

Macintosh Basics

Introduction

In this two-hour session you will learn Macintosh basics, including terminology. Please remember to sign-in. No food or drink is allowed in the labs.

Objectives

At the end of this class, you will be able to:

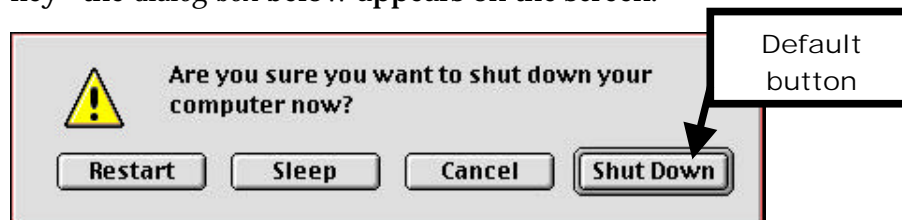
- Correctly turn the computer on and off,
- Click, click and drag, and double-click,
- Resize windows, use the scroll bars, and move between open windows,
- Know the difference between a file and folder,
- Understand hierarchy on a Mac and be able to navigate to save a file,
- Use the find command to find a file, folder or application,
- Know a few basic keyboard commands, and
- Know some basic computer terminology.

Starting up and shutting down

On most Macintosh computers, the easiest way to start -up and shut-down the computer is from the keyboard. It is important to shut down the computer correctly.

When looking down at the keyboard in front of you, there is an “arrow key” in the upper right-hand side. When a Macintosh is off, pressing and releasing the “arrow key” starts the computer.

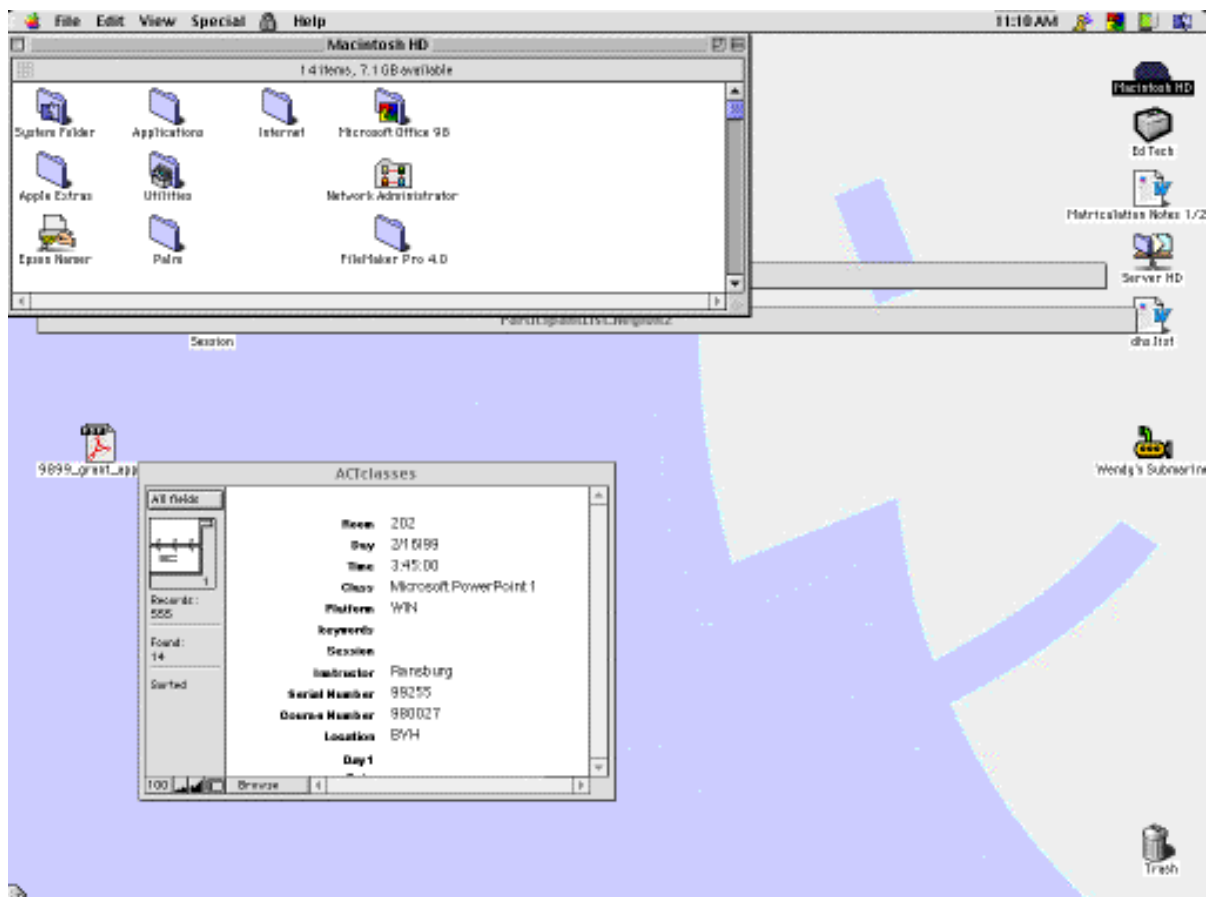
Pressing this same “arrow key” is also the simplest way to shut-down the Macintosh also. When the Macintosh computer is on and you press the “arrow key” the *dialog box* below appears on the screen.



Basic Terminology

1. CPU:
2. Hard drive:
3. Floppy drive:
4. Monitor:
5. Keyboard:
6. Mouse:

The Desktop



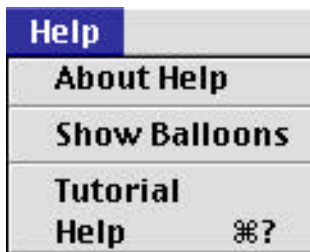
Macintosh OS tutorial

The Macintosh OS tutorial, covering *mouse* and *desktop skills*, comes installed on most new Macintosh computers. The tutorial will take you about 30 minutes to complete. If you finish early, practice what you learned in the tutorial.

To start the tutorial, double-click on the Mac OS Tutorial Folder and the double-click on the Mac OS Tutorial *application*.

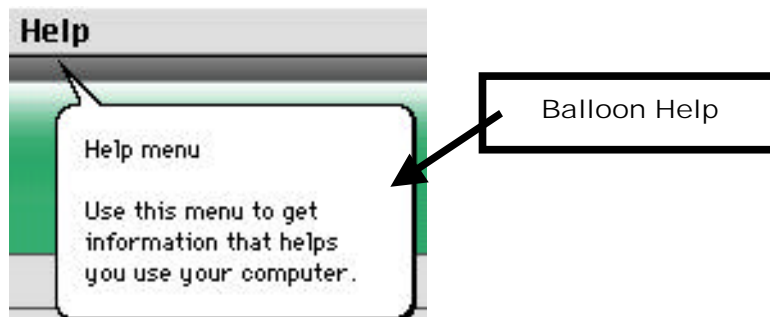


Using help



The help menu is a great place to find information you are looking for.

Show Balloons, turns on a feature so that a description of what the mouse is resting on appears. For example, when I turn on Show Balloons and rest my *cursor* on the help menu, I see the following. To hide the balloon help, go back to the Help menu and release on, Hide Balloons.



file

A file is a collection of data of a certain type. Application programs and documents are two types of files. Each file is represented by an icon.



folder

A folder is a container for programs, documents, and other folders. You can use folders to organize your files.

You create a new folder by opening the File menu and choosing New Folder.

When you open a folder, a window appears, showing the contents of the folder.

A dark tab at the top of a folder icon indicates that the contents of the folder are shared with others on a network.

Navigation through the hierarchy

Think of your *hard disk* as one big file cabinet. Inside this file cabinet you put documents and folders. The nice thing about the computer's "file cabinet" is that it is easy to create folders inside of folders inside of folders. While this is a nifty feature, it also makes navigation through the hierarchy not always so simple.

Most people like to keep items that are similar in one location. Having a folder for all your *applications* would be an example of this. You might have another folder for all your school documents and another for your personal documents.

How you organize your files is up to you, just remember, keeping files and folders in a neat order will lead to your finding what you are looking for faster.

Find file

If you know, or think, you stored a file on your computer it is possible to have the computer search for it.

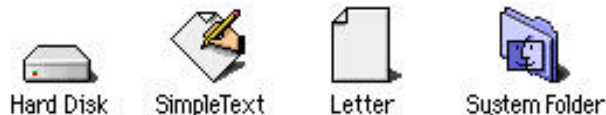
From the menu bar, click and hold on File and then release on Find. A dialog box like the one below will appear. It is possible to search in many different ways.



Icons

About icons

An icon is a picture that represents a disk, program, document, or folder. You work with these items (for example, open, copy, or move them) by manipulating their icons.

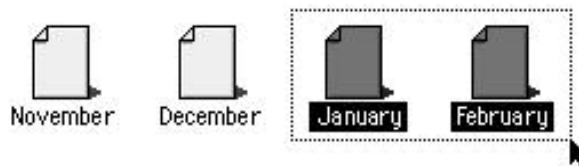


About icons

You select the icon you want to use by clicking it.

To select several icons in a window, press the Shift key while you click the icons.

If the icons are next to each other, you can select them by dragging across them.



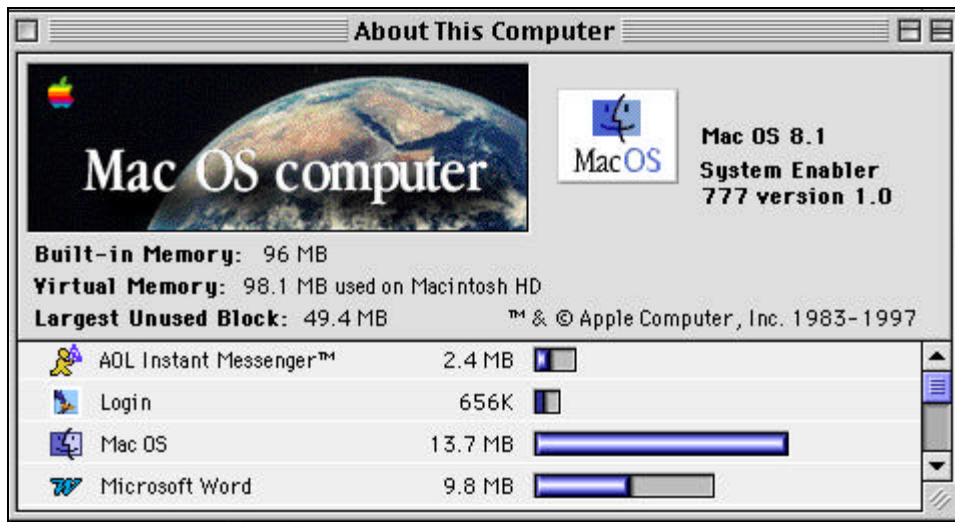
What is in the Apple menu



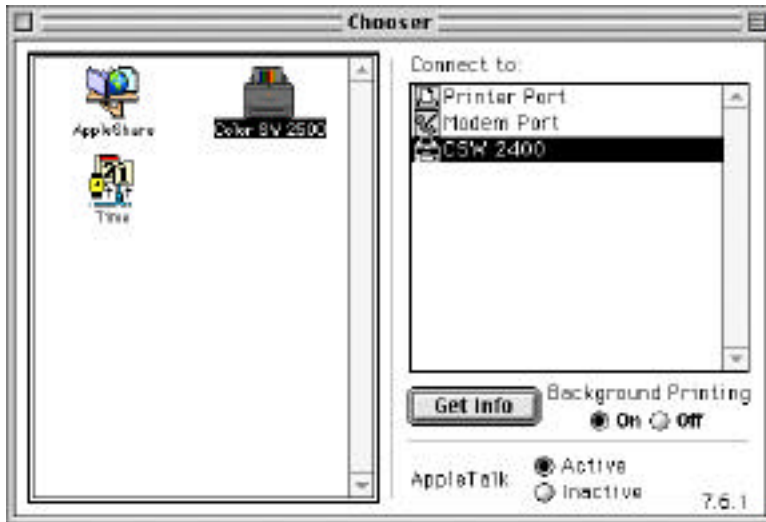
The Apple menu is used as a shortcut to get to the files and folders you use most often.

About this Mac/Computer

The first item in the Apple menu is normally About this Computer. Here you can see what system you are running, how much RAM your computer has, and what applications are open and how much RAM they are using.

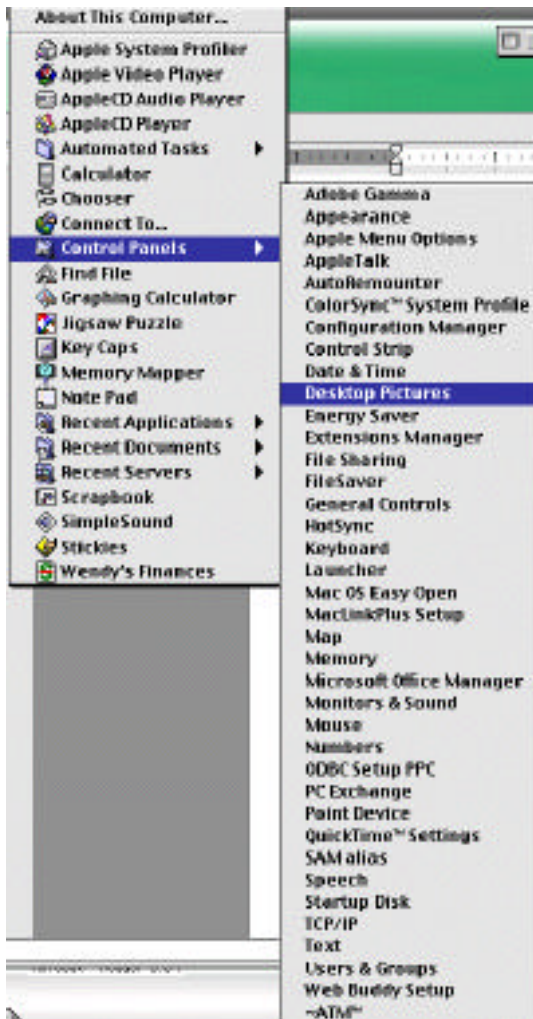


The Chooser



The Chooser is a program you use to tell the computer what equipment you want to use (for example, which printer to use). You use the Chooser to select equipment connected directly to your computer, or equipment connected over a network.

The Control Panels



You use the control panels to customize your computer. You can change how the keyboard works, what the beep sounds like, how icons are arranged, and many other aspects of your system. Control panels are in the Control Panels folder inside the System Folder.

You can open the Control Panels folder by opening the Apple menu and choosing Control Panels.

Keyboard commands

Cut:  + X

Copy:  + C

Paste:  + V

Basic Terminology

- Desktop:** The desktop is the background area on your screen, where you work with icons, folders and disks. The Finder program displays the desktop and keeps track of your files.
- Dialog Box:** A dialog box is a window that appears when the computer needs your attention. Dialog boxes have buttons—such as OK or Cancel—that you must click before you can continue your work.
- File:** A file is a collection of data of a certain type. Application programs and documents are two types of files. Each file is represented by an icon.
- Finder:** The Finder is the program that displays the desktop, opens and closes windows, and keeps track of the files on your disks. The Finder is always open (although it may be hidden). You can usually make the Finder the active program by choosing it from the Application menu (in the upper right-hand corner of the screen), clicking an icon on the desktop, clicking on the desktop, or clicking a disk or folder window.
- Folder:** A folder is a container for programs, documents and other folders. You can use folders to organize your files.
- Window:**

