

Strathmore Secondary College Yr 7 Notebook Programme

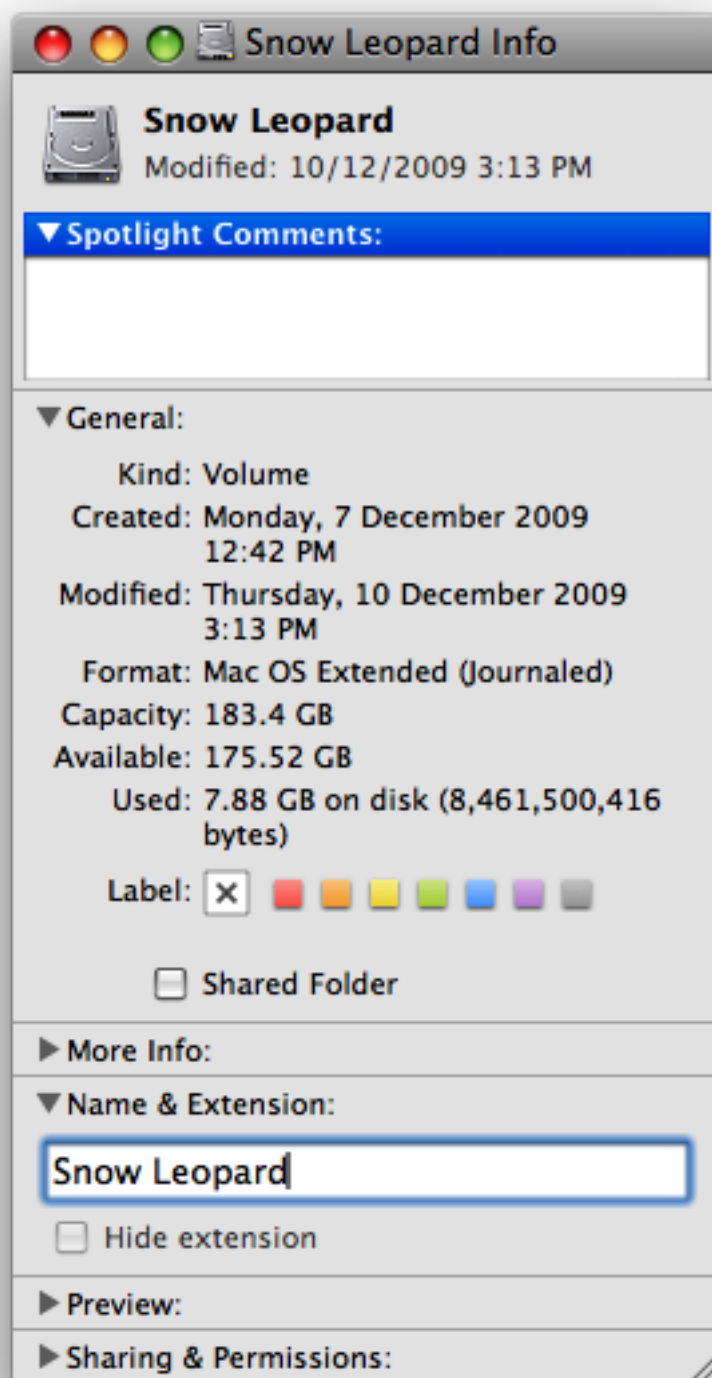
Strathmore Secondary College Yr 7 Notebook Programme

Strathmore Secondary College Yr 7 Notebook Programme 2010 - Student Handbook

Welcome to the Strathmore Secondary College Yr 7 Notebook Programme



Getting a new computer whether it be a desktop, laptop or netbook is always an exciting event. Getting acquainted with a new operating system - even one as well designed as Apple's Mac OSX can however be a challenge for students who have never before used an Apple Macintosh. This handbook is designed to help Year 7 students understand some basic terms, interface elements and some of the cool applications that come shipped with the customised Strathmore Secondary College Student Notebook.



The Strathmore Secondary College Yr 7 Laptop Programme Apple MacBookPro has been configured to ensure that students are provided with a machine that is easy and intuitive to use, easy to backup and easy to restore should the unexpected occur.

Finder



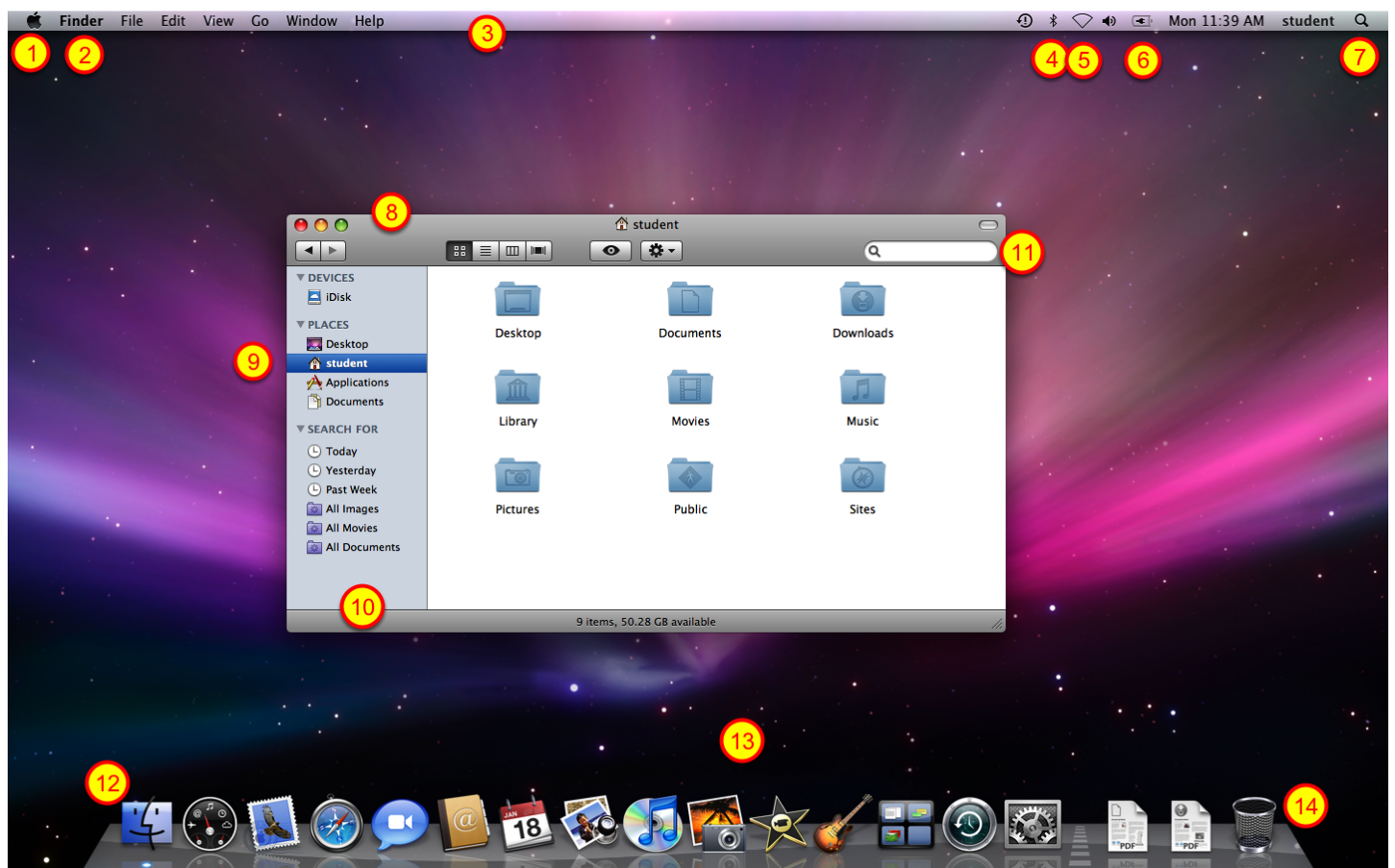
This is the Finder. Finder is Apple Mac OS X's version of My Computer. From Finder you can navigate through to all of your documents and files.

Mac OS X



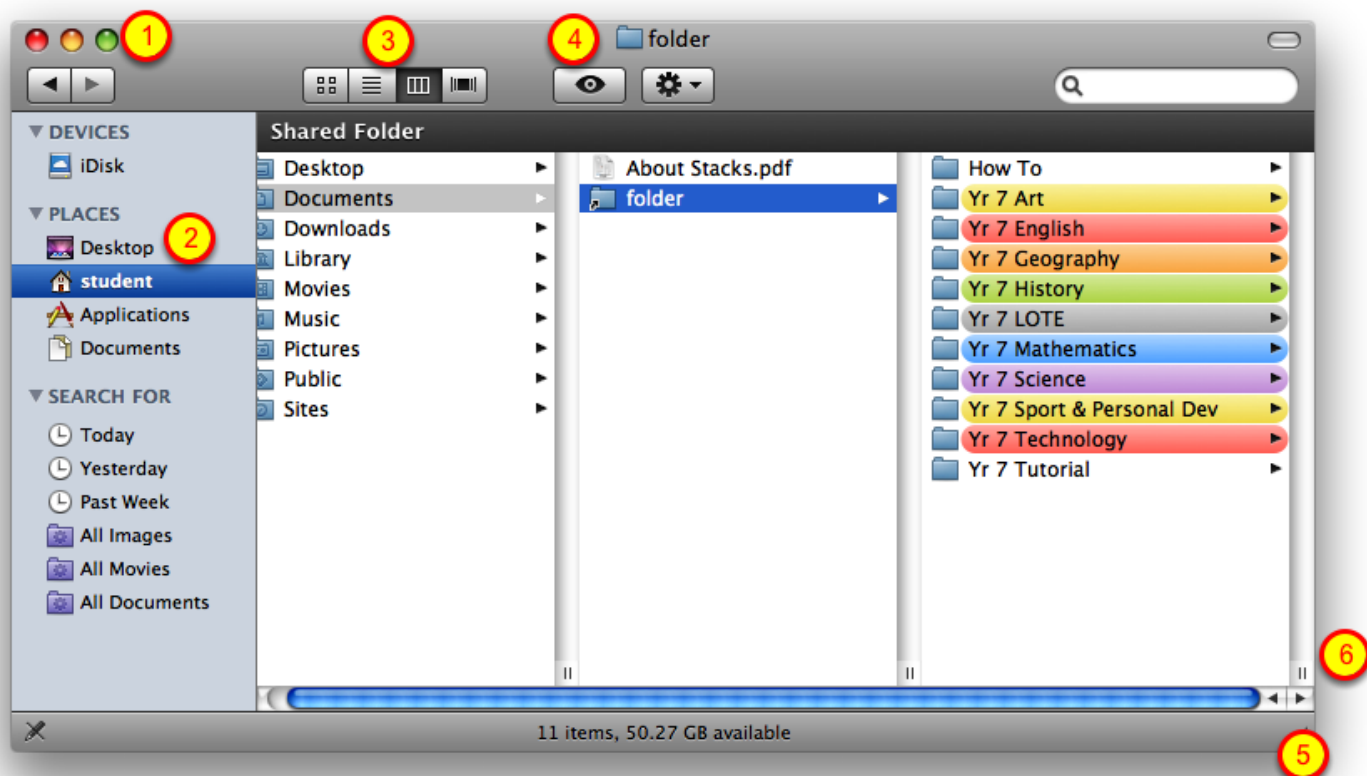
Your computer has Operating System Ten (OS X) version six. Written as OS X.6 or 10.6.2
This OS X also known as Snow Leopard
Previous 'dot versions' of OS X have also had big cat names.
Cheetah, Panther, Jaguar, Tiger...

Desktop and Dock



- 1 - Apple menu (always on display regardless of what application is active)
- 2 - Application menu (changes depending on what application is active)
- 3 - Menu bar (changes depending on application)
- 4 - Bluetooth
- 5 - Airport (Wireless)
- 6 - Battery charge indicator
- 7 - Spotlight (Search)
- 8 - Finder menu (icon view is selected)
- 9 - Home bar
- 10 - Side bar
- 11 - Search field
- 12 - Finder Icon
- 13 - Dock
- 14 - Trash

Subject Subfolders



Finder window

- 1 - Close, minimise, expand
- 2 - Sidebar file locations
- 3 - Views: icon, list, columns, screen flow
- 4 - Quick view
- 5 - Window re-size
- 6 - Column re-size

Finder views



OS X gives you four ways to view Finder windows:

- 1 - icon view,
- 2 - list view,
- 3 - column view
- and 4 - coverflow view.

For the moment, choose the list view.

Icon view - The icon view is particularly handy if you have a folder of photos, for instance. Each photo's icon will be a small version of the image - a thumbnail - so it's easy to tell which shot is which at a glance.

List view - Next to each folder is a disclosure triangle. Click on the triangle, and you'll see the contents of the folder without having to open it. This view is particularly useful for sorting your files according to a specific criterion - for example, alphabetically, by date, or by file size.

Column view - For many people, the column view is the easiest way to navigate today's large hard drives - in one open window, you can get to any spot on your hard drive with a few clicks. In this view, each column corresponds to a location on your hard drive. When you click on a folder, the contents of the folder appear in the next column to the right. If you click on a file or a program icon, information about that file or program appears in the next column.

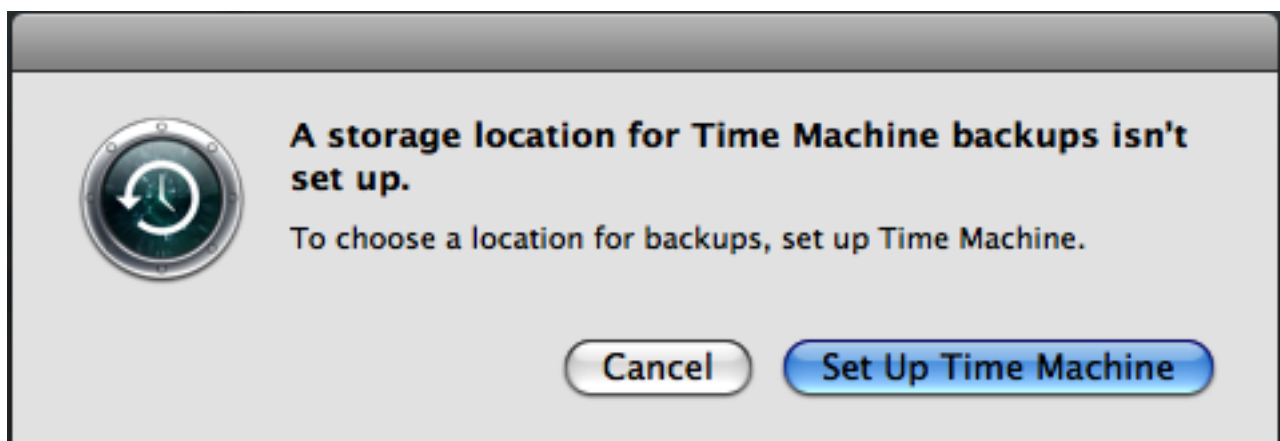
Cover Flow view - Cover Flow view helps you browse quickly in the Finder, just like in iTunes. When you click on the Cover Flow button in a Finder window, you'll get a scrollable view of every file or folder in the current selected location - making it a great way to quickly browse for an image or a movie in a crowded folder. In this view you can page through PDFs and text files and play movie files (but not audio files).

Time Machine



Time Machine will make sure you won't lose anything when disaster strikes.

When something does go wrong, a good Time Machine backup of your system and school files can help give you peace of mind and get your laptop back in the classroom quickly. Remember, your teachers will not accept data loss as a excuse for not handing assignments in on time.



The first step in any maintenance plan should be setting up a reliable backup routine. Backing up your data regularly won't prevent disasters but it will help get your laptop back in the classroom quickly when something does go wrong, whether it is a dying hard drive, corrupted data, or accidental deletions.

While many students know they should back up their school work and precious music collections, too few actually do. Time Machine hopes to remedy this situation.

Using a 3D interface, Time Machine attempts to turn the complex into simple, visual operations. Once activated, Time Machine works behind the scenes to automatically create time-based snapshots of your Mac, letting you retrieve archived versions of files, folder, and programs. Time Machine copies the files on your computer to a destination you designate - such as an external hard drive. Then, once per hour (if still connected to the external hard drive), the program runs again, updating your backup to include whatever files have changed since last time.

For students with laptops, this process should happen at night before bed.



1

A backup hard drive should be used only for backups. Students should be discouraged from using the drive for another purpose - such as storing videos and music as it decreases the capacity of the drive toTime Machine will store your backups on an external hard drive. However, you'll need to make sure the hard drive you choose has enough available space to hold your backup. The minimum size backup drive a student will need is 200GB.

Time Machine on the student's laptop will not work with less than160GB.

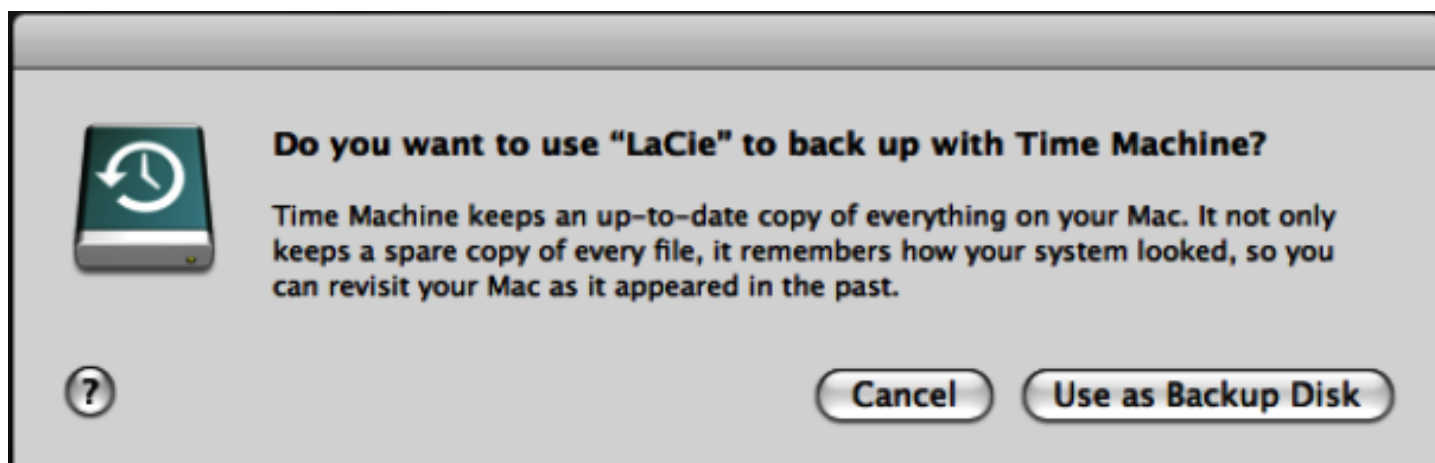
1 - LaCie Rugged HDD 250, 320 and 500GB portable power from firewire800 or USB2.0

2 - LaCie External Hard Disk 250, 500GB and 1TB external power supply.



2

Using Time Machine



When you first plug in a hard drive that's suitably formatted, Time Machine will display an alert asking if you want to use that disk for backups. Click on Use as Backup Disk to turn on Time Machine and set it to use that destination.



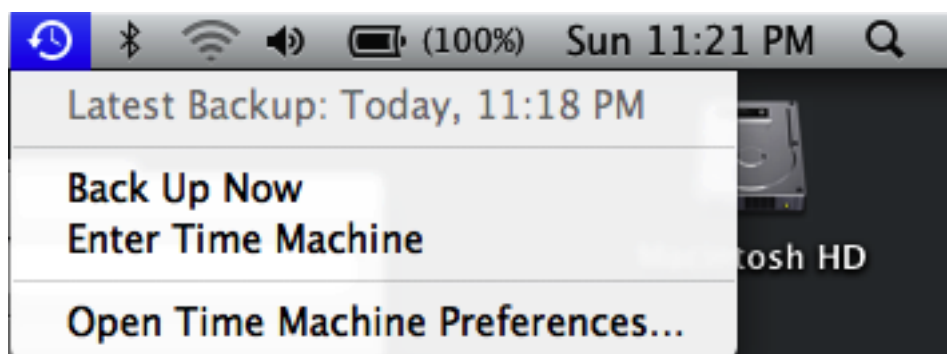
If you plug in a hard drive that has been used previously, **a prompt will ask you to erase the drive.** Do so if you are sure you will use this drive as your back up drive.



The screenshot above illustrates the first backup process. **This will take some time so ensure the laptop is plugged into the power adapter to ensure a full backup is carried out.**

Time Machine ordinarily runs in the background, updating your backup disk once per hour when the external drive is connected.

For students who will most likely be backing up their work at home, plugging in the external hard drive at night should be sufficient to activate Time Machine.



You can check when the last backup was completed by clicking on the icon in the Menu bar. You should not let the Latest Backup be any later than 1 week previous. **It is highly recommended that a backup be performed every evening.**

Mac ports



MacBookPro Ports

1 - **MagSafe power**

Found on Apple's latest laptops, this power plug uses magnets to secure the connection. This creates a snug link between the laptop and the cord and prevents damage if a passerby snags the cord - it easily disconnects when too much tension is placed on it. There's no up or down to this connector - you can plug it in either way.

2 - **Ethernet network**

Current Macs include Gigabit Ethernet ports but no modems. To connect a Mac to your DSL router or to a wired network, plug an Ethernet cable to this port.

3 - **Firewire 800**

The original version of Firewire (also known as iLink or IEEE1394a), Firewire 400 and 800 is how many digital video cameras and external drives connect to the Mac. You can also connect two Macs via Firewire for easy networking or use one of the Macs as an external hard drive (to do this, connect the Macs with a Firewire cable and then start up the Mac you want to use as an external hard drive while holding down its " T " key).

4 - **Mini Display Port (external screen)**

This port lets you connect an extra display to your system with the help of a special adapter (not included). for data projector or HD TV.

5 - **USB2.0 (x2) up to 480Mbps**

Current Macs include version 2.0 of the Universal Serial Bus (USB) standard, which is significantly faster than the original 1.1 version. However, these ports will accept USB 1.1 connections. Apple's current iPods connect to the Macs via USB, as do most printers, digital cameras, keyboards and mice.

6 - **SD card slot**

Many cameras have an SD or SDHC memory card, just insert the memory card and the Finder will display the files, iPhoto may ask to import any images on the card.

7 - **Combined Audio IN/OUT** (2.5mm plug microphone/external speakers and Optical audio)

TOSlink) Connect a 3.5mm minijack plug to this port to input audio from analogue microphones, tape decks, and other hardware.

or

Plug your headphones or standard computer speakers into this port using a 3.5mm minijack plug. You can also use a mini-Toslink adapter to connect home theatre speakers or other equipment that uses standard Toslink optical connectors.

Battery Indicator



The MacBook Pro has a battery indicator on the side of the enclosure for at-a-glance battery status. This row of eight LED lights animates for different battery states.

Optimising your battery settings



MacBookPro support
support.apple.com/kb/HT1446

Optimize your battery settings in Energy Saver preferences

From the Apple menu, choose System Preferences.

From the View menu, choose Energy Saver.

Click Show Details.

Choose Battery or Battery Power from the "Settings for" pop-up menu.

Choose Longest or Better Battery Life from the Optimize Energy Settings pop-up menu.

These settings will put the hard disk to sleep whenever possible and reduce the computer's microprocessor performance in order to maximize its battery life. If you are using processor-intensive applications, you may wish to change these settings so the microprocessor performance is no longer reduced.

Set your screen **brightness to the lowest comfortable level**

Press the F1 (dimmer) and F2 (brighter) keys to dim the screen until the brightness is as low as possible and the screen is still comfortable to look at.

Turn off unused **features and technologies**.

Just as you would turn off the lights in an unoccupied room, turning off unused features and technologies can help maximize your battery life, too. Here are a few suggestions:

Eject CDs and DVDs you're no longer using. Every so often, the optical drive spins up to read CDs or DVDs. This consumes a small amount of power.

Disconnect peripherals when you're not using them. Connected peripherals, such as printers and digital cameras, can draw power from your battery even when you're not using them.

Shut down any runaway applications.

If [you're not in a location](#) where you need to use AirPort or Bluetooth, you can turn them off to save power.

To turn off AirPort:

From the Apple menu, choose System Preferences.

From the View menu, choose Network.

From the Show selection, choose Network Port Configuration.

Uncheck AirPort from the list.

Click Apply Now.

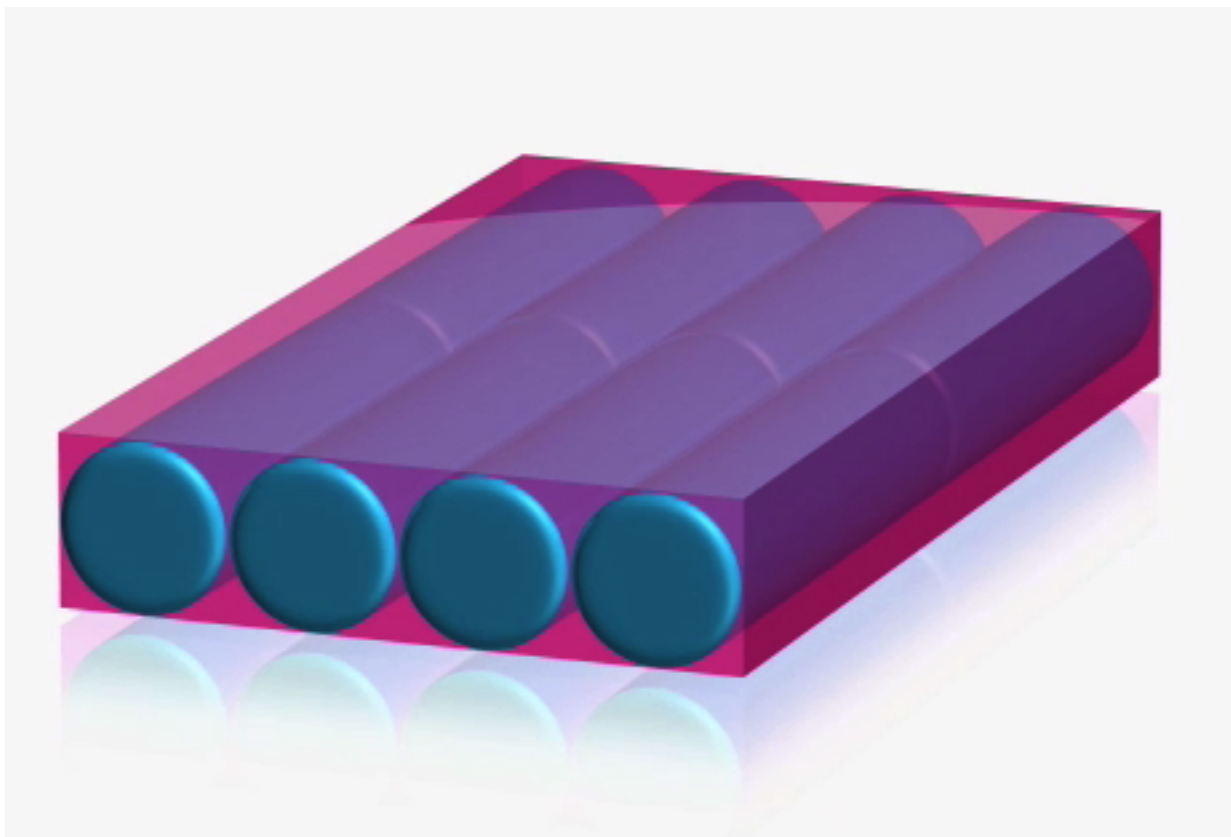
To turn off Bluetooth in Mac OS X 10.6 :

From the Apple menu, choose System Preferences.

From the View menu, choose Bluetooth.

Click the Settings tab.

Click Turn Bluetooth Off.



Summary (Apple Knowledgebase Article: HT1490)

You should calibrate your MacBook Pro computer's lithium ion battery for best performance.

The battery has an internal microprocessor that provides an estimate of the amount of energy in the battery as it charges and discharges. The battery needs to be recalibrated from time to time to keep the onscreen battery time and percent display accurate and to keep the battery operating at maximum efficiency.

You should perform this procedure when you first use your computer and then every few months after that. If you normally leave your Apple portable computer connected to AC power and very rarely use it on battery power you may want to perform this process **once a month**.

The website www.apple.com/batteries has more helpful information regarding batteries and offers an iCal calendar to remind you to calibrate your battery.

MacBook (all models) and MacBook Pro (all models)

The battery calibration for any model of MacBook or MacBook Pro has been updated because of a new battery released with this computer.

With these computers, follow these steps to calibrate your battery:

1. Plug in the power adapter and fully charge your PowerBook's battery until the light ring or LED on the power adapter plug changes to green and the onscreen meter in the menu bar indicates that the battery is fully charged.

2. Allow the battery to rest in the fully charged state for at least two hours. You may use your computer during this time as long as the adapter is plugged in.
3. Disconnect the power adapter while the computer still on and start running the computer off battery power. You may use your computer during this time. When your battery gets low, the low battery warning dialog appears on the screen.
4. At this point, save your work. Continue to use your computer; when the battery gets very low, the computer will automatically go to sleep.
5. Turn off the computer or allow it to sleep for five hours or more.
6. Connect the power adapter and leave it connected until the battery is fully charged again.

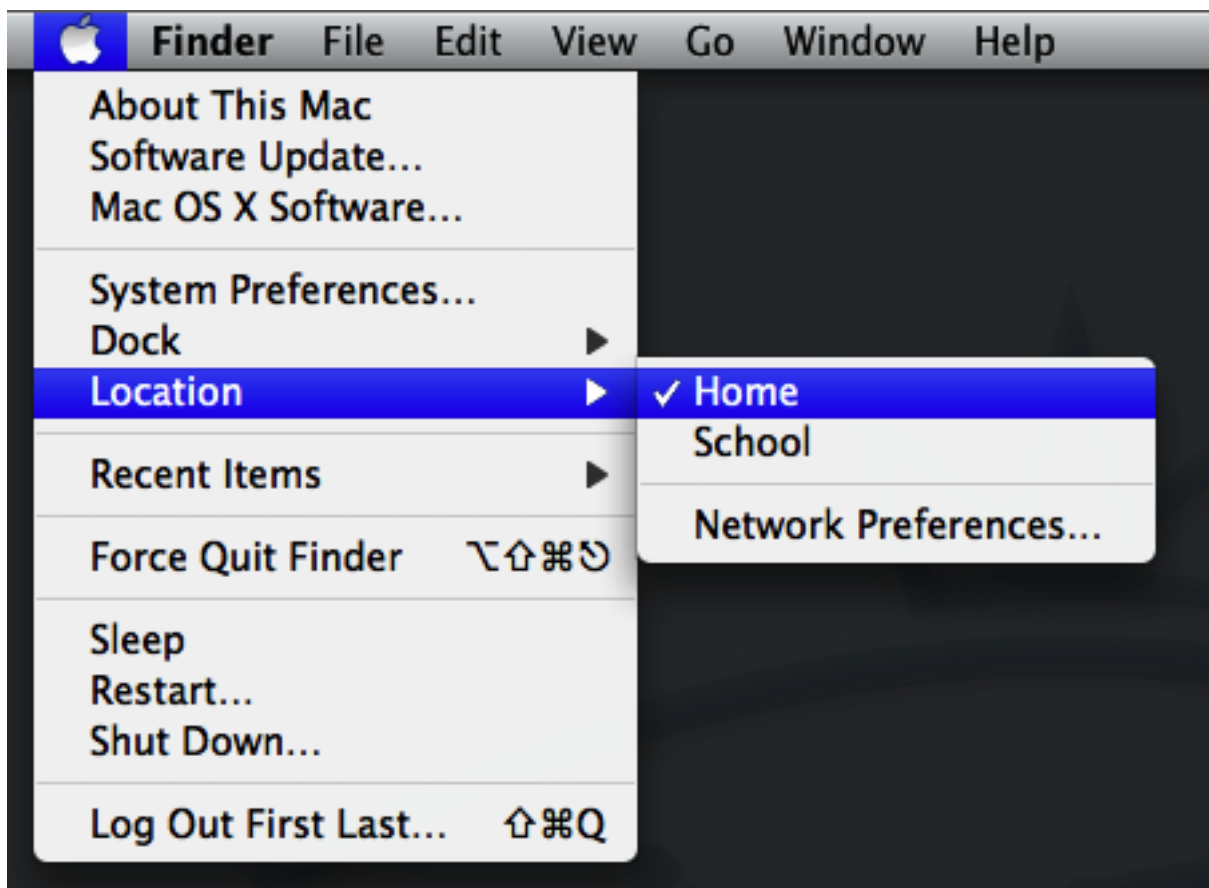
Tip: When the battery reaches "empty", the computer is forced into sleep mode. The battery actually keeps back a reserve beyond "empty", to maintain the computer in sleep for a period of time. Once the battery is truly exhausted, the computer is forced to shut down. At this point, with the safe sleep function, the computer's memory contents have been saved to the hard drive.

When power is restored, the computer returns itself to its pre-sleep state using the safe sleep image on the hard drive.

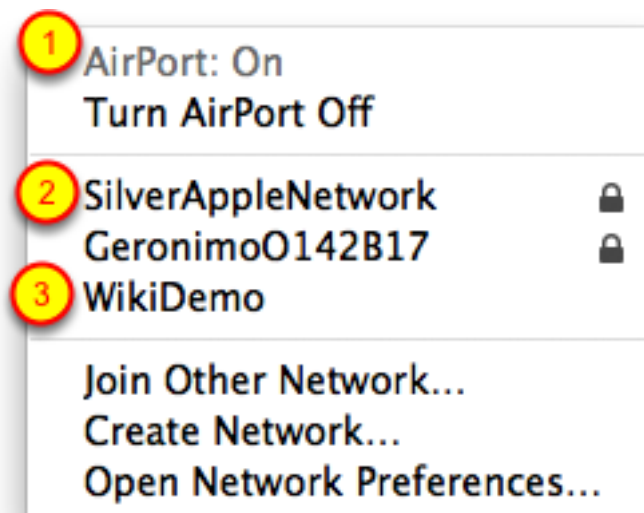
Airport (wi-fi at home)



Connecting to an existing wireless connection is straight forward.



First, ensure your location is changed from School to Home. Keeping school separate from home will ensure your applications (such as Mail and Airport) adjust to reflect the current network's settings. When you go to a new location just go into Network Preferences and create a new location. **Remember, when you are back at school be sure to switch locations to School.** Forgetting to do so will mean your laptop is not aware that you are at Strathmore Secondary College



- 1 - At home, you may see many wireless networks in the drop-down menu.
- 2 - Select the one that you have setup previously. Secure networks appear with a padlock icon next to their name.
- 3 - Unsecure network appear without a padlock. (If your network appears without a padlock, consider improving your wireless security before your network is hacked or your wireless data

network is used by a passerby.)

For security purposes, avoid wireless networks that you do not administer or trust. Data packets containing information such as your internet shopping details can be captured by those running open or 'free' wireless networks.

Applications

The Mac Book has many Applications (or programs) already installed. A standard image has been added to provide all the authorised applications for the Strathmore Secondary College Notebook program.

PhotoBooth



Photo Booth is a small application that is simple and fun to use.



You can use it to capture photos (and movies!) of your friends, family or use it for assignments and capturing a digital picture of your work. You'll need to drag the photo thumbnail to iPhoto to edit it. The special effects can be rather fun to use so give them a go.



You may need to flip a photo if you are capturing school work that needs to be read by someone.

Address Book



Address book is a simple contacts management application which can be used by Mail and Safari and synchronised to other mobile devices. iPod/iPhone/Nokia/Blackberry..etc.

Mail



Mail is an email and RSS reader provided on the Apple Mac.

Safari



Apple's web browser is called Safari, and it's represented by a compass icon in the Dock.

Firefox



An internet browser made by mozilla, and available free for anyone.

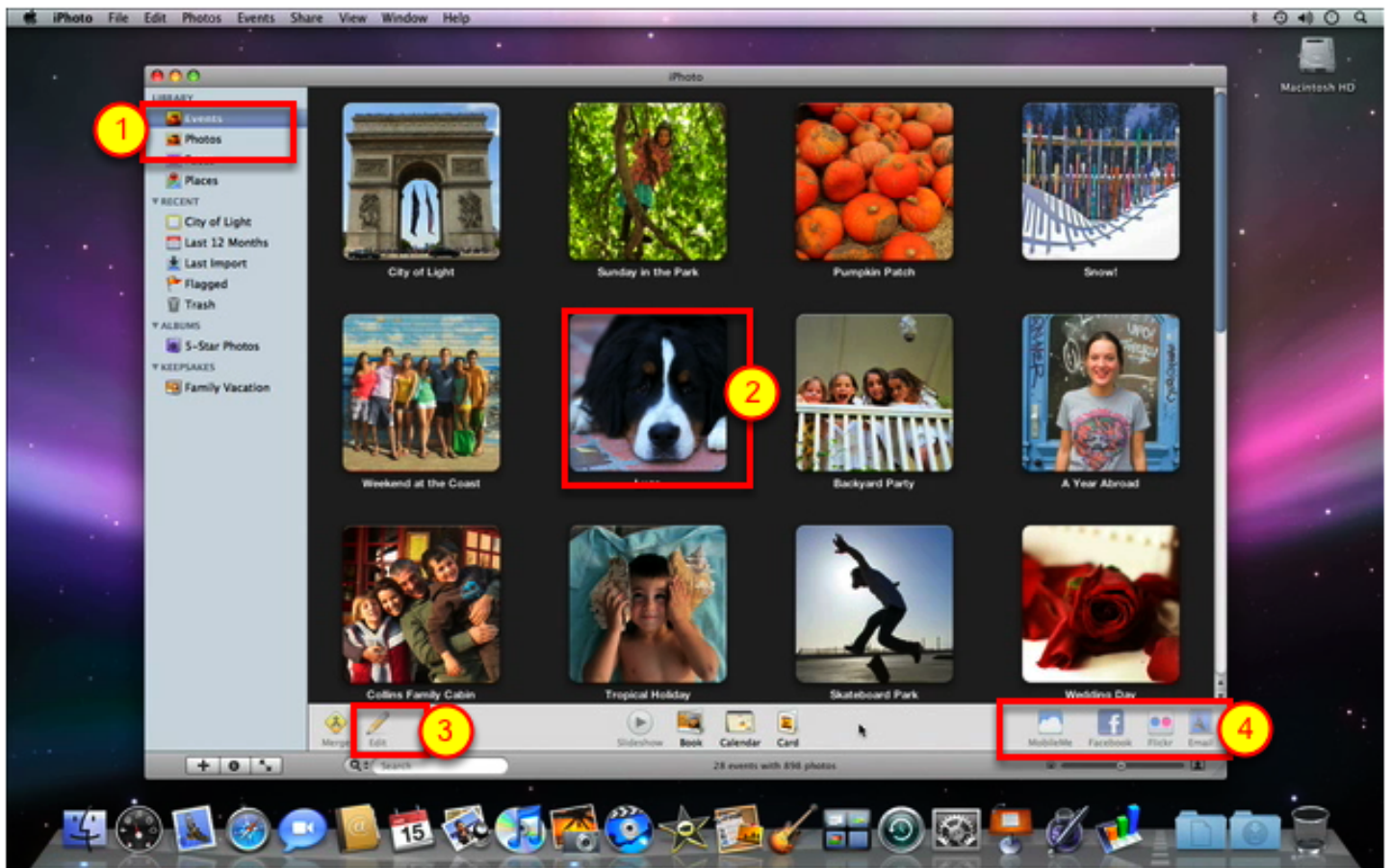
iPhoto





When you first launch iPhoto, you will see the Welcome page.
You can access the online video tutorials from here.

Alternatively, you can use HELP and choose video tutorial.
You will need to be connected to the internet.



- 1 - Organise your pictures into Events
- 2 - Edit your pictures
- 3 - Skim through an Event to see your picture collection
- 4 - Publish your pictures to an online gallery.

iDVD



iDVD is a **DVD creation software application** made by **Apple Inc.** for **Mac OSX**.

iDVD allows the user to add **QuickTime** Movies, **MP3** music, and digital **photos** to a DVD that can then be played on a commercial DVD player.

It is often considered the last step of Apple's **iLife** suite, bringing together all the other iLife applications' results onto a **removable medium**.

iMovie



iMovie is a [video editing software](#) application which allows users to edit their own movies.

iMovie imports video footage to the Mac using the **USB interface** on most MiniDV format digital video cameras. From there, the user can edit the video clips, add titles, and add music.

Effects include basic color correction and video enhancement tools, and transitions such as fade-in, fade-out, and slides.

GarageBand



GarageBand is a [software](#) application that allows users to create music or [podcasts](#).

These files once finished can then be shared with iTunes, iWeb, iDVD, iMovie or published to YouTube.

GarageBand is a streamlined [digital audio workstation](#) (DAW) which can record and play back multiple tracks of audio. Built in audio filters allow the audio track to be enhanced for recording guitar instruments, etc.

GarageBand can play virtual software instruments for creating songs or playing music live using 50 sampled or [synthesized](#) instruments which can be played using a [MIDI keyboard](#) connected to the computer, or using an on-screen [virtual keyboard](#).

iWeb



iWeb is a **WYSIWYG** template-based **website** creation tool made by **Apple Inc.** and included as part of iLife09 with all **Macintosh** computers.

iWeb is a **website and **blog** creation tool.** The end-user does not need to have any knowledge of web languages in order to effectively use the product.

The features of iWeb include:

Apple-designed templates

Easy website creation

An **iLife** media browser

Drag and drop support for media files

Blogging in a limited sense

Podcasting

One-click **MobileMe** publishing

(non-MobileMe users can publish sites to a folder, then upload with third-party FTP services.)

Microsoft Word



Microsoft Word is Microsoft's word processing software. It is a component of the **Microsoft Office** system. The latest releases are Word 2007 for Windows and Word 2008 for Mac OS X.

Microsoft Powerpoint



Microsoft PowerPoint is a **presentation program** developed by **Microsoft**. It is part of the **Microsoft Office** system, and runs on **Microsoft Windows** and the **Mac OS** computer operating systems.

PowerPoint is widely used by business people, educators, students, and trainers and is among the most prevalent forms of **persuasive technology**.

The current versions are Microsoft Office PowerPoint 2007 for Windows and 2008 for Mac.

Microsoft Excel



In **computing**, Microsoft Excel (full name Microsoft Office Excel) consists of a **proprietary spreadsheet**-application written and distributed by **Microsoft** for **Microsoft Windows** and **Mac OS X**. It features calculation, graphing tools, pivot tables and, **except for Excel 2008 for Mac OS X**, a macro programming language called VBA (**Visual Basic for Applications**). It is overwhelmingly the dominant spreadsheet application available for these platforms and has been so since version 5 in 1993[citation needed], and is bundled as part of **Microsoft Office**.

It was originally written for the apple mac, then later a PC version was released.

Keynote



Keynote is a presentation , and multimedia development application.

Keynote can share to iTunes, iPhoto, iDVD, iMovie and YouTube.

Pages



Pages is a word processor and page layout application and is part of the iWork productivity suite (which also includes Keynote and Numbers).

Pages includes support for multi-column layouts, paragraph and character styles, footnotes. The program can create lists, URL links, page breaks, and will accept data from iTunes, iMovie and iPhoto.

Pages contains templates for newsletters, invoices, essays, stationery, invitations, educational materials and other types of documents.

Pages can import later-release Microsoft Word documents (including Word 2007's Office Open XML format [.docx]), and can export documents to RTF, PDF and Microsoft Word .doc and .docx formats.

Numbers



Numbers is a [spreadsheet](#) application and is part of the [iWork](#) productivity suite alongside [Keynote](#) and [Pages](#).

Numbers' works with [Microsoft Excel](#) files. [.xls](#) and [.xlsx](#)

Kahootz



An animation and simulation application created by ACTF based in Melbourne.

Google SketchUp



An architectural drawing application. Buildings and structures constructed can be installed on Google Earth.

Google Earth



Satellite mapping software. Anywhere on the planet, and the moon can be instantly viewed.

Adobe Creative Suite



Adobe Dreamweaver CS3



Adobe Extension Manager



Adobe Flash CS3



Adobe Flash CS3 Video Encoder



Adobe Illustrator CS3



Adobe InDesign CS3



Adobe Photoshop CS3



Adobe Stock Photos CS3

This suite of applications will create and manipulate images for animations, webpages and printing.

Comic Life



Comic Life by Plasq in Melbourne, allows images from the iPhoto library to be composed into comic style stories. A wide range of templates and styles are provided.



Data collection, display and analysis software which gathers data in tables, provides graphical representation of the data, and powerful analysis tools, including video analysis and curve fitting. TI-nSpire and TI-83/84 graphing calculators are supported as well.