

## Basics

**Pick one person (sitting next to you) to work with for this lab.** Working together is important since the best way to learn something new is to communicate it to someone else. In addition, it takes Dr. Sarah a while to get around the room, so it is more efficient to have people helping each other. **Each of you should work on your own computer, but you should help each other and keep the same pace.** If the computer is off, press the key which sort of looks like an apple with a stem still on.

### Opening Files

To open up web browsers, under the apple icon – the top left of the screen - using the mouse with the button pushed down, scroll down to the internet/e-mail folder and (without releasing the mouse), scroll over to the right and then release on Netscape.



At the top right of the screen, you will see something like the following picture. This is how you know that Netscape is open. **To open up a new web browser, under File, release on New Navigator.** (sometimes your browser will close or you will need a second one, so this last part is very important).



Opening up other programs is similar, but all programs except web browsers are in the 1010 folder.

### Class Web Pages

Type in <http://www.cs.appstate.edu/~sjg/class/1010/>

#### **[Dr. Sarah's Math 1010 Web Page - Spring 2001](#)**

[E-mail Dr. Sarah](#) with questions about these web pages.

Get a [scientific calculator](#) which can do powers ( $y^x$  or  $x^y$  or  $\wedge$  symbol).

### Contents

- [Class highlights](#) Includes nightly homework, web based problems, and a day to day overview.
- [Dr. Sarah's Office Hours](#)
- [WebCT](#) Includes bulletin board, calendar of long term due dates for projects and quiz retakes, and grades
- [Dr. Sarah's Checklist for Math 1010 Writing Projects](#)
- [Syllabus and Grading Policies](#)
- [Campus Pipeline](#) To e-mail yourself attachments of work for 1010

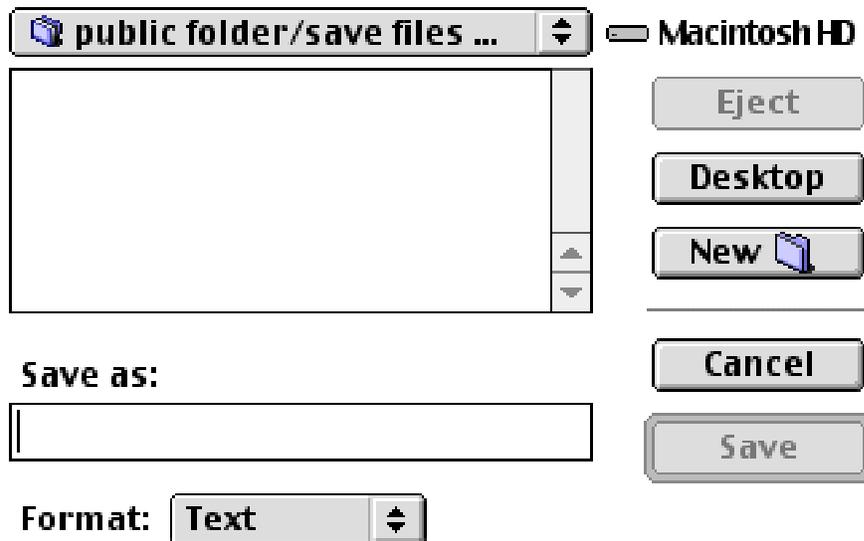
### Projects and DUE/REVISION Dates

Click on class highlights, and then click on lab 1 directions and follow along.

### Saving Files

Always Save files into the public folder/save files here folder located on the desktop. This makes them easy to find later on. For example, to save this file that you are viewing from Netscape, under File, release on Save as... Click on Desktop and then click on public folder/save files here. Now you should

see something like the following (be sure that the “public folder... appears as the heading of where you



are going to save.)

So, you should **ONLY SAVE IN THIS LAB IF THE HEADER APPEARS AS in the picture ABOVE.** Word documents should always end in .doc, while excel documents should always end in .xls Before the end of lab, make sure that you use campus pipeline to e-mail yourself any documents which you wish to have later.

### Changing From One Program to the Next and Checking to See Open Programs

The top right side of the screen will show you what program is currently open. If you click on it, it will show you a list of all open programs. A check mark will be next to the program that you are in. If you wish to change to a different open program, then scroll down and release on the one that you wish. To open up a new file, under File, release on New. To open a file, under file release on Open, and then look for the file you desire.



. Now open up a new web browser -- under File, release on New Navigator. In this web page, hit the BACK KEY on Netscape and return to the lab. Then click on the next link to set up WebCT. I have NOT PHOTOCOPIED this next document since you will only follow the process once, and so I want to conserve paper. Hence, you must go back and forth between reading the directions in one web browser, and the place you are typing in the second.