

Got a technology question?



Ask AL

AL stands for **Atomic Learning**,
our online resource for software training.

Atomic Learning provides a large, online library of short, easy-to-understand tutorials.

AL's "just-in-time" approach to software training focuses on answering the common questions encountered when learning and using software. How do you cut and paste in Word? How do you add transitions to a PowerPoint presentation? How do you touch up photos using Photoshop Elements? Just ask AL.

1. Go to www.atomiclearning.com
2. Enter the following user name and password:
User Name: *e-number* (this is the six-digit number after "E0" located on your pay stub)
Password: *2007ccsd* (you will need to change this after you log in by clicking on the My Account link at the top of the page)
3. Type your question in the search box and click on **Search**
4. An answer will be provided in the form of a short, narrated movie. The movie will walk you through all the steps needed to complete the task.

Our subscription to Atomic Learning includes:

- Access for staff and their families 24 hours a day, seven days a week
- Closed captioning on many tutorials
- Spanish language tutorials. Click on Español in the upper right-hand corner.
- Additional tools:
 - Workshops on mail merges, newsletters and charting
 - Storyboard Pro software and video storytelling guide
- AL's Weekly Tech Tips. To subscribe, click on **What's New**.
- Online training sessions on Atomic Learning. To register, click on **Support**

Our county has taken a big step in making technology accessible to all staff. We are dedicated to providing the highest quality technology resources available. We want to make it easier for you to use these resources.

Have a question about technology?

Just ask AL.

www.atomiclearning.com

Atomic Learning
Web-based software training and support.



A. Introduction		
	Key #	Length
1. ☒ Digitizing the screen	11749	1:10
2. ☒ Setting the location, date, and time	11750	3:40
3. ☒ Starting applications from the Launcher	11751	2:00
4. ☒ Graffiti 2 quick tour	11752	4:42
5. ☒ Graffiti 2 help screens	11753	3:14
6. ☒ Creating a new memo	11754	1:43
7. ☒ Inputting text using the soft keyboard	11755	3:42
8. ☒ Using categories	11756	2:28
9. ☒ Using menus	11757	2:17
10. ☒ Adding a new contact	11758	1:27
11. ☒ Navigating and editing contacts	11759	2:53
12. ☒ Beaming information	11760	4:58
13. ☒ Creating a new event	11761	2:07
14. ☒ Navigating the Calendar	11762	2:36
15. ☒ Using the Calendar details screen	11763	4:04
16. ☒ Creating a new task	11764	1:35
17. ☒ Managing tasks	11765	3:47
18. ☒ Finding information	11766	1:51
19. ☒ Setting sound preferences	11767	2:17
20. ☒ Writing on the screen	11768	2:49
21. ☒ Setting the keylock	11769	1:29
22. ☒ Changing font size	11770	3:36
23. ☒ Deleting items	11771	3:06

B. Security Options		
	Key #	Length
1. ☒ Setting a security password	11772	1:49
2. ☒ Hiding private records	11773	1:55
3. ☒ Using the Auto Lock	11774	1:54

C. Settings and Preferences		
	Key #	Length
1. ☒ Changing the color theme	11775	1:07
2. ☒ Setting owner information	11776	1:37
3. ☒ Customizing buttons	11777	1:08
4. ☒ Adjusting screen brightness	11778	0:47
5. ☒ Setting the World Clock	11779	1:50
6. ☒ Changing Launcher views	11780	1:13
7. ☒ Using shortcuts	11781	1:34
8. ☒ Making your own shortcuts	11782	1:59

D. Additional Applications		
	Key #	Length
1. ☒ Using the Calculator	11783	1:38
2. ☒ Using the Countdown Timer	11784	1:16
3. ☒ Using the help system	11785	2:01

E. Note Pad		
	Key #	Length
1. ☒ Introducing Note Pad	11786	1:43
2. ☒ Saving and beaming in Note Pad	11787	1:27
3. ☒ Drawing and editing options in Note Pad	11788	1:22
4. ☒ Setting Note Pad alarms	11789	1:35

F. Expense		
	Key #	Length
1. ☒ Using Expense	11790	1:27
2. ☒ Setting Expense details	11791	1:07

G. Contacts		
	Key #	Length
1. ☒ Using Contacts as a dictionary pt. 1	11792	1:38
2. ☒ Using Contacts as a dictionary pt. 2	11793	1:47

H. Photos		
	Key #	Length
1. ☒ Getting started with Photos	11794	1:29
2. ☒ Working with SD cards	11795	1:32
3. ☒ Organizing in Photos	11796	1:09
4. ☒ Displaying slideshows in Photos	11797	1:27