An Introduction to PC

Contents

1. Logging in

First thing you need to do is log into Netloan, when you sit down at one of the Public PC's you should see this screen.
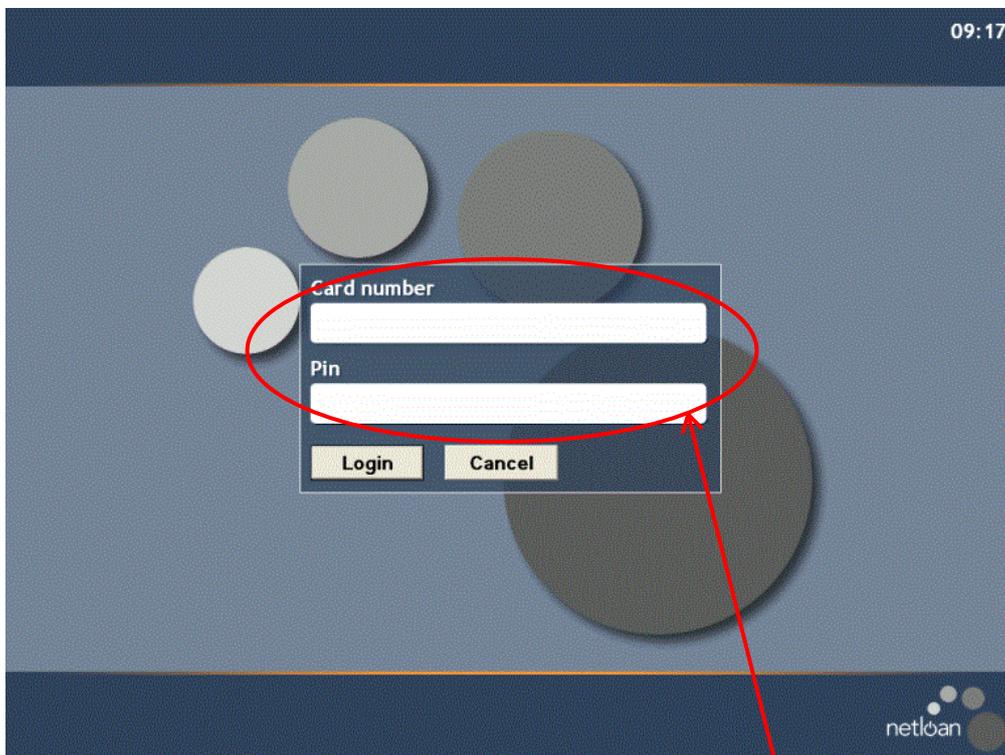
Enter your Library card number "L00000" or "D600", or your Bon Accord card number "6335" and then your 4 digit PIN code into the boxes above. If you do not know your PIN then please ask a member of staff for this.

If you are trying to type in your Library Card Number using the number pad and it's not working then please make sure the number lock is on, this is indicated with the light below.
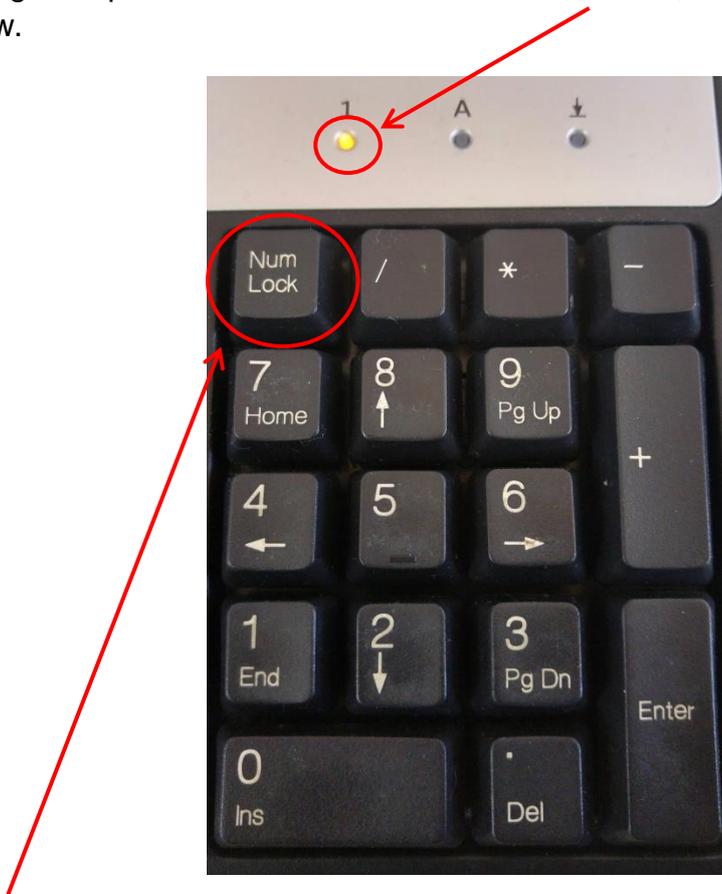

To switch the "Number Lock" on press this button.

2. Web browsing
If you are looking to go online then look for one of the following symbols, double click the left mouse button to open the web browser.

Internet Explorer

Firefox

Safari

Chrome

This will allow you to access the internet, all browsers have an address bar located at the top of the browser. They will look like this.

Internet Explorer

Chrome

Firefox
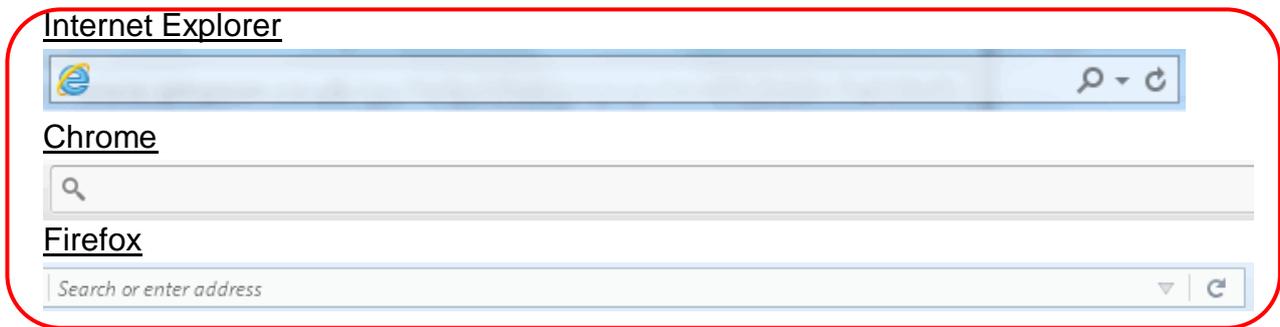
To access a webpage you can either type the page in like this "www.google.co.uk" or "google.co.uk". Browsers have the capability to do an internet search directly from this address bar as well, so you could just type in what you are looking for.

3. Managing applications

If you have something open and you want to go back to the desktop to open another application or exit what you have open, use the buttons on the top right of the application.

This is the minimise button, this temporarily closes the application.

This is the close button, this will exit any application you have open and shut it off.

If you have minimised an application, it will still be open in the background, the toolbar at the bottom of the screen will show you what applications you have open by highlighting them.

If you want to switch between these programs then click on the highlighted icons. If the icon is not highlighted then it means it's not open.
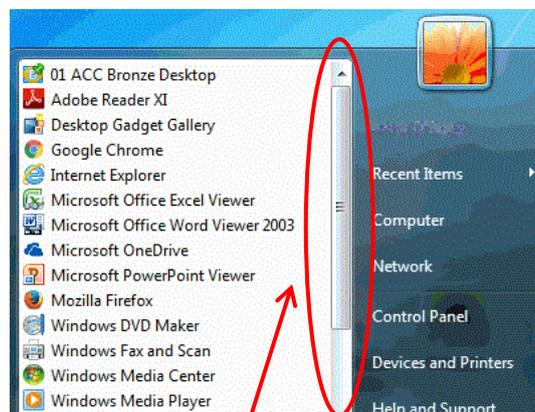
If there is an application you are looking for but cannot see it on the desktop or the taskbar then it might be within the start menu this can be found on the bottom left corner of the screen.

Click on this icon and the start menu will appear. This will list other applications on the PC.
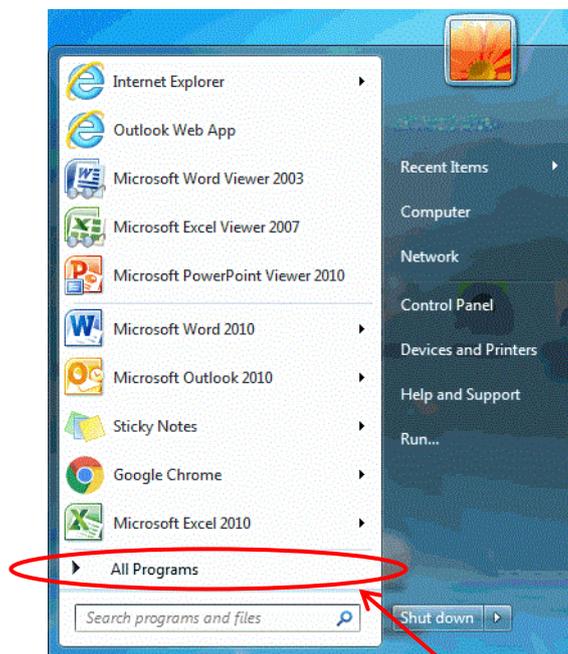
If what you are looking for is still not there then click on the "All Programs" option.

This will give you the full list of applications that you can scroll through and select the one you want.