

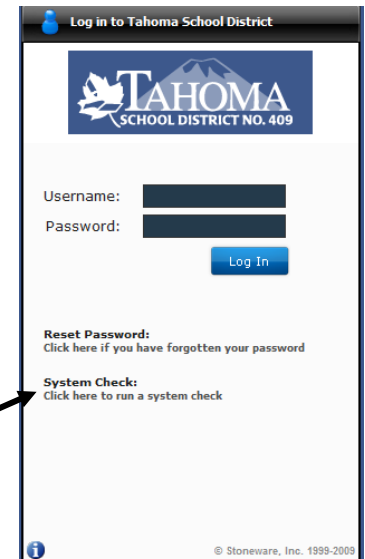
Staff Stoneware Usage Guide

To begin, open a web browser.
When using Windows use Internet Explorer. When using OS X (Mac) use Safari.
Firefox will work in both Windows and OS X.

STEP 1:

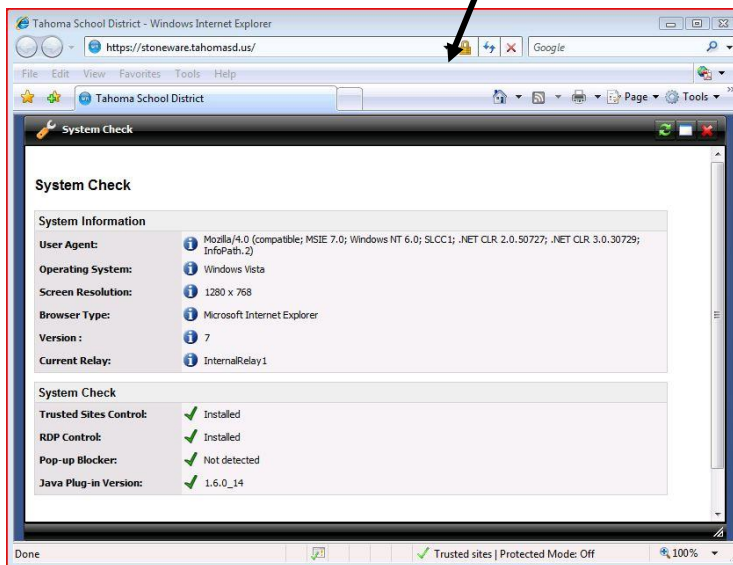
Go to the Stoneware login site:
<https://stoneware.tahomasd.us>

Note: be sure to use https:// not http:// or you will not be able to access the site.



STEP 2:

Always run System Check before using Stoneware for the first time on any computer. This includes your district laptop.



System check will get your computer ready to use Stoneware.

If system check asks you to turn off pop-up blockers you should do this only for the Stoneware site. The browsers will give you that option, usually as “ This site only.” Choose any option that says: Always allow.”

You may also be asked to “ allow” the program to run; go ahead and do so.

Finally, if you need a Java Plug-in upgrade, go ahead and choose that option. The updated Java Plug-in will automatically be added to your system. When done, close the System Check window by clicking on the red X in the upper right-hand corner.

FINALLY, run system check one more time to be sure your computer is ready.

STEP 3:

Login using your school login credentials for Name and Password.

The Home Window

MS Excel

MS PowerPoint

MS Word

My Files

Programs

File access

Trash

Extra programs

Start menu

Log out*

The desktop icons behave as you would expect by opening programs and folders.

Clicking on **Settings** menu allows you to customize the desktop.

*Be sure to **Log out** when finished-**BEFORE** you close the browser. If you do not, your computer may be more vulnerable to attack through the internet

Using Word, PowerPoint and Excel from inside of Stoneware

MS Excel

MS PowerPoint

MS Word

One Stoneware feature is the program provides the user with the use of Office 2007 programs no matter what computer is used. You can access Word 2007, PowerPoint 2007 and Excel 2007 just by clicking on the appropriate desktop icon in the Stoneware browser window. The program you choose will open in a new window. If you then choose to use File->Open, the program will automatically link to your Documents folder for you to select a file. The programs are identical to the regular desktop programs.

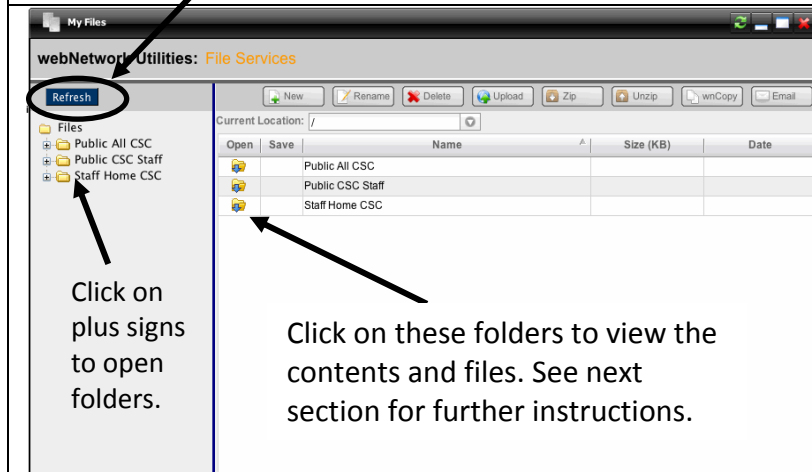
When done using any of these program, be sure to save your document and then close the program. If you do not NOT close the program you may not be able to open the document when you use a district computer.

Accessing your files

Stoneware allows access to your Document folder and to the Public Drive at your school.

When you click on the My Files icon the window shown below opens for you.

Documents you save may be saved into your Documents folder. These may not immediately show up in Stoneware as your web page may need to be refreshed to display new files.



Click on plus signs to open folders.

Click on these folders to view the contents and files. See next section for further instructions.

This window is where you work with files. The folders in the left hand column can be opened up to view their contents.

Double-clicking on a folder in the right hand window allows you to view its contents.

The “My Files” menu bar

The **New** icon allows you to open a new files in Word, PowerPoint or Excel.

Delete will delete the file or folder you have highlighted.

Upload is most useful when using a non-district computer. You can browse the computer to find files or folders to upload to your Documents folder.



Clicking this icon allows you to move up a folder level; changes in level can be viewed in the Current Location window.

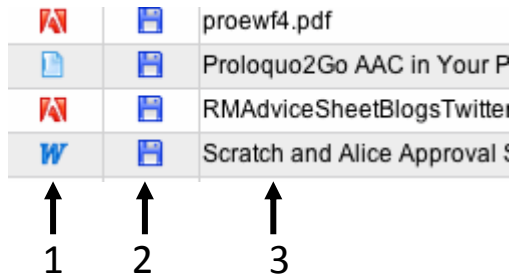
Current location changes as you click through folders.

The “**Drag and Drop files here**” area is a great timesaver if you are working on a non-district computer. This allows to quickly move files from your computer to your work computer. You can drag a file from the documents folder or the desktop of the computer you are using to this area and, when a plus sign appears, release the mouse button and the file will be copied to the location indicated in the **Current Location** window.

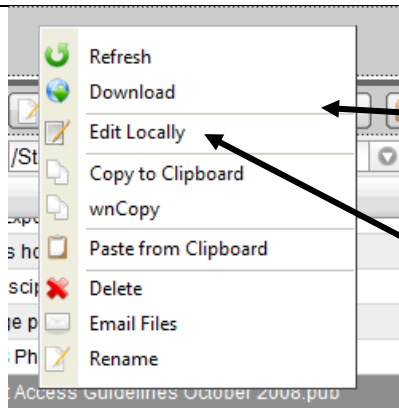
Opening and Saving

Double-clicking on a folder in the right hand window will bring you to a file view as shown below.

NOTE: Opening a file in Stoneware will change the file name by adding either plus signs or underlines in blank spaces in the name. Thus: movie review.doc will become movie+review.doc or movie_review.doc



1. This column shows the name of the program that will open the corresponding document in column 3. It is clickable but may only allow you to save a document
2. Double clicking on the disk icon in this column will allow you open the file in the appropriate program on your computer or to save the document. To save the document, choose Save As from the file menu, maneuver to Documents, remove the plus signs and click OK.
3. Double clicking on the name of the file in this column will open the file just like number 1 above. Right Clicking on the name will bring up the menu show below.



Right clicking the file name bring up a contextual menu that allows you to perform a variety of functions.

Edit locally will also open the file in the appropriate program on your computer. The other choices can be used to move or download files from non-district computers (like you computer at home). If you edit locally on a non-district computer, you can save the file and drag and drop it to save the file with Stoneware.

If you wish to open a file from your desktop, you will need to choose Desktop by clicking on the little triangle to the right of your name on the top most menu bar.

