



Mac OS X



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Student Computing Labs



# Mac OS X Part 3

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Student Computing Labs  
Macintosh Support  
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# We Will Cover

- Basic overview of Mac OS X's interface
- Finding files/folders
- Basic overview of directory structure
  - Home directory: what each folder is for
  - System vs. Application vs. User
- Classic



# We Will NOT Cover

- Troubleshooting
- Networking
- File System in Depth
- History
- Mac OS X vs. other operating systems



# Summary

- Mac OS X window behavior
- Menus
- The Dock
- Files and folders
- Find
- Classic



# Finder

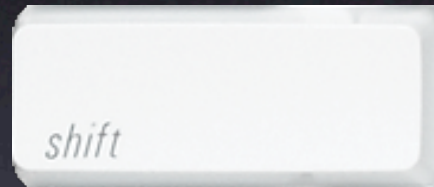
- Mac OS X's file browsing application
- Human Interface template
- Same purpose as Mac OS Finder
  - Not the same program, though



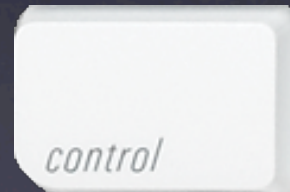
# Modifier Keys

- Command: ⌘

- Shift: ⇧



- Option: ⌥



- Control: ⌘

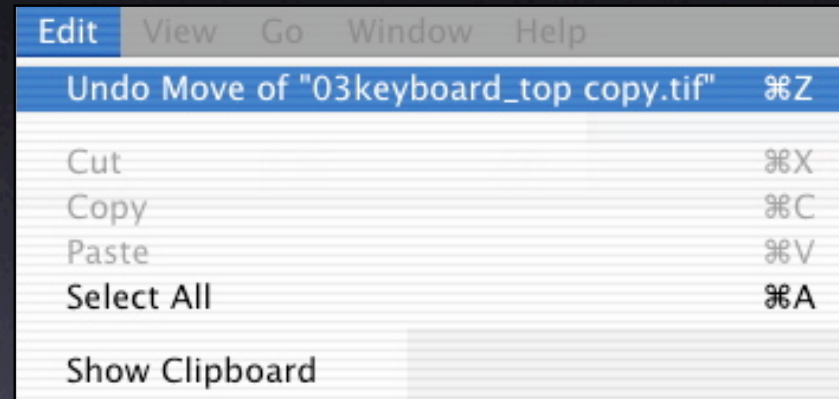


# Undo

- Finder remembers the last action

- Undo mistakes

- Edit ⇔ Undo
- ⌘Z



- Can't undo Empty Trash





# Demo Undo



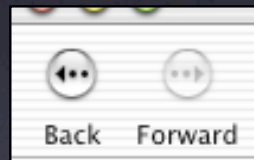
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# Window Behavior

- Back and Forward buttons
  - Work just like a web browser



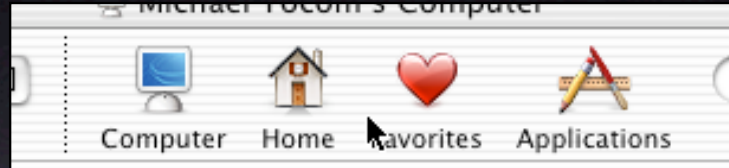
# Window Controls

- Close
  - Red Button
  - “X” on mouse over
  - “•” if unsaved changes
- Minimize
  - Yellow Button
  - “-” on mouse over
- Maximize
  - Green Button
  - “+” on mouse over



# Toolbar

- Aliases to specific locations



- Hide Toolbar for Mac OS Behavior
  - Toolbar Disclosure (White) Button



- Customizable
  - Right/control-click and "Customize Toolbar..."
  - Items that aren't in the palate can be added



# Demo

# Window Behavior



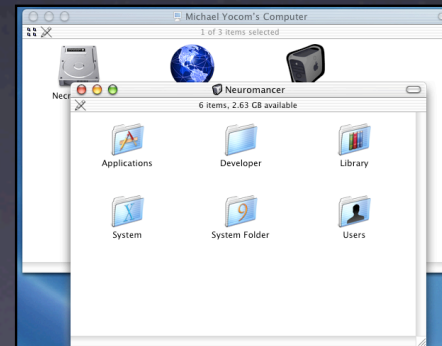
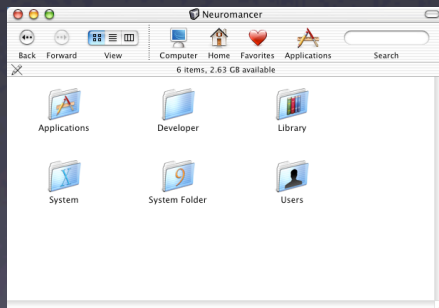
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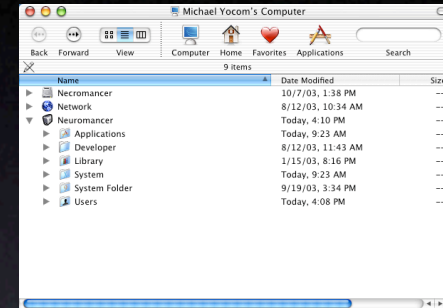
# Icon View

- With Toolbar
  - Folders open in same window
  - Back and Forward
- Without Toolbar
  - Folders open in new window



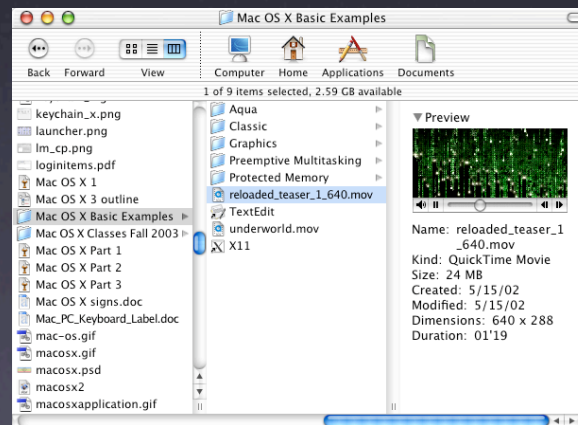
# List View

- Disclosure Triangles
  - Successive levels are indented
- With Toolbar
  - Double-clicking folder opens in same window
  - Back and Forward
- Without Toolbar
  - Double-clicking folder opens in new windows
  - No Back and Forward



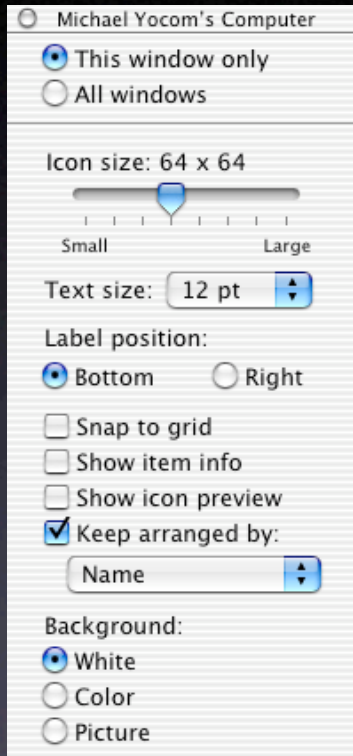
# Column View

- Scroll back to change folder at any level
- Preview Column
- Column width resizable

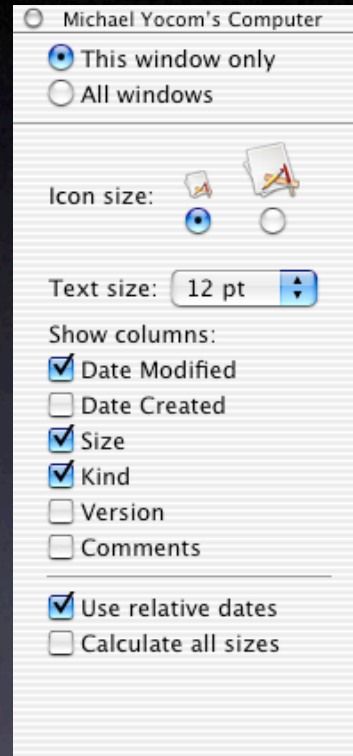




# View Options



Icon View



List View



Column View



# Demo Views



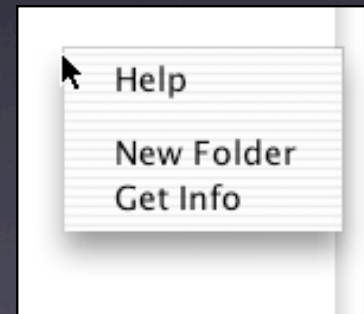
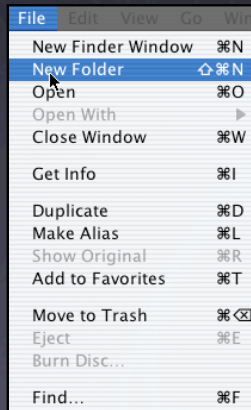
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# Folders

- New Folders
  - Menu: File ⇨ New Folder
  - Mouse: control/right-click “New Folder”
  - Keyboard: ⌘⇧N
    - ⌘N is New Window



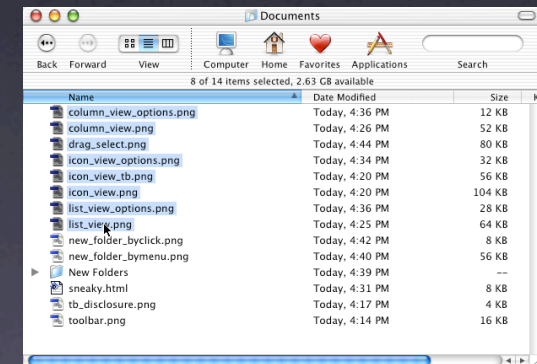
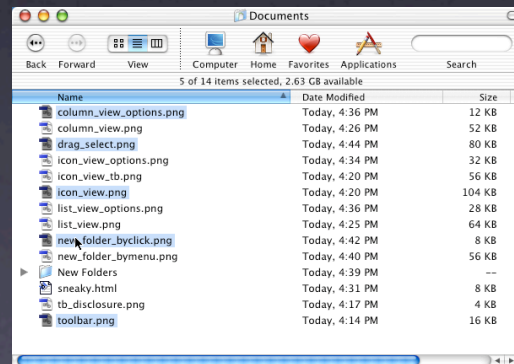
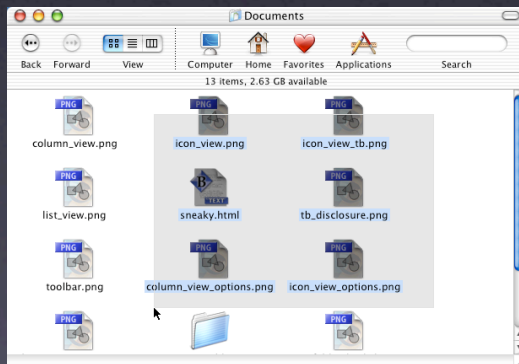
# Navigating

- Arrow Keys
  - Icon View
  - List View
  - Column View
- Tab and ↗-Tab
- Type Name



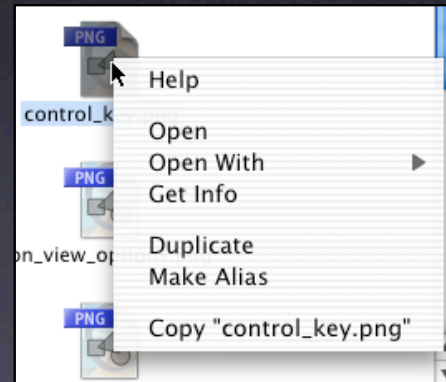
# Selecting

- Drag-Select
- ⌘-Click: One at a time
- ⌘-Click: Everything between
- Select All (⌘A)



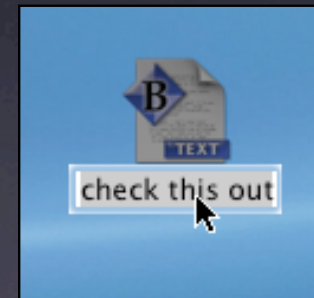
# Contextual Menu

- Control/right-click
- Exact Contents of Menu Depend on Item
- Common Menu Items
  - Help
  - Open
  - Get Info
  - Move to Trash
  - Duplicate
  - Make Alias
  - Copy



# Renaming

- Click on item name, wait a few seconds
- Select item, press return
- “Get Info” ⇨ Name & Extension
  - Select item, then File ⇨ Get Info
  - Select item, then ⌘I
  - Control/Right-click, then Get Info



# Special Characters

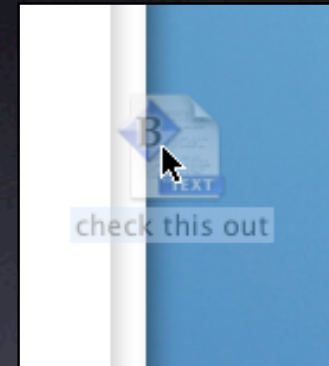
- Do NOT use in file/folder names:
  - “:” Mac OS directory separator
  - “/” UNIX (Mac OS X) directory separator
  - “\” UNIX escape character  
Windows directory separator
  - “\*” Wildcard in UNIX and Windows
  - “?” Wildcard in Windows
  - “.” At beginning of name: UNIX hidden files





# Moving and Copying

- Move
  - Drag and Drop
- Copy
  - Hold  $\text{⌘}$  while dragging
  - Drag to a different volume
  - Copy ( $\text{⌘C}$ ) and Paste ( $\text{⌘V}$ )



# Deleting

- Move to Trash
  - Drag to Trash (in Dock)
  - File ⇒ Move to Trash
  - ⌘ⓧ
  - Control/right-click, then select Move to Trash
- Empty Trash
  - Finder ⇒ Empty Trash...
  - ⌘⇧ⓧ
  - Control/right-click, then select Empty Trash



# Deletion Problems

- Locked Files
  - Unlock file with Get Info
  - Hold down  $\backslash$  when emptying Trash
- Item in Use
  - Close program using it
  - Eject mounted disk image
  - May have to log out and log back in



# Opening

- Double-click
- Control/right-click, then Open or Open With
- File ⇨ Open or Open With
- ⌘O
- Within application: File ⇨ Open or Import...



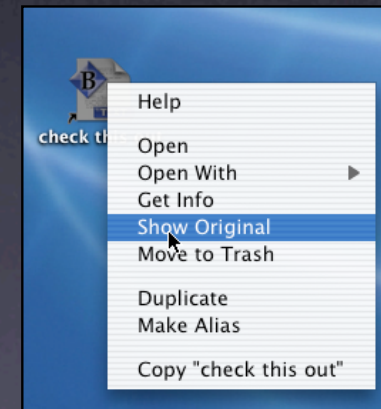
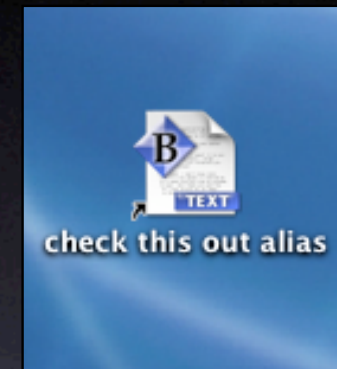
# Saving

- Within Application
  - File ⇨ Save or Save As...
  - ⌘S or ⌘⇧S
- New Folder button



# Aliases

- Creating
  - File ⇨ Make Alias
  - ⌘L
  - Control/right-click, then Make Alias
  - Hold ⌘ and ⇧ when dragging
- Finding Original
  - Get Info
  - File ⇨ Show Original
  - ⌘R
  - Control/right-click, then Show Original



# Demo

# Files and Folders



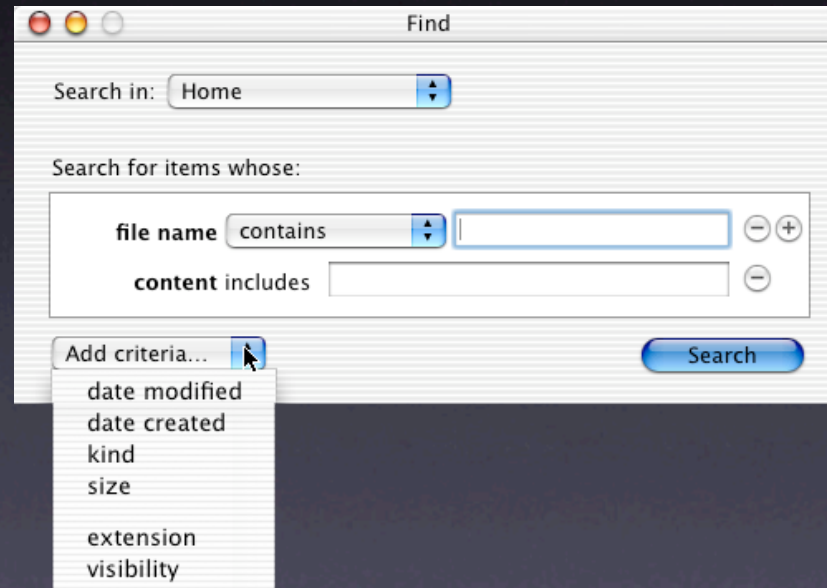
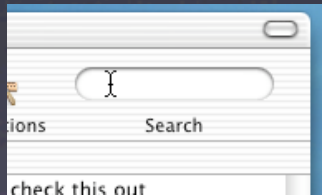
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# Searching

- Search within folder with Search field
- Find
  - File ⇒ Find...
  - ⌘F
  - Search Criteria





# Demo Searching

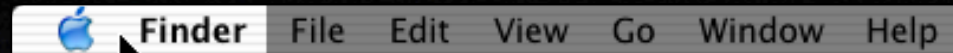


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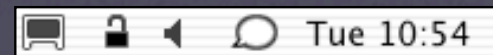
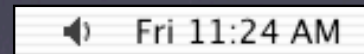
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# Mac OS X Menus



- Apple Menu
  - Always Same Contents
- Application Menu
  - Always the name of the Application
  - About
  - Preferences...
  - Quit
- Controls
  - Right end of Menu Bar
  - Customizable



# Demo Menus



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# Apple Menu



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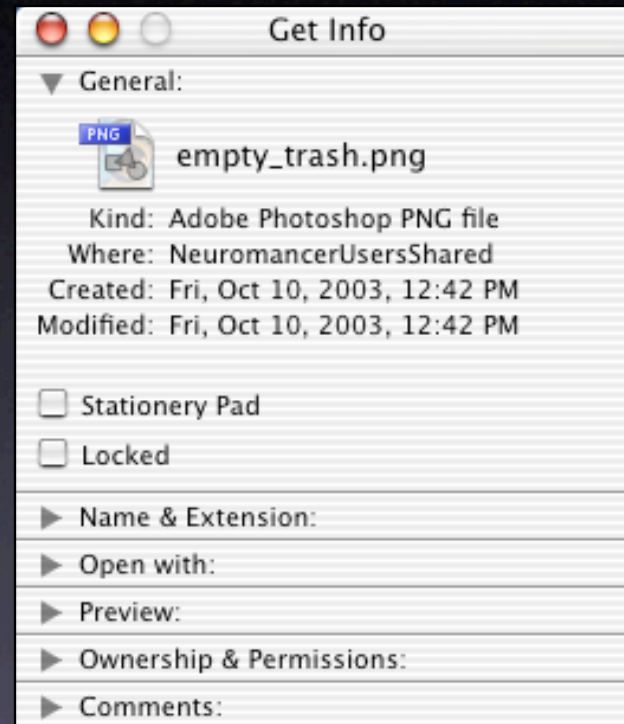
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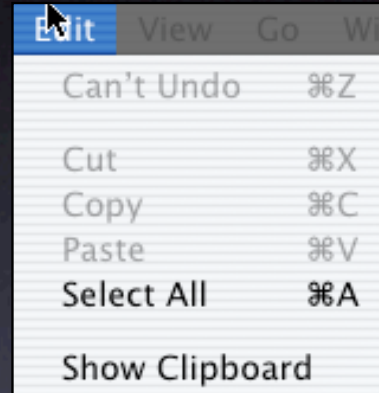
# Finder Menu



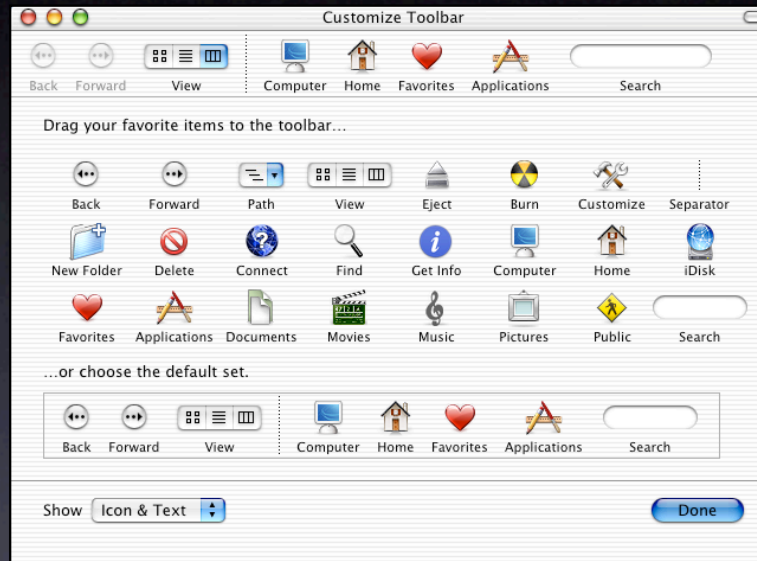
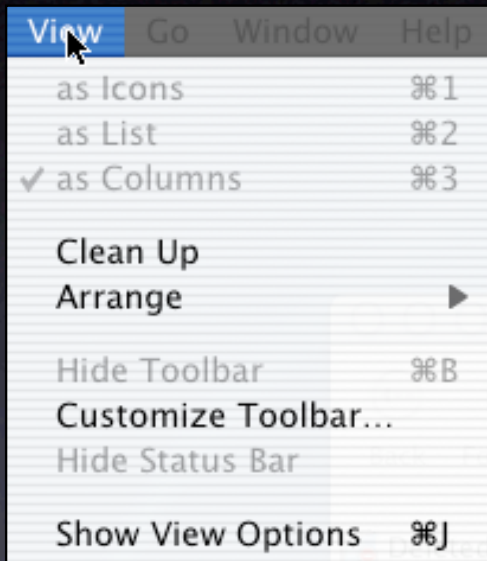
# File



# Edit

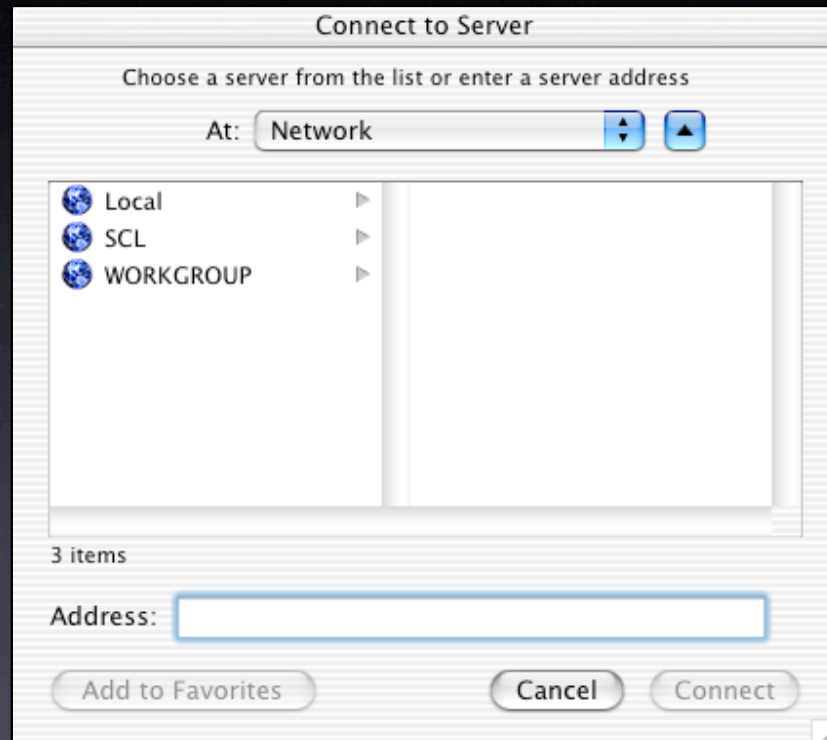
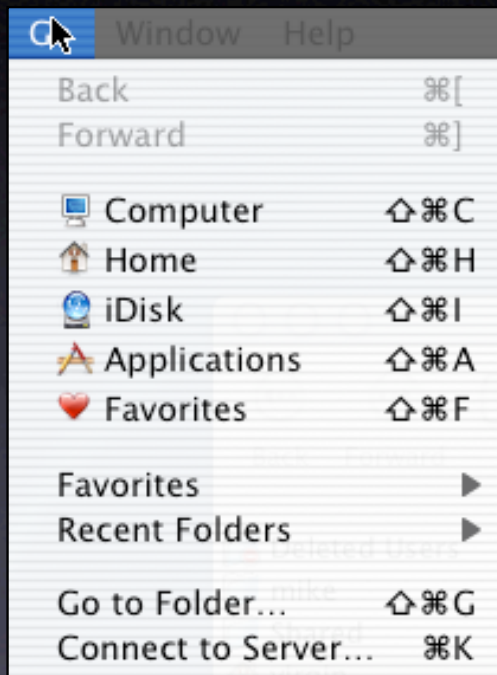


# View

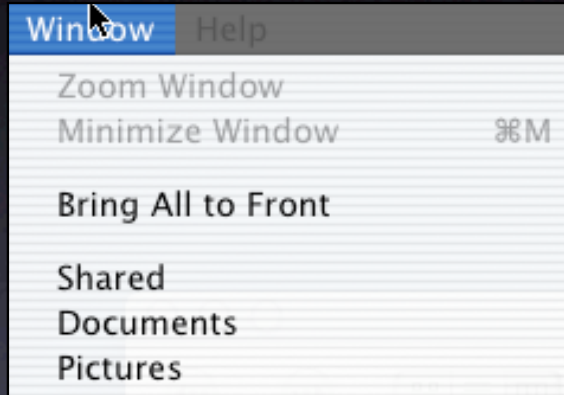




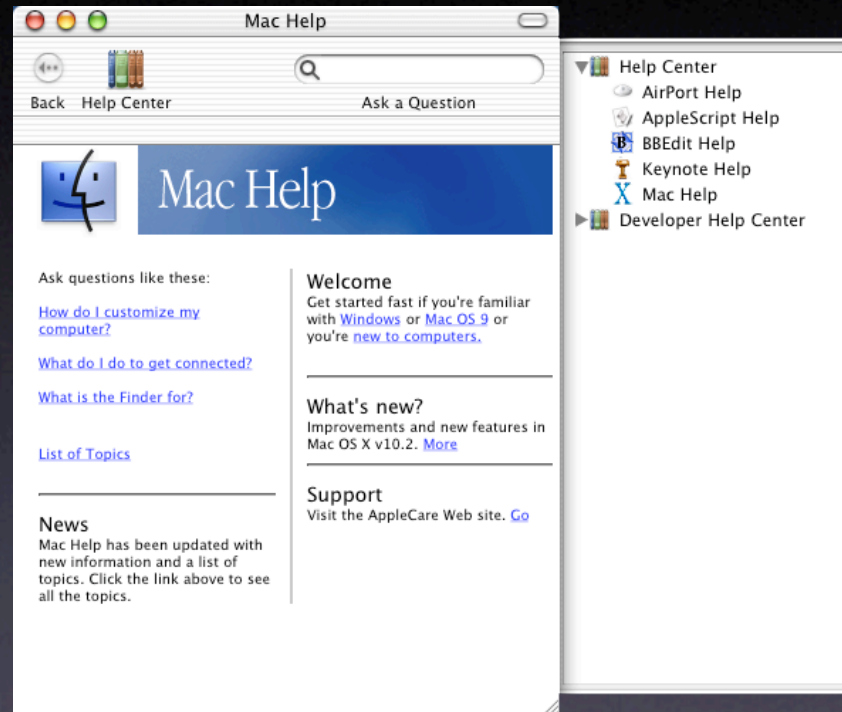
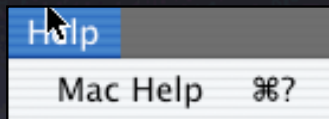
# Go



# Window



# Help



# Demo Finder Menus



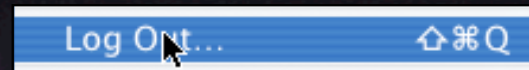
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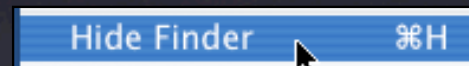


# Keyboard Shortcuts

- Apple Menu
  - Logout:  $\uparrow$   $\text{⌘}$  Q

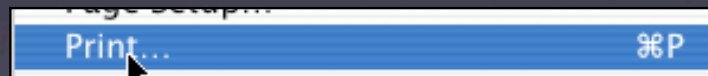
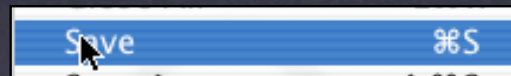
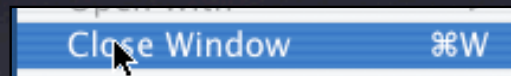
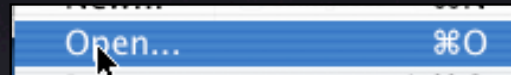
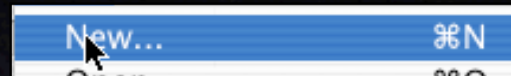


- Application Menu
  - Hide:  $\text{⌘}$  H
  - Quit:  $\text{⌘}$  Q



# Keyboard Shortcuts

- File Menu
  - New: ⌘N
  - Open: ⌘O
  - Close: ⌘W
  - Close All: ⇧⌘W
  - Save: ⌘S
  - Print: ⌘P



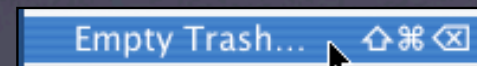
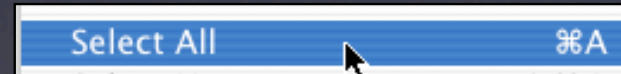
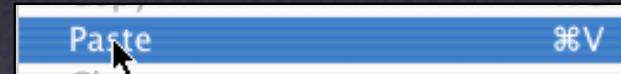
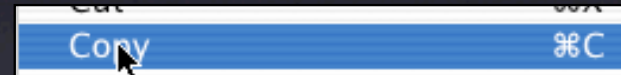
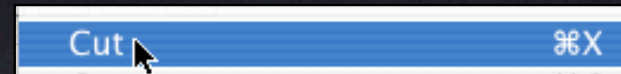
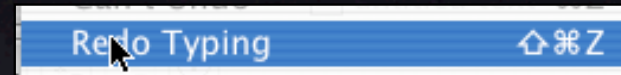
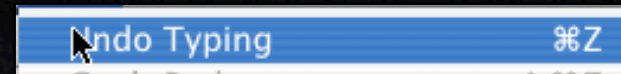
# Keyboard Shortcuts

- Edit Menu

- Undo: ⌘Z
- Redo: ⇧⌘Z
  - Microsoft programs use ⌘Y
- Cut: ⌘X
- Copy: ⌘C
- Paste: ⌘V
- Select All: ⌘A

- Other

- Move to Trash: ⌘⇧⌘
- Empty Trash: ⇧⌘⇧⌘



# Dock Contents

- Contents
  - Running Applications
    - Marked by a triangle
  - Aliases of Applications, Documents, and Folders
  - Trash





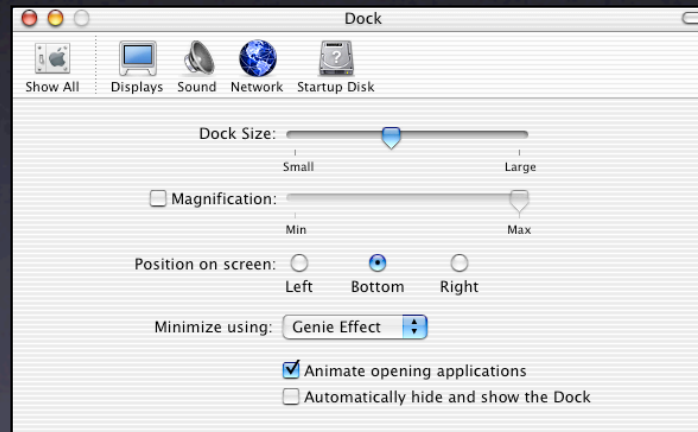
# Dock Customization

- Customizing Contents
  - Add Items
    - Drag them into the Dock
  - Remove Items
    - Drag the Dock icon out



# Dock Preferences

- Dock Preferences
  - Apple Menu ⇨ Dock
  - Control/right-click on Dock divider
- Magnification
- Hiding
- Size
- Position
- Animation



# Dock Tricks

- Control/Right-Click on Dock Icon
  - Dock Contextual Menu
- Command-Click on Dock Icon
  - Shortcut for “Show in Finder”
- Option-Click on Dock Icon
  - Hide Current Application
- Shift-Click on Dock Icon
  - Slow-Motion



# Change Applications

- Click on Dock Icon
- ⌘ Tab
- ↑ ⌘ Tab



# Demo Dock



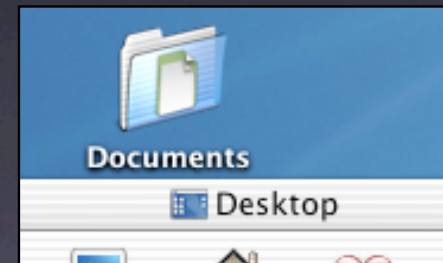
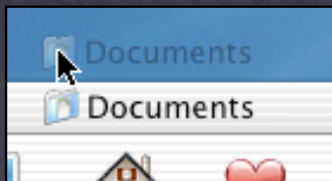
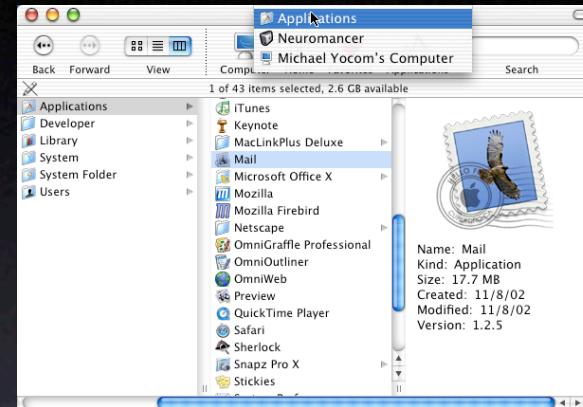
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# Title Bar

- Command-Click
- Proxy Icon



# Demo Title Bar



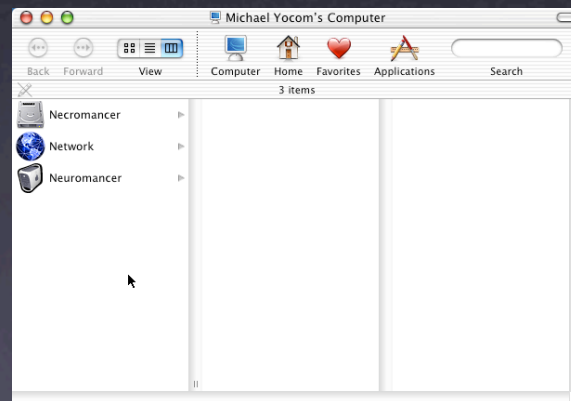
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# File System

- Hard Drives
- Network
  - Only Useful if There's a Network Server
  - Otherwise, Just Ignore





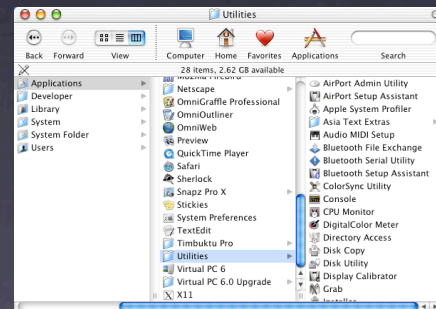
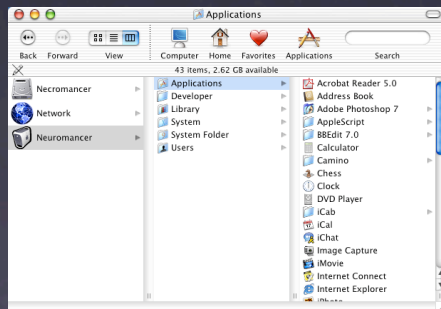
# File System

- If Classic is Installed
  - Applications (Mac OS 9)
  - Desktop (Mac OS 9)
  - System Folder
- If Developer Tools are Installed
  - Developer



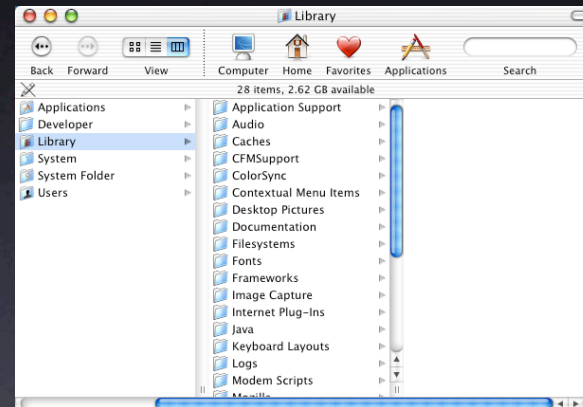
# Applications

- Applications that can be run by any user
- /Applications/Utilities/
- Do NOT move applications



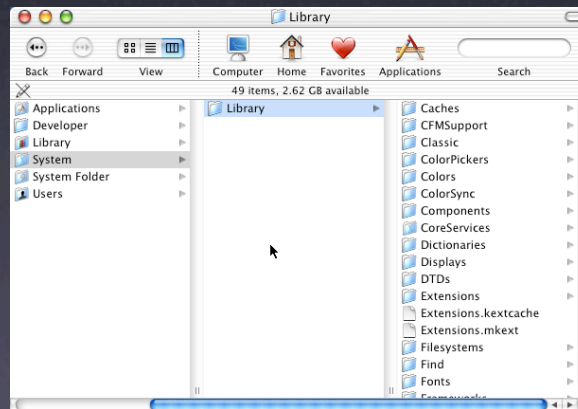
# Library

- Support Files
- Fonts
- Preferences
- Browser Plug-Ins
- Screen Savers
- Etc....



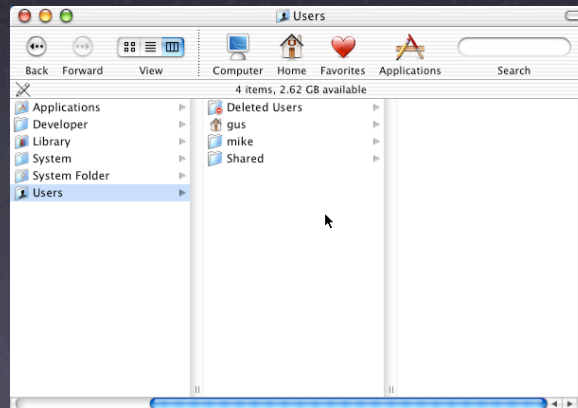
# System

- Core Mac OS X files
- Operating system resources
- Don't mess around with its contents



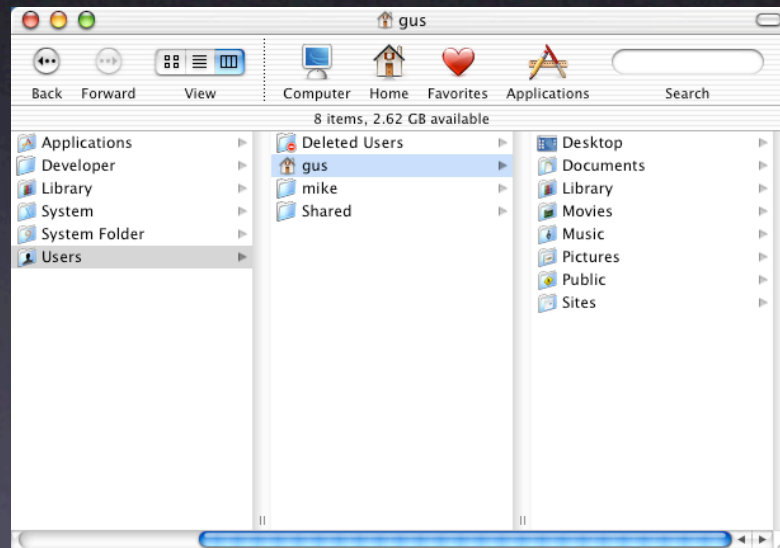
# Users

- Home folders
- One for each user account
- Shared folder



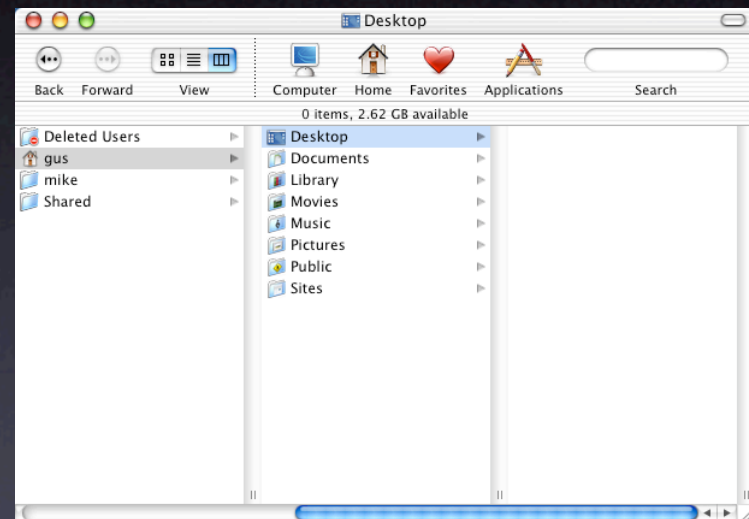
# Home Folders

- Normally eight folders
- Desktop and Library are **required**



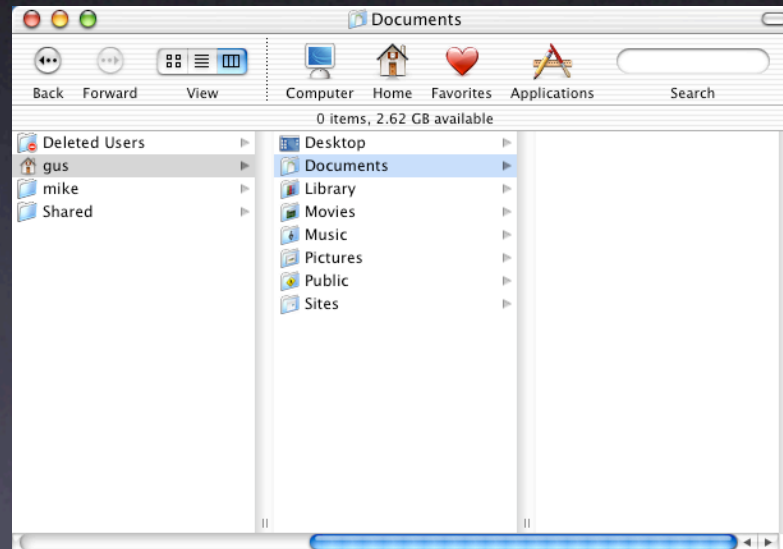
# User Desktop

- Documents, folders appear on Desktop
- Customizable per user
- ⌘D shortcut in Save and Open dialogs



# Documents

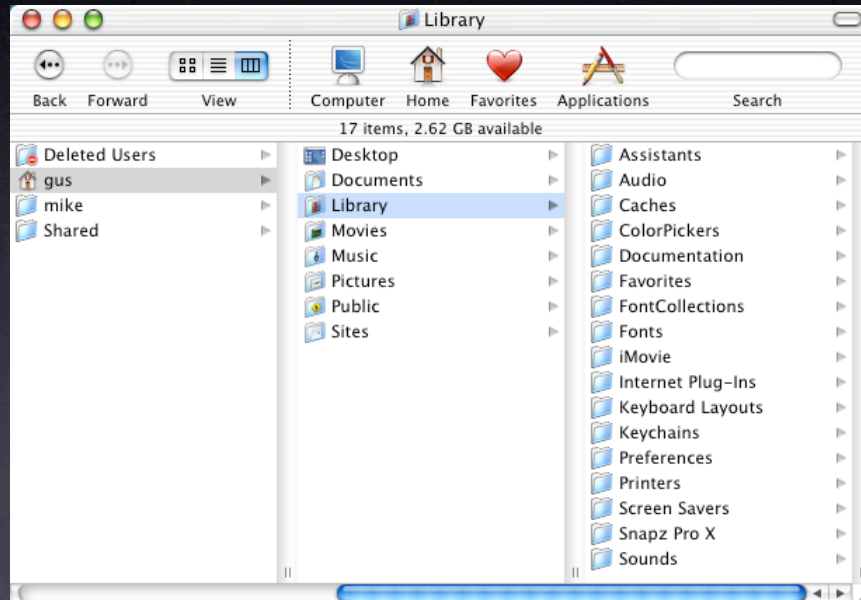
- Default save location
- Improved organization





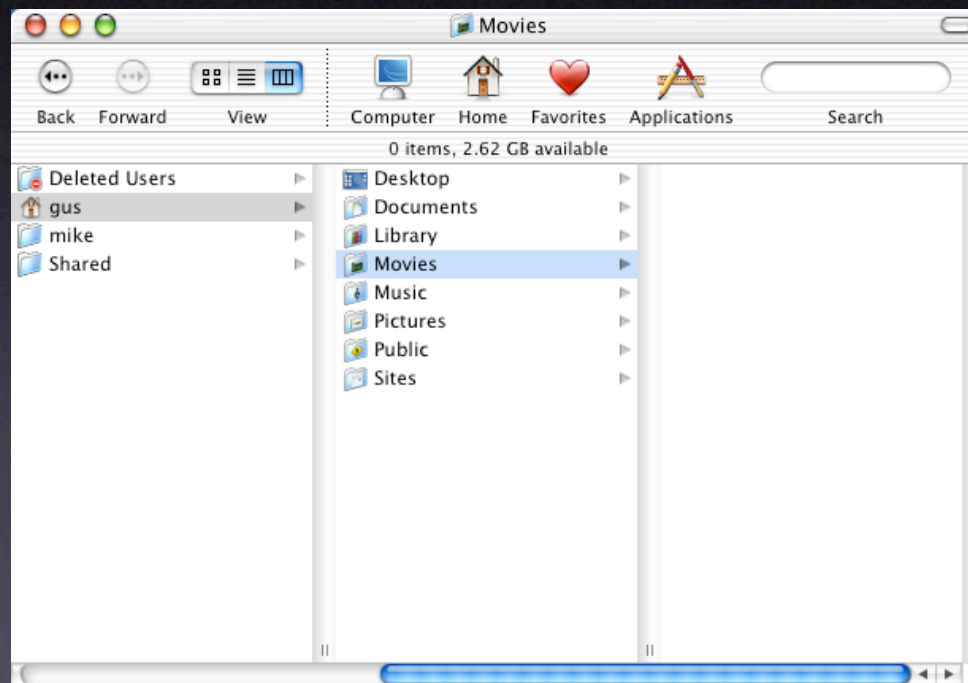
# Library

- User-specific resources
- Preferences
- Web browser caches
- Fonts
- Etc....



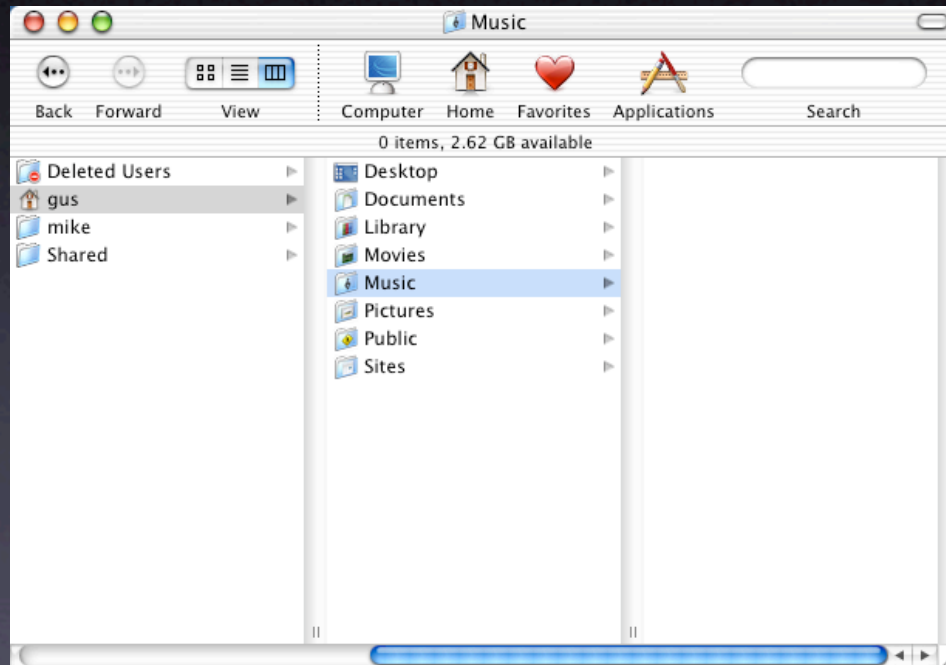
# Movies

- iMovie stores projects here



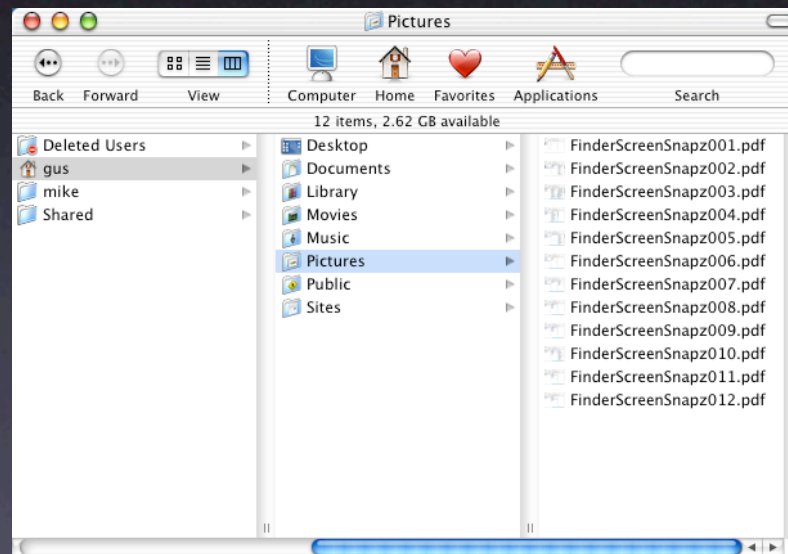
# Music

- Default location for iTunes files



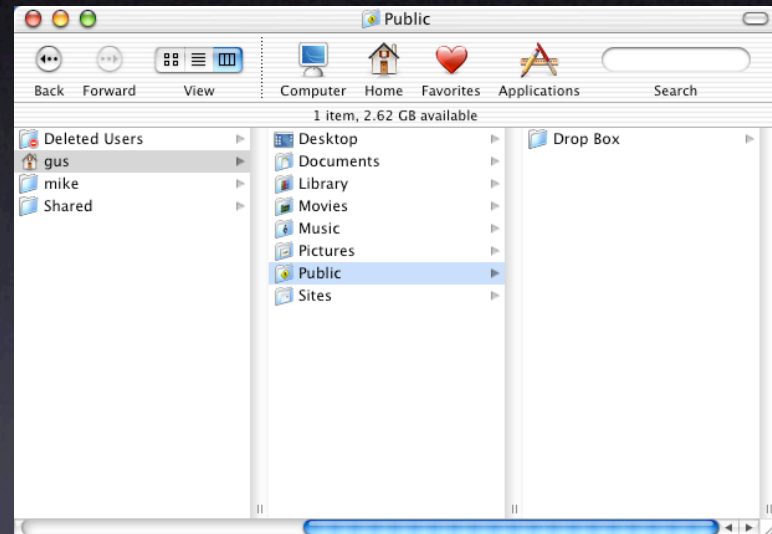
# Pictures

- iPhoto stores projects here
- Is required by iPhoto



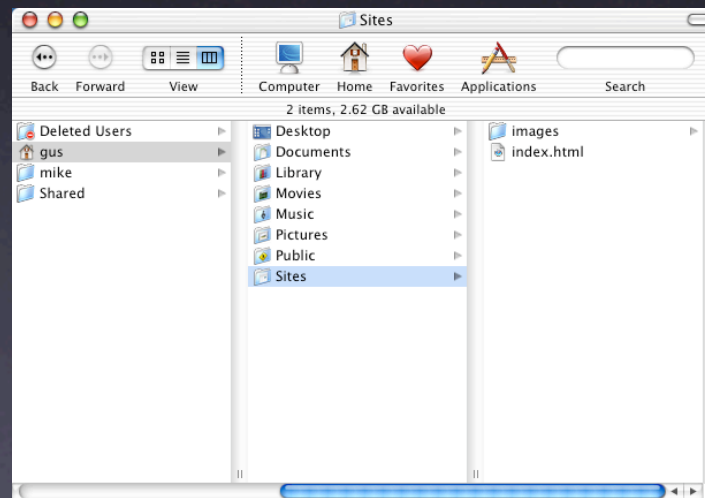
# Public

- Personal File Sharing
- Others connect via “Connect to Server”
  - Read files in Public
  - Put files into Drop Box

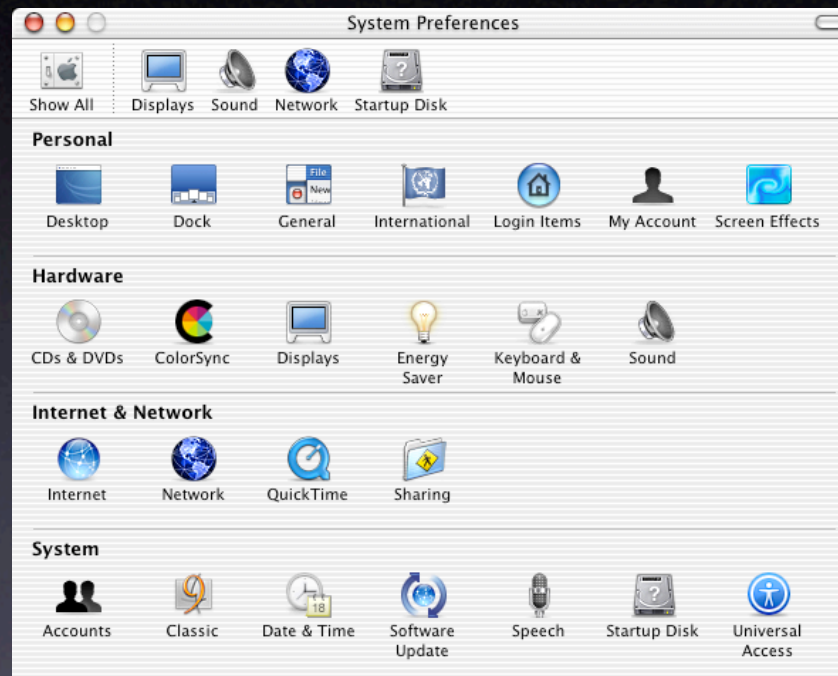


# Sites

- Personal Web Sharing
- User's home page
  - <http://your-ip-or-dns/~user>



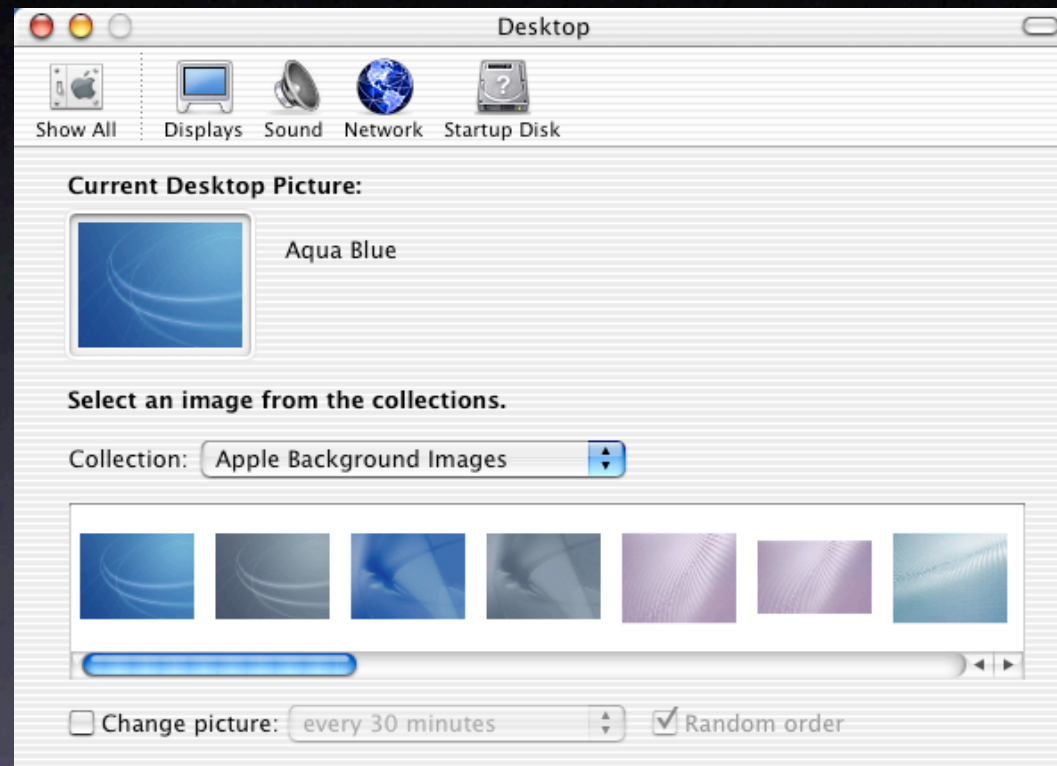
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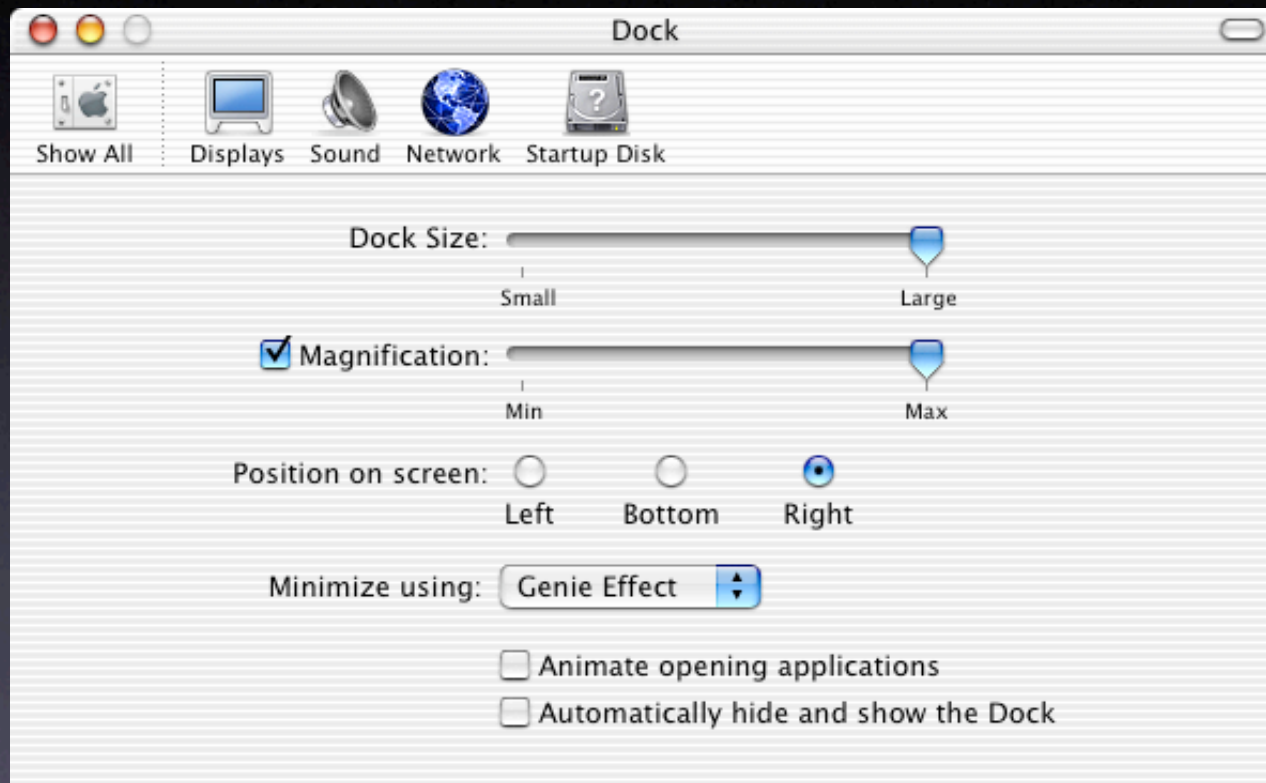


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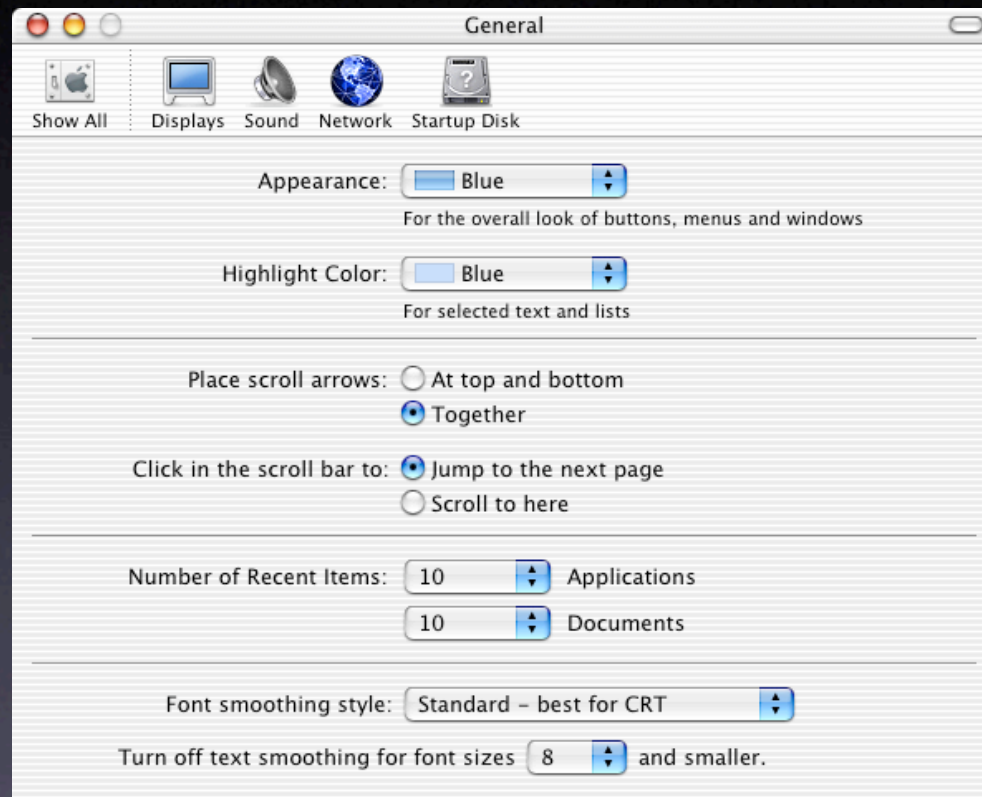
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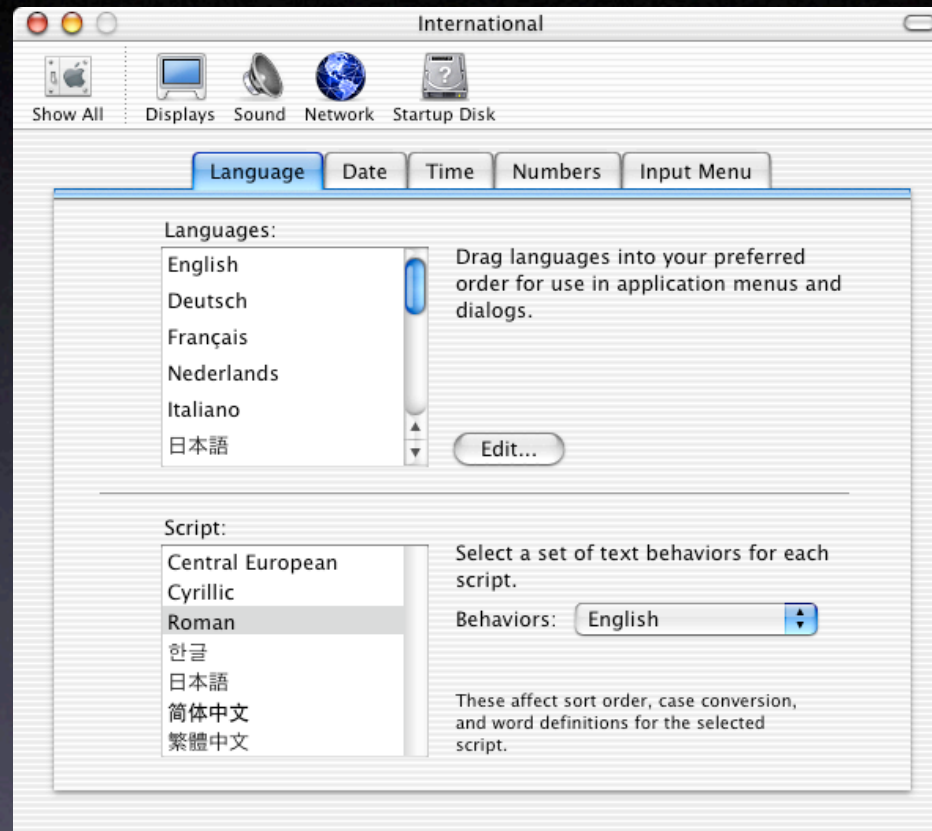
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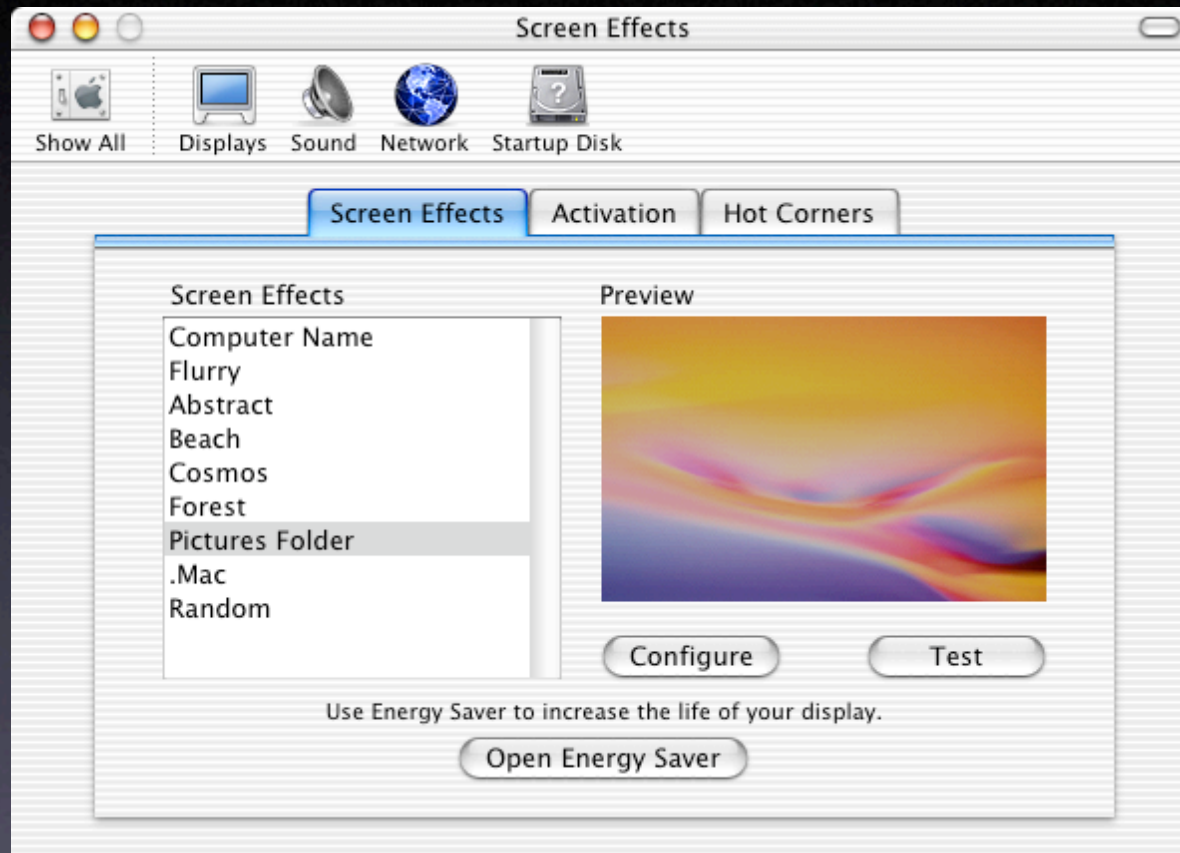
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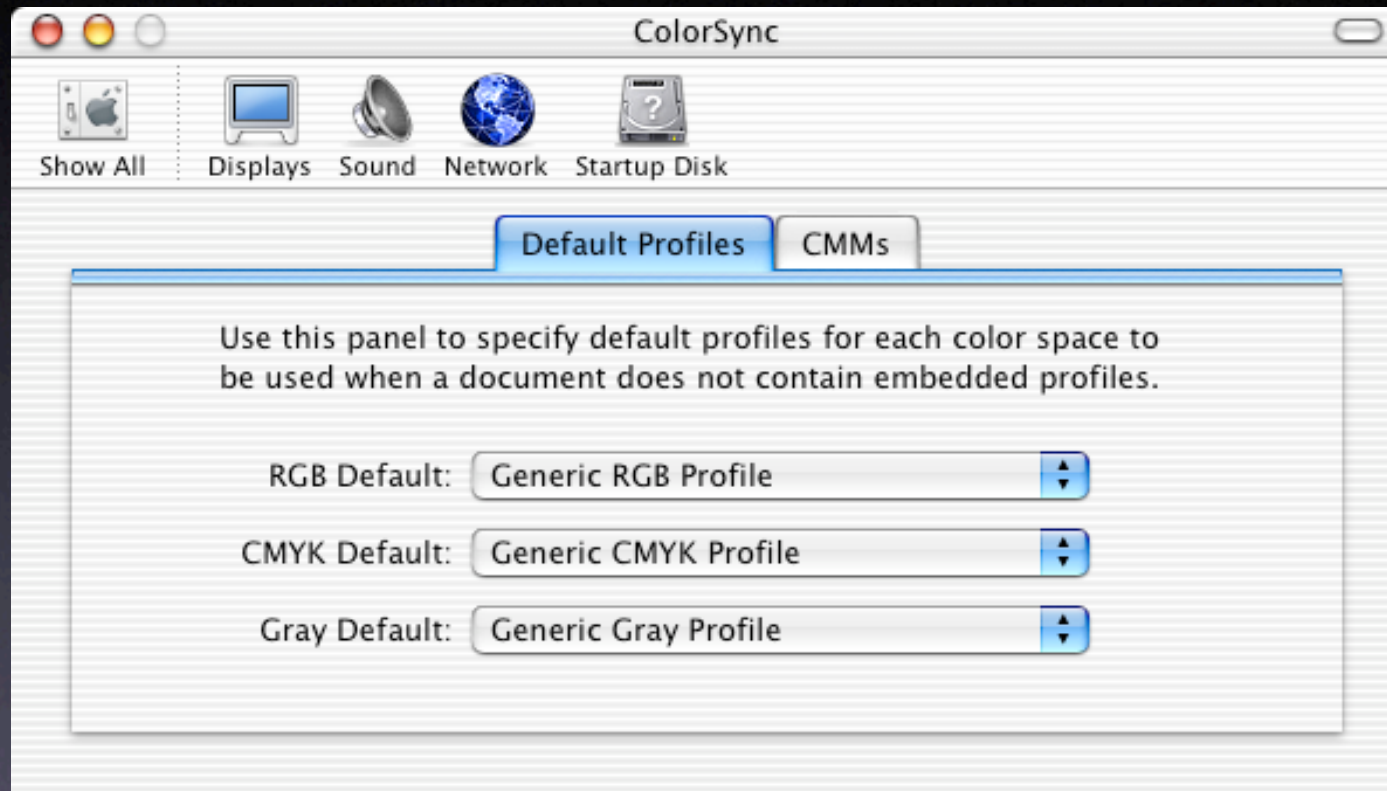
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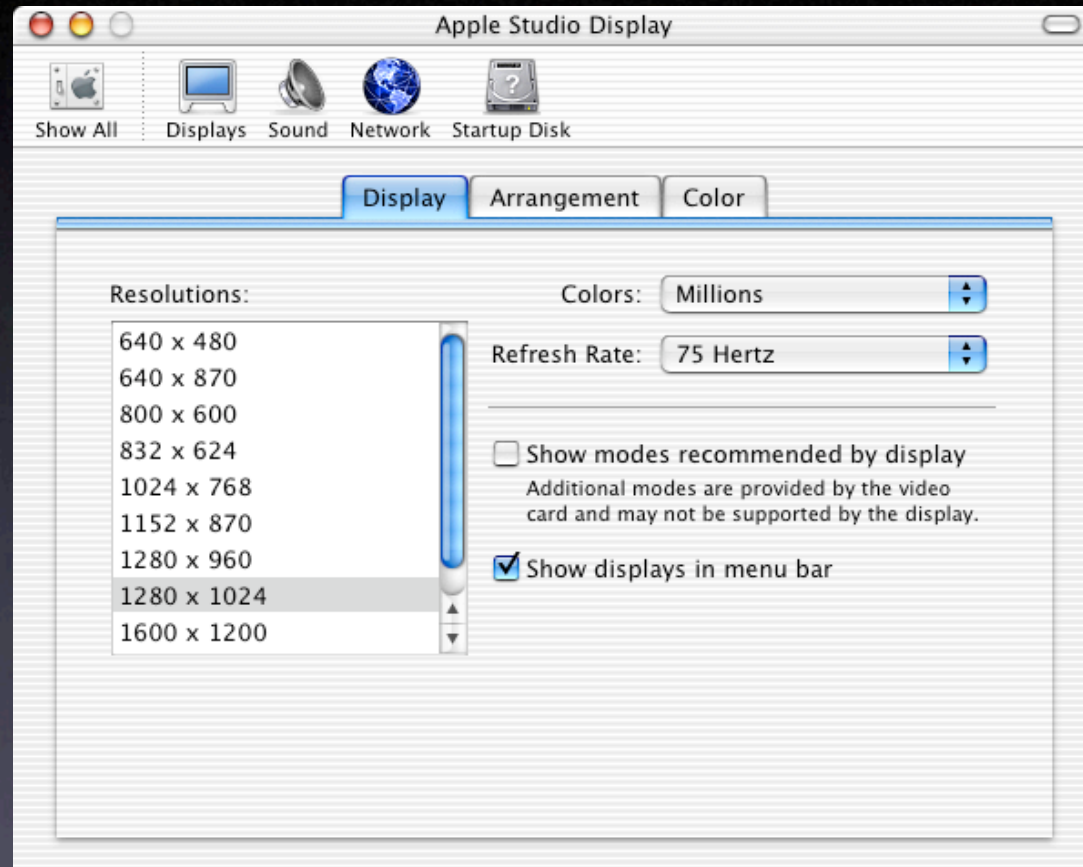


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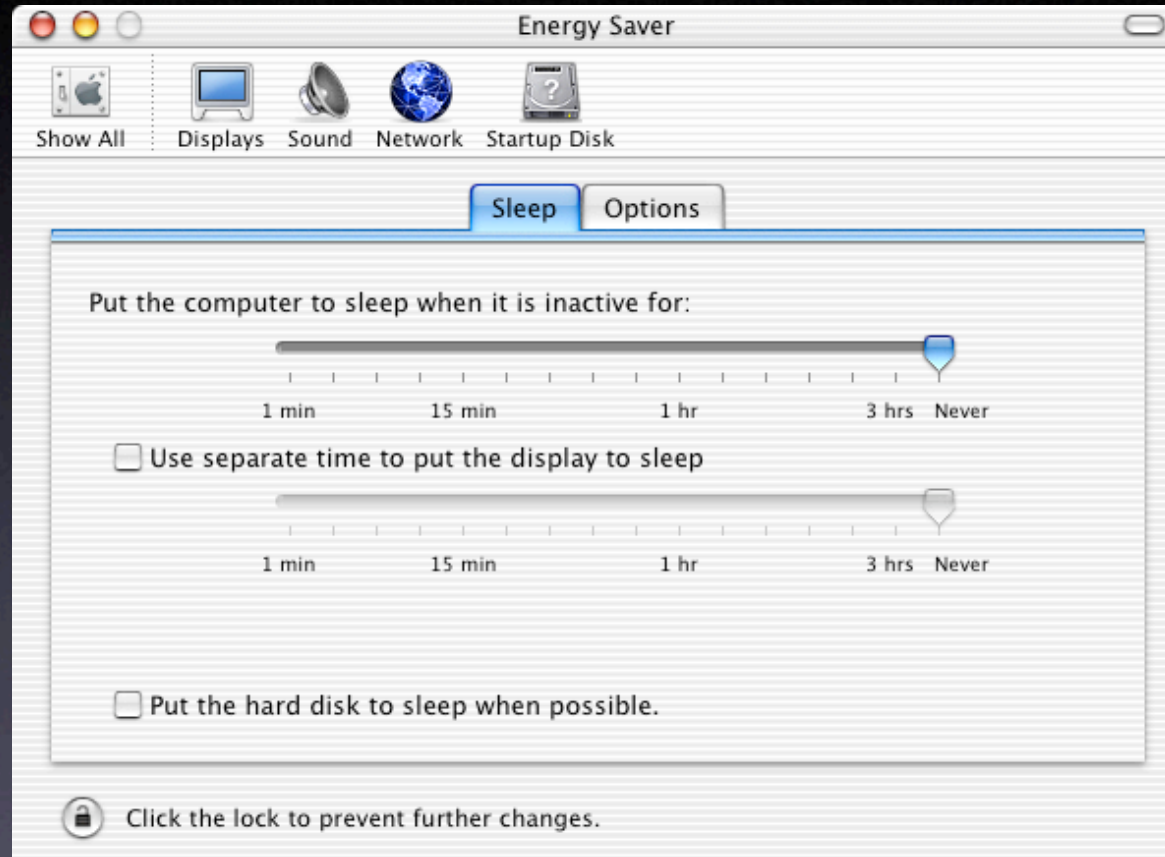




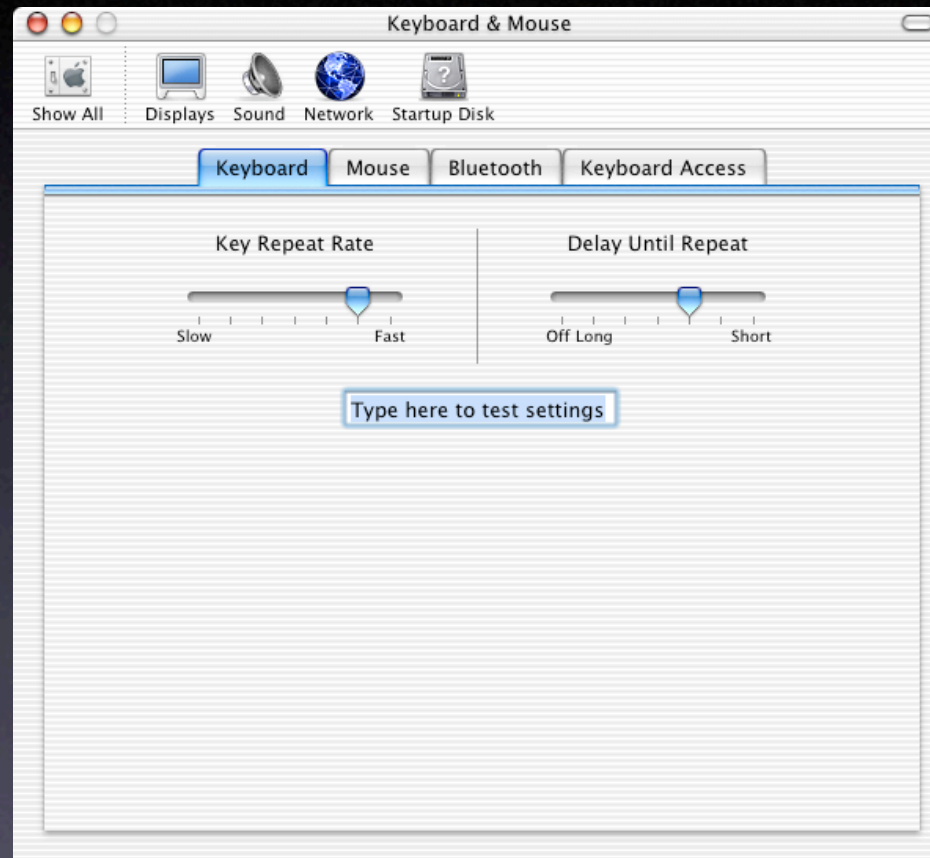
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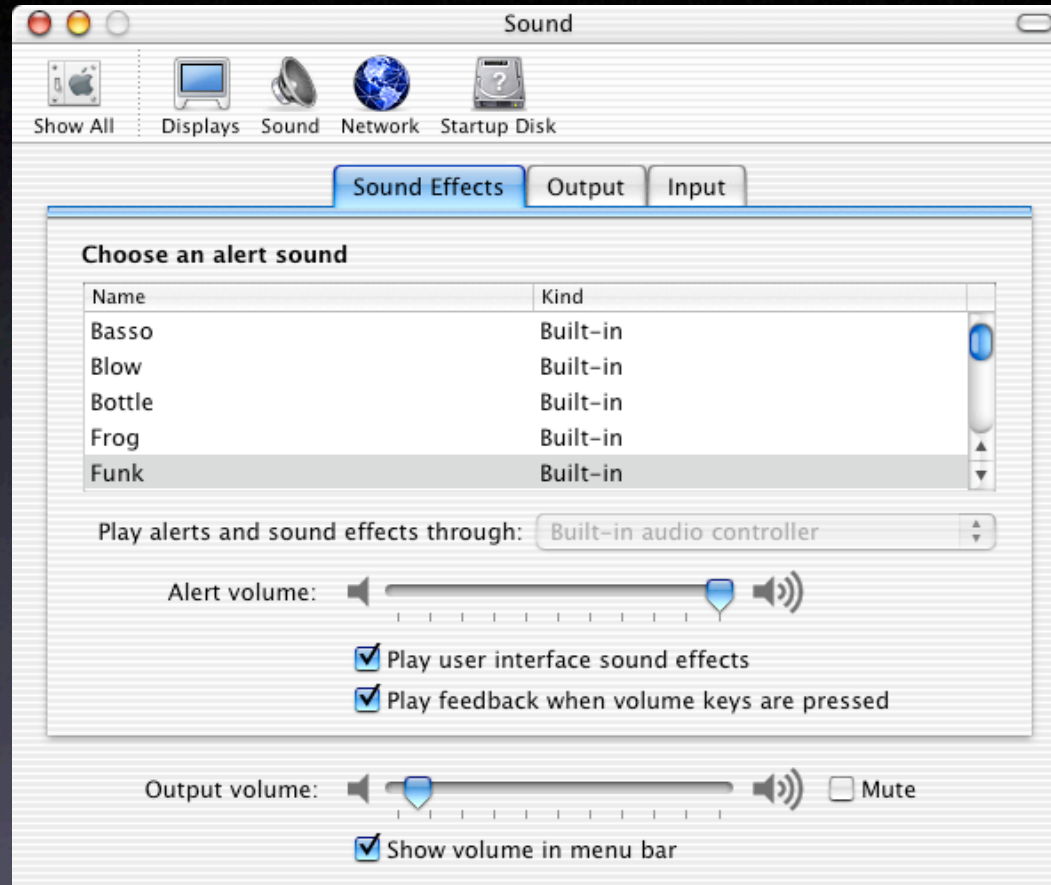
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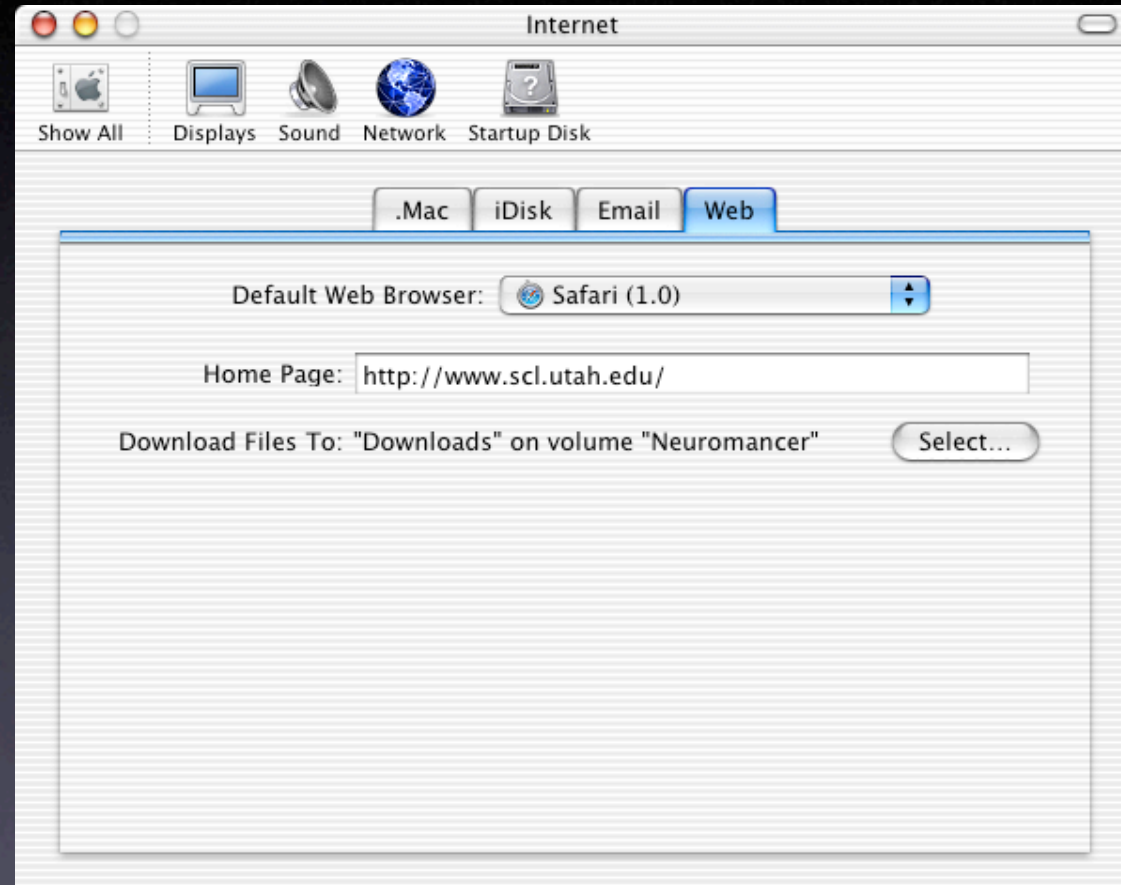


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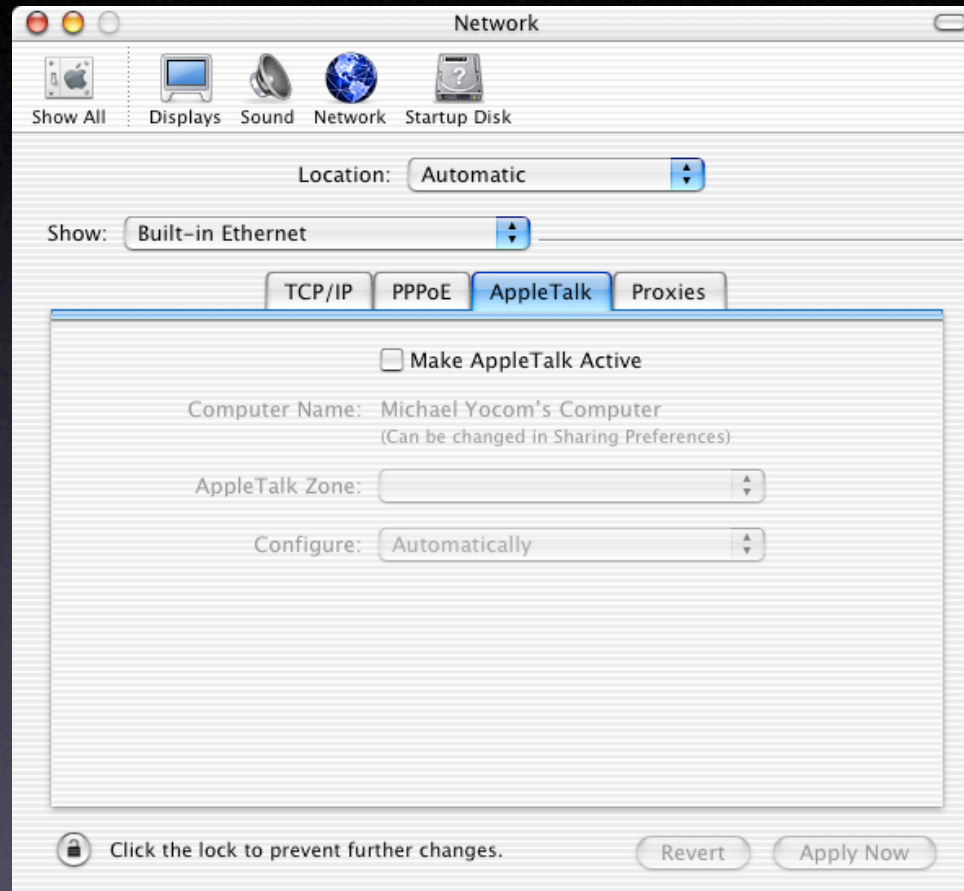
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# System Preferences



# System Preferences



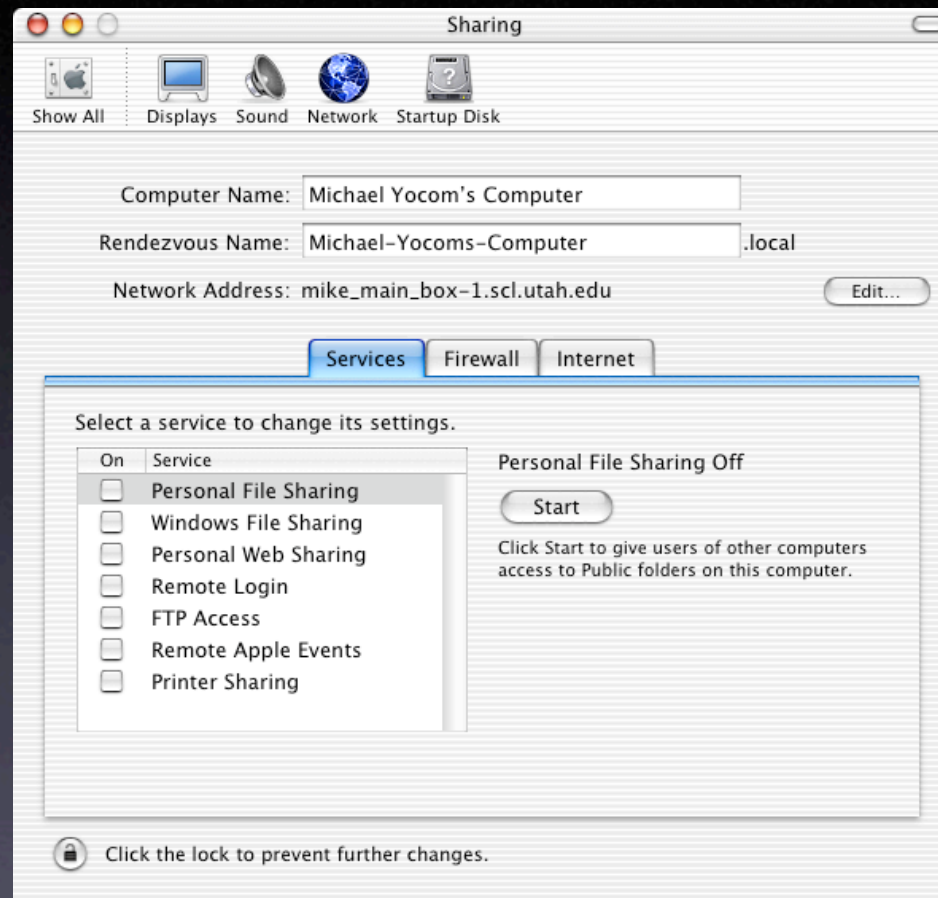
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# System Preferences

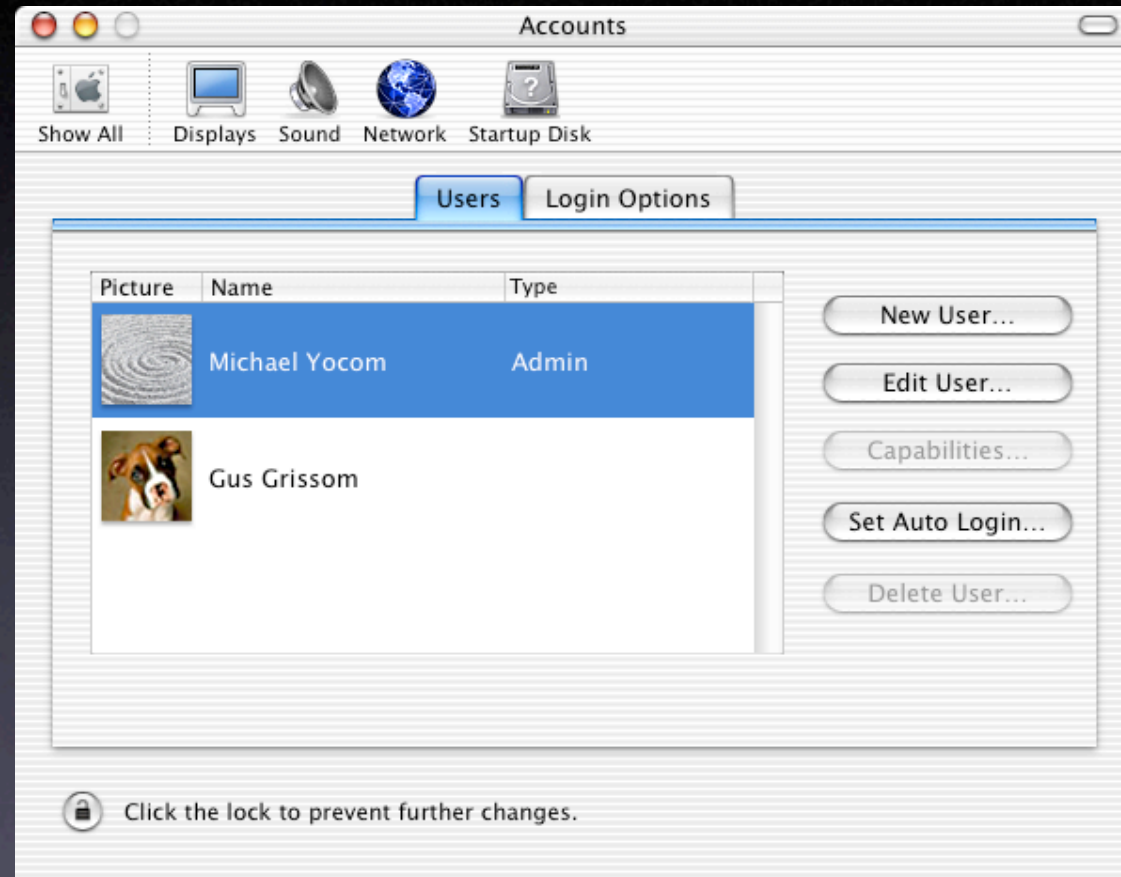


# System Preferences





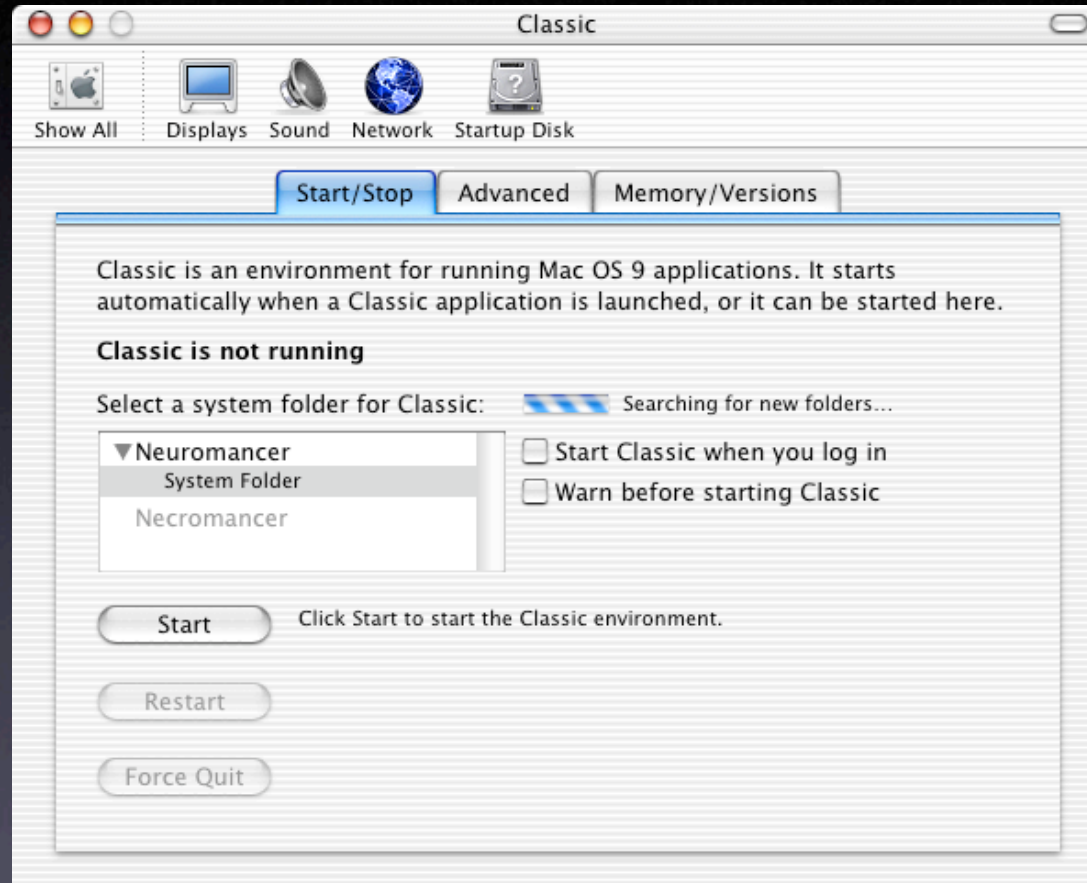
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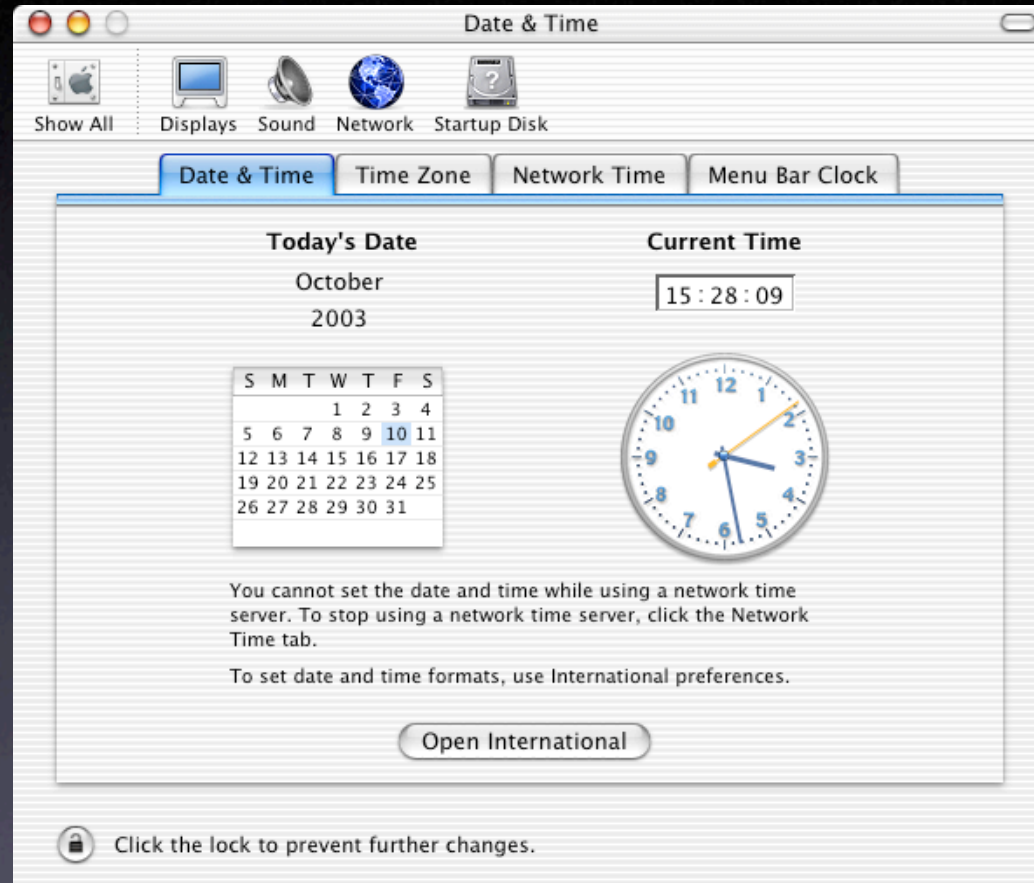
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# System Preferences



# System Preferences

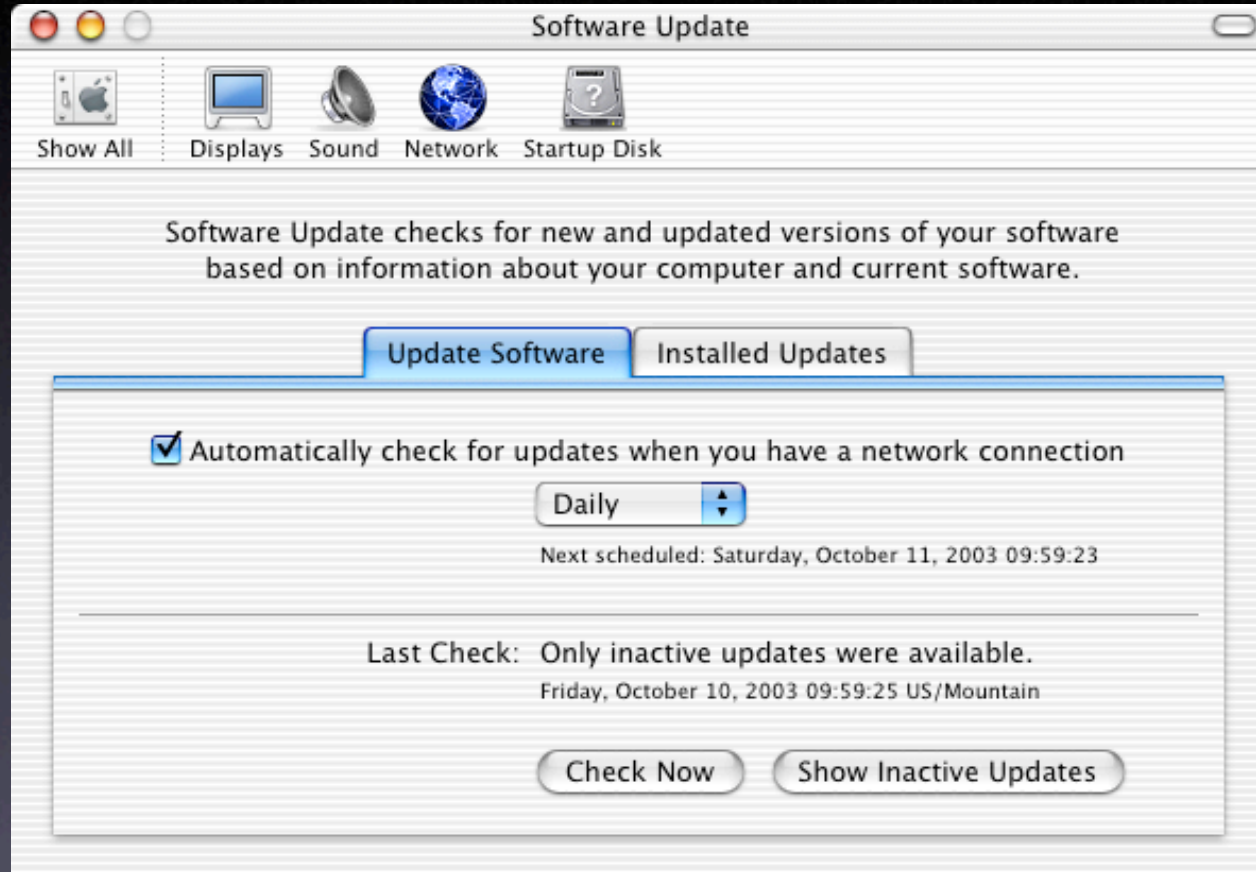


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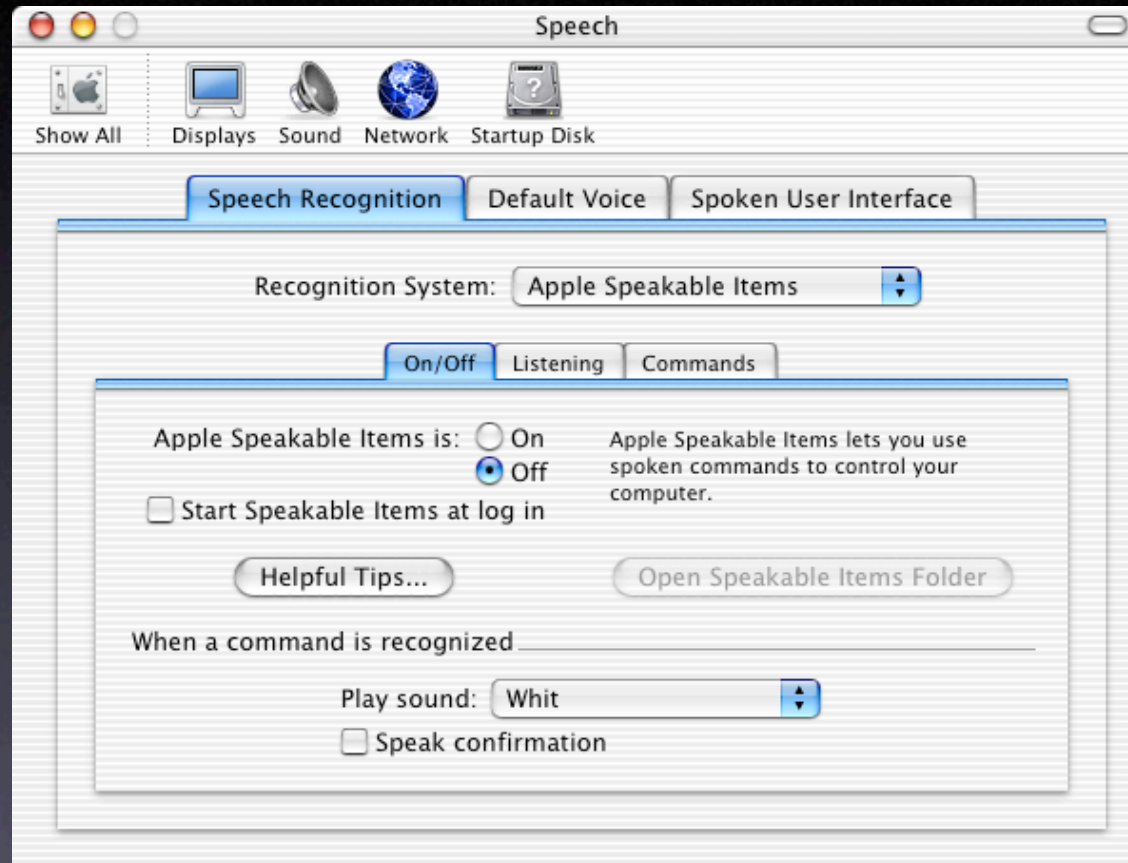
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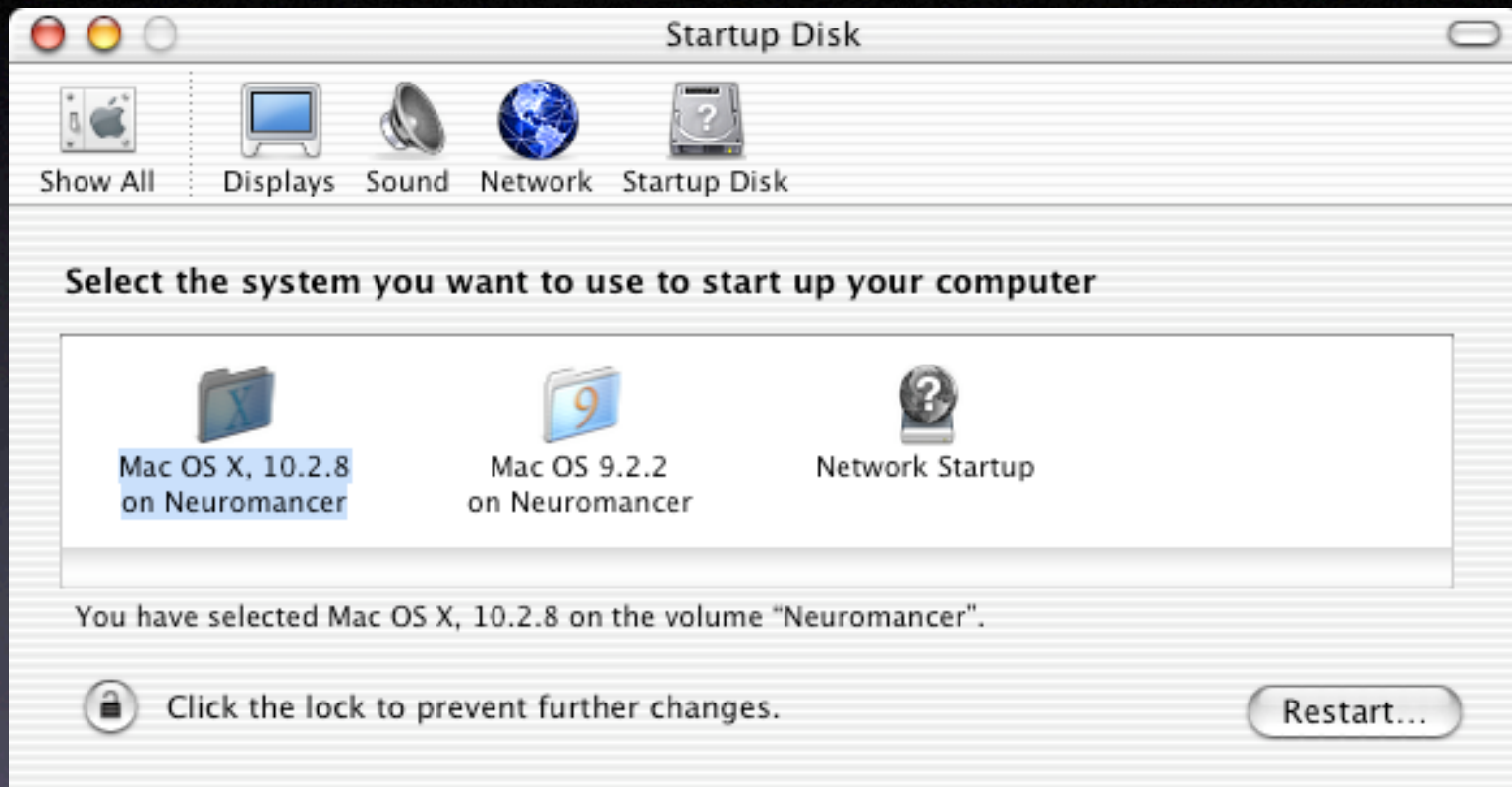
# System Preferences



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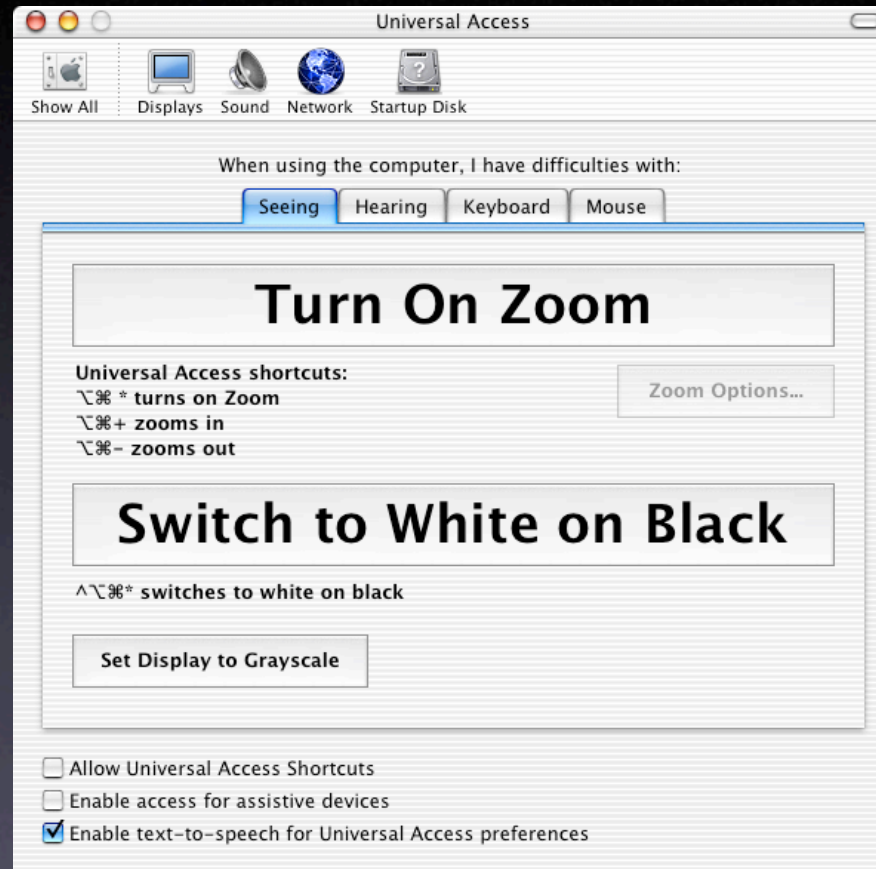
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# Next Class

- Mac OS X Part 4
  - Friday, October 24, 2003
  - 9:00 AM — 10:30 AM
  - MMC 1745



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# More Classes

- Mac OS X Part 4 — Oct. 24
- Mac OS X Part 5 — Oct. 31



# Survey

How did we do?

Please take a minute to fill out the survey.



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# Contact Information

- Web — [www.macos.utah.edu](http://www.macos.utah.edu)
- Email — [mac@scl.utah.edu](mailto:mac@scl.utah.edu)
- Offices — Multimedia Center (Room 1705), ask at the service counter for someone from the “Mac Group.”



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# Questions and Answers



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