



International Alliance of Theatrical Stage Employees

and Moving Picture Technicians, Artists and Allied Crafts of the U.S. and Canada

Stage Local 122 - San Diego, California

Basic Computer Skills

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Know what type of computer you are dealing with.

- Check to make sure that all parts are in the CPU kit.
 - Monitor with VGA and UPC (power) cable
 - CPU Tower with UPC cable
 - Keyboard
 - Mouse (mouse pad ?)

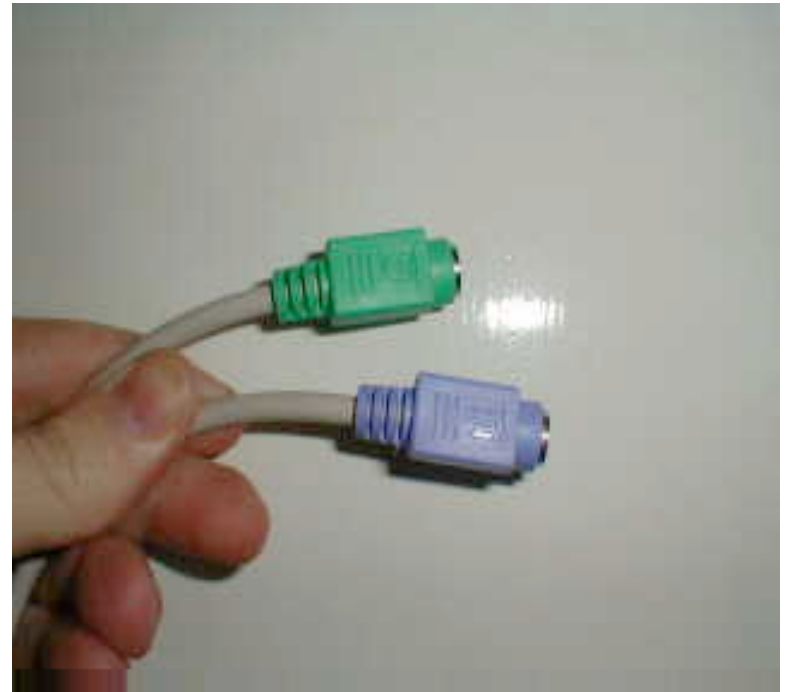
Before hooking up the CPU

- Know where the CPU is going.
- Make sure there is power for both the CPU and the monitor
- Pull out the equipment on to the table and begin to hook it up.

Hooking up the CPU

PS/2 connector

- Older style keyboard and mouse connector
- Needs to be plugged in before the CPU is powered up, or the CPU will not recognize it.
- There are PS/2 to USB adaptors if the cpu only has USB inputs.



Hooking up the CPU

USB connector (universal serial bus)

- Newer style connector
- Used on keyboards, mouse's, thumb drives and external hard drives etc.
- Can be plugged in after CPU is powered up (not recommended)



Hooking up the CPU

VGA connector

(video graphics array)

- Designed by IBM in 1987
- VGA connectors are almost solely used to carry analog component RGBHV video signal



Hooking up the CPU

DVI connectors (digital visual interface)

You might see one of these on a PC but you will always see it on a
MAC

- It's a digital connector
- It will show true colors



Turning on the CPU

- Make sure the CPU boots with no errors.
- Check to make sure the video image looks good in the monitor.
- Make sure the mouse and keyboard are functioning properly

Flash Drives

- Usually what you will be handed in a meeting room.
- Use's the USB connector
- Is a storage device that holds CPU files such as .ppt (power point)



Flash Drives

- Can be plugged directly into the USB port while the CPU is on.
- It should auto detect and automatically install the plug-ins it needs to operate.

IF NOT

- Click Start (bottom left corner)
- Go to “My Computer”
- Double click flash drive image

Flash Drives

Copying files

- Drag and drop onto desktop

OR

- Right click go down to “copy”
- Right click on desktop go down to “paste”

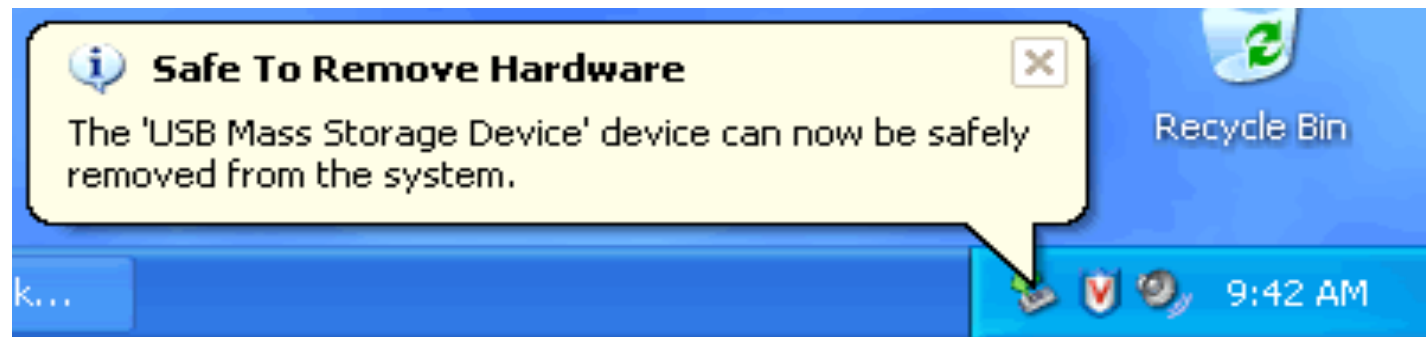
Flash Drives

Removing a flash drive

- Right click on icon to safely remove the flash drive

WHY?

- If you just pull out the flash drive, it might not be done transferring all the information from the flash drive.



Getting your image on screen

Function “F” What?

- Every computer is different. (it sucks)

What to look for

- Find the function key (usually bottom left on the keyboard)
- Look on the “F” key row.
- Sometimes it says “LCD” or shows two monitors
- It’s a guessing game with some CPU’s

Resolution

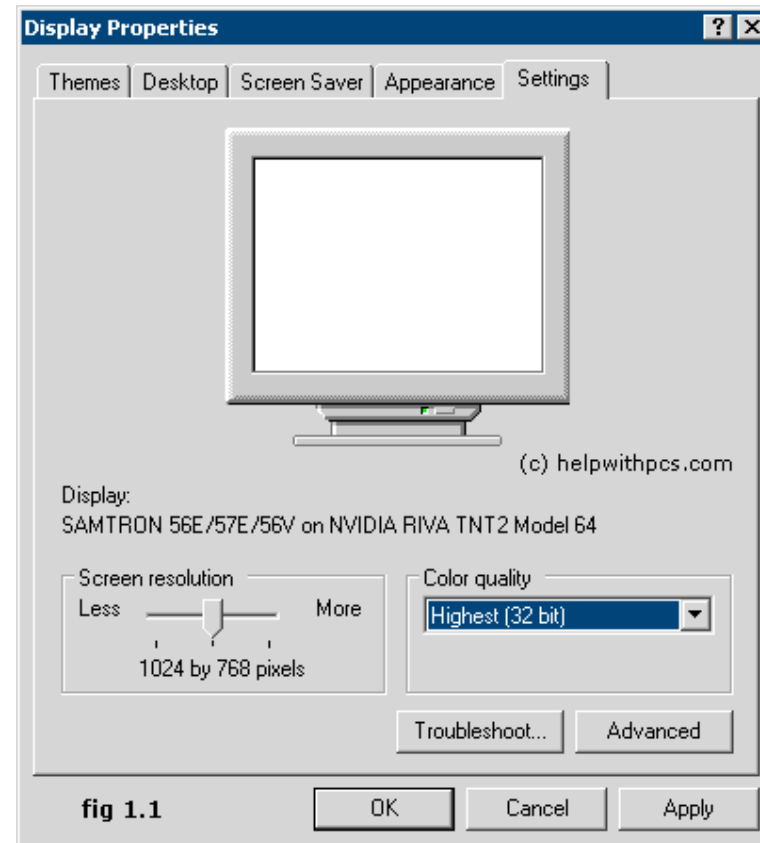
Native Resolution

- Refers to an LCD's fixed raster.
- Optimal display can be reached only when the signal input matches the native resolution
- Most projector native resolution is 1024x768

Resolution

Changing the resolution

- Right Click on the desktop
- Go down to properties
- Click on settings



Mac's

Learn to love them, because every year we see more of them.

Learn to be the savior of a show, by being able to use a MAC.

Mac's

- Sets up the same as a PC
- Uses DVI connector instead of a VGA
- Uses completely Different OS (operating system)
- Vista or XP is what most PC CPU's use as an OS

This is where it can get tricky.

Mac's

Getting your Mac cpu image on screen

- It will do it automatically (most of the time)

If not

- Click on the “apple” upper left corner
- Go down to “system preferences”
- Click on “Displays”
- Click on “Detect Displays”

This is also the same place to change the resolution on a Mac.

Questions?

Take the rest of the class time to get hands on experience and ask questions.

Thanks for attending