the shift button on the keyboard while clicking at the end of the text to highlight.

Step # 2 Copy the text:

- Right-click with mouse and select "Copy"

OR

- Press "command" and C on the keyboard at the same time

Step # 3 Paste the text:

Click in document to move the cursor where you would like to paste

- Right-click with mouse and select "Paste"

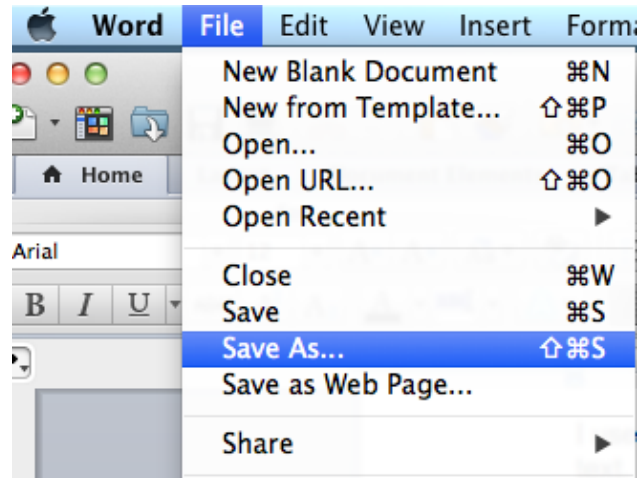
OR

- Press "command" and V on the keyboard at the same time

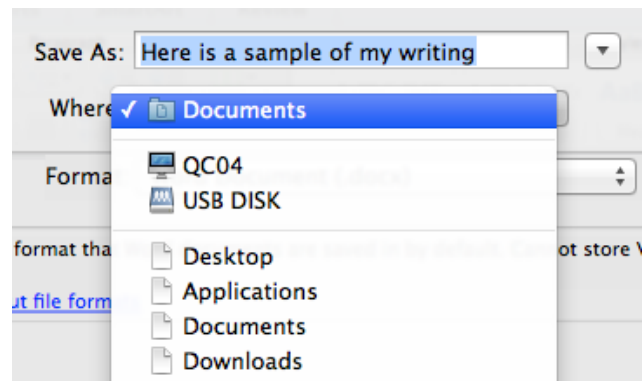
Saving Your Work on a Computer and Flash Drive

In the top, left corner of the screen, click “File”

Select “Save As”



Choose to save your file to:
“Documents”
“USB Disk” (your flash drive- plug it in)
or “Desktop”

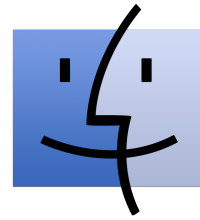


After doing “Save As” once,
You can continue to save your work by clicking “File” and selecting “Save”
OR by pressing “command” and S on the keyboard at the same time

Use Finder find your work, create folders, and organize your work

In the bottom, center of the screen (called the dock),

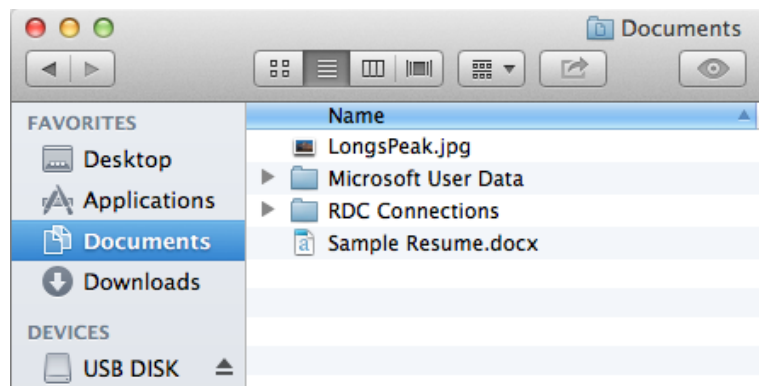
Click once to open Finder



- Find your work saved in Documents, USB Disk (plug it in), and Desktop
- Double-click with mouse to open your document

Find and open the files Diana saved on the computer for you

Look in Documents for “Sample Resume” and “LongsPeak”



- Right-click on a blank line inside the Finder Window and select “New Folder”
Type in a name for your folder and press “Return” on the keyboard
- Drag and drop with the mouse to move files into the folder
Double-click to open the folder
Press the back button in the top, left corner of the Finder Window to go back to the main folder

Back-up Your Work With Free Online Cloud Storage

If your email address ends in @gmail.com or @beyondbb.com,

You have free cloud storage with GoogleDrive

If your email address ends in @hotmail.com, @outlook.com, or @msn.com,

You have free email storage with OneDrive

Everyone can get free cloud storage by creating a free Dropbox Basic account

You'll need to install the free desktop app on your home computer
And/or install the free mobile app on a mobile device

www.dropbox.com

Attaching Files and Pictures to Emails

(Instructions for Gmail. Other emails will look slightly different.)

From the inbox, click Compose to write a new message

Click the paperclip button at the bottom of message box to attach a file or picture



Select the document or picture you wish to email. You will see it load then attach at the bottom of your email.

To add another document or picture, repeat this process

- Email dlaughlin@estesvalleylibrary.org the file saved in Documents "Sample Resume"
- Email a friend or family member the picture of Long's Peak saved in Documents.