

MULTIMEDIA LANGUAGE CENTER ORIENTATION HANDOUT

To type accents

	PC	MAC
á	Alt-0225	Option-e +a
à	Alt-0224	Option-`+a
â	Alt-0226	Option-i +a
ä	Alt- 0228	Option-u+a
ã	Alt-0227	Option-n+a
æ	Alt-0230	Option-`
ç	Alt-0231	Option-c
Ç	Alt-0199	Option-Shift-c
é	Alt-0233	Option-e+e
è	Alt-0232	Option-`+e
ê	Alt-0234	Option-i+e
ë	Alt-0235	Option-u+e
í	Alt-0237	Option-e+i
ì	Alt-0236	Option-`+i
î	Alt-0238	Option-i+i
ï	Alt-0239	Option-u+i
ó	Alt-0243	Option-e+o
ò	Alt-0242	Option-`+o
ö	Alt-0246	Option-u+o
ô	Alt-0244	Option-i+o
œ	Alt-0156	Option-q
ú	Alt-0250	Option-e+u
ù	Alt-0249	Option-`+u
ü	Alt-0252	Option-u+u
û	Alt-0251	Option-i+u
ñ	Alt-0241	Option-n+n
¿	Alt-0191	Option-Shift-?
¡	Alt-0161	Option + 1
ß	Alt-0223	Option-s
Ø	Alt-0216	Option-o
»	Alt-0187	Option-Shift-\
«	Alt-0171	Option-\

Material Check-out

1. Examples of material available to check out include: textbooks, dictionaries, reading books, movies and iPads (2 hour check out limit)
2. In order to check out any of these items, you must go into the main office and politely ask for the item of choice.
3. You will need a student ID in order to trade for the item of choice.
4. Once you are finished using the item, you will simply take it back to the student assistant and get your ID card back.

*** Items are for use in the MMLC only . Please do not take to class or home. ***

Changing Keyboard Layout in Windows 7 or Vista

1. Click the Start button in the bottom left corner.
2. Click **Control Panel**.
3. Click **Clock, Language, and Region**.
4. Click **Change keyboard or other input methods** under **Region and Language**.
5. Click on **Change keyboards...**
6. Click **Add**.
7. Click the + button to expand the language of your choice.
8. Click + button next to **Keyboard** to expand the keyboard list.
9. Click the check box to select the language.
10. Click **OK, Apply** and **OK**.
11. On the bottom taskbar of the screen, there should now be a language setting (usually set to **EN**). Click that and change to the language of preference (ex. AR).



Changing Language Settings on a MAC

1. Click on **Tools**.
2. Click **Language**.
3. Select the language of your choice.
4. Click **Default**.
5. Click **Yes**.
6. Click **Close**.

Attaching an Audio File to an E-mail

1. It is recommended that the audio file you wish to attach is saved where you have easy access to it. For example, **Documents, Desktop**, or your USB.
2. Open your e-mail account and **compose** an e-mail.
3. Type the recipient's e-mail address and the subject title.
4. To attach the file, click **attach file** and then browse for the file in the area in which you saved it. Click **open**.
5. The file will then start to upload to the e-mail. Once it is finished you may either send the file or attach another file to the e-mail.

Attaching a Document to an E-mail

1. It is recommended that the document you wish to attach is saved where you have easy access to it. For example, **Documents, Desktop**, or your USB.
2. Open up your e-mail account and click **compose** an e-mail.
3. Type the recipient's e-mail address and the subject title.
4. Click **Attach a document**.
5. Browse for the document in the area in which you saved it. Click **Open**.
6. Once the document has uploaded to the e-mail, you may either send the file or attach another document to the e-mail.

Printing

Each student is allowed to print 25 pages per language class per quarter. The computer will keep track of the number of sheets you print. After 25 pages, the computer will stop printing. If you have more than one language class, please e-mail your document to csusbmmlc@gmail.com and see a student assistant.

Printing From a PC

1. To print, you can either click **Control + P** or go to **File, Print**.
2. Make sure that the printer named on the print screen is the **LaserJet 600 or LaserJet 8000**.
3. If you need special formatting, done to the document (for example, 2 pages per sheet) click **Printing Preferences** to set up the document.

Printing From a MAC

1. To print, you can either click **Control + P** or go to **File, Print**.
2. Replace your name on the print screen with your MyCoyote ID and your My Coyote Password.
3. Make sure that the printer selected is the **LaserJet 600 or LaserJet 8000**.
4. If you need special formatting (for example, 2 pages per sheet), click **Printing Preferences** to set up the document.
5. Click **Print**.

Printing Outline for Powerpoint 2010

1. When printing an outline of a Powerpoint, it is recommended that the Powerpoint slides do not have extra spaces in between points or at the end of the information.
2. Click **File**, select the **Print** option
3. Click on **Full Page Slides** to change the Print Layout.
4. Select **Outline**.
5. Select the desired printing preference (ex. 2 pages per sheet, 1 page for sheet, etc.).
6. Make sure that **LaserJet 600 or LaserJet 8000** is selected and click **Print**.

Printing Multiple Powerpoint Slides per Page

1. Save your work.
2. Go to **File**, scroll down to **Print** option.
3. A new window will pop up. Scroll down to **Print All Slides** and in the blank space, type in the slides you would like printed. If you want to print all slides, leave the option of **Print All Slides**.
4. Scroll down to the **Full Page Slides** and select the amount of slides you want printed per page (ex. 4 slides per page)
5. Change **Color** setting to **Black and White**. (We do not have color printers.)
6. Make sure that **LaserJet 600 or LaserJet 8000** is selected and click **Print**.

Recording with Sanako



1. Double click on the Sanako logo.
2. The window shown below will open:



3. To record, click the **red** button; to stop, click the **blue** button; and to listen to what you have recorded click the **green** button.
4. Once your recording is complete, go to **File, Save as** and name your file. You can save it in **Documents** or on your USB.

If your headphones seem to be amplifying sound around, or buzzing, open the Sanako Program. Click on the headphone icon on the top right corner of the Sanako player. A red line will be displayed through the microphone. This cancels out outside noise.



Playing a DVD using VLC

1. Click the Start button in the bottom left corner.
2. Select **Computer**.
3. Right-click the DVD Drive (D:).
4. Select **Play with VLC Media Player**.



Accessing AV Files on a PC

1. Click the Start button in the bottom left corner.
2. Click **Computer**.
3. Click on the **AV Files** folder.
4. Click on the language folder of choice.
5. Click on the desired program files.



Accessing AV Files on a MAC

1. Click **Go**, located on the top bar of the screen.
2. Scroll down and click **Connect to Server**.
3. Type **smb: //calcite**.
4. Click **connect**.
5. Double Click on **AV Files**.

Examples of Files Available on AV Files

- Ahlan wa Sahlan, Pimsleur (Arabic)
- Voila (French)
- Avanti (Italian)
- Genki (Japanese)
- Dos Mundos (Spanish)

** All of these files are available on AV Files in their corresponding language folders. AV Files can only be accessed from computers in the MMLC.**