Wake Forest University
Faculty and Staff ThinkPad T410 Distribution Training 2010

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T410 Hardware and Specs

On the right side of the ThinkPad

- Express card slot – used for express card adapters.
- Wireless Switch – disables Bluetooth, WiFi and WAN wireless adapters.
- eSATA port – used to connect to external eSATA hard-drives.
- Headphones/Microphone combo jack.
- Powered USB port –
  - Can be used to charge USB devices even when computer is powered off.
  - This port will drain battery even when the computer is turned off.
- Firewire port – used for external hard drives and cameras.
- Lock slot for cable security locks.

On the left side of the ThinkPad

- 3 USB ports
- Display Port – used to connect to external display devices.
- Ethernet (wired) port
- VGA port
- Cooling Fan port (don't block)
| On the **front** of the ThinkPad | • Lid Latch  
| • SD Card slot  
|   o Multi-card reader  
|   o Used for Windows 7 RAMBoost |

| On the **back** of the ThinkPad | • Modem  
| • Power port  
| • Cooling Fan vent (don’t block) |

| On the **screen** | • Web Camera  
| • Microphone ports  
| • Status Lights (WiFi, Bluetooth, HD) |

| On the **Keyboard** surface | • Speakers  
| • Speaker Mute  
|   o mute button is a real toggle now  
|   o don't have to use volume up/down to remove the mute  
| • Volume Control  
| • Microphone Mute button,  
| • TrackPoint Mouse |
• TouchPad Mouse (Multi-touch) - The mouse pad is now capable of recognizing multiple fingers for:
  o 2-Finger scroll – you can scroll windows using two fingers.
  o 2-Finger double tap - you can simultaneously tap. Two fingers twice on the TouchPad to launch the application of your choice.
  o Pinch Zoom - delivers zooming functionality in many applications.
  o Rotating - provide convenient gestures for rotating photos and other objects.
  o 3-Finger Press - provides a shortcut for launching a specified application or applications.
  o 3-Finger Flick - enhances navigation for a variety of applications. You can use the Three-Finger-Flick gesture for browsing the Internet or scrolling through photos in a photo viewer window.
  o Fingerprint Reader - used for biometric login to the computer.
  o CAPs Lock light – on the CAPs lock key instead of bezel.

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
• Shutdown and Restart options
• Control panel
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, Control Panel and mail items are displayed.

**Windows 7 Taskbar**

Microsoft has revamped the Taskbar, making it an “all in one” bar.

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.
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<th><strong>Jump List:</strong> 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.</th>
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<th><strong>Quick Peek:</strong> Hover the mouse over any program on the taskbar to preview all open windows using that program.</th>
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<th><strong>Show/Hide Desktop:</strong> A small 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.)</th>
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<th><strong>Gadgets:</strong> To view available Gadgets, right-click on the desktop, click on Gadgets, then select gadgets as you wish.</th>
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<th><strong>Snap:</strong> 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.</th>
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| **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. |

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<th><strong>Presentation Director</strong></th>
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Press Fn + F7 on the keyboard to view available projection and external monitor options.

Click on Duplicate to project in the classroom. (On previous ThinkPads, this was the scene clapper icon.)
### 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
- **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.

### Action Center
The Action Center lets you decide which Windows 7 alerts you see and which you don’t. Action Center consolidates message traffic from key Windows maintenance and security features, including Windows Defender and User Account Control. If Windows requires your attention, the Action Center icon appears in the taskbar. Click it to see alerts and suggested fixes for any problems. Fine-tune your choices in Control Panel.

### Windows Wireless
We are now using **Windows Wireless** instead of Access Connections.

Windows 7 allows users to 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. (Click OK to dismiss the dialog box that appears.) A balloon popup will appear asking for profile preference (Student, Faculty/Staff, or Admin).
If balloon popup lists the correct profile, click it. Enter WFU username and password to connect.

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

### Navigation and Data Management

#### Data
- The size of the hard drive has allowed us to create a data partition (D:).
- On the desktop, click Computer
- Click D:\UserData

#### 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 path to clipboard
- 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 Menu Item at top
  - 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

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 WFU Backup
- Click Burn.Now Lenovo Edition (folder)
- Click Burn.Now Lenovo Edition
- 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

Always test your backup by spot-checking some files on the disc itself – just copy one or two of the files over to your desktop and open them to make sure it works okay. Data may not be entirely transferred, even when the backup appears complete.

Antivirus Protection 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 WFU Default Tuesday 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.

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**Fingerprint Authentication**

There is a new feature on the T410 called Fingerprint Authentication. This provides a method to login to the ThinkPad securely by scanning your fingerprint. The fingerprint scanner is located just to the right of the touch pad below your keyboard.

- To use this system, click the Enroll Your Fingerprints icon on desktop. A wizard steps you through the process.
- Multiple fingers on either hand may be enrolled.

Please note that each time your network password is changed using CTRL-ALT-DEL, the Fingerprint Authentication must be reset by simply opening the Enroll Your Fingerprint tool and re-typing your credentials.

Fingerprint Authentication can, of course, be bypassed, by clicking the Other Credentials button on the Windows startup screen and entering your login credentials.

The ThinkPad can also be powered on or awakened using fingerprint authentication. A small green light on the fingerprint scanner indicates that it is available to use.
## An Introduction to Microsoft Office 2010

### What's new in Office 2010?
- Sharper look and feel of the ribbon
- Return of the File Menu (**Backstage view**)
- Paste Preview
- Photo Editing tool enhancements
- Mini toolbar now has Underline!

### Word
- Text special effects in Word on Home tab
- Screenshot tool on Insert tab

### Excel
- Very few new, specific changes
- Conditional Formatting has new styles and designs

### PowerPoint
- New video editing tools
- New video controls
- New ability to embed video directly from YouTube and other video sharing websites

### OneNote
- Now has the ribbon like other Office applications
- Improved SideNotes feature

### Outlook
- Now has the ribbon like other Office applications
- Right click messages for quick actions - handle messages faster
An Introduction to Thunderbird 3

The tabbed interface is the most significant change to Thunderbird. Just like a web browser, reading new messages is now done in tabs instead of separate windows.

When a message is double-clicked, the message opens in a new tab. Note the repositioned buttons. A separate window appears only when creating a New message or a Replying to a message in the Inbox.

**New Search Interface:** When a term is entered in the search box, Thunderbird displays the search results in a new tab with additional “filtering and timeline tools” to help locate what you are looking for.
Thunderbird Settings You May Wish to Change

To change when and how often Thunderbird checks for new messages:

- Click Tools
- Click Account Settings
- Click Server Settings (under email address on the left)
- Check corresponding boxes on the right side
- Click OK

To change whether your replies are above or below the original text:

- Click Tools
- Click Account Settings
- Click Composition & Addressing (under email address on the left)
- Select your preference
- Click OK
To revert to reading emails in new windows (old Thunderbird behavior):

- Click **Tools**
- Click **Options**
- Click **Advanced**
- Click **Reading and Display**
- Select your preference
- Click **OK**

To use autocomplete email addresses from the WFU address book:

- Click **Tools**
- Click **Options**
- Click **Composition**
- Click **Addressing** tab
- Select your preference
- Click **OK**