

**Laptop Orientation Workshop Outline – Introduction to the MacBook & Leopard**  
**Tech Day 2010, with ITFs Anton Borst and Jenny Kijowski**  
**1-3:30pm**

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## **Introductions**

### **AppleCare**

- Remember: This is the one computer you get. If it is lost, stolen, or broken, you'll be at a disadvantage in terms of getting your seminar projects done.
- What to do if you have a problem with your Mac (see AppleCare Card):
  - When to go to Apple and when to go to your ITF?
  - Faulty equipment and minor problems are covered free of charge for 3 years by AppleCare.
  - If you suspect something is wrong with your laptop, you should first contact AppleCare: 1-800-800-2775.
  - When calling AppleCare, identify yourself as a Macaulay Honors College student and have your computer's serial number ready.
  - Students can get Genius Bar service at any Apple store in the city by making an online reservation — <http://www.apple.com/retail/geniusbar/>. You can also go to Tekserve.
  - Finally, you can get help from Mary Carney if Apple cannot help you. [laptop@mhc.cuny.edu](mailto:laptop@mhc.cuny.edu)

### **The MacBook**

- DO NOT THROW OUT BOX for 2 weeks—needed if return is necessary
- Password
  - Change PW now: System Preferences > System > Accounts > Change Password
  - Create User Account
- Ports & other design features
  - <http://www.apple.com/macbookpro/features.html>
  - Tip: To avoid surge damage, plug your laptop into wall before your computer

### **Menu Bar**

- Apple icon
- Right of apple: whatever application (“program” on PC) is currently active
- Finder
- Symantec
- Time Machine: back-up system if you have an external hard drive
  - 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.dropbox.com](http://www.dropbox.com))
- Bluetooth: should be off unless you're actively using it
- Wireless
- Volume
- Language & Text
- Battery indicator
- Date and Time
- Spotlight

### **The Dock: shortcuts to Applications**

- Using Finder to open Apps not on Dock
- Trash/Eject
- System Preferences
- MS Office & iLife
- Dashboard

- Launching apps, exiting v. quitting
- Switching b/w apps: from dock, from shortcut (command + tab), from F3
- Adding and removing apps from 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 > Learn the Basics About Your Mac > What’s it called on my Mac? and Windows keys on a Mac keyboard (find both under the heading “If you’re switching from Windows...”)
  - <http://www.apple.com/support/switch101/>

### How to Get Online

- Airport
- Ethernet
- Macaulay website (<http://macaulay.cuny.edu>)
- Student Handbook ([macaulay.cuny.edu/community/handbook](http://macaulay.cuny.edu/community/handbook))
- Update contact information: <https://services.mhc.cuny.edu/changeInfo>
- Macaulay email: [mail.macaulay.cuny.edu](mailto:mail.macaulay.cuny.edu) (see exit handout)
- ePortfolios

### Tech Fair

- Register (at home!): <http://macaulay.cuny.edu/eportfolios/techfair/>

### 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](mailto:profkijowski@gmail.com) and ePortfolio at <http://macaulay.cuny.edu/eportfolios/jkijowski/>
- Anton Borst, ITF, Hunter College: [antonborst@gmail.com](mailto:antonborst@gmail.com)
- Joseph Ugoretz, Director of Technology and Learning: [joseph.ugoretz@mhc.cuny.edu](mailto: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

### Fun with Photo Booth!!!