



# Laptop Care and Operating

**Lorain City Schools**

Good to Great...Great to World Class



# Your Laptop

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**Laptop notebook computers are getting more and more popular as time goes on. As powerful, thin, and useful as they are one thing is often neglected; caring for the laptop. Since laptops are portable electronic devices, they are more susceptible to damage than desktop computers.**



# Cleaning

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Using harsh cleaners like Windex, ammonia, or alcohol is not the best thing for your LCD screen. Be cautious when cleaning the display. If using a spray cleaner, avoid spraying the screen directly. Try cleaning the screen with a micro-fiber cloth, like the micro-fiber keyboard screen cleaning pad.



# Hard Drive

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Hard drives are sensitive devices. Avoid jarring the computer while it's operating. Before moving the laptop, always shut down or hibernate the system.



# Battery

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Exposing the battery to intense heat (over 110° F) should be avoided for obvious reasons. Batteries can be dangerous.





# Battery

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Just like intense heat, leaving your laptop exposed to freezing cold temperatures is also not recommended. If for some reason you find yourself in this situation, let your laptop return to room temperature before trying to turn it on.





# Surge Protectors

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It is recommended to have surge protectors in your home for electronics, you should unplug the power cord when a storm is approaching. Lightning and electronics do not mix well.



# Avoid Soft Spots

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This is a problem that is quite common for many people, if you are just sitting around on the couch you might prop your laptop up on a pillow on your lap. This may seem like a great idea but it can cause a huge problem since it can significantly restrict the airflow to fans and vents causing your laptop to heat up.



# Safely Storing Your Laptop

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Laptop bags are wonderful for transporting your laptop. It is very important that you turn your laptop off before you actually put it into the bag. If you do not power it down you could melt your laptop or potentially catch it on fire.



# Drinks Beware

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If you are thinking about getting a drink it is important to make sure that your drink is as far away from your laptop as possible. Drinks and laptops do not mix well under any circumstances regardless of what you are drinking.





# Avoiding Shocks

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If you are looking to move your laptop around a bit you should always ensure that it is on a sturdy surface that will protect it from unexpectedly jostling around. If the laptop is well protected you can safely move it around, however if the laptop is not stable you should turn it off before moving it around.



# Humidity is Not Your Friend

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Regardless of the reason for the humidity, you should do your best to protect your laptop from humidity. This can cause damage to the motherboard as well as possible damage to the screen.



# Dust is Your Computers Enemy

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You should always make sure that your laptop is kept away from dust. This can clog fans and even vents which will cause your laptop to heat up significantly. To help protect the laptop it is important to look for a way to protect your computer such as keeping it on a table or a desk.



# Off the Floor

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There is never any reason to leave your laptop on the floor even for a brief moment. While it might seem like a good place for only a moment it can create problems if you have a pet that decides to use the computer as a chew toy, or if someone accidentally steps on the laptop.



# Protect the Screen

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If you are in the habit of storing papers between the screen of your laptop and the keyboard it is possible to scratch the screen with the paper. Avoid this to ensure that your screen is protected.



# Maintenance

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There are several things that you should do to take care of your laptop. Simple maintenance that requires a few minutes of your time significantly increases the life of your laptop. With these simple and easy to follow suggestions you are sure to help you learn how to take care of your laptop like a pro.



# Vent Maintenance

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This means you need to check all of the vents on your laptop at least once a week to ensure that they are clear and not blocked. Be sure you do not push anything into the air vents. The safest way to clean these vents typically is using a simple can of air that can be purchased at most computer supply stores.



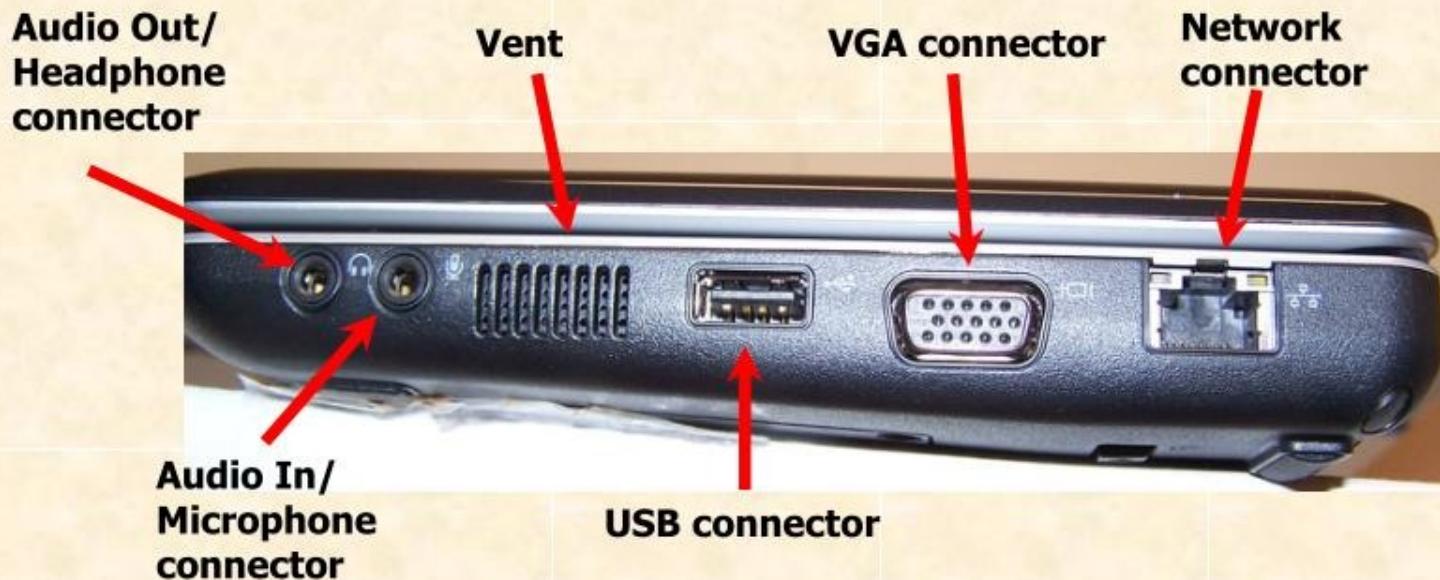
# Check the Fan

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If your fan is not working correctly you could experience some huge problems with your laptop overheating. To avoid this problem you need to make sure that the fan is working properly. If you can not hear the fan running please shut it down and contact the technology department.



# Identifying the Ports on the Side of the Laptop (Right Side)





# Identifying the Ports on the Side of the Laptop (Left Side)

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# Identifying the Inside of the Laptop





# Identifying the Bottom of the Laptop





# Locking Your Laptop



This might sound unnecessary but locking your laptop will keep anyone around you from looking at what you are working on and ensure that anything private stays that way. To lock your laptop easily all you have to do is just press the **Windows Key + L** at the same time and it will lock your laptop.



# Unlocking Your Laptop



To unlock your laptop simply press **Ctrl + Alt + Delete** and then enter your password and you will be returned back to exactly where you were previously.



# Start up & Login

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- Press the **Power** button
- Click on the **Student** icon



# What is Loaded....

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- 9<sup>th</sup> & 10<sup>th</sup> Grade Textbooks
- Microsoft Office Excel, Word & PowerPoint



# Locating Your Books

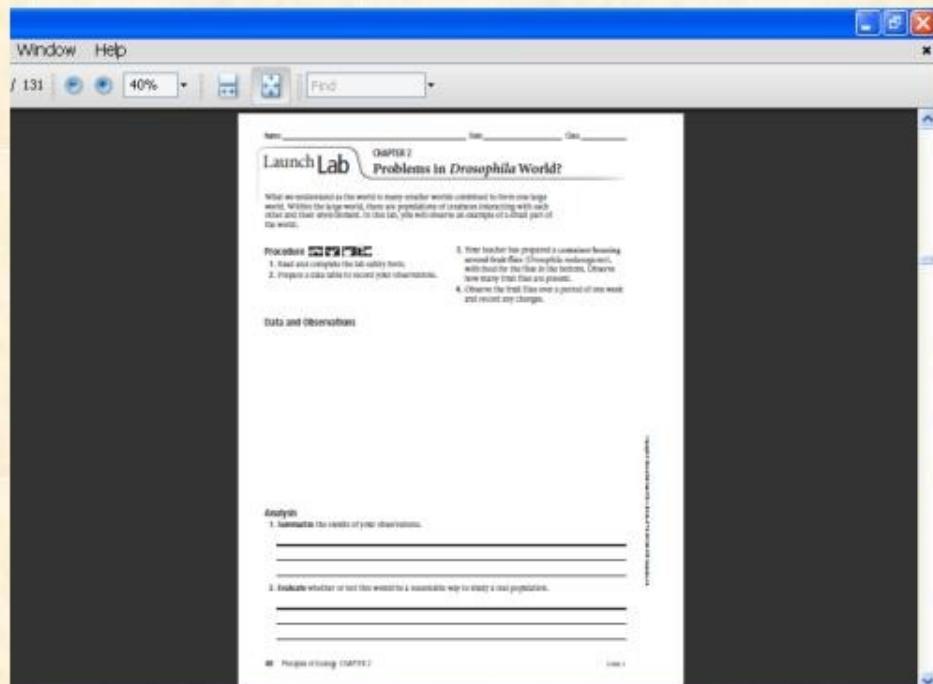
- Go to **Start**
- Choose **Programs**
- **Student Software**
- **9<sup>th</sup> Grade Software**
- Select your textbook





# Opening/Closing Textbook Software

- Algebra, Biology & World History open up in Adobe Reader
- To exit click on the red **X** in the top right hand corner.
- To enlarge the print click on the blue **+**





# Navigating

- On the **Left** side double click on the Unit #
- Locate the Chapter #
- Single click on the + to expand

The screenshot shows a Windows desktop environment with a Microsoft Word document open in the taskbar. The Adobe Reader window is the active application, displaying a PDF titled "gbu1ff2.pdf". The left sidebar of the reader shows a hierarchical list of bookmarks. Under "Glencoe Science Biology", there is a folder named "Student Workbooks". Within "Student Workbooks", there is a folder named "Unit 1 Resource". Inside "Unit 1 Resource", there are several items: "Chapter 1: The Study of Life", "Chapter 2: Principles of Ecology", "Diagnostic Test", and "Launch Lab". The "Launch Lab" item is currently selected, indicated by a blue border around its icon and name. The main content area of the PDF shows a section titled "Launch Lab" with some text and a table. The table has two rows, each with two columns. The first row contains the text "What we understand about the world around us. Within the large world, the other and their environment, is it the world." and the heading "Procedure". The second row contains the text "Read and complete the lab with" and the heading "Preparation". The bottom of the Adobe Reader window shows a toolbar with various icons and a status bar indicating page 32 of 131 at 40% zoom.



# Opening/Closing Textbook Software

- Literature opens in Internet Explorer.
- To exit, move the mouse to the top of the page. The navigation bar will open.
- Click on the **X** in the top right corner.
- To enlarge the print click on Page, click Zoom, choose the size.

The screenshot shows a Microsoft Internet Explorer window displaying a page titled "Prepare to Read" about "The Cask of Amontillado" by Edgar Allan Poe. A context menu is open over an image of a jester's mask. The menu includes options like "New Window", "Cut", "Copy", "Paste", "Save As...", "Send Page by E-mail...", "Send Link by E-mail...", and "Edit with Microsoft Office Word". The "Zoom" option is highlighted, and its submenu shows "Zoom In" (Ctrl +), "Zoom Out" (Ctrl -), and a list of zoom levels: 400%, 200%, 150%, 125% (selected), 100%, 75%, 50%, and "Custom...". The background of the browser shows the text of the story and some navigation links.



# Navigating

- On the **Left** side click on the title of the chapter. It will then expand.
- Click on the correct lesson.

The screenshot shows a digital textbook interface. At the top, there is a toolbar with icons for back, forward, and search, followed by the path "C:\Program Files\Prentice Hall\Text\Literature\Grade 10\Ch 1\The Cask of Amontillado". Below the toolbar is a navigation bar with "TOC" and "View By" buttons, and tabs for "Literary Terms" and "Reading". The main content area displays a list of chapters under the heading "Prepare to Read". Each chapter entry includes the title, author, and a list of activities: "Prepare to Read", "Selection", "Review and Assess", "Integrate Language Skills", and "Acknowledgement". The first chapter listed is "The Cask of Amontillado" by Edgar Allan Poe. To the right of the content area, there is a sidebar with a "Preview" section titled "Connecting to the Literature". This section contains a paragraph about competition and a link to "Dangerous Game". Below this is a "Background" section with a paragraph about animals and big-game hunting, followed by a note about a short story. The bottom right corner of the screen shows the copyright information: "Copyright © 2002 by Pearson Education".



# Microsoft Excel, Word & PowerPoint

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- MS Excel, Word & PowerPoint will save in My Documents.
- You **CAN NOT** print.
- To print you must save to a removable device and take it to a computer setup to print.



# Turning Off the Laptop

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Go to the **Start** button

Choose **Turn Off Computer...**

Click on the **Turn Off** button