PC: Helpful Information

PC Hardware
Dell All-in-One PCs have the following hardware ports:

- Headphone Port
- Microphone Port
- 2 USB Ports
- Card Reader

On the back of the computer you will find:

- 6 USB Ports
- Ethernet port
- Speaker/Microphone jack
- HDMI
- CD Drive
- Power Button
Log off, Shutdown, Restart

To get to these options click the Start menu icon. The options are on the right-hand side of the Start Menu. Log off will be the default option. To see more options click the arrow next to the Log Off button.

Lock

- Lock your computer if you are going to be stepping away for even just 5 minutes. Locking will prevent anyone from accessing your information, but will keep any programs you had open running.

Log Off

- You should log off anytime you are going to be away from your computer for more than a brief break. Make sure to save any documents before logging off.

Restart

- If your computer is running slow, or you are having problems with programs try restarting your computer.

Shutdown

- We do not recommend shutting down your computer. This will prevent the computer from getting any updates. Please leave your computer turned on.
PC: Control Panel

The control panel allows users to view and use basic system settings. From the Control Panel you can:

- Check Devices and Printers
- Change Sound Preferences
- Check what programs are installed
- Change desktop background
- Adjust screen resolution
From the Control Panel click > Hardware and Sound

- Click Sound to open a new menu

From this new menu you can choose your speakers, microphone and communication device (phone)

- Right-click on a device to set it as default. This status is indicated by the green check mark.
PC: Control Panel – Devices & Printers

From the Start Menu click > Devices and Printers (located just beneath Control Panel)

- **Devices:**
  - See what devices are connected to your computer (i.e. flash drive)

- **Printers:**
  - See what printers are currently connected to your computer (USB or Network)
    - ✓ signifies default printer
    - To change default printer, right-click on the printer you want as default and select *Set as default printer*
To get to both Printer Properties and Printer Preferences right-click on the printer you wish to view and select the option from the menu.

**Printer Properties**
Under Printer Properties you can:
- Print a Test Page
- Check printer name
- Check model
- Check Drive and spooler settings (Advanced tab)

**Printer Preferences**
You can also get to the printer preferences page from the **Printer Properties** general tab.
- Change print settings
- Save Quick Sets to quickly change print settings

Some of these features may be limited on network printers

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**Indiana University Jacobs School of Music – Music IT Services**
**November 2014**
PC: Adding a Network Printer

Adding a Network Printer

To add a network printer:

- Click Start
- In the search box type: \faust.music.indiana.edu
- Hit Enter
- A list of printers should appear
- Double click on the printer you want to install
Using Keyboard Shortcuts

These keyboard shortcuts can come in handy when working on your PC:

**Windows system key combinations**
- F1: Help
- Ctrl + ESC: Open Start menu
- ALT + TAB: Switch between open programs
- ALT + F4: Quit program
- SHIFT + DELETE: Delete item permanently
- Windows Logo + L: Lock the computer (without using CTRL+ALT+DELETE)

**Windows program key combinations**
- Ctrl + C: Copy
- Ctrl + X: Cut
- Ctrl + V: Paste
- Ctrl + Z: Undo
- Ctrl + B: Bold
- Ctrl + U: Underline
- Ctrl + I: Italic
- Ctrl + A: Select All

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**Highlighting**

- Shift + Left Arrow: Highlight one character to the left
- Shift + Right Arrow: Highlight one character to the right
- Ctrl + Shift + Left Arrow: Highlight the word to the left
- Ctrl + Shift + Right Arrow: Highlighting the word to the right
- Shift + Up Arrow: Highlight text from cursor one line up
- Shift + Down Arrow: Highlight text from cursor one line down
- Ctrl + Shift + Up Arrow: Highlight to the beginning of current paragraph
- Ctrl + A: Highlight All