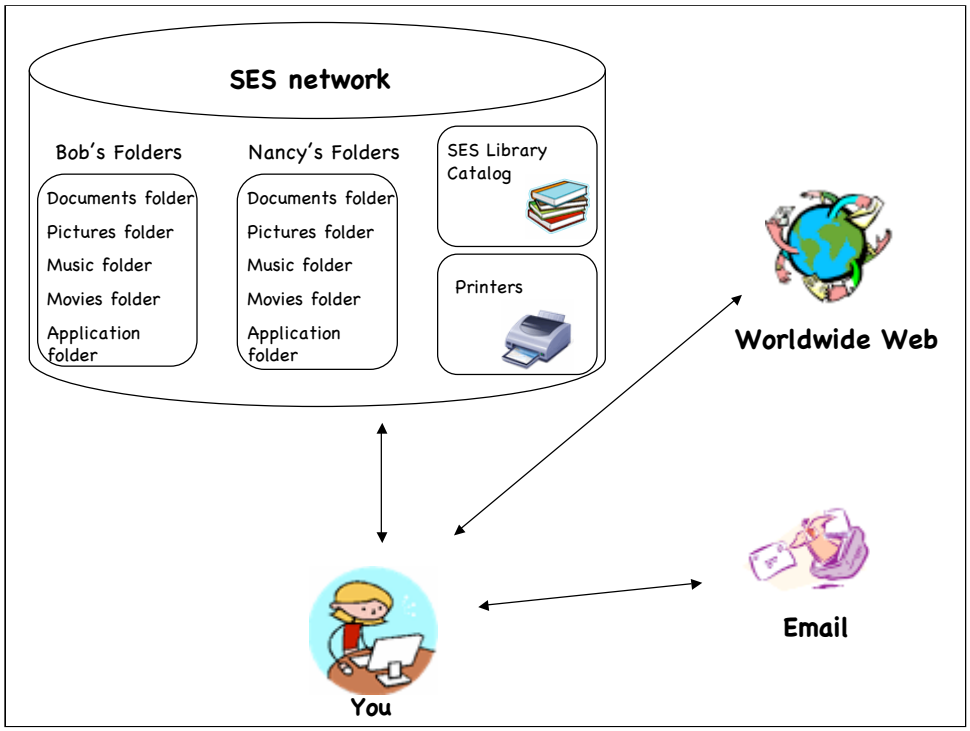
Getting The Most From Your MAC

Shutesbury Elementary School
August 17, 2009



Your computer is the access point to many resources in and outside of school.

When you log into the SES network, your ID accesses folders that are designated for *your use only*.

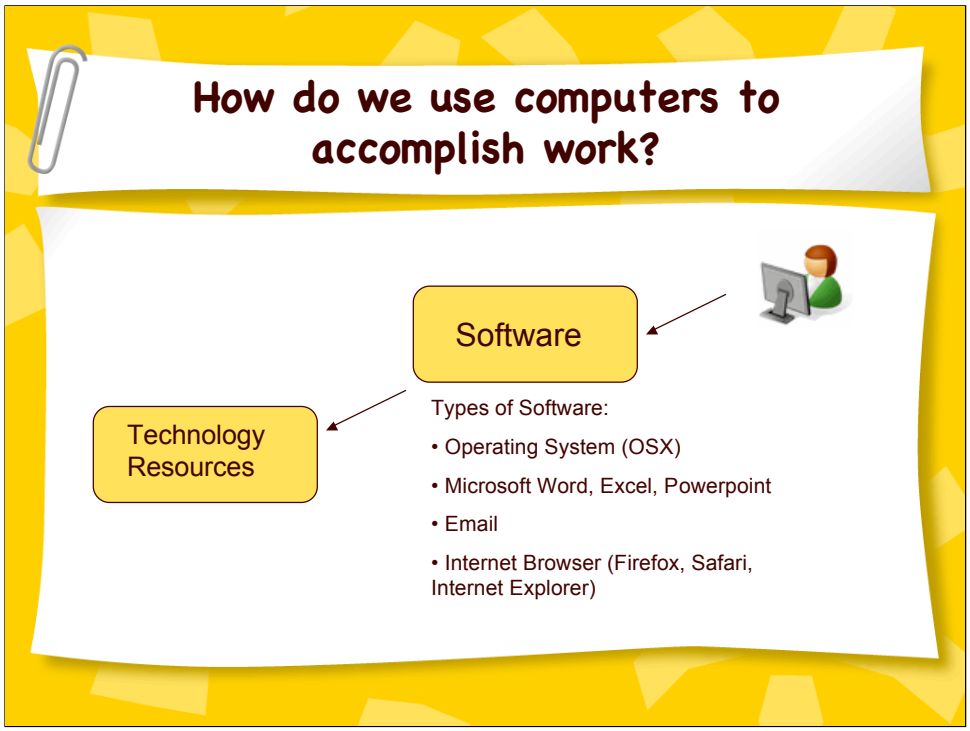
Default folder categories include:

Documents, Pictures, Music, Movies, Applications

(The Application folder stores software program files like Microsoft Office, Investigations Math, etc.)

To access your files or any computer resource, you need to explicitly tell the computer what you want and where it is.

Our focus today, is to review various types of programs, their purpose and shortcuts to make them work for you.



Software programs are instructions that make the hardware perform specific tasks. Without software, hardware does nothing.

The four types of programs we will discuss today are:

(1) Operating system

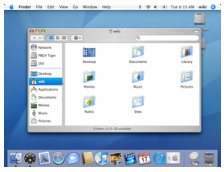
(2) Microsoft Word

(3) Email

(4) Web browser

Operating System

- Software that runs your computer.



When you turn on a machine, the first program that is started is the Operating System. On a MAC we run MAC OSX (pronounced MAC OS 10). You may hear various buzz words used to describe the version. The older version's name is Tiger (blue background) and the newer version is Leopard (northern lights) - regardless of which version you're running, the basic features remain the same.

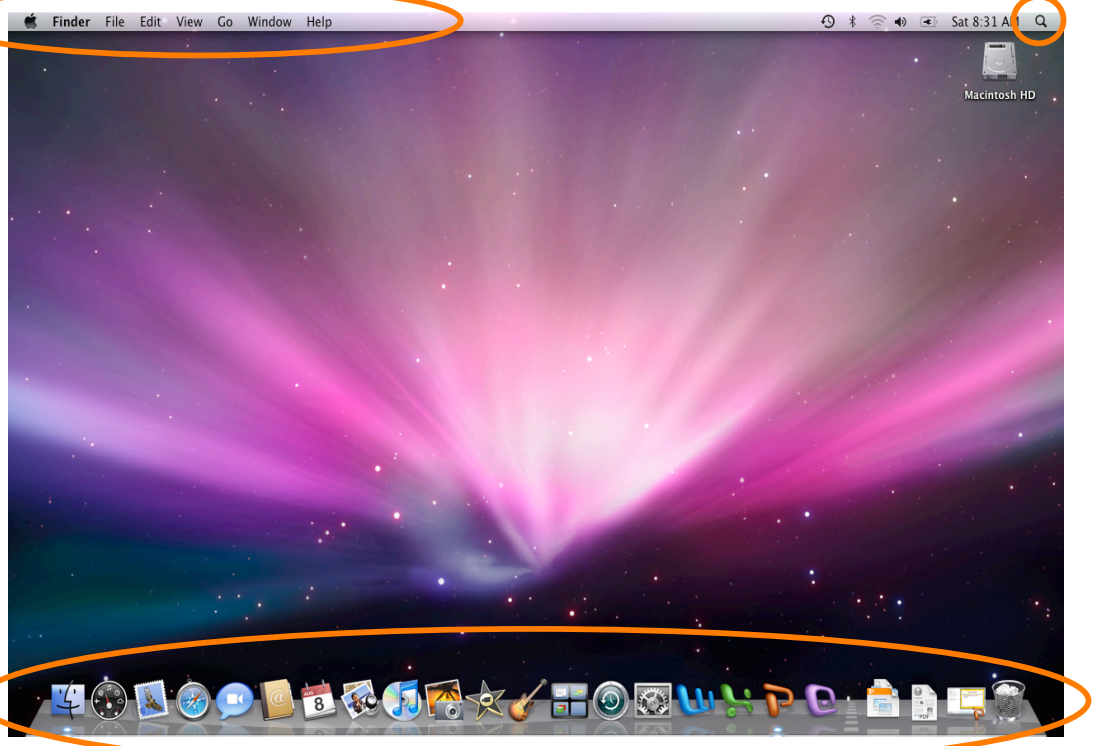
Windows XP and Vista are also operating system programs that are used to operate a PC. Common manufacturers of PCs are: Dell, Gateway, HP, Compaq.

Whether MAC or PC, both types of computers perform similar functions but the location and access to these commands may be different. The goal of this presentation is to highlight basic operations.

Operating System functions:

Toolbar

Spotlight



Dock

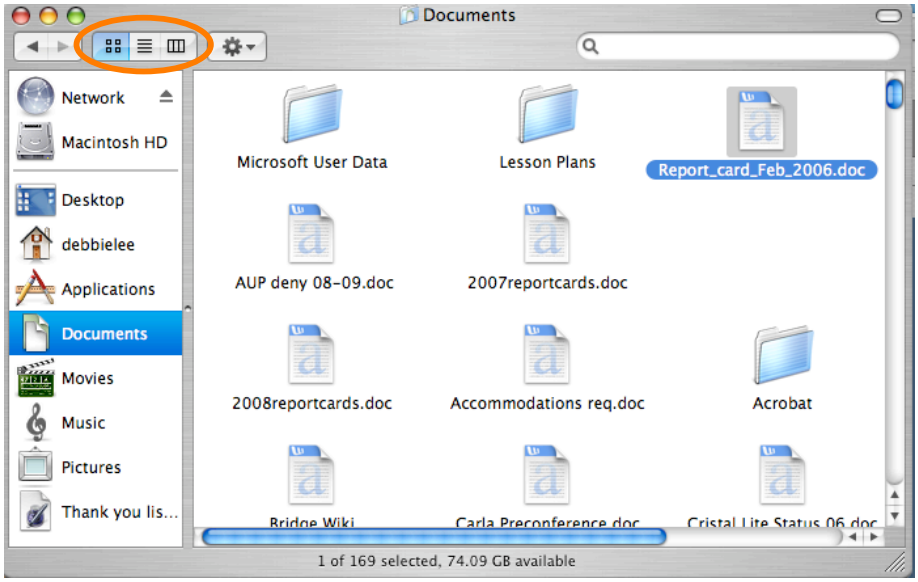
Dock – provides quick access to commonly used programs.
Notice the white dot under the Finder icon (or black triangle in OSX Tiger version)– it indicates that the Finder is open and running; the Finder is always running because it is part of the operating system.

Top toolbar - displays the toolbar of the "active" (or current) program.

Spotlight - if you don't remember where you saved a file, click the spotlight and begin typing the filename. The computer will return a list of all files containing the string of letters you typed and their location (or path).

FINDER

View Options



Finder - is used to locate files and folders;
The left sidebar allows for easy access to folders on your computer. Notice the "home" icon next to your username, it is a reminder that this is your "home" folder.

The "view options" buttons allow you to select a view format of your files:

(1) Icon view – displays a graphic image and file name
(2) List view – displays the file name, size, type and last modified date. You can sort by any of these attributes by clicking on the desired column heading.
(3) Preview – displays the file name, file location (path) and a preview of the file attributes.
(4) Cover flow (* new feature in MAC OSX Leopard version) – allows you to view the contents of a file without opening the document.

Filenames - are composed of two parts: *filename and extension*. For example,

Report_card_Feb_2006.doc

In this case, the extension ".doc" tells the computer to run Microsoft Word in order to read the file. Other file extensions include: ".xls" for Microsoft Excel, ".ppt" for Powerpoint, ".pdf" for Adobe Reader or Preview.

Folders – Are structures that allow you to group similar items together.

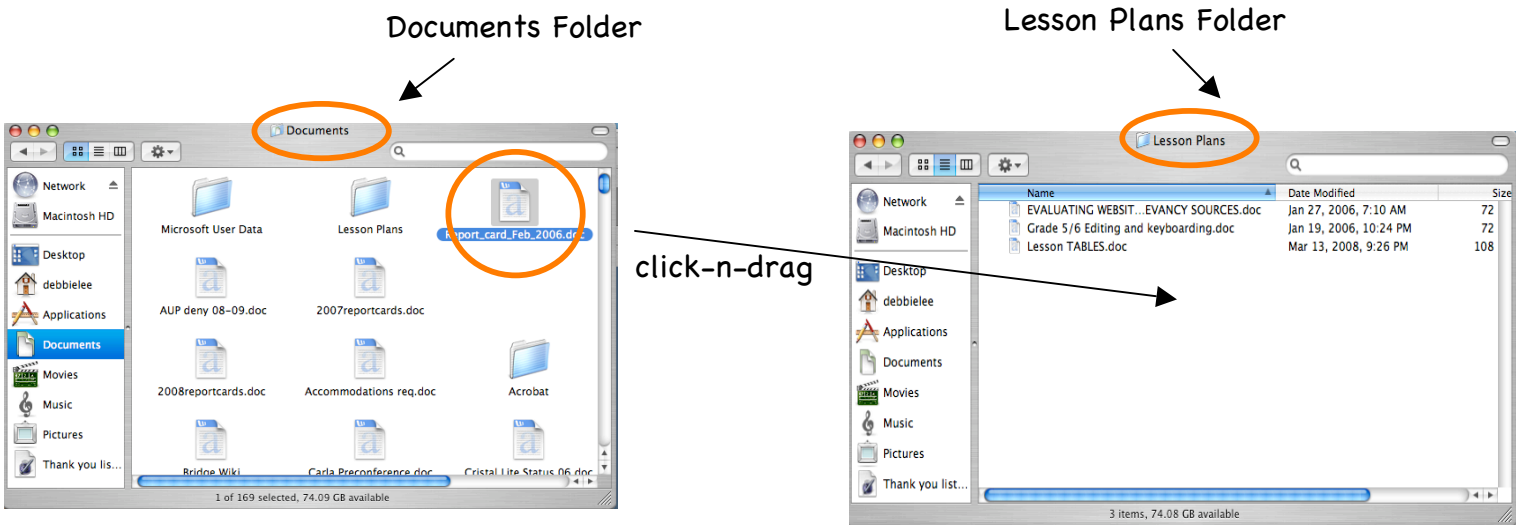
From the FINDER toolbar, click FILE -> New Folder and begin typing a new name for the folder.

To practice creating New Folders, I recommend that you begin in icon view.

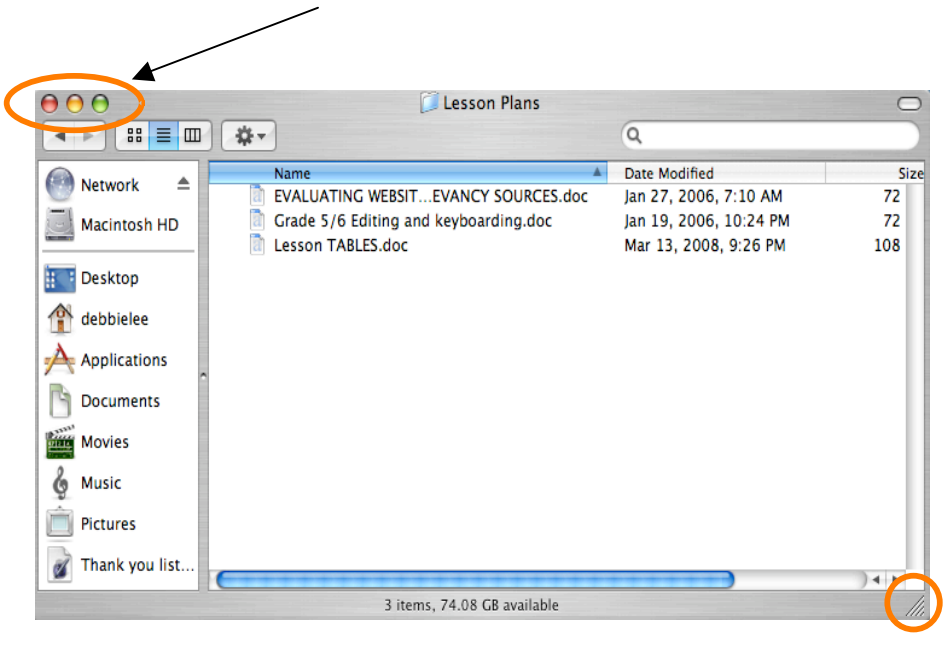
- Open (double click) the folder where you want to create new subfolders (eg. Documents).
- From the FINDER toolbar, click FILE -> New Folder
- Rename the file immediately (if you accidentally click off the new folder before renaming, simply hold down the <option> key and click the folder to rename it.

New Finder Window – having multiple finder windows open is helpful when organizing files. With two Finder Windows open, it is easy to move (drag-n-drop) files from one folder to another.

Click the "Finder" icon to open your finder window; click FINDER -> FILE -> New Finder Window to open a second window.



Windows buttons – close, minimize, resize buttons



Red button with an "x" – closes the window.
Yellow button with a dash – minimizes the window. It moves it out of view and places it on your dock. The window is not closed – only out of view. To view the window again, click the minimized icon.
Green button is the resize button. Click it once and it maximizes the window to fill the entire screen (assuming that's what you set it at). Click it again and it resizes to the dimensions you set last.

The Macintosh HD icon on your desktop – points to storage space on the local machine (ie, the machine you're working on). At SES, user accounts are configured to access and store your files on the server only.

Microsoft WORD

You'll notice that many of the commands found in Word, have corresponding functionality in other programs such as Excel, Powerpoint, etc.

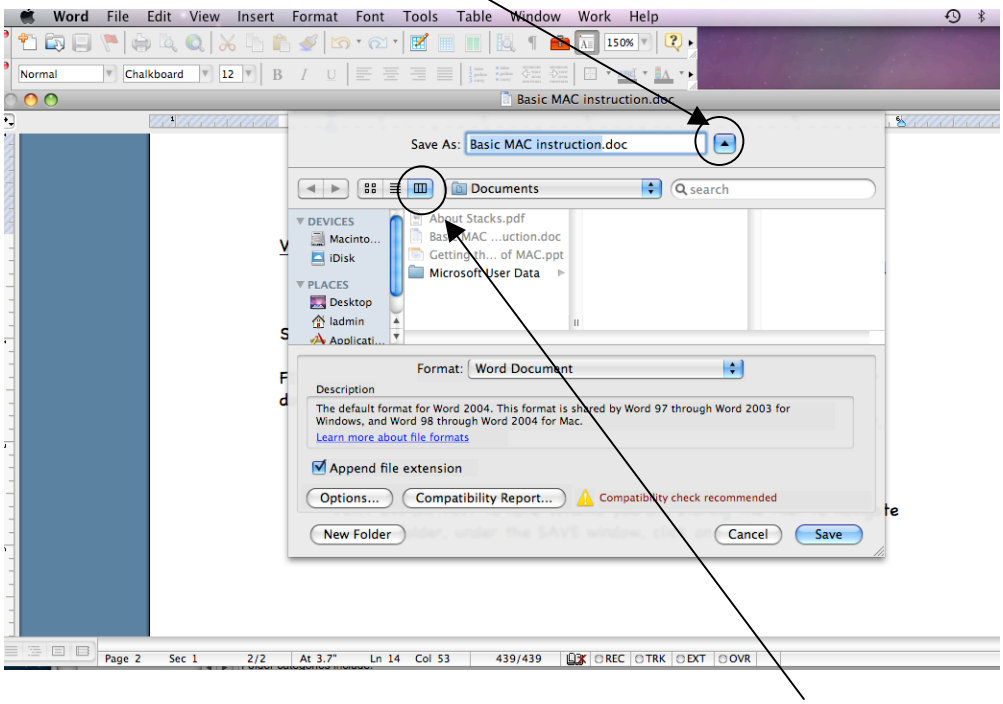
Let's begin by discussing the purpose of each menu item:

FILE menu – lists commands that affect the entire file (or document). Here, you can create a new document, open an existing document, close, save or print.

SAVE vs. SAVE AS - when you're working on a brand new document, both commands do the same thing. You need to give the file a *name*, and you need to tell the computer *where* to save it.

Click FILE -> SAVE -> Enter a file name. Its good practice to keep the ".doc" extension for Word documents.

Next, it is VERY IMPORTANT to note WHERE you are storing the file. Click on the black triangle next to the Save As: box to expand the view WHERE: box. Navigate to the location where you want to store the file.



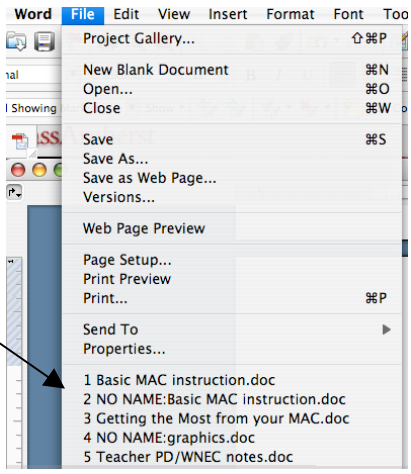
Click on the Preview (column) view to navigate to the desired subfolder. Click to highlight.

FILE -> PAGE SETUP allows you to select paper orientation (Portrait or Landscape).

FILE -> PRINT PREVIEW -> allows you to view the document electronically in exactly the way it will be printed.

FILE -> PRINT gives you the option to select a printer selection, select the number of copies or print to a PDF (read-only) file.

At the bottom of the FILE menu drop down, is a list of the 10 most recently accessed files. Clicking on any of the filenames shown, causes the file to Open automatically.



Or click FILE -> OPEN to navigate to an existing file not shown on the "recently accessed" list.