

# Computer Setup Assignment

SHS Video Production



# Assignment Objectives

- The following assignment will be used to
  - familiarize you with the MAC
  - work with custom folders to be able to turn in assignments in the class
  - introduce you to some of the programs you will be using
  - fix issues with the standard setup



# Get Ready!

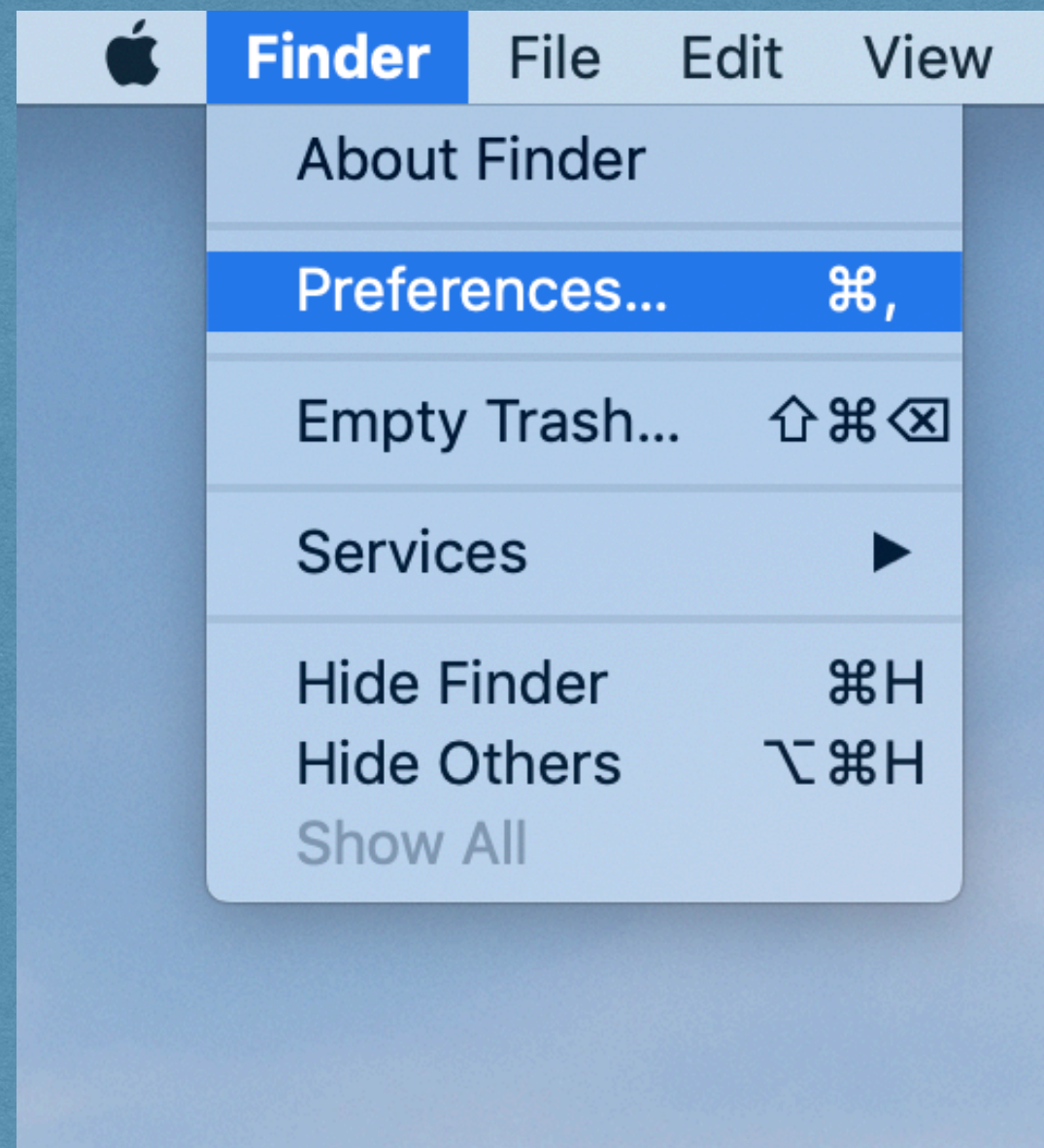
- Grab a sheet of paper and a pencil
- Write answers to questions on the paper as needed
  - (They are highlighted in red)
- These will be typed up later



# Finder Preferences

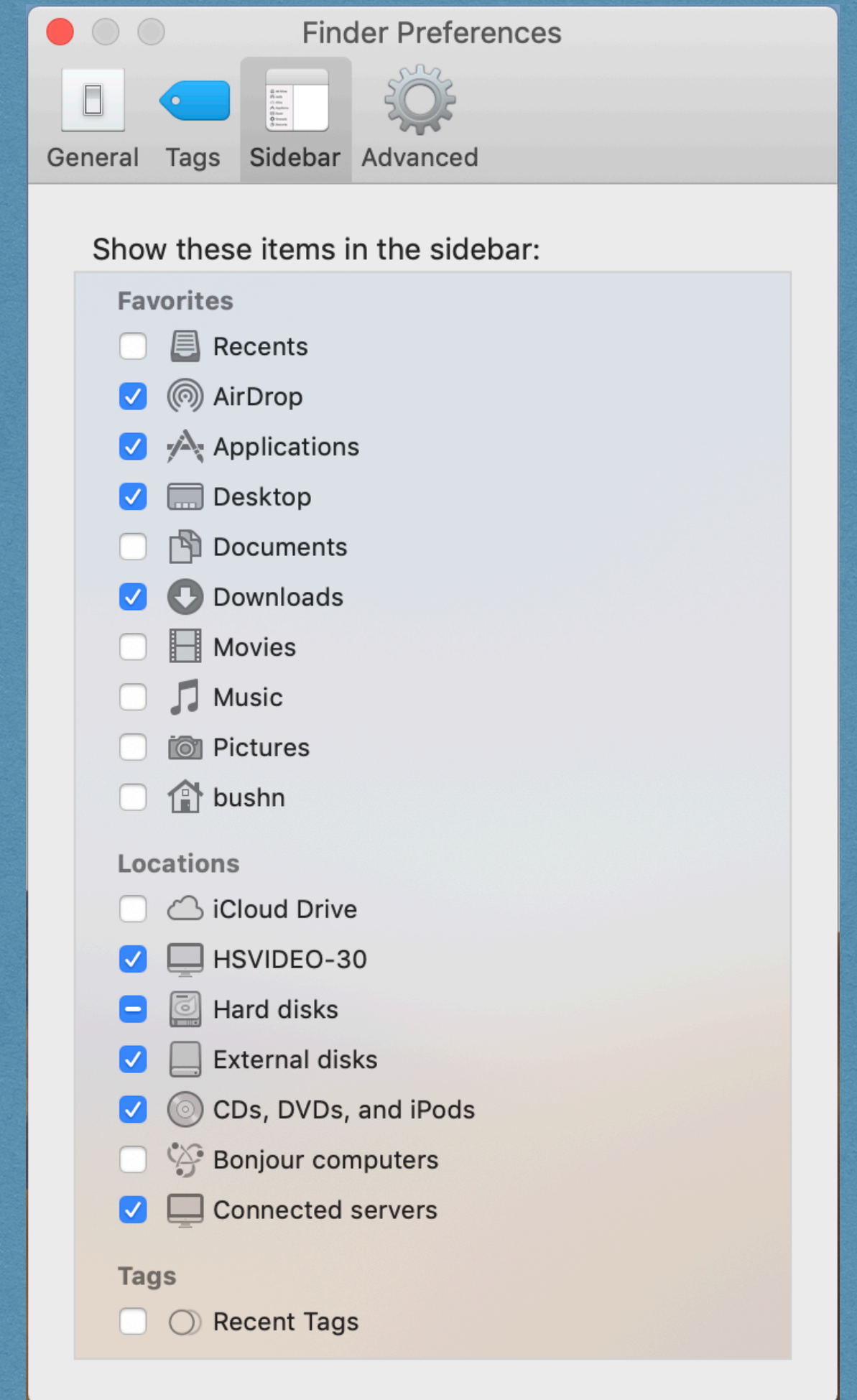
1. Click the Desktop to activate the Finder, then go to:

- Finder > Preferences



2. Click on the “Sidebar” option

- Adjust the settings as follows

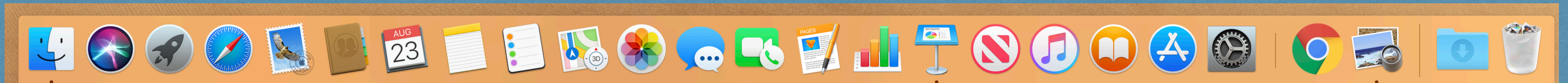


**Close the Finder Preferences and move to the next page.**



# Using the MAC

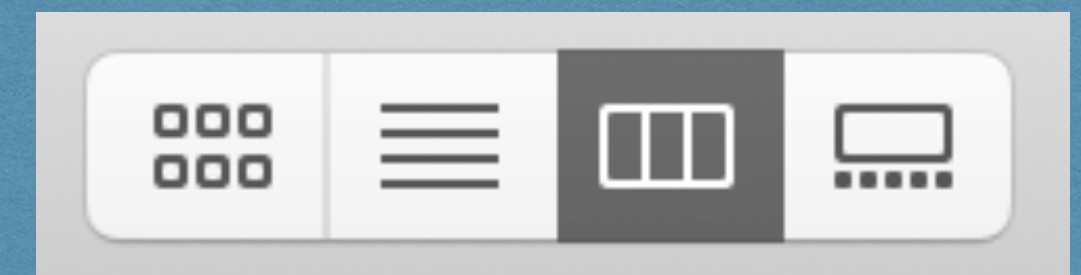
- Find the DOCK located on the bottom of the screen
- Hover over the applications in the dock with the cursor
- What are the names of 3 applications you find in the dock?





# Using the MAC cont.

- Double click on the Macintosh HD —————→
- On the left side, double click to open the Applications folder
- Explore the four views in this finder window
- Which view is the coolest? Which view do you feel gives you the most information about the applications or items in the window?



**Hint: the views are titled  
Thumbnail, List, Column and Gallery**



# Explore some apps!

- Explore some of the applications in the Dock and answer these questions in complete sentences:
  - What is **Safari**? What other program is it similar to?
  - What are **Notes**? How might you use these Notes in this class?
  - What is the **Launchpad**? How might you use the Launchpad in this class?





# Speaking of Launchpad

- Open the Launchpad to clean up the dock
- Drag necessary Applications INTO the dock
- Drag any unnecessary applications OUT of the dock
- The dock should look *something* like this at the end
  - *(feel free to customize it as you see fit)*





# Exploring “Photo Booth”

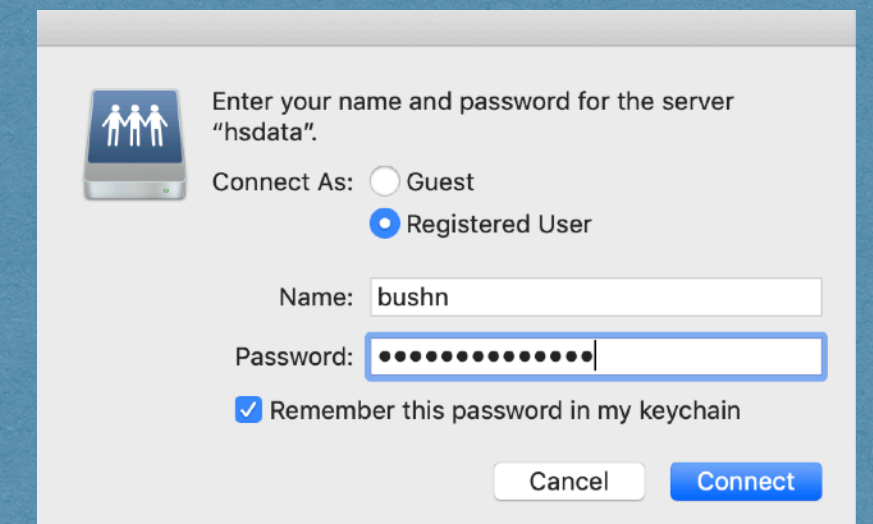
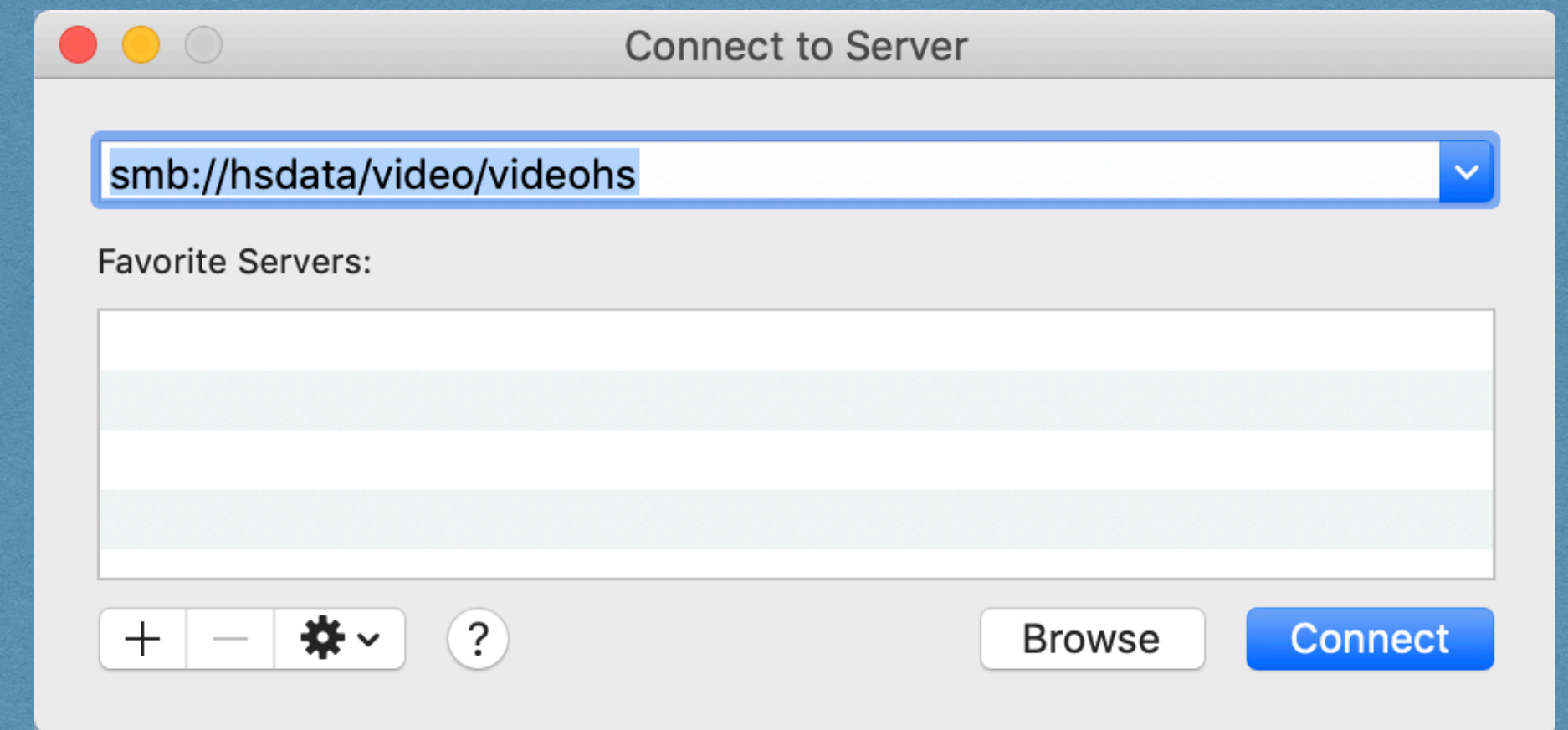
- Open the application Photo Booth (Find it in the Applications Launchpad)
  - *Warning: “This application is fun and addictive. If you find yourself using it for more than 3 or 4 minutes, please step away from the computer. I repeat, please step away from the computer and get back on task!”*
- Take a NICE photo of yourself
- Select the best photo from the pictures at the bottom of the program
- Drag the photo to your Desktop for temporary storage
- Rename the photo with your lastname\_hour.jpg
- Close Photo Booth [shortcut: CMD Q]





# VideoHS Server Access

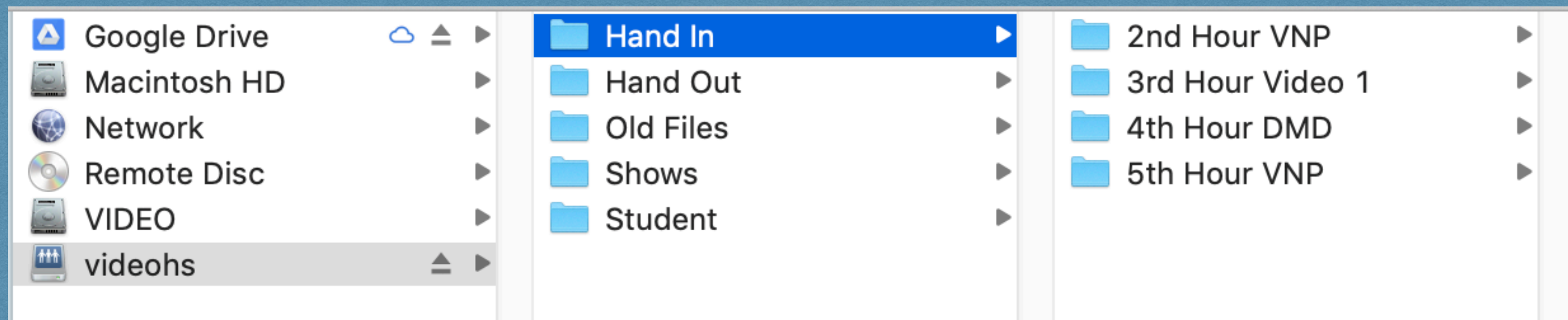
- Click on the Desktop to activate the Finder
- Click **Go > Connect to Server** [cmd+K]
- Type smb://hsdata/video/videohs
- Click “Connect”
- Type your log-in name and password (if required) and check “Remember this password in my keychain”
- Locate the new “VideoHS” icon on your desktop





# Digital Hand In

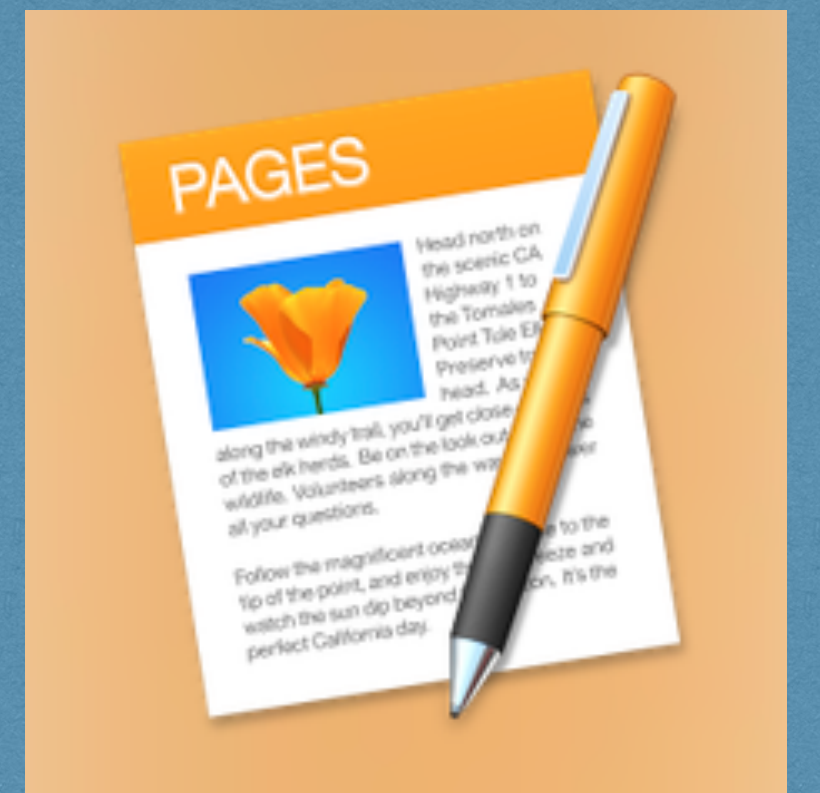
- Double click on the VIDEOHS server icon from the desktop
  - This is the digital server space that this class will often utilize
- Open the HAND IN folder
- Find the appropriate CLASS/project folder
- Drag the photo that you just renamed from your desktop to the appropriate HAND IN folder
- Congratulations, you just digitally turned in your first file!





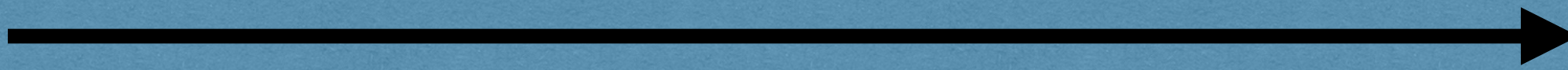
# Type it up

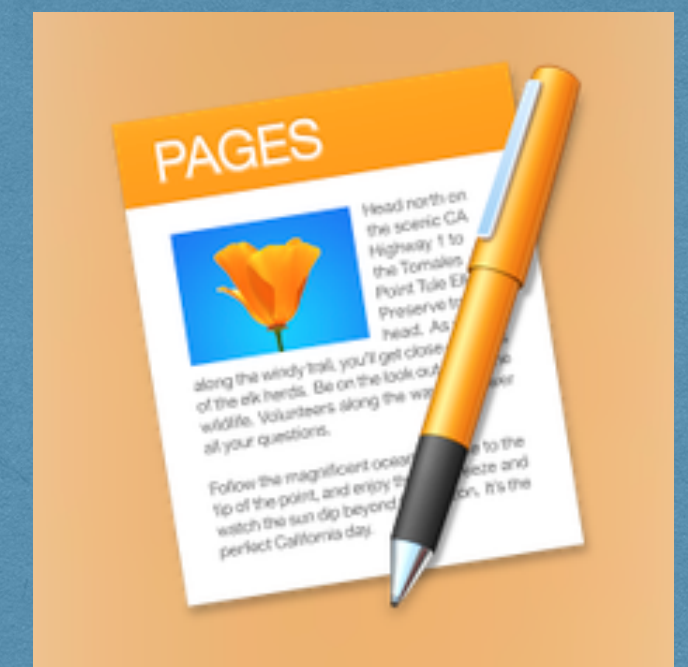
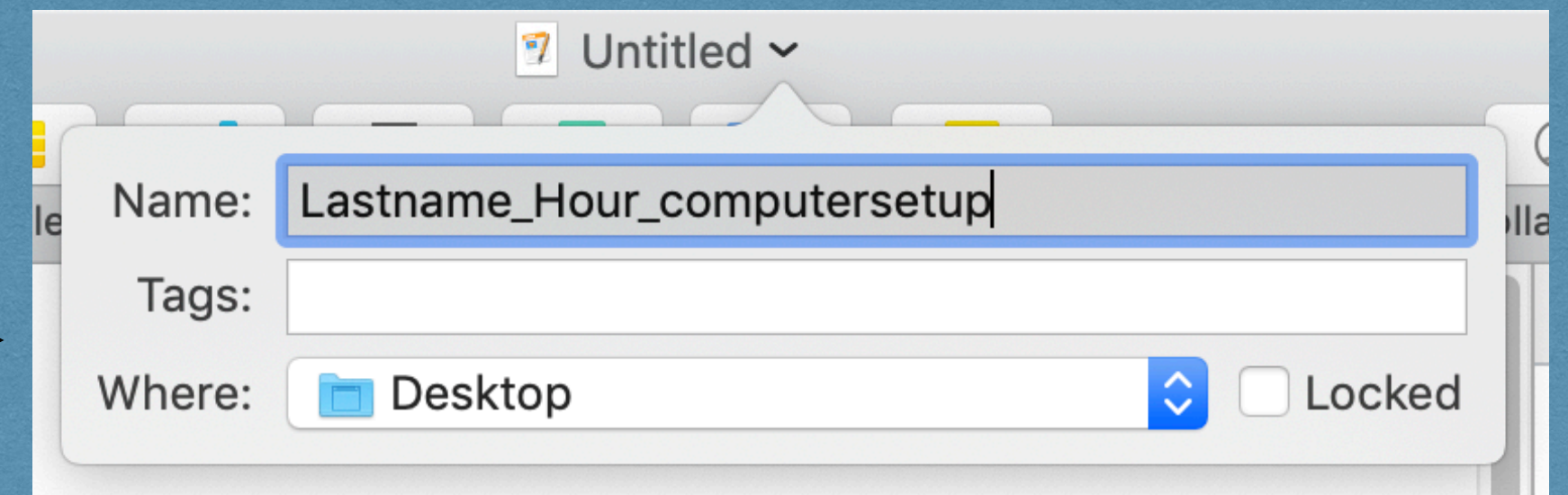
- Open the application Pages from the dock
- Start a new **Blank Document**
- Enter your name, hour and date on the top of the document
- Type up your answers using complete sentences





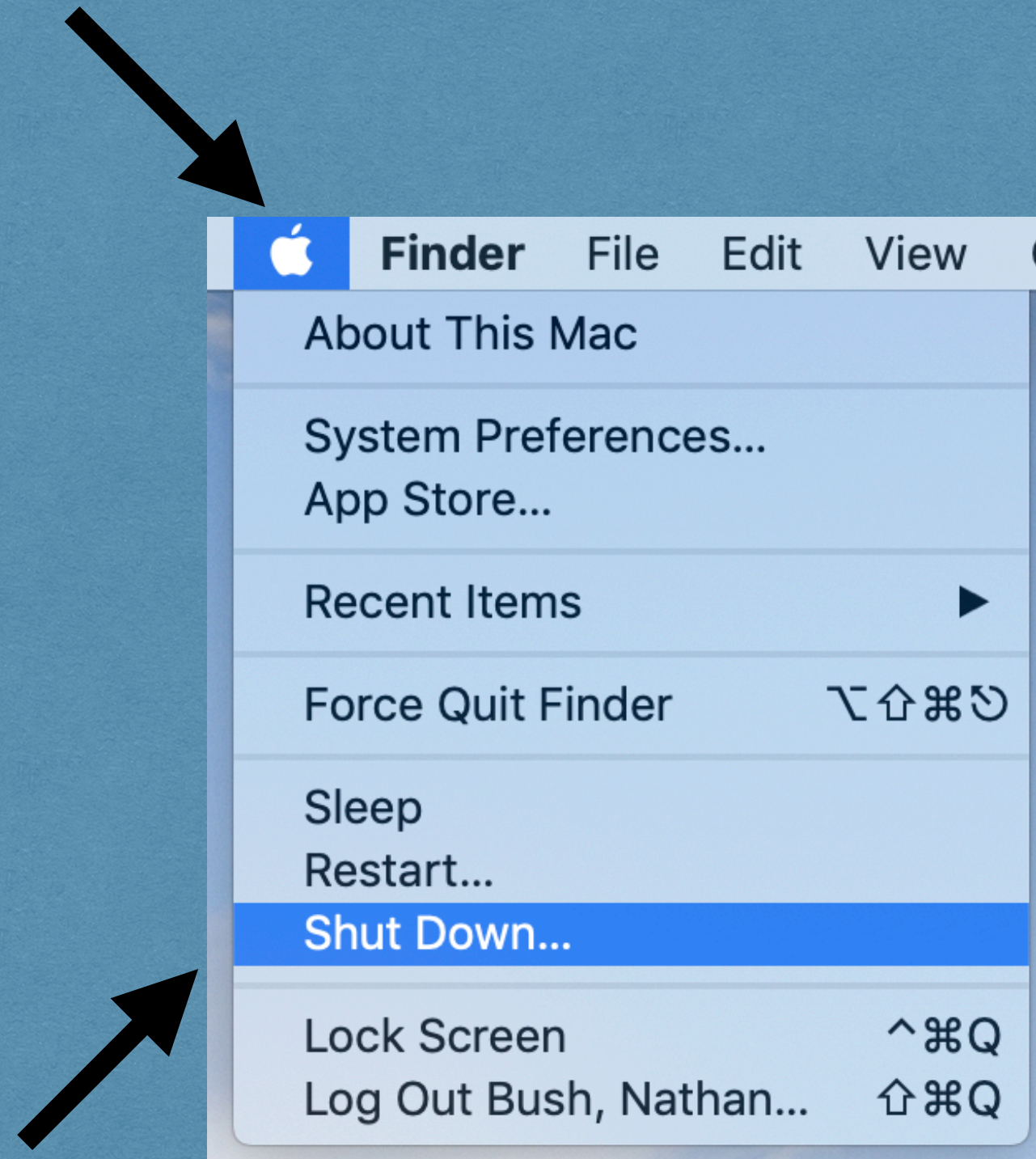
# Saving Your Work

- Click “untitled” at the top of the document
- Type:  Lastname\_Hour\_computersetup
- Change “Where” to “Desktop”
- Click to apply





# Something to FIX



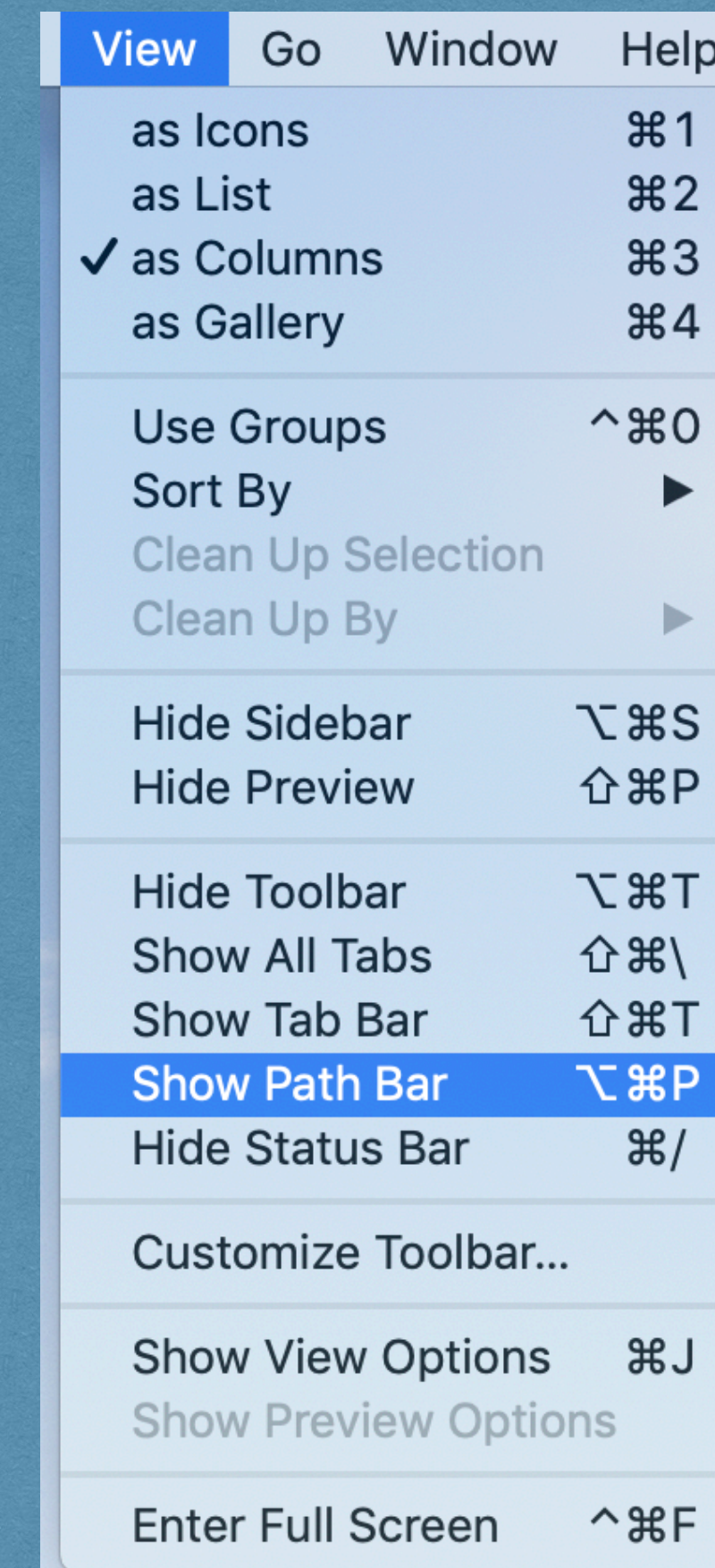
- Click the Apple in the upper left corner
- Click “Shut Down”
- UNCHECK this box
- (we DO NOT want to reopen windows when logging back in)





# Something else to FIX

- From the desktop, Double Click the Macintosh HD in the upper Right corner
- Next, click View>Show Status Bar
- *This will help us out later*





# Congratulations

- Make sure all the files you turned in work and are named properly
- Close ALL programs
  - *[CMD+Q is the shortcut]*
- You have successfully completed the Computer Setup Assignment

