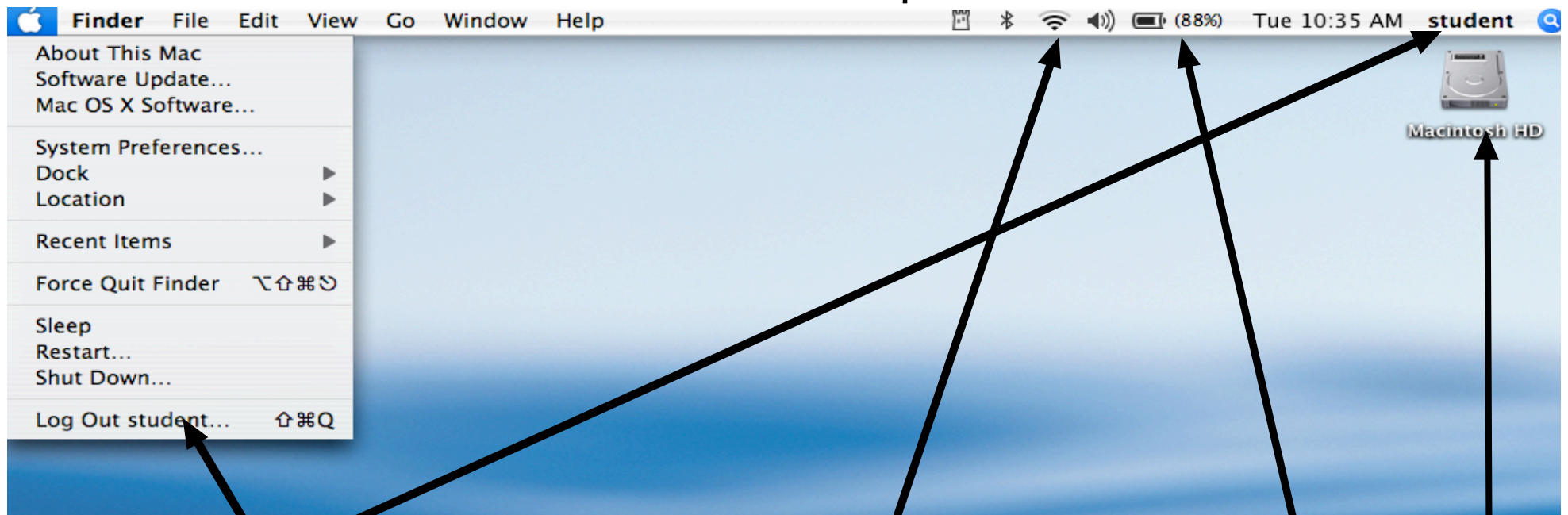


IBOOK 101 BASICS

How to navigate around the ibook

1. log in screen
students lastnamefirstinitial /password (mmddy)
or
student/ student

2. Desktop



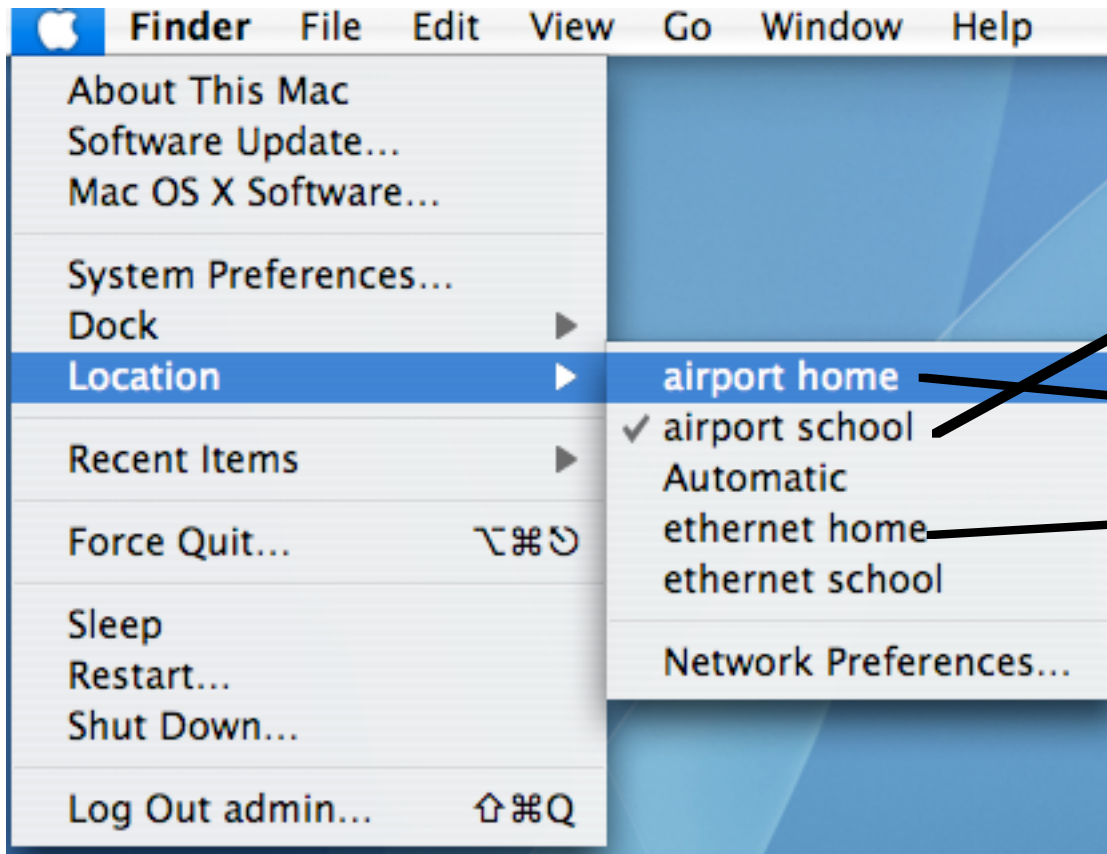
This tells you who is logged in

airport signal

battery charge

Hard Drive

3. Location- This is where you choose how to access the internet.



For school you have to be on airport school.

For home you choose either airport home or ethernet home.

4. The Application Dock

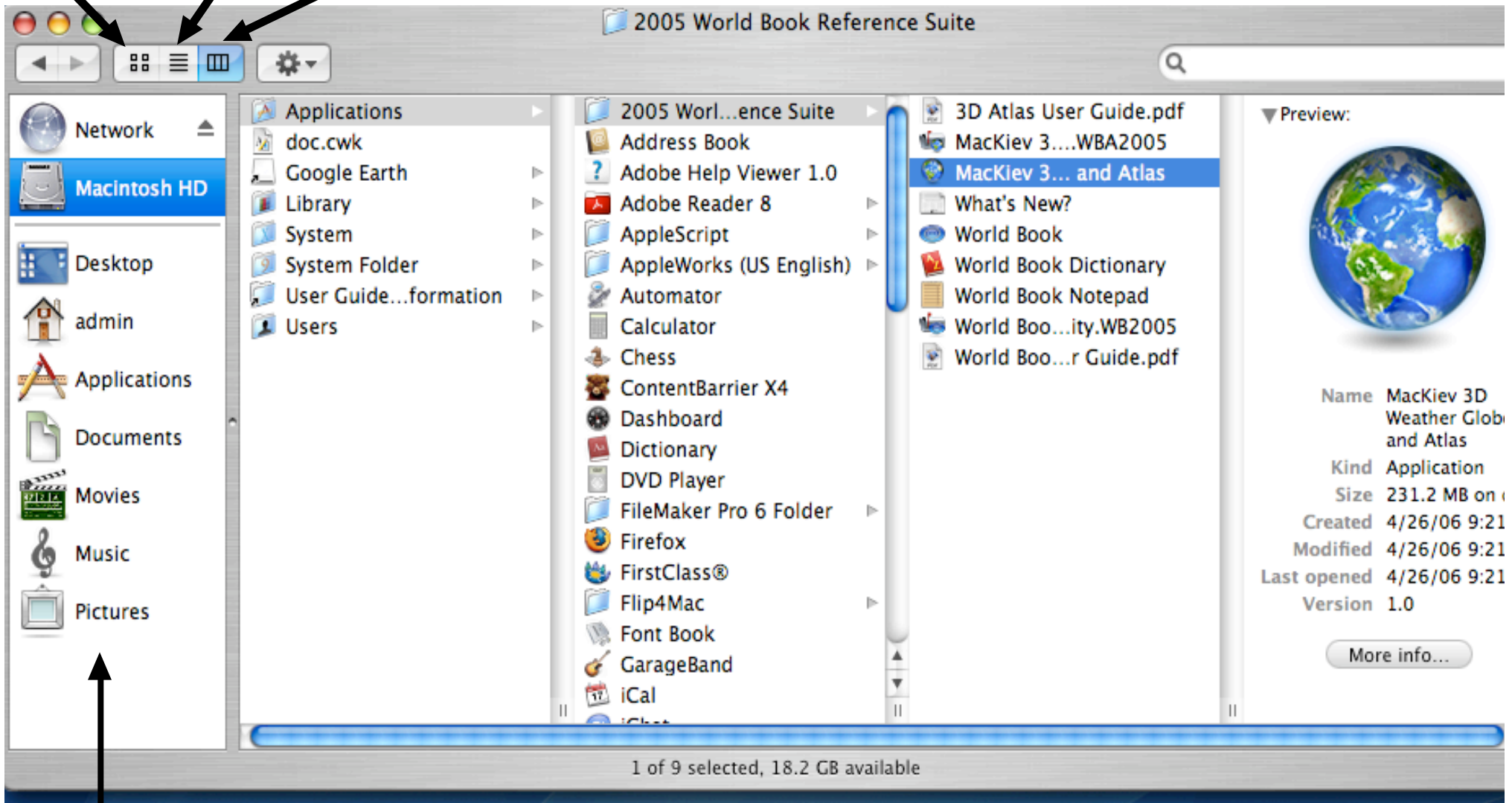


indicates the application is open

trash

5. The Hard Drive

icon view list view column view



Default storage areas for documents, music, movies and pictures.

Cleaning and Storing Your iBook

It is your responsibility to keep your iBook in good condition. Keeping your iBook in good condition involves making sure it is stored properly and kept clean. Here are some guidelines to follow when cleaning and storing your iBook. For more information on the care and maintenance of your iBook, refer to

<http://www.apple.com>

Storage

1. Store your iBook in a cool, dry, and secure place.
2. Fully charge your **iBook** battery before storing it.
3. Always store your iBook inside your laptop case.
4. Never store your iBook in damp, or dusty areas (like under your bed)

Cleaning Translucent Plastic Case

When cleaning the translucent plastics on Apple products you should use a soft, lint-free cloth with mild non-abrasive soap or detergent. Any surface dirt should be removed with the bare hand. Dry the plastic with a soft, lint-free cloth.

1. **DO NOT** use window sprays or cleaning products containing ammonia, alcohol, or abrasive ingredients.
2. **DO NOT** use rough towels or cloths to dry the plastic.
3. Never apply stickers, or products with adhesive glue to any part of your iBook. The residue from the glue can damage the surface.
4. Never use sprays, solvents, or adhesives to clean your iBook.
5. Never use any substance containing alcohol to clean your iBook.

LCD Screen

To keep the screen clean, do not touch it with your fingers. You may use a mild glass cleaner that contains **no alcohol or ammonia** to clean the display. Most office supply stores sell cleaning kits specifically designed for this purpose. While there are many commercial products available that will work without damaging the plastics, Apple has tested a product called Klear Screen made by Meridrew Enterprises (<http://www.klearscreen.com>) and found it does not cause any harm to the plastics.

If you must clean the LCD screen, follow the following steps:

1. Turn off the laptop.
2. Dampen a clean, soft, lint-free cloth or paper with the cleaner. Always spray the cleaner directly onto the cloth;

never spray cleaner directly onto the display.

3. Wipe the screen.

Keyboard

1. Make sure you wash your hands often while using your computer. If you don't wash your hands you will notice dirt forming at the tops of your keys, this dirt can be easily washed off carefully with small amounts warm water on a cloth.

2. Take care not to spill any liquid on the keyboard. If you do, follow these steps :

1. turn off your computer immediately.

2. If you spill liquid that is thin and clear, turn the iBook upside down to let the liquid drain out, and let it dry for 24 hours at room temperature.

3. If you spill liquid that is greasy, sweet, or sticky, turn off the iBook and take it for help.

3 Use a can of air to blow all the stuff that gets caught down between the keys.

Blow your keyboard every two weeks if you use your computer a lot.

4. Make a routine of cleaning and using your keyboard properly. If you do this, you shouldn't encounter many problems.

Touch Pad

1. Use your finger instead of a pen or other sharp object.

2. Be careful that your hands are clean and dry when using the Touch Pad to prevent oil and dirt build-up, which can impair the Touch Pad operation.

3. Use one finger only. Touching more than one point on the pad at a time can cause your cursor to do funny things.

4. Finger movement on the Touch Pad should be soft and light. The Touch Pad is not pressure-sensitive and requires very little force.

Adapted from the Manatee County handbook

