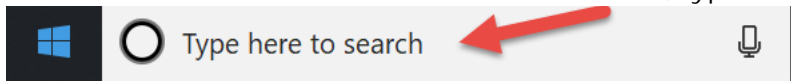


Setting Up Your New or Reimaged Laptop

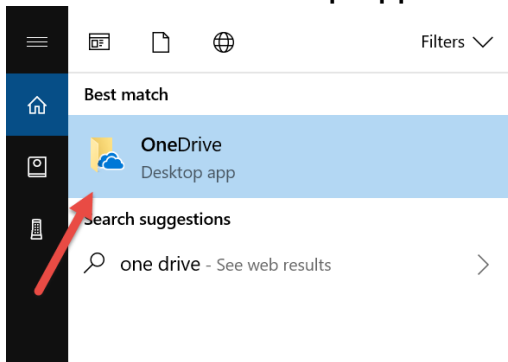
Remember to sign in to your computer while on school Wi-Fi. Otherwise, you will not be able to login once you get home.

Setting up your OneDrive

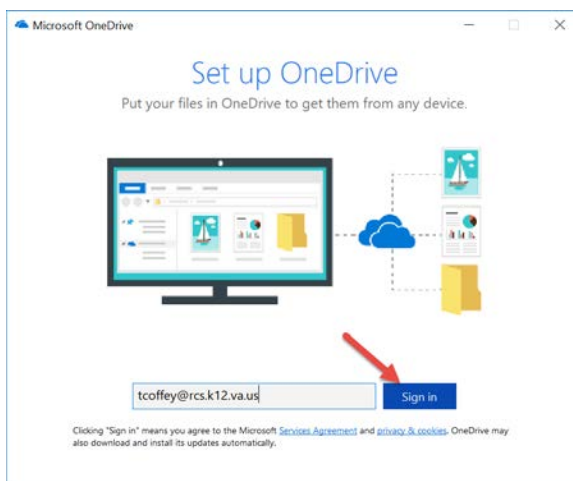
1. Inside the "Search" box in the lower left corner, type "OneDrive".



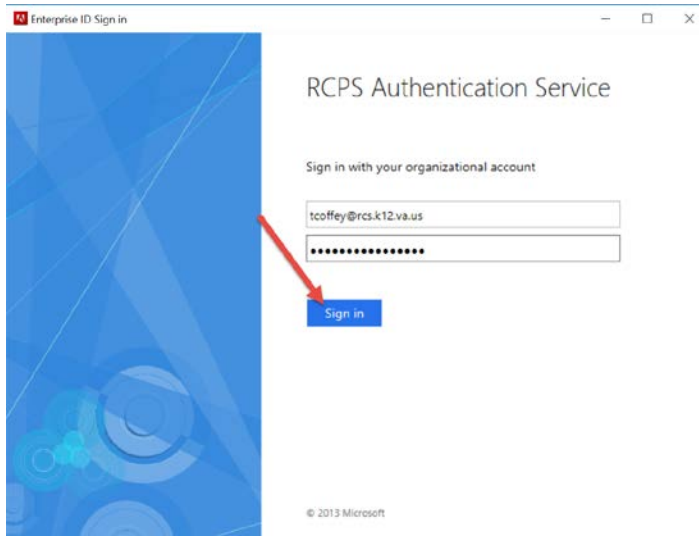
2. Click **OneDrive desktop App**



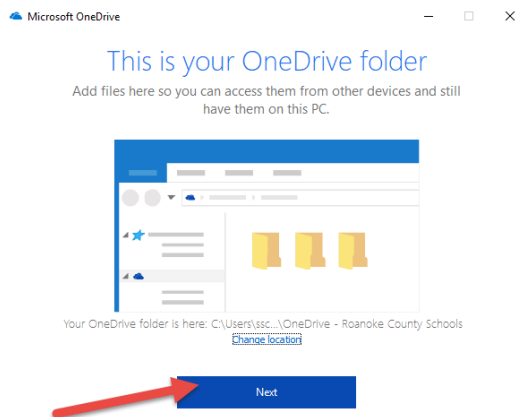
3. Sign in using your **full Roanoke County email address**



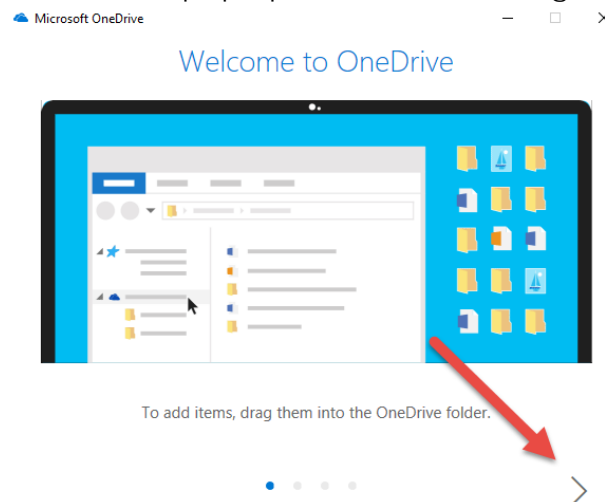
4. In the next pop-up type in your current Roanoke County password (the one you used to get into your computer) and click **Sign In**.



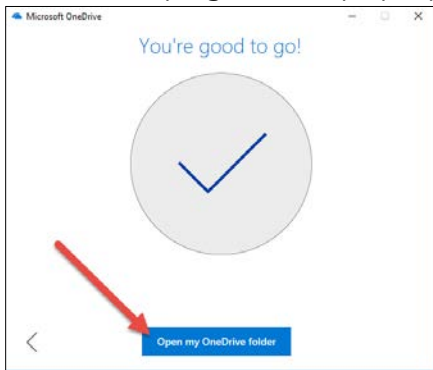
5. On the next pop-up click **Next**



6. On the next pop-up click the arrow to go through the tutorial.



7. On the last page of this pop-up click **Open my OneDrive folder**






Note: By default, OneDrive is set to Files On-Demand.

Files On-Demand...

- Save space on your device by making files online only
- Set files and folders to be always available locally on your device
- See important information about files, such as whether they are shared
- See thumbnails of over 300 different file types even if you don't have the required application installed to open it

Your files will have these statuses in File Explorer:

 <p>Online-only files</p>	<p><i>Online-only files</i> don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.</p>
 <p>Locally available files</p>	<p>When you open an online-only file, it downloads to your device and becomes a <i>locally available file</i>. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."</p>
 <p>Always available files</p>	<p>Only files that you mark as "Always keep on this device" have the green circle with the white check mark. These <i>always available files</i> download to your device and take up space, but they're always there for you even when you're offline.</p>

Mark a file or folder for offline use or as online-only

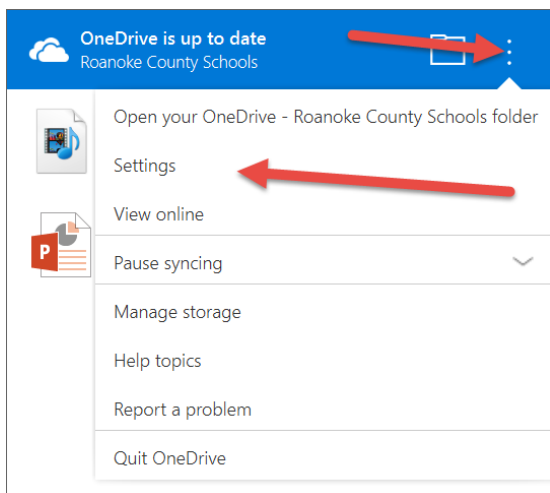
1. Right-click a file or folder.
2. Select **Always keep on this device** or **Free up space**.

Disable Files On-Demand (*Choose this if you often use your computer when you are not on the internet. Otherwise, it is recommended you leave it on to save space on your computer.*)

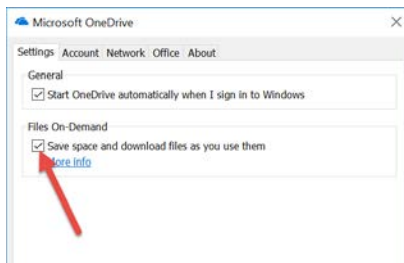
1. Right click on the Cloud Icon on the task bar



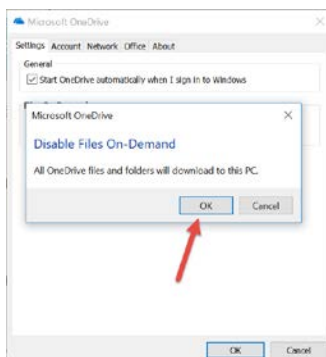
2. Click on the More button (three dots) and choose **Settings**.



3. Uncheck the **Files On-Demand Box - Save space and download files as you use them**



4. Click **OK** to Disable Files On-Demand.



Adding School Printers (must be done on school Wi-Fi)

1. Click on the print logic icon in the lower right hand corner of your computer task bar.



(You may have to click the up arrow to see it.)

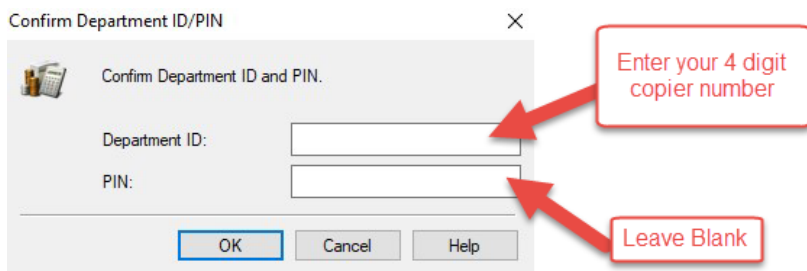


If the icon is not there, restart laptop on the school Wi-Fi).

2. If it prompts you to install an add-on, follow the prompts to allow that to happen. If you get no prompt just continue to step three.
3. Find Elementary School
4. Select your school. You will see all your available printers. Select the printers you wish to install and double click on it. A pop-up window will let you know when it is done installing.

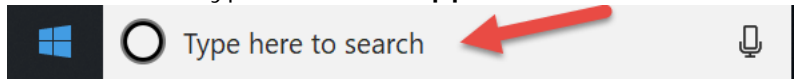
Oak Grove and Fort Lewis Only:

For the computer located in the copy room you will be prompted to enter your Department ID (Employee ID Number) when you print. No PIN is required, just Department ID.

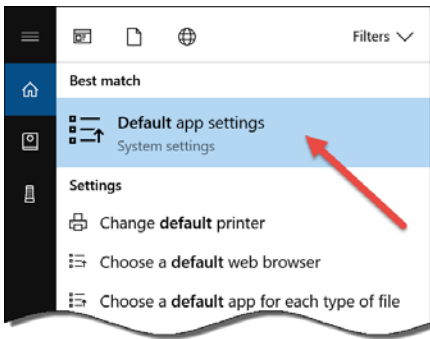


Setting your default apps

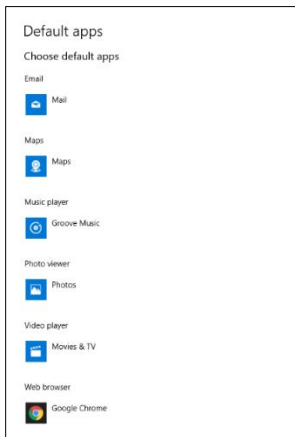
1. In search bar type: **“default apps”**



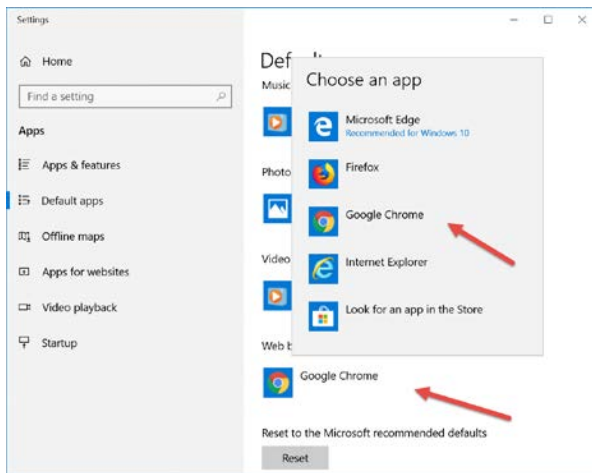
2. Select **Choose default apps settings**.



3. Once you see the below screen you will have the ability to set for email, maps, music players, photo viewer, video viewer, and web browser.

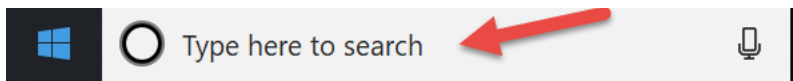


4. When you click on any of the categories it will allow you to see the options you have example below of web browsers.

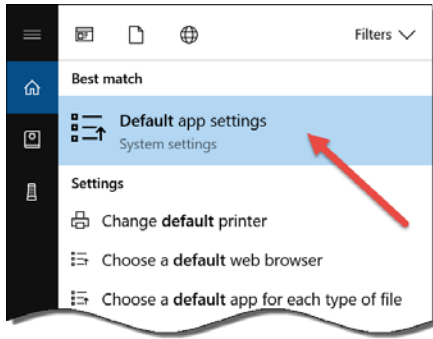


Setting your pdf default

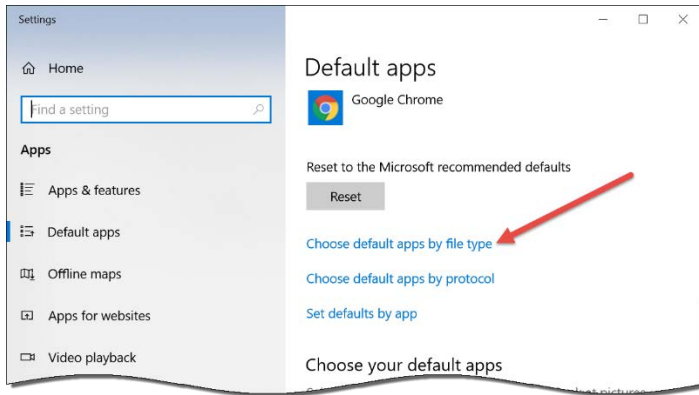
1. In search bar type: "default app settings"



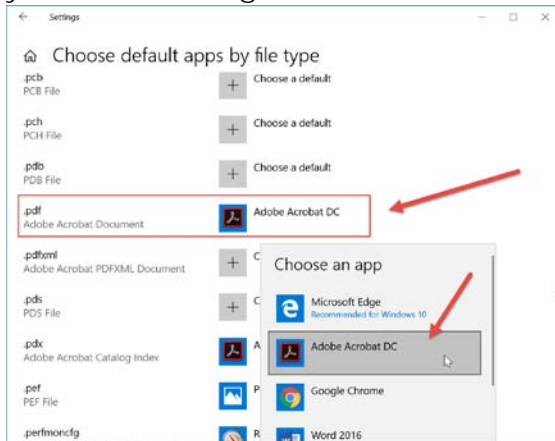
2. Select **Default App Settings**.



3. Click on **Choose default by file type**.

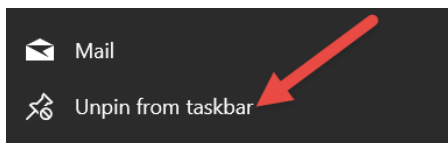


4. Scroll down until you see **“.pdf”** in the name column. Then select the program next to it that you want to open this file. (Example: PDF= Adobe Acrobat) If you do not see Adobe Acrobat you will need to go to the software center and download it.

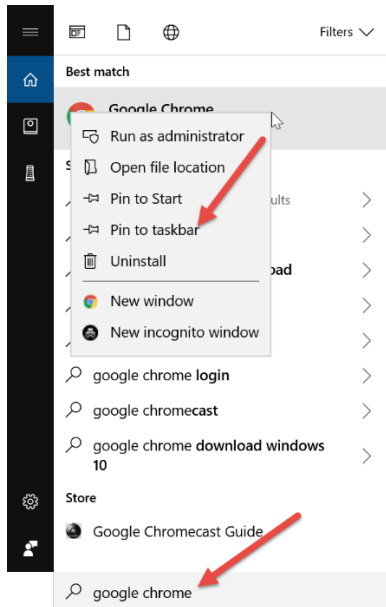


Removing and Adding Items to Task Bar

Remove: Right click on an item you would like to remove (example: mail – use Classlink or Outlook Instead); Choose **Unpin from taskbar**.

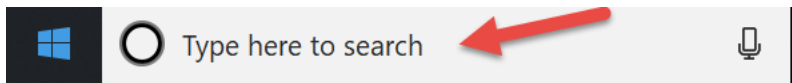


Add: Search for the program to add. Right click on it. Choose **Pin to taskbar**.

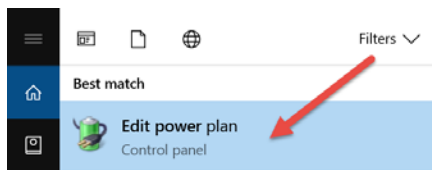


Change Power Settings

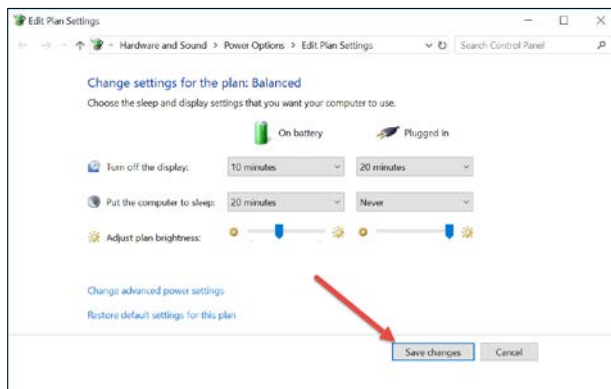
1. In search bar type: "edit power plan"



2. Click on **Edit Power Plan** icon




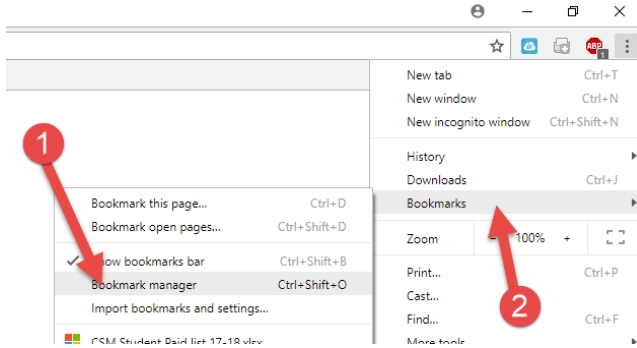
3. Here, you can change when your screen turns off, when the computer sleeps, etc. Click **Save Changes** when done.




Importing bookmarks/favorites

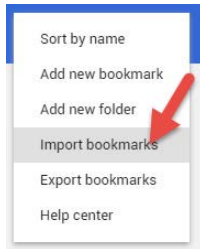
Chrome:

1. Open a chrome browsers
2. Click on the three dots in the upper right hand corner. 
3. Select Bookmarks then Click "Bookmark Manager"

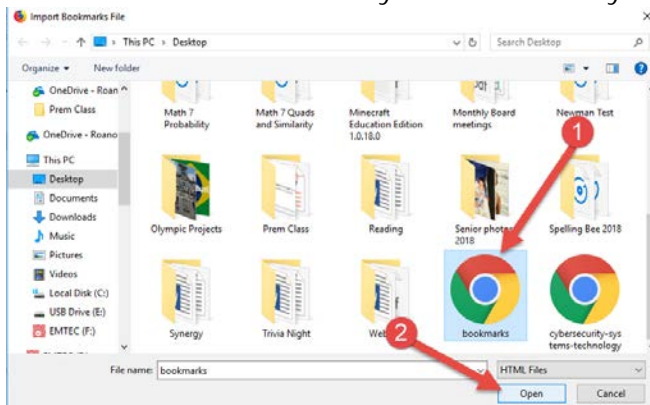


4. Click the three dots in the upper right hand corner. 


5. Then click on **Import bookmarks**

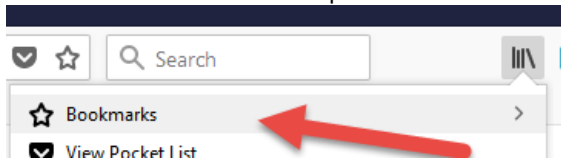


6. Locate the bookmark file you saved from your old computer and click **open**.

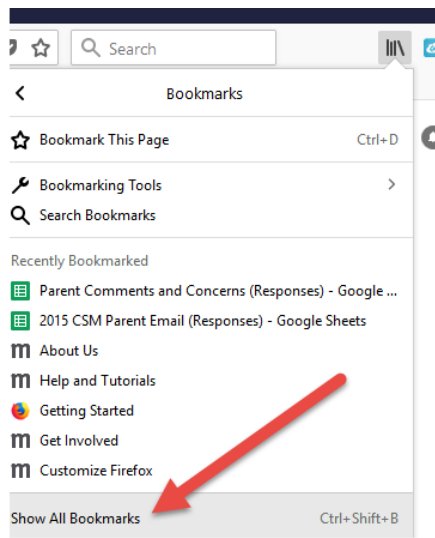


Firefox:

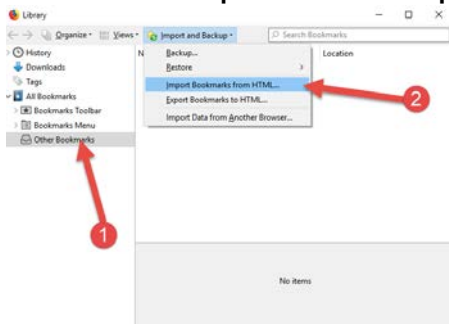
1. Open Firefox browser
2. Click on the book bookmark icon. 
3. Select the bookmark options



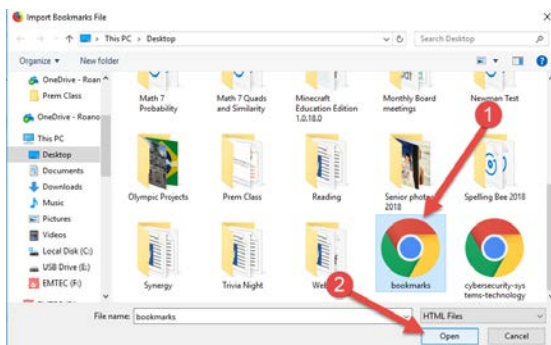
4. Click on **Show all Bookmarks**



5. Click on the **Import and Backup** and then click **Import Bookmarks from HTML**.

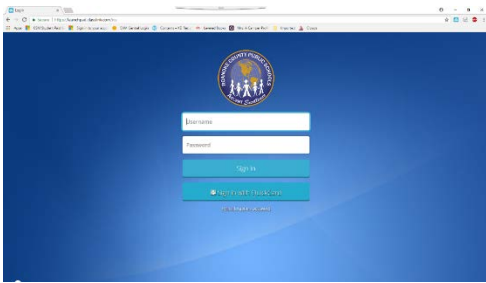


6. Locate your exported Bookmarks and click open

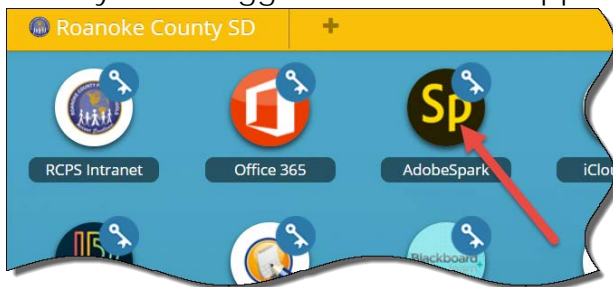


Adding Classlink Extension:

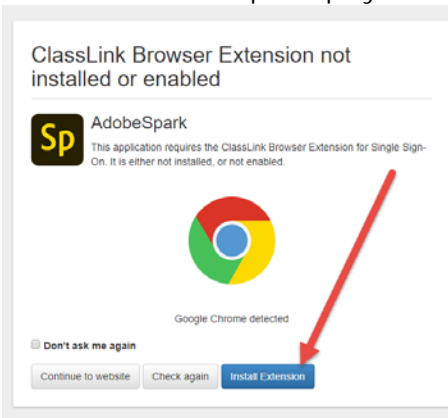
1. Go to Roanoke County classlink page. Make sure you see the Roanoke County Logo.
<https://launchpad.classlink.com/rcs>



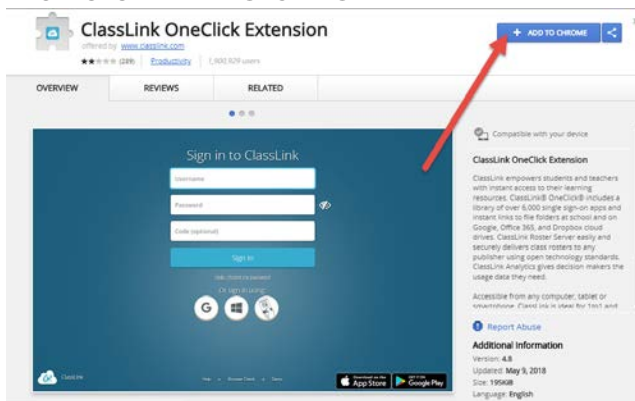
2. Login using your Roanoke County credentials (what you use to get into your computer).
3. Once you are logged in click on an app that you would like to launch.



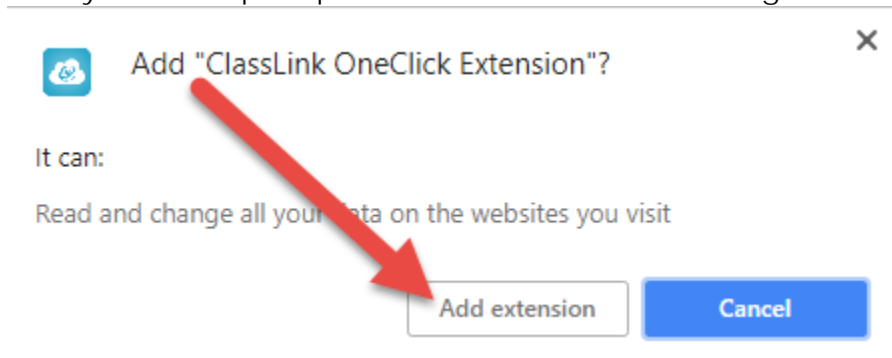
4. Chrome will then prompt you to install an extension. Click **Install Extension**.



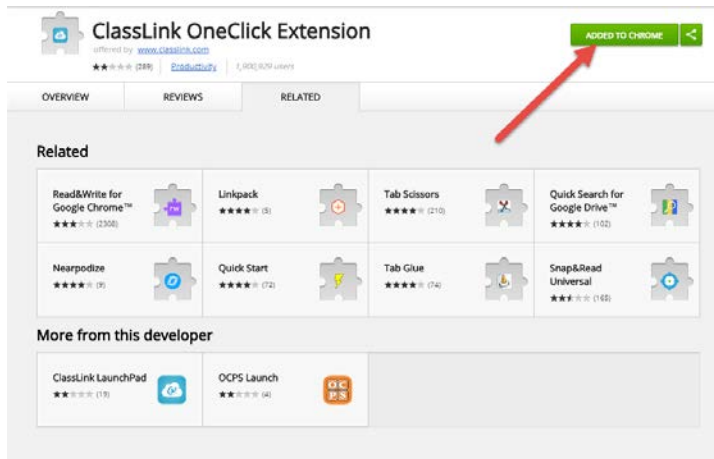
5. Then click **ADD TO CHROME**



6. Then you will be prompted to click "Add Extension" again.



7. Once it has been added successfully, you will see the button change from blue to green and now say "Added to Chrome."



8. Close the tab to go back to your Classlink page. Now all the buttons should work as they normally do.

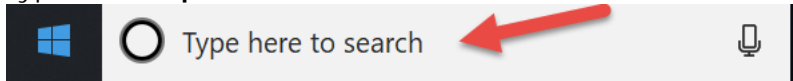
Utilizing Gestures on your Touchpad

Try out these gestures on the touchpad of your Windows 10 laptop:

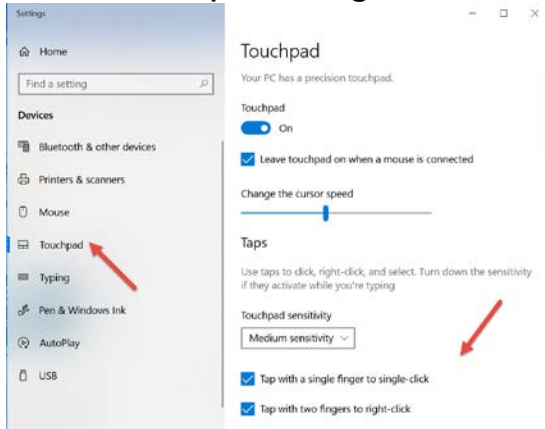
- **Select an item:** Tap on the touchpad.
- **Scroll:** Place two fingers on the touchpad and slide horizontally or vertically.
- **Zoom in or out:** Place two fingers on the touchpad and pinch in or stretch out.
- **Show more commands (similar to right-clicking):** Tap the touchpad with two fingers, or press in the lower-right corner.
- **See all open windows:** Place three fingers on the touchpad and swipe them away from you.
- **Show the desktop:** Place three fingers on the touchpad and swipe them towards yourself.
- **Switch between open windows:** Place three fingers on the touchpad and swipe right or left.
- **Open Cortana:** Tap three fingers on the touchpad.
- **Open action center:** Tap four fingers on the touchpad.
- **Switch virtual desktops:** Place four fingers on the touchpad and swipe right or left.

Change Gestures on your Touchpad

Type "Touchpad" in the search bar.



Choose Touchpad settings.



Using the Touch Screen

Your new laptop has a touch screen! Here are some very basic functions of a touch screen.

- **Drag and Drop**-Double-tap on an item, then drag. When you're done, just release your finger to drop the item wherever it is.
- **Scroll**-Use two fingers to tap and drag in the direction you want to scroll. It works both horizontally and vertically.
- **Zoom**-Use two fingers and pinch them inwards (zoom out) or pinch them outwards (zoom in). This comes in handy for Web pages with tiny text, or if you need to do some quick image editing.
- **Show more commands (similar to right-clicking)**: Tap the item with your finger or stylus, and keep the finger or stylus pressed down gently. In a moment, a square or circle will appear, shown in the top, left figure. Lift your finger or stylus, and the **right-click** menu appears, listing all the things you can do with that item.

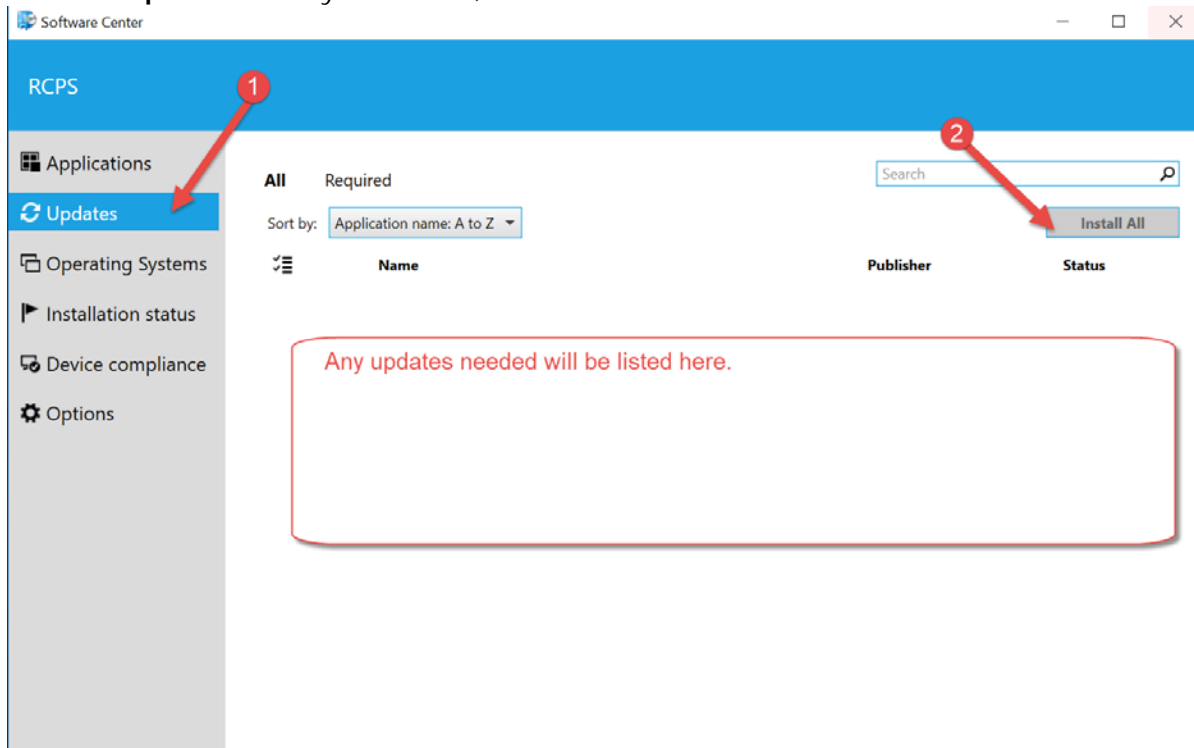
Updates and Software Installs

Updates and programs will be pushed out to your laptop. Some updates could occur at home when you start up your computer, but some things might only install on the school network. It is recommended that you restart your computer on the next day back at school and check for updates in the Software Center. If any are available, go ahead and install them. This process could take awhile, and your computer may prompt you to restart it.

1. Open the Software Center while on the school network.



2. Choose **Updates**. If any are listed, choose **Install All**.



Document Camera Installs

Recordex model Simplicity Cam uses xSight (you will also need to fill out their web form to get your activation code by email) – [download here](#)

Actiview model – [download here](#)

iPevo model uses Visualizer app – download for Windows10 [here](#) in Microsoft Store (your computer will warn you about this link but it is OK)

If you had programs from **Software Center** you will need to go there and install them again,

while **ON** school WiFi.