

Technology BOOT CAMP

There are several basic skills that each student needs to know how to do that will make technology class much easier.

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- Turning on the computer
 - Push the button that is on the back left side of the computer one time.
- Turning off the computer
 - Click once on the black apple in the top left of the screen.
 - Click on Shut Down
 - Hit return or click on the Shut Down button
- Making a folder on the desktop
 - Click somewhere on the desktop so that it says Finder in the top left corner by the black apple.
 - Click on File (next to Finder) in the top left corner.
 - Click on New Folder
 - Immediately type the name of the new folder (you do NOT have to hit delete first)
 - Click on the desktop
- Renaming folders/files
 - Click one time on the name of the folder/file
 - Click one more time on name of the folder/file
 - Text should be highlighted in blue
 - Immediately type the new name (you do NOT have to hit delete first)
 - Click on the desktop
- Saving files
 - The most difficult part of saving a file is saving to a specific place on the computer so that you can find the file later.
 - To save to the desktop for most programs:
 - Click on File
 - Click on Desktop on the left side of the menu
 - Type in the name of the title
 - Click on Save
 - If choices don't appear on the left side of the menu, click once on the arrow to the right of where you name the file to open up the menu

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- Moving files
 - To move one file:
 - Click and hold on the icon
 - Drag icon to the new location and drop the file
 - To move multiple files that are all right next to each other:
 - Click on the first file
 - Hold down the shift key,
 - Click on the last file in the group
 - Drag and drop one of the icons to the new location
 - To move multiple files that are not all next to each other:
 - Click on the first file
 - Hold down the command key
 - Click on each file that you want to in the group
 - Let go of the command key
 - Drag and drop one of the icons to the new location
- Airdropping files
 - Files can be transferred to another computer by using the Airdrop feature
 - Click on the Finder icon on the dock
 - On the right side of the window that opens, click once on Airdrop
 - Icons should appear on the screen - locate the computer you want to send the file to
 - Drag the file from the computer to the top of the correct computer icon and drop
 - Wait for the other computer to accept and download your file (a blue circle will go around the icon when it is done)
 - When the blue circle disappears, close the Airdrop window
- Logging on to Google
 - Open Safari (compass icon on the dock)
 - Go to www.google.com
 - Click on the blue Sign In button in the top right corner
 - Enter your email address and click on Next
 - Enter your password - make sure Stay signed in is NOT checked
 - Click on Sign in

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- Google Mail
 - Follow the directions for logging on to Google
 - Click on Mail in the top right corner
 - To send an email:
 - Click on Compose
 - Type in the email address of the person receiving the email
 - Click on the Subject line and type a subject for the email
 - Click in the bottom portion to type the email message
 - Click on the blue Send button to send the email
 - To attach a file to the email
 - Before clicking on the Send button, click on the paper clip icon on the bottom of the email message
 - Locate and click on the file
 - Click on Choose in the bottom right corner
 - Wait for blue upload progress bar to finish before sending
- Transferring files to Google Drive
 - Follow the directions for logging on to Google
 - Click on the nine squares icon in the top right corner
 - Click on Drive
 - Locate the file on the computer
 - Drag the file from the computer to the Drive screen and drop (the screen will have a blue box around it and a green circle with a plus sign will appear)
 - Do not close Drive until it says upload complete in the black box
- Sharing files on Google Drive
 - Follow the directions for opening Google Drive
 - Locate the file that you would like to share
 - Click once on the file
 - Click on the share button (looks like a head and shoulders with a plus sign to the left of the head)
 - Type in the email address of the person you want to share the file with
 - Click on Send

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- Logging out of Google
 - Click on the circle in the top right corner of your Google window
 - Click on Sign out
 - When new screen loads, close Safari
- Changing the volume
 - To mute the volume, press F10
 - To decrease the volume, press F11
 - To increase the volume, press F12
- Changing the screen brightness
 - To decrease the screen brightness, press F1
 - To increase the screen brightness, press F2
- Screen shots
 - To take a screen shot of the entire screen:
 - Hold down shift command 3
 - To take a screen shot of a particular part of the screen:
 - Hold down shift command 4
 - The cursor will turn into cross hairs
 - Click and drag around the area you would like to screen shot
 - Screen shots will be saved to the desktop
- Short cuts
 - Short cuts are keystrokes that do certain computer tasks. The following are a list of helpful short cuts:
 - Command Z - Undo
 - Command C - Copy
 - Command V - Paste
 - Command Q - Quit
 - Command P - Print
 - Command A - Select All