Macintosh General Help

The Macintosh computers on campus use Mac Operating System 10.6. OS 10.6 differs in many ways from what is now called the “classic” OS 9. This help sheet will help you to better orient yourself with these computers as well as answer some commonly asked questions.

There are 3 main areas in Mac OS X (10.6)

1. Menu Bar
2. The Dock
3. Desktop

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3. Desktop

2. The Dock

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Menu Bar

1 2 3 4 5 6 7 8

1. *Apple Menu*
   Here you will find system options such as **logout**, **shutdown**, **recent items**, and **system preferences**.
2. *Finder*
   Here you will find all of the main system abilities available to the finder such as **system preferences**, and the **services** menu.
3. *File*
   The file menu contains all the options for working with and manipulating files and windows. Options such as **New Finder Window**, **New Folder**, **Close Window**, and the like.
4. *Edit*
   Use this to **copy** and **paste** items such as files, pictures, etc.
5. *View*
   Use this to manipulate how you view directories and files.
6. *Go*
   This is a quick menu for common places you may want to visit. Some selections are **Home**, **Disk**, **Favorites**, and **Connect to Server**.
7. *Window*
   This menu helps manage the different windows you may have up at any given time.
8. *Help*
   This is an excellent resource to answer any questions that may not be answered here.

9 10 11

9. *Administration Panel*
   There is nothing of use under this menu, unless logged in as an administrator.
10. *Sound*
    Use this to adjust the sound. Alternatively, there are sound buttons on the top right side of your keyboard.
11. *Time*
    This menu controls how the time is displayed. You may also a calendar from here.

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The Dock

The Dock (also known as) quick bar is one of the most important areas of the operating system. It is here that shortcuts to commonly used applications have been placed. This is also the area where open application and document icons will be displayed.

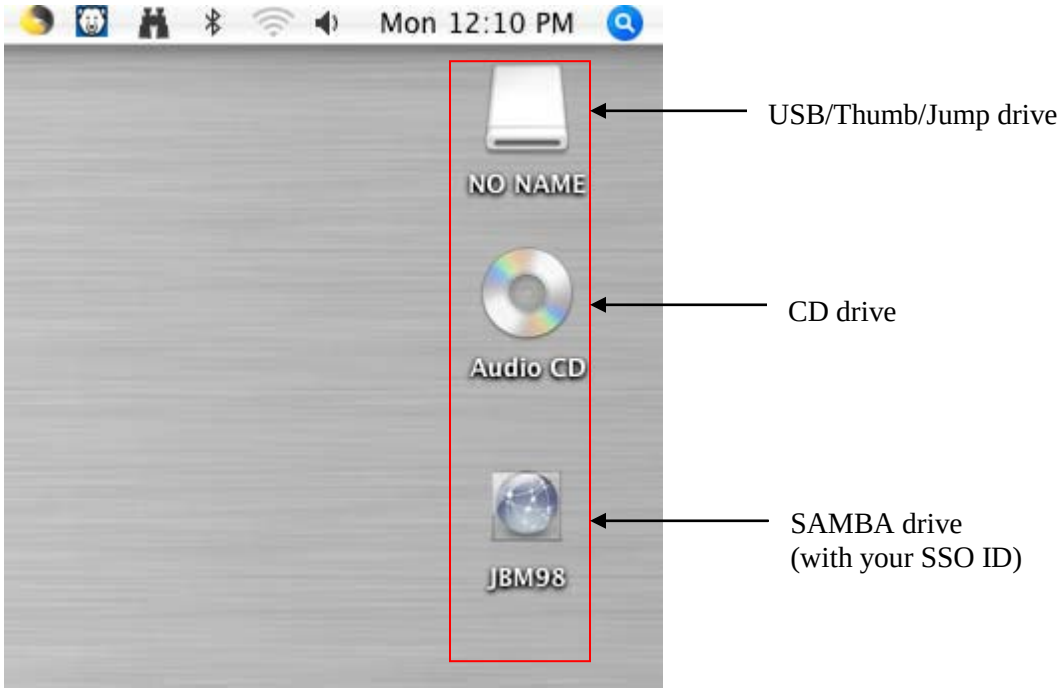
Notice in the picture below, some of the application icons in 1-10 have dark arrows below them. When an application has one of these arrows underneath it, it means the application is currently open. Clicking on this icon will bring the application to the forefront.

1 2 3 4 5 6 7 8 9 10 11 12

1. *Finder*
   The core utility in Mac OS 10.6. It is used to move about the file system.
2. *Safari*
   Apple's native web browser. For more information you may visit: http://www.apple.com/safari/
3. *Mozilla*
   Another web browser. For more information you may visit: http://www.mozilla.org
4. *Microsoft Word*
   Word Processor
5. *Microsoft Powerpoint*
   Software that allows you to easily develop and present presentations.
6. *Microsoft Excel*
   Spreadsheet software.
7. *Terminal*
   Gives user access to the command line. Since OS 10.6 is based off of Free BSD, which is in turn based off of UNIX, most UNIX commands should work here.
8. *Samba*
   Allows users to connect to their Samba (or "K-Drive"). This utility will bring up a login dialogue. After logging in, your Samba drive will appear on the desktop. To unmount it, simply drag it to the trash.
9. *My Gateway*
   Opens the My Gateway site in **Safari** (see #2)
10. *Logoff*
    A quick and easy way to log off the computer. **BE SURE TO LOG OFF AFTER YOU ARE FINISHED!**
11. *Applications*
    You may click on this to bring up a folder full of applications. Alternatively, you may click and hold to receive a pop-up menu which is easier to use.
12. *Trash*
    You may drag files here to discard them. You may also drag disks and network drives here to eject/disconnect them respectively.

Desktop

The desktop is where all of the aforementioned items are located. When you connect a peripheral device, insert a disk, or connect a network drive, they will all appear on the right side of the desktop marked by the white box. You may eject/disconnect these items by dragging them to the trash located on the quick bar.



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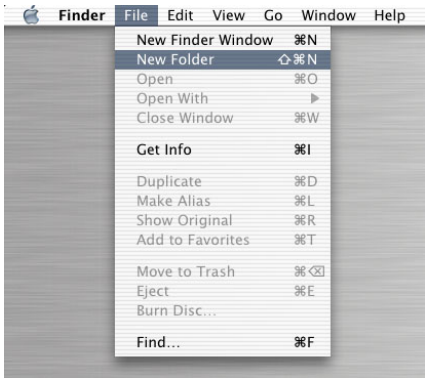
Frequently Asked Questions (FAQ)

How do I create a new folder?

While the Finder application is on top, click on **File -> New Folder**



How do I delete a file/folder?

1. Drag the file/folder to the trash can
2. Click and hold the trash. A menu option will come up and you may empty the trash.

How do I eject a disk or disconnect a network drive/peripheral?

Drag the disk/drive/peripheral to the trash or
disks can be ejected by pressing eject button on keyboard

How do I copy files from one disk to another?

1. Insert the first disk
2. Drag the files you wish to copy from the disk to the desktop
3. Eject the disk
4. Insert the second disk
5. Drag the files from the desktop to the disk icon

Some Helpful Hints

- ⇒ The system is wiped clean when you log off. Be sure to save your work somewhere off the local computer. You may try your Samba (or "K-Drive"), a rewritable CD, or a USB Drive.
- ⇒ Use the built in Help! This is an excellent resource of information and can most likely solve most problems that come up.