


MACINTOSH BASICS

Macintosh Start Up

1. Turn on any external devices (monitor, printer, scanner, etc.)
2. Press the Power-on button.



Macintosh Shut Down

To shut down the Macintosh, choose Shut Down from the  (Apple) menu, See “Choose from a Menu” below.

Using the Mouse

You use the mouse by rolling it around on a flat surface and pressing the mouse button. Moving the mouse moves the pointer (the arrow on the computer screen).

Be sure to hold the mouse with the cable pointing away from you. The mouse is easier to control if you rest the heel of your hand on the desk. If you run out of room to move the mouse, pick it up and put it down somewhere else (moving the mouse in the air does not move the pointer on the screen).

The mouse is used to perform the following important functions:

- **Point and Click.** Move the mouse to cause the pointer on the screen to point to an item and then click (press & release) the mouse button.
- **Double-Click.** Point to the item and then click the mouse button twice in rapid succession. Don't move the mouse while you double-click.
- **Drag.** Point to the item and then hold the mouse button down while you move the mouse. Dragging is used to (1) move an object from one place to another and (2) select a block of text or other objects for some action.
- **Choose from a Menu.** Menus list the choices or commands for the specific program you are using; they are found in the menu bar across the top of the screen. To choose a command from a menu, click on the menu title to make the menu appear, then click on the command you wish to choose.
- **Control-Click.** Hold down the Control key and click an item. In many applications, control clicking an item will bring up a contextual menu which will allow you to choose commands quickly.

Icons and the Desktop

After you start up the Macintosh you see the Desktop which consists of a menu bar across the top of the screen, the Dock at the bottom and a number of icons. The Desktop is your working environment: the place where you startup software and work with disks.

Icons are the small pictures which represent the items you work with on the computer. For example, a folder icon represents a place to keep files..

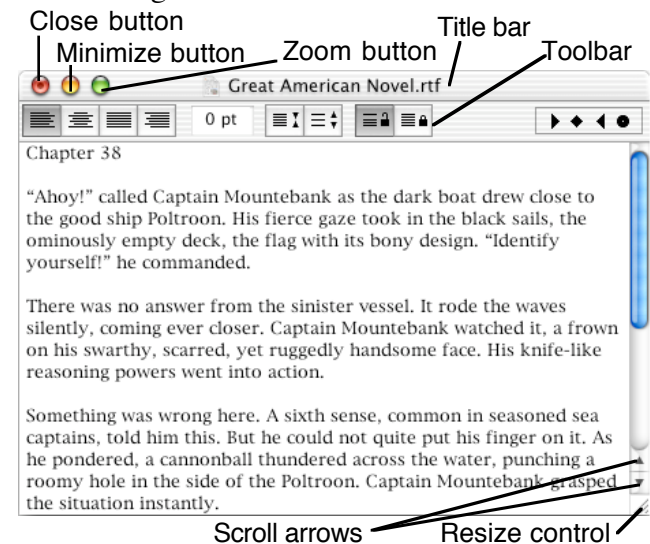


- **Open.** To open an application or document, double-click its icon

When you open an icon, a window will appear displaying its contents.

Windows

Windows are areas on your screen through which you look at your programs and documents. Opening multiple windows allows you to look at several things at once.



- **Scroll.** To scroll (move through) a window's contents, click the scroll arrow that points in the direction you wish.
- **Resize a Window.** To expand or shrink a window, drag the resize control. To make a window larger temporarily, click the zoom (green) button.
- **Move a Window.** Drag the window by its title bar.

- **Bring a Window to the Front.** To bring a partially covered window to the front, click anywhere on the window.
- **Minimize a Window:** To hide a window from view and put it in the Dock, click the minimize (green) button. To open the window again, click its icon on the dock.
- **Close a Window.** Click on the close (red) button.
- **Use the Toolbar.** Many applications have toolbars that provide a quick way to perform tasks. To use a tool, just click its icon on the toolbar.

Creating and Opening Documents

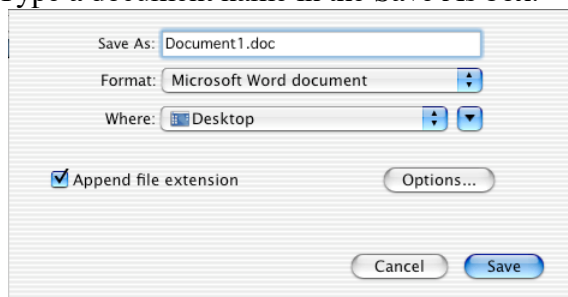
To create or edit something on a computer you use an application program suited to that purpose. The work you do on a computer is called a document.

- **Open a Program or Document.** Double-click the program's icon.
- **Start a New Document.** Whenever you start a new program you usually see a new document window. If you are already working in a program and want to create a new document, choose New from the File menu (shortcut: ⌘N).
- **Open a Document in an Application.** Choose Open from the Application menu (shortcut: ⌘O).
- **Close a Document:** Click on the close (red) button in the document Window.
- **Quit a Program.** Choose Quit from the Application menu (shortcut: ⌘Q).

Saving a Document

If you want to keep a permanent copy of your work, you must save it.

1. Choose Save from the File menu. (shortcut: ⌘S)
2. Type a document name in the Save As box.



3. Click the Where pop-up menu and choose a folder to save it in. (To select any folder to save

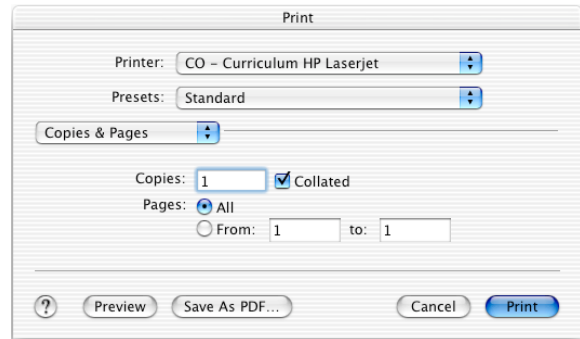
the file in, click the down arrow button.)

4. Click the Save button.

- **Re-save a Document.** To save a previously created document, choose Save from the File menu (shortcut: ⌘S). Resave whenever you make changes.

Printing a Document

1. Choose Print from the File menu. (shortcut: ⌘P)
2. Make any desired changes to the print settings in the Printer box.



3. Click the Print button.

Using the Dock

The Dock at the bottom of the screen contains icons for some applications. When you open an application that isn't in the Dock or minimize a window, it appears in the Dock.



- **Open an Item in the Dock:** Click its icon.

To open a document using an application in the Dock, drag the document icon to the application icon in the Dock. Press a Dock icon to choose commands, open the contents of folders, or change settings.

You can add other items such as applications, documents, folders, servers, Web sites to the Dock. To add an icon, drag it from its window to the Dock. To remove an icon from the Dock, drag it out.

Getting Help

To get help with using the macintosh or an application, choose Help from the Help menu (shortcut: ⌘?). Then type in your question and press Return.