

Some MAC Basics

The computers: Dual-processor Mac G4's with plenty of RAM and hard-drive storage. They are fast enough and powerful enough to do just about anything in terms of image manipulation, including video. All computers can read/write and burn Cds/DVDs and all have USB and FireWire ports, plus 250Mb USB Zip Drives. Monitors are 19" Sony Trinitron CRT's; a little old, but still industry standards for color fidelity and image quality (& better than most LCD monitors).

The Operating System: Mac OS 10.4 Tiger is the most recently created 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).


Below are some basics to get you oriented. Since this is an art course, not a computer learning course, you will be expected 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 OS X are being praised and adopted more and more by the industry. Get used to it --they are not going to go away!!

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/interface 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:

on <u>Windows</u>	=	on <u>Mac</u>
Control key		Command key (⌘ , 🍏)
Alt key		Option key
task bar		Dock (at bottom of desktop)
right-click 2- button mouse		hold down control key while clicking 1- mouse
"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 and select from the various apps there.

Login: 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.

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

- The one-button mouse: Yeah, I know.....it's the thing most often complained about by non-Mac people. You can do almost everything with one button; to acquire the features of “right-clicking”, **just hold down the “control” key while clicking** --- you'll get full contextual menus that give you all the extras available for the app or area you're clicking in or on. Try it; it's actually pretty nice once you get used to it. And by the way, Macs actually easily accept multi-button or programmable mice.
- 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). The **yellow** button triggers an 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 trash can: Located in the lower right corner of the dock, the trash can 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, etc) or even volumes (the *ArtShare* volume, for example) to eject/unmount them. Scary as it seems, that's the correct way to do it. You could also use the **⌘E** keystroke shortcut to do the same thing.
- 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:

- *shift⌘N* create a new folder
- *⌘D* Duplicate a file or folder
- *⌘E* Eject a storage device, disk, or volume
- *⌘I* Get Info
- *⌘F* Find (to locate files, folders, etc)
- *⌘tab* Shift between open apps in the Dock
- *⌘W* Close the currently open Window

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