

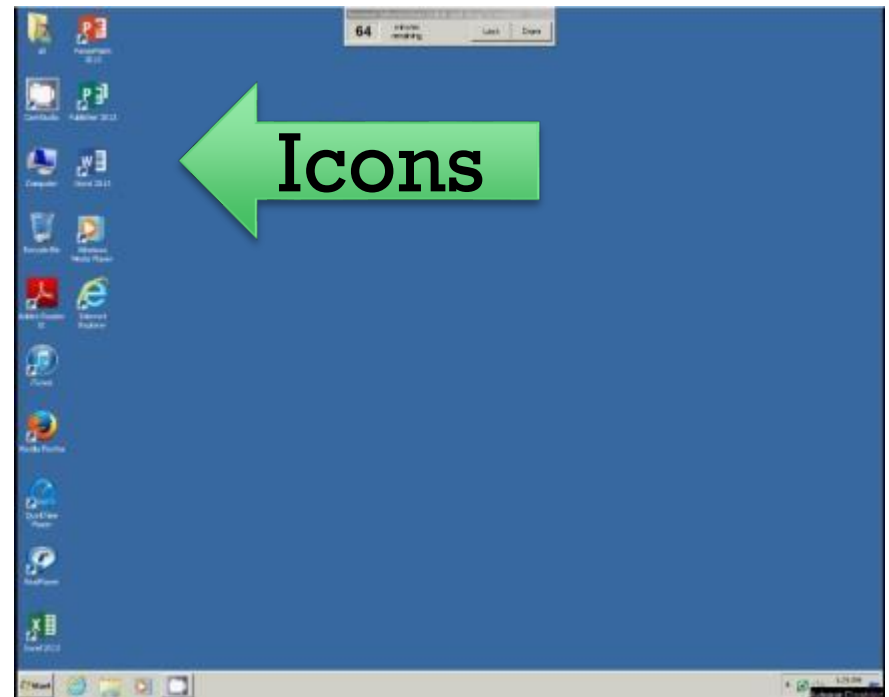
# User Interface

Blue Ridge Regional Library Video Tutorials



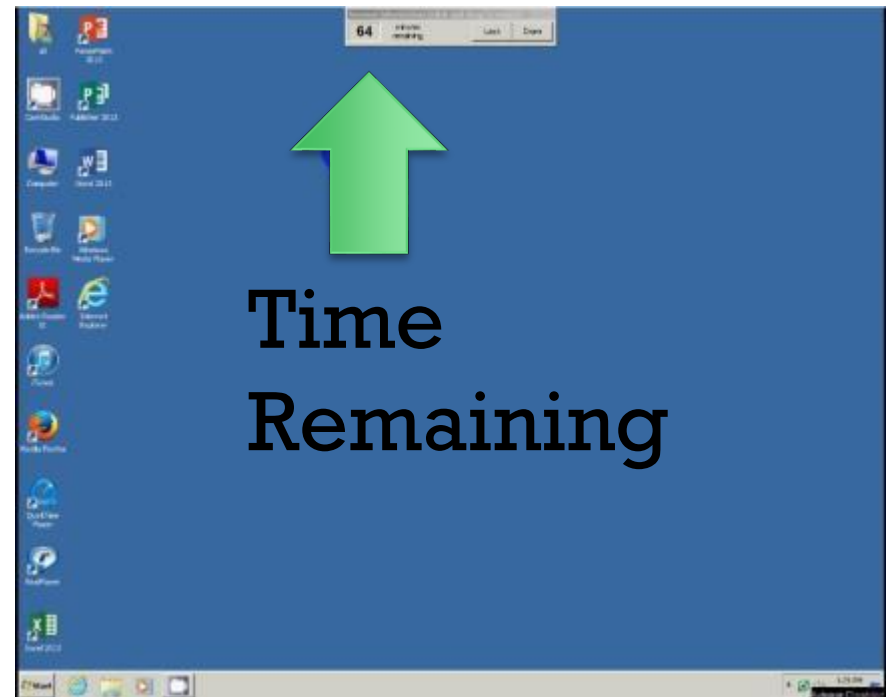
# Shortcut Icons

- These are called icons and they serve as buttons to open certain programs such as the Microsoft Word and the internet browsers.
- To open the programs, simply double click the desired icon and wait for it to load.
- If it does not open, try double clicking it again.



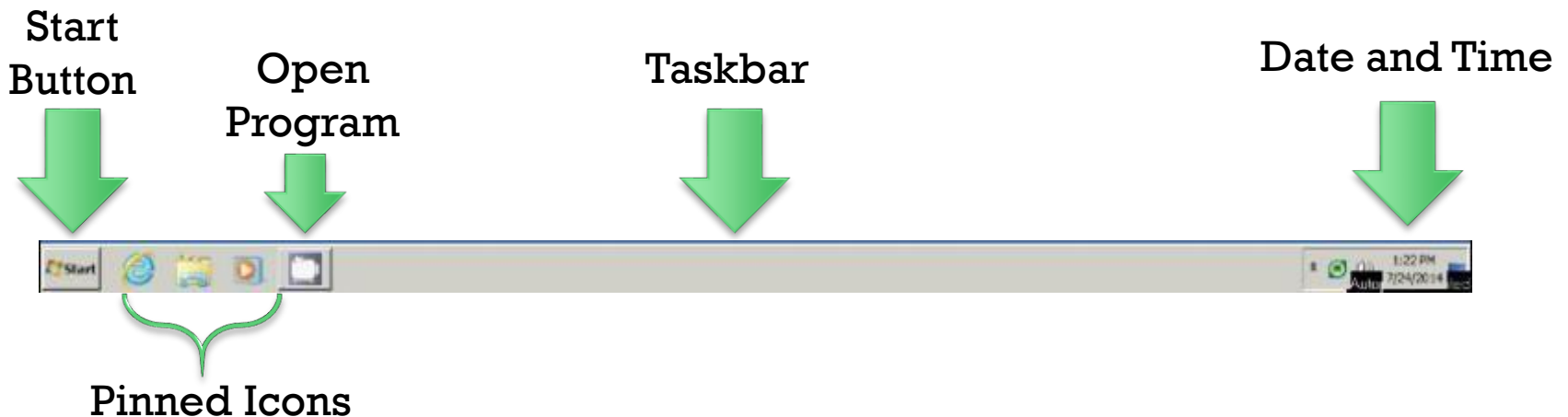
# Time Remaining

- This gray box displays the amount of time you have left using the computer.
- The Lock Button allows you to lock the computer without completely logging out.
- Clicking the done button logs you out of the computer and you will need to re-input your card number and pin to use the computer again.



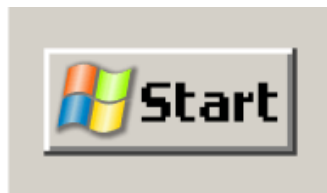
# The Taskbar

- The rectangle that runs across the bottom of the screen is called the task bar.
- It displays what programs are currently running and other information such as date and time.



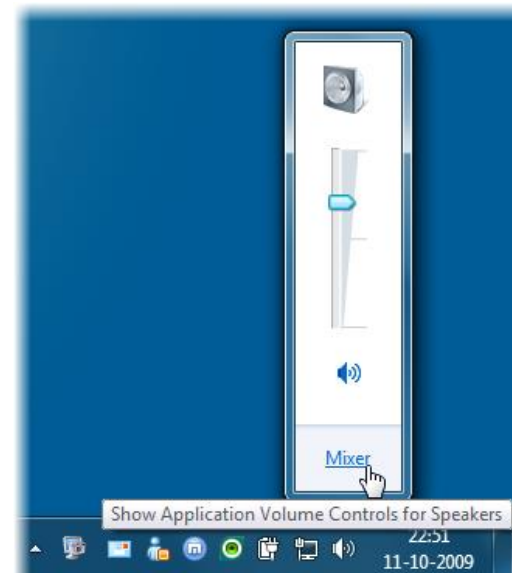
# The Start Button

- The taskbar is also the home of the start button.
- When you click the start button on the library's computers it will prompt you to log off.
- If you are done with the computer then click okay, if you are not, then close that out.



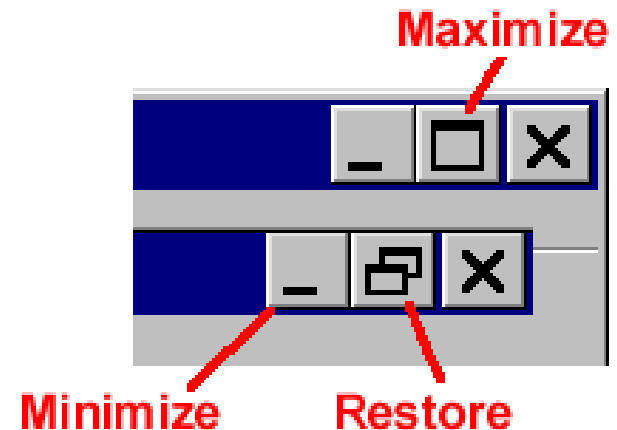
# Pinned Icons & Volume

- The blue E, the folders and the blue and orange square are icons pinned to the taskbar for quick access to Internet Explorer, the internal file system, and Windows Media Player respectively.
- The speaker icon next to the date and time allows you to adjust the volume to your liking.



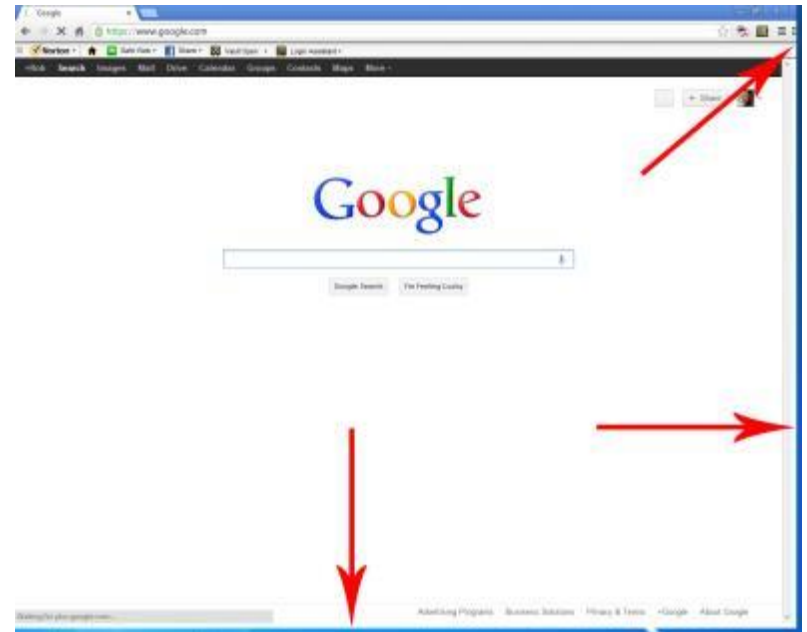
# Window Buttons

- All programs and folders open in windows.
- In the top right hand corner, there are three buttons: minimize, restore down/maximize, and close.
- Minimize shrinks the window to the taskbar.
- Restore down/maximize is a quick way of resizing the window.
- Close exits out the window.



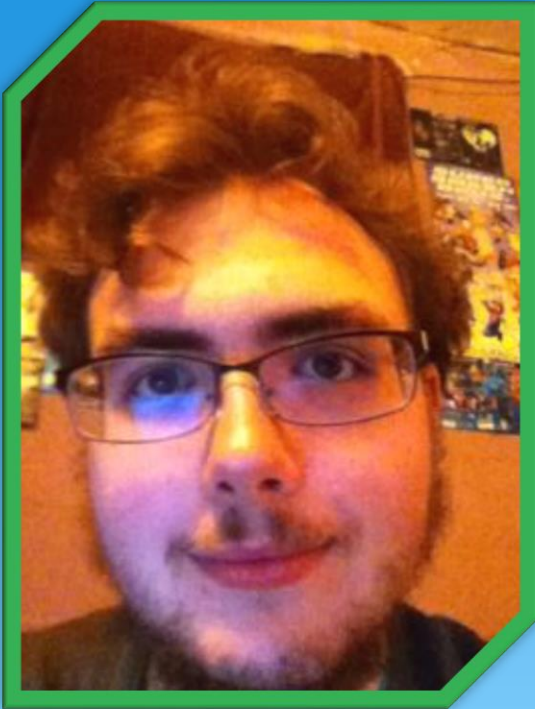
# Resizing the Window

- Manually change the size of the window by hovering over the edge of the window until the pointer changes to a line with an arrow on each end.
- Once it changes you can click and drag that side to the size you want. This works on every side, and also the corners.

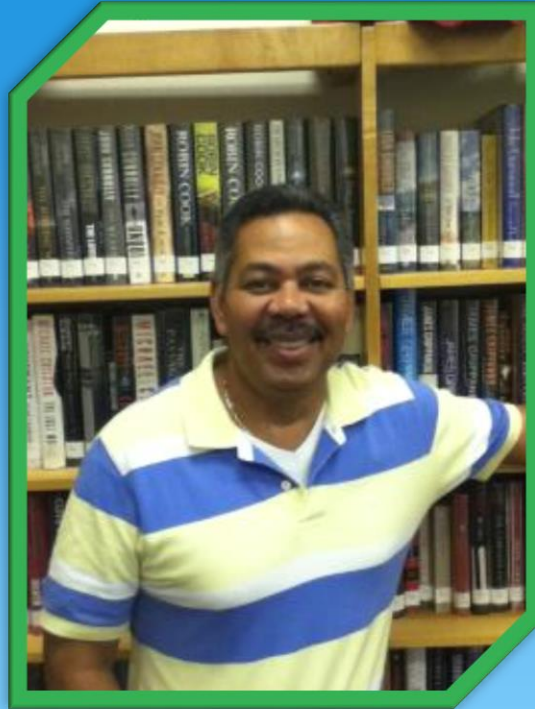




# Credits



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Narration: James Martin



Scripts and Audio/Video  
Editor: Andea Dalton