

USER'S GUIDE

This User's Guide helps you take full advantage of *Technology for the Medical Transcriptionist*, enabling you to master the hardware, software, and technology that you need to know to succeed as a medical transcriptionist. Not only will you learn new concepts and applications that will improve your productivity and accuracy, you'll also gain a solid foundation for learning and adapting to future technology.

Each chapter offers helpful features that enable you to quickly master new concepts and put your new skills into practice.

Objectives help you focus on the most important information to glean from each chapter.

Model Curriculum Objectives at the beginning of the chapter list the applicable technology objectives outlined in the Model Curriculum published by the Association for Healthcare Documentation Integrity.

CHAPTER 8

Setting Up Your Computer

OBJECTIVES

- ▶ Recognize various connectors and ports used to attach devices to a PC.
- ▶ Install and uninstall software.
- ▶ Install new hardware.
- ▶ Create and manage user accounts.
- ▶ Set the computer's date, time, and regional settings.
- ▶ Manage file extensions and default programs.
- ▶ Establish default programs and program access.
- ▶ Install and use printers.
- ▶ Install new fonts.
- ▶ Manage power options.

Vista only:

- ▶ Understand User Account Control.
- ▶ Manage AutoPlay settings.

KEYWORDS

activation
administrator
default printer
driver
hibernate
Human Interface Devices (HID)
piracy
print job
print queue
printer driver
privileges
product key
registered extensions
registration
third-party installer program

XP only

limited user
power scheme
standby

Vista only

digital signature
power plan
sleep
standard user
User Account Control

MODEL CURRICULUM OBJECTIVES:

- ▶ Identify security and confidentiality issues related to technology and apply system security concepts (eg, password protection, antivirus software, encryption).
- ▶ Differentiate between stand-alone and networked computers, and recognize the functions of computer components and peripherals (eg, printer, modem).
- ▶ Use designated transcription equipment (eg, analog, digital, sound card, foot pedals, headsets) to complete transcription documents.
- ▶ Demonstrate appropriate use of telecommunications and send, receive, forward, respond to, and attach documents to email (eg, fax, modem, Internet).
- ▶ Install software programs on a personal computer and be aware of copyright law implications.

Keywords help you focus on the most important concepts as you progress through the chapter.

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Special Formatting has been applied to the text to improve readability and comprehension. You will recognize common Windows elements by their font.

Menu names and menu commands are typed in blue.

Button names and **tabs within dialog boxes** are bold with a box around them.

Dialog box names and **folder names** are blue and bold.

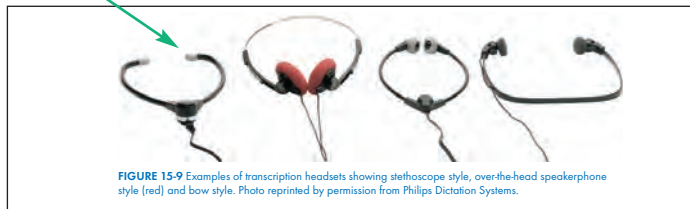
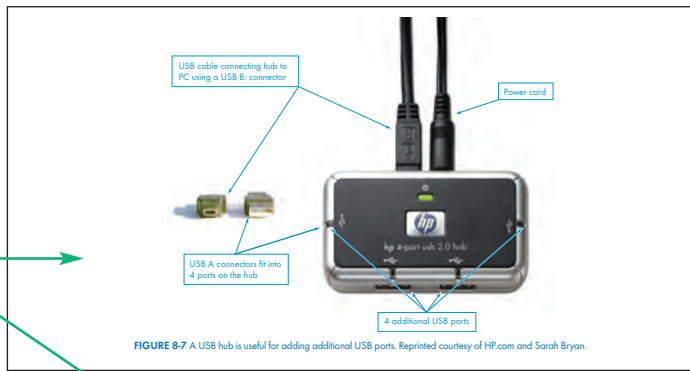
Check boxes and *options listed within dialog boxes* are orange and italic.

Keystrokes are green.

Toolbars are blue and underlined.

Specific text to be typed and file extensions are Courier font.


Photos help you identify various hardware components used by medical transcriptionists.



Step-by-Step Instructions guide you through common tasks.

Moving and Copying With the Mouse

Dragging files in a GUI is the same as giving the computer a specific command, so many file management tasks can be accomplished using **drag-and-drop** techniques. To move files or folders using the mouse:

1. Display the folder containing the files or folders you want to move as well as the destination folder. If you would like, you can open two copies of Windows Explorer in order to display both folder windows. The folders can be side-by-side or overlapping a little bit—as long as you can see a little bit of each folder.
2. Select the files and/or folders to be moved.
3. Place the mouse pointer directly over the selection and hold down the left mouse button. (If you click the mouse button away from your selection, your items will be deselected.)
4. Continue to depress the left mouse button while you drag the files toward the destination folder.
5. Hover the mouse over an empty area of the destination folder (away from any icons contained within the folder) until the “not ready” pointer  disappears, then release the mouse button.

You can also move items by dropping them on top of an item's icon (ie, the folder window does not have to be open). Drag a selection toward another folder's icon

Tables summarize key information for at-a-glance reference.

TABLE 3-1 CHARACTERS WITH SPECIFIC MEANINGS IN WINDOWS THAT CANNOT BE USED IN FILE AND FOLDER NAMES

Description	Mark	Meaning in Windows
forward slash	/	Used to separate sections of a path name on a networked computer, including the Internet (eg, http://www.MTWerks.com/AugustNewsletter.htm)
backslash	\	Used to separate sections of a path name on a local disk (eg, C:\Documents and Settings\Laura\My Documents\Helpful info.doc)
colon	:	Designates a drive name (eg, C:)
asterisk	*	A wildcard character that designates any number of unknown characters in a search routine
question mark	?	A wildcard character that designates one unknown character in a search routine
quotation mark	"	Used to denote the beginning and end of file names that contain spaces
greater than/less than	><	Used to redirect input and output
bar		Data separator

Screen Shots show you what you'll see on your computer screen as you perform each task.

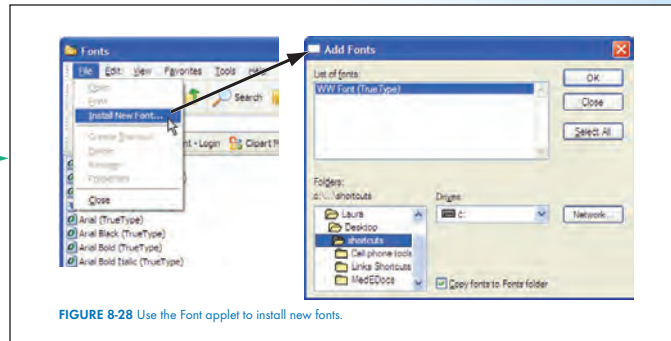


FIGURE 8-28 Use the Font applet to install new fonts.

“Do It Quicker” Boxes offer valuable timesavers, including shortcut keys and tips for maximizing efficiency.



Take note of an often-overlooked area of print dialog boxes labeled *Print what*. These drop-down boxes let you print content other than the document itself. For example, MS Word includes the option to print AutoText entries, comments, and shortcut key assignments. In PowerPoint, you can print handouts including slides, comments, and presenter's notes, etc.

“Caution” Boxes alert you to common pitfalls and how to avoid them.



Manual duplexing is an option on some print dialog boxes, but is ill-advised for most printers. Running a printed page back through a laser printer causes the print to smudge as it is subjected to heat and pressure again. Pages printed with an ink jet printer need ample time to dry to prevent smudging as they pass through the printer a second time. Check the documentation that comes with the printer to see if manual duplexing is recommended.

“Put it Together” Boxes show you how various concepts discussed throughout the text work together.



When combined with the Windows Search feature, routine housekeeping is a snap! To quickly back up the same files on a regular basis, use Windows Search to locate the files. Save your Search routine and use this saved routine each time you want to back up your files. When the files appear in the Search Results pane, right-click and choose *Send To*. Select a destination listed on the *Send To* menu. If using removable media such as a USB thumb drive, be sure to insert the media into the PC *before* opening the *Send To* menu. See more information about Search on page XX.

“How I Do It” Boxes are based on the author's first-hand experience, helping you apply what you've learned to be more productive and accurate in your work.



Instead of creating shortcut keys for shortcut icons, I prefer to place frequently used items on the Start menu so I can always access the item with two quick keystrokes. Learn more on page XX.

Globe Icons refer you to web links located on the text's companion website where you can get the latest information on rapidly evolving topics.



Link 1-1. Learn more about the most current processors, speeds, and brand names.

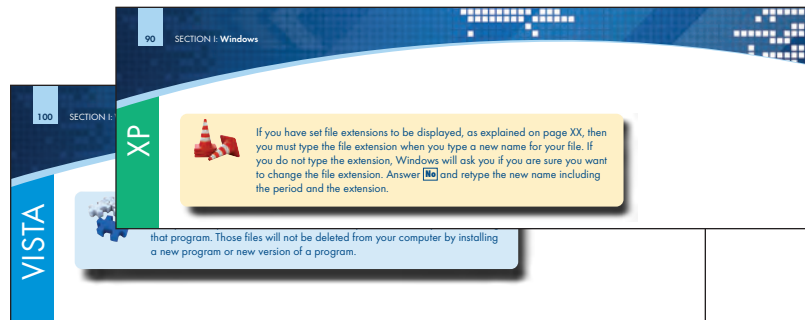
CD Icons throughout the text let you know that your Student CD-ROM has additional information on the topic.



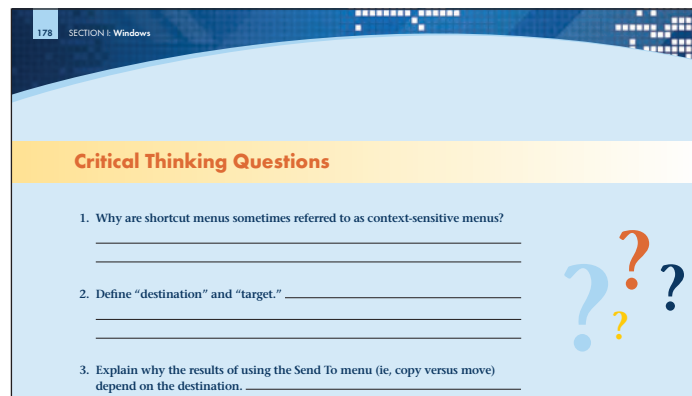
More detailed information on installing new hardware can be found on the CD.

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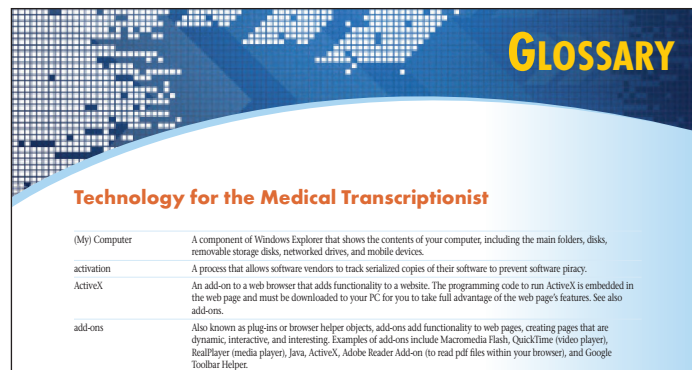
Clearly Marked Sections for Windows XP and Windows Vista direct you to the information specific to your operating system.



Critical Thinking Questions at the end of each chapter promote a deeper understanding of fundamental concepts by encouraging analysis and practical application of information presented.



Glossary defines all the key terms used throughout the text.



STUDENT RESOURCES

The student CD and online resource center reinforce and add to what you learn in the text. Student resources include a question bank and additional information on topics as indicated in the text.

The Student Resource Center can be accessed at <http://thePoint.lww.com/BryanTech>.

INSTRUCTOR RESOURCES

The online instructor resources available for use with *Technology for the Medical Transcriptionist* include a test bank, image bank, and PowerPoint slides for each chapter.