

# DHC Laptop Usage Guide

## Logging In & Out

- **DO:** Use the **student account** titled **Student**
  - Password: DHC@barnardstudent
- **DON'T:** Create a personal account with your iCloud info
  - This will make deleting your information from the laptop more difficult later.
  - In case you do, please log out of your iCloud before returning it. Here are the steps:
    - Go to settings
    - Click on Apple ID
    - Select overview -> Sign Out
    - When signing out please deselect the "Calendars, Keychain, Contacts", this way we don't keep any copies
    - Then click continue
    - And then it should prompt you to enter the password to the iCloud.
  - **Note:** logging out of the iCloud does not ensure the log out on the apps like iMessage, FaceTime, etc. So if you use these applications, please go through them manually and log out.

## Downloading Software

- Click on the Make Me Admin icon (a user with lock) at the top of the navigation bar
- From the dropdown, select "Show Make me Admin"
- Accept and enable for 10 minutes of admin privileges
- Proceed with the download of any software you would like
  - If the software requests a password, enter the student password (DHC@barnardstudent)



## DHC Software Highlights

- [OpenRefine](#) – for data wrangling, cleaning data and transforming it into other formats
- [Processing](#) – teaches fundamentals of computer programming in a visual arts context
  - Intended for the electronic arts, new media art, and visual design
- [Twine](#) – create interactive visual novels or video games in the form of webpages!
- [Gephi](#) - for data visualization, commonly used for graphs and mapping network analysis
- [Zotero](#) - efficient management of bibliographic reference material, including PDFs

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### Extending Check Out

- Please make sure to return the laptop by the date you indicate on the checkout form.
  - We will send an email to remind you about this one week before the deadline.
- If you need to extend your check out:
  - Email [digitalhumanites@barnard.edu](mailto:digitalhumanites@barnard.edu) to notify us as soon as possible **AND**
  - Re-fill the [Laptop Check Out/ Return Form](#)
    - Respond “Extending” to the question “What are you doing with the laptop?”
    - Make sure to update your intended date of return

### Important Reminders

- ALL laptops must be returned by the end of the semester.
  - The Barnard Digital Humanities Center believes in increasing access to resources, including laptops, but we don't believe in monetary fines. Returning your loan on time allows us to continue supporting students and teaching critical ways of engaging with technology. Failure to return your loan will mean you won't be able to borrow from us again until you've had an accountability meeting with our staff.
- **Once this laptop is returned all information will be deleted. Please make sure to save any necessary files before returning.**