

# Plano ISD Network Training

Instructor Manual for Windows™



Technology Division  
Department of  
Training and User Support Services

# Table of Contents

## Plano ISD Network Training

### Instructor Manual for Windows™

<b>Instructor Notes .....</b>	<b>Instructor Notes-1</b>
Instructor Notes Contents .....	Instructor Notes-1
Instructor Materials .....	Instructor Notes-2
Materials Provided With EDS Training Courseware .....	Instructor Notes-2
Materials You Must Prepare or Provide .....	Instructor Notes-2
How to Use This Manual .....	Instructor Notes-2
Instructor Notes and Symbols .....	Instructor Notes-2
Differences Between Manuals and Network .....	Instructor Notes-3
Instructor Preparation .....	Instructor Notes-3
Classroom Preparation .....	Instructor Notes-3
Displaying Overheads .....	Instructor Notes-4
Using Overhead Transparencies on Day 1 .....	Instructor Notes-4
Using PowerPoint Overheads on Day 2-3 .....	Instructor Notes-4
Classroom Management .....	Instructor Notes-7
Class Schedule .....	Instructor Notes-8
 <b>Course Introduction .....</b>	 <b>Course Intro-1</b>
Course Objectives .....	Course Intro-1
The Plano ISD Network .....	Course Intro-2
How to Use This Manual .....	Course Intro-2
Margin Symbols .....	Course Intro-3
Boldfaced Terms .....	Course Intro-3
Job Aid .....	Course Intro-3
Class Schedule .....	Course Intro-3
<i>Activity: Icebreaker</i> .....	<i>Course Intro-4</i>
 <b>Section 1: Functions of the Plano ISD Network .....</b>	 <b>1-1</b>
Section 1 Objectives .....	1-1
Network Definition .....	1-2
Difference Between Network and Stand-Alone PC .....	1-2
Local Area Network (LAN) .....	1-3
Wide Area Network (WAN) .....	1-4
Benefits of Using a Network .....	1-4
<i>Activity: Network Benefits in Your Job</i> .....	<i>1-6</i>
Section 1 Summary .....	1-7
 <b>Section 2: Network Access .....</b>	 <b>2-1</b>
Section 2 Objectives .....	2-1
Network Security Requirements .....	2-2
Criticality of Security .....	2-2
Password Security Requirements .....	2-2
Password Security .....	2-3

Network Password Specifications .....	2-4
<i>Activity: Creating Secure Passwords</i> .....	2-5
Logging Into the Network .....	2-6
<i>Practice: Enter Login Name</i> .....	2-6
Creating a Network Password .....	2-8
<i>Practice: Enter Password</i> .....	2-8-
Changing a Network Password .....	2-11
Network-Forced Change .....	2-11
Network Lock Out—Password Expired .....	2-11
Network Lock Out—Invalid Password Attempts .....	2-13
User-Initiated Change .....	2-13
<i>Practice: Change Password</i> .....	2-13
Logging Out of the Network .....	2-15
<i>Practice: Log Out of the Network</i> .....	2-16
Section 2 Summary .....	2-17
<b>Section 3: The Windows Interface .....</b>	<b>3-1</b>
Section 3 Objectives .....	3-1
Parts of a Window .....	3-2
Using the Mouse .....	3-3
<i>Practice: Use Mouse to Point</i> .....	3-3
<i>Practice: Use Mouse to Click an Object</i> .....	3-3
Title Bar .....	3-3
Menus .....	3-4
Control-Menu Box .....	3-4
<i>Practice: Open Control Menu</i> .....	3-4
Menu Bar .....	3-5
<i>Practice: Open Menu Bar Menu</i> .....	3-5
Executing Menu Commands Using the Keyboard .....	3-6
Changing Size and Position of Windows .....	3-6
Minimize Button .....	3-6
<i>Practice: Minimize Window; Double Click Mouse</i> .....	3-7
Maximize Button .....	3-7
<i>Practice: Maximize and Restore Window</i> .....	3-7
Dragging Window Borders .....	3-8
<i>Practice: Size a Window</i> .....	3-8
Moving Windows .....	3-9
<i>Practice: Move a Window Using the Mouse</i> .....	3-9
Scroll Bar .....	3-9
<i>Practice: Use Scroll Bar</i> .....	3-10
Program Groups .....	3-10
Personal Startup Group .....	3-11
Main Group .....	3-11
Accessories Group .....	3-12
Program Items (Icons) .....	3-12
<i>Practice: Use a Program Item</i> .....	3-12
Section 3 Summary .....	3-13

<b>Section 4: Network Features .....</b>	<b>4-1</b>
Section 4 Objectives .....	4-1
Basic Network Windows and Tools.....	4-2
Network Applications Window.....	4-2
Productivity Tools Window .....	4-3
Local Applications Window.....	4-3
Groups.....	4-3
Secure Station .....	4-4
<i>Practice: Change Secure Station Timeout Field.....</i>	4-5
Intercom-Send.....	4-6
Clock.....	4-7
Launching Applications .....	4-8
<i>Practice: Launch MS Works.....</i>	4-8
Launching a 3270 Session to Access Region X.....	4-9
<i>Practice: Launch a Region X Session .....</i>	4-10
Printing Region X Reports .....	4-10
<i>Practice: Print a Region X Screen .....</i>	4-10
Exiting Region X.....	4-11
<i>Practice: Exit Region X.....</i>	4-11
Accessing DOS .....	4-11
<i>Practice: Access DOS From Plano ISD Window.....</i>	4-11
Selecting a Printer.....	4-12
<i>Practice: Select a Printer and Assign a Default Using Print Manager .....</i>	4-13
Section 4 Summary .....	4-16
<b>Section 5: Basic Microsoft Mail Features .....</b>	<b>5-1</b>
Section 5 Objectives .....	5-1
Note About Tasks Taught in Section 3 .....	5-2
Mail Security Requirements.....	5-2
Mail Password Security Requirements.....	5-2
Password Security .....	5-3
Mail Password Specifications .....	5-4
Signing Into Mail .....	5-4
<i>Practice: Sign Into Mail .....</i>	5-4
Changing Mail Password .....	5-6
<i>Practice: Change Mail Password.....</i>	5-6
Signing Out of Mail .....	5-7
<i>Practice: Sign Out of Mail .....</i>	5-7
Reading Messages.....	5-8
<i>Practice: Read a Mail Message .....</i>	5-9
Opening Attachments.....	5-10
<i>Practice: Open an Attachment .....</i>	5-11
Deleting Messages .....	5-12
<i>Practice: Delete a Mail Message .....</i>	5-12
<i>Practice: Retrieve Deleted Message From Wastebasket Folder .....</i>	5-13
Replying to Messages .....	5-14
<i>Practice: Reply to a Message.....</i>	5-15
Printing Messages.....	5-16
<i>Practice: Print a Message.....</i>	5-16

Filing Messages Within Mail ..... 5-17

    Creating Mail Folders ..... 5-17

*Practice: Create a Mail Folder* ..... 5-17

    Filing Messages and Attachments in Microsoft Mail Folders ..... 5-20

*Practice: File Message in Mail Folder* ..... 5-20

Creating Messages ..... 5-21

*Practice: Create a Message* ..... 5-22

Mail Directories and Address Lists ..... 5-23

Sending Messages Within Your LAN ..... 5-25

*Practice: Send Message Within Your LAN—1* ..... 5-25

*Practice: Send Message Within Your LAN—2* ..... 5-29

Creating Personal Groups ..... 5-33

*Practice: Create a Personal Group* ..... 5-33

Using the Personal Address Book ..... 5-36

*Practice: Use Personal Address Book* ..... 5-37

Setting Mail Options ..... 5-40

    Individual Message Options ..... 5-40

*Practice: Set Individual Message Options* ..... 5-40

    Overall Mail Options ..... 5-41

Forwarding Messages ..... 5-42

*Practice: Forward a Message* ..... 5-42

Sending Messages to Others LANs ..... 5-43

Sending “Public Broadcast” Messages ..... 5-43

*Practice: Clean Out and Delete Mail Folders* ..... 5-44

Section 5 Summary ..... 5-45



**Section 6: File Management and Sharing ..... 6-1**

Section 6 Objectives ..... 6-1

File Manager Basics ..... 6-2

Network File Server Drives ..... 6-3

Creating Directories ..... 6-4

*Practice: Create Directories on Network and PC Drives* ..... 6-4

Saving Files to the Network ..... 6-6

*Practice: Save File to the Network* ..... 6-6

Copying Files to or From the Network ..... 6-8

    Copying Files From Drive to Drive ..... 6-8

*Practice: Copy File From Network to PC* ..... 6-8

    Copying Files Within a Drive ..... 6-10

*Practice: Copy File Within a Drive* ..... 6-10

Moving Files to or From the Network ..... 6-12

    Moving Files From Drive to Drive ..... 6-12

*Practice: Move File From PC to Network* ..... 6-12

    Moving Files Within a Drive ..... 6-14

*Practice: Move File Within a Drive* ..... 6-14

Retrieving Files From the Network ..... 6-16

*Practice: Retrieve (Open) File From the Network* ..... 6-16

Mail Tasks Related to File Management ..... 6-17

    Filing Mail Messages on Network or PC Drives ..... 6-17

*Practice: File a Mail Message on a Network Drive* ..... 6-17

Filing Mail Attachments on Network or PC Drives .....	6-19
<i>Practice: File a Mail Attachment on a Network Drive</i> .....	6-19
Attaching Files to Mail Messages .....	6-21
<i>Practice: Attach a File to a Mail Message</i> .....	6-21
Basic Personal File Backup and Recovery Procedures .....	6-23
Sharing Files With Other Users .....	6-24
<i>Activity: Types of Shared Files</i> .....	6-25
Deleting Files and Directories.....	6-26
<i>Practice: Delete File From the Network</i> .....	6-26
<i>Practice: Delete Directories From the Network and PC</i> .....	6-27
<i>Review Practice: Clean Out and Delete Mail Folders</i> .....	6-31
Section 6 Summary .....	6-33
<b>Section 7: Help .....</b>	<b>7-1</b>
Section 7 Objective.....	7-1
Plano ISD Network Training User Manual.....	7-2
Job Aid.....	7-2
Manual Text and Practices.....	7-2
Troubleshooting Checklist .....	7-3
Local Site Trainer .....	7-6
Plano ISD Technology Help Desk.....	7-6
Other Help .....	7-6
Notes.....	7-7
Section 7 Summary .....	7-8
<b>Course Summary.....</b>	<b>Summary-1</b>
Summary: Course Objectives.....	Summary-1
Course Evaluation: Plano ISD Network User Training for Windows™ .....	Summary-3
<b>Job Aid</b>	
<b>Appendix A: Overheads</b>	
<b>Appendix B: Practice Files .....</b>	
<b>B-1</b>	
Microsoft Mail Practice Messages for Section 5 .....	B-1
Creating and Sending Messages.....	B-1
Message Text .....	B-2
Attachment Text.....	B-3
Section 5 Practice Tasks .....	B-4
Section 6 Practice Tasks: Practice Files and Directories .....	B-5
Directories and Files in Place When Section 6 Begins.....	B-5
Directory and File Manipulation During Section 6 .....	B-5
<b>Appendix C: Other Materials</b>	
<b>Glossary</b>	

## Section 6: File Management and Sharing



### ***Begin Day 3 here.***


*Briefly summarize what class learned yesterday and what it will learn today. (Use your Day 2 review instructor note on the last page of Section 5.)*

***Duration:*** 90 minutes (including practice; not including 10-minute break halfway through)

### **Section 6 Objectives**

So far, you've learned how to access and use the basic features of the Plano ISD network. You've also practiced basic Microsoft Mail tasks. Now, you'll learn how to use the network and your PC drives together to give yourself increased storage and file backup abilities. These file management tasks will also give you the skills you need to share files with other users. Finally, you'll learn several electronic mail tasks related to file management.

In this section, you'll learn to do the following:



Plano ISD Network User Training 29

### Section 6 Objectives

- Create a directory on the network.
- Save files to the network.
- Copy files to or from the network.
- Move files to or from the network.
- Delete files from the network.
- Retrieve files from the network.
- Perform mail tasks related to file management.
- Perform basic personal file backup and recovery procedures.
- Share files with other users.
- Delete files and directories from the network.

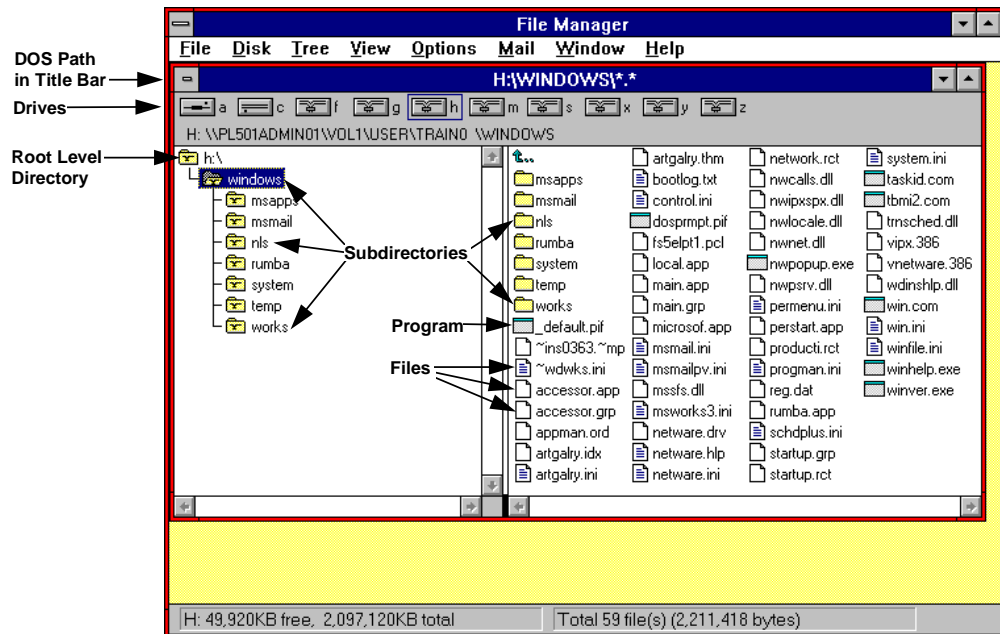
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*Remind class that these Section 6 objectives support Course Objective 6: "Perform basic file management tasks on the network" on the flip chart page on the wall.*




*On your PC, follow tasks and display screens shown in manual so that the overhead projector displays the screen you are discussing.*

## File Manager Basics


*Open File Manager and then your h: drive. Point out the labeled File Manager components as you explain the bulleted information below.*



You'll use File Manager to file your data in the same way that you use a file cabinet and file folders to organize and store hard copy documents. The following are the main File Manager components you'll use for file management and sharing tasks:

-  **PC or network drive**—Think of a drive as a file cabinet. Drive icons look like diskette drive openings on your PC.
-  **Directory**—Think of a directory as a file folder inside a file cabinet. Directory icons look like file folders.
  - **Root level directory**—The directory that contains all other directories and files within a drive. The root directory is like a tree's root, since all other parts of the tree grow from the root.
  - **Subdirectories**—You can put directories inside other directories just as you can put file folders inside other file folders in a file cabinet. Directories that are inside other directories are called subdirectories.
-  **File**—Think of a file as a document that you put in a file folder. The file icons look like a piece of paper with a corner turned down.
- **DOS path** in a File Manager window title bar—The information in the title bar shows you where the highlighted directory is in the hierarchy, or "path," of directories and subdirectories within its drive. This path begins with the root directory and ends with the highlighted directory.

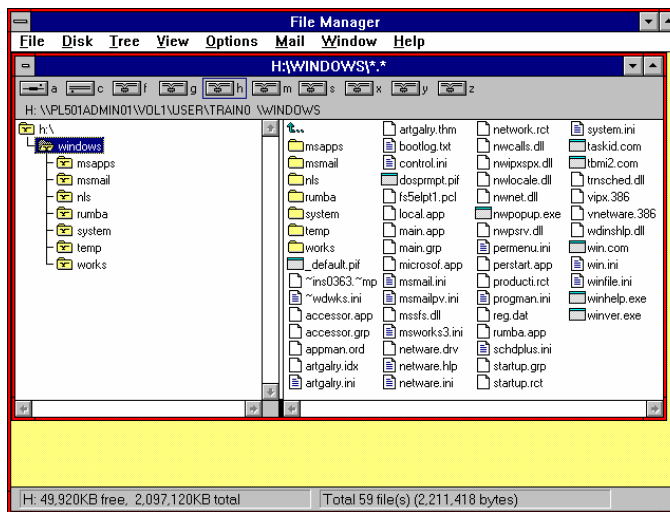
★ When you highlight a directory in the left side of the window, it will open, and you'll see its contents in the right side of the window.

You'll also see program icons , which look like small PC windows. However, you won't use these icons for file management.

### Network File Server Drives

Your LAN's file server is divided into different drives just as a stand-alone PC is. Your PC probably has at least an "a" drive (for floppy diskettes) and a "c" drive (the internal hard drive); file servers also have multiple drives.

*Have class open File Manager from the Plano Independent School District window (Productivity Tools window). Point out the drives as you explain the bullets below.*




When you open File Manager, you'll see drives for both your own PC and your LAN at the top of the File Manager window. Once you access the network, you'll be able to use the following drives:

- a:** — Your PC's floppy diskette drive.
- b:** — Your PC's second floppy diskette drive, if your PC has one.
- c:** — Your PC's hard (internal) disk drive.
- g:** — Group drive shared by all users in your work group; this group will likely be categorized by your site, work group, or job category. Any user in the group can open, change, or add files on this drive. Based on work groups, different users will see different g: drives.
- h:** — Your own private storage section on the network; a piece of the h: drive is reserved for you. This is the only place that you can store files where no other users can change or see them.
- s:** — Group drive shared by all LAN users at a site; any user can open, change, or add files on this drive.

You'll also see other network drives that you can access but can't modify. These drives contain software that runs the network itself and master copies of the network-wide applications. Only the System Administrator needs full access to these drives.



★Be careful; you can open and run files on any of the network drives. Unless you know exactly what you're doing, don't experiment with running **executable files**. Executable files are programs; their names end in ".exe" and they are represented by the program icon . You can unintentionally reconfigure your PC or network drives, erase data on your drives, or lock up your PC very easily.

### Creating Directories

You'll probably need to organize your network and PC directories based on your projects and files. To do this, you'll create directories within the drives that you can access.

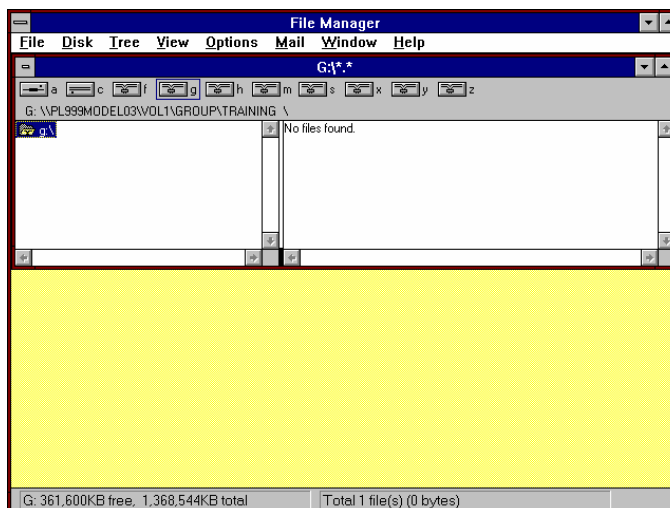


*Practice: Create Directories on Network and PC Drives*

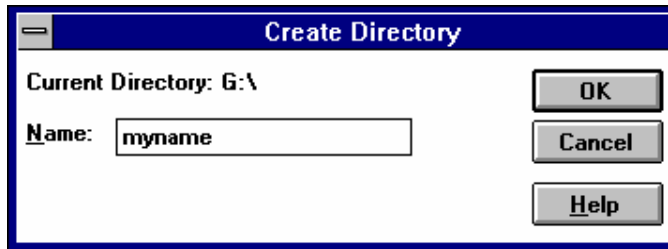
You're about to create the following directories on three of your drives. You'll use these directories for this section's practices. The instructor will demonstrate the steps as you create these directories.

- g:\myname (you'll give the directory your name)
- c:\Class1
- c:\Class2
- h:\Practic1
- h:\Practic2

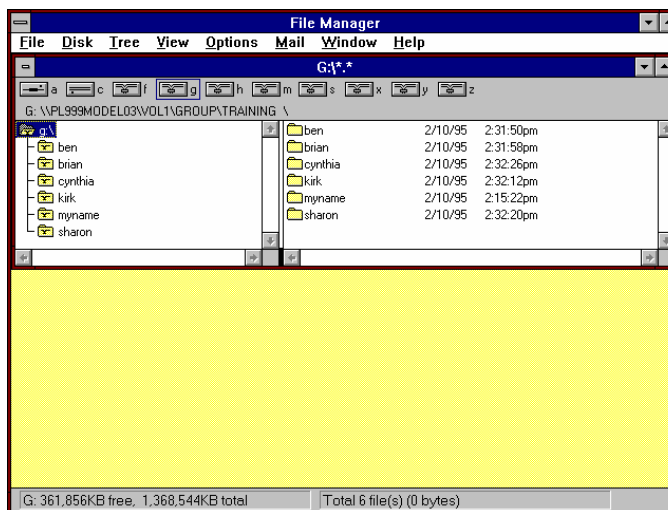
1. From the Plano Independent School District window, open File Manager from the Productivity Tools Window.
2. Click the g: drive icon at the top of the window. You'll see the contents of the g: drive (no contents yet).
3. Highlight the g:\ directory (root directory) icon.



4. Choose Create Directory from the File menu. The Create Directory box will appear.



5. Type your name (no spaces; up to eight characters) in the Name field of the Create Directory box.
6. Click the OK button. You'll see the File Manager window reappear with your new directory in the g: root directory. Since this is a drive shared by the class, if you double click the g: directory icon every few seconds, you'll eventually see a directory appear for each of your classmates.



★Now, follow the same steps to create the other four directories listed at the beginning of this practice:

- c:\Class1
- c:\Class2
- h:\Practic1
- h:\Practic2

## Saving Files to the Network

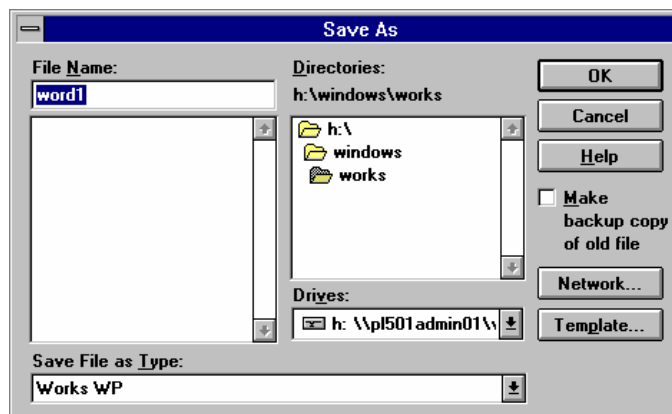
When you're connected to the network, you can save files to the network g:, h:, and s: drives as well as to your PC drives.

You'll follow the same steps to save a file to a network drive as when saving a file to a PC drive. The only difference is in the drive that you choose.

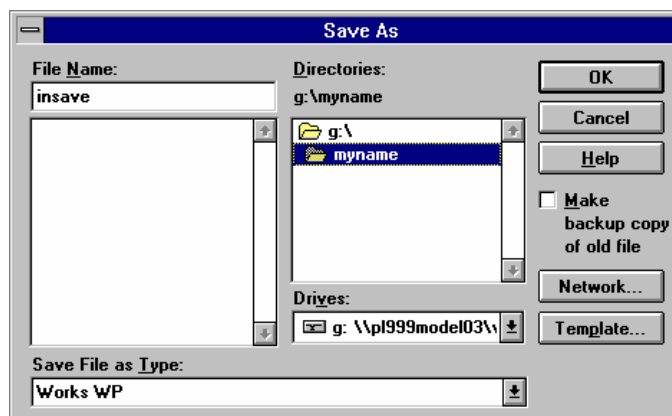


*Practice: Save File to the Network*

1. Switch from File Manager to the Plano Independent School District window. (Press the Ctrl and Esc keys together. A Task List will appear. Highlight Plano Independent School District and click the Switch To button.)
2. Launch Microsoft Works.
3. At the Works Startup box, click the Create a New Word Processor button.
4. Type a few lines of text in the document.
5. Choose Save As from the File menu. The Save As box will appear.

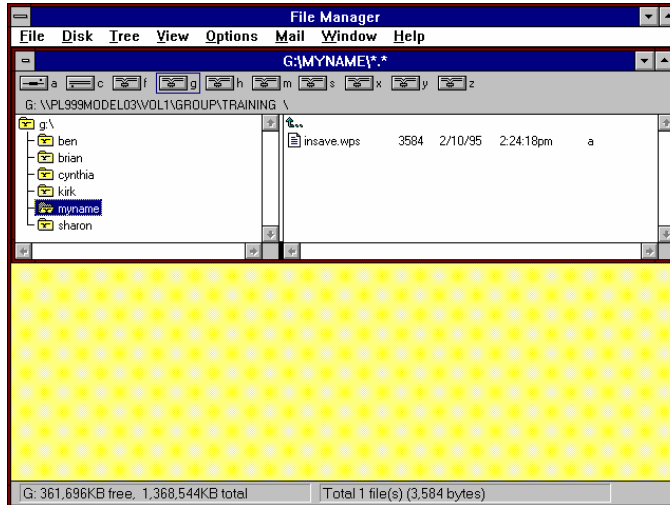


6. Name your file in the Save As box; type your initials followed by *save* in the File Name field. Works will automatically add the .wps extension.
7. In the Drive field, scroll until you see the g: drive; highlight the g: drive. The g: drive directories will appear in the Directories field.
8. Highlight your directory. Double click it to open it.



9. Click the OK button in the Save As box. The file is now saved in the g: drive in your directory.
10. Close Works.

11. Go back to File Manager to see your file in your g: drive directory.  
(Use the Alt-Tab key combination to return to File Manager if it is not on your screen after you close Works.) Double click your g: directory to open it.



### Copying Files to or From the Network



You'll use File Manager to copy files to or from the network. You can copy files from drive to drive or from directory to directory within a drive.

★ Before you begin copying files, you should know the following File Manager tips:

- When you copy a file, the file icon will contain a “+” as you drag it to its new destination.
- Confirm boxes will specify whether you are copying or moving a file. You'll see examples of confirm boxes on the following pages.

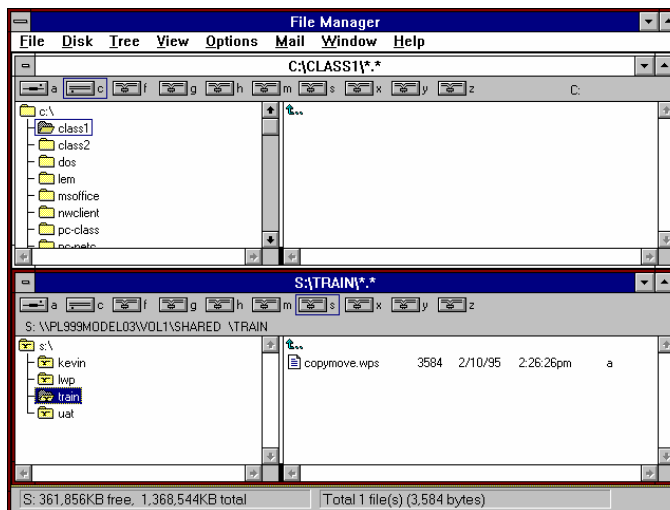
#### Copying Files From Drive to Drive

Copying files to or from a network drive is done the same way as copying files on your PC.



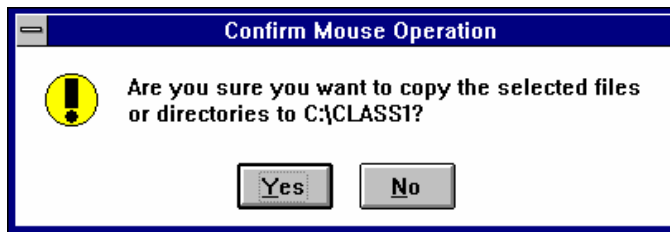
*Practice: Copy File From Network to PC*

1. Be sure File Manager is visible on your screen.
2. Open a second File Manager window by choosing New Window from the Window menu.
3. **Tile** the windows so that they don't overlap. Choose Tile from the Windows menu.
4. In the top window, click the c: drive icon at the top of this window.
5. In the bottom window, click the s: drive icon at the top of this window.
6. In the c: drive window, open the c:\Class1 directory.
7. In the s: drive window, open the s:\Train directory.



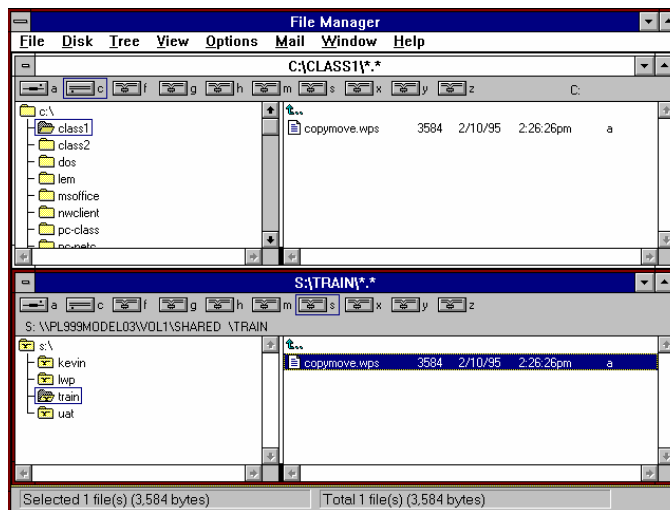
8. Highlight the copymove.wps file in your s:\Train directory. Drag copymove.wps until it is on top of the your c:\Class1 directory. A box will appear around the c:\Class1 directory when the file is on top of it.

- Release the mouse button to “drop” the file into the c:\Class1 directory. If you see a confirm box, click the Yes button. Notice that the box states that you are about to copy the file.



A copy of the copymove.wps file is now in your c: drive and is also still in the s: drive.

- Open the c:\Class1 directory to see the copy of copymove.wps.



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## Copying Files Within a Drive

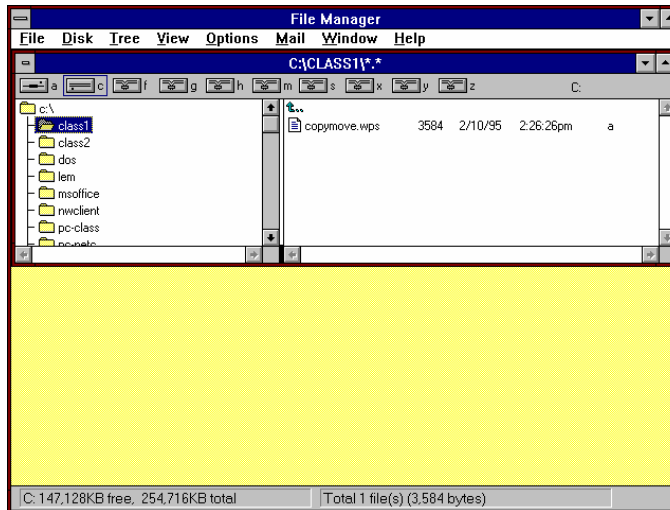
Copying files within a drive is done almost the same way as copying files between two drives. There is only one difference—you'll use the Ctrl key while copying a file within a drive.

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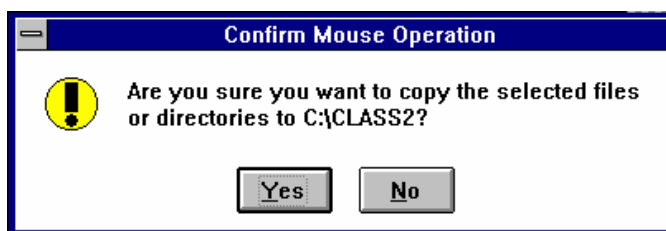


*Practice: Copy File Within a Drive*

1. Be sure File Manager is visible on your screen.
2. In the c: drive window, open the c:\Class1 directory.
3. Highlight the copymove.wps file in your c:\Class1 directory.

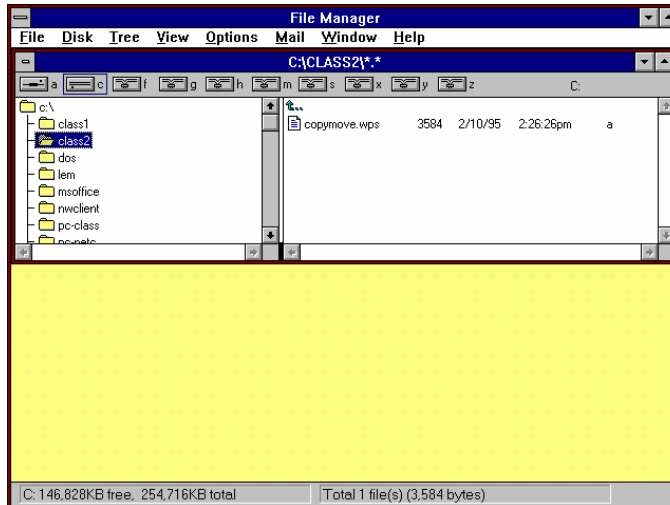


4. Hold the Ctrl key down and drag the copymove.wps file from the c:\Class1 directory to the c:\Class2 directory.
5. Release the mouse button to drop the file into the c:\Class2 directory. If you see a confirm box, click the Yes button. The box states that you are about to copy the file.



A copy of the copymove.wps file is now in your c:\Class2 directory as well as in your c:\Class1 directory.

6. Open the c:\Class2 directory to see the new copy of the copymove.wps file.



### Moving Files to or From the Network

You'll move files between network and PC drives and directories in almost the same way as you copy files. There is only one difference—you'll use the Shift key while moving a file between two drives.

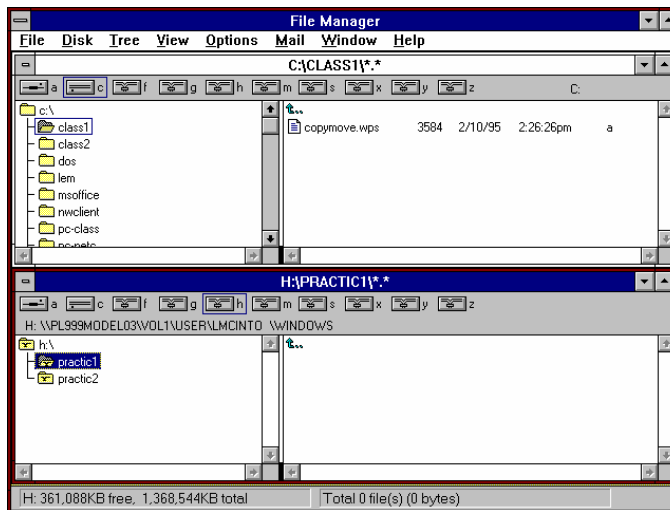
#### Moving Files From Drive to Drive

Moving files to or from a network drive is done the same way as moving files between PC drives. You'll drag a file from one drive into another.



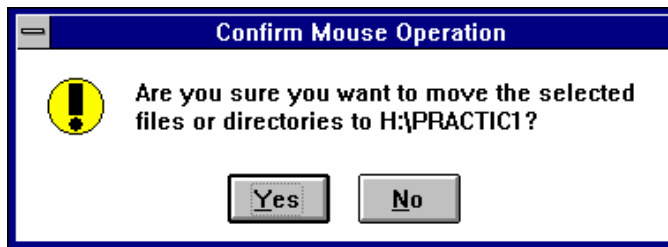
*Practice: Move File From PC to Network*

1. Be sure File Manager is visible on your screen.
2. Open a second File Manager window by choosing New Window from the Window menu.
3. **Tile** the windows so that they don't overlap. Choose Tile from the Windows menu.
4. In the top window, click the c: drive icon at the top of this window.
5. In the bottom window, click the h: drive icon at the top of this window.
6. In the c: drive window, open the c:\Class1 directory (double click its folder icon).
7. In the h: drive window, open the h:\Practic1 directory.



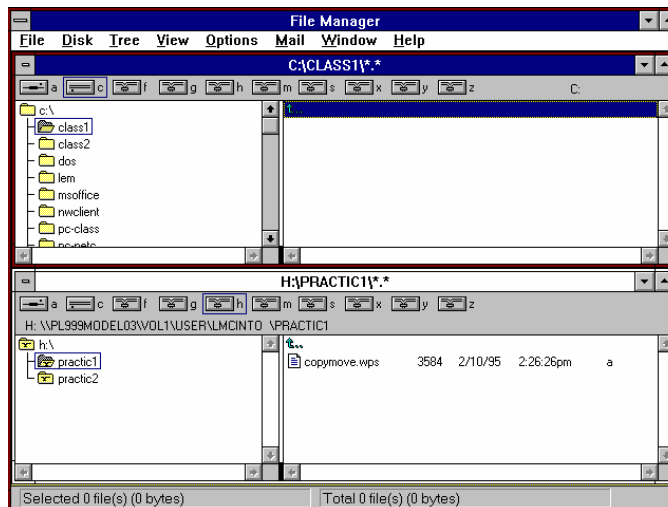
8. Hold the Shift key down and drag the copymove.wps file in your c:\Class1 directory until it is on top of your h:\Practic1 directory. A box will appear around the h:\Practic1 directory when the file is on top of it.

- Release the mouse button to “drop” the file into the h:\Practic1 directory. If you see a confirm box, click the Yes button. The box states that you are about to move the file.



The copymove.wps file is now saved in the h:\Practic1 directory and is no longer in the c:\Class1 directory.

- Open the h:\Practic1 directory to see the copymove.wps file.



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## Moving Files Within a Drive

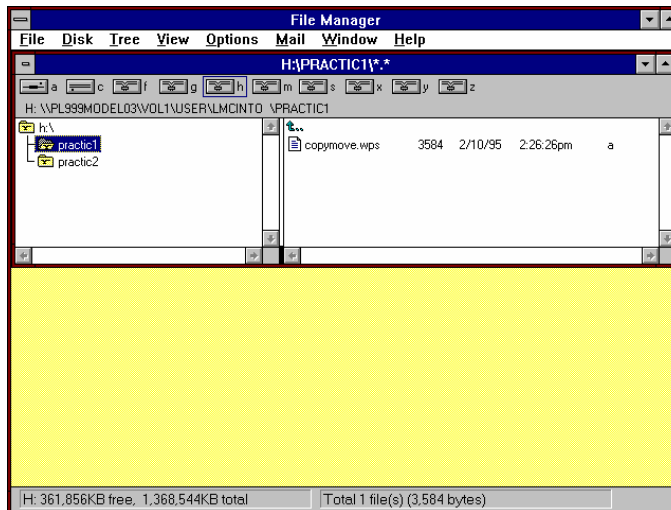
Moving files within a drive is done almost the same way as moving files between two drives. The main difference is that you won't hold the shift key down while dragging a file from one directory to another.

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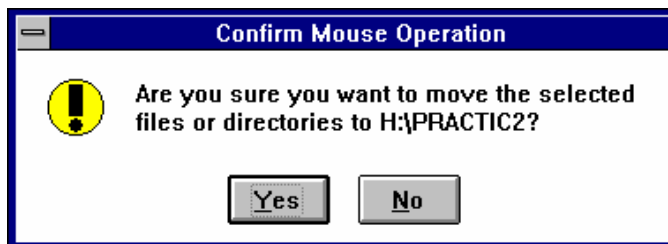


*Practice: Move File Within a Drive*

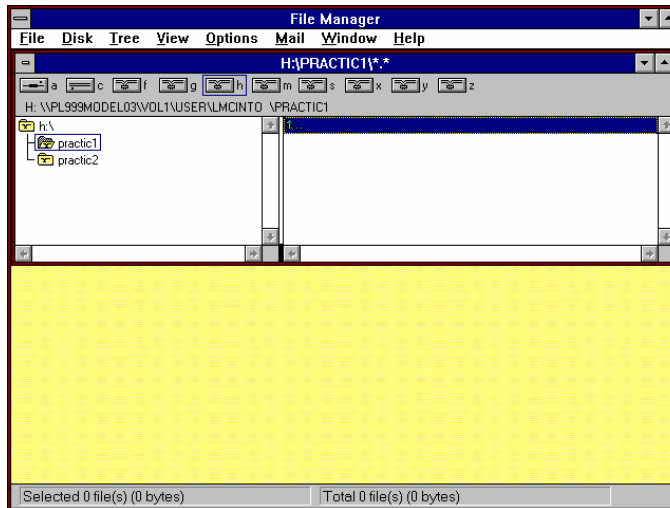
1. Be sure File Manager is visible on your screen.
2. Click the h: drive icon at the top of a file manager window.
3. In the h: drive window, open your h:\Practic1 directory (double click its folder icon).



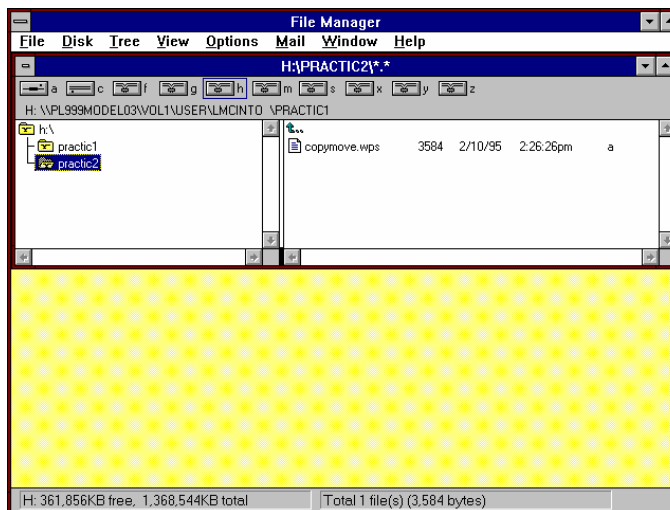
4. Drag the copymove.wps file from the h:\Practic1 directory until it is on top of the h:\Practic2 directory. A box will appear around the h:\Practic2 directory when the file is on top of it.
5. Release the mouse button to “drop” the file into the h:\Practic2 directory. If you see a confirm box, click the Yes button. The box states that you are about to move the file.



The copymove.wps file is now saved in the h:\Practic2 directory and is no longer in the h:\Practic1 directory.



6. Open the h:\Practic2 directory to see the copymove.wps file.

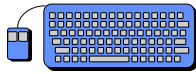


***Stop! This may be a good time to take a 10-minute break.***

## Retrieving Files From the Network

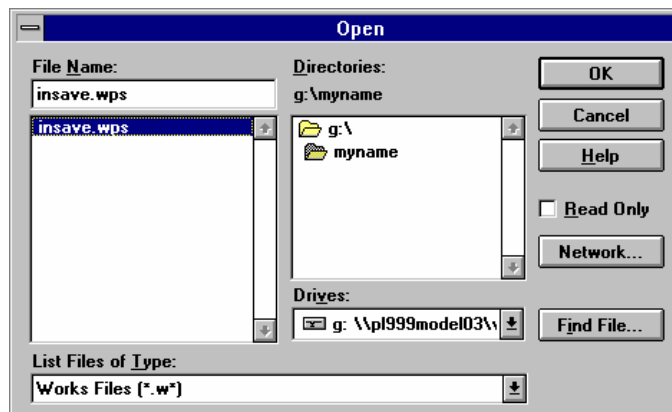
When you open a file from within an application, you have to specify the file's location in the Open box. If that file is on the network, you'll open the network drive and directory in which the file resides.

You can also open directories and files from the File Manager window by double clicking their icons.

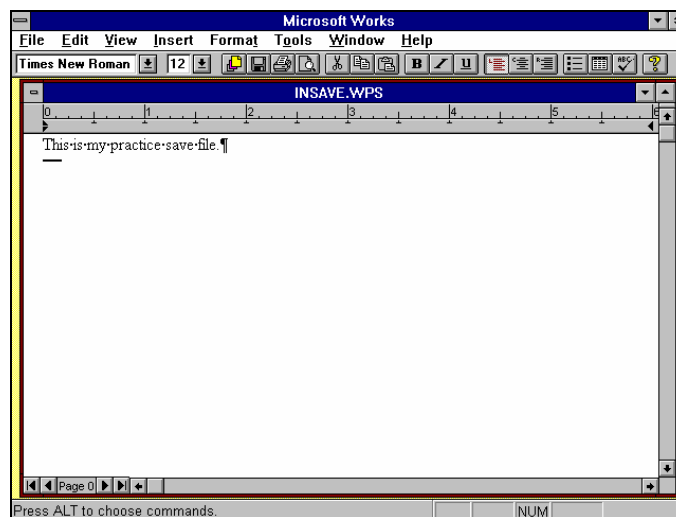


*Practice:*  
Retrieve (Open)  
File From the  
Network

1. Launch Microsoft Works.
2. Click the Open An Existing Document button. The Open box will appear.
3. Click the down arrow beside the Drives field. Scroll through the drives until you see the g: drive.
4. Double click the g: directory to open its directories.
5. Double click your directory to open it.
6. Highlight the *save.wps* file you created and saved earlier.



7. Click the OK button. Works will open the file.



8. Close Works.

## Mail Tasks Related to File Management

Several electronic mail tasks are related to file management:

- Filing mail messages on network or PC drives
- Filing mail attachments on network or PC drives
- Attaching files to mail messages

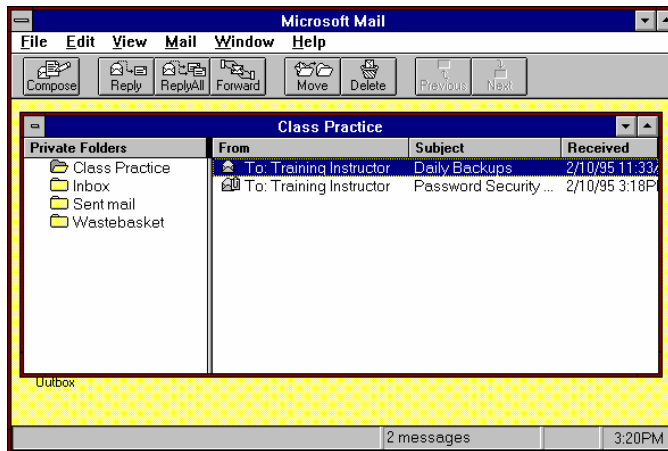
### Filing Mail Messages on Network or PC Drives

To file a mail message on a network or PC drive, you'll save it to one of these drives. This task is similar to saving a file to a drive from within an application.

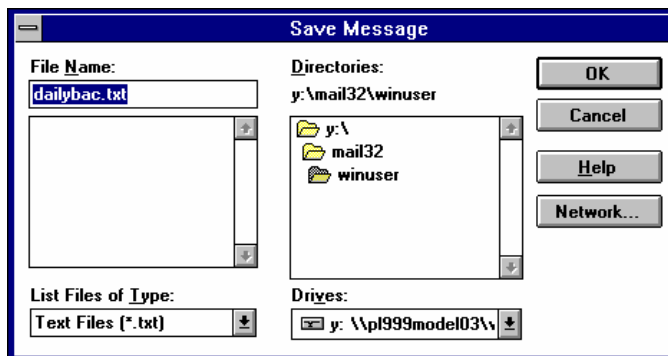


*Practice: File a  
Mail Message  
on a Network  
Drive*

1. Launch mail and sign in.
2. Open the mail folder you created in Section 5 (you named it anything you wanted).
3. Highlight the "Daily Backups" mail message in your folder.

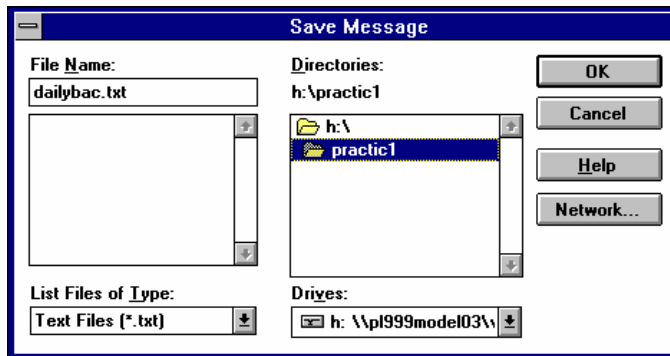


4. Choose Save As from the File menu. The Save Message box will appear.



5. You can accept the proposed message name in the Name field or create your own eight-character-maximum name. For this practice, don't change the proposed name.
6. If the h: drive doesn't appear in the Drives field, scroll until you see the h: drive and highlight it.
7. Double click the h: drive icon in the Directories field to see its contents.

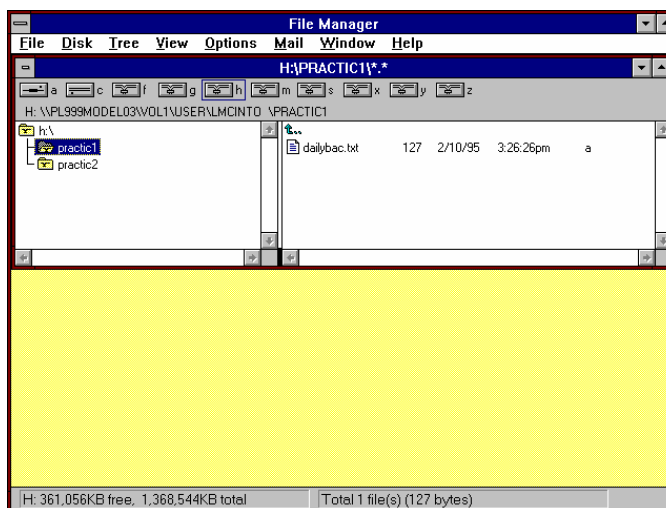
8. If the h:\Practic1 directory isn't open, double click it.



9. Click the OK button in the Save Message box.

The “Daily Backups” message is now saved as a text file in your h:\Practic1 directory.

10. Use Alt-Tab to switch to File Manager. Open your h: drive in a File Manager Window and then double click the h:\Practic1 directory to see your dailybac.txt file.



To save a message to a PC drive, you would choose one of your PC drives from the Drives field in Step 6 above.

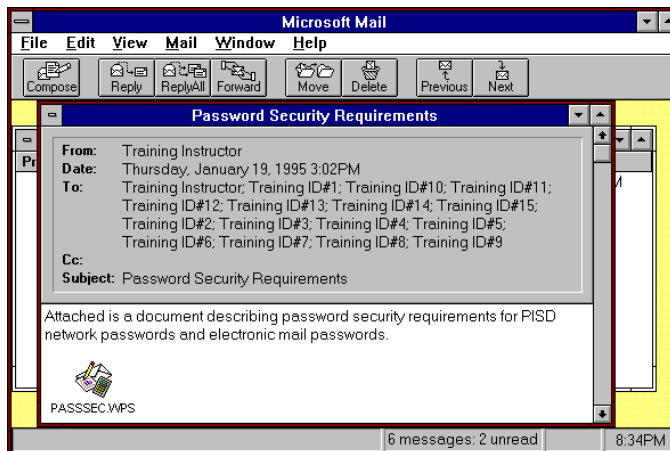
## Filing Mail Attachments on Network or PC Drives

Filing a mail attachment on your PC or network drive is similar to filing a mail message in a mail folder.

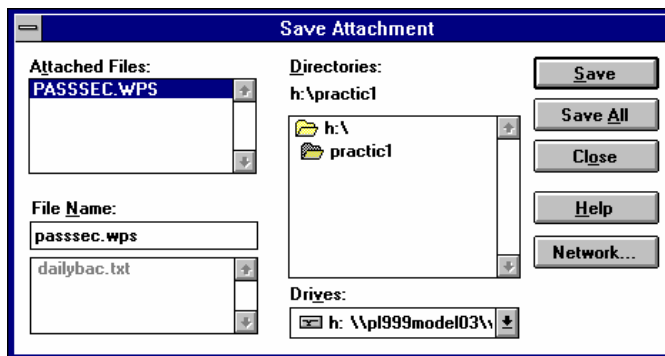


*Practice: File a Mail Attachment on a Network Drive*

1. Open the “Password Security Re . . .” message in the mail folder you created.



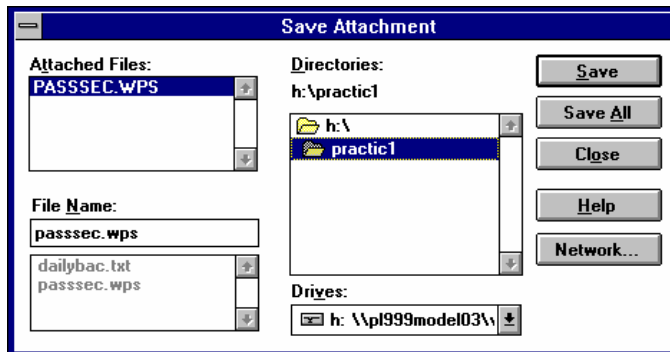
2. Choose Save Attachment from the File menu. The Save Attachment box will appear.



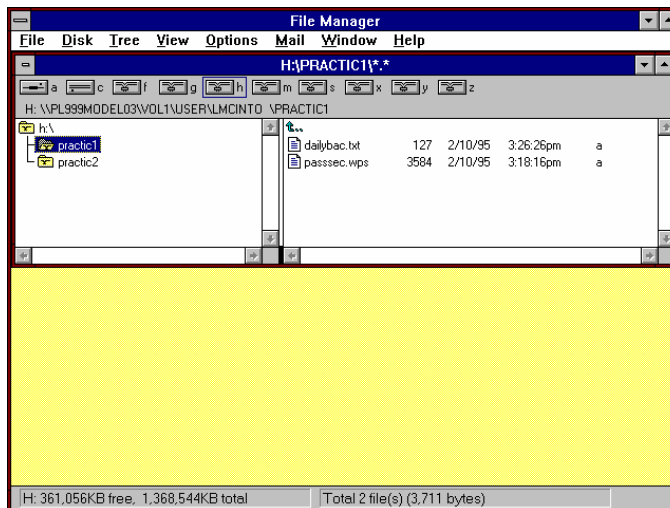
The Attached Files field shows all files attached to this message. If more files had been attached, you would have seen them listed here.

3. You can accept the proposed file name in the File Name field or create your own eight-character name. For this practice, don't change the proposed name.
4. If the h: drive doesn't appear in the Drives field, scroll until you see the h: drive and highlight it.
5. If the h:\Practic1 directory isn't open, double click it.
6. Click the Save button. If there had been more attachments and you wanted to save them all, you would have clicked the Save All button instead.

The “Password Security Re . . .” message’s attachment is now saved as a .wps (Works) file in your network h:\Practic1 directory. You’ll see the attachment file in the File Name field along with the “dailybac.txt” mail message you saved in the previous practice.



7. Click the Close button in the Save Attachment box. You’ll return to the “Password Security Re . . .” message window.
8. Close the “Password Security Re . . .” message.
9. Use Alt-Tab to switch to File Manager. Open your h: drive in a File Manager Window and then double click the h:\Practic1 directory to see your passesec.wps file.



To save an attachment to one of your PC’s drives, you would simply choose one of your PC drives from the Drives field in Step 4 above.

## Attaching Files to Mail Messages

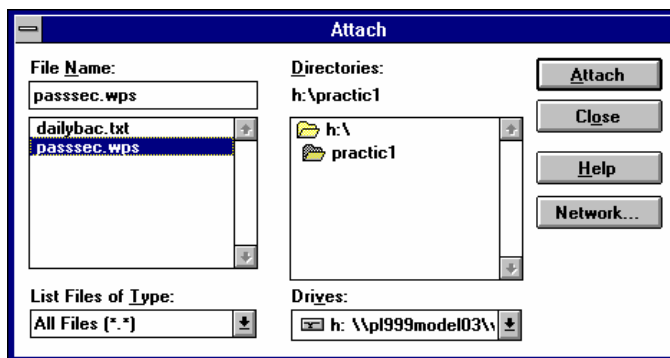
The last mail task you need to learn is attaching a file to a message. You've learned how to create mail messages and how to send them to any user or site. Sending a message with an attachment is the same as sending a message without one except that you must first attach a file.



### *Practice: Attach a File to a Mail Message*

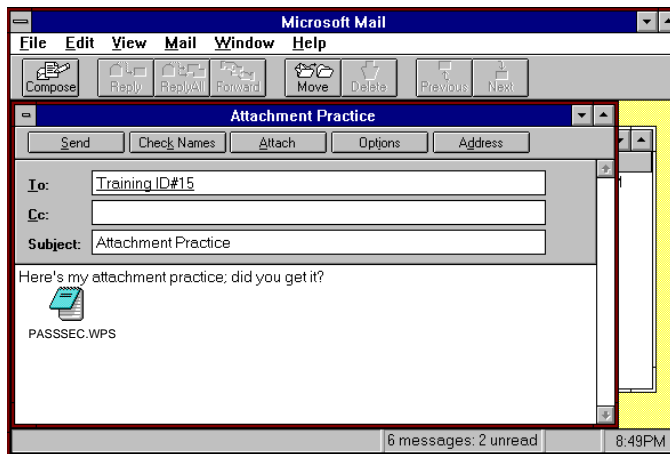
You can attach a file to an existing message or a newly created one. For this practice, you'll create a new message.

1. Click the Compose button to create a new message.
2. Type a subject in the subject field. Your subject will appear in the message window's title bar.
3. Click the Attach button from your message's Send Note window. The Attach box will appear.
4. In the Attach box, select the h: drive and open the h:\Practic1 directory.
5. Highlight the passec.wps file.



6. Click the Attach button.
7. Click the Close button to close the Attach box. You'll return to your message window.
8. The attachment icon for the passec.wps file now appears in the text area of your message window.

9. In the text field of your message, type a sentence or two above or below the attachment icon.
10. Address the To field to your class partner.




11. Send the message.
12. When you receive your partner's message, open the message and the attachment.

### Basic Personal File Backup and Recovery Procedures

To back up your files, all you need to do is copy or save them to your network h: drive. Remember that your h: drive is your own personal storage section on the network.


Saving or backing up files on the network allows the network security features to protect them. As you learned earlier in this course, the network drives are backed up nightly, and your login name and password are designed to prevent unauthorized access to the network.

Since the LAN is backed up nightly (sometime between 10 p.m. and 6 a.m.), you should back up your critical files once a day on any day that you change them. If you lose a file on your PC, you can copy it from your h: drive. If any of the network data is ever damaged, you can get a copy of your network files by contacting the System Administrator.

 The main thing you must remember is that you need a copy of your critical files on your PC and the network. However, you don't need to copy files that you already have on the network to a network backup drive.

★The following are suggested steps for your daily backup procedure. However, you can customize your procedure for your needs.

1. Create a "backup" directory on your h: drive. (You only have to do this the first time you perform your backup procedure.)
2. Copy the files or directories you changed during the day to your backup directory.

 Remember—you don't need to copy files that are already on the network to your network backup directory. You only need one network copy of your files.

## Sharing Files With Other Users

Remember from Section 1 that an advantage of using a network is the ability to share files with other users. You've already seen how you can share files using Microsoft Mail attachments. However, you can also share files on your g: (group) and s: (shared) drives.

You saw when you created your own g: drive directory how multiple users can work on a shared drive at the same time. When you share files, you can use files that other users have placed on the network g: or s: drives, or you can place files on these drives yourself for others to use.

Macintosh users will access the same shared network drives, directories, and files that PC Windows users access. The only difference is that Macintosh users won't share the PC Windows applications that run from the network.

The following are the two main file-sharing tasks you'll perform:

- Using files from shared drives; use one of these methods:
  - Copy a shared file to one of your network or PC drives.
  - Open a shared file from the drive it resides on. Copy only what you need from the file and place it in a file of your own. Close the shared file as soon as you're done.



★ Be sure the application you're using to open a shared file does not have an auto save option in effect. If you make any changes to the shared file and auto save automatically starts saving the file, you will have unintentionally changed a shared file. The best way to avoid this problem is to copy all or part of a shared file and close it, making no changes to the shared file.

- Placing files on shared drives for others to use—Copy or save a file to a shared drive.



★ You can create directories on shared drives, but you can't protect them or their contents from being changed or erased by other users. Network access privileges override the directory Properties settings you can make in File Manager. Therefore, don't put any critical data on shared directories; someone may accidentally change or delete it.

*Demonstrate how a user can change someone else's directory:  
Delete a file from a participant's g: directory.*

★ If you need a shared directory whose contents can't be changed by other users, you can have the System Administrator set up directories whose contents can be viewed or copied but not changed or deleted.

You've already practiced copying, saving, and opening files on shared drives in this section, so you already have the skills you need to share files.



Activity: Types  
of Shared Files

**Duration:** 10 minutes

**Preparation:** Form groups of four or five people. If participants represent different sites, job types, or curricula, group them by these categories.

**Materials:** Flip chart paper, markers, and tape for each group.

**Task:** For five minutes, think of types of files (and directories) that would be helpful to share. Write these ideas on flip chart paper and tape the paper on the wall when you're done. (You may include ideas from the Network Benefits in Your Job Activity from Section 1.)

*Observe the groups as they work, asking questions to help them think of ideas if they are having trouble. Possible ideas:*

- *Can set up master list of phone numbers, calendar, etc., for a work group, school, or the entire district.*
- *Strict network security will help protect sensitive documents, such as payroll, student records, and electronic grade books.*
- *Share worksheets or other documents; get ideas from others who've had success with them.*
- *Don't always have to create documents, worksheets, etc., from scratch; can see what others have done and copy information from them.*
- *Help standardize documents, procedures among coworker, or groups.*
- *Avoid copying large documents on copy machine; can copy a file from network and save it to your own PC—or just read and delete. Can send documents through electronic mail to avoid copying, too.*
- *Use mail or shared drive to brainstorm ideas.*
- *People tend to reply more quickly to electronic mail than to phone messages.*
- *Reduces "telephone tag." Can read mail between meetings, at lunch, after work, etc. You don't have to be at your desk or phone when someone calls or stops by. You don't have to wait for someone to be at their desk to communicate with them.*
- *Can have "conferences" using mail, through forwarding a message through several people or by sending message to all people in a group.*

***(Need to validate these ideas and get more and better ideas during first few classes in Jan.-Feb. 1995. Also add to this list during first classes for classroom teachers.)***

**Discussion:** Each group briefly explains its ideas to the rest of the class.

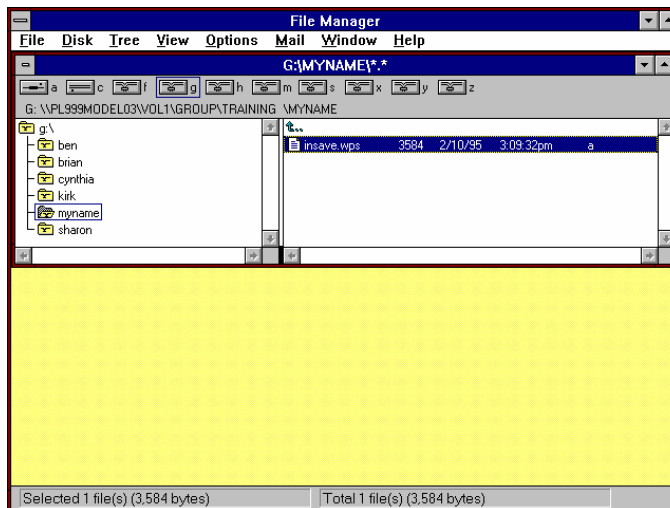
## Deleting Files and Directories

Deleting files or directories from the network or PC is simple. From File Manager, you'll highlight the file or directory and press the Delete key. You can also choose Delete from the File menu instead of using the Delete key.

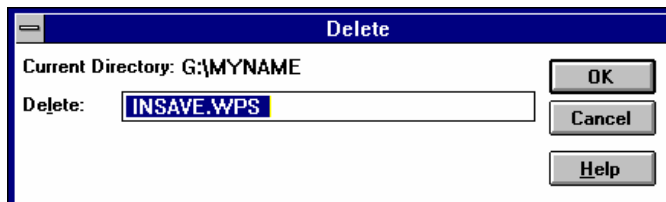


*Practice: Delete File From the Network*

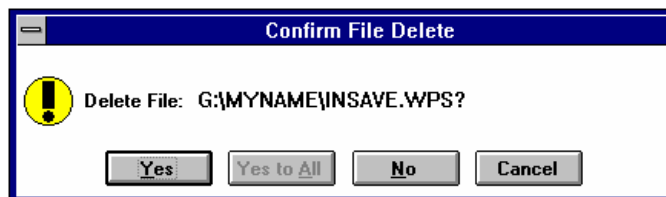
1. Be sure File Manager is visible on your screen.
2. In a File Manager window, click the g: drive icon at the top of this window.
3. Double click your directory (with your name).
4. Highlight the *save.wps* file that you created earlier in Works.



5. Press the Delete key. A Delete box appears.

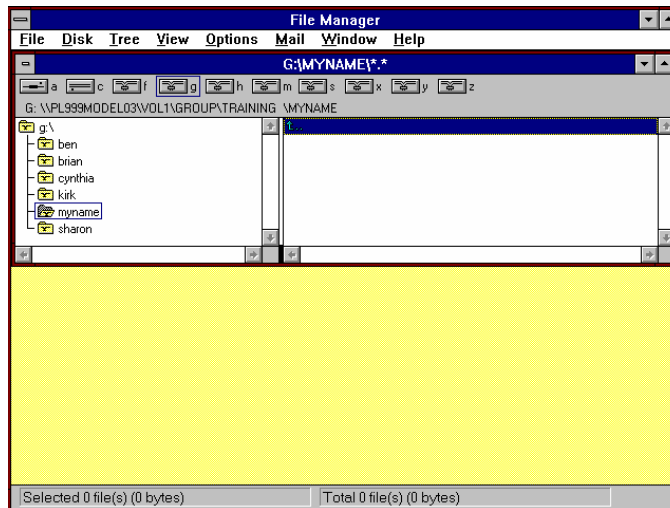


6. Read the Delete box's message to be sure you're deleting what you want to delete and then click the OK button. A Confirm File Delete box will appear (unless you have changed your File Manager settings).



7. Read the Confirm File Delete box's message to be sure you're deleting what you want to delete and then click the Yes button.  
\* You can't undo this command after you click Yes.

Your *save.wps* file will disappear from your g: directory.



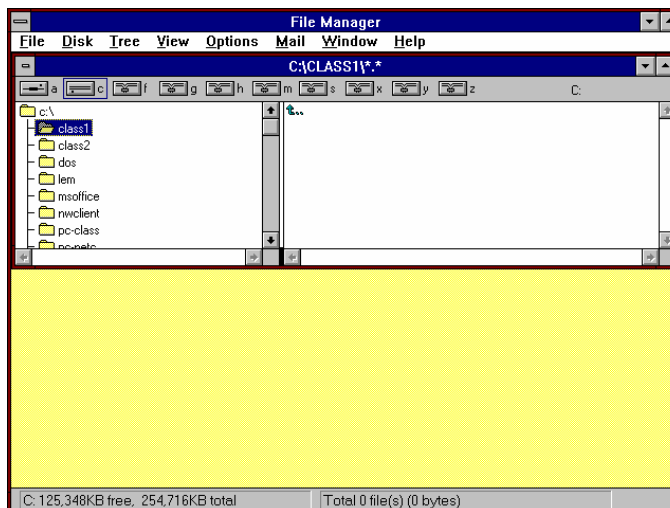
**Practice: Delete Directories**  
From the Network and PC

*At the end of this practice, have the class exit File Manager.*

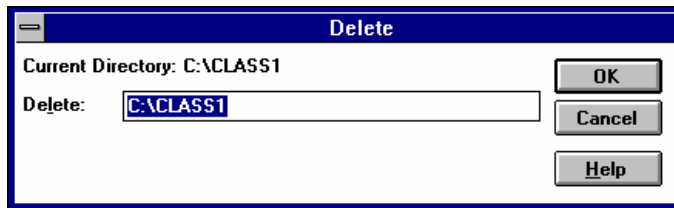
You'll practice deleting directories by deleting all five directories you created during this class:

- c:\Class1
- c:\Class2
- g:\myname
- h:\Practic1
- h:\Practic2

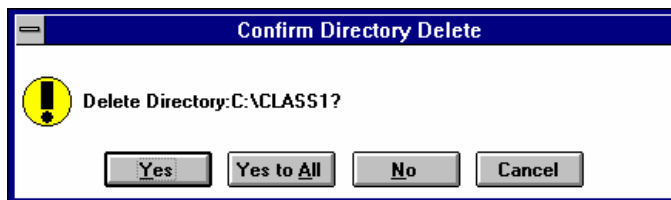
1. Be sure File Manager is visible on your screen.
2. In a File Manager window, click the c: drive icon at the top of this window.
3. Highlight your c:\Class1 directory.



4. Press the Delete key. A Delete box will appear.



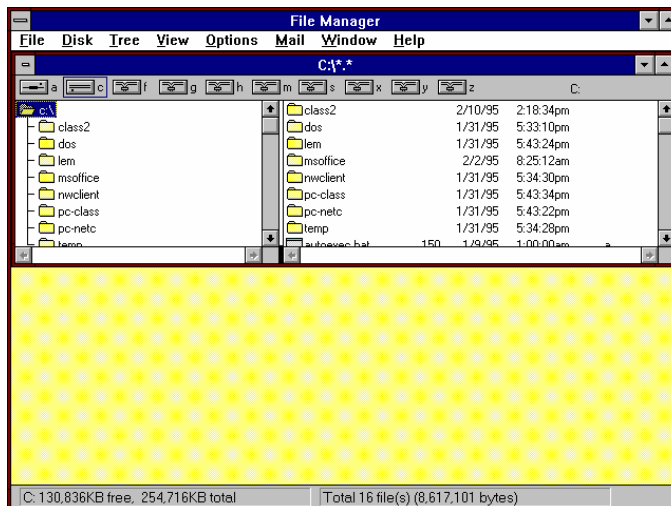
5. Read the Delete box's message to be sure you're deleting what you want to delete and then click the OK button. A Confirm Directory Delete box will appear.



6. Read the Confirm Directory Delete box's message to be sure you're deleting what you want to delete and then click the Yes button.

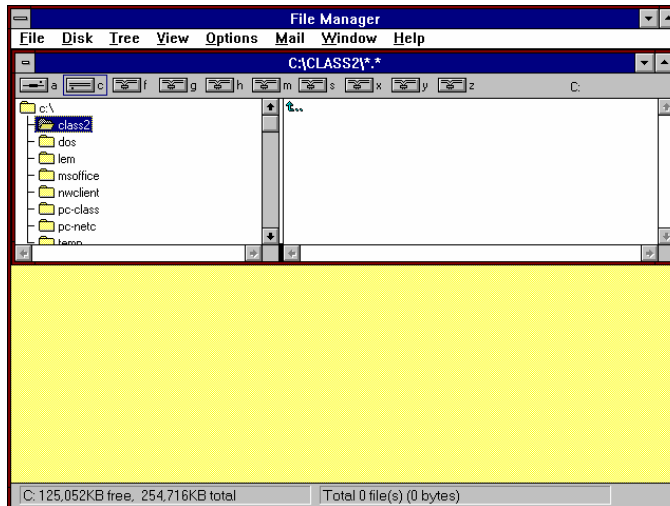
★ You can't undo this command after you click Yes.

Your c:\Class1 directory will disappear from your c: drive.

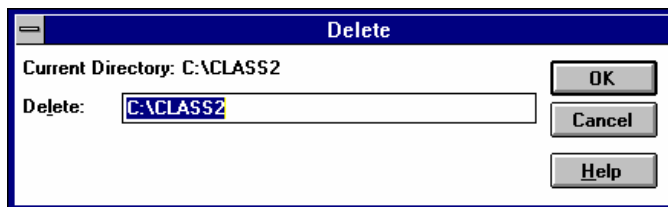


Now, you'll delete your c:\Class2 directory, which contains a file.

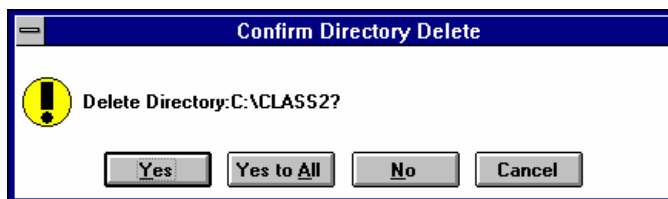
7. Highlight your c:\Class2 directory.



8. Press the Delete key. A Delete box will appear.



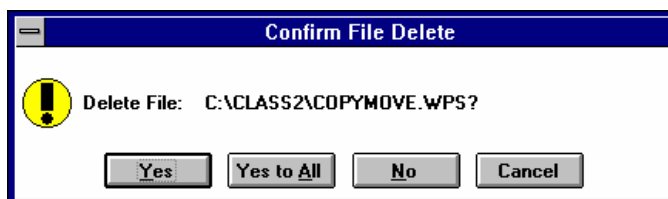
9. Read the Delete box's message to be sure you're deleting what you want to delete and then click the OK button. A Confirm Directory Delete box will appear.



10. Read the Confirm Directory Delete box's message to be sure you're deleting what you want to delete and then click the Yes button.



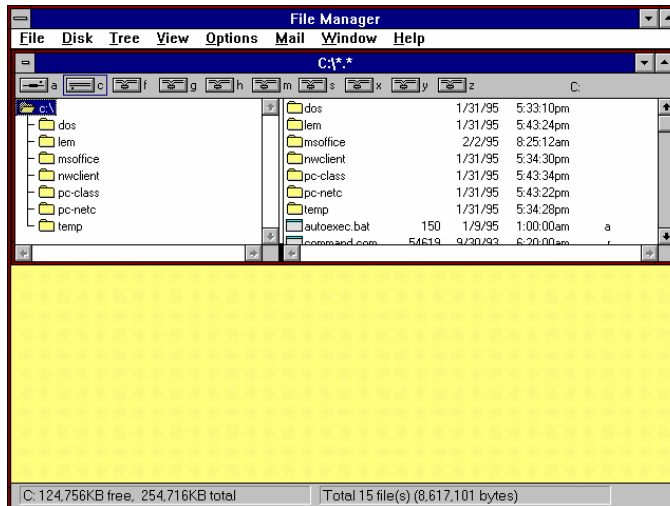
★ This time, you'll also see a Confirm File Delete box since your c:\Class2 directory contains at least one file. This feature can keep you from unintentionally deleting files that you didn't know existed inside a directory.



11. Read the Confirm File Delete box's message to be sure you're deleting what you want to delete and then click the Yes button. If there were more than one file inside this directory, you could delete them all at once by clicking the Yes to All button. You don't have to confirm deletion of each individual file (or subdirectory) within a directory.

★ You can't undo this command after you click Yes or Yes to All.

Your c:\Class2 directory will disappear from your c: drive.



★ Now, follow the same steps to delete the other four directories listed at the beginning of this practice (do not delete the s:\Train directory):

- g:\myname
- h:\Practic1
- h:\Practic2

*Optional: Have class begin deleting their directories by deleting their class partner's g: directory—to illustrate how shared directories can be changed.*

*You can lead the class through these last directory deletions or have class work on its own.*

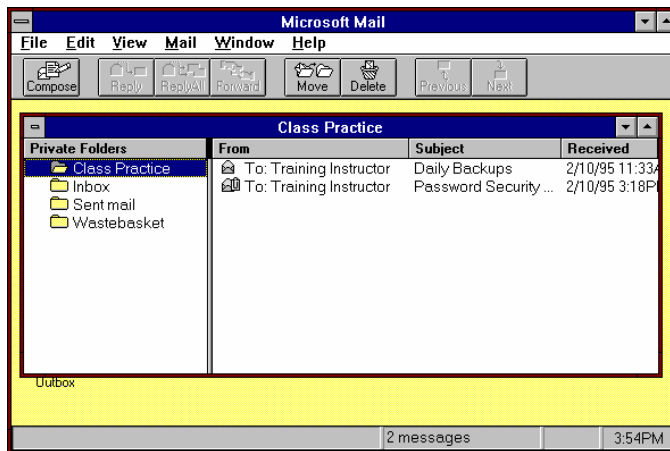
★ When you're through with this practice, exit File Manager by choosing Exit from the File menu. You'll then go to Microsoft Mail, where you'll clean out all messages and folders created during this class.



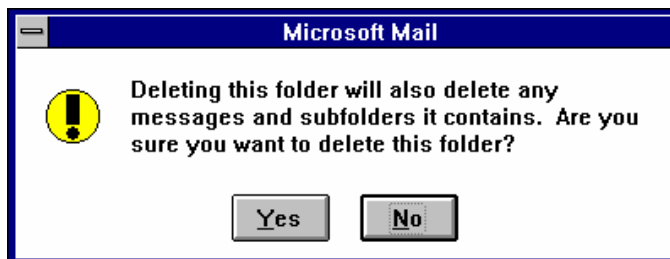
Review

Practice: Clean out and Delete Mail Folders

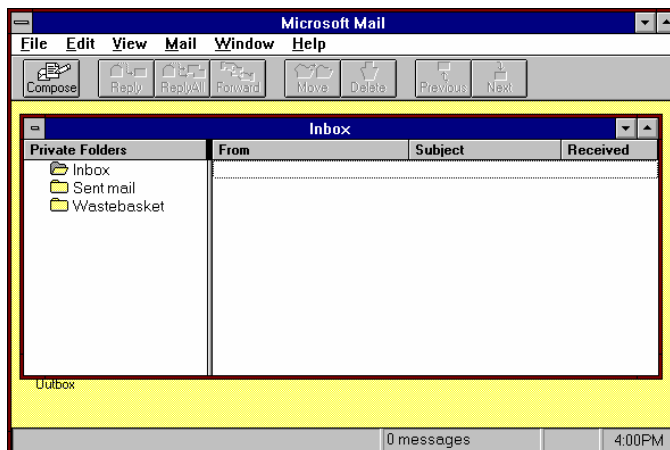
1. Use Alt-Tab to go to your Microsoft Mail window.
2. Highlight the mail folder you created in Section 5 (you named it anything you wanted).



3. Click the Delete button. You'll see a confirm delete message warning you that deleting the folder will also delete all mail messages or folders it contains.



4. Click the Yes button to delete the your folder and its contents.



Finally, clean out the rest of your mail folders. Then exit Microsoft Mail and log out of the network.

5. Open your Inbox folder and delete its contents.
6. Open your Sent Mail folder and delete its contents.

7. Sign out of mail.
8. Log out of the network.
9. Turn off your PC.

*Be sure everyone successfully logs out of all applications and the network.*

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**Section 6  
Summary**

You can now perform basic file management and sharing tasks on the network (Course Objective 6). In Section 6, you learned to do the following things:

- Create a directory on the network.
- Save files to the network.
- Copy files to or from the network.
- Move files to or from the network.
- Delete files from the network.
- Retrieve files from the network.
- Perform mail tasks related to file management.
- Perform basic personal file backup and recovery procedures.
- Share files with other users.
- Delete files and directories from the network.

Congratulations! You can now perform all the basic tasks you'll need to use the PISD network. In the last section of this course, you'll identify the major sources of network help and when and how to use them.