



## Notes for Using the Computer

These notes have been prepared for use with the following equipment:

- Lenovo ThinkPad T420 Laptop – Windows 7 Pro & Adobe Acrobat Pro 7
- Canon LiDE 120 Scanner – Canoscan Software
- Standard A4 (edge-to-edge) USB Printer

### SCANNING

- 1** Open laptop and turn on. Connect the scanner to the computer with the USB cable.
- 2** Click the Canon Quick Menu to open scanner controls.
- 3** Unfold a notebook and put its pages in order (front cover, then page 2, 4, 6 etc). Place the first sheet on the scanner glass – lined up with the arrow.
- 4** Click “Document Scan”
- 5** When 1st sheet is scanned, place 2nd on scanner and click “Scan”. Repeat for each further sheet until the notebook sheets are all scanned.
- 6** When finished, click “Exit”.
- 7** Enter the filename : “tkrn-[name of author]”. Click “Save”.  
The PDF file will be saved in a folder with the date of the day you scanned it in :  
User ->My Documents
- 8** If you make a mistake, like putting a sheet in upside down, click “Cancel” and start again.
- 9** When you have finished scanning all the notebooks, make sure you copy the new folder with all the PDF files onto at least 2 USB drives as backups. Plug each drive into a USB port, Click the link to view the files on it, then click on the folder you wish to copy (in My Documents), hold down the select button and drag it across to the USB drive window. The computer will indicate when the copying is finished.

### EMAIL

- 1** Open laptop & switch on. Connect the computer to the internet via WiFi or an Ethernet cable.
- 2** Open a web browser (Explorer or Chrome) by clicking on the big “E” or “C” button at the bottom of the screen.
- 3** In the Address bar at the top of the window, type : “gmail.com” and press ( ↵ ) “Return”.  
When the Gmail Sign In page loads, type your Username (or email address) in the box indicated, then click “Next”.
- 4** When the next page loads, enter your Password in the box indicated and click “Next”.

---

**5** Your email “inbox” should now load and show you any new messages you have received. Click on any emails to open and read them.  
If you want to reply to someone, click the “Reply” button on the right hand side.

---

**6** If you want to send a new email to someone, click “Compose”.  
Enter their email address in the “Address” box, then write a short description in the “Subject” box. Write your message in the box below.  
When you are ready, click “Send”.

---

## **WEBSITE**

---

**1** Open laptop & switch on. Connect the computer to the internet via WiFi or an Ethernet cable.

---

**2** Open a web browser (Explorer or Chrome) by clicking on the big “E” or “C” button at the bottom of the screen.

---

**3** In the Address bar at the top of the window, type the web address of the site you wish to view, such as:  
– “reitetkrnlibrary.wordpress.com”  
– “proboscis.org.uk/projects/tkrn-templates”  
Press ( ← ) “Return” when ready. The website should then load.

---

## **MAKE AN IMAGE OF A NOTEBOOK’S TOP SHEET**

---

**1** Click the “Start” button on the lower left hand corner of the screen.  
Then click on “Documents” to open a window.

---

**2** Select the folder with the date of the notebooks you wish to use. Click on it twice to open.

---

**3** Select the PDF file you wish to open, then go to the top of the window and click “Open in Acrobat Pro 7.0”.

---

**4** When the file opens in Acrobat, select “Document”, then “Extract Pages” in the menu.  
Select the box which says “Extract pages as separate PDF”.

---

**5** Then open the “My Documents - date folder” and open the new PDF file  
(it will have a “1” at the end of the filename).

---

**6** Then select “File” and “Save As” in the menu.  
In the window that opens click on “Save as type” and choose “JPEG (.jpg, jpeg etc)”  
and click “Save”.

---

## **UPLOADING SCANNED NOTEBOOKS**

---

**1** Open laptop & switch on. Connect the computer to the internet via WiFi or an Ethernet cable.

---

**2** Open a web browser (Internet Explorer or Google Chrome) by clicking on the big “E” or “C” button at the bottom of the screen.

---

**3** In the Address bar at the top of the window, type “reitetkrnlibrary.wordpress.com” and press “Return” when ready. The website should then load.  
In the bottom right hand side of the window there will be a small bar with “Follow” and 3 dots.  
Click the 3 dots, then click “Log In” when the window opens.

---

- 
- 4** Enter your Email address or Wordpress Username in the box indicated and click “Next”. Then enter your Password in the box indicated and click “Next”. The Wordpress “dashboard” will now open.

---

  - 5** On the left hand side is a menu. Click on “Posts”, then “Add New”.

---

  - 6** In the page that opens, enter the notebook’s name (or “Topic”) in the Post title bar.

---

  - 7** Then, in the main box, write the following:  
“Nem - [name of notebook author]” then click ( ↵ ) “Return”  
“Ples - [village]” then click ( ↵ ) “Return”  
“Wanem - [subject of book]” then click ( ↵ ) “Return”  
“Dei - [date written]” then click ( ↵ ) “Return”  
“Download PDF” then click the “Add Media” button. Click “Select” to upload the PDF file of the notebook from its folder in My Documents. When the PDF has uploaded, click “insert”

---

  - 8** On the right hand menu, click “Add Featured Image” (or “Set Featured Image”). Select the image of the notebooks front cover you have already made in its folder in My Documents. When it has uploaded, click “Insert”.

---

  - 9** On the right hand menu, click “Categories & Tags”. Click on the “village notebooks” box to select it. In the “Tags” bar, type in a word or words describing the notebook, and add the author’s name.

---

  - 10** Click Publish when all the steps are completed.
- 

## **PRINTING FILES (PDFS)**

---

- 1** Plug the power cable into the printer and connect to a wall socket.

---

  - 2** Connect the printer to the laptop with the USB cable.

---

  - 3** Open any PDF file that you wish to print, and press the Printer icon in the menu bar.

---

  - 4** In the print window, select the number of copies you want to print. Then press “Print”.
-