

Tips for Operating ODOT Computers with CADD Software

Begin as you mean to go along (first-aid training, wear lifejacket, know how to change a tire, carry cash)	<u>Treat your computer well:</u> – Restart every morning - without fail – Exit OSD/ORD & PWE before locking screen (breaks) – Shut down before changing location – Reduce Your Computer's Network Overhead <u>Know the Signs</u> of your computer/software not running well: – No F: drive mapped by the logon script – Everything is running slowly – ORD/OSD Properties dialog doesn't display properties – ORD/OSD Pushing buttons and command is not running – ORD/OSD Software is hallucinating - what the computer is showing me cannot be true - civil data is likely damaged – I'm editing a file in ORD/OSD but it does not show a red check in PWE - new work will likely be lost <u>Respond Appropriately</u> when computer gives signs – Exit OSD/ORD - check file in – Sign Out and Log Back on to run Logon Script – Restart computer – Exit PWE and Clear preferences <u>Are you clearing preferences a lot?</u> – Go back and ask yourself if you are treating your computer well? – Talk to an EAST Administrator about setting up a personal "Zero State" preference file.
Just because you don't see something doesn't mean it's not there	Use <Ctrl+F> on the EAST PDF List to find key words in PDF titles and video chapter lists further down the page. Use the Search only ODOT/EAST link and type a key work at the end of the address field, then hit <Enter> for a targeted search.