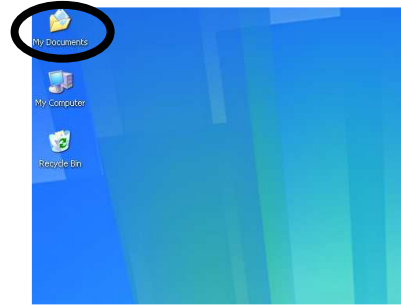
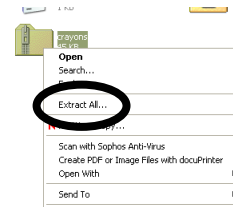


Grade 4 Computer Basics: Unzipping Fonts

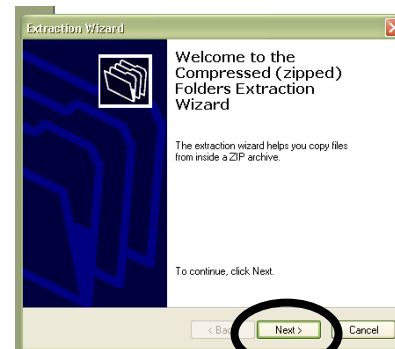
1. Double-click on the My Documents folder to open it.



2. Find the “Crayons” folder and right-click on it. From the list that comes up, choose “Extract All”.



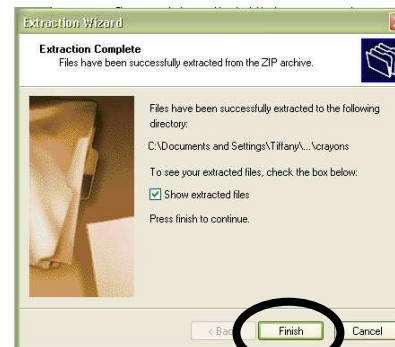
3. When the Extraction Wizard opens, choose “Next”.



4. Leave the location for installing the font on the default (Crayons folder in the Documents folder) and click once on “Next”.

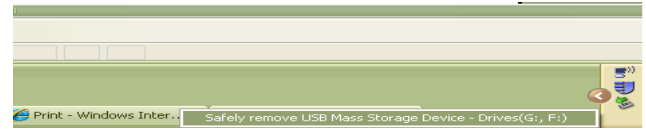


5. Click once on “Finish”; you can now install your font.

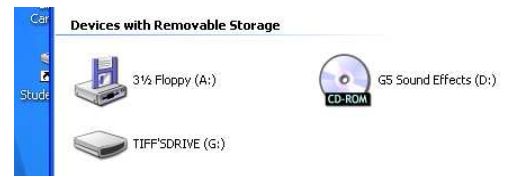


Using Flash Drives

1. Take the cap off the flash drive.
2. Find the USB port on the front of the computer (directly above where the headphones plug in).
3. Make sure that the side that says “SanDisk” in big letters is facing up, then carefully insert the flash drive into the USB port.
4. The green light on the end of the flash drive will light up.



5. Wait for this dialog box to come up.
6. Click on “Open folder to view files” then OK.
7. Close out of the flash drive window; use the red “X” in the top right corner.
8. **IMPORTANT! Do NOT just pull out the flash drive.** First, you must click on the tiny green arrow in the bottom right corner of the screen and choose “Safely Remove”.
9. **WAIT** for the “Safe to Remove Hardware” message to pop-up, THEN pull the flash drive out.



Note: You can also view the contents of a flash drive by double-clicking on My Computer, and then double-clicking on the external drive icon.