T430s Hardware

http://college.wfu.edu/itg/help/thinkpad-training-resources/thinkpad-t430s-visual-tour for more details

<table>
<thead>
<tr>
<th>Left Side</th>
<th>Right Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Multi-Card Reader slot</td>
<td>• Wireless switch</td>
</tr>
<tr>
<td>• Headphone/microphone combo jack</td>
<td>• CD/DVD Reader Writer</td>
</tr>
<tr>
<td>• USB3 port</td>
<td>• Lock slot (back corner)</td>
</tr>
<tr>
<td>• Fan Vent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rear of the ThinkPad</th>
<th>Screen and Keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Power port - note smaller brick 65W (all</td>
<td>• Two onboard microphones</td>
</tr>
<tr>
<td>previous were 90W)</td>
<td>• Web Camera</td>
</tr>
<tr>
<td>• Wired Ethernet port</td>
<td>• Status Lights</td>
</tr>
<tr>
<td>• USB3 port (Blue)</td>
<td>• Speakers</td>
</tr>
<tr>
<td>• Mini-DP port</td>
<td>• TrackPoint</td>
</tr>
<tr>
<td>• Charged USB2 port (Yellow)</td>
<td>• TrackPad</td>
</tr>
<tr>
<td>• VGA port</td>
<td>• Volume controls</td>
</tr>
<tr>
<td>• Fan Vent</td>
<td>• Power button</td>
</tr>
<tr>
<td></td>
<td>• Relocated Page Up/PageDown keys</td>
</tr>
</tbody>
</table>
## An Introduction to Windows 7

### Start Menu

The **Start** button is located in the bottom left corner of the screen.

Click the **Start** button to open the start menu.

On the left –
- Applications and Documents Shortcuts (Pinned & Recent)
- Search bar

On the right –
- Computer shortcuts
- Control panel
- Shutdown and Restart options

Click **All Programs** to view list of available programs on the ThinkPad.

Use the powerful **Search** bar to search the entire ThinkPad for files and programs.
As text is being entered into the search bar, all matching files, programs, and Control Panel items are displayed.

### Windows 7 Taskbar

Programs can be put in the taskbar by dragging or pinning them to the bar. Simply click on a program in the All Programs menu, then drag to put it in the taskbar.

**Pin:** Right-click documents or programs in the Start menu to pin them to the taskbar or to the Start menu.

### Jump List:

Right-click a program in the taskbar to find and perform most common functions associated with that specific application. Jump list also acts as a history of each application. For example if you right click on Internet Explorer in the taskbar, most browsed websites are displayed.

### Show/Hide Desktop:

The show desktop icon is now a small translucent bar on the far right corner of the taskbar. Hover over it to just look at the desktop, and click on it to minimize windows and view the desktop.
(This is called Desktop Preview or Aero Peek.)

**Snap:** Use the Snap feature to compare files or items in two different programs by dragging one window to the edge of the screen on the left, and drag the other window to edge of the screen on the right. Windows then “snap” into place, side-by-side.

![Snap Feature Illustration](image1)

**Quick Maximize:** Click and drag windows to the top of the screen to be quickly maximized.

**Shake:** Just click a pane and give the mouse a shake. Every open window except that one instantly disappears. Jiggle again—and your windows are back.

![Shake Feature Illustration](image2)

**Presentation Director**

Press **Fn + F7** on the keyboard to view available projection and external monitor options. *(On previous ThinkPad models, this was the scene clapper icon.)*

![Presentation Director Illustration](image3)

**Customization**

Right-click the desktop to customize the desktop and change settings.

**View:** change icon sizes, auto arrange icons, show desktop gadgets  
**Sort by:** name, size item type, date modified  
**Refresh:** refreshes desktop files  
**Screen Resolution:** modify the resolution of the screen  
**Gadgets:** select available gadgets  
**Personalize:** select background themes or pictures and screensaver, open the Control Panel, set sounds, etc.

![Customization Menu](image4)

**Windows Wireless**
Using Windows Wireless, users can connect to wired and wireless connections at the same time. It is recommended that users turn off the wireless antenna when connected via an Ethernet cord. Otherwise, leave the wireless radio on to connect wirelessly.

To connect wirelessly:
Ensure that the wireless switch is in the on position. A balloon popup should appear asking for profile preference (WFUstudent, WFUfacultyStaff, or WFUadmin).

If the balloon popup lists the correct profile, click it. Enter your WFU username and password to connect. If balloon popup is wrong profile, click the Windows Wireless icon, select the correct profile, then click Connect. Click the option Enter/Select Additional Logon Information to enter your WFU username and password.

Corel Suite (NEW)
The Corel suite of software is replacing the Adobe suite on the standard load. The Corel suite includes, Video Studio, PDF Fusion, Painter, Paint Shop Pro, Motion Studio, Draw Suite, MovieFactory, WinDVD and Burn.Now.

PDF Fusion: the new tool for viewing and creating pdf files – (similar to Acrobat Professional).

PaintShop Pro is a photo and graphics program that we have always had (similar to Photoshop).

DRAW is graphic design software which include vector graphics and page layout (similar to Illustrator).

Video Studio is video editing software (similar to Premier).

WinDVD and Burn.Now are new versions of programs we have had for viewing DVDs and burning optical media.
How to request previous Adobe products

- Faculty or Staff member will select the desired software via Remedy (Help Desk). This ticket is automatically assigned to IS Licensing and Compliance for approval and deployment.

- We will deploy the latest version of the Adobe application that we have available under our current license and will be concurrently licensed. If the application is not deployable, then the end-user will be notified and a manual install scheduled.

- Since applications will be deployed through SCCM, the target system must be on the WFU network and can take up to 3 business days to complete.

Navigation and Data Management

<table>
<thead>
<tr>
<th>Data</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>- The hard drive is separated into two data partitions, C: and D:. The C: contains program files. The D: is our UserData.</td>
<td></td>
</tr>
<tr>
<td>- To get to the D:, on the desktop, click <strong>Computer</strong></td>
<td></td>
</tr>
<tr>
<td>- Click D:\UserData</td>
<td></td>
</tr>
</tbody>
</table>

**Navigation**

- Location bar: back arrow navigation
  - Works just like back and forward buttons in web browsers

- Location bar: click empty space to get traditional path
  - Allows you to copy and paste path

- Location bar: arrows show folder lists
  - Go quickly to any folder below the folder to immediate left of arrow
  - Location bar: click on folder name itself to go directly back to that folder

- Left Pane is the Navigation pane
  - Folder (bottom) icons are similar to traditional Windows Explorer view
  - Favorite Links (top of left pane) - a few destinations that are frequently used
This can be modified by adding/removing shortcuts in the LINKS folder under D:\USERDATA

- **Burn**
  - Good for burning discs, but not recommended for backup purposes (due to compatibility issues)
- **Do not delete folders under D:\USERDATA or D:\USERS.** Folders may appear to be extraneous, but often times they are absolutely necessary.

### Data Backups

http://college.wfu.edu/itg/help/thinkpad-training-resources/thinkpad-t430s-specifications/data-backup-on-the-t430s for more information.

Current data backups are imperative.
- **Backup entire D: drive (partition) to be sure you get all of your files.**
  - When installing new applications on your ThinkPad, ensure that they reside in a subfolder of D:\UserData so that they'll automatically be included in your backups
  - If you have plenty of space (500gb drives are common), create a folder with the date and copy the contents of your D: drive
- **Use several methods of making backups, such as external hard drives and DVDs.**

#### Instructions to backup to DVD:
- Click **Start** menu
- Click **All Programs**
- Click **WFU Backup**
- Click **BurnNow Lenovo Edition**
- Click **BurnNow**
- Click **Create Disc**
- Click **New Project**
- Click **Data Disc**
- Click **DVD**
- Click **OK**

- Drag backup folder (or contents) from external hard drive to DVD
- See the status bar for information on how many discs it will take for the backup (Burn.Now can span several discs)
- Click the **Burn** icon to start the backup
Antivirus Symantec Endpoint Protection

The new version of Symantec (now called Symantec Endpoint Protection) has enhanced scanning capabilities. It is still encouraged however, that users still run Malwarebytes and Spybot to remove spyware. (Download links for these programs are located in the Start menu in the WFU Security and Antivirus folder.)

By default, the hard drive scan is scheduled to run every Tuesday at 11:00am. If users prefer a different day and time, follow these steps:

- Double-click on yellow shield icon in Notification Area to open Symantec
- Click on Scan for Threats in left pane
- Right-click on Weekly Full Scan and select Edit
- Click on Scan Schedule tab and change day and time as desired

Please remember that a weekly scan is imperative. Now more than ever, we must be vigilant about protecting our data from viruses and spyware.

An Introduction to WebEx

http://pdc.wfu.edu to register for upcoming WebEx classes. Also visit http://help.wfu.edu/webex for more information about WebEx.

Using WebEx, users can host online meetings, trainings, events and tech support sessions.

To go to WebEx, open a web browser, then go to: http://webex.wfu.edu.

To log in, click the Host Log In button on the far right. When prompted, enter your current WFU username and password.

Click Login.
WebEx contains four centers, including **Meeting Center**, **Event Center**, **Support Center** and **Training Center**. To go to any of the centers, click the corresponding tab at the top of the WebEx page.

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**An Introduction to WFU Google Apps**

[http://pdc.wfu.edu/?q=google](http://pdc.wfu.edu/?q=google) to register to attend training. Visit [http://help.wfu.edu/google](http://help.wfu.edu/google) for additional training materials.

All Wake Forest students, faculty, and staff are now accessing mail through Google servers.

To access the WFU Google Apps Web Client, log on to: [http://google.wfu.edu](http://google.wfu.edu).

Navigate WFU Google Apps by choosing the corresponding link in the top left corner of the window. Clicking other apps from the mail pane will open a new window or tab, dependent upon your browser settings.

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**An Introduction to Qualtrics**


Using Qualtrics’ sophisticated data collection functionality, users can create surveys, questionnaires, quizzes and more.

To access Qualtrics at WFU, go to [http://qualtrics.wfu.edu](http://qualtrics.wfu.edu).

*Please note: users must attend Qualtrics Basic Training for initial account set up.*