

Laptop Orientation Workshop Outline – Introduction to the MacBook & Leopard Tech Day 2009

Introductions

AppleCare

- Take care of your laptop—you only get ONE! No replacements if lost, stolen or damaged.
- What to do if you have a problem with your Mac (see AppleCare Card):
 1. Contact your ITF—if your ITF can't help you, she/he will contact Mary Carney, Laptop Coordinator, or tell you to call AppleCare at 1-800-800-2775 (faulty equipment and minor problems are covered free of charge for 3 years by AppleCare)
 2. When calling AppleCare (only if we or Mary can't help), identify yourself as a Macaulay Honors College student and have your computer's serial number ready (apple > About This Mac > click on text under "Mac OS X" until you get serial number). If they don't recognize you or try to charge you, ask the phone rep to look up procedure # 114535.
 3. Students can get Genius Bar service at any Apple store in the city by making an online reservation at <http://www.apple.com/retail/geniusbar/>.

The MacBook

- DO NOT THROW OUT BOX for 2 weeks—you'll need it if you need to return a faulty laptop
- Login password is student
 - To change your pw: System Preferences > System > Accounts > Change Password
- Ports & other design features

Menu Bar

- Apple icon
- Active application
- Finder
- Symantec
- Time Machine (separate HD needed)
- Bluetooth (set to Off unless actively in use to prevent hacking)
- Wireless
- Volume
- Battery indicator
- Date and Time

The Dock: shortcuts to Applications

- Trash/Eject
- System Preferences ("control panel" on a PC)
 - Dock
 - Expose & Spaces
 - Trackpad
- MS Office & iLife
- Dashboard
- Launching apps, quitting v. exiting apps
- Switching b/w apps: from dock, from shortcut (command + tab), from F3
- Adding and removing apps from the Dock

Mac v. PC (“Windows”)

PC	Mac
right-click	Control-click
Ctrl + C (copy)	Command + C
Ctrl + X (cut)	Command + X
Ctrl + V (paste)	Command + V
Ctrl + F (find)	Command + F
Ctrl + Z (undo)	Command + Z
Ctrl + B (bold)	Command + B
Ctrl + I (italicize)	Command + I
Ctrl + U (underline)	Command + U
Ctrl + S (save)	Command + S

- Switching from Windows:
 - Finder > Help > Mac Help > Exploring Mac OS X > Learn the Basics > Switching from Windows
 - See also the "basics" info under Learn the Basics

Backing Up Data

- It is YOUR responsibility to back up your data, and to do so regularly
- Back up your data on a CD, DVD, Flash Drive, External Hard Drive
- Dropbox (www.getdropbox.com)

How to Get Online

- Airport
- Ethernet
- Macaulay website (<http://macaulay.cuny.edu>), esp. Current Students section.
 - Update contact information: <https://services.mhc.cuny.edu/changeInfo>
- POP/SMTP Settings (for mail retrieval and relaying) in Mail and Entourage
- ePortfolios

Resources

- AppleCare: 1-800-800-2775
- Create your own ePortfolio: <http://macaulay.cuny.edu/eportfolios/>
- Genius Bar reservations: <http://www.apple.com/retail/geniusbar/>
- Jenny Kijowski, ITF, Brooklyn College: profkijowski@gmail.com and ePortfolio at <http://macaulay.cuny.edu/eportfolios/jkijowski/>
- Joseph Ugoretz, Director of Technology and Learning: joseph.ugoretz@mhc.cuny.edu
- List of ITFs: <http://macaulay.cuny.edu/about/itf-people.php>
- Mac Help: Finder > Help > Mac Help
- Mac Tutorial: <http://www.apple.com/findouthow/mac/#tutorial=anatomy>
- Macaulay Web site: <http://macaulay.cuny.edu>
- MacBook Pro info: <http://www.apple.com/macbookpro/>
- Switching from Windows: Finder > Help > Mac Help > Exploring Mac OS X > Learn the Basics > Switching from Windows