

# 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](http://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