

## Some MAC Basics

The computers: Powerful 24" iMacs with 2.66 GHz Intel Core 2 Duo processors and plenty of RAM (4Gb) and hard-drive storage (>600 Gb). They are fast enough and powerful enough to do just about anything in terms of image manipulation, including video and high-end animation. Monitors are high-definition 24" flat-panel glossy LCD screens with 1920 x 1200 pixel resolution, great for critical graphics. All computers can read/write and burn CDs/DVDs and all have USB and FireWire ports, plus tons of installed software. Basically these machines will compete with and often out-perform many current PC's out there are extremely versatile and adaptable, and are capable of handling the most demanding tasks.

The Operating System: Mac OS 10.5.8 Leopard is a current version of the Unix-based Mac operating system, and it's receiving great reviews by Mac- and non-Mac PC critics alike due to its reliability, stability, speed, and architecture (even hardcore programmers like it!). The Unix kernel makes this OS extremely stable and crash-resistant (apps might crash occasionally, but rarely the machine). Incidentally, it will run many Windows apps very efficiently.

Below are some basics to get you oriented. Since this is an art course, not a "how to use a computer" course, you will be expected (after an introduction & basic orientation by me) to become familiar with these machines on your own. Don't blame the machines; in the workplace, you often work with what you're given, and frequently cross-platform. Besides, the new Macs and latest OS X are being praised and adopted more and more by the media industry and major businesses. Get used to it -- Macs are here to stay and gaining market share every day!! In fact, many of you are current Mac users. Importantly, *all the Adobe graphics software apps you will be using here will work on your PC's.*

The Mac OS X Desktop (for Macs, Finder = operating system) [see the image of screen-capture on other page]. I will go through the introductory basics for you in enough detail to get you comfortable. This is a powerful, yet friendly and logical, OS with a well-designed interface. Mac invented the original graphical user interface, "plug and play" and "drag and drop", so the current OS and interface combination is a highly evolved, versatile, visually pleasing mechanism and should make sense and become easy to use after a short while.

**The Ultimate Rule to Remember: SYFO (Save Your Files Often)** No computer or software is foolproof or perfect. Always assume that any or all computers and programs can crash for any reason at any time. **SAVE YOUR FILES EVERY 10-15 MINUTES!!!!!!!**

Operational conversions between Macs and Wintel machines:

The keyboards on these iMacs feature 2-button mice that work very similar to PC mice. Left-clicking selects items and right-clicking creates drop-down contextual menus that give you various work options depending on what application you're using and task you're doing. And by the way, Macs actually easily accept multi-button or programmable PC mice and pen-based graphics tablets. If you have them, you can bring them here and plug them right in!

on <u>Windows</u>	=	on <u>Mac</u>
Control key		Command key (⌘ , 🍏)
Alt key		Option key
task bar		Dock (at bottom of desktop)
"shortcut"		"alias"

**!!!!!! Note:** to easily cycle between various open applications on a Mac, simply hold down the **command** (⌘ , 🍏) key while repeatedly hitting the **TAB** key (ie. ⌘+TAB). Alternatively, move the mouse down toward the bottom of the desktop to the **dock** (task bar) and select from the various apps there.

**Login & Logout:** Sometimes when you first sit at the Macs or if you restart the machine when you come in (highly recommended!!!), you will get a login/password screen. Just type the word "**student**" in the space and hit return to gain access – no password required at this time. When you're finished for the day, it's not a bad idea to go through the "**Log Out student**" procedure (it's under the 🍏 icon menu at upper left

#### **A few Mac things to get used to (PC users take note, especially):**

- red/yellow/green gel buttons: Located at upper left of document window. Click **red** button to close the window or file (and prompts you to save file if current document not saved) Unlike a PC, the red button does not quit the application. The **yellow** button triggers a cool animation by which the open file is sent to the dock and stored there until it is needed again. The **green** button can minimize/maximize a document window.
- The trashcan: This can seem a bit strange. Located in the lower right corner of the dock, the trashcan is obviously where you can drag files/folders (or use the *⌘-delete* keyboard shortcut) to eliminate them (and use *shift ⌘-delete* to empty the trash). But, strange as it seems, the trashcan icon is also where you drag icons of removable media (keychain USB drives; compact Flash cards, CD's, DVD's etc) or even volumes (the *ArtShare* volume, for example) to eject/unmount them. You could also use the *⌘E* keystroke shortcut to do the same thing.

Also, should you decide to burn a blank CD or DVD, after you drag files onto the CD/DVD icons, dragging the CD/DVD icon toward the trashcan turns the trashcan into a CD/DVD burn icon!!!! That's one way that you

can tell the Mac to burn a disk!! Scary as it seems, that's a correct way to do it.

- Force-quitting programs: Mac OSX is very stable and resistant to computer crashes and freezes. At times, however, a program will have problems and will go into an endless hold pattern, as seen by a eternally spinning colored circular icon. If you see this dreaded SBOD ("Spinning Beachball Of Death"), you can first see if you can get out of the stuck processing mode by trying a variety of moves or asking instructor for help. But if it's really bad, you will have to "force quit" by either using *option#escape* or by holding the mouse down over the application icon in the Dock and selecting "force quit" there. You might lose unsaved changes to your file, but at least you can relaunch the file without having to shut down or restart the computer.
- Pre-emptive multi-tasking: Memory is automatically allocated to programs as needed. You can launch and use just about as many apps as you'd like without worrying about memory. Many apps can be open at once and you can switch between them by using the *#tab* keystroke.
- Of course, there are many other file management and OS routines and shortcuts you can get familiar with. After a while, it will begin to feel more natural. Practice!

#### Some useful OSX Desktop/Finder and Application Commands:

Under the "**File**" menu in the Finder (OS):

- *shift#N* create a new folder
- *#D* Duplicate a file or folder
- *#E* Eject a storage device, disk, or volume
- *#I* Get Info on a file, icon, volume, image, or folder
- *#F* Find (to locate files, folders, etc)
- *#TAB* Rapidly cycle between open apps in the Dock
- *#W* Close the currently open Window
- *#delete* Send a file or folder to the trashcan
- *shift# delete* Empty the trashcan (under the "**Finder**" menu)

Under the **File** and **Edit** menus (mostly for Apps):

- *#A* Select All
- *#C* Copy
- *#H* Hide the application (but may not work for all apps!)
- *#N* create a new file
- *#O* Open an existing file
- *#P* Print
- *#Q* Quit an application
- *#S* Save
- *#V* Paste
- *#W* Close a file
- *#X* Cut
- *#Z* Undo (probably one of the most useful commands!)