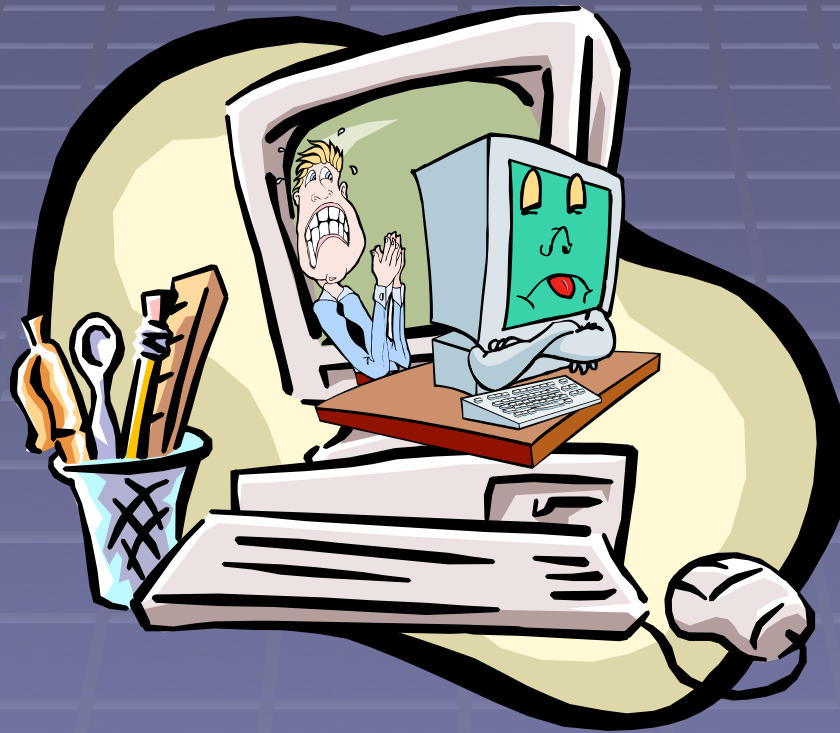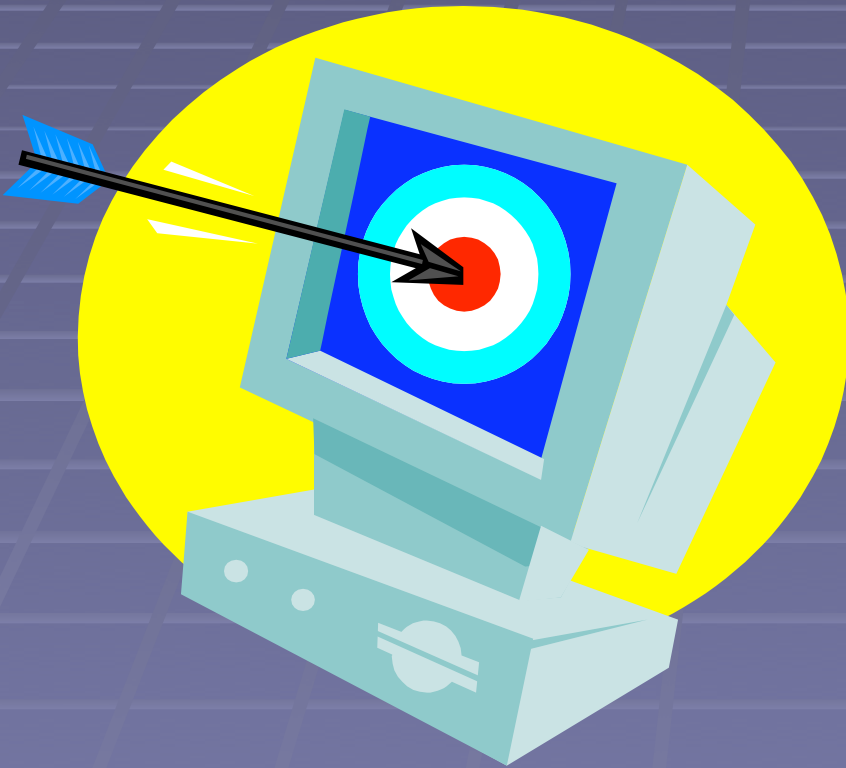# Meeting your new mac

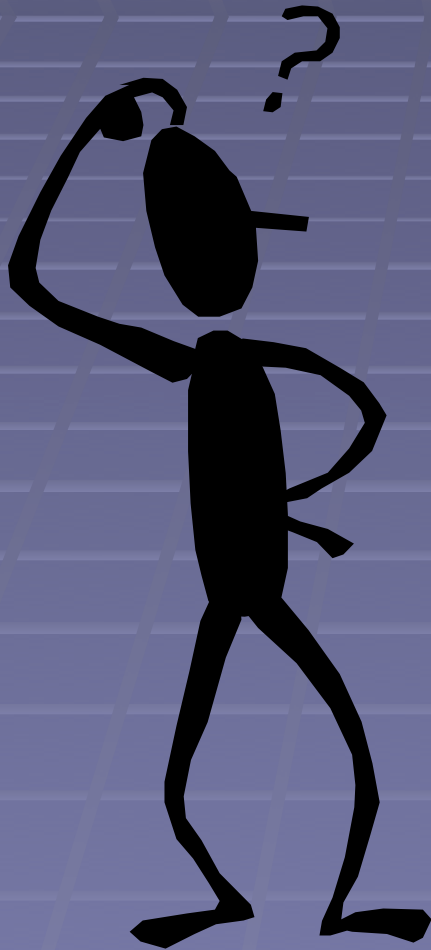*by Robin Shostack, Harvard , Jan 31, 2005*

Topics

- Why mac?
- Desktop
- Web browsing
- Mac mail
- Burning CDs
- Getting help

Why move to macs?

- Mac OS X (macintosh operating system version 10) easy to use graphical interface with unix underneath.

- OS X is not susceptible to any of the damaging viruses, worms, spyware, or adware that are currently circulating

- OS X is not as easy to break into as windows

- OS X is easy to use -- honest!

Desktop

What am I looking at?

- Finder
- Dock
- Apple menu
- Home directory
- Windows

Desktop

FOLDERS

Adobe Acrobat 6.0 Professional

Microsoft Office X

Utilities

APPLICATIONS

Microsoft Excel

Firefox

RealPlayer

Microsoft Word

FILES

users-status.xls

Untitled.fp5

gear list.txt

Finder

This is your basic navigation tool.

You can easily find your "Applications", "Documents", Unix home directory, and hard drive here.

Dock

This is where you put shortcuts to commonly used applications.

Tip: It's also where you find the trash!

Completely customizable

Dock Tasks

- Add an application to the dock
    - Drag the application icon from the finder to the dock
- Remove an application from the dock
    - Drag the application icon off the dock
- Open an application
    - Single click
- Right-click on the dock or application icon for another menu

More dock tasks

- Change dock location and size
  - "System Preferences", then "dock"
- Note that open applications have a small black triangle next to their dock icon. This is true even if all the windows are closed.
- Click on an application icon to bring all of that application's windows to the front

Dock Fun
Magnification

Apple Menu

Menu bar at the top of the screen changes based on which application is active

Apple menu is always there. It has several important tools

Force Quit

Restart

Log out

Home Directory

- Your home directory is where your personal files are kept

- It is the place to store files, documents, and work

- It is helpful if its well organized

Home directory

- Your home directory is where you should store your files. "Documents," "Desktop folder," and "Pictures" are actually in your home directory.

- Most applications are pre-configured to save files into your home directory.

- Your home directory is on abel. That means that all your files are stored on abel, not on your local hard drive.

- Storing files on abel means they are automatically backed up.

Remember, your home directory is on abel. Changing files in your home directory changes them on the server because they are the same files.

Making the most of your mouse

- Right-click to get a contextual menu
  - Menu will be different based on where the mouse is when you clicked -- try different things!
  - Quit apps from the dock
  - Copy and paste
- Scroll wheel

Windows (on the mac)

- Applications do not have to fill the screen. The application will appear in a window, and the appropriate menu will appear in the menu bar when the window is selected
- Applications may have several windows

Window Basics

- Opening a window
  - In most applications "File" menu, then "New Window"
- Moving a window
  - Click on the title bar and drag it
- Resizing a window
  - Resize tool in lower-right corner
- Bringing a window to the front
  - Click anywhere in the window

Fun and games with windows

In the upper-left corner of each window are three small circles that control window functions.
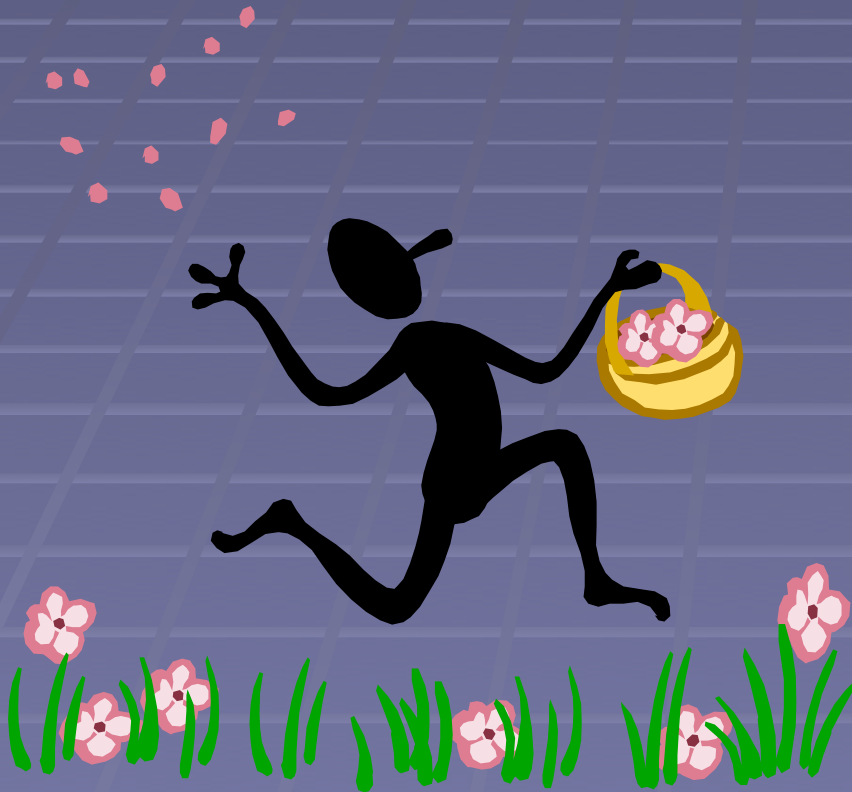
- Red -- close
- Yellow -- minimize
- Green -- resize

** Extra Credit**
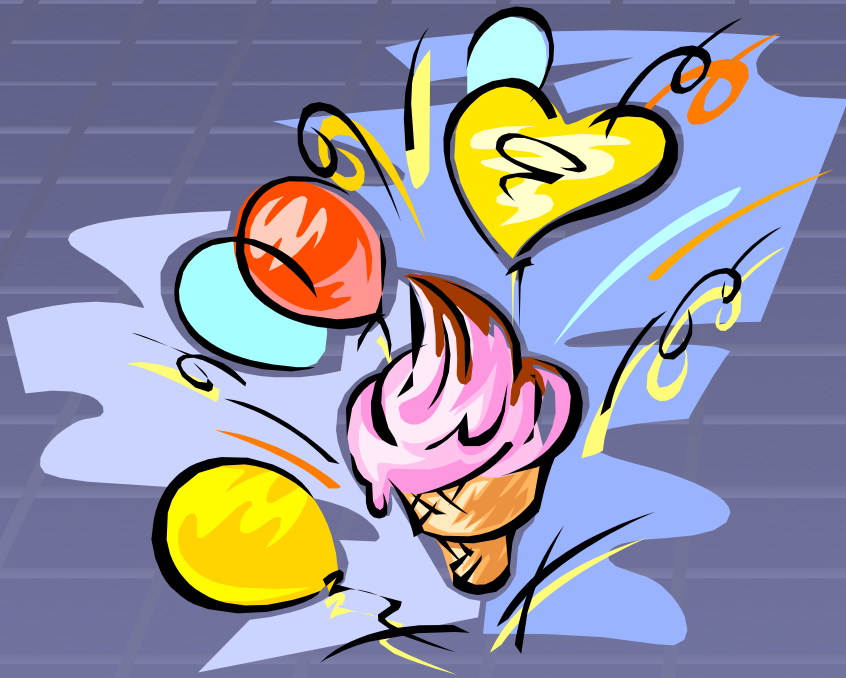
Minimize with "effects"

More Fun

Expose

F9: Shrink windows so that you can see them all at once

F10: Show all the windows for the active application

F11: Hide all windows and show you the desktop

Too Much Fun

Multiple Desktops

An optional way to organize your work. Different "desktops" that you can switch between. You can put email, web browsing, and filemaker on different "desktops".

Searching your hard drive

- With "Finder" active, go to "File" menu and "Find." This brings up the interactive tool where you can search for files by name, date attributes, and much more. You can also search file contents.

- You can also do a quick search using the search tool in the finder window.

Web browsing

- Internet Explorer
- Safari
- Firefox
- Opera

Web Browser Comparisons

Safari

- Apple's default browser for Mac OSX
- Easy to block pop-ups, control cookies, etc.
- Built-in google search
- Stable product backed by a large company
- Not necessarily supported by all web sites and programs

Firefox

- Free web browser developed by Mozilla
- Most popular free browser
- Built in google search
- Excellent pop-up, cookie, privacy control
- Not necessarily supported by every web site or all software
- Less stable than safari
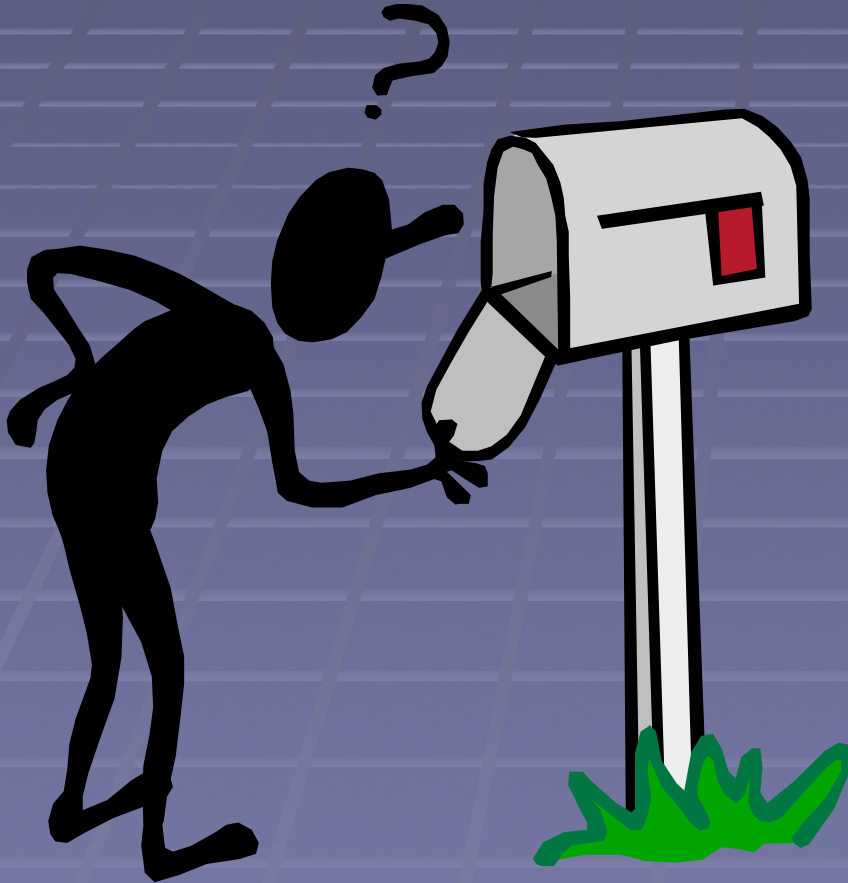- A favorite of many math professors!

More Web Browsers

Opera

- "Free" web browser from the Opera software foundation
- Browser is free but requires $20 registration fee to remove small ad banner
- Very popular browser among technical professionals and "geeks"
- Does best job masquerading as Internet Explorer
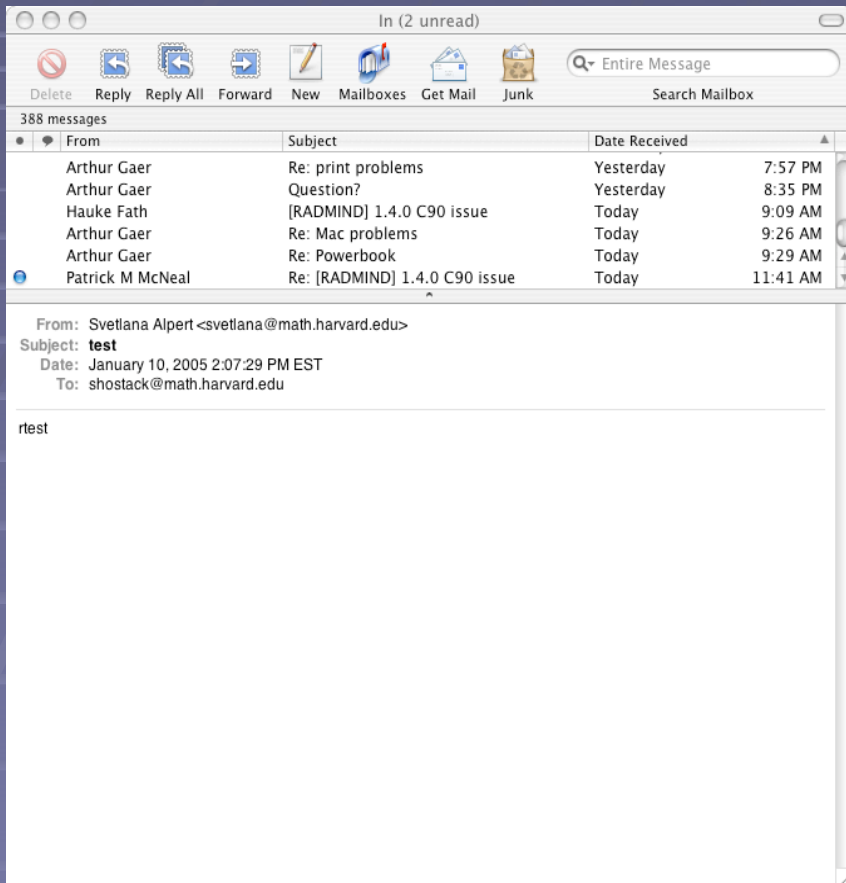- Built in google search

Internet Explorer

- Developed by Microsoft
- Older, slower, may not work with some web sites
- Only browser supported by some applications at Harvard
- Works best with some Microsoft developed web sites
- Difficult to block pop-ups, control cookies, etc.
- Less stable than safari

Mac mail

- Email program developed by apple
- Easy to use
- Keeps all your email on the server
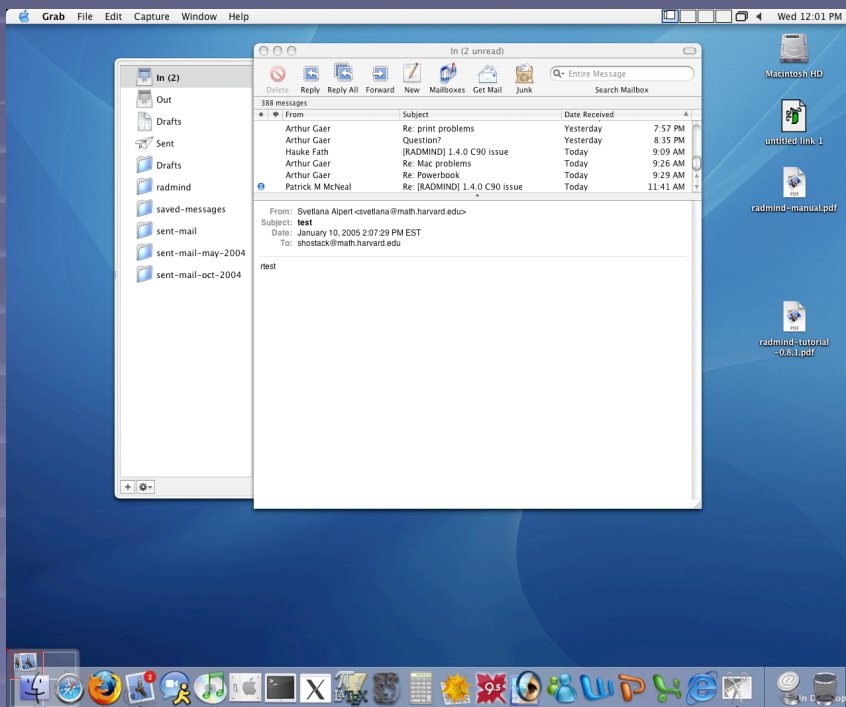- Built-in spam filtering

Basics

- Menus at top of screen (not shown)
- Toolbar at top of window
- Message index on top
- Message contents on bottom
- Double click on a message to open it in new window
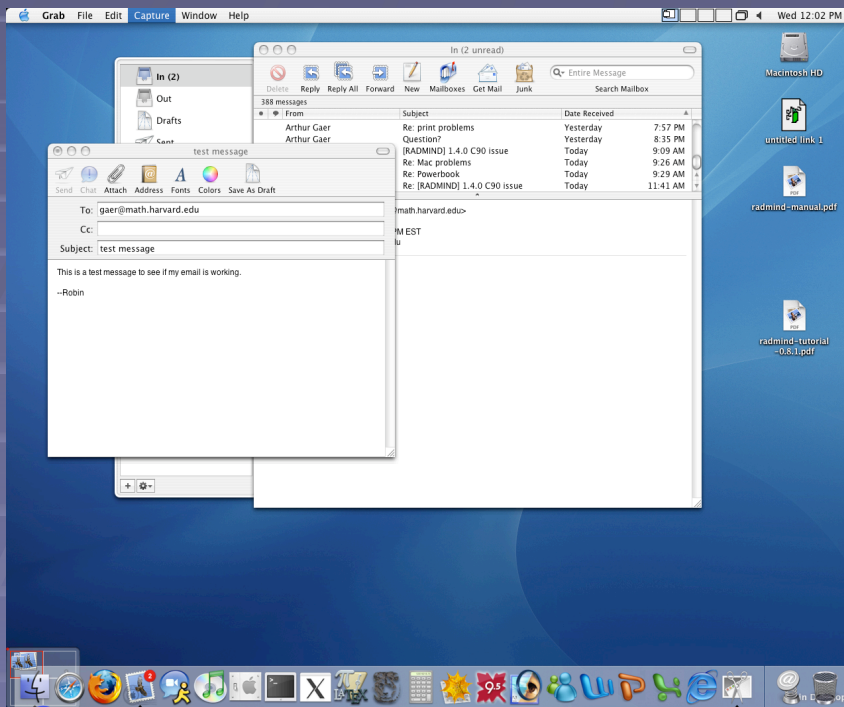- Search box searches email (click icon for options)

Mailboxes

- All your Eudora mailboxes will be imported and available to mac mail
- All the mailboxes are stored on abel where they are backed up
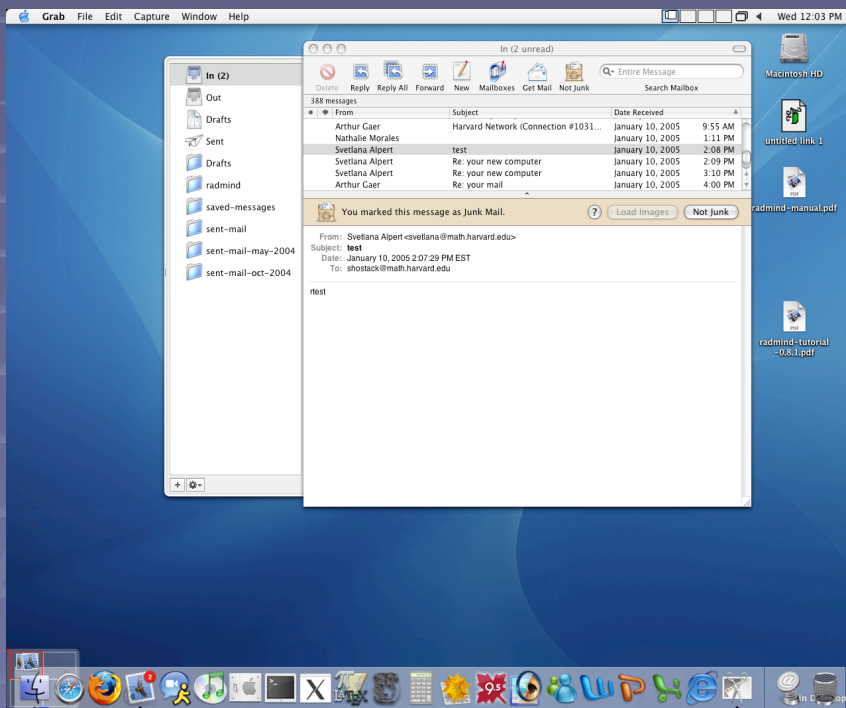- You can access your mailboxes when logged into any machine in the math department

Messages

- Click "new" to start a new message

- Email aliases are stored in your address book

- abel aliases are still available

Junk mail

- Mac mail will guess what is junk mail and show it in brown
- You can correct mistakes in recognizing junk mail
- As you correct mistakes, you will train mac mail to recognize the spam you get

Sending attachments

- Click "attach"
- Select file(s)
- You can also just drag a file from the desktop into the mail message
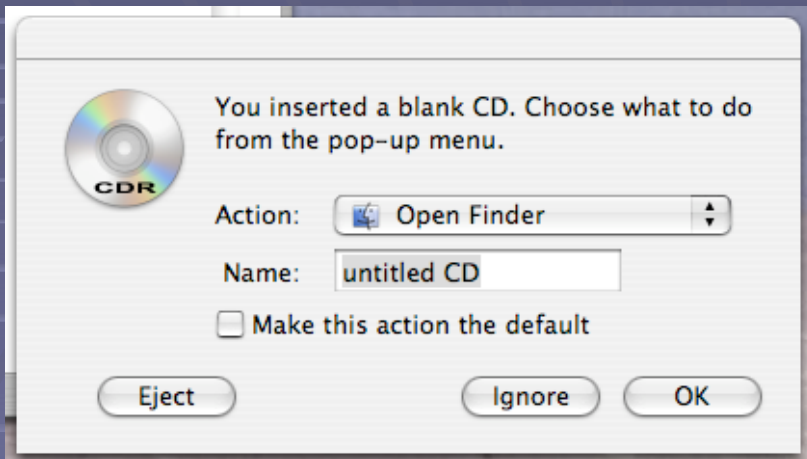
Receiving attachments

- Macs are not currently susceptible to viruses sent in attachments
- To view an attachment, double-click on it. It will open in the appropriate application. (Note: the application will have to be run from the finder the first time.)
- To edit an attachment and resend it, download it to your computer, edit it, then open a new mail message and attach it.
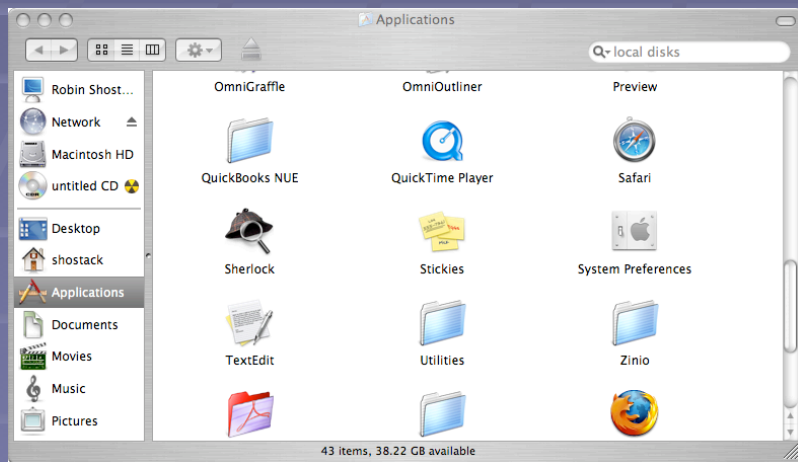
How to burn a CD

- Any data that is on your computer can be copied to a CD. This process is called "burning"
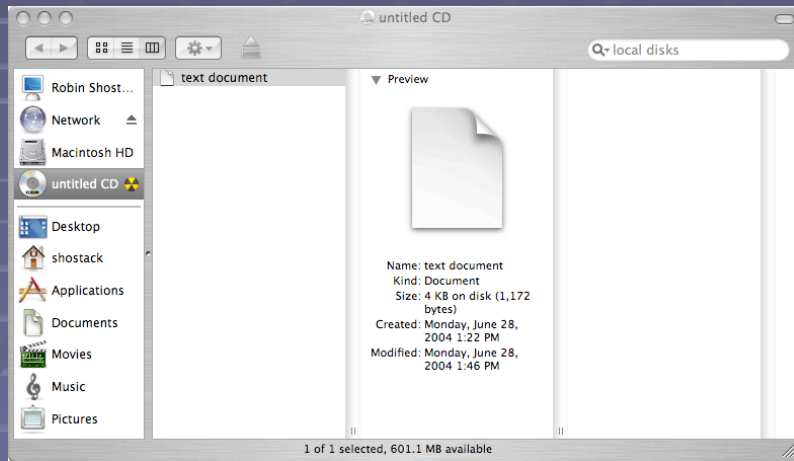- A blank CD can be burned exactly once.
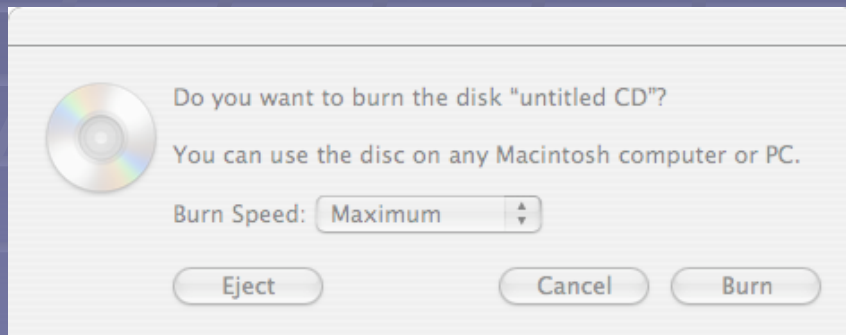
Insert a blank CD

- The very first time you insert a blank CD, you get the window shown here on top. Select your defaults.

- From then on, when you insert a blank CD, it will appear in your finder with a yellow and black "burn" button.

Putting data on the CD

- Drag files or folders into the CD.
- Since you can only burn the CD once, drag all the files that you want to copy.
- Then, click the "burn" button.
- The CD will be burned, and you can't burn that CD again.

Getting your mac to help you

- Make sure "Finder" is active. Go to "Help" menu, select "Mac Help"
- Most applications have a help menu that brings up the application help tool.