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!

- **If you have a problem ask for help, don't make the situation worse.**

- **Click print once!!!!!!!!!!!!!!!** 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 P2015 series PCL5e. 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.

- **SAVING ~~~** If you save to the desktop and log off or shut down you will lose your work. You should save your work to your own account.

- **SENDING WORK TO ANGELWEB~~~** You may send your saved work to AngelWeb. There is a link on the home page of my web site. Click on the link, select student, and use your student id and password to go to the appropriate American History class. If it is an honors or on level class click on the appropriate lesson. 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 and open the word document to see that it is there. The subject line should include your name and the item# you are submitting. You can submit only one assignment per AngelWeb submission. You may submit three items per day.

- **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.

- **The limit for printing is two pages a day.** I have a limited amount of paper and then that is it. So if you want to use the computer all year conserve paper.

- 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.

- If you need to print something for another class ask for special permission from the instructor before you print. If I pick up work from the printer and it is not from my class you will lose the privilege of using a computer.

- 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 it 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 lose 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 to send your assignments to your home to finish later.

- 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 e-mail to my Yahoo account sign in as me and check the in box. If it is not there, it is not there.

- Google images is blocked; it is not available. (ask.com images)

- If you need help from home use the school e-mail to talk to me but remember it may take half a day to get a response.

- My computer reads Microsoft Word, do not send e-mails in Word Perfect or Notepad. Sorry………….

- Some helpful typing hints ~~~ Double space after the end of a sentence.   To alphabetize highlight what you want to alphabetize then click on *sort AZ*, paragraphs and ascending, okay. Hanging indents are done by *paragraph*, indentation~ special and then okay.