

## All Saints Macbook Orientation Workshop - April 18, 2008

NOTE: This outline can be downloaded from <http://nicksenger.blogspot.com>

### General Principles:

- Don't be afraid to experiment and play with the computers.
- Use your own critical thinking skills to try and find what you're looking for.

### Turning off the computer:

- Click on the apple on the toolbar, then click "shut down"
- OR press the power button on the keyboard

### Putting the computer in sleep mode:

- Close the laptop screen
- OR leave the computer idle for several minutes
- NOTE: Sleep mode is useful throughout the day, when you have to be away from your computer for an hour or two.

### Starting Programs (known as applications):

- Click on the dock to start a program
- If a program is not on the dock
  - Click on the finder (the smiley face)
  - Click on "Applications" on the left hand side under "Places"
  - When you find the application, just double click it to launch
  - If you use the program a lot, drag the application to the dock to add it
  - If you want to trim your dock down, remove items by dragging them off

### Shutting down applications:

- On the toolbar, click the name of the program, then click quit (at the bottom).
- NOTE: Clicking the red "X" in the corner does NOT close the application. It only closes any active documents or windows. If you see a tiny white dot under an icon on the dock, then that application is still running.
- The keyboard shortcut for closing a program is CMD Q

### System Preferences:

- The System Preferences application can help you customize your laptop

### The Toolbar:

- Changes with each application that is currently selected

### Finding documents on your computer:

- The Finder application
- The Spotlight - one of the easiest ways to find a document
- Clicking on the apple and going to "Recent Items"

### Saving documents

### The Function Keys:

- F9 - shows all open applications
- F12 - Opens the Dashboard application
- F11 - Temporarily moves applications off the desktop so it can be seen more easily
- F5 - Volume up
- F4 - Volume down
- F3 - Mute
- F6 - Number lock
- F2 - Brightness up
- F1 - Brightness down

### Connecting to a projector:

- Plug the cable into the Macbook
- Make sure that your monitor setting is still 1280x800, Millions
- You do not need to turn on the document camera for to project from the computer

### Playing a DVD:

- Connecting speakers
  - Plug speakers into the jack with the image of the headphones
  - Leave the volume of the speakers turned up almost to maximum and use your computer to control volume
  - It is possible to get rid of the “beeping” that happens when you turn the volume up and down. Go to System Preferences-->Sound-->then unclick “Play feedback when volume is changed” under Sound Effects
- Ejecting a disc
  - Drag the disc icon from the desktop to the trash can, which will turn into an eject icon
  - OR Press and hold the eject button on the upper right side of the keyboard

### Using Pages:

- Most of the important adjustments to documents are made from the Inspector, the blue icon in the upper right hand frame
- Adding Personal Pictures to a Pages document:
  - Click the “Media” icon in the upper right hand side of the Pages frame
  - Choose Photos from the pop-up box
  - Choose photo booth or iPhoto to find your pictures, or enter search terms at the bottom of the box
  - Drag any pictures into the document
- Take some time to just click around and experiment

### Ideas for Teachers:

- The Apple Learning Interchange: A collection of resources for using Macs in education: <http://edcommunity.apple.com/ali/>
- Explore the site, especially the Topics and Tools tabs on the right hand side.

### Troubleshooting:

- Force quitting a frozen application:
  - Click the apple, then click Force Quit
  - OR Option-CMD-Esc
- Checking battery power without turning the computer on
  - Button on the bottom of the laptop - 4 lights means fully charged

### Glossary:

Application: a program, like iTunes or iChat or Pages

CMD: The Command Key, the key immediately to the left or right of the space bar on a Macbook; used in combination with other keys

Dashboard: an application that gives access to small, handy programs called widgets, like weather, clock, news items, a calculator

Finder: The smiley-faced application that shows you the contents of your computer

Sleep Mode: When the computer has power, but the screen is blank and energy is being saved; the small white-blue light on the front of the laptop glows slowly off and on as if the computer is “snoring.”

Spotlight: The magnifying glass in the upper right hand corner of the screen that enables you to search the entire computer quickly and easily

Toolbar: the gray bar across the top of the screen that contains the apple symbol and drop down menus like File, Edit, Insert and Help, as well as the time, date, etc.

Widget: a small application that can be added to the Dashboard