

GlobalPC

Getting Started Guide

DISCLAIMER

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TRADEMARKS

GlobalPC is a trademark of MyTurn.com, Inc.

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SAFETY INFORMATION

WARNING

RISK OF ELECTRIC
SHOCK
DO NOT OPEN

TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE THE COVER. THERE ARE NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.

WARNING

To reduce risk of fire or shock hazard, do not expose this product to rain or moisture



This symbol indicates important instructions about the product.

PRODUCT REGISTRATION

Returning the product registration card or registering with MyTurn.com entitles you to receive complementary product support.

Keep your sales receipt as proof of purchase to obtain warranty on parts and service. Record your purchase information in case you are asked for them.

Serial No:

Place sticker from Quick Start poster here.

Purchase Date: _____

Purchase location: _____

FEDERAL COMMUNICATION COMMISSION INTERFERENCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interferences in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



Use only the shielded interface cable provided in order to comply with emission limits. Also, any changes or modifications, to this equipment, not expressly approved in writing by MyTurn.com, Inc., may void the user's authority to operate this equipment.

FOR SERVICE

Refer to your Warranty card for complete warranty terms and conditions. If you experience any difficulties with the GlobalPC, contact the service department.

Before calling for service on the computer, confirm that the computer was installed as described in the enclosed documentation and any necessary adjustments were made.

For possible troubleshooting help, you can visit the MyTurn.com web site at:

www.myturn.com

To contact the MyTurn.com service department, call:

(877)-MYTURN1

(877) 698-8761

Hours of operation: 24 hours per day, 7 days per week.

The MyTurn.com service department representative will attempt to resolve the warranty issue over the phone. If a telephone resolution is not possible, you will receive an RMA (Return to Manufacturer Authorization) number that must be included with the returned computer.

To return the computer, include all the components listed in the next section. Ensure you remove the diskette if you inserted one in the floppy disk drive. Return the computer in its original packaging or similar packaging.

CARE AND CLEANING

Use a soft cloth to dust off the GlobalPC. Plastic surfaces are easily scratched or marred by alcohol and other solvents. A nonabrasive, antistatic cleaner is recommended. Avoid excessive use of oil-based polishes, they tend to attract dust.

GLOBALPC CONTENTS

Before you start using the GlobalPC, compare the contents of the box to the following list.

- GlobalPC computer
- Quick Start poster
- Warranty card
- Power module
- Keyboard
- Mouse
- Mouse pad
- Telephone cord, 12 ft
- Phone line T adapter
- TV video cable, 6 ft
- TV Accessory Pack

If you are missing any items contact MyTurn.com for a replacement.

TABLE OF CONTENTS

CHAPTER 1 — INTRODUCTION

What can I do with the GlobalPC?	1 -1
Front Panel	1 -2
Rear Panel	1 -4
Keyboard Basics	1 -6
Mouse Basics	1 -8
Mouse Installation	1 -8
Using the Mouse.	1 -9
Display Installation	1 -10
Television Display	1 -10
Monitor Display (optional).	1 -14
Modem Connection.	1 -15
Printer Installation (optional)	1 -16
Using a printer	1 -16
GlobalPC Startup	1 -17
Turning on the Power	1 -17
Installing Software	1 -18
Booting the GlobalPC	1 -18
First Time Registration.	1 -18
The Desktop	1 -20
GlobalPC Desktop	1 -20
Advanced Desktop	1 -21

CHAPTER 2 — GLOBALPC DESKTOP

Skills Overview.	2 - 1
Opening a Program	2 - 2
Using the Help Window	2 - 3
Links to Other Information	2 - 3

TABLE OF CONTENTS

Using Program Windows	2 - 4
Entering and Selecting Text	2 - 5
Entering Text	2 - 5
Selecting Text	2 - 6
Changing Text.	2 - 6
Using Documents	2 - 7
Using the Clipboard.	2 - 8
Using Special Characters.	2 - 8
Saving a Document	2 - 9
Closing a Program.	2 - 9
 CHAPTER 3 — ADVANCED DESKTOP	
Overview	3 - 1
Opening a Folder.	3 - 2
Opening a Program	3 - 3
Setting Program Levels	3 - 4
Using Special Characters.	3 - 6
Closing a Program.	3 - 7
 CHAPTER 4 — PROGRAMS	
Overview	4 - 1
Starting Individual Programs.	4 - 2
Communication Suite	4 - 3
Global Internet	4 - 3
Global Email.	4 - 6
NewsReader	4 - 12
Chat.	4 - 15
Home Office Suite.	4 - 17
Design Assistant	4 - 17
Writer	4 - 19
Artist	4 - 27
Spreadsheet.	4 - 32
BannerMaker	4 - 37
Information Organization Suite.	4 - 38
Play and Learn Suite	4 - 38
Computer Utilities Suite	4 - 38

CHAPTER A — SOLVING PROBLEMS

Startup Problems.....	A - 1
Display Problems	A - 2
Mouse Problems	A - 4
Keyboard Problems.....	A - 5
Modem Problems	A - 5
Internet/Email Problems	A - 6

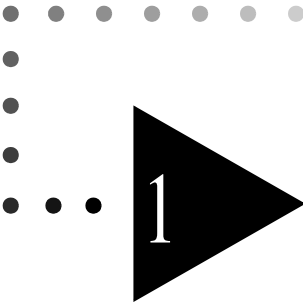
CHAPTER B — SPECIAL CHARACTERS

Table of Special Characters	B - 1
-----------------------------------	-------

CHAPTER C — INTERNET BASICS

Your Online Connection.....	C - 1
Internet Web Sites.....	C - 2
Web site Address	C - 2
Links to Other Web Pages	C - 2

TABLE OF CONTENTS



The computer designed with the intention of providing a system that is easy to use, with all the functionality you may need.

INTRODUCTION

Congratulations on your GlobalPC purchase. A computer you can use to create documents, store personal information and access the World Wide Web, also called Internet, with an unlimited source of information.

This guide describes how to turn on the GlobalPC and use the GlobalPC programs. To ensure that you use the GlobalPC safely and are familiar with the GlobalPC operation, it is recommended that you read this guide before using the computer. If you have questions about the GlobalPC in the future, use this guide for reference. Additional documentation is available on the MyTurn.com Web site.

WHAT CAN I DO WITH THE GLOBALPC?

The GlobalPC contains several programs that you can use to:

- Write letters and reports
- Create graphic pictures
- Store and manage information
- Connect to the Internet to find information
- Send or receive electronic mail (email) from friends and associates
- Play games

The easy-to-use system uses a consistent selection method from one program to another. Once you have mastered one program, then you can quickly learn the other programs.

The front panel has visual indicators to let you know what the computer is doing.

FRONT PANEL

Take the GlobalPC out of the box and placing it on a flat surface. Turn the GlobalPC so that the front of the computer faces you.

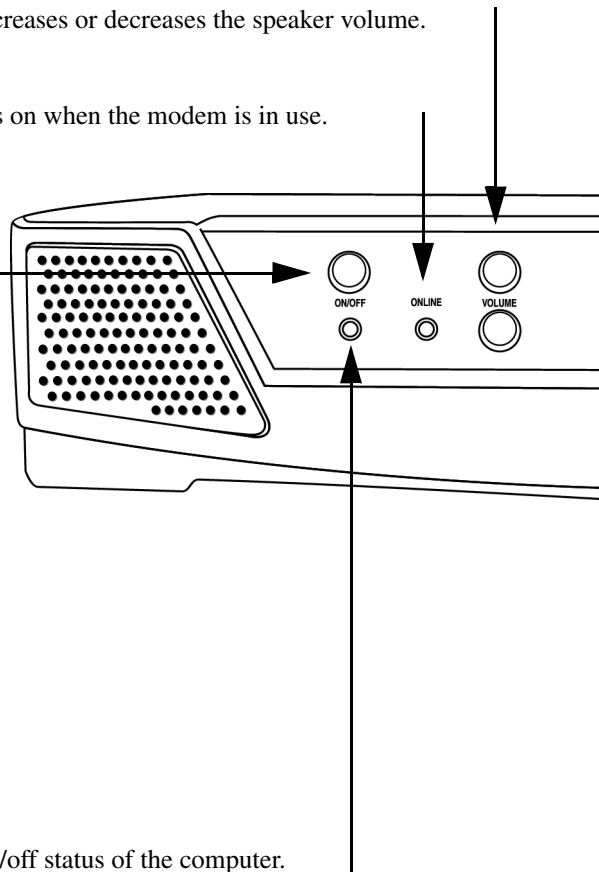
Volume - increases or decreases the speaker volume.

Modem indicator - turns on when the modem is in use.

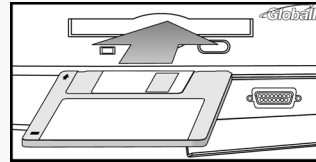
On/Off button - suspends computer operation, similar to turning the power on and off on a VCR. It conserves power consumption, but never completely turns the power off to the computer. Compare this to the rear panel power switch, page 1-4.

From any program you are using, you can press the power button to turn the computer off, without losing any information. Turning the power on resumes computer operation from where you left off. For example, if you are using the Calendar program, press the power button to turn the computer off. Pressing the power button again, resumes the Calendar program, from where you left off.

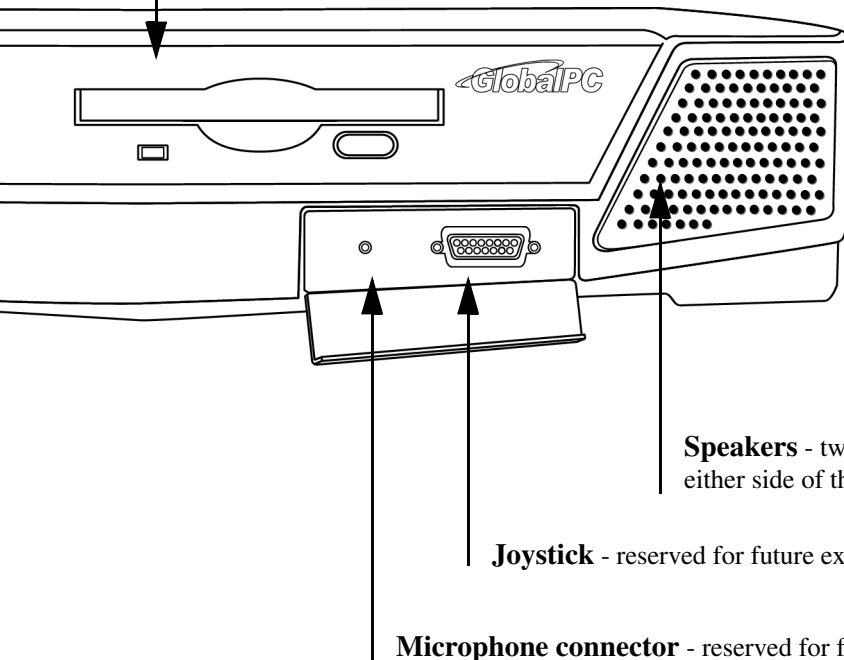
Power indicator - shows the on/off status of the computer.



Floppy disk drive - used to store and transfer documents. If you inserted a diskette in the drive, press the button to eject the diskette. The indicator flashes when the floppy is in use. Do not remove the diskette until the light turns off.



The correct orientation for inserting the floppy diskette is shown above. The diskette label should face up.



Speakers - two hi-quality stereo speakers on either side of the computer.

Joystick - reserved for future expansion.

Microphone connector - reserved for future expansion.

The rear panel contains the connectors for GlobalPC input and output.

REAR PANEL

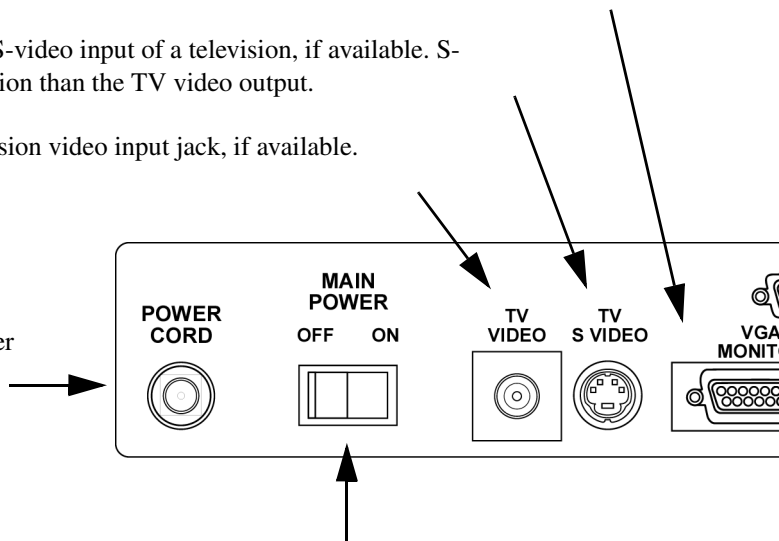
Turn the GlobalPC around so the rear of the computer is facing you.

VGA MONITOR - attaches to an optional monitor, providing a higher resolution than a television. If this connection is used, the other video connections cannot be used. The video connections are described in detail in the Display Installation section, later in this chapter.

TV S-VIDEO – connects to the S-video input of a television, if available. S-video provides a higher TV resolution than the TV video output.

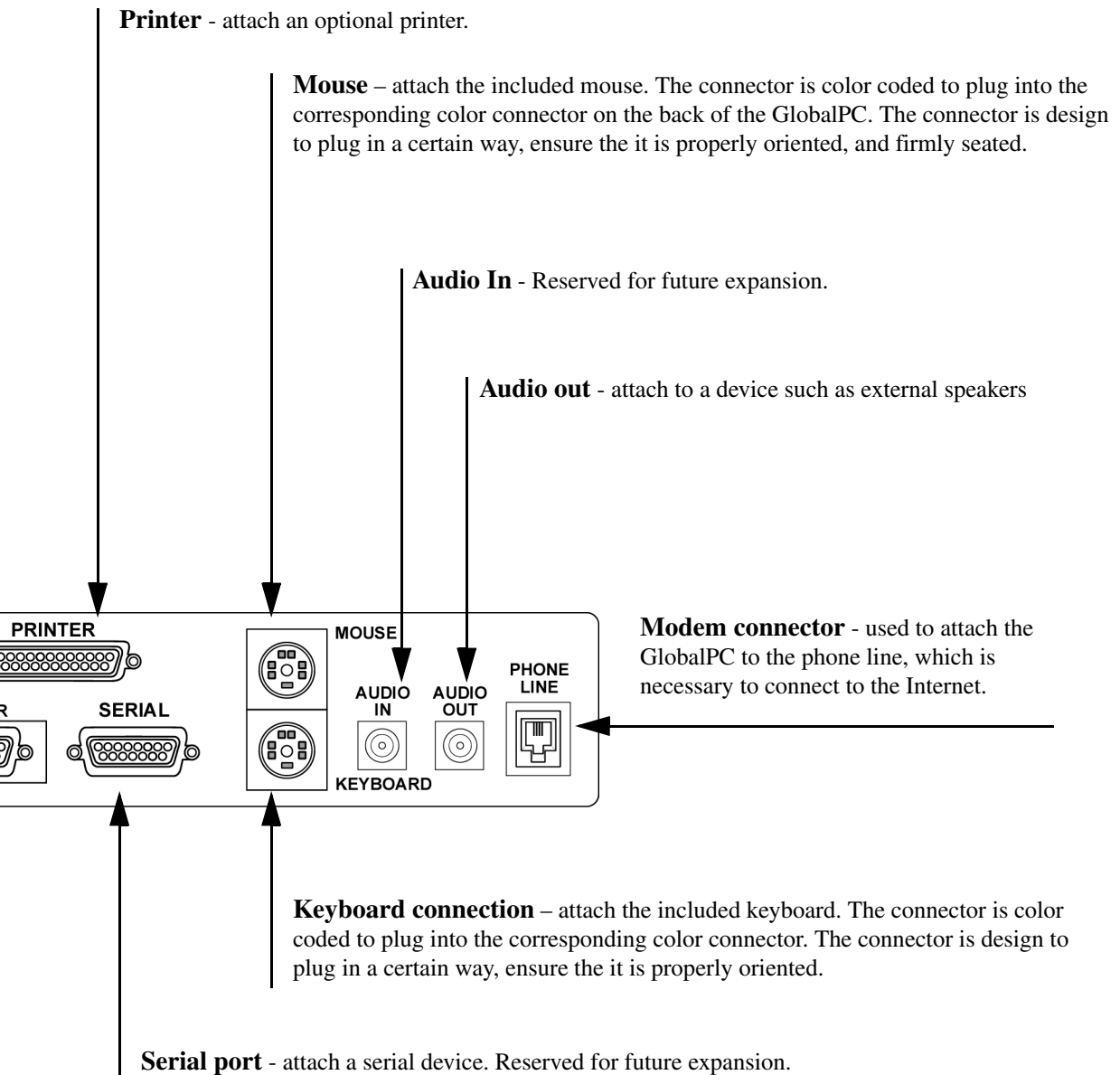
TV VIDEO - connects to a television video input jack, if available.

Power Cord connector - attaches the power module to the computer to provide power. Always switch the rear panel power switch to the off position before disconnecting the power module.



Main Power Switch - turns the computer power on or off. Turning the power off removes all power to the GlobalPC. When the power is turned on, the computer goes through the restart process. Compare this to the power button on the front panel, page 1-2.

Note: Do not switch off the power without properly shutting down the computer using the Unplug program from Computer Utilities.



If you have used a computer before and know the functions of the keyboard keys and how to use a mouse, you may want to skip to the next section.

KEYBOARD BASICS

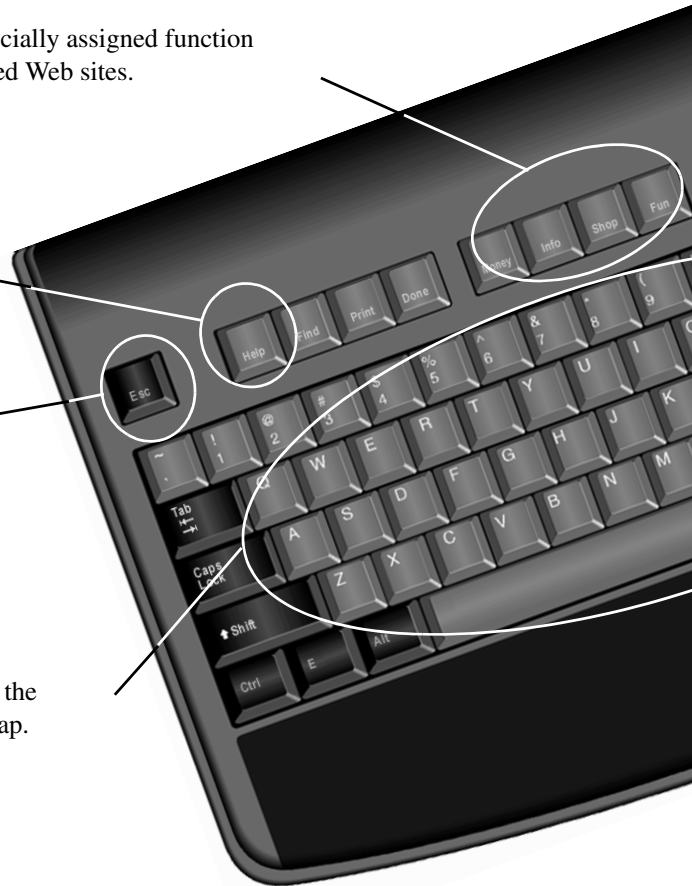
The GlobalPC keyboard uses a standard typewriter style keyboard layout. Some of the keys have a special meaning, as shown in this section.

Web hot keys - specially assigned function keys to access selected Web sites.

Help - specially assigned function key to access help information for a selected item.

ESC - short for Escape. Typically used to close the current window or cancel an operation.

Standard keys - used to enter the character indicated on the key cap.



Instant Access keys - specially assigned function keys to access the Internet, email, calendar, and address book.

Directional or data entry keys - depending on the status of the Num Lock key the function of the keys can change. If the Num Lock key is pressed and the Num Lock light is illuminated then the key functions correspond to the numbers indicated. If the Num Lock light is off then the key functions correspond to the directional indicators.



The GlobalPC mouse is used to quickly move the screen cursor on the display and select a word or object.

MOUSE BASICS

If you are new to using a computer and mouse, then the hand eye coordination involved with using the mouse may take a little practice. The most important thing you should remember is the mouse is made of durable plastic and is hard to break. You do not need to be afraid to grasp it firmly, move it around, and click the required buttons. A graphical tutorial on using the mouse is available by clicking the Learn key on the keyboard.

MOUSE INSTALLATION

The mouse, included with the GlobalPC, is a standard PS/2 type of mouse. The mouse connector is color coded to plug into the corresponding color connector on the back of the GlobalPC. See the Rear Panel section, earlier in this section, for the connector location. Place the mouse on the mouse pad, oriented as shown below.



The roller ball, on the bottom of the mouse, must sit flat on the mouse pad for the GlobalPC to register mouse movement. As you move the mouse the roller ball movement changes the position of the mouse cursor, on the display.

Note: If the mouse cursor starts moving erratically, the mouse may require cleaning. Over time dust accumulates inside the mouse. Open the roller ball cover. Look for the two roller pins and clean with a damp cloth, if necessary.

USING THE MOUSE

The mouse has two buttons which have specific functions. The left button is used to select text, cursor position, and window buttons. The right button is used to show help information and several optional menus.

When you click a button, press the button without moving the mouse. The best way to do this, is while holding the mouse with your thumb and last finger and your palm resting on the mouse, use your index finger. If you click and move the mouse at the same time, you may select something other than what you intended.

You can practice improving your mouse usage skills by using the Mouse Skills tutorial from the Learning Center. You access the Learning Center by pressing the Learn key, on the keyboard.

You can use a television or monitor to view the GlobalPC information, the choice is yours.

DISPLAY INSTALLATION

The term ***display*** is used to refer to the viewing device for the GlobalPC. The two choices are:

- Television
- Monitor

If you have a television, you can use it to connect the GlobalPC. You do not need to purchase a separate monitor.

The term ***screen*** refers to the image that you see on the display.

Note: You can use a television *or* monitor. You cannot use both devices at the same time. The display connected to the computer is automatically detected. The MAIN POWER switch must be turned off and then on before switching the displays, to detect the display type.

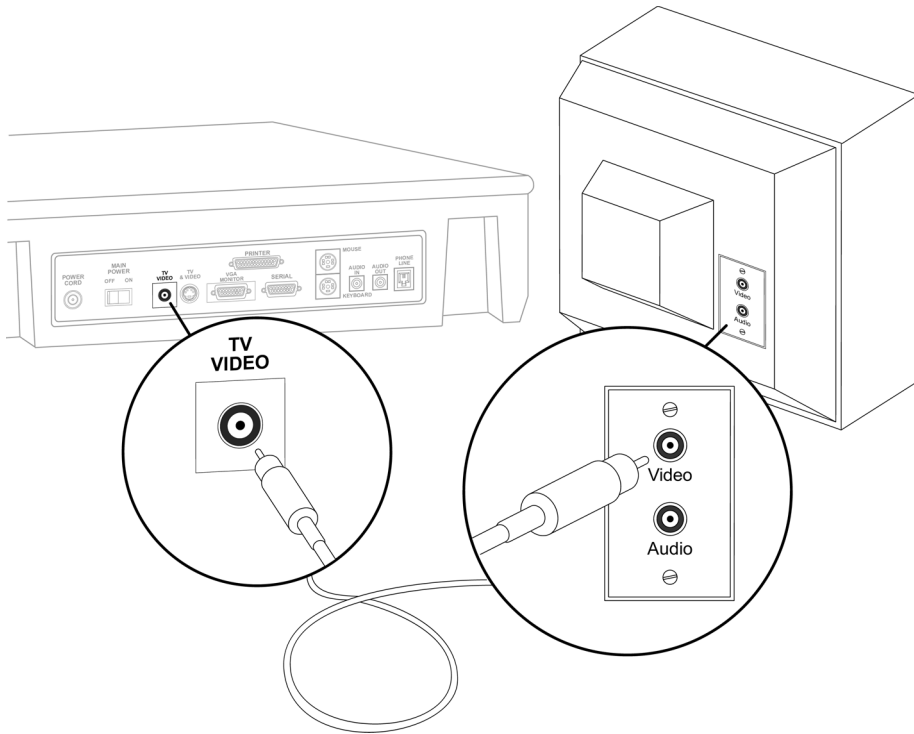
TELEVISION DISPLAY

The GlobalPC has a TV video output jack that connects to a television's input jack. If your television does not have an input jack, you can use the TV converter which converts the signal to an F-type coaxial (cable system style) connector. If your television set only has a 300 ohm input, you can add a 75 ohm to 300 ohm matching transformer.

If your television has an S-video connector you can use the S-video output, with an optional S-video cable, to connect the GlobalPC to the television. The S-video signal offers improved clarity than the TV video output.

TELEVISION CONNECTION USING THE TV VIDEO CONNECTOR

The GlobalPC can be connected to a television using the TV video connector and the included TV video cable.



Note: Remember to turn on the television before turning on the GlobalPC.

You need to change the signal input source for your television to see the GlobalPC screen. If you are not sure how to change the television, refer to the documentation that came with your television.

TELEVISION CONNECTION USING THE TV CONVERTER

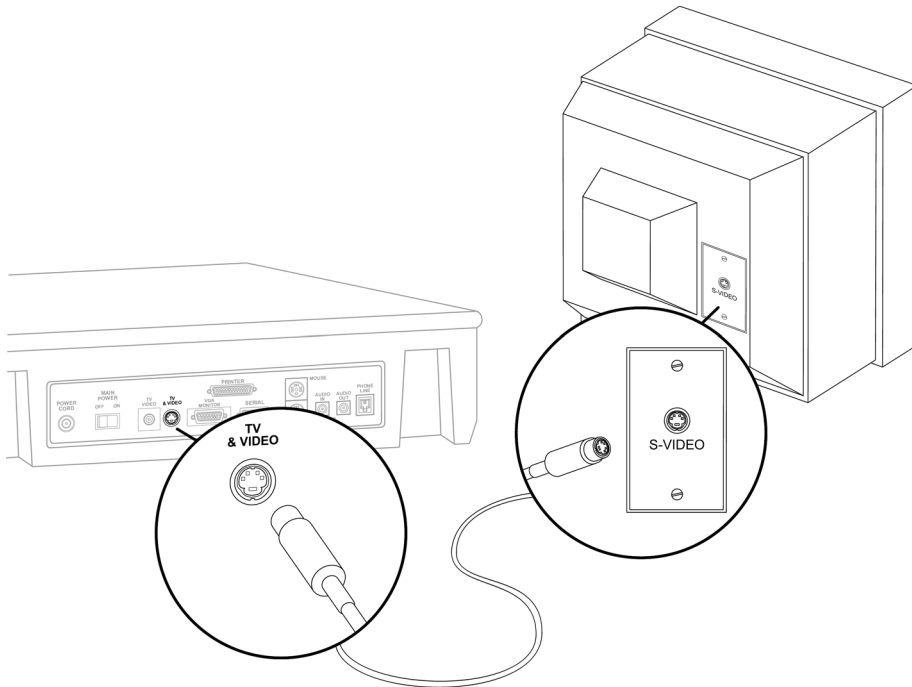
The GlobalPC can be connected to older television sets that do not have a video connector using the TV Converter.

Refer to the TV Accessory Pack for the proper installation procedure.

Note: Remember to turn on the television before turning on the GlobalPC.

TELEVISION CONNECTION USING AN S-VIDEO CABLE

If your television is equipped with an S-video connector, you can connect the GlobalPC to the television using an optional S-video cable. The GlobalPC display is clearer using the S-video connection.



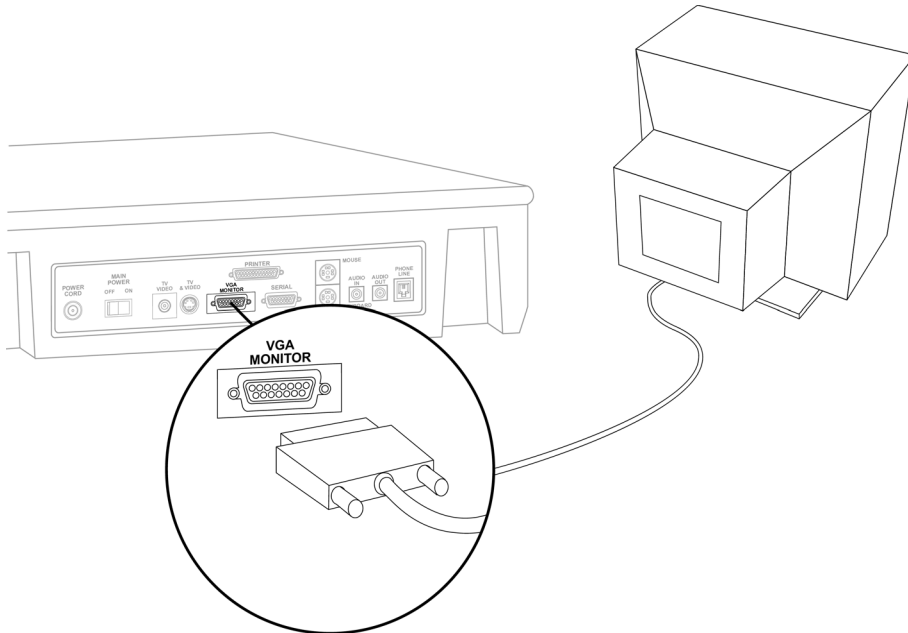
You need to change the signal input source for your television to see the GlobalPC screen. If you are not sure how to change the television, refer to the documentation that came with your television.

You can improve the television image by using the Stop Crawling Dots and Black and White settings in the Video settings of Preferences. It is recommended you increase the sharpness setting on the television, if available.

Note: Remember to turn on the television before turning on the GlobalPC.

MONITOR DISPLAY (OPTIONAL)

You can purchase an optional monitor that provides a higher resolution and clearer image. The default resolution is 640 x 480 pixels. With the monitor you can view the screen at 800 x 600 pixels. The higher resolution also shows more information on the screen at one time. Refer to the Preferences program on how to change the screen resolution.

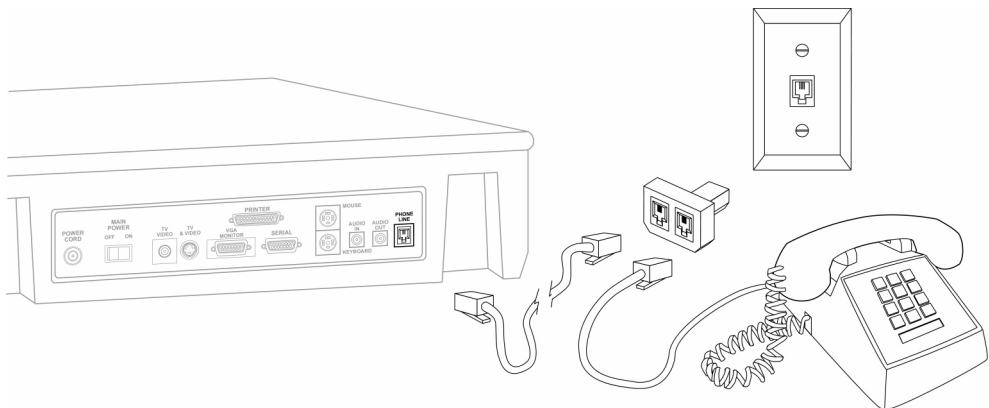


Note: Remember to turn on the television before turning on the GlobalPC.

A modem is used to dial a telephone number with the GlobalPC.

MODEM CONNECTION

The modem connection allows you to connect to the MyTurn Online Internet and email service. The Modem indicator on the front panel shows the status of the modem connection.



If you have an existing phone connected to the phone jack, you can add a T-adaptor (included) to split the line and connect both devices.

Note: You cannot talk on the phone and use the modem at the same time. While using the modem, you will not receive any phone calls and callers will not be able to reach you or reach devices such as phone answering machines.

During the GlobalPC registration process you can select the option to temporarily disable call waiting when using the GlobalPC modem. Call waiting can interrupt the modem communication and cause it to drop the MyTurn Online connection.

A printer allows you to create paper documents from the documents you create on the GlobalPC.

PRINTER INSTALLATION (*OPTIONAL*)

You can purchase the optional GlobalPC color ink-jet printer to print your documents.

USING A PRINTER

To use the printer, connect it as described in the documentation included with the printer. Turn on the printer power before turning on the GlobalPC power. Follow the instructions included with the printer to install the print cartridge and paper.

The GlobalPC has the appropriate print driver already installed to support the GlobalPC printer. There is limited print driver support for other types of parallel interface printers. You can visit the Support area of the MyTurn Online Web site to see if a print driver exists for your printer.

The startup process occurs each time you turn on the GlobalPC.

GLOBALPC STARTUP

Ensure the following components are connected to the GlobalPC, as described in the Quick Start poster.

- Power module
- Keyboard
- Mouse
- Television or monitor
- Phone line

After connecting the external components you are ready to turn on the power and start the GlobalPC.

TURNING ON THE POWER

When you are ready to start using the GlobalPC turn on the power to the monitor and the GlobalPC. The GlobalPC has a power switch on the front and rear panel. The following sections describe the function of each switch.

USING THE REAR PANEL POWER SWITCH

The rear panel power switch turns the power on or off, to the GlobalPC. The GlobalPC goes through the entire startup process each time you turn on the rear panel Main Power Switch. Use this switch if:

- This is the first time you turn on the GlobalPC
- You are not going to be using the GlobalPC for a long period
- You are experiencing electrical outages or electrical storms
- You plan on moving the GlobalPC to a new location
- You switch the display from television to monitor or vice versa

For everyday operation you should use the front panel power switch

USING THE FRONT PANEL POWER SWITCH

The GlobalPC has an *instant-on* power feature. This lets you turn off the GlobalPC and then turn it on and resume operation from where you left off. To use this feature the rear panel power switch must be in the **On** position.

Turning off the power from the front panel power switch places the GlobalPC in *sleep* mode. In suspend mode the power is turned off to all non-essential components, thus conserving power.

INSTALLING SOFTWARE

The GlobalPC contains all the necessary software that you need, out of the box.

BOOTING THE GLOBALPC

The process of turning on the power and starting the GlobalPC is called *booting* the computer. The GlobalPC logo displays until the boot process completes and the GlobalPC desktop displays.

FIRST TIME REGISTRATION

The first time you boot the GlobalPC a series of screens display requesting information from you to register and set up the computer. The information is necessary if you intend on using the GlobalPC Online Internet and email service. If you are unfamiliar with Internet and email services see *Appendix B - Special Characters*

SETTING TIME AND DATE

Several screens display to set the correct date and time for you computer. Setting the correct date and time are important to using the Calendar program and time-stamping emails and documents.

INTERNET REGISTRATION

Several screens display to enter registration information for the MyTurn.com Internet service. If you do not register then you cannot access the Internet and use the email service.

Note: Internet registration is not a necessary step to use the GlobalPC. If you skip the registration, you can register later, at any time by clicking the Sign Up button from the desktop.

The Internet service requires payment with a credit card. Be prepared to provide the credit card information during the registration process.

Note: Your credit card number and registration information is never sold to other companies for marketing purposes. All information is kept secure by MyTurn.com and not given to any other company.

*Everything you do on the GlobalPC, occurs on one of two desktops. You can select the **GlobalPC desktop** or **Advanced desktop**.*

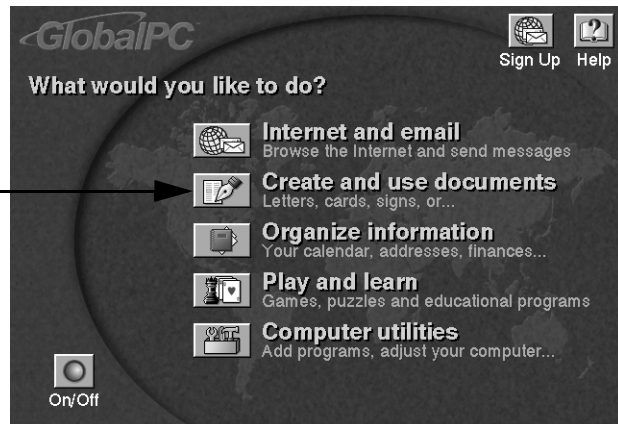
THE DESKTOP

The desktop is the visual area that you see, where you click on buttons, enter text, and do other GlobalPC tasks. You can choose from the easy-to-use desktop, called the GlobalPC desktop, or the enhanced desktop, called the Advanced desktop. The Advanced desktop is more complicated to use, but provides more program features and options.

GLOBALPC DESKTOP

The GlobalPC desktop is your starting point to using the GlobalPC programs. From here you click on screen buttons to select additional screens or start a program. This desktop is for the user that wants to use a simple, uncluttered way to select and use the GlobalPC programs.

Screen button – clicking on button selects the indicated choice.



The GlobalPC desktop is the default screen whenever you power on GlobalPC from the Main Power switch, on the rear panel. If you turn the GlobalPC on using the Resume function by pressing the front panel power switch, the last used desktop displays.

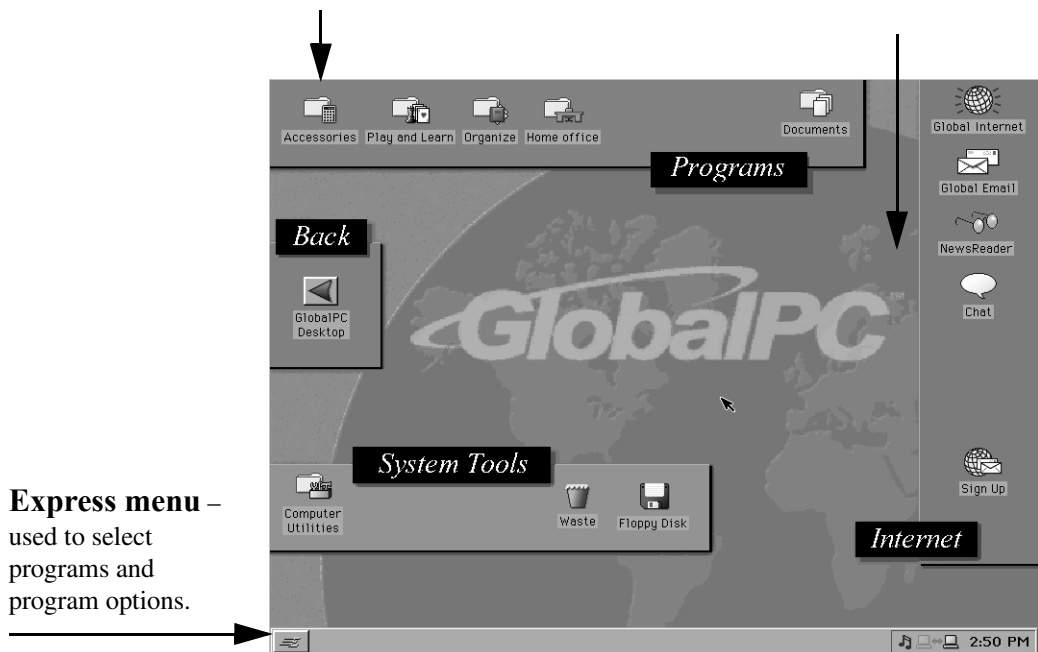
ADVANCED DESKTOP

The Advanced desktop is for the user who requires less guidance and wants to use menus, folders, and a window style display. The Advanced desktop provides more features.

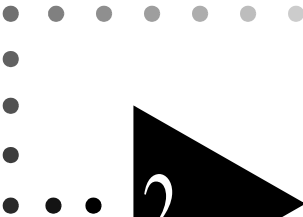
From the GlobalPC desktop, select the Advanced desktop from the Computer Utilities menu. From the Advanced desktop you can always return to the GlobalPC desktop by clicking on the GlobalPC icon.

Folders – used to organize files into categories. Some folders can contain documents, while other folders may contain programs.

Window – lists documents and programs, show the document contents, and display messages.



If you turn on the GlobalPC using the Resume function, by pressing the front panel power switch, and the Advanced desktop was used last, then the Advanced desktop displays. If the GlobalPC is powered on from the Main Power switch, on the rear panel, the Advanced desktop displays.



*“Before you can run, you need to learn how to walk”
If you have used computers before, you may want to skip this chapter.*



2

GLOBALPC DESK- TOP

This chapter describes the essential skills needed to use the GlobalPC programs from the GlobalPC desktop. Several electronic tutorials are available on the GlobalPC that cover the computer, keyboard, and mouse usage. You can run the tutorials by pressing the Learn key on the keyboard.

SKILLS OVERVIEW

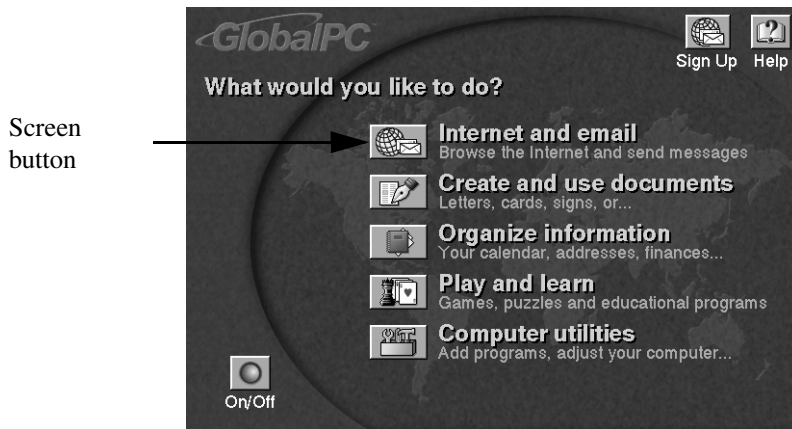
The following skills are described in this chapter.

- Opening a Program – select and start a program
- Using the Help Window – how to use program features
- Using Program Windows – buttons, scroll bars, and drop-down list boxes
- Entering and Selecting Text – copying, pasting, deleting text
- Using Documents – manage contents of documents
- Using the Clipboard – cut, copy and paste text or graphics
- Using Special Characters – add characters to a document not on the keyboard
- Saving a Document – store information for future reference
- Closing a Program – put away programs not used

OPENING A PROGRAM

A program is a type of instruction that you select which tells the GlobalPC what to do. Similar to a microwave when you press the Cook button. Pressing the Cook button tells the microwave to turn on the power and cook the food at a specific temperature. That is a type of program.

Just as pressing the microwave Cook button performs the cook program, you click on GlobalPC screen buttons to perform GlobalPC program or function.



Some screen buttons start a program that opens a document, such as a letter. Other screen buttons start a program that performs a specific function, such as the calculator or calendar or display another screen with more screen buttons. Screen buttons require only a single-click to do the indicated action.

Example of opening the Calendar program

1. From the Main screen, click on the Organize screen button.
A secondary screen displays.
2. Click on the Calendar button to open the Calendar program.

USING THE HELP WINDOW

As you use the GlobalPC, there may be certain features that you are not sure how to use. You can display a Help window which describes the feature and how to use it.

There are three ways to open a Help window:

- Press the F1 key, on the keyboard
- Click the right mouse button
- In a window, click the Help button.

After displaying the Help window you can:

- Click Contents to always return to the beginning Help page for the current program.
- Click Back to return to the previous Help page.
- Click History to display the list of Help windows you previously visited. Click on a Help topic to re-display the information about that topic.

The History list contains the names of the ten most recent Help windows viewed. If you view more than ten help topics, the oldest topic is removed from the top of the list and the most recent topic is placed on the end of the list.

When you close the Help window the History list is deleted.

LINKS TO OTHER INFORMATION

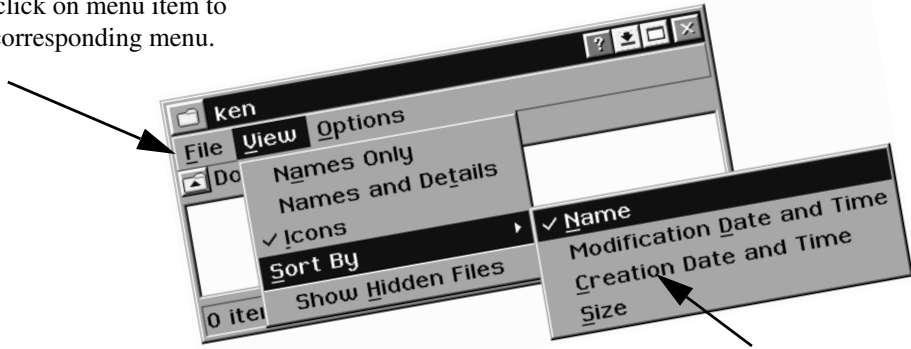
Within the help text, you may see words or phrases that are colored blue and underlined. This type of text is called *hypertext*. If you click on hypertext, additional help information is displayed relating to the selected word or phrase.

As you place the mouse cursor on hypertext, notice the cursor changes to a question mark. This indicates the word or phrase is indeed hypertext.

USING PROGRAM WINDOWS

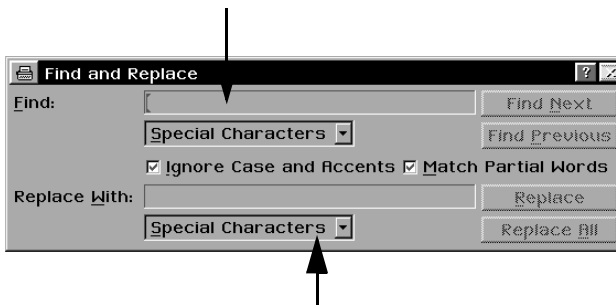
As you work with GlobalPC programs, you will notice similarities on how you select screen items, enter text, and change text in programs and documents. The principles apply to any program or document.

Menu bar and menus – from the menu bar click on menu item to display a corresponding menu.



Sub menus – a menu item with a right arrow indicates a sub-menu. Click on the desired menu item to select it.

Fields – used to enter text. To the left of each field is a field name. After clicking on the field the flashing cursor indicates you can start typing in the field.



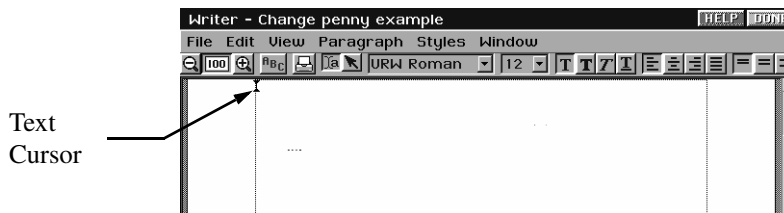
Pull-Down Menus – used to select an item from a predefined list. Clicking on the field selector, to the right of the field, displays the list. Clicking on the desired item places the item in the field.



ENTERING AND SELECTING TEXT

When using the GlobalPC programs, you will notice similarities in entering, selecting, and changing text in documents and fields. The examples in this section use the Writer program, but the principles apply to any program.

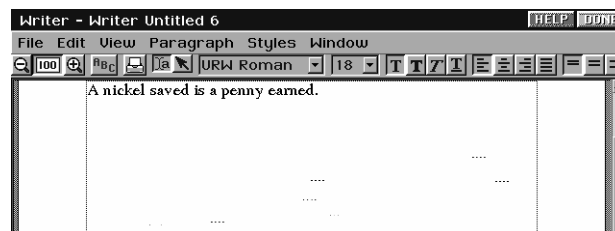
After creating a new document in the Writer program, a blank screen displays with the flashing text cursor.



The text cursor indicates where the next character appears when you press a key on the keyboard.

ENTERING TEXT

The first step to creating the contents of a document is entering text. To practice this, type the following sentence.

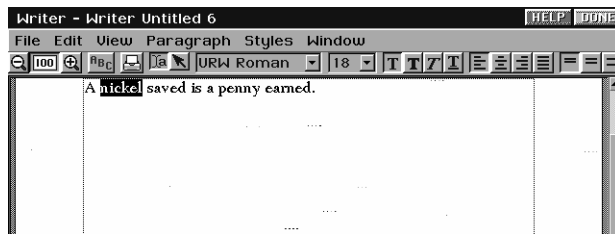


After typing the phrase, you realize that the word *nickel* should be *penny*. How do you change it?

SELECTING TEXT

With the text cursor at the end of the line, you can press the Backspace key until you erase *nickel*. However, this also erases everything after *nickel* which means you have to type the rest of the sentence again. You could press the left arrow key, which moves the text cursor to the left, until it is positioned to the right of *nickel* and press Backspace to delete the word.

A simpler way is to position the mouse cursor at the beginning or the end of *nickel*, *Without moving the mouse cursor*, click and hold the mouse button and then move the mouse right or left to highlight the word. The selection should appear as:



Notice when the mouse cursor moves onto the document, the cursor changes. Other ways to select a word, sentence or paragraph are:

- Double-click on a word to select the word
- Triple-click to select the sentence
- Quadruple-click to select the paragraph.

CHANGING TEXT

After highlighting text that you want to delete, press the Delete key. You can also highlight text and start typing. The selected text is deleted and the characters display, as you type. After deleting the word *nickel*, type *penny*.

Text Editing Guidelines

Do not press Enter at the end of each line when a paragraph goes past the end of a line.

Do press Enter at the end of each paragraph.

Do press Backspace to delete the character to the left of the cursor or Del to delete the one to the right.

USING DOCUMENTS

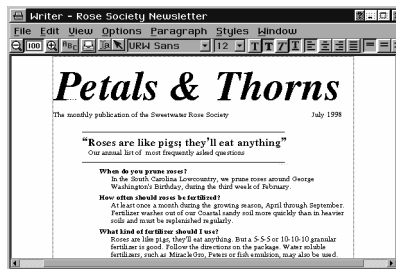
You create documents when you open a program and type in text or other kind of information. The document is only temporary, in the computer memory, until you turn off the computer. After turning off the power the document is lost.

To store a document for future use, you save the text or information you entered as a computer file to the computer hard disk or floppy disk drive.

After creating a document, you can –

Delete it

Save it to a diskette



Print it

Save it on the GlobalPC

USING THE CLIPBOARD

The clipboard is a temporary storage area in the computer memory where text and graphics are stored as you cut, copy, or paste items within a program or between programs. Every time you cut or copy text or graphics the item is automatically placed in the clipboard. Then when you paste the item the clipboard contents is inserted where you specify.

The clipboard always contains the most recent copy or cut item. For example, in a document containing the words *NEW AGE*, you select and copy the word *NEW* and then select and copy the word *AGE*. When you paste the clipboard contents only the word *AGE* appears.

USING SPECIAL CHARACTERS

Special characters are symbols and letters that you may want to insert into a document that do not appear on the keyboard. For example, a special character might be the trademark symbol (™) or the plus minus symbol (±).

Using Special Characters

Special characters are inserted from a program.

1. From a program, such as Writer, position the cursor where you want to insert the character.
2. From the Edit menu, select Special Characters.
The *Insert Special character* window displays the URM Mono font characters, the default GlobalPC font.
All the characters for the selected font are shown. You can select a different font from the Select Font field to show all the characters available.
Clicking and holding a character enlarges the character.
3. Click on the character you want to insert.
4. Click Insert into document.
The character appears in the document.
5. When you are done inserting characters, click Close.
The Insert Special Character window remains open until you click Close.

SAVING A DOCUMENT

Saving a document places a copy of the current document you see on the screen, which resides in the computer memory, on the hard drive or on a floppy diskette. You can then open the document at a later time to review the document, make changes, or print the document.

To save a document

From the File menu, select Save.

If the document was not previously saved, the Save As window displays. You need to specify a document name the first time a document is saved. The next time the computer knows the document name and will automatically save the current document under the current document name.

CLOSING A PROGRAM

When you are finished using a program, you can close the program to use a different program or turn off the GlobalPC. The process of closing a program depends on which desktop you are using.

To Close a Program

With the GlobalPC Desktop you can have one program open at a time. To use different programs, you must close the current program to open another one.

1. From the File menu, of most programs, select Done.

or

Click Done in the upper right corner of the program window.

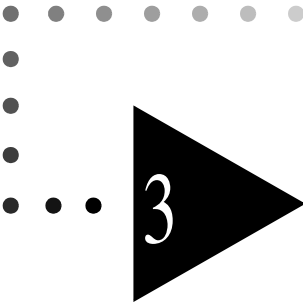
The Done confirmation window displays.

If the document contents changed since you last saved the document, click Save to save any changes made. If you do not save the document and click Close, all the changes will be deleted.

Click Print to print the current document.

Click Go back to return to the program.

2. Click Close to close the program.



Open multiple programs and multiple documents at one time, using a Window style screen.

ADVANCED DESK- TOP

The Advanced Desktop features, described in this chapter, build on the GlobalPC desktop features learned in the previous chapter.

OVERVIEW

The following features are described in this chapter.

- Opening a Folder – view the contents of a folder
- Opening a Program – select and start individual programs
- Setting Program Levels – select the visible features in a program
- Using Special Characters – add characters to a document not on the keyboard
- Closing a Program – put away programs not used

OPENING A FOLDER

Folders are used to organize documents into defined compartments. You can store all your documents in the single default Documents folder. However, over time as you create large amounts of documents you may want to categorize documents into logical groupings. For example, all documents relating to the bank could be stored in the Bank folder. Then, when you need to reference a particular document you might have an easier time finding the document by categories.

From the Advanced Desktop, programs and documents are stored in folders represented by icons. The first time you use the GlobalPC, documents are stored in the default folder called Documents. From the Documents folder you can create other folders.

Note: If you plan on switching between the GlobalPC Desktop and Advanced Desktop, do not use folders. The GlobalPC Desktop can only access the Documents and Archive folders, no sub-folders.

To open a folder

Right-click on a folder icon, select Open.

or

Double-click the selected folder icon.

For example, double-click the Document icon. A second window displays the documents within the folder.

OPENING A PROGRAM

You open a program to work with documents or do a specific task, such as using Address Book.

To open a program

You can open a program from the Express menu or folders and icons on the desktop. The following steps use the Writer program as an example, but the process can apply to any other program.

Using the Express menu

1. From the Task bar, click Express Menu.
A menu list displays.
2. Click Programs.
3. From the sub-menu, click Writer.
The program window displays.

Using Icons

1. Right-click on the Home Office icon, select Open.
or
Double-click the Home Office icon.
A second window displays the programs within the folder.
2. Select the Writer icon and from the File menu, select Open.
or
Double-click the Writer icon.
The program window displays.

SETTING PROGRAM LEVELS

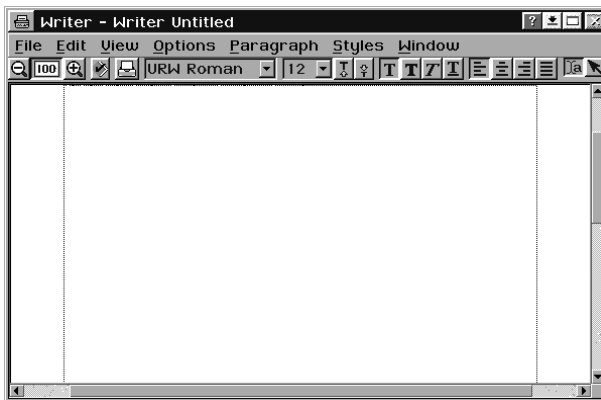
Some of the GlobalPC programs have the Program Level option, which puts you in control of selecting only those features of the program you want to see. You can hide or show selected features of the program.

Program Level 1 is the lowest level with the least amount of features enabled. Program Level 4 is the highest level with the all the features enabled.

The first time you use a GlobalPC program, the program level default is 1. You can change the Program Level as needed.

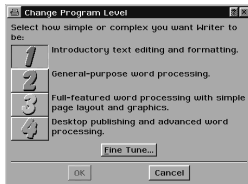
To change the Program Level

1. Start a program, such as Writer.
The default view using Program Level 1 displays.



2. From the Options menu, select Change Program Level.

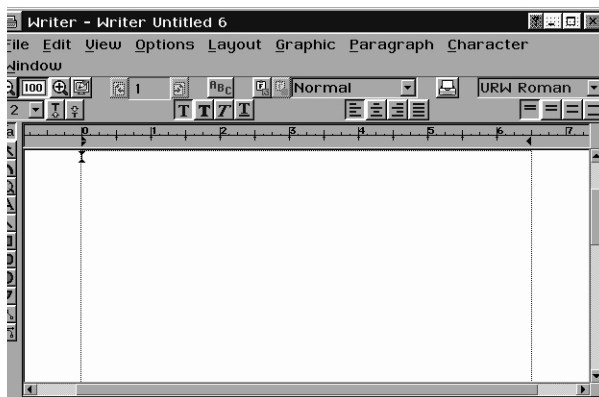
The Change Program Level window displays.



Clicking on one of the four numbers selects a default set of Program Level features. To see which features are selected click Fine Tune. From Fine Tune, you can manually select which features you want to have enabled or disabled.

3. Click the 4 screen button
4. Click OK to select the change.

The program window displays with the selected features.



Notice the screen in Step 1 shows less options than the screen in Step 4.

You can change the Program Level at anytime while using a program. If you make Program Level changes a message window displays when you exit the program, to save the changes. If you do not save the changes, the last saved Program Level is selected the next time you use the program.

USING SPECIAL CHARACTERS

Special characters are symbols and letters that you may want to insert into a document that do not appear on the keyboard. For example, a special character might be the trademark symbol (™) or the plus minus symbol (\pm).

Character Map is a program used to insert special characters into a document. A character map window displays all the characters available for a selected font. You can select different fonts and see the special characters available for the font.

To run the Character Map program

1. Click Express Menu.
2. Click Programs.
3. Click Accessories.
4. Click Character Map.

CLOSING A PROGRAM

When you are finished using a program, you can close the program to use a different program or turn off the GlobalPC.

To Close a Program

1. From the File menu, of most programs, select Exit.

or

Click the X symbol in the upper right corner of the program window.

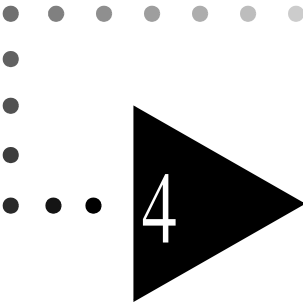
If the document contents changed since you last saved the document, a window displays with the option of saving the document before closing the program.

If no changes were made to the current document the program closes without the confirmation window.

If you do not save the document and click Close, all the changes are deleted and can never be recovered.

2. To save the document, click Save It.

If the document was not previously saved, such as a new document, the Save As window displays. Enter the document name and click Save. The document is saved and the program closes.



A program is the function you select to tell the computer what to do.

4

PROGRAMS

This chapter describes some of the GlobalPC programs, using the GlobalPC Desktop. The same programs are available from the Advanced Desktop, but the selection process varies. You select and run a program to perform a specific set of functions. For example, when you select and run the Calendar program, the Calendar window displays, showing the specific program functions.

For additional information about using certain programs not described in this chapter, refer to the MyTurn.com Web site.

OVERVIEW

Programs are grouped within suites or categories on the GlobalPC Desktop, as follows:

- Communication Suite
 - Global Email – send and receive electronic messages
 - Global Internet – explore World Wide Web information
 - Chat – exchange instant messages with other computer users
 - NewsReader – read and post electronic messages from computer users
- Home Office Suite
 - Writer – create and print text documents
 - Artist – create and print graphical documents
 - Spreadsheet – organize text and numerical information into rows and columns

- Information Organization Suite
 - Address Book – keep track of personal names, addresses and phone numbers
 - Banker – organize financial information, similar to a checkbook
 - Calendar – keep track of schedules and appointments
 - Database – keep track of information, such as recipes or a catalog videotapes
- Play and Learn Suite
 - Crossword – a word association game, with new games weekly
 - Learning Center – use a tutorial to learn about the GlobalPC
 - Solitaire – a classic card game
 - Tetris – a popular russian strategy game
- Computer Utilities Suite
 - Add & Delete Software – install or remove GlobalPC programs
 - Backup Manager – create a copy of your GlobalPC documents
 - Dial-up & Configure – configure the modem dialer and Internet access settings
 - Preferences – change selected computer settings, such as sound, date and time, screen saver, and others
 - System Update – update the GlobalPC with the most recent changes
 - Unplug GlobalPC – before moving the GlobalPC, this is the recommended method of shutting down the GlobalPC and turning off the MAIN POWER switch.

STARTING INDIVIDUAL PROGRAMS

To use any of the GlobalPC features, you click on items on the screen, which then starts a process called a *program*. Different programs have different functions. One program can be used to create text documents, another program can be used to organize a long list of information.

To start a program:

From the GlobalPC Desktop click on one of the screen buttons to start the desired program. For example, to start the Internet program, click on the Internet and email button. This takes you to a secondary screen with another list of choices. Clicking on the Browse the Internet button starts the Global Internet program.

COMMUNICATION SUITE

The Communication Suite programs use the GlobalPC modem to communicate with the Internet to exchange information with other computer users. You can browse the wealth of information available on the Internet, send and receive electronic messages from fellow computer users, interactively chat electronically with other GlobalPC users, and read messages posted by other computer users to electronic bulletin boards.

The Communication Suite programs are:

- Global Internet
- Global Email
- NewsReader
- Chat

GLOBAL INTERNET

Use the Global Internet program to connect to the World Wide Web to shop for products and find information.

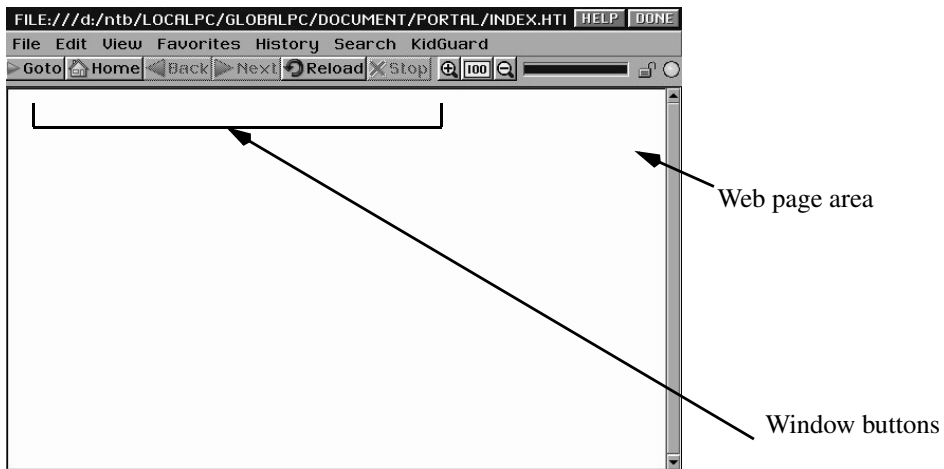
To start Global Internet:

1. From the GlobalPC Desktop, click Internet and email.

The Internet and email screen displays.



2. Click Browse the Internet
The Global Internet window displays.



By default, the MyTurn.com Home Web page displays. The MyTurn.com Web site offers a wide variety of features, from the latest news, weather, and sports from CNN

to shopping in the MyTurn.com online mall, searching the Internet, and meeting others in the MyTurn.com online communities.

For an overview of what the Internet is, see Appendix B - Internet Basics.

The Global Internet window options are:

- **Web page area** – the area within the window that shows the Internet information you requested.
- **Goto** button – opens a window to enter a Web page address. You can select Show Goto Bar, from the View menu, to always display the Goto field.
- **Reload** button – refreshes the current Web page with the most recent information. Sometimes a Web site may encounter a communication error and will not finish loading all the information. You can click Reload to request all the information for the current page be sent again. This is also useful for pages that display changing information, such as stock quotes. Each time you click Reload the stock prices are updated.
- **Home** button – displays the MyTurn.com Home page.
- **Back** button – is activated once you have selected two or more Web pages. You can go back to a previous Web page you selected.
- **Next** button – is activated once you have selected two or more Web pages. If you went back to a previous page, you can go forward to a Web page you already selected.
- **Stop** button – after entering a Web page address from the Goto window and before the Web page is downloaded, click Stop to stop the download.

To browse the MyTurn.com Web site.

The MyTurn.com Home page is a single page within the MyTurn.com Web site. On the Web page area, when the mouse cursor moves over a link, you will notice the mouse cursor changes to a hand. Click on any link, within the Web page area, to jump to another Web page.

To browse the Internet:

1. To go to another Web site on the Internet, click the Goto button.
The Goto window displays.



2. Enter the Web page address you want to go to.
3. Click Goto.

The desired Web page displays, once the Web page information is obtained from the selected Web site.

If you get an error that the Web page is not available, try entering the address a second time. Sometimes a Web site may be too busy, or you entered an incorrect address.

GLOBAL EMAIL

Use the Global Email program to send electronic mail (email) messages to and receive email messages from other computer users. The other computer user does not have to have a GlobalPC, only an email address.

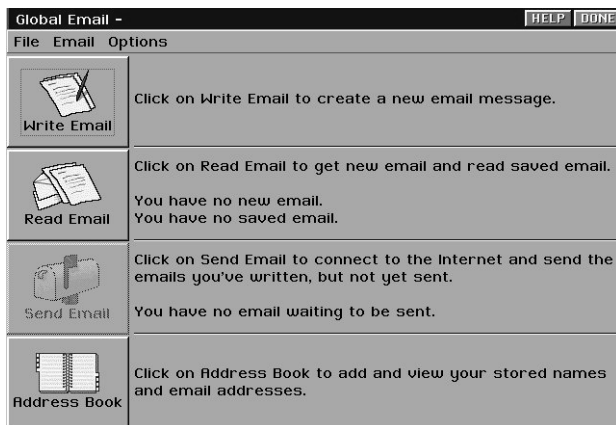
An email is an informal note that you send from one person to another or from one person to many people. One advantage of email is you can send one message to many people at the same time.

An email address is similar to a street address. It is unique and identifies each person using a particular computer. An email address consists of a name defined by each individual. For example, Jane Doe might identify herself as jdoe, j_doe or JaneD. A name can be upper or lower case and contain the underscore character (_), but cannot contain spaces.

To start Global Email:

1. From the GlobalPC Desktop, click Internet and email.
The Internet and email screen displays, as shown in the Global Internet section.
2. Click Email

The Global Email window displays.



3. Select the desired option.

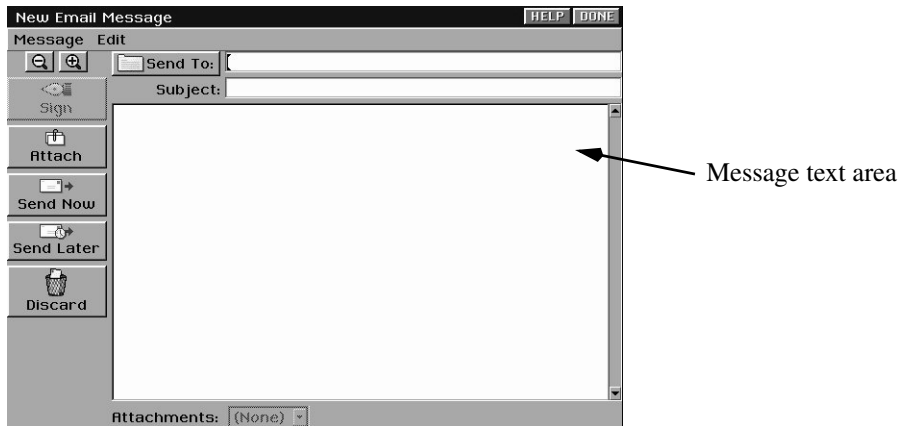
Creating a New Email Message

To send an email message to another person you open a new message window, type in the message contents, and send the message.

To create a new email message:

1. From the Global Email window, click New Message.

The New Email Message window displays.



The window options are:

- **Send To** field – enter the address to which the email is being sent. You can enter multiple addresses by separating the names with a semicolon (;). For example, a message sent to Ken and Belinda would appear as:
ken@computer.com; belinda@myturn.com
- **Subject** field – enter a short phrase, describing to the person receiving the message what the message is about
- **Message text** area – enter the message content. The format is whatever you want it to be.
- **Attach** button – include a document with the email
- **Send Now** button – send the current email to the address(es) in the To field.
- **Send Later** button – create multiple email messages and save them to send all at once, at a later date.

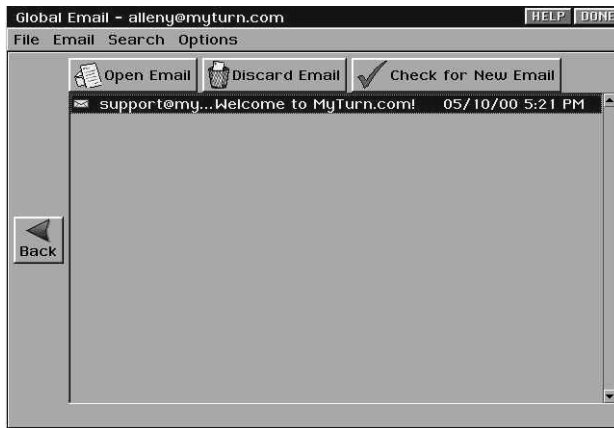
2. Enter the address of the person to whom you intend on sending the email
3. Enter the message text.
4. Click Send Now.

Reading an Email Message

You can read an email message by selecting it from the message list and then opening it.

To view the contents of a message:

1. From the Global Email window, click Read Email.
The Global Email window displays with the email messages you received.



Messages are listed in the message area by subject, author, and date, but not the actual message content.

2. Select the message you want to read.
3. Click Open Email.

The Email Message window displays.



When viewing a message, the following buttons appear.

Reply - send an email back to the same address from whom you received the email. The reply includes the text from the current email for reference. A reply email can be used to maintain a message flow in an ongoing conversation. Each reply is added to the bottom of the existing text.

Reply All - send an email back to all the addresses in the To and Cc fields.

Forward - pass an email along to another address. To the person receiving the email, the message appears as a new email from you. You enter a new email address and can add text to the message body.

Replying to an Email Message

When you reply to an email message that someone has sent you, the entire contents of the original message is automatically included in the reply message.

A message reply is sending a message back to the person who sent you the current message. All the contents of the message you received is automatically included in the reply message. You can add comments to the email or delete some or all of the reply message.

To reply to a message:

1. From the message list in the Global Email window, click on the message you want to read.
2. Click Open Mail.
The message window displays, as shown in the previous section.
3. Click Reply.
By clicking Reply All you can send a reply message to everyone who received the original message.
The New Email Message window displays.



The cursor automatically appears at the end of the original message.

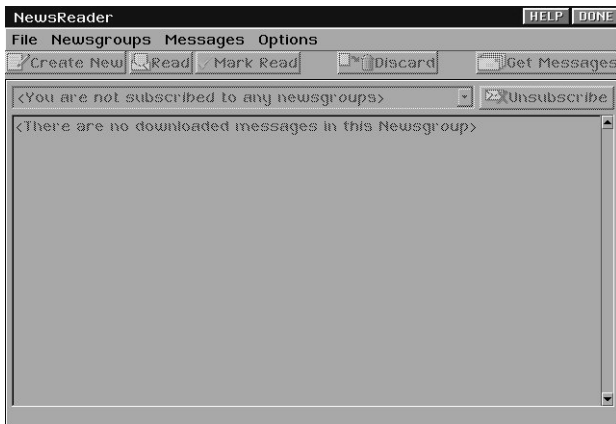
4. Type your reply message.
5. Click Send.

NEWSREADER

Use the NewsReader program to read messages posted by other computer users to any Usenet newsgroup you subscribe to.

To start NewsReader:

1. From the GlobalPC Desktop, click Internet and email.
The Internet and email screen displays.
2. Click NewsReader
The NewsReader window displays.



The first time you use NewsReader, no newsgroups are displayed because you are not subscribed to any.

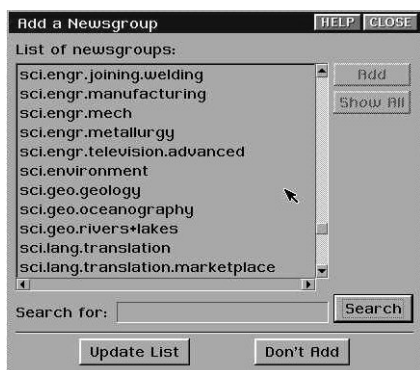
Subscribing to a Newsgroup

There are thousands of newsgroups that you can subscribe to. Which ones you want to subscribe to is a matter of personal preference. It will take some experimentation to find the ones that provide you the most information or match your desires.

Note: Be aware that many newsgroups can contain material that you may find offensive. If you have children, you can setup KidGuard to deny access to newsgroups.

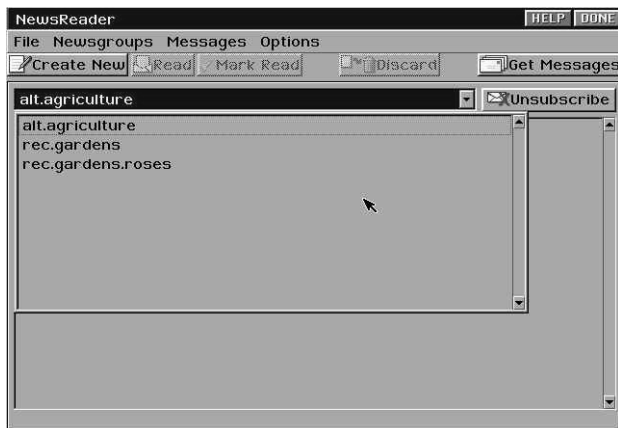
To subscribe to a newsgroup:

1. From the NewsReader window, click Newsgroups and select Add a Newsgroup. The Add a Newsgroup window displays.

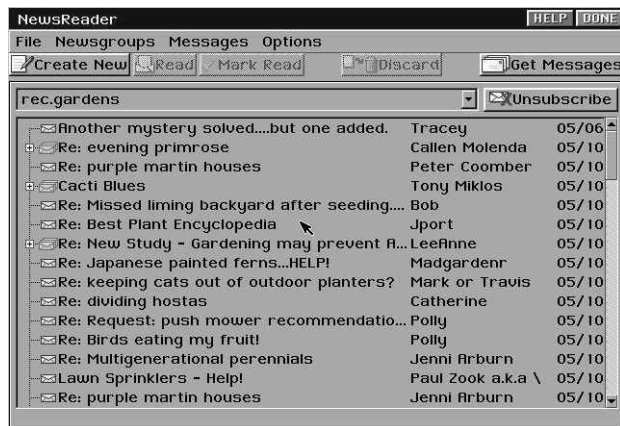


- The first time you use NewsReader, there are no newsgroups listed.
2. Click Update List.
A search begins of all the available newsgroups that MyTurn.com provides. There are thousands of newsgroups, so if you get tired of searching, click Stop.

The newsgroups found are listed in the List of newsgroups field.



3. Scroll through the list of newsgroups and select one that sounds like something you would be interested in.
4. Click Add.
The NewsReader window displays again, with the list of messages found in the newsgroup.



If the selected newsgroup does not contain any messages, the No news in this group message displays. You can go back and add a different newsgroup.

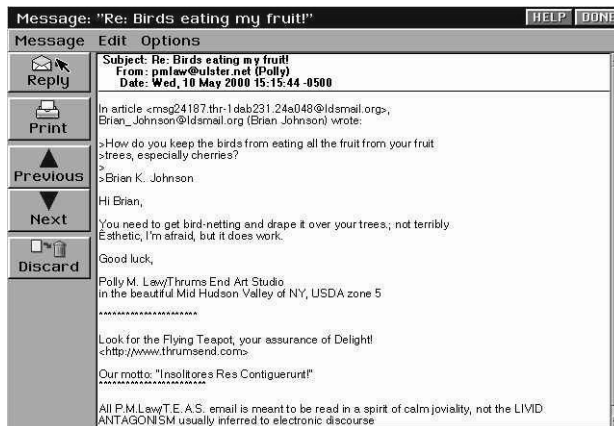
Reading a Message

From the list of messages, you can select and open any message to view the information.

To read a newsgroup message:

1. From the NewsReader window, select the desired message.
2. Click Read.

The Message window displays.



From the Message window you can reply to messages or print messages.

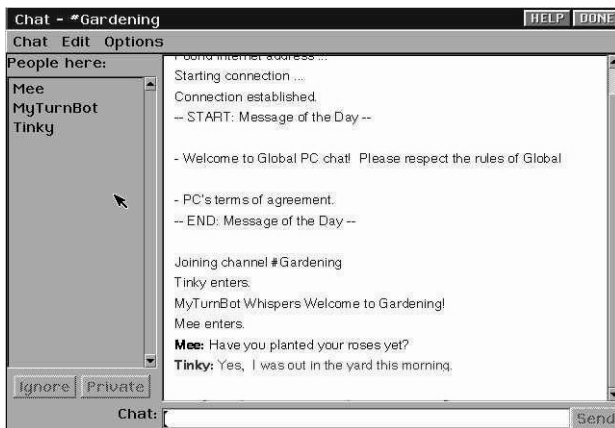
3. Click Done to close the message and view other messages.

CHAT

Use the Chat program to interactively communicate with other GlobalPC users.

To start Chat:

1. From the GlobalPC Desktop, click Internet and Email.
The Internet and Email screen displays, as shown in the Global Internet section.
2. Click Chat.
A connection is automatically established with MyTurn.com and the Chat Central Web page displays.
3. Click on the desired category
If you have not registered as a chat user, several screens display prompting you to register.
After completing the registration, click on the desire category again.
The Chat window displays for the selected chat room. The following is an example of the chat room window for Gardening.
The Chat window for that room displays.



The current chat room participants are shown along the left side of the screen.

The chat discussion area shows the messages.

To add your comments to the chat session, for other users to see, type your comments in the Chat field, at the bottom of the screen and press Enter or click the Send button next to the field.

4. Click Done to close the Chat session.

HOME OFFICE SUITE

The Home Office Suite of programs provide the essential tools to create text and drawing documents, organize information into rows and columns and use formulas to calculate numerical values, and create banner signs.

The Home Office Suite programs are:

- Design Assistant
- Writer
- Artist
- Spreadsheet
- BannerMaker

DESIGN ASSISTANT

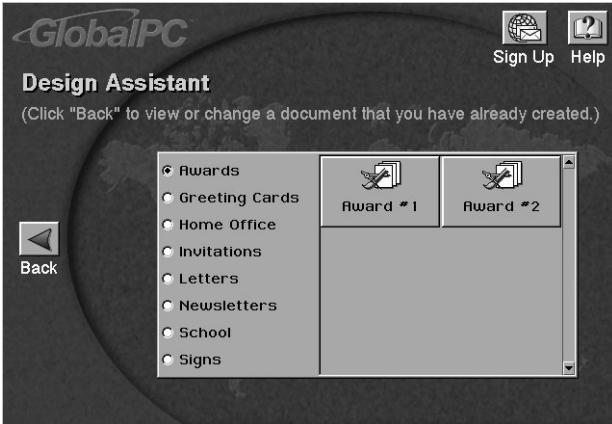
The Design Assistant guides you through the process of creating documents, using predefined formats. You can create text documents, certificates, cards, announcements, and many other types of documents.

To create a Birthday Party announcement:

1. From the GlobalPC Desktop, click Create and Use Documents
The Create and Use Documents screen displays.



2. Click Design Assistant.
The Design Assistant window displays.



3. Click Invitations.
4. Click Birthday Party.
5. Click Next Step.
6. Enter the date and time of the party and click Next Step.
7. Enter the location of the party and click Next Step.
8. Click Next Step.
9. Click Finish.
The birthday party document displays. This particular design assistant uses the Artist program. You can save this document and return to Artist later to make changes, or print and fold the card.
10. Click Done to close Artist and return to the Design Assistant.

WRITER

Writer is a word processing program used to create documents containing text and graphics. You see one page of text at a time, with the margins. Only text within the margins is printed. The basics of entering, selecting, and changing text is accomplished by typing, selecting text with the mouse, and using the tools.

In addition to the basics, Writer has special features with which you can make documents visually more appealing.

Some of the special features are:

- Apply different font types and sizes to selected text
- Apply different text styles
- Change paragraph spacing and orientation
- Spell check documents
- Insert graphics from Artist

Opening and Closing a Writer Document

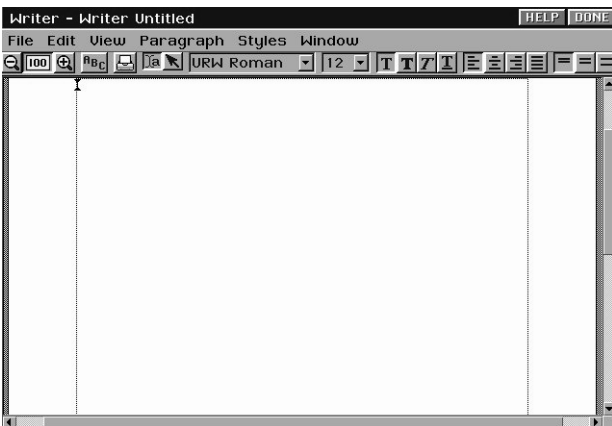
To start Writer

1. From the GlobalPC Desktop, click Create and Use Documents.
The Create and Use Documents screen displays, as shown in the Design Assistant section.
2. Click Blank Document.

The Create something from a blank page screen displays.



3. Click Blank Page.
The Writer window displays.

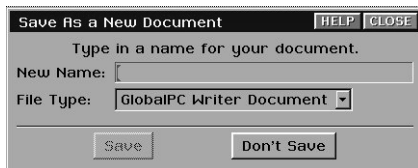


The Title bar, at the top of the window, shows the name of the program and the name of the current document. When you create a blank document the document is called

Untitled, by default. You need to save the document to give the document a name, which also stores any work you do for future retrieval.

To save the new document:

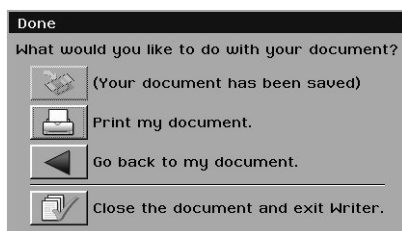
1. From the File menu, click Save.
Since the document has not yet been defined, the Save As a New Document window displays.



2. For the example used in this guide, type the following:
`My writer file`
3. Click Save.
The Writer window displays with the document name in the Title bar.

To close Writer:

1. From the Title bar, click Done.
The Done window displays.



If you did not save the document, the Save it so I can use it again later button is available. Click the button to save the document before closing the program. If you do not save the document, any changes you made since the document was last saved are deleted.

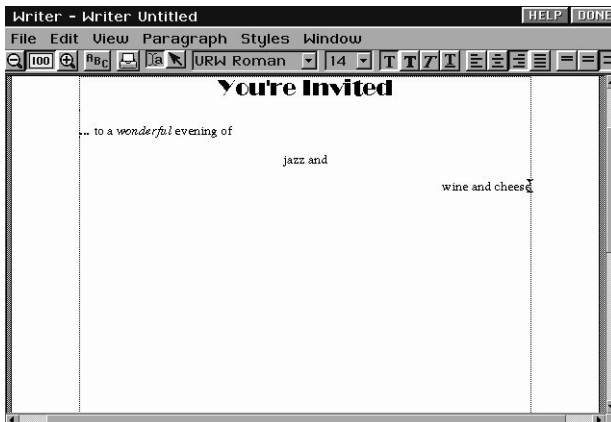
If you want to print the document before closing the program, click the Print my document button.

If you decide that you do not want to close the program at this time and want to return to the document to continue working on it, click the Go back to my document button.

2. Click Close the document and exit Writer button.

Using Writer

After creating a blank document, the Writer window displays, ready for you start creating your document. This section explains how to use some of the Writer tools to create a document similar to the one shown below.



The flashing cursor in the upper left corner of the document area indicates where the next character is placed when you press a key on the keyboard. This is the spot from which you start creating the document.

To enter the text:

1. Type the phrase:
You're Invited
2. Press Enter.

3. Type the phrase:
 ... to a wonderful evening of
4. Press Enter.
5. Type the phrase:
 jazz and
6. Press Enter.
7. Type the phrase:
 wine and cheese
8. Press Enter.
 You will notice that all the text is too close together and not very eye catching. Next we want to select all the text and change the line spacing.

To select all the text:

Selecting any text or graphic on the screen is accomplished by using the mouse. The purpose of selecting text and objects is to apply the effects of a selected tool. To change the style of a word, you need to select the word and apply the style.

1. Position the mouse cursor where you want to start the selection.
 For this example, you are going to select all the text you typed, starting from *You're*. Move the mouse cursor before the y in *You're*.
2. Click the left mouse button.
 The text cursor should move in front of the Y in *You're*. However, when you click the mouse button, the cursor must be placed inside the text margin. If you click outside the margin, nothing happens.
3. Without moving the mouse cursor from where you clicked before the Y, press and hold the left mouse button.
4. Drag the mouse to the lower right corner of the document until all the text you typed is selected.

As you drag the mouse, text that is selected changes from a white background to black and the text color changes from black to white.

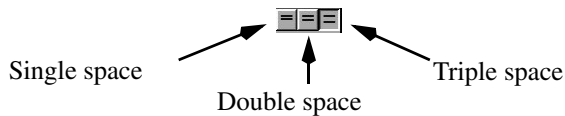
This example showed how to select text from top to bottom (or left to right). You can also select text from bottom to top (or right to left). The direction does not matter, as long as you only select the desired text.

5. When you have selected all the text, release the mouse button.

Note: As you become more proficient with using the mouse and selecting text, you can skip step 2. You do not need to click first before positioning the mouse cursor from where you want to start selecting text, clicking and holding the mouse button and selecting text.

To change line spacing

On the right side of the toolbar are three tools used to change the line spacing.



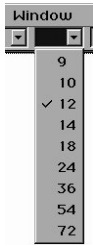
- With the text still selected from the previous procedure, click on the triple line spacing tool.
The selected text now appears with extra spaces between the lines.

To change text size

The text size determines how large or small the text is in the document. This size is the same size that is printed. Do not confuse the text size with the Zoom tool. The Zoom tool enlarges and reduces the size of text, but only on the screen, not the contents of the document and what is printed.

1. With the text still selected from the previous procedure, click on the Text Size tool.

A list of available test sizes displays.

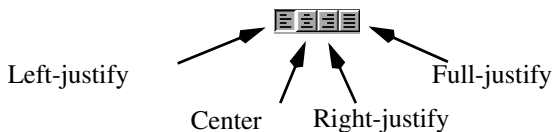


2. From the list, select 14.

The selected text now appears with the selected text size.

To justify a line

The Text Justification tools in the toolbar are used to align a paragraph between the page margins.



Left-justification is the default, where all the text you type starts from the left margin and moves to the right. Other ways of justifying text are:

- **Center** - text is centered between the left and right margins. As you type, the text is always justified between the margins relative to the center of the line.
- **Right** - text is justified from the right side of the page. As you type, characters appear on the right side of the line and move to the left.
- **Full** - text is balanced between the left and right margins. This is used primarily when you write large paragraphs of text to have the right side line up evenly. This is accomplished by inserting extra blank spaces between words, which may look odd if the spacing becomes too large.

1. Select the first line of the text you typed.
2. Click the Center Paragraph tool.
The selected line appears centered between the margins.
3. Select the third line.

4. Click the Center Paragraph tool.
The selected line appears centered between the margins.
5. Select the last line.
6. Click the Right Paragraph tool.
The selected line appears right-justified.

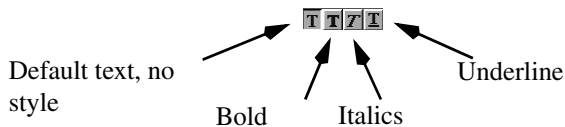
To change text appearance

You can emphasize certain words by applying fonts and text styles to a paragraph, word or character. Font refers to the design of each character. A text style is an attribute of a font, such as bold, italic, or underlined. The GlobalPC comes with several fonts; the default is URW Roman. Additional fonts are available from the MyTurn.com Web site.

1. Select the first line.
2. From the toolbar, click on the Text Font tool.
A list of text fonts displays.



3. Select Superb.
Since this is a heading, it should be larger.
4. Click the Text Size tool.
5. Select 24.
To emphasize certain words, you can italicize them using the Text Style tool.



6. Select
wonderful

A shortcut for selecting a word is to place the mouse cursor on the word and double-click. Triple-clicking selects the whole line.

7. Click on the Italics tool.

Refer to the MyTurn.com Web site for additional help with some of the Writer features, such as spell checking and importing graphics.

ARTIST

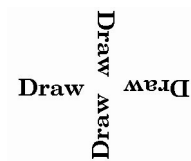
Artist is a graphic drawing program with many powerful features. It includes drawing tools to create geometric shapes and a text tool to add text in different styles and orientations.

You can add colors and patterns and use a variety of line widths. You can create some of these special effects:

- Draw objects and change size or proportions



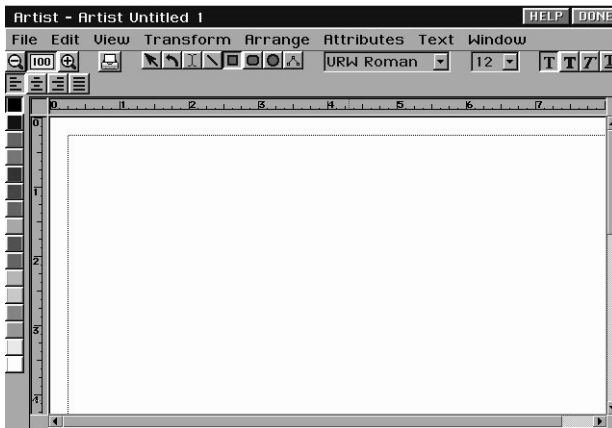
- Create text and rotate or flip the text



Opening and Closing the Artist Program

To start Artist:

1. From the GlobalPC Desktop, click Create and use Documents
The Create and use documents screen displays, as shown in the Design Assistant section.
2. Click Blank Document.
The Create something from a blank page screen displays, as shown in the Design Assistant section.
3. Click Blank drawing.
The Artist window displays.



The Title bar, at the top of the window, contains the name of the program and the name of the current document. When you create a blank document, the document is called Untitled by default. You need to save the document to give the document a name, and to store any work you do for future retrieval.

To save the new document:

1. From the File menu, click Save.
Since the document has not yet been defined, the Save As a New Document window displays, as shown in the Writer section.

2. For the example used in this guide, type the following:

My artist file

3. Click Save.

The Artist window displays with the document name in the Title bar.

To close Artist:

1. From the Title bar, click Done.

The Done window displays, as shown in the Writer section.

If you did not save the document, the Save it so I can use it again later button is available. Click the button to save the document before closing the program. If you do not save the document, any changes you made since the document was last saved are deleted.

If you want to print the document before closing the program, click the Print my document button.

If you decide that you do not want to close the program at this time and want to return to the document to continue working on it, click the Go back to my document button.

2. Click Close the document and exit Artist button.

Using Artist

After creating a blank document the Artist window displays an electronic drawing board. It includes a drawing area and toolbar that contains tools for drawing, moving, and reshaping objects. The dotted margin lines around the edge of the drawing area define the printable area of the page. When you create your drawing, objects that extend beyond the dotted lines will not print.

To draw a rectangle:

You will now practice using Artist to draw objects.

1. From the toolbar, click on the Rectangle tool.

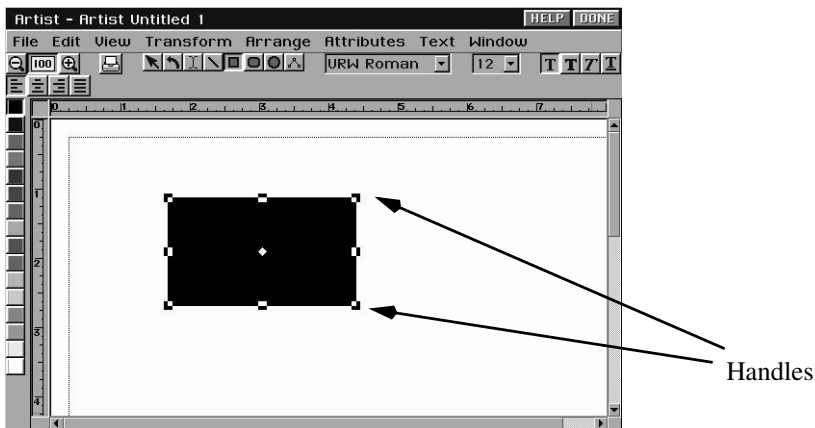


Rectangle tool

Notice that as you move the cursor onto the drawing area, the mouse cursor changes to indicate you are in drawing mode.

A rectangle is drawn by positioning the mouse cursor where you want one corner of the rectangle to begin.

2. Position the mouse cursor in the middle of the drawing area, hold down the left mouse button, and drag the mouse in the direction you want to create the rectangle.
You can drag the mouse vertically or horizontally to make the rectangle taller or wider.
3. Drag the mouse to create a rectangle similar to the one shown.



4. When the rectangle is the size you want, release the mouse button.
As you draw, do not worry if an object is not exactly the right shape or is not positioned where you want it. You can easily move or resize an object, or delete it and try again.

You can manipulate objects in other ways, not described in this guide.

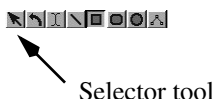
For example, you can:

- Flip and rotate an object to an angle from the Transform menu.
- Change the color of an object from the Attributes menu.
- Edit the text font, style, and size from the Text menu.
- Place one object on top of another object, thereby hiding part or all of the object underneath. Often it is exactly the effect that you want. Objects are layered when they overlap each other. You can change the layering of objects by arranging the objects in the stack from the front to back. Object layering is changed from the Arrange menu.

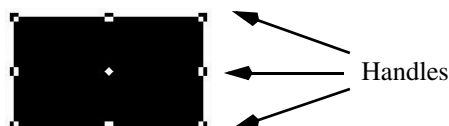
To move the rectangle:

After drawing the rectangle, you can move it to another location within the drawing area.

1. From the toolbar, click on the Selector tool.



2. Click on the rectangle to select the rectangle.
Notice the small rectangles around the rectangle and in the center of the rectangle. These are called *handles*, which indicate a selected object.



The handles on the side of the rectangle are used to resize the rectangle. The handle in the middle is used to move the rectangle.

3. Position the mouse cursor on the center handle.
4. Press and hold the left mouse button and drag the rectangle to the desired location.

To resize the rectangle:

After drawing the rectangle, you can change the size or shape of an object.

1. From the toolbar, click on the Selector tool.
2. Click on the rectangle to select the rectangle.
3. Position the mouse cursor on a corner handle to resize the object in either the horizontally or vertically.
Position the mouse cursor on a side handle to resize the object in only the vertical or horizontal direction,
Refer to the Support section of the MyTurn.com Web site for additional help with some of the other Artist features.

SPREADSHEET

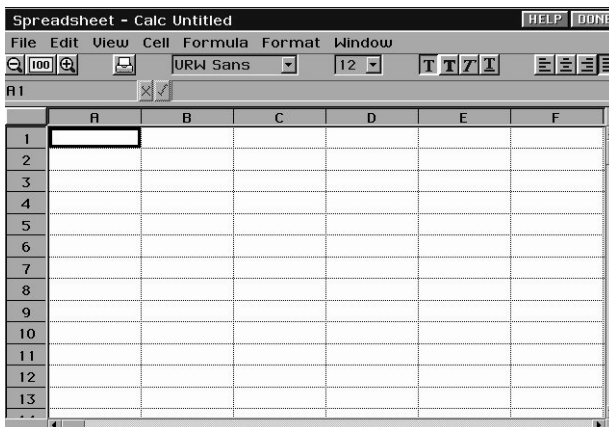
Use the Spreadsheet program to organize text and numbers into rows and columns. The advantages of using Spreadsheet instead of Writer are:

- Sorting columns of text alphabetically
- Using formulas to simplify calculations, such as adding a long list of numbers
- Being able to change variables in a formula and get instant results

Opening and Closing a Spreadsheet

To start Spreadsheet

1. From the GlobalPC Desktop, click Create and use documents.
The Create and use documents screen displays, as shown in the Design Assistant section.
2. Click Blank document.
The Create something from a blank page screen displays, as shown in the Design Assistant section.
3. Click Blank spreadsheet.
The Spreadsheet window displays.



The Title bar, at the top of the window, contains the name of the program and the name of the current document. When you create a blank document, the document is called

Untitled by default. You need to save the document to give the document a name and to store any work you do for future retrieval.

To save the new document:

1. From the File menu, click Save.
Since the document has not yet been defined, the Save As a New Document window displays, as shown in the Writer section.
2. For the example used in this guide, type the following:
My spreadsheet
3. Click Save.
The Spreadsheet window displays with the document name in the Title bar.

To close Spreadsheet:

1. From the Title bar, click Done.
The Done window displays, as shown in the Writer section.
If you did not save the document, the Save it so I can use it again later button is available. Click the button to save the document before closing the program. If you do not save the document any changes you made since the document was last saved are deleted.
If you want to print the document before closing the program, click the Print my document button.
If you decide that you do not want to close the program at this time and return to the document to continue working on it, click the Go back to my document button.
2. Click Close the document and exit Spreadsheet button.

Using Spreadsheet

After creating a blank document, the Spreadsheet window displays, ready for you start creating your document. This section explains how to use some of the Spreadsheet tools to create a document similar to the one shown below.

Information in a spreadsheet is organized by rows and columns. The area where you enter information is called a *cell*. Cells are referenced by column and row addresses. For example, the top left cell address is A1. The column letter is always first and the row number is always second.

To use the text formatting tools, see the Writer section.

To enter information a cell

Cells are selected by using the mouse or the directional keys, on the right side of the keyboard. The current cell is indicated by the dark border around the cell.

1. Select cell A2.
2. Type:

Sales Forecasts for June 2000

As you type the text, it appears in the Cell Contents field, on the top of the window.

3. Press Enter.

The text you typed in the previous step appears in the selected cell. The Cell Contents field always shows the cell contents. If you use a formula, described later in this section, the formula appears in the Cell Contents field and the result of the formula appears in the cell. You edit the cell contents from the Cell Contents field.

Text that is longer than the size of a cell will extend beyond the right margin of a cell, provided the cell to the right of the current cell does not contain any information. If the cell to the right does contain information, then the current cell contents is cut off. The information is still in the cell, but it cannot be displayed. You can resize the cell width to accommodate longer text.

To change the column width:

1. In cells A3 through A5, enter the following:

Sales Rep East

Sales Rep Midwest

Sales Rep West

2. In cells B3 through B5, enter the following:

60,000

35,000

75,000

Notice how the complete contents of cells A3 through A5 do not display. To have the contents display, you need to resize the column width for column A.

3. On the column header, place the cursor on the separator line between columns A and B.

The cursor changes to indicate the column margin.

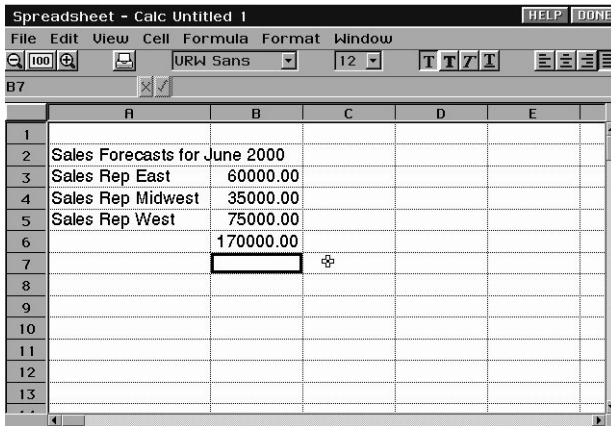
4. Leaving the mouse cursor on the column margin, press and hold the left mouse button, and drag the column margin to the right.
5. Release the mouse button.

The column changes to show the new column width. You may need to do this several times to achieve the desired column width. This does not affect the cell contents, only the appearance of the spreadsheet on the display and how the spreadsheet appears when printed.

To use a formula

Using formulas can get very complicated. This section describes the SUM formula, which is used to total a list of numbers. This is one of many formulas. For more examples, refer to the MyTurn.com Web site.

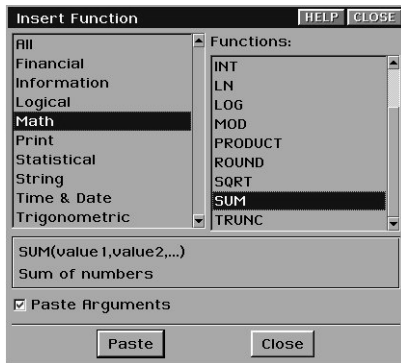
In this section you will create a spreadsheet similar to the following:



	A	B	C	D	E
1					
2		Sales Forecasts for June 2000			
3		Sales Rep East	60000.00		
4		Sales Rep Midwest	35000.00		
5		Sales Rep West	75000.00		
6			170000.00		
7					
8					
9					
10					
11					
12					
13					

1. Select cell B6.
2. From the Formula menu, select Insert Function.

The Insert Function window displays.



3. In the left column, select the Math functions.
4. In the right column, select SUM.
5. Click Paste.
6. Click Close.

The SUM function is inserted in the cell with variables to show the format of the cell. You need to edit the formula to include the actual values you want to calculate.

7. Replace the following in the Cell Contents field

value1, value2, . . .

with

B3, B4, B5

8. Press Enter.

The total for the numbers entered in B3, B4, and B5 displays in B6.

BANNERMAKER

Instructions for using the BannerMaker program are available in the Support section of the MyTurn.com Web site.

INFORMATION ORGANIZATION SUITE

The Information Organization Suite consists of the following programs:

- Calendar
- Address Book
- Banker
- Database

Instructions for using the games are available in the Support section of the MyTurn.com Web site.

PLAY AND LEARN SUITE

The Play and Learn Suite consists of the following programs:

- Crossword
- Learning Center
- Solitaire
- Tetris

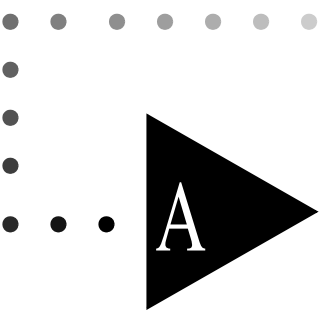
Instructions for using the games are available in the Support section of the MyTurn.com Web site.

COMPUTER UTILITIES SUITE

The Computer Utilities Suite consists of the following programs:

- Add and Delete Software
- Backup Manager
- Dial-up and Configure
- Preferences
- System Update
- Unplug GlobalPC

Instructions for using the computer utilities are available in the Support section of the MyTurn.com Web site.



Find answers to some of the commonly asked questions.

A

SOLVING PROBLEMS

Before calling technical support you may find solutions to problems you might encounter with the GlobalPC in this chapter. Most of the troubleshooting issues listed were compiled from frequently asked questions to our technical support team. The tips in this section will help get you on the right track with your GlobalPC.

The following topics are covered:

- Start Up
- Display
- Keyboard
- Mouse
- Modem
- Internet/Email

STARTUP PROBLEMS

Why won't my computer turn on?

- *Is the GlobalPC properly connected?*

Check each of your connections very carefully to make sure all the plugs are seated securely. When the GlobalPC is powered on you'll see a small green light illuminated on the front panel.

- *Is the power supply cord plugged into the wall and into the connector at the rear of the GlobalPC?*

Make sure your power supply cord is plugged into the wall and into the back of the GlobalPC. Check the rear panel to insure that the barrel-shaped end of the power cord fits securely into the connector marked POWER CORD. If the cord is loosened your computer won't receive power.

- *Are you using a power strip?*

If you are using a power strip check to see that the switch is turned on and that the strip is plugged into the wall.

- *Is your AC outlet controlled by a switch?*

If it is, turn the switch on. You can also choose to plug into a different outlet to eliminate this step.

- *Is the outlet you are using defective?*

Check another outlet to rule out this problem.

If the GlobalPC is on but you can't see anything on the screen, troubleshoot your display using the tips below as a guide. Often times it seems as if the computer is not working when the problem is actually with the display. If after troubleshooting the computer and display, your GlobalPC still doesn't receive power, call technical support at (877) 698-8761 to determine if your machine is defective.

DISPLAY PROBLEMS

Why doesn't anything come up on the screen when I turn on my computer?

- *Is the display plugged into an AC outlet?*

If the display is plugged in but it still doesn't work, check to make sure the AC outlet isn't controlled by a switch. If it is, turn the switch on or try another outlet.

- *Is the display connected to the GlobalPC properly?*

When using a monitor, the cable should be plugged into the VGA monitor connector located on the rear panel of the GlobalPC.

When using a TV, a TV video cable (provided with your GlobalPC) should be connected to the video output jack on the rear panel of the GlobalPC and to the televi-

sion's input jack. If your TV doesn't have an input jack, you'll need to use the TV converter. (see Display Installation on page 1-10 for instructions on how to connect the GlobalPC to a TV using an TV converter).

- *Is the display itself turned on?*

Make sure your display is turned on. If you are using a monitor, look for a button (should be round or square) on the outside, front edge of the monitor and make sure it is on. A small green light will be illuminated when the monitor is in the ON position.

- *Is the GlobalPC in sleep mode?*

When the computer is in sleep mode, the on/off light on the front panel is not illuminated so it appears as if it's turned off. Press the button on the front of the GlobalPC. You'll know whether the monitor was in sleep mode if, once you press this button, the screen pops up with an image.

My computer seems to be on but all I see on the screen is a TV show.

If your TV is still showing sitcoms and reruns when you want to run your GlobalPC, ask yourself the following:

- *Are you on the correct channel?*

If you are using an TV converter, try switching to channel 3 or 4.

- *Did you try using the AUX channel?*

If your TV supports multiple modes, then you may need to use AUX instead of channels 3 and 4.

MOUSE PROBLEMS

Why doesn't the mouse cursor move anywhere on the screen?

- *Is the mouse plugged into the green connector on the back of the GlobalPC?*
Make sure the plug on your mouse cord is firmly attached to the mouse connector on the rear panel. A loose connection could disable your mouse.
- *Check to see if the roller ball on the underside of your mouse is clean.*
Often times this area of the mouse will collect debris, especially if you don't use a mouse pad. Using a pad (we provide one for you) will help keep your mouse cleaner longer. If your mouse needs to be cleaned, follow the instructions below.

How to clean your mouse

Shut down your GlobalPC.

Pick up the mouse and turn it over so you can see the roller ball.

Remove the plastic frame that holds the ball in place. To do this push down on the area and slide up until the frame clicks and releases.

Once the frame is removed, turn the mouse over and catch the roller ball with your other hand.

Take a cotton ball dampened with rubbing alcohol and gently clean the surface of the roller ball.

When finished cleaning, dry the roller ball with a lint-free cloth.

Blow into the roller ball cavity on your mouse to remove excess dust and then place the ball back inside.

Position the frame back in place and click shut.

KEYBOARD PROBLEMS

I'm typing but the keyboard isn't responding.

- *Is the keyboard cable properly seated in its purple connector?*
The plug can only fit in the purple keyboard connector one way (with the arrow facing up). If plugged in correctly, the plug will fit in the connector easily. Never force the plug into the connector; you may bend the pins in the plug and damage the cable.
- *Restart the GlobalPC.*
If the keyboard still doesn't work after connecting the plug properly, restart the computer. Turn off the on/off button on the front panel first and then turn off the power switch on the rear panel. Wait a few moments (about 15 seconds) and then turn the power back on.

Why don't the arrow keys work?

- *Have you turned off number lock?*
The directional keys on the number pad won't work unless you turn off number lock. To turn it off, press the "Num Lock" key to deactivate the green light on the keyboard.

MODEM PROBLEMS

Why can't I get online?

- *Is your phone line operating?*
Your modem won't work if you are using an inoperable phone line. Make sure your phone line is in working order by connecting a phone and checking to see if you hear a dial tone when you pick up the receiver. If you don't hear a tone, use another phone jack, if available, or contact your phone service provider to fix your phone line.
- *How secure are your modem connections?*
Make sure your phone line is connected properly to the modem connection on the rear panel of the GlobalPC. The plastic phone plug should be completely inserted into the modem connector. Check the connection at the phone jack as well, to make sure the plug isn't loose or improperly seated.
- *Do you have call waiting on your telephone line?*
If the phone line you are using has call waiting, you will need to disable it temporarily while you are online. Call waiting can interrupt the modem connection and bump you

off the Internet. To turn off call waiting select the option to “disable call waiting” during the registration process.

If you didn’t disable call waiting when you registered your Global PC, you can choose this option by clicking the Internet and Email icon and then selecting Manage Internet Settings. Once clicking on the Manage Internet Settings icon, a window entitled Internet Dial-up will pop on the screen. Select Options from the menu bar located near the top of this window. The Options menu will bring up Dialing Options. Select this option to bring up the Dialing Options window. When you are in this window look for Prefix to disable call waiting and type in the star key and the number 70 with no spaces like this: *70. Once you do this, click the Change button. You have now disabled call waiting.

- *Did you pick up the phone while you were trying to connect online?*

If you pick up the phone while you are emailing or browsing the Internet, you risk losing your online connection. Sometimes you can get away with preserving connections if you hang up quickly, but usually once you pick up the phone you’ve caused enough interference to get disconnected.

INTERNET/EMAIL PROBLEMS

I can’t send email

- *Do you have the correct email address?*

Double-check the address of the person you are trying to email. If just one character is off it can prevent you from emailing successfully.

- *Is the address composed correctly?*

The correct way to compose an email address is to type in the name of the person you are sending email to, an “@”, then the address followed by a period and the Web site location. There should be absolutely no spaces between words. The address should read something like this: name@address.com or JDoe@Large.com

For a more detailed explanation on what each of the elements in a email address mean, read Internet Basics on page B-1.

- *How do I make an “@” for my address?*

You can make this character by holding down the shift key and typing the number “2” on your keyboard. Use the number “2” key above the letter “W”, not the one on the number pad.

I can't get on the Internet.

- *Do you have an online connection?*

See the above section about modems to determine if your modem connections are working.

- *Are your Internet settings correct?*

If you are having a problem dialing up and the cause is due to your Internet settings, you will receive a message entitled, "Check Internet Settings." If after reading through the suggestions there you still aren't sure what to do, call technical support.

The Web page is incomplete/not showing.

- *Have you tried using the scroll bar?*

Usually you need to click the scroll bar to the right of the Web page in order to see the whole page. If you are unsure of how to use the scroll bar, press the "Learn" key on your keyboard and practice this function in Lesson 3.

- *Did you try reloading the Web page you want to view?*

If you are using a monitor, click the reload button located below menu bar on the Internet screen.

If you are using a TV, select "Reload" from the "View" menu.

If after using this troubleshooting guide you need more assistance, call technical support: (877) 698-8751.

When you enter information, there may be times when you want to enter a character that does not appear on the keyboard.

B

SPECIAL CHARACTERS

Special characters are those special letters that you see in some words, such as a foreign name. Use the following table to determine the keystrokes required to produce the desired character.

TABLE OF SPECIAL CHARACTERS

To enter a character from the table press all the indicated keys in the sequence shown. The Shift, Ctrl, and Alt keys correspond to the keys on the keyboard. The + character means to press and hold the sequence of keys shown. For example, to enter the Ä character, the first character in the table, press and hold the Ctrl, Alt, and u keys at the same time and release the keys. Then press the Shift and A keys at the same time.

Note that upper and lowercase characters are used in the keystrokes.

Character	Keystroke
Ä	Ctrl+Alt+u A
Å	Shift+Ctrl+Alt+a
Ç	Shift+Ctrl+Alt+c
É	Ctrl+Alt+e E

Character	Keystroke
Ñ	Ctrl+Alt+n N
Ö	Ctrl+Alt+u O
Ü	Ctrl+Alt+u U
á	Ctrl+Alt+e a

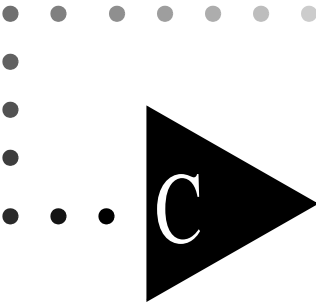
Character	Keystroke
à	Ctrl+Alt+a
â	Ctrl+Alt+i a
ä	Ctrl+Alt+u a
ã	Ctrl+Alt+n a
å	Ctrl+Alt+a
ç	Ctrl+Alt+c
é	Ctrl+Alt+e e
è	Ctrl+Alt+` e
ê	Ctrl+Alt+i e
ë	Ctrl+Alt+u e
í	Ctrl+Alt+e i
ì	Ctrl+Alt+` i
î	Ctrl+Alt+i i
ï	Ctrl+Alt+u i
ñ	Ctrl+Alt+n n
ó	Ctrl+Alt+e o
ò	Ctrl+Alt+` o
ô	Ctrl+Alt+i o
ö	Ctrl+Alt+u o
õ	Ctrl+Alt+n o
ú	Ctrl+Alt+e n
ù	Ctrl+Alt+` n
û	Ctrl+Alt+i n

Character	Keystroke
ü	Ctrl+Alt+u u
†	Ctrl+Alt+t
°	Shift+Ctrl+Alt+8
¢	Ctrl+Alt+4
£	Ctrl+Alt+3
§	Ctrl+Alt+6
•	Ctrl+Alt+8
¶	Ctrl+Alt+7
ß	Ctrl+Alt+s
®	Ctrl+Alt+r
©	Ctrl+Alt+g
™	Ctrl+Alt+2
/	Ctrl+Alt+e Space
“	Ctrl+Alt+u Space
Æ	Shift+Ctrl+Alt+`
Ø	Shift+Ctrl+Alt+0
∞	Shift+Ctrl+Alt+5
±	Shift+Ctrl+Alt+=
≤	Ctrl+Alt+,
≥	Ctrl+Alt+.
¥	Ctrl+Alt+y
μ	Ctrl+Alt+m
π	Ctrl+Alt+p

Character	Keystroke
ª	Ctrl+Alt+9
º	Ctrl+Alt+O
Ω	Ctrl+Alt+z
æ	Ctrl+Alt+’
ø	Ctrl+Alt+o
ı	Shift+Ctrl+Alt+/ /
ı	Ctrl+Alt+l
¬	Ctrl+Alt+l
√	Ctrl+Alt+v
f	Ctrl+Alt+f
≈	Ctrl+Alt+x
«	Ctrl+Alt+\
»	Shift+Ctrl+Alt+\
...	Ctrl+Alt+;
Blank	Alt+Space
À	Ctrl+Alt+` A
Â	Ctrl+Alt+n A
Œ	Shift+Ctrl+Alt+q
œ	Ctrl+Alt+q
–	Ctrl+Alt+-
—	Shift+Ctrl+Alt+-
“	Shift+Ctrl+Alt+[
‘	Ctrl+Alt+]

Character	Keystroke
‘	Shift+Ctrl+Alt+]
÷	Ctrl+Alt+/ /
ÿ	Ctrl+Alt+u y
Ÿ	Ctrl+Alt+u Y
¼	Shift+Ctrl+Alt+4
ý	Ctrl+Alt+e y
Ý	Ctrl+Alt+e Y
‡	Shift+Ctrl+Alt+t
,	Shift+Ctrl+Alt+l
„	Shift+Ctrl+Alt+;
‰	Shift+Ctrl+Alt+5
Â	Ctrl+Alt+i A
Ê	Ctrl+Alt+i E
Á	Ctrl+Alt+e A
Ë	Ctrl+Alt+u E
È	Ctrl+Alt+` E
Í	Ctrl+Alt+e I
Î	Ctrl+Alt+i I
Ï	Ctrl+Alt+u I
Ì	Ctrl+Alt+` I
Ó	Ctrl+Alt+e O
Ô	Ctrl+Alt+i O
Ò	Ctrl+Alt+` O

Character	Keystroke
Ú	Ctrl+Alt+e U
Û	Ctrl+Alt+i U
Ü	Ctrl+Alt+` U



Understanding what the Internet and email are will make your surfing experience more pleasurable.

INTERNET BASICS

The Internet, also called World Wide Web or Web for short, is a vast network of computers connected all around the world to deliver information and buy or sell products.

YOUR ONLINE CONNECTION

MyTurn.com provides your connection to the Internet. The Internet is like a system of roads and freeways. Some people even refer to the Internet as the *Information Superhighway*. From any road in any city, you can get to almost any other road in any other city. From your computer, you can send an electronic mail message (email) to another computer anywhere in the world – instantaneously and cheaply.

MyTurn.com and other Internet access companies provide the onramps to the Information Superhighway – a physical connection that allows you to access the Internet. GlobalPC Online has fast onramps in hundreds of cities. These onramps, also called *POPs* (Points of Presence).

Your computer uses the built-in modem to call one of the MyTurn.com Internet dial-up numbers that connects you to the Internet. After you login by providing your user name and password, you have access to all the resources of the Internet. Access to the Internet is accomplished by using the Internet program, also called a Web browser. With the browser you can *surf* the Internet, which refers to finding Web sites (other computers) that contain information that you are looking for.

INTERNET WEB SITES

Information on the Internet is located on computers owned by other people. These computer locations are called *Web sites*. The information that you see is formatted into pages that you can view with the Internet browser. Each Web site has a starting page called the *homepage*.

WEB SITE ADDRESS

Each Web site has a unique address called a URL (Uniform Resource Locator), which identifies each page on the Web site, called *Web pages*. The addressing concept is similar to street addresses in the real world. A typical address is:

<http://www.myturn.com>

The address for each Web page starts with **http://**, which stands for Hypertext Transfer Protocol. This identifies the address that follows as a Web page address. The next part of the Web page address, **www.myturn.com**, is the Web site address. The *com* reference designates the type of Web site. Some typical extensions are:

- com – commercial
- edu – education (colleges and universities)
- gov – government
- org – nonprofit organizations
- net – network companies

The last part of the Web page address, **home.html**, is the Web page name. The Web page extension, **html**, is required. You will see all types of extension – **htm**, **asp**, and others. They designate the type of information contained on the Web page that the browser automatically interprets.

LINKS TO OTHER WEB PAGES

Many Web pages have special text or images called *links*. A link is used to automatically jump to another page or another location on the current page. A text link is usual designated in blue and underlined to show that it is a link. When you place the mouse cursor on a link, notice the cursor changes to indicate the selected text is a link. When you click on the link the selected Web page displays.