



Helping the Public Use Public Access Computers

*Workshop Agenda
Fall 2005 - Summer 2006*

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Instructor
An Infopeople Workshop

Public Access Computers in the Library

- ◆ The good, the bad, and the ugly
- ◆ Configuration of public access computers and how it affects users
- ◆ Privacy issues
- ◆ What's it called?
Ex1 - Label Window Parts
- ◆ Printing

Customizing Public Access Computers for Usability

- ◆ Toolbar flexibility
Ex2 - Show Toolbars and Full Menus
- ◆ Ability to alter the mouse for mobility issues
- ◆ Ability to alter colors and font size for low vision
Ex3 - Changing Mouse and Low Vision Settings

Troubleshooting

- ◆ File types
Ex4 - Files and File Extensions
- ◆ Problems with opening and saving files
- ◆ Troubleshooting Word documents
Ex5 - Troubleshooting Word Documents
- ◆ Resources on the Infopeople site for Public Access Computer Users
- ◆ Saving files
- ◆ Talking to tech support

There will be two 15-minute breaks and an hour for lunch.