

July 21, 2008

Laptop Notes

Showing www.catlin.edu – webmail vs login

Search feature

Calendar feature

Inside.catlin.edu

Login

Student directories (sibling and email feature)

Faculty directory

Drupal – blogs, knowledgebase, gallery

Caring for your computer

- Case demo
- Screen marks
- Under the keyboard
- Screen costs more than the motherboard to replace
- Using in a car
- (Backlight)
- DO NOT have paperclips, pennies, etc in your case with your laptop, they can get into your computer through the fan openings or the CD slot on Mac's

Batteries

Explain charge cycles in addition to the stuff on the powerpoint:

- Explain that the MacBook Pro's overheat (Do not use in your lap for an extended period of time. If they have questions tell them to go to website about batteries on their sheet.)

Wireless Network

- Wireless anywhere on campus
 - Openwireless vs cgs
- Show CISCO Clean Access

Mail

- 75 MB limit

- Archive or Inbox on my computer
- Setup the inboxes for each student, walk them through the process!
- Change passwords

Folders

- "My Documents" / "Documents" Using the desktop to store your files especially on a Mac slows your computer down.
- Take the time to create folders to store your information. This will make it easier in the long run
- Only use Letters and Numbers and "-" when naming a file
- Download folder

Explain Admin account (without it we can't really help)

How to Backup

- Burn a CD
- Use a Thumbdrive
- Use your external drive (iBackup)
- Use the server (for school use only, not for pictures or music or movies unless directly related to school use).

How to scan for viruses manually for the summer.

File server access

How to add and remove from Dock/ Quick launch

Leopard Stacks

Quick Look

Spaces

System Preferences/ Control Panel

Change Password, both on and off campus (Macs cannot change their email password unless on campus.)

Explain Apps

Sleep Settings

Mac: Expose, Safari, Quit vs. Close, Hot corners, spotlight, two finger scrolling,