



An Integrated Approach to the Delivery of Community Health Services

## Laptop QuikTips

### Power

- Plug your laptop into a wall outlet whenever possible. Your laptop battery will charge when plugged into a wall outlet whether the laptop is turned on or not.
- When your laptop is on and has power from the wall outlet, there will be a power plug icon next to the clock in the lower right. If the laptop is running on battery, there will be a battery icon.
- Hovering the mouse pointer over the battery icon will tell you how much charge is remaining on your battery.
- When your laptop notifies you that your battery is running low, exit Cornerstone as soon as possible and plug your laptop into a wall outlet.

### Network

- When you power on your laptop and it does not have a network connection, it will automatically go to Offline Mode and the desktop background will say that you are in Offline Mode.
- If your laptop says that you are in Offline Mode, but you want to be on the network, replug your network cable at both the wall jack and on the laptop and reboot your laptop. If it still takes you to Offline Mode, please contact Cornerstone Support.

### Word Processing

- If you need to edit a text document, you can open documents off of a floppy (The A: Drive) or a USB flash drive (The E: Drive):
  - Insert the floppy disk or USB flash drive
  - Log in to the workstation as **csword**.
  - Go through the Start Menu to open the **Open Office Writer** application
  - Click **File→Open**.
  - In the File Name field enter **A:\** for a floppy disk or **E:\** for files on a USB flash drive. Hit **Enter** and it will bring up the contents of the disk you have chosen. Open the file you wish to edit.
  - Use the same procedure to save a new document, except click **File→Save**, instead.