

Macintosh

Operating System X

A Quick Reference Guide



Introduction

So you're ready to start using **Mac OS X** (Macintosh Operating System Ten). Maybe you've gotten a new computer and it's already installed so you may as well learn how it works. Or maybe you like to be first on your block to do things, so now's the time to upgrade. In any case, congratulations on making the switch to **OS X**. This workshop will explain much of what's new.

Logging In

When you start your computer, it goes through an elaborate startup sequence. You may have noticed in versions prior to **OS X** that when you started up a series of little icons marched across the bottom of your screen. Those are Extension icons, and as your computer warmed up, it turned on these extensions that helped your computer work the way you wanted it to. In **OS X**, there are no more extensions as we know them, but there is still an elaborate startup sequence. Part of that sequence involves you, the user, logging in to the computer.

OS X is designed so that several people can use the same computer. Each user has his or her own folder. When **OS X** is installed on the computer, the first user defined is automatically assigned to be an administrator. Any other users may be defined as administrators or just regular users. In our lab situation here in the SRC, one person (Kathy) is the administrator, and all other users use one folder, named the "lab" folder. On your own computers in your offices, you will most likely be assigned as the administrator of your own computer.

Desktops can be arranged differently, background pictures and user preferences can be different for each named user. Only administrators can create new users, and unless you are an administrator, you can't access anyone else's folders.

In order for the computer to tell who is working on the computer, the person who turns the computer on in the morning needs to log on using their username and password. (If you are using your own computer and no other users have been defined, then it can be set up so that no log-in is necessary.) If you are logging onto one of the SRC computers, the user name is **lab**. Leave the password box blank.

The Desktop



At first glance, things don't look too different in **OS X**. There are still menus at the top of the window, hard disk icons on the right side, and a big desktop area taking up most of the screen. However, some of your old favorite items are missing, other things are new and have not yet become favorites, and some features don't work the way they used to.

The Dock

At the bottom of the window above you'll see a little rectangle full of icons. That is a new feature, called **The Dock**. The dock is used to give quick access to frequently used applications, features and files, and a quick way to access files that are open but not in the front. As you move your mouse cursor over the icons in the dock, they magnify and the title of each appears over the icon, so you know what it's for.

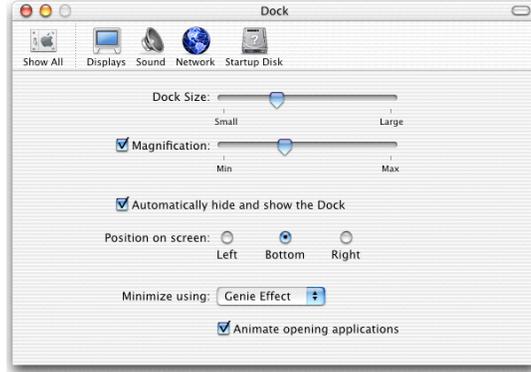


Just click once on a dock item to have it open. Notice that the trash can is now located in the dock instead of the bottom right corner of the Finder window.

Modifying the Dock

The dock can be resized, items can be added and/or deleted, and you can arrange it so that the dock is not visible unless you need to use it. To make changes:

1. Choose **Dock** ⇨ **Dock Preferences** from the blue Apple Menu.



2. Move the sliders back and forth. View the changes while your making them.
3. Turn on magnification if you want to use a small dock. Then you'll be able to see the icons while you're scrolling over the dock.
4. Automatically hide/show the dock if you find that it covers up too much of your document. For example, the dock is covering up the bottom scroll bar of my word document, which I find annoying. If you choose to hide the dock, then move your cursor to the very bottom of the monitor screen to have the dock pop up. It will pop back down after you move off the dock.
5. You can position the dock to be situated on the right or left side of the monitor. The default position is along the bottom.
6. When you minimize an item into the dock, you can choose the "genie" effect or the "scale" effect. The "genie" is ever so much more entertaining, but it takes a fraction of a second longer than the "scale" effect.

Adding/Deleting Items to Dock

Anything you use often can be placed on the dock. Some suggestions include adding a project folder, an application you use frequently, your favorite URLs, and more. However, the dock can only be one row long, so as you add items, the icons for them will get smaller and smaller.

1. To place an item on the dock, simply drag the icon of the item from whatever window it's in down to the dock and release the mouse button. You'll notice that the original doesn't go away. It just creates an alias for the dock.
2. To delete something from the dock, simply drag it up above the dock. It will disappear in a big *poof* animation (no sound).
3. When you click on the yellow button at the upper left corner of a window, it places the document into the dock, getting it off the desktop but making it easy to get out again.

Window Features

Under the blue Apple Menu is a feature called System Preferences....



System Preferences... lets you customize the computer to look and work the way you want. This is also a good place to explain how windows in general work in **OS X**.

At the top of the window above is the Title Bar. That's not new.

On the left side of the Title Bar are three bubble buttons, which are new.

- ❖ The first (left-most) button closes the window.
- ❖ The middle button makes the window minimize. It seems to close, but in actuality, it really moves down into the dock (minimizes) so it won't take so long to open back up.
- ❖ The third button (right-most) zooms the window bigger and smaller, just like the zoom box in older operating systems.
- ❖ In older operating systems, you used to be able to "window-shade" a window so that only the title bar showed. That cool feature is no longer available.

Below the Title Bar is a toolbar area. At the left is a box called Show All. To the right are icons for frequently used System Prefs. At least, what is showing are system prefs that Apple thinks you might use often. In the larger part of the window are icons for all the other system preferences. The advantage of having frequently-used icons in the toolbar area is that they'll show even when you're in another System Preference. In other words, the icon for Displays and Sound will still be available to you even when you're in a different pref, say the Screen Saver or Classic areas.

This is important because, in the default setup, everything stays inside the one window. When you click on a System Pref to access the Screen Saver, the bottom part of the

window opens up that feature. It doesn't open up in a separate window like it used to. If you want to go back and make changes to a System Pref that isn't in the toolbar area, click on the Show All icon to return to the window with all the choices. In **OS X**, this is how all finder windows work.

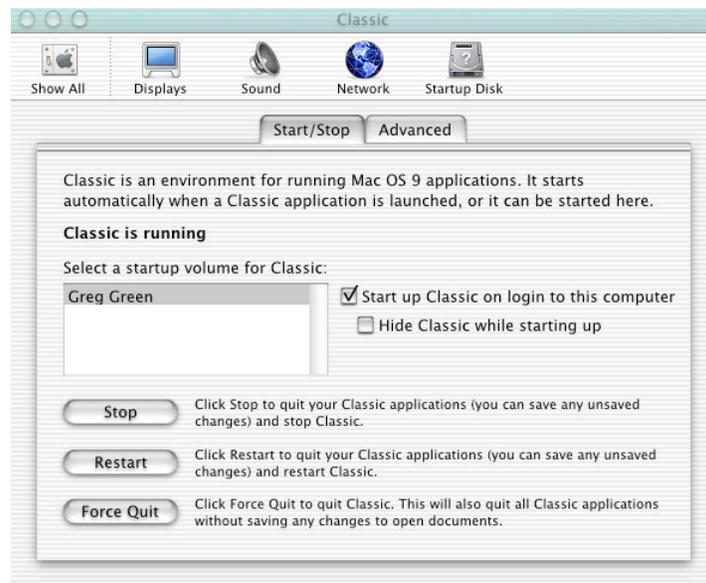
System Preferences

As I mentioned earlier, System Preferences... lets you customize the computer to look and work the way you want. Let's discuss some of these areas.

Classic

The classic environment runs older applications that have not been made specifically for **OS X**. In other words, nearly everything you want to do using anything you already have will be done in the classic environment.

To turn on the classic environment, choose the Classic system pref.



I recommend clicking the little box that has Classic start up when the computer is turned on. That way you won't have to stop in the middle of a workshop to wait for Classic to start. It will, however, take longer for everything to start up in the morning. Then when you open a document that was created in a classic application, say PhotoShop 6, the computer automatically switches to OS 9.2 operating system to run your application.

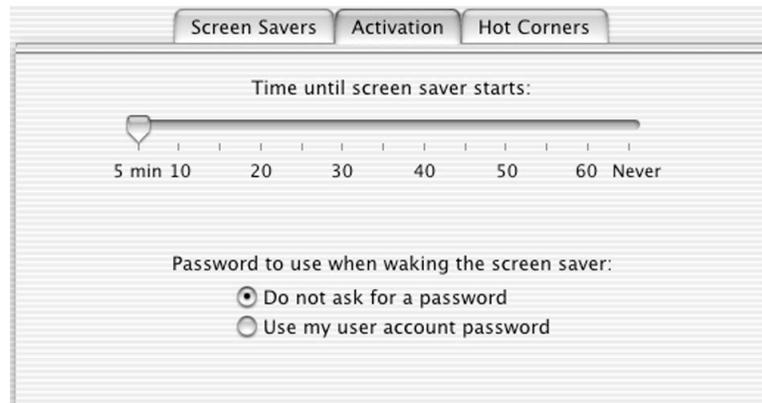


When Classic is launched, either when first logging in, or during a work session, you'll see this dialog box. After several minutes, your OS 9.2 system will be available.

Screen Savers



The Screen Savers System Pref allows you to choose some very cool screen savers. The pictures morph from one to another, giving the viewer a nice slide show. You can even create a custom slide show.

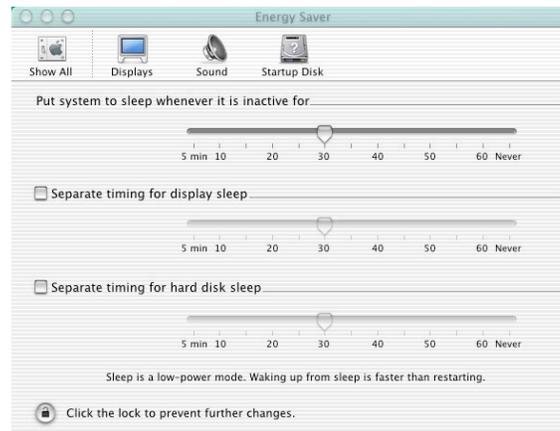


On the Activation tab, you set how long the computer must sit idle for the screen saver to start working.

You can also set the screen saver up to require a password to turn it off. This is a good way to protect your computer from prying eyes. However, it is fairly easy to get around this password protection, so if you really need a secure computer, don't rely on this for security.

It's a good thing that the default choices are so visually appealing, because older screen savers don't work in **OS X**.

Energy Saver



If you leave your computer for long periods of time, it might be better to have Energy Saver come on than to just use the Screen Saver. Energy Saver turns everything to sleep, so the monitor will look black. However, it takes less time to wake up from Energy Saver than it does to turn everything back on. Some people leave the computer on all the time, and just have it go to sleep when it's not in use. I don't have an opinion on which is better – sleep or off. I've heard arguments touting both.

Startup Disk (Switching from OS X to OS 9.2)



Although you can access your older classic applications using the Classic environment, you may decide that it's more to your liking to actually be in OS 9.2 to work on older applications. The need to switch back into OS 9.2 is less prevalent than when OS X first came out, because now many programs work well in OS X. The major reason that I am familiar with is if you're trying to use an old peripheral, such as an old scanner, for which there is no driver to use in OS X.

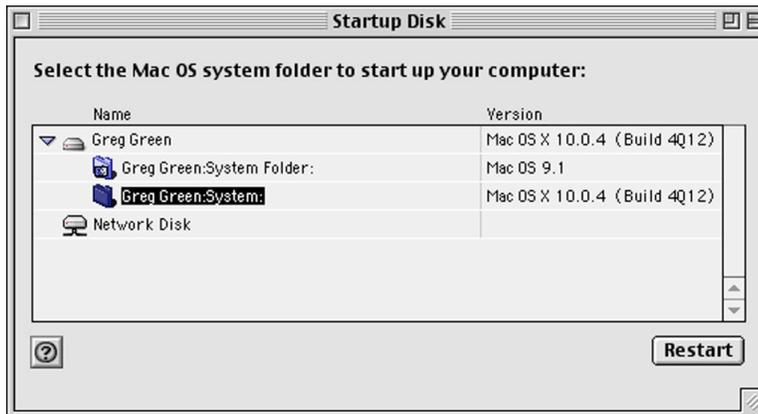
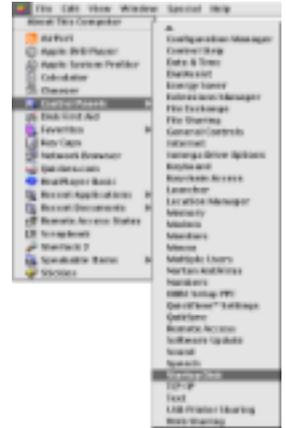
In any case, to switch from OS X to OS 9, you choose OS 9 in the Startup Disk System Pref. Then restart the computer by clicking on the Restart button.

This choice can only be made by the system administrator. In other words, you won't be able to make this choice on the lab computers, but you will be able to make this switch on your own computer.

Switching from OS 9 to OS X

If you've set the computer to start up in OS 9, then to get back into **OS X**, what can you do? There isn't any System Pref for selecting the startup disk. Ah, but there is a Control Panel that allows you to set the startup disk.

1. From the Apple Menu, choose **Control Panels** ⇨ **Startup Disk**
2. If necessary, click on the arrow next to the name of the Hard Disk (Greg Green in the example below).
3. From the choices, click on the version that indicates **Mac OS X**.



4. Click on the Restart button at the bottom of the window. The computer will turn off and turn back on in **OS X**.

There are many other System Preferences for you to check out on your own. The ones we've covered here are the ones I think you'll find most useful.

The Finder

Close the System Preferences window by clicking on the orange, left-most bubble button in the Title bar.

If no windows are open, double-click on the hard disk icon on the right side of the screen. It even looks like an internal hard disk (in case you were wondering). The window that appears represents the computer. It looks a lot different from what you saw when you clicked on the hard disk icon in prior OS versions. This window only has two icons: the hard disk icon again, and a globe named Network. Any ZIP drives connected to the computer will also show up here.



As was discussed earlier in the section describing windows in general, there is a **Title Bar** at the top of the window, followed by the **Toolbar**, and then the main portion of the window. The Toolbar remains even when the contents in the lower part of the window change. However, you can turn the Toolbar off.

As you click on icons to open new folders, you'll notice that you don't get a new window for each new folder. Instead, the contents in the main portion of the window changes to show the contents of the new folder. To move back up a level, hit the Back button.

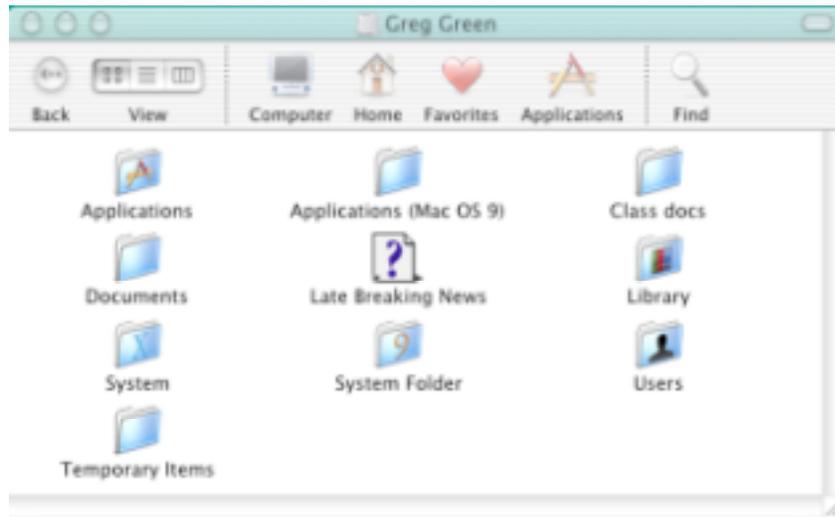
The Toolbar

In the Toolbar area, there is a Back button that works much like the back button in a web browser—it moves the window contents back to a level above. You'll notice, however, that there is no forward button. The next icon allows you to choose what View you'd like to use. The three choices are Icon, List, and a new one, Columns. They will be discussed shortly.

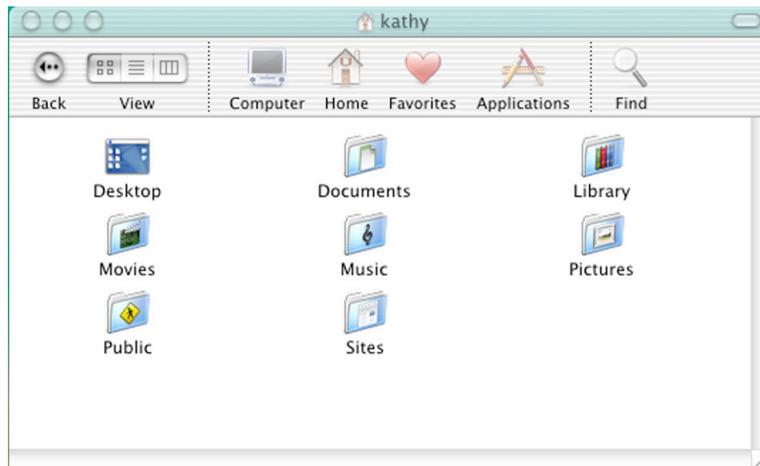
On the right of the separator line are several more icons:

- ❖ The **Computer Icon** takes you to the top level of the computer. The picture above is the Computer level.

- Clicking on the **Hard Disk icon** (Greg Green) will take you to what you're used to seeing in OS 9 or before ... it's the stuff located on the hard disk.



- ❖ The **Home Icon** takes you to your very own folder. No one else can get into your folder. When another user logs in to this computer, when they click on the Home Icon, they will be taken to their own folder, not yours.

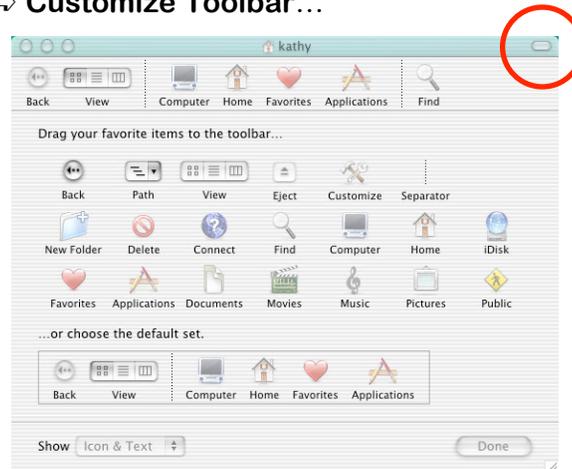


- ❖ Clicking on the **Favorites Icon** takes you to a folder that contains a Documents folder and an Home Icon. These items relate only to the user who is logged in. When a different person logs in, their Favorites Folder will contain their personal information, not anyone else's.
- ❖ The Applications Icon takes you to the Applications folder. This is the folder containing only **OS X** applications. Unfortunately, lots of the software you want to use is in the Applications (Mac OS 9) folder, which isn't automatically placed on the Toolbar.

Customizing the Toolbar

The Toolbar can be customized to contain items used most frequently, and/or to remove items not used often.

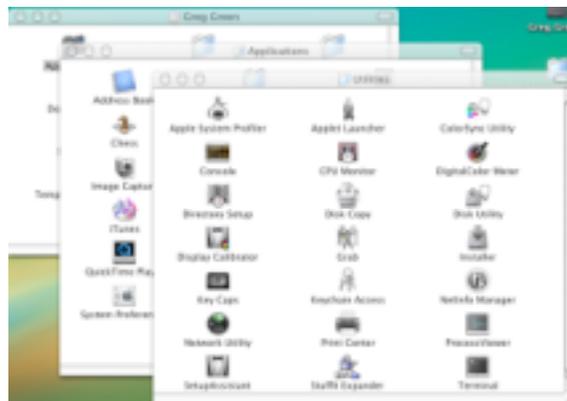
1. In the right corner of the Title Bar, there is a little clear jelly button. You can turn the toolbar on and off with that button. If the toolbar is not currently showing, click on the button so that it shows.
2. Choose **View** ⇨ **Customize Toolbar...**



3. If you want to add an item to the toolbar, simply drag it up onto the toolbar. If you want to remove an item, drag it down off the toolbar.
4. The default style shows both icons and text labels. Once you've become familiar with what each icon is for, you may want to switch to text only or icon only. At the bottom of the box is a Show... button that allows you to set the style.
5. When you're satisfied with your toolbar, click on the Done button.

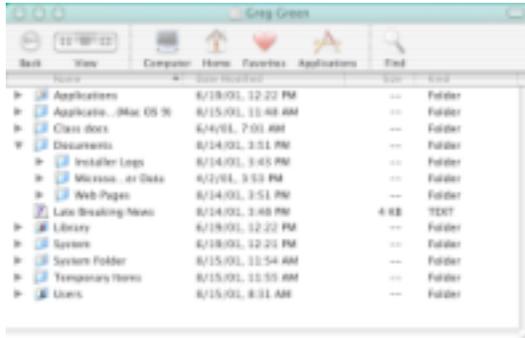
Multiple Windows

As I stated above, usually you only have one finder window on the desktop, and the contents change. However, if you turn off the toolbar, then you will get multiple windows, like the old-fashioned OS 9 and before.

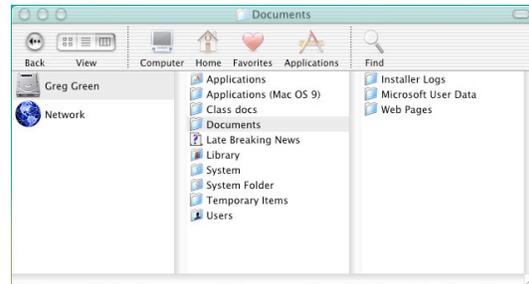


Window View Styles

As in prior versions of the Mac OS, you can view windows in several different ways. Icon View and List View work just the same as they did before. The Button View has been replaced by the Column View.



List View



Column View

Column View is a hierarchical system. As you click folders, they list to the right of the existing column. Using the scroll bar at the bottom of the window, you can scroll back to the left to go to any prior level.

After using Column View for awhile, I have to say that it has become my favorite view, although it did take some getting used to. It is the easiest way to maneuver among folders. Also, **save** and **open** dialog boxes now work just like the Column View.

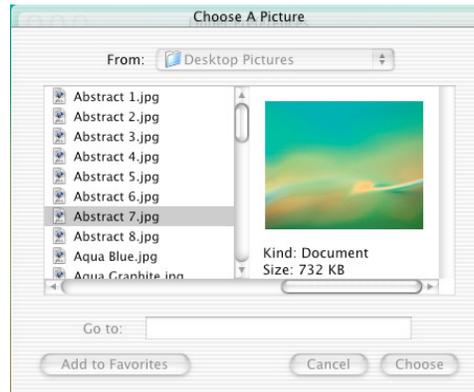
Finder Preferences

1. Choose **Finder** ⇨ **Preferences**.



As you can see above, this is where you can select a picture for your desktop and change the size of your icons..

2. Click on the Select Picture... button.



3. A list of supplied pictures for the desktop opens up (see Abstract 1, Abstract 2, etc.). Click on one of them and you'll see a preview of the picture. Keep at it until you find one you want to use for your desktop. Then click the Choose button at the bottom of the window.
4. When you return to the previous window, just close it.
5. If you have photos of your own that you'd like to use as your desktop picture, simply put them into the Desktop Pictures folder.

Hard Disk ⇨ Library ⇨ Desktop Pictures

Tip

If you are really creative, or if you like chaos, you can also use these same pictures as backgrounds for your folders. Each folder can have the same picture, or every folder can have a different picture. Just check out **Show View Options** under the **View Menu**.

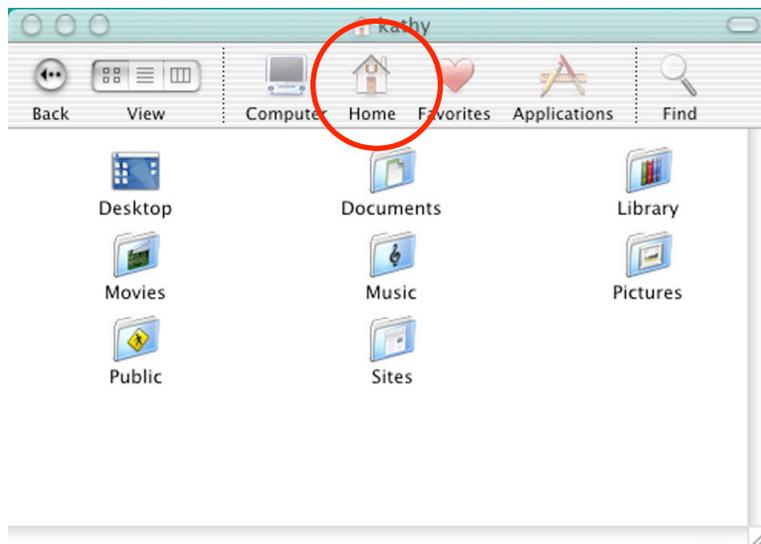
Where is it?



Open up your hard disk window. This folder contains two application folders (1 for **Mac OS X**, 1 for Mac OS 9), two system folders (1 for **Mac OS X**, 1 for Mac OS 9), a Library Folder, a User Folder, a Documents folder, and a Temporary Items folder. The folder may also contain other items, but all the folders mentioned above were installed when **OS X** was installed and *must* remain where they are and *can't* have the names changed.

These folders are accessible by all users of the computer. If you share a computer with others, this is not a good place to store documents that you want to keep private.

Now click on the **Home Icon** in the Toolbar.



The Home Icon takes you to your own private folder (unless you're in a lab situation, where every user shares the lab folder). As you can see, there is a Documents Folder and

a Library folder here, also. These are *NOT* the same folders as reside on the hard disk window. They are specific to only one user; whoever is logged in. When a different person logs in, they will have their own Home Icon with their own Documents and Library folders. There is also a Public folder. If you want to share documents with others, put them into the Public folder because no one else can see anything in your Home folder.

When you want to save a document, the best place to put it is inside your own Documents folder. To do so, choose:

Desktop ⇨ Hard Disk ⇨ Users ⇨ Your Name ⇨ Documents

OS X is much less forgiving about letting you put anything anywhere on the computer. It is best to make it happy and put things where it wants them.

Mac OS X Applications

When **OS X** is installed, a few useful applications are included. Some of these are similar to what you've used before, such as Calculator, Stickies, QuickTime Player, Sherlock, and more. There is a new Chess game, which is harder to play than the old puzzle. SimpleText has been replaced by a program called TextEdit. It is not greatly enhanced from SimpleText.

Internet Explorer is installed as the default web browser. You may want to use it because it was created for **OS X** and Netscape wasn't.

When **OS X** is installed on your own computer, you may want to check out a few programs that we won't cover here. The Address Book feature lets you keep track of your contacts. The Mail application lets you send and receive mail. You can coordinate Mail with the Address Book to keep track of e-mail addresses. I have never used either program so I don't know how they compare with Eudora or Entourage.

Setting Up a Printer

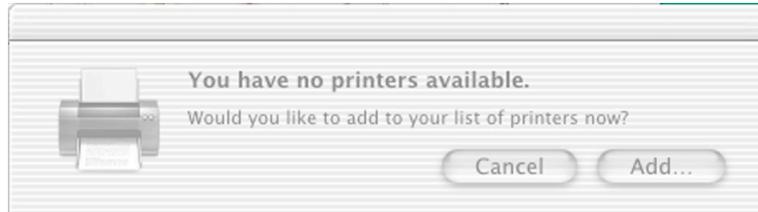
When **Mac OS X** is first set up, it doesn't know anything about how to print. You have to tell it where the printer is and what it is called before you can print.

1. Open the Utilities folder, located inside the Applications folder.
2. Scroll until you see **Print Center**. Double-click to launch it.

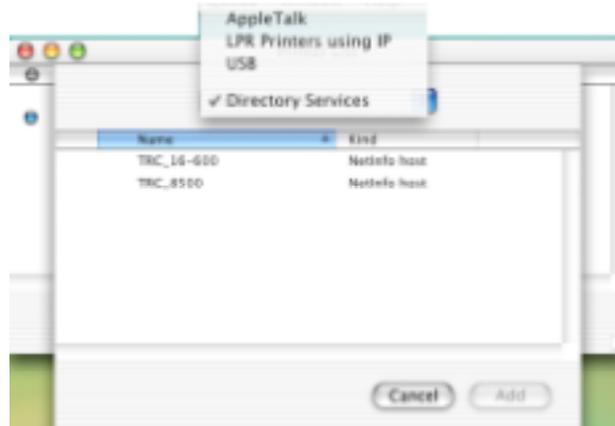


Print Center

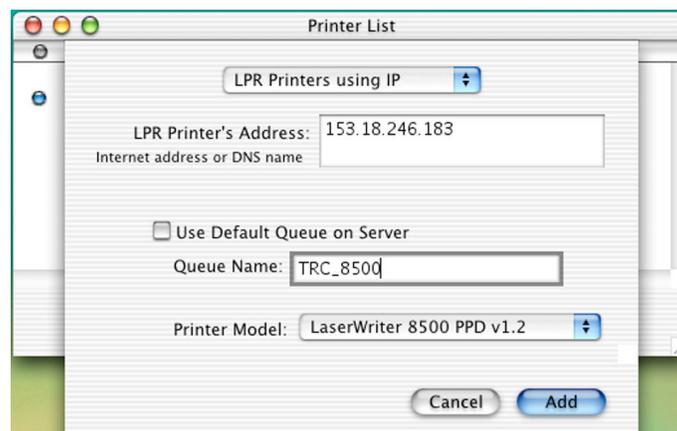
3. If no printers have been defined yet, you'll see the following dialog box. Click on the Add button.



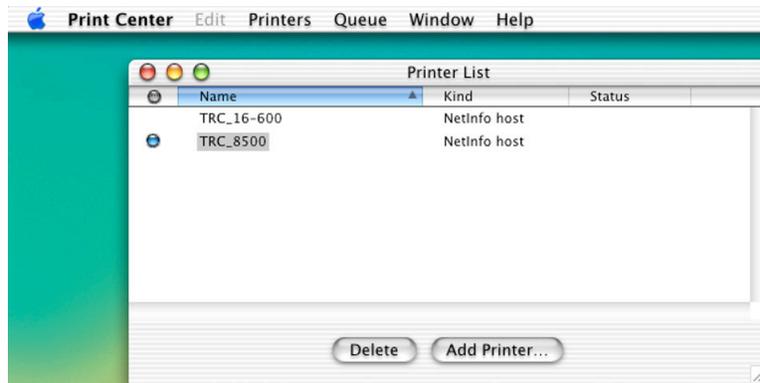
4. In the box that appears, hold down on the Directory Services box at the top of the window and drag up to **LPR Printers using IP**. (These instructions are for setting up a printer on the Ethernet Network.)



5. In the next box, type in the printer's address. Each printer at Foothill has the printer address attached to the printer. Click **off** the check mark next to **Use Default Queue on Server** and give your printer a name in the box. If you don't do this, then the printer will have a memorable name, such as 153.18.246.xxx. Choose the printer type from the list and click the Add button.



6. Continue adding printers that are in your work area. The last printer you define will be the default printer. If you want to switch to a different printer for default, click on that printer in the list and choose **Printers** ⇨ **Make Default**.



7. Click on the left-most orange button to close the Printer List.

iTunes

Introducing iTunes—digital music the Macintosh way. iTunes features a clean powerful interface for importing music CDs to MP3 files, creating playlists, burning music CDs, moving music to your portable MP3 player and listening to hundreds of radio stations on the Internet. iTunes does all this and more. Check the version on your computer and if it's not 1.1.1 or later, you'll need to upgrade by downloading it from the Apple website. It's free. iTunes 1.1.1 adds support for burning audio CDs, full-screen visual effects, and overall stability and performance.

The first time you launch iTunes, you'll get the following wizard, which helps you set up iTunes.

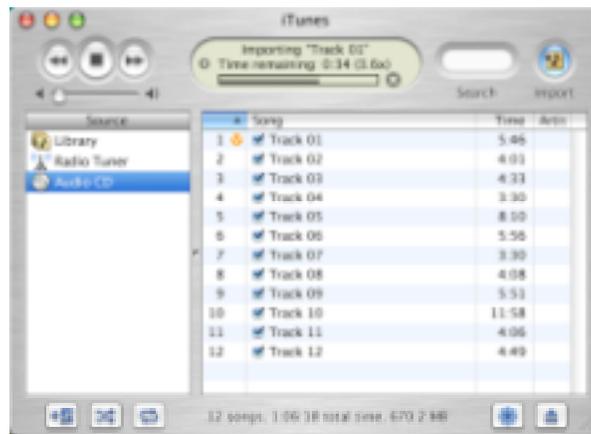


Answer the questions, click on the Next button, then click on the Done button. If you're not sure how to answer the questions, just leave it at the default setting.

Getting Songs into iTunes

If you already have MP3 files on your computer when you set up iTunes, it will compile a list of them and they will appear in the iTunes library. If you have CDs of your own with songs you'd like to add to the collection, follow these instructions:

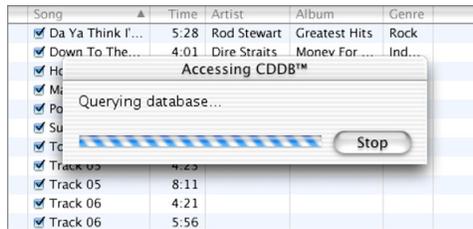
1. If iTunes isn't the active application, make it so. Insert the CD into your CD drive.
2. After a short wait, the title Audio CD will appear in the Source list (left of window) and the number of songs and their length will appear on the right side of the window.



3. When you first start, there is a check mark next to each song. That means they will all be imported. If you only want to import selected songs, click in the boxes of songs you don't want to import to turn off their check marks. Then click on the Import Button at the top right of the window.
4. The first song to be imported begins playing. You know which song is being imported because a small orange circle appears next to the song number. It takes less time to import than it does to play the song, so the song continues playing as the next song is imported.
5. Once a song is successfully imported, it gets a green checkmark circle in place of the orange circle. Also, the new songs appear in the Library list. Of course, they are probably still named Track 01, Track 02, etc. You'll need to title these songs.
6. Choose **Advanced** ⇨ **Get CD Track Names**



- If you are connected to the Internet, iTunes will access a site to get information about the CD, such as the name of the song, the album it's on, and who the artist is. All that information will be returned within a few seconds, and the song is automatically sorted. How cool!



- If you decide you don't want a particular song anymore, select it from the Library and hit the delete key. You will be asked if you want to move the song to the Trash, also.



Setting Up a Playlist

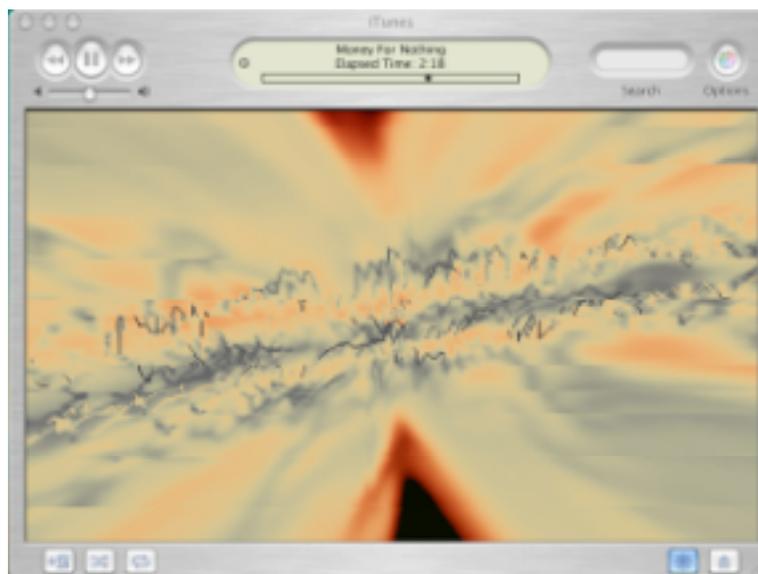
You can play all the songs on your playlist. But there may be times when you don't want to hear everything; you're just in the mood for a few particular songs. It's very easy to set up a playlist to include only a few (or many) songs.

1. Choose **File** ⇨ **New Playlist**.
2. Give the playlist a title.
3. Click on the Library selection from the left list. Click on the songs you'd like to listen to. Holding down the Apple key allows you to select songs that are not right next to each other.
4. Once you've selected songs, drag them over to the new playlist you just created and let go of the mouse.
5. Double-click on the title of the new playlist to have it appear in the window on the right.
6. To play the songs, click on the middle Arrow Button at the upper left of the window. If you want the songs to shuffle instead of playing in order, choose **Controls** ⇨ **Shuffle**. To quit playing the song, click on the middle Pause button (it used to be the arrow button – it's an on/off switch).

Psychedelic Music Show

Did you ever attend a concert at Winterland in the 60s or 70s? If so, you might remember the mind-altering visual shows that accompanied rock bands. Well, you can simulate that experience using iTunes.

Click on the little flower icon at the bottom right of the window. The show can be viewed small, medium or large, or you can have it take up the entire monitor screen. Make your choice under the Visuals menu.



Exporting Songs

Well, what goes in, must come out. Not really, but you can make CDs of your music play lists. It can be really easy. If you have the right burner, all you have to do is click on the Burn CD button (upper right window) and follow the instructions. However, I've found that if you don't have the right burner, it's easier to use the software that comes with your CD burner than to try to use iTunes.

Since we're not all set up here to burn CDs, we're not going into more detail about this now.

iMovie & iPhoto

Mac OS X also ships with two consumer-level multimedia programs: iMovie and iPhoto.

iMovie allows you to create great video movies with your digital camcorder. iPhoto allows you to download digital pictures from your digital camera and then save, edit, and print them. We will not be discussing these programs in more detail at this time.