

Introduction to Macintosh

Course Description: This class provides an overview for the beginning Macintosh user who has little or no prior computer experience. Topics covered include identifying components, working with the menu bar, understanding the concepts of the Macintosh operating system, and file management.

Prerequisites: No previous computer knowledge or experience is required for this class.

GETTING STARTED

At Home

If you are using an older Macintosh computer (**Mac**), such as the Mac Classic or SE, in which the computer is a single unit of both **monitor** and **CPU** (Central Processing Unit), there will be a single power switch located in the back (on the left side). If you are using a newer Mac, such as any in the Centris, Performa, and PowerMac series, in which the monitor is separate from the CPU, there will be a separate power and monitor switch. We recommend you turn the power switch on before the monitor switch when turning your computer on, and vice versa when shutting the computer down. This will save the screen from excessive power surges.

At Workstations and Microcomputer Facilities (W&MF)

To use a Mac in the campus computer facilities you must first obtain a **facility use account**; this account must be renewed each semester. To get an account, simply speak to a consultant on-duty at any of the campus facilities. You will need to present your student or faculty ID when creating an account. Once you have a facility use account, you can **log in** to any available Mac or PC in the computer facilities. The log in screen will prompt you for your SID (student ID) number and your **password**.

NOTE: This account enables you to use the computers within the facility. It is **not** an e-mail (electronic mail) account. Ask a consultant on-duty how to sign up for a separate e-mail account.

TERMS AND DEFINITIONS

Hardware - the physical pieces of machinery that make up the Mac computer

- **Hard drive** -- a large capacity storage unit for programs and files, which is located in the CPU
- **Server** -- similar to a large hard drive, but used for a number of computers on a network
- **Disk drive** -- for the use of information stored on a disk; goes into action when you insert a disk
- **Disk** -- (a.k.a. "floppy disk") a portable storage device that is inserted into the disk drive metal side forward, with the circular metal piece on bottom
 - High density (HD)* -- holds 1.4 MB of memory. Only runs on newer computers (it will not run on Mac SE, only computers with "SuperDrives").
 - Double density (DD)* -- holds 0.7 MB (800 K) of memory (1/2 as much as high density). Can be read by all Macs.

FYI: How much information can I fit on my disk?

- One page of text in word processing is approximately 7 K
- 1000 K = 1 Megabyte (a.k.a. Meg or MB)
- **CD-ROM** -- holds 660 MB of memory. Operates much like a regular (audio) CD, but can store computer data as well. CD-ROMs are often contain software from a manufacturer or are used with multimedia software that combines audio, visual and hypertext elements in one interface.
- **Mouse** -- used to move around the screen and select what you want to change or work with. Movements of the mouse correspond with movements of the pointer on the screen. Anything you wish to do on the screen is directed by the mouse (except for typing).
 - Point and click* -- place the mouse pointer directly on top of any icon, window, or text on the desktop and click once to select it
 - Double click* -- to start a program, place the mouse on top of the program icon and click the mouse twice quickly
 - Drag and drop* -- to move a window or icon from one place to another on the desktop, place the mouse on top of the icon, hold the mouse button down as you drag the mouse across the screen; release the mouse button once the icon has reached the desired position

Software - the programs/applications on the Mac

- **Word processing** -- word processing programs allow the user to compose papers, résumés, etc. Table and/or graphing functions are available on some word processing programs. Graphics and pictures can be "imported" and placed in documents.
Examples: Microsoft Word, WordPerfect
- **Spreadsheets** -- spreadsheet programs allow the user to produce projections, calculations, and data analysis. They can store, manipulate, calculate, analyze data, and can also create charts and graphs.
Example: Microsoft Excel
- **Graphics** -- graphic (drawing or painting) programs allows the user to create pictures, boxes, circles, textures, freehand drawings from the very simple to the extremely involved.
Examples: SuperPaint, ClarisDraw
- **Publishing** -- publishing programs allow the user to create newsletters, banners, desktop publishing, move or rotate text, incorporate pictures, import text files, create guides, and columns anywhere on the page, and make simple graphics.
Example: Aldus PageMaker
- **Networking** -- network programs allow the user to access the internet, servers, email accounts, and transfer files between computers (File Transfer Protocol or FTP)
Examples: NCSA Telnet, Netscape Navigator, Gopher, Eudora Pro, Fetch



- Database** -- database programs allow the user to keep and update multiple records within files that you customize; useful for invoicing, address books, etc.
Example: FileMaker Pro
- Integrated** -- integrated programs allows the user the option of doing word processing, drawing, painting, communication, spreadsheet, and database all in one simple to use program.
Example: ClarisWorks

UNDERSTANDING THE DESKTOP

Once the computer has been turned on (or you have logged in), there will be a few moments in which the computer is constructing the **desktop**. The desktop is the management area or working environment where documents, files, and programs are displayed. Similar to a real desk or work area, it has a trash can, a file cabinet (of sorts), and various tools and resources for organizing and storing information. The small pictures you see on the desktop screen are called **icons**. Icons represent files, applications, documents, disks, and folders.

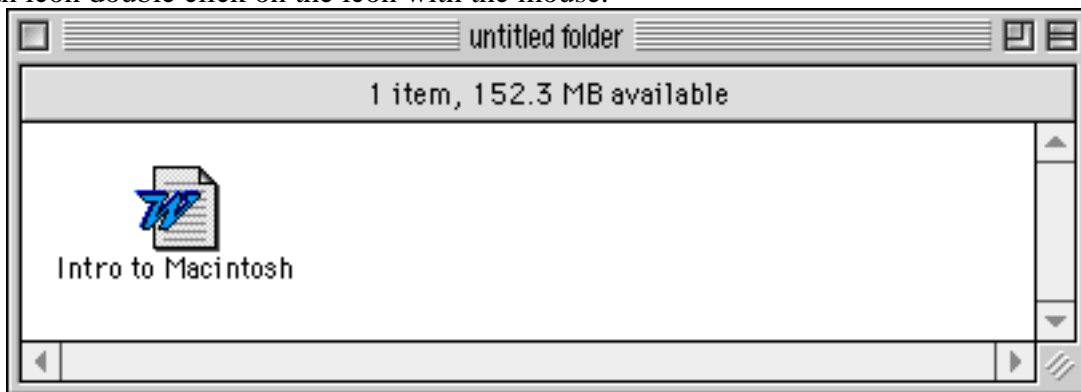
Using the Mouse

The tool that you will use most often on the desktop is the **mouse**. Most mice are attached to the keyboard by a cord. Mac laptops have mice that are imbedded in the keyboards and look like a movable ball or are touch sensitive pads. Both types work in the same way.

The mouse will usually appear on the screen as a **pointer**:  or **cursor**: . To select an item, put the pointer tip directly on the icon and click the button once.



To open an icon double click on the icon with the mouse.



Window control

If you double click on a disk or folder, a **window** will open displaying its contents (as shown above). In this case, we opened "untitled folder," there is one item in the disk, "Intro to Macintosh," and there is 152.3 MB left to use in the disk. There are **scroll bars** on the bottom and right side of the window, that let you scroll left, right, and up and down if there are many things in the window. The first box in the upper right hand corner allows you to shrink and expand the window to a set specification. The second box in the upper right hand corner allows you to shink the window to just the title bar, thus allowing you to see objects underneath. The box in the lower right hand corner allows you to resize the window

to your desire. The box in the upper left hand corner will close the window if you click once. If you place the mouse on the title bar (the six horizontal lines at the top of the window) and hold the mouse down, you can drag the window to any place on the desktop.

Menu bar



The menu bar is the bar at the top of the screen that allows you to perform special commands. It changes for every program you run, as different applications have different abilities. If the words are **bolded**, then it is possible to use the function. If the words are gray, then the function cannot be used with what is selected.

Each of the commands in the menu bar represents a **pull-down menu**. When you click and hold the mouse button down while it is over a given command in the menu bar, a menu appears ("pulled down" like a window shade) with a list of command options. **Drag** the mouse down and release the button when the desired option is highlighted.

UNDERSTANDING THE DESKTOP (continued)

Apple Menu Items



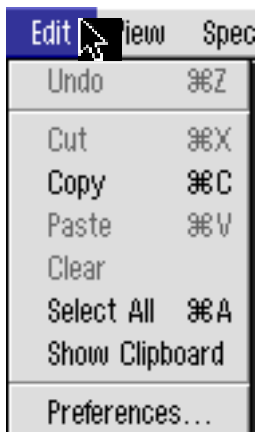
The Apple Menu is at the far left of menu bar. It controls much of the functionality of the Mac. The most important functions under the Apple menu are the **Chooser** and the **Control Panels**. The Chooser allows you to change things that are connected to your Mac, such as the printer or server. Control Panels allow you to change the Mac environment. You can change the time, date, monitor settings, keyboard sensitivity, mouse sensitivity, and much more. Try selecting **Key Caps** and hold down the **Option** key on your keyboard.

File Menu

The File Menu can be used to create **New Folders** to organize files in your hard drive or on your disk. It can **Open, Close, or Print** applications, files, or windows. You can **Get Info** about any icon on the desktop, such as what kind it is: MS Word file, desktop folder, etc., when it was created, and how much memory it is using.

Duplicate allows you to make a copy of something, simply select what you want to copy by clicking once on its icon then go to the **File Menu** and select **Duplicate**. **Find** may help you locate something if you know the name but don't know where it is.

NOTE: The "clover-like" symbol to the right in the menu bar represents the **Command key**. You will see a similar symbol and an **Open-Apple key** on your keyboard next to the space bar. You can perform the same functions listed to the left with a simple key-stroke command. For example, holding down the "Command key" and "N" at the same time will give you a New Folder in the active window.

UNDERSTANDING THE DESKTOP (continued)**Edit Menu**

The Edit Menu allows you to **Undo** the last thing you did, **Cut** and **Copy** something and **Paste** it somewhere else. It allows you to **Clear** a selection, **Select All** of what is selected and show what is currently on the **Clipboard**.

NOTE: The **Clipboard** is a temporary holding area for the Mac. Whenever you cut some text or an image from the screen, it does not disappear, it is moved to the clipboard until you need to paste it somewhere else.

View Menu



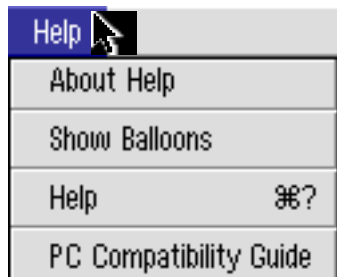
The View Menu allows you to determine how you would like your windows to display your files. You can choose to display your files as Icons, buttons or lists. You can also select the way your window is displayed. Under the Arrange sub menu, you can choose to sort your files by name, date, size, etc.

Special Menu



The Special Menu allows you to keep your windows organized. **Clean Up Window** will make the icons, in a selected window, snap into a grid-like pattern. **Empty Trash** will delete the contents of the Trash Can. To Format or Initialize a new disk, select **Erase Disk**. To properly **Restart** or **Shut Down** your machine, choose the appropriate option.

NOTE: Be sure to check the contents of the Trash Can by double-clicking on the Trash Can icon before you empty it.



The Help Menu provides information that helps you learn more about how to use the Macintosh OS. The Show Balloons feature will create help balloons that give you a short description of many items on the desk top. The Help feature provide a lot of information, and sometime even step to step instructions for many of your computing needs.

UNDERSTANDING THE DESKTOP (continued)

Macintosh HD



This icon represents the “Macintosh Hard Drive” -- not to be confused with High Density. This is where the **System Folder** (which holds all the Apple specific programs). On your home computer, programs would be stored on the Macintosh HD. In the ocputer facilities, the **Lost and Found** folder is stored on the hard drive.

Programs Icon



To the left is the Programs Icon. This is where W&MF holds all its software programs for you to use. All the software programs are organized into folders according to program types, such as word processing, spreadsheet, and networking.

Trash Can Icon



Once you decide to throw something away, whether the data is obsolete or you need to free disk space, just drag and drop the item into the trash can. The item is not actually gone until you go to the **Special Menu** and select **Empty Trash**. To the left, you can see the difference between when the trash can is empty and when it is not. The trash can on the left is empty, and the trash can on the right contains items.

NOTE: The **Trash Icon** can also be used to eject your disk -- it will *not* erase your disk. To eject your disk, just drag the disk icon to the trash can and the disk will spit out of the disk drive.

UNDERSTANDING THE DESKTOP (continued)

Finder



The finder is represented by a small computer icon that appears in the upper-right hand corner of your screen. The finder is similar to the program manager that exists on PCs. The finder allows the user to hide programs that are currently not in use or to switch to a different opened program with a simple click of your mouse button (this is called **multi-tasking**). Even though there are no windows open on the desktop, programs may still be running in the background. Always check the finder to see if a program is still open.



This is what the finder will look like if you are currently in Microsoft Word 6.0.1a, while also running Netscape Navigator 4.05 in the background. When the application (program) is active, the finder appears as the program icon, instead of the little computer icon we saw above. Dragging the mouse down and releasing on top of another program would select that program and your window will change accordingly. This is very helpful if you want to run several applications at the same time.

OTHER FUNCTIONS OF THE DESKTOP

Formatting A Disk

If you are using a new disk, it will need to be formatted. When you insert it in the disk drive, it will prompt you to Initialize or Eject. Choose initialize and whether it is a High or Double Density disk (the outside of the disk will indicate whether the disk is High or Double Density), and Initialize. If you want to re-initialize a disk that has already been initialized, then choose **Erase disk** from the **Special** menu. You may also use this to change the format of your disk from PC to Mac or vice-versa. Reformatting a disk will erase all data previously stored on the disk.

Quitting A Program

If you are finished with your work and wish to quit out of the program you were using, simply go to the **File Menu** and pull down to the **Quit** option. This will shut the program down and return you to the desktop screen. If you were in the middle of work and have not saved your input, the program will ask if you would like to save. If this happens, simply click the appropriate box before closing the program.

Ejecting A Disk

To eject your disk, drag the disk icon into the trash can. This will not erase your files, and is actually the **best** way to eject a disk. Other ways include: **Eject disk** from the **Special menu** or **Put away** from the **File menu**, but these will leave a trace of the icon on the screen. If you cannot eject by dragging into the trash, hit the keys **shift, command** (or open apple key), and **1** all at the same time. If you continue to have problems ejecting your disk, or your disk is stuck, contact a consultant on-duty to assist you.

Logging Out

At the Microcomputer facilities, it is very important to log out every time you're finished with your work. Find the **Facility Logout** icon and double click. This will log you out correctly and prevent other clients from using your account.