Mac OS 8.6

Welcome to Macintosh

Introduction

This guide will help you familiarise yourself with the Macintosh Operating System(Mac OS). The Mac OS is at the heart of every Apple Macintosh computer and every programme you use depends on it.

Apple Macintosh started out in the 1980's and was the first operating to use a graphical user interface (GUI). This allowed the user to click on small images on the screen (icons) to run particular tasks rather than type in lines of code. The GUI proved to be so successful that other operating systems soon adopted it, most notably is Microsofts 'Windows' operating system.

The GUI has remained a key feature of the Mac OS to this day. The Mac has sometimes been called the 'idiots computer' because of it's ease of use so you should have no difficulty in getting used to the operating system.

The Basics

• Starting up the computer
• The Desktop
• Yes the mouse only has one button!
• Icons
• The Menu
• The Control Strip
• The Hard Drive & Memory
• The Temporary Work Folder
• The Trash Can
• A Macintosh Window

Starting up the computer

Normally when you come into the room the computers should all be on but in the event of one being off you'll need to know where to power button lives.

There are in fact 2 ways of starting up your macintosh computer, the first and most common is to press the power key on the keyboard. This can be found at the top right hand side of the keyboard and has a little triangle on it.

The other way is the press the main power button on the front of the computer itself. This is less common but it has the same effect as above. The power button can be found on the front of the Mac, in the lower bottom left hand corner. It is a round button and has a circle with a line running vertically through the middle.

When either of these are pressed when the computer is off you should hear an audible chime/bong and the computer will start up.

warning *If you press the main power button on the Mac whilst it is on the computer will automatically restart itself and anything you were working on will be lost.*
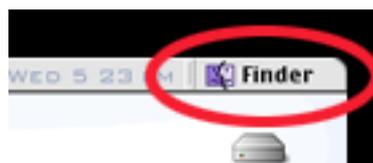
The Desktop

When the computer has finished starting up you will be faced with the desktop. The desktop is the starting point of the computer and is where everything can be found, from the Hard Disk to inserted CD-ROMs, to files and folders. Whenever you are on the desktop you can perform the basic functions of the computer such as creating a new folder to emptying the trash.

You're desktop will look a little like this..

You can tell you are on the desktop by looking at the absolute top right of the screen, this is where you are told what programme you are currently using. When you're on the desktop it should say "Finder" and look like this...

The Mouse

By now you will have probably seen and even played with the mouse.....and yes it does only have one button....remember, "idiots computer", nothing too complicated.

The mouse position is denoted on the screen by a little arrow, called the 'cursor'.

The mouse works with single or double clicks; a single click will allow you to select whatever is under the cursor, a double click will open what ever is under the cursor. So if you double click on an Application icon it will start the programme running, or if you double click on a folder icon it will open the folder to show you what is inside it. Simple.

Note *If for some reason you wish to select more than one item you can click and drag the mouse (still with the mouse button pressed down) over the items you wish to select. Alternatively you can hold the "Shift" key down (the ones with the Ò on it) and click on the items you want.*

Icons

The icons that you can see on the desktop denote different things

For example, these icons are shortcuts to Applications stored on the Hard Disk...
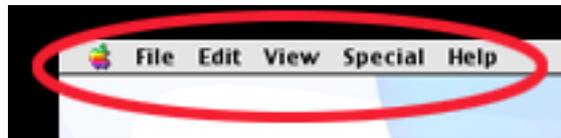

By double clicking on the *Photoshop 5* icon I can start that Application running.

Icons by their nature try to show you what function they serve, be it a File or a Folder, an Application or a Trash bin.

Any icon that has a little arrow in the bottom left of them and their name is in *italics* (like those pictured above) denotes that they are 'aliases', in other words they are short cuts to the original which is stored somewhere else in the computers Hard drive. By double clicking on them you will automatically open or run the original files that are stored elsewhere.
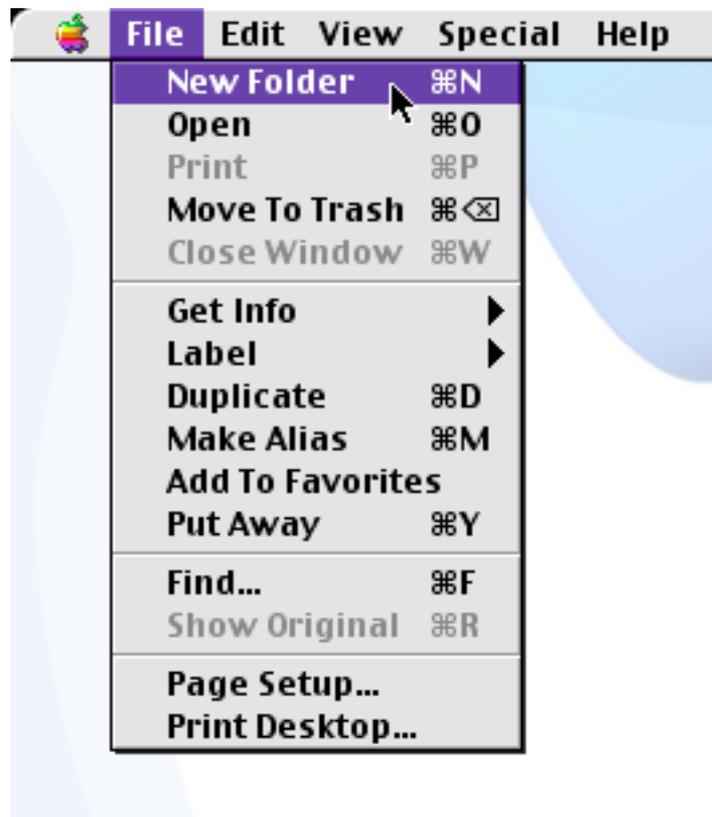
The Menu

The menu is the list of words located at the top of the screen....

These menus can be accessed by clicking once on them to reveal a sub menu with more options on them. Simply scroll down the sub menu with the cursor and click on the option you want to use.
Here we can see someone wanting to create a New Folder...

Most Applications that you will use tend to have their own customised menus, however the File and Edit menus tend be retained. This allows familiar menu options like   Copy and Paste (in the Edit Sub menu) to be easily found.

The Control Strip

The control strip is a useful little tool in that it allows you do quite a few things without having to go too deeply into the system.

The control strip can be found at the bottom left hand side of the desktop and looks like a little tab when closed or as a strip of buttons when open.
Your control strip will look a little like the one below but possibly with less options on.

From the control strip it is possible to change the computers volume, the amount of colours visible on screen as well as the screen size to name but a few options

The Hard drive & Memory

The Hard drive is normally located in the top right of the desktop, as shown below...

It will go by the name of Multimedia 1, Multimedia 2, Multimedia 3 etc.

The Hard drive is where all the programmes that you use as well as the Mac OS are stored.

Any work that you store in the Temporary Work Folder on the Desktop will be stored on the Hard drive of that computer

The computers have a fixed Hard disk memory size of 4Gb (Gigabytes) and can only be used to store files on. For example....

1 minute of CD quality audio takes up approx. 10.1Mb (Megabytes) of space on the Hard drive.

Therefore, if my maths are correct, the Audio file would take up 1/400th of the Hard disk space available.

There is another form of memory on the computer, this is called RAM

RAM stands for Random Access Memory and is used by the computer to run the programmes stored on the Hard drive. The bigger and more complex a programme is the more RAM it tends to use.
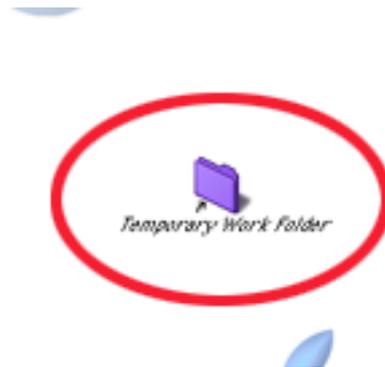
The computers you will be using have 64Mb of RAM. Every time you open and run a programme a certain amount of the computers RAM is allocated to that programme.

You may find that if you are running three or four programmes at once, all the RAM is being used up and no more programmes can be opened.

Basically the tip is....If you're not using a programme, close it down.

The Temporary Work Folder

The Temporary Work Folder can usually be found in the middle of the desktop. This is where you can, surprisingly, temporarily store work. Any work that is left in there   **WILL** be automatically deleted after **7 days**. You have been warned!

If you do store work in the temporary work folder it's a good idea to create a new folder inside it and give it your name. Then store any of your work inside that folder you've just created.

The Trash Can

The Trash Can can be found in the bottom right of the desktop. This is used for deleting files, folders, basically anything you drag and drop into it. Simply dragging items into the trash will not delete them, you also have to go to the top Menu and select   Special and then Empty Trash.

When the Trash has files in it it will bulge and look like it is overflowing, as shown below.

Once a file has been deleted it is extremely difficult to get back again so be careful what you throw away.

Empty Trash   Trash with files in it

A Macintosh Window

Here we can see that someone has opened the Temporary Work Folder (as denoted by in title bar of the window) and we can see the contents

Directly under the title we can see that there are 7 items in this folder and that there is 423.8Mb available for storage.

There are three squares at the top of the window. The one on the left will close the window if it is clicked. The one on the farthest right (square with bar running through it) will shrink the window down to just the title bar. The last square next the one farthest right wil make the window shrink or grow depending on if you can see all the contents or not.

You also have horizontal and vertical scroll bars, these are only visible if there are files in the window that cannot be seen.

In the bottom right of the window there is a square area with three diagonal lines running over it. If you grab this area with the cursor you can drag it making the window bigger or smaller.