

Macintosh **Operating System**

MTSU School of Journalism
Visual Communication



MTSU SCHOOL OF JOURNALISM

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Visual Communication

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Macintosh Operating System: Desktop

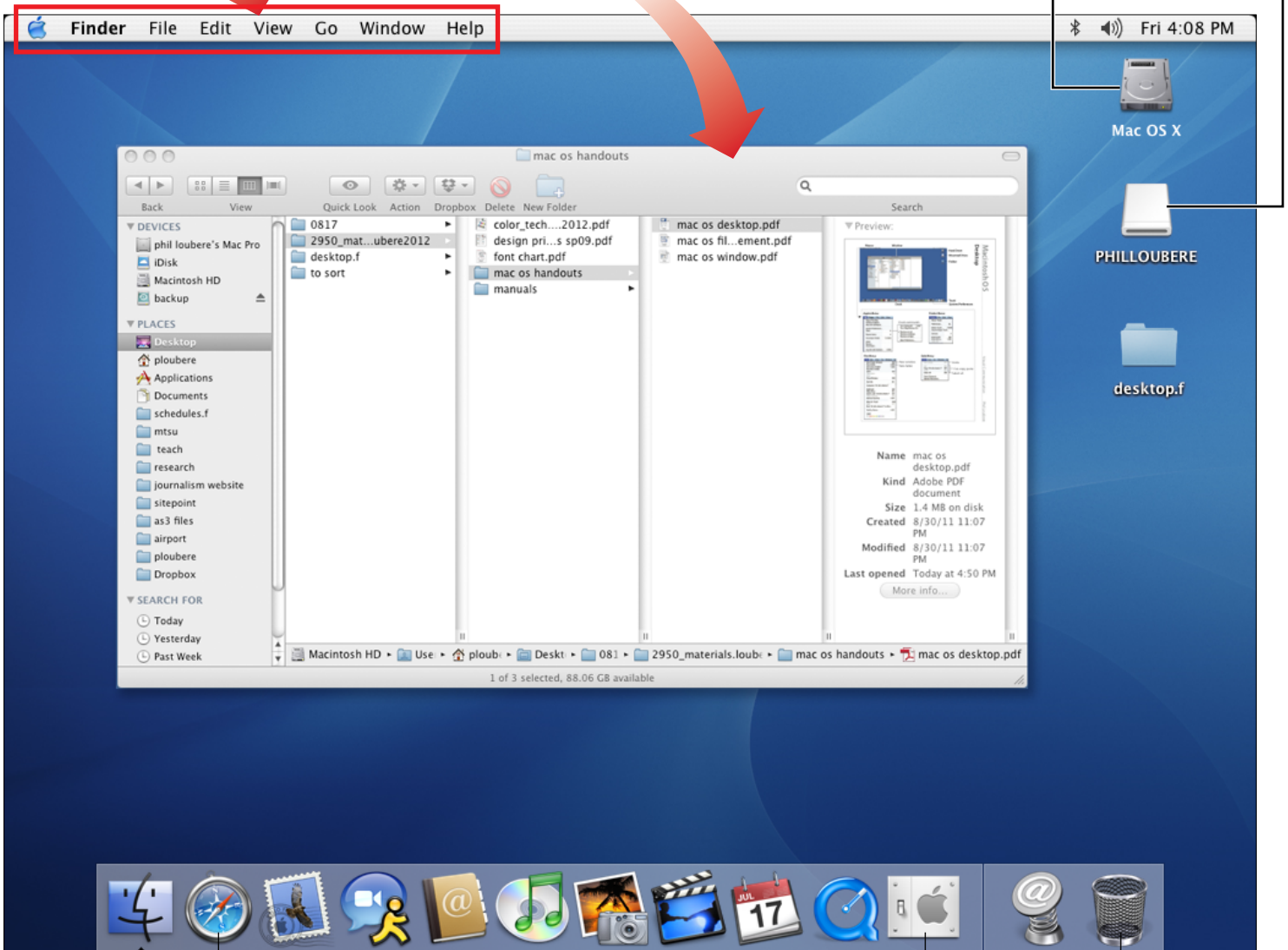
The Mac OS is not that different from a PC. The key differences are where some commands can be found—in the dropdown menus at the top of the desktop—and the way that a Finder window is organized. The Dock is similar to a PC but has more customizable options. Once you learn these, then the rest will be quite intuitive.

Finder Menus

Finder Window

Hard Drive

Mounted Drive



Program Alias

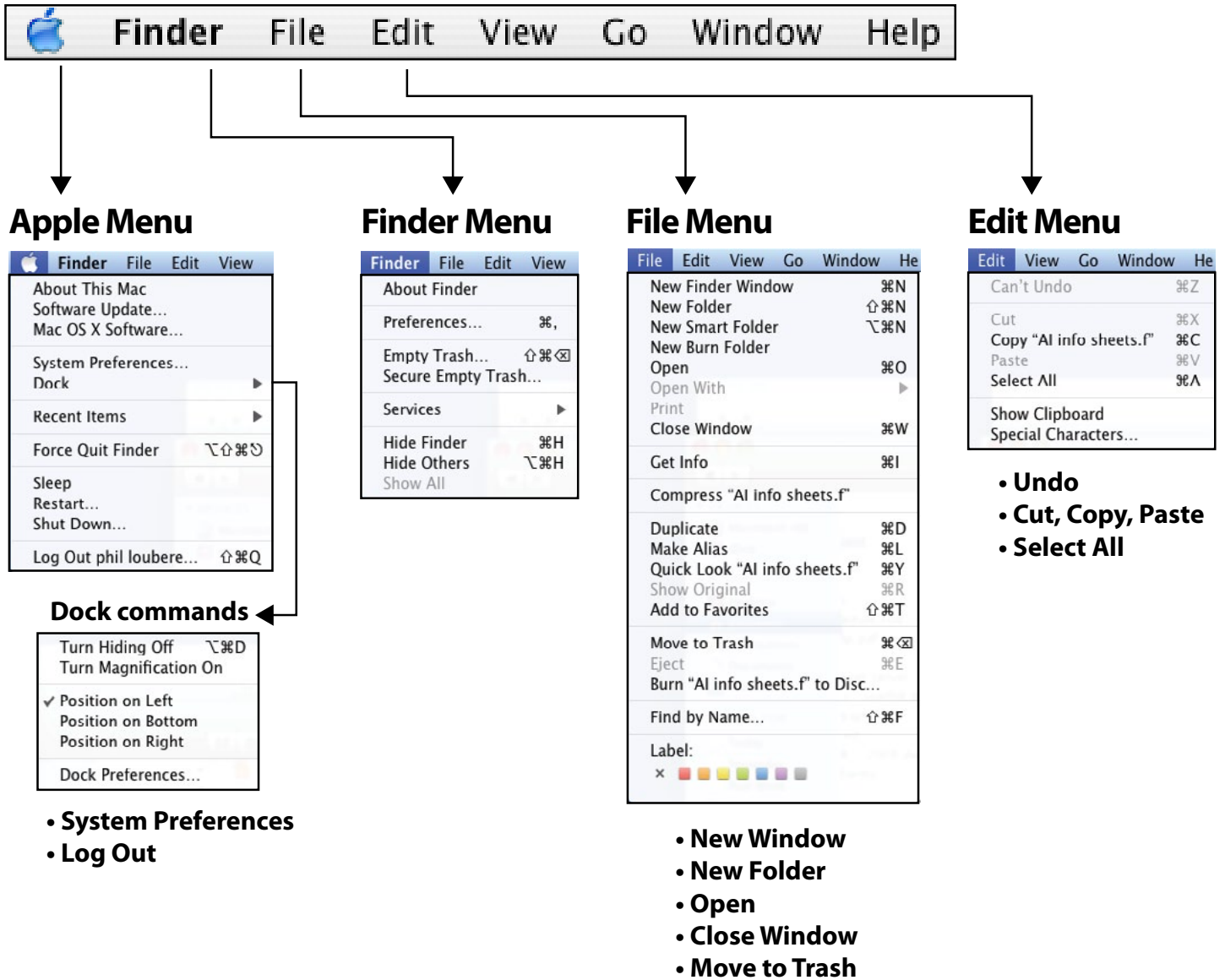
System Preferences

Trash

DOCK

Desktop Menus:

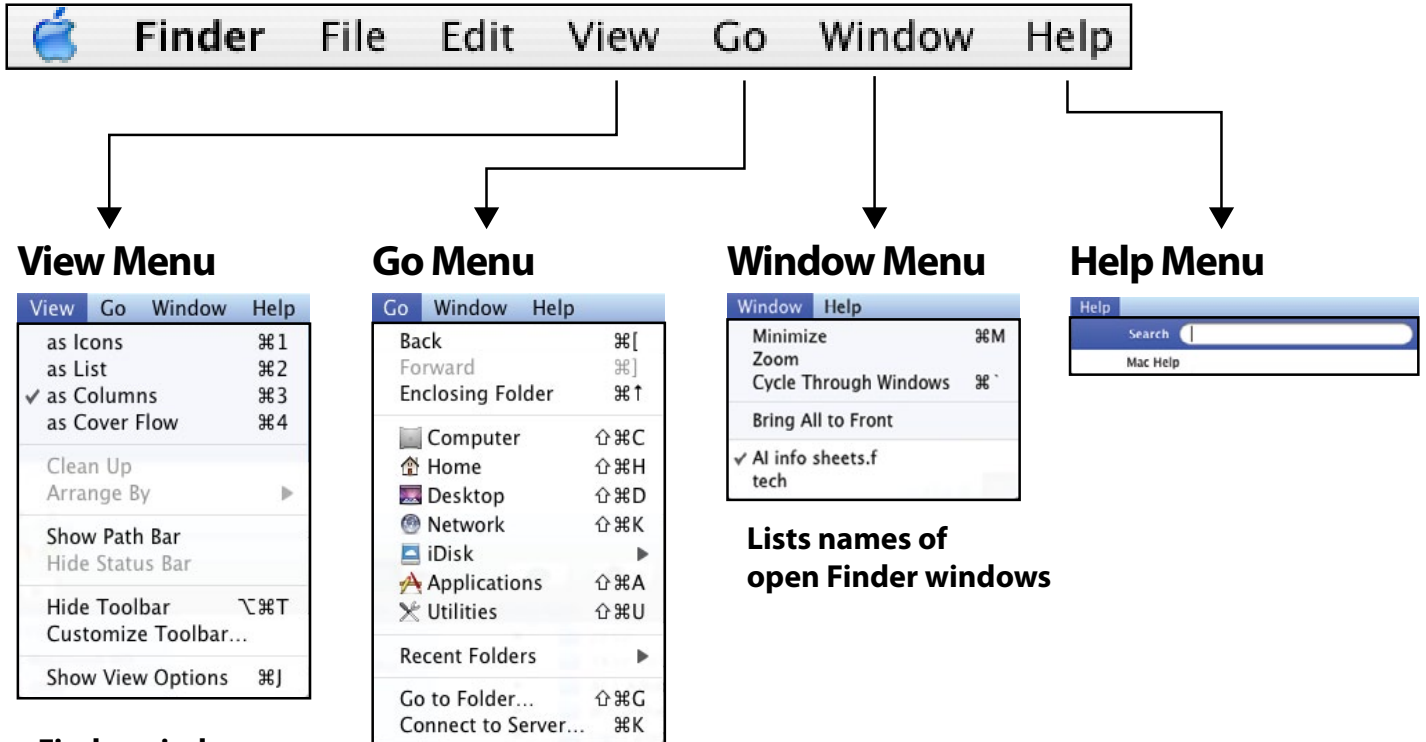
Menu items that have a triangle to the right have an additional popup menu when you roll over them.



Notice keyboard shortcuts are listed as well. On the Mac, the **Command key** is used for the same purposes as the Control key on a PC.



 Shift
  Option
  **Command:**
Use instead of Control



Lists names of open Finder windows

Finder window view options:

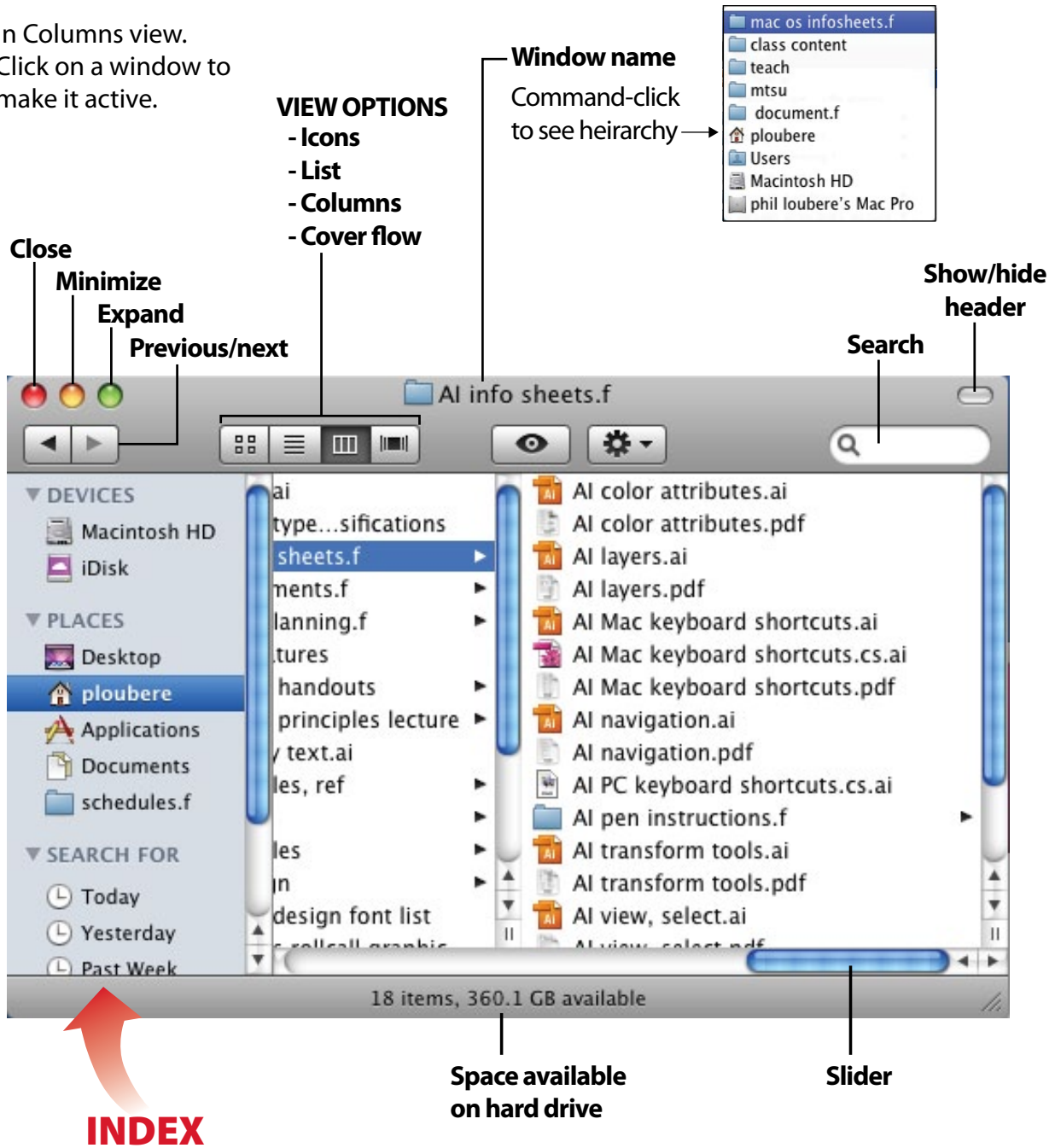
- Icons
- List
- Columns
- Cover Flow

Navigation options:

- Home
- Desktop
- Connect to Server

Finder Window

In Columns view.
Click on a window to make it active.



All Finder windows have an index in the left column that allows you to navigate to different places on your Mac or on the network. There are also search options there, as well as a Search field in the upper right corner. You can add shortcuts to locations, such as certain folders, by simply dragging the folder icon into the index column.

Dock



Click once on an application icon on the Dock to launch that application.

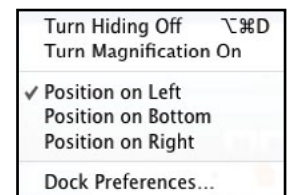
Drag a document on top of an application icon to open it in that application.

Add and delete icons:

- To add an icon, find the application in the Applications folder, and simply drag it onto the Dock.
- To delete an icon, simply drag it off—it will disappear in a puff of smoke.

You can also add icons for folders and documents by dragging them onto the Dock, to the right of the dotted dividing line.

Minimized folders and documents will be reduced to icons on the Dock, to the right of the dividing line. Simply click on them once to expand them.

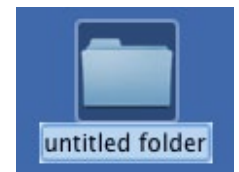


DOCK COMMANDS
under Apple menu

Opening vs Renaming

New folder

Choosing the New Folder command under the File menu will create one on the desktop, or in a window if it is active (clicked on), with the name field highlighted in blue. You can then type its name.



Renaming a folder or document

Click once on the name field, wait a second, and then click again—it will become highlighted in blue and you can type a new name.

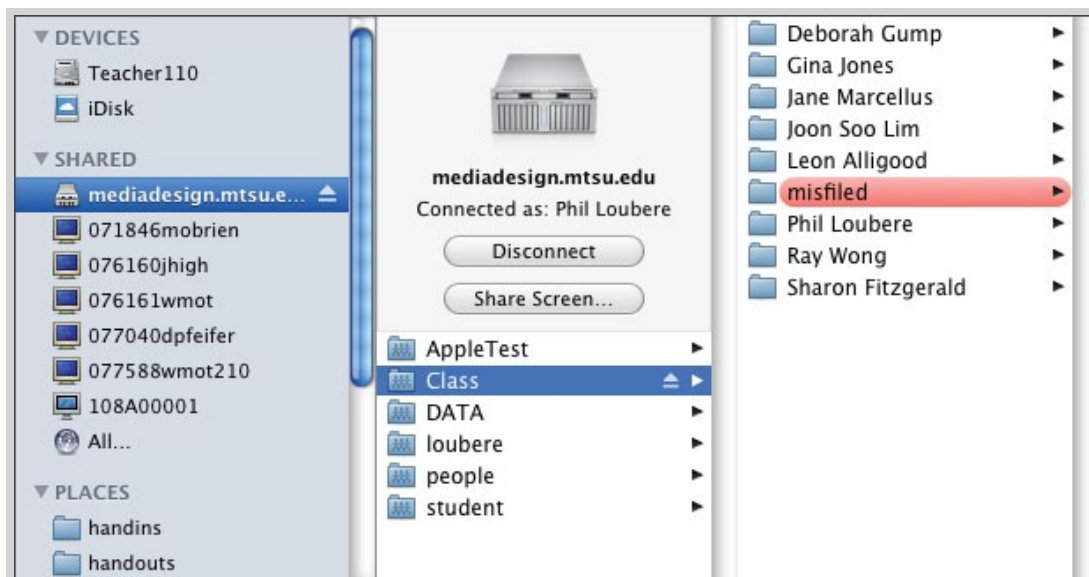
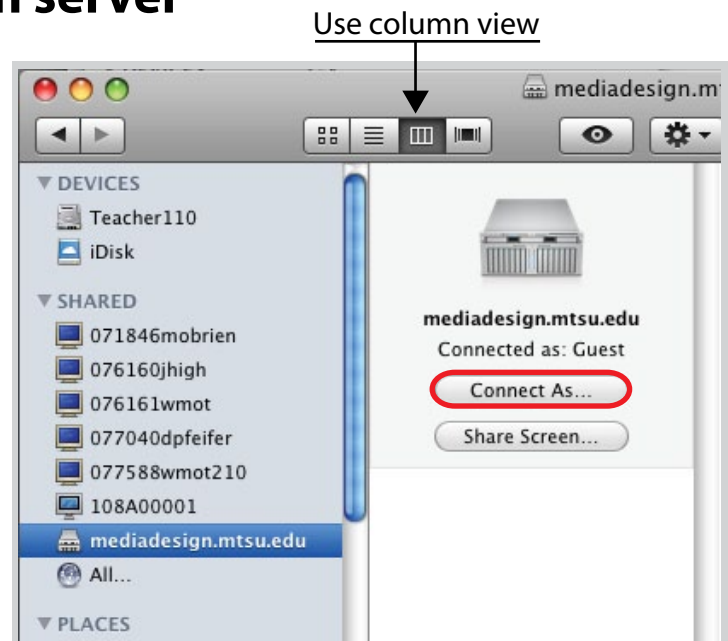
Opening a document

Click twice rapidly on the folder or document icon.

The click speed can be modified in the System Preferences panel, under the Apple menu or in the Dock: Choose the Keyboard & Mouse icon, then Mouse, then Double-Click Speed.

Accessing the media design server

- Open a new finder window
- In left-hand index column, under shared items, click on **All...**
- Scroll down about two-thirds through list and locate **mediaddesign.mtsu.edu**
- Click on it
- In the window, find a button that says **“Connect As”**
- Click on it and enter your server account name and password



The instructor folders are inside the **Class** folder. Each instructor has a handins and a handouts folder.

After the first time, the media design server should subsequently show up in the Shared list.

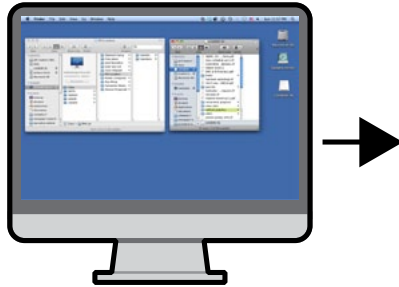
FILE MANAGEMENT

Opening, saving and copying documents

In the Mac labs, keeping your files organized and in the right place can get confusing. Here's a guide:

DEVICES: Each of these is a separate storage device:

Workstation

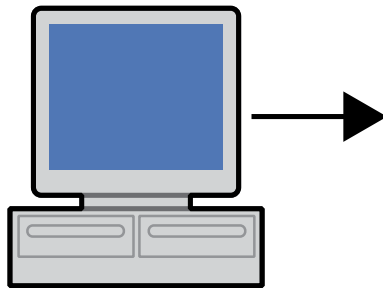


For opening, working on and saving documents.

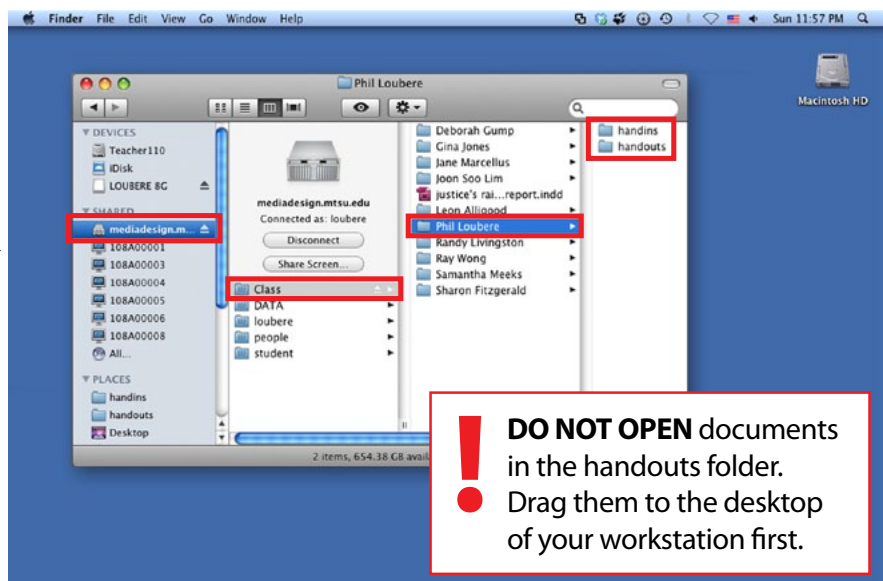


When you first log in, and before you connect to the server or insert a flash drive, any documents you see in the finder window will be stored in your personal account space. This is where you should do all your work—creating, modifying and saving documents.

Server



Access handouts, handins folder.

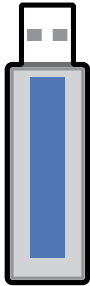


DO NOT OPEN documents in the handouts folder. Drag them to the desktop of your workstation first.

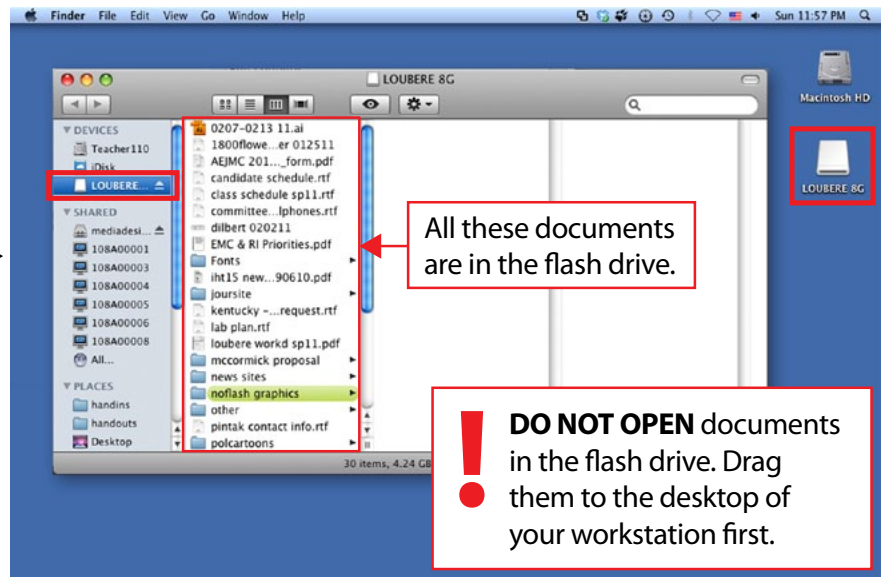
When you log into the server and go to the handouts folder, the contents of the finder window will show documents that are stored on the server. Anything in the handouts folder should be dragged to the desktop before opening—this will make a copy of the document to your personal account.

FILE MANAGEMENT cont.

Flash drive



For document storage only.



When you've finished working, save your documents to your flash drive.

When you insert the drive into a USB port, it will show up as an icon on the desktop and it will be listed under DEVICES in the finder window's index column. Clicking on its name in the index, or double-clicking on the desktop icon, will show the flash drive's contents in the finder window.

Drag documents from the flash drive's window to the desktop before opening and working on them. When you're done, save and close the document, and drag its icon onto the flash drive's icon or into its finder window to copy it there.

It's a good work habit to save several versions of a document you're working on. You can, for example, call them project.1, project.2, and project.3, or name them with the date you last worked on it. When you copy the latest version to the desktop, then modify its name by changing the number or date. That way, if don't like the changes you made, you'll have the previous version, and you'll have a history of the progress you made.