



## Tips & How-To Materials

Quick Reference Cards and other instructional documentation are available by clicking on the links below.

**To Search:** press [Ctrl]-[F] (or Command-F on Macs), type a keyword and press [Enter].  
[Click here for detailed instructions on how to search](#)

### Academic Web Server

- [Academic Account Reset](#) (website admin)

### Access

- [Access 2007](#)
- [Access 2003-to-2010 command reference guide](#) (new)

### Adobe Reader/Acrobat/PDFs

- [Creating a PDF with Acrobat](#)
- [Creating a PDF Using PDFCreator](#)
- [Combining Documents](#)
- [Convert PowerPoint to PDF with Acrobat](#)
- [Convert PowerPoint to PDF with PDFCreator](#)
- [Download PDFCreator](#) (for home use)
- [Convert Scanned PDF to Searchable Text](#)
- [Forms with Acrobat Pro, quick reference](#)
- [Adobe Reader 9 quick reference](#)
- [Adobe Reader XI quick reference](#)
- [Intro to Adobe Reader 9](#)

### Banner

- [Advanced Searching](#) in Banner
- [Argos for Typical Users](#) (new)
- [Argos](#) - Accessing from a Mac
- [Argos](#) - Printing Labels in Word 2007
- [Banner Navigation](#) quick reference
- [Contact Info](#) - Updating
- [Faculty Services - Post Office Hours](#)
- [Faculty Services - Class Rosters](#)
- [Faculty Services - Submit Grades](#)
- [Faculty Services - Online Drop Rosters](#) (new)
- [Faculty Services - Print Grades](#)
- [Financial Activity Reports](#) in Banner, Viewing

### Macintosh

- [Mac OSX \(Panther\) quick reference](#)
- [Mac OSX \(Tiger\) quick reference](#)

### Miscellaneous

- [Android Devices, Setting Up](#)
- [Announcements, Posting](#)
- [Apple iOS Devices, Setting Up](#)
- [Apple Mac Connect to Network Drive](#) (new)
- [CCCConfer](#) - Remote Conferencing-Training
- [Classroom Logon](#) Procedures For Instructors
- [Clean Temporary Files from Browser Cache](#)
- [Convert Image to Searchable Text](#) (new)
- [Cuesta Events](#) calendar
- [CuestaView Room/Facility Info System](#)
- [EduStream](#) Quick Reference
- [Facebook](#) quick reference (new)
- [Faculty Quick Reference](#)
- [FileZilla](#) - FTP software
- [iPad/iPhone, Setting Up](#)
- [Network drives P and G](#)
- [Office 2010](#) quick reference (new)
- [Pidgin](#) Instant Messaging (new)
- [Printers - Connecting to a Network Printer](#)
- [Remote Access-Conferencing with Join.Me](#)
- [Remote Conferencing-Training w/CCCConfer](#)
- [Reserving Rooms](#) (except PDC Training Rms)
- [Reserving PDC Training Rooms](#)
- [Scanning](#) Tips
- [Scanning with Ricoh](#) multi-function-device
- [Screen Resolution - Changing](#)
- [Shortcuts to Network Drives - Creating](#)
- [Turnitin](#) (Instructor) (new)
- [Turnitin](#) (Student) (new)
- [Welcome Letter, Creating & Posting](#)
- [Wi-Fi](#) at Cuesta College

- [& Printing \(FGIBDST\)](#)
- [Pay Stubs](#) in Banner
- [Printing](#) in Banner Self Service
- [Updating Contact Info](#)
- [Using Banner Self-Serve \(SSB\)](#)
- [Using My Banner Channel](#) in myCuesta
- [Viewing POs and Requisitions](#) in Banner

## Citrix

- [Remote access using CITRIX \(Windows\)](#)
- [Remote access using CITRIX \(Mac\)](#)
- [Remote e-Mail Access](#)
- [Attaching local files in Outlook using Citrix](#)
- [Copy files between local and network drives](#)
- [Open MS-Office documents using Citrix](#)
- [Remove CITRIX from a Mac computer](#)
- [Remove CITRIX from a Windows computer](#)
- [Save to local drives using Citrix](#)
- [Save to drive P using Citrix](#)

## Distance Education / Moodle

- [Faculty DE resources](#)
- [Moodle for students quick reference](#)
- [Posting a Welcome Letter](#)

## EduStream

- [EduStream Quick Reference](#)

## E-mail/Outlook

- [Archiving with Outlook 2007](#)
- [Attaching local files in Outlook using Citrix](#)
- [Check the Size of Outlook Mailbox](#)
- [Distribution Lists, creating](#)
- [Email Lists, address using](#)
- [E-mailing your class](#)
- [Entourage for Mac 2004 quick reference](#)
- [Entourage for Mac 2008 quick reference](#)
- [Forwarding e-mail to another address](#)
- [Forwarding Problem E-mail to CompServ](#)
- [Managing e-mail](#)
- [Outlook 2003-to-2010 command reference guide \(new\)](#)
- [Outlook 2007 quick reference](#)
- [Outlook 2010 quick reference \(new\)](#)
- [Remote e-Mail Access](#)
- [Scheduling Meetings quick reference](#)
- [Sharing Outlook Calendars](#)

- [Windows Fundamentals](#)
- [Work Orders - Using CompServ' System](#)

## Multimedia - Audio, Video, Photos, Podcasting

- [Capturing/converting YouTube](#)
- [Digital Video Overview](#)
- [Digital Video using Windows Movie Maker](#)
- [EduStream Quick Reference](#)
- [Fixing Pictures with Photoshop Elements 5](#)
- [Podcasting - Audio](#)
- [Podcasting - Enhanced](#)
- [Podcasting - Enhanced for Mac](#)
- [Podcasting - Video](#)
- [Resizing Images Using MS-Picture Manager](#)
- [Scanning with Photoshop Elements](#)
- [Scanning Tips](#)
- [Sound Files](#)
- [Windows Movie Maker](#)
- [YouTube quick reference](#)

## My Courses

- [Consolidated Courses manual](#)
- [Consolidated Courses quick reference](#)
- [Consolidated Courses Presentation Handouts](#)
- [Copy Course Content in My Courses](#)
- [Course Leader Activity channel](#)
- [Course Studio \(My Courses\) Activity channel \(for students\)](#)
- [Identify CRNs \(Course Reference Numbers\)](#)
- [My Courses for Faculty quick reference](#)
- [My Courses for Students quick reference](#)
- [My Courses How to Succeed \(new\)](#)
- [Student e-mail, accessing/forwarding](#)
- [Uploading files to My Courses from home](#)

## myCuesta

- [Also see "My Courses" above](#)
- [Activity channels, Course and Group](#)
- [Adding a channel in myCuesta](#)
- [Bookmarks in myCuesta](#)
- [Channel Creation quick reference](#)
- [Cuesta Events calendar](#)
- [General info - myCuesta](#)
- [General info for Students - myCuesta](#)
- [Groups quick reference - myCuesta](#)
- [Group Leader quick reference - myCuesta](#)
- [Group Leader Activity channel](#)

- [Spam - \*\*Creating Filter\*\*](#) ("spam rule")
- [Spam - Adding \*\*Exceptions\*\* to Spam Rule](#)
- [Spam - Reporting Problem E-mail](#)
- [Student e-mail](#), accessing/forwarding

## Excel

- [Create \*\*Grade Books\*\* in Excel 07 using Citrix](#)
- [Create \*\*Grade Books\*\* in Excel 2007](#)
- [Grade \*\*Book Template\*\* for Excel 2007](#) (*use with above documentation*)
- [Charts](#) in Excel 2007
- [Excel 2003-to-2010 command reference guide](#) (*new*)
- [Excel 2007 quick reference](#)
- [Excel 2010 quick reference](#) (*new*)
- [Excel 2007 Tips & Tricks](#)
- [Excel for Mac 2004 quick reference](#)
- [Excel for Mac 2008 quick reference](#)
- [Summing Across Workbooks](#)

## Faculty "Stuff"

- [Class Attendance Rosters](#)
- [Contact Info](#), Updating
- [Create \*\*Grade Books\*\* in Excel 2007](#) (*see "Excel" above for more grade book links*)
- [Drop students, Online Drop Roster](#) (*new*)
- [E-mailing your class](#)
- [Faculty Quick Reference](#)
- [Grades](#), Submitting
- [Grades](#), Printing
- [Office Hours](#), Posting
- [My Courses - \*\*Consolidated Courses\*\*](#)
- [My Courses - \*\*Copy Course Content\*\*](#)
- [My Courses - \*\*Course Leader Activity\*\* channel](#)
- [My Courses - \*\*Course Studio Activity\*\* channel](#) (*for students*)
- [My Courses - Identify \*\*CRNs\*\*](#)
- [My Courses \*\*for Faculty\*\* quick reference](#)
- [My Courses \*\*for Students\*\* quick reference](#)
- [My Courses \*\*How to Succeed\*\*](#) (*new*)
- [Rosters, Online Drop](#) (*new*)
- [Uploading files to My Courses from home](#)
- [Using \*\*Banner Self-Serve\*\*](#) (SSB)

## FrontPage/Web Page Creation

- [Clean Temp Files from Browser Cache](#)
- [Maintaining a Webpage in \*\*FrontPage\*\*](#)

- [Group Member Activity](#) channel
- [My Banner](#) Channel - Using in myCuesta
- [My Courses - Copy Course Content](#)
- [Resizing Images with MS-Picture Manager](#)
- [Student e-mail](#), accessing/forwarding
- [Style Guidelines for Content Providers](#)
- [Timeout, Avoiding with Internet Explorer](#) (*new*)
- [Wild Blue fix for myCuesta Users](#)

## PowerPoint

- [Capturing/converting \*\*YouTube\*\*](#)
- [Convert \*\*PowerPoint to PDF\*\*](#)
- [Creating \*\*Charts\*\*](#) (*see Charts in Excel 2007*)
- [Embed \*\*YouTube\*\* video in PowerPoint](#)
- [Impatica](#) for PowerPoint
- [PowerPoint 2003-to-2010 command reference guide](#) (*new*)
- [PowerPoint 07 Slide \*\*Masters/Special Effects\*\*](#)
- [PowerPoint 2007 quick reference](#)
- [PowerPoint 2010 quick reference](#) (*new*)
- [PowerPoint for Mac 2004 quick reference](#)
- [PowerPoint for Mac 2008 quick reference](#)

## Publisher

- [Publisher 2007 quick reference](#)

## Spam

- [Reporting Spam and Legitimate E-mail](#)
- [Safe Computing](#)
- [Spam - Adding Exceptions to Spam Rule](#)
- [Spam - Creating Filter Using Outlook](#)
- [Spam - Creating Filter Using OSX](#)
- [Spam - Understanding & Avoiding](#)

## Tablets

- [Tablet Evaluation Program](#)
- [Galaxy Tab 4G quick reference](#)
- [Galaxy Tab Wi-Fi quick reference](#)
- [iPad quick reference](#)

## Web Browsers

- [Google \*\*Chrome\*\* quick reference](#)
- [Mozilla \*\*Firefox\*\* quick reference](#)
- [Mozilla \*\*Firefox 2\*\* quick reference](#)
- [MS \*\*Internet Explorer 6\*\* quick reference](#)
- [MS \*\*Internet Explorer 7\*\* quick reference](#)

- [FileZilla - FTP software](#)
- [FrontPage 2002 quick reference](#)
- [FrontPage 2003 quick reference](#)
- [InfoPath 2007 quick reference](#)
- [OU Campus user guide](#)
- [Resizing Images Using MS-Picture Manager](#)
- [Section 508 Web Development Guidelines](#)

## Google

- [Gmail - student e-mail](#)
- [Google Chat](#)
- [Google Drive](#) (formerly "Google Docs")
- [Google Forms](#)

## Impatica

- [Impatica for PowerPoint User's Manual](#)

## Windows

- [Windows XP quick reference](#)
- [Windows Vista quick reference](#)
- [Windows 7 vs. Windows XP \(video\)](#)
- [Windows 7 quick reference](#)

## Word

- [Combining Documents](#)
- [Creating \*\*Charts\*\* \(see \*Charts in Excel 2007\*\)](#)
- [Creating Documentation with Word](#)
- [Forms in Word 2007](#)
- [Graphics in Word 2007](#)
- [Long Docs in Word 2007](#)
- [Mail Merge in Word 2007](#)
- [Mail Merge - Fixing Excel Data Formatting](#)
- [Tables in Word 2007](#)
- [Word 2003-to-2007 command reference guide](#)
- [Word 2003-to-2010 command reference guide \(new\)](#)
- [Word 2007 quick reference](#)
- [Word 2010 quick reference \(new\)](#)
- [Word for Mac 2004 quick reference](#)
- [Word for Mac 2008 quick reference](#)
- [Word Tips](#)

If you want to request materials not listed here, please contact [Computer Services](#).

