

When A Student Sits Down at A Mac that's New to Them...

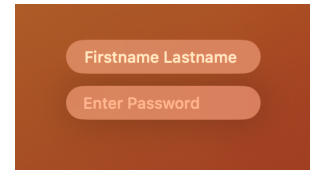
bit.ly/bchsnewmac

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Log In

1. Log in with First name & Last name (with a space between, case doesn't matter)
2. Your regular Google password
3. Since it's the 1st time you're using this machine, then it will take a bit for the account to get started on your computer.
 - a. Accessibility-click "Not Now"
 - b. Data & Privacy click "Continue"
 - c. Sign up with your Apple ID? CLICK SET UP LATER
 - i. Click "Skip"
 - d. Screen Time-click "Set Up Later"
 - e. DO NOT enable Ask Siri >click "Continue"
 - f. Set appearance to "Light" to begin with. (You can change it later, if you want.)

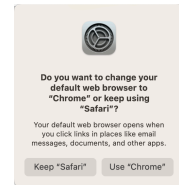
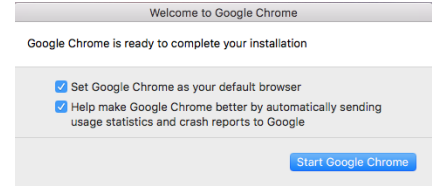
A login form with two input fields. The first field is labeled 'Firstname Lastname' and the second field is labeled 'Enter Password'. Both fields are orange with rounded corners and a thin white border. The background is a solid dark orange color.

Any notifications that you get in the top right corner, just click "Allow", **unless it's to install new software**, then say "not now" or just close that little window.

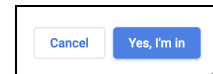
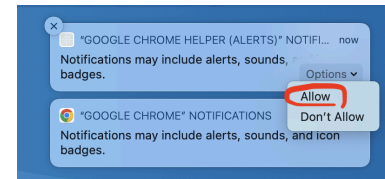
Continued on the next page.....

Launch and add Google Chrome to Dock

4. Hold down the command key and tap the spacebar to open **the spotlight**
 - a. type “Chrome” and hit “return” to launch Chrome.
 - b. If it asks, set Google as your default browser.
 - c. In **the top right**, if it asks you about allowing Google Chrome to do things, hover over the window and click “Allow”.



- d. Sign into Google Chrome with your PembinaHills email and password.
- e. If it asks, Allow Chrome to use Bluetooth
- f. Click “Continue” for managing the profile.
- g. Sync or Link Data (they change the wording)
 - i. Say “Yes, I’m in”
- h. Enhanced Ad Privacy
 - i. Say “Got it”



- i. **At the very bottom right of your screen**, the Chrome icon will appear on right-hand side of the Dock
- j. Drag the Chrome icon from the right side to any other part of the dock. Now it will always be there.



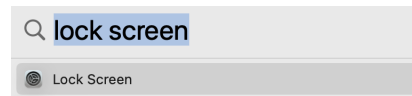
- k. For those following on a written paper, on Chrome go to www.bit.ly/bchsnewmac
- l. Click the [quick link](#) to Page 4 and it will take you to your next step (Mouse Speed).

Mouse Speed

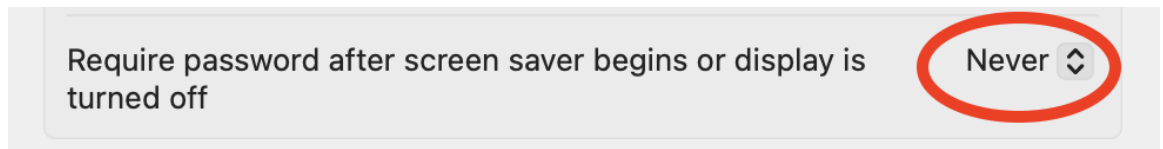
1. Hold down the **command key** and tap the **spacebar** to open spotlight and type “mouse”
 - a. click “Return” to select “Mouse”
 - b. change the speed of the mouse and any buttons you may wish.
 - i. **DON'T make the double-click speed the fastest!**

Turn off Lock Screen

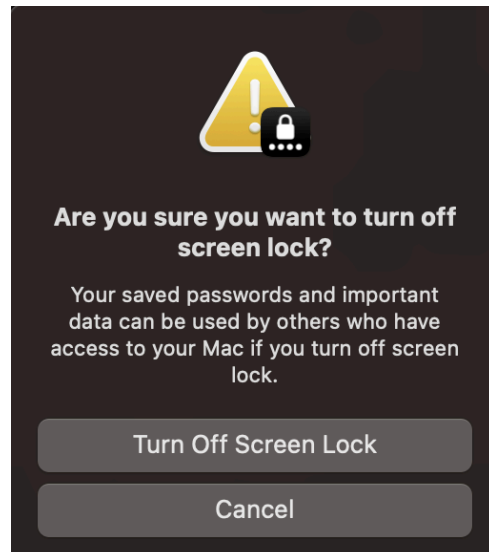
2. Hold down the **command key** and tap the **spacebar** to open spotlight and type “Lock Screen”



3. Change “Require Password after screen saver begins” to “Never”



4. Type in your user password and hit OK
5. Then click “Turn Off Screen Lock”



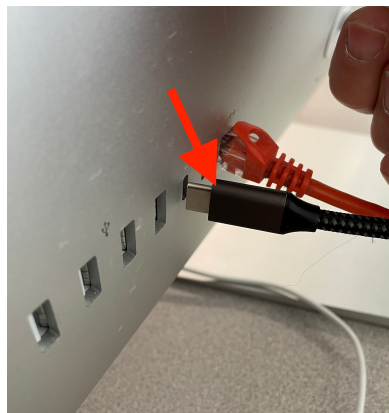
WARNING

The second screens are extremely handy to use for a whole bunch of reasons, BUT THEY CAUSE THE MACS TO CRASH! (especially when using Adobe apps)

Most students have decided that they want to use them anyway.

For this you MUST:

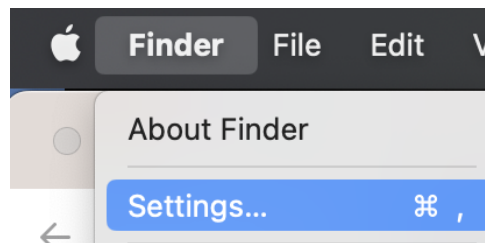
1. Learn to save constantly
2. Use Google Drive for backups
3. Unplug the Thunderbolt cable from the back of the computer when you get fed up with the crashes.



Now that you know this, we are going to set up your backup software...

See the Hard Drive & Shortcuts

6. Click anywhere on the desktop and then click Finder>Settings (TOP LEFT)

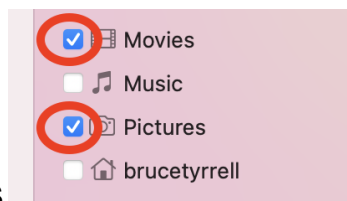


In the General tab:

- a. turn on the hard disks
- b. turn on connected servers



Click on Sidebar



-turn on Movies & Pictures

Close all windows (except this one!)

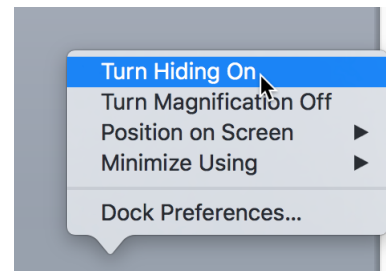
Hide Dock

7. **Hover** your mouse on the line that is on the FAR BOTTOM RIGHT of the Dock.



- a. Hold down the CONTROL key and Click on the line (see red arrow in picture)

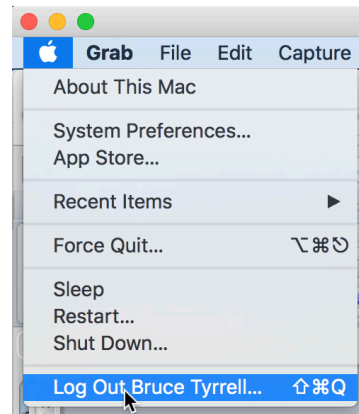
- b. Select “Turn Hiding On”



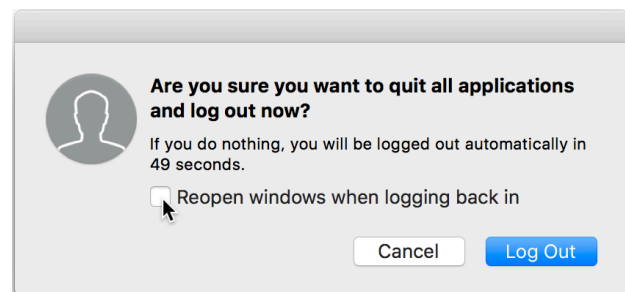
- c. Notice that you can now get to your dock by pulling your mouse quickly down past the bottom

How to change Log Out settings

8. In the top left corner, select the Apple Menu.
 - a. Select Log Out



- b. Uncheck the box for “Reopen windows when logging back in.”

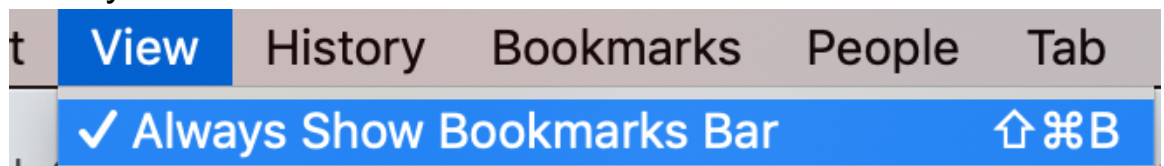


- c. You don't want to log out now, so click “Cancel”.

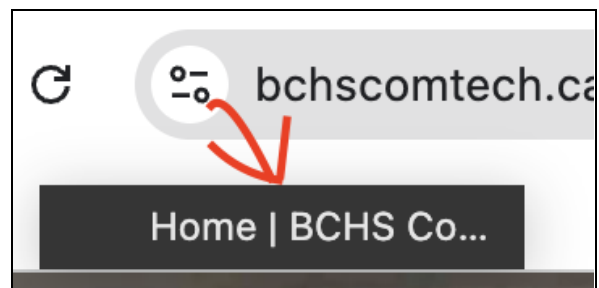
Bookmark the Robotics Page

9. In Chrome, go to the Com Tech web page by clicking on this link: <https://www.bchscomtech.ca/robotics>

a. On the top left of the screen, click “View” and turn on “Always Show Bookmarks Bar”



b. Grab the “Site information icon” next to the web address and drag it down into the Bookmarks bar.



Congrats!! You're now done