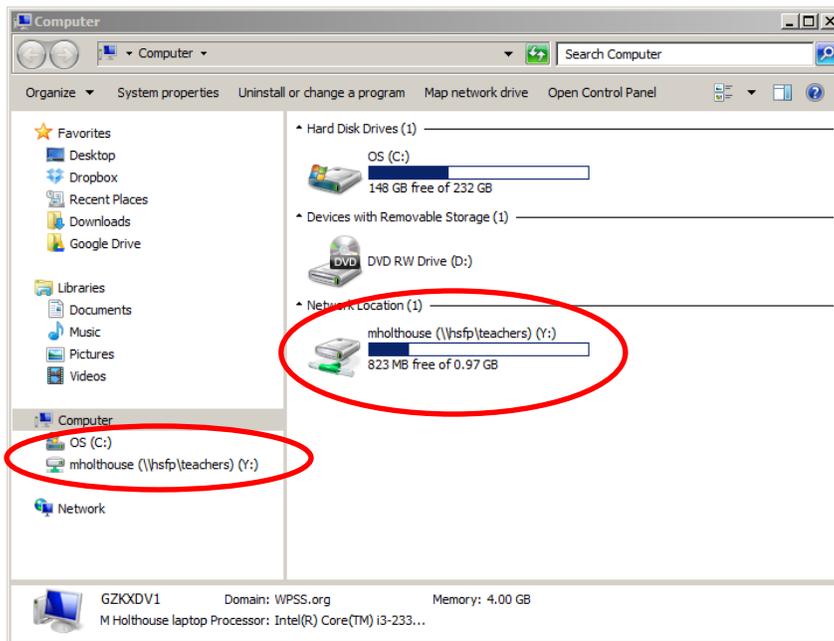


Working on the A160 computers

1. Do not get personally attached to any specific computer in the lab. You will be using lots of different ones.
2. Always log in using your school ID, for example, 14Doe@wpsstudents.org
 - a. If the computer is locked with someone else's ID, tell your teacher, and then turn it off and back on.
 - b. If the computer is running the Mac OS X, click the Apple logo in the upper left corner, and restart it. It should restart as Windows.
3. When you leave the room, **Log off**, or face the wrath of Mr. Holthouse.
4. Do all your work and save all your files on your "Y: Drive" unless lab instructions explicitly tell you to do something else. If you click the Windows logo in the bottom right, and select Computer, it should show up as a one of your removable storage devices:



If it doesn't show up as shown above, tell your teacher. If necessary, you can use your My Documents folder or your Desktop temporarily, but any files you put there are available only on the specific computer you are using at the time – you can't access them from any other computer or the internet. They may also be deleted at any time after you log off.

5. If you want to work at home or on your Chromebook, upload copies of the files or entire folders you need from your Y: Drive to your Google Drive and then you can access them from anywhere. If you've made changes at home, just download the files or folders to your Y: Drive the next time you need them on a school computer

Note: if you "install" Google Drive on your home computer, your files will automatically be downloaded for you whenever you change them. DO NOT install Google Drive on any A160 computer!

