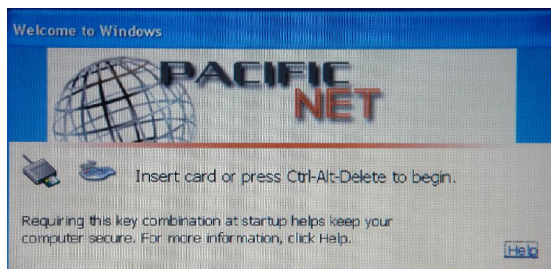


FAQs About Common Computer Tasks Using Windows XP

The University of the Pacific Laptop Computer Program allows students to gain access to multiple school resources, including online course materials and presentations, digital radiography systems, databases, printers and e-mail. The following are some frequently asked questions about how to set up your laptop to be able to access these resources.

Q: How do I log onto the computer and the school network?

- i) Plug the network cable into the computer's network port
- ii) Turn on the computer. The Windows Client for Windows XP screen appears.

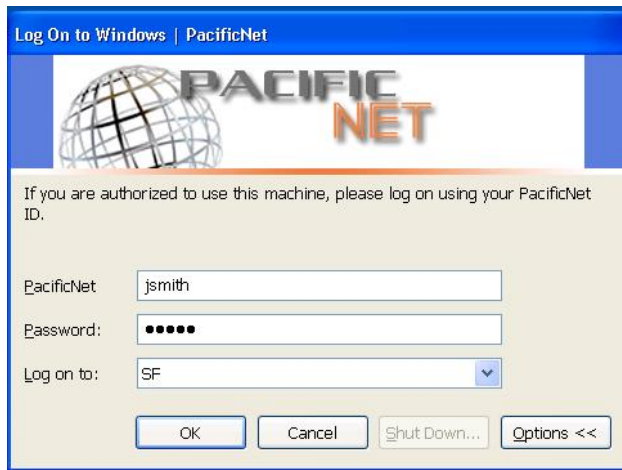


While holding down the **Ctrl** key, press the **Alt** and **Del** keys.

- iii) The login screen appears.



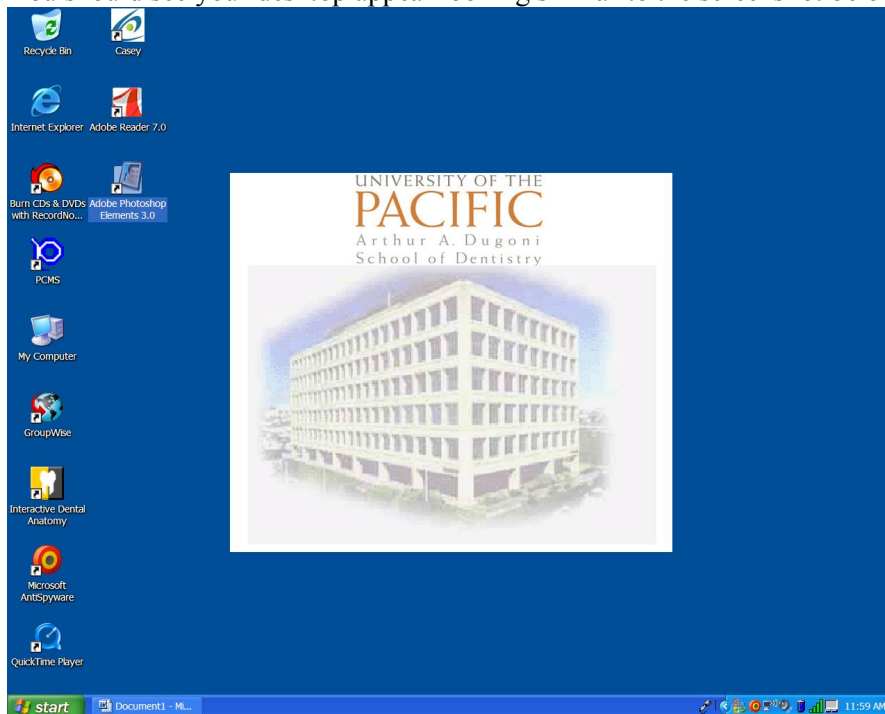
iv) Click on the Options button to expand the **Log On** window.



v) In the PacificNet field, enter your user name. In the Password field, enter your password (your user name and password should have been provided to you separately)

vi) Press the **OK** button to login.

vii) You should see your desktop appear looking similar to the screenshot below.



Q: How do I access online resources available to me?

The following is a brief list of some available resources:

- **OVID's Medline.** To access this tool, use your web browser to go to the Pacific Dental Web site at <http://dental.pacific.edu>. Select **Current Students > Online References > Ovid**. If

you are inside the school, you don't need to input the user ID and password. If you are outside, then you will have to input the user ID and password to login (please refer to your "**Computer ID and Password List**" for your Ovid user ID and password).

Note: Only two concurrent users are allowed to access *OVID Medline* at a time.

- **LexiComp CRL Online drug information database.** Go to <http://dental.pacific.edu>. Select **Current Students > Online References > Lexi-Comp**. You will be taken to the Lexi-Comp web site. When requested for a User Login, enter the appropriate userid and password as indicated on your "**Computer ID and Password List**"
- Blackboard electronic course management system. Go to <http://dental.pacific.edu> and select **Current Students > Online References > Blackboard**. (If it does not connect at first, click the "back" button on your browser and then try again). When you get to the login prompt, enter your Blackboard ID and password (which you should receive separately). Instructions for using Blackboard are available in the course, "A Student Guide to Blackboard," within Blackboard.
- Research opportunities and competitions. Go to <http://dental.pacific.edu> and choose **Current Students > Research and Postgraduate Opportunities**.
- **Your student e-mail account.** The School of Dentistry uses the GroupWise e-mail system. You can access your GroupWise account in two ways:
 - The GroupWise client software that has been installed on your computer. This client has more functionality than the Web version of GroupWise. To use the GroupWise client software, double click on the GroupWise icon on your desktop to open the e-mail application.
 - Via the Web. Open Internet Explorer and type in the following address: webmaildental.pacific.edu/gw/webacc and press the **Enter** key. You will be prompted for your username and password.
 - Your e-mail address will be in the format username@pacific.edu. Example: jsmith@pacific.edu or jthomps@pacific.edu. **Please note that your network username (PacificNet ID) may differ from your GroupWise username.**

Q: How do I add my personal printer to my printer list when I'm not on campus?

Start > Printers and Faxes > (Printer Tasks) Add printer > Next > Local printer

Q: How can I make sure that I am printing to the correct printer?

On all Windows applications there is a print dialog screen that is available on the **File** menu. Choose **File > Print**. Then on the print dialog box, in the box labeled **Name**, click the drop-down menu to see a list of installed printers. Choose the printer you want to print to by clicking on its name to highlight it. Then set other options on the print dialog screen as needed and click on "OK" to send the print job to that printer.

Q: Do I need to back up my files? If so, how do I do this?

If you do not make backup copies of files and your hard drive fails, you will lose those files. To prevent this scenario, you should back up your personal files regularly.

There are several ways to make back up copies of your files. One way is to copy files onto a USB flash drive or recordable DVD or CD on the laptop computer. The other way is to save a file into a directory on your network drive. Disk space has been reserved for you on the university's network drive for this purpose.

a) Backing up files to a DVD/CD drive:

- i) Insert a blank recordable DVD/CD into the DVD/CD drive.
- ii) **Start > All Programs > Sonic > RecordNow! Plus > RecordNow! Plus** or double click on the **Burn CDs & DVDs with Roxio** icon



Burn CD & DVDs with Roxio.Ink

- iii) Click on make a **Data CD**
- iv) Click on the **Data CD Project** button. This will open another window that will allow you to highlight the files and folders that you want to add to your CDR disk.
 - (1) After making your file selections, click on the **Add** button to add files to the current job.
 - (2) Repeat the above to add additional files to the current job.
- v) Click on the red “Burn” button to start the process

b) Backing up a file you are working on to your network drive:

- i) After creating a document, click on “**File**” (menu) and “**Save as**”.
- ii) Click on the down arrow in “Save In” field, click on the S:\> drive, navigate to the folder where you want to save the file, then click Save.

c) Backing up a file to a USB flash memory drive:

- i) Open the USB Flash Drive (Remove the cap).
- ii) Insert the USB drive into the USB port located at the rear of your laptop.
- iii) Wait for a message to appear on the screen indicating that your laptop has detected the device.
- iv) Double click on “My Computer” icon and you will see an additional drive letter as a removable drive.
- v) You will be able to “drag and drop” or “copy and paste” files into that device. (See diagram below)

