

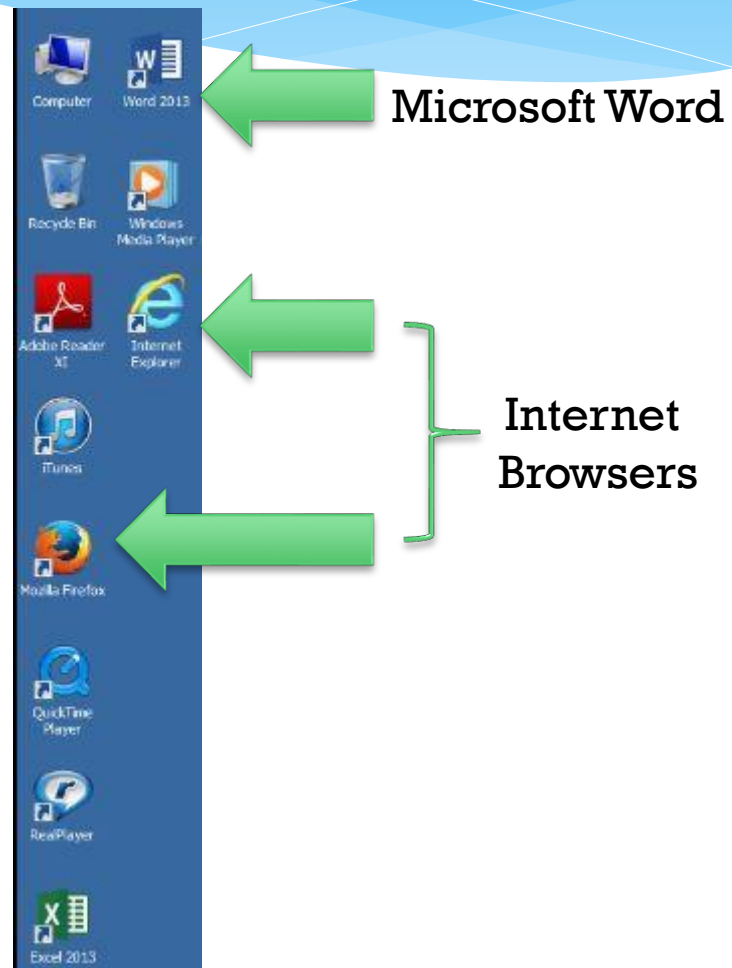
Programs

Blue Ridge Regional Library Video Tutorials



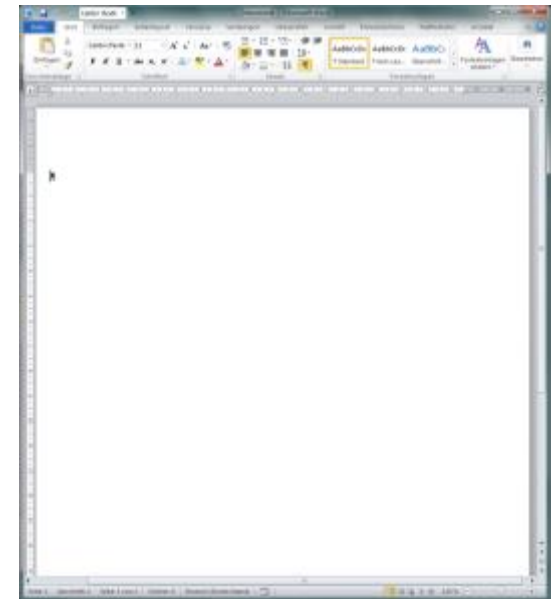
The Most Used Programs

- The library's computers come with a wide array of useful programs, but the two that you will most likely need to use are Microsoft Word and the internet browsers.



Microsoft Word

- Microsoft word is this blue and white icon with the W on it. Simply double click the icon to start it up.
- More often than not, the blank page will be all you need.
- From here, you can type anything you need to and save the file to your jump drive or any other desired location.
- Please note that files saved to the library computers will be lost as soon as you log off, but files saved to a jump drive are safe.



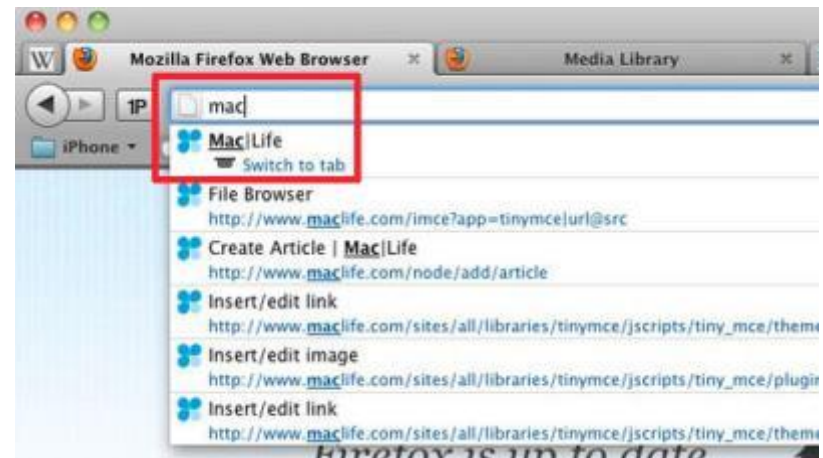
Internet Browsers

- Internet browsers are your gateways to the World Wide Web.
- You have two options for browsers at the library, Internet Explorer and Mozilla Firefox.
- Both browsers take you to the exact same internet, so you may decide which to use based on personal preference.



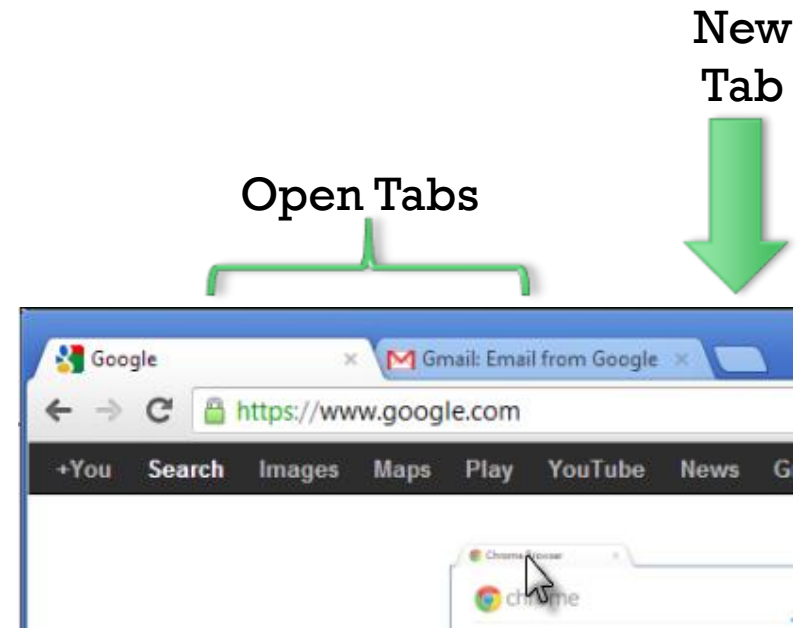
Using the Browsers

- Both open to the library's homepage and utilize tabs, the URL bar (where you type the names of sites that you wish to visit) and various settings.
- Firefox has the added advantage of having a google search bar, allowing you to search google directly.
- If you are not sure of the name of the site you want to visit, then you can Google it and see if it is in the results. Google is also great to finding information about a certain subject.

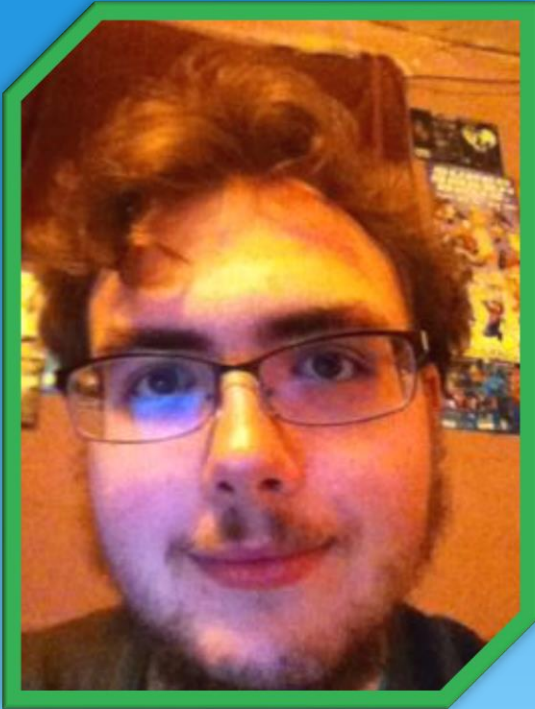


Tabs

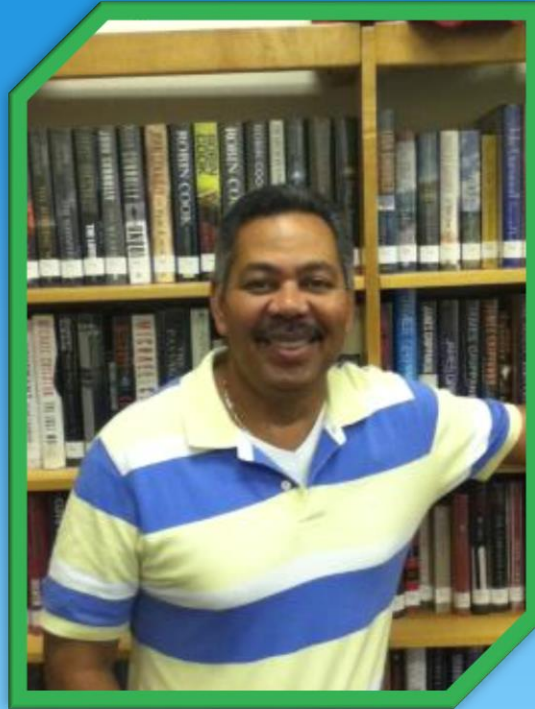
- Tabs were created as a way to have many webpages open at once while making sure that your screen would not get cluttered.
- To open another tab, click the small square to the right of the name of the current page you are on. This will open up a tab.
- For example, this way, you can have Facebook open in one tab, and then go check your email without having to close out Facebook.



Credits



Scripts, Powerpoints,
and Sound Director:
Byron Gilley



Narration: James Martin



Scripts and Audio/Video
Editor: Andrea Dalton