University of Pittsburgh
Computing Services & Systems Development

Getting Started with Macintosh OS X

This help sheet is intended for the beginning user who has little or no Macintosh OS X experience. You will learn how the desktop and icons work, and how to access the available software. Although there may be different ways to accomplish any given task, this sheet only explains one.

Logging Into a Macintosh OS X

1. Enter your username in the **Name:** field.

2. Enter your password in the **Password:** field and press the **Log In** button.

If you do not want to have to enter your information into the login window every time you turn your Mac on:

1. Click the **Apple** icon and select **System Preferences**. The **Login** window appears.

2. Select the **Login Window** tab.

3. Click the box next to **Automatically log in** so that a checkmark appears.

4. Enter your username and password in the correct fields and press the **Set** button.

Using the Mouse

The mouse is the device used to tell the Macintosh what to do. Instead of typing a command from the keyboard, you move the mouse around on a flat surface, and the mouse's track ball mechanism translates your hand movements onto the screen. The pointer arrow moves around the Macintosh screen as you move the mouse.

In some applications, moving the mouse moves an I-beam or a cross. The mouse button is used to activate commands from drop-down menus, select files, move files, delete files and select applications.

The mouse has a button on the top. When pushed (clicked), it selects and activates icons.

What Is an Icon?

Icons are small pictures that represent files, applications, disks, and other things that you use on a Macintosh desktop.

Icons are designed to be easy to distinguish. For example, the icon for a floppy disk looks like a disk; the icon used to delete files looks like a trash can; the icon for a document looks like a sheet of paper; the icon for a directory looks like a folder; and the icon for an application displays a picture, usually the program's logo. Icons are activated, copied, moved and deleted with the mouse. Examples of some of the icons you will encounter on a Mac are shown below.
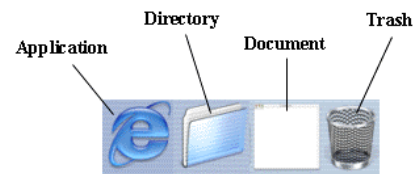

How Do I Select and Move Icons?

Move the mouse until it is pointing directly on the icon you want to select (an application, a drive, a folder, a document, etc.). Press the mouse button and release it quickly. This is called "clicking." A selected item is darkly shaded (highlighted). If you quickly click the item twice without moving the mouse, the icon is activated. This is known as "double-clicking;" it is used to display the contents of drives, open directories (folders) and documents, and to start running all Macintosh applications.

Moving the mouse while keeping the button pressed after selecting an icon allows you to move an icon around on the desktop. This action is known as "dragging" and is used for arranging files on the desktop, copying files, deleting files, and moving files from disk to disk.
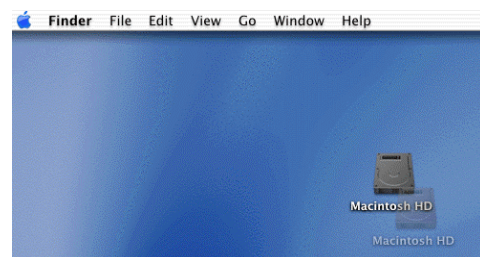
How Do I Access Folders, Disks, Hard Drives and File Servers?
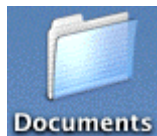
Folders represent directories and subdirectories in the Macintosh operating system. Double-clicking a folder icon reveals the files stored within that subdirectory.

A disk icon appears whenever you have a formatted floppy disk in the disk drive. Double-clicking a disk icon displays a directory of the files on the disk. You must save your work on a floppy disk when working in the labs; work saved to any other drive is lost when you log off.

Double-clicking a drive's icon displays all of the software and files stored there. Do not save work onto hard drives since they are erased frequently. Use floppy disks instead.

File servers are large, hard drives that can be accessed from individual Macs through a network. Double-clicking a server icon accesses the software applications stored on the file server.

How Do I Move Files?

To move a file from one location to another (for example, from the hard drive to a floppy disk):

1. Select the icon representing the file you want to relocate by clicking it with the mouse. (Keep the mouse button pressed.)

2. Drag the mouse until the mouse pointer and highlighted icon are directly over the icon for the location to which you are moving the file.

3. When the destination icon is darkened/highlighted, release the mouse button. The file is moved to that directory/drive.

How Do I Copy Files?

If you want to place a copy of a file somewhere while keeping the original file where it is, you must:

1. Select the icon representing the file you want to copy by clicking it once.

2. Use the mouse pointer to click the **File** menu heading, and then choose **Duplicate**. Notice how a second icon with the same name (plus the word 'copy') appears beside the original icon. Move the copy to the desired location.

You may want to change the name of the duplicate file/folder to remove the word 'copy.' (See the section **How Do I Change the Name of a File or Folder?**)

How Do I Copy a File From One Floppy Disk to Another on a Macintosh With Only One Floppy Disk Drive?

1. Insert the original disk (that contains the file to be copied) into the floppy disk drive.

2. Make a copy of the file as described above and move the copy onto the hard drive.

3. Eject the initial disk (by dragging the disk icon into the Trash) and insert the second disk.

4. Move the copy file from the hard drive onto the new floppy disk.

How Do I Delete Files?

To delete a file or folder, select the corresponding icon with the mouse, hold the mouse button down and drag the selected icon towards the Trash. When the Trash icon is highlighted, let the button go, and the file is deleted.

DO NOT delete files unless you are absolutely sure you want them to be removed. If you accidentally place a file in the Trash, immediately double-click the Trash icon and remove the item from the Trash window. If you wait too long before doing this, the item you accidentally trashed may be deleted for good.

How Do I Change the Name of a File or Folder?

1. Click the name (NOT the icon) of the file or folder. A white border appears around the file name. The whole icon is highlighted.

2. Enter the new file name; it replaces the old name.

What are "Pull-down" Menus?

The words running across the top of the screen are "menu" headings. A menu displays several different commands that you can activate. These menus appear on the screen under the menu headings whenever the headings are selected.
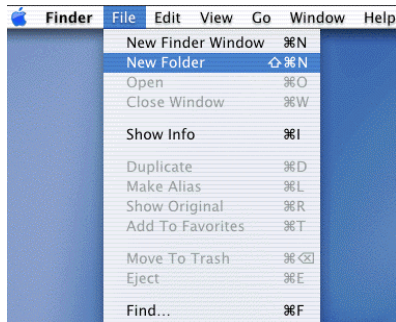
These are called "pull-down" menus because they are pulled down from the top of the screen. When they are not selected, these menus disappear from the screen, leaving only their menu heading visible in the top bar.

How Do I Select a Pull-Down Menu?

Move the mouse arrow pointer until it is on top of a menu heading. When you push the mouse button, the list of options (the menu) drops down. Move the mouse down (in your direction) to move through the various options in the menu. The different commands in a menu are highlighted as they are selected. When you have the appropriate command darkened, press the mouse button again. The command activates, and the menu disappears. This process is known as "choosing" a menu option.

If you reveal a menu, but then decide you do not want to use any of the commands, move the mouse pointer out of the area of the menu. If you put the pointer on a different menu heading, that menu drops down. To select nothing, move the mouse pointer into the blank space on your desktop and click the button. The displayed menu disappears and no command is selected.

If any of the commands in the drop-down menu are light gray rather than black, this indicates that the command is not available to you at this time. For example, the **Print** option is only valid when you have selected a document with your mouse first.

NOTE: One way in which OS X differs from previous versions of the Macintosh operating system is that you no longer need to keep the mouse button pressed to continue to see the pull down menus. Like a Windows mouse, one click on a menu heading causes the menu to drop down and remain visible until a selection is made.

The Macintosh Desktop

The Macintosh "desktop" is the first screen that appears when you turn on your Mac. The display has small pictorial symbols on it, that represent which software applications, files and disks are available to be used. An application is a computer program that runs to accomplish a specific purpose, such as typing a document or creating a chart. The pictorial symbols on the desktop are called "icons." The words running across the top of the screen are "pull-down" menus. Icons and pull-down menus are activated with the mouse.

Changing the StartUp Disk

The operating system that appears when you first turn on your Mac can be switched between 9.1 and OS X. If OS X is running and you would like to run 9.1:

1. Click the **Apple** icon in the upper left-hand corner.

2. Choose **System Preferences** from the menu.

3. Double-click the **Startup Disk** icon.

4. Choose the **System Folder** you want to use to start your computer.

5. Close the window and restart the computer.

If OS 9.1 is running and you would like to run OS X:

1. Click the **Apple** icon in the upper left-hand corner.

2. Select **Control Panels**.

3. Select **Startup Disk**. The **Startup Disk** window appears.

4. Click the down arrow next to Macintosh HD.

5. Select **Mac OS X**.

6. Close the window and restart the computer.
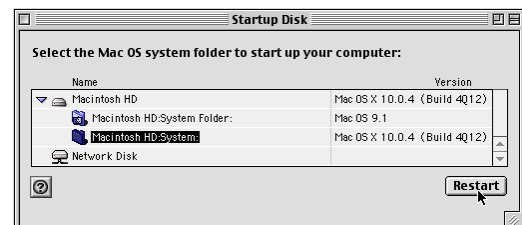
Using the Dock

If OS X is running, the Dock, a new feature of Mac OS X, appears at the bottom of your screen. It contains icons of folders, files, applications, servers and Web browsers.

NOTE: The small arrow that appears underneath an icon signifies that the program represented by the icon is currently open

To access any of these files or applications, click one of the icons in the Dock. If a file or application isn't in the Dock, its icon appears there once you open it.

To open a document using one of the applications in the Dock, drag the document's icon to the application's icon in the Dock, and the document opens.

## How Do I Start Macintosh Applications without using the Dock?

1. When you log onto a Macintosh, the Macintosh hard drive icon appears on the desktop. Double-click it. The hard drive window is displayed.

2. Click the **Applications** button. All of the Mac's applications are displayed in the window.
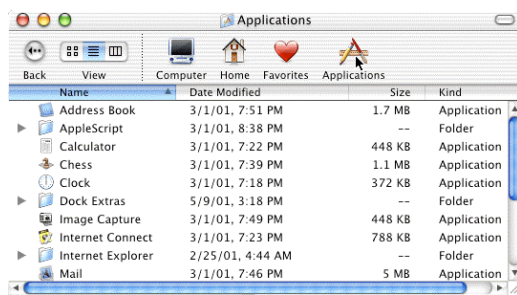
What Are Windows?

When you double-click an icon, the Macintosh operating system displays a window on your screen. Windows appear on the Macintosh desktop and are also used inside applications. If you double-click a server icon, a disk icon, or a folder icon, a window displays all of the files available in that area or on that disk.

Once a window is opened, you can use the mouse to open any files or folders or use any applications that appear in the window.
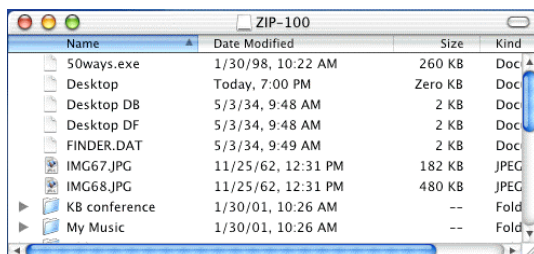
Many different windows can be opened at one time and are visible on the Macintosh desktop. Windows can be compared to a group of papers piled on a desk. Although many papers may be visible, only one is on top. The Macintosh window that is on top of the others is the only window that you can use - it is the only active window. The other windows are slightly grayed out.

NOTE: If you point and click any area of an inactive window, that window moves to the top.

Adjusting Windows

Windows may have to be adjusted in order to see all of the icons that they contain. Most top windows feature scroll bars that run along the right and bottom edge.
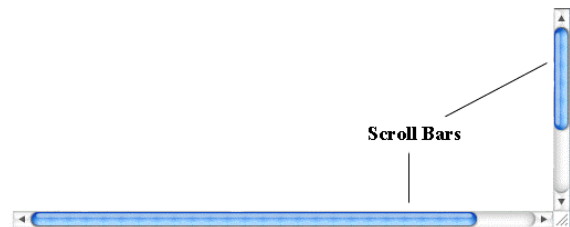
Point and click the arrows in the scroll bars to move the visible portion of the window so you can see any icons that are not initially visible. If all of a window's icons are visible on the screen, then the scroll bars do not appear.

The top window also has a size box in the lower right corner. Position the mouse pointer on this box and hold down the mouse button. Now you can drag the mouse to adjust the window's size.
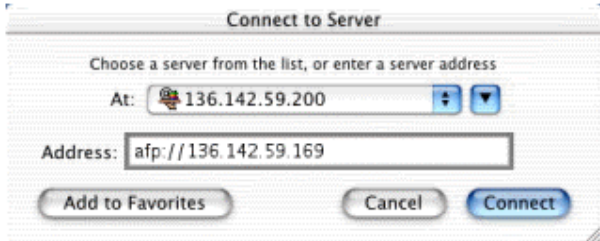
Closing Windows

To close a window, position the mouse pointer over the small, red circle in the upper-left corner of the window and click the mouse button. The small box is known as a **Close** box.
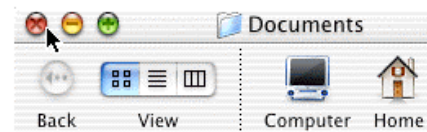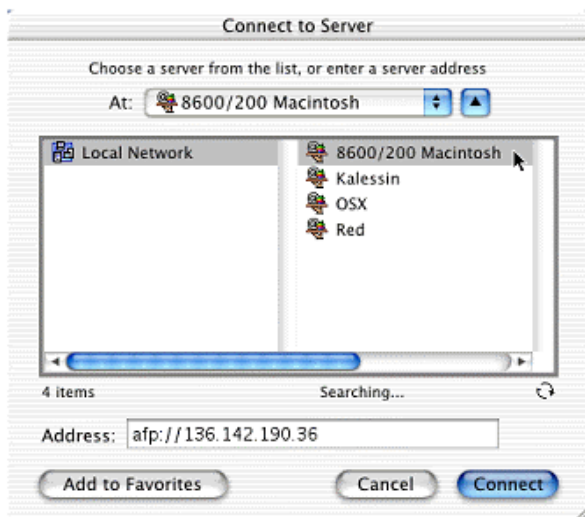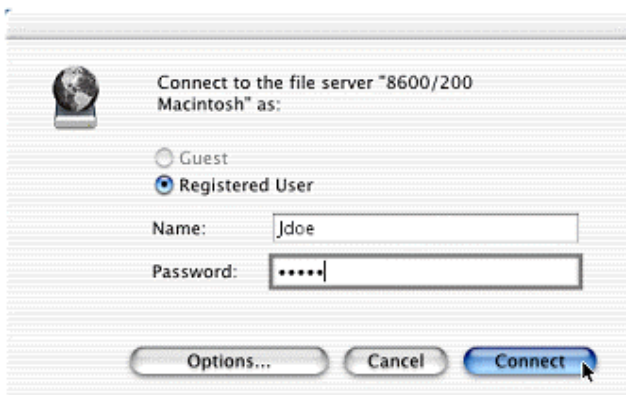
Connecting to a Server Using Macintosh OSX

1. Click anywhere on the desktop to activate **Finder**.

2. Select the **Go** menu and choose **Connect To Server**. The **Connect to Server** window appears.

   Connect to Server
   Choose a server from the list, or enter a server address
   At: 136.142.59.200
   Address: afp://136.142.59.169
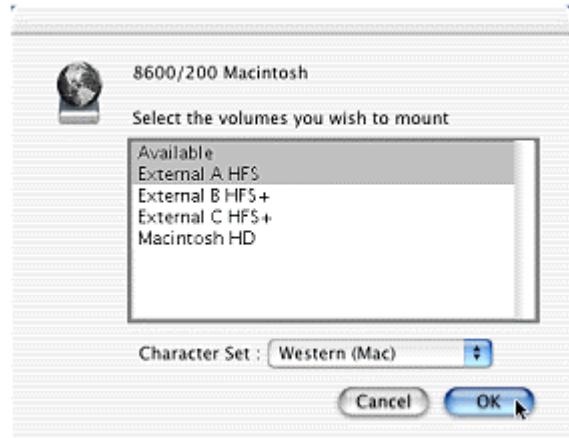   Add to Favorites   Cancel   Connect

3. Click the down arrow at the far right of the **At:** field and the window expands.

4. Enter the server's IP address in the **Address:** field or click **Local Network** and choose which host to log onto.

   Connect to Server
   Choose a server from the list, or enter a server address
   At: 8600/200 Macintosh
   Local Network | 8600/200 Macintosh
                 | Kalessin
                 | OSX
                 | Red
   4 items   Searching...
   Address: afp://136.142.190.36
   Add to Favorites   Cancel   Connect

5. Click **Connect**. You are prompted to login.

   Connect to the file server "8600/200 Macintosh" as:
   ○ Guest
   ● Registered User
   Name: Jdoe
   Password: •••••
   Options...   Cancel   Connect

6. Depending on the configuration of the server you are trying to connect to, you must:

   a. Select **Registered User** and insert your username in the **Name** field and password in the **Password**. Click **Connect**. **OR**
   b. Select **Guest** and click **Connect**.

7. After you connect**,** a window appears showing all accessible drives and/or folders.

   8600/200 Macintosh
   Select the volumes you wish to mount
   Available
   External A HFS
   External B HFS+
   External C HFS+
   Macintosh HD
   Character Set : Western (Mac)
   Cancel   OK

8. Choose a drive and/or folder, and click **OK**.

   NOTE: If there are multiple drives/folders, and you wish to choose more than one, hold down the **Shift** key as you make your selections with the mouse.

   After clicking **OK**, an icon representing the server you are accessing appears on your desktop. You are now connected.

   Available

   External A HFS

9. To dismount the server, drag the icon into the **Trash**.

How Do I Use a Zip Disk to Store My Work?

You should have at least one zip disk to store your work. Disks are available for sale at any office supply or computer store.

NOTE: Most new Macintosh computers do not come with a floppy disk drive. If you need a floppy drive, the Imation SuperDisk Drive is available. This will allow you to retrieve and store work on a floppy disk.

Most disks are high density (HD). High-density disks store more work, but they may not operate in very old Macintoshes outside of the Pitt campus. (All campus computing lab machines can use HD disks.)

Insert your zip disk into the drive. If the disk is PC formatted, you are asked if you want to initialize it. Click **Format** to format it for a Mac.

The Save Command

Since saving your work is very important, all Macintosh applications have a **Save** command available, usually under the **File** menu heading.
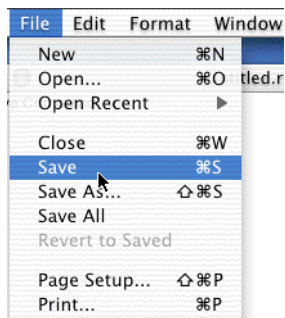
The first time that you select **Save**, a dialog box appears. This is where you specify a new file name, the file type and storage location. By default, the **File name:** field is highlighted and contains a blinking line called an I-beam.
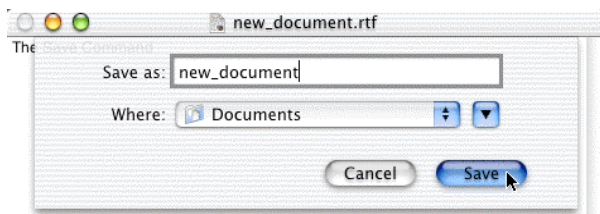
1. Enter the name of your file in the box.

2. Click on **Desktop** until you see the name of your disk displayed in the window. Double-click the line that displays the disk icon and the name of your disk. Your disk should then be listed on the top line of the dialog box.

3. Click **Save**.

You should save your work to a disk about every 15 minutes or so to ensure that your work is permanently stored, in the event of a power failure or computer glitch. CSSD recommends that you store your work (especially large or important files) onto two separate disks in case one of the disks should get lost or damaged.

Setting Up a Printer

Because OS X uses a TCP/IP protocol for almost all networking, AppleTalk is not being used to set up printers. Therefore, the **Chooser** printer setup is no longer used.

Another change is that an icon no longer appears on the Desktop once a printer is set up.

1. Open the **Utilities** folder located within the **Applications** folder on the **Hard Drive**.

2. Double-click the **Print Center** icon. The **Printer List** window appears.
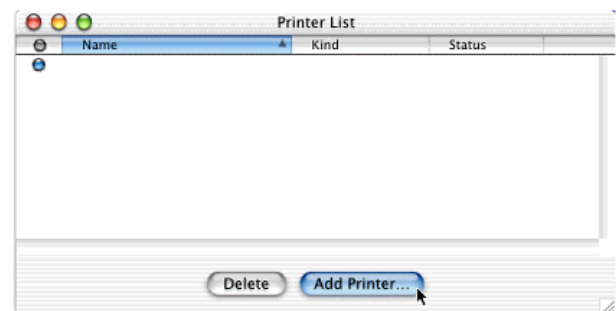
3. Click **Add Printer**, and another window appears within the Printer List window.

4. Click the double arrows in the new window and select one of the choices from the drop-down box. The choices include **AppleTalk**, **LPR Printers using IP**, **USB** and **Directory Services**. These represent the different types of printer connections you can use. **Directory Services** is the default.
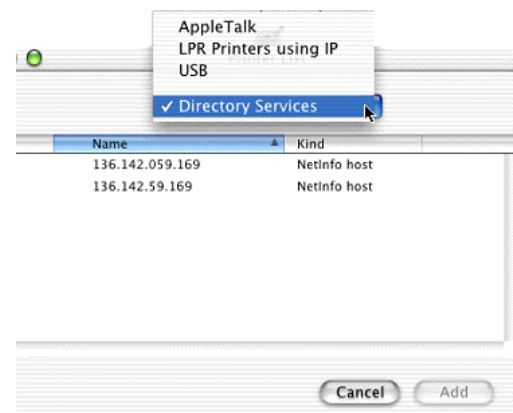
- To use **AppleTalk**, select AppleTalk from the drop-down list. An AppleTalk zone appears below the AppleTalk drop-down box. You can change the zone by click the double arrows and selecting a new one from the list.
     a. Select one of the printers from the list of recognized AppleTalk printers.
     b. Click **Add**.
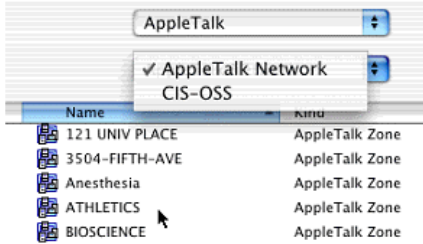
- To add an LPR Printer, select **LPR Printers using IP** from the drop-down list.
     a. Enter the appropriate IP address in the LPR Printer's **Address:** field.
     b. Click **Add**.
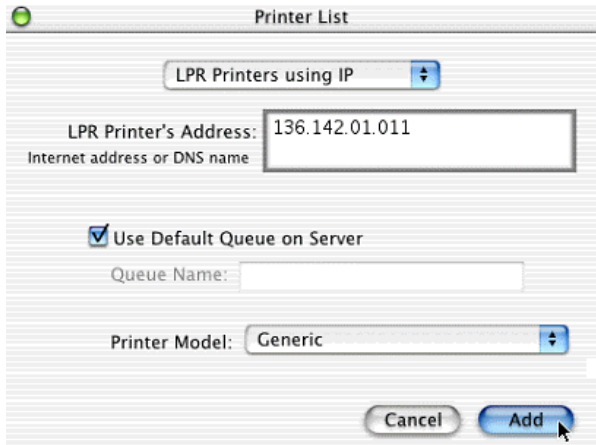
- To add a USB printer, select **USB** from the drop-down list.
   a. Choose one of the printers listed.
     b. Click **Add**.
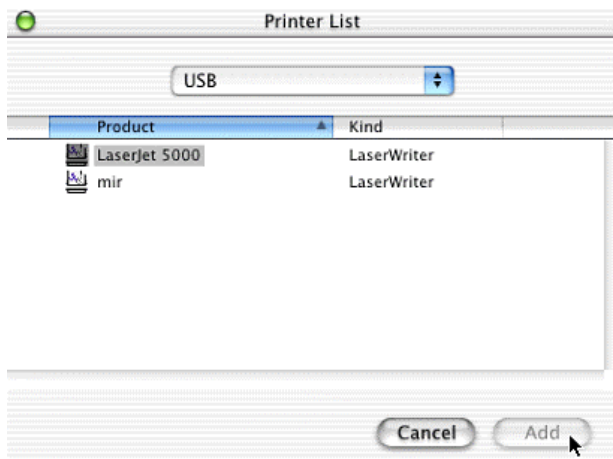
Once you have finished setting up all of your printers, the Printer List screen appears. It includes the names all of the printers you have added. The printer with a blue circle next to its name is the default printer. You can change the default setting by double-clicking the printer you want as your default printer.

Printing

In order to get a printed copy of your work, you must issue a print command. Like the **Save** command, **Print** is generally located under the **File** menu. Printing procedures differ slightly depending on the application that you are using.

You can select the printer from the **Print** dialog box that results when you select **Print** from the **File** menu within an application. Select the printer you want from the drop-down list that appears when you click on the downward arrow beside the **Printer:** field.
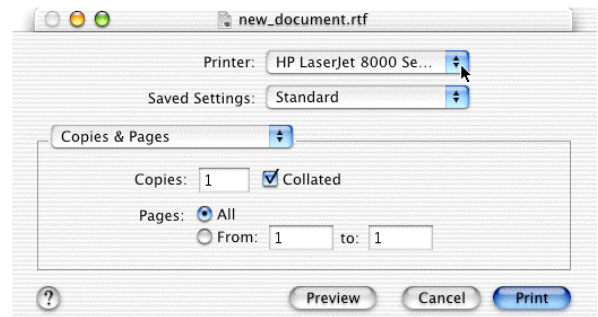
To change the default settings, select the arrow box next to **Copies & Pages**. For example, if you want to print double-sided:

1. Select **Copies & Pages** and choose **Layout**.

2. Click the arrow box next to **Pages per sheet** and choose 2.

Quitting Applications

1. Choose **Quit** from under the open application's menu. For example, to close TextEdit, select **Quit TextEdit** from the TextEdit menu. You can also press the **Command** button and Q.

Many applications give you one more opportunity to save your work before quitting. A dialog box appears asking if you want to save your work one more time before the program quits.

NOTE: If you have not saved during your session and do not save at this time, all work done during your session is lost when the application quits.

2. Click **OK** if you have done any work since your last save, or click **Don't Save** to bypass this step. Unless you are positive that you do not want to save any changes or that you have not made any changes since your last save, it is best to save when prompted - just to be on the safe side.

Logging Out of Your Macintosh

Eject your disk before you log off of the machine. Do this by selecting the icon for your disk and dragging it to the Trash. When the Trash icon is darkened, release the button and your disk is ejected. (This will NOT erase anything on the disk.)

1. Select **Log Out** from the Apple menu.

2. The computer logs out of the system and then brings up the logon screen to be completed by the next user of the machine.

NOTE: Be sure that you always log off of your Macintosh when you are finished using it. If you leave a Macintosh without logging off, the next user can access your University Computer Account, and can use your printing allocation.

Getting Help

There are a number of sources of help for using a Macintosh.

Click the **Help** menu heading and select **Mac Help**. The **Mac Help** dialog box appears. You can:

- Enter a question in the white box and click Ask.
- Choose an option under Quick Clicks.
- Get the latest news.
- Go to the Mac OS X Web site.

If you cannot find the answer by using Mac Help, CSSD has produced a series of Getting Started help sheets for various Macintosh applications. See the documentation racks or a Lab Consultant in the nearest campus computing lab for available titles. Help sheets are also available for download at **http://technology.pitt.edu**.

For additional information, please contact the Technology Help Desk at (412) 624-HELP [4357] or via the Web at **http://technology.pitt.edu**.