INTRODUCTION: UNDERSTANDING THE MAC, HOW TO USE IT, <u>HOW NOT TO USE IT</u> —- AND THE WHYS:
ALL WITH A BRIEF LOOK AT WHAT'S POSSIBLE

UNDERSTANDING: The computer does what we command it to do. Software tells the computer how to do what we command. When there is a dot (.) and small letters after the name of a folder, they tell the computer which installed software created and will open that graphic or file. Don't delete or change these.

The DESKTOP is the screen area where we work. The MENU BAR at the top of the screen is where we give commands to the software we are using at that moment. The FINDER (the word at the right of the apple is for the THE MACHINE ITSELF. Commands for these words are in dropdown lists under them and work for the software, open window, active at that moment.

The HARD DISK is the storage area for everything on the computer, divided into FOLDERS and SUB FOLDERS (sections) for the computer itself and all users. ORGANIZATION: Applications, Documents, Desktop, Downloads, etc.   USER'S HOME FOLDER: (All personal files and, if chosen, Applications) To TURN ON, START OR BOOT UP: Use the power button. To TURN OFF or SHUT DOWN: Menu Bar: > Shut Down. To SLEEP: Menu Bar: >Sleep (Sleep is Managed in System Preferences). <u>DON'T SHUT DOWN WITH THE POWER BUTTON.</u>

When a User is created, the computer creates a section of the HD for that User. A separate section is then created for each User of the machine. One User is designated as the Administrator. Each has a password.

ORGANIZATION OF THE COMPUTER: Every USER is a separate entity, and has that person's own separate section of the machine, controlled by that person's password. All users share the same software unless that software has been stored in a User's own folder rather than the computer's APPLICATIONS folder. Applications will be shared, but created files remain private to that User, protected by a password. Software is installed in a SOFTWARE FOLDER on the Hard Disk for all users, but can be installed in a User's folder for that user only. All the files, folders, pictures and sound items of each user are in that User's Folder. When a User gives up the computer, that User, with all his/her data is deleted from the machine.

Much simpler: The computer can also be organized for just one User, and everyone who uses the machine works with the same Applications, folders and files.

Makes good sense to KEEP AN ALIAS OF THE HARD DISK on the desktop for easy access: Finder>Preferences> General>Show these items the desktop:y access: Menu Bar>Finder>

The dropdown lists are command words in the MENU BAR for each software. They can be the same or vary considerably depending if they are appropriate for the window, the software, open at the moment.

A FOLDER'S ORGANIZATION: TITLE BAR AT THE TOP OF THE SCREEN: Icons, List, Columns. This system is always the same, for all software and applications, which run on the Mac, Apple-made or not. An Apple requirement.

The DOCK is for easy, quick access to softwares, and folders. These are all Aliases, NOT THE ACTUAL SOFTWARES OR FOLDERS, so can be easily removed or recreated.   To add an icon to the dock: Drag it onto the dock. To remove, drag the icon off the dock. If something is accidentally removed, go the the HD where the actual folder, software, is stored, and drag it back onto the dock.

GIVING COMMANDS: MOUSE: (for the curser or point)   To "Select:" Click on the Desktop to move to the Finder. Click once on an icon (file, folder, graphic) to select it.   Click twice to open what what selected.

Mac mouses are different from PC mouses, USE A MAC ONE.   The mouse's curser takes different shapes, but it still is a way to give a command to do something: Keep the mouse clean.

  2. A point to "Select" or "Open" a file, icon.
  3. A blinking vertical line to "type "(where the letters will go)
  4. A hand to "open" a web addresses

KEYBOARD COMMANDS: Various keys "typed" at the same time or holding one key and typing another to execute Menu Bar commands. Keep the keyboard clean: Vacuum, wipe with damp clothe WHEN COMPUTER IS NOT TURNED ON.

SPACE BAR moves forward.   DELETE moves backward,   RETURN moves to a new space below

MODIFIER KEYS: SHIFT, COMMAND, OPTION, CONTROL (on both sides of the space bar) and ESCAPE (on the upper left side of the keyboard):   >   indicates that one or more of these keys and ones with letters are held down at the same time: Example: Hold down the Command key and type the letter "P" to print. This procedure adds considerably to what the keyboard is able to do. Options are listed in the Menu Bar under the appropriate headings.

DRAGGING AND DROPPING: Select, hold down the mouse button, and drag the icon where you want it to go. CAUTION: Don't let go of the button until you are finished. If you need to move the mouse, pick it up and move it while holding down the button.   Work slowly and be exact with the tiny point of the curser to get it in the exact tiny right place

SYSTEM PREFERENCES: Menu Bar>:   Knowing what the computer can do, and to tell it how you want it to do it. Work slowly and carefully.   Changes can be undone, changed back or to something else.

Accessibility (In system Preferences): For hearing, visually, physically impaired

DIALOGUE BOXES OR WINDOWS: Computer is asking the User a question. Freezes computer until answered

COPY AND PASTE FROM "FILE" MENU BAR: Command>C to copy. Command>V to paste: Select and drag over text to copy. Select spot (the blinking curser) to paste.

MANAGING OPEN APPLICATIONS: Be efficient, don't have too many running at the same time. CHECK how many: Dock, Command>tab

   Close, Quit, after using. Quit before shutting down. Menu Bar>File, Command>q

   SAVE CONSTANTLY, "EVERY TIME YOU TAKE YOUR FINGERS OFF THE KEYS:"   Menu Bar>Edit,
       Command>s   ESPECIALLY IMPORTANT IN WORD PROCESSING

FORCED QUIT: Software freezes. The curser becomes a revolving color wheel: Command>Option>Escape OR MenuBar>>Force Quits

If you want to have files, folders, graphics, sound items which you use often on the desktop where you can easily get to them, MAKE ALIASES OF THE ACTUAL FOLDERS ON THE HD AND PUT THE ALIASES ON THE DESKTOP:

Select the folder (click on to highlight) you want from where it is stored on the HD, User File>MENU BAR at the top of the screen>FILE>Make Alias. Then move the alias to the Desktop where you want it.

I M P O R T A N T: This is the most common problem AUGR encounters in home visits:

DO NOT STORE OLD RECEIVED E-MAILS IN MAIL. Create a new folder on the Desktop. Give it a name (Saved Mail), and then drag e-mails you want to save to that folder. Keep out of MAIL
.

A VALUABLE THING NOT TO FORGET TO REMEMBER: To undo a command, a key stroke, a mistake, you've just made: Menu Bar: Edit: (the first thing) UNDO.

Understand the difference between documents you create and use and the Applications, software and Folders the computer uses to do what you command.

Always keep in mind the last word in the Menu Bar: Help   If you don't get the answer you want, keep trying, using different words.

SEARCH THE COMPUTER: Menu Bar>Find: Command>F Must know a name, word, something specific.
Good example: to search for a file (You must know the name or be close to it), a word, almost anything specific: Menu Bar>Edit>Find>: