Bravo! Summer Employee Institute 2010

Exploring the Apple OS X Environment

<u>History of Apple</u>:

Apple Computer Inc., was established on April 1st, 1976. Apples' main goals were to design and manufacture consumer electronics and software products. Currently, Apple does exactly what it set out to do thirty four (34) years ago. Apple develops computers and laptops like the MacBook Pro, Media players like the iPod, Mobile Phones like the iPhone and many more products.

*to learn more about Apple visit: **www.apple.com**

<u>Desktop</u>

The Dock:

is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the Apple applications on your Mac. The Dock also displays which

applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). For your convenience, you can add your own applications, files, and folders to the Dock too.

To select an item in the Dock, just click its icon. When an application is running, the Dock displays a blue light beneath or beside the application's icon. To make any currently running application the active one, click its icon in the Dock to switch to it (the active application's name appears in the menu bar to the right of the Apple logo).

If you minimize a Finder or application window (click the round, yellow button in the upper-left corner of any window), the window gets sucked down into the Dock and waits in its small iconic state until you click this icon to bring up the window again.

Customizing the Dock:

If you don't like having the Dock at the bottom of your screen, you can move it to the left or right side. To do this, do one of the following:

In Dock preferences, locate the "Position on screen" section, and select the Left radio button to place the Dock on the left side, or Right to move it to the right. Select Bottom to place it back in its default location at the bottom of your screen.

From the **Apple** menu, choose **Dock**, then either **Position on Left** to place the Dock on the left side, or **Position on Right** to move it to the right.
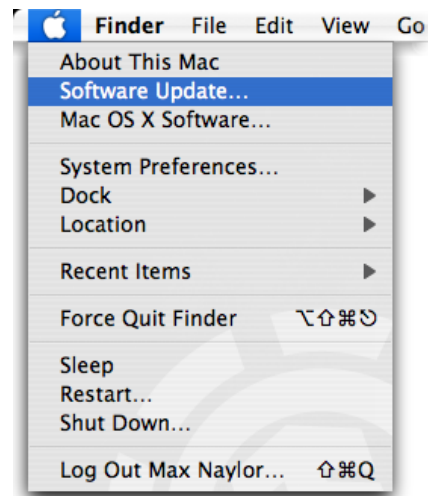
Adding/Removing Docked Items:

If you want to add an application, file, or folder to the Dock, just drag its icon from any Finder window (or the desktop) and drop it on the Dock. If you drag an application or file onto the Dock, you'll be able to open it anytime by simply clicking its docked icon. If you drag a folder onto the Dock, a Finder window of the folder's contents will display when you click the folder icon in the Dock.

Of course, you can also remove items from the Dock. To remove an item from the Dock, just drag its icon off the Dock onto the desktop. When the item is removed from the dock, it is **not** permanently removed from the computer; you simply got rid of its alias.

Menu Bar:

Mac OS X keeps one main menu bar at the top of the display, with a 'dock' of larger icons at the bottom of the display. The menu bar is always present no matter what application you are using. It contains many functions and commands that will aid you with the task at hand.

Upon opening an application, the application name will appear on the menu bar along with all of its menu functions.

Spotlight:

Spotlight is used to quickly search your desktop or laptop to locate any one of the thousands of files stored. The File can be a PDF file, MP3, or an email.

1. Locate the **Spotlight** icon on the far-right side of the Menu Bar.

2. The **Spotlight Search box** will display.

3. Type in any text in the search field. (The Mac will retrieve any file that contains the entered text)

4. Click on the desired file from the list and the application along with the file will open.

5. You can also do math calculations as well as get definitions for words using the spotlight tool.
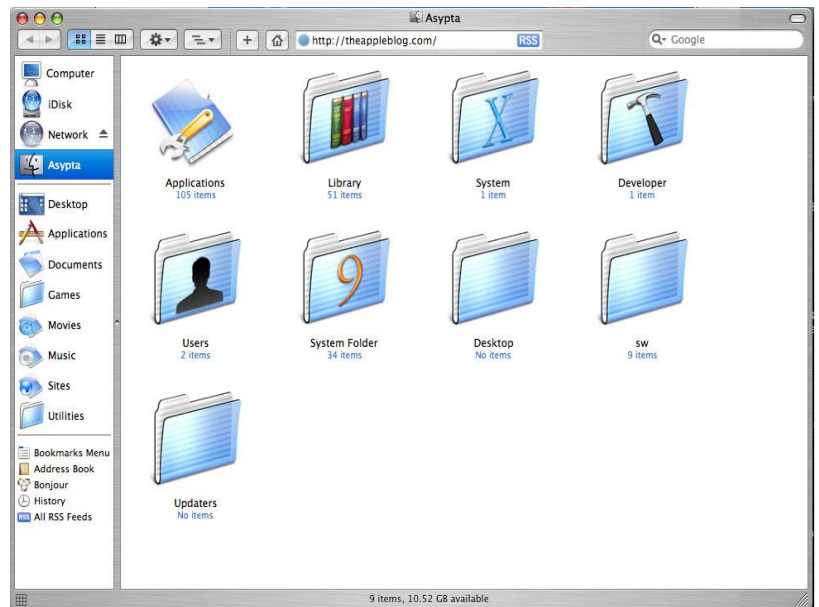
The Finder:

When you first start up your Mac, you're greeted by the Finder, which allows you to visually access practically everything on your Mac, including applications, hard disks, files, folders, and any other external device plugged into our Mac. You can use the Finder to organize all your files and folders as neatly or as messy as you want, search for stuff anywhere on your Mac, delete things you don't want, and more.
To see all the goodies on your Mac, double-click the hard disk icon.

Finder windows generally include a sidebar on the left side. Items are grouped into categories: places, devices, shared computers, and searches. Whatever mounted and accessible volumes you have, such as a hard disk, iDisk, network, CD, DVD, or iPod, in the top portion. The bottom portion contains your user account folder, aka Home folder—the folder named after your user account name, some of the folders found in your Home folder include (Desktop, Documents, Movies, Music, and Pictures), and the Applications folder.

Windows:

The window buttons are located at the top of every new window that is opened on your Mac.
Red Button: Will close the window.
Yellow Button: Will minimize to the right of the dock.
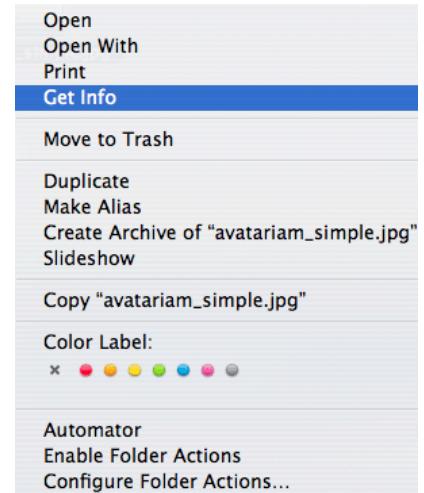Green Button: Will maximize the window.

Get Info:

The Get Info command will display information about files and folders. Once the Get Info information is found, changes can be made to the existing folders or files. To change information to the file or folder from the Get Info window, you must be the owner of the file.

1. Click on the file or folder you would like to get information on.
2. Click on **File** on the main menu bar.
3. Click on **Get Info** from the selections.

A new window will open with the information belonging to the file or Folder.

The Apple Key:

Also known as the open apple key or just command key. The **command key** is a key found on all Apple Macintosh computer keyboards that is located between the alt or option key and the space bar key. This key enables a user to quickly perform tasks by pressing it in conjunction with one or more other keys.
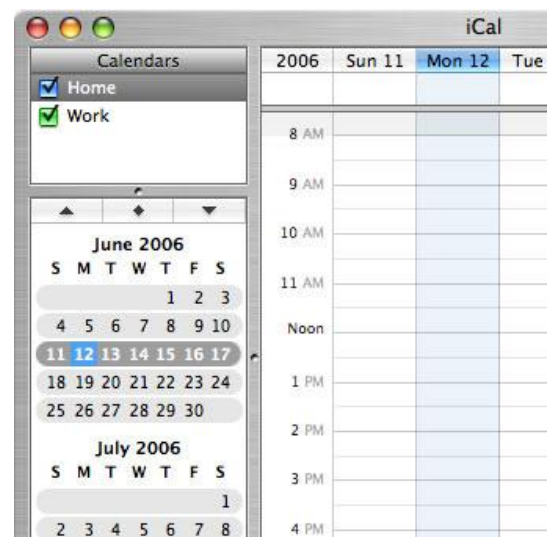
iCal:

iCal is a digital calendar available for managing time and events. iCal provides all the tools you need to keep track of schedules, appointments, birthdays, to-do lists, and other important events

1. Click on the Macintosh Hard Drive on the desktop.
2. Click on Applications.
3. Locate iCal and double click.
4. The iCal calendar window will now open.
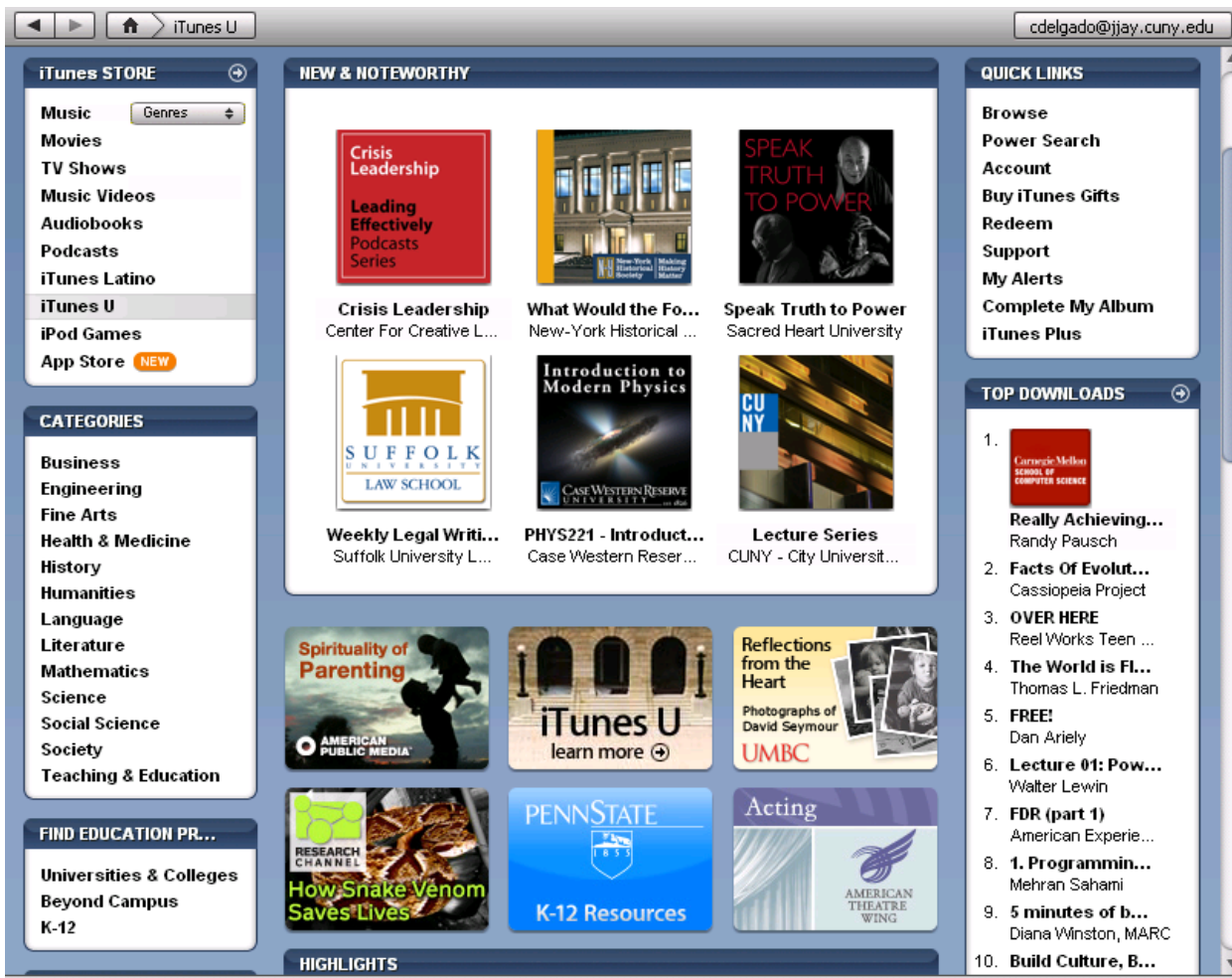*The Home and Work calendar are default calendars.

To Schedule an event:
1. Double click on the day the event will happen.
2. Under **New Event** type in a title for the event.
3. Choose wether it will be an all day event or choose the time.
4. If the event will occur more that once, set that up in the **repeat** field.
5. You can choose to be reminded with the alarm. An email can be sent to remind you, or message can pop up on the screen of the computer.
6. At the bottom of the event window type a small reminder of what will be happening during you schedule event.
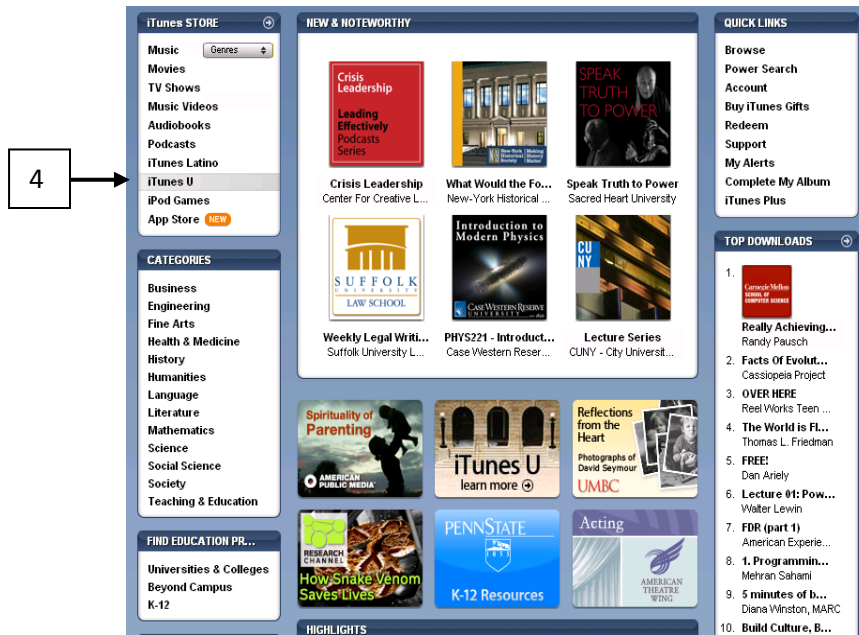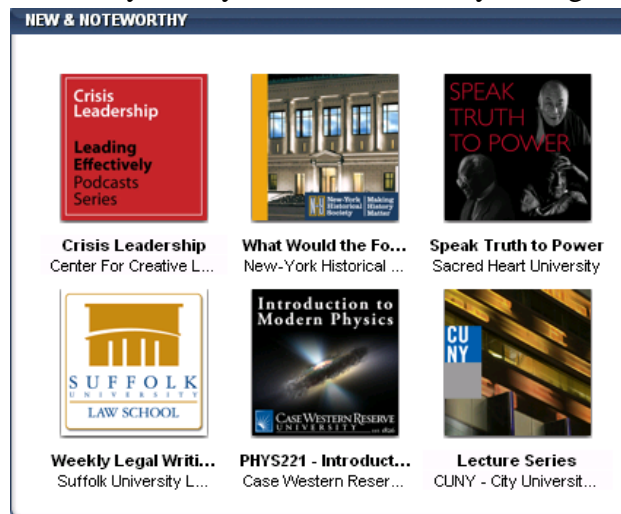
Accessing iTunes U:

1. The iTunes application must be installed on your PC/Mac.
2. Double-click or click on the iTunes icon on the desktop/dock.
3. On the Selection Pane click on iTunes Store.

4. The iTunes store will now open. Click on iTunes U from the store list.
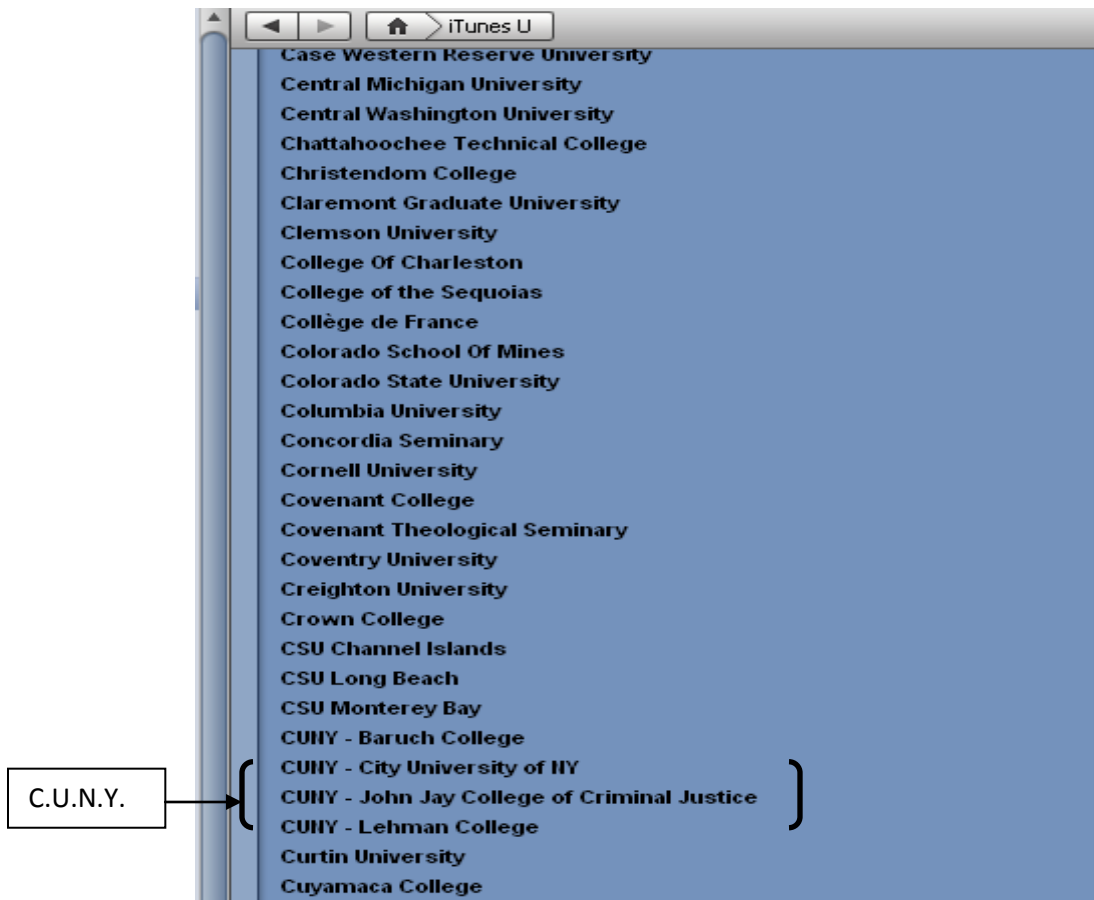
5. The iTunes U section will be displayed in your iTunes application as shown above.
6. In the New and Noteworthy window you may search for John Jay College.

7. You may also browse for your college by using the **Find Education** window.
8. Click on Universities and Colleges.

9. A listing of all Universities and Colleges using iTunes U will be displayed.

Case Western Reserve University
Central Michigan University
Central Washington University
Chattahoochee Technical College
Christendom College
Claremont Graduate University
Clemson University
College Of Charleston
College of the Sequoias
Collège de France
Colorado School Of Mines
Colorado State University
Columbia University
Concordia Seminary
Cornell University
Covenant College
Covenant Theological Seminary
Coventry University
Creighton University
Crown College
CSU Channel Islands
CSU Long Beach
CSU Monterey Bay
CUNY - Baruch College
CUNY - City University of NY
CUNY - John Jay College of Criminal Justice
CUNY - Lehman College
Curtin University
Cuyamaca College

C.U.N.Y.

10. You may choose John Jay or C.U.N.Y. from the list by clicking on the name.
11. To view or listen to any podcast browse the desired categories offered and link on the desired podcast to view. All content will play in the iTunes application.
12. You may also transfer the application to your ipod from iTunes.