



## Getting Started

V12.5.16

*Congratulations!* You are now the owner of a laptop computer. It's yours, really yours! Next step: Enhance it to make it personally yours – stickers, sharpies, whatever.

**What we did:** Laptop Upcycle collected your laptop from a donor who no longer needed it, made sure it was working, cleaned the hard drive and installed new software.

**Why you have it:** Homework! Stay connected with your teachers, classes and the school. Bonus: Exploration and fun.

**What you must do:** Be a responsible owner! If it gets damaged, Laptop Upcycle probably cannot fix it for you. When you're not using it, please tuck it into the provided computer case and keep it in a safe spot. Be a responsible user! Set up your Google Classroom account and now you can work on homework when you want to.

### **XUBUNTU/UBUNTU/LINUX - RELEASE THE POWER IN YOUR LAPTOP**

While the primary purpose of this laptop is to give you a necessary technology tool for academic success, it also offers you UNLIMITED opportunities! Your laptop is running an Operating System ("OS") called Xubuntu, a version of the Ubuntu Operating System which is a Linux Operating System and is very common in both the business and scientific world. Even Google runs a customized version of Ubuntu on their in-house computers! Complex and powerful systems are written for Linux--your laptop is the start of something big.

From learning how to code to programming electronics, to recording and mixing music digitally and most anything else you can imagine – your laptop can open doors to knowledge. We at Laptop Upcycle encourage you to walk through these doors, in fact, we want you to bash your way through them and make a difference in your life and the world. Your only limitations are those you impose upon yourself.

To infinity and beyond,

The Laptop Upcycle Team

## GET MORE FROM LAPTOP UPCYCLE

### Help and support info:

1. **Sign up for our newsletter** <http://www.laptopupcycle.org/support--training.html>
2. Ask **your parent or guardian to sign up** too.
3. **Pop by HackNCraft!** We're in the basement of the United Way Building next to the Main Library. Bring your laptop to any of our Open Labs: <http://bit.ly/2gcsu9j>  
HackNCraftNJ Makerspace  
60 S. Fullerton Ave, Lower Level  
Montclair, NJ 07042
4. Email us any time at [makers@HackNCraftNJ.org](mailto:makers@HackNCraftNJ.org)

**Become an Ambassador!** Love your laptop? We want to hear from you: [makers@HackNCraftNJ.org](mailto:makers@HackNCraftNJ.org)! We can use your help publicizing our mission (Get free laptops. Give them away.) by leveraging your success. And, we'd love to have your help with our Laptop Upcycle training sessions and Open Labs.

## HOW TO PROTECT YOUR LAPTOP

1. **Do not drink or eat anything near your laptop.** Spilled drinks, even water, will permanently damage it. Food, even a little bit from your fingers, can stop the keyboard from working.
2. **Be gentle and kind to your laptop.** Sensitive electronic components can fail if your laptop is treated roughly, so don't drop it, let it fall off a table or bed or get banged around.
3. **Turn it off when you're done using it.** Letting the components cool down and rest helps the hardware and the software run better and last longer.
4. **Back up your data frequently.** If your laptop stops working or the software gets messed up, we may be able to re-install the software, but your data will likely be gone forever.

## HOW TO BACK UP YOUR DATA

Backing up your files regularly is SUPER important. How often should you back up? Think of it this way: If it took you two hours to do your homework, wouldn't it be worth spending 1 minute to back it up instead of another two hours redoing it? Here are some EASY backup ideas:

- Copy files to a USB memory stick
- Email files to yourself
- Copy files to another computer
- Store your files on a "cloud" based remote location like Dropbox, Google Docs, or Box.
- If you would like to back up all your files at once, copy everything in your "Home" folder to an external device or upload them to the "cloud".

## ABOUT YOUR OPERATING SYSTEM: XUBUNTU

You may be familiar with Microsoft Windows or Mac OS X. These are operating systems (OS) that allow you and the software to communicate with the hardware - every computer needs one.

Your laptop uses **Xubuntu** which is an "open source" or free operating system that looks and functions like Windows or Mac OS. It's a type of Linux OS which is common in the professional world. Xubuntu is very powerful and stable, but it may be a little different at first.

## Ubuntu Questions?

<http://www.laptopupcycle.org/support--training.html>  
<http://docs.xubuntu.org/1604/user/C/index.html>  
<https://help.ubuntu.com/stable/ubuntu-help/index.html>  
<https://help.ubuntu.com/community/CommunityHelpWiki>

Google "Xubuntu" or "Ubuntu".

And, if you still have questions, email us at [makers@HackNCraftNJ.org](mailto:makers@HackNCraftNJ.org) . We are happy to help!

## USER IDS ON YOUR UBUNTU LAPTOP

Xubuntu allows you to have multiple User IDs for your laptop: You and other people that you set up user accounts for.

**You:** When you receive your laptop we will set up your own User ID and show you how to set your password. We will also show you how to set up accounts for anyone else that you'd like to give access to your computer.

**Friends and Family:** If you have a brother or sister that needs to use the laptop, create a unique User ID just for them so that they don't have access to your files and your accounts. They will ONLY see their own files and settings.

## YOUR XUBUNTU LAPTOP'S INSTALLED SOFTWARE

Xubuntu comes with some useful software applications already installed and ready to use so that you can create, open, save and share document files:

- 1) An internet/web browser ([Chrome](#) and Firefox)
- 2) An "open source" versions of the standard Microsoft Office programs:
  - a. a word processor that is compatible with MS Word
  - b. a spreadsheet program that is compatible with MS Excel
  - c. a presentation program that is compatible with MS PowerPoint
- 3) A suite of Educational software! A full list can be found here:  
<https://wiki.ubuntu.com/Edubuntu/AppGuide#ubuntu-edu-secondary>
- 4) Skype
- 5) Scratch - <https://scratch.mit.edu/>

## OPENING PROGRAMS

For example, to open Chrome, click on the  logo at the top left of your screen, then in the menu, select  **Internet** from the list and select  Google Chrome.

## GOOGLE CLASSROOM

To use your Montclair Schools' Google Classroom and Google Drive, open Google Chrome and log-in with your account! Or choose the Firefox browser and type Google Classroom in the search bar.

## INSTALLING NEW SOFTWARE PROGRAMS

What happens when you want to install additional programs on your laptop? **REMEMBER: your laptop runs on the Xubuntu operating system (a type of Linux). Programs that are written to work with Windows or a Mac won't run on Xubuntu.**

START HERE: The Ubuntu Software Center is the best marketplace for safe, open source/free Ubuntu programs. Click on "Software" in the main menu it has a shopping bag icon right next to it.



Downloading and installing the software is easy. Once you find a program in the Ubuntu Software Center, click on it to download and install. When you are prompted for the Administrator password, enter your password and the install should complete successfully.

CAN'T FIND WHAT YOU NEED? It's time to ask the Internet. Look for Ubuntu or Linux programs online (many Linux programs have versions made to work with Ubuntu OS). **BE CAREFUL: installing software is an easy way to mess up your computer.** If you have questions about software not in the Ubuntu Software Center and need help, please email us at [makers@HackNCraftNJ.org](mailto:makers@HackNCraftNJ.org).

## VIRUSES \*#\$\$%!#\$\$#@@!

Good news! There may be viruses that exist for Ubuntu/Linux, but they are very rare and the Operating System has some built in protections. Bottom line, Xubuntu may not be as flexible as you like but you should be able to continue working on your homework and not worry about viruses getting in the way.

Learn more: <https://help.ubuntu.com/stable/ubuntu-help/net-security.html>.

## GOT WIFI?

WIFI is built into your laptop. If you don't have home WIFI, please email us at [makers@HackNCraftNJ.org](mailto:makers@HackNCraftNJ.org).

## BE A MAKER!

Laptop Upcycle is an initiative of HackNCraftNJ, a 501(c)3 non-profit organization that is passionate about technology, building cool stuff (and some spectacular flops), learning and having fun. Part of our fun is actively supporting local STEM education, activities and events including Laptop Upcycle.

**We invite all our Laptop Upcycle clients and their families to be a part of HackNCraftNJ, too!** To learn more, go to our website [www.HackNCraftNJ.org](http://www.HackNCraftNJ.org) to see some of our classes (scholarships available) and to participate in our open lab to just explore options for programming, 3D printing, soldering and more. Join us!

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Open Labs & More: <http://bit.ly/2gcsu9j>