

Laptop Computing

Tips when at a Café or Hotel Lounge



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=Shortcut =Advice =Caution

Laptop Computing Tips

Before camping out at the nearest café or hotel lounge with your new laptop there are some basic things you should consider. This self-help document attempts to provide you with few basic but helpful laptop computing tips.

Summary

1. Before You Leave
2. The Best Spot To Sit
3. Other Laptop Tips

Before You Leave

- Charge the battery! You may not get a good seat near a power outlet. If you have a spare battery, charge that one as well. You never know when you may need it.
- Synchronize your laptop with your desktop. There are many ways you can do this. If you need help, please call the TU Help Center at 410-704-5151.
- Back up your files. An easy way to do this is to copy your files onto a USB (Flash) Drive. Please see our self help doc or movie tutorial on how to use Flash Drives. These resources can be found in the *Windows* section of the OTS Training website.

The Best Spot To Sit

- Before ordering your favorite hot beverage and high or low calorie snack, scout out the entire café/lounge for a good place to sit. You want a table, unless you enjoy balancing your laptop on your knees (it's not easy to eat, drink and type at the same time!).
- Avoid direct or bright light from the windows reflecting on your laptop screen, so find a table that is either away from the windows or facing the windows.
- Unless you want to be social, consider finding a table in the back away from everyone to get work done, especially the counter and the front door.
- You could search for the outlets yourself, but it is much easier to ask the café/hotel staff. When you find a power source, grab that table! Please be sure to position your power cord so that no one will trip over it.



Other Great Laptop Tips

- Make sure the "wireless" switch is turned on if using the wireless network. This switch is commonly found on the side panel or in front of the keyboard. Note: For most Dell laptops, you can press **Fn+F2** on the keyboard to enable/disable the wireless adapter.
- Your laptop can get stolen if left unattended! If you need to go to the bathroom, close the laptop and take it with you. It may not seem sanitary, but ask yourself if you can afford to lose your laptop and all your programs and, more importantly, all your files that you worked so hard on?
- Unless you are a huge fan of the touchpad or trackball, pack a mouse with your laptop bag! The external mouse is very handy especially if you get a seat at a table.
- Keep all beverages, hot or cold, away from your computer! Coffee and soda can really do a number on a laptop, just ask anyone who ever spilled a drink on the dashboard of their car!
- And lastly, treat yourself to a scone or a cup of coffee because Management may limit the use of their services to their customers.

