

THE ARTISTS LAPTOP

PREP

INTRO

I understand that we are all at different stages when it comes to our tech knowledge, and if you have joined this course it is likely that you need some help to figure out some of the basics of how to find your way around your laptop or Mac.

To get the most from this course it is crucial that you attempt to complete all of the tasks on this list before you begin working through the modules. This way you will be able to complete the exercises in each module without too much difficulty.

Because technology changes so quickly I did not want to give you detailed explanation to these tasks. You will get far better information if you simply google each task.

If you run into trouble then contact Apple or Microsoft support or contact me.

CHECKLIST

- Update your **software** to the most recent version.
- Make sure you know your **username/id and password** for your Apple ID and/or your OneDrive accounts.
- Make sure your **payment** details are up to date on these accounts if you need to upgrade your storage plan.
- If you have an external **hard drive** have it to hand.
- Know how to create a folder.
- Know how to right click you mouse or touch pad.
- Know how to rename a folder.
- Know how to rename a file.
- Know how to create a folder/label in your email account.
- Look up 'How to select multiple files or folders'.
- Know how to change your folder view to icons and list.

CHECKLIST

If you are using a **Mac**- know how to:

- Open the **Finder** app.
- Find your **Documents, Download** and **Desktop** folders.
- Find your **system settings/preferences**.
- Locate **iCloud** in system settings/preferences.
- Open your Photos app

If you are using a **PC** - know how to:

- Open the **File Explorer** app.
- Find your **Documents, Download** and **Desktop** folders.
- Find your **system settings**.
- Locate **OneDrive**.
- Open your **Photos** app
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