

Peripherals

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Choosing a Printer

Open the document you wish to print and use the **File** menu to select **Print**.



Click on the small, gray arrow to the right of the printer name. A drop-down menu of available printers will appear. Select the desired printer for this job. Remember, printing across the network can take some time. Please send only one set of copies to the printer and wait one to five minutes to see if the job will print, before trying again. If a job does not print after being sent twice, do not continue to send print jobs. Rather, try to troubleshoot the problem (Is the printer out of paper? Is there a paper jam? Can you print successfully from a different computer?).

Changing your Default Printer Settings

Use the **Start** menu to select **Settings >> Printers**.

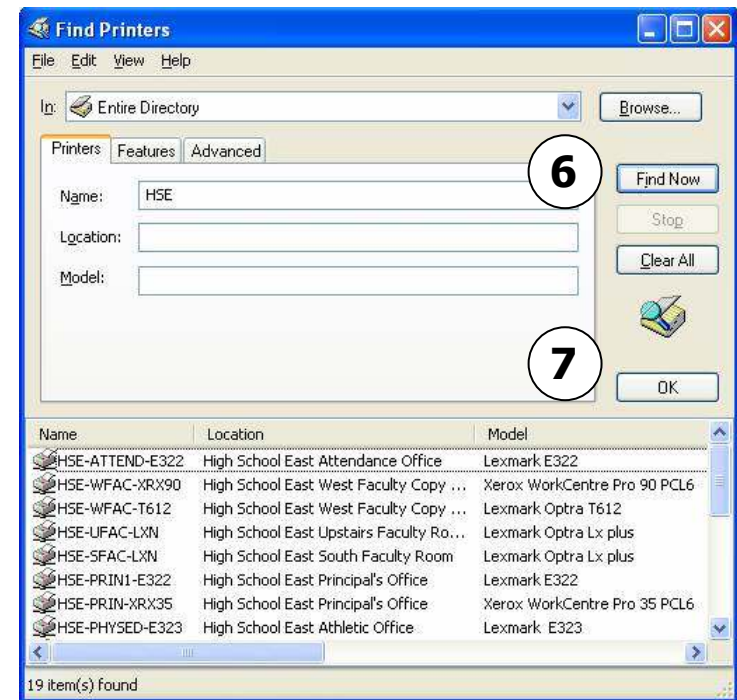
Some computers have access to several different printers. One is designated as the *default printer*, or the printer to which all print jobs will go unless changes are made. The default printer is indicated by a white check mark in a black circle next to the printer icon. To change the default printer, right-click on the printer you would like to set as default and choose **Set as Default Printer**.

To view options for a specific printer, right-click on the printer icon and select **Printing Preferences**. Options vary widely by printer. Thus, the Printing Preferences dialog box will look very different, depending on the printer selected. Often, multiple tabs with category headings appear along the top. Options may include choices for color or B&W printing, double sided printing, paper layout (landscape/portrait), etc.

Tektronix brand printers allow two-sided (duplex) printing (refer to the **Layout** tab). When duplex printing, be aware that the printer starts to spit out paper then retracts it to print the second side. TEK models allow adjustment of the color settings to achieve color reproduction that somewhat accurately matches the monitor output. Use the **TekColor** tab to select **Office Color** and then **None**. Experiment with the various tabs or consult your printer manual to familiarize yourself with a printer's options.

Setting up a Network Printer

1. Use the **START** menu to select **Printers and Faxes**.
2. Click **Add a Printer**.
3. When the Add Printer Wizard appears, click **Next**.
4. Make sure **network printer** is selected (it should be the default setting). Click **Next**.
5. Make sure **Find a printer in the directory** is selected (it should be the default setting). Click **Next**.



6. In the **Name** field, type the 3-letter abbreviation for the building where the desired printer is located (i.e. HSE, ARO, GOW, etc). Click **Find Now**.
7. Select the desired printer from the list that appears in the lower half of the Find Printers window.
8. Click **Next** to make this the default printer (otherwise, select the **No** option, then click **Next**).
9. Click **Finish**

Digital Cameras

Most manufacturers of digital cameras use similar standards in how their cameras interact with computers. With the notable exception of Sony Mavica cameras (which save to floppy disk or CD), most digital cameras save photos to removable flash memory. Although all cameras vary, the following instructions generally apply to most digital cameras.

If using a Sony Mavica camera:

1. No additional software or connection cables are required.
2. After taking pictures, simply remove the floppy disk or CD from the camera and insert it in a computer.

If using other camera brands that save to flash memory:

1. Locate the USB cable that came with the camera. Connect one end to the camera and the other end to a USB port on the computer.
2. Put the camera into PLAY mode and turn it on.
In most cases, the computer should automatically detect that new hardware is connected. If not, software that came with the camera may need to be installed first, per camera instructions.

Next...for all camera types:

3. Double-click on **My Computer** from the Desktop. Select the drive location for your camera images:
A: = floppy disk
D: or E: = CD
E*: = Removable Media/Disk (i.e. camera connected by USB) [*or subsequent letters if several USB devices are being used]
4. Most cameras store images in a **DCIM** folder (digital camera image), then in subfolders by date. Open the folder that contains the pictures you want to use. *Don't double-click the image files!*
5. Hold the **Ctrl** key and click *once* on each photo you want to copy from the camera to computer. Use the **Edit** menu to select **Copy**.
6. Navigate to the location where you want to store the images (i.e. your network storage space/F: drive). From the Desktop, double-click the **My Computer** icon and find the appropriate destination drive. Navigate to subfolders, if necessary
7. Use the **Edit** menu to select **Paste**. The speed of transfer depends on the number and size of photos selected. When done, a camera connected by USB cable can be removed in the same manner described for Flash/USB drives (see next column on bottom).

To Insert pictures in an Office application:

- Open the application (Word, PowerPoint) and either a new, blank page or a previously saved file you wish to use.
- Use the **Insert** menu to select **Picture**, → **From File**. Navigate to the destination location where you copied & pasted the photos.

Tips and Tricks:

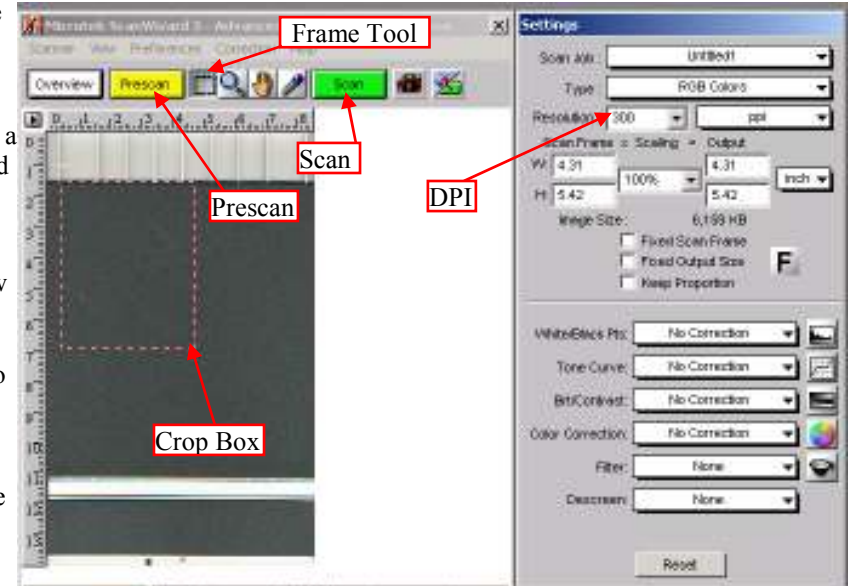
- On most digital cameras a white balance setting can be used to offset the greenish/yellow tint resulting from fluorescent lighting.
- Less-than-perfect photos (too dark, off center, etc.) can be adjusted using the **Picture Toolbar** in Office applications or in other image editing programs (PhotoShop, Pixia, etc.).

Scanning A Picture/Drawing

Open a photo editing program such as PhotoShop, Microsoft Photo Editor or Pixia. Use the **File** menu to select **Import** (PhotoShop), **Scan Image** (PhotoEditor) or **Acquire TWAIN** (Pixia) – other programs may have slightly different options. The scanner program should launch. The screen you see will vary depending on the scanner used. The image and instructions below refer to a Microtek ScanMaker brand scanner

Set the **Resolution** (or dpi=dots per inch) between 75 and 150 for images primarily used for computer displays (web pages, PowerPoint presentations, etc.). For images that require professional printing, you may need to increase the DPI. The higher the DPI, the clearer the picture and **the larger the file size**. Click **Overview** (or **Prescan**) to preview your document. This takes a few seconds as the whole flatbed is scanned at a low resolution.

Select the **Frame Tool** (looks like a dotted rectangle) and draw a crop box around the area you wish to scan. Click **Scan**. The scan will take a minute or two to complete. Close the scanner window by clicking on the **X** in the upper right corner. This returns you to the original image editing application. Use the **File** menu to select **Save As** to save.



Scan Directly into Office Applications:

Open an Office application (Word, Excel, PowerPoint) and the document in which you plan to use the scanned image. Use the **Insert** menu to select **Picture**, then **From Scanner or Camera**. Click **Custom Insert**. Follow the steps above (after paragraph one) to complete the scan.

Using a Flash/USB Drive



A flash drive is a removable, reusable storage media much like the old 3½" floppy disk. However, they are much more reliable and hold from 25x to 200x as much as a floppy. Flash drives are a good way to transport files between home and work. To use a flash drive, connect it to a USB port on your computer (USB ports may be on either the front or the back of the computer or both). Windows ME and newer machines automatically detect a flash drive and install appropriate software. Opening and saving files to a flash drive works similar to opening/saving to other media locations. For example, to save a Word file to a flash drive, create the document, then use the **File** menu to select **Save As**. Instead of navigating to an F: or A: drive, navigate to the **Removable Disk** (usually E:). To manage files on a flash drive, double-click **My Computer** (from the Desktop), then select **Removable Disk**. Copy, paste or delete files as necessary. A flash drive must be properly ejected, just like a floppy. Before attempting to eject, close all open files. Look for the following icon in the lower right corner of your screen. Double-click it. Select the **USB Mass Storage Device** in the white box then click **Stop**. In the next box, select **USB Mass Storage Device** again, then click **OK**. A message will appear saying it is safe to remove the USB device.

Flash drives can be purchased at Staples, Office Max, CompUSA, etc. They come in different brands, sizes and prices ranging from about \$10-\$20 (after rebates) for a 64MB drive to \$100-\$200 for 512MB and higher.