



Crash Course

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This document and other assistance can be found online at
<http://www.edzone.net/~cgrim/spst>

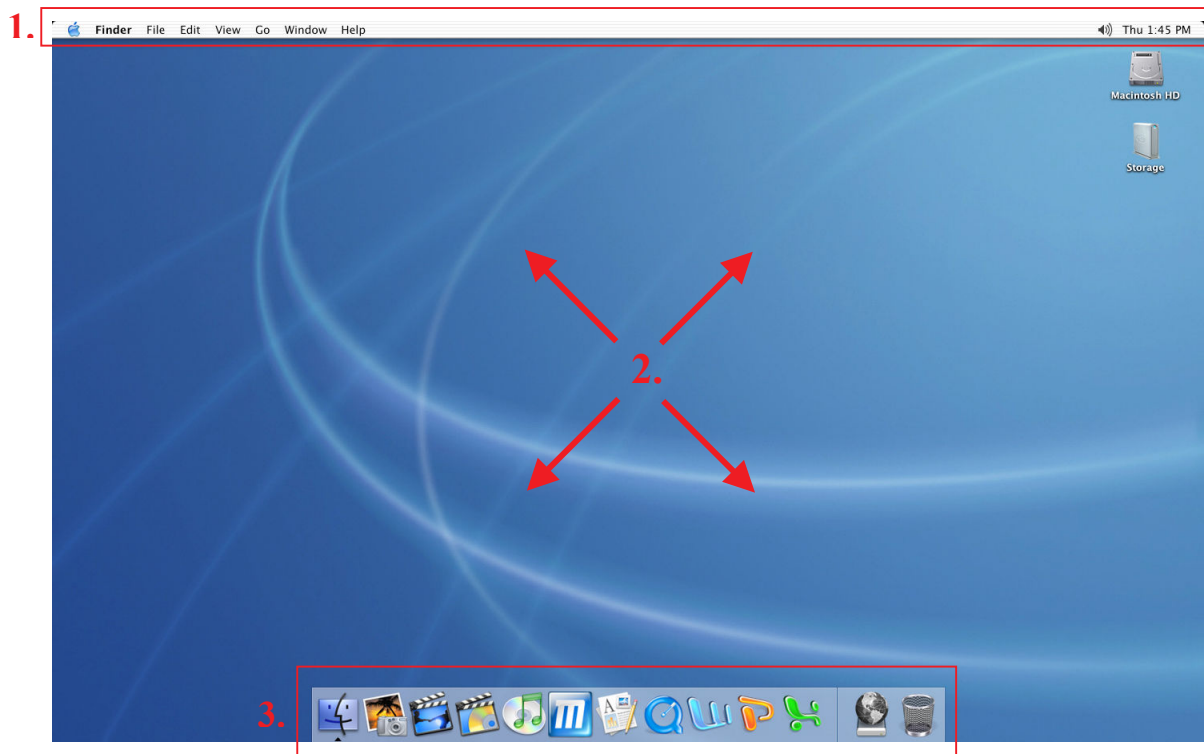
SPS Mac OS X Crash Course

This document is intended to be a quick overview of the Macintosh Operating System version 10 here at Shepherd Public Schools. To begin, currently the Media Center Mac stations automatically log in as a student user. There is no additional log in for the station itself. However it is possible to log in to both the Novell servers and individually created accounts for instructors by workstation if needed.

Once the machine is on and up, you will be presented with the student desktop.

Visible are three basic components of the Mac desktop:

1. The Title Bar
2. The Desktop and its components
3. The Dock

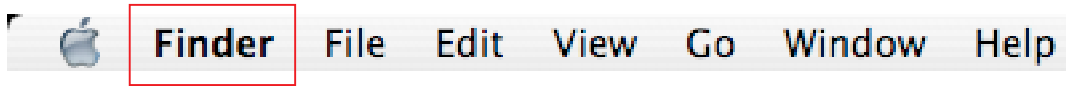


The following is a brief description of each component and its function:

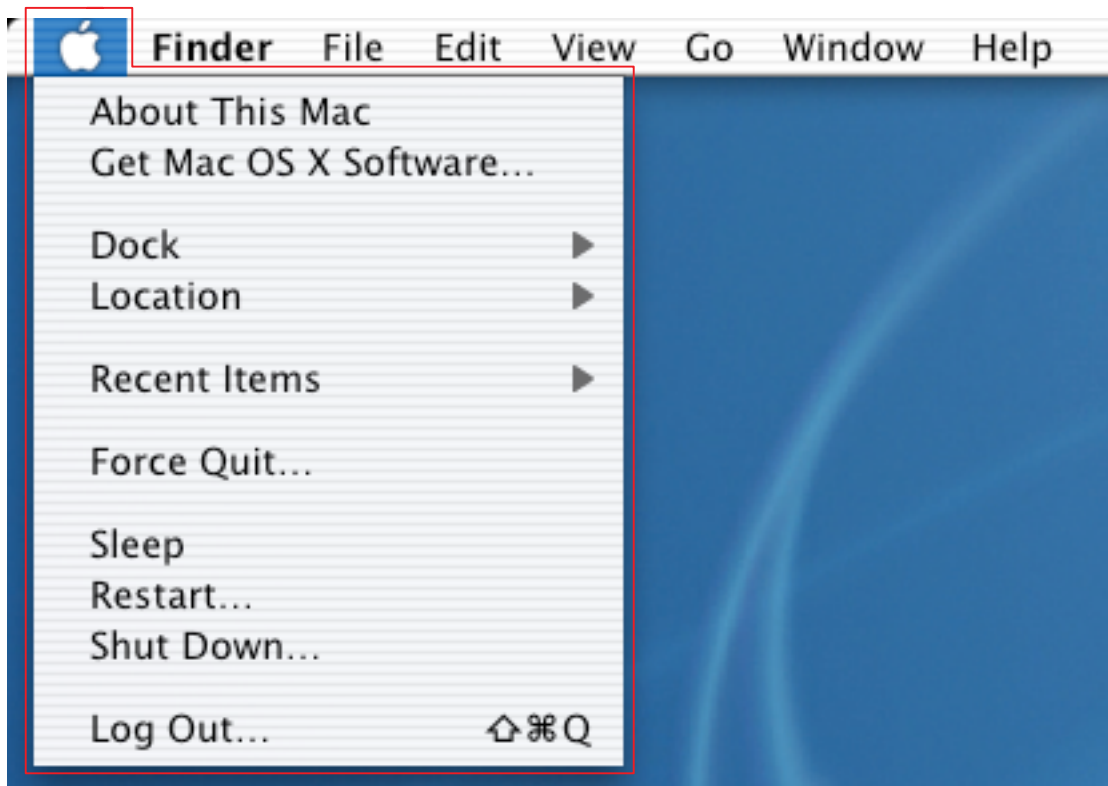
The Title Bar

On the Mac, every application can add or remove items (menu options) from the bar.

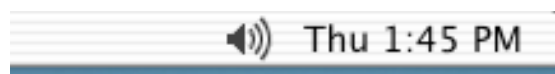
When an application is selected, the title bar will display its name in bold just to the right of the apple menu. This is where you can quit the application or verify preferences as shown below



The Apple Menu contains some important menu options such as Restart, Shutdown, and Log Out. If an application becomes unruly, the Force Quit option can be employed to kill off the offending process. The Apple Menu is shown below.



The bar also contain the system clock and possibly the volume menu as shown below.

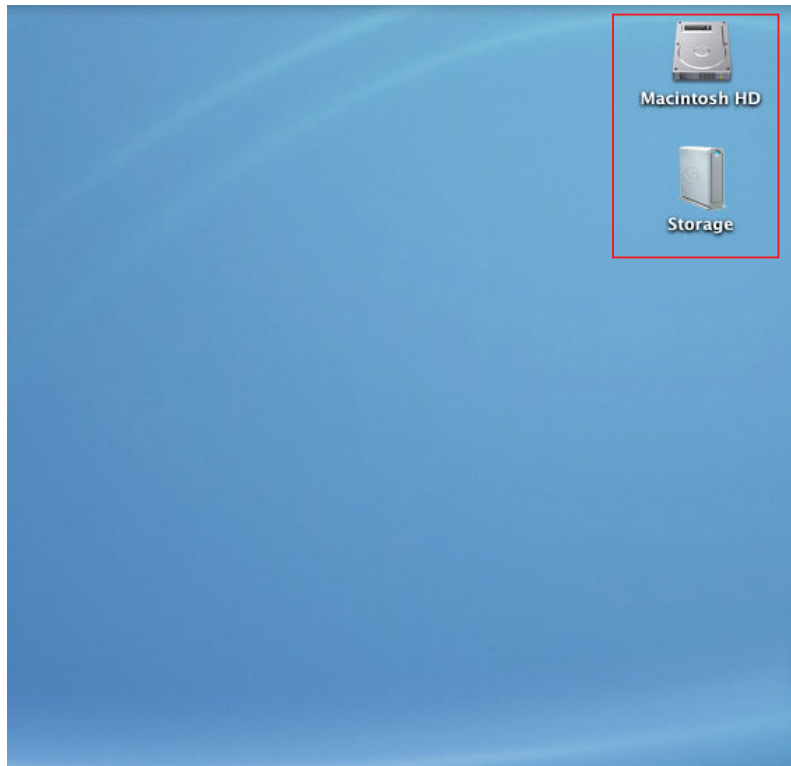


The Desktop

The desktop contains mounted disks, including the internal hard drive and any other types of media. Examples of said media include hard disks, CDs, DVDs, pen drives, and server volumes.

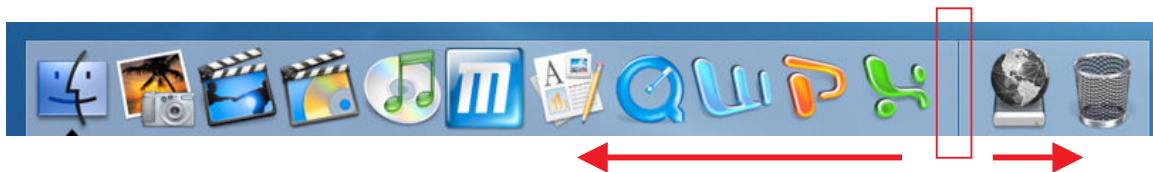
Shown below is the desktop of a Media Center iMac, displaying the internal hard drive and external FireWire drive named Storage.

To access the contents of the drive, a simple double click will open the disk selected.



The Dock

The Dock is a new addition to the Mac Universe. Think of it as an active application bay and quick access organizational tool. From the Dock divider left are applications chosen to always be available. To the right are folders, aliases, documents, or anything else you would like to throw in and finally the trash to relieve your life of unwanted files.



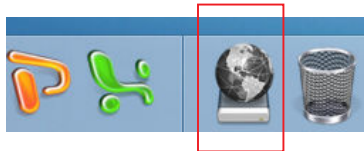
The Dock contains applications that can be opened with a single click. The student dock contains from left to right the Finder, iPhoto, iMovie, iDVD, iTunes, Mozilla, Appleworks, QuickTime, Word, PowerPoint, and Excel. After the dock divider is an alias for connecting to the Shepherd servers to access your user account, which we will go over shortly.



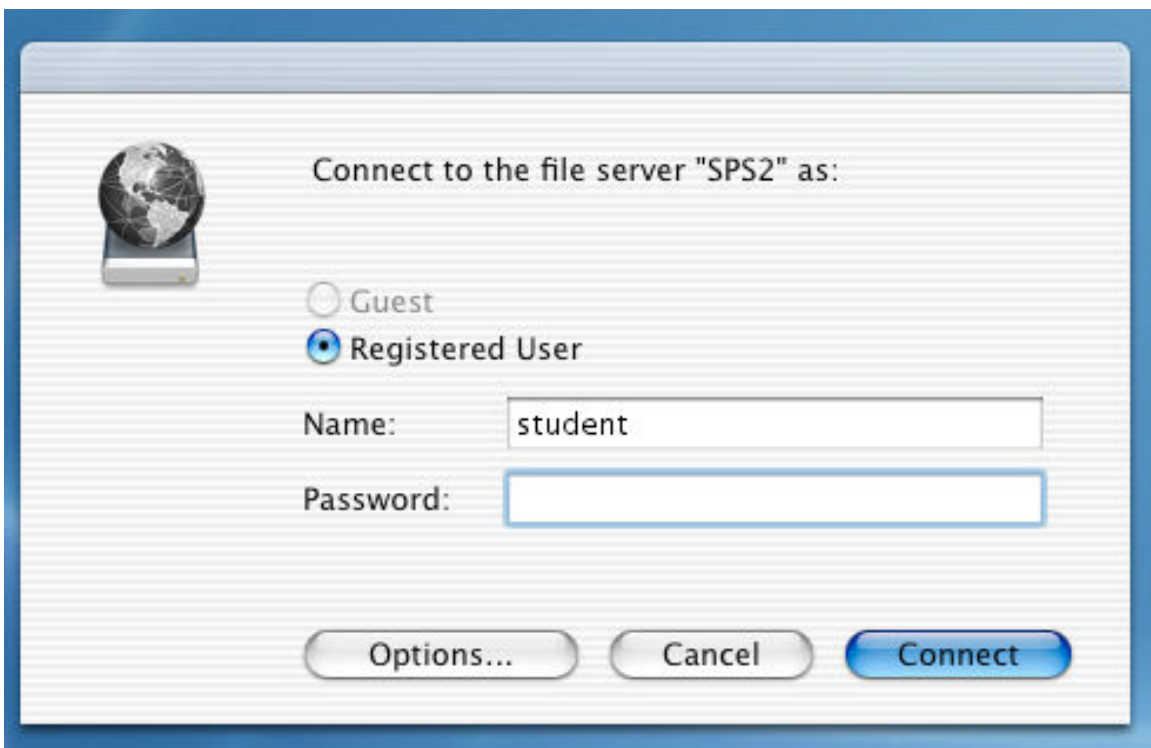
A black triangular indicator below the application signifies it is open (shown above), and as other applications are opened, that do not already reside in the dock, they will be added.

On to the Finder and Connecting to a Novell Server

To connect to the server first single click the server alias in the dock (shown below).



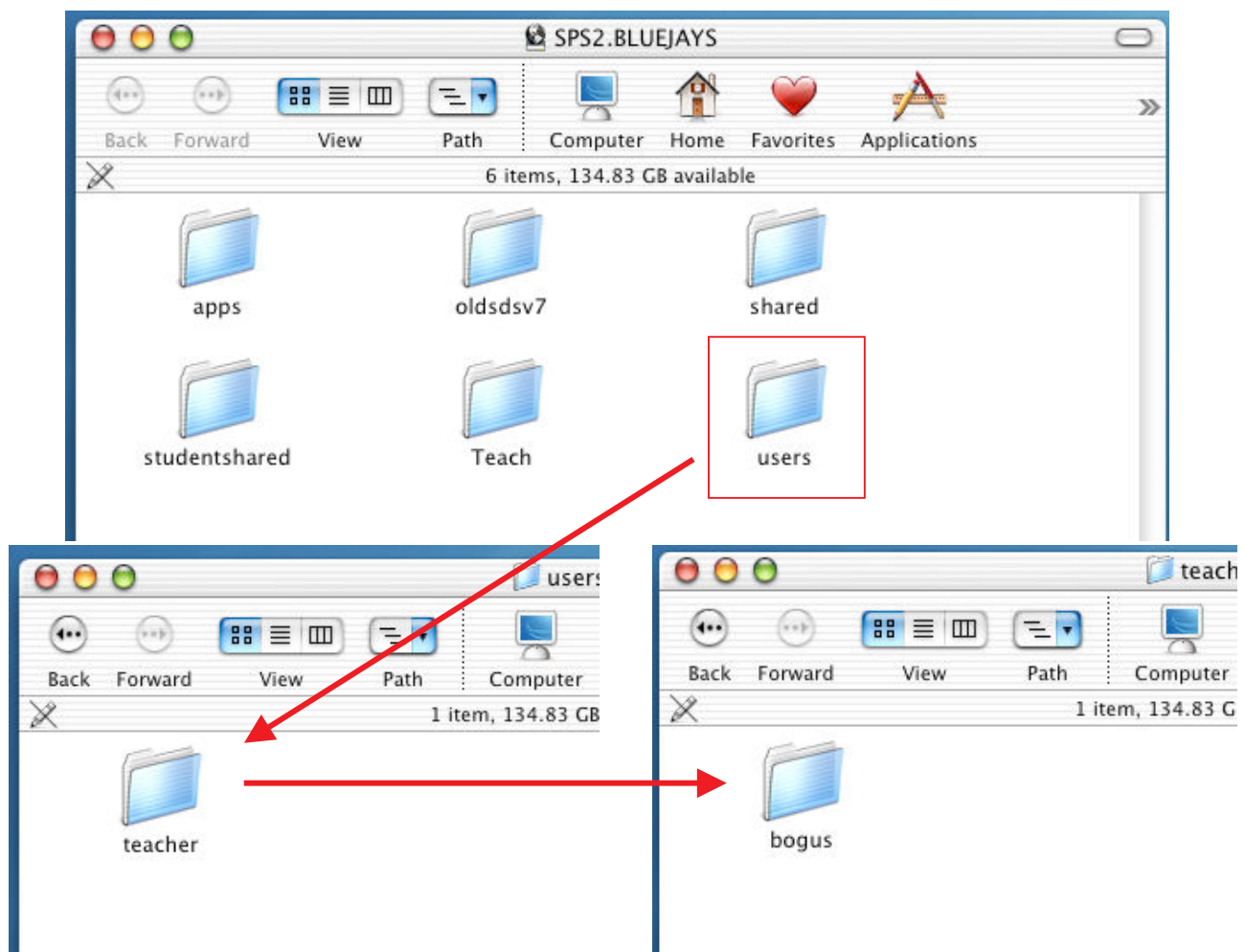
You will then be prompted to enter your Novell username and password (shown below). If you are unable to log in, your account may have too long a password. The Novell Native File Access counterpart only supports eight characters. Once entered, press the Connect button.



You should now see SPS2 mounted on your desktop as shown below.

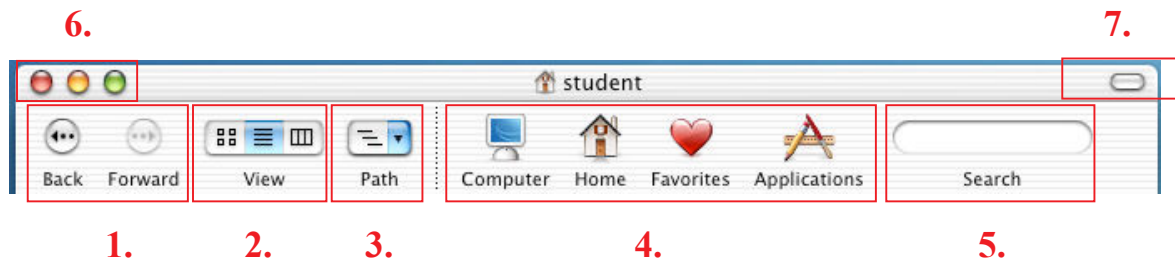


To access your account, open the SPS2.BLUEJAYS volume which should contain the folders below. Your account resides inside the users folder within the teacher folder and should display the name you just log in with.



Now, without realizing it, you just navigated the OS using the Finder. The following is a quick example of the Finder and its uses.

The Finder is similar to Windows Explorer but better.



1. The Back and Forward buttons can be used just like a web browser.
2. The View buttons from left to right view as icons, a list, or in columns to alter the way the folder or drives files are displayed.
3. The Path button allows you to view the current folder path that you are in.
4. Quick access buttons Computer, Home, Favorites, and Applications are used to traverse the computer quickly.
5. The Search menu can be used to initiate a quick search of the drive or folders contents.
6. The window action buttons from left to right close, minimize, maximize
7. Hide/Reveal button used to hide or reveal the toolbar buttons.

Hopefully, you now have a better understanding of the simplistic nature of Mac OS X and how to navigate our machines. Good Luck.

Notes: