



Internet - Ici desktop

the desktop



- The cdrom

With two left click of the mouse on this icon, you can access the files which are on the cdrom.



- My documents

With two left click of the mouse on this icon, you can access all your personal data stored on the computer.



- Trash

With two left click of the mouse on this icon, you can access the files you already deleted.



- The floppy

With two left click of the mouse on this icon, you can access the data on the floppy.



- USB storage & Digital camera

Once you plugged your USB or camera, this icon will appear on the desktop and let you access the data or pictures.



- International keyboards

With the right click of the mouse on this icon, you can access the list of languages available.



- Time meter

Here appears the time available on your ticket or account in minutes. "Happy Hours" period (double time) will appear automatically.



- Log off

Left click on this icon to stop your session.

Internet tools



- Communication & Chat

Click on this icon to access all the software you need to communicate & chat live with your family and friends.



MSN messenger



AOL messenger



YAHOO messenger



- Navigation & email

Click on this icon to access the navigator and email software.

If you have problems with a website, do not hesitate to use the other navigator.



Internet navigator **Mozilla**



Internet navigator **Konqueror**



Email software **Kmail**

Allow you to send email even if you don't have a email adress.

the other tools



- Desktop icon

Click on this icon to reduce all the windows opened on the desktop.



- Image viewer & Screenshot soft

Click on this icon access the image viewer or screenshot software.



Kview Image viewer



Ksnapshot Screenshot software



- Office Software

Click on this icon to access all the software you need to work, write or view PDF files.



Knote Text viewer



Acrobat reader (open PDF files)



Presentation (a "Powerpoint" like)



Spreadsheet (a "Excel" like)



Word processor (a "Word" like)



- Multimedia software

Click on this icon to access all the multimedia software. You'll be able to view videos or listen to mp3 or cds.



Audio CD player



Kaffeine multimedia player



Music & MP3 player



Neptune Internet Services

Nous allons vous simplifier l'Internet

To open a file

Insert a data storage (floppy, cdrom, USB storage)

To Open a file : First way

- Double click on on your data storage (icons on the desktop).



cdrom

- A window appears with the files.



floppy

- Double click on the file to open. The software will open automatically.



USB storage

To Open a file : Second way

- Double click on **Home** icon.



Home

- File explorer opens.

- Double click on **Peripheral** icon to open the files on your disk.



Peripheral

To attach a file to a email To save a file

To Attach a file to a email

- Click on "**Attach a file**" button.

- A window appears

- Click on "**Browse**" to attach the files to be added to the email.

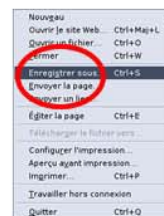


- When files are selected, click on "**Attach**" button and then "**OK**" button.

- the message is ready to be sent.

To save a file

- Go to **File menu** (top left), then click on **Save as**.



- A window appears.

- Go to **Peripheral**, select your disk and click on **Save** button.



- For your text document choose this type of file :
- **WordXP (.doc)** for full compatibility with all computers.

To print a file

To print

- Go to **File** Menu.
- Click on **Print**.

- There are two windows to confirm :

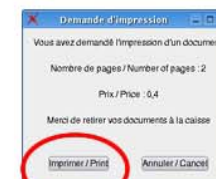
- **Printing** window first appears.
- Click on **Print**.

- Then the **Printing confirmation** window appears.
- It tells you the number of pages and the price.

- Click on **Print** and your printings are awaiting at the counter.



1



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Tip : **Printer** short cut to print directly from the Internet navigator.

Due to the growing number of different USB disk, it may happen that some of them doesn't work with our system. Thank you for your understanding.