

Introduction to Mac OS X

Course Description

Mac OS X is the exciting new operating system that is now installed on all new Cal Poly faculty/staff Macintosh workstations. Although, without a doubt, Mac OS X is a stunning technical achievement, it is quite a change from Mac OS 9. This course will examine the elements of the desktop, dock, and toolbars; setting system preferences (e.g., personal settings, hardware settings, internet settings, printer preferences, etc.); using the Classic OS 9 side of OS X; setting up user accounts; file sharing; basic troubleshooting techniques and more.

OS X Desktop and the Dock

Most of what you do on your Mac begins on the Desktop. The Desktop allows you to manage files, store documents, launch programs, adjust the way your Mac works, and much more! The first icon you will probably notice on your Desktop is the hard drive icon (usually labeled as Macintosh HD, iMac HD, or something like that). The hard drive icon resides in the upper-right corner of your Desktop and by double-clicking upon it, you can view the files and applications on your hard drive.



Figure 1: Mac OS X Desktop and Dock

At the bottom of the OS X Desktop, you will see a row of icons. These icons comprise the “Dock.” Single-clicking a dock icon allows you to either 1) Open applications, files, or folders; or 2) Bring an open application, file, or folder to the front of all others. Whenever you launch a program, Mac OS X puts its icon in the Dock – marked with a little black triangle. As soon as you quit the program, its icon disappears from the Dock unless you had placed the application in the Dock permanently. If you realize the application is one that you use a lot and would like to keep it in the Dock permanently, simply press and hold down your mouse on the Dock icon and select “Keep in Dock” and an alias is made.

Pressing and holding your mouse (or **Control-Clicking**) on a folder that resides in the Dock allows you to see the contents of an entire folder as well as other folders embedded within the folder. You can also put away files by dragging them directly into the Dock's folder icons just as if it were a regular folder on the hard drive.

By default, the Dock contains a number of commonly used Mac OS X applications. However, you can add your own preferences of applications, folder, and files to the Dock by simply dragging an application, file, or folder icon directly to the Dock. OS X automatically creates an alias in the Dock but keeps the application, file, or folder in its original location. To get rid of the alias, simply drag the alias from the Dock into the Trash (Note: The Trash icon also resides on the Dock). Disposing of the alias does not affect the original application, file, or folder.

SUGGESTIONS OF ITEMS TO PLACE IN THE DOCK:

- ❖ **Your Mac Hard Drive:** Many Mac fans immediately drag their hard drive icon onto the right side of the dock. Now you have quick access to every single file and application on your computer.
- ❖ **The Applications Folder:** For quick access to any program on your machine.
- ❖ **The Documents Folder:** Quick access to one of the primary folders in OS X.
- ❖ **System Preferences:** Quick access to your system preferences folder.
- ❖ **Important Utilities:** Stuffit Expander, DropStuff, DropZip
- ❖ **The Print Center:** Found in **Applications > Utilities** allows you to view the printer status
- ❖ **URLs:** Drag important URLs from your browser window into the Dock or create a folder with URLs in it and place the folder on the Dock for quick reference.

The Apple Menu

The Apple Menu contains items that were previously in the **Special** menu of OS 9. Notice that this is where you access **Sleep**, **Restart...** and **Shut Down...** **System Preferences...** (previously known as the **Control Panel** in OS 9) also resides in the Apple Menu.



Figure 2: The Apple Menu

If an application seems to be “hanging,” you may Force Quit the application by pressing **Command + Option + Esc** or select **Force Quit...** from the Apple menu.

On the Apple menu you will also find the command for **Log Out**; this is a new command in OS X. Since OS X is a multi-user operating system, you can have multiple users at one Mac. This command allows you to switch users without restarting or shutting down the Mac.

You may also access the **Dock Preferences** in the Apple menu where you can control the size of the Dock, turning on or off magnification, the position of the Dock on the screen, and other effects.

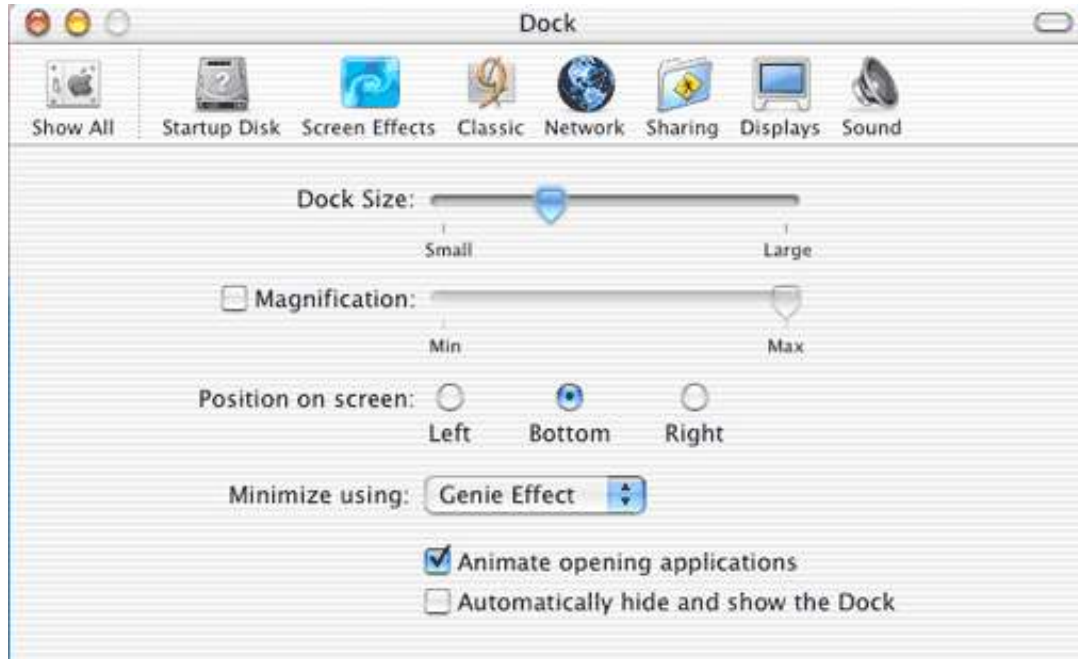


Figure 3: Dock Preferences

Where's the Finder?

Can't find the Finder? In Mac OS X the Finder is at the top LEFT of the Desktop rather than the top RIGHT as it was in OS 9. Select **File>New Finder Window** or **Command+N** (Note: In OS 9, Command + N generated a new folder; New Folder is now **Shift+Command+N**.)



Figure 4: The Finder File Menu

An examination of the **Finder File Menu** will reveal a few changes from OS 9. For example, the keyboard command to make an alias is no longer **Command + M**; the command has been

changed to **Command + L**. To move an item to the trash, select the item (i.e., click on a document you wish to trash so its icon is highlighted) and use the keyboard command of **Command + Delete (Backspace)**. Note: You may later empty the trash by selecting **Shift + Command + Delete** if you are in the Finder at the time or you may also simply choose **Empty Trash...** from the **Finder** menu.



Figure 5: The Finder Menu

Notice also that in order to hide the Finder, you may simply select the keyboard command **Command + H**. This is an excellent command to memorize for it will hide almost any application that is at the forefront in OS X (one exception to this is Adobe PhotoShop 7.0 for OS X; its command for hiding is **Control + Command + H** because **Command + H** was already in use for viewing **Extras** in PhotoShop).

Please review the various buttons and functions in the Finder window below.

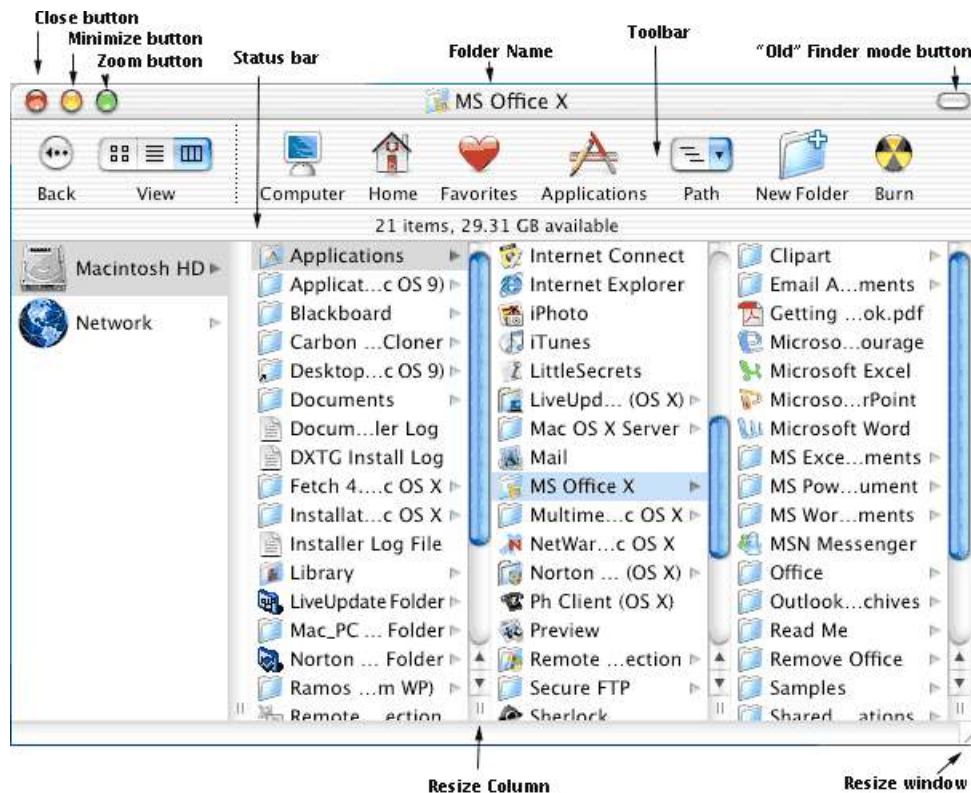


Figure 6: New Finder Window


Take a moment to experiment with the **Close**, **Minimize**, and **Zoom** buttons in the top left corner of the New Finder Window. Note that the **Minimize** button will shrink the window and

place it in the right side of your dock for later use until you close the window completely. Apple refers to this unusual effect as the “Genie Effect” and you may turn it off, if you wish, in the Dock Preferences (**Apple Menu > Dock > Dock Preferences...**) (Note: Holding **Shift** while clicking on the **Minimize** button will cause this genie effect to occur in slow motion... those Apple OS X developers had too much time on their hands!)

Click on the view buttons to choose between **Icon**, **List**, or **Column** views.



Figure 7: View Buttons

Column view is a new view for Mac OS X. It allows you to navigate much more easily through depths of folders to find your document or application. To resize a column in column view, just drag the column size icon  that appears at the bottom of a column underneath the vertical scroll bar arrows. Dragging the column size icon will resize all of the columns at once to the same size. If you wish to just resize one column, use the command **Option + drag** on the column size icon.

To select the view options for **Icon**, **List** or **Column View**, select **Show View Options...** (**Command + J**) from the **View** window in the Finder. The View Options window is dynamic; in other words, the choices change based upon which view you have chosen (i.e., Icon, List, or Column).

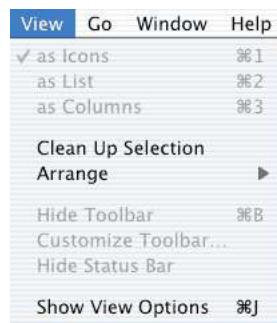


Figure 8: The Finder's View Menu

You may customize the toolbar that appears at the top of the Finder window by going to the Finder's **View** menu and selecting **Customize Toolbar...**



Figure 9: Customize Toolbar

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