

G4 Macintosh Introduction and Tour

Computers should be on when you arrive in the lab. At this time, it is not necessary to login.

Hardware features

CD/DVD drive

Mouse-one button

On/off button/reboot

USB and Firewire connections on back of computer

Use USB Flash Memory for storage (although zip drives are available)

OS X Dock – use dock to select applications

Finder - click on desktop to get to features like Find, Empty Trash, View

File menu-create folders, finds and opens files, get info. on files

Edit-copy, paste functions, edit preferences of desktop

View-how you want your desktop to look; lists, icons, buttons

Help-Mac Help files

Trash – to delete files and eject disks or drives

Extensis Suitcase – more fonts

Applications – if not on dock, go to Applications Folder to find.

InDesign – Layout program (Adobe)

Illustrator – Drawing Program (Adobe)

Photoshop – Photo manipulation and graphics program (Adobe)

Dreamweaver – Web Editor; graphical interface that writes html for you (Macromedia)

Flash – Animation environment; allows you to make interactive animations and Web sites (Macromedia)

iMovie – Simple video and audio editing program (Apple)

TextEdit – text editor; used for writing straight html

Browsers – viewing Web sites

Firefox, Internet Explorer, Netscape, Safari

Functions

Moving within applications - use icons in top left of each window to hide, minimize or close applications; can select active applications from the dock.

Create new folder- from Desktop select File, New Folder.

Creates an untitled folder, click on name and you can rename it.

Move folder/file-simply drag and drop to desired location

Delete folder/file-drag and drop in trash folder

Find files-In Finder, Use File, Find to search for files on computer.

Saving files-use save feature in the application you are working in.

Other lab resources - Printers & Scanners