

# Guthrie Center Community School District

## DO'S, DON'TS & TIPS Grades 7-12

- Know how to care for your MacBook. It is your responsibility. A MacBook Care Guide will be posted on the 1:1 website on the school site <http://guthriecenterschools.com>. Take some time to read through it. It is your responsibility to take care of this computer and return it at the end of the year in GREAT condition.
- Good practice is to charge your battery every night, according to directions on the webpage, but use your laptop without the power cord at school whenever possible. The battery works better if it is not plugged in all the time.
- Restart your computer weekly or whenever your laptop seems to be running slowly.
- Do not subject your laptop to extreme temperatures—either hot or cold. Do not leave your laptop in a vehicle—especially during extremely hot or cold temperatures.
- When you shut down your laptop, wait for the screen to go completely black before closing the lid. Closing the lid too soon interrupts the shut down process.
- Unplug the AC Adapter properly from outlet on the wall. Do not pull on the cord to unplug.
- Keep food, especially drinks, away from the laptop at all times. Spills can damage the internal workings of the laptop and keyboard.
- Close the lid when you aren't using your laptop. This is a good way to conserve energy. To “wake” your computer up, press a key, press the power button, or move a finger over the trackpad.
- Remember that the more “animated” things you have on your laptop, such as desktop pictures or screen savers rotating, the faster your battery will drain.
- If you use a camera or flash drive, make sure you eject correctly by dragging the icon on the desktop to the trash, by selecting the icon and pressing the eject button, or by right clicking on the option and ejecting. Not ejecting correctly may result in loss or corruption of files.
- To right click with your touchpad, hold down the control key and click the mouse button.
- To help find your documents later, put ALL documents in the Document folder. You can make folders for each class if you wish, but put the folders inside the Documents folder. It is best practice not to have things on your desktop. Pictures go in the Pictures

folder, documents go in the Documents folder, music goes in the Music folder, movies go in the Movies folder, etc.

- If you use wireless at home, it is a good idea to protect your connection with a password. Leaving it open will make it easier for others to hack your wireless connection.
- Don't walk with the laptop lid open. This puts pressure on the LCD screen, which is very sensitive.
- Don't let your laptop overheat. If it gets warm--almost hot—let it cool down outside your case. Shut it down and let it cool. Do not put it in the case or on something soft—like your bed or couch or carpet if it is hot. Let it cool on a hard surface like a desk or table. If the problem continues, bring it in for technical help.
- Don't carry your laptop anywhere unless it is in the protective case. Put the power cord away in the appropriate pouch.
- When working on a document, keynote, or other file, save often. The first time, go to file on the menu bar and select “save as” so you can name your file and tell it where you want it saved. After that, you can just click the “save” button up in the toolbar periodically.
- Only print what is absolutely necessary. If printing from websites, be sure to only print the page you need. Just clicking the print button may print pages & pages from a website.
- Don't put your laptop in your backpack or duffel bag. The laptop should be put in its protective sleeve and carried separately. Heavy objects, such as books, can damage the laptop—especially the LCD screen. The screen is the most delicate part of the laptop.
- Remember—only the Documents folder and the desktop will sync (save files) to the flash. You need to back up music, pictures, and movies using some other method. If your laptop needs to be reformatted for some reason, you will lose music, photos, and movies unless you have personally backed them up.
- Ask for help if you need it.