



Penticton Seniors' Computer Club

What is an Instruction Sheet?

Introduction

There are many books written to help computer users on a wide variety of topics. However, for many people with specific problems it is too onerous (and perhaps too expensive) to find an appropriate book for a particular problem and difficult to find the answer to the problem within the book.

Therefore we have created some simple *single sheet instructions* for members of the **Penticton Seniors' Computer Club**, and others, to use to solve various particular problems in using their computers. Notice that since a single sheet can be printed on both sides, this means that the instructions sheets may have one or two pages of instruction.

Using an Instruction Sheet

Most of the instruction sheets will contain step-by-step instructions on how to do something on the computer. To use such a sheet, it is important that it be available while one is doing something on the computer other than viewing the instruction sheet itself. Therefore one should print the instruction sheet before attempting to use it.

Printing an Instruction Sheet

Do the following to print an instruction sheet.

1. Make sure that you are viewing the page with your web browser (as you are now doing with this instruction sheet).
2. Click on the little printer icon at the top, left of the window (the cyan arrow in the figure at the top, right) or click on **File** in the top, left of the browser window (the red arrow) then on **Print**.
3. A **Print** window will appear. If you have more than one printer, click on the name of the printer you wish to use.
4. Click on the **Print** button. The page will print.
5. Save the printed instruction sheet and use it to perform the desired instructions on your computer.

Notice that although you are viewing these instructions sheets with your web browser, they are each actually *PDF documents* (Portable Document Format) not web pages. This makes them easier to print to have the same format as they display on your computer screen.

