Know Your Laptop

Connecting to Assumption WiFi

Network	Password
AC_Guest_Wireless	RedSox2013

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what you know about yourself

what you know about others

Your goals

are our goals

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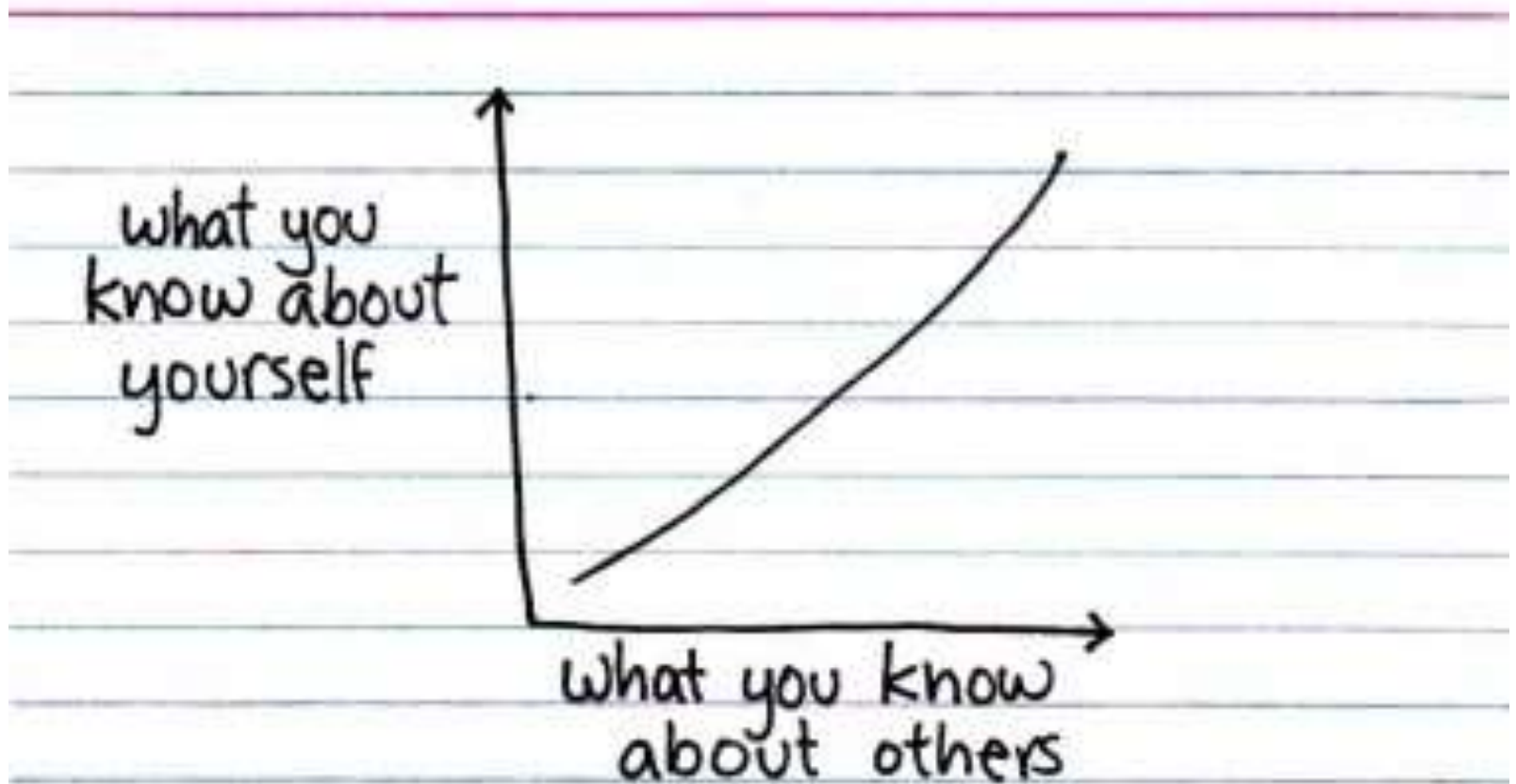
Your learning goals

- File management
  - Photos
  - General files and folders
  - Cleaning out unwanted stuff
- Email
  - Web mail
  - Moving contact lists between services, compters
- Tablets and Phones
  - General usage
  - Favorite apps

More goals

- Keeping multiple devices in sync
  - Multiple computers
  - Computers and phones, tablets, cameras
- Internet
  - What browser
  - What are cookies?
  - Online shopping and banking
- Printers and scanners
  - Troubleshooting
  - Printing from phones and tablets

Still more goals

- Music, videos, and podcasts
  - iTunes
  - Moving music other devices, CDROM
  - Podcasts and audiobooks
- Websites and services
  - Facebook, Twitter, and Pinterest
  - Skype
  - Dropbox, Evernote, and Pocket
- General knowledge
  - Terminology
  - Icons
- Backup
  - Dropbox
  - Online backup services
  - CD/DVD, USB and external drives

Class schedule

Class	Date	Topics
1	3/21	Introduction and course overview Internet basics Jargon
2	**4/4**	**Email** **Managing files, photos** **Internet browsing** **Passwords**
3	4/11	Music and videos Keeping devices in sync Backups and System maintenance tips
4	4/18	Word processing Printers and scanners
5	4/25	Wrap-up

What we'll cover today

- Email
  ◦ Email programs
  ◦ Web-based email
- Email attachments
  ◦ Word documents
  ◦ PDF files
  ◦ Pictures
- Managing files and folders
- Internet and online security

Email

- Email programs
  - Outlook
  - Mac Mail
  - Windows 8 Mail app
- Web-based email
  - Gmail
  - Charter
  - MSN (Soon to be Outlook.com)
  - Verizon

Email - Desktop vs. web

Desktop program

▸ Advantages
  ◦ Keeping control of your mail

▸ Disadvantages
  ◦ Can only access mail from your primary computer
    (If your computer breaks, you may lose your email.)
  ◦ Search may be slow if you have a lot of email

Web mail

▸ Advantages
  ◦ Access anywhere

▸ Disadvantages
  ◦ Advertisements
  ◦ Integration with some desktop programs
  ◦ Limited offline access

Downloads

▸ When you download an attachment, it typically goes to your Download folder.

▸ Some mail programs will let you see the image in the messages without downloading.

▸ You need to have a program on your computer that can open the attachment.

  ◦ Word for .doc or .docx files

  ◦ Acrobat Reader for .pdf

Managing messages

- Folders
- Tags (Gmail)
- Stars and flags
- Deleting messages
- Emptying trash folder

About spam

A few words on passwords

Can't live with them and …

Unique passwords

Example	Prefix	Punctuation	Unique number	Suffix	
	First 2 chars of site	. - , &	At least four digits	Last char of site	
	At least one capital letter	Some sites restrict the punctuation	Don't use your birth year or this year		
Amazon	**Am**	**-**	**2102**	**n**	**Am-2120n**
eBay	**eB**	**&**	**1066**	**Y**	**eB&1066y**

Mac users have two important passwords

‣ Your local system password
  ◦ Allows you to install software or make important changes on your system.

‣ Your Apple Id
  ◦ Used to download and buy applications from the App Store
  ◦ Used to buy music from iTunes.

‣ Should they be the same?
  ◦ Mine aren't

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About cookies

Important, but not so tasty cookies

Cookies and site data

| Site | Locally stored data | Remove all | bank |

bankofamerica.com   25 cookies

BA_0021   BOA_0020   CM_RegCustID   CONTEXT   Coherence:OLB-Coherence   INTL_LANG

LANG_COOKIE   PI   PMDATAC   PSD   SID   SPID   TLTSID   WAOR

WPID   cmTPSet   eProDC   hp_pf   hp_pf_anon   hp_pf_expy   mbox

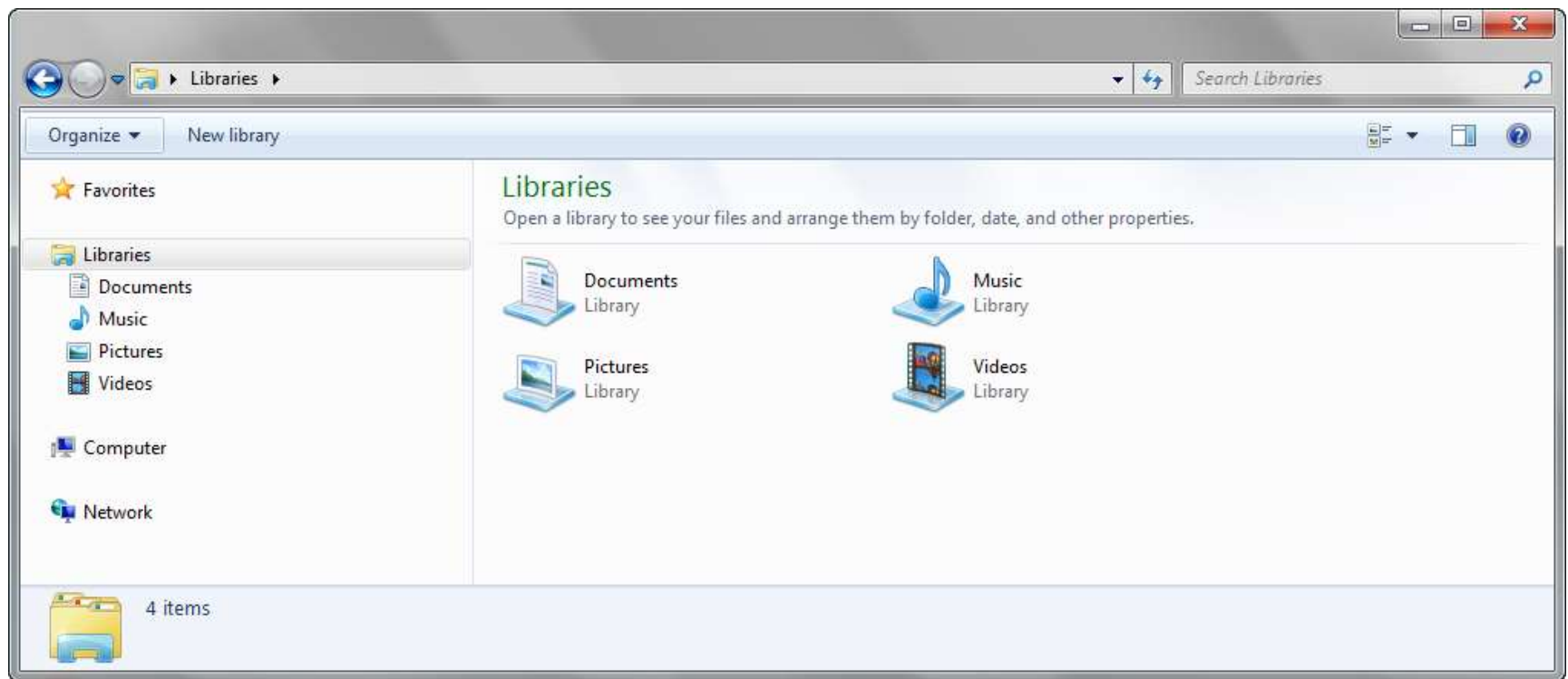olb_signin_prefill_multi_se...   pipadDomain   state   throttle_value

|	
Name:	state
Content:	MA
Domain:	.bankofamerica.com
Path:	/
Send for:	Any kind of connection
Accessible to script:	Yes
Created:	Thursday, March 28, 2013 6:34:17 AM
Expires:	Tuesday, September 24, 2013 6:34:17 AM

Remove
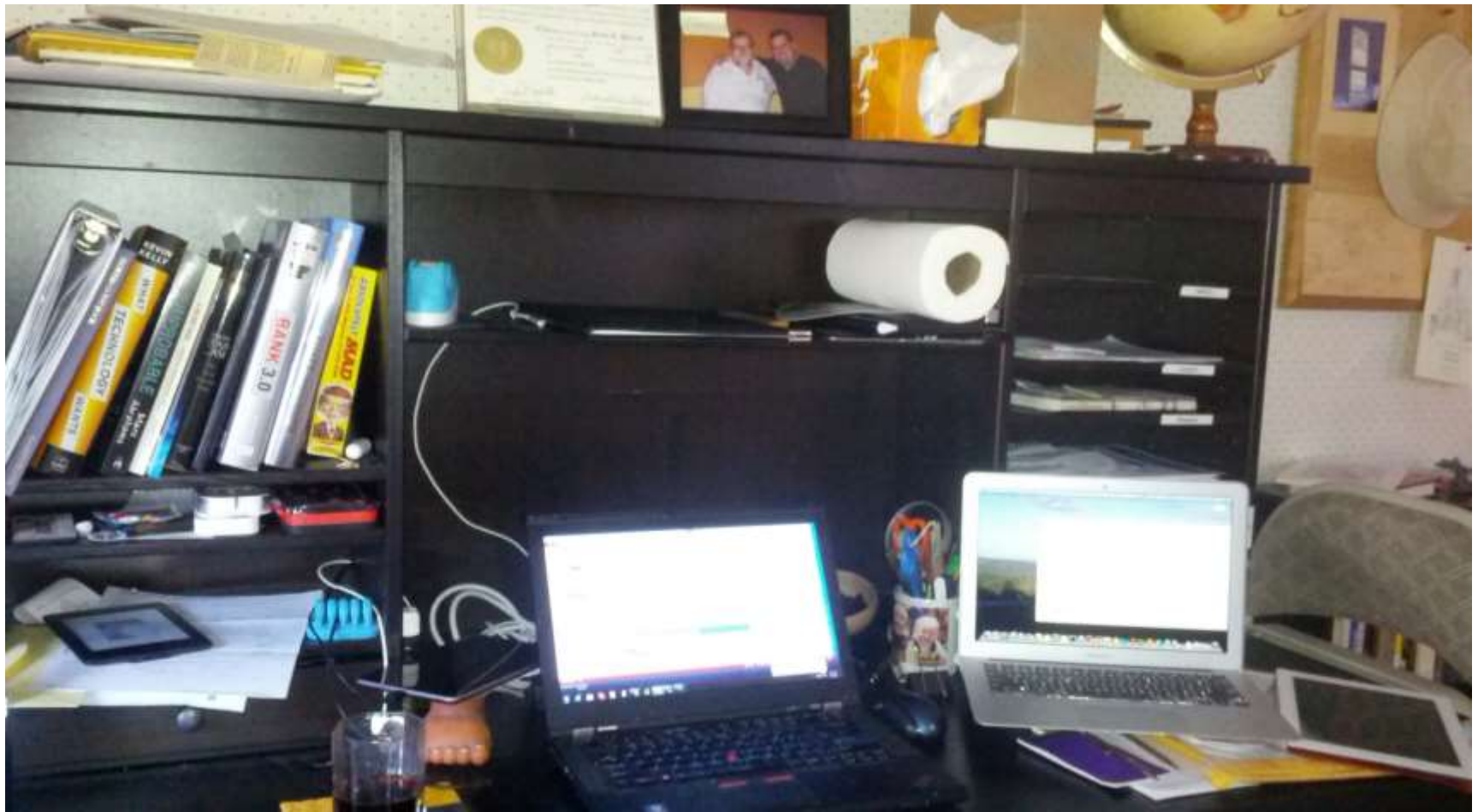
Keeping things organized

Should I be the one teaching this section?

Windows Explorer

Mac Finder

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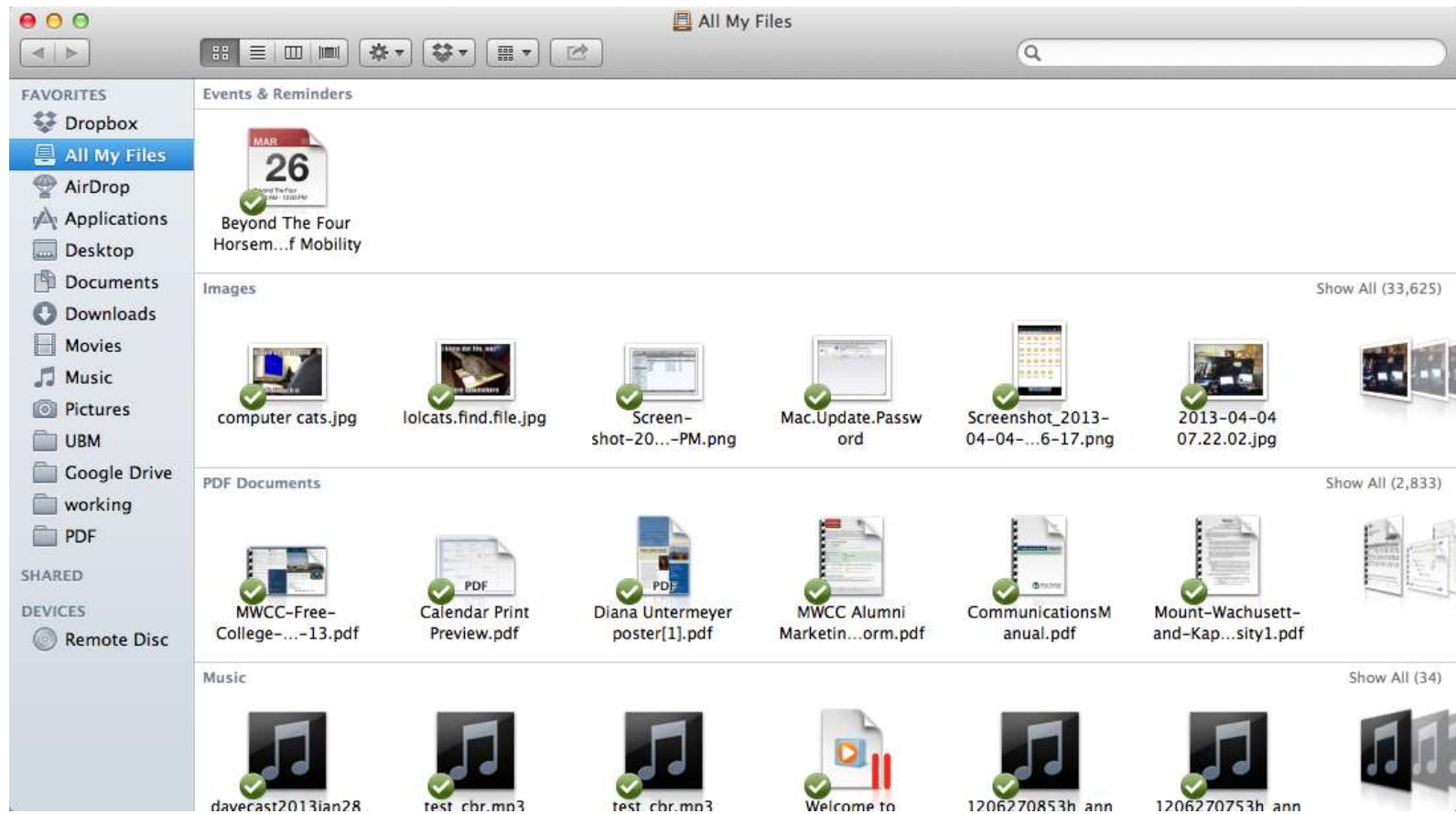
Files and folders on phones and tablets

- Tablets and phones don't let you browse files and folders in the same way as desktop systems.
- Access controlled via apps
- iPad is even more restricted.

Tips

- Common folder names
  - Documents
  - Pictures (and/or Photos)
  - Videos (and/or Movies)
  - Music
- What works best is what works for you.
  - You can keep files of any type in any folder.
  - The folder names are generally just suggestions.
- Use search to find files and folders on your system
  - Windows ⊞F
  - Mac ⌘F

Photographs

▸ Your system setup determines what happens when you insert a memory card or USB drive into your computer.
  ◦ In this class, we might have 20 different ways of transferring photos to computers.
▸ If you have a photo management program, that program will usually copy the files to your computer.
  ◦ Programs that came with your computer
  ◦ Programs you purchased
▸ You can also copy files directly to a folder of your choice.

Photo management programs

▸ Each system has a built-in program
  ◦ Windows Live Photo Gallery
  ◦ Preview and iPhoto
▸ If you don't already have one:
  ◦ Picasa (by Google), Windows and Mac, free
▸ For simple editing,
  ◦ Irfanview (Windows only), free

Questions?