






## Fair Shake Technology Tutorials

Are you new to the Fair Shake website?  
Computers? The internet? Email?

We offer tutorials and detailed information about Fair Shake and other web-based tools. To help you get started and fully utilize the entire website, please check out the Welcome Center to find out more!

-  Fair Shake Member Mail Tutorial
-  Fair Shake Resource Directory Tutorial
-  Fair Shake Data Manager Tutorial
-  Fair Shake Personal Web Page Tutorial
-  Fair Shake Member Mail Tutorial



### New to Computers

Using Computers	Internet/Storage	Software	Be Careful
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#### Using computers

Desktop, Program Menus, Recycle/Trash plus Tutorials for Keyboard, Mouse, and Printers

#### Internet / Storage

Internet: Web Browsers, Internet Connection, Fair Shake Technical Tools  
Storage: Hard Drive, Internet Storage, Flash Drive

#### Software

Software, 'In The Clouds' Programs, Word Processor Programs (to write documents), Spreadsheet Editors (for making a calendar, schedule, budget), Email Software (including Fair Shake web mail)

#### Be Careful

Save Your Work, Internet, Downloading, Updating and Uploading

### First Time at Fair Shake?

#### How to find Fair Shake on a computer

Step 1: Find a computer. Public libraries have free computers with internet access. Restaurants and many other businesses offer free internet access for customers who bring their own computers.

Step 2: Use the mouse to move the arrow around the screen. Find the web browser and place the arrow over the image. Click twice using the index-finger button.

*The most common web-browser icons.*



Step 3: When the web browser opens, move the arrow to the address bar (the http:// area). Click once, press backspace and type www.fairshake.net. Then press the Enter key.



### Welcome to Fair Shake!

Please visit our Welcome Center to learn to use a computer, take a short tour of our website and to find out what we offer! Just click on the gold Welcome Center button when you arrive at the Fair Shake home page.

[Visit our Welcome Center](#)

#### What is Software?

Software is another name for the programs used to direct the operation of the computer, writing documents, playing games, printing, as well as the computer sending information to the monitor for viewing. On public software, if you do it will get automatically erased every time you use it, web browser, and that is all you need to use any of Fair Shake's tools.

#### Word Processor Programs

These programs have basically replaced typewriters. Use these programs to write documents.

For information on how to use a Word Processor check out this tutorial. It may seem a bit complicated but it works well for most and for the word processors we recommend.

Free in the clouds  
ThinkFree

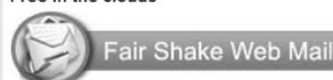


Free for Download  
Open Office

#### Email Software

Email software is what you use to create and receive electronic mail. It is the easiest way to communicate online. If you register on websites or purchase items online you will need an email address for your contact information. If you don't know how to use email, please check out our email tutorial.

#### Free in the clouds



Fair Shake Membership! (includes email)

#### Other free email options

Gmail    Yahoo    MSN

#### Free for Download

Thunderbird  
(Need an email address)



If you email often, you may want to consider Thunderbird. It is much easier to use than a website.

#### Relies on free email (Fair Shake mail works)

Gmail    Yahoo    MSN