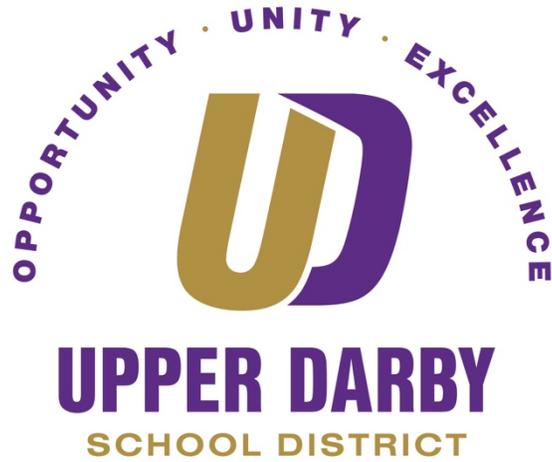


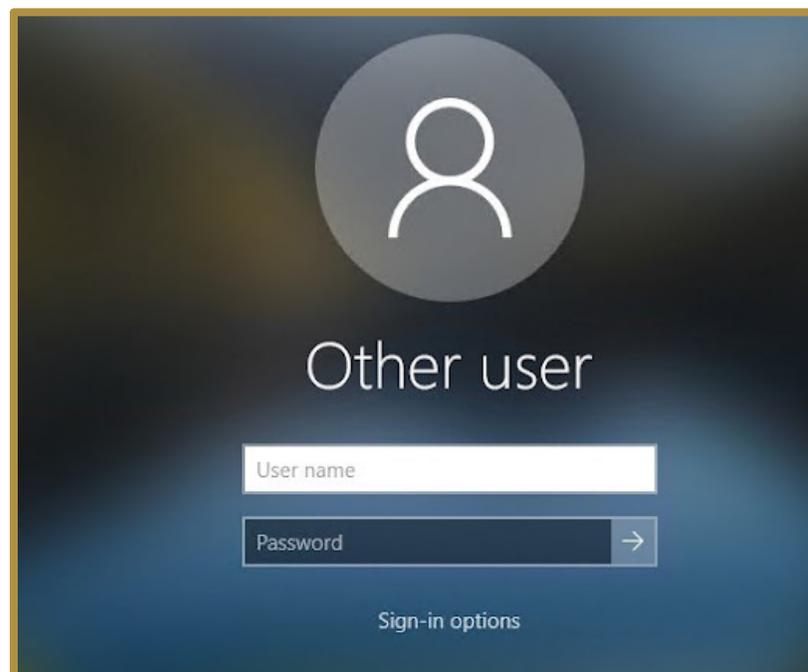
How To: Initially Setup PC Laptop



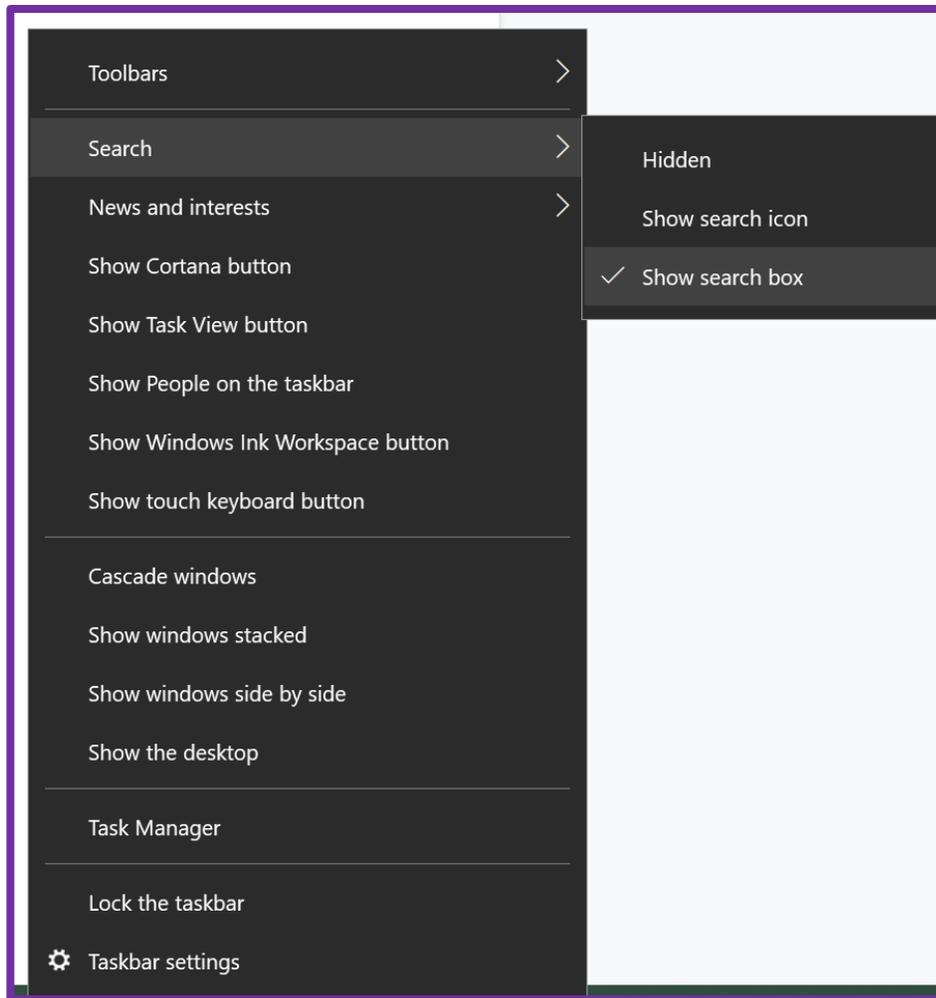
1. Press the Power located on the top right corner of the keyboard
2. At the Time and Date screen, press the down arrow



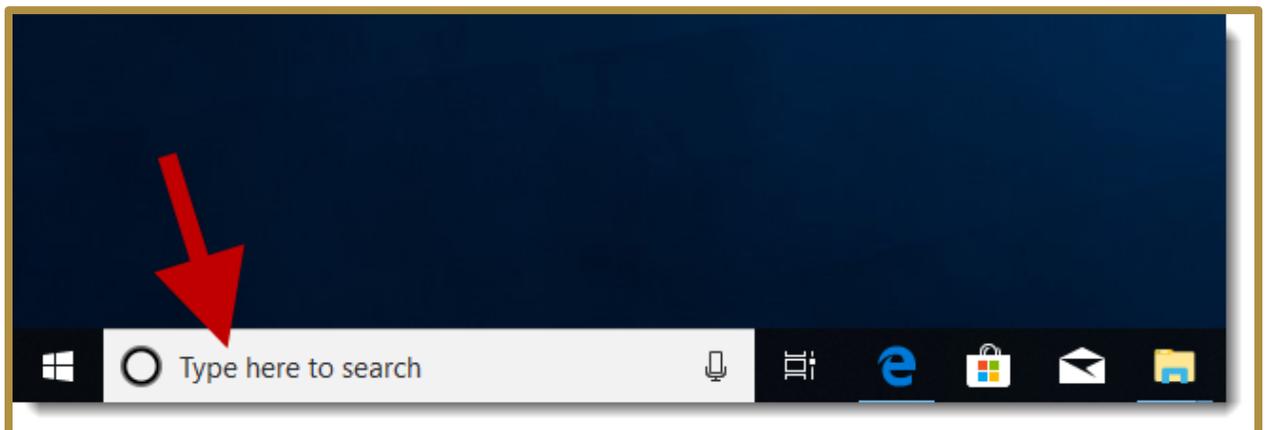
3. Next, at the Login screen, enter your Username and Password in the appropriate fields



4. Once you're logged in, move your cursor to the taskbar (AKA dock) then with two fingers tap on the trackpad and check "Show search box" from the menu



5. In the search bar, type in and then click “Default Apps”





6. Now scroll down to “Web browser” and click on the Microsoft Edge icon , then change the default Web browser to Google Chrome
 - a. If prompted, click “Switch Anyway”

7. For your convenience, Pin the following applications listed below to your taskbar (dock):

*To add an app to the taskbar, enter the name of the app in the search field (This is the same search box used to change Google Chrome to the default browser). When the app appears, right-click it (using two-finger tap on the trackpad), Click on More from the popup menu then select “Pin to taskbar”

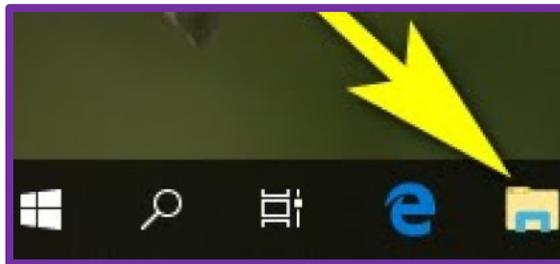
 - Google Chrome
 - Word, Excel, PowerPoint
 - CrisisGo ***please login*** to the CrisisGo app
 - Windows Media Player
 - This PC (this is like OSX Finder)
 - Snipping Tool (use this to take screenshots)
 - iTunes
 - VLC

Keyboard Shortcuts

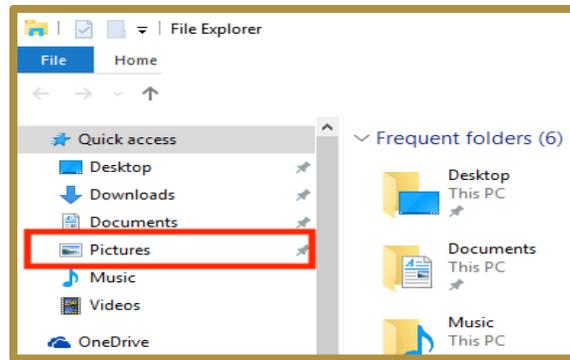
Copy:	ctrl + C
Paste:	ctrl + V
Cut:	ctrl + X
Undo:	ctrl + Z
Find:	ctrl + F
Select All:	ctrl + A
Lock Screen:	Windows key + L
Switch Between Apps:	alt + tab
View Open Apps:	ctrl + alt + tab
Snap Window to Left:	Windows key + left arrow
Snap Window to Right:	Windows key + right arrow
Partial Screenshot:	Windows key + Shift + S
Full Screenshot (image below):	Windows key + Prt Scr key



- After Full Screenshot, open Pictures then Screenshots folder to see the image
 - In the taskbar/dock, Click the File Explore icon

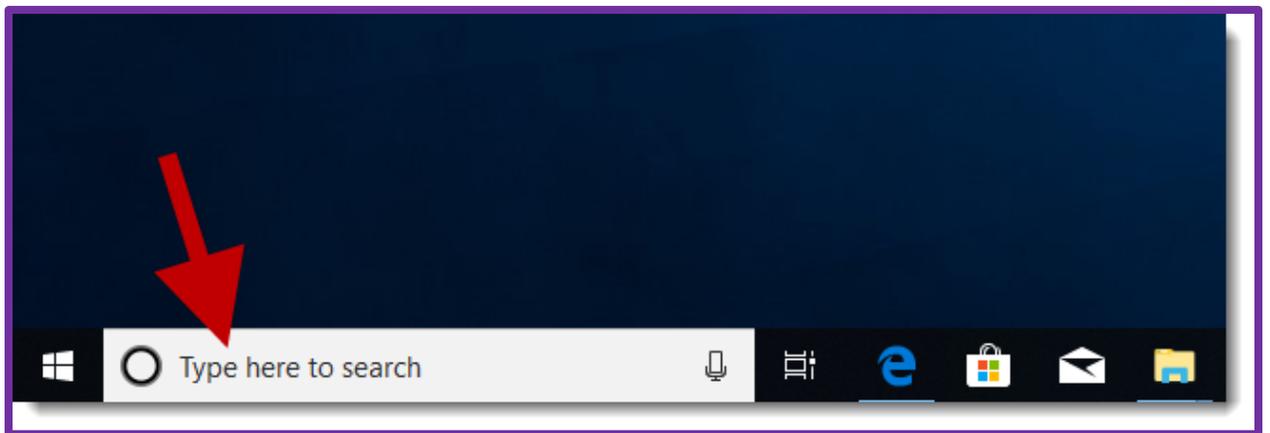


- Click "Pictures" in the Quick Access list on the left-hand side



Trackpad Information

- By default, tapping the trackpad with two fingers allows you to right click
- To Disable “Press the lower right corner of the touchpad to right-click” use the following instructions.



1. In the search box type touchpad and select “Touchpad settings” from the top of the search results.
2. In the Touchpad window scroll down to “Press the lower right corner of the touchpad to right-click” and uncheck it. You can then close out of the Touchpad settings.

Touchpad

Your PC has a precision touchpad.

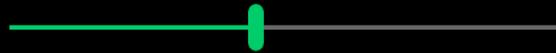
Touchpad



On

Leave touchpad on when a mouse is connected

Change the cursor speed



Taps

Use taps to click, right-click, and select. Turn down the sensitivity if they activate while you're typing

Touchpad sensitivity

Medium sensitivity 

Tap with a single finger to single-click

Tap with two fingers to right-click

Tap twice and drag to multi-select

Press the lower right corner of the touchpad to right-click



Logging into Upper Darby School District Website from a Windows PC

1. When logging into the Upper Darby District Website use the following link:

<https://www.upperdarbysd.org/signin.aspx>

2. Once at the login screen, login using the username and password that you used to login to the laptop

(please do not add @Upperdarbysd.org at the end of your username)

For additional instructions on how to Add Printers, Mirror Displays and other information please use the following link to go to the Technology Department's support section of the website. <https://www.upperdarbysd.org/Page/7134>