

computer rules

- **Do Not PLAY on the computer!** It fills it with stuff and just slows it down for you and everyone else. Playing on the computer is **NEVER** acceptable even if you have completed your work. Wasting time on my computers will result in the privilege being revoked.
- **Absolutely do not change settings!** This is not your personal computer!
- **Click print one!!!!!!!!!!!!!!!!!!!!!!** It takes time for the printer to pick up your command. Check to see if you are on the correct printer. We use the hp laser jet 0051. If it doesn't print, open the print folder (bottom right task bar) and check the status. The more you jam it up with commands the more likely it will not print. Please use two sided printing, to set the printing option, click under properties and then click on finishing, then click on two sided printing and say ok twice.
- **Sending work to angelweb** - You may send your saved work to AngelWeb. There is a link on the home page of my web site. (Or just type the word angel on the explorer search line). Click on the link, select student, and use your student n number and password to go to the appropriate class. You can send one file per submission and please put your name and the assignment number or name on it. When you attach your work make sure to click upload and then finish. If you don't follow these two steps the attachment will not show up. Click on the submission you just sent and click on it to see if it opens. If you can see it when you open the file I can see it. The file should be underlined and you should see boxes where the grade will be when I grade it.
- **Saving a rough draft** – If you wish to save a partially done assignment in AngelWeb you need to call it a rough draft in the subject line or say do not grade so I do not grade it.
- **If you see a site you really like, cut and paste into Word** – to get only the information you actually need. Do not copy the whole article; even if you highlight part of it most web sites will copy the whole article.

- **Do not ask to use my computer, the answer is no!**
- **Log off the computer each day.** You have to wait till it is finished logging off before you shut it or will not log off. Please be patient. It will lock up and be unusable to the next person. Be responsible!
- **Cheating while writing essays on the computer will result in a zero and the loss of the privilege.** Stealing work from someone's computer or printed material left on the printer is cheating and you will get caught. I read every paper.
- **While on the computer you may do research, produce work, or access the text, all other activities are unacceptable.** Just because you have finished it is not time to just play. You may use your e-mail accounts at the end of the period to send your assignments to your home to finish later, but Angel works better, just label the file in the subject line – draft, do not read. Many e-mail accounts or functions in the accounts will not work at SHS.
- **If you do not have an e-mail account you may use my account.** Go to Yahoo mail and sign-in as dr_crihfield and the password is school.
- **If you are unsure that you correctly sent an AngelWeb submission** sign in and look to see that the document is underlined and there is a box beside it where the grade will appear when I have graded it. If you can open the document and read it so can I.
- **Google Images is blocked.** There are several other ways to get images just ask.
- **If you need help** from home use the school e-mail account to talk to me. sandy_crihfield@sarasota.k12.fl.us but remember it may take half a day to get a response and I will not be up at 1:00am when you are to read and reply.
- **My computer reads Microsoft Word. doc. or docx. or pdf. documents only! Do not send rti or wsb or Notepad or other files, they will not open on my computer.**
- **Helpful word processing hints:** Double space after the end of a sentence. To alphabetize highlight what you want to alphabetize then click on sort, paragraphs, and ascending, okay. Hanging indents are done by paragraph, indentation, special, and then okay.