



## Know Your Laptop

WISE Spring 2013



# Class schedule

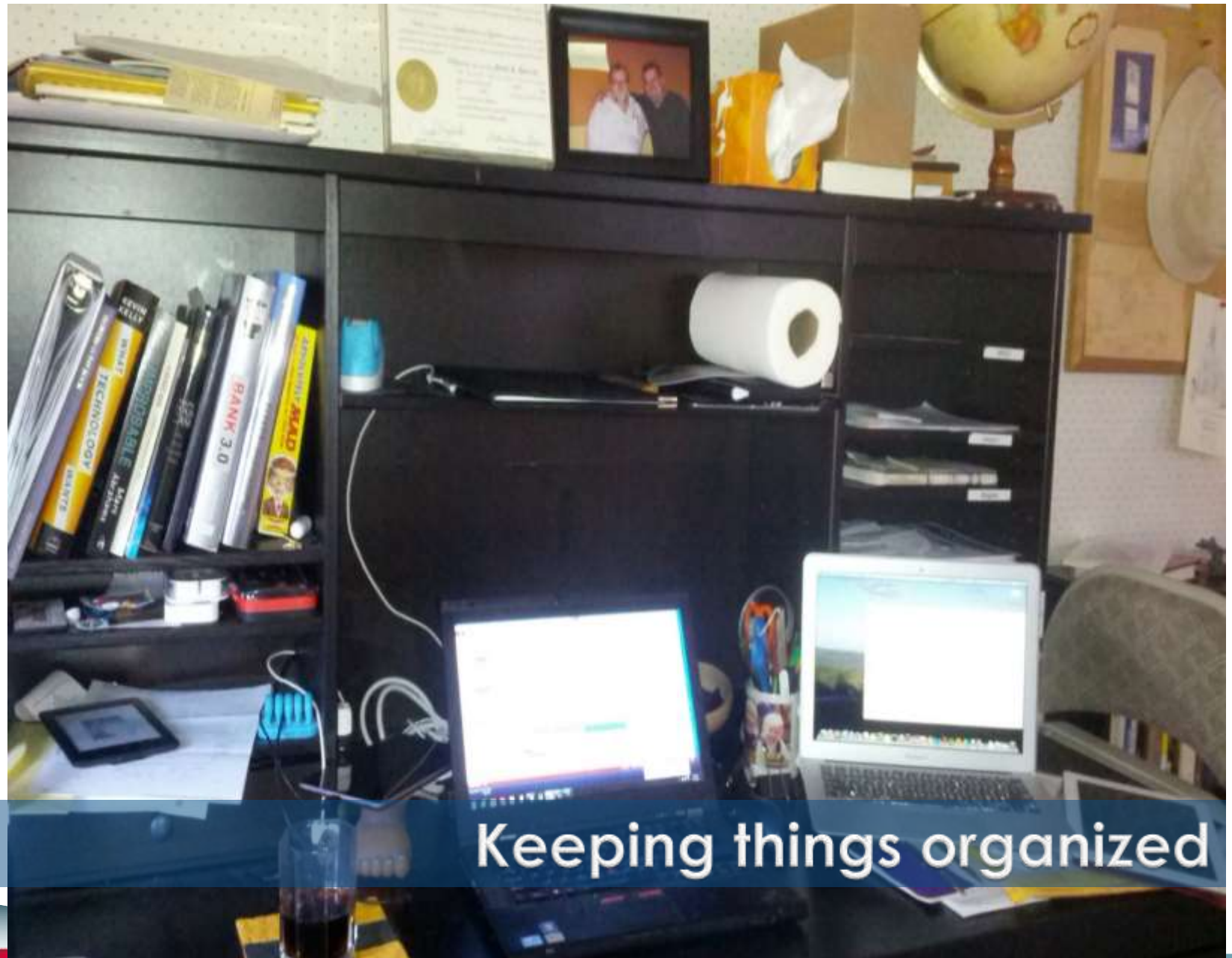
Class	Date	Topics
1	3/21	Introduction and course overview Internet basics Jargon
2	4/4	Email Managing files, photos Internet browsing
3	4/11	<b>Conclude email and managing files</b> <b>Passwords and Internet security</b> <b>If time permits, word processing</b>
4	4/18	Music and videos Keeping devices in sync Backups and System maintenance tips Printers and scanners
5	4/25	Wrap-up





Email questions?

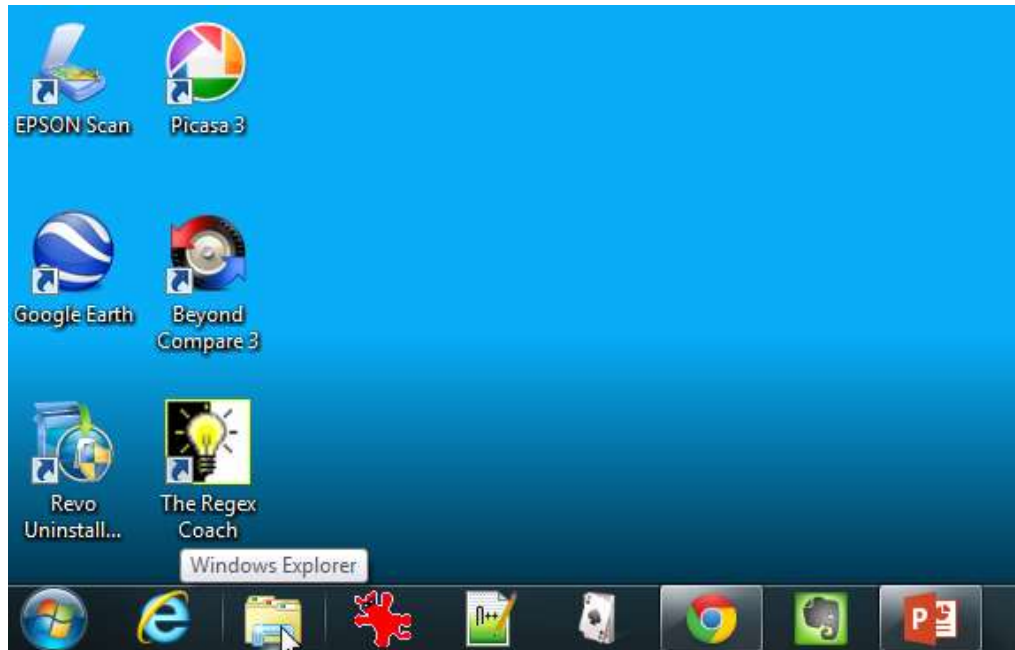




Keeping things organized

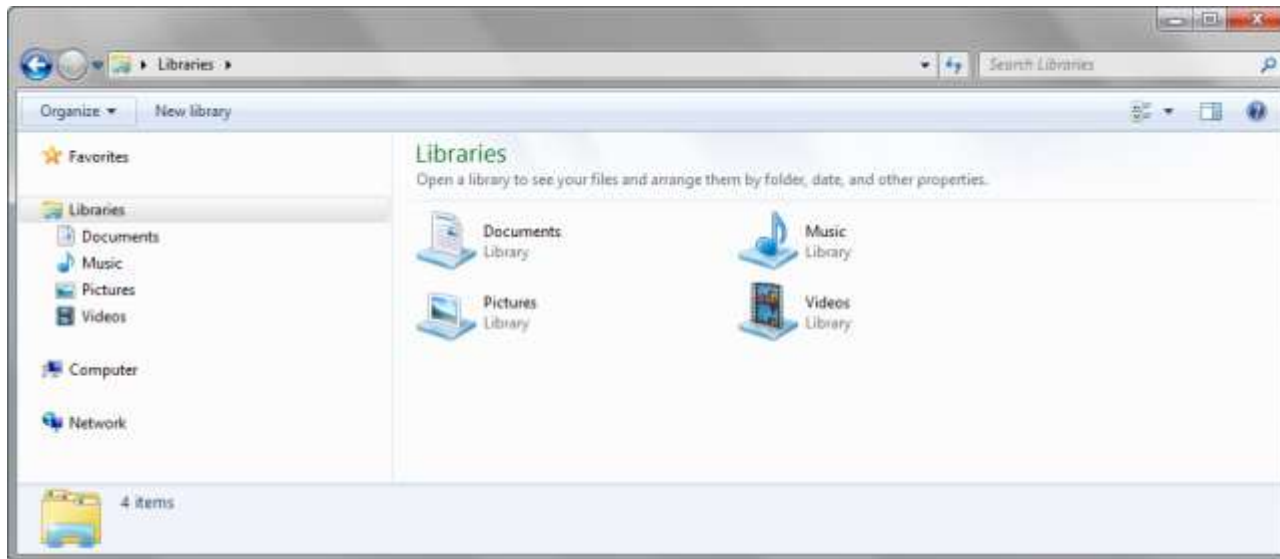


# Windows Explorer

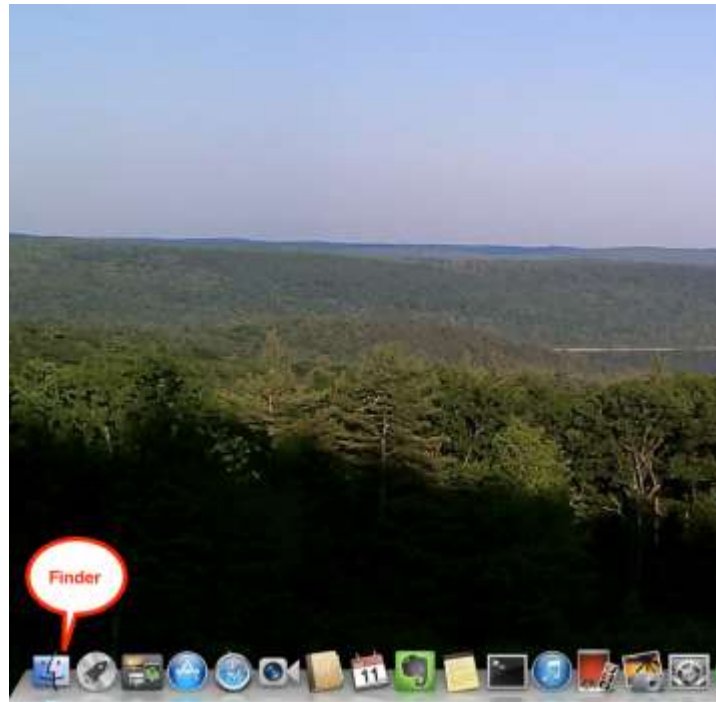




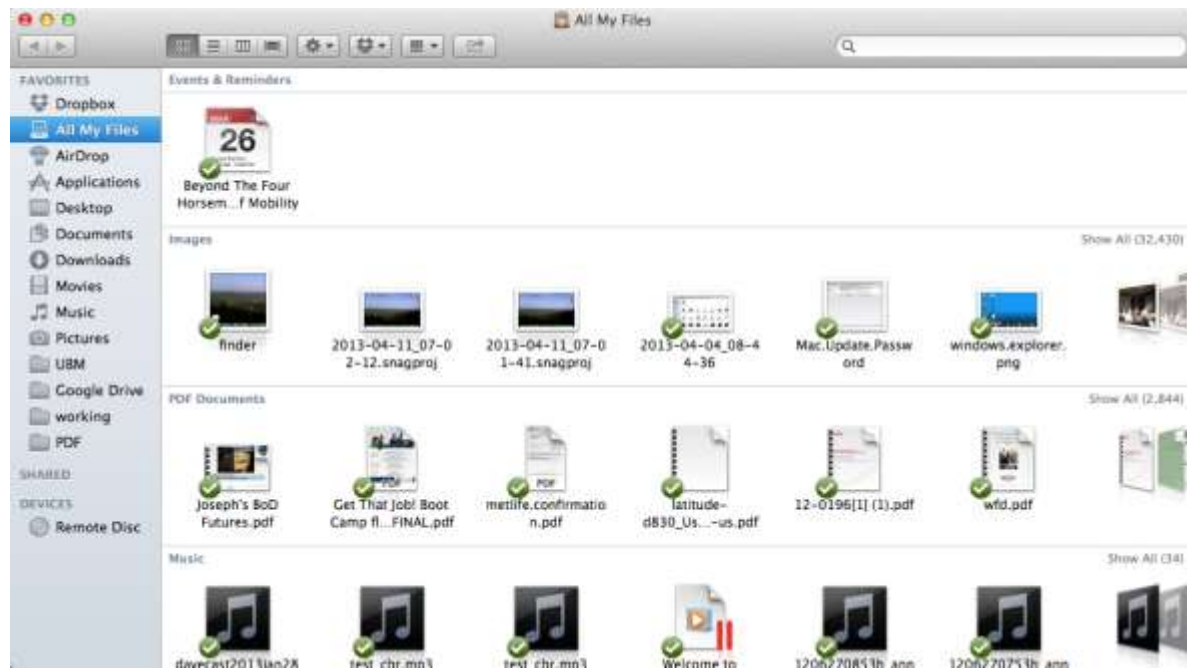
# Windows Explorer



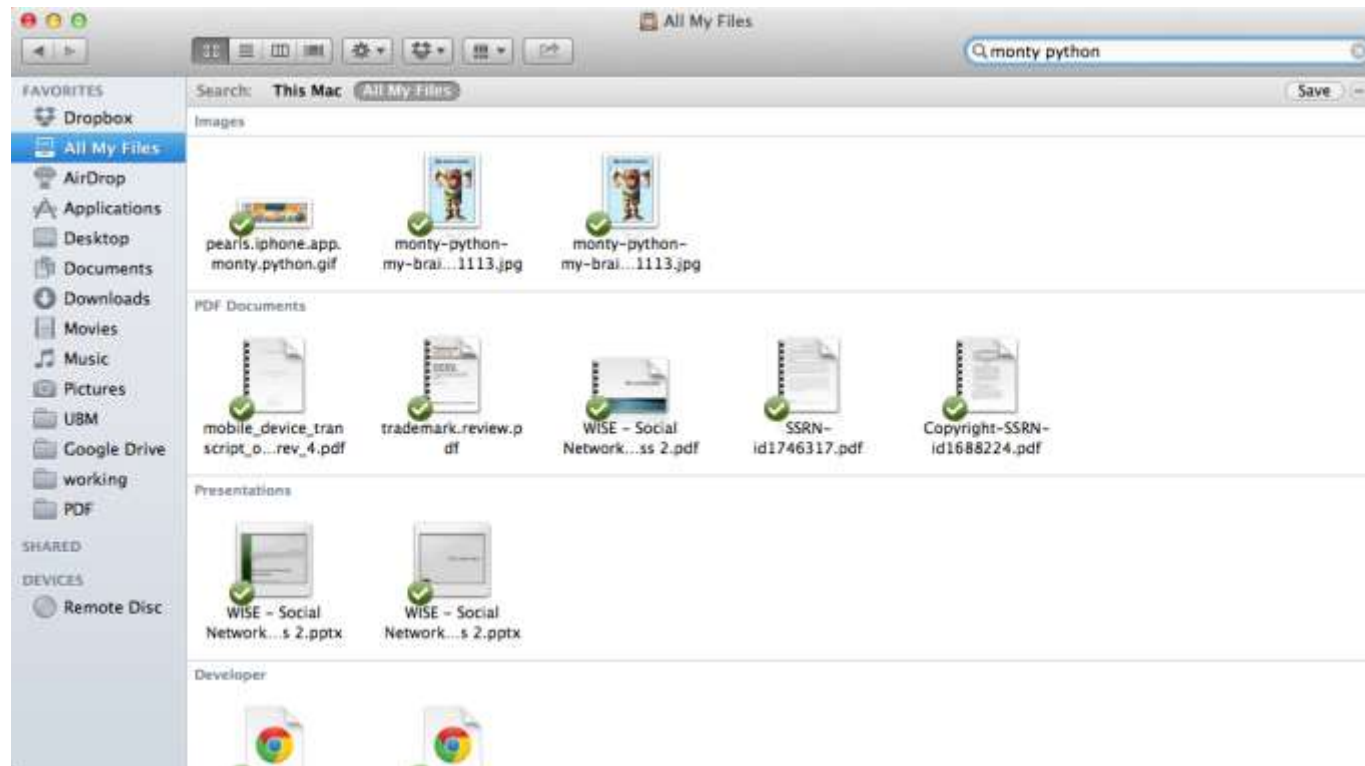
# Mac Finder



# Mac Finder







## Finding files

For more information:

- [Advanced tips for searching in Windows](#)
- [Mac Basics: The Finder](#)



# 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.




# 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.



## Windows Explorer

 The image part with relationship ID rId2 was not found in the file.



# When things go wrong



# This is where it gets tricky

- ▶ Do an Internet search for the exact error message you see.
- ▶ If the answer doesn't make sense or seem simple, ask for help from someone who's job it is to know these things.
  - Files can be repaired
  - Deleted files can be recovered, sometimes
  - Some virus infections can be removed
  - System diagnostics can determine if there are hardware problems.







# Passwords and Internet security



# If you only do two things about passwords, ...

- ▶ Do not use the same username/password or email/password combination on multiple sites
- ▶ Do not use any of these:
  - password, 123456, 12345678, qwerty, abc123, monkey, 1234567, letmein, trustno1, dragon
  - Or any of the [25 Worst Passwords of 2011](#)



# 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	<b>Am</b>	-	<b>2102</b>	<b>n</b>	<b>Am-2120n</b>
eBay	<b>eB</b>	<b>&amp;</b>	<b>1066</b>	<b>Y</b>	<b>eB&amp;1066y</b>



# 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





2007 Joe Martin Dist. by Hearty-Checked Features

# Word processing



# Keyboard shortcuts

Command	Windows	Mac
Copy	CTRL C	⌘ C
Cut	CTRL X	⌘ X
Paste	CTRL V	⌘ V
Undo	CTRL Z	⌘ Z
Redo	CTRL Y	⌘ Y
	<b>More</b>	<b>More</b>
	<a href="#"><u>Keyboard shortcuts for Windows</u></a>	<a href="#"><u>OS X keyboard shortcuts</u></a>





**My brain hurts!**



Questions?

