

## Laguna Woods Village PC Workshop

Welcome to the Laguna Woods Village PC Workshop.

Housed on the 3<sup>rd</sup> floor of the Laguna Woods Village Administrative building the workshop houses 33 PC computers, multiple scanners, two high speed dual sided printer, a photo quality color printer and even a couple of Chrome devices (a Chrome box and a Chrome book). The workshop is open five days a week to all residence of Laguna Woods Village and is staffed by two room supervisors (there to help you get through any computer issues you may have) and a Greeter at the front desk to sign you in and get you oriented.

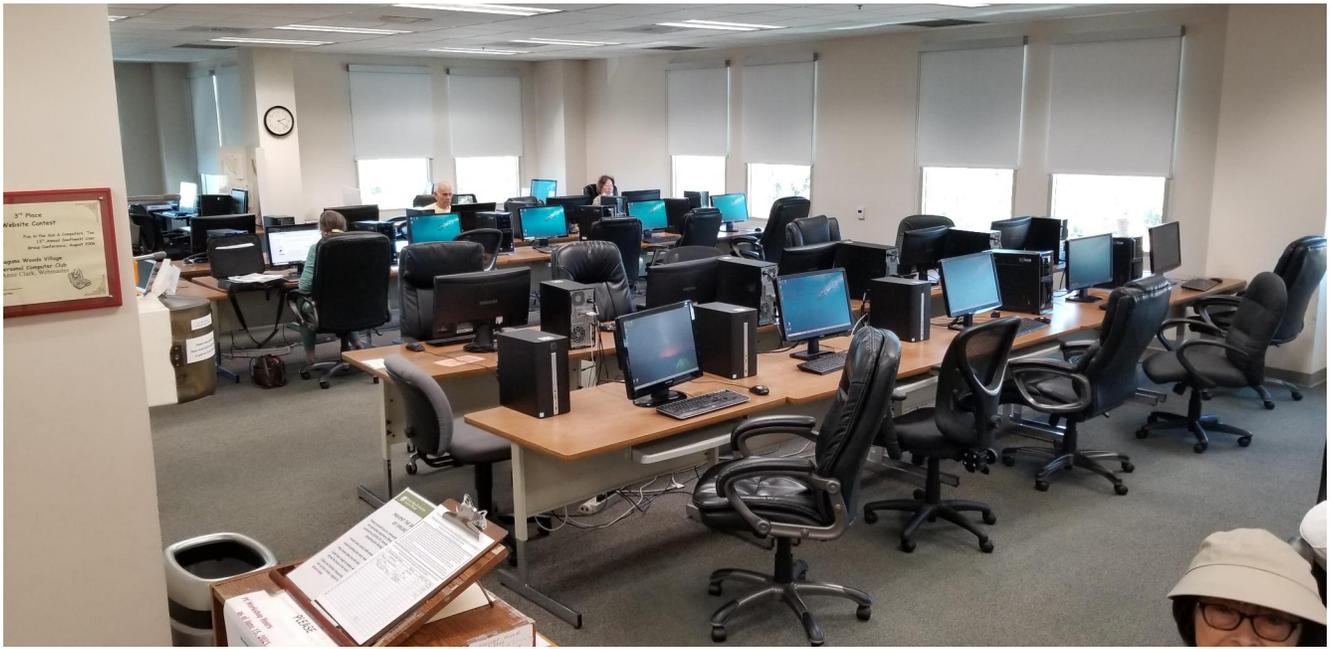
All computers have (as a minimum):

- Microsoft Windows operating system.
- Microsoft Office Suite (Word, Excel and PowerPoint)
- Internet Browsers (Chrome, Firefox and Edge)
- Deep Freeze (explained later)

In addition to these standard configurations one or more computers have the following software:

- ArcSoft Family Paint
- Corel Video Studio
- Family Tree genealogy program
- Mavis Beacon Teaches Typing
- Professor Teaches Windows
- Microsoft Access
- Microsoft Mathematics
- Picasa
- Quicken 2012 & 2015
- WildTangent Games





*Greeter's Station – Elizabeth and Jackie our Friday PM Greeters*

## Work Area

At the back of the room there are three tables used to assist residents with their personal computer needs. Laptops (and even desktops and printers) can be brought in when questions can't be answered over the phone.



*Work Area*

## Data Security

One issue of concern to a number of residents is whether their data will be safe to bring into the lab, use on one of the computers and then be assured that nothing will be left behind. In addition to the Microsoft Defender (protecting against viruses, spyware, and other malware), all computers in the lab are under the control of the enterprise restoration software called **Deep Freeze**. Deep Freeze restores the content of each computer whenever it is restarted (at least once a day). This prevents any data which has been loaded onto a computer (either from a USB stick, downloaded or scanned onto a computer) from remaining once the computer is restarted. Want to be sure the computer you've been using has nothing left behind when you leave, just ask a supervisor to restart it for you.

## Dedicated Scanning and Photo Editing Computers

Along the west wall of the workshop there are three computers dedicated to scanning and photo editing. Two of the computers have 4k HDR monitors. Details about the scanners are covered below.

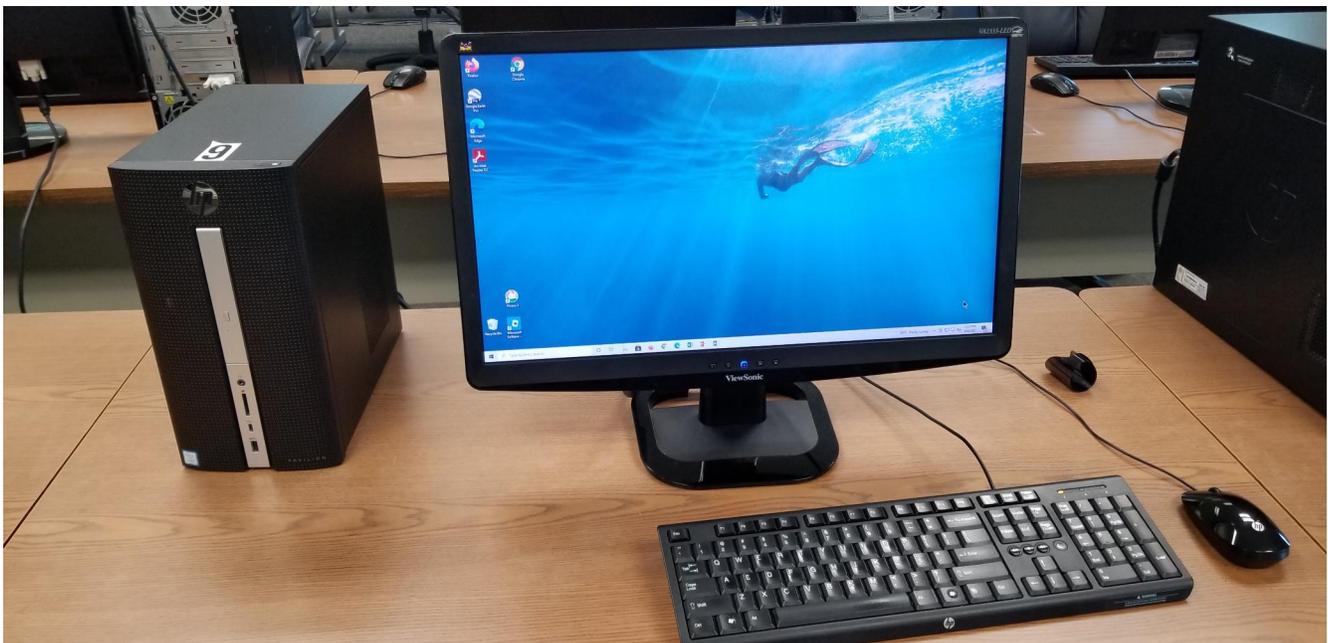
### Software Available

- Adobe Photoshop Elements
- Adobe Photoshop Lightroom
- Adobe Acrobat
- GIMP (GNU Image Manipulation Program a cross-platform image editor). This is a FREE and Open Source alternative for Photoshop. Try it on our machines before you decide to download a copy to yours at [gimp.org](http://gimp.org)

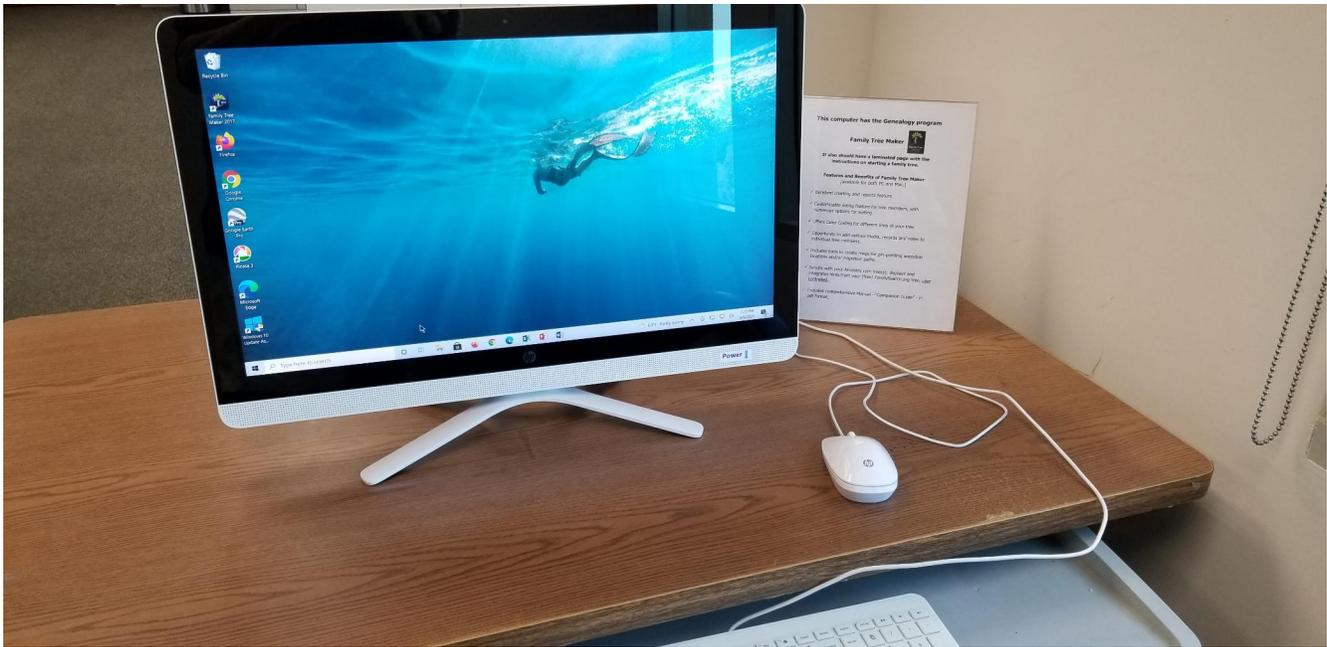


### Hardware

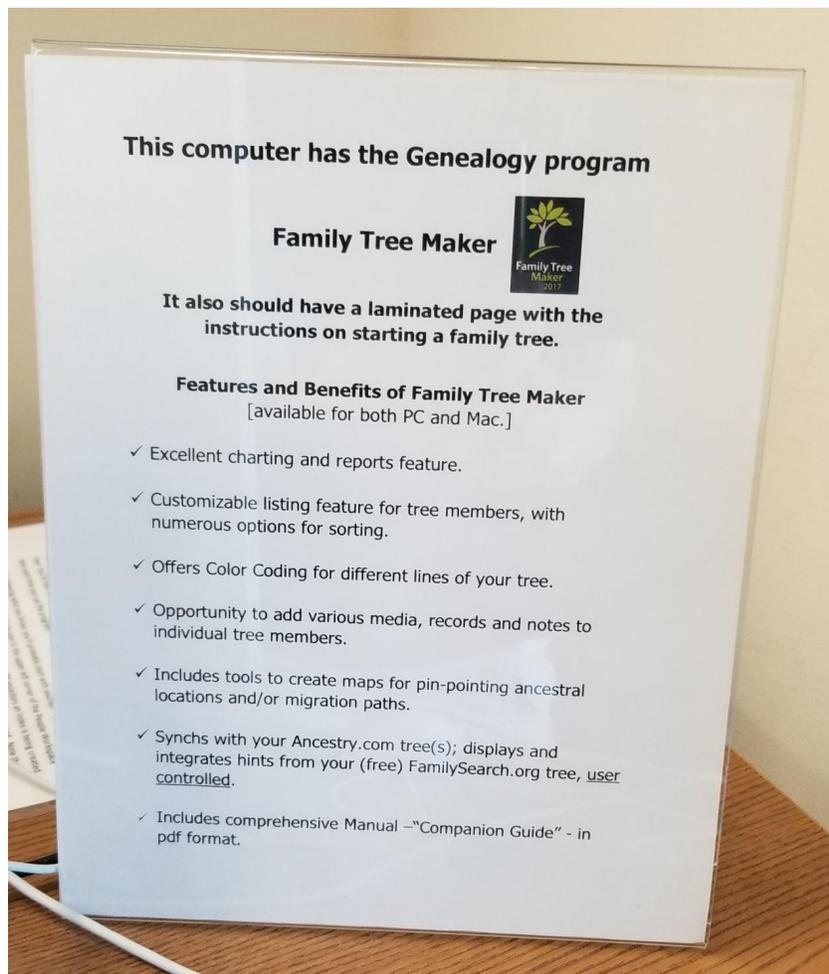
The typical computer looks like this:



Another computer configuration (note that this machine also has Family Tree Maker on it).



*All-In-One Computer with Family Tree Maker*

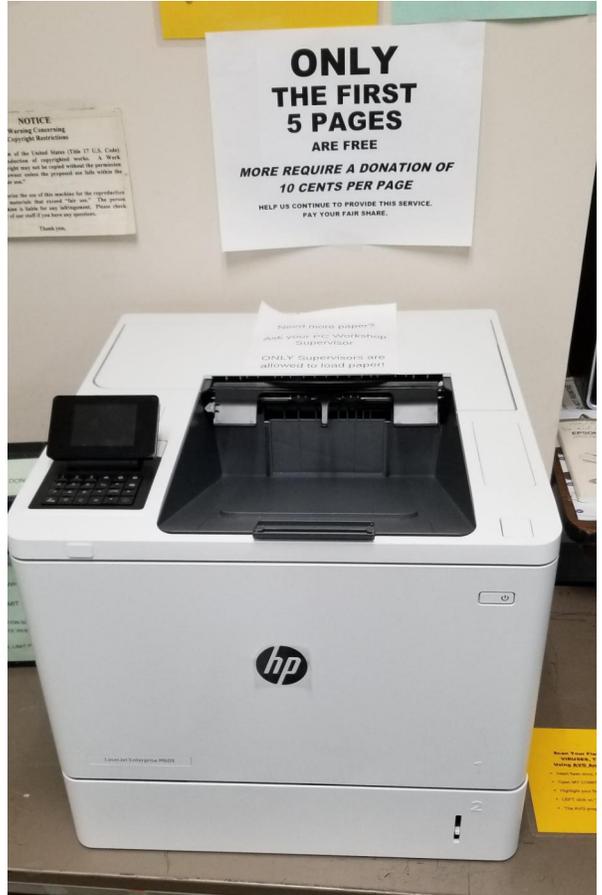


*All about Family Tree Maker*

## Peripheral Equipment

### Laser Jet Enterprise M609

- Directly accessible from all computers in the lab
- High volume paper trays
- High Speed 71 pages per minute
- Automatic Duplex (two sided) printing
- Up to 1200 x 1200 dpi
- Envelope Feeder
- First 5 PAGES (one or two sides) are free, additional pages are \$.10/page.



### HP Laser Jet Pro M501

- Directly accessible from all computers in the lab
- High Speed 45 pages per minute
- Automatic Duplex (two sided) printing
- Up to 600 x 600 dpi
- First 5 PAGES (one or two sides) are free, additional pages are \$.10/page.



## Epson ET-7700 EcoTank All-in-One Photo Quality Printer

- 5 Color Inks
- Directly accessible from the three photo computers
- 5760 x 1440 optimized dpi
- 3 droplet sizes, as small as 1.5 picoliters
- Color Photo Scanner 1200 x 2400 dpi
- 4x6 and 8x10 Photo paper available @ \$??



As the sign says **No Prints (on the color printer) are Free.** Basically any 4 x 6 print costs you \$.10 (your paper or that supplied by the workshop). If you bring your own 8.5 x 11 paper it costs you \$.25 a page. If we provide the paper the cost is \$.50 per page.



## Epson Perfection V700 Photo scanner

- Maximum Resolution: 4800 x 9600 dpi, 6400 x 9600 dpi with Micro Step Drive™ technology  
Maximum: 12,800 x 12,800 dpi
- Color Bit Depth: 48-bit
- 35 mm slides batch processing



**ScanSnap Scanners** – There are two ScanSnap sheet scanners available. You can scan documents/pictures up to 8.5 x 14.17 inches in size. As your items are scanned, both sides are captured. If a side is blank, it is ignored. But two side documents are automatically captured as individual images. Details of the scanner's software are covered below.

**Fujitsu Image Scanner ScanSnap iX500**

- Automatic Document Feeder
- Automatic Duplex Scanning (ignores blank sides)
- Color, Grayscale, Monochrome
- 600 dpi
- Scanning speed: 25 ppm – 7 ppm
- Max Document (normal mode) 8.5 x 14.17
- Long paper scanning 34 inches.
- Paper Chute Capacity 50 sheets



**Fujitsu ScanSnap S1500**

- Automatic Document Feeder
- Automatic Duplex Scanning (ignores blank sides)
- Color, Grayscale, Monochrome
- 600 dpi
- Scanning speed: 20 ppm – 5 ppm
- Max Document (normal mode) 8.5 x 14.17
- Long paper scanning 34 inches.
- Paper Chute Capacity 50 sheets



## Fujitsu ScanSnap Software

Once a document is scanned through either of the ScanSnap scanners the software (shown on the right) automatically runs on the attached computer. The software allows you to process the image(s) in a number of ways.

- Save the image to a folder. This can be on a USB stick or on the desktop before sending it on an email.
- Print the image.
- Convert the image to text as either a Word, Excel or PowerPoint document.



NOTE: There are basically three ways for you to take your scanned image(s) with you:

1. Print the image(s).
2. Via a UBS Flash Drive which you must bring to the workshop. The scanned image(s) are saved directly onto the drive.
3. Email the image(s) to yourself. This requires that you have an email account accessible online, i.e., through a browser. Gmail is an example of this. Once the scanned image(s) is saved to a file on the local computer, you'll sign in to your email provider's website and send an email to yourself (or others if you wish) attaching the image(s). Once your home you can then open the email and retrieve the image(s).

## Epson FastFoto FF-640 Scanner

- From Epson...“Worlds Fastest Photo Scanner”
- 200, 300, 600 and 1,200 dpi
- Color Bit Depth 48-bit
- Photo Scan Speed (4" x 6" landscape): 60 ppm/120 ipm: 300 dpi; Document Scan Speed (letter size): 45 ppm/90 ipm: 300 dpi
- Automatic dual sided scans
- Epson FastFoto with Smart Photo Fix – Automatically creates two copies...an original and an enhanced version.
- Capacity: 30 photos in a batch

As you can see you can stack up to 30 photos (of multiple sizes) in the hopper at a time. With the speed of this scanner that batch will be scanned, stored and enhanced (as a second copy) in under a minute. If you're scanning a bunch of pictures be sure to bring a USB Flash drive to take your images with you. A small number of pictures can be emailed (requires an online email client) if you prefer.



## Chrome Box and Chrome Book

Ever wanted to try a Chrome Book or Chrome Box. We have both. You may be very surprised at how quickly and easily you can be up and running. Instructions on how to use them are shown on an adjacent placard and there are also detailed instruction manuals found next to each computer.



Chrome Box

**This monitor is connected to a Chromebox Computer**

A **Chromebox** is a personal computer that is easy to use, secure, fast, and inexpensive compared to Windows or Mac computers. It works like the portable **Chromebook** but is designed for desktop use.

It is the small box, about 6 inches square, next to the monitor (screen). It can be mounted on the back of a monitor if desired but is on the desk here for display.

**Windows PC Replacement?**

Many people are replacing their existing desktop computers with the **Chromebox** due to its simplicity, security, and low cost. There is no need for anti-virus software, and it updates automatically in the background. Also, it can be used with an existing monitor, keyboard and mouse.

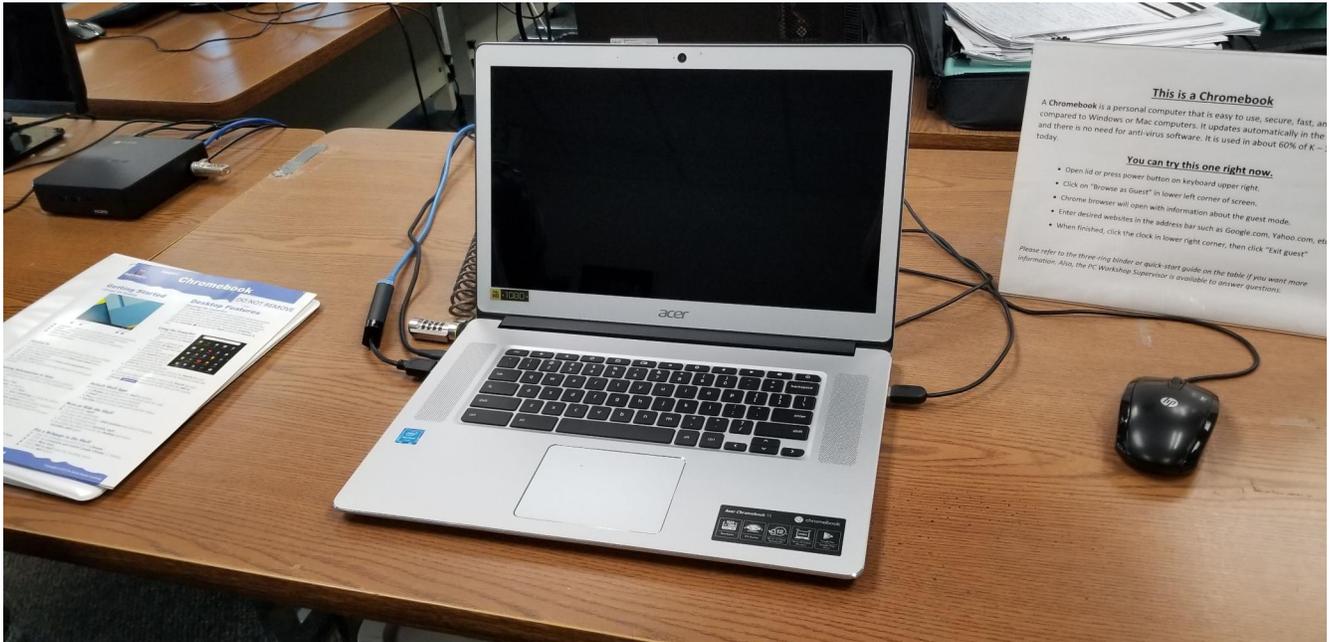
The **Chromebox**, like the **Chromebook**, runs the **Chrome OS** operating system, which is the number one system used in K – 12 schools today.

**You can use this one right now.**

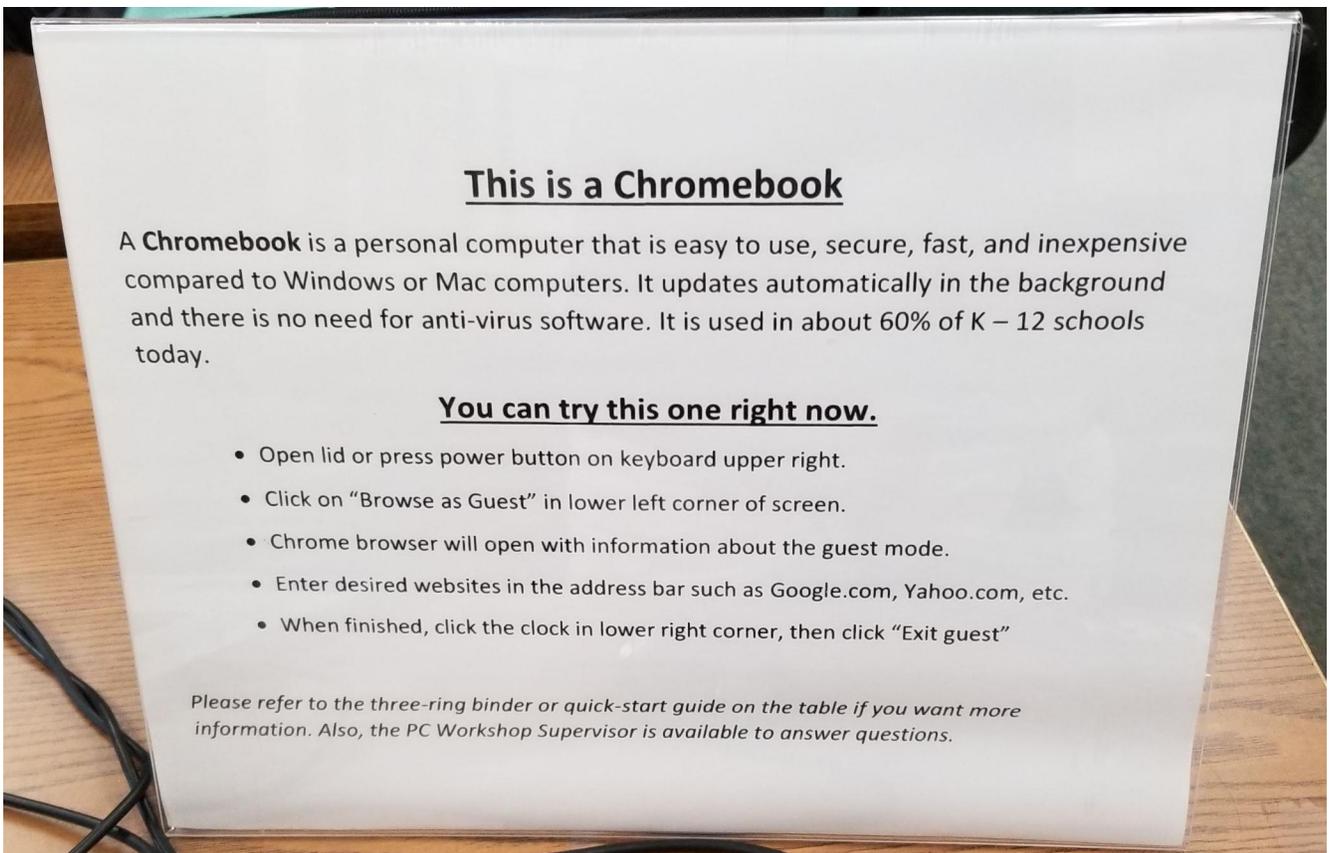
- Click on “Browse as Guest” in lower left corner of screen.  
Note: If power is off, press power button on left front corner of Chromebox.
- Chrome browser will open with information about the guest mode.
- Enter desired websites in the address bar such as Google.com, Yahoo.com, etc.
- When finished, click the clock in lower right corner, then click “Exit guest”

*Please refer to the three-ring binder or quick-start guide on the table if you want more information. Also, the PC Workshop Supervisor is available to answer questions.*

Chrome Box Instructions



*Chrome Book*



*Chrome Book Instructions*