

**Getting Started
With
Macintosh OS X**

An Introductory Course

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FIRST THINGS

You will do many tasks that same as you are already doing in Windows

Using Icons: OS X uses icons to illustrate applications and documents. To open applications and documents, you will still double mouse click the icons.

Icons appear in the **DOCK** (at the bottom of the screen), just like the task bar is at the bottom of a Windows screen.

To add an application or document icon to the DOCK, drag the icon onto the dock and once you release the mouse button it will automatically appear as a shortcut.

BASICS

To turn the machine on,
press the button on the keyboard of the iBook.

To Play a CD or DVD or Install Software
Press key that is in the upper right of the keyboard – F12 – above the delete key.
The drawer will open, drop in the disk and then use the key to close the drawer.

To Eject a CD or DVD
Just Press the F12 key

To Connect an External Zip or Floppy Drive
Just plug the UCS connector cable into the laptop and the device will automatically be recognized.

To Eject a Zip or Floppy Disk
Highlight the disk and drag the disk to the trashcan on the dock. The trashcan icon turns into an eject button. **YOU CAN NOT EJECT A DISK BY PRESSING THE EJECT BUTTON ON THE DEVICE!**

Macs will recognize and be able to use Windows formatted disks, but Windows machines will not recognize a disk that has been formatted for a Mac.

Desk Top

Contains a shortcut to the hard drive
Shows the Apple menu
Has “Finder” always open
Has the “Dock” located at the bottom

The Apple Menu



In *System Preferences* menu will you will find options similar to what is in the Control Panel on your PC. Once you open an Option in the System Preferences Window, you will have to mouse click on SHOW ALL to be able to view all of the Options in the System Preferences Window

Dock allows you to magnify, hide, and move the dock's position.

Location deals with network connections

Recent Items displays the last twenty files and programs used.

Force Quit (like Ctrl+Alt+Del in Windows) forces a program that is not responding to end. It does not save the work. Can use Option+Apple+ESC to force quit if your mouse isn't responding.

Sleep

Restart

Shut Down

Log Off - for multiple users on the same computer

Finder (similar to the Desktop on Windows) -- Click anywhere on the desktop background to go back to the "desktop" and bring the Finder Menu into view

File -- Use File to create a new folder, to get information about an application or folder and to search for a file (Find File)

Edit -- Undo is available in this menu

View -- Arrange icons is available in this menu

Go

Computer – opens a window to the hard drive and network

Home – shows what is available in the hard drive

iDisk – storage area away from the computer, located on Apple.com servers

Applications – opens the applications folder so that you can find programs on the machine

Favorites – shows shortcuts to files and folders on the machine

Window – Changes Window Views

Help -- Provides help when you forget where things are or how to do something on a Mac

The Dock

Single mouse click to open an item on the dock

Black arrows (small triangles) under icons indicate that program is open

Trash – where deleted items are stored until you permanently delete them.

Becomes the eject button

Can change the size of the Dock by dragging the separator bar between the trashcan and the program icons

Working with Windows

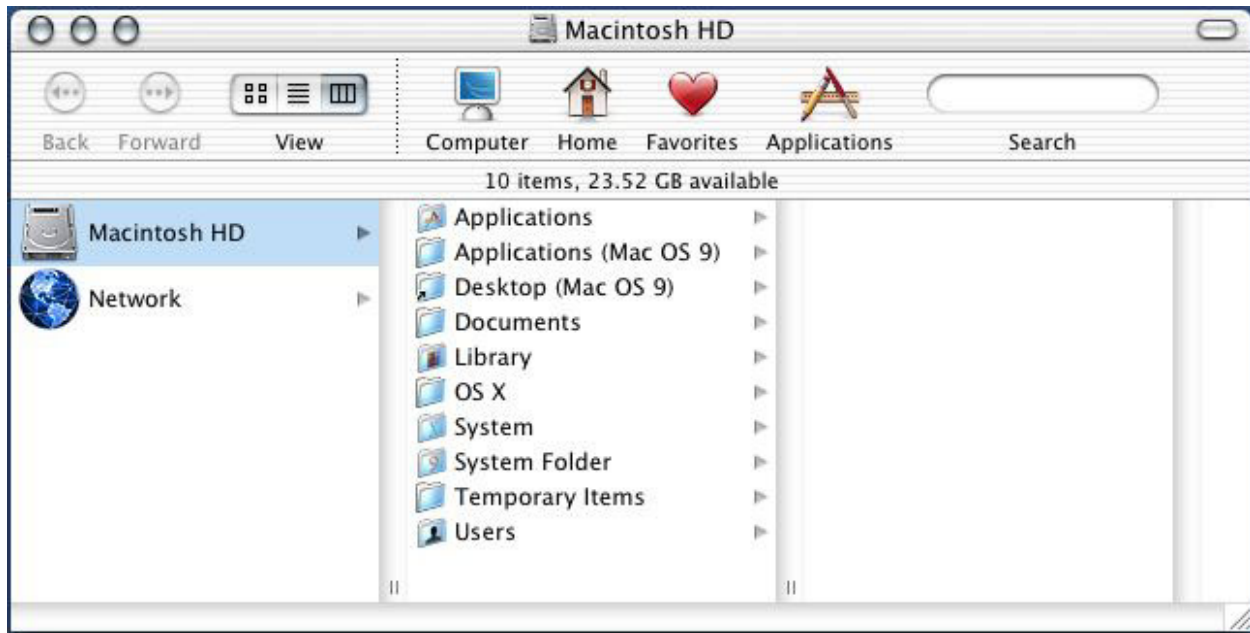
Mouse click the **X** in the upper LEFT CORNER to close a window. **This does NOT close the application.**

Mouse click the **–** in the upper LEFT CORNER to minimize the window. This will place the minimized window on the DOCK.

Mouse click the **+** in the upper LEFT CORNER to maximize the window.

Mouse click the  in the upper RIGHT CORNER to remove or add the toolbar to the window.

The Macintosh HD (Hard Drive)



Back button takes you back to the previous “window”

View button offers an icon view, list view, and column view

Column View is similar to Windows Explorer View

Computer icon displays only with contents of the Finder Window

Home icon displays the user’s folders (who is currently logged onto the computer)

Favorites icon allows you to add documents or programs shortcuts

Applications icon lists the applications available in the OS X applications folder

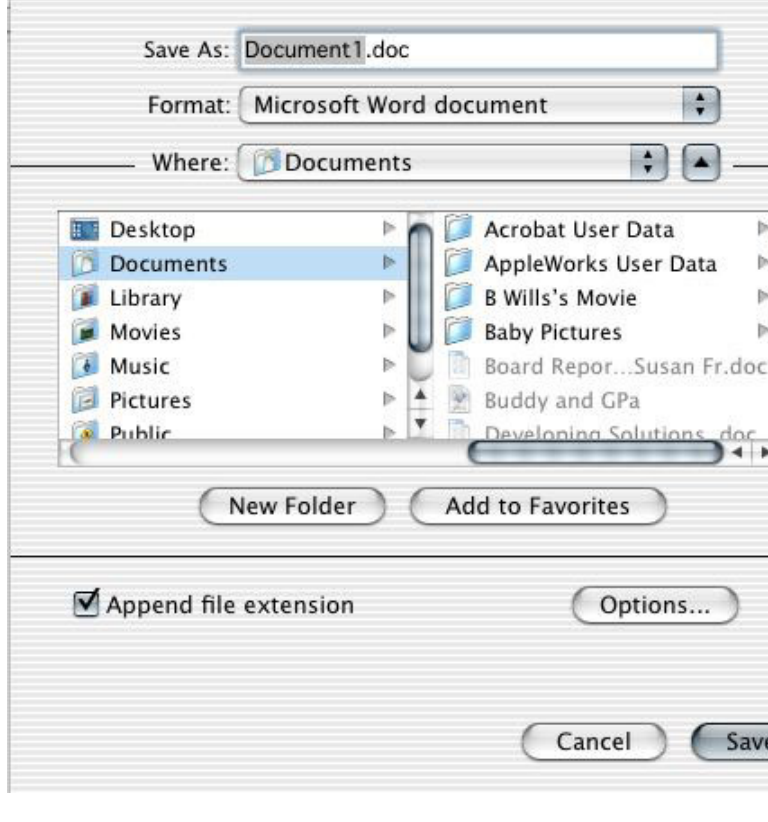
Search allows you to search for a particular file or application through the Find File Window

Saving a File

To save a file to the Macintosh HD

Select File

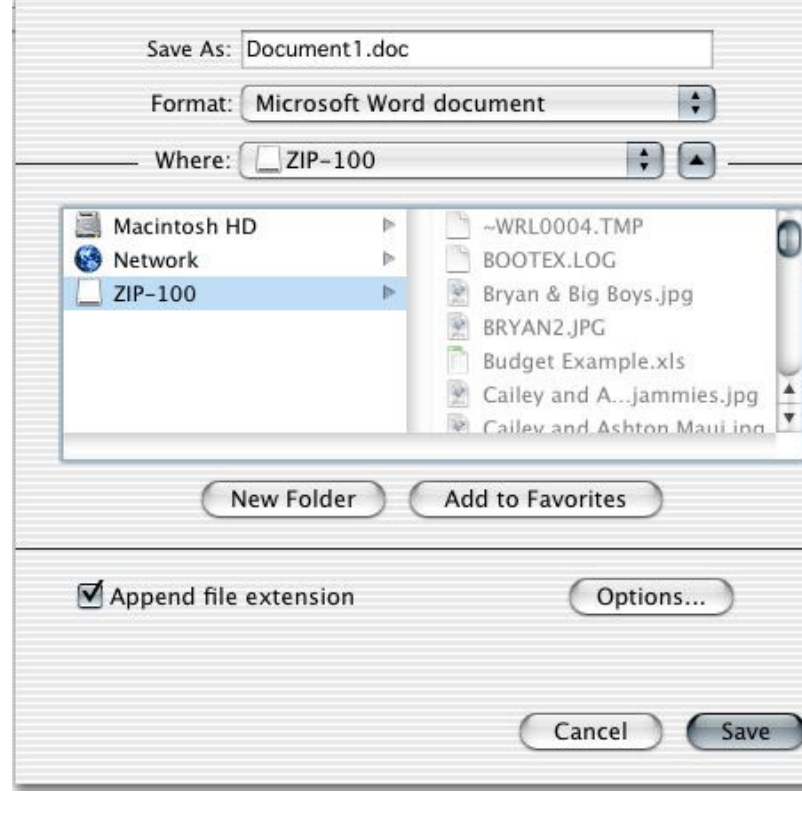
Save As to control where you save your file



To save the file to a Zip Disk:

Select File

Save As to control where you save your file



Quitting Applications

You **must** quit the application by choosing the option under the drop down window in the application. Mouse Clicking the **X** in the window does **NOT** quit and close the application!

Getting Connected

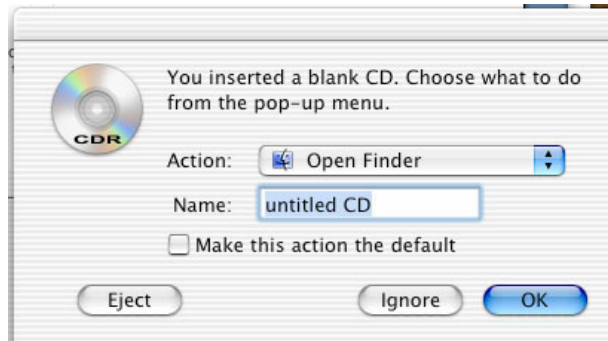
You Macintosh will AUTOMATICALLY connect to whatever network protocol you are using BUT if this does not happen do the following:

System Preferences (Under the Apple Menu)
Select Network, from the Internet & Network Section



To record a CD

Place the blank CD in the CDR Drive



Type a new name in the Name Field
Mouse Click OK

The Blank CD icon will appear on your desktop

Double mouse click on the CD icon to open the CD Window
Drag the files you want copied to the CD

To burn the files to the CD:

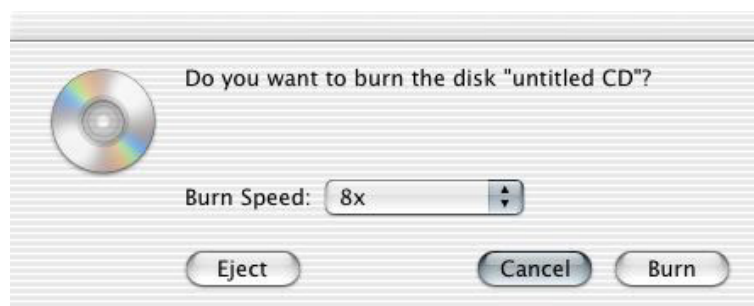
- Close the CD Window

- Drag the CD Icon to the Trash

- The icon will change to a Burn CD Icon

- You will see the window below

NOTE: Burning a CD without a third party software will close the CD so you won't be able to write any more files to the CD



Setting Up A Printer

You must have a local printer with a USB connector cable or a networked printer to print from your iBook.

To Set Up Your Printer:

Open the Print Center

Double Mouse Click on the Macintosh HD

Set the View to Columns

Mouse Click on the Applications Folder



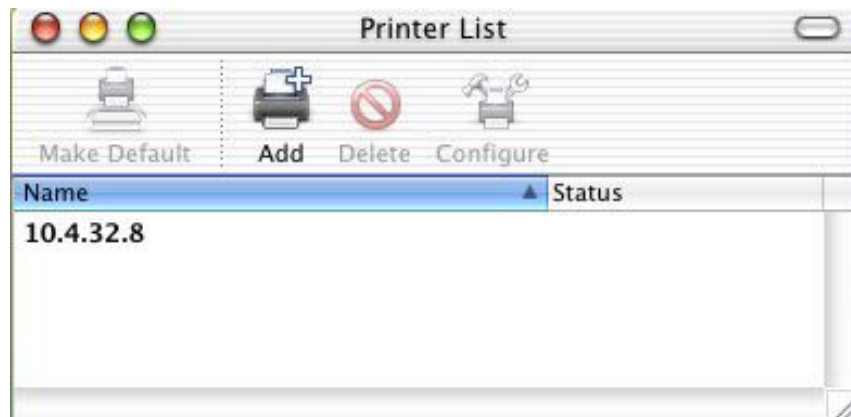
Mouse Click on the Utilities Folder



Mouse Click on the Print Center Icon



The Add Printer Window will open:



You will select Add to connect a Local or Networked printer:

