

This guide is designed to be an aid to you as you are using the Macintosh. This guide refers to Macintosh OS X Lion (Version 10.7). Newer versions may vary in their descriptions and shortcuts.

## LOGGING IN

For **Name** enter your username, and for **Password** enter your network password. Press return on your keyboard to log in, or click the right-arrow button.

## USING MAC OS X

Your Macintosh has several elements that help you perform common tasks. This section will familiarize you with some of those elements.

### THE DOCK



The **Dock** is a bar of icons, usually located at the bottom of the screen, that provide quick access to some of your applications, including the Finder, Launchpad, Mission Control, App Store, System Preferences, and the Trash. You can also add and remove programs and folders to the Dock. To add a program or folder to the Dock, drag and drop the application or folder where you want it to appear. To remove a program or folder from the dock, drag the icon off of the Dock. It will have a “poof” animation and disappear from the Dock.



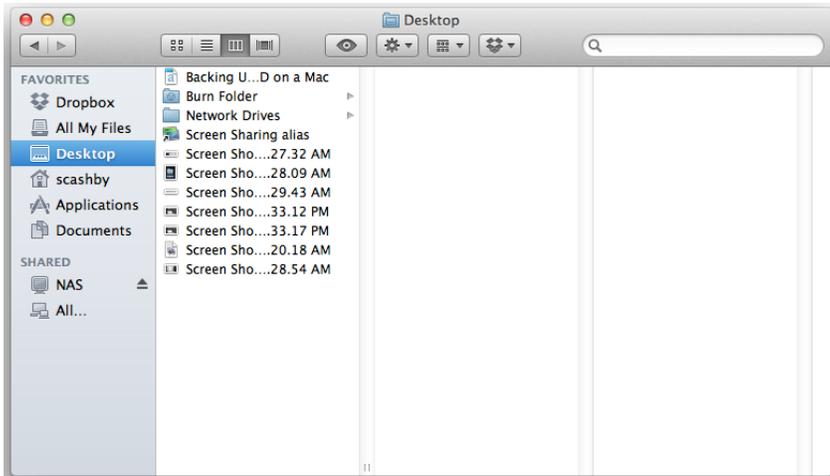
You can also change the way the Dock appears and behaves using the Dock system preference, located in System Preferences. For more information on the Dock, check out Mac Basics: The Dock at <http://support.apple.com/kb/ht2474>.

### THE FINDER

The Finder icon in the Dock gives you access to your files and folders.



When you click on the Finder icon, it opens the Finder window, which gives you many options for viewing, searching, and displaying your documents, files and folders.



For more information on how to use the Finder window, check out Mac Basics: The Finder at <http://support.apple.com/kb/ht2470>.

## THE LAUNCHPAD

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The Launchpad lets you quickly access your apps. To view your apps, click the Launchpad button on the Dock.



Your apps will show up in a multi-page display. The white dots at the bottom of the screen show how many screens of apps you have available. A white dot indicates the current screen; gray dots indicate other screens you can click on to jump to.



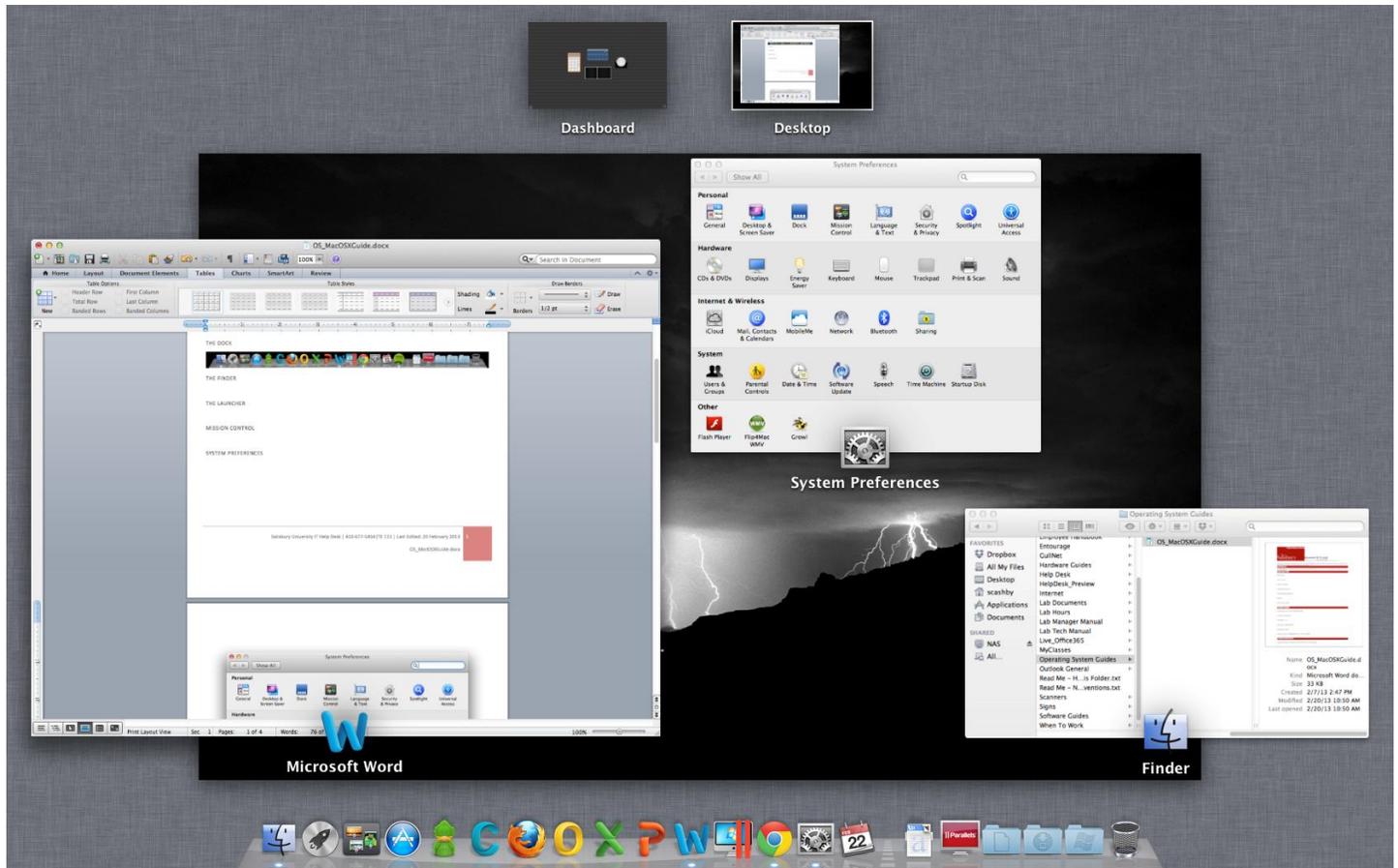
Press ESC to exit the Launchpad. For more information, check out <http://support.apple.com/kb/HT5548>.

## MISSION CONTROL

Mission Control allows you to get an overview of your entire system, including your Desktop, Dashboard, and open programs. To access Mission Control, click the Mission Control icon on your Dock.



You can click on any of the elements displayed in Mission Control to jump to it.



For more information on Mission Control, visit <http://support.apple.com/kb/ht4689>.

## SYSTEM PREFERENCES

The System Preferences control the look and feel of your Mac, as well as allow you to add wireless connections, add or remove users, and add or remove hardware and printers. To access the System Preferences, click the System Preferences icon in the Dock.



From there you can access the different System Preferences options. Desktop & Screensaver allow you to change your background image on your desktop and set your screen saver options, for example.



For more information about working with the System Preferences, visit <http://support.apple.com/kb/ht2490>.

## TRASH

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The Trash icon is what you use to delete unwanted files, folders, or applications. When your trash is empty, it looks like this:



To delete a file, folder or application, drag it to the Trash icon in your Dock. The icon will change to reflect it has something in it.



Right-click the Trash icon and choose Empty Trash to remove the items being held by Trash. Hold down the Command key and right-click the Trash icon to choose to Secure Empty Trash instead. This makes the Mac overwrite the file, making it harder to recover.

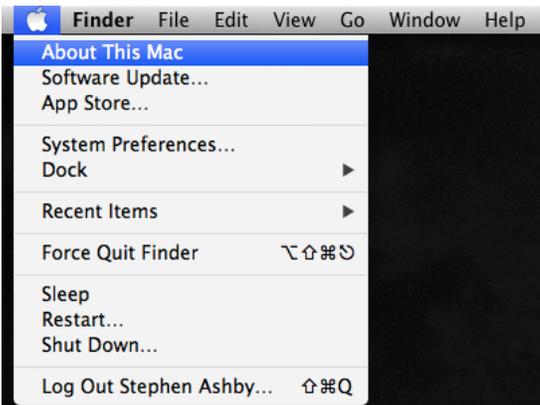
The Trash icon is also used for ejecting discs. When you drag and drop a disc on your desktop, the Trash icon changes to an eject button:



Dragging and dropping the disc to the trash will eject the disc. You can also use this method to unmount network drives and disk images.

## THE APPLE MENU

The Apple Menu allows you to access Software Update, the App Store, System Preferences, System Information, and Shutdown, Restart or Log off the Mac.



For more information about the Apple Menu and the Desktop, visit <http://support.apple.com/kb/ht3737>.

## COMMON TASKS

### ACCESSING YOUR NETWORK DRIVES

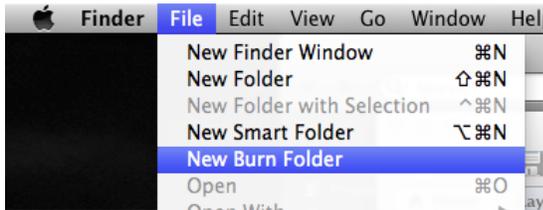


To access your network drives on an SU owned computer:

1. Open **Finder**.
2. Click **Go**.
3. Choose **Connect to Server**.
4. Enter the appropriate path:
  - a. For the K drive, enter **smb://nas/courses**
  - b. For the J drive, enter **smb://nas/printer**
  - c. For the O drive, enter **smb://nas/dept/deptname**, e.g. **smb://nas/dept/fulton**
  - d. For the P drive:
    - i. For students, enter **smb://nas/studentp**
    - ii. For faculty and staff, enter **smb://nas/personal**
  - e. For the U drive, enter **smb://nas/university**
5. Click **Connect**. Your drive will appear on your desktop.

## BURNING A CD

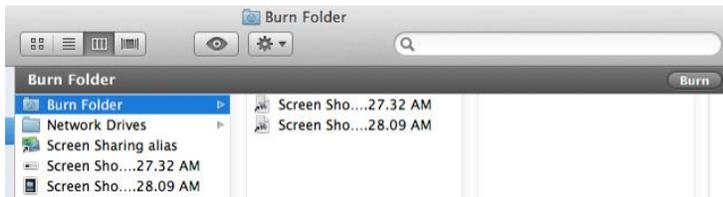
1. From the **Finder** menu, select **File** and then **New Burn Folder**



2. A **Burn Folder** appears on the Desktop.



3. Add files to the folder by dragging and dropping.
4. When you've added your desired files, open the **Burn Folder** and click **Burn**.



5. It will then walk you through the disk burning process.

## TAKING A SCREENSHOT

There are a variety of keyboard shortcuts you can use to take screenshots on a Mac, depending upon what type of area you want to capture.

| Press these keys  | To do this  |
|---|---|
| <b>Command + Shift + 3</b>  | Take a screenshot of the screen and save it as a file to the desktop. |
| <b>Command + Shift + 4, then select an area</b>                       | Take a screenshot of an area and save it as a file to the desktop.    |
| <b>Command + Shift + 4, then space, then click a window</b>           | Take a screenshot of a window and save it as a file to the desktop.   |
| <b>Command + Control + Shift + 3</b>                                  | Take a screenshot of the screen and save it to the clipboard.         |
| <b>Command + Control + Shift + 4, then select an area</b>             | Take a screenshot of an area and save it to the clipboard.            |
| <b>Command + Control + Shift + 4, then space, then click a window</b> | Take a screenshot of a window and save it to the clipboard.           |

## INSTALLING AND REMOVING AN APPLICATION

Generally, installing and removing an application on a Mac is done one of three ways:

### APP STORE

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Open the App Store by clicking the App Store icon on the Dock. Find and purchase the program you want to install, and then click Install App. You may be prompted for your Apple ID and Password.

## DRAG THE APP TO THE APPLICATIONS FOLDER

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In many cases, you can install a program simply by dragging it to the Applications folder. To open your Applications Folder, click the Finder icon in the Dock, and then from the Apple menu bar choose Go and then Applications.

## USING THE APPLICATIONS INSTALL

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Some applications, like Microsoft Office, have their own built-in installer. That will usually start when you open the downloaded file, or insert the installation discs.

## UNINSTALLING APPS

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Drag the program you want to uninstall to the Trash icon on the Dock to uninstall.

Some products, like Adobe, have uninstaller programs. If your program has an uninstaller, use that instead of dragging the program to the Trash to uninstall, to make sure that the program is completely removed.

## COMMON SHORTCUTS

Below are some common keyboard shortcuts used in Mac OS X:

| Press these keys...                             | To do this...                     |
|---|-----------------------------------|
| <b>C, during startup</b>                        | Boot from CD or DVD               |
| <b>F12, during startup</b>                      | Eject removable discs             |
| <b>Command + R, during startup</b>              | Use Recovery                      |
| <b>Command + Option + P + R, during startup</b> | Reset PRAM                        |
| <b>Command + Control + Power Button</b>         | Force your Mac to restart         |
| <b>Command + A</b>                              | Select All                        |
| <b>Command + C</b>                              | Copy                              |
| <b>Command + I</b>                              | Get Info                          |
| <b>Command + V</b>                              | Paste                             |
| <b>Command + W</b>                              | Close Window                      |
| <b>Command + X</b>                              | Cut                               |
| <b>Command + Z</b>                              | Undo / Redo                       |
| <b>Command + Accent (`)</b>                     | Cycle through open Finder windows |
| <b>Command + Shift + ?</b>                      | Help                              |
| <b>Command + Shift + Delete</b>                 | Empty Trash                       |

For the full list of keyboard shortcuts, visit <http://support.apple.com/kb/ht1343>.

## FOR MORE HELP

- Find Out How: <http://www.apple.com/findouthow/mac>
- Apple Support: <http://www.apple.com/support/>
- Lion Support: <http://www.apple.com/support/lion/>