

SAYRE AREA SCHOOL DISTRICT

ACCESSING SASD PROGRAMS IN WINDOWS 7

Purpose

This handout describes how to access SASD programs using Windows 7 64 Bit.

Please note that this is slightly different for Windows 7 64 Bit.

We have now added 3 web browsers that you may use on your computer. They are:

- Internet Explorer
- Chrome
- Firefox

Why 3 web browsers – some web sites only work properly with Chrome, others only work properly with Internet Explorer, and others only work properly with Firefox (in a perfect world, web sites would be designed to work regardless of the web browsers).

We have added to teacher and staff desktops a shortcut to MS Outlook 2013 Client.

We have updated much of the software to newer versions.

We have implemented the Windows 7 64 Bit OS including the Aero Feature.

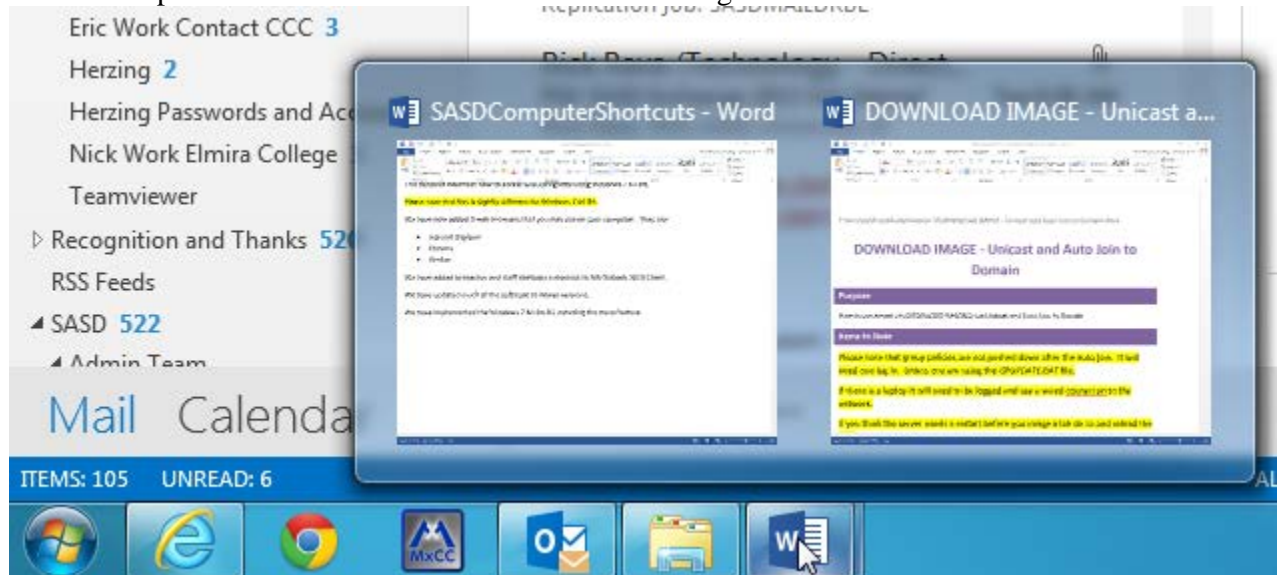

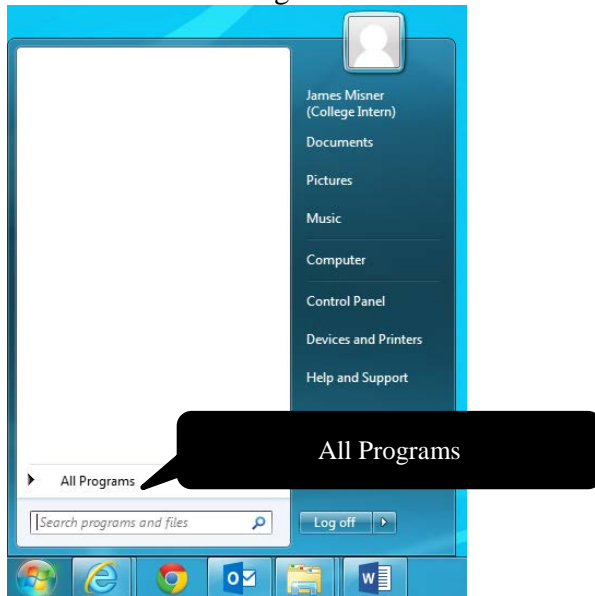


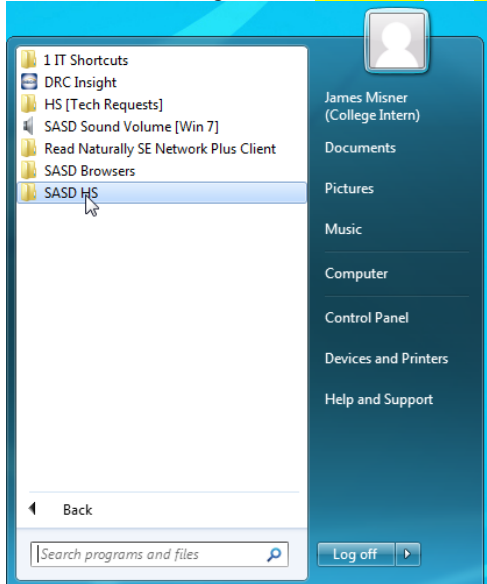
Figure 1 - Sample Aero Feature

How do I get to SASD's Computer Shortcuts?


They are accessible from your Start  button. Just click on the button and you will see a screen similar to the following:



Then select All Programs -> **SASD HS** OR **SASD SE** to see the programs your able to use:

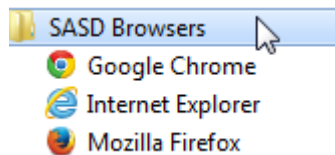
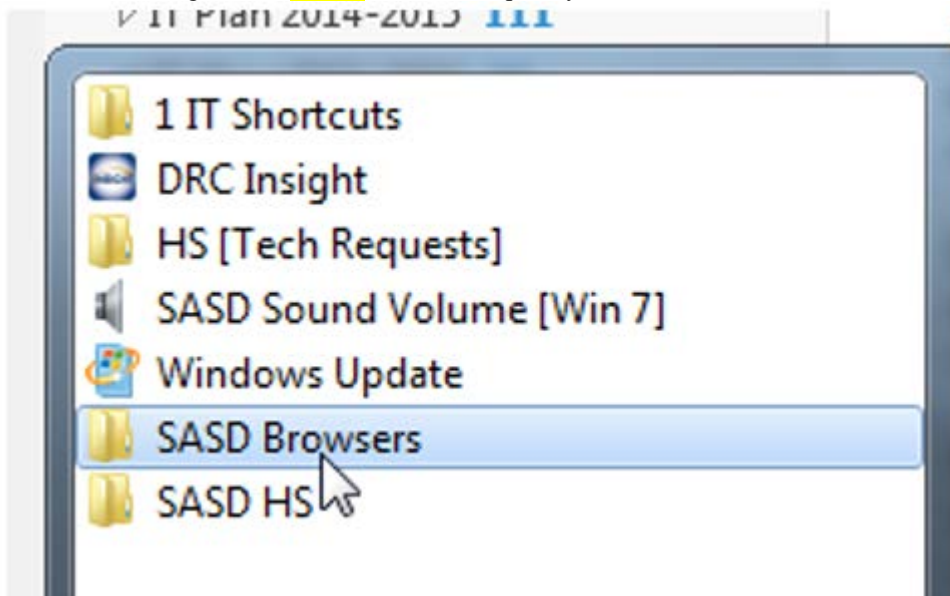


How do I get to SASD's Web Browsers?

They are accessible from your Start  button. Just click on the button and you will see a screen similar to the following:



Then select All Programs -> SASD Browsers to quickly access the 3 browsers installed on all PCs.

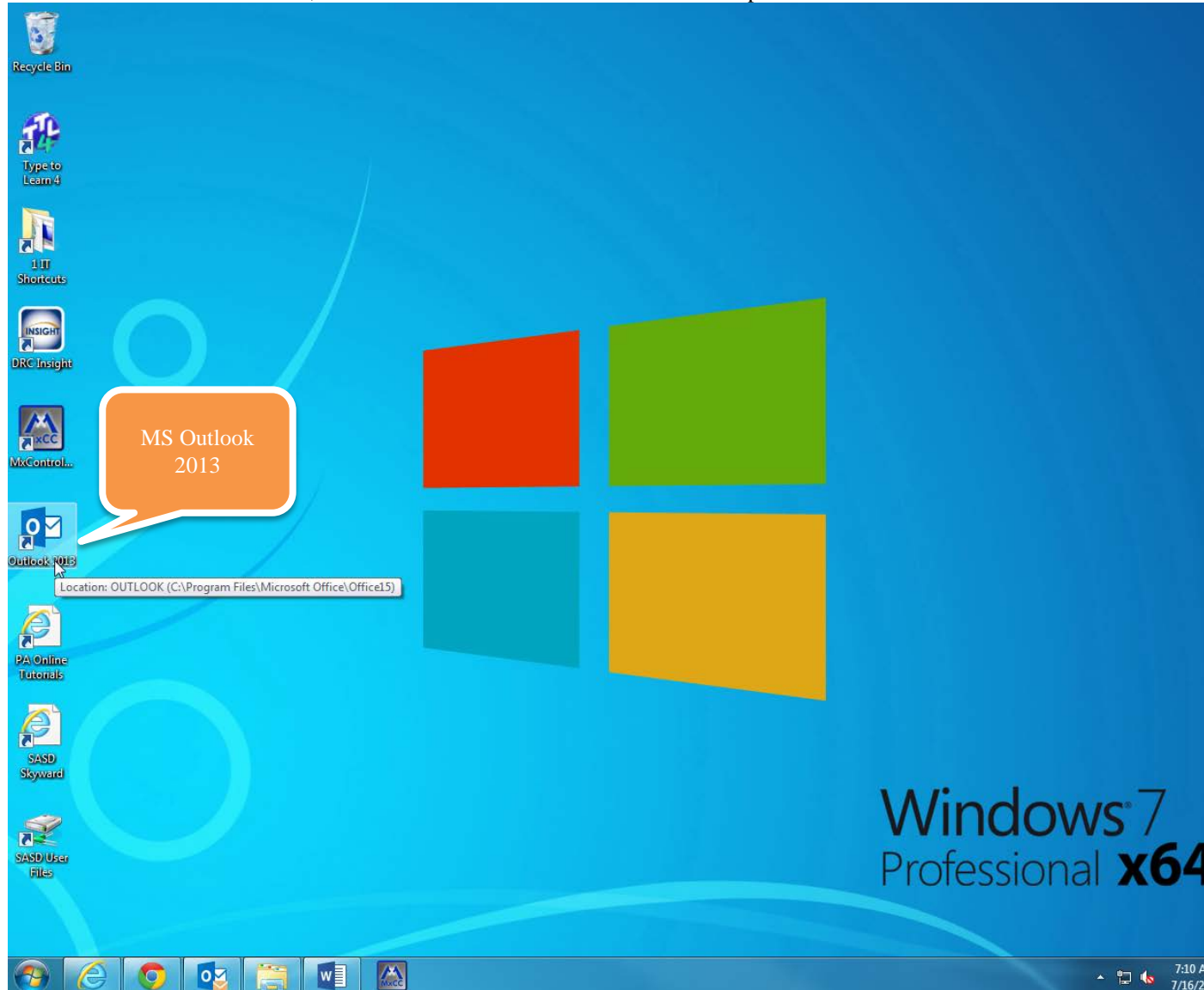


Why do some users have different SASD Computer Shortcuts?

Teachers, staff, and students have access to different programs based on their security and the PC that they are logging in to. For example, select staff member's have access to our Mobotix Security Cameras while a student does not. Also different computers have different programs installed on them (ex. The High School Computers have the Adobe Creative Suite while the Snyder Computers do not).

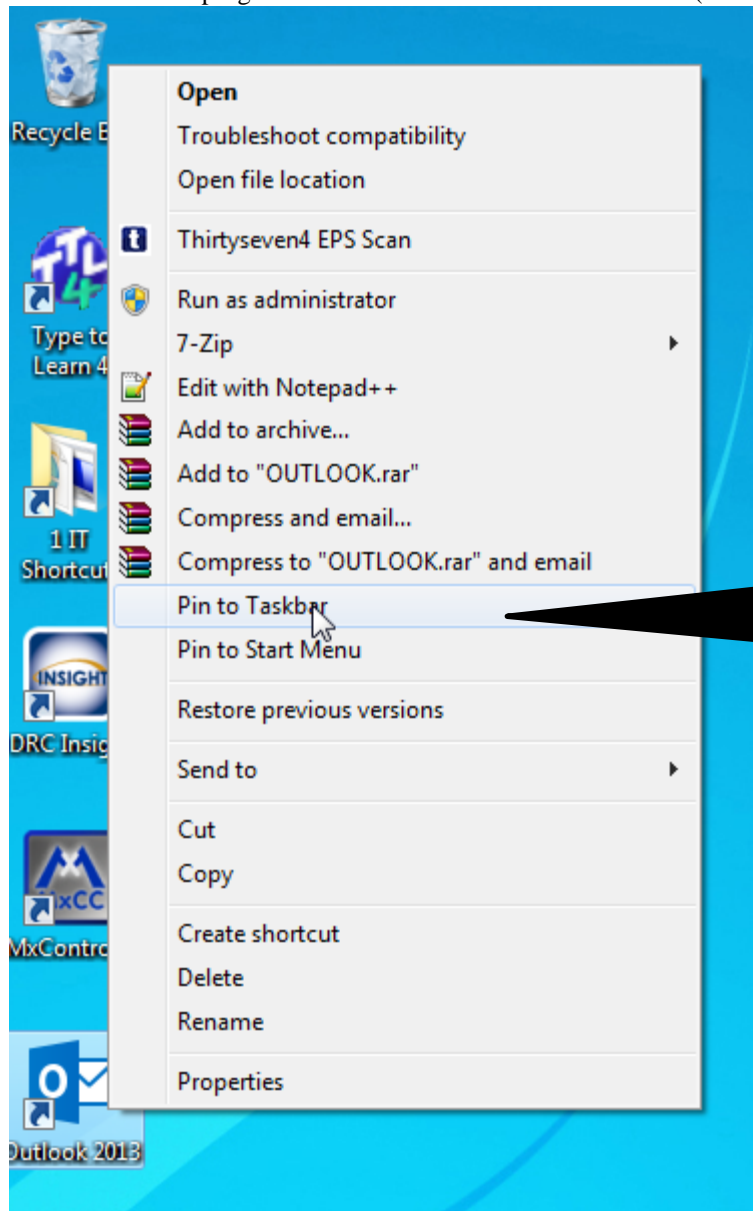
MS Outlook 2013

Please note for teachers and staff, MS Outlook 2013 is now available as a desktop shortcut.



Adding a Shortcut to Your Task Bar

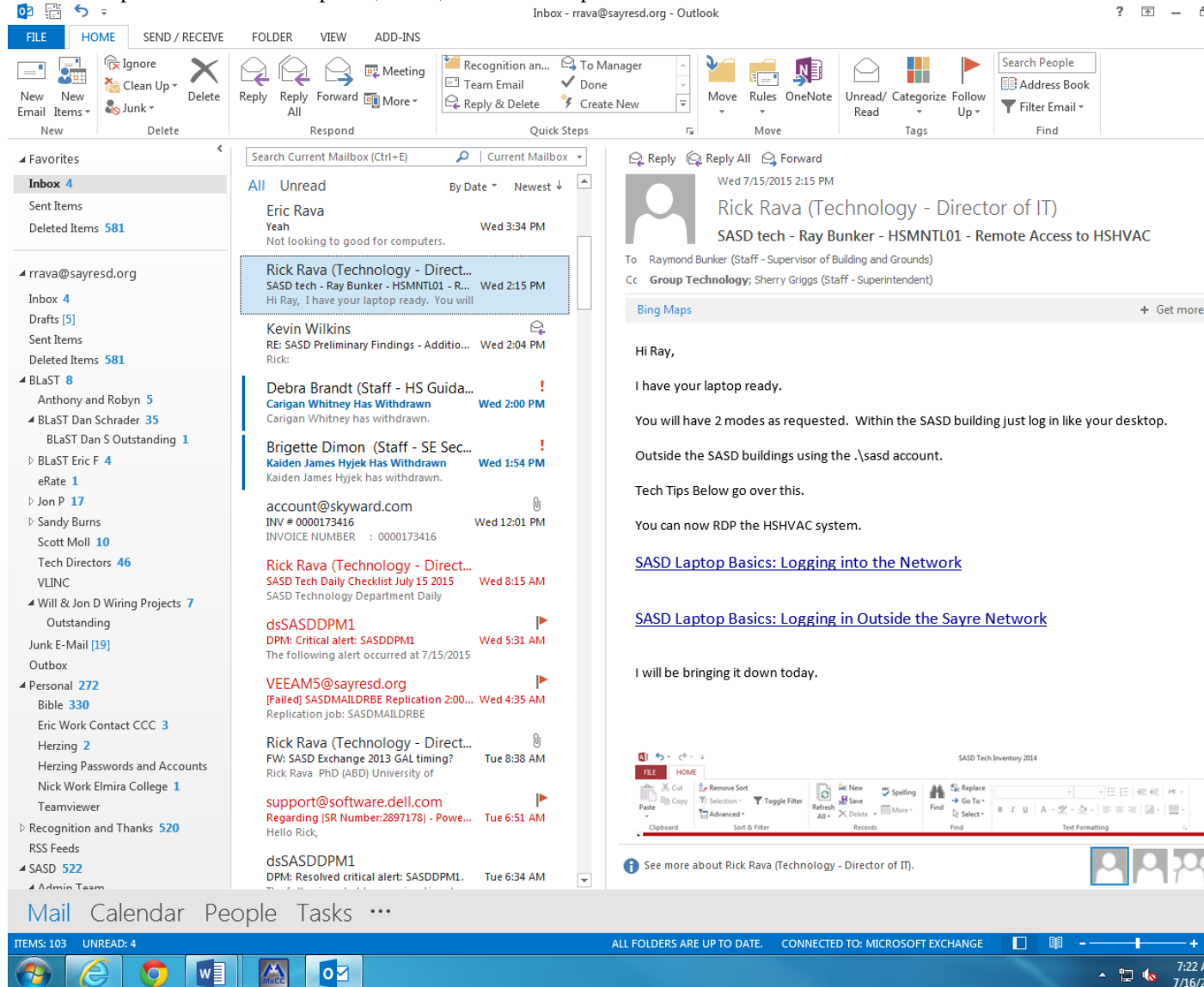
For programs that you use every day, you can add a shortcut to your task bar – it is quite easy – just right click where the current program is located and select Pin to Task Bar (see sample below):



the Windows 7 64 Bit Aero Feature.

To navigate between programs is quite easy – let's look at this example:

In this example I have Internet Explorer, Word, and Outlook open.

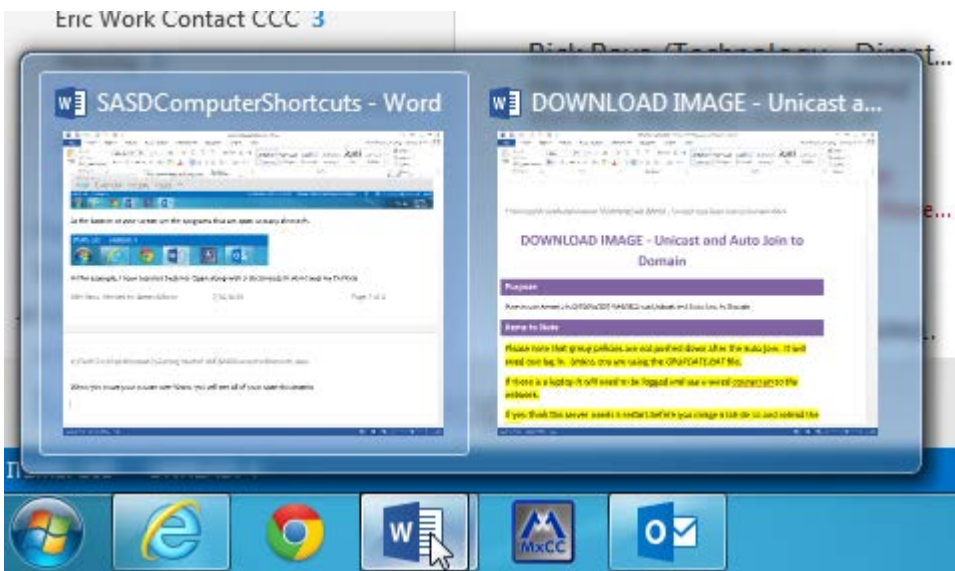


At the bottom of your screen are the programs that are open and any shortcuts



In this example, I have Internet Explorer Open along with 2 documents in Word and my Outlook

When you move your mouse over Word, you will see all of your open documents



To go to the specific document, just click on it