

**FRANCISCAN SCHOOL OF  
THEOLOGY**

**COMPUTER LAB GUIDELINES**

**November 2010**

# FRANCISCAN SCHOOL OF THEOLOGY

## Computer Lab Guidelines

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### INTRODUCTION

Welcome to the Franciscan School of Theology! We are very pleased to offer our computing facility to you. Please take a moment to read through this booklet. There are some important rules and procedures we would like you to follow to ensure the integrity of the computing facility. We ask that you follow the guidelines out of consideration for others who will use the facility, and to ensure maximum performance of the computers.

### Rules and Guidelines

1. PLEASE DO NOT EAT OR DRINK IN THE COMPUTER LAB.
2. DO NOT ATTEMPT TO FIX THE COMPUTERS OR PRINTERS. Even if you have expertise in this area, we would prefer that you not attempt to fix any of the equipment in the computer lab. We are under contract and have authorized personnel to address computer and printer problems. Contact the front desk in the event of a problem.
3. DO NOT change ANY of the settings on the computer. The current settings have been chosen for optimum computer performance.
4. DO NOT download any software from the internet.
5. DO NOT load any of your own software on any of the computers in the Computer Lab.
6. DO NOT view or download pornographic material. The Franciscan School of Theology is strongly opposed to sexual harassment including visual displays of degrading sexual images or pornography.
7. Save ALL of your work to a diskette, zip disk, or flash drive. DO NOT save any of your work to the hard drive»(c:\). Maintenance will be performed on the computers in the lab regularly. If you save any of your work to the hard drive, you may lose it. If you do not have a diskette, zip disk, or flash drive, you can purchase one at the Campus Store located on the corner of Euclid Avenue and Ridge Road.
8. Use the recycling receptacle for any recyclable paper you may need to discard. It is located outside the door to the lab.
9. NEVER TURN THE COMPUTERS OFF.
10. These computers are set to auto-update from Microsoft periodically. After an auto-update, they will require a restart. If the computer is off, log on as follows:  

username:	<b>fstlab</b>
password:	<b>FST*lab</b>
domain:	<b>consortium</b>
11. Out of consideration for other students, please leave the workstation the way you would like to find it.

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### USING MICROSOFT WORD

1. To access Microsoft Word, click on the START button in the bottom left-hand corner of the screen; click on PROGRAMS, click on MICROSOFT OFFICE, then click on MICROSOFT WORD. The program will give you a blank document.
2. Compose your document.
3. When you are finished with your document and you have saved it (see below for procedure), close the word processor by clicking once on "File" in the upper toolbar. A menu will drop down.
4. Click once on "Exit".

### SAVING YOUR DOCUMENT TO A DISKETTE, ZIP DISK, OR FLASH DRIVE

1. Insert a diskette, zip disk, or flash drive in the appropriate drive or USB port.
2. Save your document by clicking once on "File" in the upper toolbar. A menu will drop down.
3. Choose "Save As" by clicking once. You will see a window with the following information:

Save In: 3 1/2 Floppy (A:)  
File Name:

4. The cursor will automatically go to the "File Name" box. Type in the name you want to give to your file.
5. Click on "Save" once and your document will be saved to the diskette, zip disk, or flash drive.

### OPENING AN EXISTING DOCUMENT FROM A DISKETTE, ZIP DISK, OR FLASH DRIVE

1. Insert the diskette, zip disk, or flash drive into the appropriate drive or USB port.
2. On the desktop (computer screen), double click on Microsoft Word.
3. Click once on "File" in the upper toolbar. A menu will drop down.
4. Click once on "Open". You will see a window with the names of the files on your diskette, zip disk, or flash drive.
5. Click once on the file you would like to open.
6. Click the "Open" button in the upper right corner of the window.

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### PRINTING YOUR DOCUMENT

BRING YOUR OWN PAPER.

Every computer is connected to the HP LaserJet 4000 TN printer located in the Computer Lab. Do not choose any other printers you may see listed.

1. **DO NOT** use the manual feed.
2. While your document is still on the desktop (computer screen), click once on "File" in the upper toolbar. A menu will drop down.
3. Click once on "Print".
4. Click **once** on the "OK" button located in the lower right corner of the window. Please note that it takes a few seconds (sometimes even a few minutes) for the printer to respond to the print command especially if someone else in the computer lab has sent a document to the printer. Do not send your file to the printer more than once.
5. If there is a problem with the printer, **DO NOT ATTEMPT TO FIX IT YOURSELF!!!** Contact the front office.

### CONNECTING TO THE INTERNET

1. Double click the "Internet Explorer" icon on the desktop. The computer will launch the Franciscan School of Theology home page.
2. If you know the website you want to visit, type the site address in the "Address" window, and either click on "Go" or press the "Enter" key.
3. If you do not know the address of the website you are looking for, search by clicking once on the "Search" icon in the toolbar and following the instructions.
4. When you are finished, exit "Internet Explorer" by clicking once on "File" on the upper toolbar, and clicking once on "Close" on the drop down menu.