MAC BASICS



WHAT IS MAC?

Introduction

While many users are only familiar with Windows computers, working on a Mac is both extremely user friendly and offers a variety of included creative software.

What is Mac?

Desktop computers and laptops are typically broken into two categories: PC (which run Windows) and Mac. Unlike Windows operating system, which can run on various brands, Apple is both a computer manufacturer and its own operating system. What this means is every Apple computer will run a Mac operating system.

Mac and PC computers speak a different language, and because of this you will need to use the Mac version of software in order for it to work.

Why use Mac?

A lot of computer use comes down to personal preference but some of the common arguments for using a Mac include:

- Well designed: High build quality, and reliable
- User friendly: Easy to use software
- Customer Support: Apple store locations with the onsite tech help at the Genius Bar
- *Creative software:* All Macs come with a host of free creative software and some professional products such as Final Cut Pro only work on Mac
- Virus Safety: Because Mac only accounts for 9 percent of all computers, most viruses are designed for Windows
- Brand Loyalty: Although not a feature, many Mac users have fierce brand loyalty due to Apple's marketing and image

While there are many great features for Mac owners, there are some potential drawbacks:

- Apple computers can be 20 to 30 percent more expensive than their PC counterparts
- A lot of software is only designed for Windows only (especially games)
- While Mac does have Microsoft Office available, it must be purchased separately, is updated less frequently than the Windows version, and is usually slightly more expensive

What We'll Cover

- What is Mac?
- Why use Mac?
- Desktop
- The Dock
- Magic Mouse
- The Finder
- Mac Specific Applications
- Apple Menu
- Force Quit
- USB
- Saving Files
- Moving Files
- Deleting Files

DESKTOP

Desktop

Now let's dive into the features and layout of a Mac computer. The operating system version we are using MAC OS Sierra. Older versions might have minor differences but should operate the same. You'll notice that the desktop, or the home screen, of a Mac looks similar to the desktop of a Windows computer.



- Apple Menu—access Software Update, System Preferences, 5.
 Sleep, Shut Down, and More
- 2. Application Menu—Contains menus for the application you're currently using. The name of the application appears in bold next to the Apple Menu.
- Menu Bar—contains the Apple Menu, Application Menu, Status Menu, and more.
- 4. Status Menu—Shows date and time, and quick access to certain features like Wi-Fi, Bluetooth, and volume.

- 5. Spotlight Icon—click it to start a search for anything on your Mac.
- Notification Center Icon—click it to view notifications from Messages, Calendar, Mail, and more.
- 7. Desktop—this is where your applications' windows will appear.
- 8. The Dock—quick access to your most frequently used applications, folder, and files.

The "Dock"

Instead of a start button or menu, Macs most important programs and features are saved on the "Dock". Important applications can be added and removed from the dock in order to make your most used applications easily accessible. To add something to the dock simply drag a file or application over it and let go. To remove something from the Dock, left click and drag it off. While the Dock provides shortcuts to your most used programs, the full list of programs will be located in the Applications folder, which we will cover in a little while. The Dock can also be customized, including the size, location (top, right, or left), whether it is always visible, and more in System Preferences which we'll cover in a little.



NAVIGATON

Using the Mouse

Every iMac includes a Magic Mouse. Unlike PC mice, Apple's Magic Mouse does not have a definitive right click. Instead, clicking the Magic Mouse with one finger acts like a "left click," and clicking the mouse with two-finger tap acts as a "right click." This works the same for the MacBook trackpads. Additionally, Control+click acts as a "right click" function. If this seems confusing, don't to worry, a standard USB mouse will work with your Apple computer. And, the Magic Mouse or trackpad can be configured within **System Preferences** to allow for "right clicks".



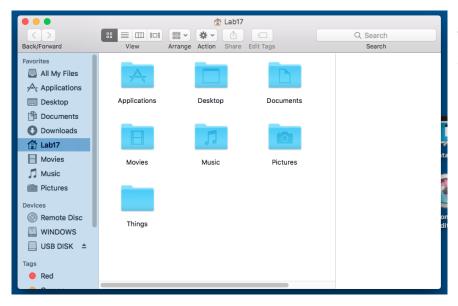


Finder

On a PC, you might be familiar with "My Computer." These functions and more are located in Macs version, the **Finder**. The **Finder** is located on the **Dock** and also is available in the top right menu of the screen. Let's open up the Finder from icon located on the **Dock**.



As you can see, the **Finder** is a visual display of the items on the computer. Clicking a location, such as "My Documents", will open up that location and display the files within. Click **Applications** on the right side of the screen to view all the applications on a computer (this is like All Programs).



The **Finder**, like its namesake, is also a great way to find a missing document, application, or file. You'll notice in the right hand corner there is a search box. By typing the name of the file you are looking for, the **Finder** will run a search on the entire computer. This is extremely helpful if something is saved but you no longer remember where you put it.

PROGRAMS

MAC SPECIFIC SOFTWARE

If you are new to Mac but a previous PC user you have probably noticed by now a few Application icons which look different. Macs come preloaded with several Mac specific or Mac designed software. We won't have time to cover each program in detail today but here is a brief overview of what's included:



Safari: Apple's default web browser (like Microsoft's Internet Explorer).



AppStore: Apple's marketplace to purchase and download apps, games, and other software.



Photos: Apple's photo library, previously named iPhoto.



Pages: Apple's version of Microsoft Word to create documents.



Numbers: Apple's version of Microsoft Excel, to create spreadsheets.



Keynote: Apple's version of Microsoft PowerPoint to create slideshows and presentations.



iTunes: Also available on non-Apple Computers, this is a music library and the program to download and sync music to an iPod or iPhone.



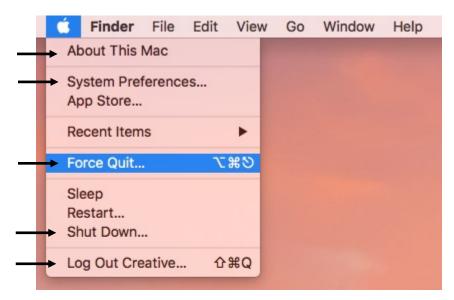
GarageBand: Software to record and edit music.



iMovie: Popular and easy to use video editing software

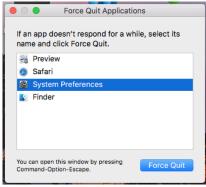


APPLE MENU



Apple Menu

Selecting the Apple logo on the Menu Bar will open the Apple Menu. The Apple Menu is comparable to Windows' Start Menu and Control Panel. Near the bottom of the menu are options to Shut Down or Log Out of your computer. About This Mac provides information about the operating system version and computer components.



Force Quit

Force Quit is like Windows' Task Manager, and will allow you to close an unresponsive program. After selecting **Force Quit** from the **Apple Menu**, select the program you would like to stop and click "Force Quit."

System Preferences

System Preferences is comparable to the Control Panel on a Windows PC. It provides the user with ways to adjust computer settings, add accounts, and more. We won't have time to go over every menu option, but feel

free to explore or ask a staff member after class.

The "Mouse" menu provides options for Magic Mouse will "right click" like a regular mouse.

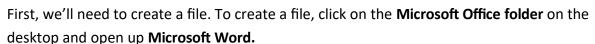




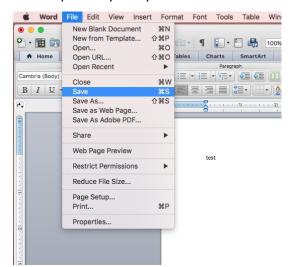
CREATING FILES

Saving Files

Lastly, we'll briefly cover file management as it is a little different than working on a PC.

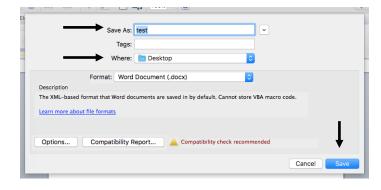


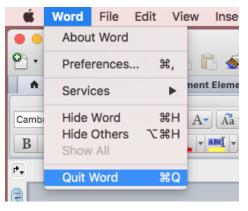




Create a new document and begin typing. Once you are ready to save, select "File" from the **Application Menu**. In the drop down menu, select "Save" or "Save As." Type a file name in "Save As." The computer will choose a default location to save the file in "Where." If you would like to change the location, select the drop down arrow in "Where" to change the saving location. Then

select "Save."





Quitting Applications

Once down with an application, properly close the application by selecting the application name in the **Application Menu** (for example, Word). In the drop down menu, select "Quit."

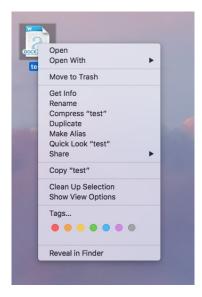
Note: The red circle in the upper left window of the application will not close the program. It will continue to run, shown by a tiny black dot in the Dock.



For example, the Dock displayed below has Mozilla FireFox and the Finder running, according to the black dots below the icon. Finder, however, will always display a black dot because it is always running.



FILE MANAGEMENT



Moving, Deleting, or Copying Files

Once the file has been saved, locate the file in its saved location (i.e. Desktop or Documents). To manage the file, "right click" on the icon to open up a list of options, including renaming, move, copy, delete, etc. Also of note is the "Get Info" option. This will allow you to see the properties of the document, including size, file type, creation dates, and more (like Properties on a Windows PC). The file icon can also be clicked and dragged to other locations.

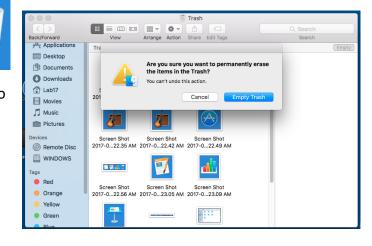
To delete, select "Move to Trash" from this menu. Files can also be deleted by clicking and dragging the icon to the **Trash** bin.

Note: Moving files to the Trash bin does not permanently delete the files.

Trash

Files need to be moved to Trash in

order to be deleted from the computer. Once moved to Trash, open Trash by selecting the icon from the **Dock**. An option to empty the trash will be in the upper right corner. Once clicked, it will prompt you to "Empty Trash" and permanently erase those files. Applications are uninstalled the same way, with the icons being dragged from the "Applications" menu in Finder to the Trash, and then emptied.





USB

A USB will display differently on a Mac then a PC. On a Mac, an icon will appear on your **Desktop** when a USB is plugged into your computer, whereas on a PC, it will show up in "My Computer." Double click on the icon to view the files on your USB.



To safely eject the USB, "right click" on the icon and select "Eject USB Disk." Or, another method is to drag the USB icon to the **Trash**. This method will not delete the files on the USB, and the trash bin icon should be replaced with an eject icon.

Note: Your USB might have a different name then "USB Disk."