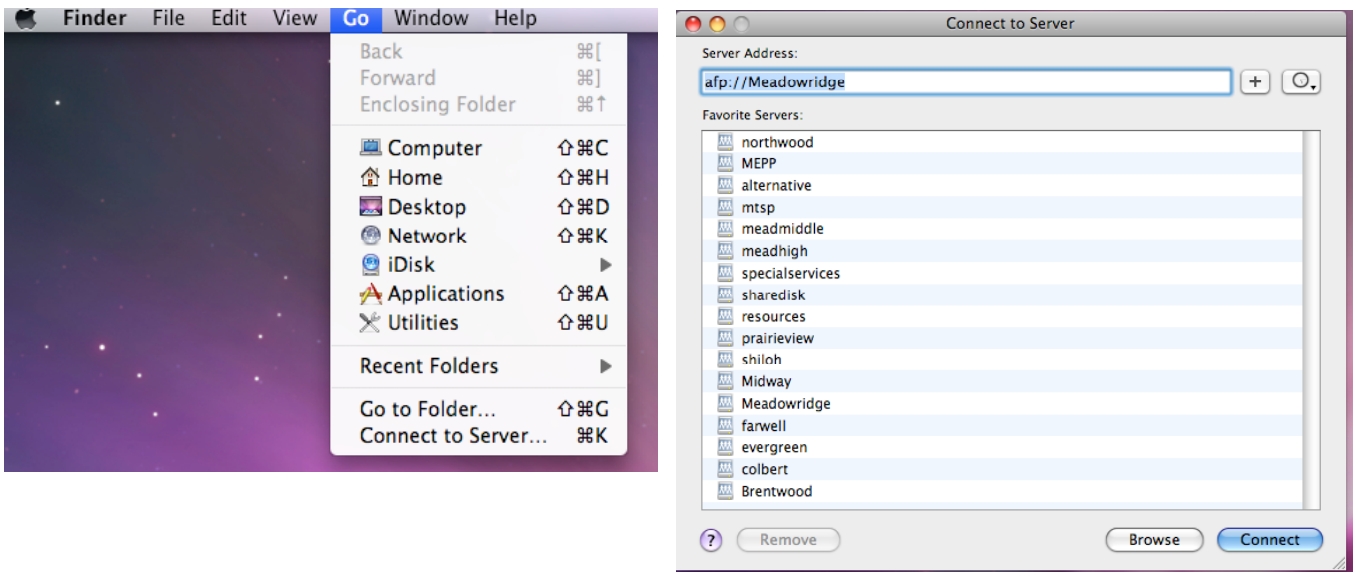


# MAC BASICS-LEOPARD

## ACCESSING FILES:

1. Access your H-drive by clicking on the mount with your name on it. (if set up)
2. Another option is to use “Go” on your menu bar and select “Connect to Server”. Type in the following: `afp://YOURSCHOOL` and enter your username/password, then select staff.



3. Files/Email From home....Launch web browser go to Mead website
  - Quicklinks on Mead site
  - Staff Portal-Virtual Office
  - Groupwise from home
4. Airport
  - Wireless from home help site  
<http://docs.info.apple.com/article.html?artnum=106424>

Notes:

## CONTROLS- Apple icon top right corner

1. About This Mac
2. Software Update (do this 1x a month, plug in to Ethernet-may need 2x to complete updates!)
3. Mac OS X Software
4. System Preferences (Personal options/Hardware options) \*Displays-add it to bar



5. Dock- change size, location or hide
6. Recent Items
7. Force Quit Finder
8. Sleep/Restart/Shutdown--Turn off laptop- simply depress power button and hit enter/return
9. Log Out User-for admin use only
10. Menu Bar-top right of laptop screen
  - Time Machine
  - Airport (shows if you are wireless or not)
  - Display (for use with your projector)
  - Bluetooth
  - Volume
  - Battery
  - Time
  - Spotlight
11. Common Function Keys
  - TIGER
    - F1/F2 - brightness keys
    - F3/F4/F5 - mute/volume decrease/volume increase
    - F6 - number lock to use 10 key
    - F11 - closes all windows
    - F12 - brings up dashboard

*Don't forget the right click on a MAC is the CTRL key + the mouse click*

  - LEOPARD
    - F1/F2-brightness keys
    - F3-organizes desktop into windows
    - F4-brings up dashboard
    - F7/F8/F9-play your iTunes
    - F10/F11/F12 Volume

Notes:

**DOCK/PROGRAMS-** Closing, minimizing, full screen modes, quitting applications

- Widgets (add a widget, change the temperature and clock using “i”)
- Google Earth-free download
- Groupwise
- Firefox
- Safari
- iChat
- Address book
- iTunes
- iPhoto (show peripherals...camera/video camera)
- iMovie
- iDVD
- Keynote
- Pages
- Garageband
- Office Suite
- iWeb
- iCal
- Quicktime
- Photobooth
- Spaces

\*Noteworthy mention: Image capture-great for taking a quick picture off your camera; Text Edit- great for cleaning up hidden in your text

**HARD DRIVE**

- Views (icons/list/column/cover flow mode (see picture))
- New Folders

**SOFTWARE EXAMPLES: (As time allows)**

- Word-toolbars, formatting palette, how to print
- Pages-how to create a newsletter, brochure, sign, how to PDF, how to email it (save then right click on icon and archive-zip file)
- Keynote- the powerpoint of the MAC
- Excel- views