

# How to Turn Off Indexing

1.) Connect keyboard to computer. If screen saver is running touch the screen or click with the mouse. This will bring you to the “English/Spanish screen”. At that point press down the Command & “Q” Key on the keyboard. If you are not familiar with the Command key see Figure 1 below.



The Command Key is located just to left of the space bar on the keyboard

Figure 1

2.) You should now be in the Desktop or as it is otherwise known Finder. You can verify this by looking in the upper right hand corner of the Menu bar at the top of the screen as shown in Figure 2.

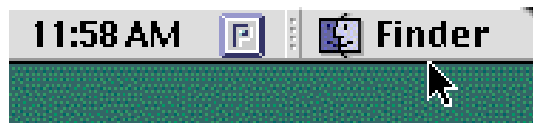


Figure 2

3.) Now that you are in the desktop or Finder hold down the Command key and press the letter “F” on the keyboard. The Sherlock window should come up as shown in Figure 3. While there, notice the Menu bar. You will then see the Find command in the Menu bar. See Figure 4.

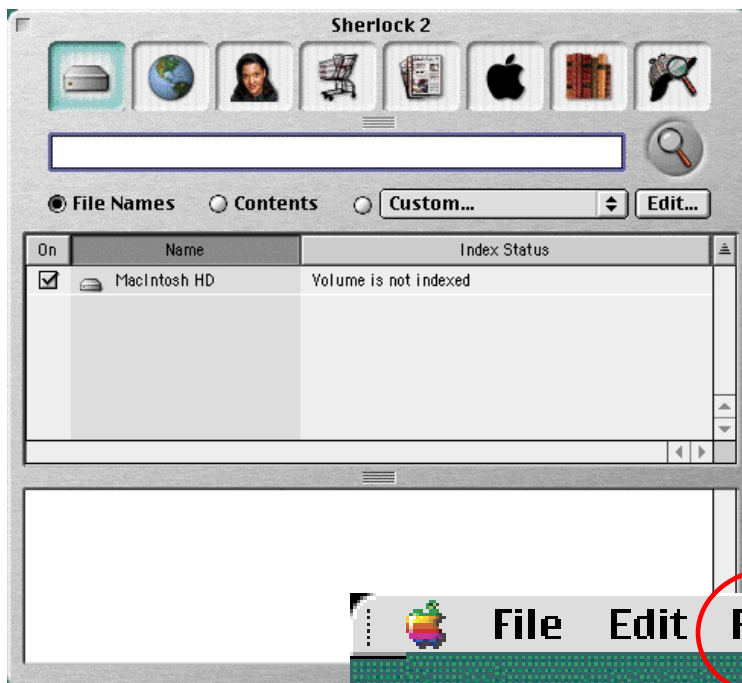


Figure 3



Figure 4

4.) Using the mouse, direct your cursor to the Find command. Click, hold and drag down until you get to the Index Volumes... as shown in Figure 5.



Figure 5

5.) Upon releasing the mouse, you should then see the Index Volumes window that will come up as shown below in Figure 6. Make sure that Use Schedule is Un-checked. If it is checked, click on it to uncheck it. Once you have verified this, click on the Schedule button in the lower left hand corner.

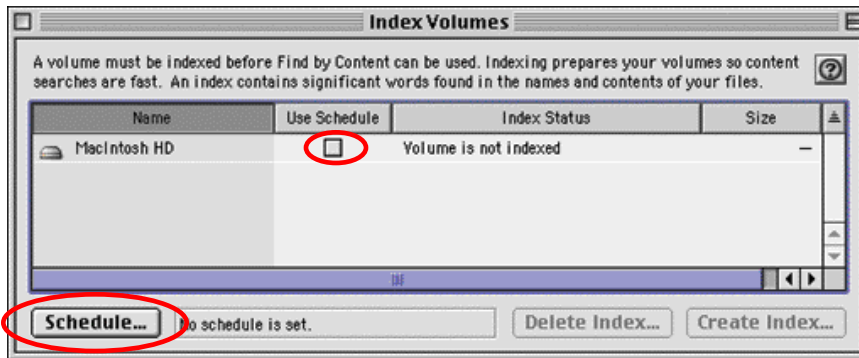


Figure 6

6.) After clicking the Schedule button the next window that will come up will look like Figure 7. Make sure that there are no check marks in any of the boxes. If there are check marks click on each one and they will disappear. Once you have done this click OK.

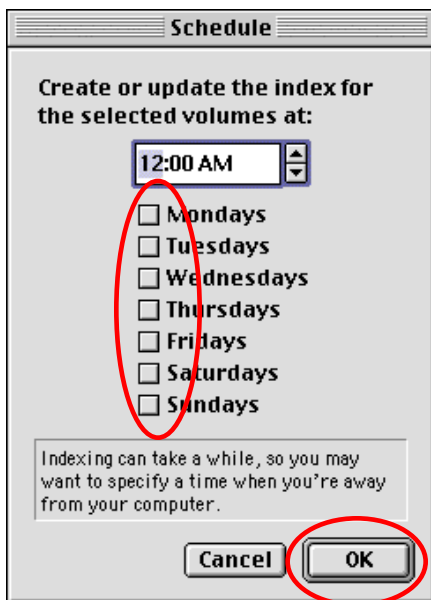


Figure 7

7.) Close each open window by pressing the Command key and the letter "W" key. This executes the close window command.

8.) Congratulations! You have now successfully turned off indexing on your computer.

9.) Now, you need to check your clock on the computer. To do that, look in the upper right corner of the Menu bar. Use your mouse to direct the cursor directly over the time. Click once with the mouse to display the date. If your date is **current** (i.e. 04/19/2002) then there is no need to go any further. **If it is not** (i.e. 02/05/1904) that means that indexing may have changed your clock to read as the year 1904. If this is the case, please proceed to the instructions on the next page.

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10.) Once again, you should be in the Desktop or Finder, Verify that by looking at the menubar in the **Upper Right Hand** corner of the screen as shown in Figure 8.

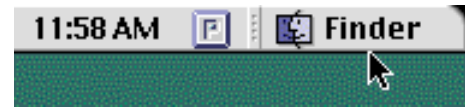


Figure 8

11.) Next, you need to use your mouse and direct the cursor to the Apple Menu, also in the Menubar, only this time you will need to look in the **Upper Left Hand** corner of the Screen. Click and hold on the Apple logo and a pull down menu will appear as shown in Figure 9.

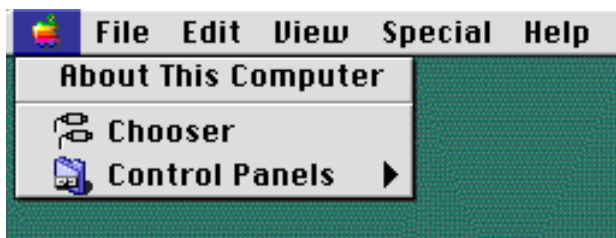


Figure 9

12.) While continuing to hold down the mouse button, direct the cursor to the Control Panels. This will open yet another pull down menu as shown below in Figure 10.

13.) While still holding the mouse button down direct your cursor to Date & Time. At that point you can let go of the mouse button. This will result in opening the Date & Time Control Panel as shown in Figure 11 on the next page.

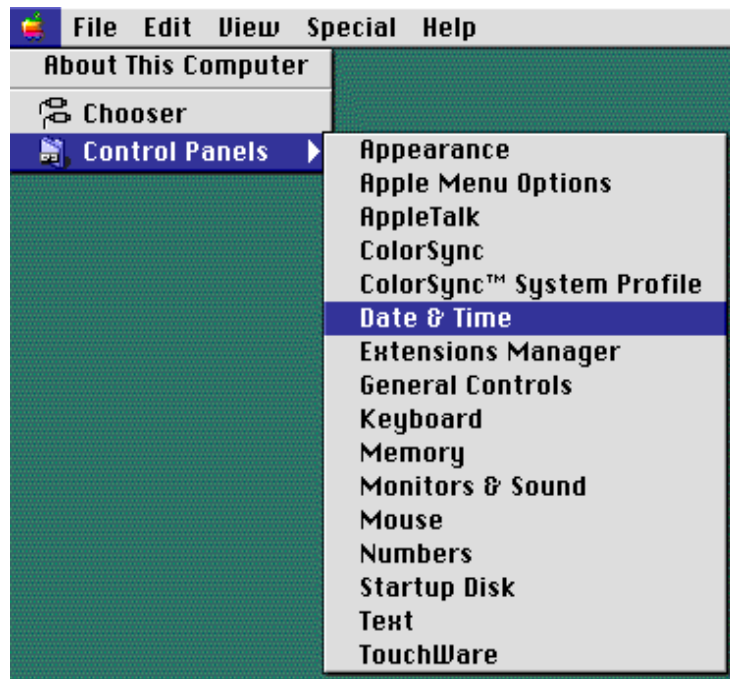


Figure 10

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14.) Take special note that when you first open the Date & Time Control Panel **nothing** is selected. This is a good time to look at the date to see what it is set at. To change to the correct date you have to point the cursor directly over the number and click. Whatever number you click first will then become hi-lighted. An example of that is shown on the next page.

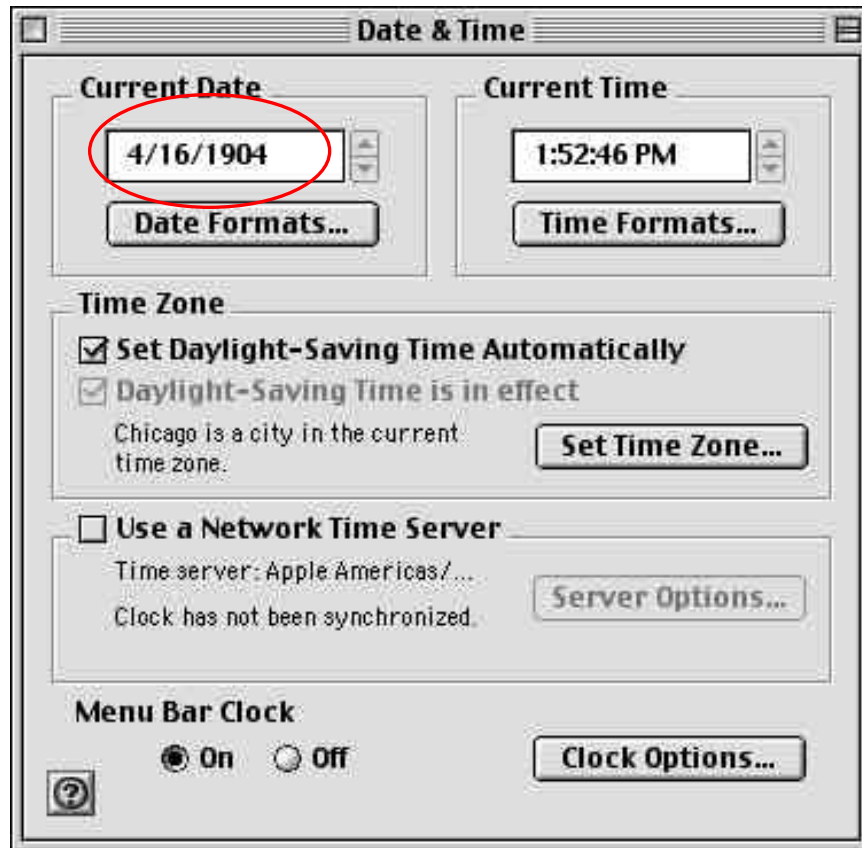


Figure 11

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15.) Two examples of the Date & Time Control Panel are shown below. In Figure 12 we have clicked on the year. Please notice that the date is hi-lighted and the scroll arrows have become active. You can use these to change the selected item if you wish. Otherwise use the keyboard to input the numbers that you want. In Figure 13 we have selected the AM/PM Field. In this case, it is best to use the scroll arrows to change this. If the time is incorrect, change that as well.

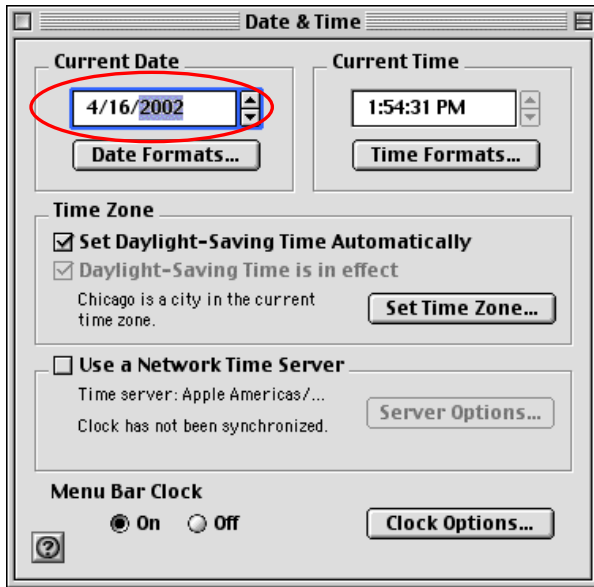


Figure 12

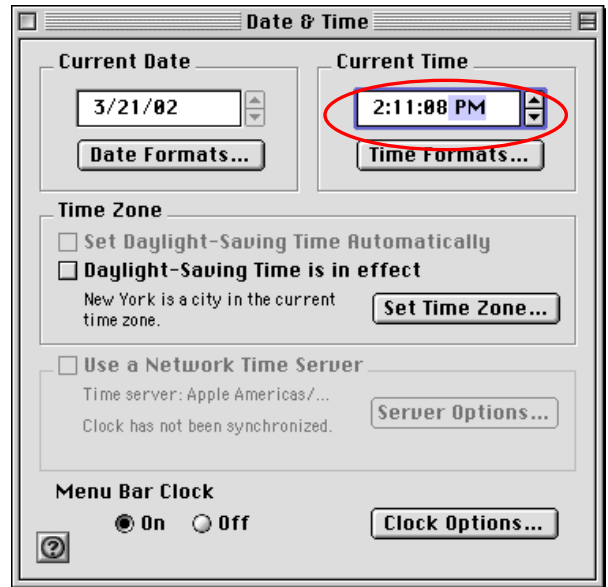


Figure 13

16.) Once you have completed these steps, close the window by holding down the the Command key and the “W” key on the keyboard. This executes the close window command. You should now be back in the desktop. At this point you will need to restart your computer to launch the CancerHelp Program. To “Restart” Go to the Menubar at the top of the screen, click & hold on “Special” and drag your cursor to “Restart” and release the mouse button. The computer will then restart and the CancerHelp Program will launch. Please call the CancerHelp Institute at (847) 256-3093 if you need any help or have questions.