

Using the Macintosh OS 10.5.6 (Leopard Edition)

The Opening Screen Menus

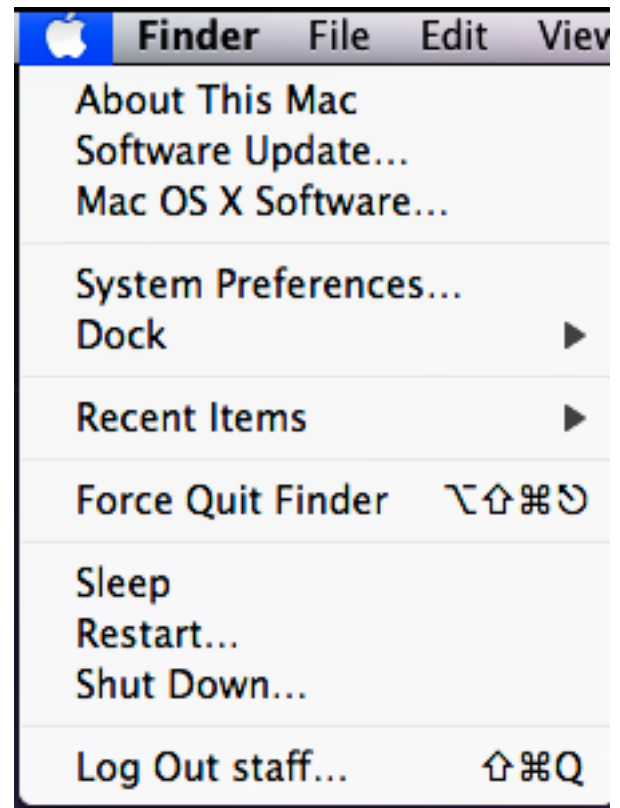
The Macintosh opening screen has menus across the top, the local drive icon in the upper right corner of the screen, and the Dock positioned along the screen bottom.

The Apple menu. This menu has Mac-wide commands like SLEEP, RESTART, and SHUT DOWN. In Mac OS X, this menu does not change. Use the Shut Down command if you do not plan to use the computer for a day or two.

The Menu bars. The most important commands for the running program are placed in menus that drop down. The first menu in every program (the application menu) tells you what program you are using.

The File and Edit menus are placed following the application menu. The FILE menu contains commands for opening, saving, printing, and closing files. The EDIT menu contains the Copy, CUT, and PASTE commands.

The Help menu is usually the last menu. It opens a miniature Web browser that you use to search the online Mac help files.



The Dock

This ribbon of icons is a launcher for the programs, files, and items you use often. Click a Dock icon once to open it. The icon on the dock of a program that is running will show a small white dot beneath the program icon.



The Trash can.

The TRASH CAN is positioned at the extreme right of the DOCK. A handy keyboard shortcut to open or empty the trash is CONTROL-CLICK (point to the TRASH icon, press down the CONTROL key, and click the mouse). A shortcut menu appears. Click on OPEN to look at the files that are in the TRASH. Click on EMPTY TRASH to delete the files in the TRASH CAN.



Restart

Use the following method to restart your Macintosh:

- Choose RESTART on the APPLE menu. You are asked if you are sure. If you have changed your mind and do not want to restart your computer, click the CANCEL button. If you do want to restart the system, do nothing (and your computer will restart automatically after a pause) or click RESTART.

The Home Folder

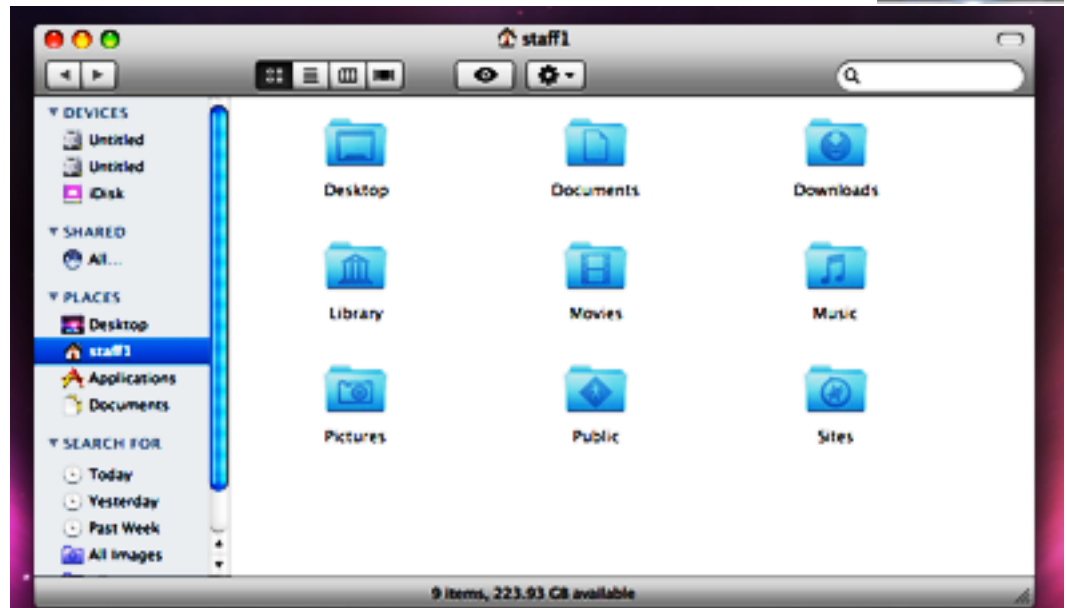
Click the **FINDER** icon (usually the first icon on the Dock). The Home folder in the *Macintosh* computer opens. Below is a screen picture of the **STAFF1** folder in the *Macintosh* hard drive. Note the **DOCUMENTS** and **DOWNLOADS** folders. They will be cleared of user files regularly.



Three Window views

Along the top of the Staff 1 dialog, note the icons (from left to right) showing these views:

1. Icons, as shown in this picture (in icon view, every file, folder, and disk is represented by a small picture).
2. Files as a single list.
3. Files in a series of columns.
4. **COVER FLOW**. Click on **COVER FLOW** icon, and you can see how this format displays the folders.



The Red, Yellow, and Green Buttons

Clicking the red button (the **CLOSE** button) closes the window, which collapses back into the icon from which it came. The universal keyboard command for the **CLOSE** button is **COMMAND-W**.

Clicking the yellow button minimizes a file window, and its icon appears on the right side of the **DOCK**. To restore the window, click the newly created **DOCK** icon. If you have trouble clicking on the small yellow minimize button, just double-click any part of the entire Title bar.

Opening folders in windows

If you double-click a folder in a window, the original window disappears, allowing the contents of the opened folder to replace the previous window. If you want to backtrack, click the tiny left-arrow button, located beneath the three buttons in the upper left area of the window. If, however, you want to move a file from one window to another, you may want to open another window. Open another window by dropping down the **File** menu and choosing **NEW FINDER WINDOW** (shortcut keys: **COMMAND-N**).

Quickly Switch Between Applications

It is easy to have multiple applications open at the same time. To quickly switch from one to another, just hold down the **COMMAND** key and press the **TAB** key (**COMMAND-TAB**). Mac OS X immediately displays a mini-Dock with icons for each of your open applications. At the left side of the mini-Dock, you'll see the icon for your current application. Next to it (and highlighted), you'll find the icon for the application you last used. Each time you press the **TAB** key (without releasing the **COMMAND** key), you can cycle through your open applications.

Quick Look

Quick Look is a new feature in *Leopard*. It lets you browse files without having to open an application. Follow these steps:

If you plan to use a variety of documents in one sitting when using a Macintosh in a room used by many other people, you can create a stack of your documents as long as you remove your documents from the stack before you leave.

The Mac OS X Leopard has two premade stacks: DOCUMENTS and DOWNLOADS. On your own computer, you can keep things like spreadsheets, presentations, and word processing documents. You can drag files to the documents stack or save them to the stack from an application or a download. The download stack captures all of your Internet downloads and puts them in this one convenient location. Files you download in *Safari* go into the DOWNLOADS stack. When a file is finished downloading, the stack notifies you by bouncing and puts the new file on top so it's easy to find. These stacks automatically show their contents in a fan or a grid based on the number of items in the stack.

To create a stack, drag any folder to the right side of the Dock, and it turns into a stack. Click a stack, and it springs up from the DOCK in either a fan or grid. To open a file in a stack, click the file once. You can set the sort order so that the items you open frequently appear at or near the top of the stack.

To customize a stack, position the pointer over the stack icon and hold down the mouse button until a menu displays. Choose the settings you want from the menu.

To remove a file from a stack, open the stack and drag the item out to where you want it. To delete the file, move it to the trash.

Using Safari

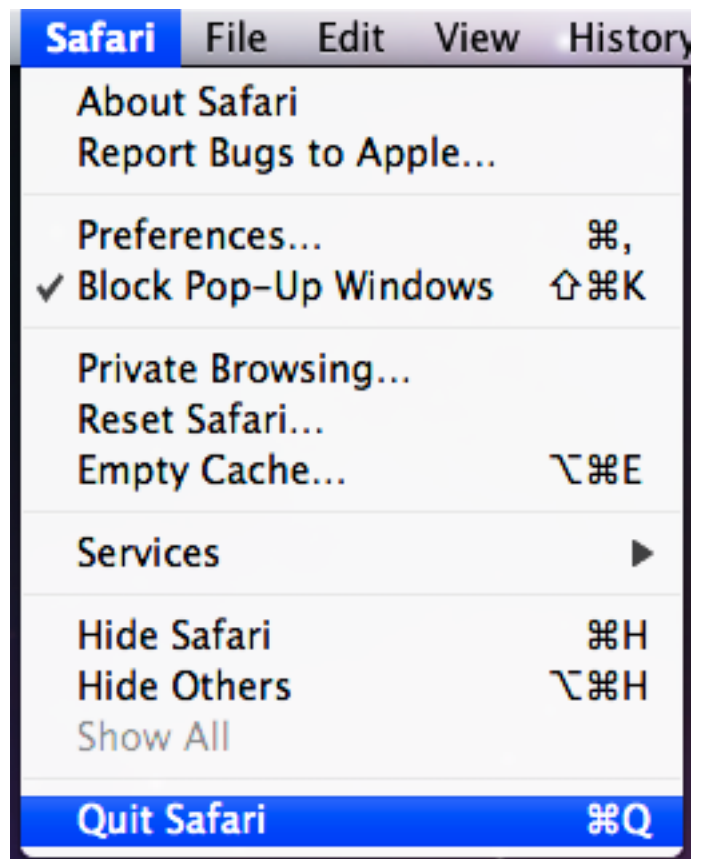
Block Internet ads and pop-ups

1. Open *Safari*. This program's icon is usually found on the Dock.
2. Choose BLOCK POP-UP WINDOWS from the *Safari* menu

Create a Bookmark

If you visit the same websites on a regular basis (on your own computer), you can save yourself some time and keystrokes by creating bookmarks for those sites. The easiest way to create a bookmark is to:

1. Go to the site for which you'd like to create a bookmark.
2. Click the + sign in the Safari toolbar.
3. In the Sheet that drops down, type the name you want to use for the site, choose the folder — "News," for example — where you'd like to keep it, and click the Add button.
4. You are finished. Next time you want to go to that particular site, instead of typing the name of the site, simply click the News folder (found in the Bookmarks bar of most Macs), and choose the name you have specified from the menu that appears.





This screen picture of the Dock shows which programs are running with the small white dot beneath the program's icon.

Contextual Menus

Many applications, including the **FINDER**, take advantage of special shortcut menus, often called “context” or “contextual” menus. You can use such menus to quickly choose commands or perform actions specific to an active window or selected item. Try using this method to open menus, even when you are not sure there is such a menu attached to what you are working on. You may be surprised. Different items appear in a shortcut menu, depending on the context. To see the shortcut menu for an item, hold down the **CONTROL** key and click the item.

Try these examples:

- You are in a folder in the **FINDER**, and you hold down the **CONTROL** key and click the folder. You can use the shortcut menu to open, duplicate, and compress the folder in addition to other options.
- In a **TEXTEDIT** document, you can open a shortcut menu especially for modifying tables.

The Dashboard

The **DASHBOARD** is opened by clicking on the icon shown at the right of the **Finder** in the screen picture of the Dock at the top of this page. Close it by clicking on the dashboard screen.

When you open the Dashboard, you will see certain handy applications. They are shown here (clockwise):



- A calculator.
- A temperature calendar.
- A clock showing the current time. It also has a second hand.
- A calendar with the current date highlighted.

Click the **X** within a circle, and you see a group of “widgets.” See the picture below. Some of these small applications are very handy for use on your personal computer, and some are all right to use in a lab.



Place an application icon on the Dock

On your own personal computer, add an application icon to the Dock if this application is one you use frequently.

1. Double-click on the FINDER, set the view to ICONS, and click on APPLICATIONS.
2. Drag the application icon you want and place it on the DOCK at the left of the separator (which is just to the left of the TRASH).
3. If the application is open, place the pointer over its icon in the dock, hold down the mouse button, and choose "Keep in dock" from the pop-up menu.

The Divider in the Dock

View this screen picture (below at right) of the portion of the dock just to the left of the Trash that shows the Divider in the Dock.

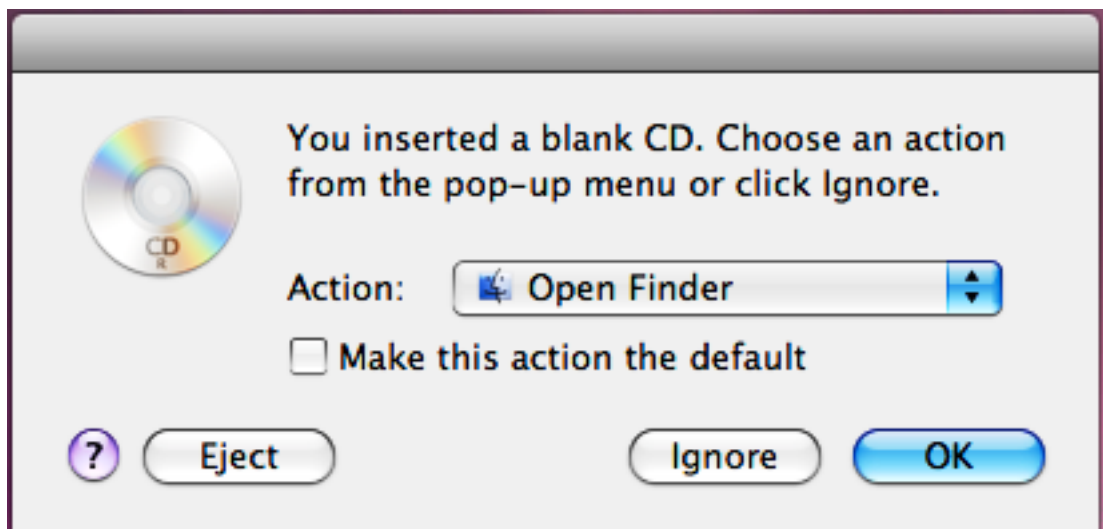


Burn a CD or DVD

The Finder can burn files to a CD or DVD. Mac OS burns discs that can also be used on Windows computers and other types of computers.

To burn a CD or DVD:

1. Insert a blank disc into the optical drive of your Macintosh computer with the *Leopard* Operating System.
2. You will see the notice shown in the screen picture at the right.
3. Click OK button.
4. Double-click the disc to open it, and drag the files and folder you want to burn.



The Finder places aliases to the files on the window of the disc. When the disc is burned, the Finder identifies the items on the disc with the same names as the aliases in the disc window.

5. Choose File > Burn Disc, and follow the instructions.
6. If you change your mind and eject the disc without burning it, the FINDER creates a burn folder with the items you copied to the disc, and places that folder on the desktop.
7. On your own computer, if you frequently burn the same items to a disc, create a burn folder by choosing FILE > NEW BURN FOLDER, and then copy those items to it. To create a disc with those items, just open the burn folder and click BURN.

Notes on Burning Discs

You can't burn the files

If you can't burn files on a recordable disc, the disc may be dirty or scratched. Clean the disc with a soft, damp cloth, working from the center to the edge. If the disc is scratched, try another disc. If your CD or DVD drive seems to vibrate or make noise, the disc's weight may be slightly off center. Stickers or unbalanced labels that have been placed on the discs may add to such a problem. You may not have the correct type of disc. If your disc is CD-R or DVD-R, you can burn to it only once unless you set up the disc for multisession burning using Disk Utility.

Make sure your computer has a recordable optical drive

The Macintosh computers in the HUB do have recordable optical drives. If you have a Macintosh and you are not sure it has an optical drive that can burn CDs and DVDs, open SYSTEM PROFILER. Look in System Profiler's hardware list and click DISC BURNING. The CD-WRITE item tells you which type of discs you can burn.

Problems inserting discs

Open CDs & DVDs PREFERENCES to see how your personal *Macintosh* computer is set up to handle discs when they are inserted. If the computer is set to ignore a blank disc when you insert it, you will not be able to see it or record on it. This is not a problem on any of the HUB Macintosh computers.

If the computer ejected your disc after you inserted it, you may need to clean your disc. Wipe the reflective side with a soft, damp cloth, working from center to edge. If the disc is scratched, it may be unreadable.