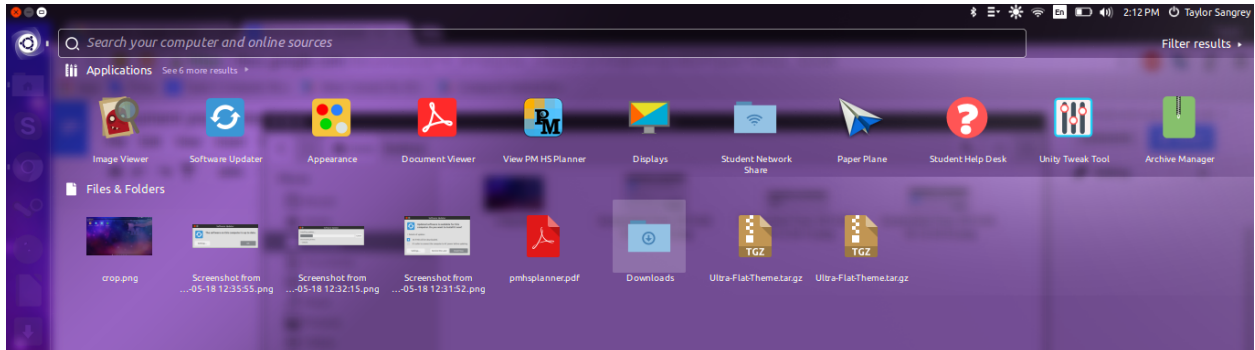


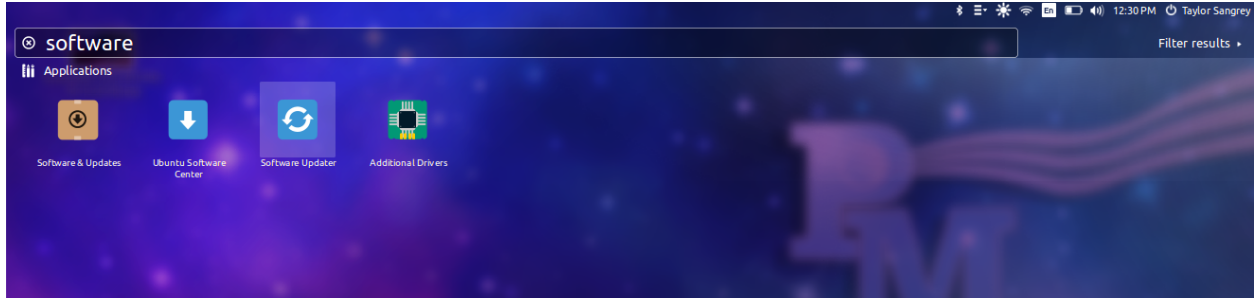
## *May 2015 Tips for Student 1-1 Laptop Use*

### *Laptop Updates - Taylor Sangrey*

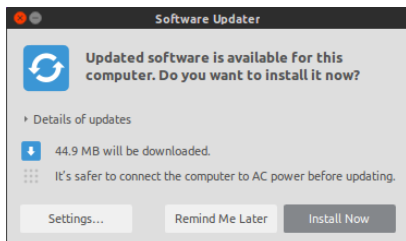
1. Open the dash which is the icon located in the top right of your launcher as pictured below.



2. Type the words "software" and click the icon pictured below called "Software Update"

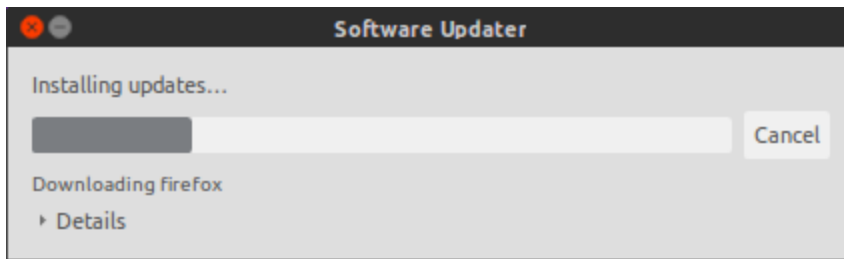


3. It will prompt you then to install updates. As it says connect it to AC power before starting the update, meaning connect it to the charger.

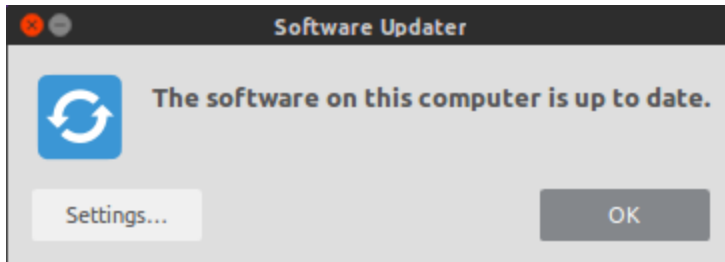


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4. Once updates have started it will create a progress bar, just wait for it to complete. Do not let the laptop fall asleep or close the lid during the update as it can cause issues.

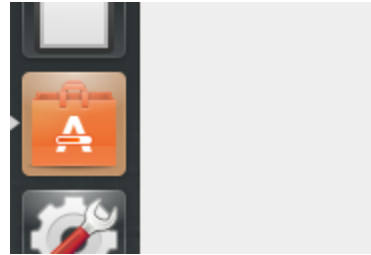


5. Once it is complete then it will ask you to click okay or it will prompt for a restart. If it prompts for a restart, then it is highly recommended to do it as soon as possible.

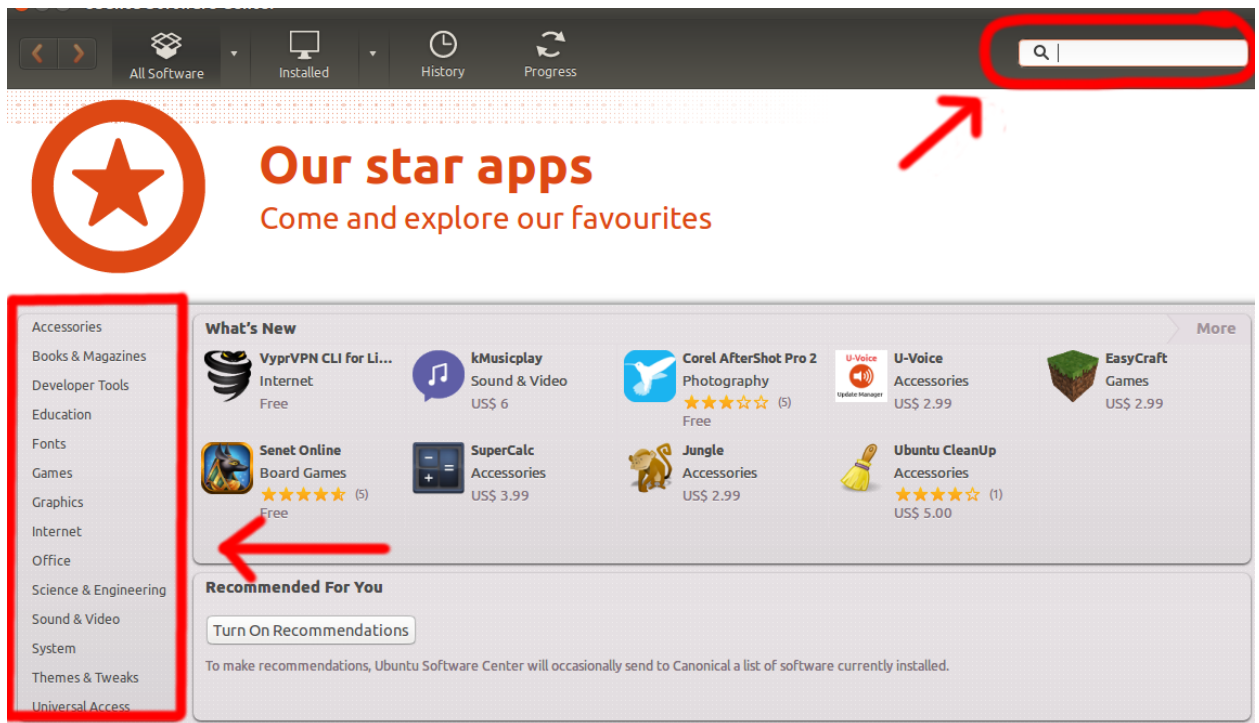


## *Application Down Load Center – Lance Brubaker*

1. Go to the Ubuntu Software Center

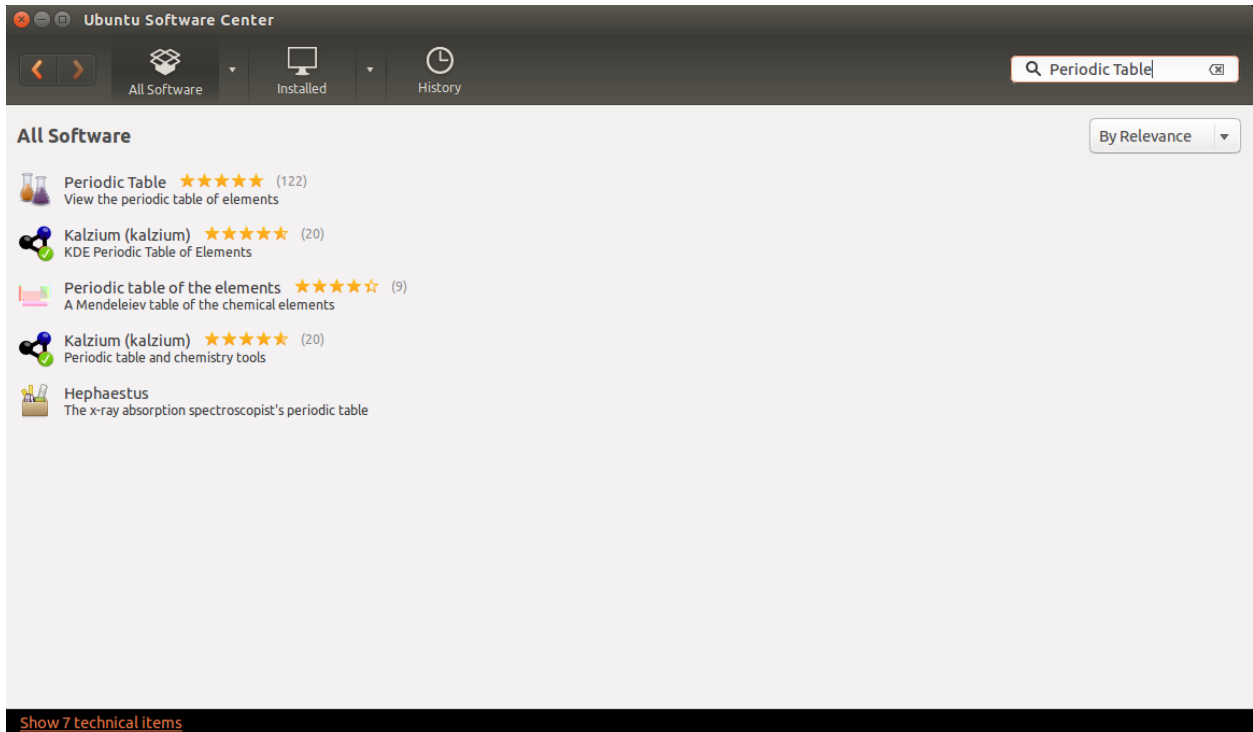


2. You can search for specific applications in the search bar or to the left of the homepage there are specific categories. You can use these categories to narrow what applications you are browsing.

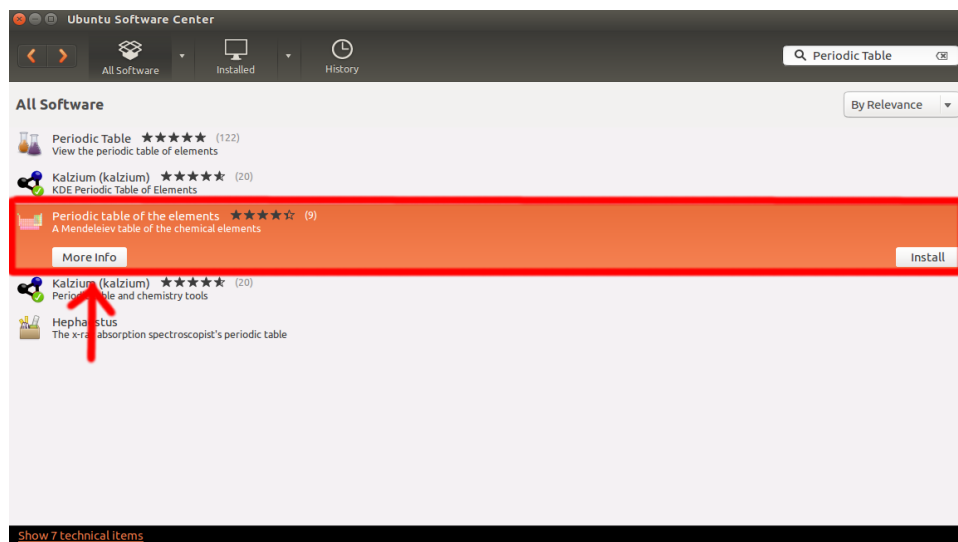


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3. As an example, we will download a periodic table application from the Ubuntu Software Center. First we search for “Periodic table”. This search brings up a list of results for our search.

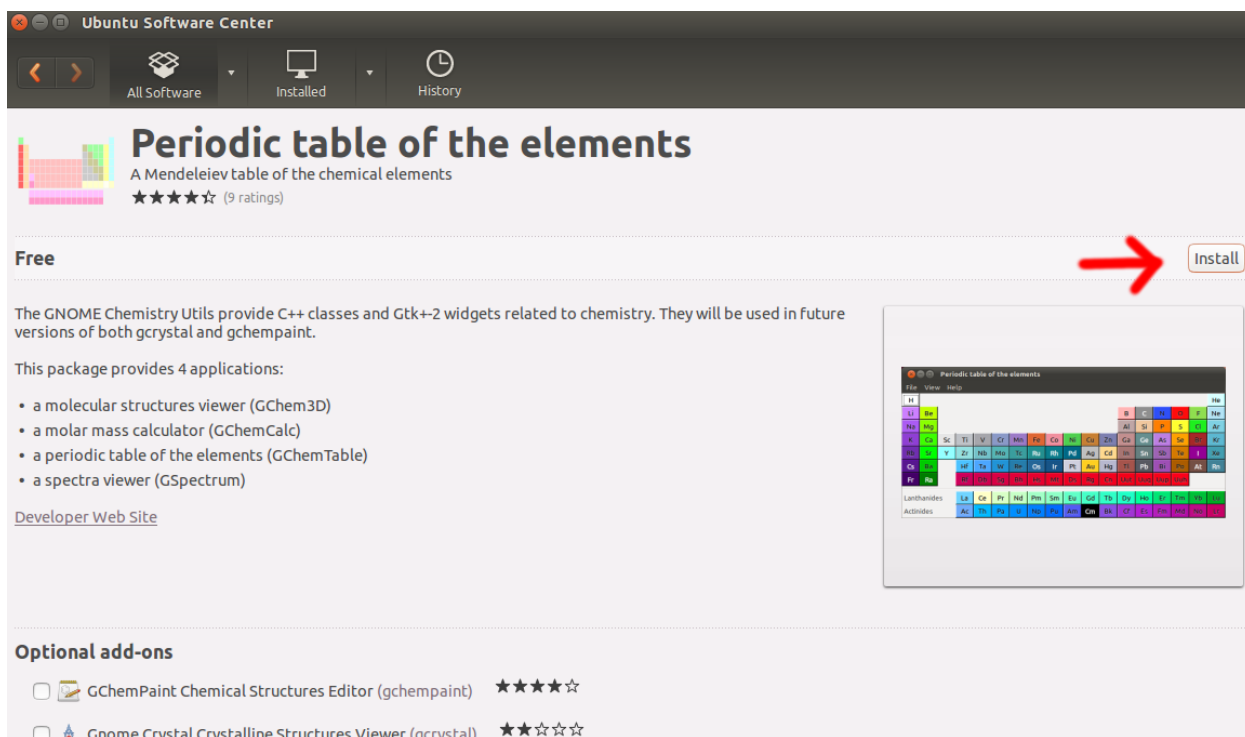


4. Next we choose which application to download from the list. We will be downloading “Periodic table of the elements”. We click on the application of choice and then choose “More info”.

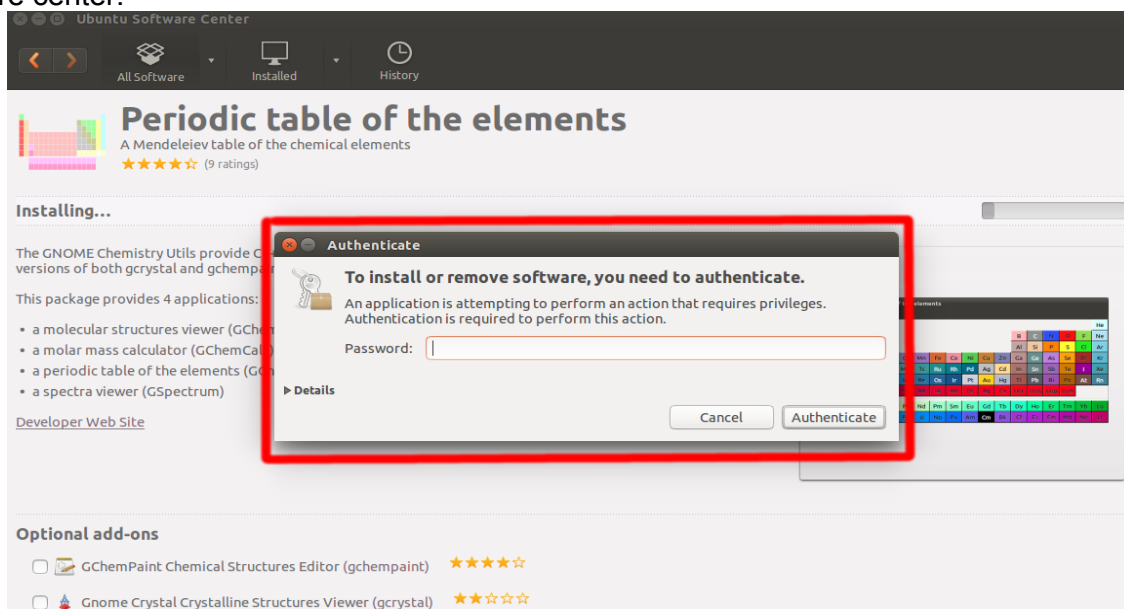


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5. At this screen we can scroll down and read reviews, see the size of the application and install the application. To install the application from this screen we click install on the right side of the page.

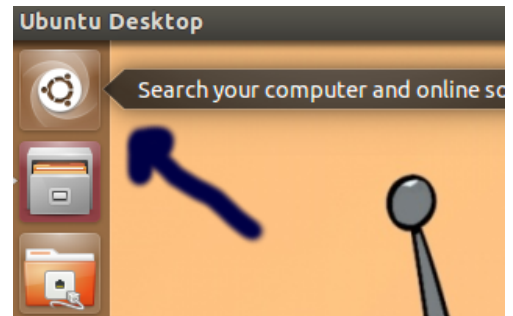


6. Once we click install we will be asked to authenticate. In order to authenticate, simply enter your password used to enter your laptop. Once we authenticate, the app will download and you have successfully installed the application from the Ubuntu software center.

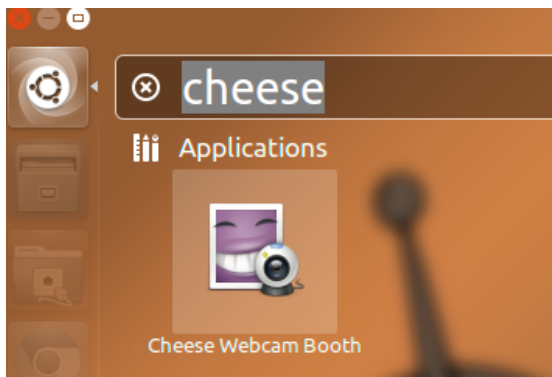


## *Cheese – Chris Stillwell*

To search the computer for applications hit the windows key (Next to the left Ctrl) on your keyboard or use the search button on your dock



In the search bar type “cheese” and cheese webcam booth should appear



Click on it to open the application

The program has different capturing applications; pick which ever one you desire

- Photos
- Video
- Multiple photos
- You can also add effects to camera by clicking the “effects” button
- Once you’re done click the red circle to take your picture/video!

Now to find your masterpieces!



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On the desktop on the dock navigate to the files application

A window will appear and to the left of the window will be a list of sections

- Click the “Pictures” section for pictures
- Click the “Videos” section for videos

Your pictures/videos will then be inside the “Webcam” folder.

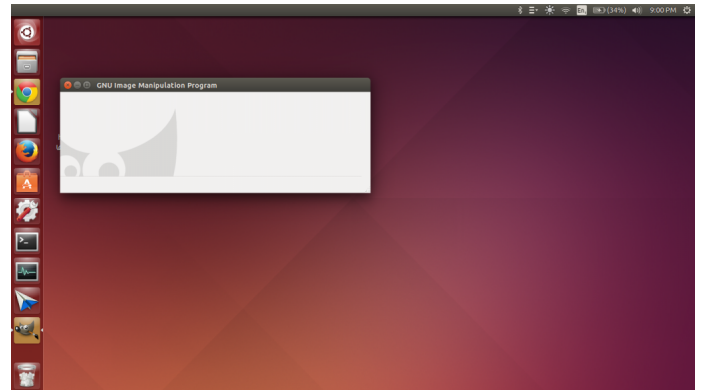


Now that you have found your work of art you can share into your classroom projects.



## *Gimp – Isaac Lewis*

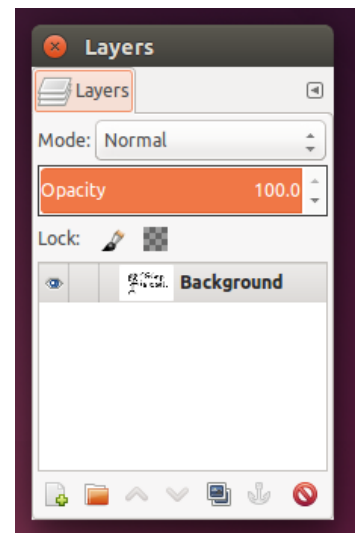
Gimp is a powerful free program. It has many of the features of Photoshop and is capable of doing photo editing of a professional quality. However it takes some getting used to for a beginner. This cheat sheet will you get past some of the learning curve.



When it opens to this empty gray window, click on “*Windows>Recently Closed*” and open the toolbox and layers boxes. You can also use Single Window Mode.

## Layers Window

Use Layers to put different images together, but keep them separated. So you can apply filters and effects to each layer individually. If you have multiple layers, and you draw on one, it won't draw on the other. Its very useful for keeping organized, or putting two photos together.



## EXPORT YOUR IMAGE:

When you are done, be sure to export your image instead of saving it. If you save it, it save as a .XCF file that can only be opened in GIMP. Exporting saves it for other programs. If you are saving a drawing, you might want to save as a .PNG, if you are saving a photo you might want to save as a .JPG.



## *Screenshot – Spencer Creasy*

Taking screenshots can be useful for sharing parts of your screen with others.

The screenshots can be of anything currently shown on your screen such as, programs, games, videos, etc.

If you want to capture a image of your computer screen, follow these simple steps.

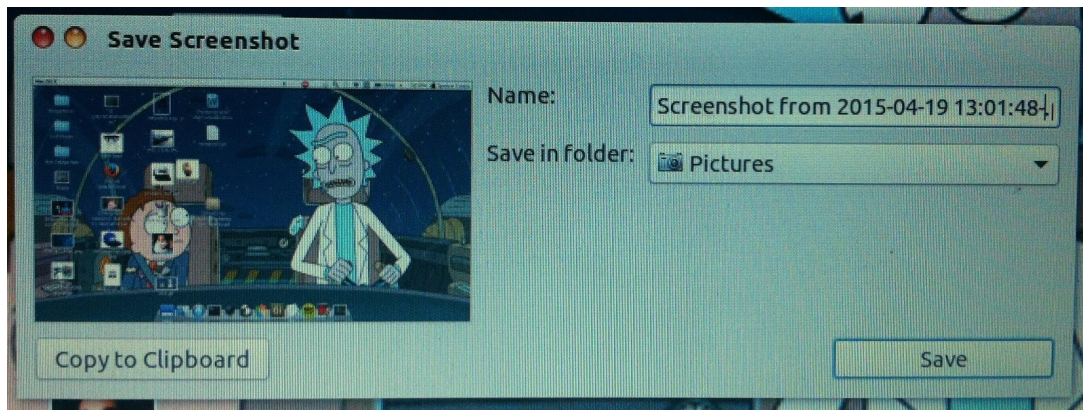
### **Step 1**

Press the Print Screen Button (labeled “Prtsc”) when you are ready to take a screenshot.



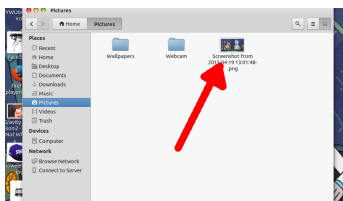
### **Step 2**

Once the Print Screen Button is pressed you will be asked where to save the photo, The Default save location is in the Pictures folder. Click Save.



### **Step 3**

Once the image is saved, you can navigate to the Pictures folder (or where you saved the image) to find your screenshot.



## *4 S's from – Shelby Foster*

Google Chrome has Extensions that can be installed into your computer's browser. Extensions are features that work INSIDE Google Chrome on web pages. You can find educational useful extensions on the Google Chrome Store.

**Screencastify** is a simple video screen capture software (aka. screencast recorder) for Chrome. It is able to record all screen activity inside a tab, including audio. Just press record and the content of your tab is recorded.

**SpeakIt** Select text you want to read and listen to it. **SpeakIt** converts text into speech so you no longer need to read. **SpeakIt** reads selected text using Text-to-Speech technology with language auto-detection. It can read text in more than 50 languages. Usage: - First select the text you want it to read. - Then click the icon to start listening. - When it is ready to read, the number of sentences is shown on the icon. - To stop listening at any time click pause.

**Split Screen** allows you to view two windows on the web at the same time. Read the online article while taking notes into your Google Drive account.

**Sweet** Research Tools in Google Drive – Open a document, presentation. Click Tools – Research – search Google from within your document. Click drag images to insert into your document. Work Cited references are already attached to your images and will be inserted as a footnote.

