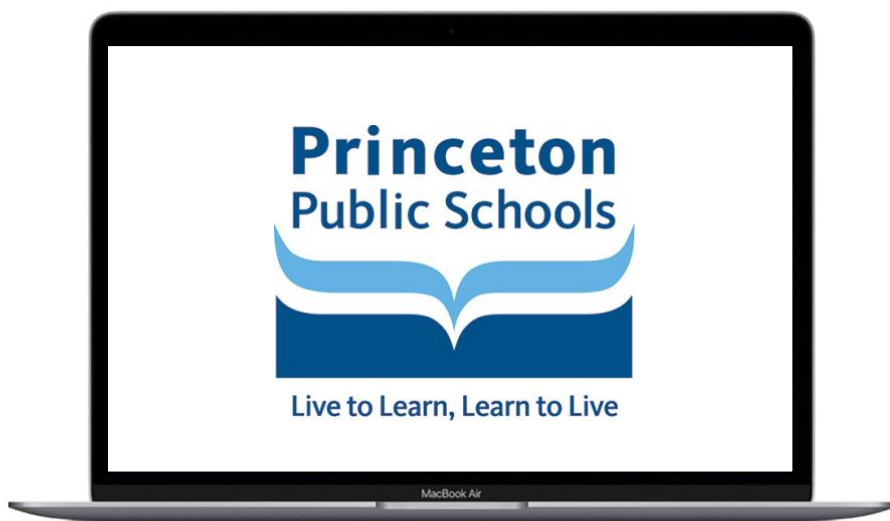


MacBook Air Quick Start Student User Guide



**Princeton Public
Schools**

MacBook Air Quick Start Student User Guide

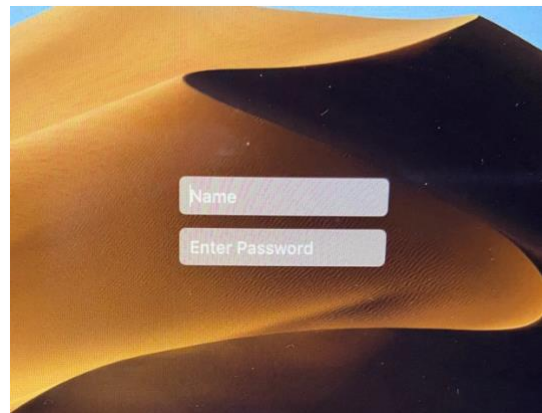
The *MacBook Air Quick Start Student User Guide* is a resource to help acquaint students with the laptop and provide answers to frequently asked questions. Students should refer to this document first. If a student cannot find an answer to their question, they should ask their building technology assistant or email the student help desk (shd@princetonk12.org). The quick start guide can also be located on the district’s website under the Technology Department.

Login to the Laptop

Press the Touch ID sensor in the upper right-hand corner of the keyboard to wake up or turn on the laptop.



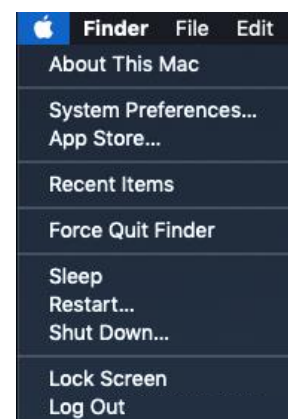
Enter student username (First Initial Last Name) and password and then press the *RETURN* key.



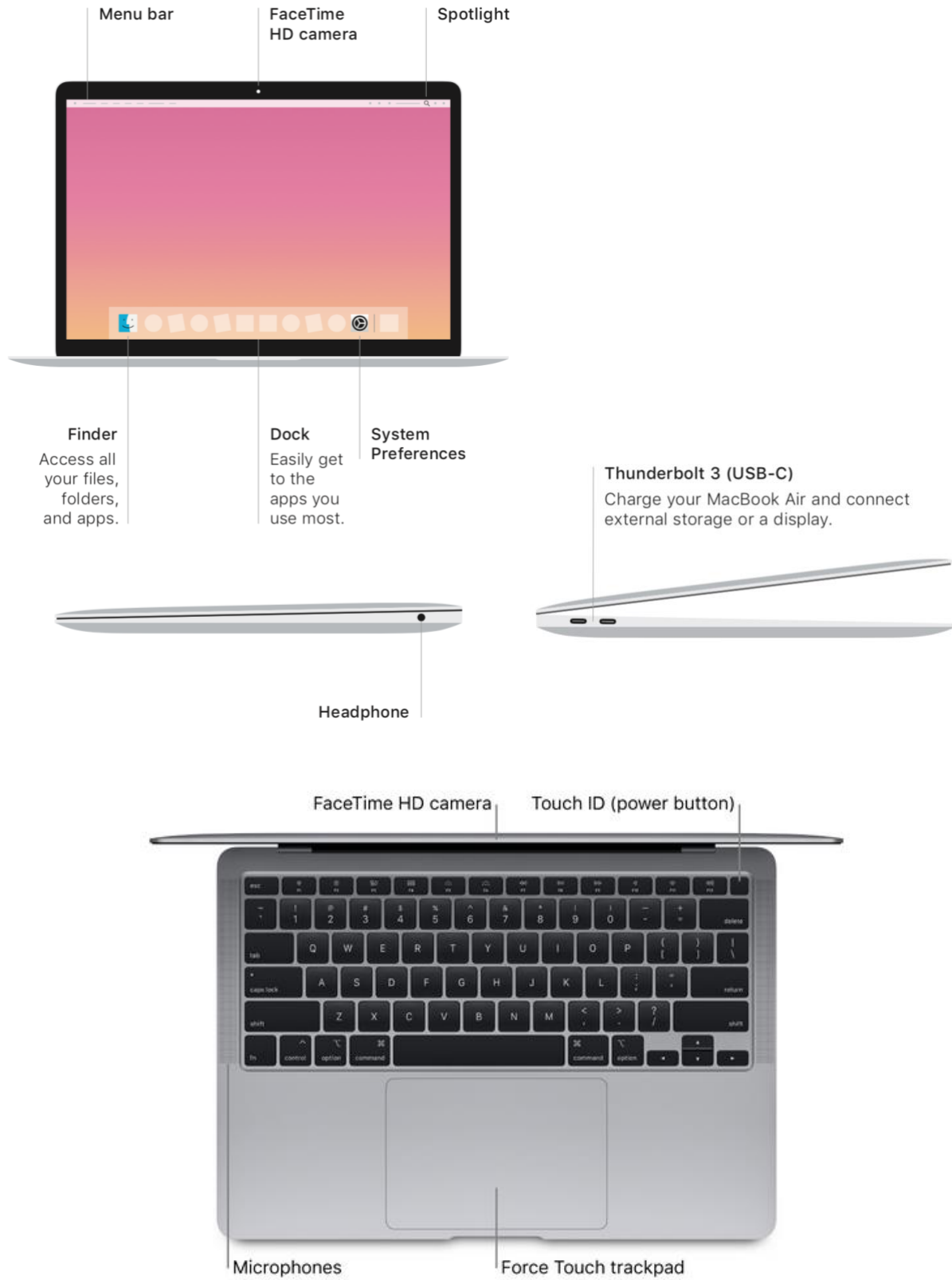
CHECK IT OUT! PRACTICE THIS WHEN YOU GET HOME.

- Turn on or wake up the laptop and log in.
- Click on the apple in the upper left-hand corner of the screen. At the bottom of the menu, you will see options for locking your screen, restarting, and shutting down your laptop.

Quick Fix Tip – If the laptop ever becomes frozen on a screen, press and hold the Touch ID Sensor for 10 seconds or until the laptop screen shuts off (turns black). You can then turn on the laptop.



Getting to Know the Laptop and Accessories



Charging the Laptop

Thunderbolt 3 (USB-C) Port

With your device, you will receive a power adapter and cable.



STEP 1 – The cable ends are interchangeable. Plug one end into the power adapter.



STEP 2 – Plug the other end of the cable into either Thunderbolt 3 port.



CHECK IT OUT!
PRACTICE THIS WHEN YOU GET HOME.

Charging Tips – When connecting: plug into wall outlet first, then laptop.
When disconnecting: unplug power connector from laptop first, then wall outlet.

Check the battery's charge. Look at the battery status icon at the right of the menu bar to see the battery level or charging status.



Charging



Charged

Trackpad

Control your Mac with Multi-Touch gestures

You can do a lot of things on your MacBook Air using simple gestures on the trackpad. Here are some of the most popular ones.



Click

Press down anywhere on the trackpad to click. Or, with Tap to Click enabled, simply tap the surface.



Secondary click (right click)

Click with two fingers to open shortcut menus. Or, with Tap to Click enabled, tap two fingers anywhere.



Two-finger scroll

Brush two fingers along the trackpad to scroll in any direction—up, down, or sideways.



Swipe to navigate

Swipe with two fingers to flip through webpages, documents, and more.



Pinch to zoom

Zoom in and out of photos and webpages more precisely by pinching your thumb and finger.



Learn more

To learn more about gestures, choose System Preferences from the Apple menu and click Trackpad.

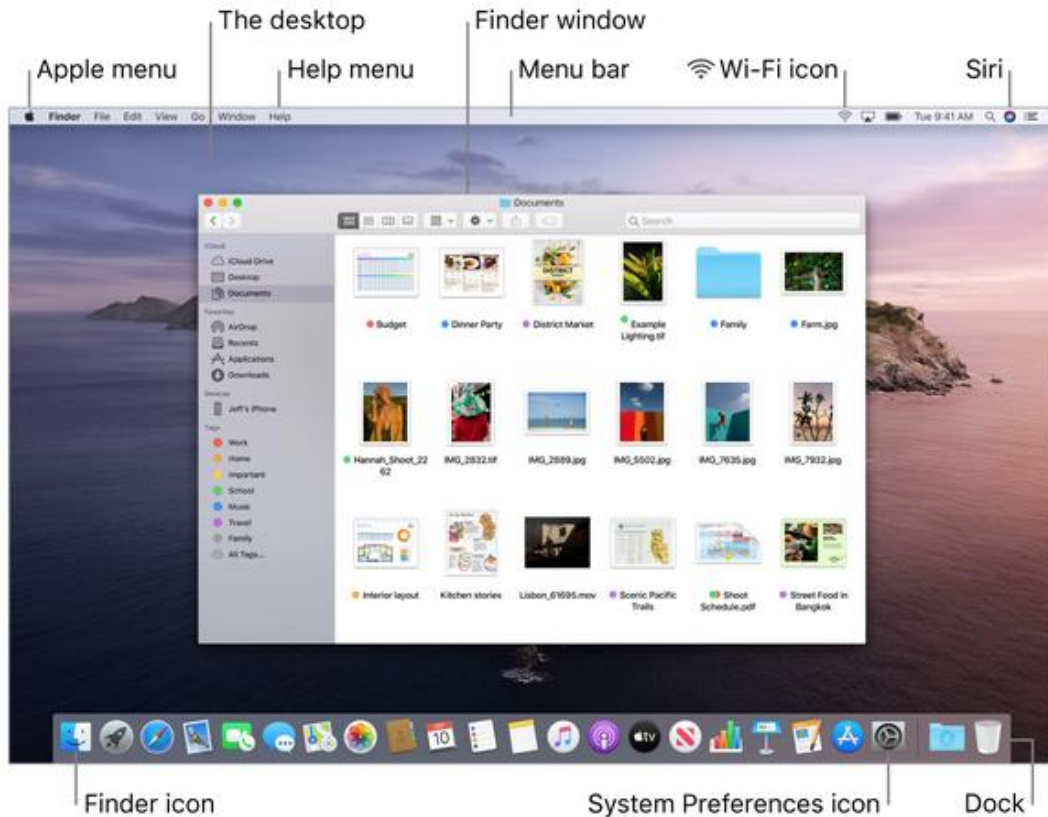


CHECK IT OUT!

PRACTICE THIS WHEN YOU GET HOME

- Practice using the Pinch to Zoom gesture/accessibility features when in an application or on the Internet.

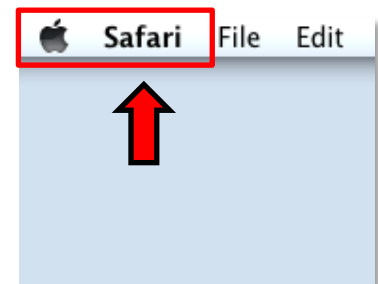
Getting to Know your Desktop



CHECK IT OUT! PRACTICE THIS WHEN YOU GET HOME

- Practice opening applications from the **Dock** by clicking on an application icon.

TIP: If you're unsure of which application is active, look at the word to the right of the Apple logo in the menu bar.















Keyboard Function Keys

Function Keys: The very top row of your keyboard is where the function keys are located. The keys F1 through F12 allow you to perform different functions.



Many system functions can be accessed through the function keys.

- **Brightness keys (F1, F2):** Press  or  to decrease or increase the brightness of the screen.
- **Mission Control key (F3):** Press  to view what's running on your MacBook Air, including all your spaces and open windows.
- **Launchpad key (F4):** Press  to instantly see all the apps on your MacBook Air. Click an app to open it.
- **Keyboard illumination keys (F5, F6):** Press  or  to decrease or increase the brightness of the keyboard.
- **Media keys (F7, F8, F9):** Press  to rewind,  to play or pause, or  to fast-forward a song, movie, or slideshow.
- **Mute key (F10):** Press  to mute the sound from the built-in speakers or 3.5 mm headphone jack.
- **Volume keys (F11, F12):** Press  or  to decrease or increase the volume of sound from the built-in speakers or 3.5 mm headphone jack.

Tip: Press the Fn key (at the bottom of your keyboard) twice to turn on dictation, which lets you dictate text wherever you can type (for example, in Messages, Mail, Pages, and many other apps).



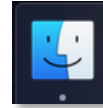
CHECK IT OUT!

PRACTICE THIS WHEN YOU GET HOME

- Practice using the Mute, Volume down and Volume up Function Keys. **Often, you will need to utilize these keys in school.**
- Adjust the screen display brightness using the F1 and F2 keys to customize the laptop.
- Launch the Launchpad to quickly access all of the apps which are currently loaded on the laptop using the F4 key.

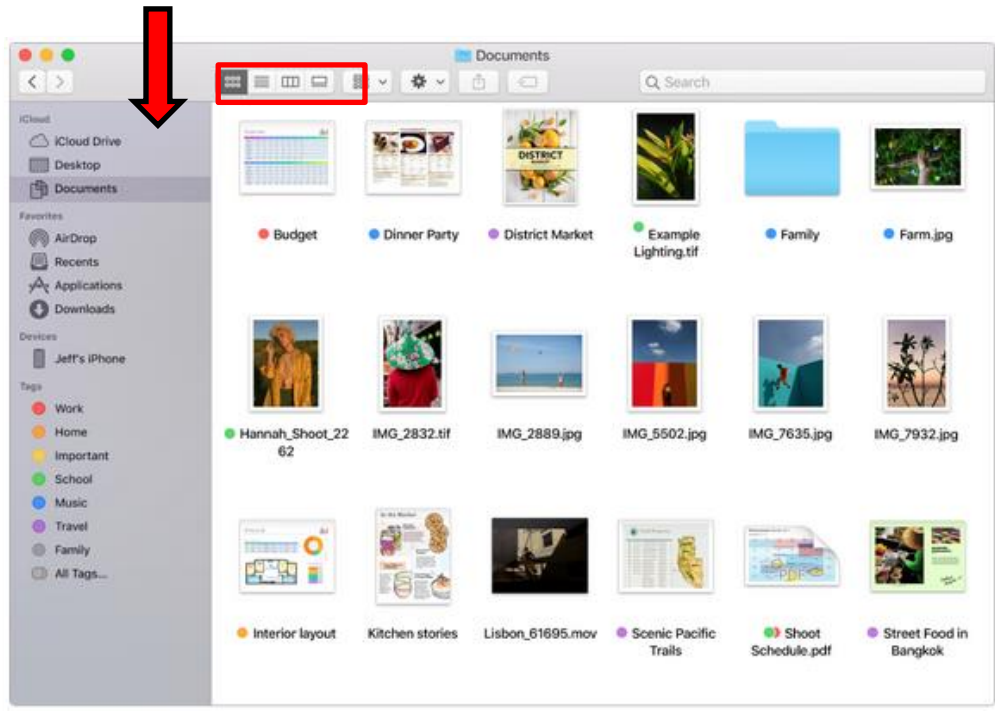
TIP: You can save battery life by adjusting/dimming the display and keyboard brightness.

Browse and Organize your Files



Finder: The Finder lets you browse and organize your files with ease.

The **Finder** window has a sidebar on the left with a list of available storage areas.



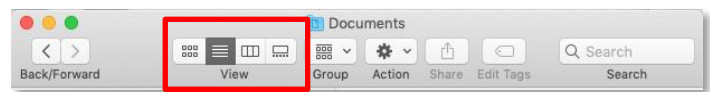
Each **Finder** window has a toolbar at the top. You can view files **by icon** (icon view pictured above), or you can select from three other ways:

- **By list:** List view includes details such as file size and its kind (Keynote presentation, picture, etc.).
- **By column:** Column view shows the contents of the folder, along with a preview of any file.
- **By gallery view:** Gallery view shows a preview of file contents. Press the spacebar and you see a preview of the center file. Click the double-arrow icon at the top of that view, and you see a full screen version.



CHECK IT OUT! PRACTICE THIS WHEN YOU GET HOME

- Open the **Finder** and change the view setting for how you prefer to view your files and information.




Locating your Files – Fishing for Information

Spotlight: Spotlight search makes locating something on your laptop fast and easy.

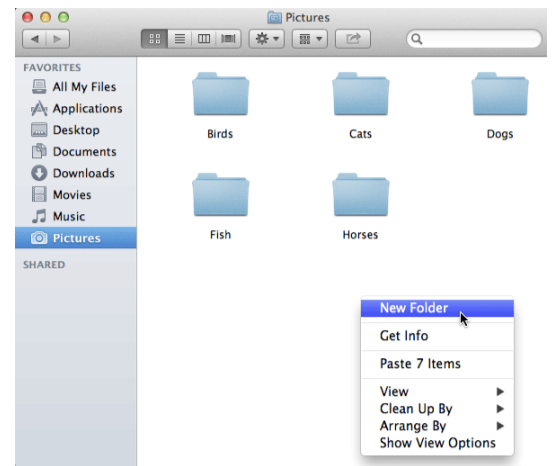
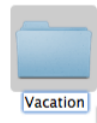
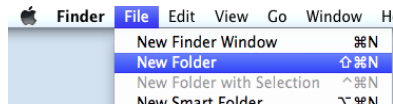


CHECK IT OUT! PRACTICE THIS WHEN YOU GET HOME

- Access **Spotlight** from the menu bar icon  and search for answers to questions you may have. **Spotlight** starts finding files when you begin typing in the **Spotlight** search field.

Creating Folders

1. Navigate to the location where you want to create the new folder.
2. Click on **File** in the menu bar and select **New Folder**.
3. Type the desired name for your folder.



CHECK IT OUT! PRACTICE THIS WHEN YOU GET HOME



- Create a folder in the Documents folder.

Deleting Files or Folders

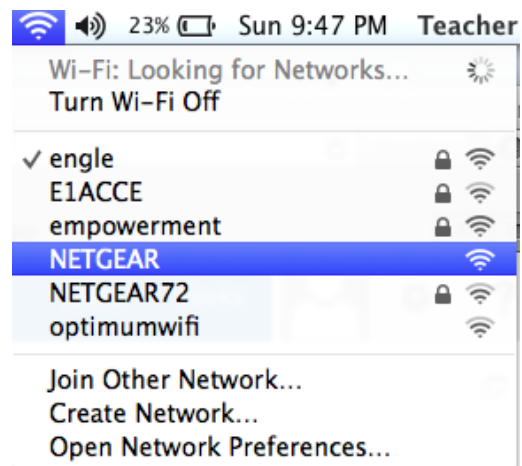
Click and drag the file or folder onto the **Trash** icon on the **Dock**.



Click and hold the Trash icon until you see the Empty Trash option.

Connecting to Wireless Internet at Home

From the Wi-Fi menu (📶), located on the top right of the Menu Bar, choose the network you want to connect to. If a lock icon appears next to the network name, you will be prompted to enter a password to join.



How to Resources for the MacBook Air

If you are looking for more information or “How To” resources, please visit Apple’s website:

<https://www.apple.com/support/macbookair/>

