

CSD Writing Lab Policies

General

You are bound by all applicable items from the Speech and Hearing Clinic Policies and Procedures Manual. (The dress code, for example, does *not* apply to the Writing Lab.)

Be mindful of other peers and classmates sharing the writing lab. Keep conversations at a low if others are trying to concentrate on paperwork.

Please do not eat or drink while operating and/or using the computers. Spills on keyboards can and will cause mis-function of the equipment. It is the goal CSD Program to maintain low clinical fees.

Please keep and leave the computer lab tidy and clean.

Print **ONLY** clinical paperwork. **DO NOT PRINT** presentations, class assignments/notes, etc.

This is also in an effort to keep clinic cost low.

Please turn off the computers when you are completed with your work.

Security

Obtain the code for unlocking the door from your clinical supervisor and/or secretary. The code will change periodically.

Do not share the code with anyone.

** Lock the door behind you upon leaving -- it does not lock automatically. Do not forget to turn latch located on the outside of the door, counterclockwise.

CSD Writing Lab Usage and Tips

File Access

Do not open other clinician's files without their consent. They are to be treated as medical records -- confidential. It is strongly encouraged to save clinic work on a flash drive. Such work must not contain client identifying information. Client initials are permitted only. It is wise to have more than one flash drive for saving documents in the event one of them malfunctions. If it is desired to create folders on the desktop, observe the following:

Make your own folder on the desktop for your documents:

- 1) Right click on the desktop >
- 2) New >
- 3) Folder >
- 4) (Give it your last name or initials.)

Use the same computer each time you need to modify a document.

File Saving

It is NOT allowed for reports containing client's personal identifying information to be saved on a student clinician's personal jump/flash drive -- such documents will stay on the CSD computers.

When you save a document, give it a password which you invent:

- 1) File >
- 2) Save As >
- 3) Options >
- 4) (Type something in "Password to Open", and be sure you remember it!)

Inserting IPA fonts

When you need an IPA symbol . . .

- 1) Insert >
- 2) Symbol >
- 3) (Scroll down beside "Font:" until you see "SILDoulos IPA93")
- 4) (Double-click on the symbol you want.)
- 5) Either
 - a. click "Close", or
 - b. click somewhere on your document to leave the window with the fonts.

Option "b" is handy if you're going to insert more than one symbol, because it leaves the window with the fonts open.