Mac OS X Intermediate

University of Utah
Student Computing Labs
Macintosh Support
mac@scl.utah.edu
Mac OS X Intermediate Class

• Switchers
  – Mac OS 9
  – Windows
  – Unix

• Working with the Desktop
  – Common tasks
  – Shortcuts

• Printers
Switchers

- Mac OS 9
- Windows
- Unix

“Macs are friendly to technically-challenged people like me.”

— Yo-Yo Ma, Cellist
Switchers

- Mac OS 9
Mac OS 9 Switchers

• Windows and Unix switchers
  – Much more accepting
    • If they get past the door, they generally love Mac OS X
    • “Things just work” is new to them

• Mac OS 9 switchers
  – Generally the most dissatisfied with Mac OS X
    • Mac OS 9 is more “polished” than Mac OS X
    • Accustomed to particular behavior
Mac OS 9 - Gone

- No Graphing Calculator
  - Must use 3rd party
Mac OS 9 - Gone

- No Scrapbook
Mac OS 9 - Moved

• No Put Away (–Y)
  – Use Eject (–E) or drag to Trash
  – F12 on laptops opens CD/DVD tray

• Can also use iTunes to open tray if it won't open any other way
No more Chooser

- Use Finder’s “Connect to server” for servers
- Use Print Center for printers
Mac OS 9 - Moved Utilities

- No Control Strip or Launcher
  - Replaced by Dock
Mac OS 9 - Moved Utilities

- No Note Pad or Simple Text
  - Replaced with TextEdit Application
Mac OS 9 - Moved Utilities

- No SimpleSound
  - Replaced with System Preferences Sound panel
Mac OS 9 - Moved Utilities

- No Apple CD Audio Player
  - Use iTunes
Mac OS 9 - Moved Utilities

- Remote Access
  - Replaced with Internet Connect application
Mac OS 9 - Moved Utilities

- KeyChain Control
  - use KeyChain Access utility
Mac OS 9 - Apple Menu

- Different color
- Not easily customizable
  - Must use 3rd party application
- Different contents
  - About this Mac
    - Does not tell you memory usage
  - Location
  - Sleep, Restart, Shut Down
Mac OS 9 - Control Panels

- Most have moved to System Preferences
- Names that have changed
  - “Network” System Preference Pane contains
    - AppleTalk
    - DialAssist
    - Infrared
    - Modem
    - TCP/IP
Mac OS 9 - Control Panels

- “Monitors” now in “Displays”
- “Multiple Users” now in “Accounts”
- “Numbers” now in “International”
- “Text” now in “International”
- “Appearance” now in “Desktop” & “General”
- “Apple Menu Options” now in “General”
- “File Sharing” now in “Sharing”
Mac OS 9 - Control Panels

- Control Panels that are no longer needed
  - Memory
  - File Synchronization
  - Extensions Manager
  - File Exchange
Mac OS 9 - Finder Windows

- Apple redid window behavior
  - Opening a folder does not open a new window
- Hide the toolbar to change
Mac OS 9 - Finder Windows

- Apple redid window behavior
  - You may open multiple windows of the same folder
Mac OS 9 - Finder Windows

- Apple redid window behavior
  - Windows can have a background color or picture
Startup Items now Login Items

- Startup Items is now Login Items
Startup Items now Login Items

- There is a script StartupItems folder
  - For developers, not users
  - To learn about StartupItems folder, see http://developer.apple.com
Mac OS 9 - Clinging to straws...

- You can run Mac OS 9 applications with Classic
Resources

- Mac OS 9 switching is usually about IF not HOW
- Apple compares Mac OS X (10.0, 10.1, 10.2) and Mac OS 9
- O’Reilly Network, switching to Mac OS X
Switchers

- Microsoft Windows
Windows: Menu bar

- In Windows
  - Menu bars in windows

- On Mac
  - Only one menu bar
    - At top of the screen instead of each window
    - Some ported Windows apps have a menu bar in window
Windows: Mouse

• In Windows
  – 2 button mouse

• On Mac
  – 1 button mouse default
    • Right button click = control click
  – 2 button mice work as well
  – Scrollwheels also work
Windows: Desktop

- In Windows
  - Desktop folder stored at
    - /Documents and Settings/<name>/Desktop

- In Mac
  - Desktop folder stored at
    - /Users/<name>/Desktop
Windows: Browsing files

- In Windows
  - Windows Explorer

- On Mac
  - Finder
    - Click on icon in Dock
    - Click on Desktop
Windows Switchers

• In Windows
  – Windows Control Panel

• On Mac
  – System Preferences
    • Launch from Dock
Windows Switchers

• Windows Task Bar

• Dock
  – Launch applications from Dock
  – Running applications have a triangle
  – Add/remove applications by dragging into/out of Dock
  – Click Yellow button to minimize documents into Dock
Windows Switchers

- In Windows
  - Control key shortcuts

- On Mac
  - Command or Apple Key ()
    - Use -S to save
    - Use -C to copy
    - Use -W to close window
    - Use -Q to quit
    - Use -Tab to switch applications
  - More key short cuts shown in Menus
Windows Switchers

- Resources
  - Switching to the Mac: The Missing Manual
  - Apple’s Switch site
  - Move2Mac
  - www.XvsXP.com
  - MacDevCenter
Windows - If you can’t escape

- You can run Windows with Virtual PC
Switchers

- Unix
Unix switchers

• Other Unix
  – xTerm

• Mac OS X (without X11)
  – /Applications/Utilities/Terminal.app
    • Available shells are bash, csh, sh, tcsh, zsh
      – tcsh default for Terminal.app
      – sh default for shell script
Unix switchers

- Other Unix
  - X Window System
- Mac OS X
  - Quartz
  - Free X11 is available as a beta from www.apple.com
  - Other 3rd party X11 available
Unix switchers

• Other Unix
  – .xinitrc

• Mac OS X (without X11)
  – Use “Window Settings” in Terminal menu
Unix switchers

• Other Unix
  – `/etc/*`

• Mac OS X
  – “NetInfo”
Unix switchers

- Other Unix
  - Root user on

- Mac OS X
  - Root user off by default, must be turned on with NetInfo Manager
  - Just use “sudo”
Unix switchers

• Mac OS X Unix applications
  – Located in
    • /usr/bin
    • /usr/local/bin
    • /usr/sbin
    • /usr/share
    • /usr/libexec
  – To get a full list:
    • Control-x then tab -or- control-x then control-d
Unix switchers

• Resources
  – “Mac OS X for Unix Geeks”
  – developer.apple.com
  – www.sourceforge.net
  – fink.sourceforge.net
  – www.opendarwin.org
  – www.oreillynet.com
  – www.osxfaq.com
  – www.macosxhints.com
Working with the Desktop

- Finder is what you use to find files and folders
- You can open/move/delete files with Finder
- But, there is more than just finding and launching files
  - Renaming
  - Search
  - Undo
  - Aliases
  - Etc.,,
New Folder

• Keyboard: Command Shift N
  – Command N will open a new FINDER window

• Mouse: right/control click “New Folder”

• Menu: Or “File” --> “New Folder”
Changing file/folder names

• Click once on a file, and wait
• Hit return key to toggle
• Or “Get Info” --> “Name & Extension”
  – Keyboard: Command-I
  – Mouse: Right/control click “Get Info”
  – Menu: “File” --> “Get Info”
Selecting a file/folder

• Select one file/folder
  – Click on it
  – Use arrow keys to navigate to it
  – Type name to navigate to it

• Select multiple file/folder
  – Click off item and drag a box (to select multiple)
  – Command click adds/unselects one item at a time
  – Shift click adds/unselects multiple items at a time
  – Select All (Command A)
Copy/move file/folder

• Move
  – Drag and Drop

• Copy
  – Mouse: Drag and Drop while holding Option key
  – Menu: Copy then Paste
Deleting files/folders

• “Throw away” a file/folder
  – Mouse: Drag to trash can in dock
  – Menu: “File” --> “Move to Trash”
  – Keyboard: Command Delete

• “Empty trash”
  – Menu: “Finder” --> “Empty Trash”
  – Keyboard: Command Shift Delete
Deleting files/folders problems

- Locked File

  - If a file is locked, the trash will not empty
  
  - Press option key when selecting “Empty Trash”
Open files

• Mouse: Double click
• Mouse: Right/control click “Open” or “Open With”
• Keyboard: Command O

• Finder Menu: “File” --> “Open” or “Open With”
• From application
  – “File” --> “Open”
Save files

- Menu: “File” --> “Save” or “Save As…”
- Keyboard: Command S
Search for files

- Finder window

- Advanced Find
  - “File” --> “Find”
Undo

• “File” --> “Undo”

• Or Command Z

• The Finder remembers the last operation
Aliases

- Aliases is an icon that can be double clicked to launch or open the “original”
  - Similar to shortcut in Windows
  - Similar to soft link in Unix
- Drag and Drop while holding Command & Option
- “File” --> “Make Alias”
Recent Items

- AppleMenu Recent Items

- “File” --> “Open Recent”
Application Shortcuts

• Quit
  – Command - Q

• Hide
  – Command - H

• Minimize window
  – Command - M
Document Shortcuts

- New (document/window)
  - Command - N

- Open
  - Command - O

- Close window
  - Command - W

- Save
  - Command - S

- Print
  - Command - P
Editing (text, graphics, etc)

- **Undo**
  - Command - Z

- **Redo**
  - Command - Shift - Z
  - Microsoft applications use Command - Y

- **Cut**
  - Command - X

- **Copy**
  - Command - C

- **Paste**
  - Command - V
Dock Tricks

• Right/control click for “Dock menu”

• Command click icon in dock shortcut for “Show In Finder”

• Option click to hide last application

• Shift option click to hide all Applications
Title bar: Command Click

• Hold command key and click the title bar
  – Shows the location and can navigate to a parent folder
Title bar: proxy icon

- Click and hold for a second on the “Proxy icon”
- Drag it just like if you were grabbing the actual folder icon

Before

After
Printers

• Setting up a Printer
• Configuring printer
  – Other drivers
• Print a document
• Saving as PDF
• USB printer sharing
Setting up a printer

• Make sure your printer is plugged in (USB) or on the network

• Open Print Center

• Click Add (or it will ask)
Add a USB printer

- Select USB
- Select printer
- Click “Add”
- Printer will appear in list
Add a network printer

• AppleTalk and Rendezvous just point and click
• IP Printing and Directory Services done by a system administrator who knows settings
Configure a USB printer

- Click “Configure”

- Utility will open
Configure a USB printer

• What you can do
  – Documentation/troubleshooting
  – Check ink levels
  – Change cartridges
  – Calibrate
  – Clean
  – etc
FYI: Location of printer stuff

- Print drivers and settings are stored at /Library/Printers/
Other print drivers

- Check printer websites
- Canon, Epson, Lexmark, or PCL printer w/o Mac OS X drivers, try installing GIMP-Print
  - gimp-print.sourceforge.net
- Other print drivers
Printing a document

- File --> Print or “Command-P”
- Select options
- Click “Print” button

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Printing a document

- Wait for printer
- Or delete, hold, resume the job
- Or stop all printing
Save as PDF

- Get ready as normal
- Click on “Save As PDF…” instead of “Print”
USB Printer sharing

- Computer with USB printer
  - Open System Preferences, Sharing
  - Select “Printer Sharing”

- Other networked computer
  - Shared printer just “shows up”
  - Can’t “Delete”, “Configure”, “Make Default”, or “Stop Jobs”

Sharing printer

Sees printer
More Classes Offered

- Mac OS X Advanced
  - Thursday - April 3rd, 10:45 AM to 11:45 AM
  - Marriott Library Multimedia Center, Room 1745
Contact Information

- Web - www.macos.utah.edu
- Email - mac@scl.utah.edu