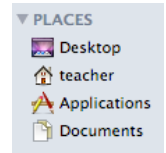


Computer Basics Scavenger Hunt

Mac OSX – Leopard

1. Begin by opening a *Finder Window*. You can either click the *Finder Icon* in the **DOCK** or double click the *Macintosh HD* icon on the **DESKTOP**.
2. Look at the list of file spaces listed under “*Places*” on the left hand column. Click *Documents*.



3. Use the **MENU BAR** to create a new **FOLDER** in *Documents*. Name it “Tech Resources”.



4. Open Microsoft Word from the **DOCK**.
5. Open another *Finder Window* like you did in Step 1. Go to *Applications* this time and find Safari. Open Safari.
6. Go to the following website:
[http://www.21stcenturyjhs.com/tops-computer- basic.html](http://www.21stcenturyjhs.com/tops-computer-basic.html)
Click on the link and download the PDF “Mac Keyboard Shortcuts” to your “Tech Resources” folder. Try to use these shortcuts throughout the scavenger hunt.
7. Using Safari, go to the Joplin Schools website. (We have a new website so make sure you use the following url.) <http://www.joplinschools.org>
8. Navigating through the Joplin Schools webpage find the webpage that you would go to to submit for a new password if you were to forget yours.

Copy and paste the URL into a word document.
9. Use the **MENU BAR** to **SAVE AS**. Name this file “For Future Reference” and save it in the “Scavenger Hunt” folder you created in *Documents*.
10. Go to <http://www.joplinschools.org/page/952> , What is TLA? What are the TLA requirements? Copy and paste the TLA requirements into your “For Future Reference” document.
11. Remember to save your document every once in awhile. (You can use the menu bar or the keyboard shortcut for saving).

12. Go to <http://www.21stcenturyjhs.com/tops-computer-basic.html> and click the Support Flow Chart Link. Download the PDF to your “Tech Resources” folder. In the word document type the name of your Learning Coach and Tech.

11. Navigate to https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?killcookies=yes

You will go to this site when you have a computer issue. You will use your JoplinSchools.org email address to submit a ticket and the password you will input will be (joplin) Bookmark this site in your browsers before moving on.

13. Go to <http://joplinschoolsitek.weebly.com/basic-computer-care.html> click on the link and read “Top Ten Troubleshooting Tips for Mac”.

14. On the following link <http://edutech.msu.edu/online/filemanage/filemanagemac.html> copy and paste how to create a new folder.

15. Go to one of the below help menu websites and search to find how to dim/adjust your display brightness

<http://support.apple.com/kb/HT5161>

<http://www.dummies.com/how-to/content/how-to-use-mac-os-x-snow-leopards-help-viewer-wind.html>

16. **SAVE** the changes and close the document. Quit Word.

17. Open a *Finder Window*. Go to *Documents* and **MOVE** the “Tech Resources” folder to the **DESKTOP**.