

# The Gateway البوابة

Internet Classes at the San Diego County Library  
دورات الانترنت في مكتبة مقاطعة سان دييغو

## Computer Class Handbook Beginning to Intermediate Levels



This project was funded in whole or in part by  
Library Services and Technology Act (LSTA) grants,  
awarded by the California State Librarian and  
administered by the California State Library.

## About Gateway/Al-Bawaba Internet Classes at your San Diego County Library

In the San Diego County Library Strategic Plan Summary of Community Needs "more adult programming [to include] programming tailored to [the] community" and "more computer instruction/training...training on Internet, software programs, search engines" is specifically requested. (p.3). Our Iraqi population in San Diego County is a target for increasing service and outreach by the County Library. "According to the Organization for Migration, about 25,000 of San Diego County's Iraqis are Chaldean Catholics. An additional 6,000 are Kurds, and an estimated 3,000 are Shiite Muslims. With an estimated 350,000 Iraqis in the United States, San Diego County's population accounts for nearly 10 percent of the country's Iraqi population."-North County Times 'The Californian San Diego Iraqis head to the polls' (dated 1/29/05).

Residents of San Diego County that are Chaldean, Iraqi, Kurdish or Arab need computer instruction and training on how to access and use the Internet and the electronic library resources at the San Diego County Library. The need was determined largely from these key sources: a community needs assessment performed in April/May 2005, interviews with community leaders working in organizations that we consider stakeholders, and input from staff wishing to improve services to these community stakeholders.

A competitive federal grant program administered in California by the State Librarian was awarded in the fiscal year of 2006-2007. Known as Library Services and Technology Act (LSTA), this grant helped to bring the community learning project to life. Fourteen qualified native-language speakers were hired as instructors. Free classes were organized in the branch libraries of Casa de Oro, El Cajon, and Rancho San Diego. The project was named Gateway/ Al-Bawaba because in Arabic it refers to the big grand entrance. Staff pictured the Middle Eastern community not just entering in a grand way but returning again and again through this gateway/portal to the world of learning.

In 2007-2008, the County Library was again awarded the LSTA grant and implemented the second year of successful classes, which included programming geared toward the Middle Eastern customers and their families.

San Diego County Library was honored by the American Library Association for innovative development and implementation of patron training programs about information technology in a library setting. Gateway/Al-Bawaba received the Library of the Futures American Libraries Association (ALA) Award in 2008.

Special thanks to Director José A. Aponte for all his support. We are grateful to all staff members who were involved in Gateway/Al-Bawaba and recognize: Safa Arabo, Jacqueline Ayala, Socorro Azar-Aziz, J.P. Baker, Bonnie Beczak, Hari Bhalla, Dave Bright, Amber Butler, Polly Cipparrone, Michael Clayton, Cheryl Doty, Liz Hildreth, Kathleen Honeysett, Bertha Huertero Linda Kearnaghan, Haley Kwon, Kristen Lowrey, Farzaneh Mazhari, Erica Miller, Teri Omahen, Brenna Ring, Fred Rosen, Kevin Vigil, Zack Vineyard, Betty Waznis, Janice Wilhelm, Jeremy Williams, and June Zhou.

Instructors:

Mohammed Alasady  
Nawal Alkatib  
Samia Bashira  
Nadia Hana  
Lenda Hanna  
Talal Hanna  
Ilham Hermiz

Ibtisam Mikah  
Basman Musa  
Mohammad Naseem  
Dhamya Orah  
Taghrid Sitto  
Ghanim Sitto  
Hadi Ziadé

# **Beginning Level**



# TABLE OF CONTENTS

## Beginning Level

### WEEK 1:

#### Day 1:

- Welcome, attendance sign-in sheet, complete contact sheet and pre-survey
- Gateway program brief orientation, Library overview / how to make a PC reservation, apply and obtain a library card.

#### Day 2:

- Learn computer hardware & software, all computer hardware parts (mouse, printer, Keyboard, CD, USB, etc.).
- Learn how to turn the computer on/off, explore the desktop (the icons) and the differences between Library public PC and home PC.

### WEEK 2:

#### Day 1:

- Learn how to explore the Internet, select an Internet homepage, view different browsers, go to the Library Web site, use Library catalog – request materials, use a search engine: Google and Yahoo.
- Learn how to use Google as a tool for translation. Area of interest: Arabic Web sites.

#### Day 2:

- **EXERCISE:** Library Catalog – Order and/or search for materials (books, CDs, DVDs).

### WEEK 3:

#### Day 1:

- Learn basic information about Microsoft Word, explore the toolbar and explain/show the function of each one. Area of interest: print Arabic.

#### Day 2:

- Each student will set up an email account.
- Learn how to use the email toolbar and write an email message.
- **EXERCISE:** send and receive emails. ([SDCOUNTYLIBRARY@GMAIL.COM](mailto:SDCOUNTYLIBRARY@GMAIL.COM))

### WEEK 4:

#### Day 1:

- Introduction to Yahoo messenger or any messenger for chatting with family member in other countries.

#### Day 2:

- Learn how to download/upload pictures, Word documents, music to the buffer folder, and other files.

### WEEK 5:

#### Day 1:

- Learn how to burn a CD using Roxio software, Nero software, or other burning software.
- **EXERCISE:** Download music or picture to CD and to an email, then send to generic email account [SDCOUNTYLIBRARY@GMAIL.COM](mailto:SDCOUNTYLIBRARY@GMAIL.COM).

#### Day 2:

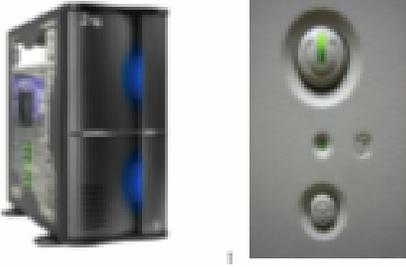
- **EXERCISE:** Choose a travel destination or driving directions and use one of the travel or map Web sites or search engines to research
- Complete post-survey.

## Hardware Computer Components

The computer case: It includes  
**Brain, Memory sticks, Storage devices,**  
**Cooling fan, Power supplier, etc.**

## مكونات مرئية في جهاز الحاسوب

هيكل الحاسوب الذي يتضمن:  
العقل- الذاكرة- اجهزة التخزن -  
مروحة التبريد - مولد الكهرباء - --الى اخره

 <p><b>Case / Power button / نقطة التشغيل</b></p>	 <p><b>Monitor / شاشة العرض</b></p>
 <p><b>The Keyboard / لوحة المفاتيح</b></p>	 <p><b>Mouse / الموشر</b></p>
 <p><b>Storage Devices / اجهزة التخزن</b></p>	 <p><b>CD / DVD</b></p>
 <p><b>USB</b></p>	 <p><b>printer</b></p>

## Arabic Keyboard

### The Keyboard لوحة المفاتيح



## كيفية استخدام لوحة المفاتيح (Key board):

1. Space Bar وهو المفتاح الطويل في الوسط.



يستخدم هذا المفتاح لتترك فراغ بين كلمتين.

## 2. Shift Key



يستخدم هذا المفتاح لجعل الحروف (Capital) وذلك بالضغط على الحرف مع Shift Key

بنفس الوقت.

## 3. Ctrl Key

هذا المفتاح له الكثير من الاستعمالات المهمة ومنها:

Save	للخزن	Ctrl + S
Copy	للاستنساخ	Ctrl + C
Paste	للتصق	Ctrl + V
Cut	للقطع	Ctrl + X
Exit	للخروج	Ctrl + W
Print	للتبوع	Ctrl + P
New	لفتح فايل جديد	Ctrl + N
Find	للبحث عن فايل (ايجاد)	Ctrl + F
Undo	للمرجوع للخطوة التي قبلها	Ctrl + Z
Open	لفتح اي فايل	Ctrl + O
Select All	للاختيار الشامل	Ctrl + A
	للكتابه بال	Ctrl + I
Underline	لجعل خط تحت الجملة	Ctrl + U
Bold	لجعل الحروف داكنة	Ctrl + B
	لاقفال اي شاشة او لانهاى اي نافذة لا تستجيب.	Ctrl + Alt + Del

## 4. Backspace Key

يستخدم هذا المفتاح للمسح

## 5. Caps L Key

بضغط هذا المفتاح نجعل الحروف كبيرة Capital



6. المفاتيح السفلى تستخدم لتحويل ال cursor الى اليمين او اليسار او الى الاعلى او الاسفل حسب الرغبة.



7. المفتاح page up يستخدم لتحويل ال cursor الى اعلى الصفحة.
8. المفتاح page down يستخدم لتحويل ال cursor الى اسفل الصفحة.
9. المفتاح DEL يستخدم للمسح باتجاه معاكس للمسح باستخدام Backspace.
10. المفتاح Enter يستخدم للنزول سطر.
11. المفتاح Home يستخدم للانتقال الى اعلى الصفحة.
12. المفتاح End يستخدم للانتقال الى اسفل الصفحة.
13. المفتاح Num Lock اذا ضغطنا عليه لجعله ON نستطيع طباعة الارقام.
14. المفتاح Tab يستخدم لتحويل ال cursor من Box الى Box عند ملي معلومات عبر الانترنت , او لترك فراغ في بداية السطر.

Practice Typing in English Online

[www.freetypinggame.net](http://www.freetypinggame.net)

<http://sense-lang.org/typing/>

<http://www.powertyping.com/qwerty/lessonsq.html>

## Computer Software

## البرامج المتوفرة في الكمبيوتر

- Operating System / Windows- Mac نظام تشغيل الكمبيوتر
- Application Programs / Word, Nero البرامج التطبيقية – تصلح لاغراض معينة

To view the available programs on any computer follow the instructions below:

للاطلاع على البرامج المتوفرة في اي كومبيوتر- اتبع الخطوات المدرجة ادناه

- Left Click (Start).
- Point the mouse at (Programs).
- The list you see is a collection of application programs available in your computer.



## How can I turn off my computer?

كيف أستطيع اطفاء جهاز الكمبيوتر

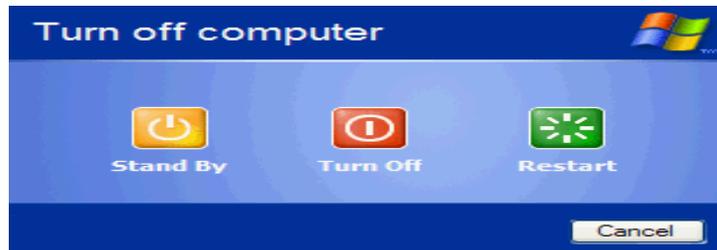
1. Click the "start" button on the lower right of the computer screen. اضغط "ابدا"
2. Click "Turn Off Computer". اضغط على "اطفى الكمبيوتر"
3. Click "Turn Off" in the confirmation window. اضغط "اطفى الكمبيوتر" في نافذة التأكيد.



Step 1. الخطوة الاولى



Step 2. الخطوة الثانية



Step 3. الخطوة الثالثة

## How can I Open a program?

كيف افتح احد البرامج الموجودة في الكمبيوتر

1. Click the "start" button on the lower right of the screen. اضغط على " ابدأ "
2. Click "All Programs". اضغط على كلمة " كل البرامج "
3. Click on the program you wish to open. اضغط على اسم البرنامج الذي ترغب بفتحه



Step 1. الخطوة الاولى



Step 2. الخطوة الثانية



Step 3. الخطوة الثالثة

# Library Public PC Desktop

**Special Needs Features**

**Session Information (click and drag to move)**  
60 minutes remaining [Lock] [Done]

**Click to Clear Saved Documents from CD Burner/Buffer folder**

**Timeout Software Timer**

**Save documents here for CD burning or temporary downloading**

**Not Accessible**

My Computer, CDBufferCle..., Roxio CD Burner, Internet Explorer, Microsoft Office Acc..., SDCL WS, 3 1/2 Floppy (A), Microsoft Office Ex..., Shortcut to Mouse, Accessibility Options, Microsoft Office P..., Volume Control, Adobe Reader 6.0, Microsoft Office Publi..., Windows Media Player, Catalog, Microsoft Office W..., CD Burner Buffer, PhotoFiltre

9:55 AM

Detailed description: This is a screenshot of a Windows XP desktop environment. The desktop background is blue. In the top right corner, there is a 'Session Information' box with a title bar that says '(click and drag to move)'. Inside the box, it shows '60 minutes remaining' with a progress bar and two buttons: 'Lock' and 'Done'. A green circle highlights this box, with an arrow pointing to the text 'Timeout Software Timer'. On the left side, a green arrow points from the text 'Special Needs Features' to a group of icons. One icon, 'Accessibility Options', is circled in green. Another icon, 'CDBufferCle...', is also circled in green, with an arrow pointing to the text 'Click to Clear Saved Documents from CD Burner/Buffer folder'. At the bottom left, a folder icon labeled 'CD Burner Buffer' is circled in green, with an arrow pointing to the text 'Save documents here for CD burning or temporary downloading'. At the bottom right, the taskbar contains several icons, including a green checkmark, a yellow warning triangle, and a blue speech bubble. A green circle highlights these icons, with an arrow pointing to the text 'Not Accessible'. The taskbar also shows the time '9:55 AM'.

# Home PC Desktop



## How to Connect to the Internet

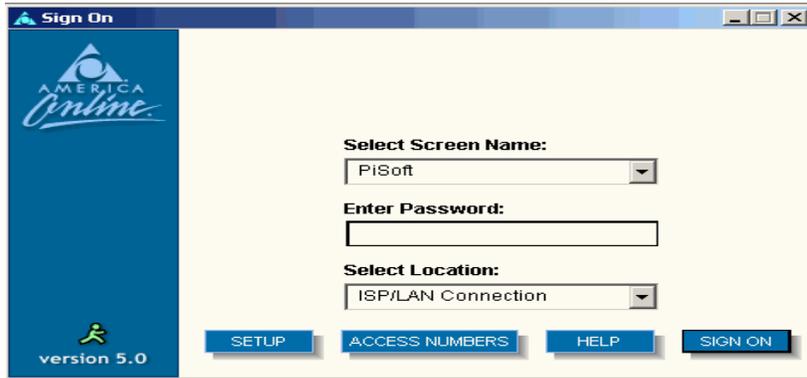
## كيفية الاتصال بشبكة الانترنت

1. Dial up connection, e.g. AOL, MSN, and Net Zero. ID & password required  
الاتصال بشبكة الانترنت عن طريق خط الهاتف - اسم المستخدم وكلمة السر مطلوبة

- Start up your computer, turn the **modem** on, and open the access software  
شغل الكمبيوتر وجهاز نقل المعلومات **مودم** - ثم افتح البرنامج الذي يقوم بادارة الانترنت



- Type the Screen name and the password of the account holder  
ادخل اسم المستخدم وكلمة السر لصاحب حساب الانترنت



- Click **“Sign On”** and you will be online in seconds  
اضغط على الكلمة اعلاه وخلال ثواني سيتم الاتصال بالانترنت

2. High Speed Broadband or DSL for subscribers to AT&T or COX  
الاتصال بالانترنت السريع - اذا كان لديك اشتراك مع شركة الهاتف او التلفزيون

- User name & password are **NOT** required.  
ليس هناك حاجة لاسم المستخدم او كلمة السر
- Open **Internet Explore**. You are Online

افتح البرنامج المذكور اعلاه - انت على اتصال بالانترنت



Some of the Web browsers available for “personal computers”



Internet Explorer



Netscape



Mozilla Firefox



Safari



Opera

## [Library Web site](#)

How to use the Internet in the Library

SDCL Web Page: [www.sdcl.org](http://www.sdcl.org)

San Diego County Library - Microsoft Internet Explorer

Address: <http://www.sdcl.org/>

San Diego County Library

Branch Info

FAQ Page

San Diego County Library

SDCL Genealogy Resources  
Discover your roots

NewsBank America's Obituaries & Death Notices

ancestry library edition

Features

Locations & Hours

SEARCH DATABASES

New Arrivals

News

SDCL Radio Ads

Interested in Working for a Dynamic Organization?

## SDCL Web Site FAQ Page

San Diego County Library - Microsoft Internet Explorer

Address: <http://www.sdcl.org/faqs.html>

San Diego County Library

Frequently Asked Questions

- [Internet & WiFi \(wireless\)](#)
- [Library Card Application](#)
- [My Account: PIN, Renewals, Requests, Notices & Fines](#)
- [Online Catalog, SD Circuit, Databases, & e-books](#)
- [Volunteering](#)
- NEW!** [What is SD Circuit?](#)

**INTERNET & WIFI**

- [Computer Services available within library branches](#)
- [Computer Classes](#)
- [Internet Reservations](#)
- [Internet Use Policy](#)
  - [Responsabilidades de los clientes que usan el internet y las computadoras](#)
- [CD Burner Instructions](#)
- [Flash Sticks \(USB drives\)](#)
- [Downloading Digital Camera Photos](#)
- [Keyboard Shortcuts](#)
- [Wireless FAQ](#)
  - Branch libraries with WiFi: [Bonita-Sunnyside](#), [Borrego Springs](#), [Cardiff-by-the-Sea](#), [Del Mar](#), [ElCajon](#), [Fallbrook](#), [Julian](#), [Poway](#), [Ramona](#), [Rancho San Diego](#), [San Marcos](#), [Santee](#), [Vista](#)

**MY ACCOUNT: PIN, Renewals, Requests, Notices & Fines**

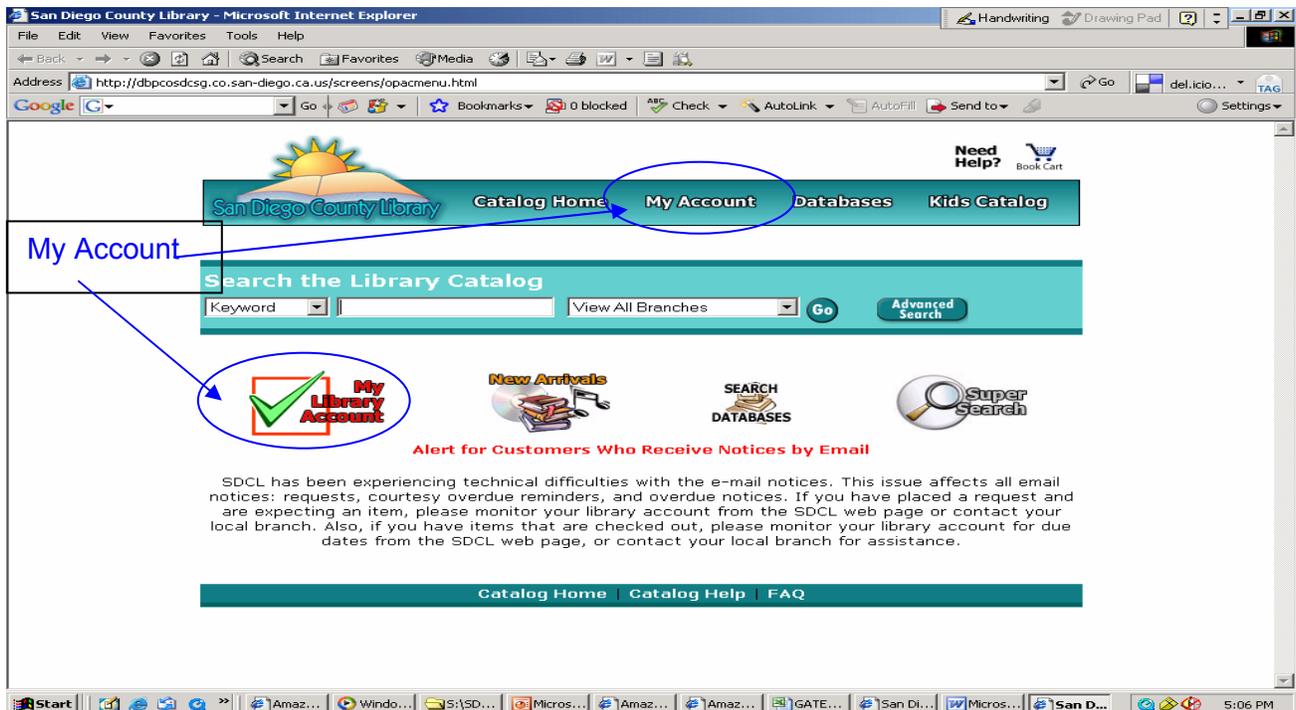
# SDCL Online Library Catalog

## How to get to the Library Catalog and My Library Account



# SDCL Online Library Catalog

## Basic Search Screen



## Library Account

How to create a PIN for your Library card



San Diego County Library  
Access Services & Training Division

### Creating Your PIN

**My Library Account Login**  
Please enter the following information:

If you don't have a PIN, type your barcode and click the SUBMIT button.

Type in Your 14-digit Barcode Number.

Type in Your PIN.

**2. Click the 'Submit' button.**

**1. Enter your library barcode number here.**

**My Library Account Login**  
*Please enter a new PIN.*

Please enter the following information:

If you don't have a PIN, type your barcode and click the SUBMIT button.

Type in Your 14-digit Barcode Number.

Please create a Personal Identification Number (PIN) for your library account using any combination of letters and/or numbers.

Enter Your PIN

Enter Your PIN Again

**4. Click the 'Submit' button.**

**3. Enter your PIN exactly the same in both boxes.**

## Library Account / Catalog

How to reserve materials

San Diego County Library - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.sddl.org/>

County of San Diego

Services | Living | Working | Visiting | Government

home help search

**SAN DIEGO COUNTY LIBRARY** San Diego County Library

[My Account](#) Keyword   [Ask A Librarian](#)

Adult Literacy

Calendar of Events

**Catalog** Catalog

Databases Renew Materials

Locations & Hours Request Materials

My Library Account My Library Account

Programs & Services

Recommended Websites

Recursos En Español

SD Circuit

Online Community

Kids Corner

Teen Lounge

**Newway البوابة**

Classes Now Available

Download Course Info HERE

**Internet Classes at the San Diego County Library**  
دورات الانترنت في مكتبة مقاطعة سان دييغو

1 2 3 4 5 6 7 Next

Features News

Local intranet

11:18 AM

Library Catalog

Request Materials

## **Modifying Input Language to Search and type in Arabic**

Requirement:

1. Windows XP operating system or newer
2. The operating system CD

**For Arabic keyboard go to:**

**<http://www.moon15.vom/vb/key/>**

**[http://www.islamweb.net/php/php\\_arabic/keyboard/keyboard.htm](http://www.islamweb.net/php/php_arabic/keyboard/keyboard.htm)**

**<http://www.muftah-alhuruf.com/>**

**[http://arabic.speak7.com/arabic\\_keyboard.html](http://arabic.speak7.com/arabic_keyboard.html)**

**[http://216.176.51.23/php/php\\_arabic/keyboard/keyboard.htm](http://216.176.51.23/php/php_arabic/keyboard/keyboard.htm)**

**<http://www.wikiraqi.com/ArabicKeyboard.htm>**

**<http://www.listenarabic.com/arabic-keyboard.php>**

## Arabic Google

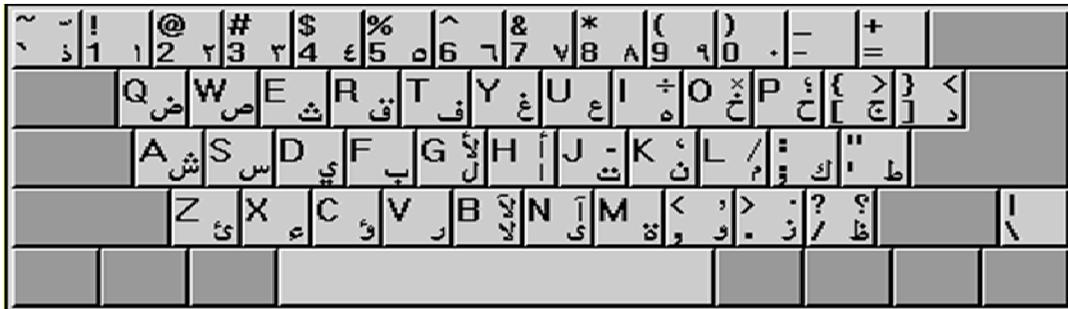
<http://www.google.com/intl/ar/>

Type in English or Arabic



Set up for Home Computer:

1. Using control panel, open regional & language option.
2. Click on “Languages”, and check the box “Install files for complex scripts including right to left languages”, then ok.
3. Click the advance tab, and scroll through to select Arabic (Iraq)
4. Click Apply. You will be asked to insert the operating system CD that came with your computer system.
5. Insert the CD, and after the installation, restart your system.
6. In the Language tab, click Details. Then click Add, in the input language box, select Arabic (Iraq)-Arabic 101, Then click apply.
7. Now, using (Alt + Shift), you can switch your typing preference from Arabic to English or vise versa.
8. Here is the Arabic layout of your keyboard keys equivalence in Arabic.



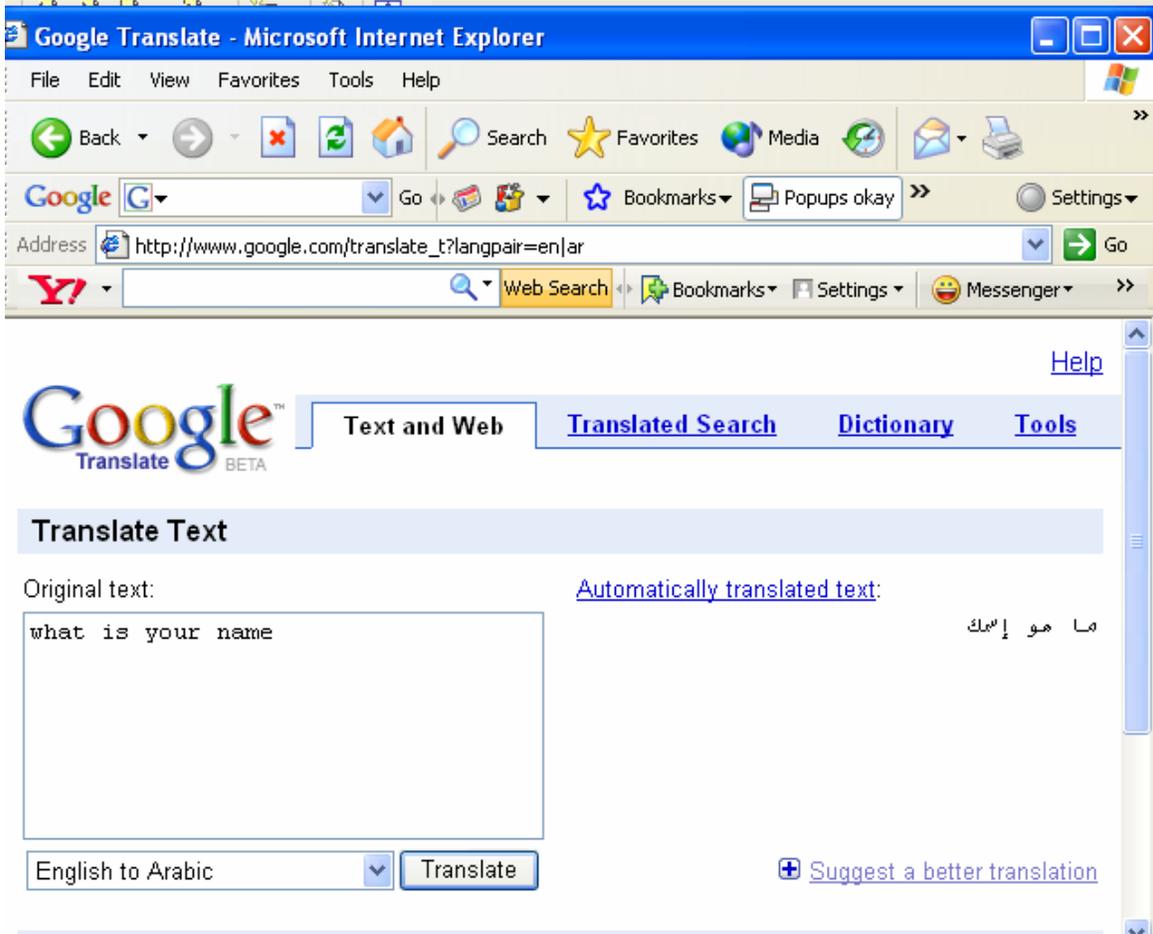
9. As an exercise:
  - Search for اخبار باللغة العربية
  - ناظم الغزالي

See Chapter 4, “How to Use Computer for the First Time”, pgs. 39-74

## Translate from English to Arabic Translate from Arabic to English With Google

او صفحات الانترنت من الانكليزية الى العربية وبالعكس  
ترجمة النصوص

[http://www.google.com/translate\\_t](http://www.google.com/translate_t)



1. اذهب الى [www.google.com/Translate](http://www.google.com/Translate)
2. اطبع الكلمات التي ترغب في ترجمتها Type the words or copy/paste them
3. اختار اللغات التي ترغب الترجمة منها واليها Choose Arabic To English or vise versa
4. اضغط على كلمة "ترجم" Click on Translate

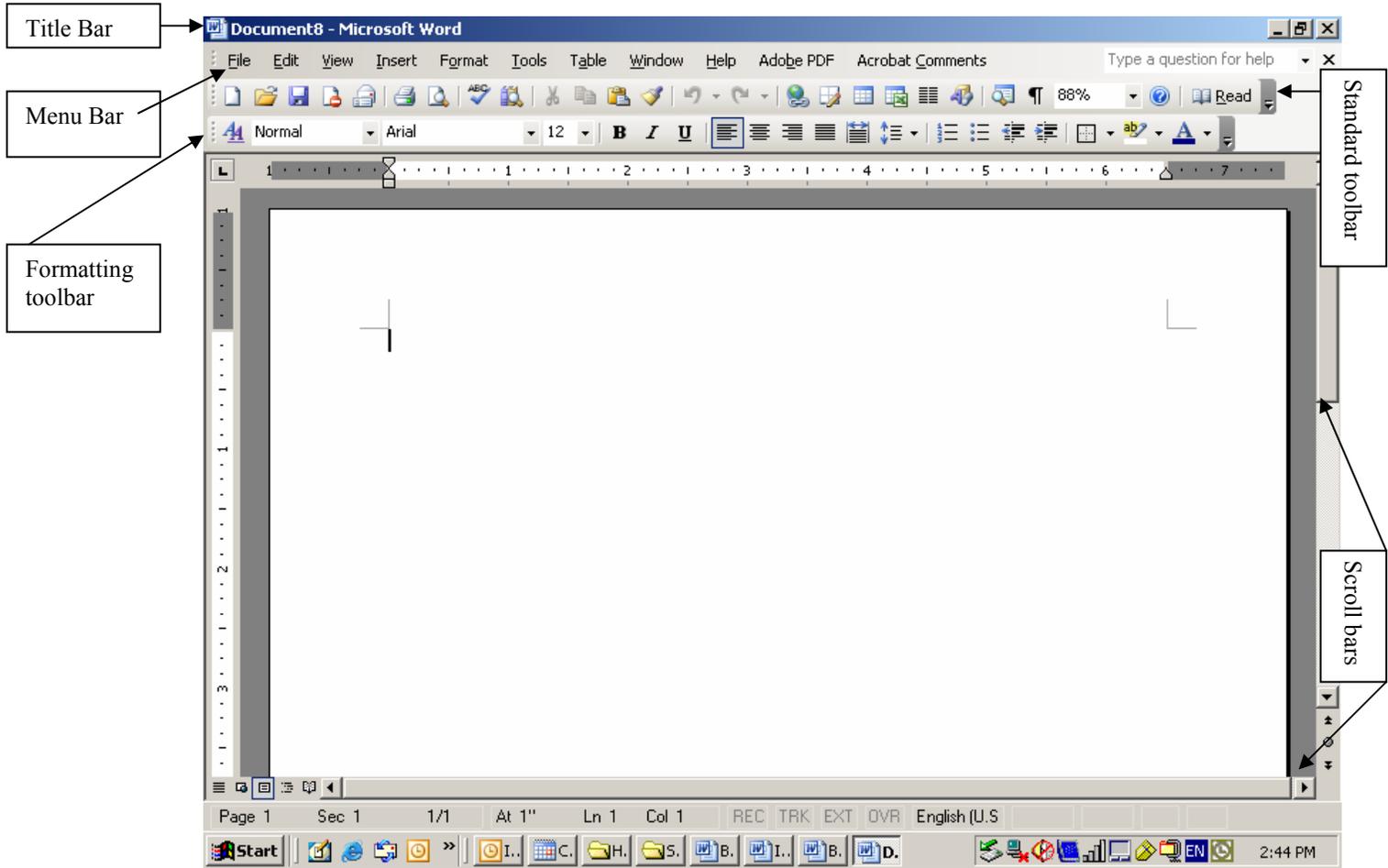
### **ATTENTION!!** استخدم الطريقة اعلاه لترجمة الجمل التالية :

- You can use copy / paste to move a large size document for translation
- You can translate a full web page by typing its address below the "translate a web page box" and then clicking translate.
- Some word may not be understood when combined in sentences

### **EXERCISE:**

- Translate ( ترجم ) the web page <http://CNN.com>
- Translate a word document that you created.

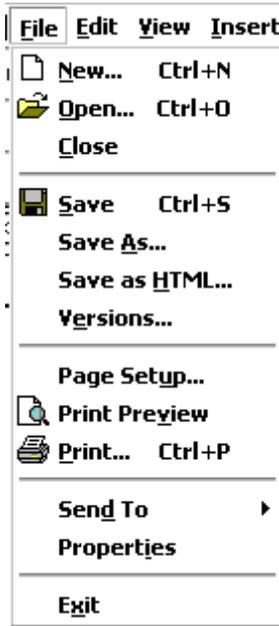
# Microsoft Word



## Using Microsoft Word

The most commonly used items from the File, Edit, View, Insert and Format menus. العدد الاكثر استعمالا "في برنامج "الورد" هي اضباره, تعديلات, الشكل, ادخال وتشكيل.

### قائمة الاضبارة File menu



**New** - Opens a new document. If you use the keyboard combination indicated on the right a blank document opens immediately. Selecting the New menu item with your cursor gives the opportunity to open a large number of types of documents.

**جديد:** تفتح لنا صفحة (وثيقة) جديدة في الشاشة

**Open** - Opens a previously saved document.

**فتح:** تفتح لنا وثيقة محفوظة سابقا

**Close** - Closes the active document but does not quit the application.

**غلق:** تغلق الوثيقة المفتوحة حاليا

**Save** - Saves the active document with its current file name, location and format.

**حفظ:** تحفظ لنا الوثيقة المفتوحة في محلها الاصلى وبنفس الاسم والشكل

**Save As** - Saves by opening a window which gives the opportunity to change the file name, location or format.

**حفظ ب :** هذه العدة تستعمل لحفظ الوثيقة لأول مرة, حيث تعطينا الخيار لاختيار مكان واسم

**Page Setup** - Sets margins, paper size, orientation and other layout options.

**Print Preview** - Shows how the file will look when you print it.

**شكل المطبوع:** تظهر لنا كيفيه شكل الوثيقة عندما تطبعها

**Print** - Prints the active file, also gives the opportunity to change print options

**طبع:** تطبع الوثيقة المعروضة على الشاشة

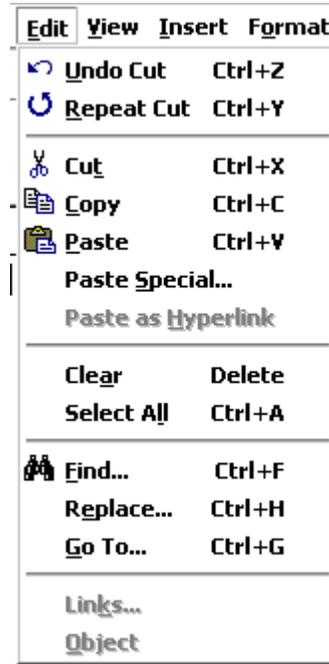
**Exit** - Closes Microsoft Word.

**خروج:** تغلق برنامج المايكروسوفت ورد

## Edit menu

**Undo ...** - The actual entry of this item will depend on what you did last. In my example I had cut text, so that was displayed. This selection can be repeated several times.

**الغاء:** هذه العدة تسهل لنا عدة اشياء منها الغاء اخرشيء تم كتابتها. ويمكن الضغط عليها عدة مرات لالغاء عدة اوامر.



**Repeat ...**- After an action has been undone, it can be reinstated in the document. **تكرار:** تعيد الامر الذي تم الغاءها سابقا

**Cut** - Removes the selection from the active document and places it on the clipboard. **قص:** تقص المقطع الذي تم اختياره.

**Copy** - Copies the selection to the clipboard **نسخ:** تستنخ المقطع المختار وتحفظها في ذاكرة الكمبيوتر

**Paste** - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected. **لصق:** تلتصق المقطع المختار الذي تم قطعها او نسخها سابقا والمحفوظ في ذاكرة الكمبيوتر في المكان الذي نختارها

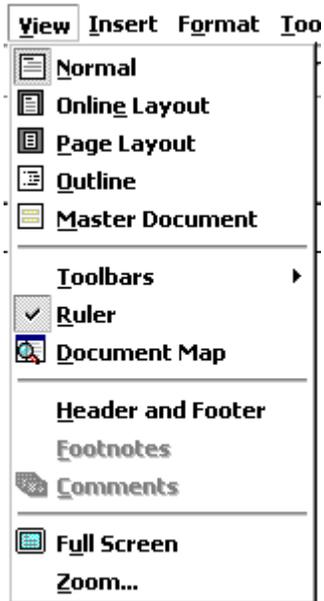
**Clear** - Deletes the selected object or text, but does **not** place it on the clipboard.

**Select All** - Selects all text and graphics in the active window.

**Find** - Searches for specified text in the active document

**Replace** - Searches for and replaces specified text and formatting.

## View menu



**Normal** - The default document view for most word processing tasks.

**Page Layout** - An editing view that displays your document as it will look when printed. This view takes more system memory and scrolling may be slow.

**Toolbars** - Displays or hides toolbars. The right pointing arrow indicates a list of toolbars. To add one slide down to the name of the toolbar and click to select.

**Ruler** - Displays or hides horizontal and vertical rulers at the top and left side of the document.

**Header and Footer** - Adds or changes the text that is displayed at the top or bottom of every page of the document

**Full Screen** - Hides most screen elements so you can see more of your document

**Zoom** - Controls how large, or small, the current document appears on the screen.

## Insert menu



**Page Break** - Use this command to send your cursor to the top of the next page even though the text does not extend to the bottom of the previous page

**Date and Time** - Choose from seventeen formats for displaying date, time, or date and time.

**Auto Text** - Insert any of several pre-set text lines, or create your own.

**Symbol** - Insert a symbol from each of your symbol fonts, or any standard font, which includes symbols.

**There are more than you might think!**

**Footnote** - Place a footnote at the bottom of the page or the end of the document.

**Picture** - Insert pictures from clip art or a file. You can also insert auto shapes, word art, or a chart.

**Text Box (Frame)** - Use this to place captions near tables or drawings, or to set off text at the beginning of a page. Click and draw the box after making this selection.

**File** - Insert a saved document into the active document at the cursor.

**Object** - Insert an object such as clip art, word art, an equation or much more.

**Hyperlink** - An interesting use of hyperlinks is to place a link to any document stored on your computer. You can later open that document by clicking on the link. Neat?

## Format menu

**Font** - Change font style, size, color and a large number of other features. You can also change the spacing between letters here.

**Paragraph** - Indent a paragraph using either margin or place some chosen amount of space before or after the paragraph.

**Bullets and Numbering** - As promised in the Insert menu, if you wish to change the bullet, it can be done here. Your bullets can be literally any symbol you wish them to be

**Border** - Create borders around blocks of text, or around the entire document. On the Page Border tab, under the Art **pull down** menu you can find a huge selection of graphic borders; hearts, stars, planets and much more.

**Drop Cap** - Make the first letter of a paragraph or chapter large enough to span several lines.

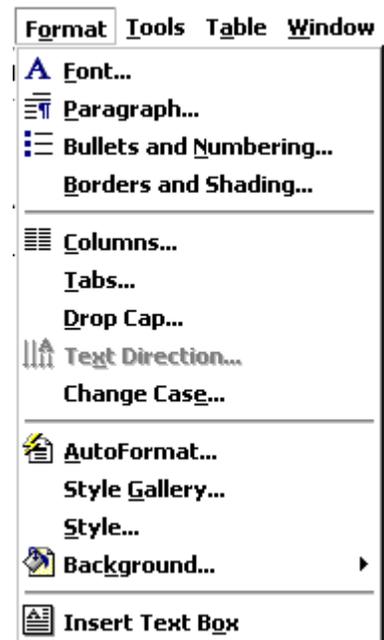
**Style** - If you prefer not to use the Formatting toolbar, document style can be changed here.

**Background** - Another task which can be handled in the Formatting toolbar, you can choose the color to highlight selected text in your document.

**Change Case** - DO YOU EVER FORGET THE CAPS LOCK? If so, come to this sub-menu and change the case of the highlighted text. **This is a cool feature!**

**Bold, Italic, Underline** - Format selected text; **Bold**, *Italic*, or Underlined.

**Object** - Make changes to any selected object; image, word art, auto shape or any other object inserted into the document.



### EXERCISE:

- Type a document in word processor.
- Search for اخبار باللغة العربية
- ناظم الغزالي

## How to Create a New Email Account

### New Email Account

مجانا

استخدام البريد الالكتروني

Yahoo.com

اذهب

الى صفحه الانترنت

Sign up

Free

اضغط

اضغط على :  
على السهم الواقع تحت كلمه

Type User Name

اختر الاسم

الذي ترغب في استخدامه مثل Toma68

Choose a Password

اختر كلمه

السر التي يجب ان تتذكرها

Type It Twice

اطبع

كلمه السر مرتين

Question

اختر احد

الاسئلة المتوفره في حقل السؤال

Secret answer

اطبع الجواب

الذي ترغب فيه لهذا السؤال

Your Information

ادخل

معلوماتك الشخصية

First Name, Last Name

أدخل إسمك

أول , أدخل اسم العائلة

Gender, Birth Year

ادخل

جنسك و سنة ولادتك

Country / Region

اختر

The United States :

State

California: اختر

Zip Code

Type Characters

اطبع

اطبع الرمز البريدي : 92020 , 92019, 92021  
الحروف كما تراها في الصورة اعلاه

Accept Agreement

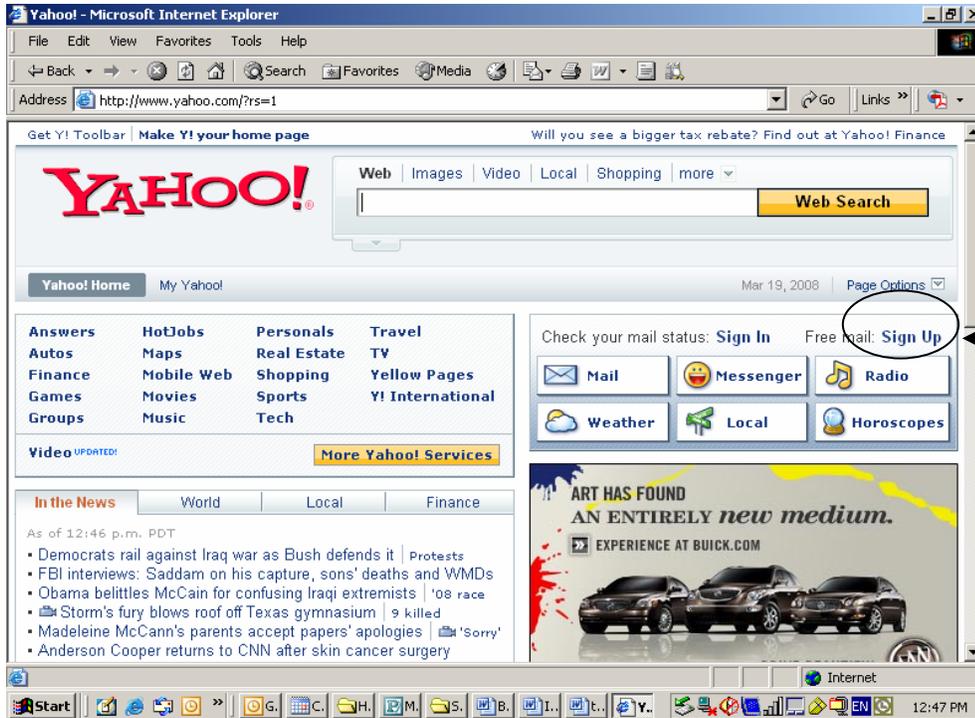
Your ID

عنوان

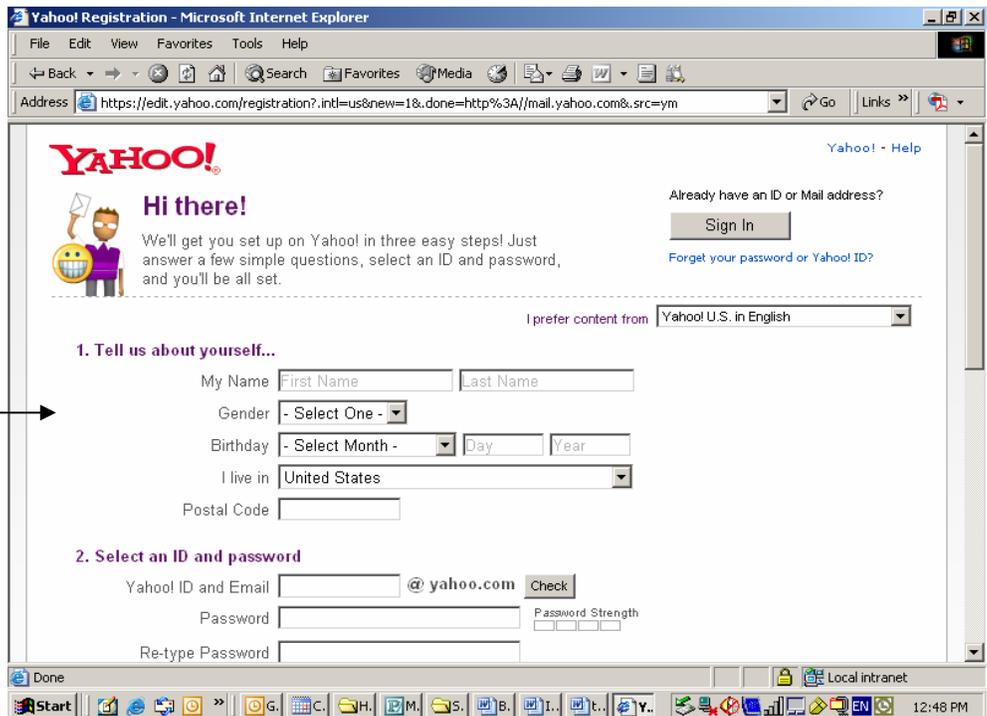
اضغط على : I Accept

بريدك هو : @yahool.com الاسم الذي اخترته

# How to Create a New Yahoo! Account



Sign up for new Yahoo account



Complete for new Yahoo account

## How to Open, Read, Send Email type in the address bar: Yahoo.com

خطوات الدخول الى البريد الالكتروني

Click on **e** Icon to connect to the internet



أنقر على الرمز أدناه الموجود على الشاشة



1-Click here” in the address bar” and type the address:

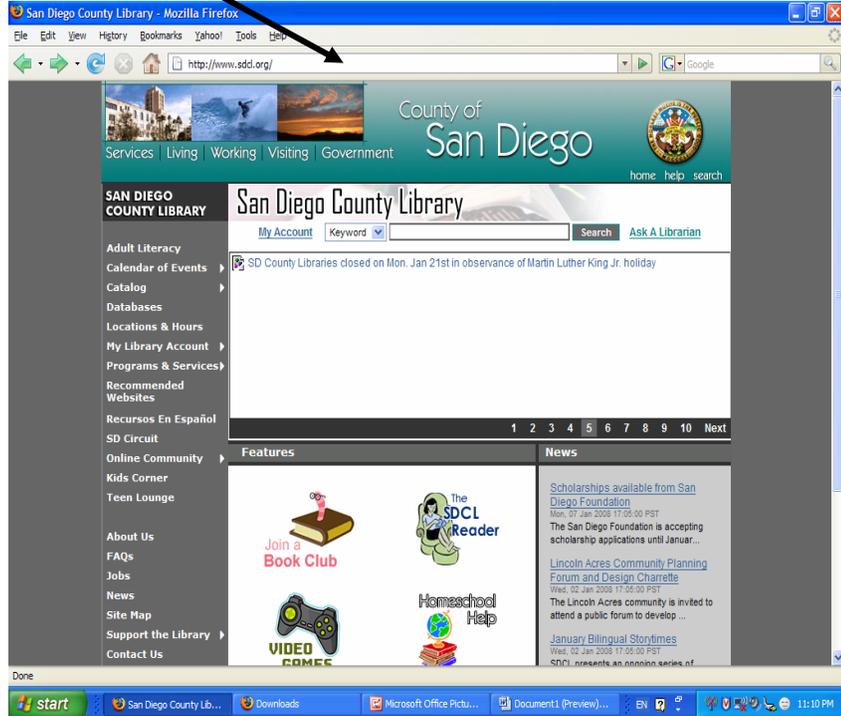
1. انقر هنا في المحل المخصص لطبع العنوان المطلوب

[www.yahoo.com](http://www.yahoo.com)

ثم اضغط على المفتاح ENTER الموجود في لوحة المفاتيح

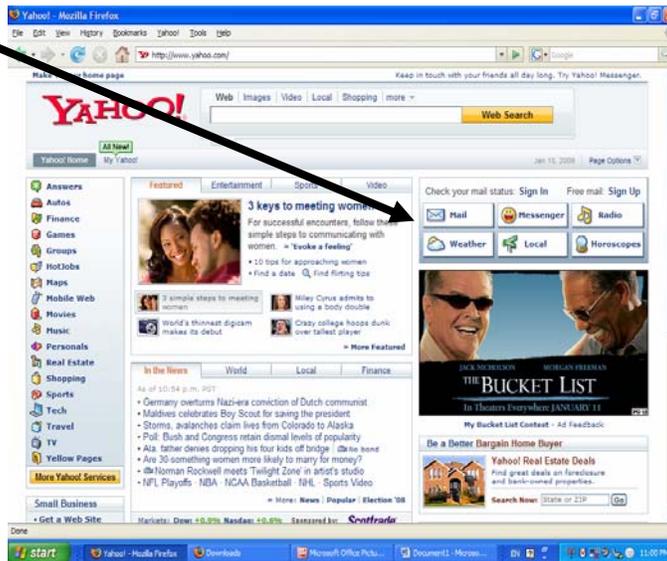
[www.yahoo.com](http://www.yahoo.com)

then press ENTER key



2-Click on Mail

2-أنقر على رمز الضرف البريدي الموجود بجانب الكلمة Mail



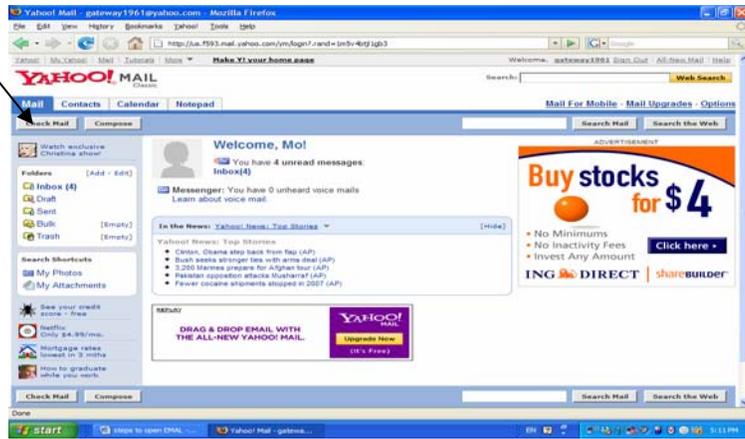
3- Click here and type your yahoo ID then click the Tab key and type your pass word then click on Sign in box or press Enter on the keyboard

أنقر هنا واطبع اسمك البريدي بعد ذلك انتقل الى الفراغ التالي بواسطة المتاح Tab واطبع رقمك السري ثم اضغط على المفتاح Sign in او انقر على ال Enter



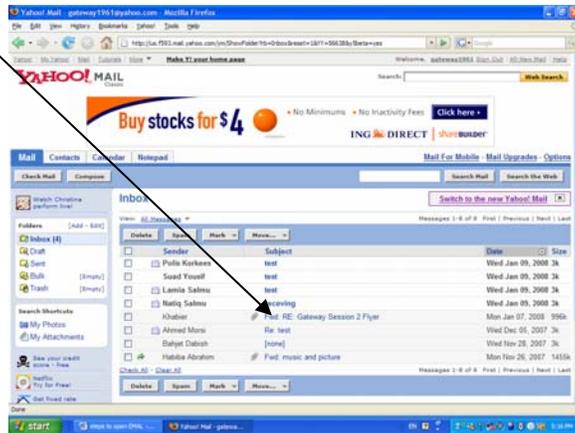
Click on the Check Mail box to go next step

أنقر على المربع المكتوب عليه دقق البريد



Click on the subject area to read the e mail

أنقر على مكان موضوع الرسالة عندما تتحول اشارة السهم الى علامة اصبع السبابه



After reading you mail you can delete it by clicking on **Delete**

بعد قراءتك للرسالة يمكنك حذفها بالنقر على المربع Delete

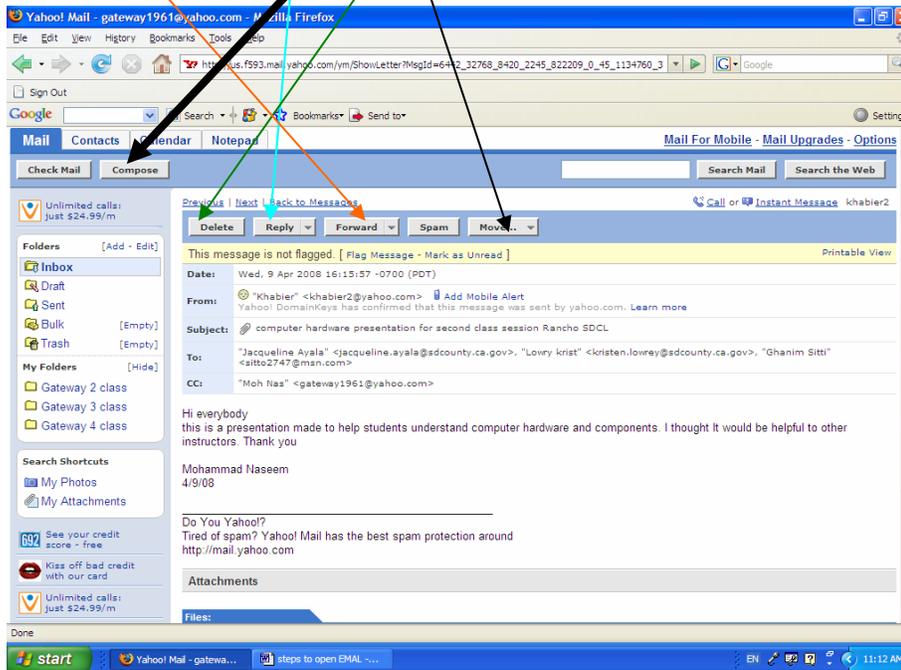
You can reply it by clicking on **Reply** تستطيع الرد عليها بالنقر على

You can forward it by clicking on **Forward** تستطيع ارسالها للاخرين بالنقر على

You can move it by clicking on **Move** تستطيع خزنها في ملف بالنقر على

You can spam it by clicking on **Spam** تستطيع وضعها في بريد الغير مرغوب بالنقر على

To send an e-mail click on **Compose** لارسال بريد اليكتروني انقر على

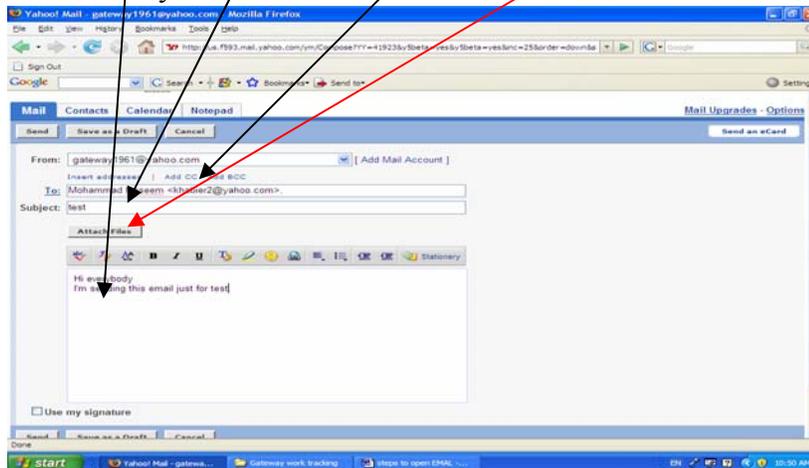


Type your friend's Email address complete in (To box) أدخل عنوان صديقك البريدي في

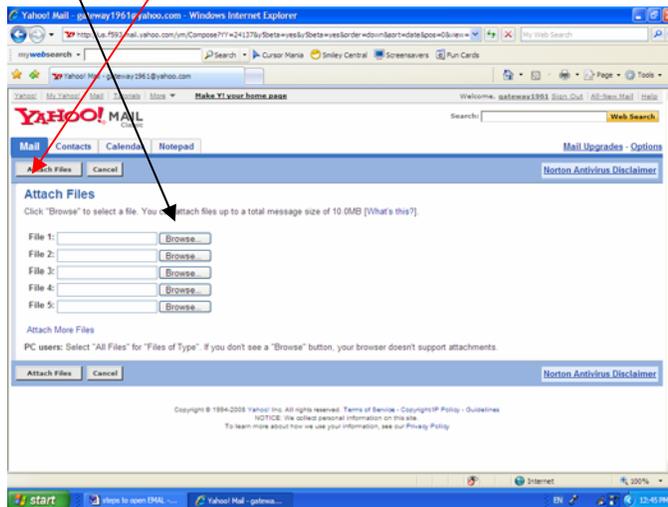
Type the subject of the email in (Subject box) أدخل غرض البريد في

Type your email in this box اكتب رسالتك في هذا المربع

To attach picture or file to your email click on **Attach files** لارفاق صورة أو ملف برسالتك انقر

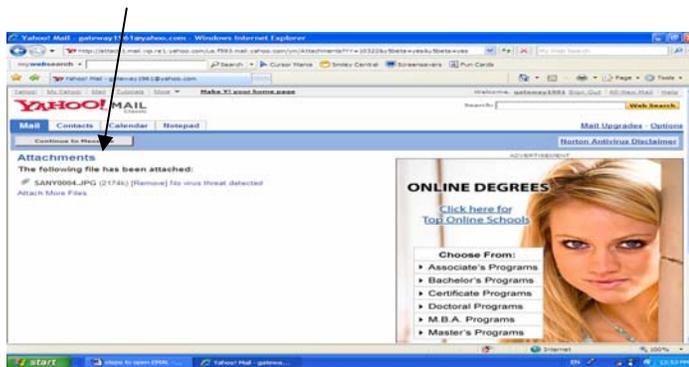


Click on **Browse** للبحث عن الصورة أو الملف انقر على  
After that click on **Attach Files** بعد ذلك انقر على

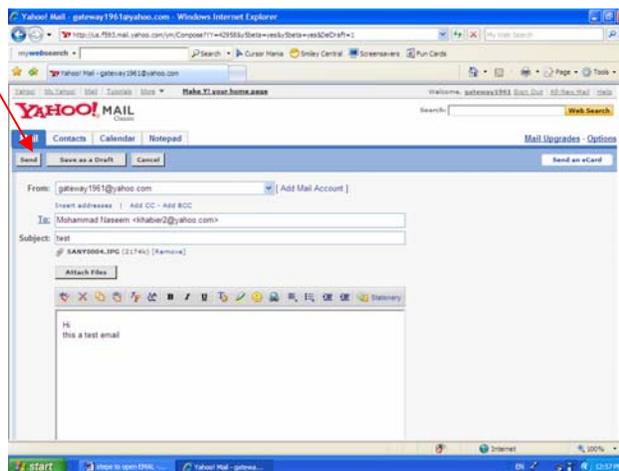


Click on  
بعد ذلك أنقر على

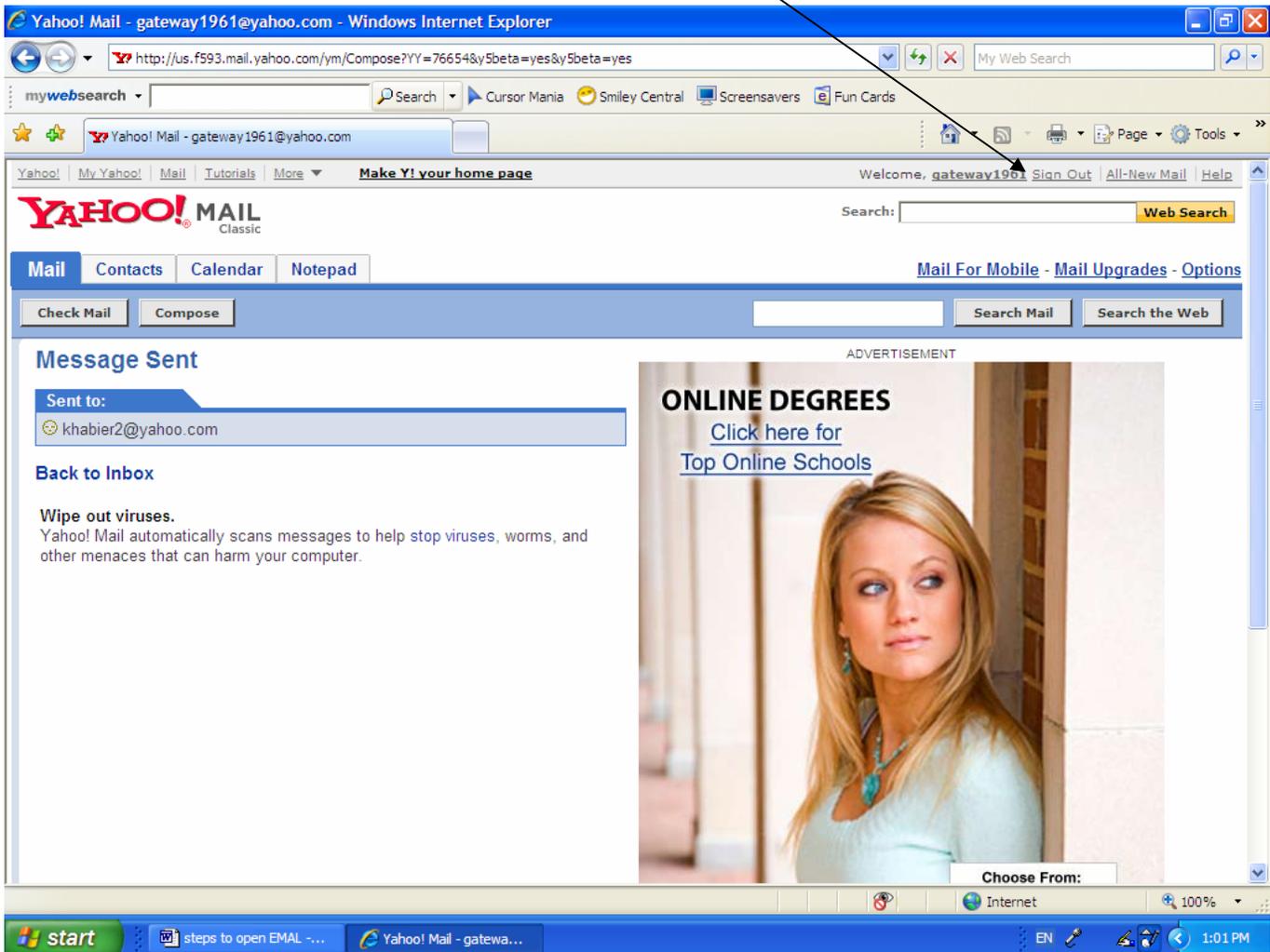
Continue to Message



Click on **Send** أنقر على



بعد الانتهاء أنقر على **Sign Out** After you done click on



Go to [www.yahoo.com](http://www.yahoo.com) ←----- اذهب الى

Click on Mail ←----- انقر على

Enter your yahoo ID ←----- ادخل

Enter your password ←----- ادخل

Click on sign in ←----- انقر على

Click on Inbox to see the messages ←----- انقر على Inbox لرؤية الرسائل

Click on the subject of each message to open it and read it  
----- انقر على موضوع كل رسالة لفتحها ثم قراءتها

Click on Delete to delete the message delete لحذف الرسالة انقر على

Click on Reply to reply on the message Reply للرد على الرسالة انقر على

Click on Forward to forward the message to others  
----- انقر على Forward لأرسال الرسالة لآخرين

To send message, Do the followings: ----- لأرسال رسالة أتبع مايلي:

1. Click on Compose----- انقر على Compose (١)

2. Type your friend's E-mail address ادخل العنوان الإلكتروني لصديقك (٢)

3. Type the subject of the message ----- اطبع موضوع الرسالة (٣)

4. Type your message ----- اطبع رسالتك (٤)

5. Click on Attachment to attach picture , music or file

(٥) انقر على Attachmen لترفق صورة أو موسيقى أو ملف في رسالتك-----

6 .Click on Browser to search the picture, music or file

(٦) انقر على Browser للبحث عن الصورة أو لموسيقى أو الملف-----

7. Double click on the picture or music file or the file to attach

(٧) انقر مرتين على الصورة أو ملف الموسيقى أو الملف لترفقه في الرسالة-----

8. Click on Continue to message ◀-----انقر على (٨)

9. Click on Send to send the message إرسال الرسالة Send انقر على (٩)

NOTE-----ملاحظة

Skip steps 5-8 if no attachment needed احذف الخطوات ٥-٨ عند عدم حاجتك لأرفاق ملف

Click on Add to Address Book to add E-mail address of a friend

انقر على Add to Address Book لأضافة العنوان الالكتروني لصديقك

Type First and Last name of your friend اطبع الاسم الكامل لصديقك

Click on Add to Address Book ◀-----انقر على

Click on Sign out when you finish reading the messages

انقر على Sign out عند الانتهاء من قراءة الرسائل

## Yahoo! Messenger Installation

Go to [www.yahoo.com](http://www.yahoo.com)

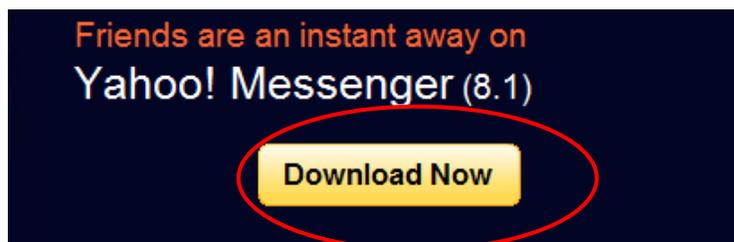
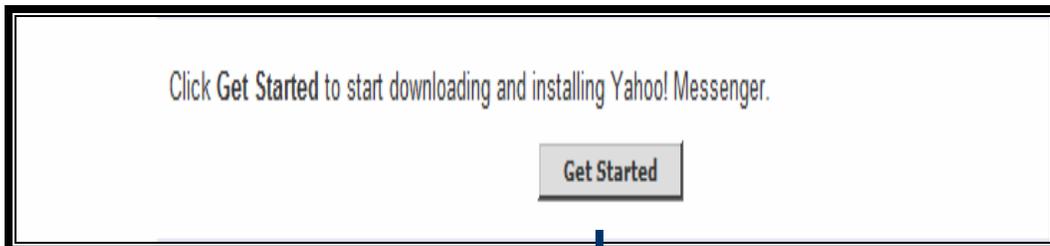
### STEP-1



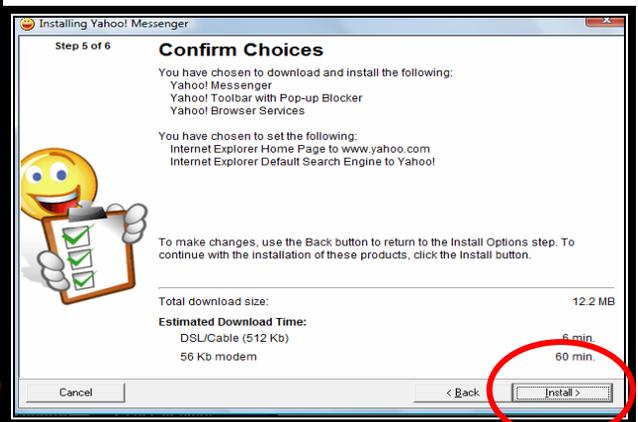
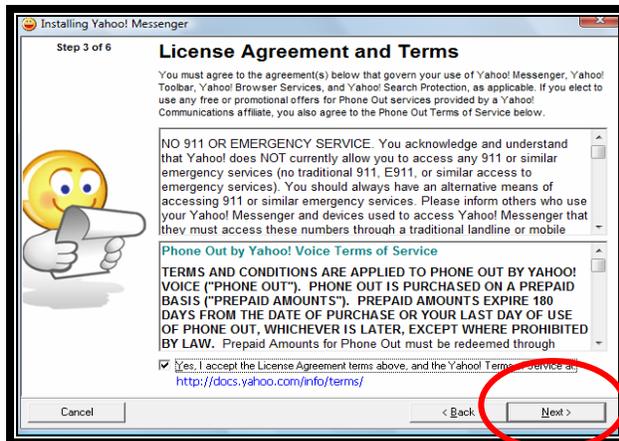
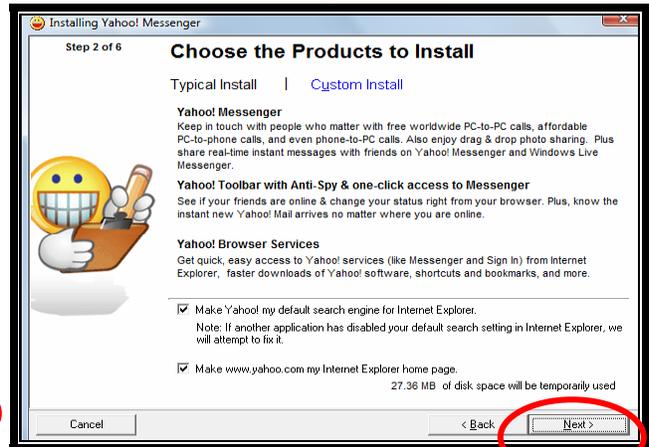
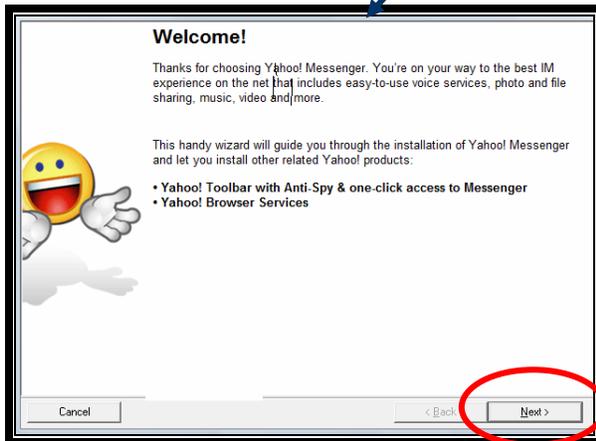
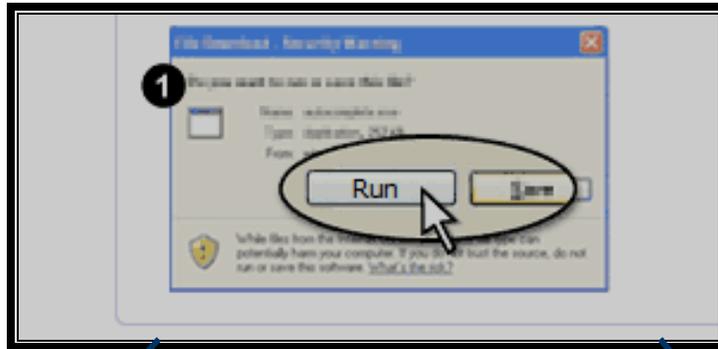
### STEP-2



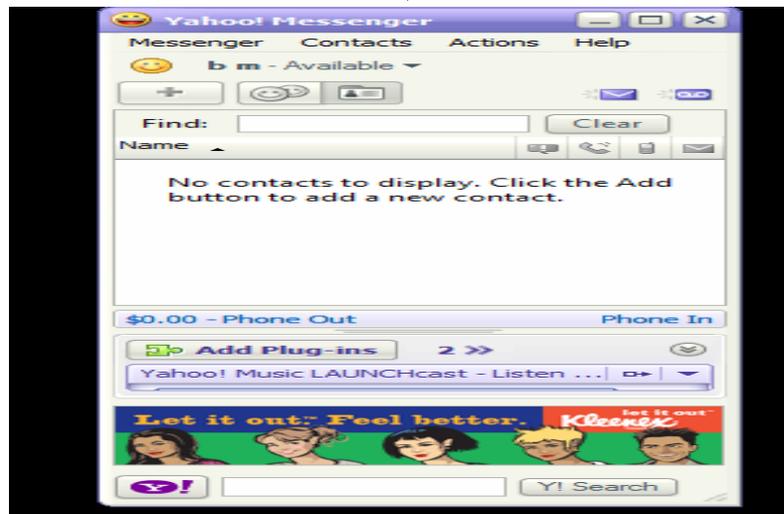
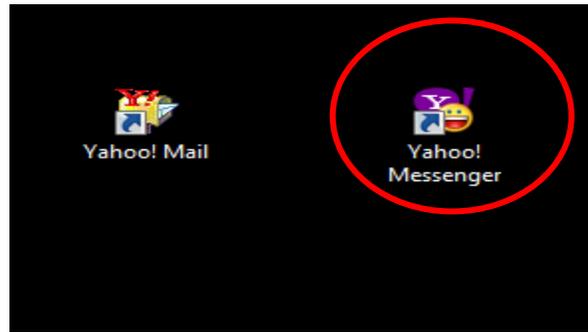
### STEP-3



# STEP-4



# STEP-5



## Saving files from a source to your computer

### خزن الملفات من المصادر الى كومبيوترك الشخصي

There are different types of files that you can save to your computer

هناك انواع من الملفات التي من الممكن تحميلها او خزنها في الكومبيوتر

1. Text pages that can be from an Internet source should be saved as follows:

مقاطع او صفحات انترنت كاملة يتم خزنها كالاتي

- Highlight the desired text using the mouse/ actual practice needed  
اختار الفقرة التي تريد باستخدام المؤشر - تحتاج الممارسة احيانا
- Press {Ctrl} and the letter {C} from keyboard at the same time  
اضغط في نفس الوقت على المفاتيح اعلاه
- Open a blank word document or processor from the programs list  
افتح برنامج " كلمة " الموجود في لائحة البرامج
- Place the pointer in the position you want insert the text  
ضع المؤشر في المكان الذي ترغب بوضع الفقرة فيه
- Press {Ctrl} and the letter {V} from keyboard at the same time  
اضغط في نفس الوقت على المفاتيح اعلاه

2. Media files, such as music or video or picture should be saved as follow:

اغاني- فيديو- صور يتم خزنها كالاتي

- Right click the interactive icon of the file to see many options  
اضغط على زر اليمين في المؤشر
- Left click " Save Target As " in the list of options  
اضغط على " اخزن الهدف مثل "
- Select destination using the save in box on the top of the window, then click "Save"  
اختار المكان الذي ترغب في خزن الاغنية او الفيديو فيه - ثم اضغط على كلمة " اخزن "

## How to Burn A Music CD in Roxio CD Creator

### كيفية استخدام برامج Roxio لتسجيل الاغاني على القرص المدمج CD

Building music CD (compact disc) in Roxio CD Creator is easy to do. The procedure should take only 10-15 minutes to move mp3 files and burn the music to a blank CD. Tools required for burning a blank CD will be a computer with Microsoft XP, a CD burner, a blank CD, and a folder with mp3 files. By using Roxio CD Creator you will be able to build a CD with your favorite songs and listen to them on a CD player.

تسجيل الاغاني على السي دي باستخدام البرامج روكسي عملية سهلة جدا". العملية لا تحتاج لأكثر من 10-15 دقيقة لتسجيل وتحويل فايلات الاغاني الى سي دي فارغ. المعدات المطلوبه هي كومبيوتر مزود بالبرنامج xp و سي دي فارغ و جهاز تسجيل السي دي و فايل الاغاني المجهز ب MP3 . باستخدام برامج روكسي بإمكانك الاستماع الى اغانيك المفضلة التي قمت بتسجيلها في جهازك السي دي الشخصي.

### Steps:

### الخطوات:

1. Click on **Start** menu, scroll up to **All Programs** and find **Roxio CD Creator**. Click on **Creator Classic**. *This will bring you to Roxio CD Creator.*  
أنقر على كلمة **أبدأ** في الزاوية اليسرى اسفل الشاشة لفتح لوحة البدء ومن اللوحة المفتوحة اختر **جميع البرامج** وابحث عن برامج الروكسي ثم أنقر على **Creator classic** بهذا تكون قد فتحت البرامج الروكسي.
2. Look in the upper left hand corner. Click on **File** and select **New Project**. *This will allow you to pick what format the CD will be created in.* You will pick **Music CD**.  
في الزاوية العليا اليسرى أنقر على **فايل** ثم اختر **مشروع جديد** . بهذا يكون بإمكانك اختيار نوعية وشكل السي دي. فتختار **سي دي للاغاني Music CD**
3. Under **Select Source** (shown in the figure below), scroll down to find where your mp3's (music files) are saved and double click on them. *Your downloaded mp3's should now be listed in the folder you saved them to*  
تحت عنوان **أختيار المصدر select Source** (الموضح في الصورة أدناه ) درج الى الاسفل حتى تصل الى فايل الاغاني التي قمت بحفظها ثم انقرها مرتين. فايلات الاغاني التي أنزلتها الى اضبارتك المحفوظة يجب ان تظهر الان.
4. Once your mp3's are shown in the folder, click and hold on the song you want on the CD. Drag this song to the lower table on Roxio CD Creator as shown in the figure below. *To remove the song click it so it is highlighted and press the delete button on your keyboard.*  
عندما ترى الاغاني في الفايل, أنقر مع ابقاء الاصبع مضغوطا" على الاغنية التي ترغب أن تظعها في السي دي. ثم اسحبها الى اللوحة السفلى في برنامج الروكسي كما هو موضح في الشكل أدناه.
5. Continue to put songs in the lower table until the blank CD is filled. Most CD's have 80 minutes worth of play. *If you look on the bottom of Roxio CD creator you should see how much time is left on the CD as show in the figure below.*  
تابع عملية وضع الاغاني في اللوحة السفلى حتى تملأ" السي دي الفارغ. معظم انواع السي دي تستوعب الاغاني لمدة 80 دقيقة. يمكنك معرفة ما تبقى من مدة في السي دي الفارغ بالنظر الى اسفل برنامج الروكسي كما هو موضح في الصورة ادناه.
6. When all songs are ready and the right amount of time is correct, go to the upper left corner and click on **File** and scroll down to **Record Disc**. *This will bring up a document called Record Setup.*  
عندما تكون كافة الاغاني جاهزه وضمن الوقت الصحيح لملء السي دي, أذهب الى الجانب العلوي من الزاوية اليسرى وانقر على **فايل** ودرج الموءشر الى الاسفل الى **تسجيل القرص** بهذه العملية تنتقل الى اضبارة تدعى **ترتيبات التسجيل**.
7. Open your CD drive and put a blank CD in. *(return to the record setup)*  
أفتح خانة تسجيل السي دي وضع سي ديك الفارغ فيها وارجع الى ترتيبات التسجيل.

8. Under **Record Setup** make sure the **Write Speed** is (24x MAX), the **Record Option** is on (record) and the **Record Methods** is (disc at once) as show in the figure below.

تحت عنوان Record setup تأكد من سرعة التسجيل بحيث تكون 24 xMax واختيار التسجيل تكون على "التسجيل" ونوعية التسجيل على " سي دي بمرة واحدة" كما موضح ادناه .

9. Once everything is set, click the **OK** button. *This should start burning your blank CD into a music CD.*

عند الانتهاء من الترتيبات , انقر على **OK** . هنا تبدأ البرنامج بتسجيل الاغاني في سي ديك الفارغ.

10. Once the CD is done a pop up box will appear and click **OK**.

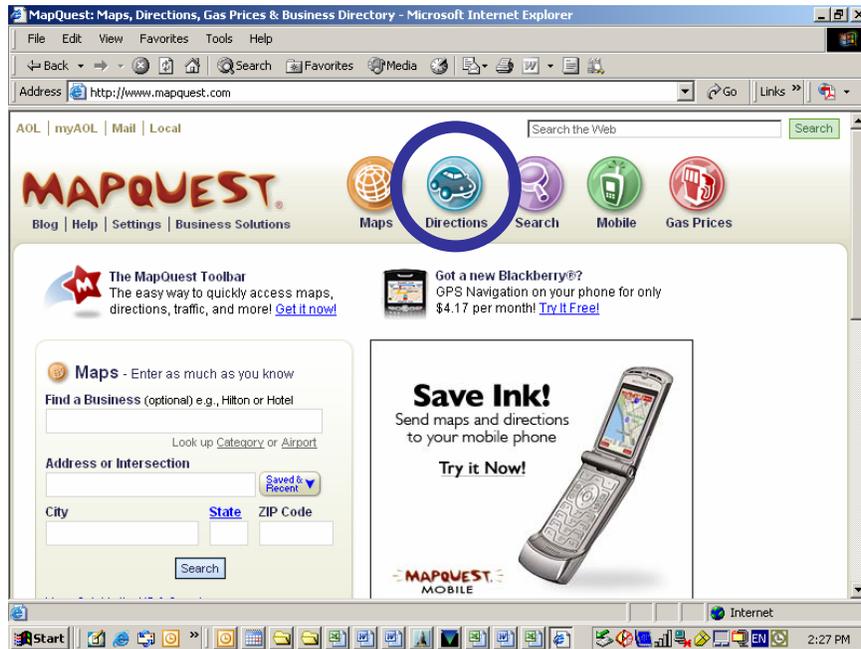
عند انتهاء التسجيل يظهر صندوق على الشاشة , انقر على **OK** .

Congratulations you have just successfully burned a music CD in Roxio CD Creator. Now take the blank CD out of the CD drive and stick it into your CD player. You should be listening to your favorite tunes.

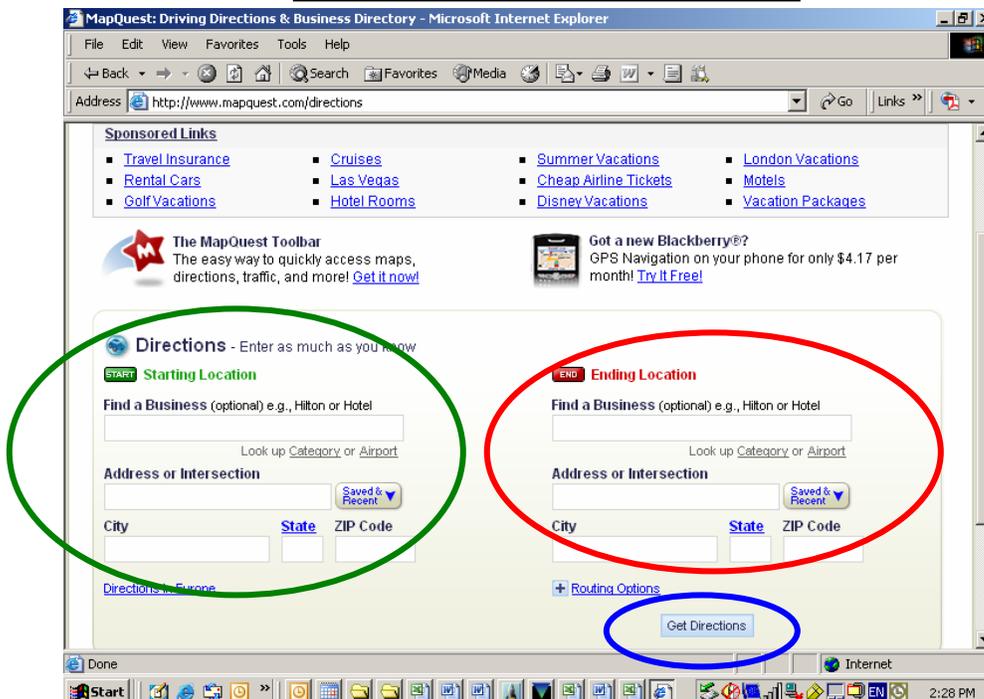
مبروك. قمت بتسجيل سي دي للاغاني بنجاح بأستعمال برنامج الروكسي. والان خذ السي دي الى جهاز سي ديك الشخصي وأستمع بسماع اغانيك المفضلة.

# How to Use Mapquest for Driving Directions

[www.mapquest.com](http://www.mapquest.com)



1. Complete address driving from (starting address)
2. Complete address driving to (ending address)
3. Click [Get Directions](#) button



Driving Directions from El Cajon Library, 201 E Douglas Ave, El Cajon, CA to Rancho San Diego L - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.mapquest.com/maps/El+Cajon+Library:US/Rancho+San+Diego+Library:US/>

### Directions

**El Cajon Library** 201 E Douglas Ave, El Cajon, CA 92020 - 619-588-3718  
[Website](#) | [Search Nearby](#) | [Zoom to Street](#) | [Send to Cell](#)

**▼ Directions from A to B:**

**START** 1: Start out going EAST on E DOUGLAS AVE toward CLAYDELLE AVE. 0.1 mi [Map](#)

2: Turn RIGHT onto CLAYDELLE AVE. 0.1 mi [Map](#) | [Avoid](#)

3: Turn LEFT onto E LEXINGTON AVE. 0.1 mi [Map](#) | [Avoid](#)

4: Turn RIGHT onto AVOCADO AVE. 0.9 mi [Map](#) | [Avoid](#)

5: Turn LEFT onto E CHASE AVE. 2.1 mi [Map](#) | [Avoid](#)

6: Turn RIGHT onto JAMACHA RD/ CA-54 S. 1.3 mi [Map](#) | [Avoid](#)

7: Turn RIGHT onto BRABHAM ST. 0.1 mi [Map](#) | [Avoid](#)

8: Turn LEFT onto VIA RANCHO SAN DIEGO. 0.1 mi [Map](#) | [Avoid](#)

### Routing Options

[Hide Routing](#) [Reverse Route](#)

**Avoid Road Types:**

Highways

Toll Roads

Seasonally Closed Roads

**Show Route By:**

Shortest Time

Shortest Distance

[Update Route](#)

Internet

Start [Taskbar Icons] 2:53 PM

Driving Directions from El Cajon Library, 201 E Douglas Ave, El Cajon, CA to Rancho San Diego L - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.mapquest.com/maps/El+Cajon+Library:US/Rancho+San+Diego+Library:US/>

**END** 9: End at 11555 Via Rancho San Diego El Cajon, CA 92019 [Map](#)

Estimated Time: 9 minutes Estimated Distance: 4.79 miles

**Rancho San Diego Library** 11555 Via Rancho San Diego, El Cajon, CA 92019 - 619-660-5370  
[Website](#) | [Search Nearby](#) | [Zoom to Street](#) | [Send to Cell](#)

Edit Remove X

Move Up Move Down

**Total Estimated Time: 9 minutes Total Estimated Distance: 4.79 miles**

**Add Another Stop to Your Route**

Find a Business (optional) ? Location (Address, City, State and/or ZIP) ?

Enter Search Term

**Sponsored Links**

<b>Cajon</b> Big on Music Gear & accessories at Musician's Friend. <a href="http://MusiciansFriend.com">MusiciansFriend.com</a>	<b>Bed And Breakfast</b> Your Official Travel Site. Low rates at <b>Bed and breakfast</b> . <a href="http://www.Kayak.com/BedandBreakfast">www.Kayak.com/BedandBreakfast</a>	<b>Breakfast</b> Search L.A.'s Best Restaurants - Reviews, Menus, & More Online Now! <a href="http://www.metromix.com">www.metromix.com</a>	<b>El Cajon Hotels</b> Don't waste time! Compare prices from top engines <b>and</b> book fast. <a href="http://ECajon.OneTime.com">ECajon.OneTime.com</a>
--	---	--	--

Print Send Link to this Page: <http://www.mapquest.com/mq/>

Traffic Street Map Aerial Image **Sponsored Links**

(20 items remaining) Downloading picture <http://tile23.mqcdn.com/map/Scale36000/4/205/1/710.gif...> Internet

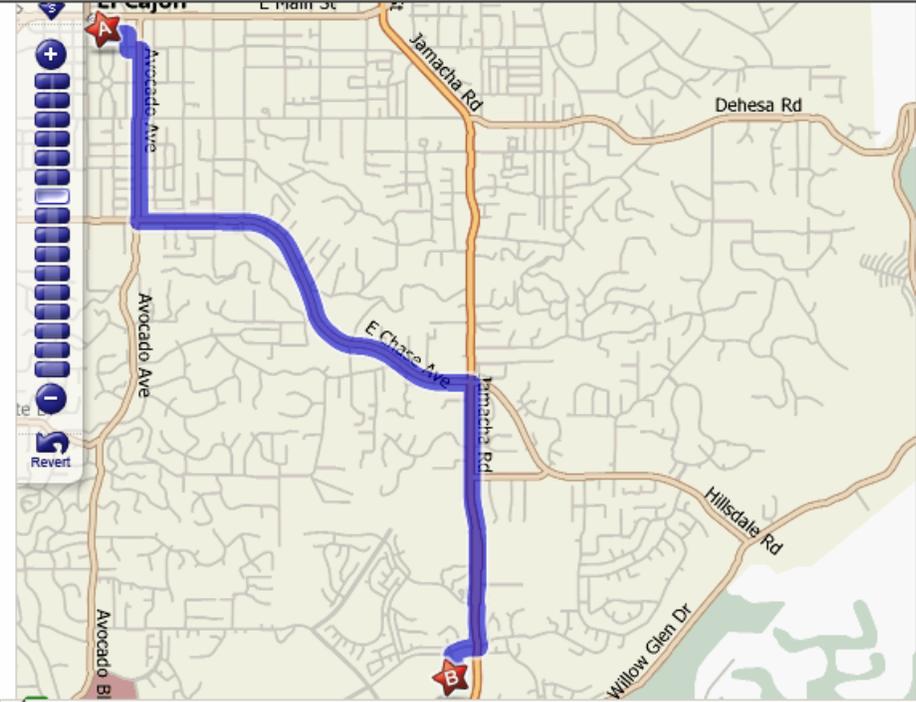
Start 3:00 PM

Driving Directions from El Cajon Library, 201 E Douglas Ave, El Cajon, CA to Rancho San Diego L - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <http://www.mapquest.com/maps/El+Cajon+Library:US/Rancho+San+Diego+Library:US/> Go Links



El Cajon Hotels  
Schools in California  
El Cajon Insurance  
El Cajon Real Estate  
Car Insurance Quote  
Free online auto insurance quotes.  
Save up to \$850 with AIS.  
[www.aisinsurance.com](http://www.aisinsurance.com)  
El Cajon Properties  
One Stop El Cajon Listings  
In The Entire San Diego Region!  
[DreamHomesSanDiego.com](http://DreamHomesSanDiego.com)  
El Cajon CA Hotels  
The Official California Hotel Site.  
110% Best Rates Guaranteed  
[www.CaliforniaHotels.com/El-Cajon](http://www.CaliforniaHotels.com/El-Cajon)

(20 items remaining) Downloading picture <http://tile23.mqcdn.com/map/Scale36000/4/205/1/710.gif...> Internet

Start [Taskbar icons] 3:01 PM



# **Intermediate Level**



# TABLE OF CONTENTS

## Intermediate Level

### WEEK 1: Overview of the Basics

#### Day 1:

- Welcome, Gateway program brief orientation. Take the pre-survey.
- Apply and obtain library card, Library card Personal ID Number (PIN).

#### Day 2:

- Review of how to explore the Internet, different browsers, search engine: Google and Yahoo, using Google as a tool for translation. Area of interest: print Arabic, Arabic websites, downloading/ uploading pictures, music, how to burn a CD using Roxio software, or Nero software or other burning software.
- Learn how to install Yahoo messenger or any messenger for chatting with family member in other countries.

### WEEK 2: Microsoft Word

#### Day 1:

- Learn how to open and create a document, format document (font size and type, bold, italic, underline, justification, spell and grammar check, save, save as, print) close document, and close Word software program.

#### Day 2:

- **EXERCISE:** Type a letter and format.

### WEEK 3: Library Web Page (Subscription Web Resources / Databases)

#### Day 1:

- Learn how to access and use of Library Subscription Web Resources / Databases (automotive repair, health and medicine, investing, and magazines and newspapers)

#### Day 2:

- **EXERCISE:** Choose a topic of interest to research using the Library Subscription Web Resources.

### WEEK 4: Library Web Page (Catalog)

#### Day 1:

- Learn how to access and use the Library catalog.

#### Day 2:

- **EXERCISE:** Order and/or search for materials (Books, CDs, DVDs, Arabic) by branch

### WEEK 5: Project

#### Day 1:

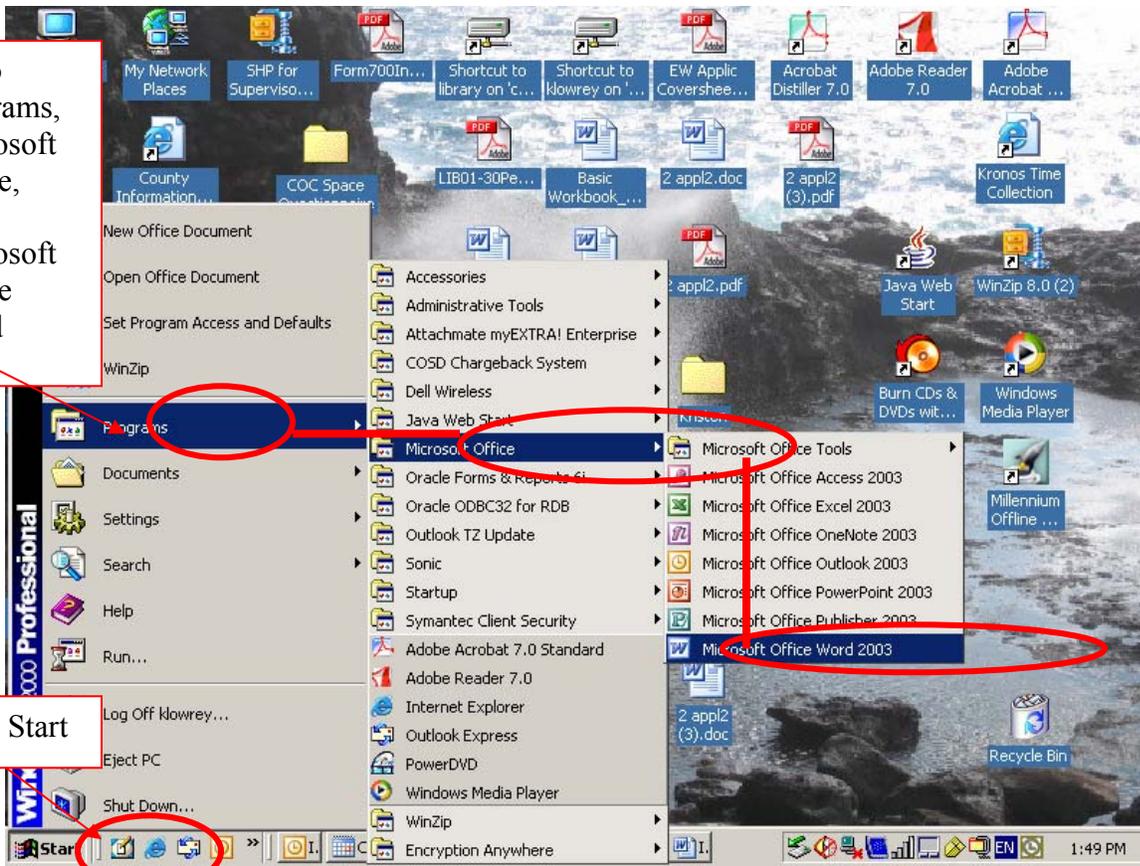
- **PROJECT** – Participants work on research of their choice to further a goal. This will be summarized and presented as a written report to the instructor and library staff on the last day of class.

#### Day 2:

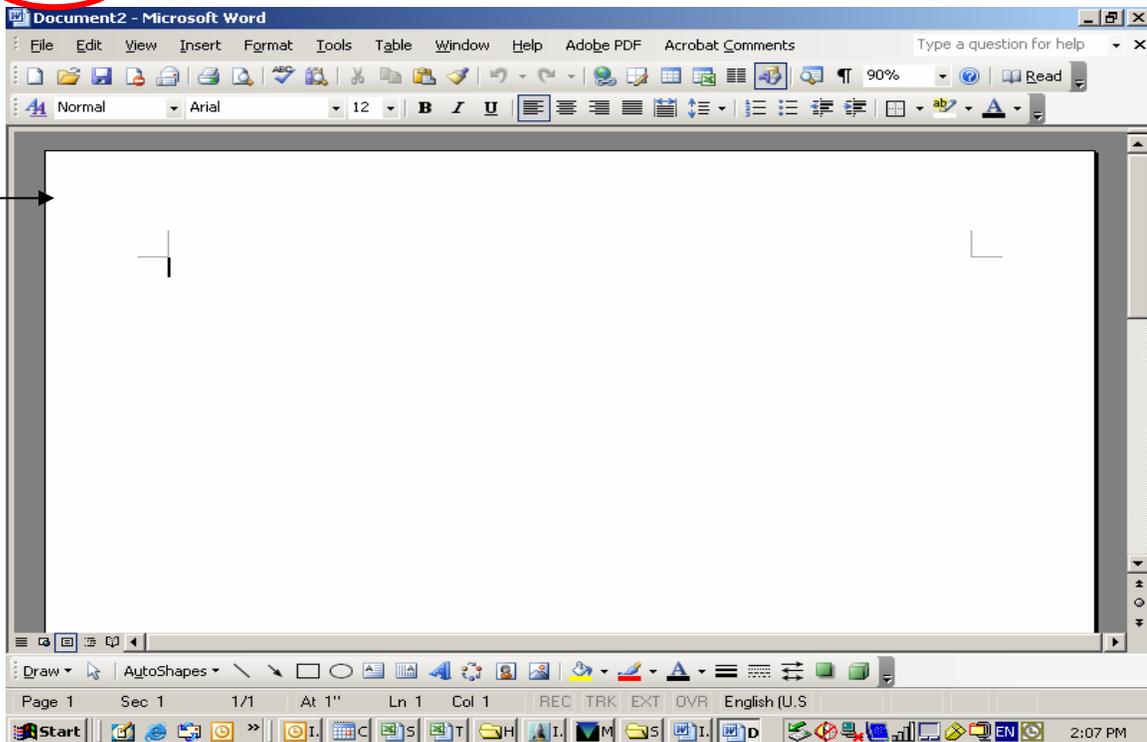
- **PROJECT**– Finish research of goal, summarize and present written report to the instructor and library staff via email ([sdcountylibrary@gmail.com](mailto:sdcountylibrary@gmail.com))
- Complete post-survey

2. Go to Programs, Microsoft Office, Click Microsoft Office Word

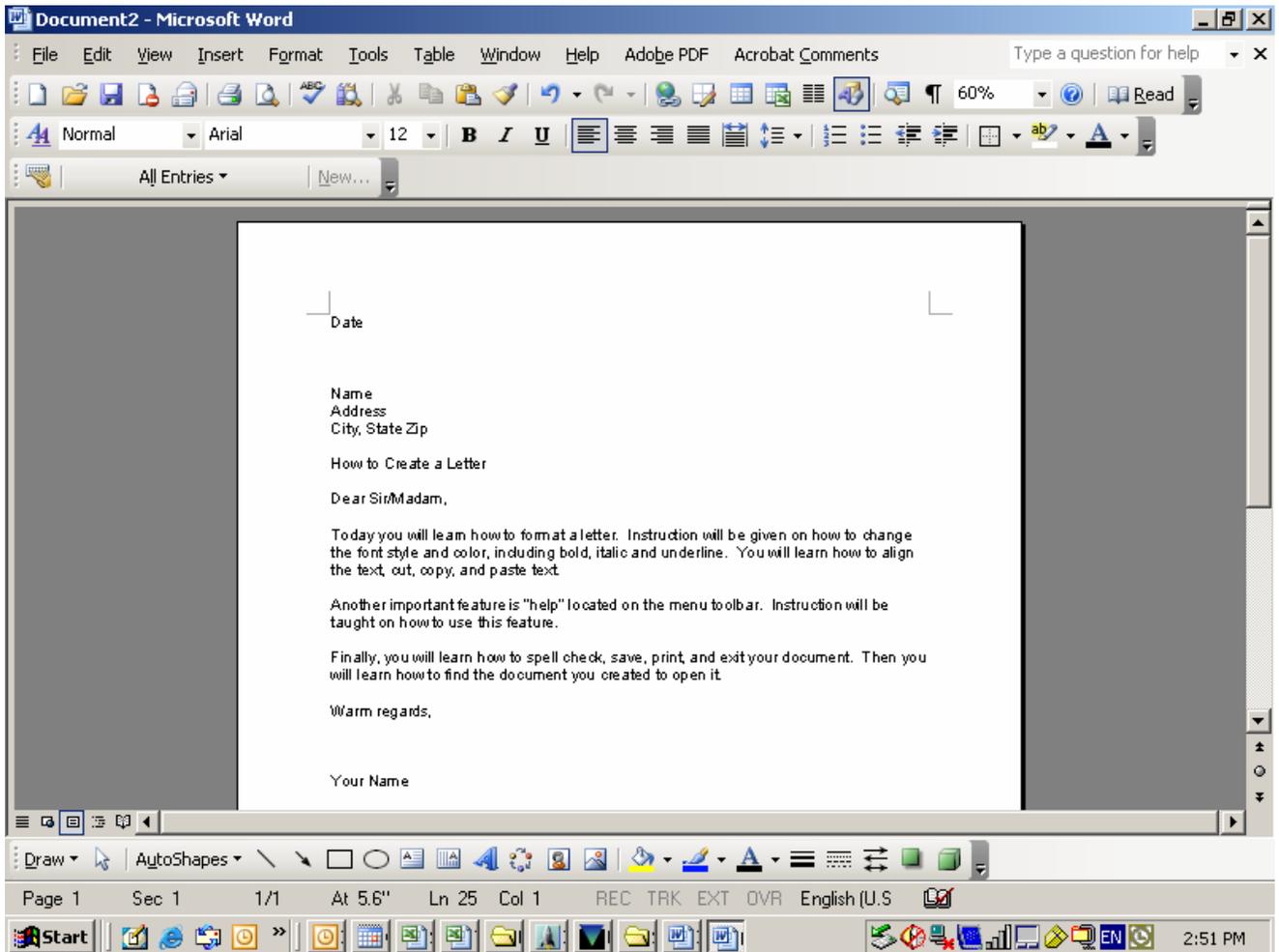
1. Click Start



New Document



## How to create a letter



## How to format a letter

The image shows a Microsoft Word document titled "Word\_Test\_Gateway.doc" with a letter template. The letter content includes fields for Name, Address, City, State, Zip, Date, Dear Sir/Madam, a main body of text, Warm regards, and Your Name. The text in the body is formatted with bold, italic, color, and underline. A Word Help box is open on the right side of the window.

**To change font style and size, highlight text, click down area, select font type and click. Then click down arrow, select font size and click**

**To change alignment of letter to justify (both margin areas are in a straight line) click justify on toolbar**

**To change font to bold, highlight text, click B on toolbar**

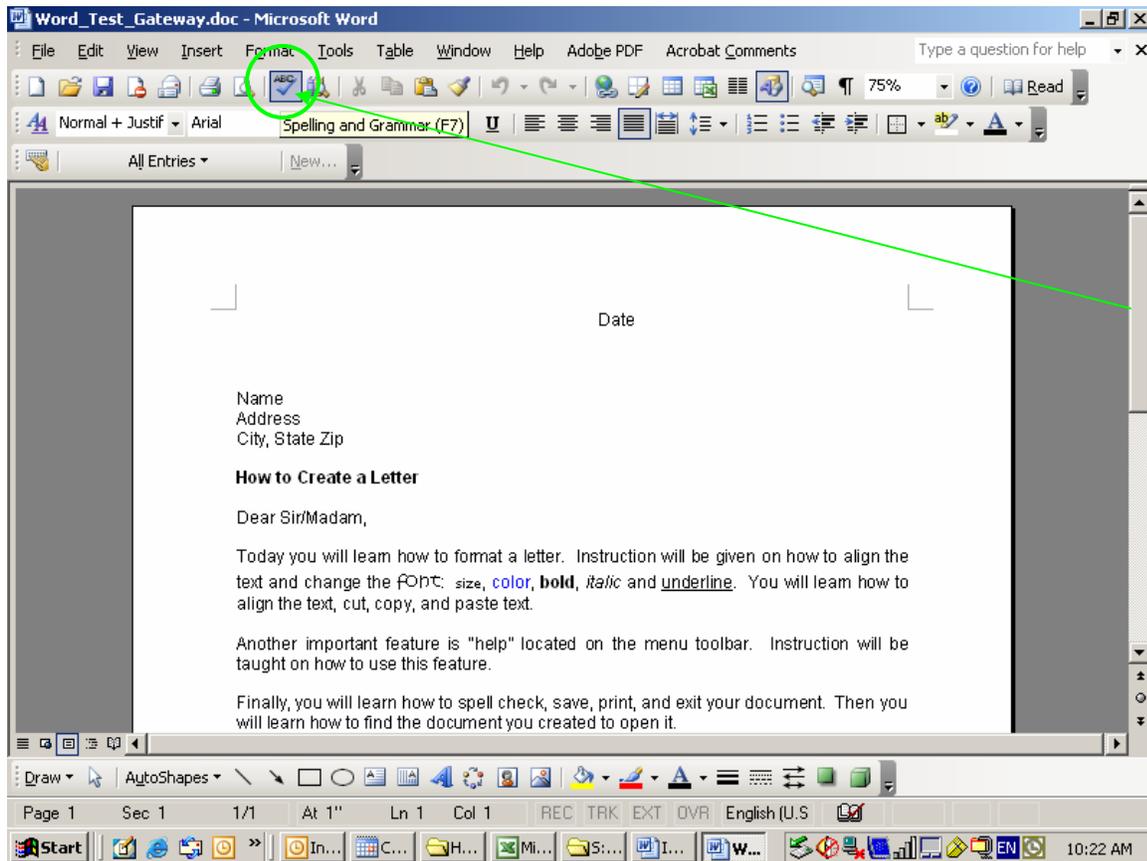
**To change font to italic, highlight text, click I on toolbar**

**To underline font, highlight text, click U on toolbar**

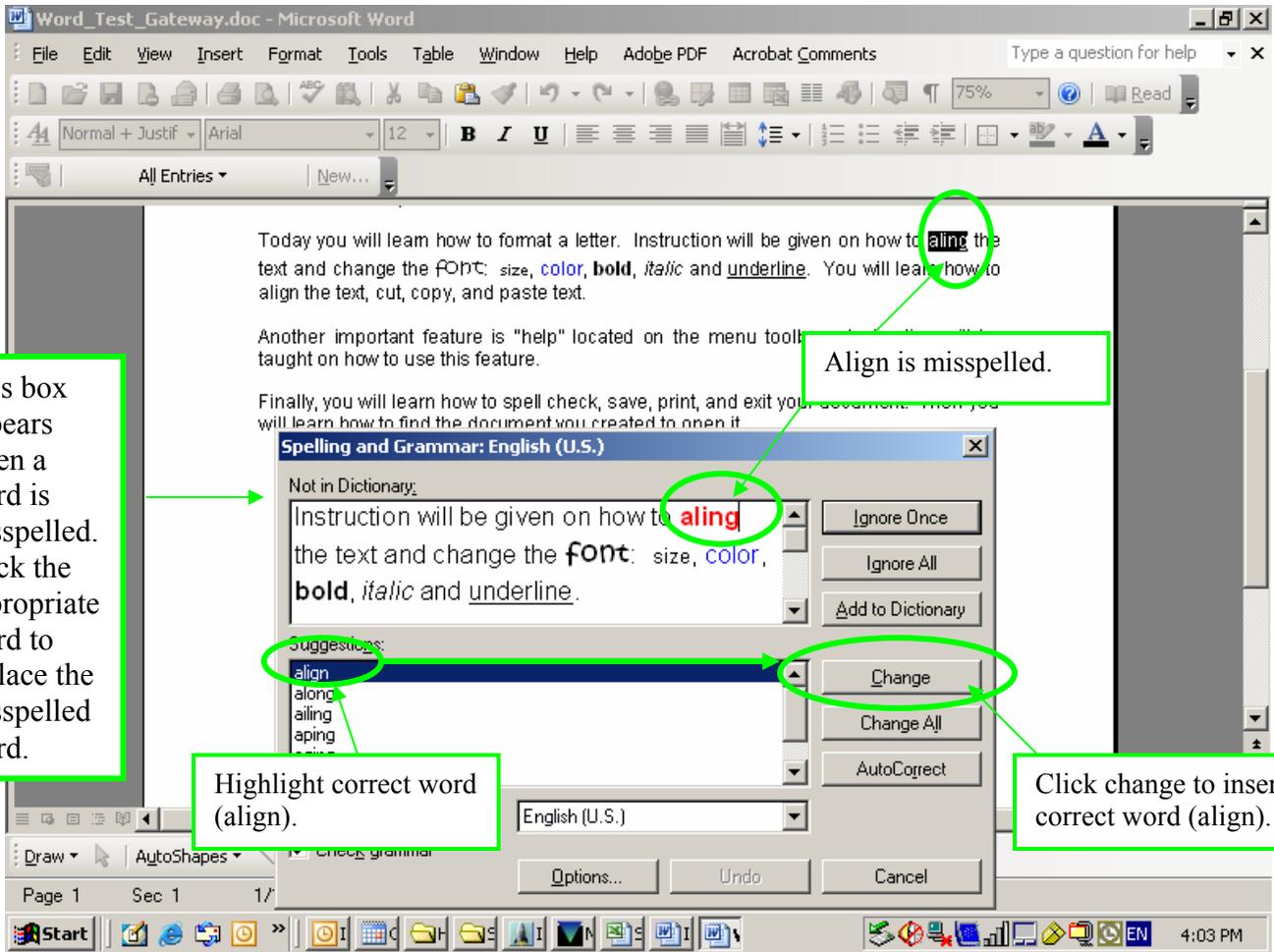
**To change font color, highlight text, click A on toolbar**

**To use "Help" feature click "Help" on Menu Bar. Word Help Box will appear. Type question or word in white box, click green arrow, click X to close "Help"**

How to check the spelling and grammar in a document before saving and/or printing.



Click ABC ✓ to check the grammar and spelling of document.

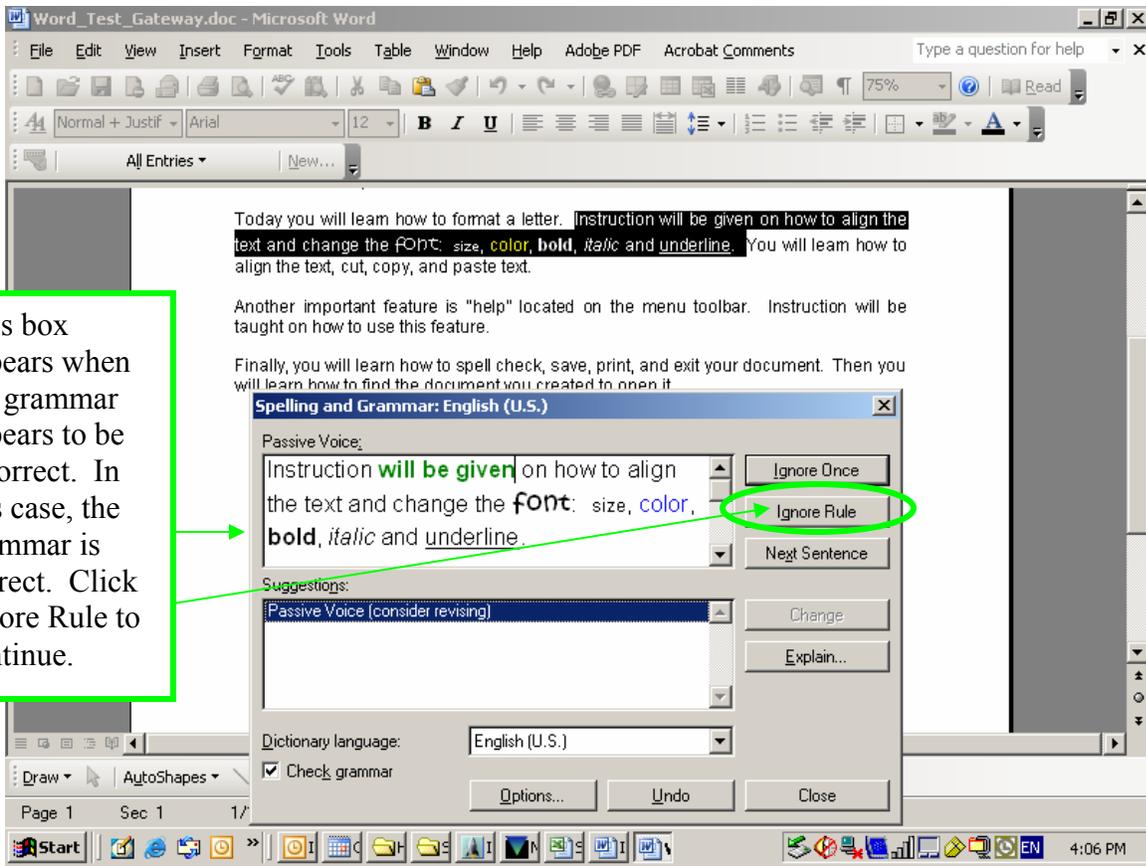


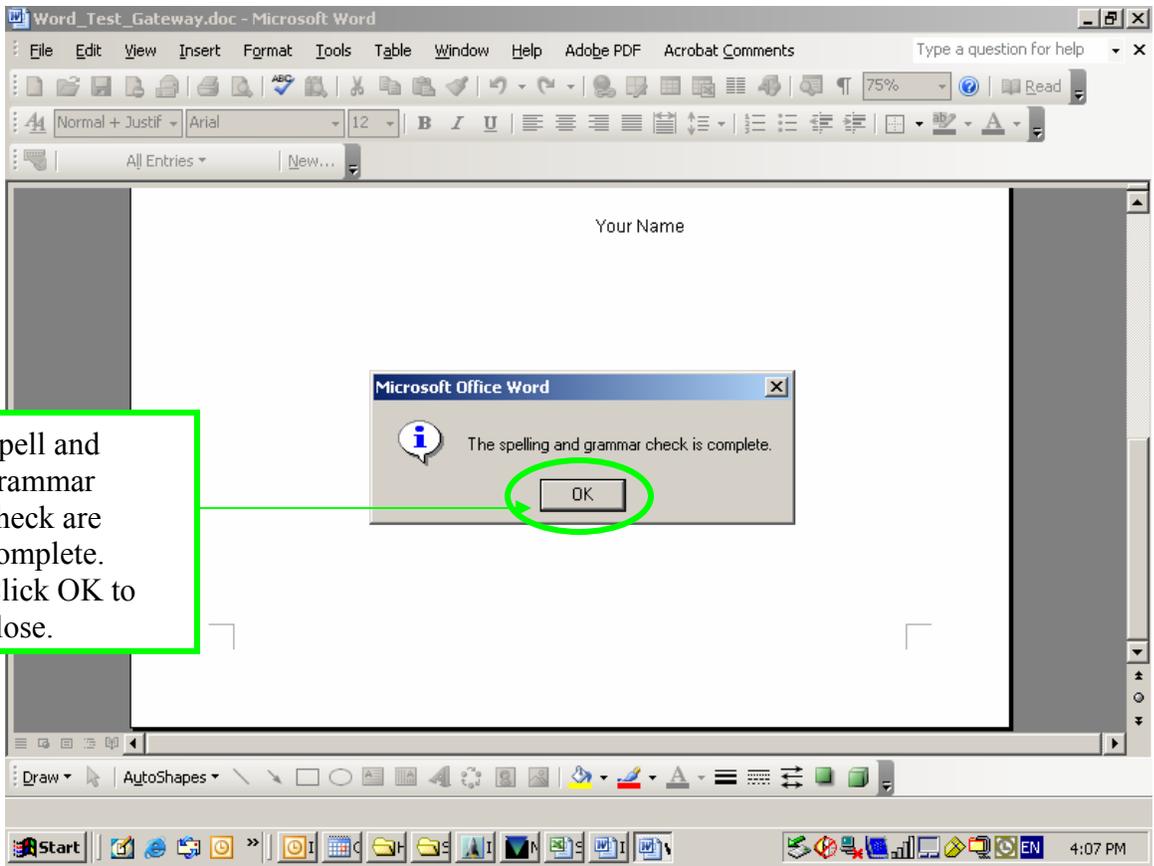
This box appears when a word is misspelled. Click the appropriate word to replace the misspelled word.

Align is misspelled.

Highlight correct word (align).

Click change to insert correct word (align).

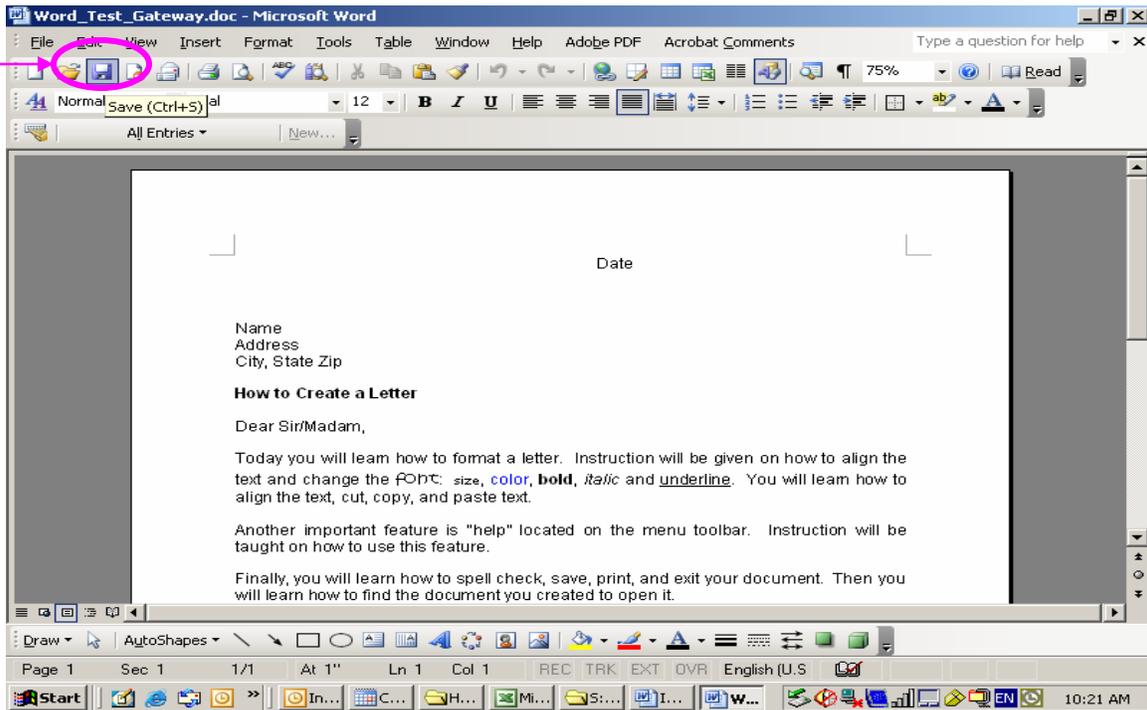




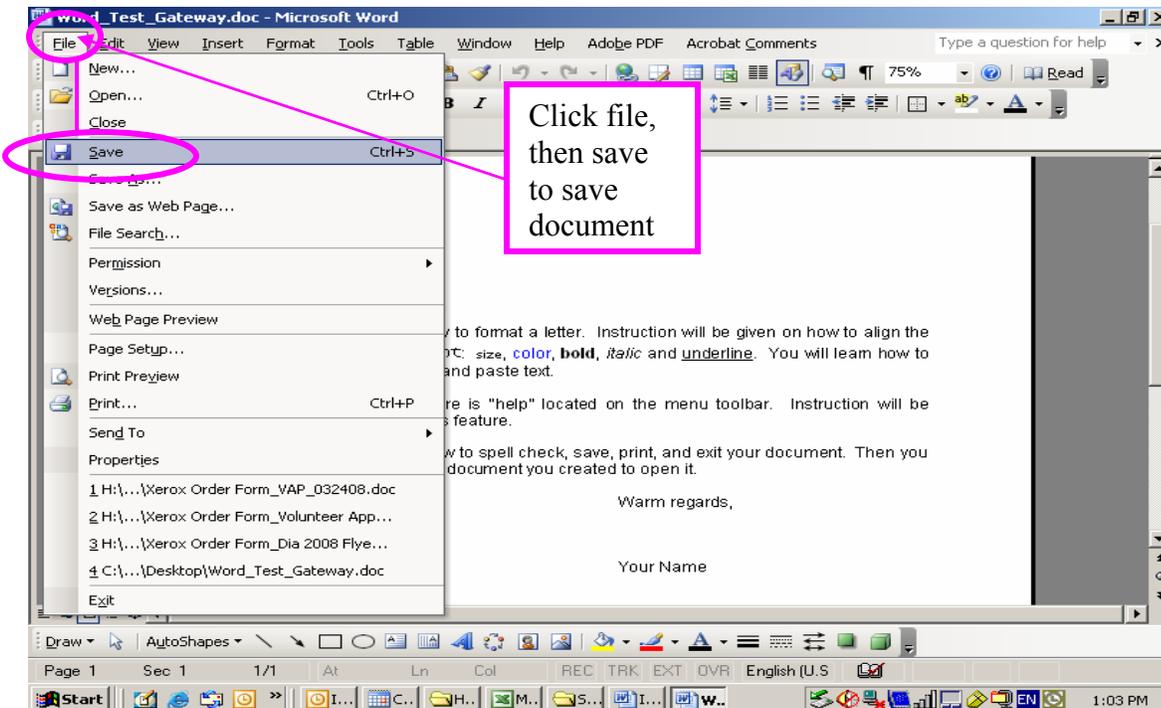
Spell and grammar check are complete. Click OK to close.

## How to save a document

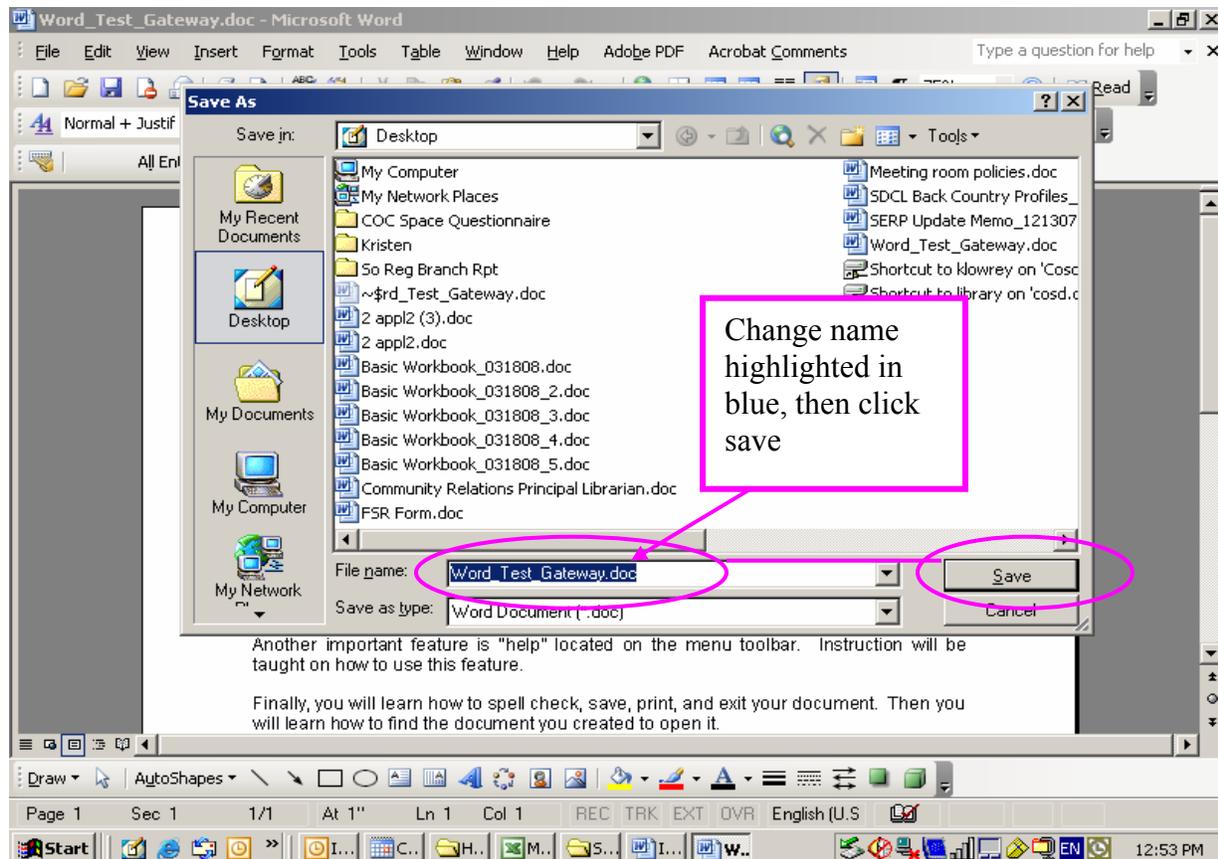
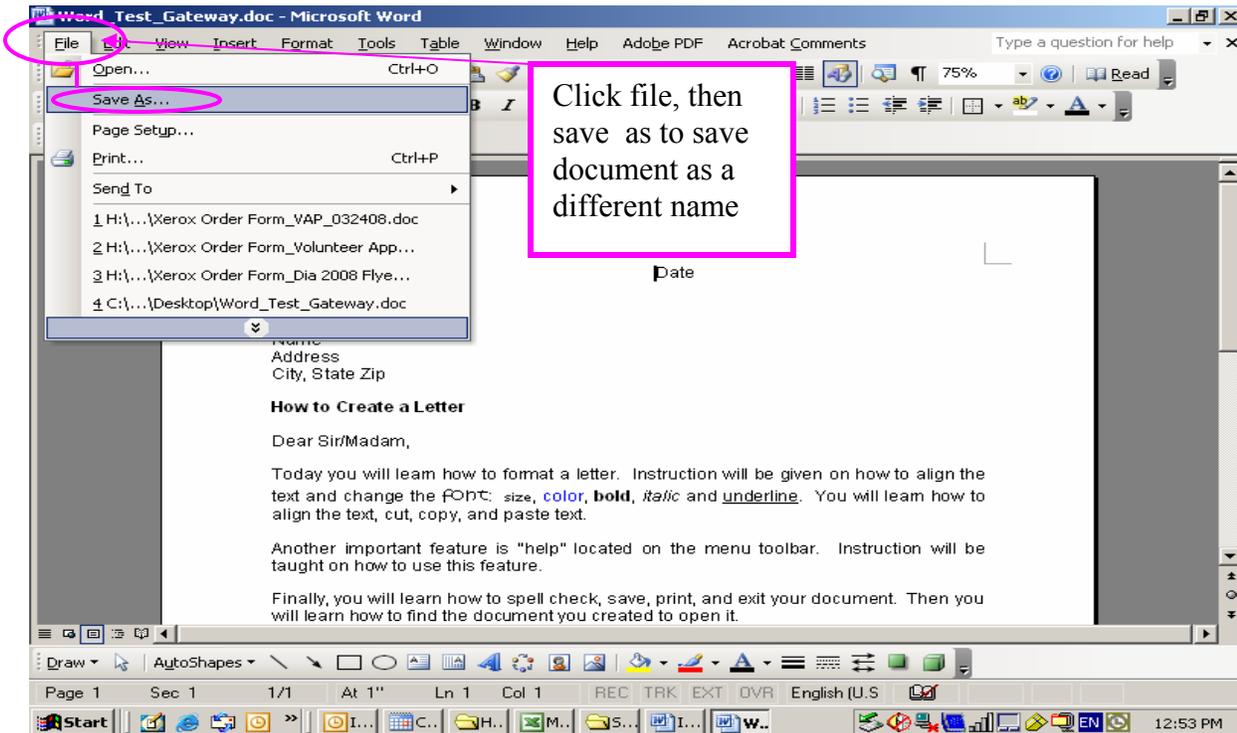
Click the save icon to save document



OR

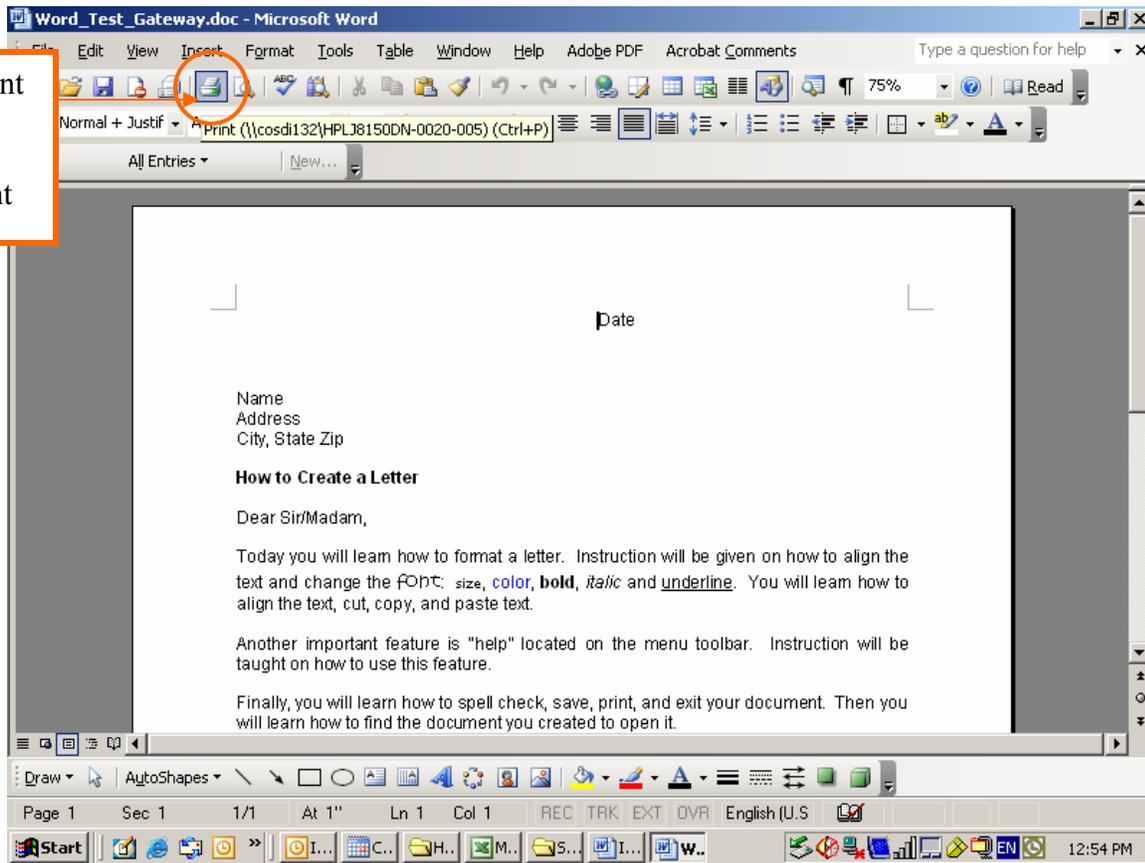


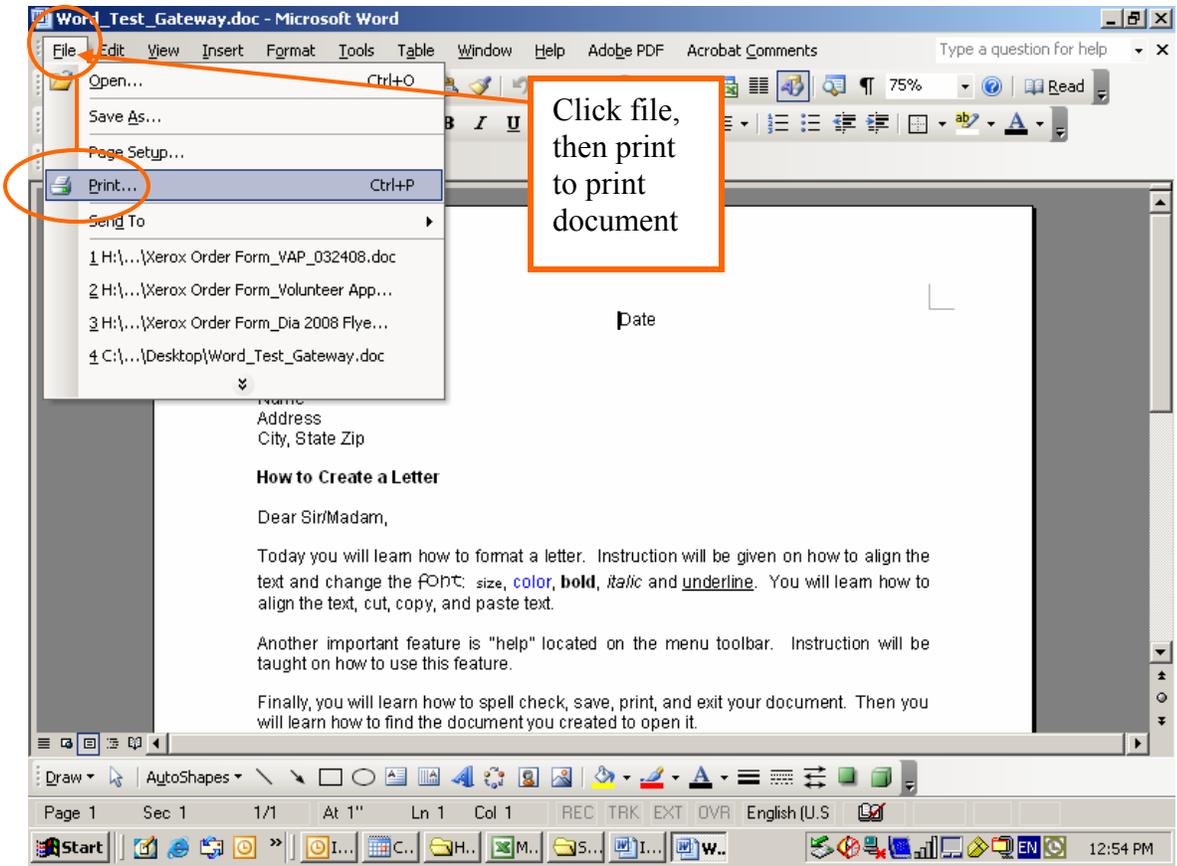
## The difference between save and save as

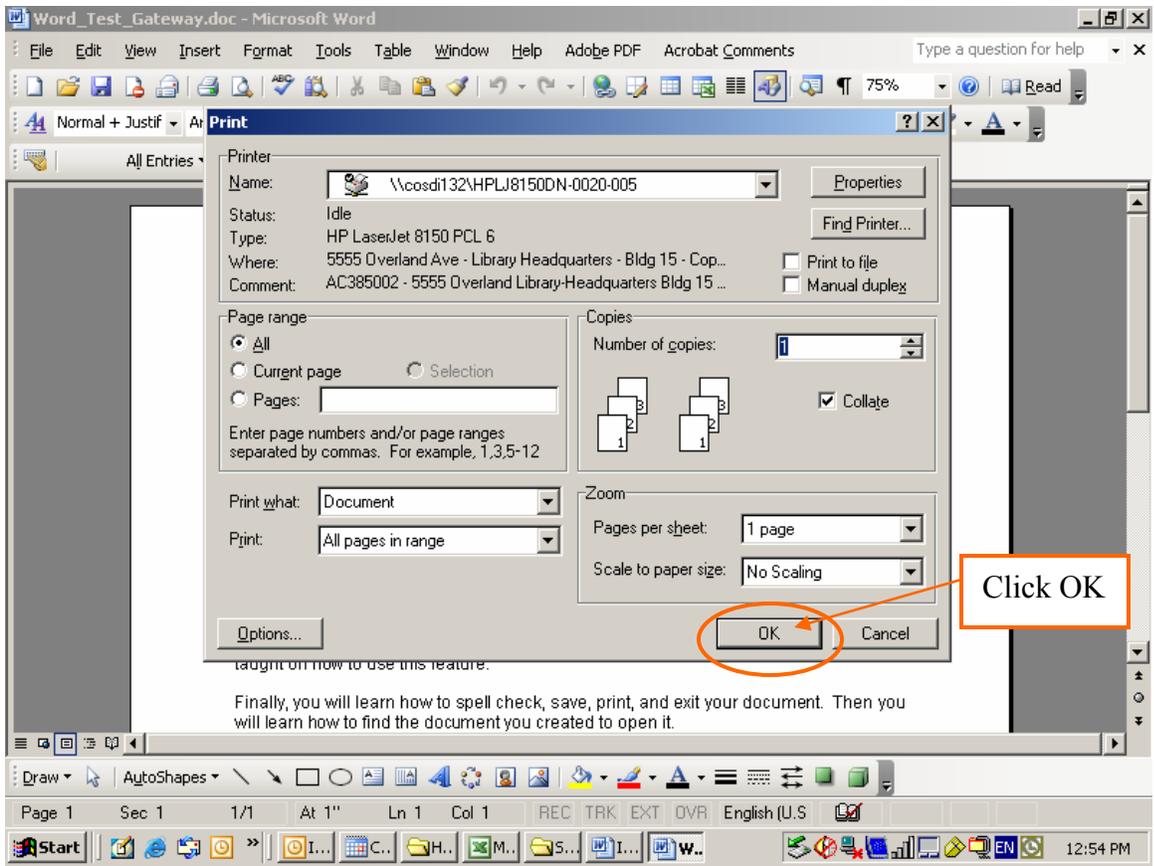


## How to print a document

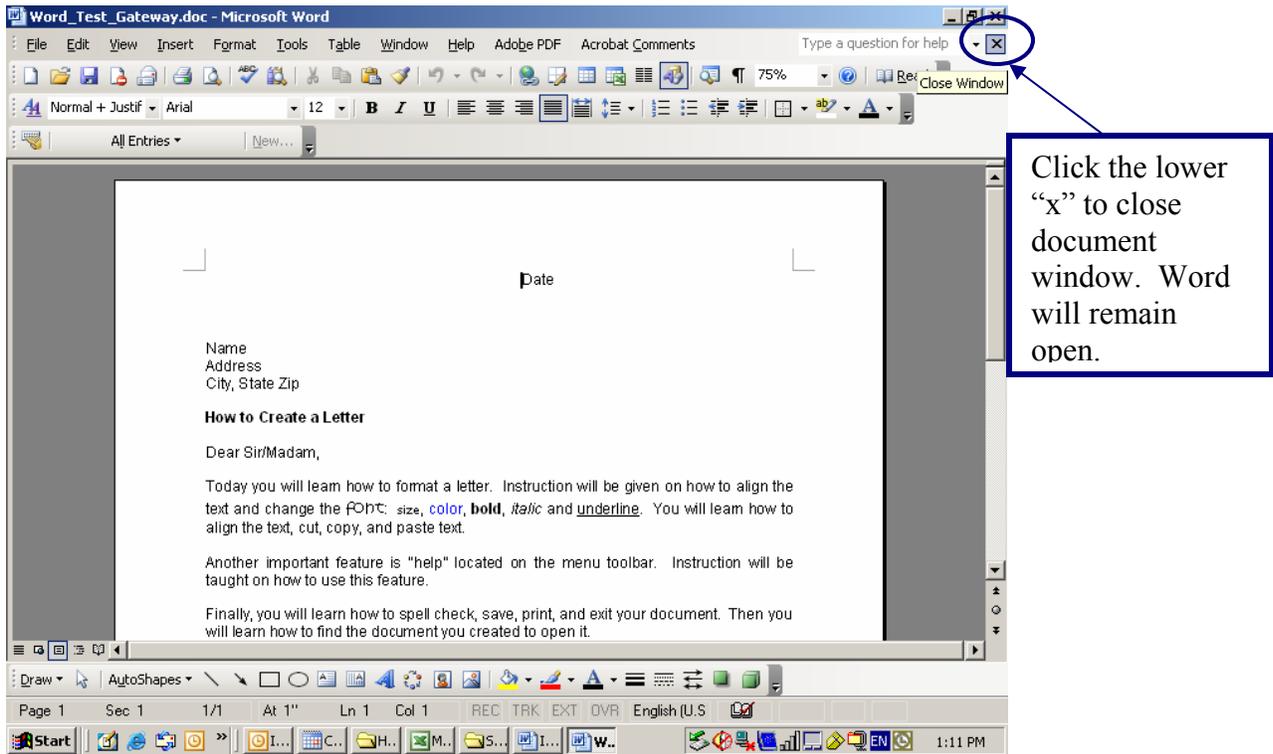
Click print icon to print document



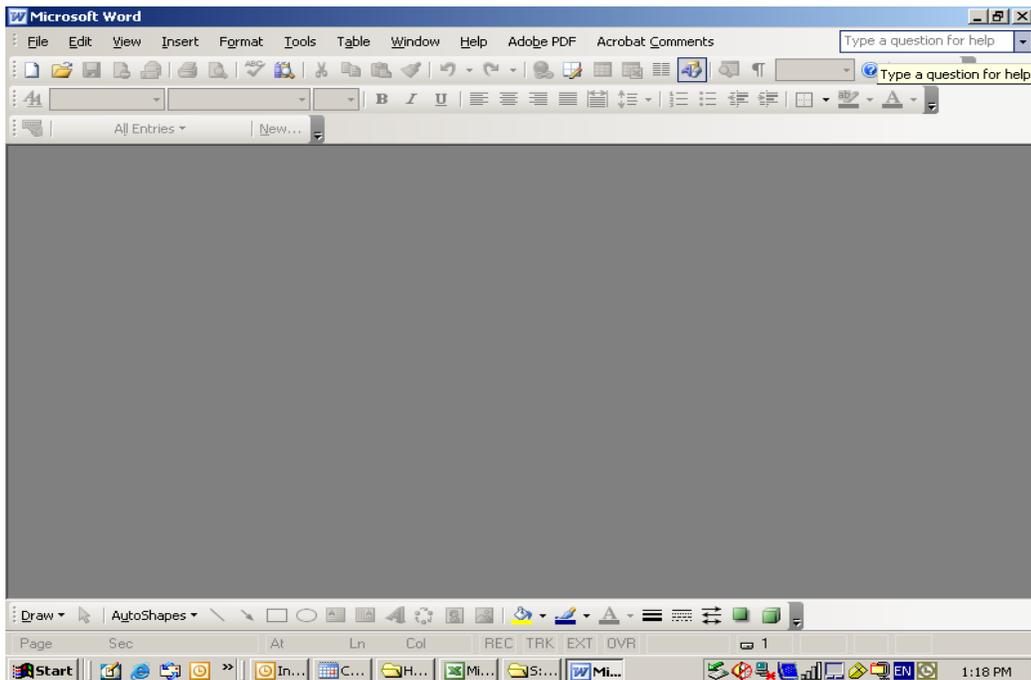




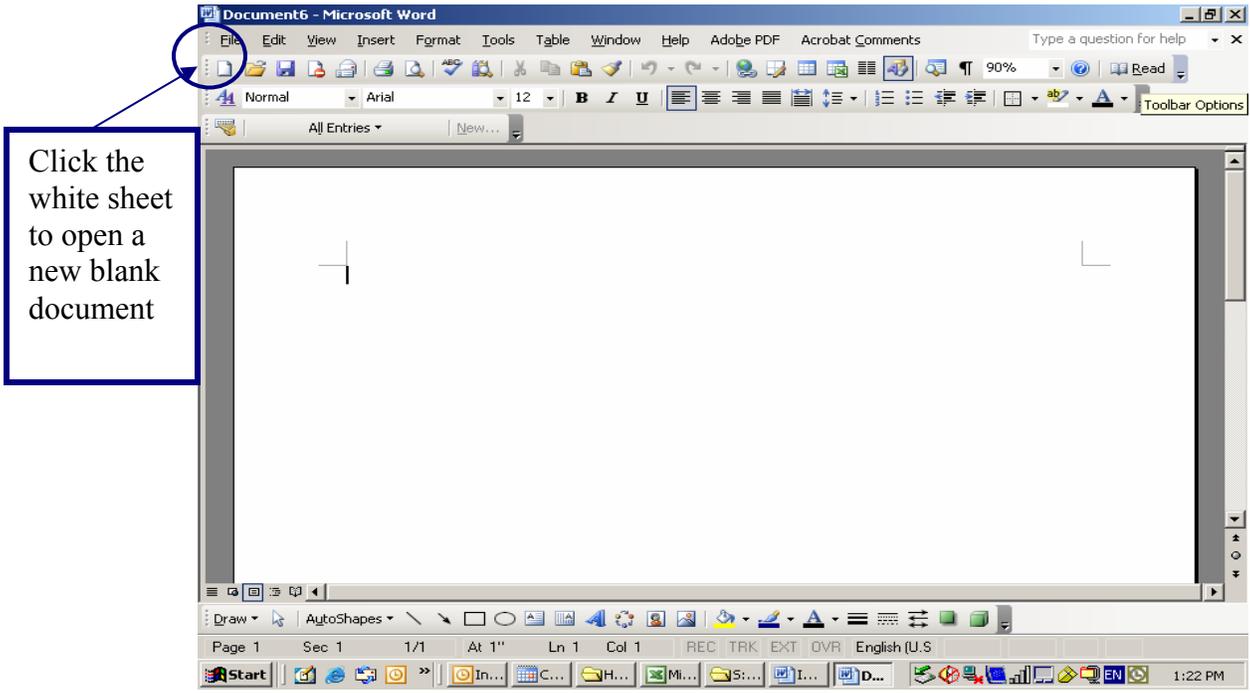
## How to close a Word document



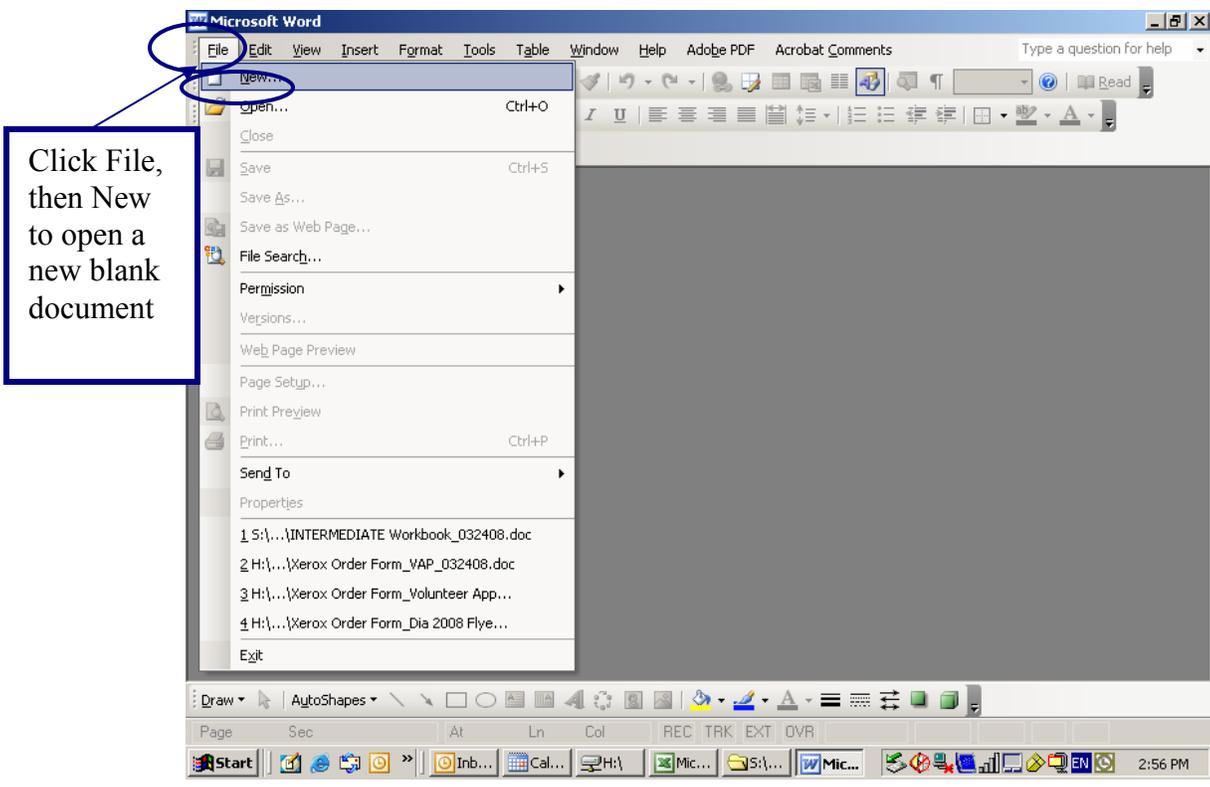
This is the screen appears when you have closed an open Word document.



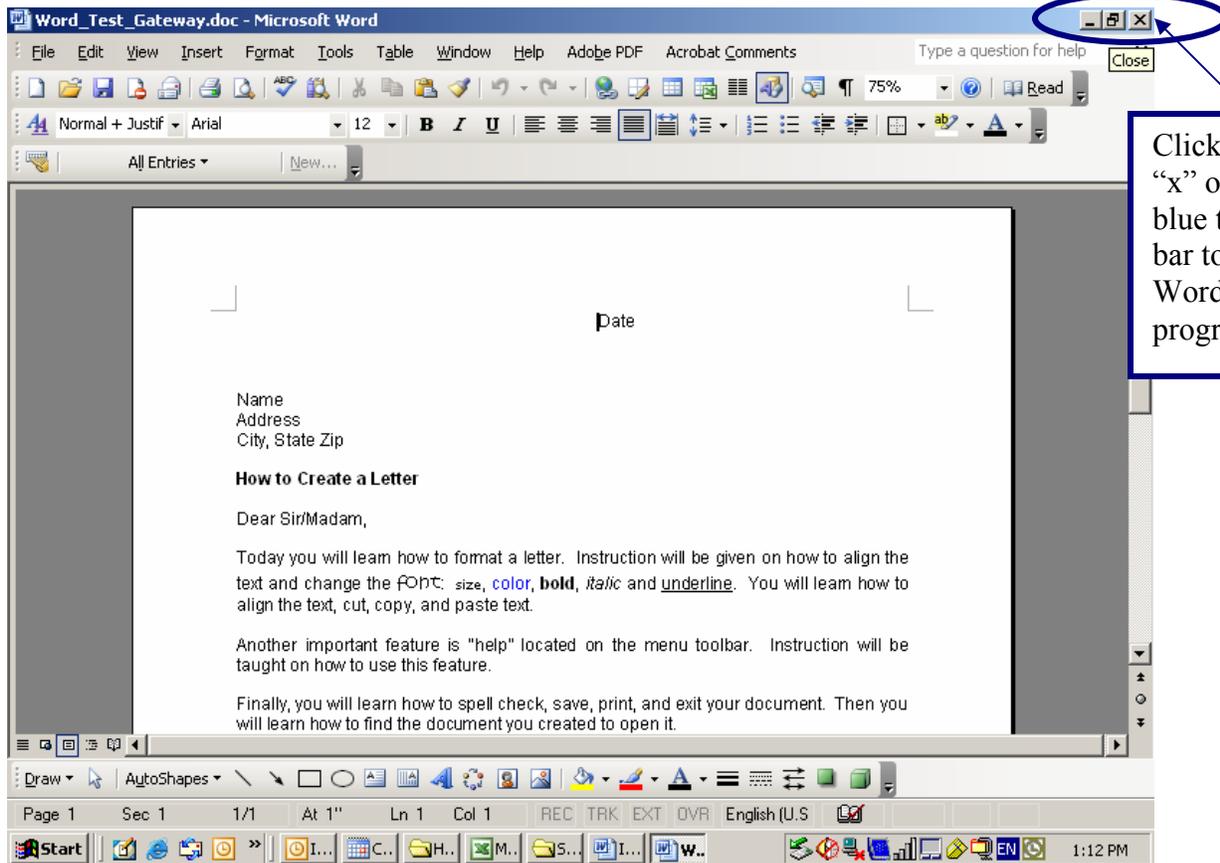
To open a new “blank” Word document to create a document



OR



## How to close Word program.



## **EXERCISE:**

To create your letter, follow the instructions below:

Type [**Today's Date**], then hit the enter key 4 times

Type [**Name of Recipient**], then hit the enter key 1 time

Type [**Address of Recipient**], then hit the enter key 1 time

Type [**City, State Zip Code of Recipient**], then hit the enter key 2 times

Type [**How to Create a Letter**], then hit the enter key 2 times

Type [**Dear Sir/Madam,**], then hit the enter key 2 times

Type [**Today you will learn how to format a letter. Instruction will be given on how to change the font style and color, including bold, italic and underline. You will learn how to align the text, cut, copy, and paste text.**], then hit the enter key 2 times

Type [**Another important feature is "help" located on the menu toolbar. Instruction will be taught on how to use this feature.**], then hit the enter key 2 times

Type [**Finally, you will learn how to spell check, save, print, and exit your document. Then you will learn how to find the document you created to open it.**] then hit the enter key 2 times

Type [**Warm regards,**], then the enter key 4 times

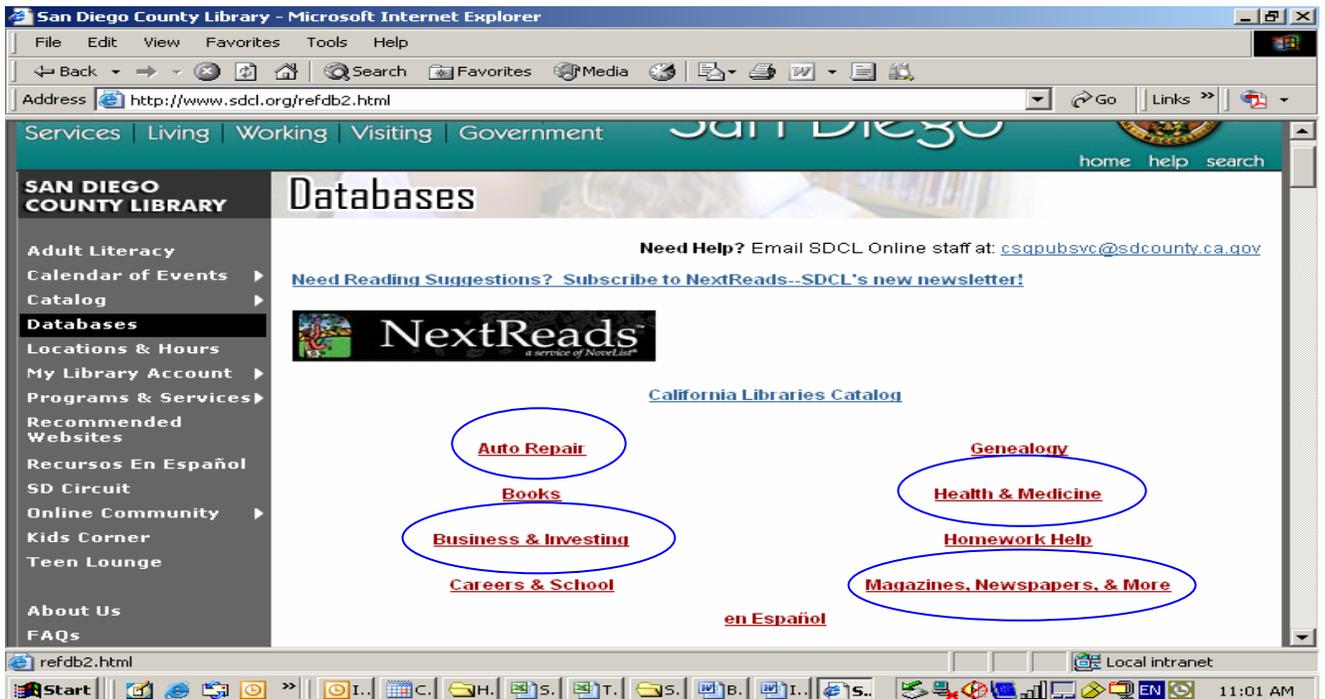
Type [**Your Name**]

After you have completed typing your letter, format it by changing the font and justification. Then spell check the document and save it.

[Library Web Page \(Subscription Web Resources / Databases\):](#)  
How to use the Library Subscription Web Resources / Databases

SDCL Web Page: [www.sdcl.org](http://www.sdcl.org)

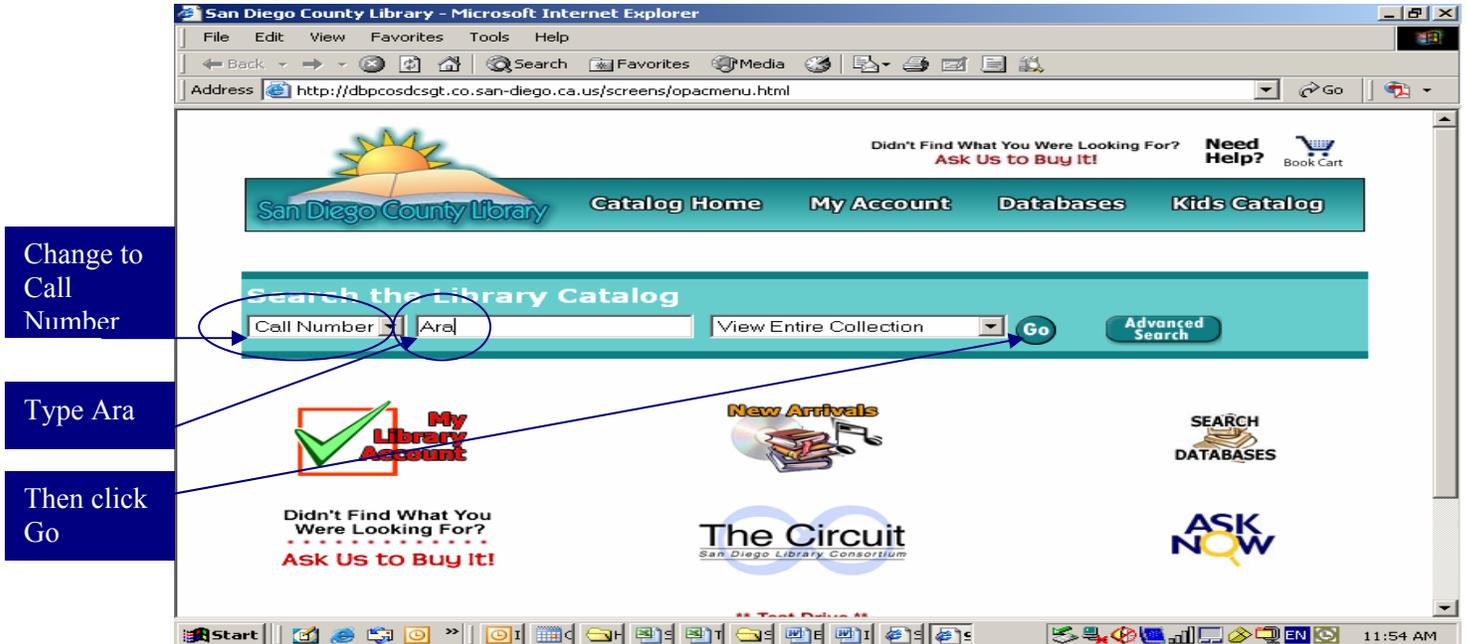
Subscription  
Web Resources /  
Databases



**Library Web Page (Catalog and SD Circuit):**  
 How to use the Library Catalog and SD Circuit



**Searching the Catalog for Arabic Materials**



San Diego County Library / All Locations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dbpcosdcsgt.co.san-diego.ca.us/search/a?searchtype=c&searcharg=Ara&SORT=D&searchscope=38&submit.x=158>

San Diego County Library Catalog Home My Account Databases Kids Catalog

Start Over Limit/Sort Search Search in SD Circuit (Search History)

CALL NO Ara View Entire Collection System Sorted

Sort Search

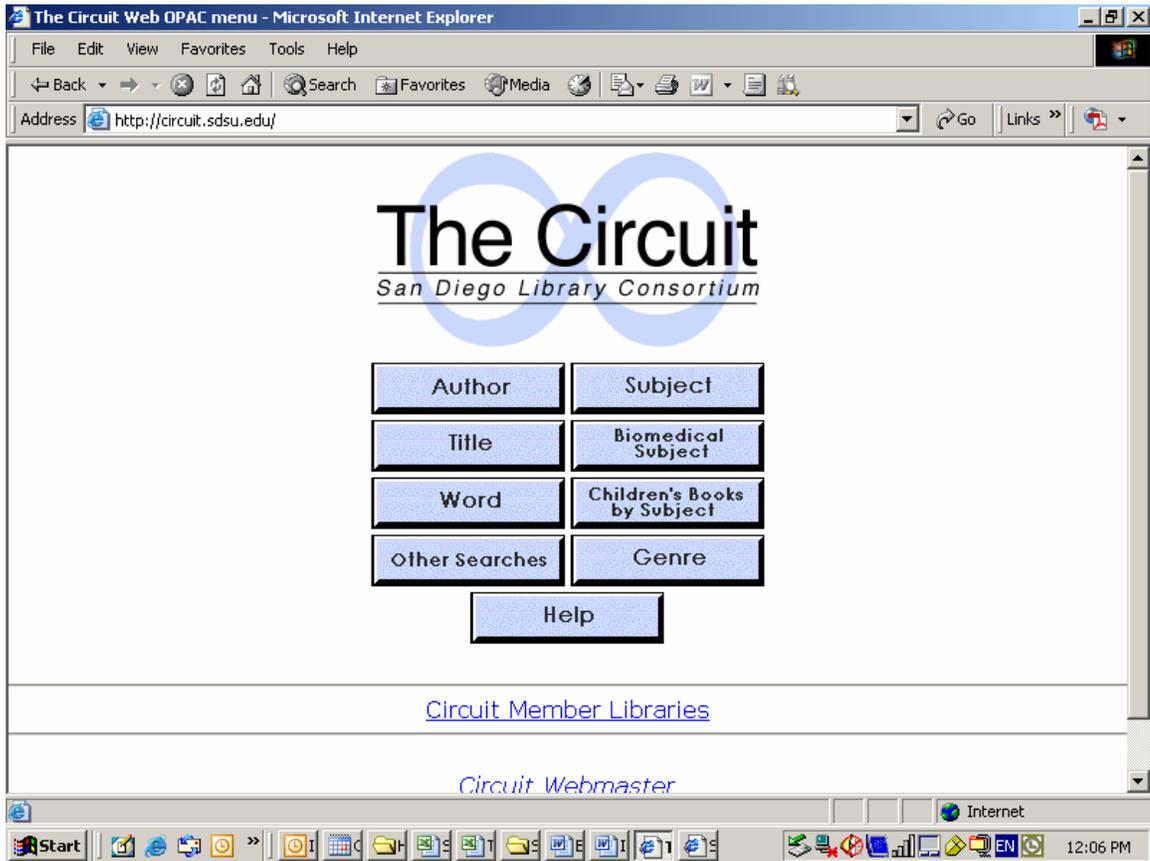
Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 105 Next

Save Marked Records Save All On Page

Num	Save	CALL NOS (1-12 of 1252)	Entries Found
1	<input type="checkbox"/>	<a href="#">ARA_001.422_SAL</a> : Dhawwāqat al-shāy : kayfa ahdatha al-ihsāo thawrah 'ilmīyah fī al-qam al-'ishrīn / ta'rīb Ranā al-Nūrī.	1
2	<input type="checkbox"/>	<a href="#">ARA_004_ABU</a> : Ma'an fī 'ālam ihtirāf hardware : min kumbyūtir al-XT hattā kumbyūtir al-Bintiyūm / ta'līf Muhammad 'Alī Abū Husayn.	1
3	<input type="checkbox"/>	<a href="#">ARA_004_KUM</a> : al-kumbyūtir al-mubtadī'in.	1
4	<input type="checkbox"/>	<a href="#">ARA_004.03_KIL</a> : The Al-Kilani dictionary of computer & internet terminology : English-English-Arabic, with illustrations / Taiseer Al-Kilani.	1
5	<input type="checkbox"/>	<a href="#">ARA_004.03_MIC</a> : Mo'gam moustalahat al computer / Arabization and Software Center.	1

Start 12:04 PM

# Searching the SD Circuit



## Gateway/Al-Bawaba Curriculum Project

*Objective:* this project will require community class participants to use their skills and abilities of searching the County Library research web resources, (<http://www.sdcl.org/refdb2.html>), typing, creating a document, adding an attachment, and sending email.

*Level:* Intermediate

An essay usually includes a title and several paragraphs. The paragraph is composed of elements which include the topic sentence (the main idea sentence), the support (sentences in the middle that give more details about the topic) and the conclusion. Paragraphs may be of any length and are written as a direct way of organizing ideas and information.

For this assignment, you are asked to write an informative essay. It will be about factual information, real events or real people. Use the library web resources (databases) that you learned about in this computer class to research your topic. You are also encouraged to use materials in this Library and work with the librarian to complete your research. The essay should be typed, double-spaced and sent as an attachment. Your instructor will provide you an email address (or email addresses) and a deadline date by which your essay is due.

Choose any topic of interest to you. The instructor will not assign a topic. You will not be graded on the intellectual level or complexity of your topic or on your English writing or grammar ability. A sample of topics for your consideration has been provided:

Presidents (United States)  
Meditation  
drug and herb information  
Middle East history  
U. S. dependency on oil  
Guns

Physical fitness  
Parenting  
Work life  
Arab world  
Women in Politics  
Diet

Sample of essay (one paragraph)

---

Brazil's Economic Problems

The economic situation in Brazil is getting worse each year. People have been losing their jobs, inflation has been rising, and all the economic problems have been causing social and political problems. If there is high inflation, an employee cannot buy the same things that he bought the month before because prices have been rising three times faster than salaries. People have begun to buy less, and they have started to buy only things they really need. Many children have to quit school to find a job to help increase their families' income.

Sample of essay (continuous page heading)

## Notes



