

Objectives:

- Review basic file actions
 - Saving files
 - Copying files
 - Moving files within Remote Desktop and Tablet
 - Copying files to flash/thumb drive
 - Transfer data between tablets
 - Reformatting flash/thumb drive
 - E-mail an attachment in Lotus Notes and iNotes

If participating remotely

- Please call Pamela Roth 334 206 5164 during business hours if you have questions about the directions or content of the program.
- Part of the assignments may require you to use your Lotus Notes or iNotes to send Pamela.Roth@adph.state.al.us an email with an attachment.
- If you need to send an email with an attachment, you may send it to Pamela Roth or to another team member in your class.

Knowledge Level

- How many of you are computer geeks?
 - You can install programs or applications on your computer or cell phone?
 - Use multiple word processing programs?
 - Use multiple computer software applications (Office Suite, Lotus, etc.)?
 - Complete employment applications or satisfaction surveys on line?
 - Have designed your own website?

Knowledge Level

- Do thoughts of working with a computer make you freak?
 - I don't know the location of the power button.
 - I never can find a file or document on a computer once I save it.
 - I never got past a manual typewriter
 - Once a warning box pops up, I call the Geek Squad.

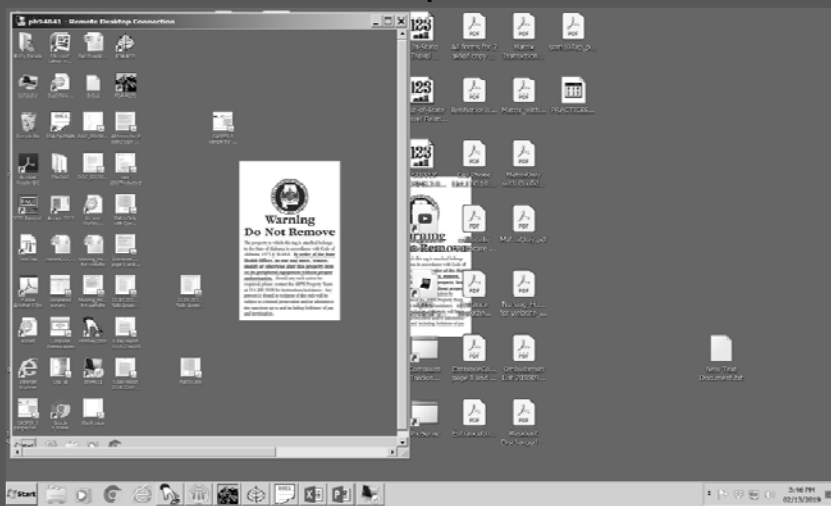
Knowledge Level

- We anticipate you all will be somewhere in between with multiple strengths and weaknesses.
- Geek level? Great! You can help others with applications but the IT department will do most of the work

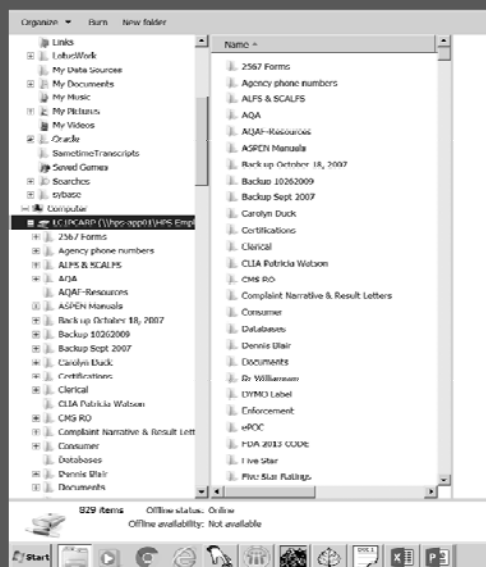
Knowledge Level

- Freak level? No worries. We'll help you learn what you don't know and get you comfortable with moving files, documenting in the LTCSP program, word processing in ACO/ACTS.
- Not sure? Please ask as early as possible
- Handy list of hardware/software issues available and how to fix them. "Checklist Computer Issues"

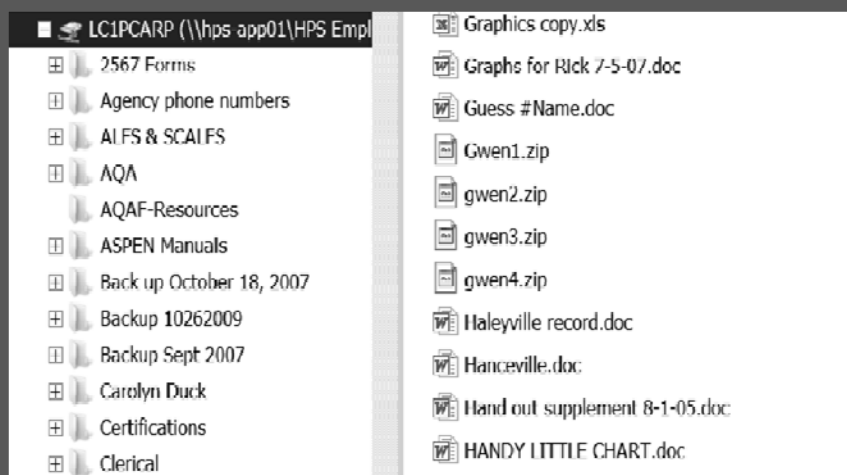
Tablet Desktop and Remote Desktop Connection



Folders (Drawer of file(s))



Files in the folder



Assumption

- You know how to open and create a word processing document on a computer.
- You know how to save it.

Making and Moving files:

- Create a document on your tablet
- Select a document on your tablet and copy it onto your remote desktop
- Select and move a file from a thumb drive to your tablet
- Copy and paste the file onto your tablet
- Move the file from your tablet to your flash drive
- Attach a file to an email

Create a document file

- Create a document file on your tablet.
- In the document, type: The quick small fox jumped over the lazy brown dog.
- Save the file as: LBDog

Copy a file from your tablet to your remote desktop

- Select the file: LBDog on your tablet
- Copy the file
- Open your remote desk top
- Paste the file LBDog into your remote desktop

Tablet Desktop and Remote Desktop Connection



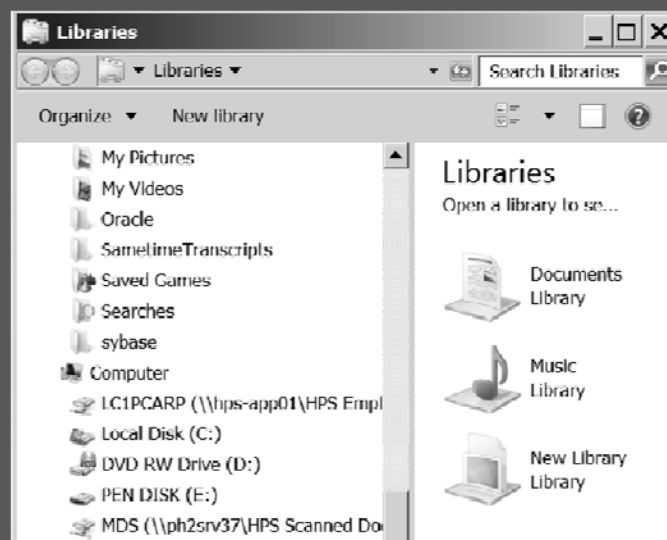
Move a file from a thumb drive to your tablet

- You will be provided with a thumb/flash drive
- Insert a thumb/flash drive into your USB port
- You will receive a request for a password, you will be provided the synchronized flash drive password by your supervisor

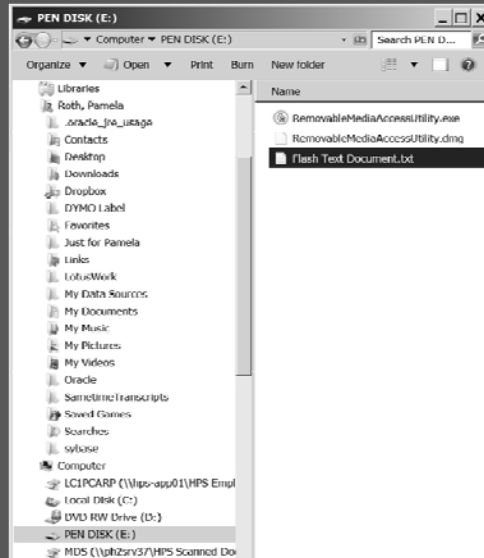
Move a file from a thumb drive to your tablet

- Locate: Flash Text Document.txt on the thumb/flash drive
- Copy the file and paste it on your tablet desktop
- You may also use "Windows Explorer" to locate and select the temporary drive.

Locating USB port



Locating USB port file



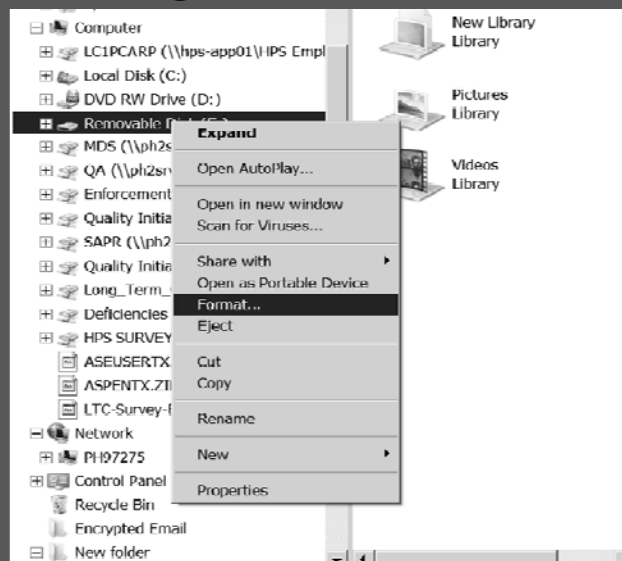
Move a file from your tablet to a thumb drive

- Select the file: LBDog on your tablet
- Copy the file
- Insert a thumb/flash drive into your USB port
- Paste the file LBDog onto the thumb/flash drive

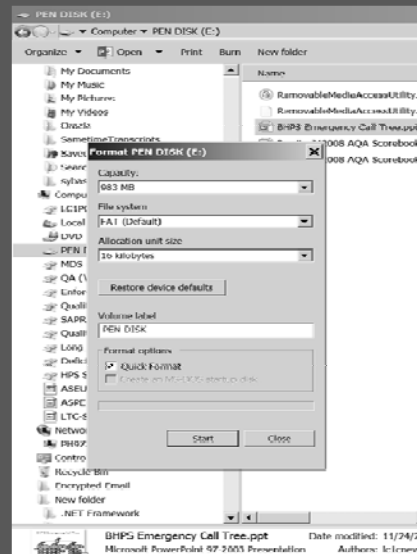
Formatting F/T drive

- Insert Flash drive
- Select drive in "Folders"
- Right click (opposite) to long drop down
- Select "Format"

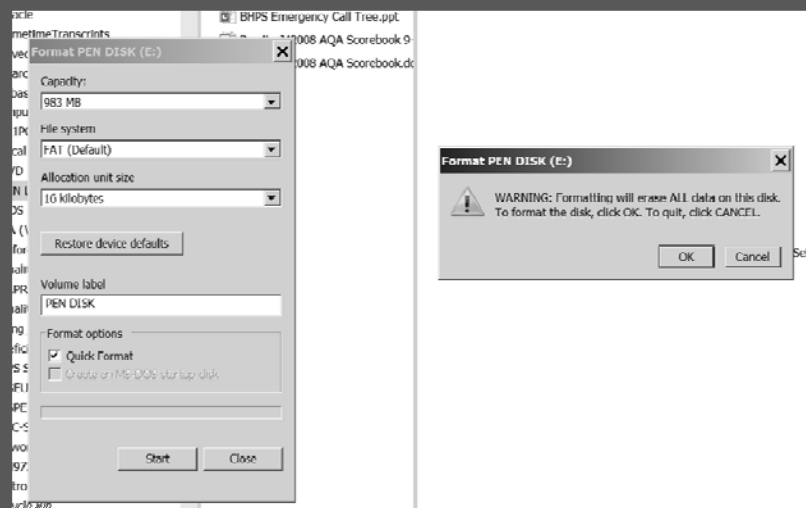
Formatting Removable Disc



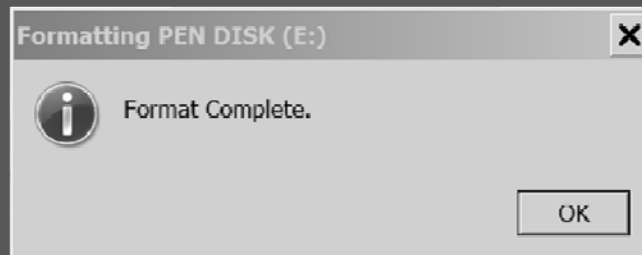
Formatting Removable Disc



Formatting Removable Disc



Formatting Removable Disc

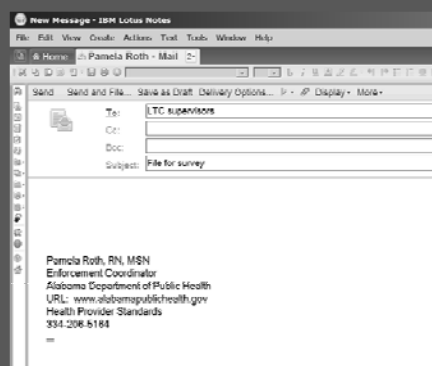


When do you format?

- When transfers are running slow.
- When you have multiple large files.
- Exporting or importing just doesn't seem to be working.
- When you're on the phone with one of us and we ask you to...

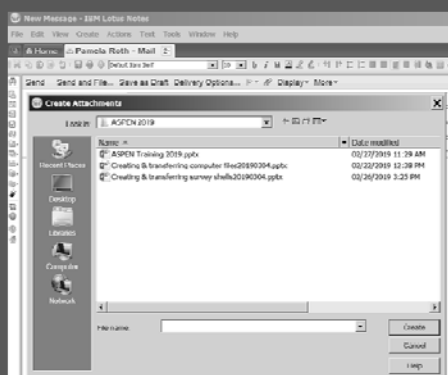
E-mailing a file in Lotus or iNotes

- Create a new e-mail in iNotes.
- Address the email
- Enter a subject line
- Select the gym clip attachment icon



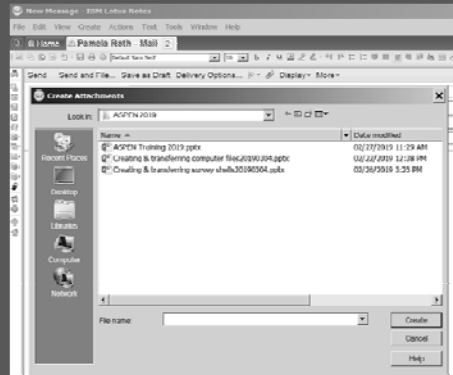
E-mailing a file in Lotus or iNotes

- Using the drop down, browse until you locate the file to attach
 - Top drop down locates Folder
 - File name drop down



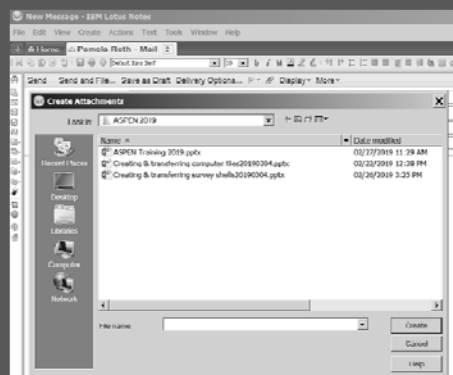
E-mailing a file in Lotus or iNotes

- Select the file so that it appears in "File Name"
- Click "Create"
- Send the e-mail



E-mailing a file in Lotus or iNotes

- Send a test email to Pamela Roth, your supervisor or a team member.



Additional information

- You will be using these file movement/transfer techniques in following classes as well as daily during the LTCSP.
- If you wish for more practice, please contact your supervisor to request some time with a supervisor to practice these skills.

Questions?

- You may email questions about this presentation to Pamela Roth or your supervisor.
- Please contact your supervisor if you need additional time or experience with these skills