

## General Laptop Care and Tips

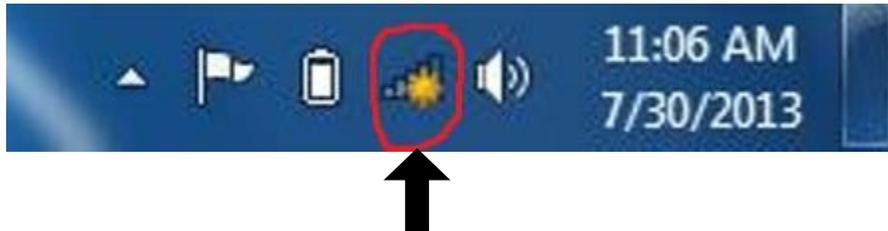
- **Only use laptop on a hard, level surface, such as a desk or table.** Do not operate laptop on objects like beds. The bed sheets will actually block the vents, causing the laptop to overheat.
- **Do not expose laptop to moisture or liquid of any kind.** Keep drinks away from laptop, protect laptop from rain, etc. If a spill does occur on laptop, shut down the laptop immediately, unplug it if it was plugged in, and bring it to Chris at the Learning Center for repairs.
- **Do not place or drop objects on laptop.** The LCD screens on the laptop are fairly delicate; it doesn't take much to break the screen. Also, do not try to insert any foreign objects into the laptop.
- **Avoid touching or pressing on the screen.** As stated before, the LCD screen can be easily damaged. Touching and pressing on the screen can introduce scratches and otherwise damage the screen.
- **Keep laptop away from excessive heat.** Do not expose laptop to direct sunlight or heat sources exceeding 120°F. Also, avoid exposing laptop to temperatures lower than 32°F.
- **Keep laptop away from strong electrical or magnetic fields.** In other words, keep magnets away from the laptop.
- **Carry laptop securely when transporting.** If you have a bag for the laptop, use it, but make sure to shut down the laptop first before placing it in your bag. If you don't have a bag, then firmly carry the laptop and be careful not to drop it.

## Cleaning the Laptop

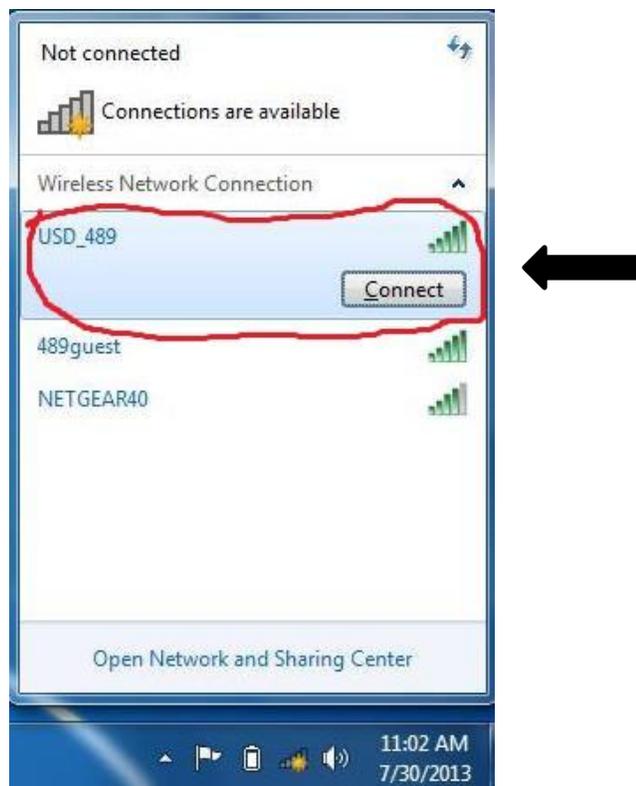
- **Shutdown, unplug, and remove battery before cleaning.** To remove the battery, carefully turn the laptop over, push the two sliders in toward the center of the laptop, and slide the battery out of its position.
- **Use appropriate cleaning solution.** Glass cleaners like Windex are not appropriate for LCD screens. Use a 50/50 mixture of isopropyl alcohol and water, or buy a screen cleaning solution that is approved to be used on LCD screens. Apply whichever solution you choose to a soft, non-abrasive cloth, such as an old, plain t-shirt, and then gently rub the screen. Use a dry cloth to remove excess moisture.
- **Use a feather duster to clean the keyboard.** If you don't have a feather duster, just take the dry soft cloth used to clean the screen and gently wipe down the keyboard or any other dusty areas on the laptop.
- **Don't forget about the battery!** Once the laptop is clean and fully dry, be sure to slide the battery back into position until it locks.

## Laptop Operation Tips

**Connecting to your network:** To wirelessly connect to your network, click on the network image as highlighted at the bottom-right of your screen (it is the image that looks like stairs with a yellow dot).



Once you click, your network should be present on the list. If it is not, make sure that you're within range of your router. Also, you can try unplugging the router and plugging it back in. When you find your router on the list of available connections, click on its name and then click Connect.



If you have protection set up on your router, you will be prompted for a password. Correctly enter your password (remember, passwords are case sensitive), and you should be able to connect.

**Disconnecting from your network:** There are a couple of options for this. First, you can click on the network icon again, click on your network, and then click disconnect. Or, you can easily turn your wireless card off by holding down **fn** and then press **f2** as show here “**fn+f2**”. This key is located in the top row of your keyboard, three keys from the right side, and it has the small LED light.



When the light is blue, the wireless card is on, when the light is orange, the wireless is turned off. To turn the wireless card off, just press this key once and the light will turn orange. Don't forget to press this key again later (so that the light will turn blue) when you want to reconnect to a network!

**Using the function “fn” key:** If you look at the bottom left of the keyboard, there is a key that says fn.



If you hold this key down and press one of the f1 – f12 keys at the top of your keyboard, it will perform a certain function. Try holding fn down and then pressing f2 a couple of times; your screen should get dimmer. Now hold fn down and press f3 a couple of times; the screen gets brighter. These are some of the other handy shortcuts (remember to hold down the fn key before pressing these other keys): f6 will open your default web browser, f7 will mute/unmute the sound, f8 lowers the volume, and f9 raises the volume.

**Using Windows 7 “Split-Screen”** If you have two programs (or windows) open at the same time, the split screen function sometimes helps to work with both programs at the same time. To do this, put the mouse on the top title bar of one program (window), left-click and hold on the title bar, and then drag the program all the way to either the right or left side of the screen. A blue highlighted box will appear at which time you should release the mouse button. Repeat this process for the second program on the opposite side of the screen. On a side note, you can also click and drag a single program to the top of the screen to maximize it (make it appear full screen).

There is another other neat trick that you can try when you have multiple programs running at the same time, cluttering up your workspace on the screen. If you want to only work with one program and minimize all of the other programs (send them down to the toolbar at the bottom), then use the left-click and hold technique on the title bar of the program you want to work with, and quickly shake it left and right with the touchpad (mouse). This is a fast way to reduce clutter without closing all of your open documents, websites, etc.

**Remember: 30 activities must be completed weekly, and there is a \$250 deductible for ACCIDENTAL damage only (the first incident is covered by USD 489).**