

THE VISIBOOKS GUIDE TO Mac OS X Tiger



See. Do. Learn.

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Getting Started

In this section, you'll learn how to:

- **Start and close applications**
- **Turn off the computer**

1. Turn on your computer.

Your screen should look like this:




Tip: *If you see a login screen, type your Username and password.*



You will be automatically logged in each time you restart your computer.

Start and close applications

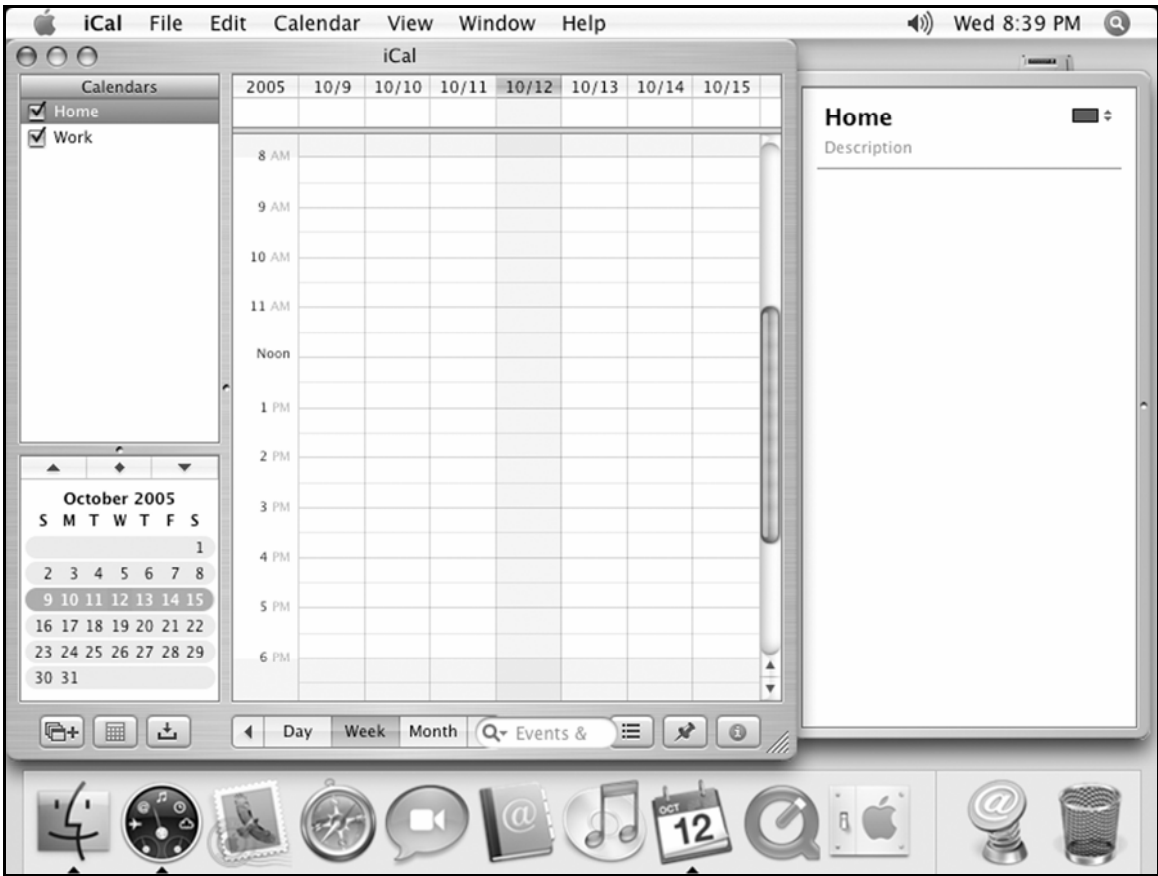
Start applications using Dock icons

1. On the Dock, click the  icon.



Tip: From here on, “click” means “click your left mouse button.”

The iCal application should open, and look like this:

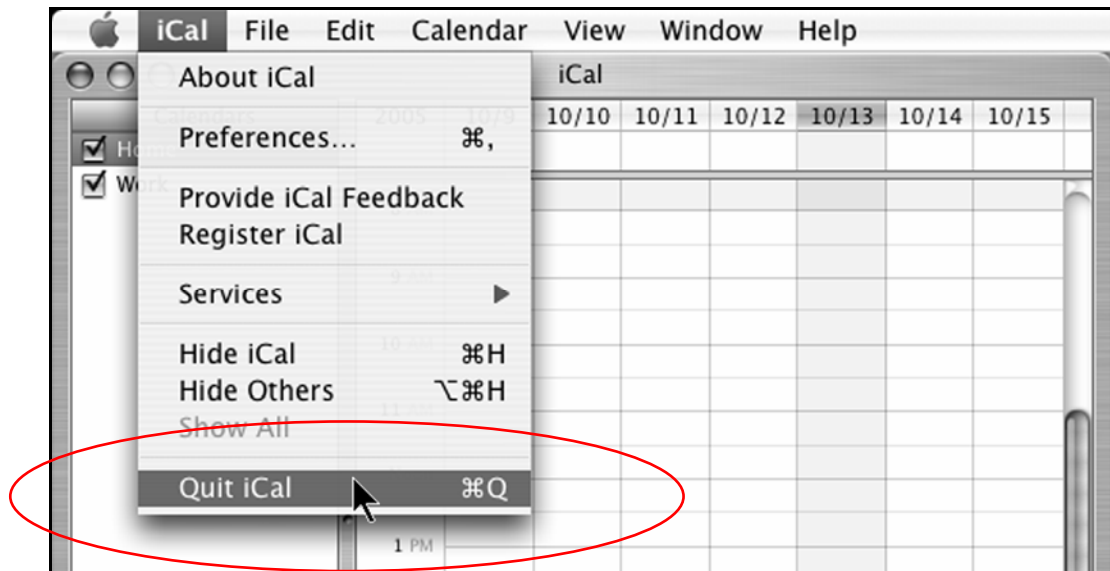


Close applications using Dock icons

1. On the Menu Bar, click **iCal**.

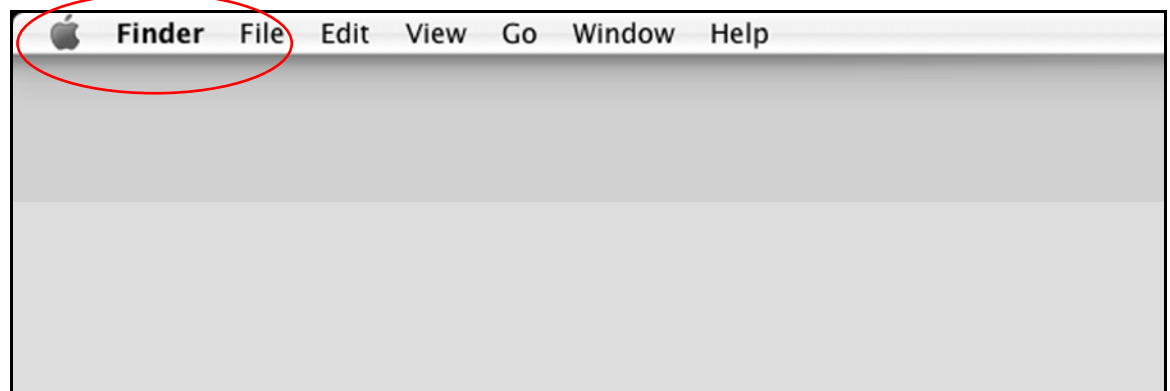


- 2.** When the menu appears, click **Quit iCal**.



iCal should close and the Menu Bar should now read:


Finder

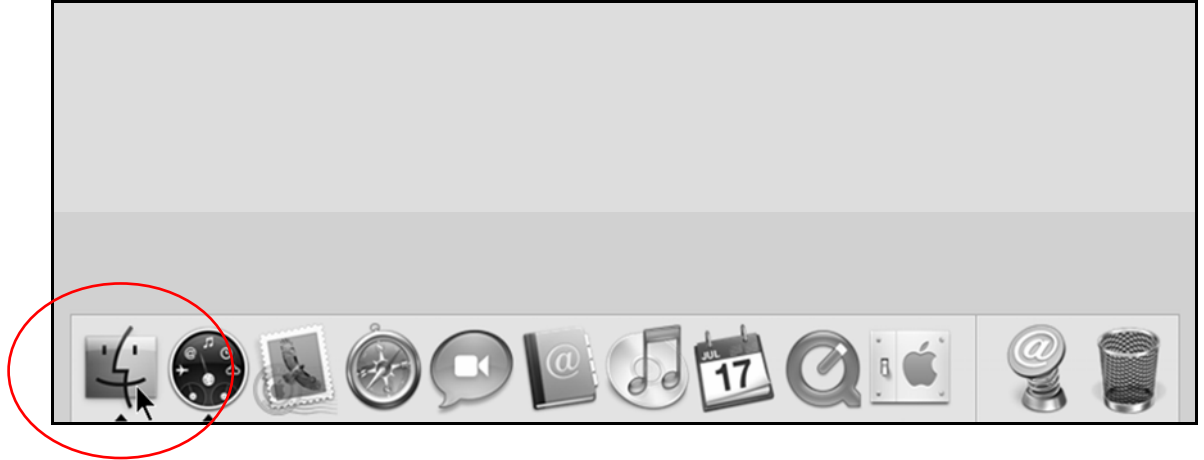


Practice

- 1.** Open the iTunes application.
- 2.** Close the iTunes application.
- 3.** Open the Address Book application.
- 4.** Close the Address Book application.

Start applications using the Finder

1. On the Dock, click the  icon.

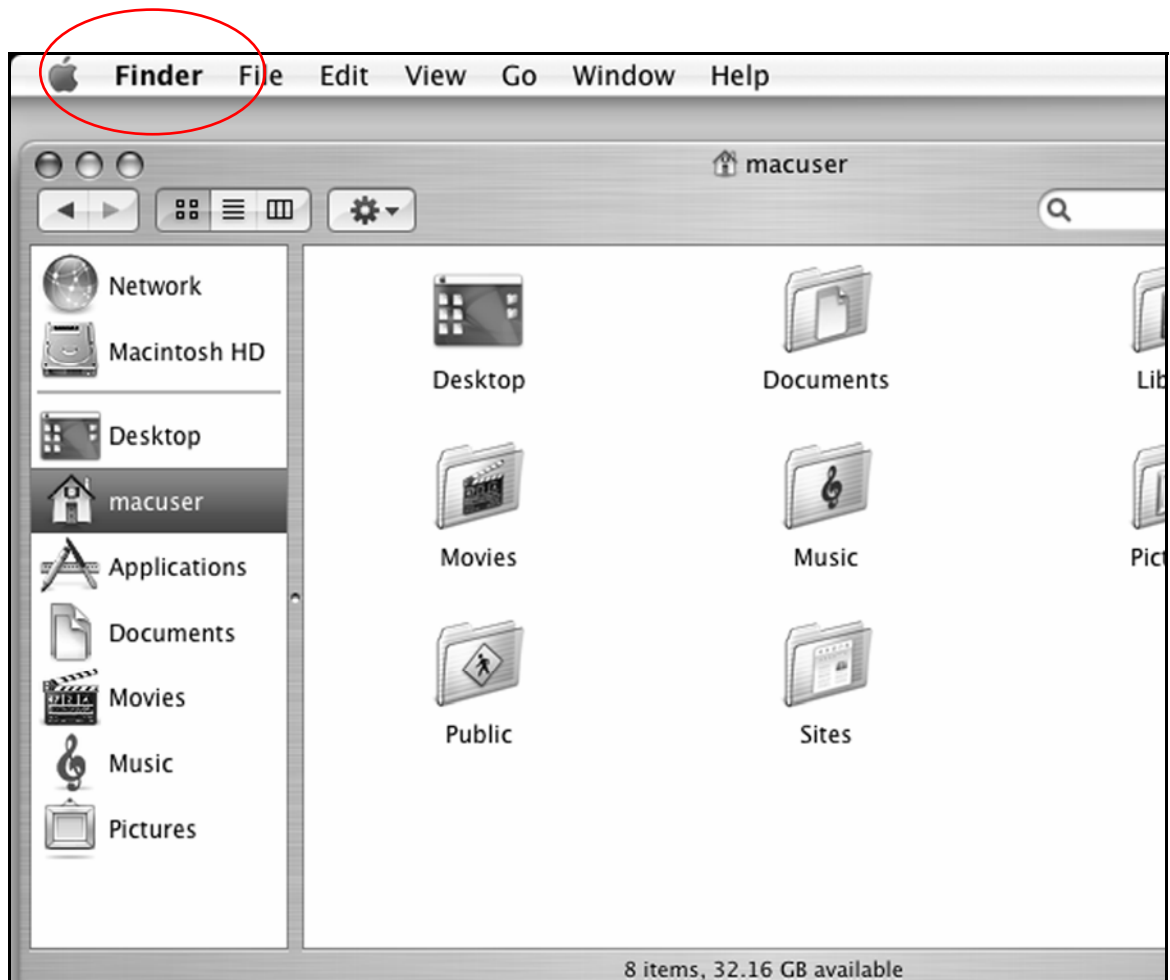


The Finder window should open.

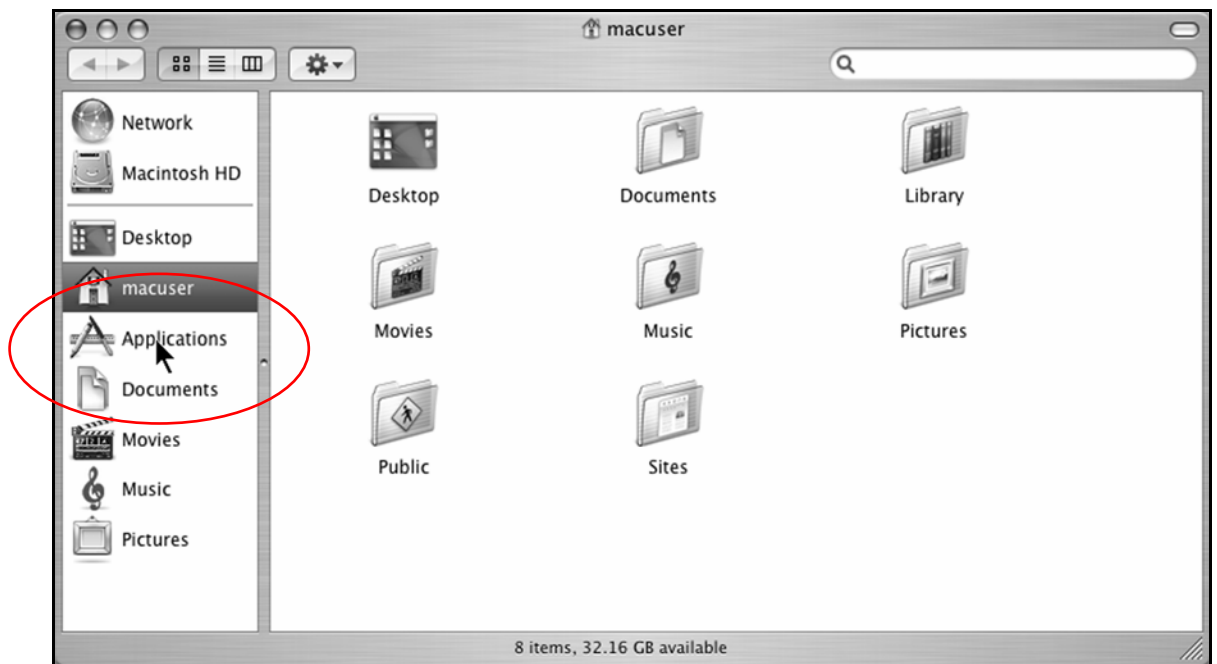


Tip: *Note the Menu Bar now reads:*

Finder



2. In the left window pane, click **Applications**.



More icons representing different applications should appear in the right window pane.



Tip: Note the menu bar still reads:

Finder



3. Double click the  icon.



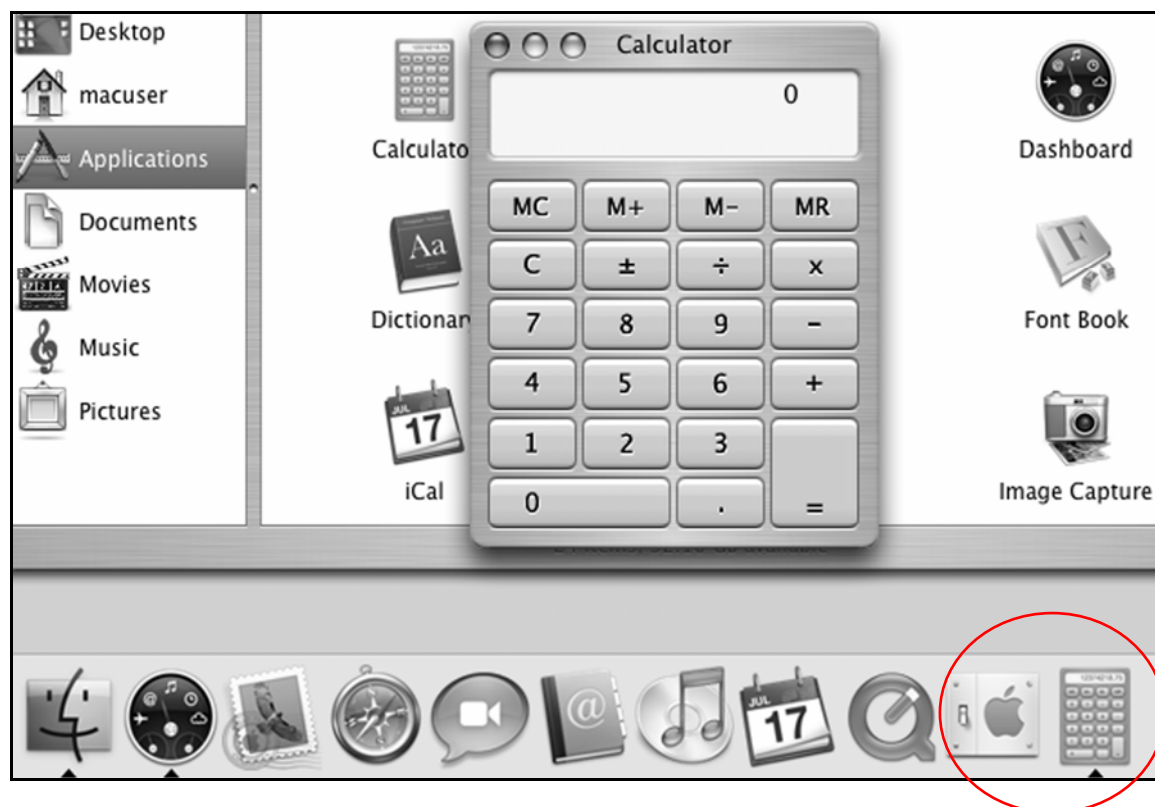
The calculator should open.

Tip: Note the menu bar now reads:

Calculator

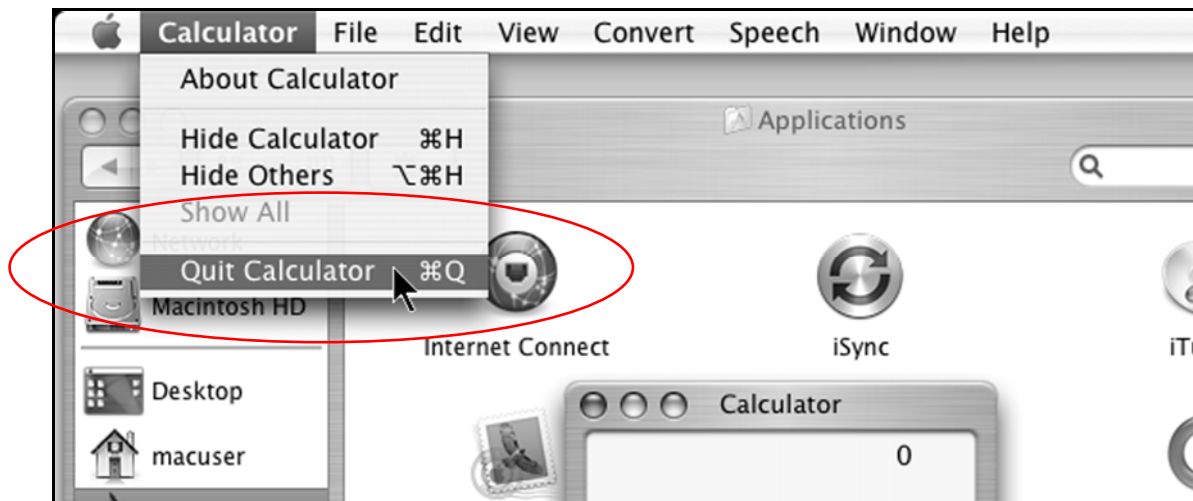


Also, a small calculator appears on the Dock.

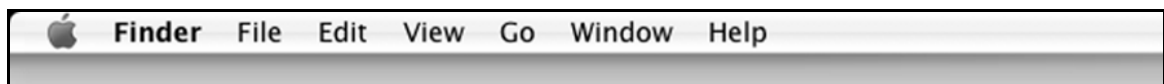


Close applications using the Finder

1. On the Menu Bar, click **Calculator**, then click **Quit Calculator**.



The Calculator should disappear, and the Menu Bar should read **Finder** again.



Tip: Note the **Applications** window remains open.

2. In the **Applications** window, click the  button.



Practice

1. Open System Preferences.

Tip: *Its icon is on the Dock.*

It should look like this:



2. Close System Preferences.


3. Open the iChat application.

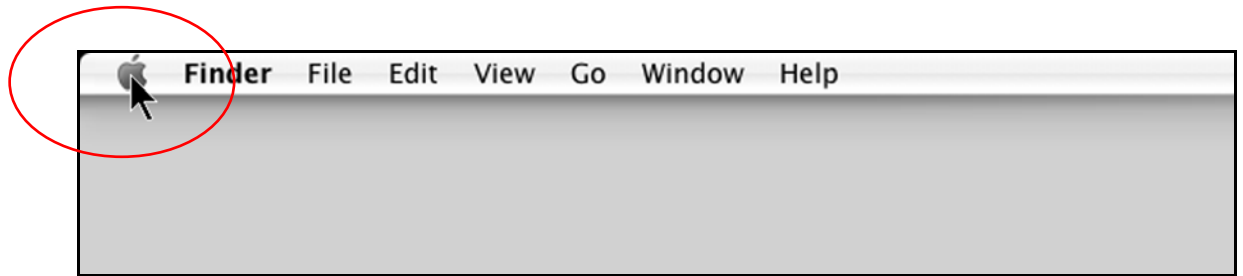
Tip: *Use the Finder.*



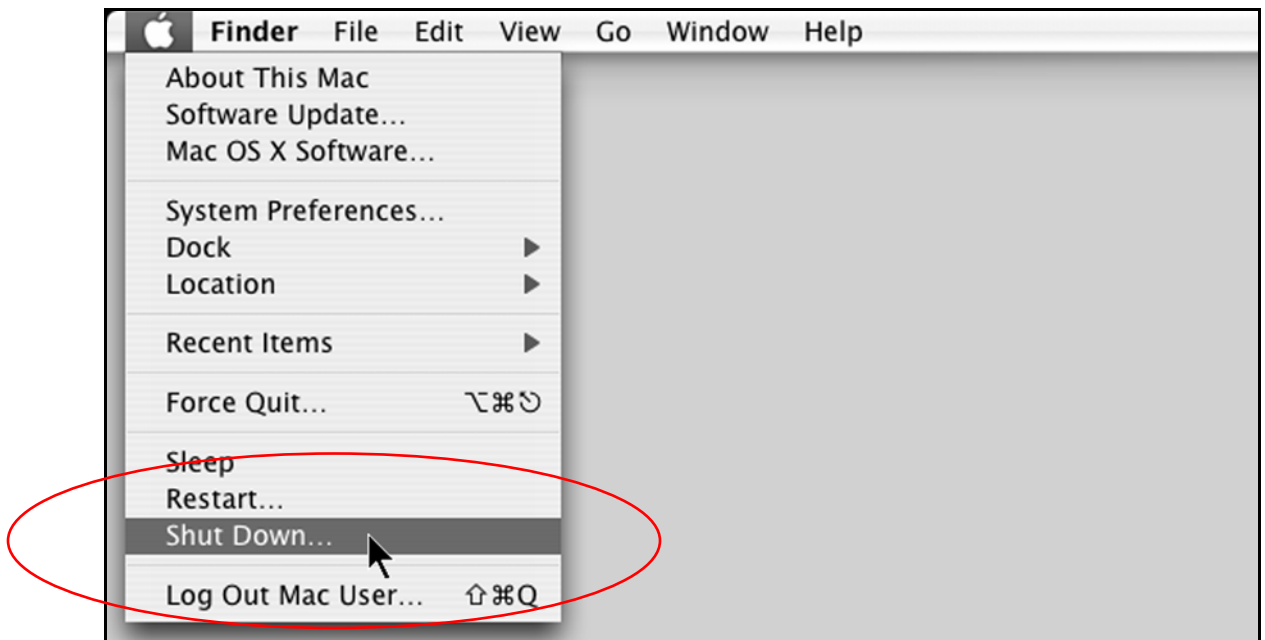
4. Close the iChat application.

Turn off the computer

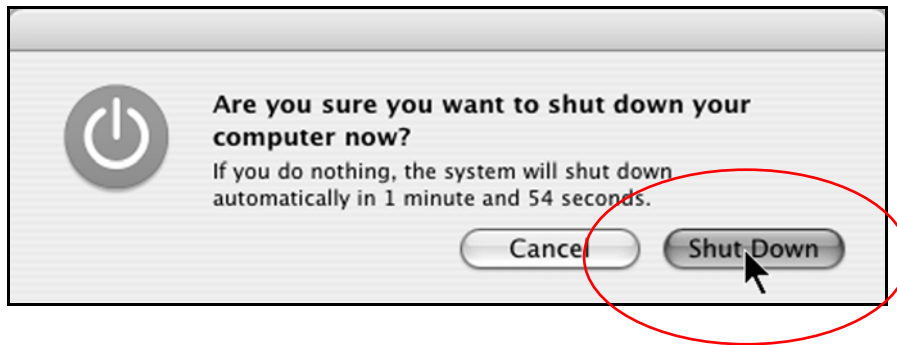
1. On the menu bar, click the  icon.



2. When the menu appears, click **Shut Down**.



- 3.** When the alert window appears asking if you are sure you want to shut down, click the  button.



Practice: Getting Started

- 1.** Turn on the computer.
- 2.** Open the Trash can.
- 3.** Close the Trash can.
- 4.** Open the Finder window.
- 5.** Under **Applications**, open the Calculator.
- 6.** Open the Font book.
- 7.** Close both applications.
- 8.** Close the Finder window.

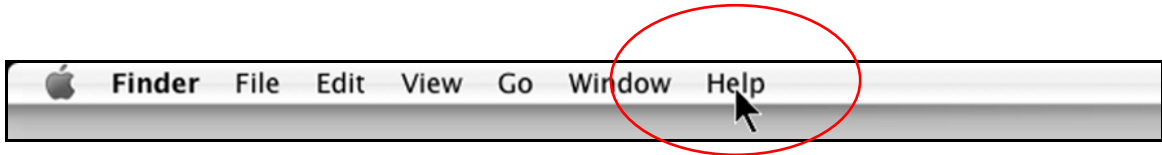
Manipulating Windows

In this section, you'll learn how to:

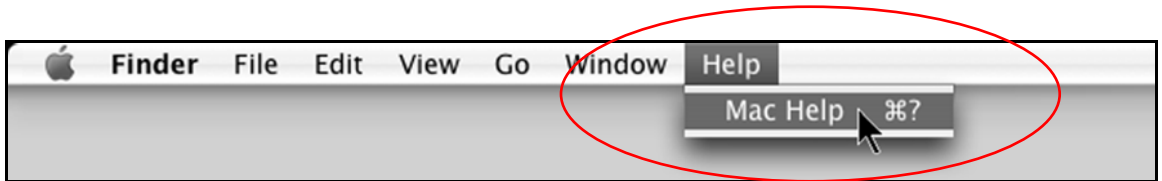
- **Move windows**
- **Minimize windows**
- **Restore windows**
- **Resize windows**
- **Scroll through windows**
- **Maximize windows**

Move windows

1. On the Menu Bar, click **Help**.



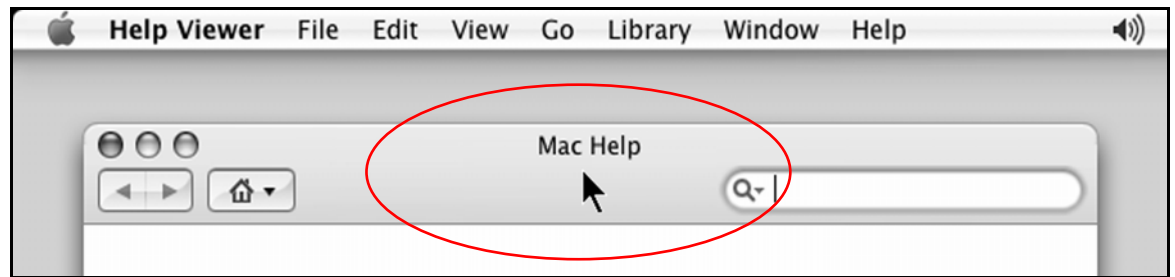
2. When the menu appears, click **Mac Help**.



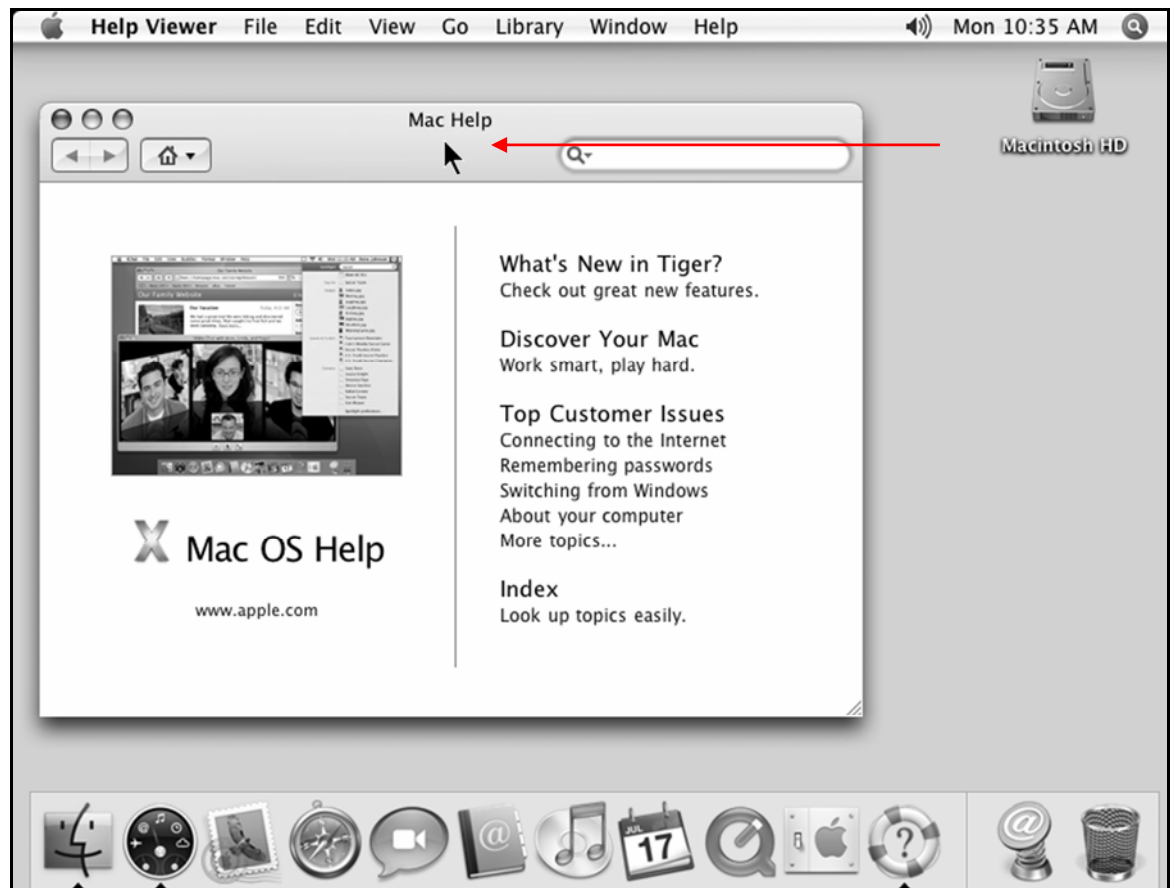
3. After the multi-colored disk stops spinning, the Mac Help window should appear.



4. Place the cursor on the Title Bar of the Mac Help window.




5. Press and hold down the mouse button, then move your mouse left.



The window should move left.

Tip: This is also called “dragging,” as in, “drag the window left.”

6. Release the mouse button.
7. Click the  button in the Title Bar of the Mac Help window.



This should close the window.

Practice

- 1.** Open the Address Book application.
- 2.** Drag the window to the bottom left of the Desktop.
- 3.** Drag the window to the center of the Desktop.
- 4.** Close the window.

Minimize a window

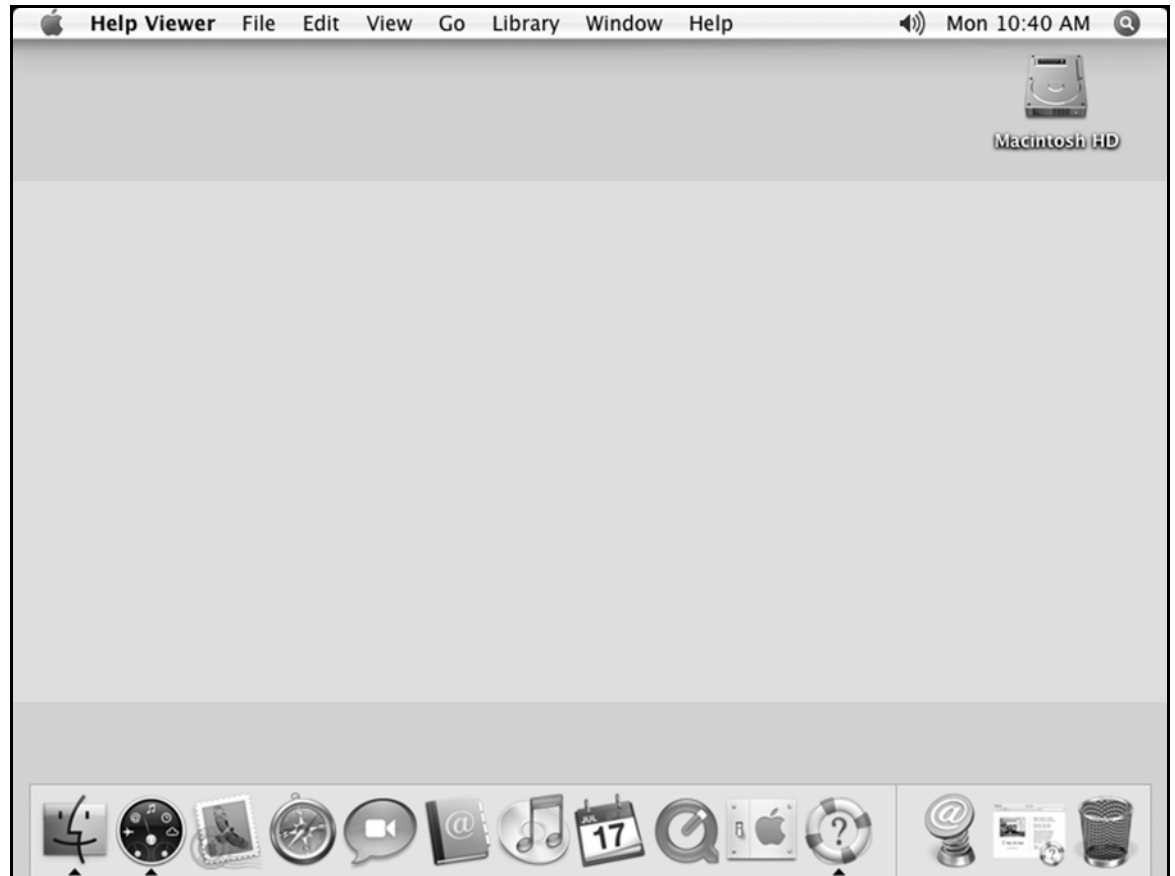
1. On the Menu Bar, click **Help**.
2. When the menu appears, click **Mac Help**.


The Mac Help window should appear.

3. Click the  button in the Title Bar of the Mac Help window.



The screen should now look like this:




Tip: Note the  icon that appears in the Dock.



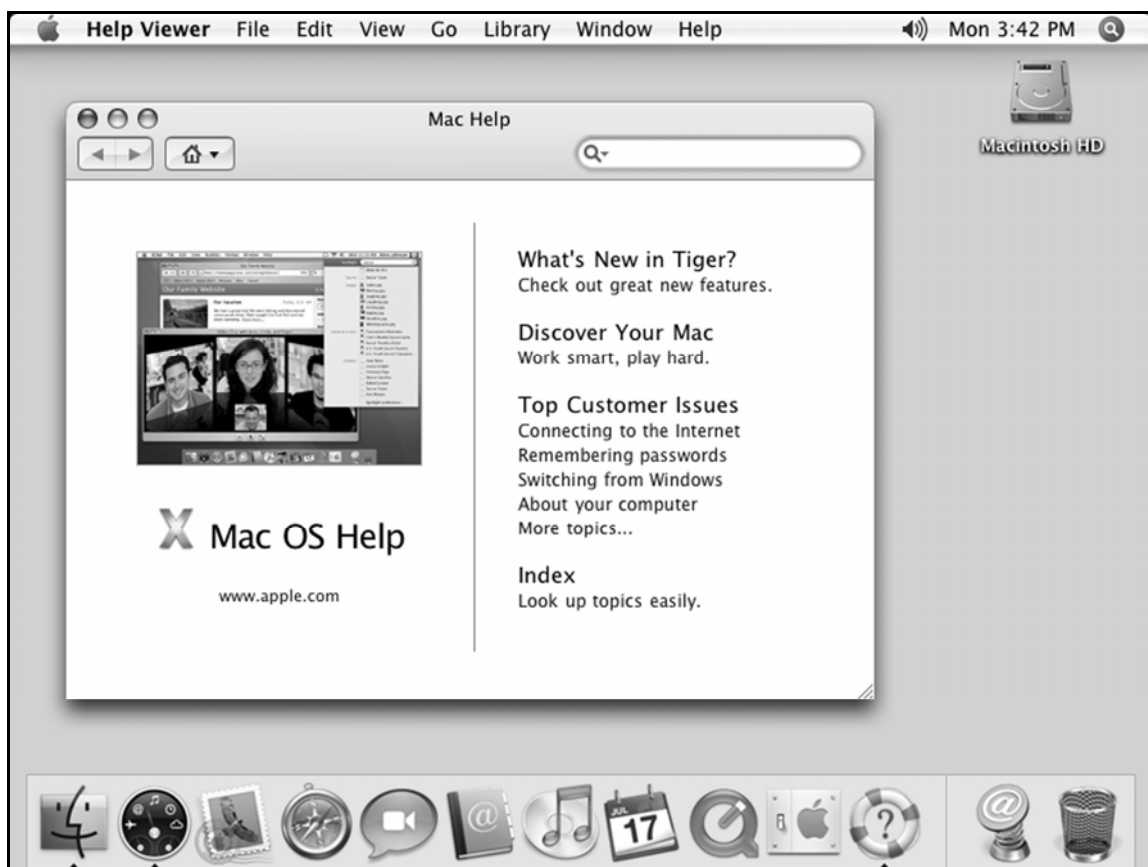
Leave the window in the Dock for the next task.

Restore a window

1. In the Dock, click the  icon.




The Mac Help window should now be the same size and in the same place it was before you minimized it.



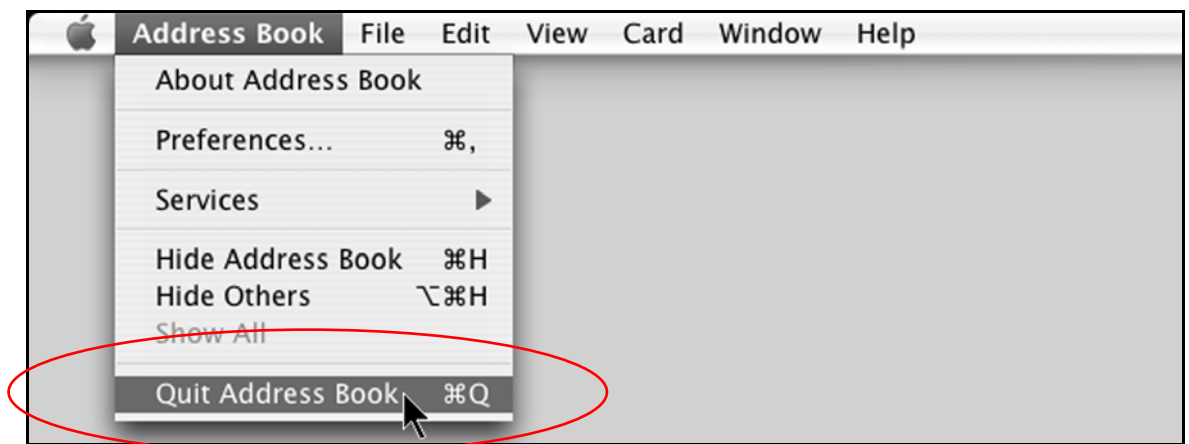
2. Close the Mac Help window.

Practice

- 1.** Open the Address Book application.
- 2.** Minimize it.
- 3.** Open the iCal application.
- 4.** Minimize it.
- 5.** From the Dock, restore the Address Book application.
- 6.** From the Dock, restore the iCal application.
- 7.** Close both applications.

Tip: Make sure the Menu Bar at the top of the screen reads **Finder** next to the  icon.

*If it doesn't, click on the application name, then click **Quit**.*



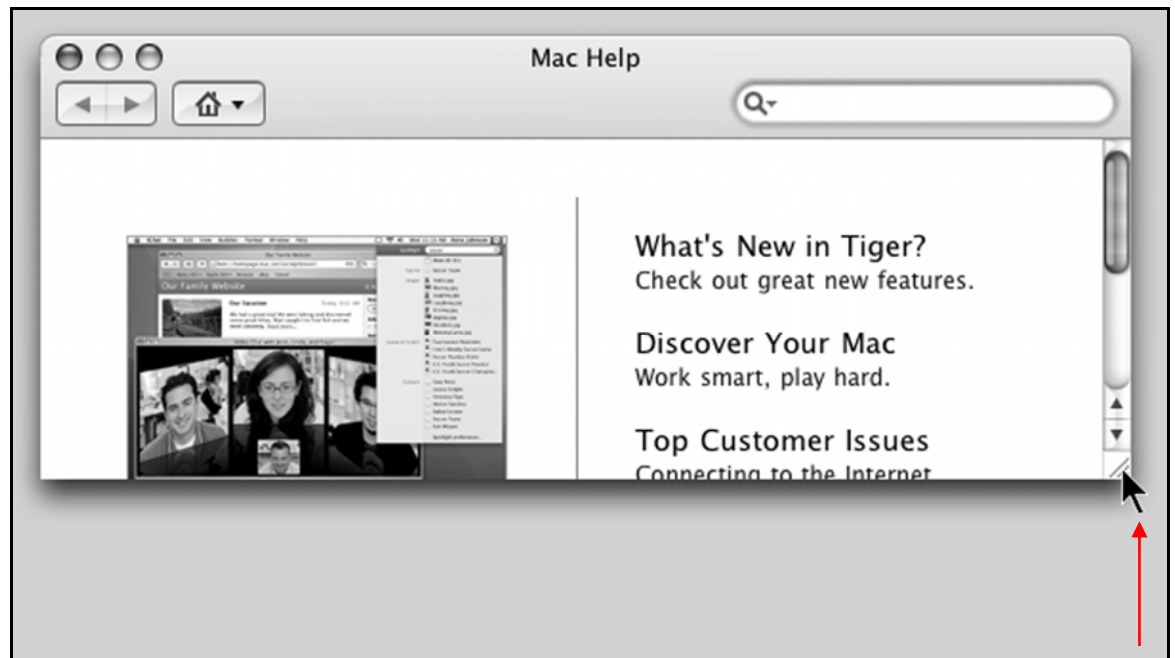
Resize a window

- 1.** Open the Mac Help application.
- 2.** Place the arrow on the slotted triangle in the bottom right corner of the Mac Help window.



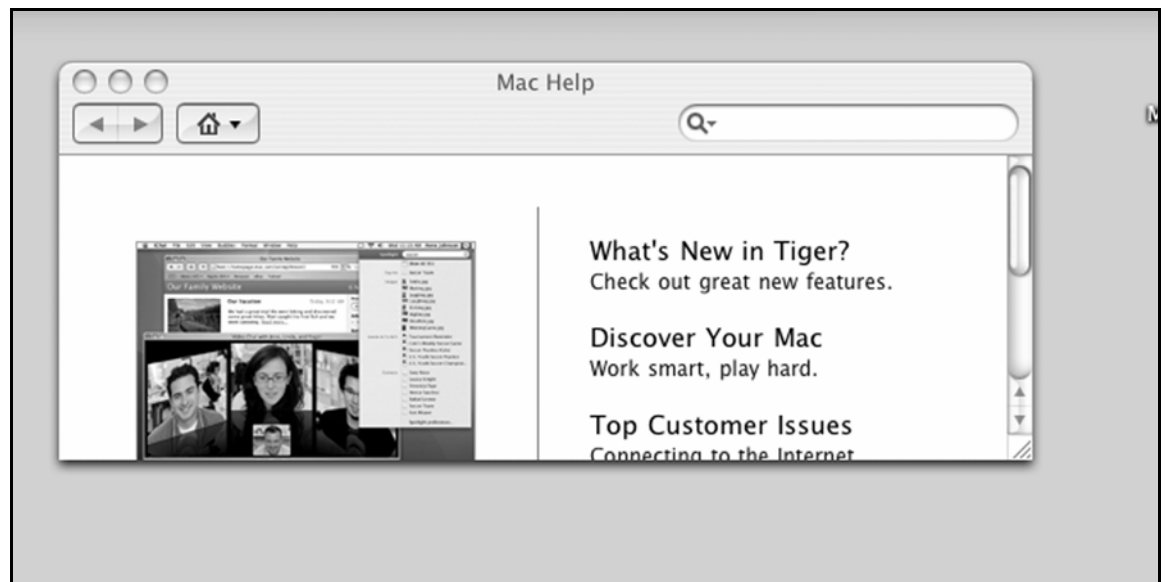
- 3.** Press and hold down the mouse button.

- 4.** Drag upwards until the window won't shrink any further.

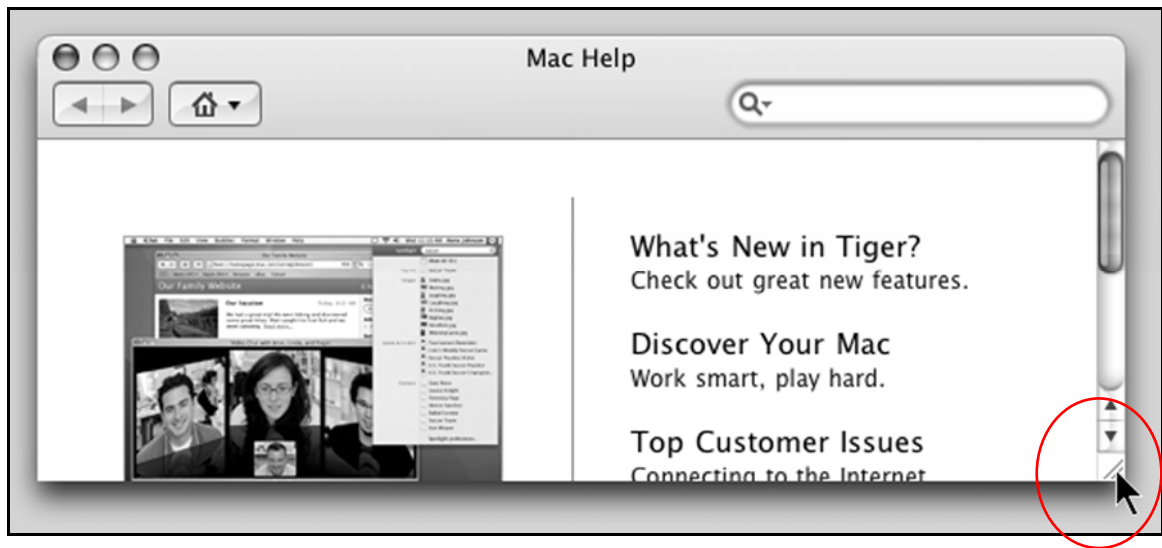


- 5.** Release your mouse button.

The Mac Help window should now be shorter.

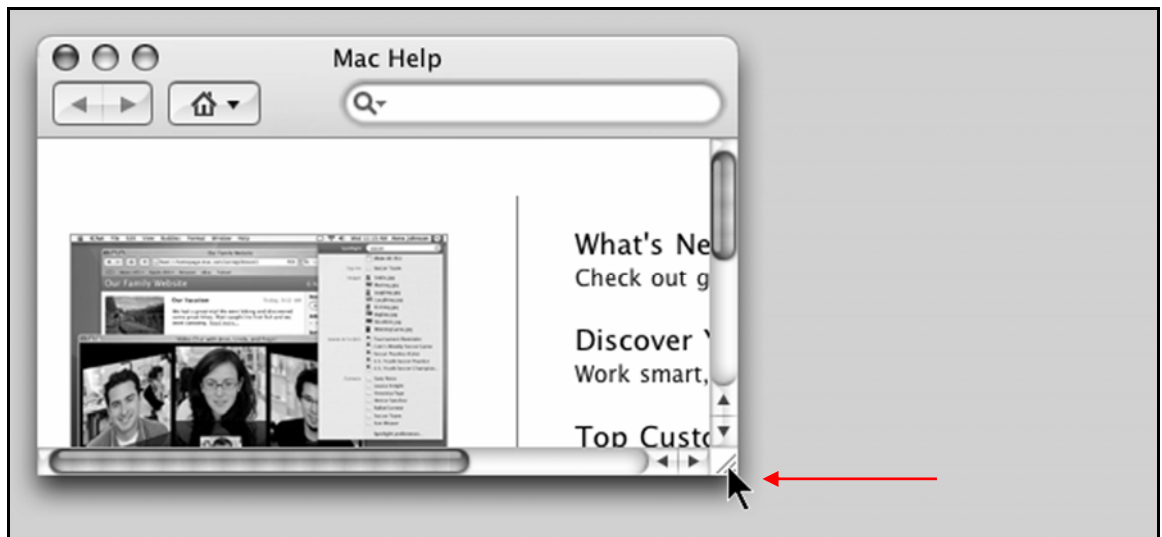


- 6.** Place the arrow on the slotted triangle in the bottom right corner of the window.



- 7.** Press and hold down the mouse button.

- 8.** Drag your mouse to the left until the window won't shrink any further.



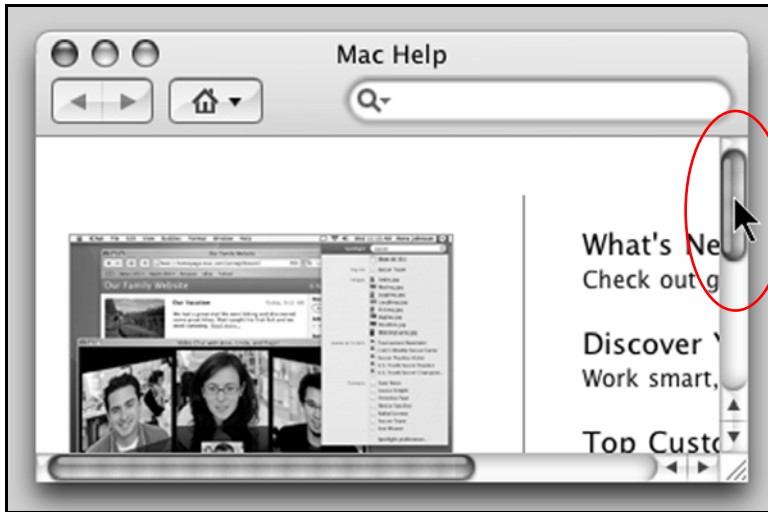
9. Release your mouse button.

The Mac Help window should now be narrower.

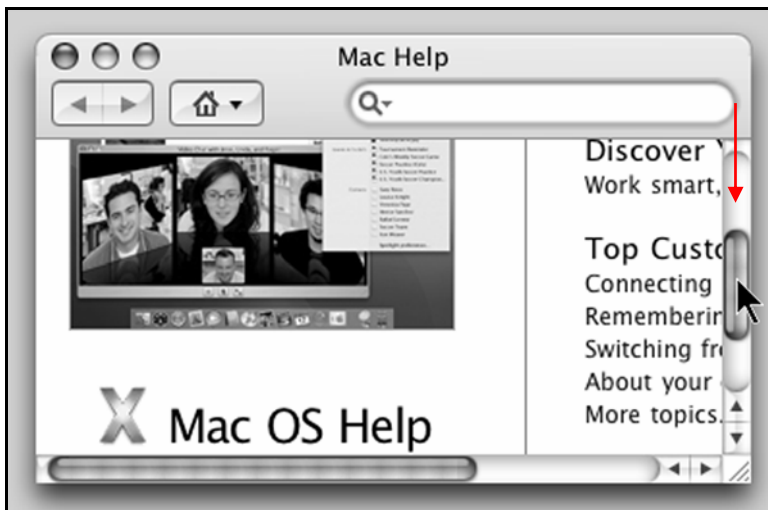
Keep this window open for the next task.

Scroll in a window

1. Place your arrow over the vertical Scroll Bar of the Mac Help window.

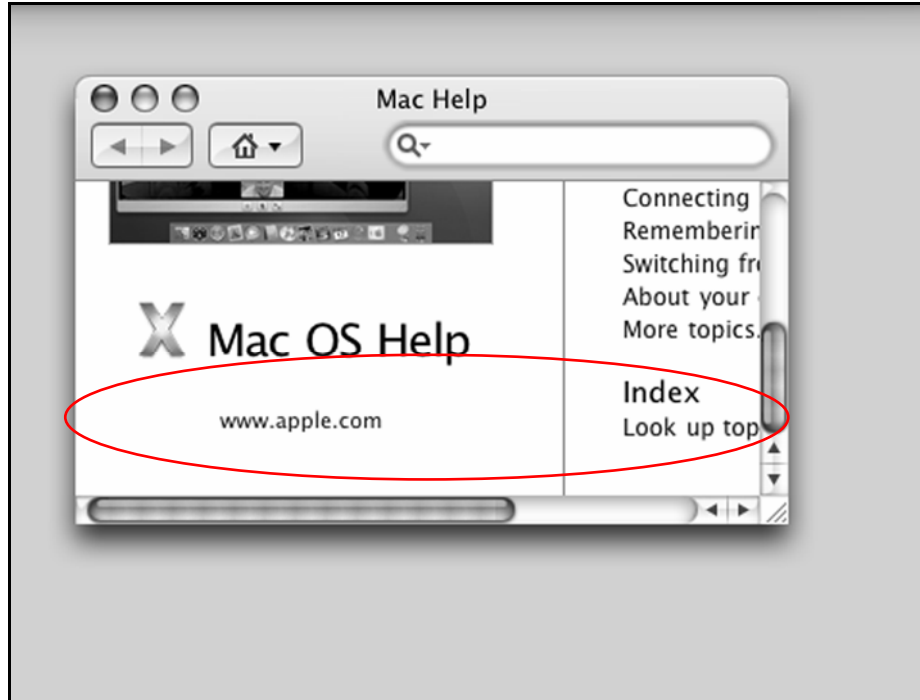


2. Hold down the mouse button and drag downwards.



This should drag the Scroll Bar down the window.

The contents at the bottom of the window should appear.



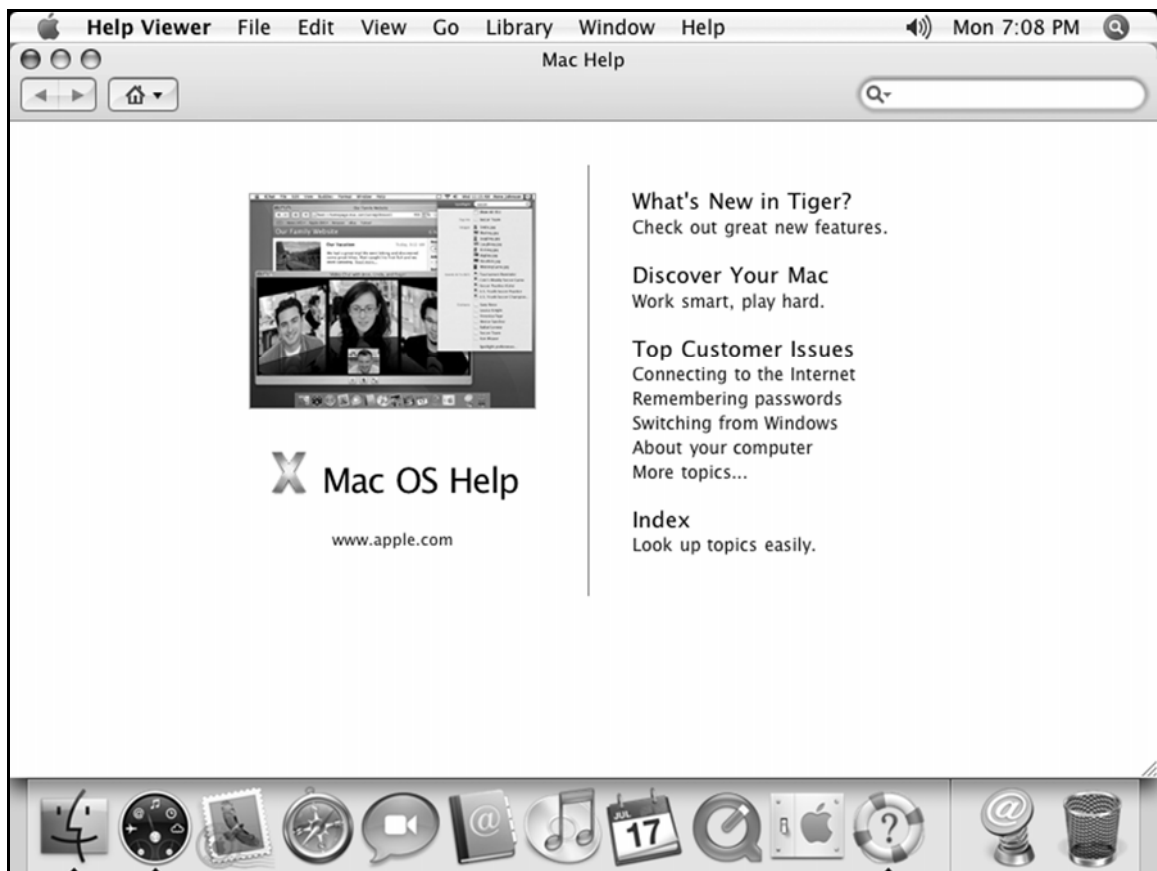
Keep this window open for the next task.

Maximize a window

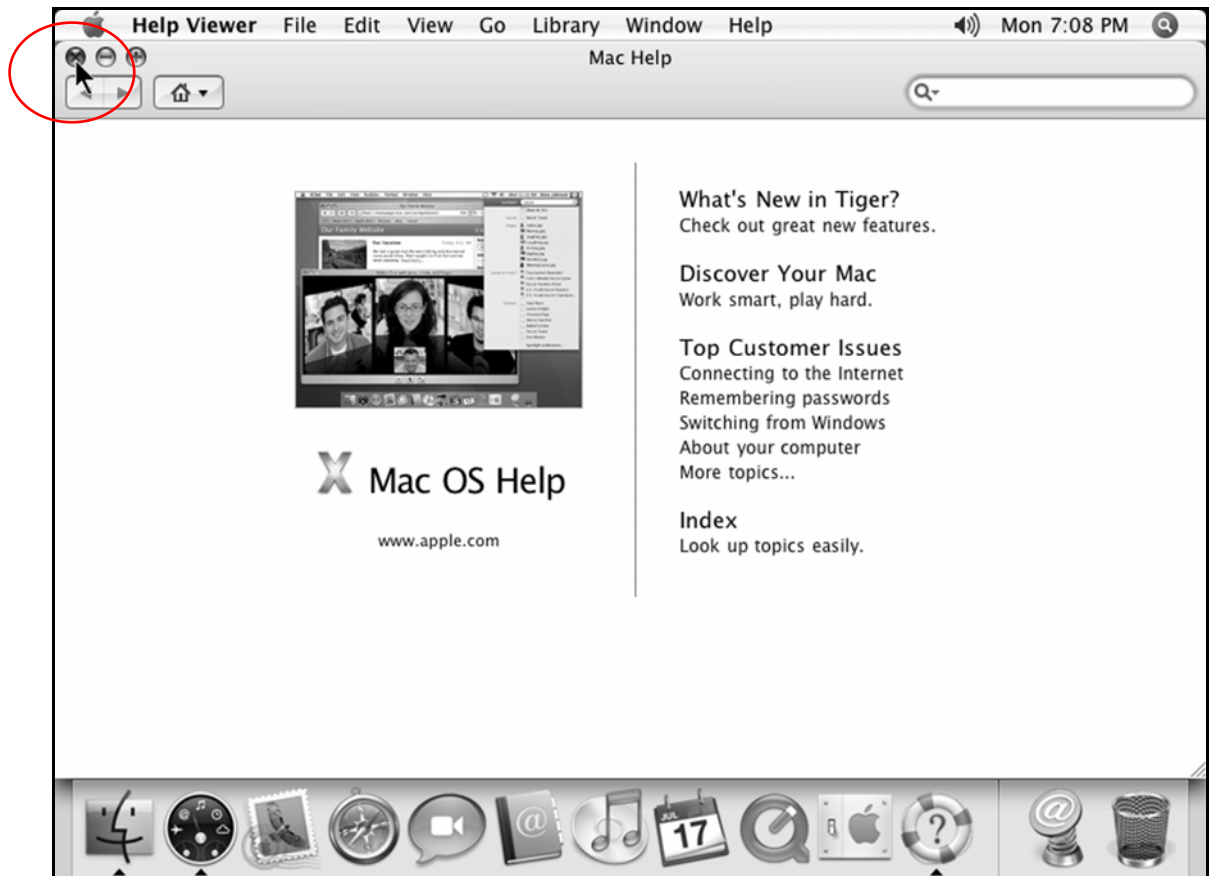
1. Click the  button in the Mac Help window.



The window should take up the entire Desktop.



2. Click the  button in the Title Bar of the Mac Help window.



Practice:

Manipulating Windows

- 1.** Open the Mac Help window.
- 2.** Resize its window so it's about 3 inches tall by 3 inches wide.
- 3.** Drag the window to the bottom left of the Desktop.
- 4.** Drag the window up to the top left of the screen.
- 5.** Scroll up and down the window to see its contents.
- 6.** Minimize the window.
- 7.** Restore the window.
- 8.** Maximize the window.
- 9.** Close the window.

Working with Documents

In this section, you'll learn how to:

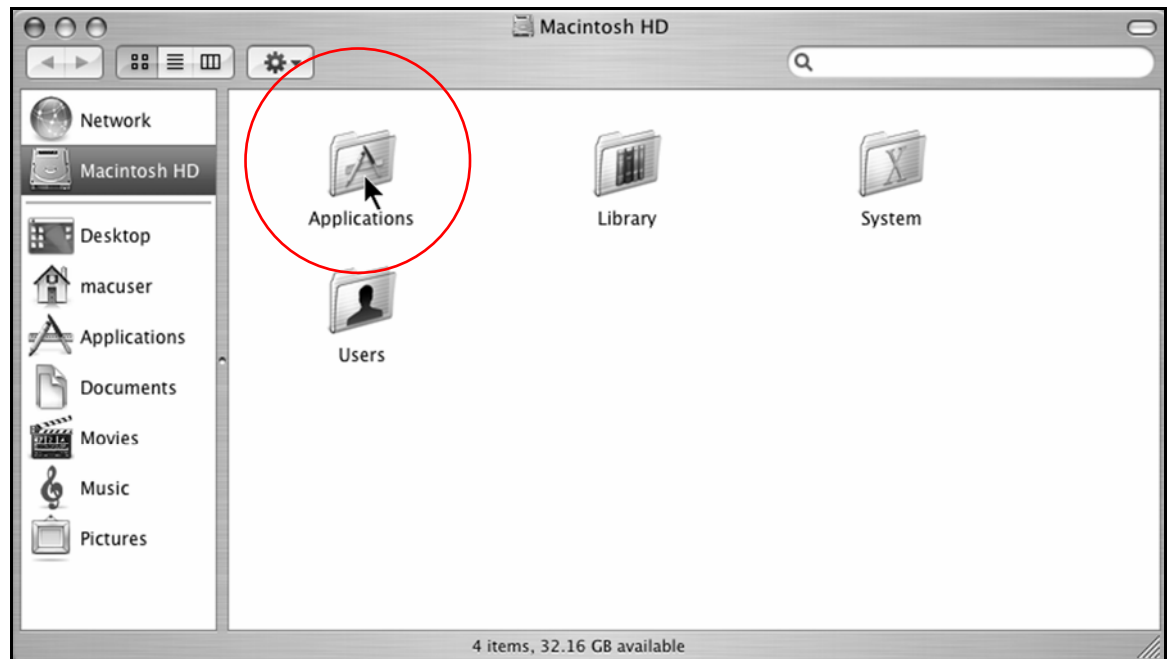
- **Create documents**
- **Save documents**
- **Open documents**
- **Copy and Paste**
- **Cut**
- **Delete**
- **Print**

Create documents

1. Double click the  icon on the desktop.



- 2.** When the Macintosh HD window appears, open the **Applications** folder.

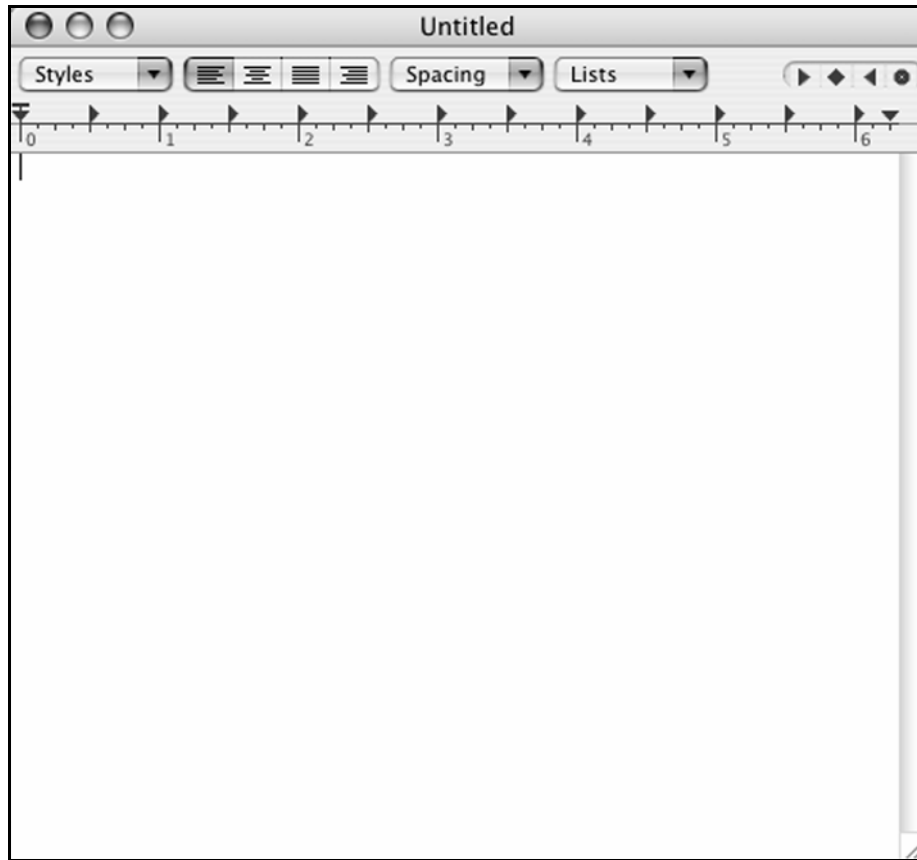


3. Double click the  icon.



Tip: *You may have to move the window or scroll to see the icon.*

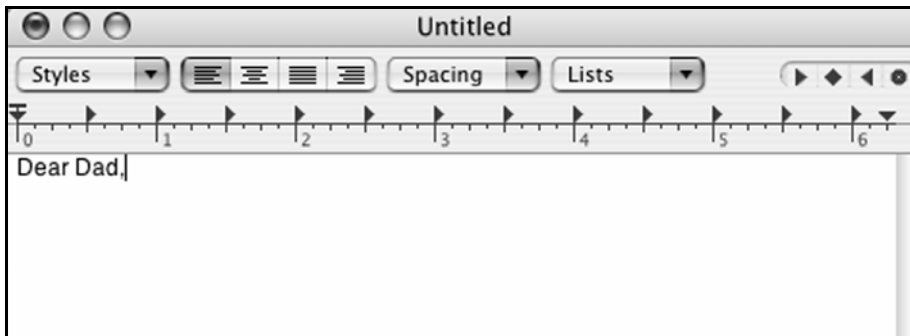
The TextEdit window should open, with the cursor blinking inside it.



Tip: *If the cursor is not blinking inside the document, then click the mouse button once inside the TextEdit window.*

4. Type:

Dear Dad,

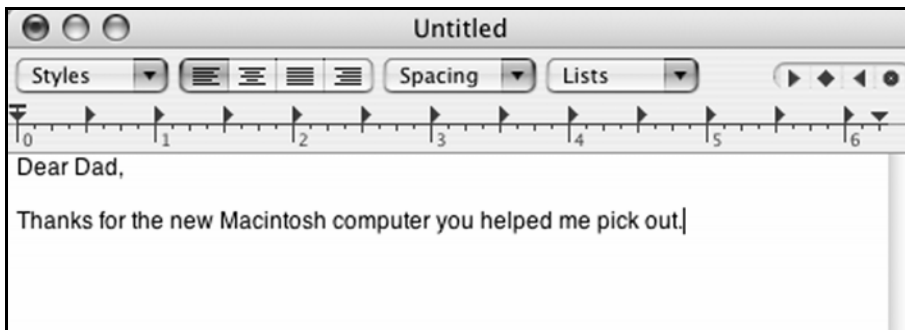


5. Press the **ENTER** key on your keyboard.

6. Press the **ENTER** key again to create a blank line.

7. Type:

Thanks for the new Macintosh computer you helped me pick out.

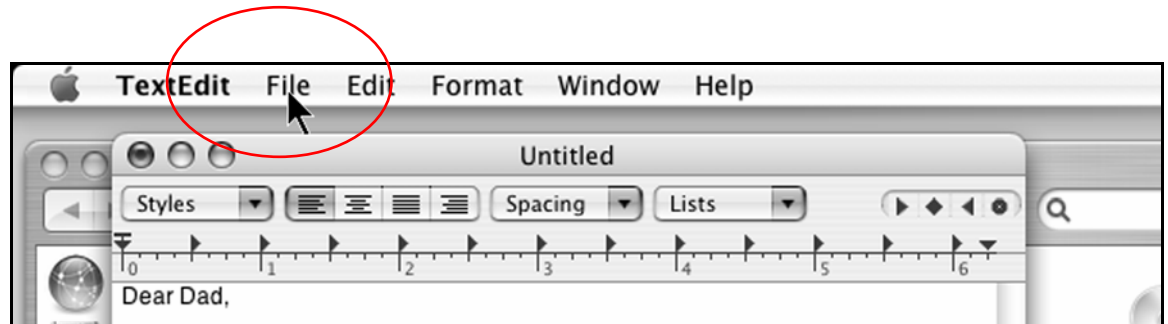


8. Press the **ENTER** key.

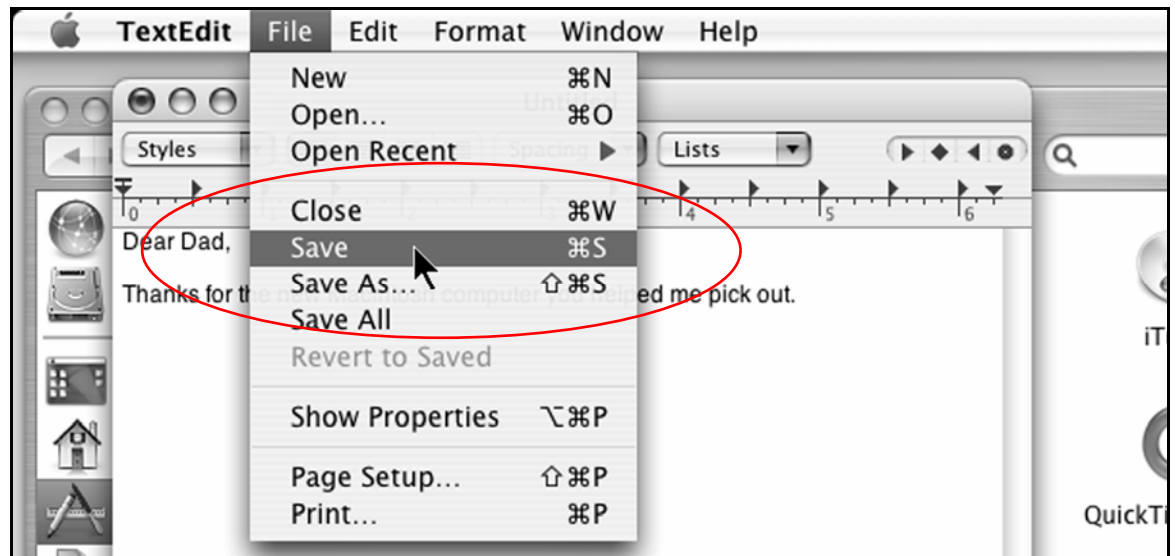
Keep this document open for the next task.

Save documents

1. On the Menu Bar, click **File**.

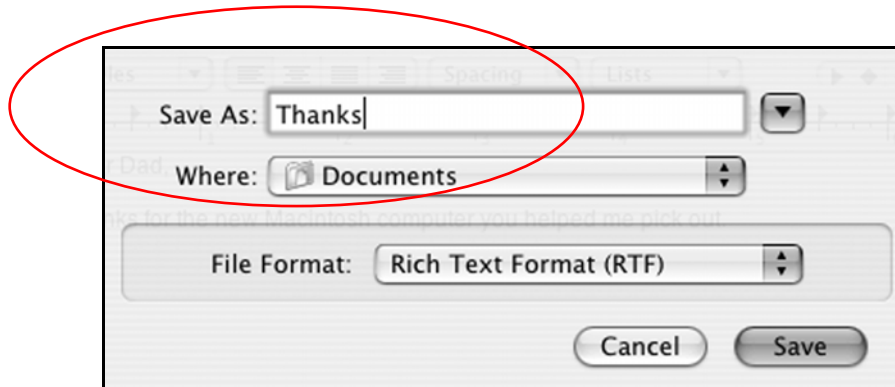


2. When the menu appears, click **Save**.



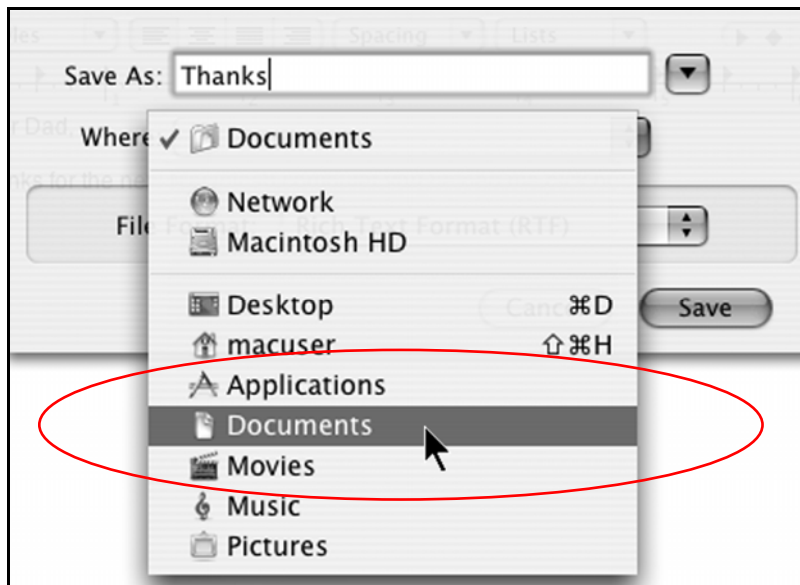
3. In the **Save As** field, type:

Thanks



Tip: Make sure **Documents** appears in the **Where** box.

*If it doesn't, click the down arrow next to the **Where** box, then click **Documents**.*



File extensions

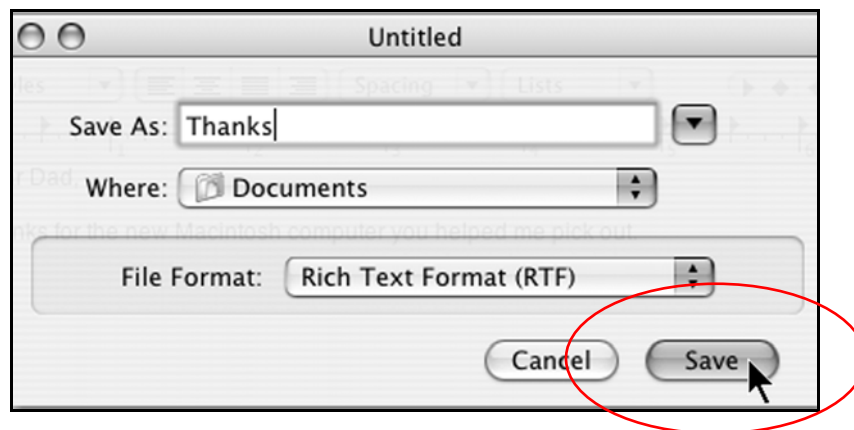
The application automatically adds an extension at the end of the file name.

For example, in the file name **Thanks.rtf**, **.rtf** is the extension that TextEdit uses.

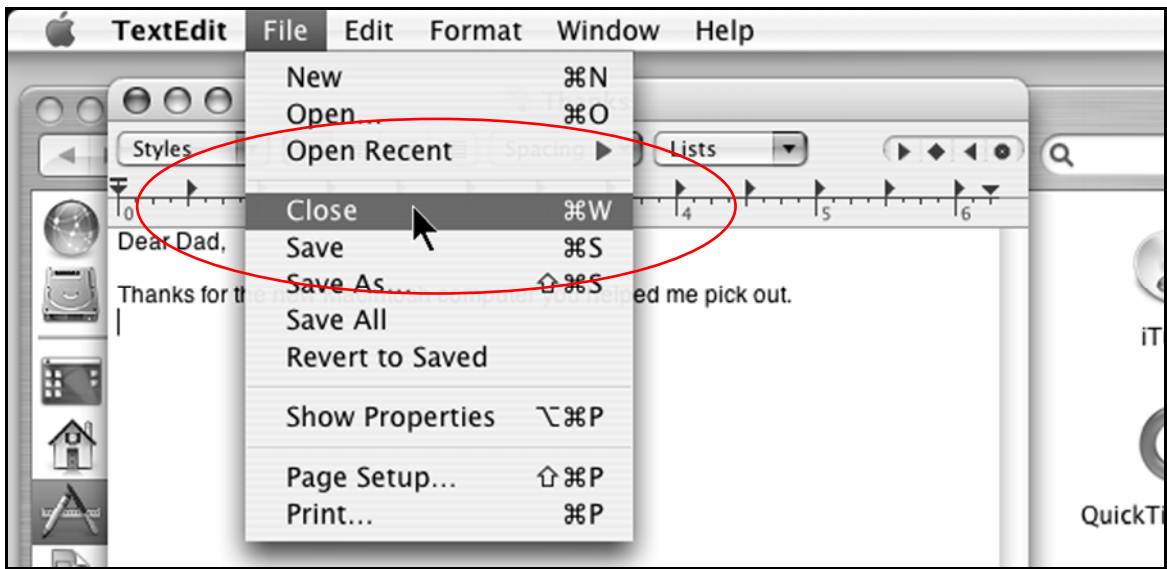
File extensions help the computer determine what application was used to make a file. The file extension will be different depending on the application you're using.

Your computer may be set so it doesn't show the extensions.

4. Click the  button.

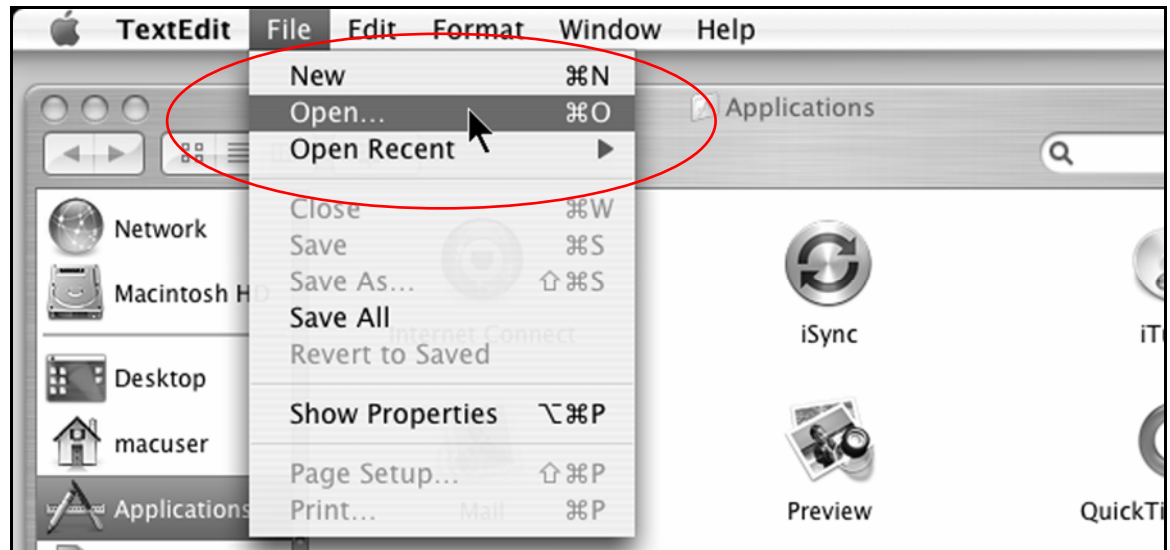


5. On the Menu Bar, click **File**, then click **Close**.

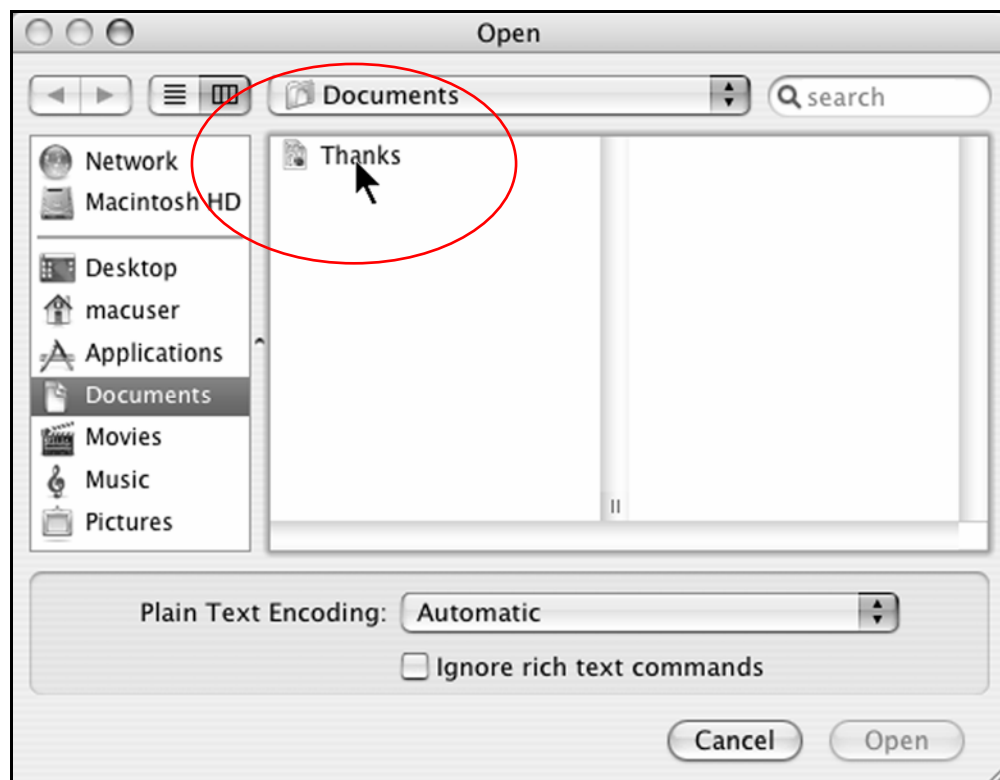


Open documents

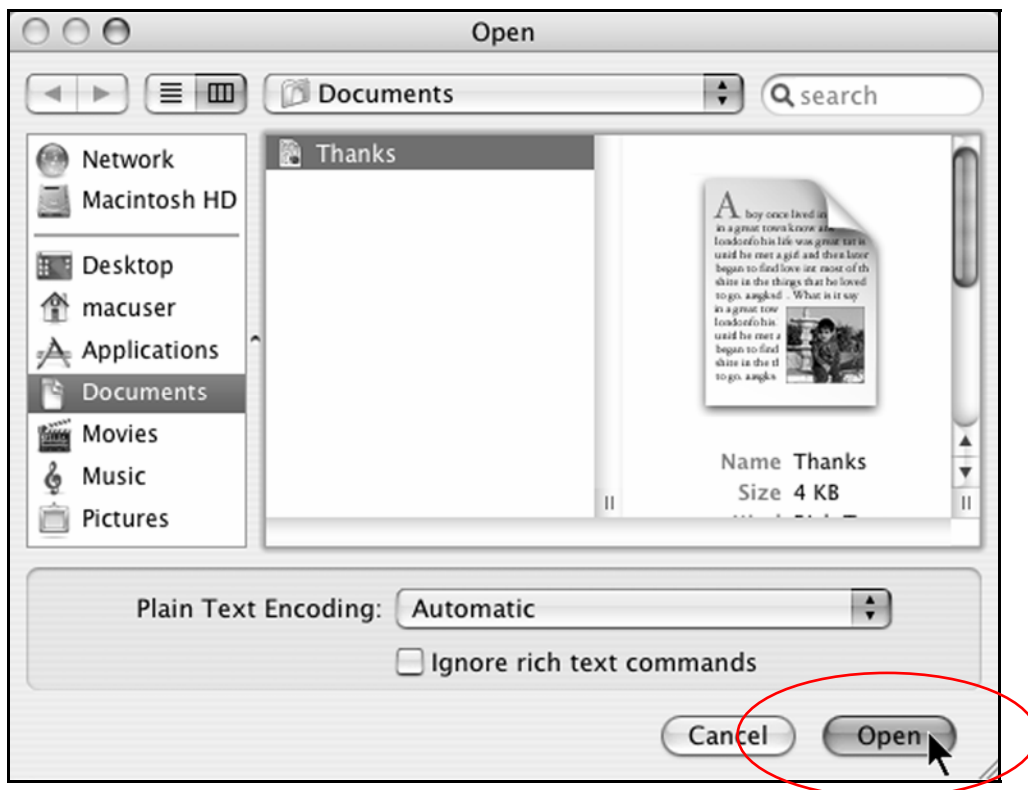
1. On the Menu Bar, click **File**, then **Open**.



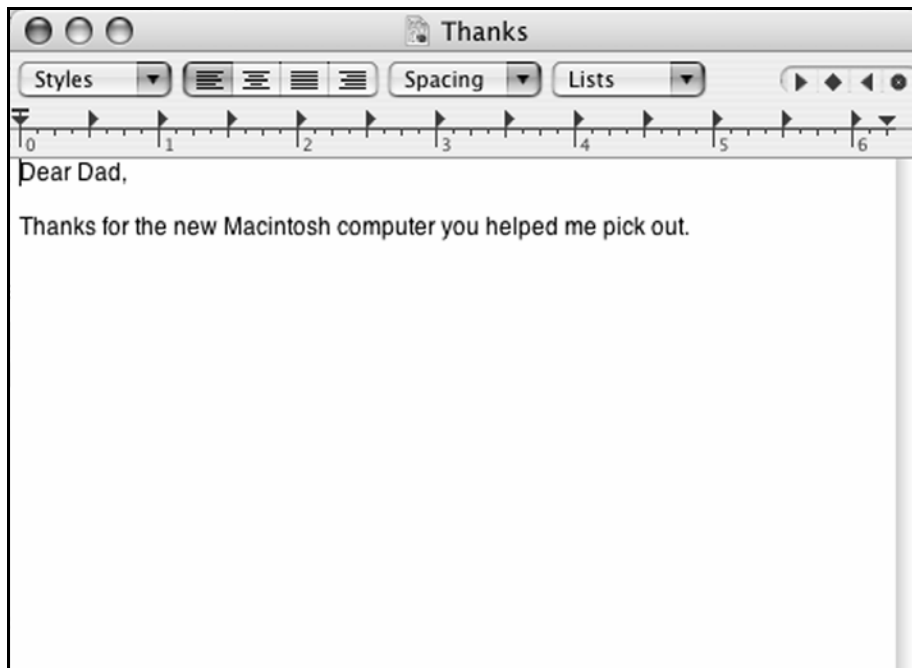
2. In the Open window, click **Thanks**.



3. Click the **Open** button.



The document titled **Thanks** should open.



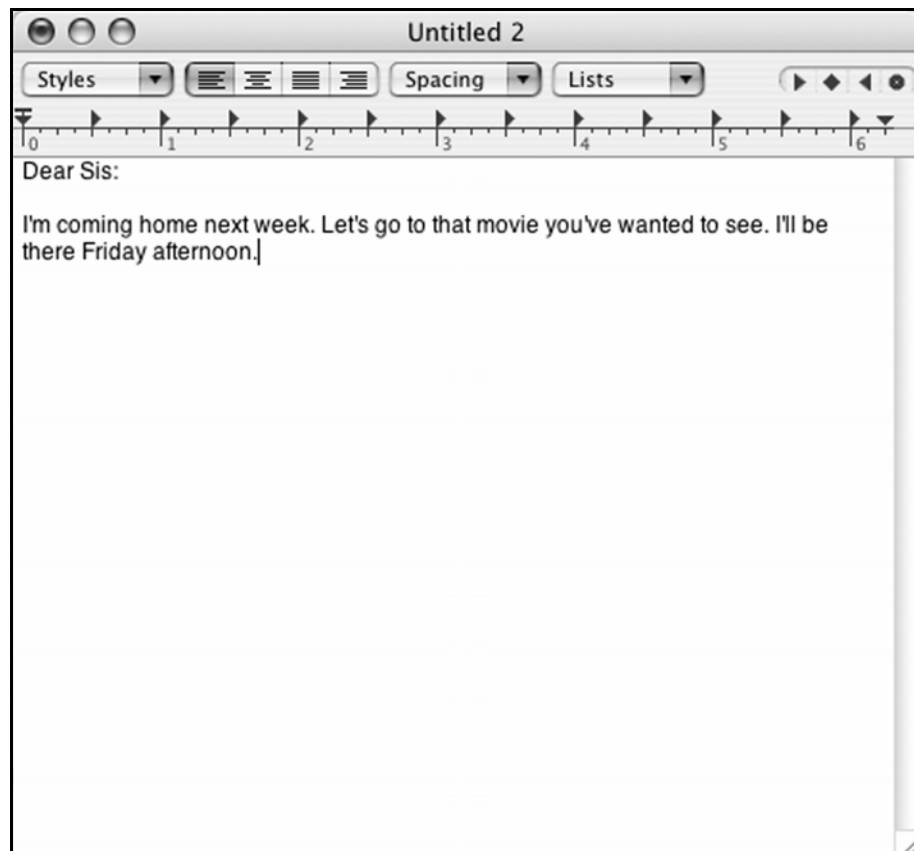
Leave this document open.

Practice

1. Open a new document.
2. In the blank window, type:

Dear Sis:

I'm coming home next week. Let's go to that movie you've wanted to see. I'll be there Friday afternoon.

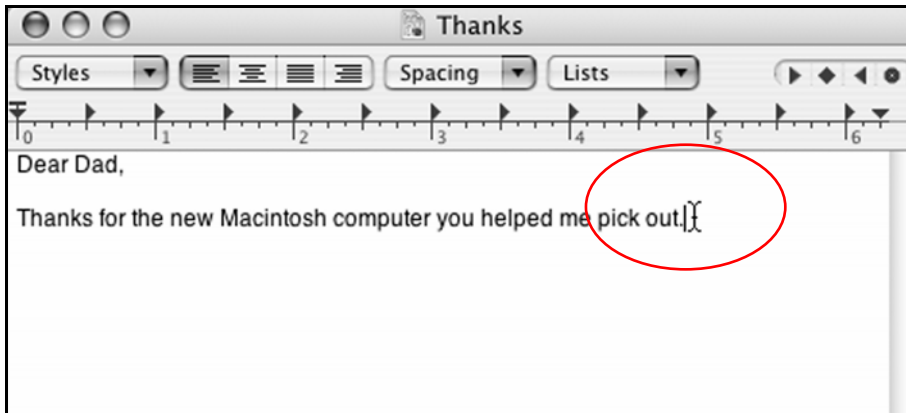


3. Save the document as **Dear Sis** in the **Documents** folder.
4. Close the **Dear Sis** document.

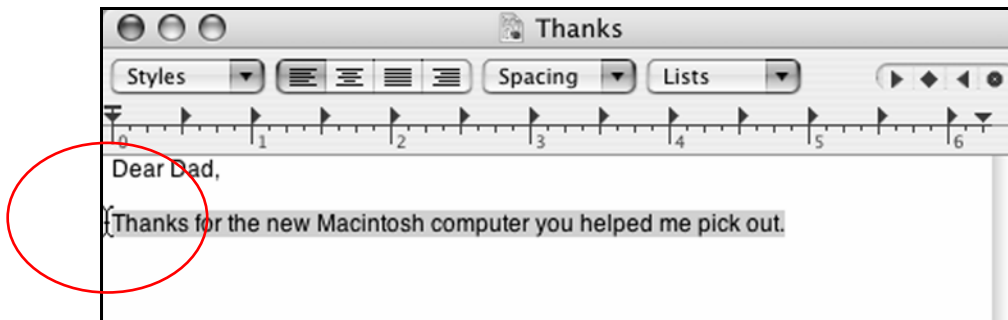
Copy and Paste

1. In the **Thanks** document, place the cursor at the end of this sentence:

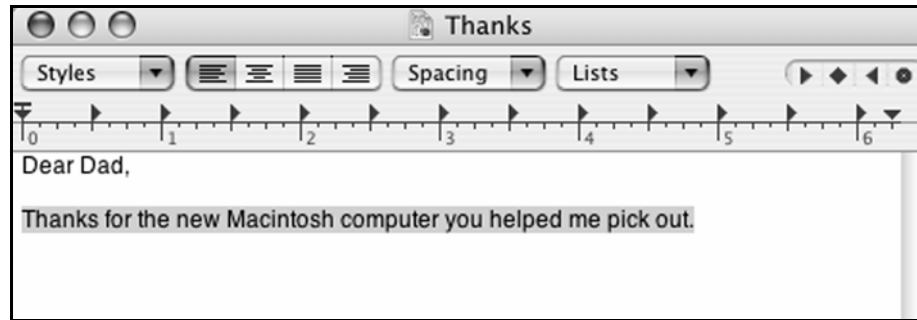
Thanks for the new Macintosh computer you helped me pick out.



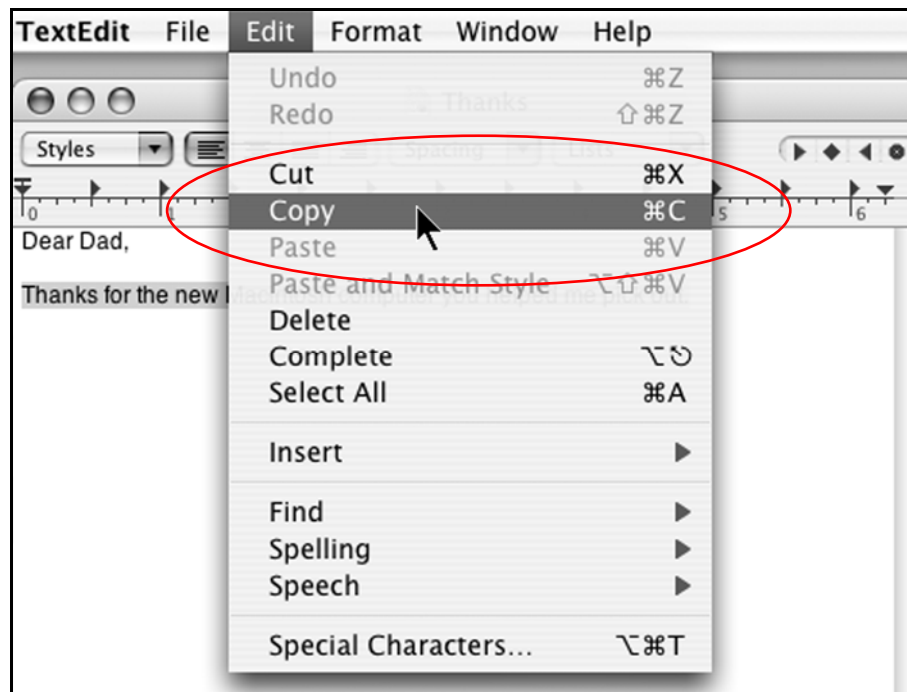
2. Click and hold down the mouse button, then drag back over the sentence.



The sentence should be highlighted.



- 3.** On the Menu Bar, click **Edit**, then **Copy**.



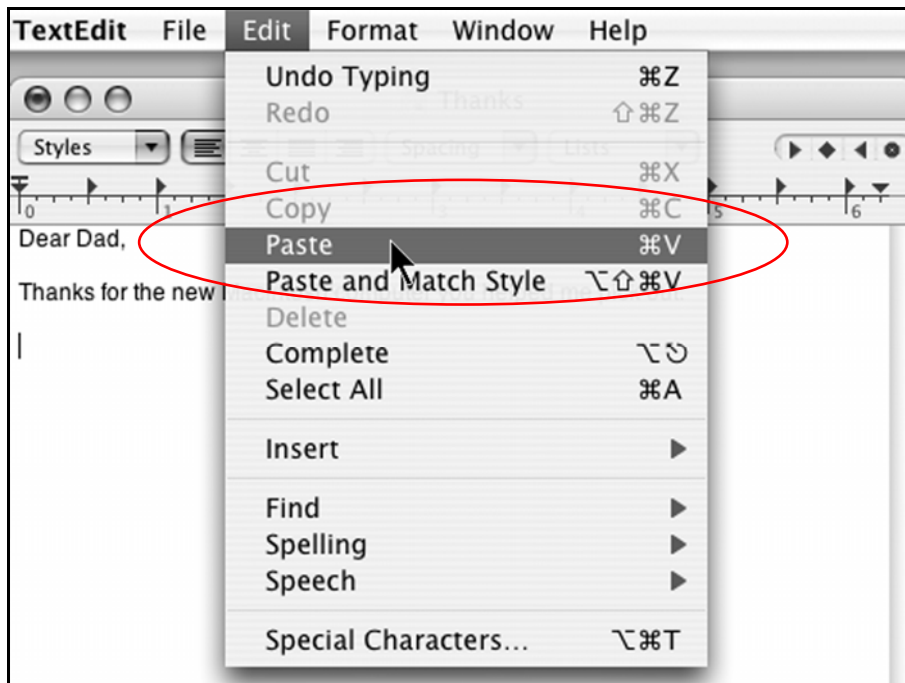
- 4.** In the document, place the cursor at the end of this sentence:

Thanks for the new Macintosh computer you helped me pick out.

Then click the mouse button.

- 5.** Press the **ENTER** key on your keyboard twice.

- 6.** On the Menu Bar, click **Edit**, then **Paste**.



You should now see two of the same sentence – the original, and the copy.



- 7.** Again, press the **ENTER** key on your keyboard twice.

- 8.** On the Menu Bar, click **Edit**, then **Paste**.

You should now see three of the same sentence – the original, and two copies.



- 9.** Save the document.

- 10.** Quit TextEdit.

Practice

- 1.** Open TextEdit.
- 2.** Open the document titled **Dear Sis** in the **Documents** folder.
- 3.** Copy the paragraph 2 times below itself.
- 4.** Delete the bottom paragraph.
- 5.** Save the document as **Peacocks**.

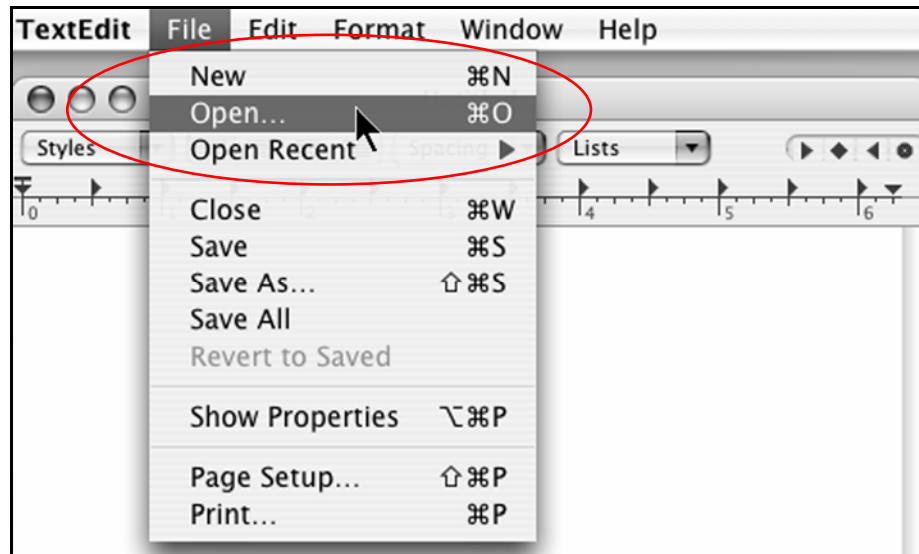
Tip: *Click File, then Save As.*

Save As *allows you to change a document and save it with a new name. The original document will still exist with the old name.*

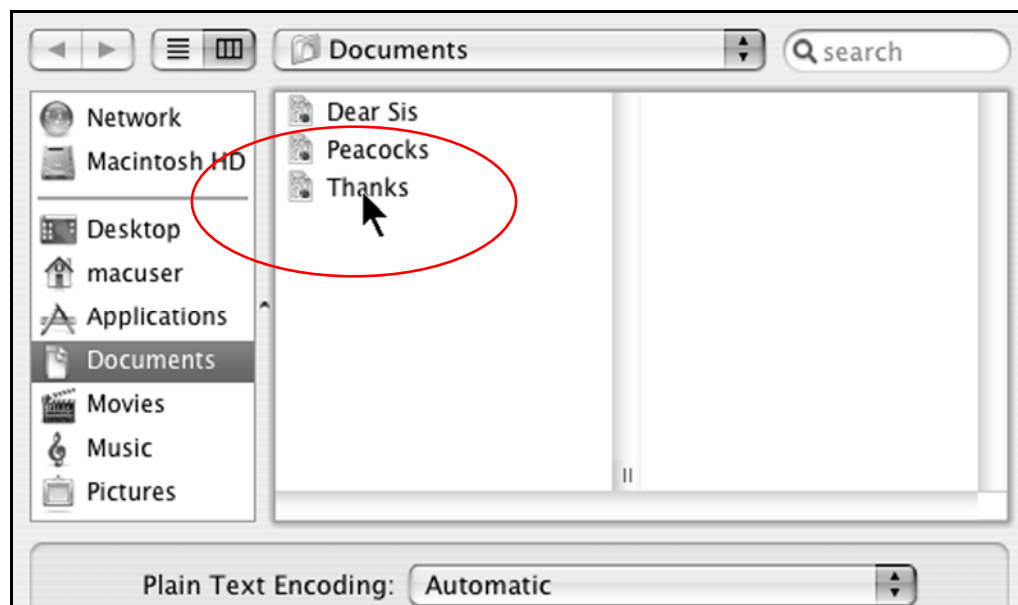
- 6.** Close TextEdit.

Cut

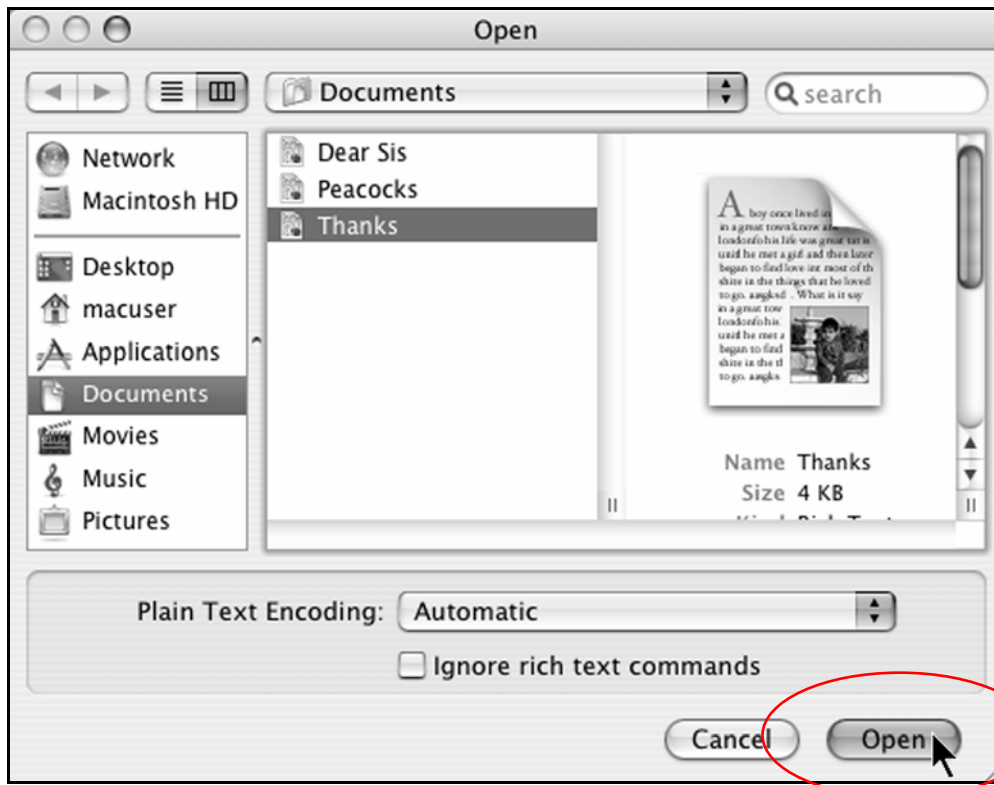
1. Open TextEdit.
2. On the Menu Bar, click **File**, then **Open**.



3. Click the file **Thanks**.



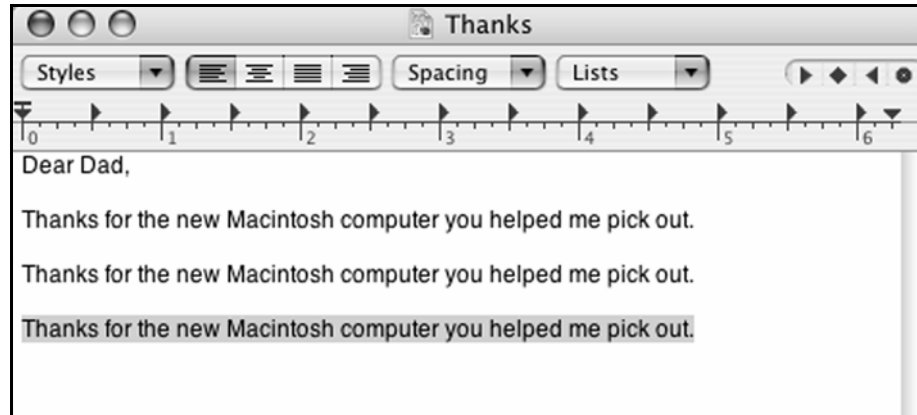
- 4.** Click the **Open** button.



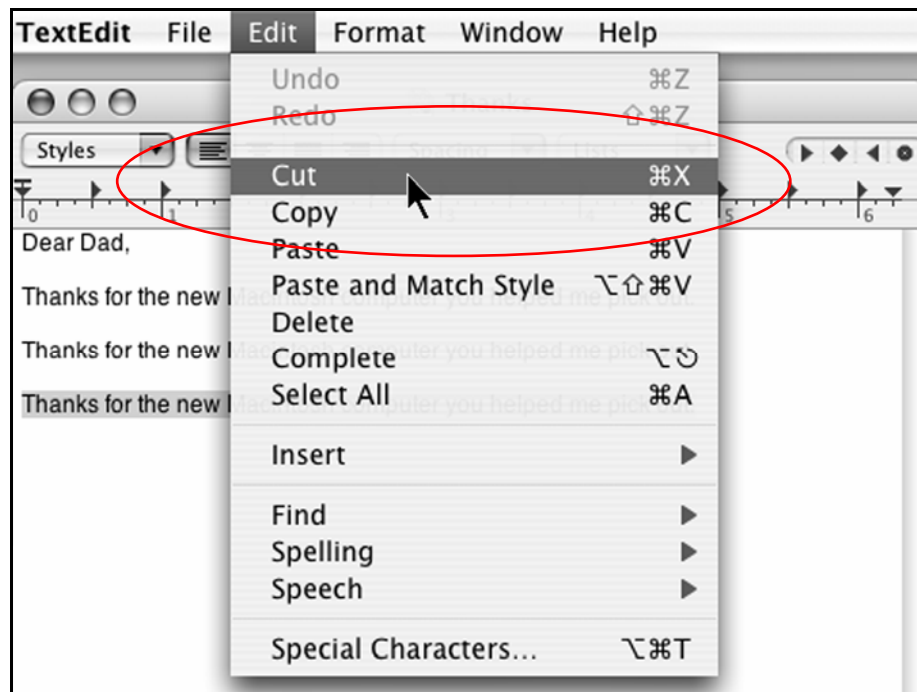
- 5.** In the document, click at the end of the last sentence to place the cursor there.

- 6.** While holding down the mouse button, drag back over the sentence.

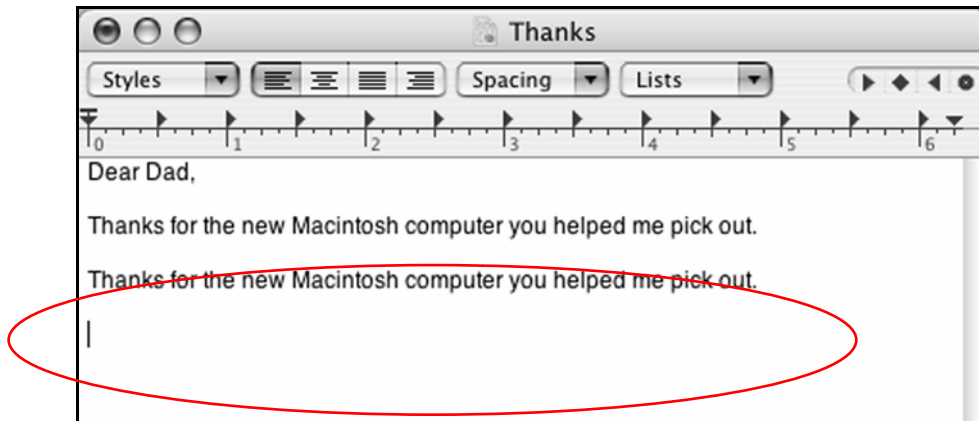
The sentence should be highlighted.



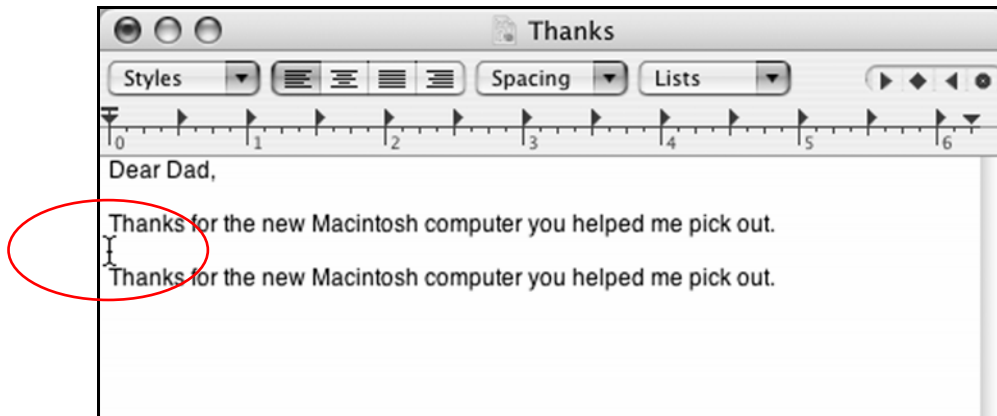
- 7.** On the Menu Bar, click **Edit**, then **Cut**.



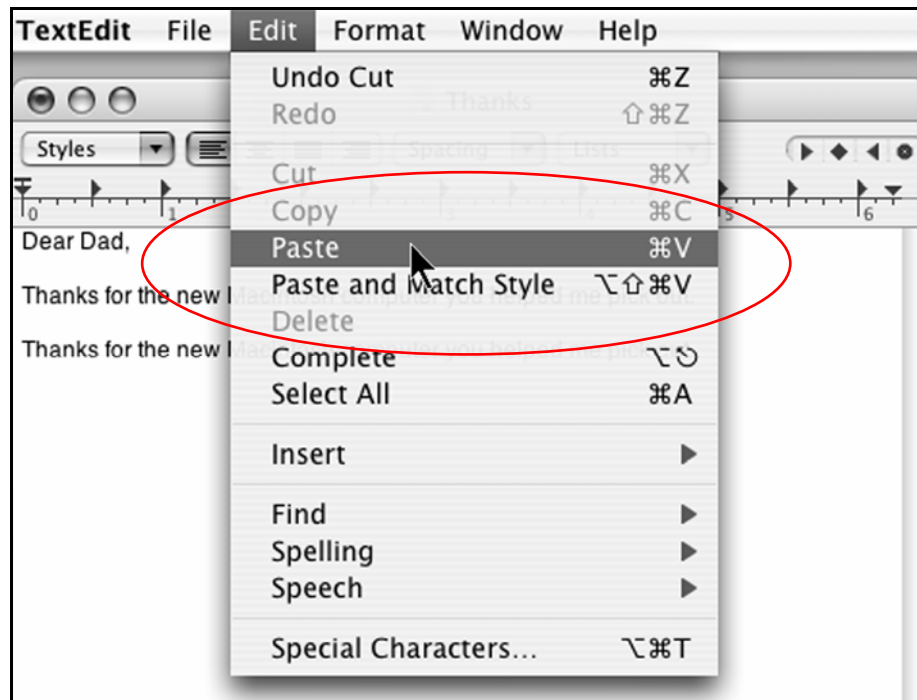
The last sentence should disappear.



8. Place the cursor in the blank line between the two sentences.



9. On the Menu Bar, click **Edit**, then **Paste**.



You should see three of the same sentence once again.

Leave the document open for the next task.

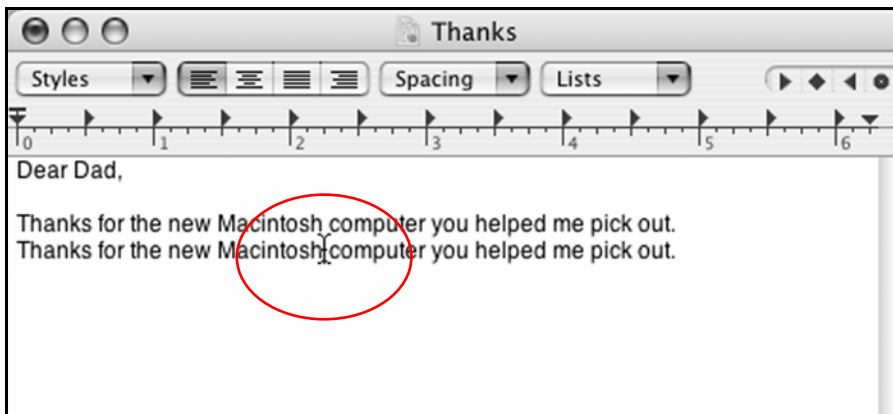
Delete

1. Highlight the last sentence.

2. Press the **DELETE** key on your keyboard.

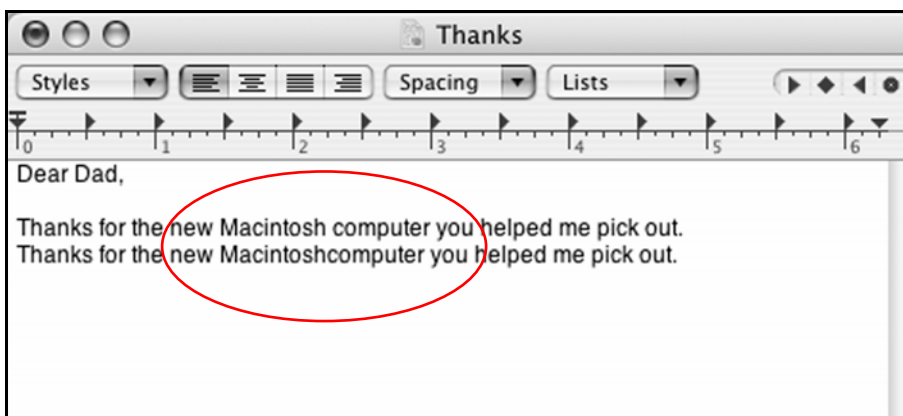
The highlighted sentence should disappear.

3. Place the cursor after the word “Macintosh” in the last sentence.



4. Press the **DELETE** key on your keyboard.

One character will be deleted each time you press the **DELETE** key.



Tip: *Delete does the same thing as Cut, except:*

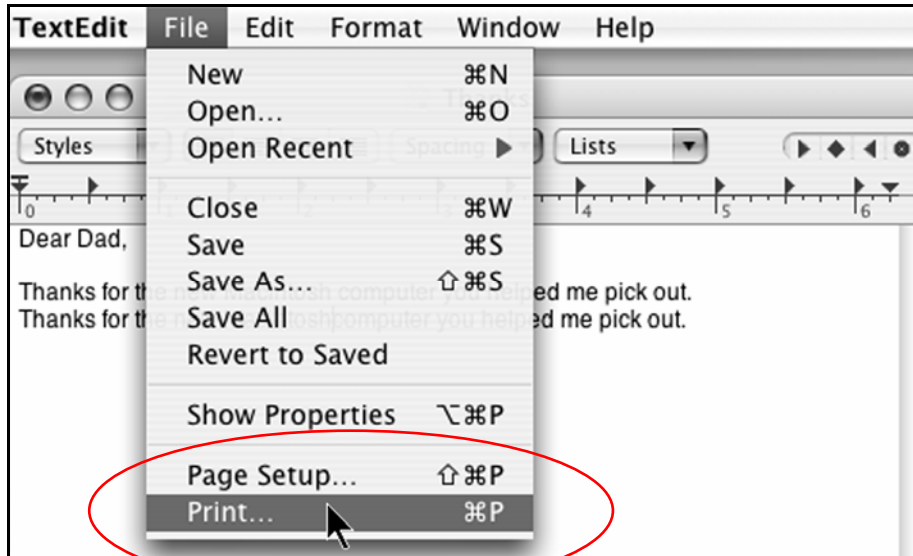
When you Cut something, you can Paste it later.

When you Delete something, you can't paste it.

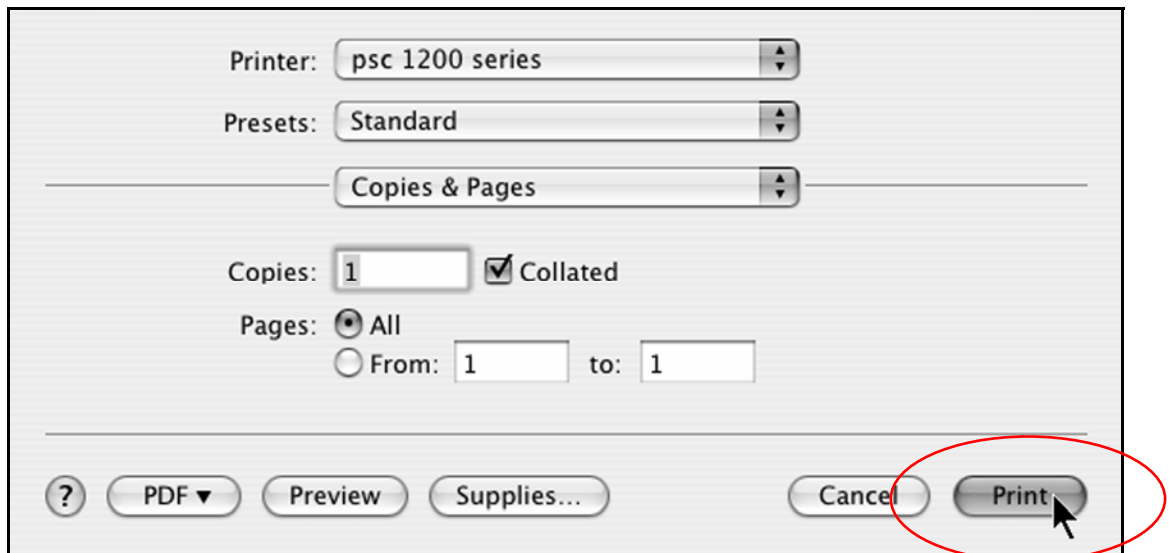
Keep this document open.

Print

1. On the Menu Bar, click **File**, then **Print**.



2. In the **Print** window, click the  button.



The document should print.

3. Save the document.

4. Quit TextEdit.

You should see the **Applications** window.



5. Close the **Applications** window.



Practice:

Working with Documents

- 1.** Open TextEdit.
- 2.** Open the document **Dear Sis** in the **Documents** folder.
- 3.** Copy the line:

I'll be there Friday afternoon.

and paste it 3 times below itself.
- 4.** Change the second instance of **Friday** to **Saturday**.
- 5.** Change the third instance of **Friday** to **Sunday**.
- 6.** Change the fourth instance of **Friday** to **Monday**.
- 7.** Save the document in the **Documents** folder as **Schedule**.

Tip: *Click File, then Save As.*
- 8.** Close TextEdit.
- 9.** Close the **Applications** window.

Managing Files

In this section, you'll learn how to:


- **Open the Finder**
- **Select a file**
- **Copy a file**
- **Create a folder**
- **Select multiple files**
- **Move files**
- **Rename a file**
- **Delete files and folders**
- **Restore deleted items**
- **Empty the Trash**
- **Find files and folders**
- **Burn files to a CD**

Open the Finder

What is the Finder?

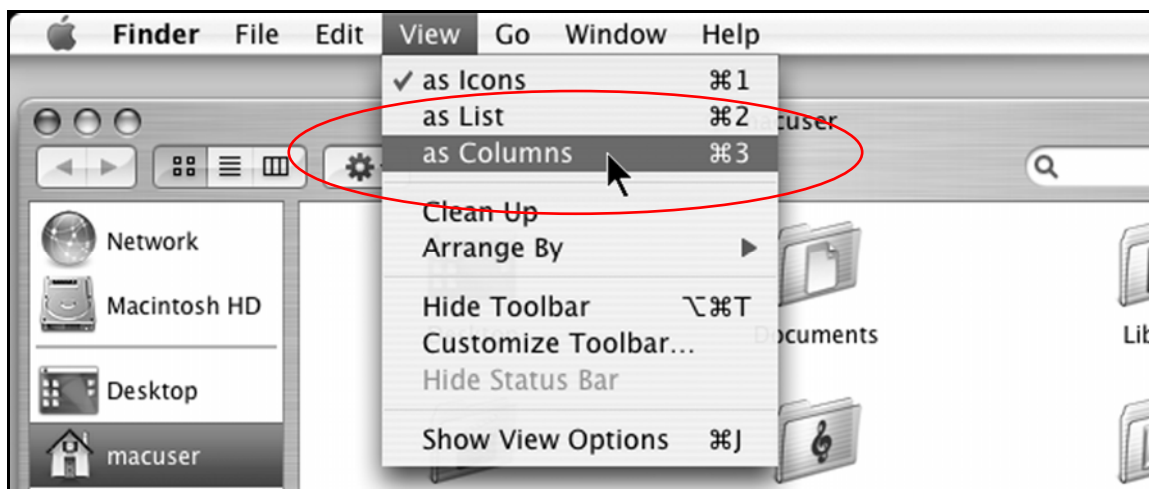
The Finder is the application on your computer used to organize folders and files.

Think of it as your computer's filing cabinet.

1. In the Dock, click the  icon.



2. On the Menu Bar, click **View**, then **as Columns**.

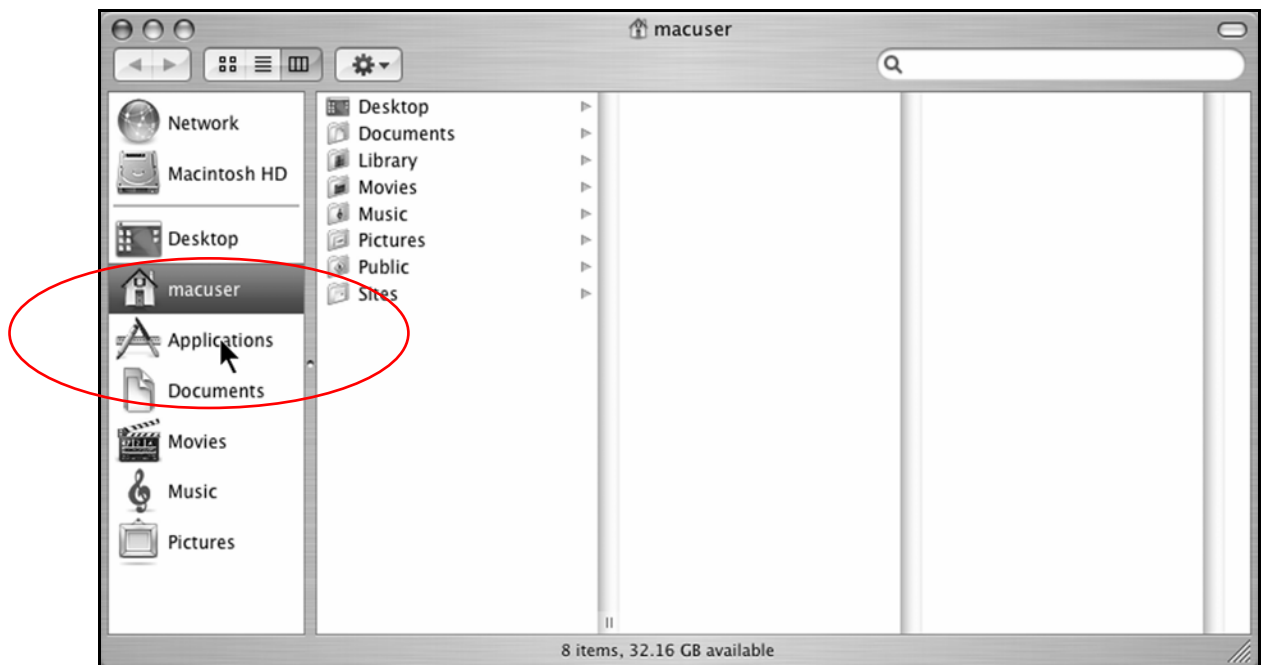


Tip: *The Finder can preview files in three ways: as lists, columns, or icons.*

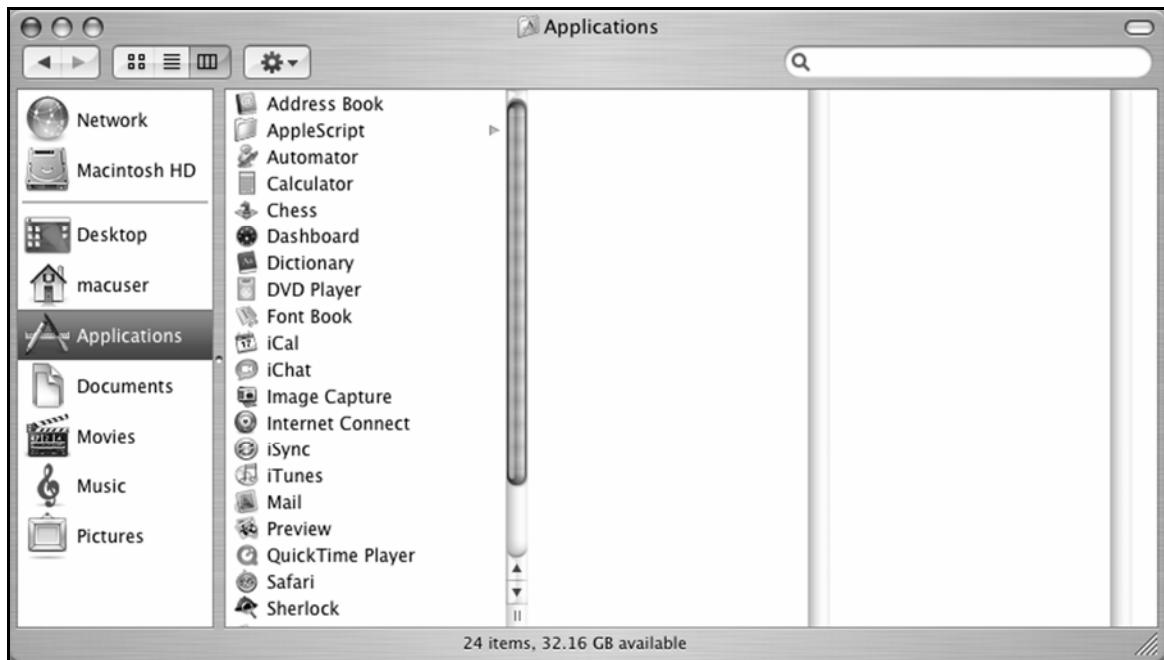
The finder should appear in Column view.



3. In the left-most column, click **Applications**.



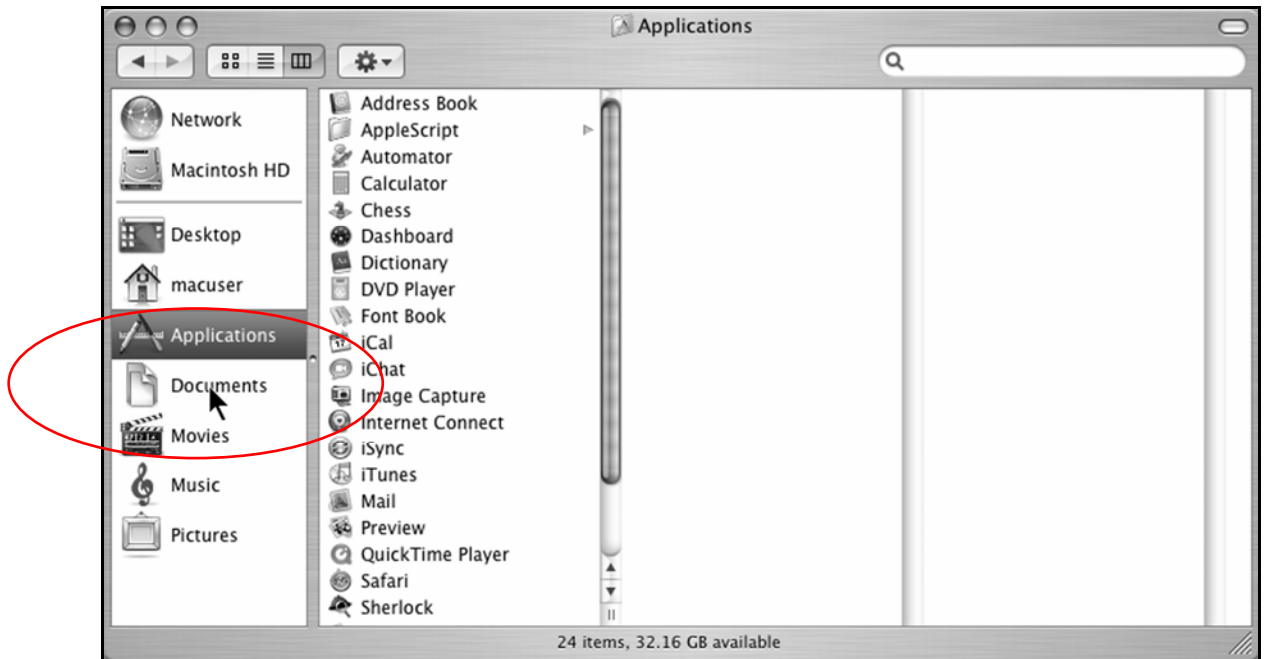
A full list of your applications should be visible.



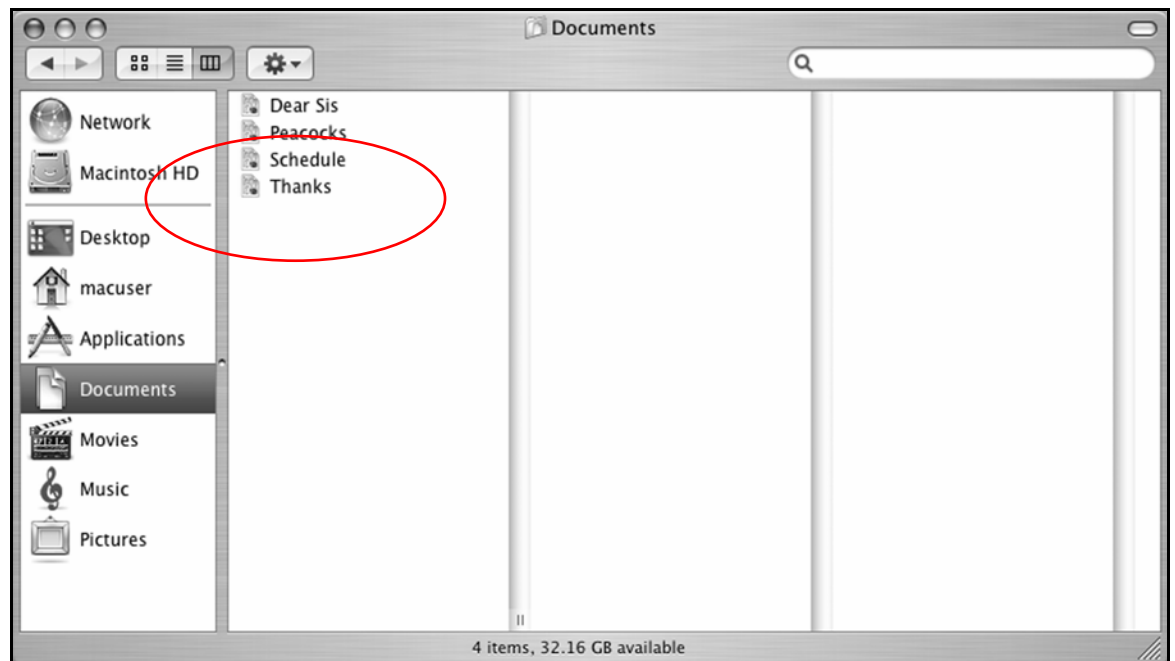
Leave the Finder window open for the next task.

Select a file

1. In the left-most column of the Finder window, click **Documents**.

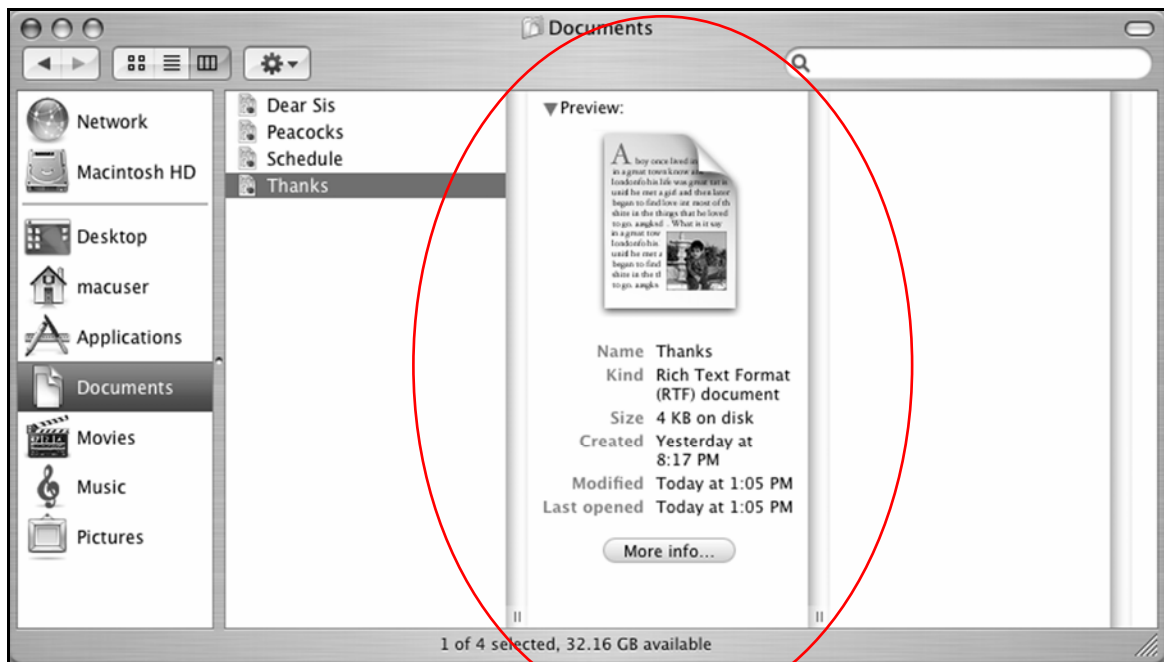


The document titled **Thanks** should be visible.



2. Click the document titled **Thanks**.

Tip: *The Preview column gives information about the document.*



3. Double-click the document to open it in TextEdit.

The document should open.

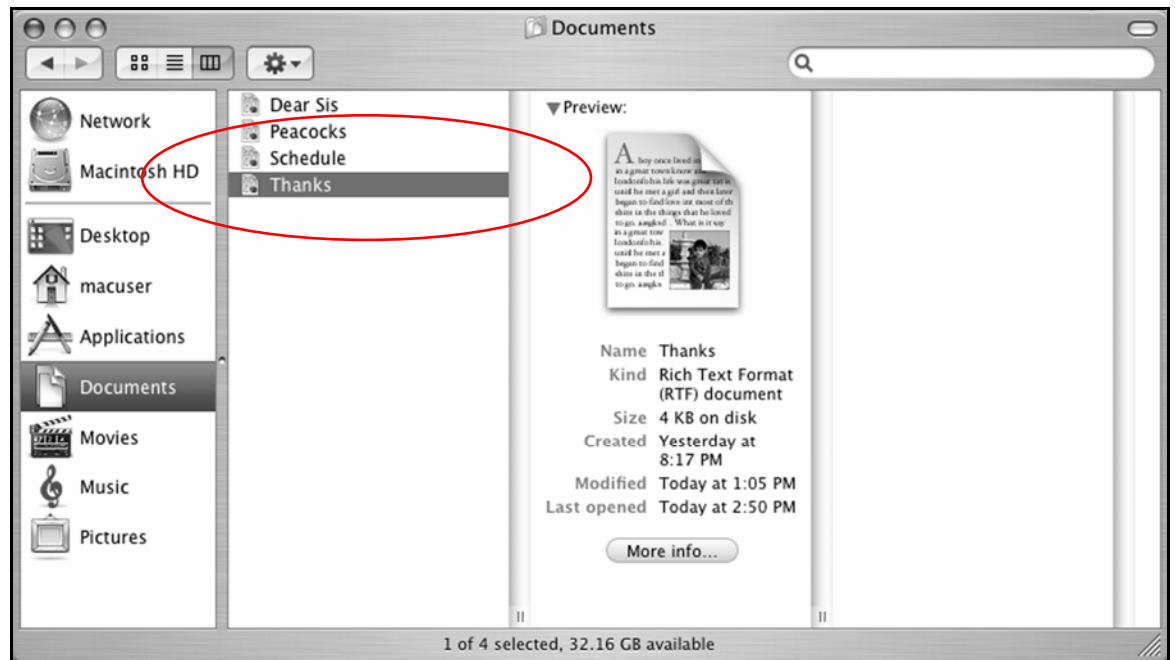


Tip: *When you open a document, the application in which the document was created will open automatically.*

4. Quit TextEdit.

5. Leave the Finder window open.

The document titled **Thanks** should still be highlighted.

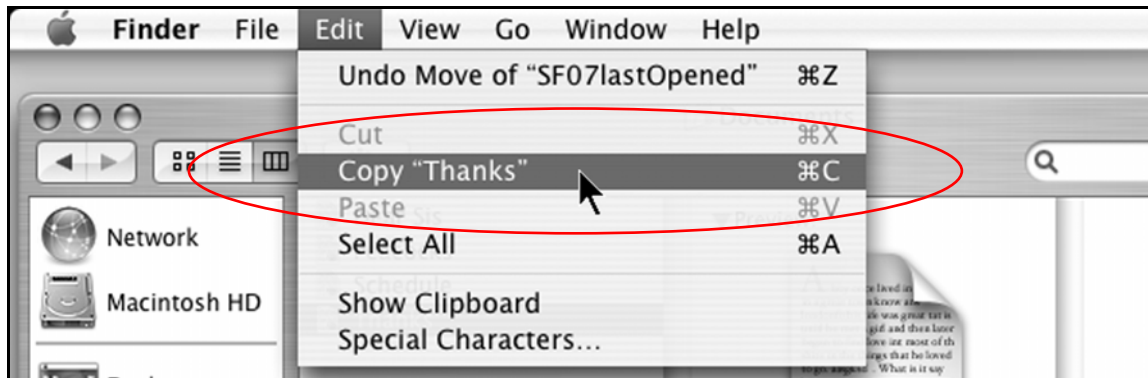


Tip: *If it isn't highlighted, make sure **Documents** in the left column is highlighted.*

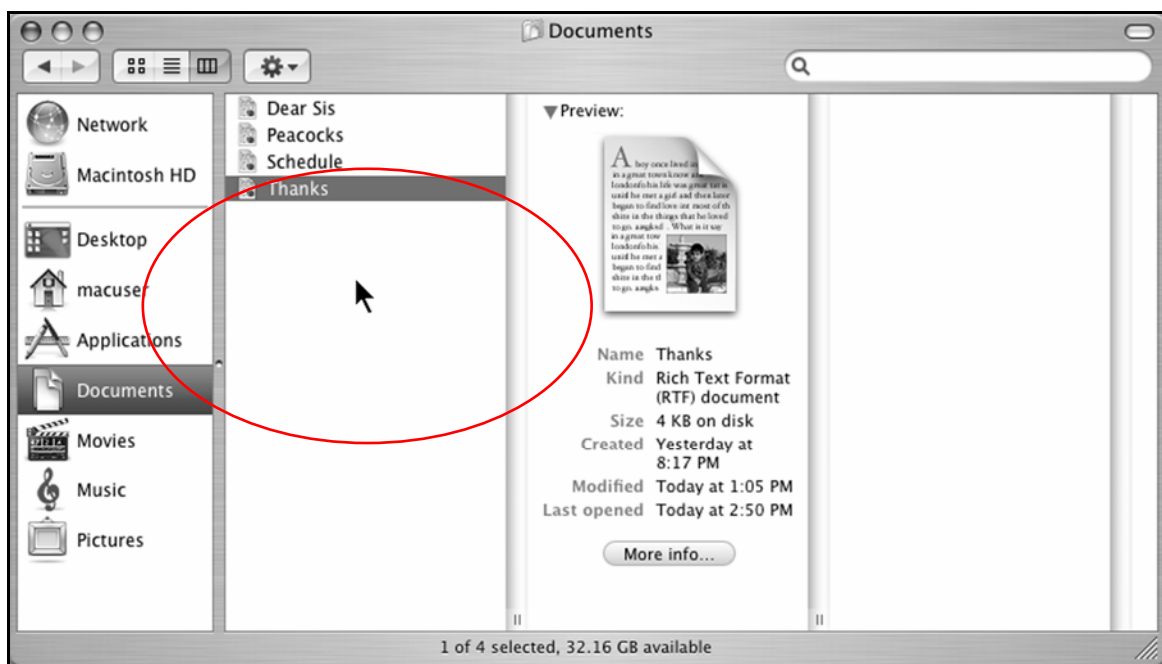
*Then click **Thanks** in the next column.*

Copy a file

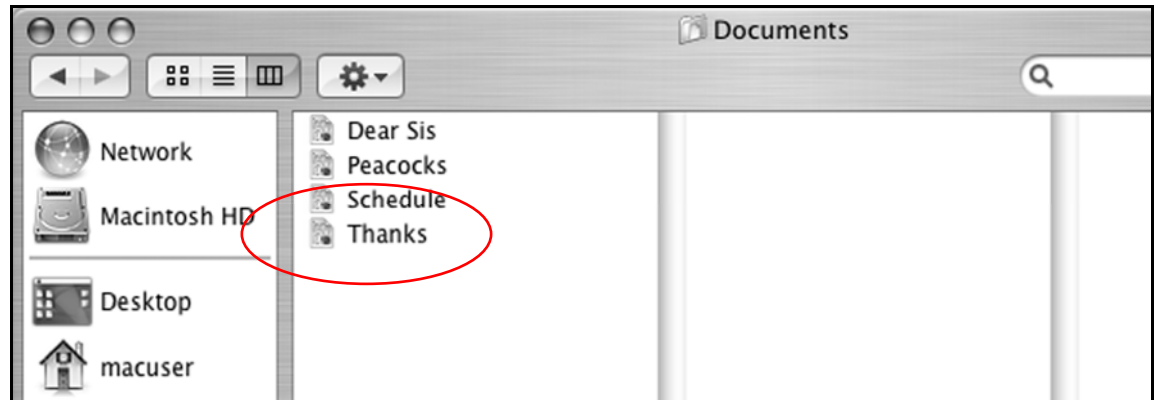
1. On the Menu Bar, click **Edit**, then **Copy Thanks**.



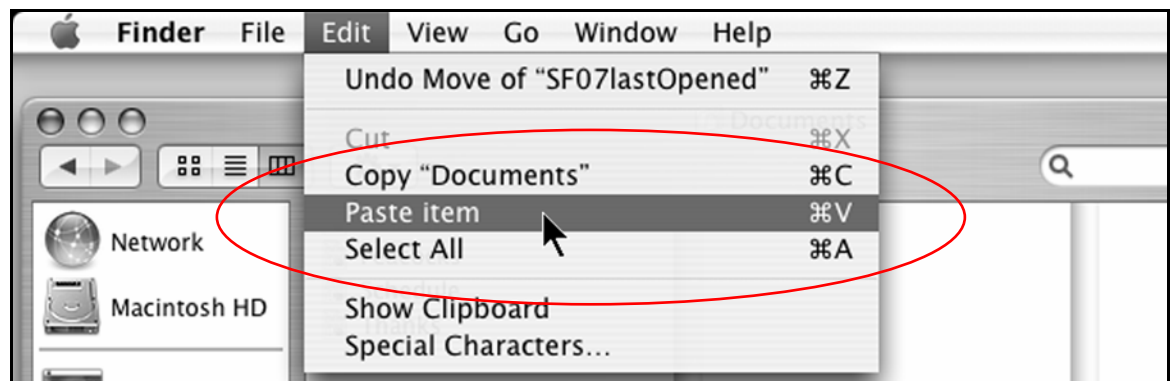
2. Within the Finder window, click in the blank white space in the same column.



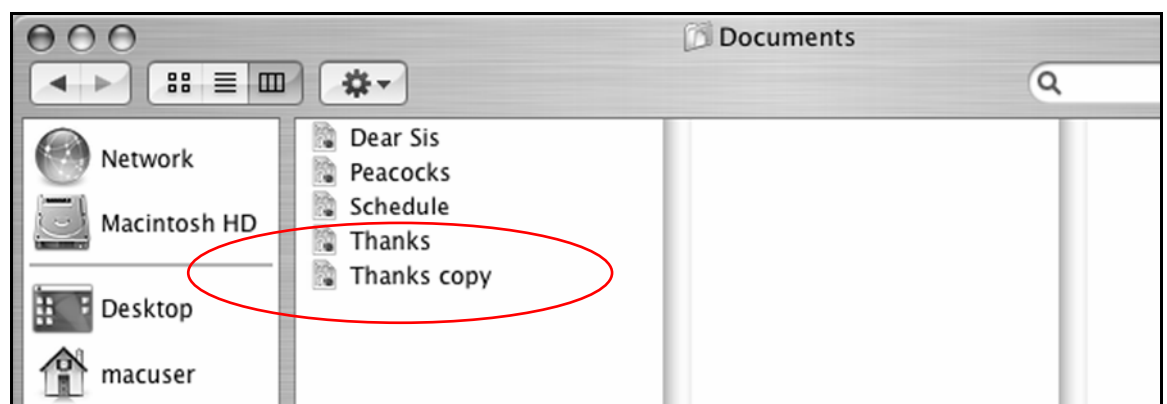
This should deselect **Thanks**.



3. On the Menu Bar, click **Edit**, then **Paste item**.

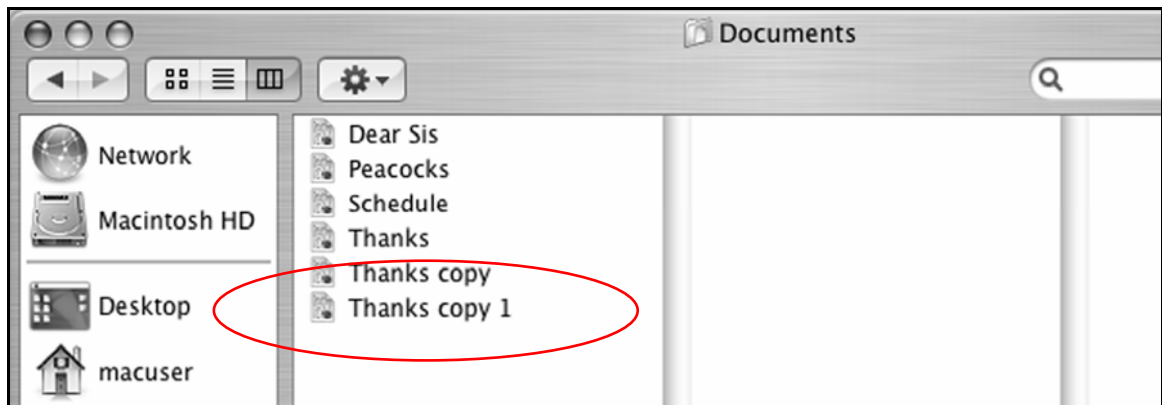


The file should appear with the name **Thanks copy**.

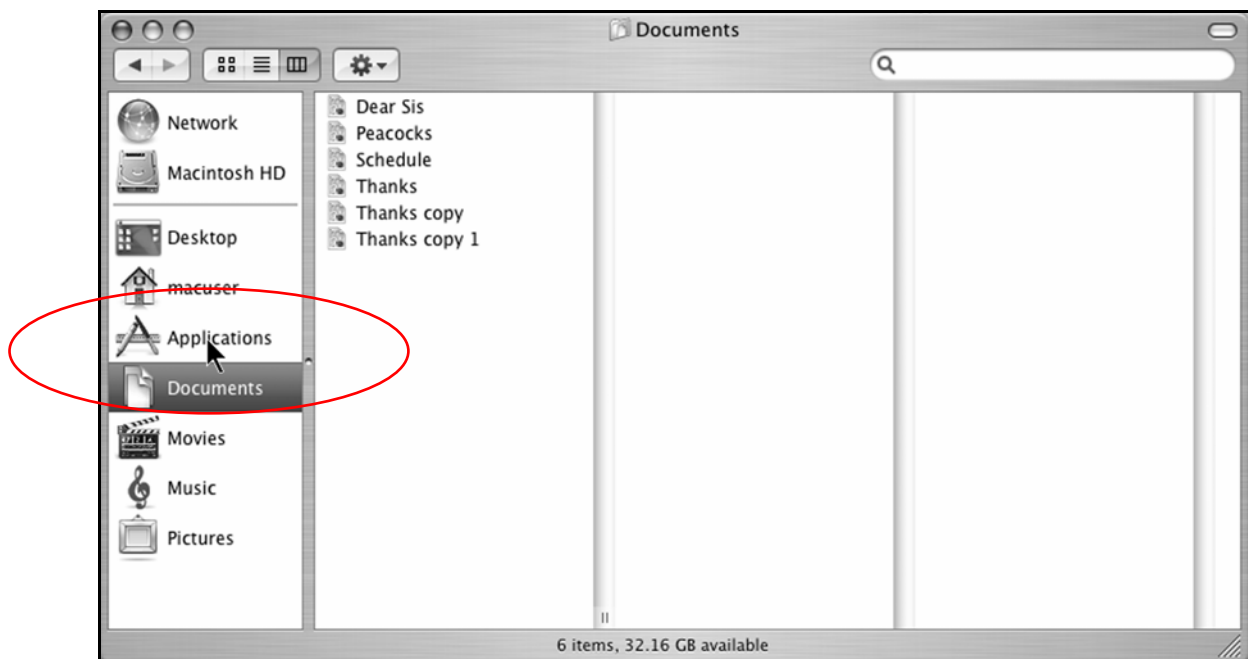


- 4.** On the Menu Bar, click **Edit**, then **Paste item**.

The file should appear with the name **Thanks copy 1**.

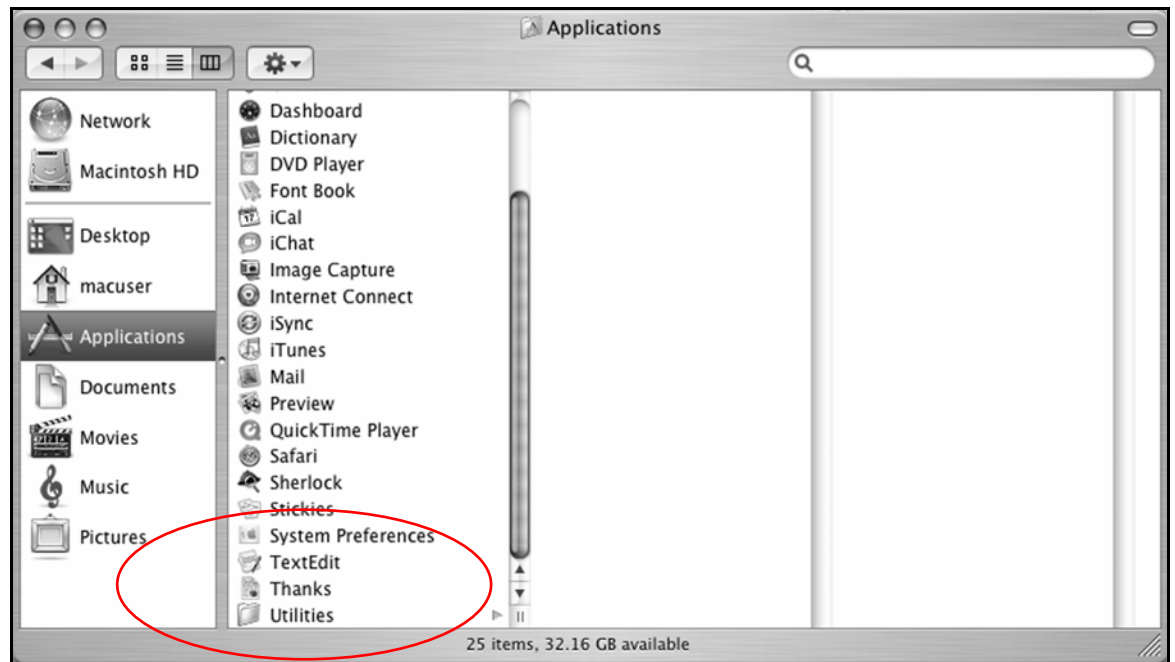


- 5.** In the left-most column of the Finder window, click **Applications**.



6. On the Menu Bar, click **Edit**, then **Paste item**.

The **Thanks** file should appear in the list.



Tip: *You may have to scroll down to see it.*

Practice

- 1.** Locate the file **Dear Sis**.

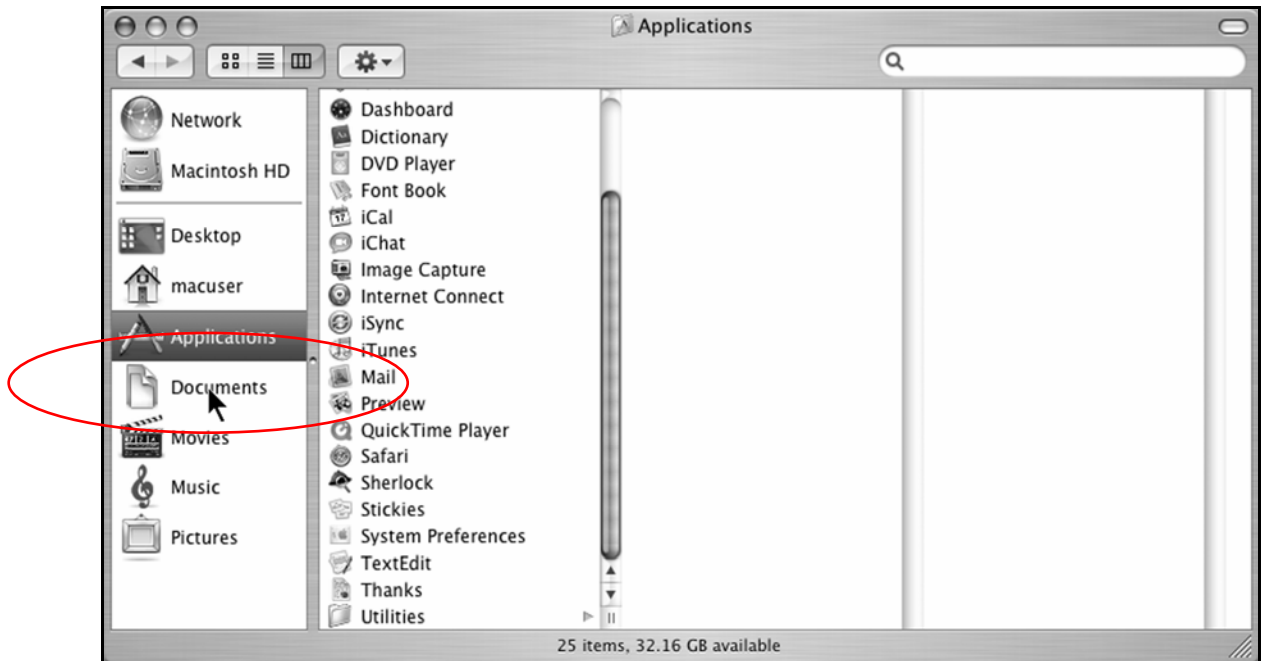
Tip: *It's located in the Documents folder.*

- 2.** Copy the file.

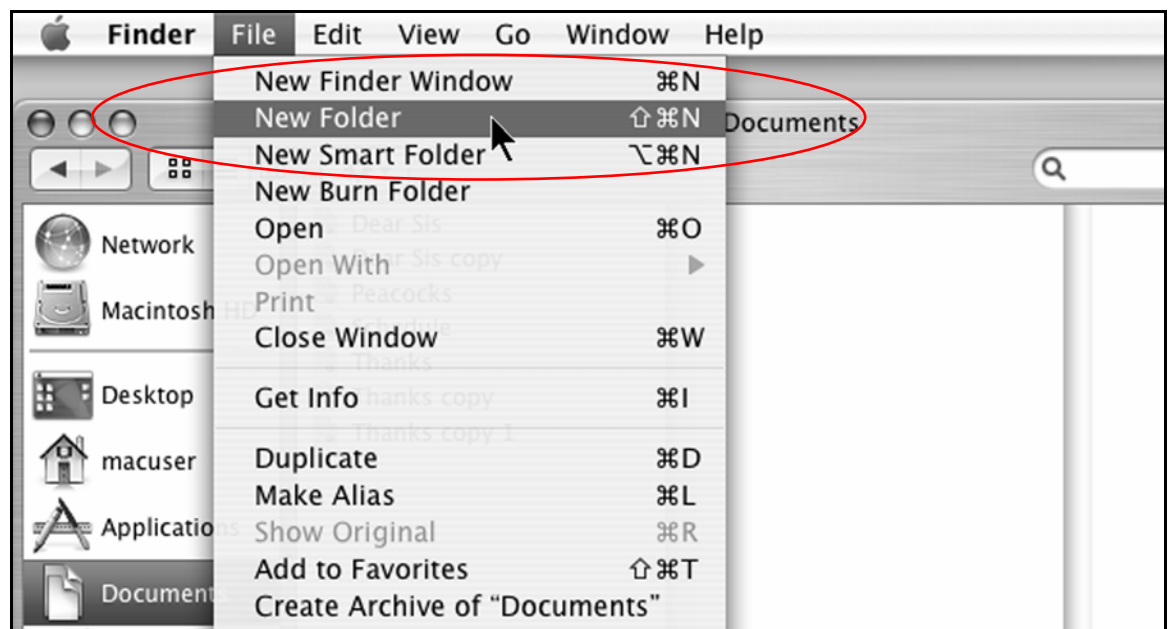
- 3.** Paste the file in the **Documents** folder.

Create a folder

1. In the Finder window, click **Documents**.

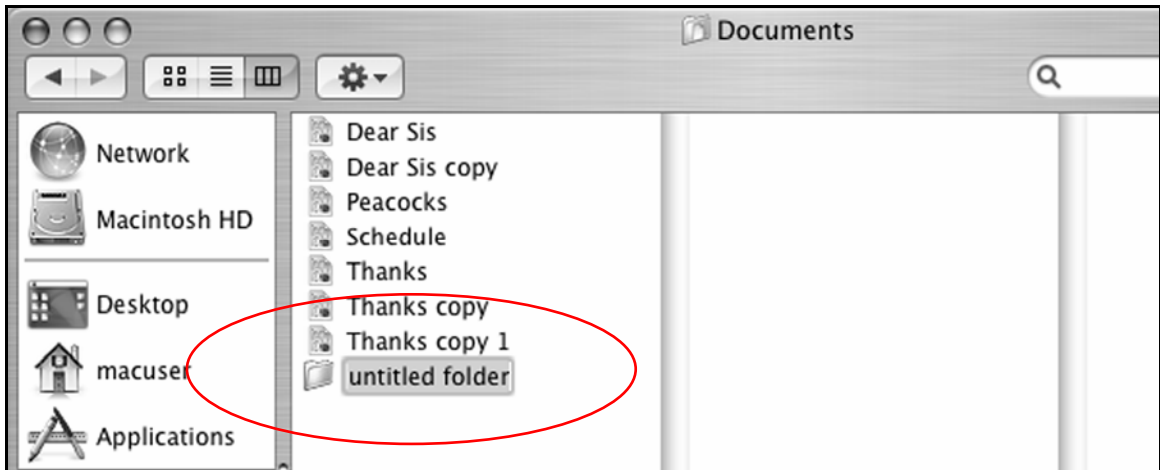


2. On the Menu Bar, click **File**, then **New Folder**.



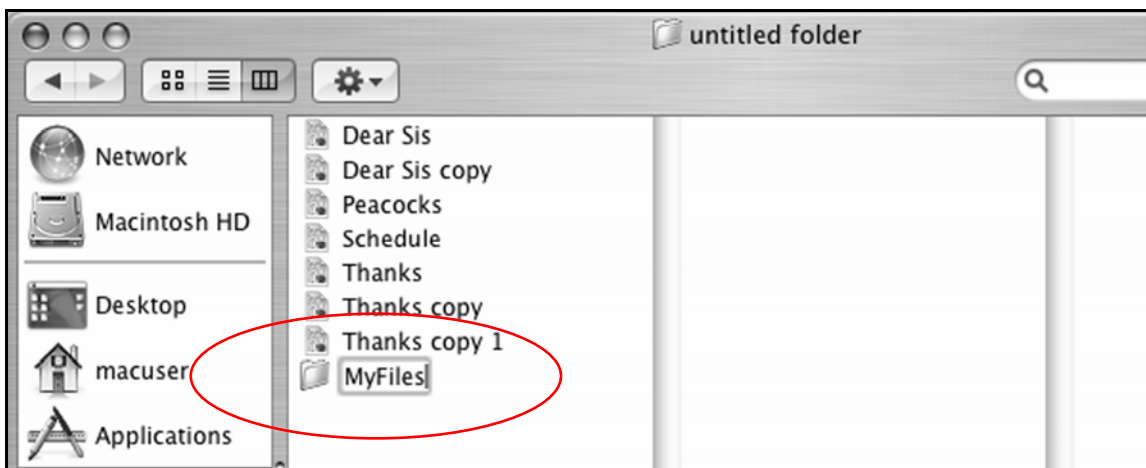
A new folder should appear inside the **Documents** folder.

The name of the folder, **untitled folder**, should be highlighted.



3. Type:

MyFiles



4. Press the **ENTER** key on your keyboard.

The name of the folder has now been changed to **MyFiles**.

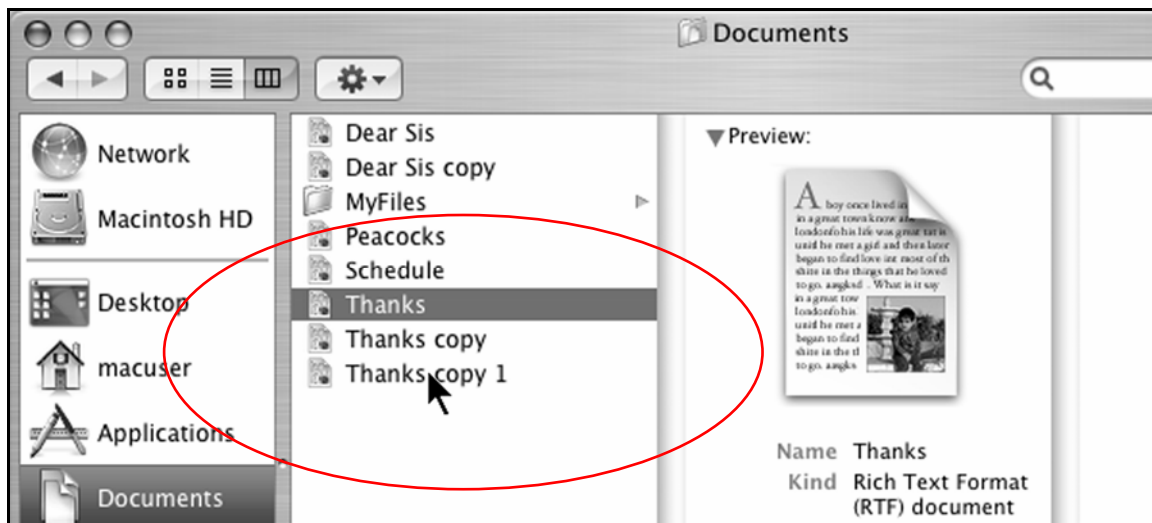
It should move to its alphabetical place in the list.



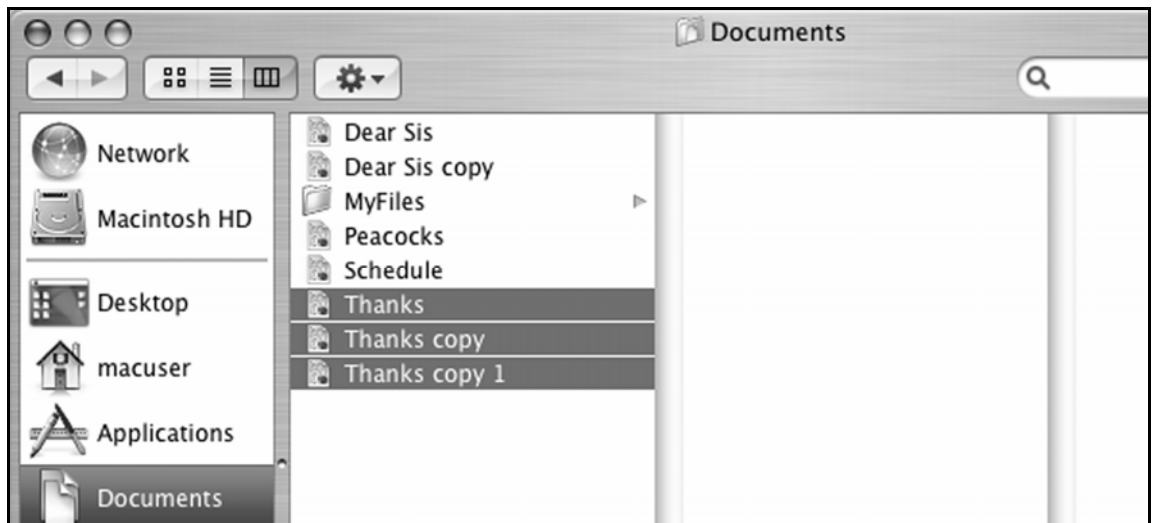
Select multiple files

1. Hold down the **SHIFT** key on your keyboard.

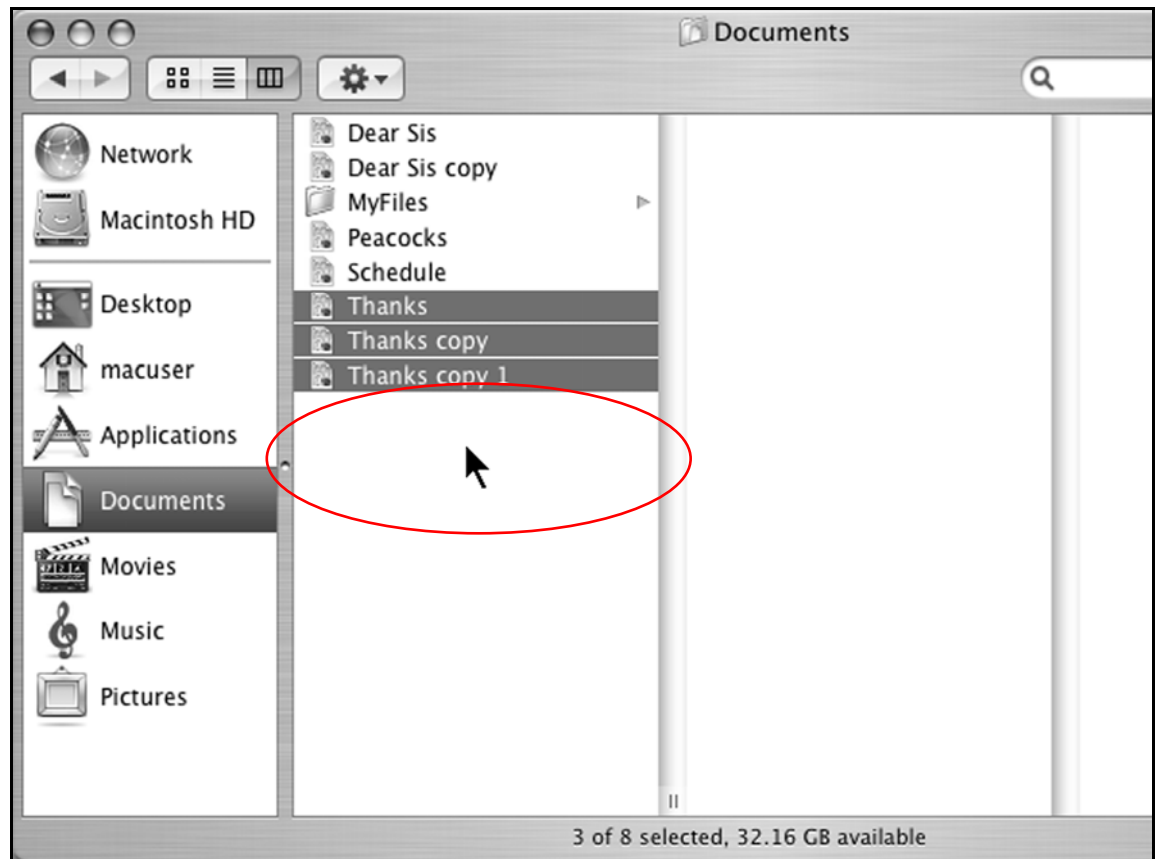
Then, in the **Documents** window, click on the first and last **Thanks** documents.



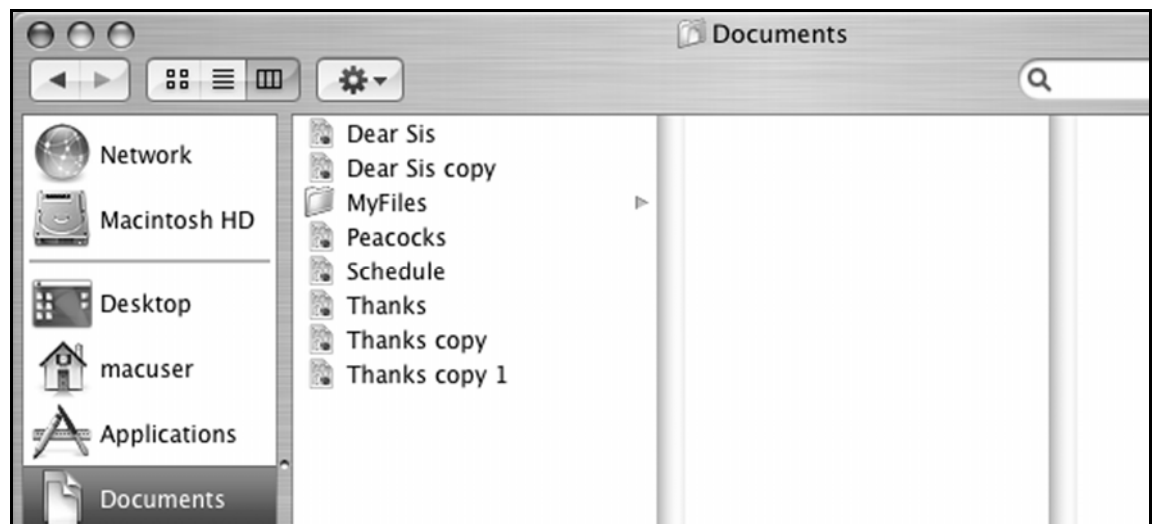
All three files should be highlighted.



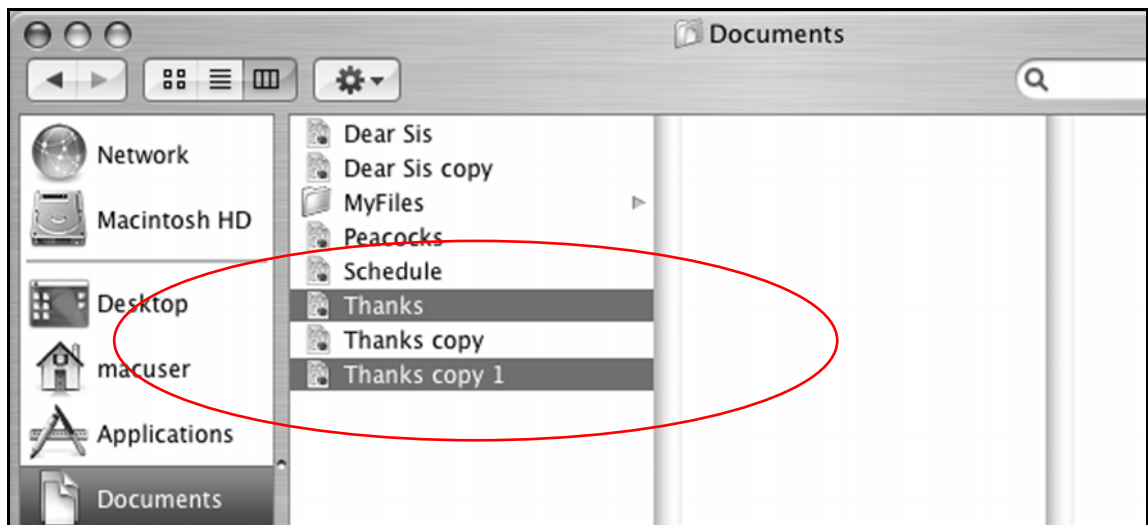
- 2.** Click in the blank white space below the folders in the Finder window.



This should deselect the files.



- 3.** Hold down the **Apple (or Command)** key on your keyboard, then select the first and last **Thanks** documents.

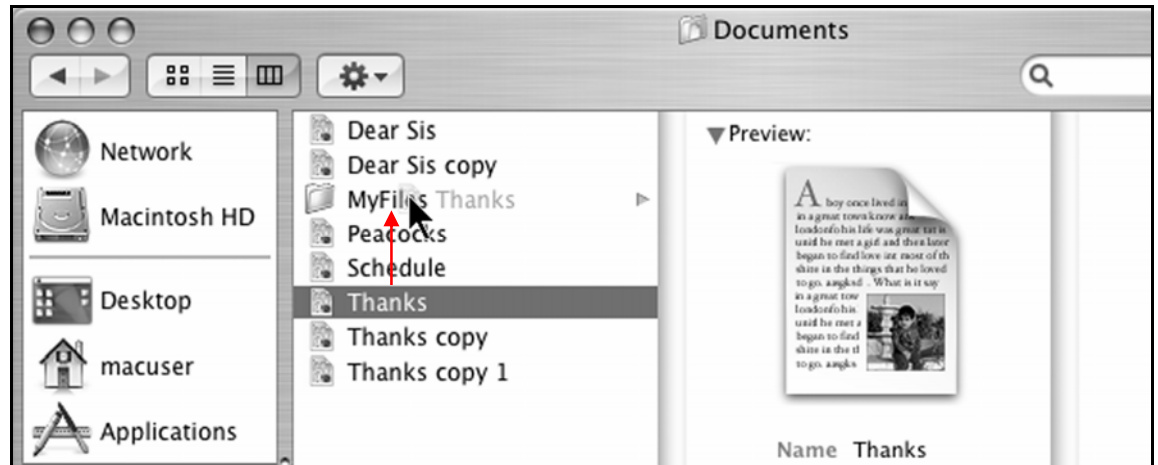


- 4.** Click in the blank white space below the folders.

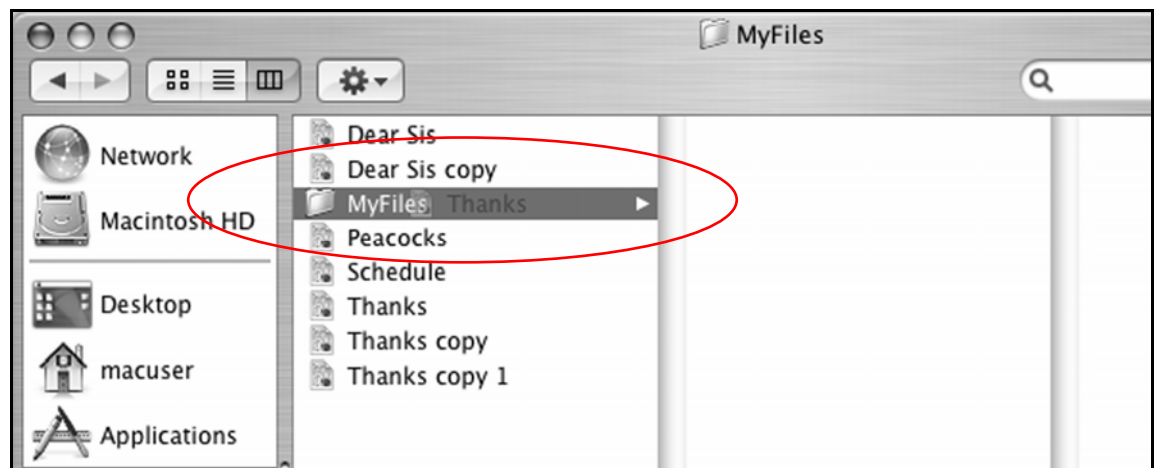
This should deselect the files.

Move files

1. Click the **Thanks** file.
2. Holding down the mouse button, drag the **Thanks** file until it is on top of the **MyFiles** folder.

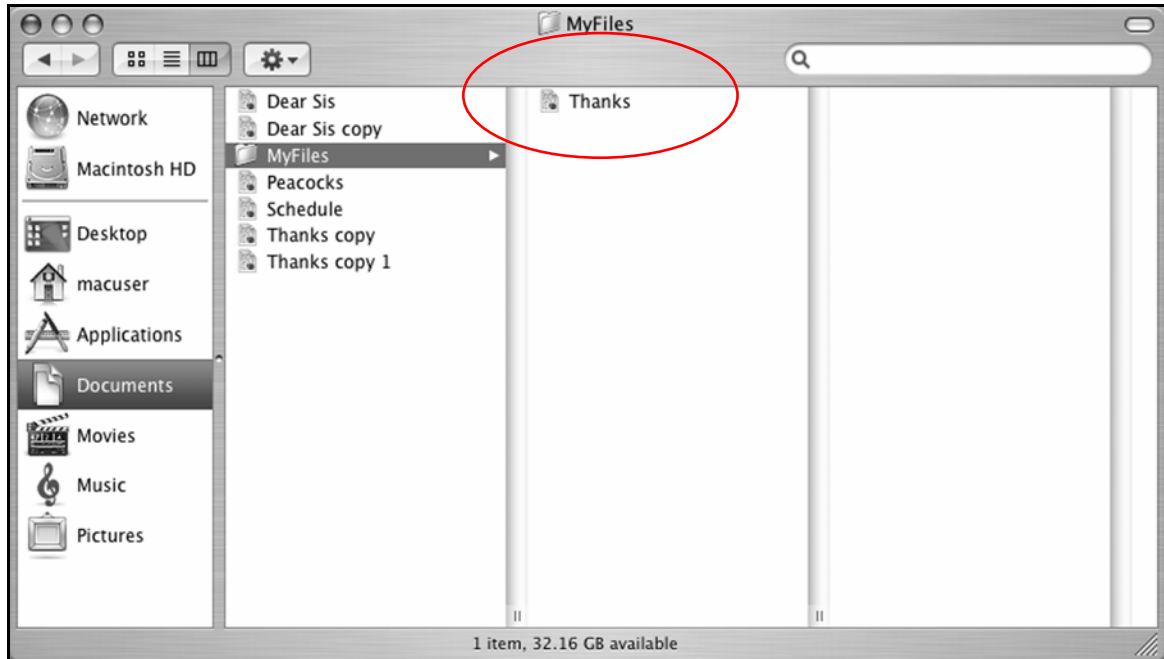


The folder should be highlighted, and you should see a ghost of **Thanks** on top of it.



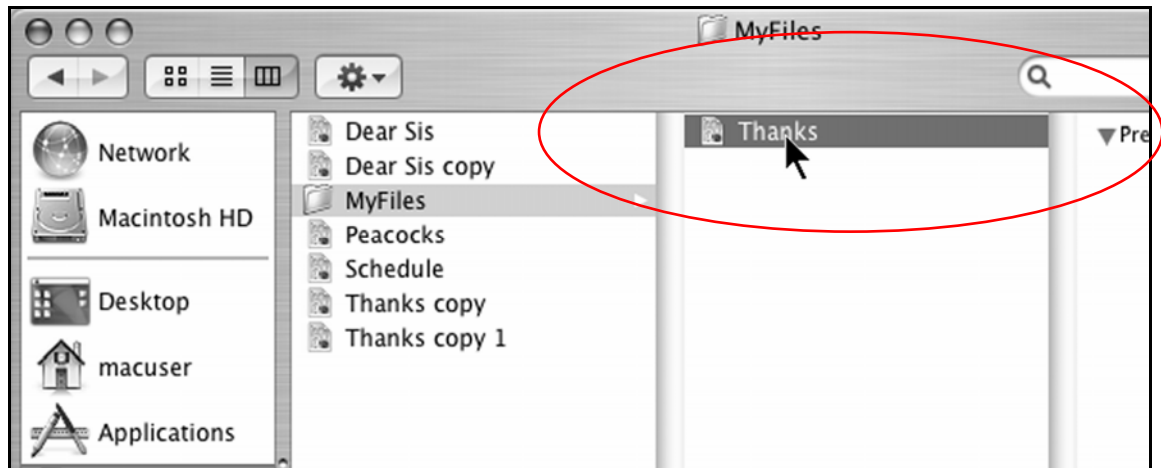
3. Release the mouse button.

The file should now be located in the **MyFiles** folder instead of the **Documents** folder.



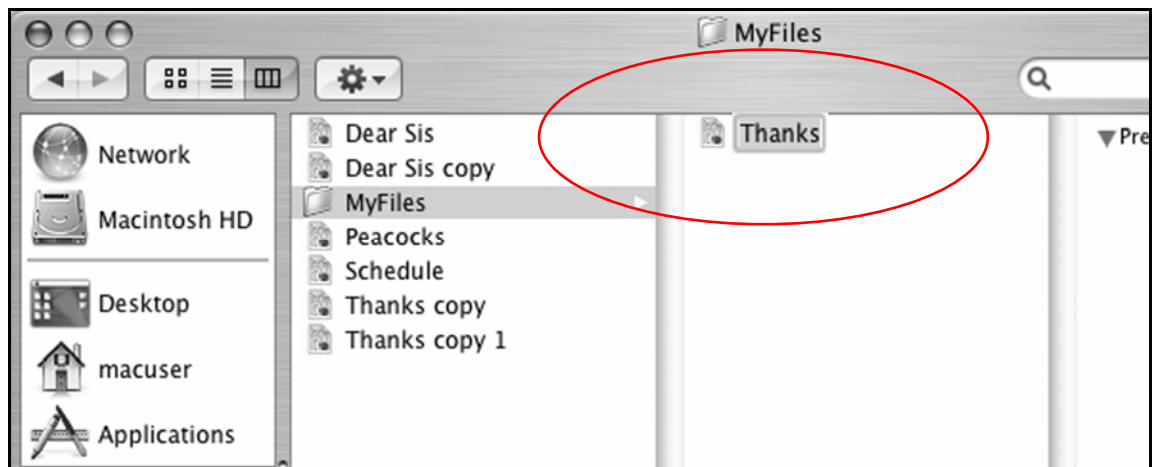
Rename a file or folder

1. Click the **Thanks** file in the **MyFiles** folder.
2. After it has been selected, click on the name.



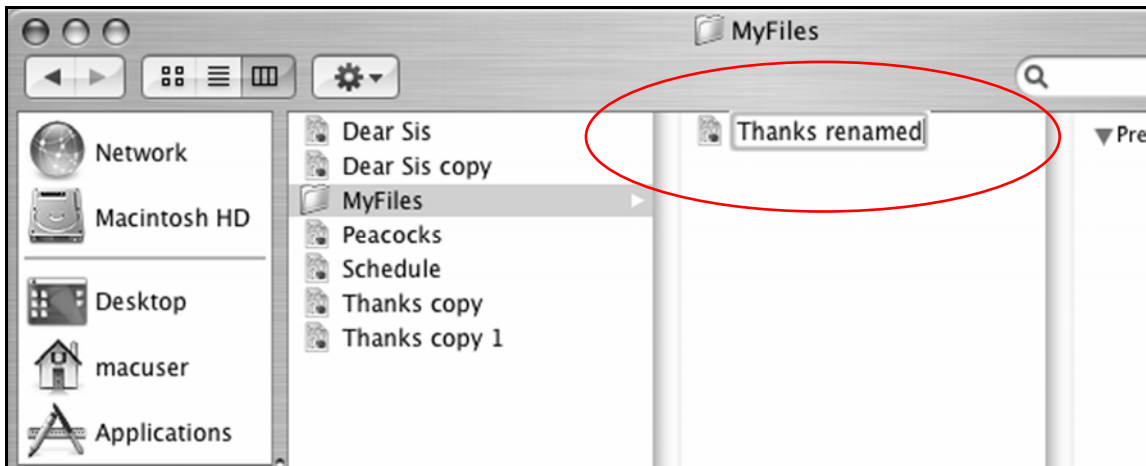
Tip: If you double click, it will open the file, so wait until the name is selected, then click.

You should see a highlighted box.



3. Type:

Thanks renamed



4. Press the **ENTER** key.

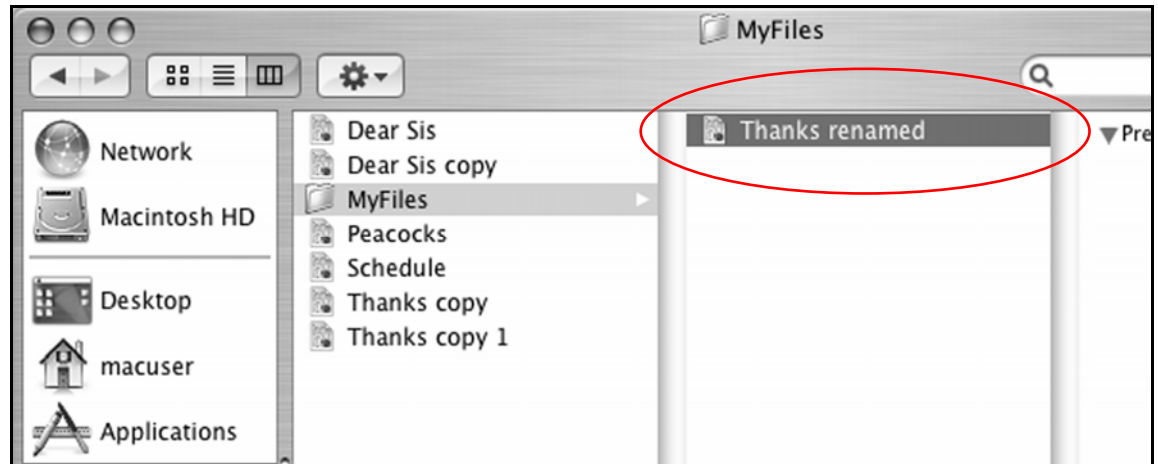
The name should be changed.




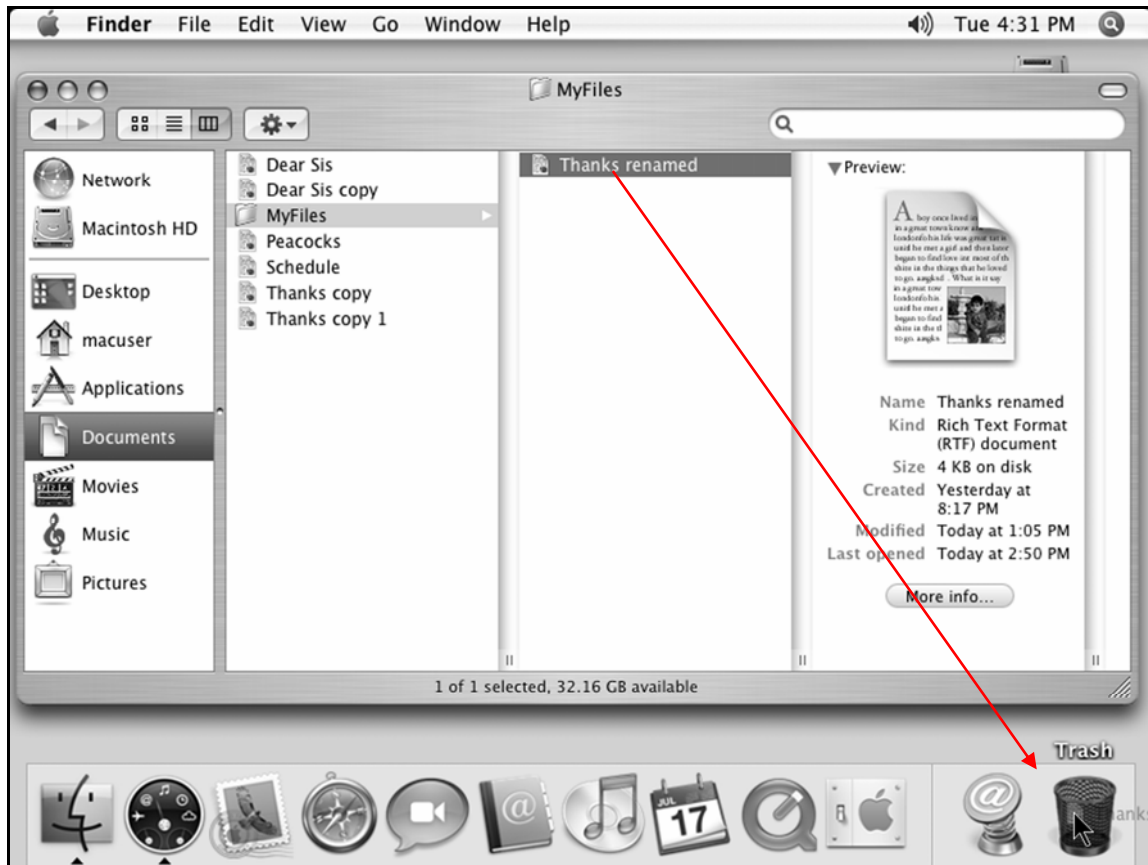
Delete files and folders

1. Click the **Thanks renamed** file in the **MyFiles** folder.

Tip: *Note that folders have right-facing arrows.*



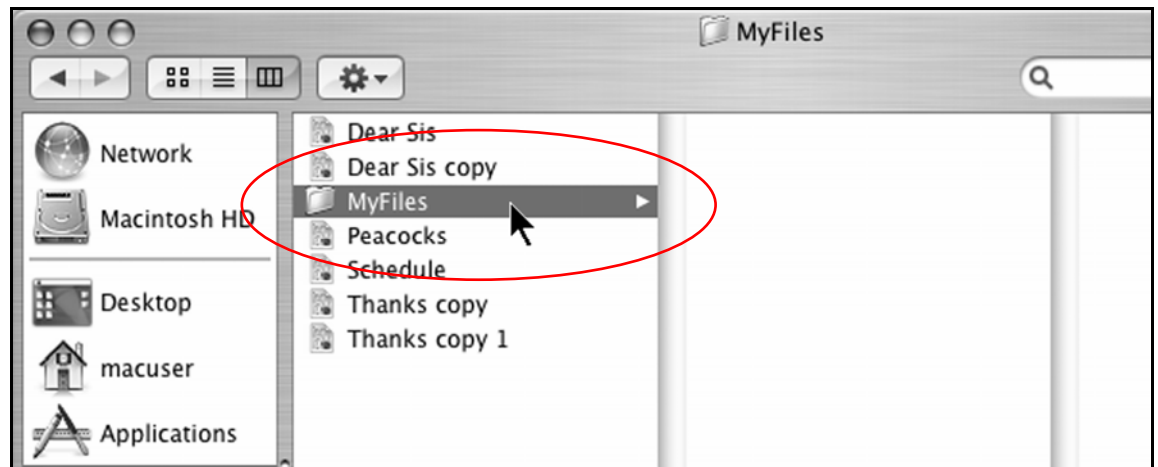
- 2.** Click and drag the file until it is on top of the  icon on the Dock.




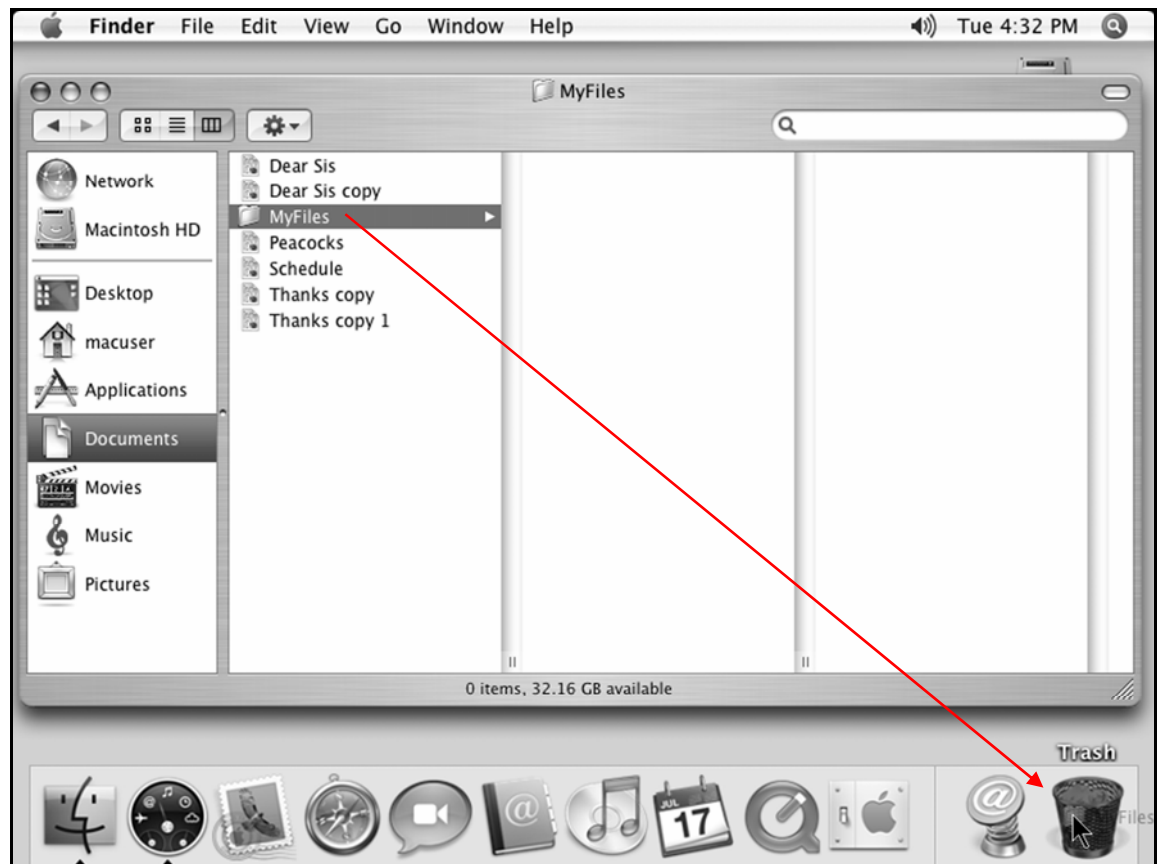
- 3.** Release the mouse button.

The file should be moved to the Trash.

4. Click the **MyFiles** folder in the **Documents** folder.



5. Click and drag the folder until it is on top of the  icon on the Dock.

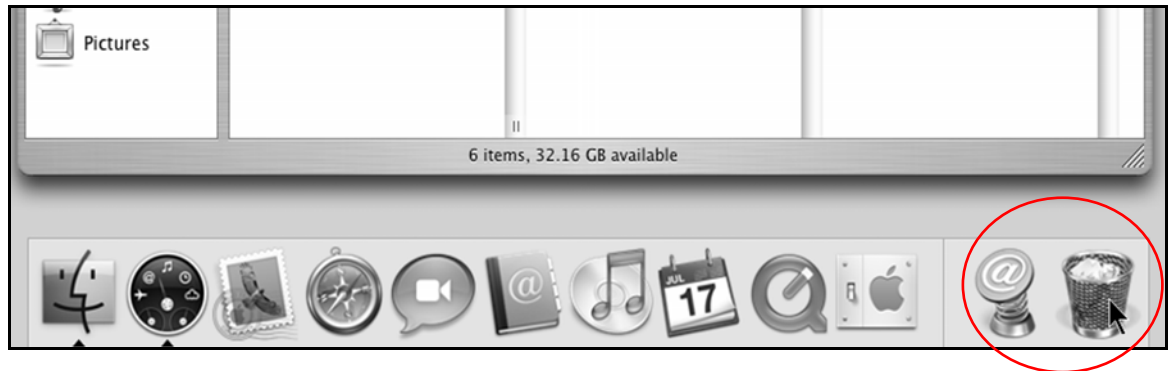


6. Release the mouse button.

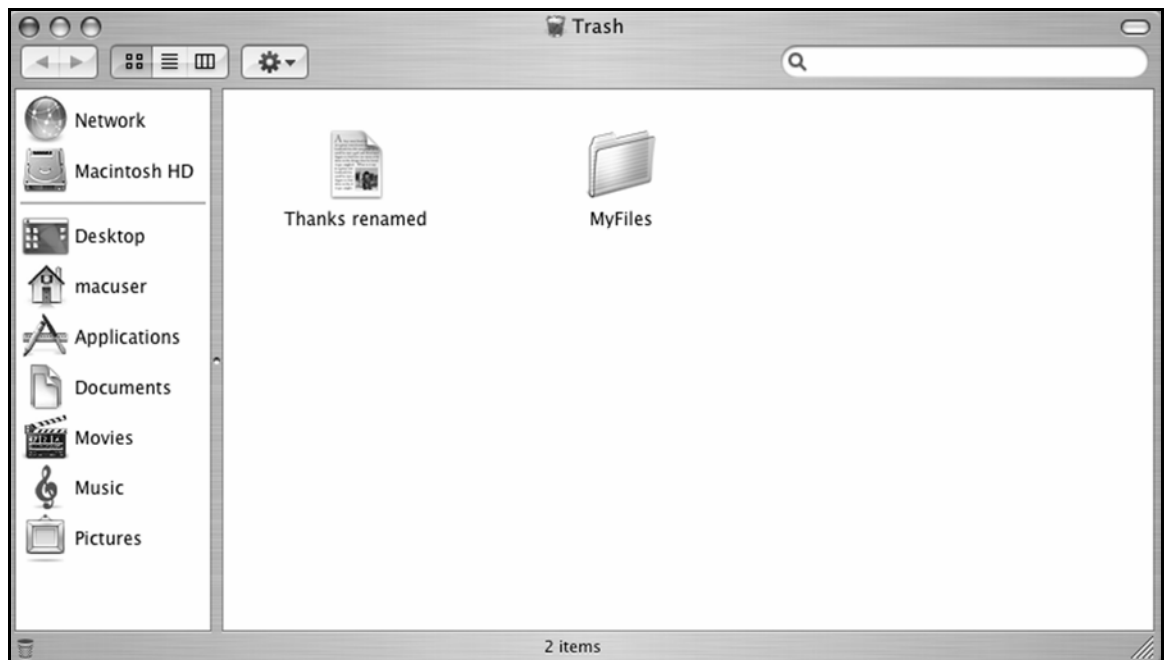
The folder should be moved to the Trash.

Restore deleted items

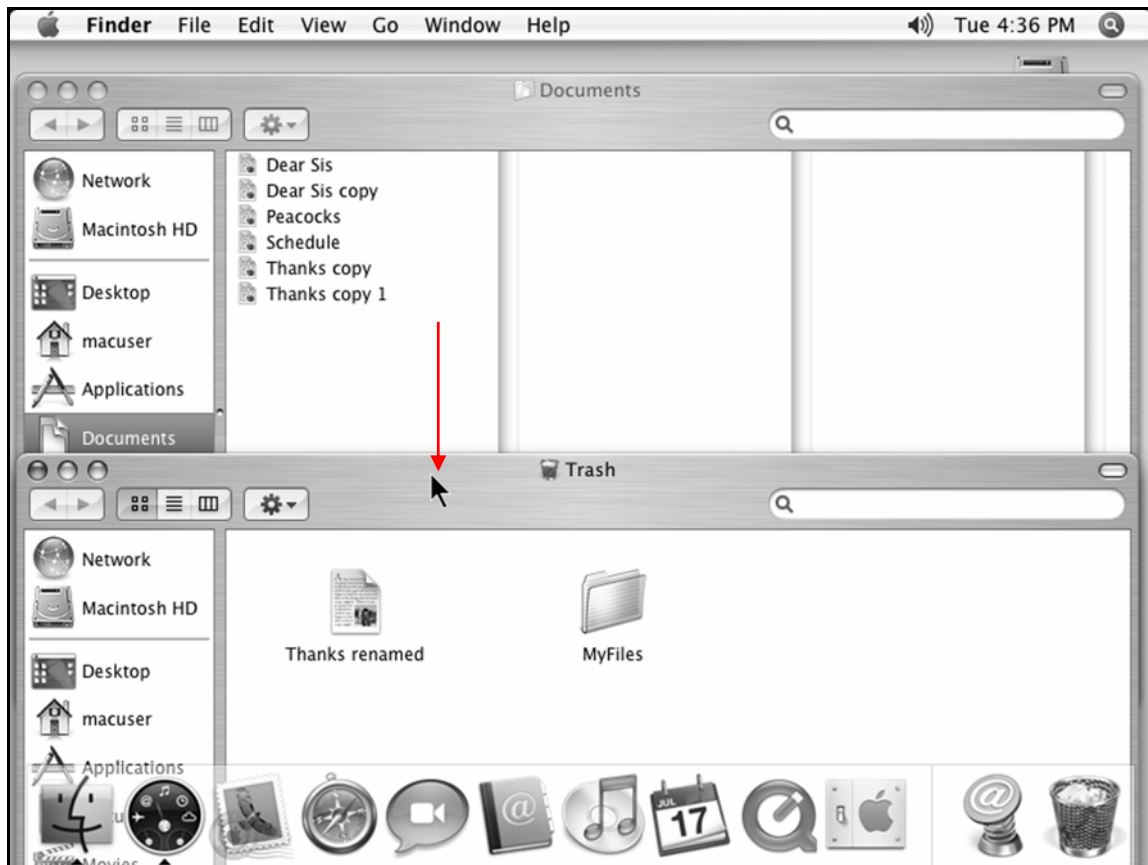
1. Click the  icon.



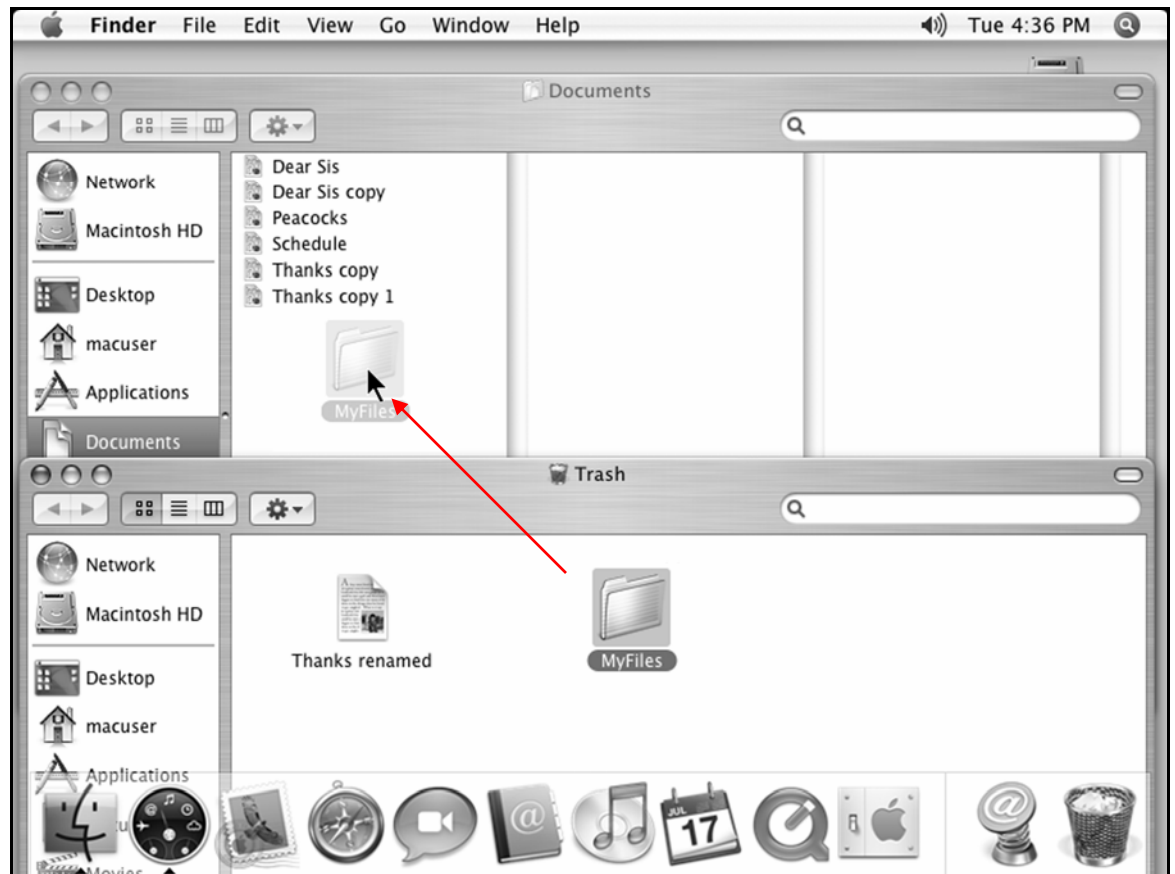
2. The Trash should open with the deleted files showing.



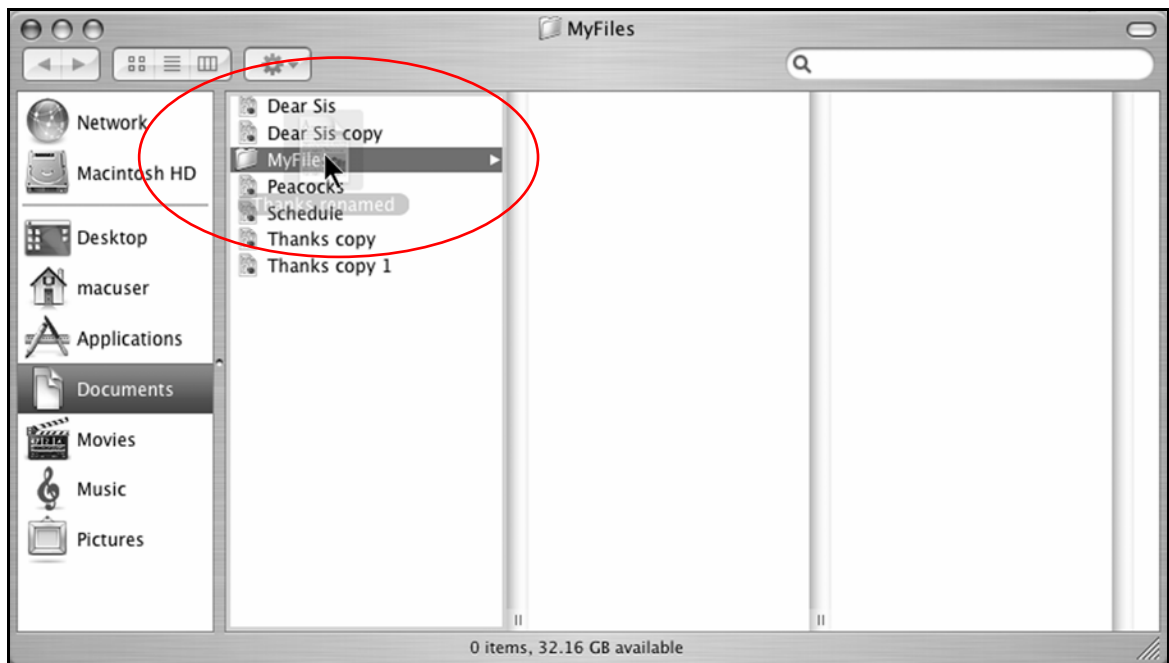
3. Move the Trash window below the Finder window.



4. Click and drag the folder named **MyFiles** back to the Documents window.



- 5.** Click and drag the file named **Thanks renamed** back on top of the **MyFiles** folder.



- 6.** Close the Trash window.

Practice

- 1.** Send the **Thanks renamed** and **Thanks copy** files to the Trash.
- 2.** Locate the files **Dear Sis** and **Dear Sis Copy**.
- 3.** Select both files.

Tip: *Hold down the **SHIFT** key on your keyboard.*

- 4.** Drag both files into the Trash.

Empty the Trash

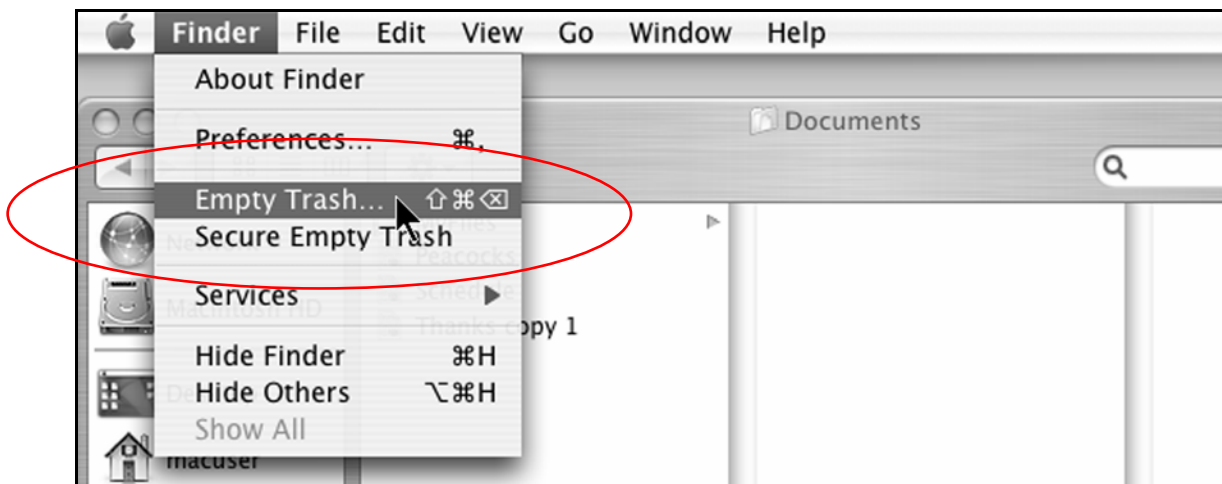
1. Click the  icon on the Dock.




The Trash window will appear with all the contents listed.

Tip: *You can drag a file out of trash to stop it from being deleted.*

2. On the Menu Bar, click **Finder**, then **Empty Trash**.



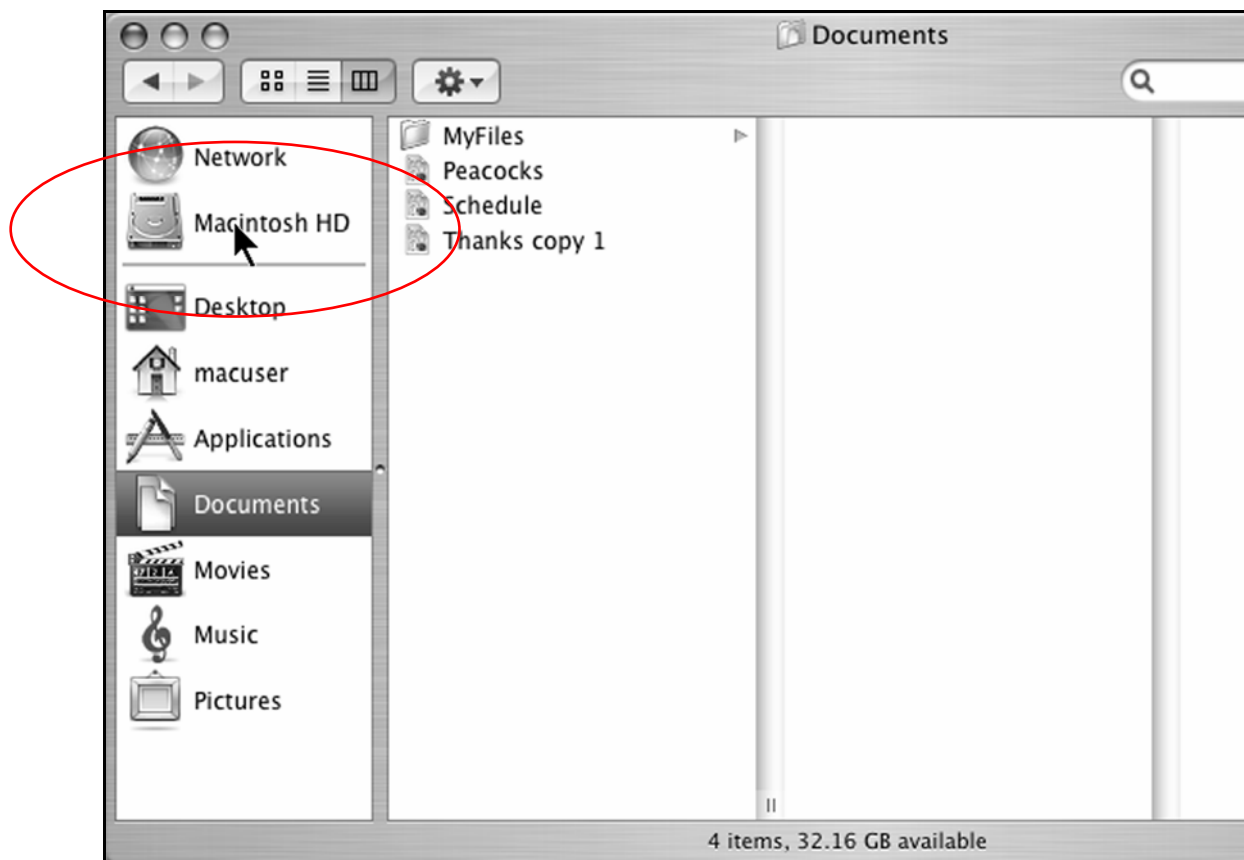
- 3.** In the window that asks **Are you sure you want to remove the items in the Trash permanently?**, click the  button.



The contents of the Trash will be permanently deleted.

Find files and folders

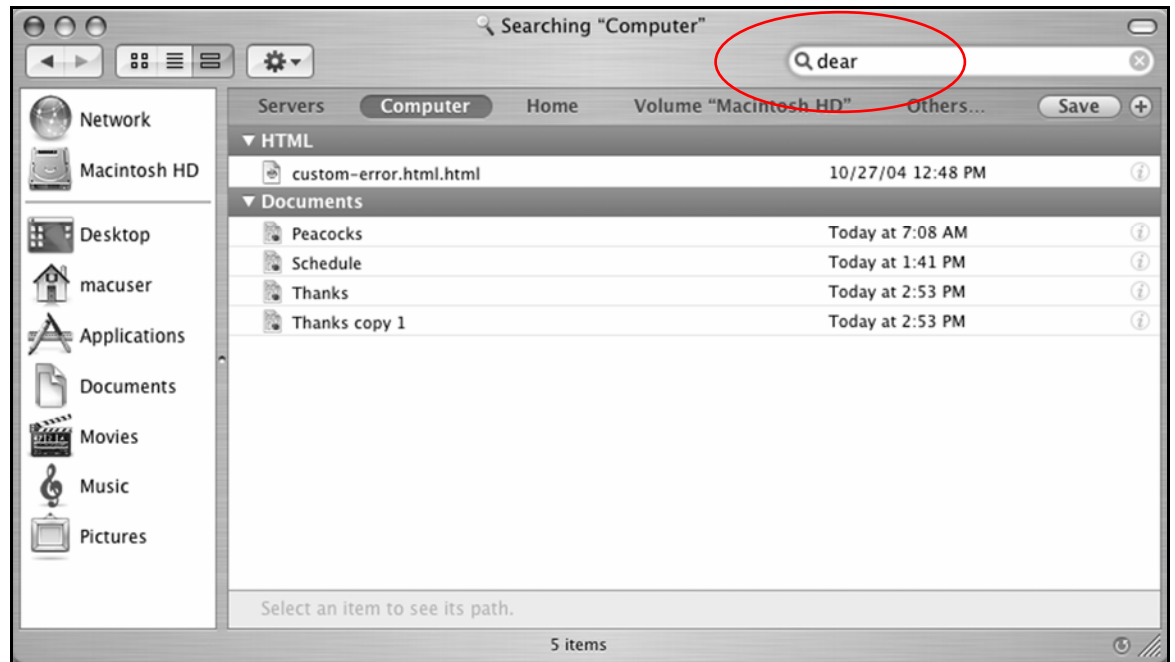
1. In the left-most column of the Finder window, click **Macintosh HD**.



Tip: Clicking the hard drive icon tells the computer to search the entire hard drive. It will find documents meeting the search criteria in any location on your computer.

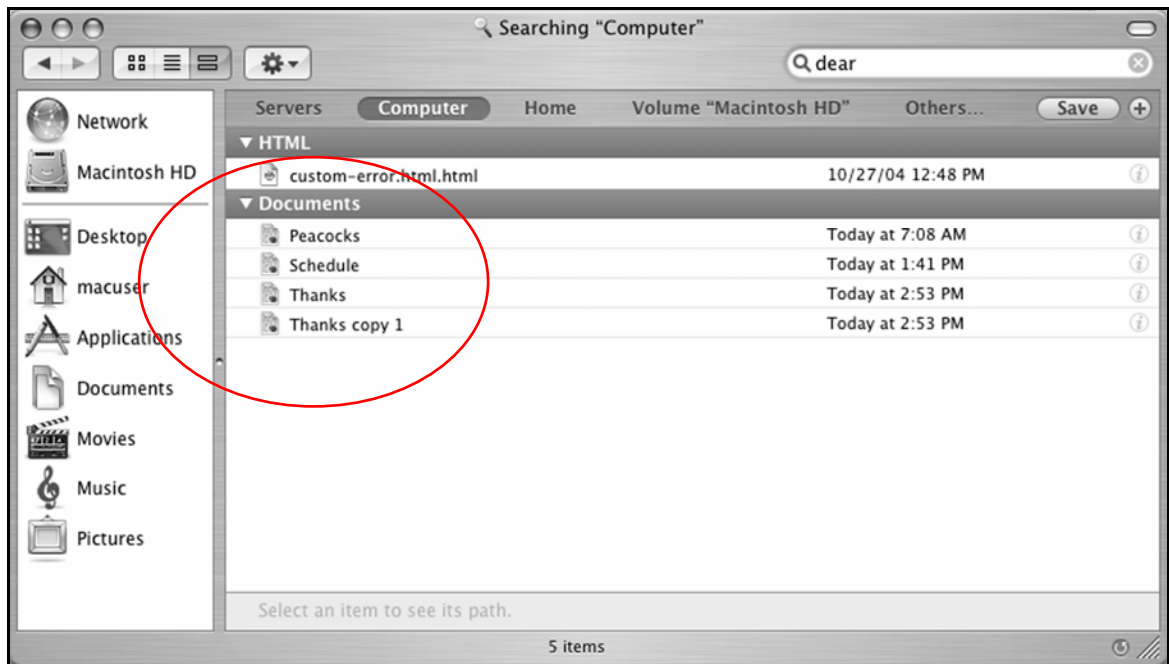
2. In the textbox with the magnifying glass, type:

dear

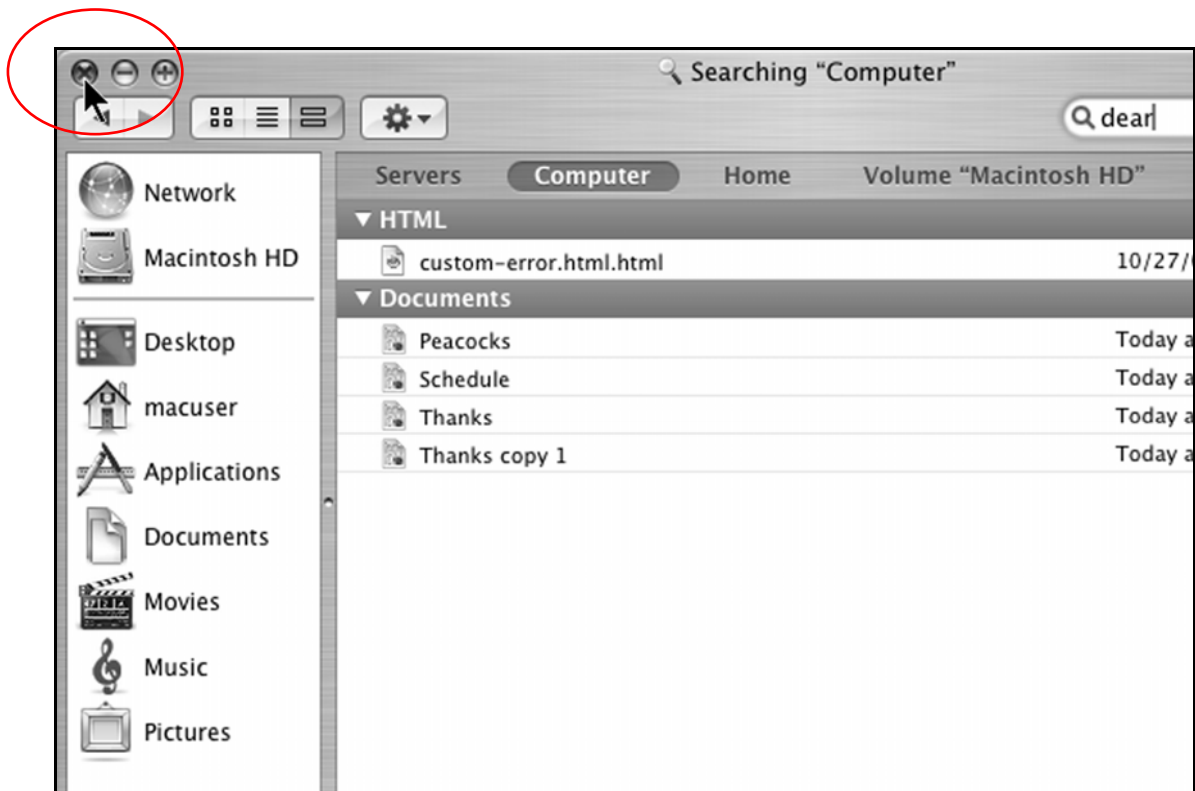


Tip: *If you can't remember the full name of a file, you can search for part of the word. For example, **dea** will still find **dear**.*

Files that contain the word “dear” in them will appear under the **Documents** folder.



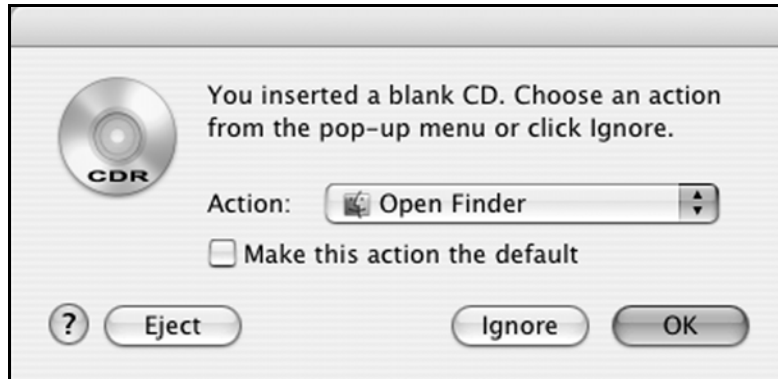
3. Close the **Searching Computer** window.



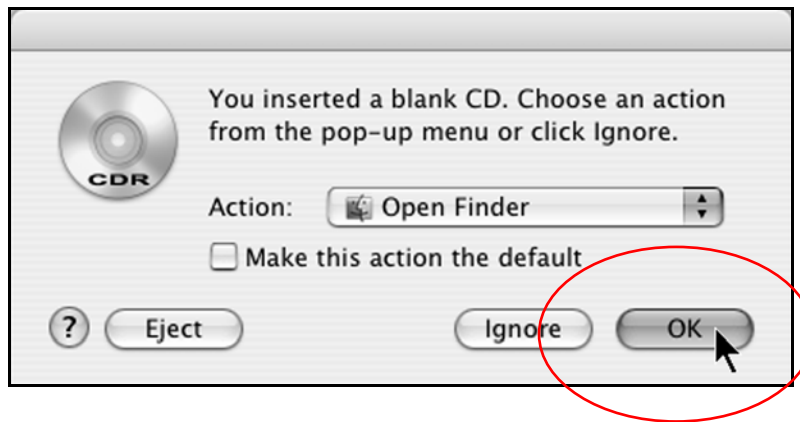
Burn files to a CD


1. Insert a blank CD-R disk into your computer.

A window should appear.



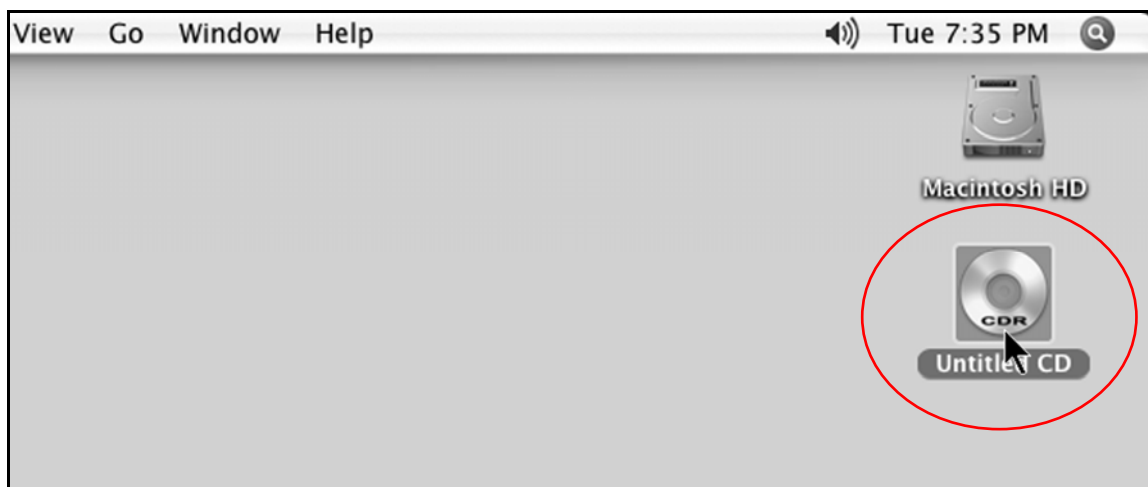
2. Click the  button.

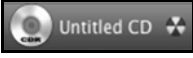


The  icon should appear on your desktop with **Untitled CD** under it.



3. Double click the  icon.

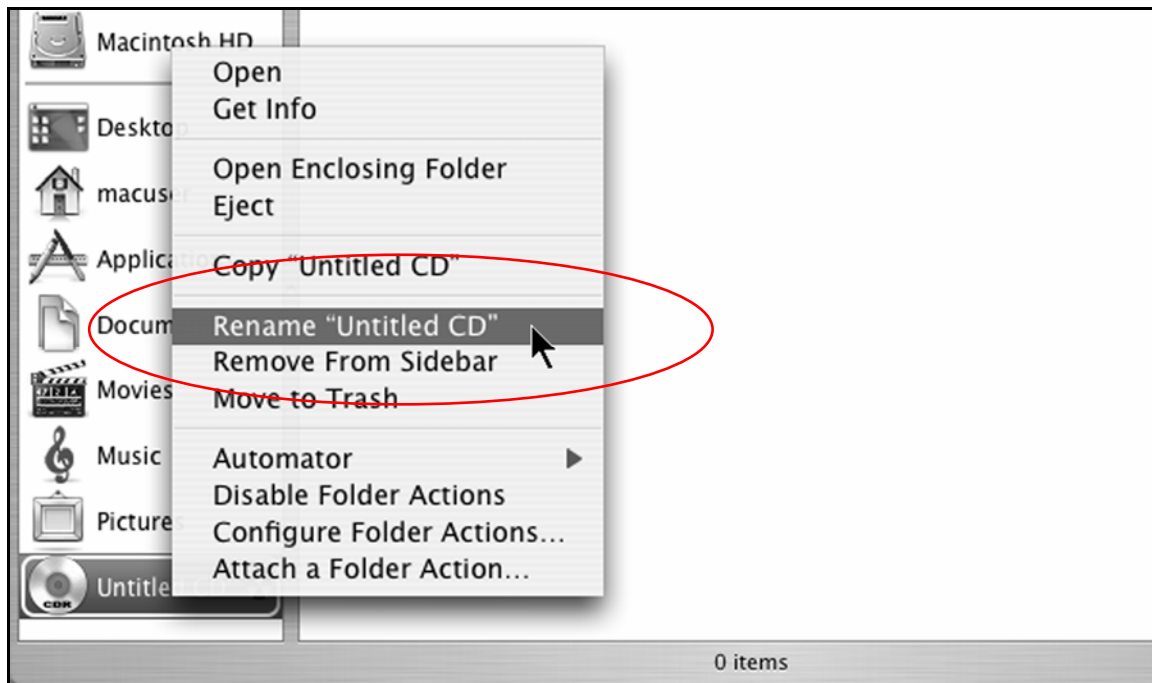


4. The Finder window will open with the title **Untitled CD**.
5. The  icon is highlighted at the bottom left.



6. Right-click the **Untitled CD** icon.

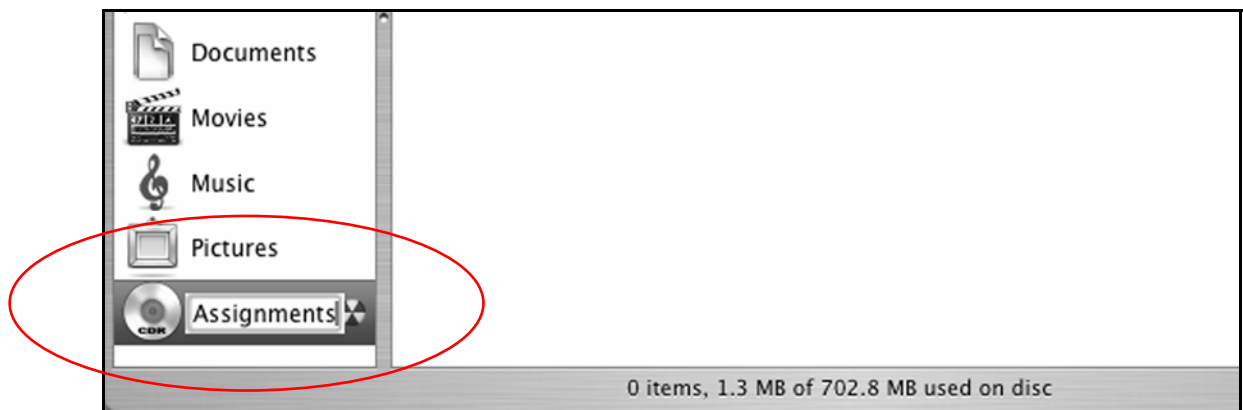
- 7.** When the menu appears, click **Rename Untitled CD**.




- 8.** Type:

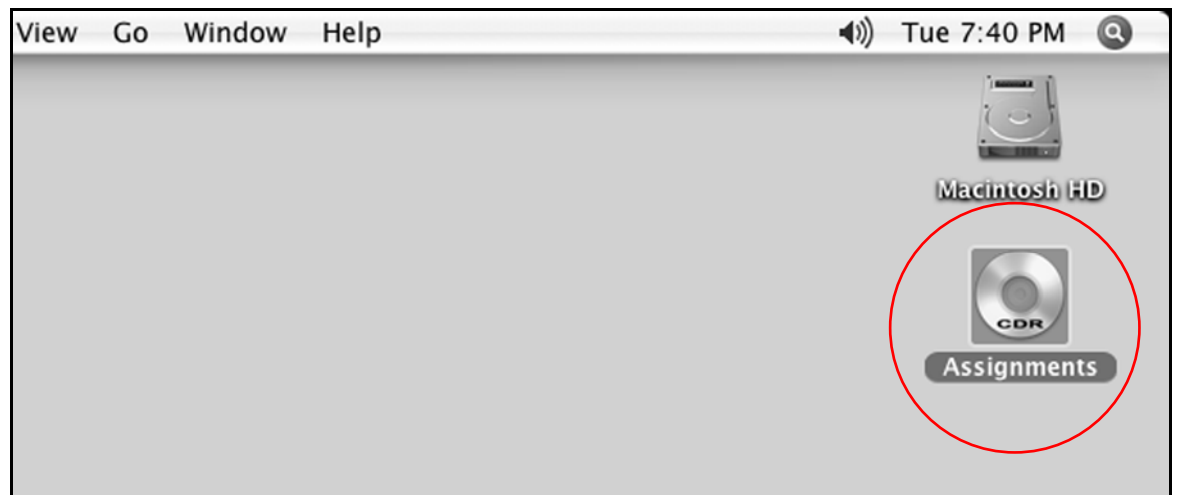
Assignments

in the **Name** field



Then press **Enter**.

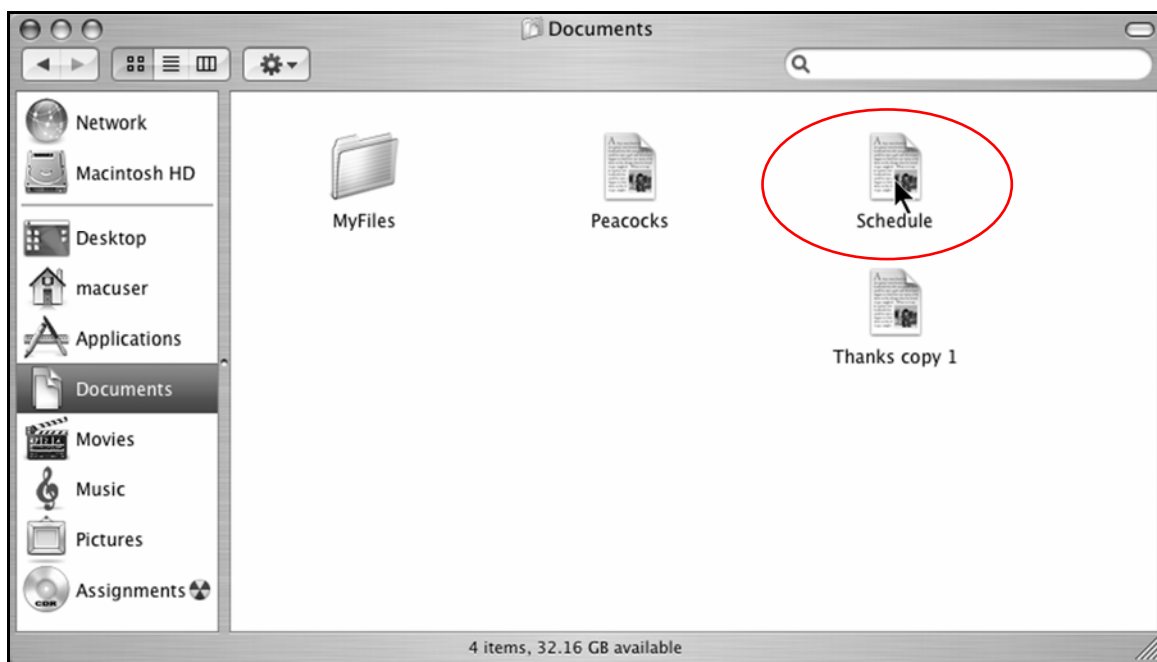
The  icon on the Desktop should now read **Assignments**.




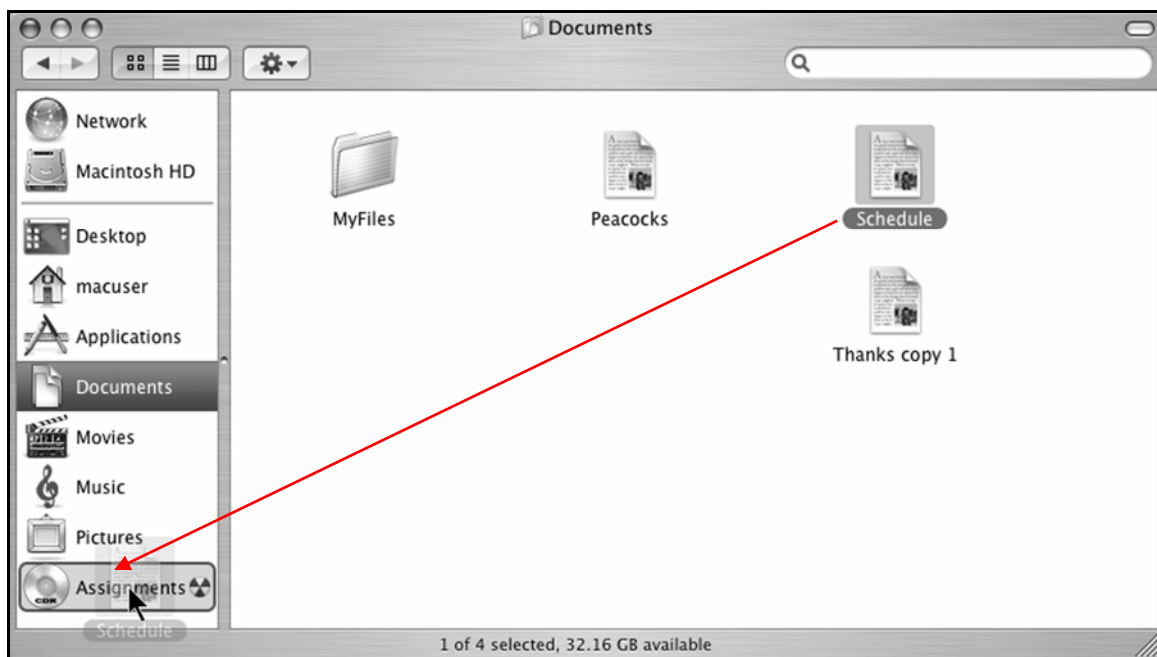
9. In the Finder window, click **Documents**.



10. Click the Schedule document.

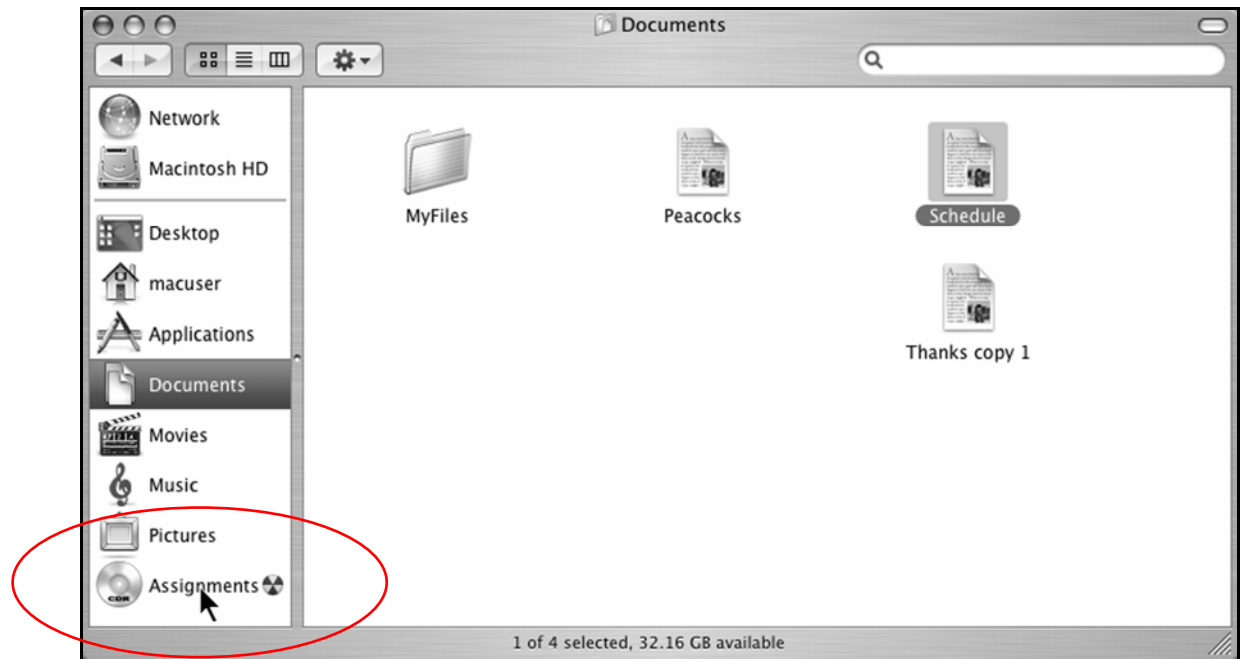


11. Click and drag the document onto the  icon.

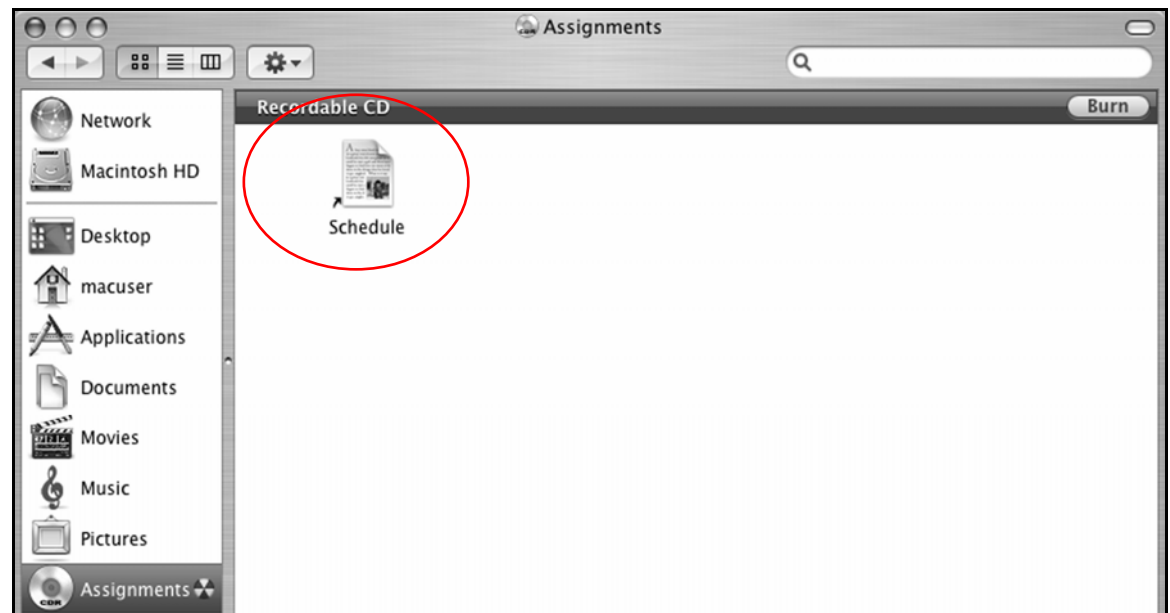



12. Release the mouse button.

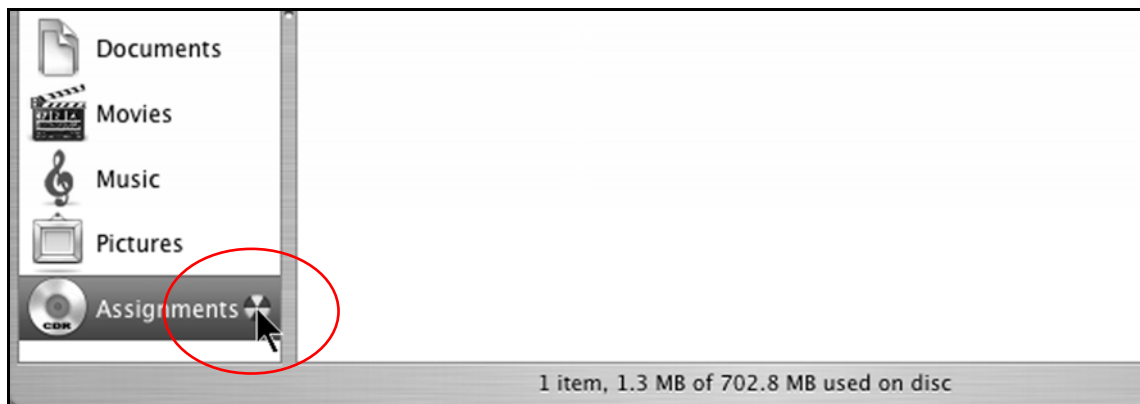
- 13.** In the left-most column of the Finder window, click **Assignments**.



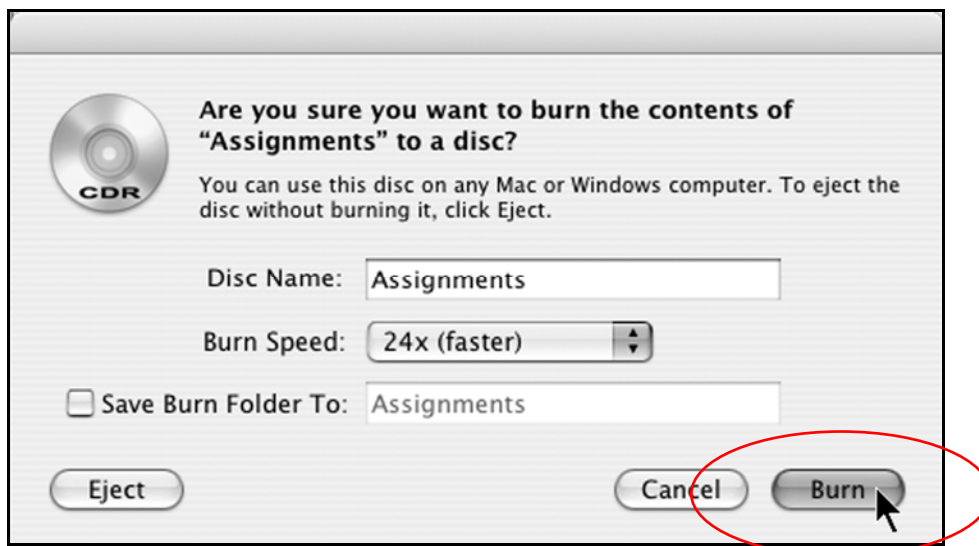
You will see that the document has been copied to the CD.



- 14.** Click the  icon located to the right of **Assignments**.



- 15.** When the window appears, click the  button.



The CD should burn.

- 16.** Click and drag the  icon to the Trash on the Dock.



The CD should eject from the computer.

- 17.** Close the Finder window.

Practice: Managing Files

- 1.** Open the Finder window.
- 2.** Make 2 copies of the **Peacocks** file in the **Documents** folder.
- 3.** Rename one copy **Fruit Trifle**.
- 4.** Create a new folder in the **Documents** folder called **Recipes**.
- 5.** Move one **Peacocks** file and the **Fruit Trifle** file into the **Recipes** folder.
- 6.** Delete the **Recipes** folder and its contents.
- 7.** Minimize the Finder window.
- 8.** Empty the Trash.
- 9.** Close all windows.

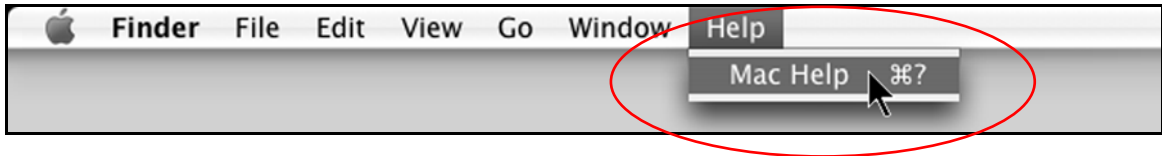
Getting Help

In this section, you'll learn how to:

- **Use the Help menu**
- **Get help for applications**

Use the Help menu

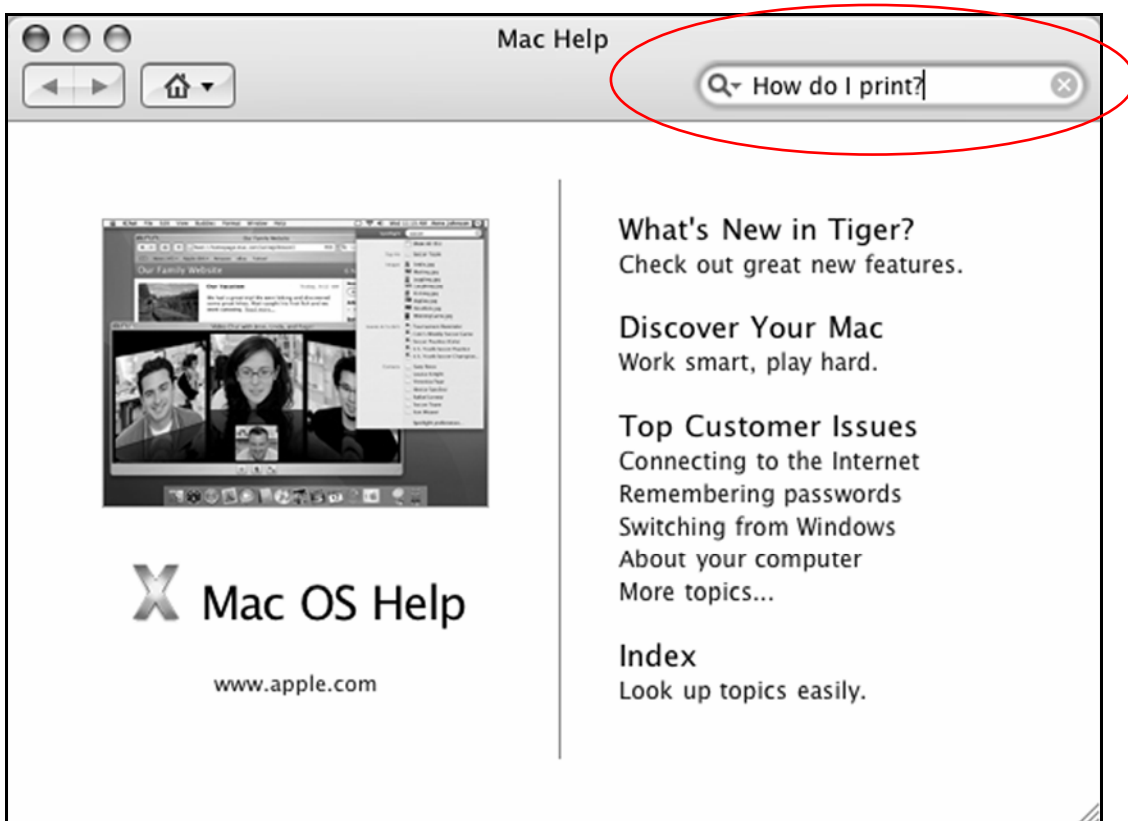
1. On the Menu Bar, click **Help**, then **Mac Help**.



The Mac Help window should open.

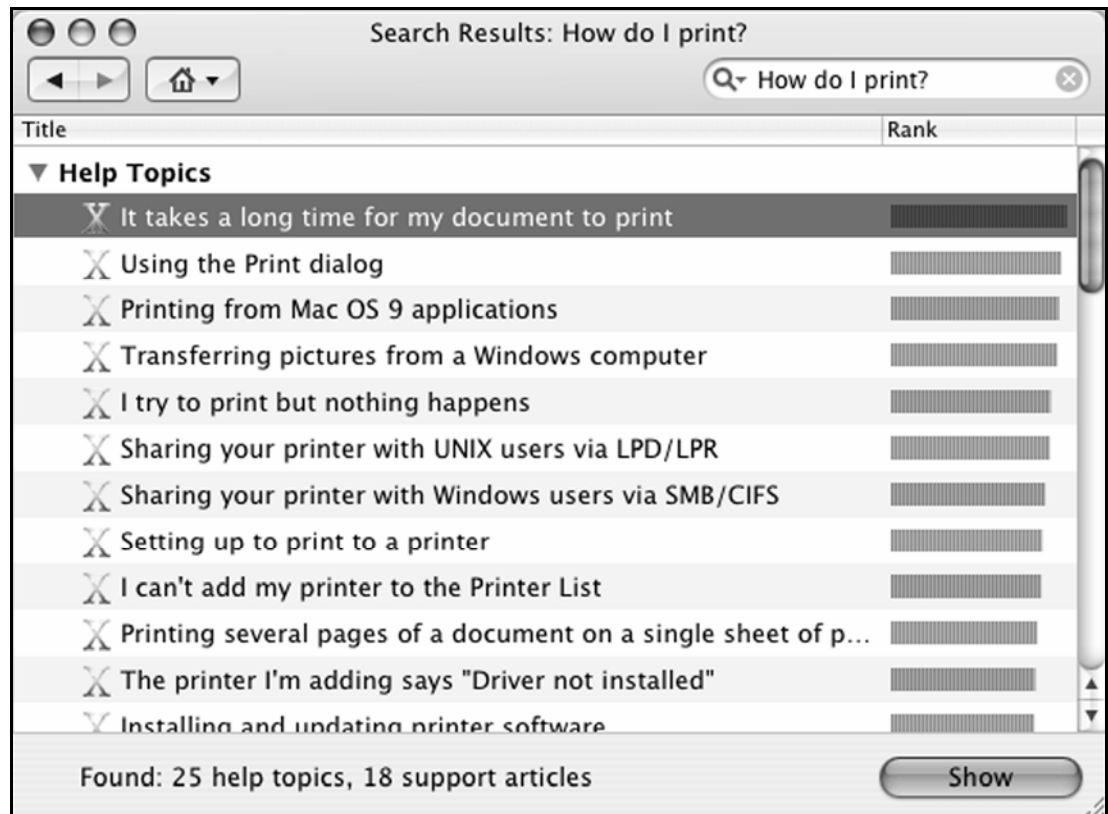
2. In the Ask a Question field, type:

How do I print?

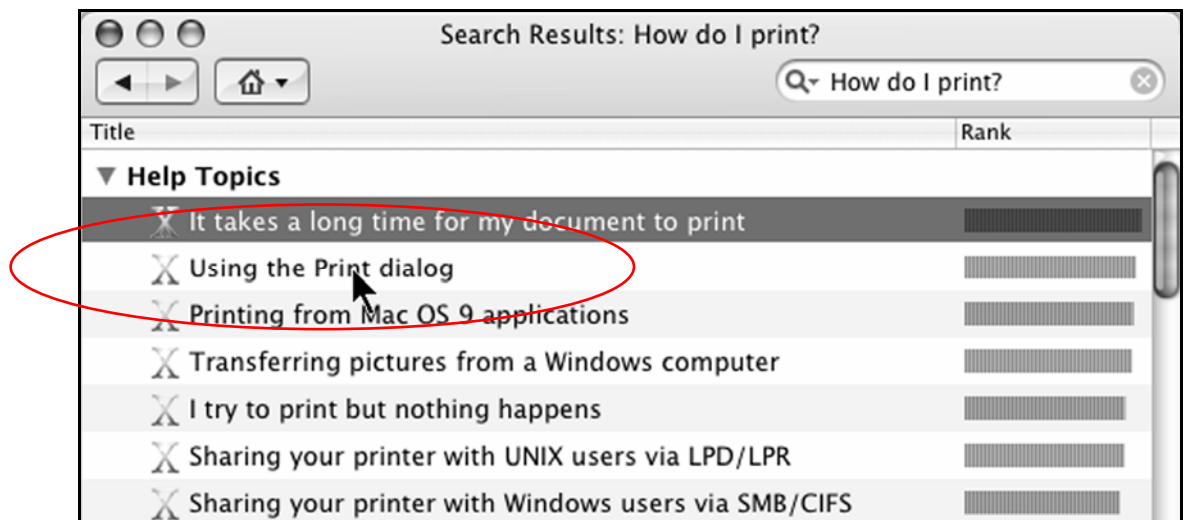


3. Press the **ENTER** key.

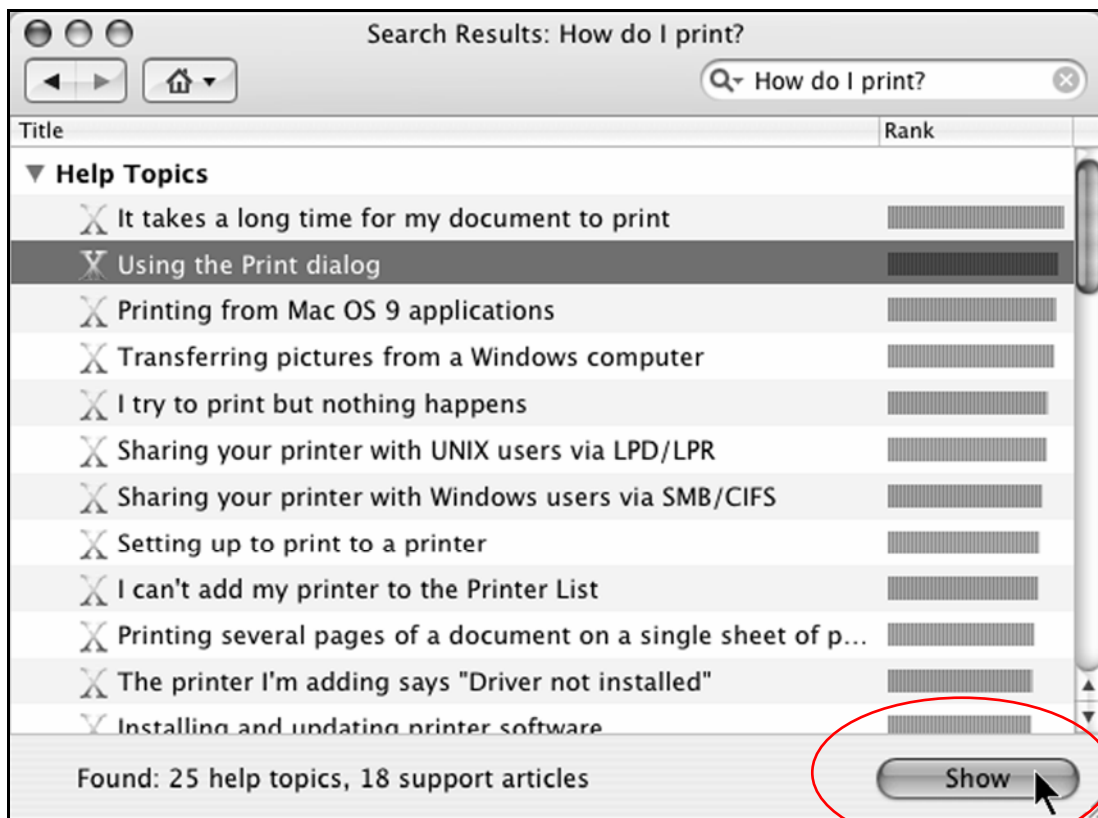
A list of Search Results should appear.



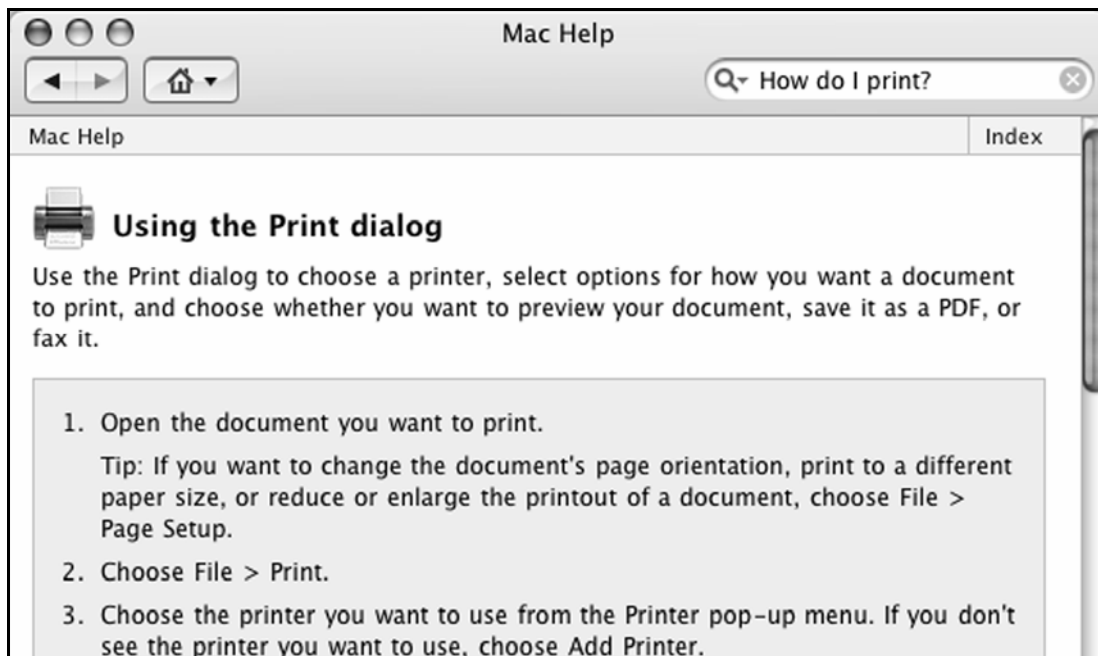
4. Click **Using the Print dialog**.



5. Click the  button.

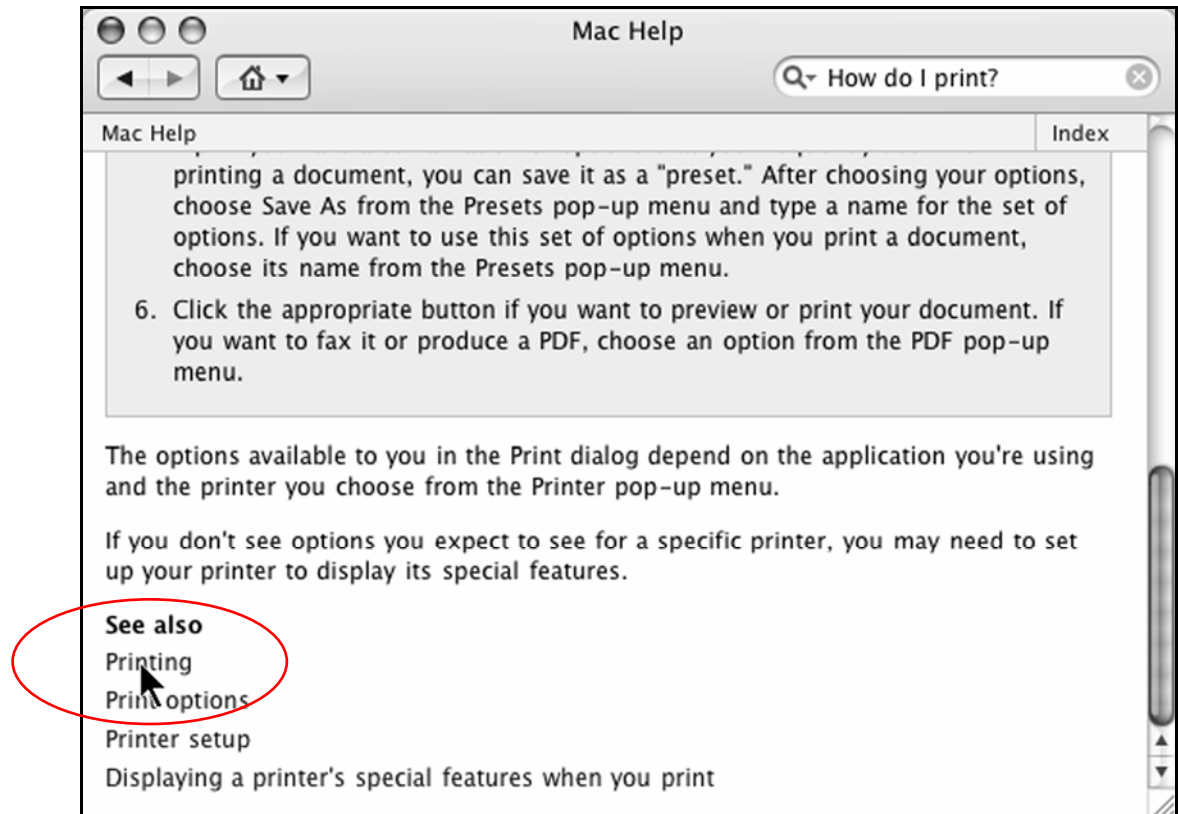


You should see more information about this topic in the lower part of the window.

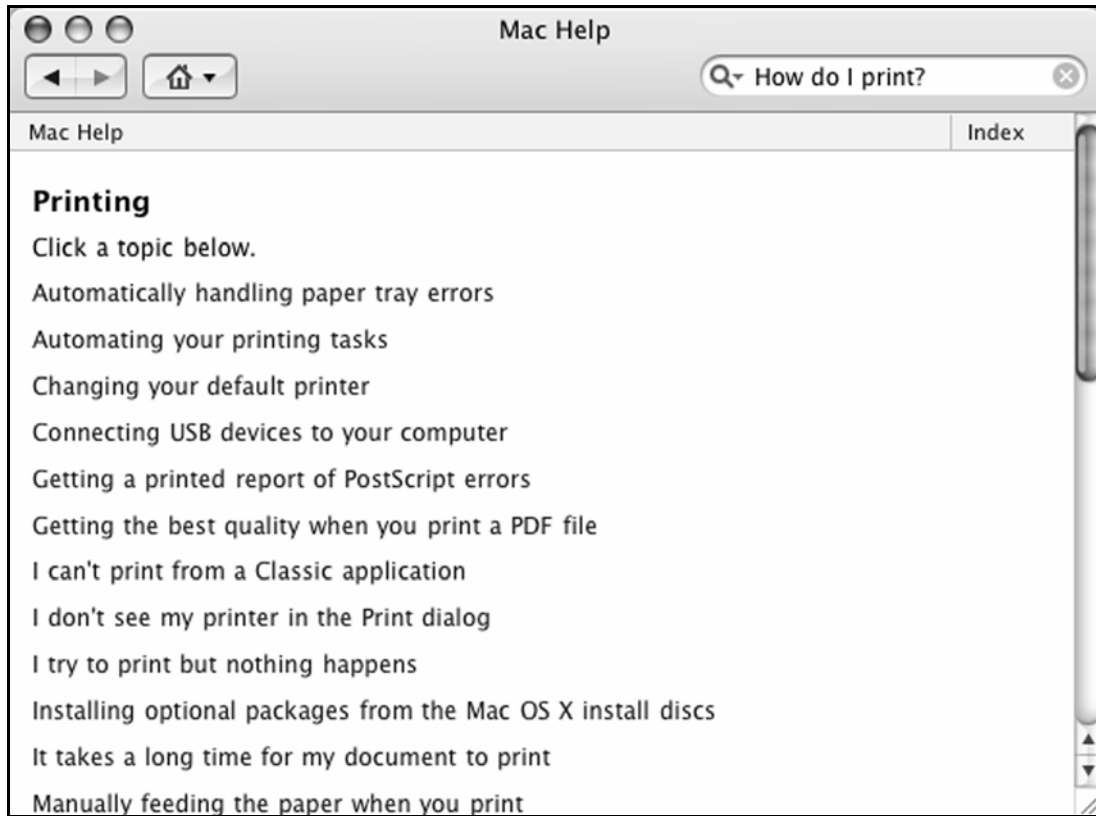


- 6.** In the lower part of the window, click the blue link:

Printing



You should see more information about this topic.



7. On the Menu Bar, click **File**, then **Close**.

The Mac Help window should close.

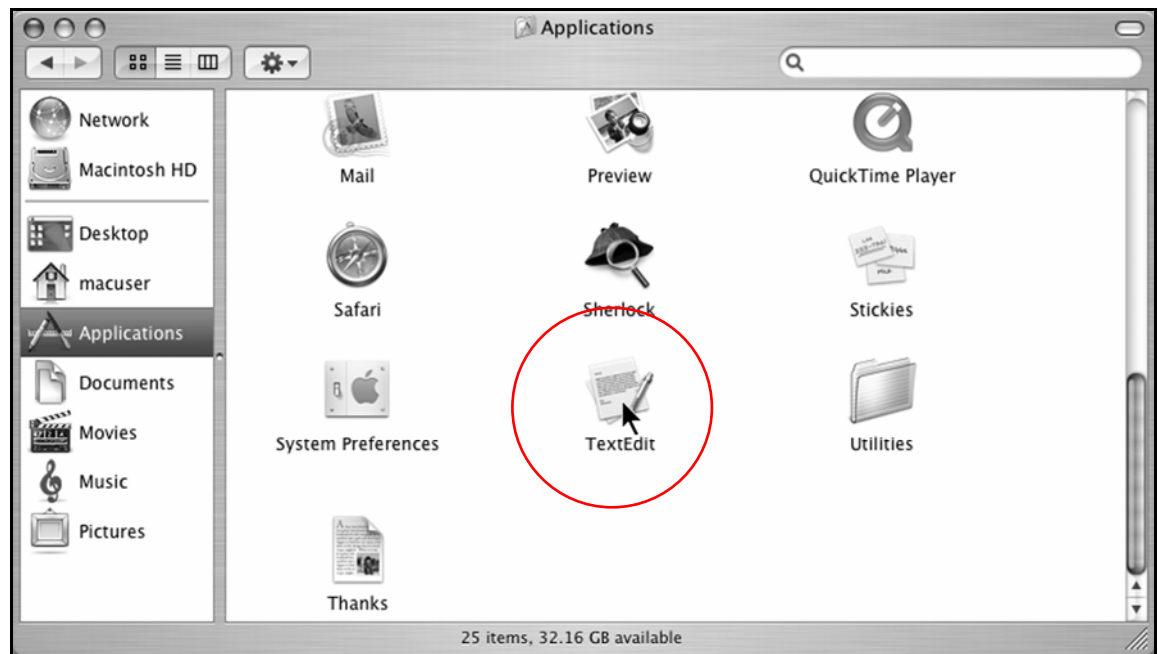
Get help for applications

1. Click the  icon in the Dock.

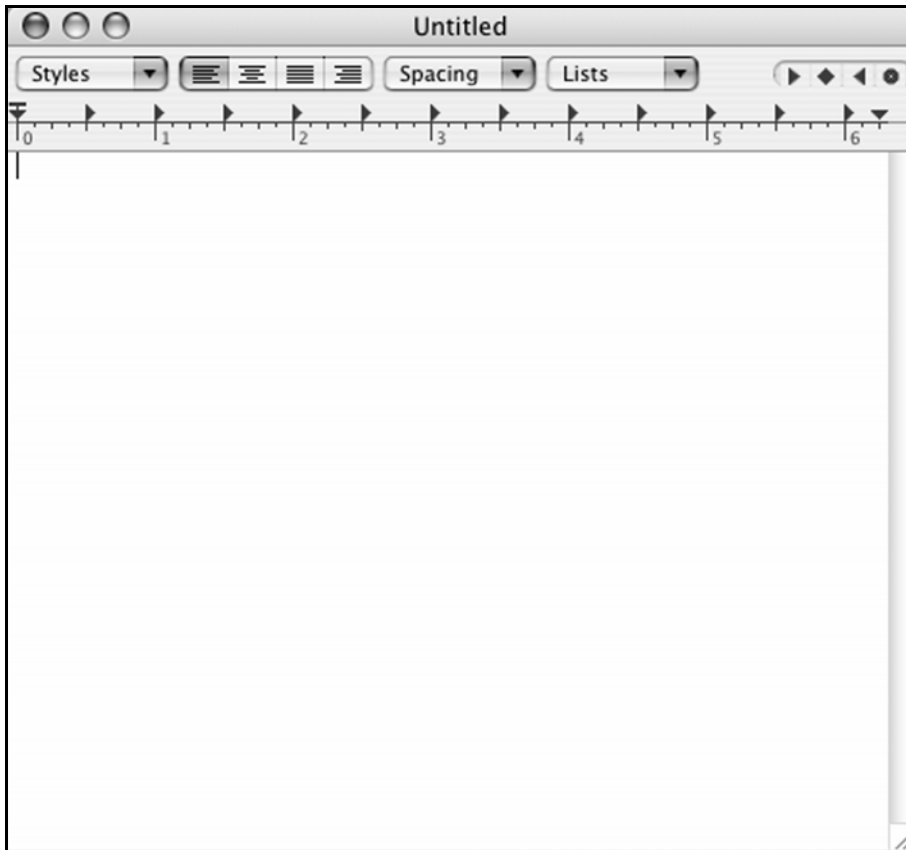


2. When the Finder window appears, click **Applications**.

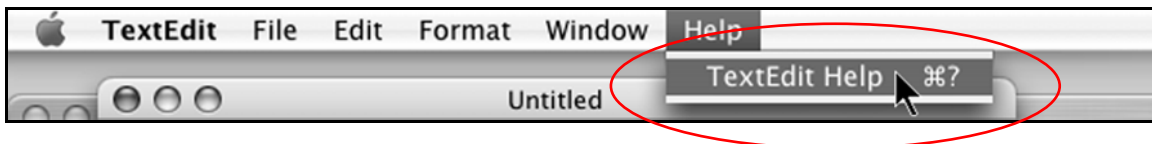
3. Double click the  icon.



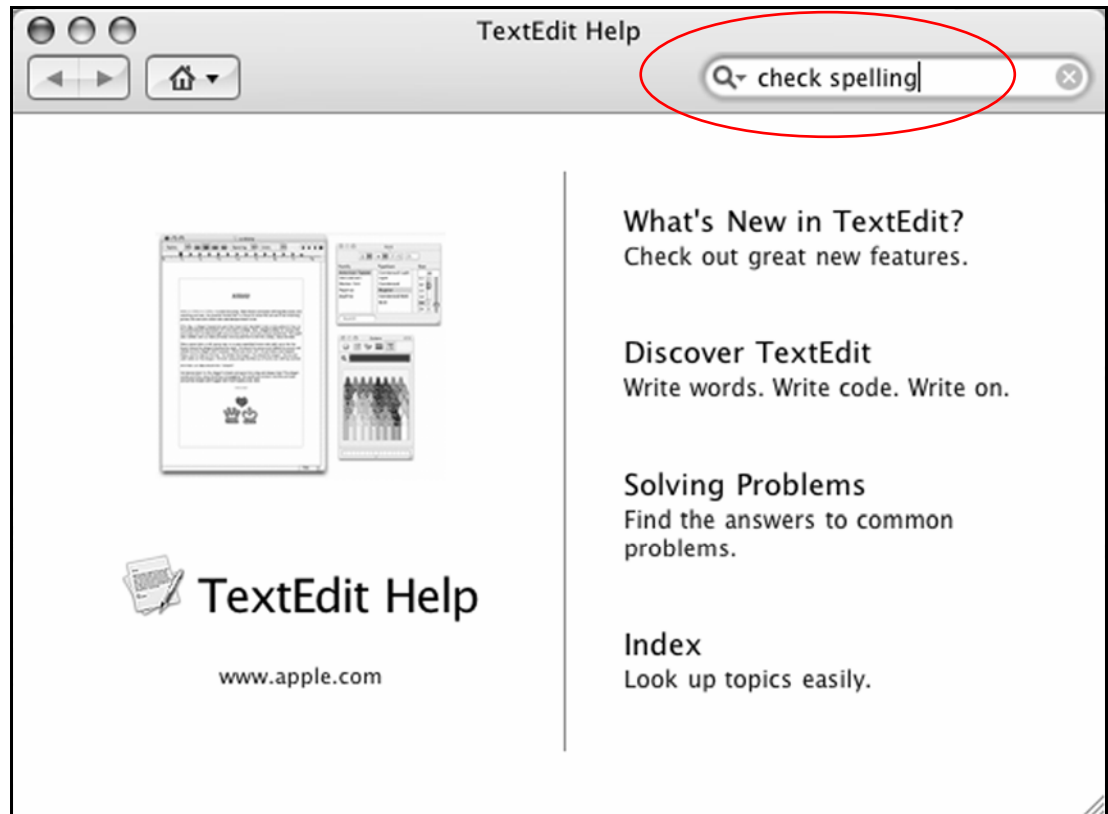
The TextEdit window should open, with the cursor blinking inside it.



- 4.** On the Menu Bar, click **Help**, then **TextEdit Help**.

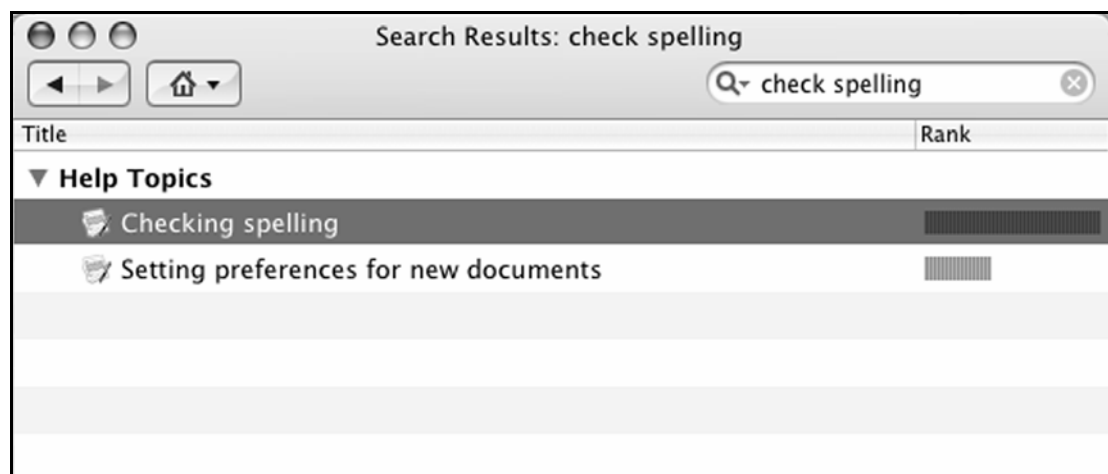


- 5.** In the Ask a Question area, type:
- check spelling**

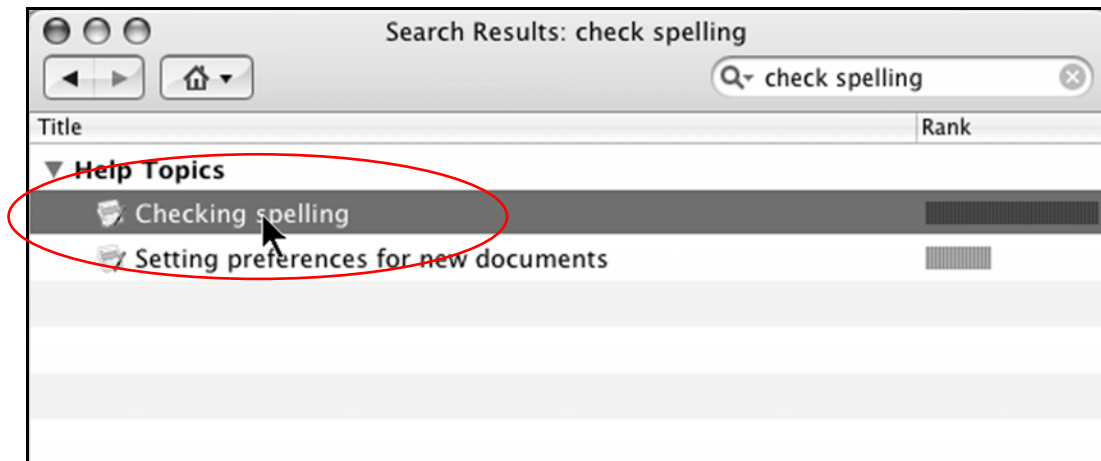


- 6.** Press the **ENTER** key.

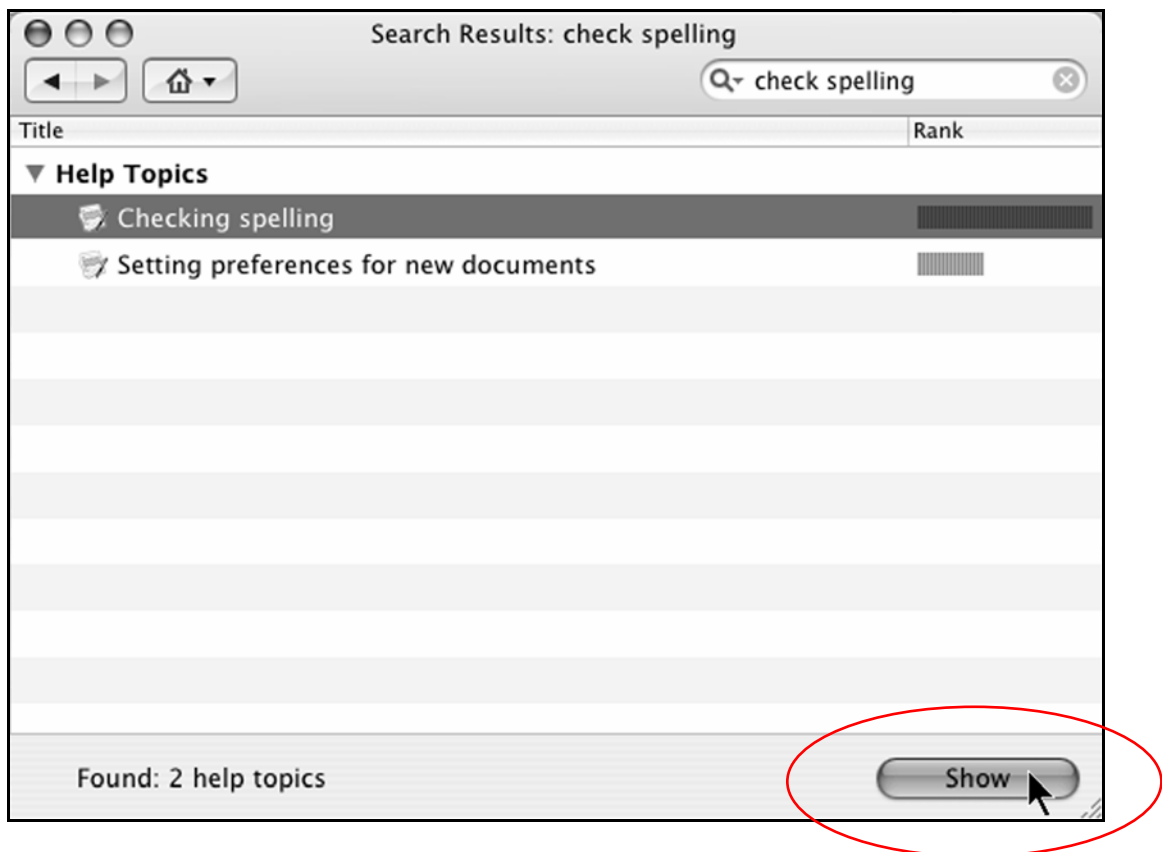
A list of Search Results should appear.



- 7.** In the lower part of the window, click **Checking spelling**.



- 8.** Click the **Show** button.



You should see more information about this topic.

- 9.** On the Menu Bar, click **File**, then **Close**.

10. The TextEdit Help window should close.

11. Quit TextEdit.

12. Close all windows.

Practice: Getting Help

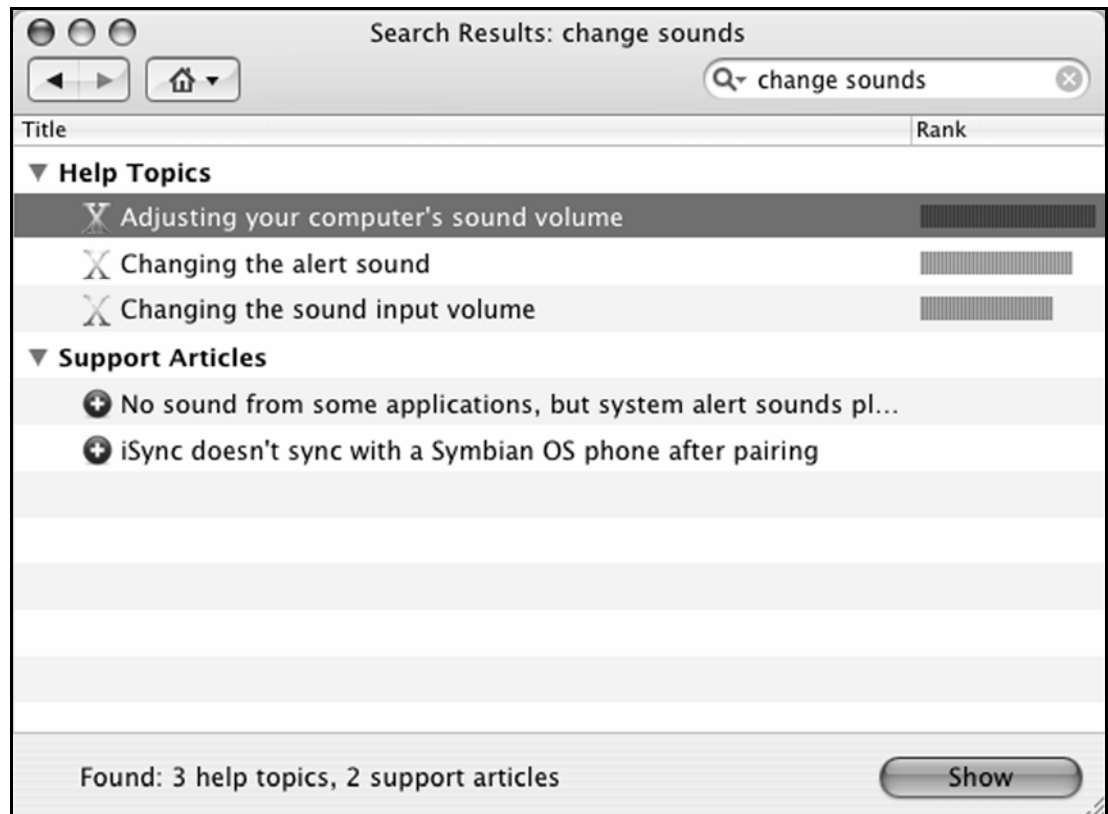
1. Open the Mac Help window.
2. Get help information on **burn a cd**.

The screen should look like this:



3. Get help information on **change sounds**.

The screen should look like this:




4. Close the Mac Help window.

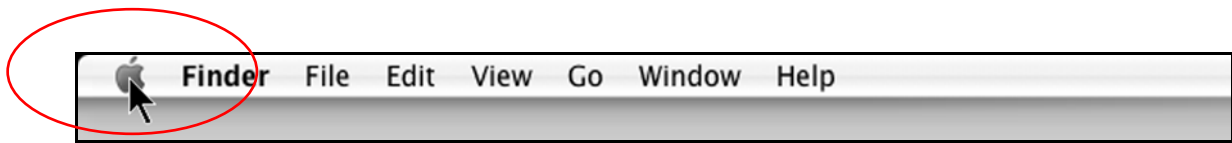
Customizing Your System

In this section, you'll learn how to:

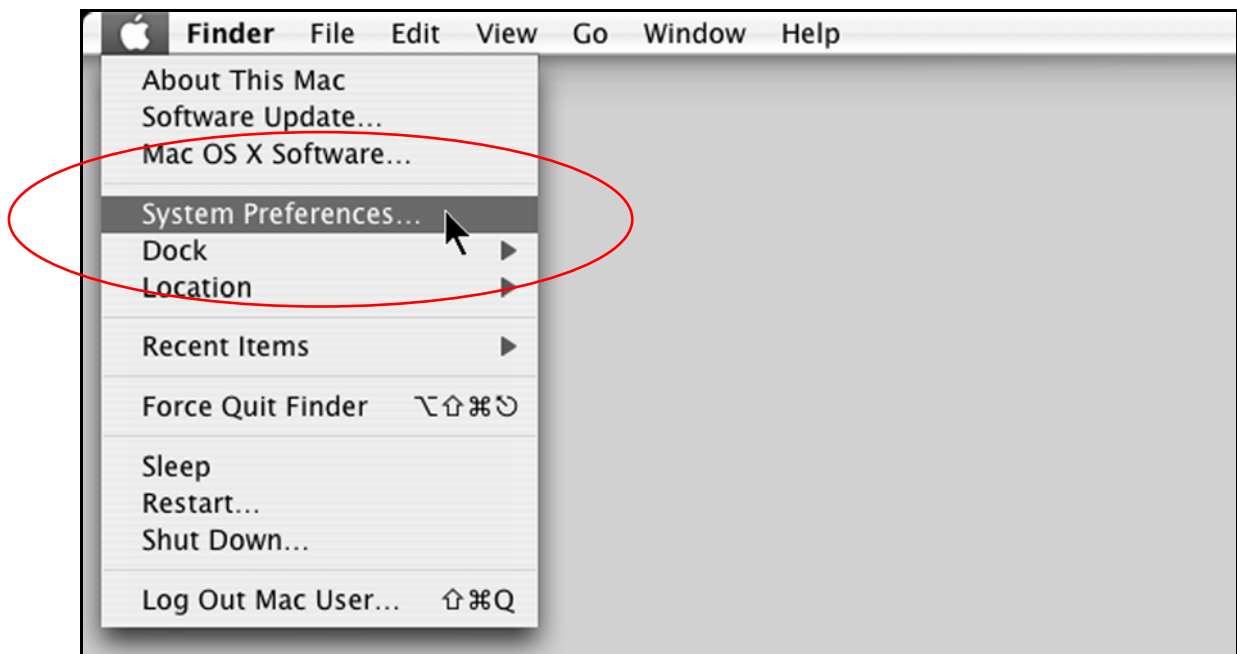
- **Change the desktop**
- **Change the screensaver**
- **Add/remove items from the Dock**
- **Change the Dock**

Change desktop image

1. On the Menu Bar, click the  icon.




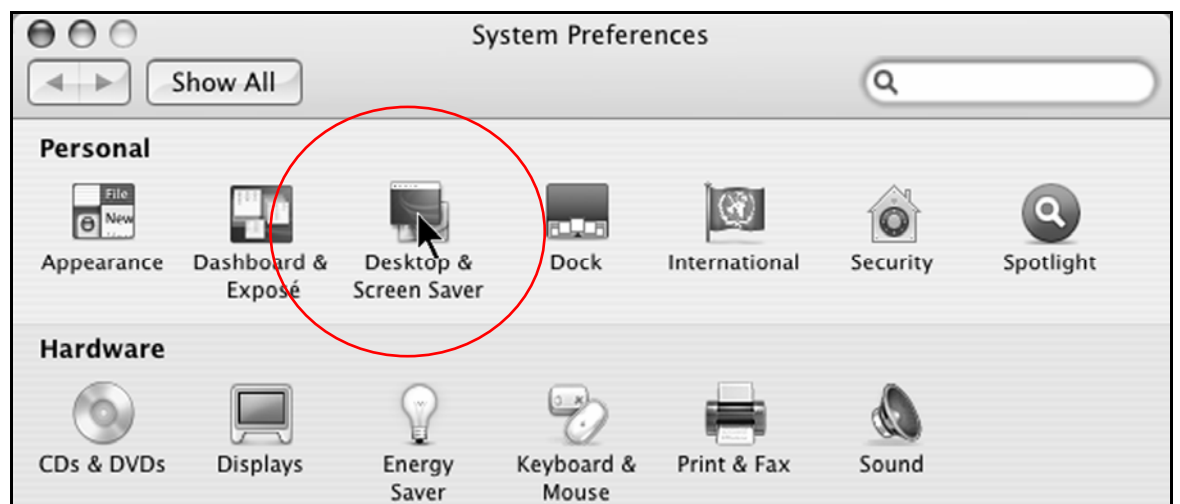
2. When the Apple Menu appears, click **System Preferences**.



The System Preferences window should open.



3. Under Personal, click the  icon.

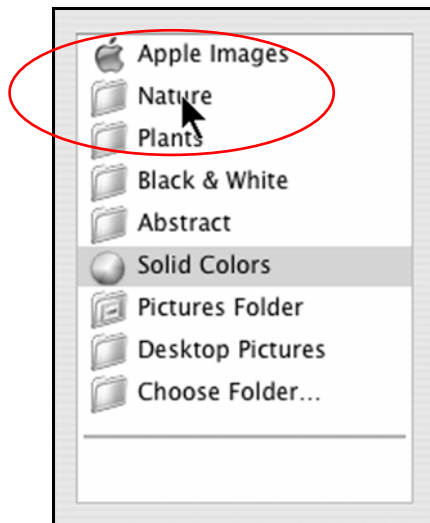


The Desktop and Screen Saver window should open to the Desktop options.

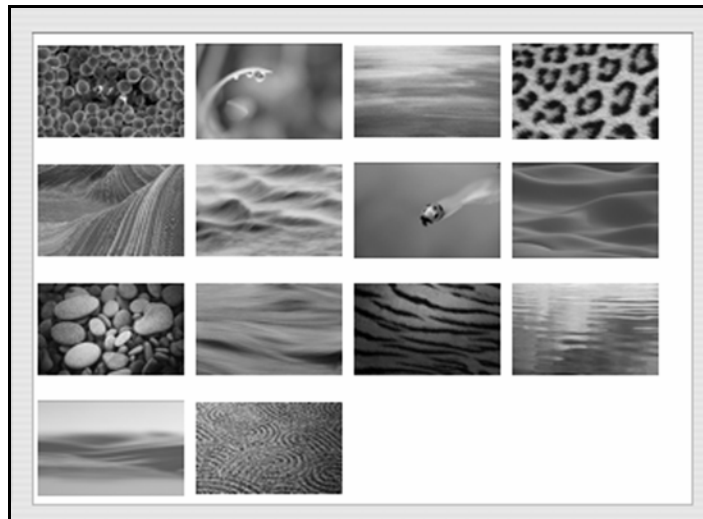


Tip: If the **Desktop** button isn't highlighted, click it.

- 4.** Click the icon for the **Nature** folder.



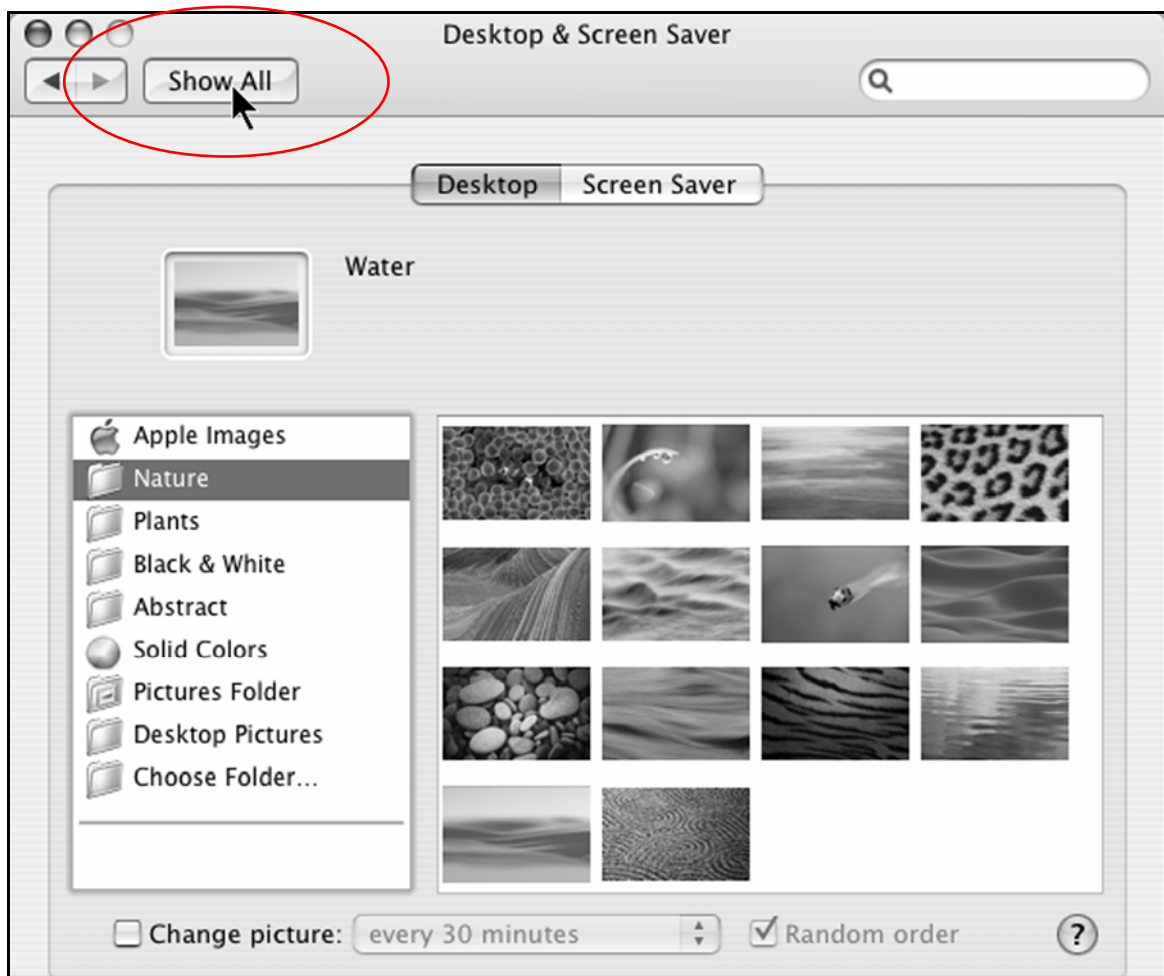
Several images should appear on the right side of the window.



- 5.** Click your favorite image.

Your Desktop image will change to the image you have selected.


6. Click the **Show All** button.



You will see all of the System Preferences again.

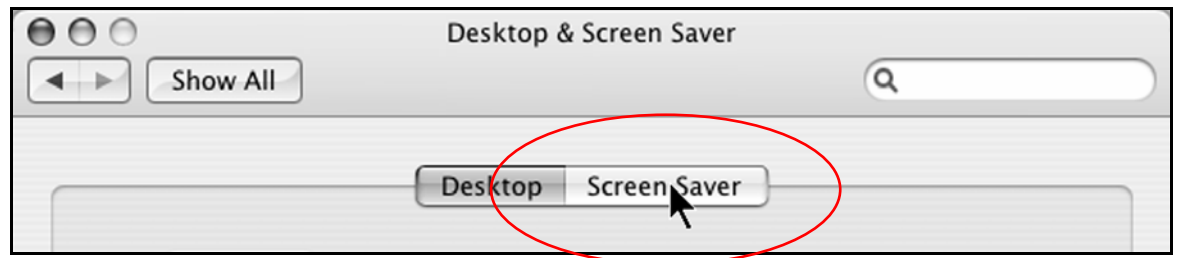
Leave this window open for the next task.

Change screensaver

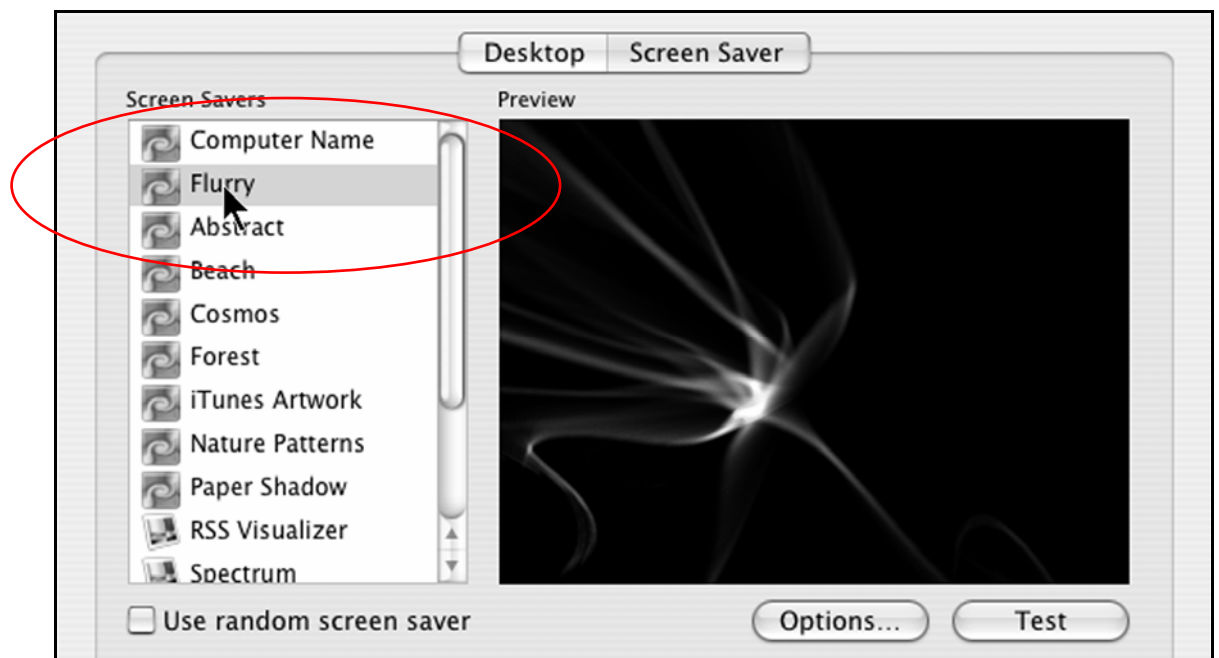
1. Under Personal, click the  icon.

The Desktop and Screen Saver window should open.

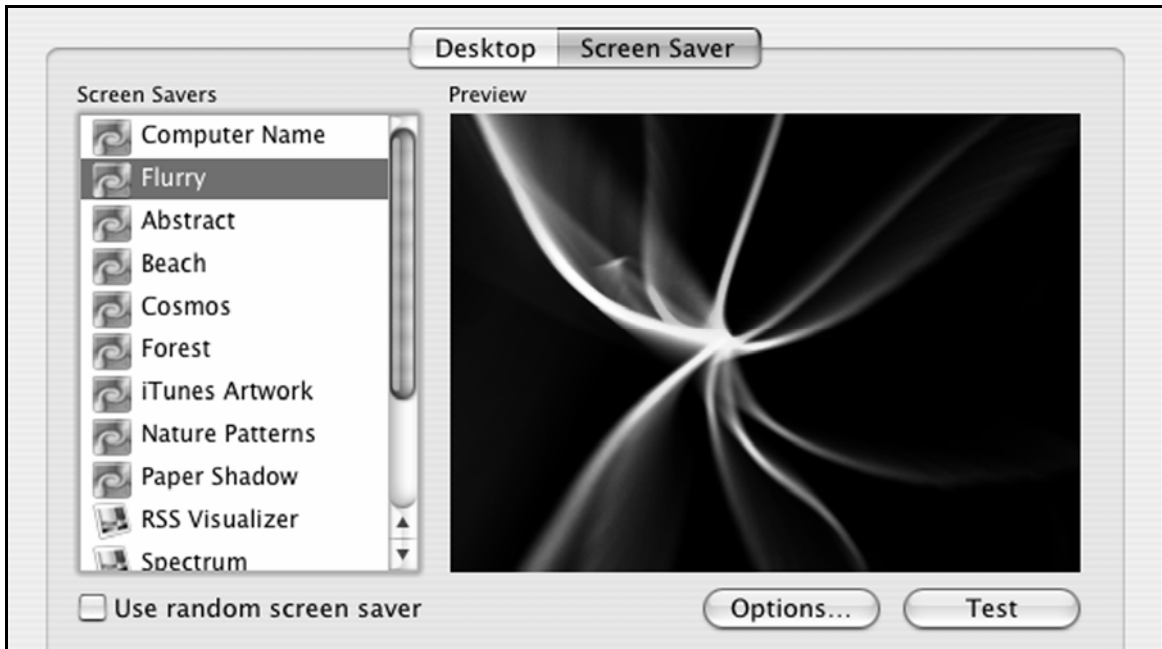
2. Click the  button to view the options.



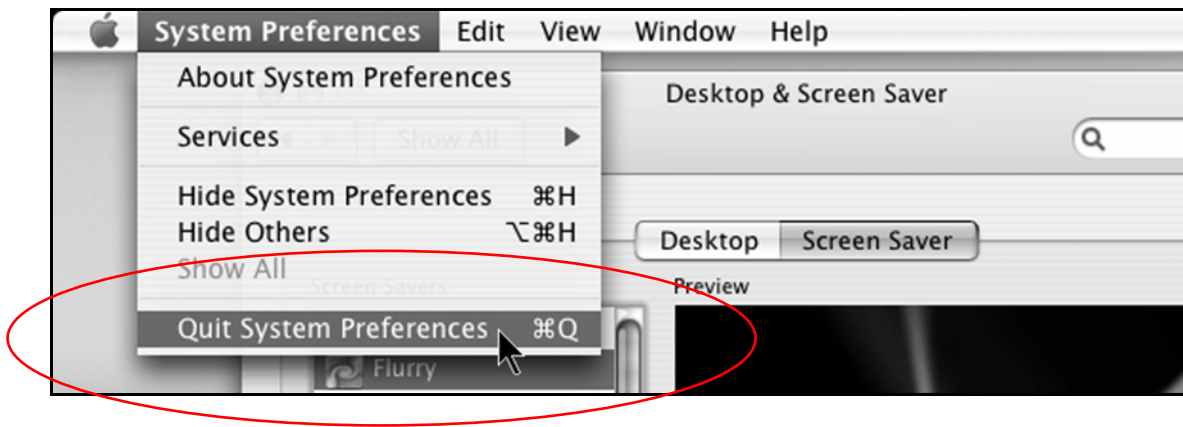
3. Click the **Flurry** icon.



An example of the screen saver will appear on the right side of the window.




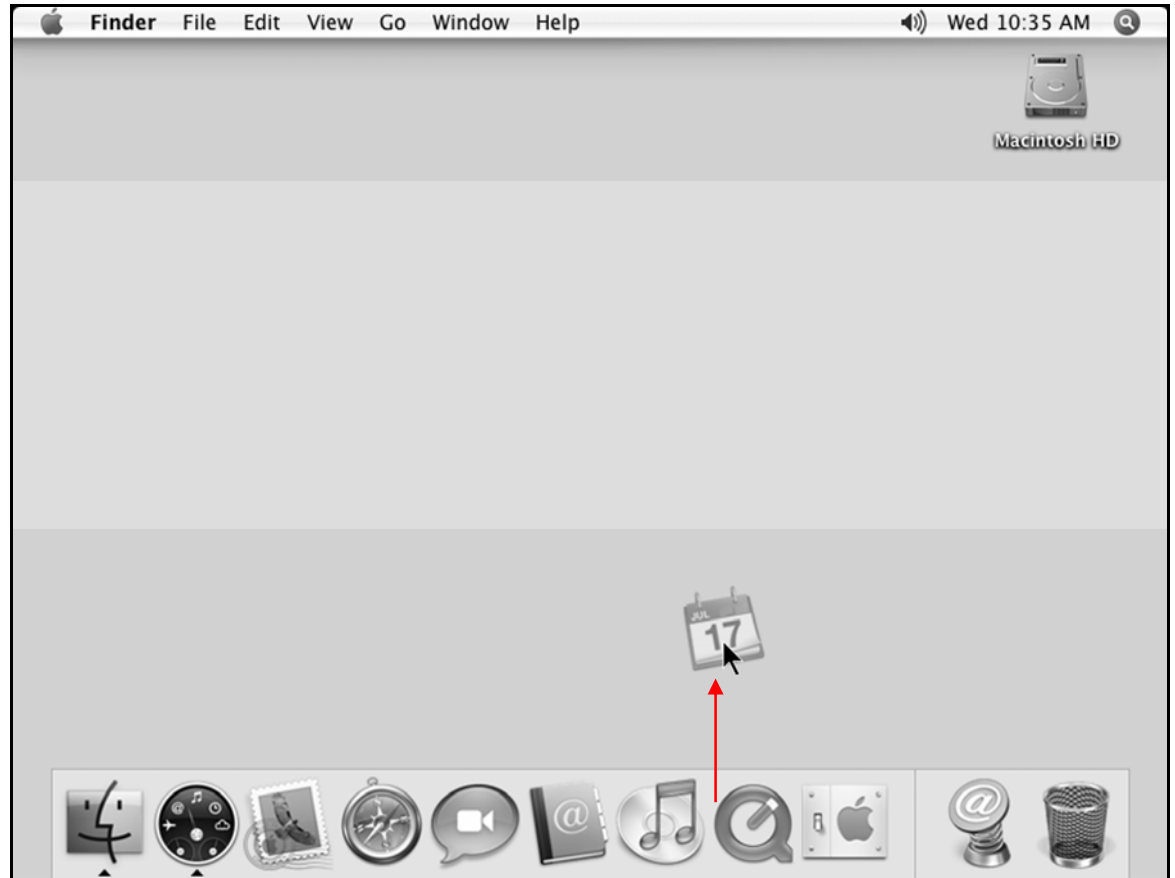
- 4.** On the Menu Bar, click **System Preferences**, then **Quit System Preferences**.




System Preferences should close.

Add/remove items from the Dock

1. Click and drag the  icon out of the Dock, onto the Desktop.



2. Release the mouse button.

The  icon will disappear, and the application will no longer be included in the dock.

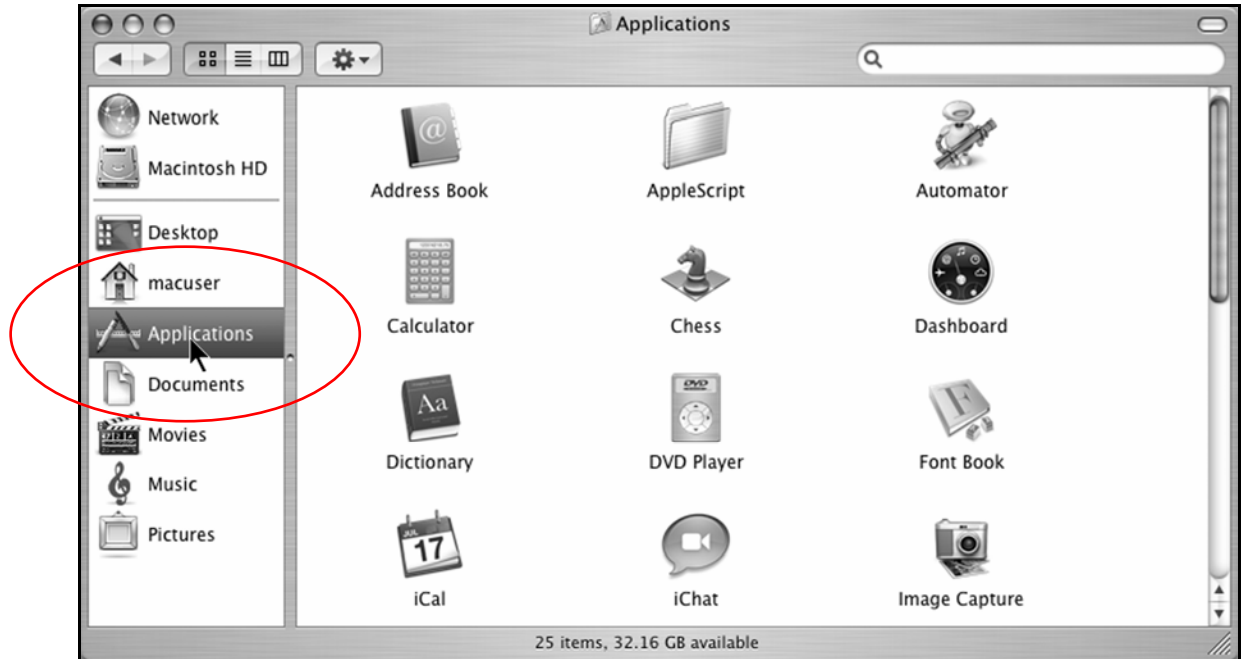


Tip: *The application itself will still be located in the **Application** folder, and can be added to the Dock again.*

3. Click the  icon in the Dock.




4. When the Finder window appears, open the **Applications** folder.



- 5.** Click and drag the  icon onto the Dock.







- 6.** Release the mouse button.


The  icon should now be located in the Dock.



Practice

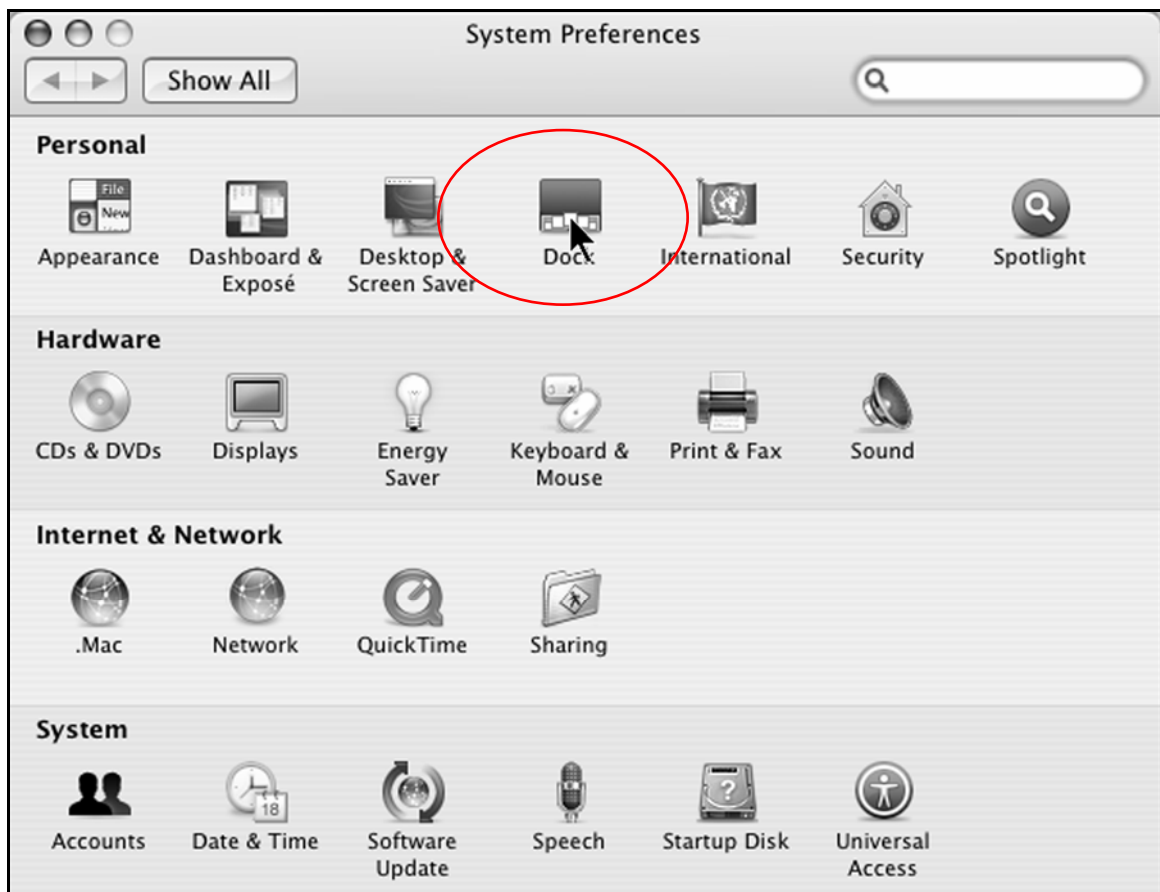
- 1.** Remove the  icon from the Dock.
- 2.** Remove the  icon from the Dock.
- 3.** Add the  icon to the Dock.
- 4.** Add the  icon to the Dock.
- 5.** Close the Applications window.

Change the Dock

1. On the Menu Bar, click the  icon.
2. When the Apple Menu appears, click **System Preferences...**

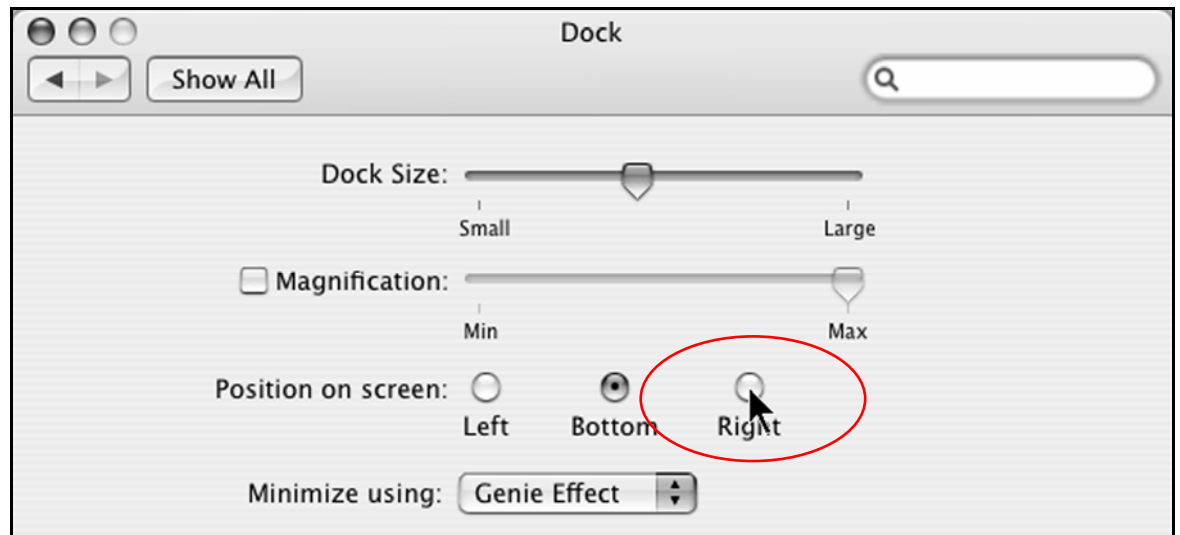
The System Preferences window should open.

3. Under **Personal**, click the icon for the Dock.

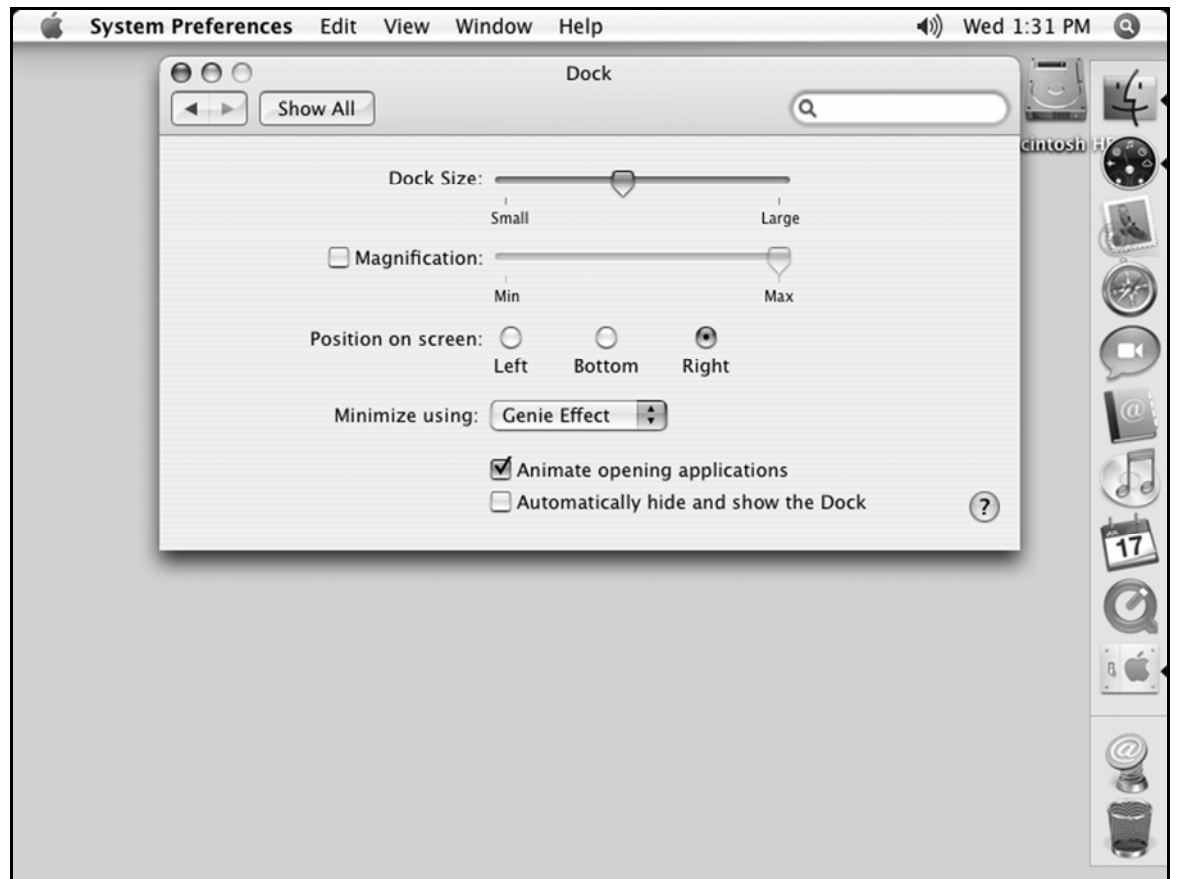



The Dock window should open.

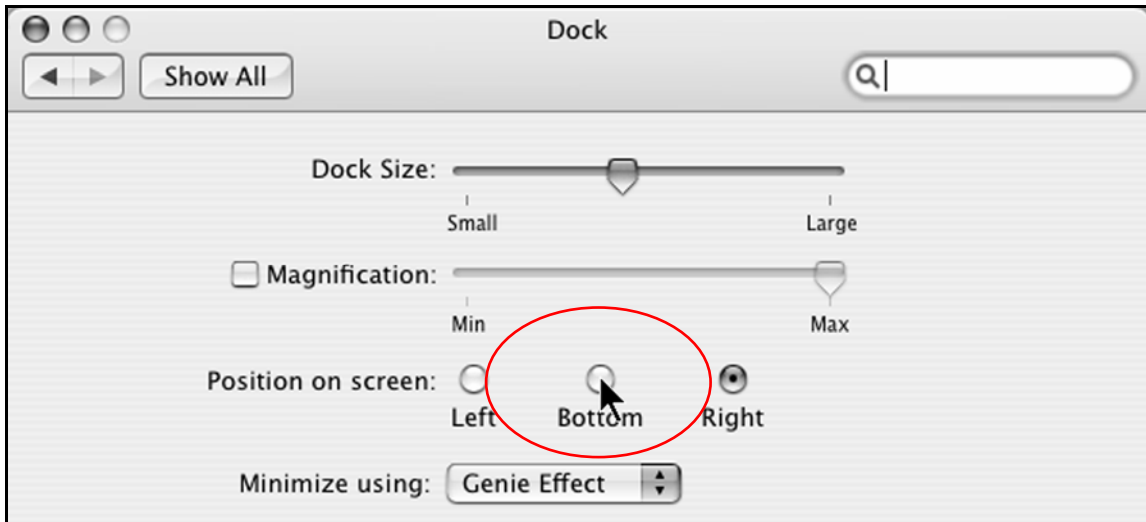
4. Next to **Position**, click the  button.



The Dock should move to the right side of your screen.



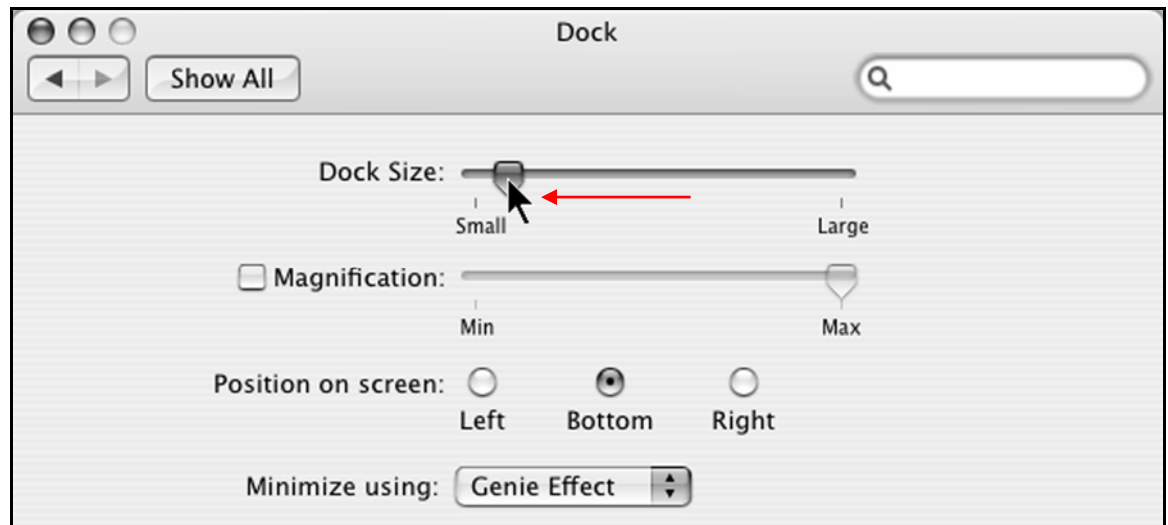
5. Click the  button.



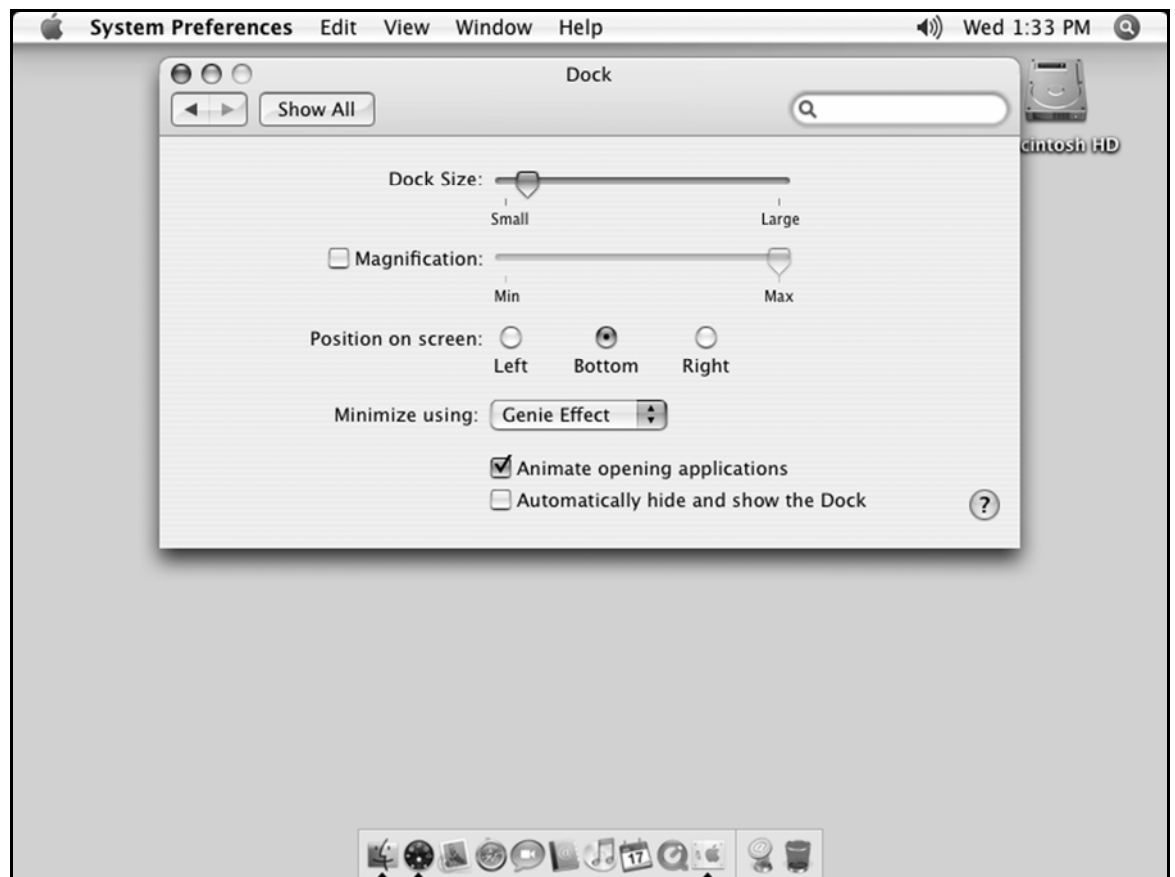
The Dock should move back to the bottom of your screen.



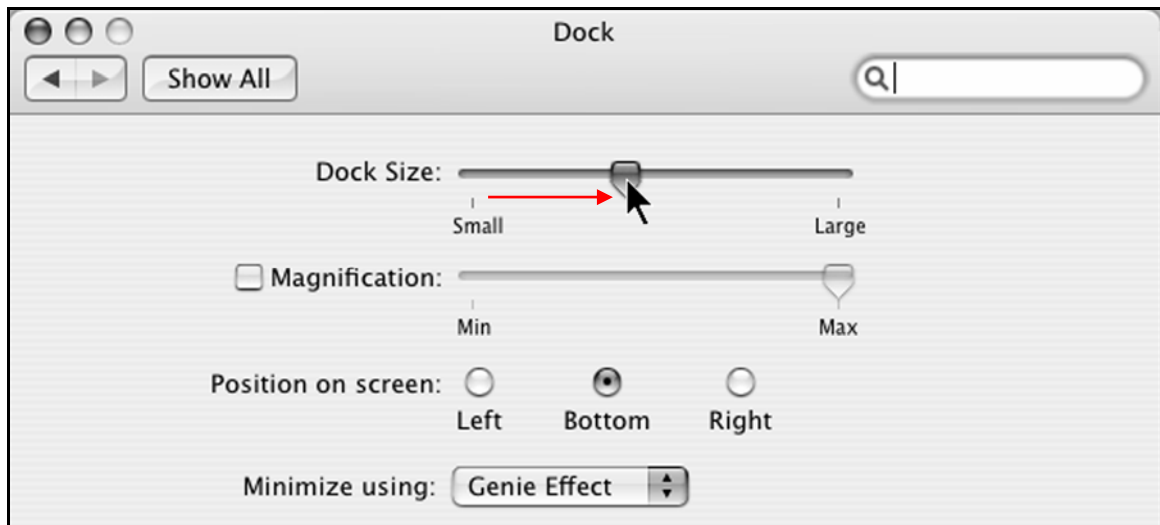
6. Next to **Dock Size**, click and drag the slider to the left.



The Dock should shrink in size.



- 7.** Click and drag the slider back to the right.



The Dock should return to its original size.



- 8.** Close the System Preferences window.

Practice:

Customizing Your System

- 1.** Change your Desktop background to the Ladybug image.
- 2.** Change the Desktop to a solid color.
- 3.** Change the Desktop background or color back to what they were before.
- 4.** Change the Screensaver to the beach scene.
- 5.** Change the Screensaver to the forest scene.
- 6.** Change the Screensaver back to what it was before.
- 7.** Add TextEdit to the Dock.
- 8.** Remove TextEdit from the Dock.
- 9.** Change the position of the dock to the left side of the screen.
- 10.** Change the position of the dock back to the bottom of the screen.
- 11.** Close all windows.

Using the Web

In this section, you'll learn how to:

- **Connect to the Internet**
- **View a web site**
- **Search the web**
- **Save a favorite web page**
- **Set your own homepage**
- **View a favorite web page**
- **Change browser text size**

Connect to the Internet

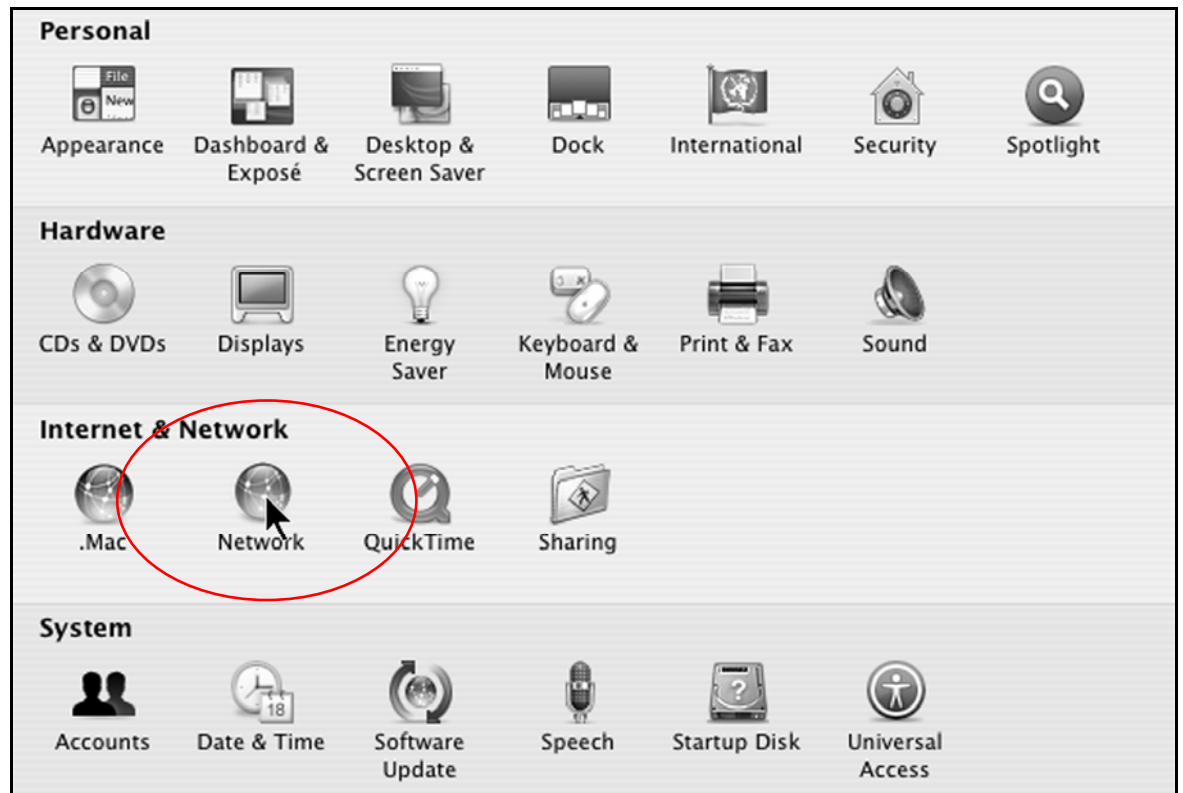
Internet service

Before beginning this section, make sure you have an Internet Service Provider and your computer is wired for the Internet, either by dial-up modem, DSL, or cable service.

The Help menu may be useful in connecting to the internet.

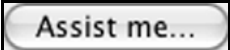
- 1.** Open the Finder.
- 2.** Open System Preferences.

- 3.** In the Internet & Network pane, click Network.




The Network window should open.

It will show choices for **Built in Ethernet** and **Internal Modem** and tell you which one is connected.

Tip: *If you are not connected and need help, click the  button. It will walk you through the steps to get connected.*

- 4.** Close the Network window.

- 5.** Close System Preferences.

6. On the Dock, click the  icon.



You should be connected to the Internet. The home page that appears may be different from the one below:



7. Close the Safari window.

View a Web site

1. On the Dock, click the  icon.

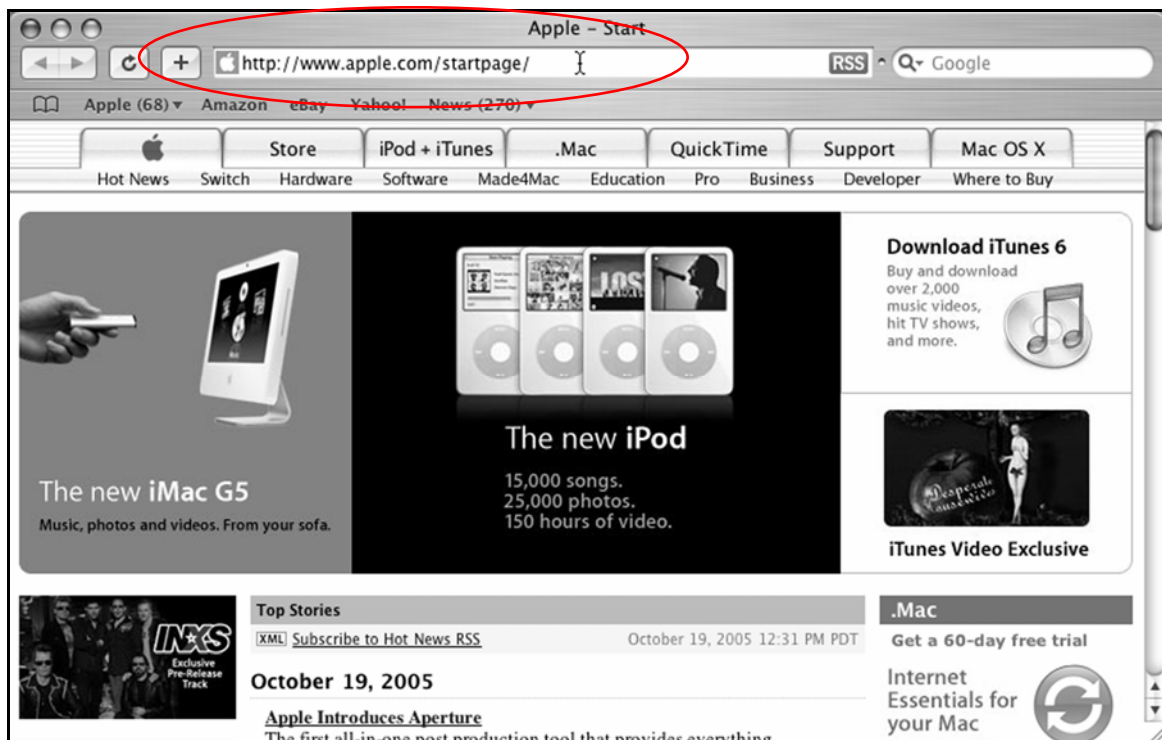


The Safari window should open with your home page showing. It may look different from the one pictured below:



Tip: Safari is a type of application, called a browser, used for viewing web sites. Other browsers include Internet Explorer, Netscape, and Firefox.

2. Click anywhere in the Address Bar.



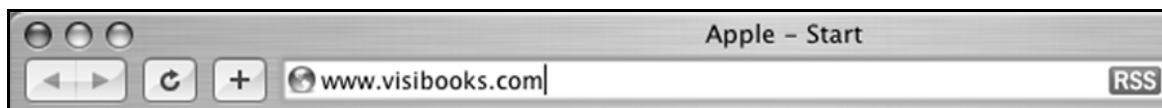
The text in it should be highlighted.



Tip: If the text is not highlighted, click inside the Address Bar at the end of the line, then drag back over it to highlight it.

3. Type:

www.visibooks.com



4. Press the **ENTER** key on your keyboard.

After a moment, the Visibooks web site will be visible.

Practice

- 1.** In Safari, visit the web site at:

www.weather.com

- 2.** Visit **www.cnn.com**.

Leave Safari open for the next task.

Search the web

1. Go to:

www.google.com



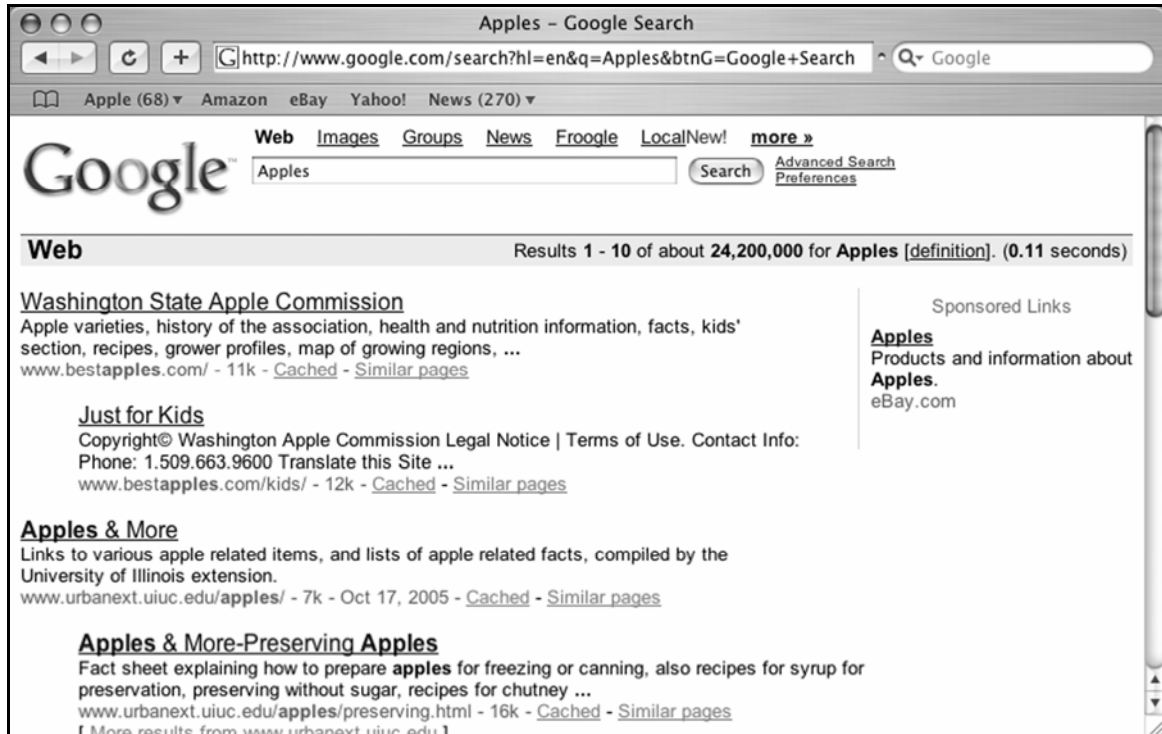
2. In the Google search box, type:

Apples

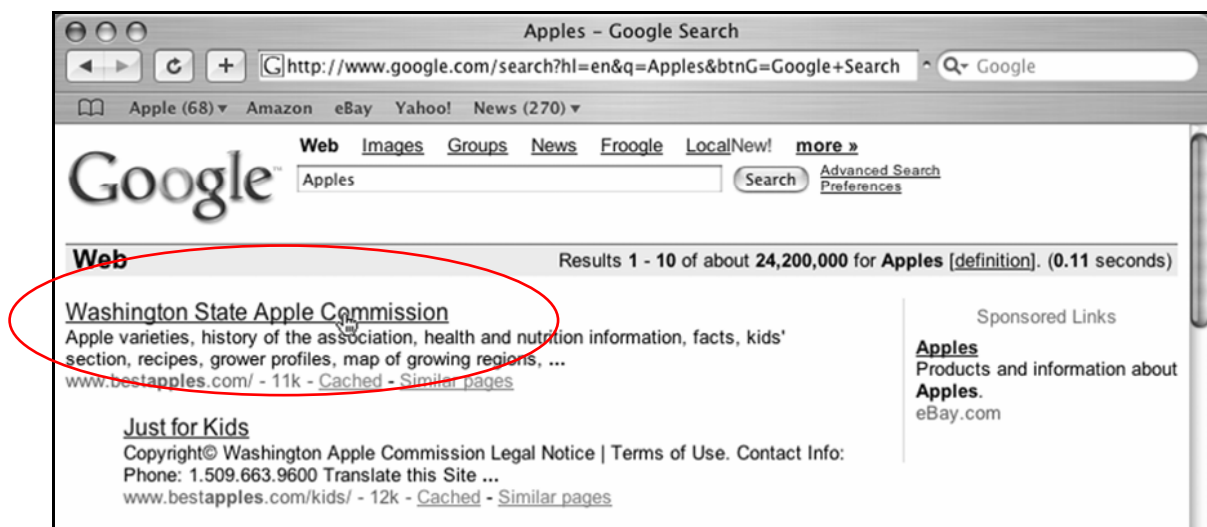


3. Press the **ENTER** key on your keyboard.

After a moment, a list of search results should be visible in the browser window.

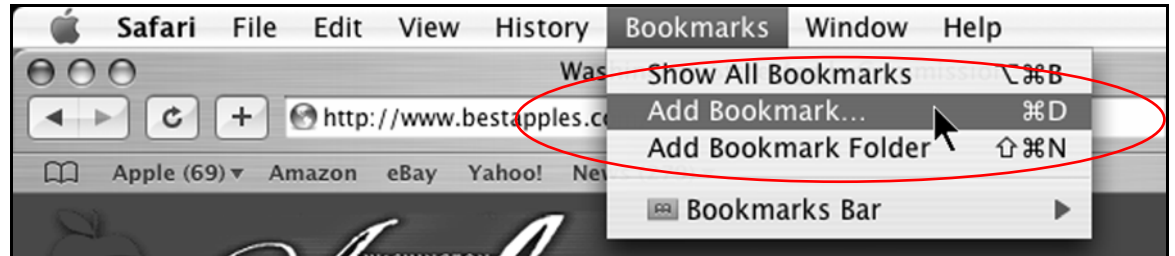


4. Click the first link in the list of search results.



Save a favorite web page

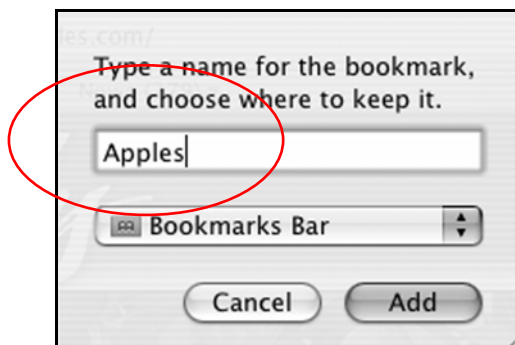
1. On the Menu Bar, click **Bookmarks**, then **Add Bookmark**.



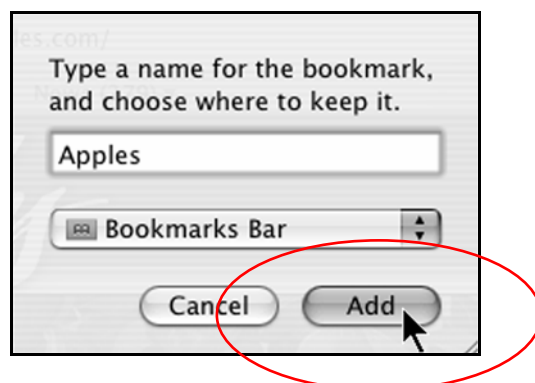
2. Click in the **Name** box.

3. Type:

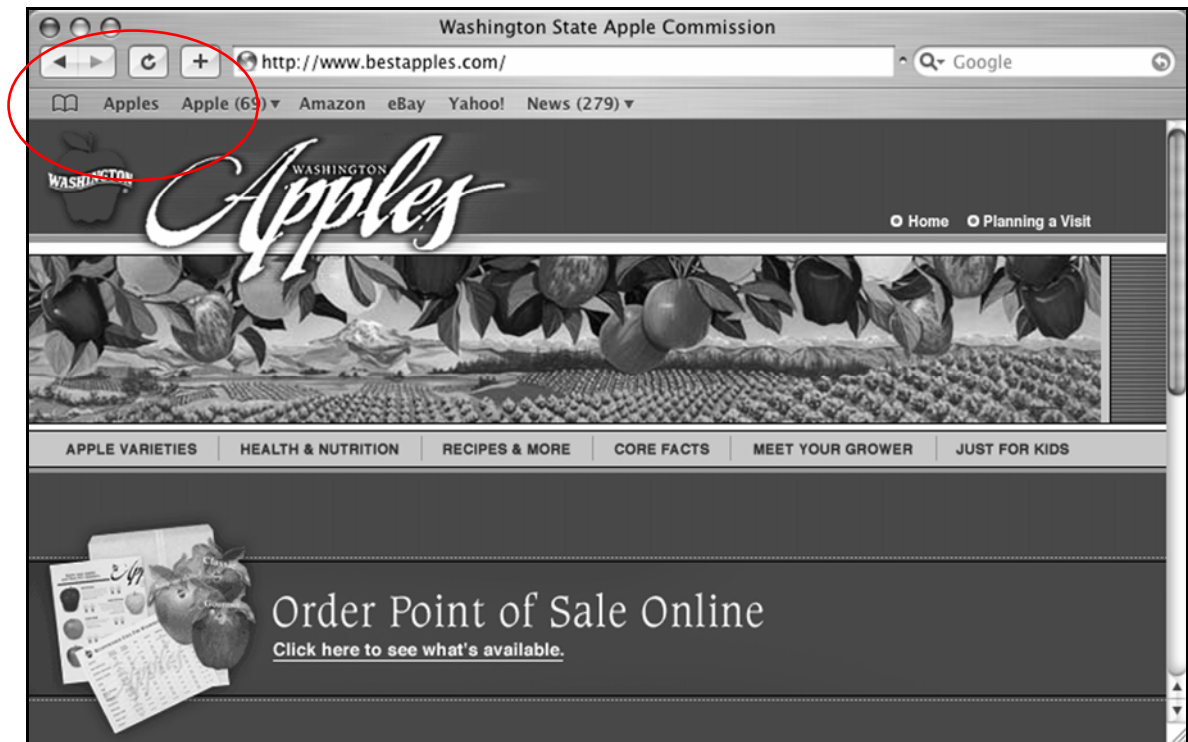
Apples



4. Click the  button.



The bookmark **Apples** should appear in the Bookmarks Bar directly below the Address Bar.



Practice

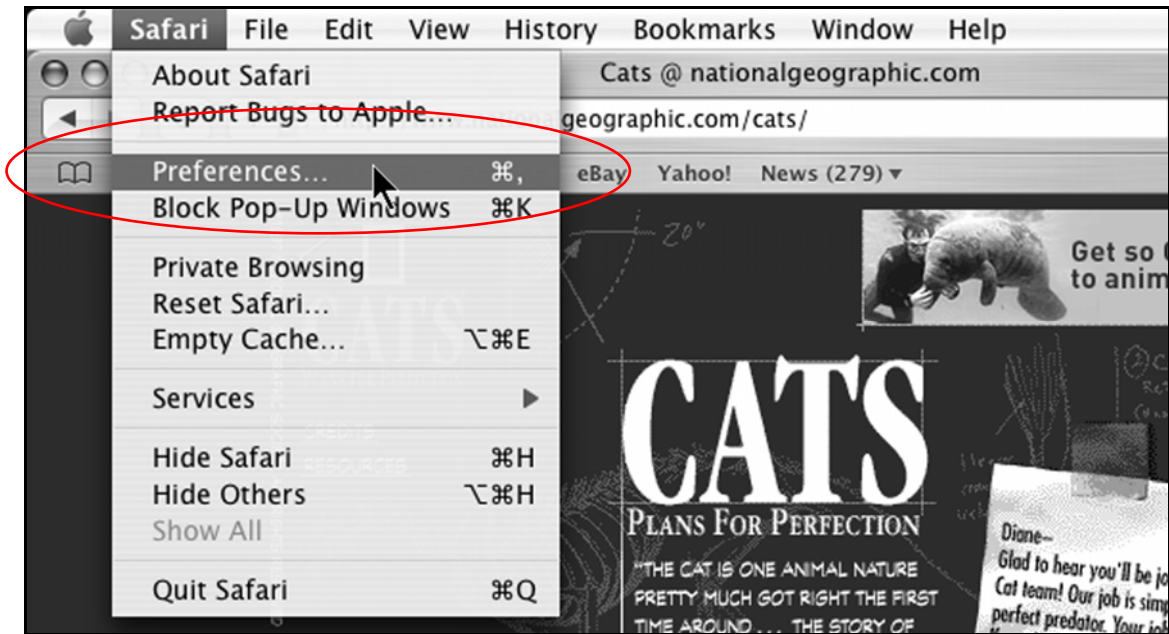
- 1.** In Safari, search the Web for:

cats
- 2.** When the search results appear, click one of the links to go to the site.
- 3.** Save this site in your Bookmarks Bar.

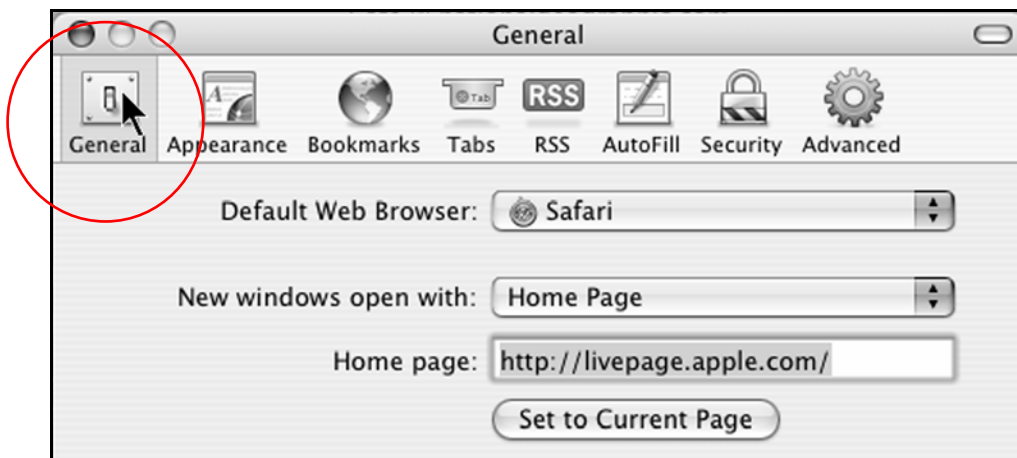
Keep this window open.

Set your own home page

1. On the Menu Bar, click **Safari**, then **Preferences**.

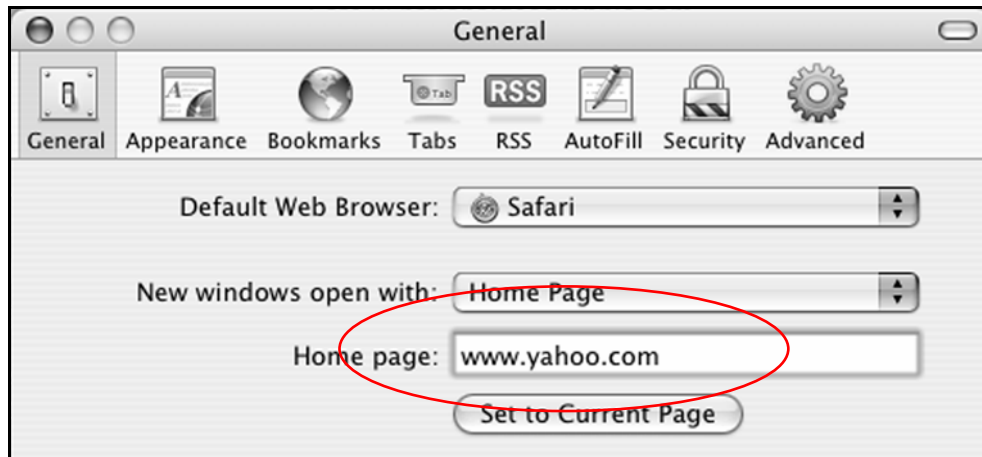


2. When the Preferences window appears, click the  icon.




3. In the **Home Page** box, type:

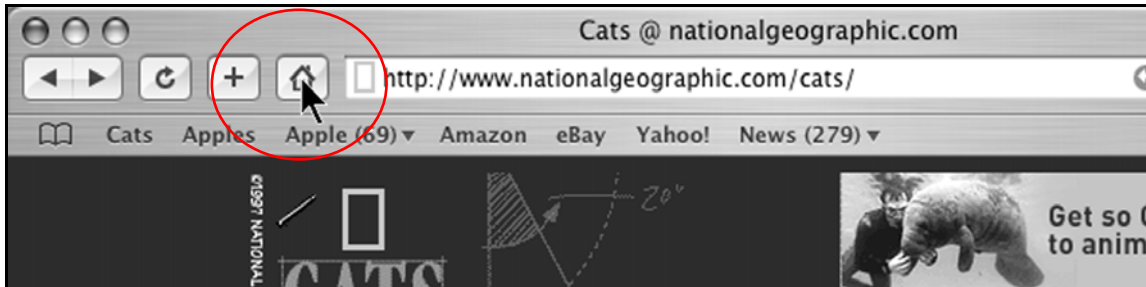
www.yahoo.com



Your screen should look like this:




4. Press the **ENTER** key on your keyboard, then close the General window.
5. On the Toolbar, click the  icon.



The Yahoo home page should now appear.



Tip: If you can't see the  icon, click **History**, then **Home** on the Menu Bar.

View a favorite web page

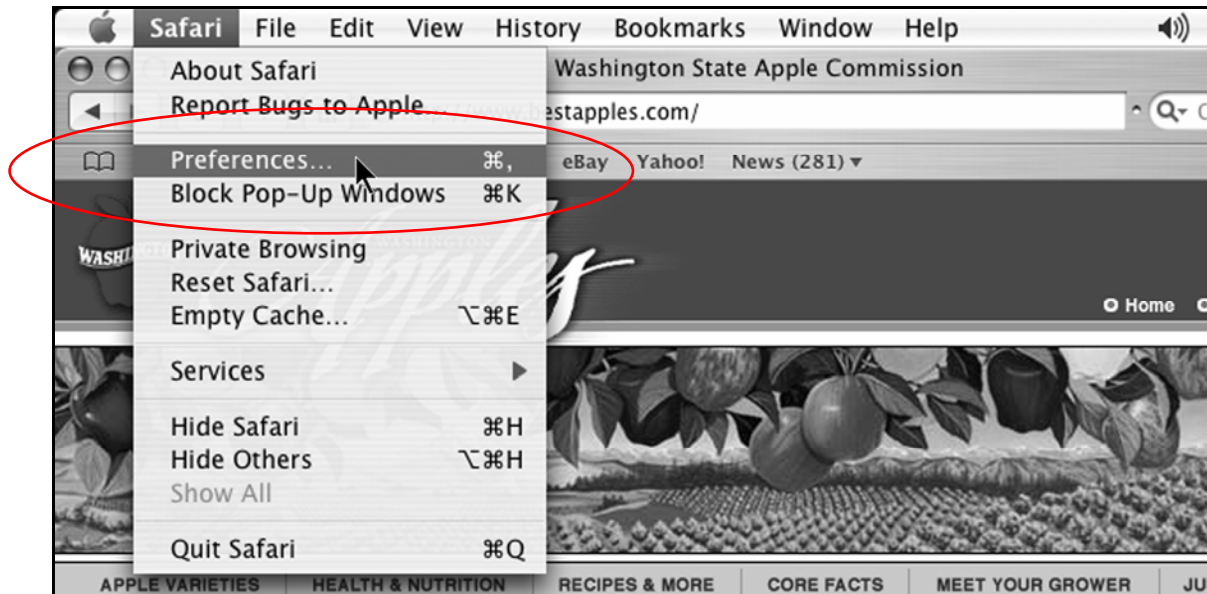
1. On the browser's Bookmarks Bar, click **Apples**.



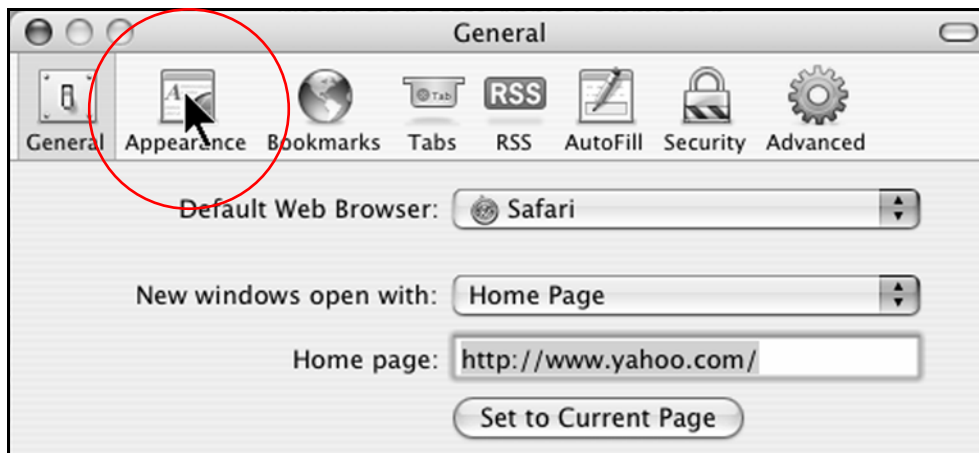
The page that you bookmarked should now appear.

Change browser text size

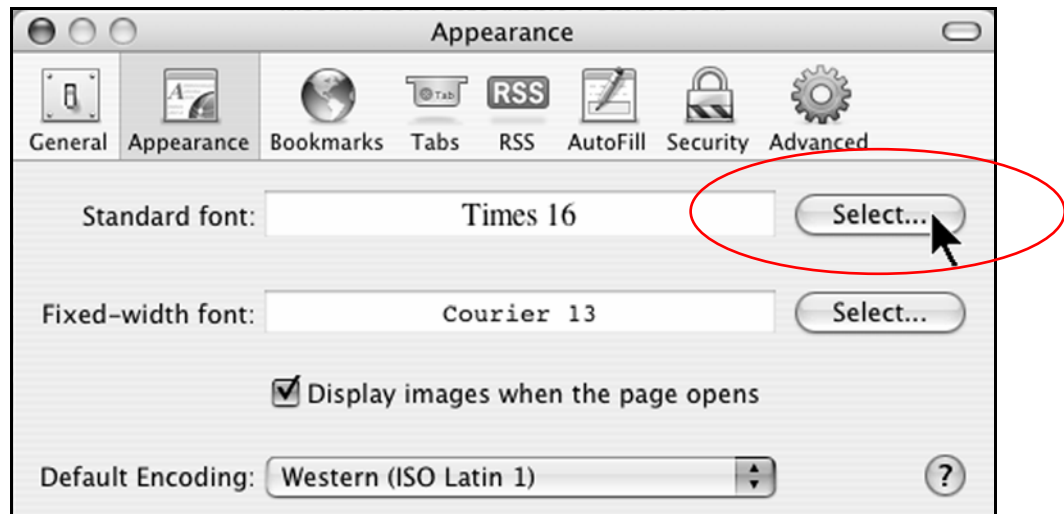
1. On the Menu Bar, click **Safari**, then **Preferences**.



2. When the Preferences window appears, click the  icon.

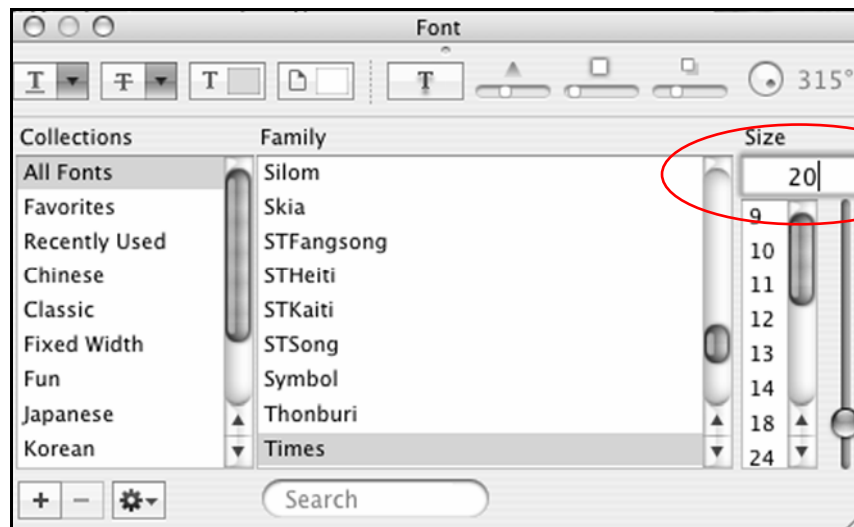


- 3.** Next to the **Standard Font** box, click the **Select...** button.



- 4.** In the Font Size box, type:

20



- 5.** Close the Font window.

- 6.** Close the Appearance window.

7. On the Toolbar, click the  icon.

The Yahoo home page should now appear with a larger font size.



8. Quit Safari.

Practice: Using the Web

- 1.** View the Web site at:


www.cnn.com
- 2.** Search the web for red cars.
- 3.** Save one of the search results in your Bookmarks Bar.
- 4.** Set www.google.com as your homepage.
- 5.** Access the site on red cars that you saved in your Bookmarks Bar.
- 6.** Print the page.
- 7.** Change your browser text size to **30**.
- 8.** Quit Safari.

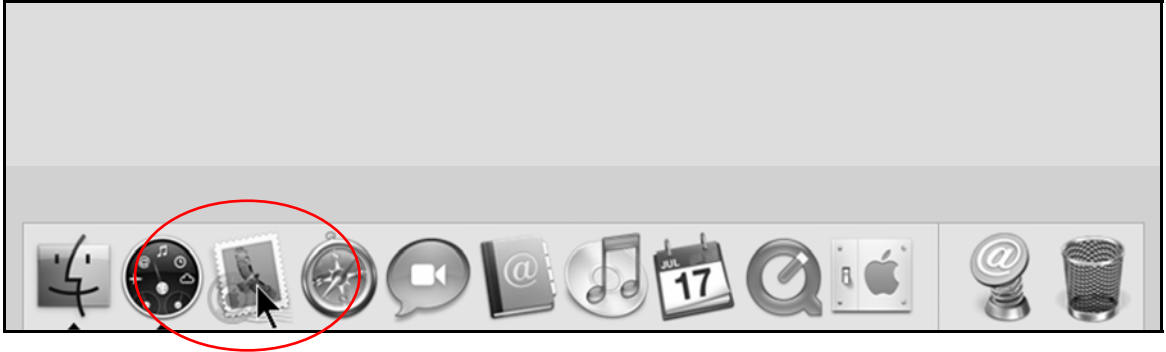
Using E-mail

In this section, you'll learn how to:

- **Configure an e-mail account**
- **Send an e-mail message**
- **Check for new mail**
- **Reply to a message**
- **Send an attachment**
- **Delete messages**

Configure an e-mail account

- 1.** On the Dock, click the  icon.

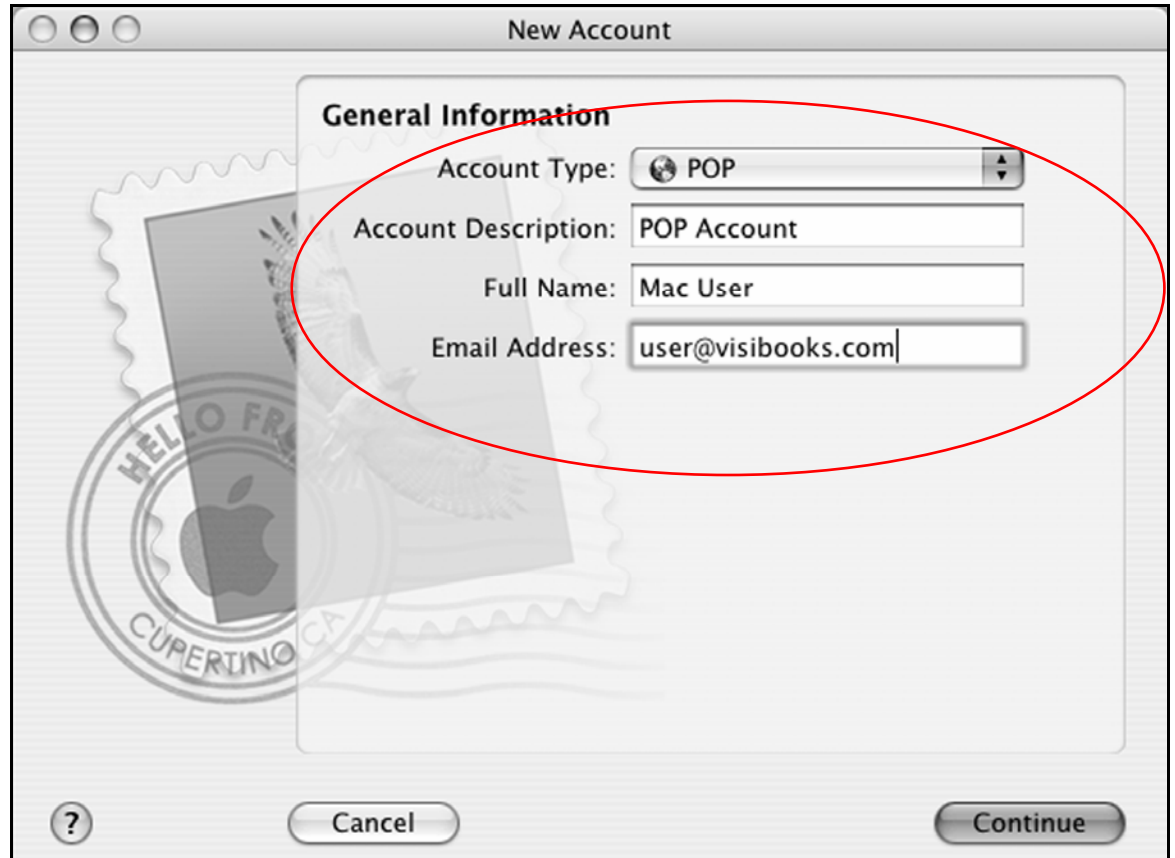


Tip: The first time you use the email application, a window will open with email settings.

Type in the appropriate email settings supplied by your Internet provider.

- 2.** In the General Information screen, select the type of email account in the Account Type box (most people have POP).

Then type in your email address.



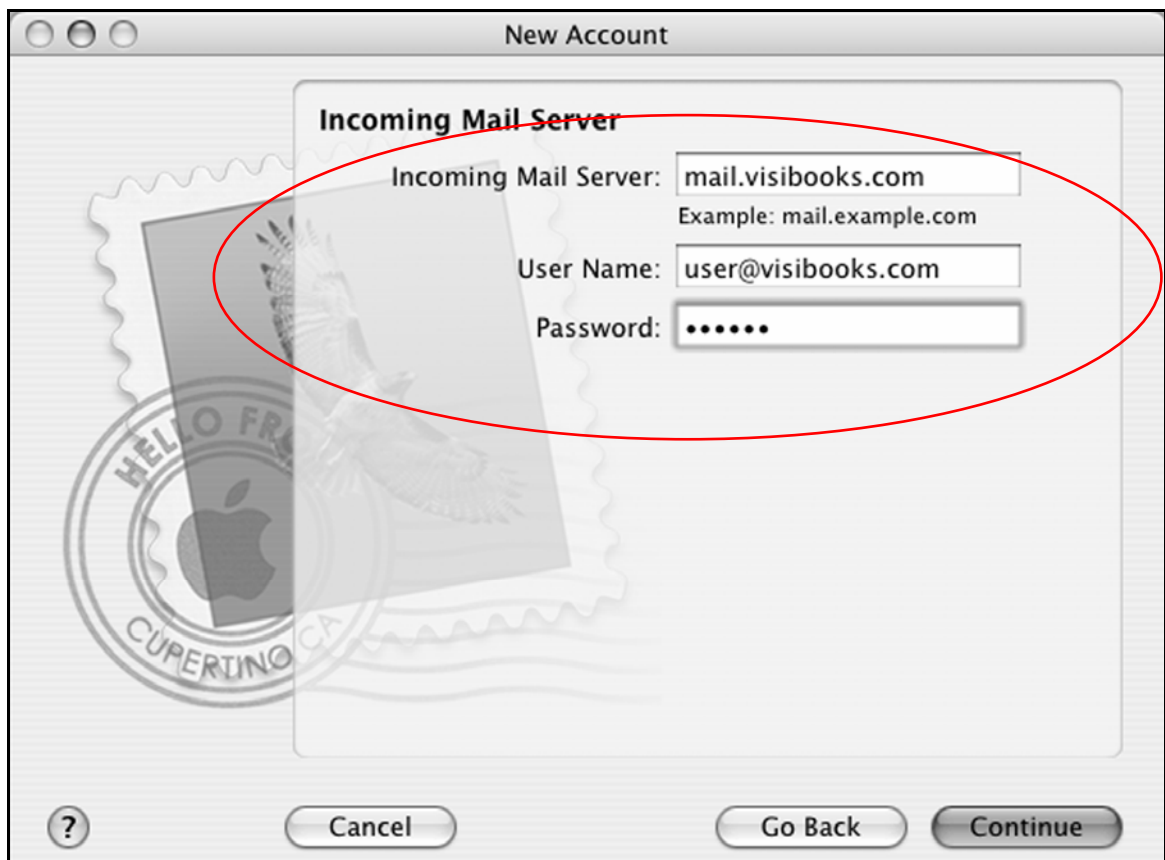
- 3.** Click the  button.

- 4.** In the Incoming Mail Server screen, enter the name of the mail server used to download your email.

It's probably something like **pop.yourserver.com** or **mail.yourserver.com**.

Tip: *If you don't know the address of your incoming mail server, contact your Internet Service Provider or network administrator.*

Then type in your email account user name and password.



- 5.** Click the  button.

- 6.** In the Outgoing Mail Server screen, type the Web address of the server used to send out your e-mail.

It's probably something like **smtp.yourserver.com** or **mail.yourserver.com**.


Tip: *If you don't know the address of your outgoing mail server, contact your Internet Service Provider or network administrator.*

You'll probably want to click the **Use Authentication** box.

7.



- 8.** Click the  button.


- 9.** When the Account Summary screen appears, click the  button.

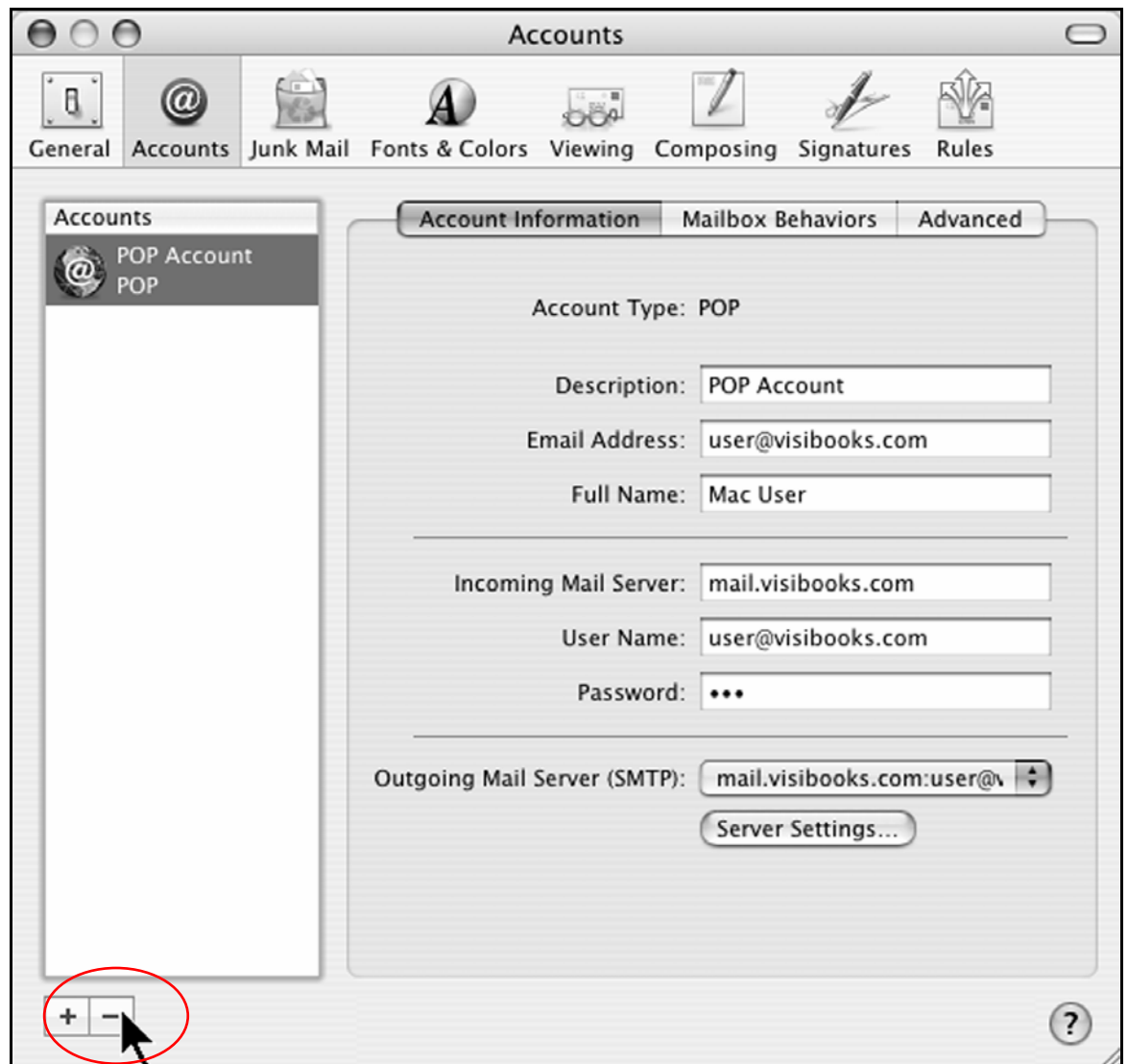



Tip: If you want to delete an account, such as a previous owner's account, do this:

On the Menu Bar, click **Mail**, then **Preferences**.

In the Accounts window, click the **Accounts** icon.

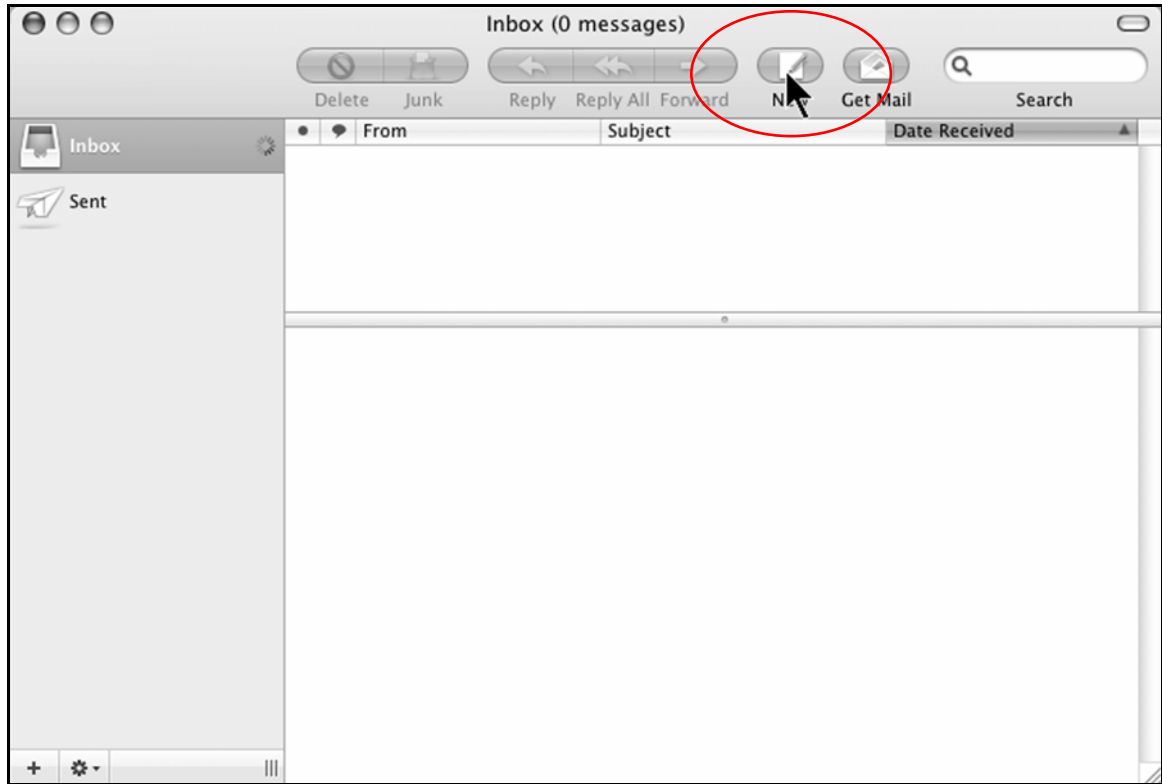
Click the account you wish to delete. At the bottom of the window, click the  button.



When the **Remove Account** window appears asking if you are sure you want to remove the account, click the  button.

Send an e-mail message

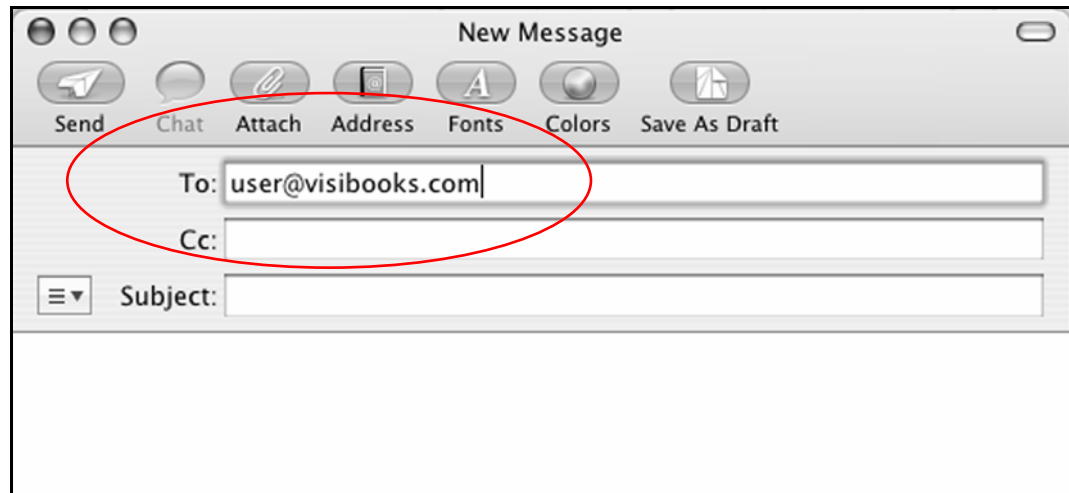
1. In the Mail window, click the  button.



2. In the New Message window, type:

youremail@yourdomain.com

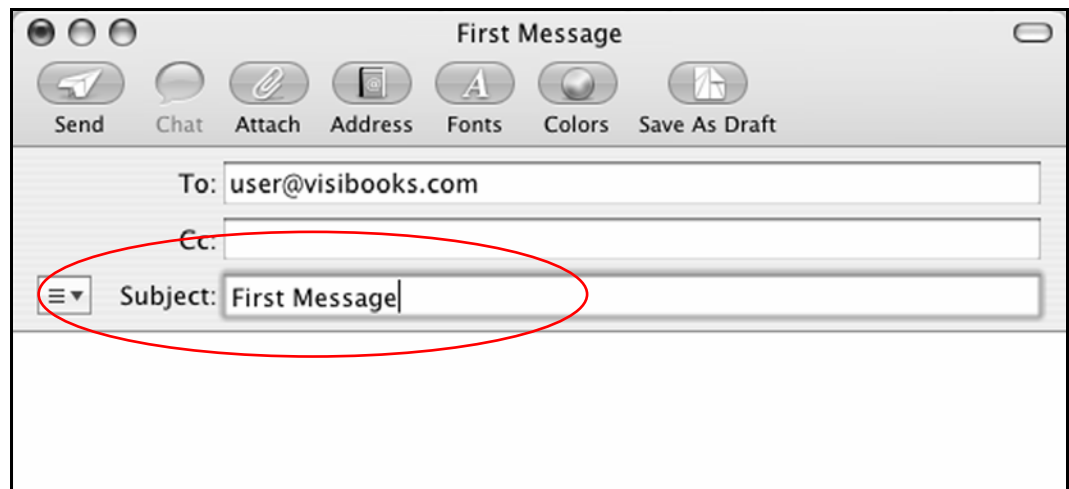
in the **To** box.



(Replace youremail@yourdomain.com above with your real email address. For example: yourname@yahoo.com.)

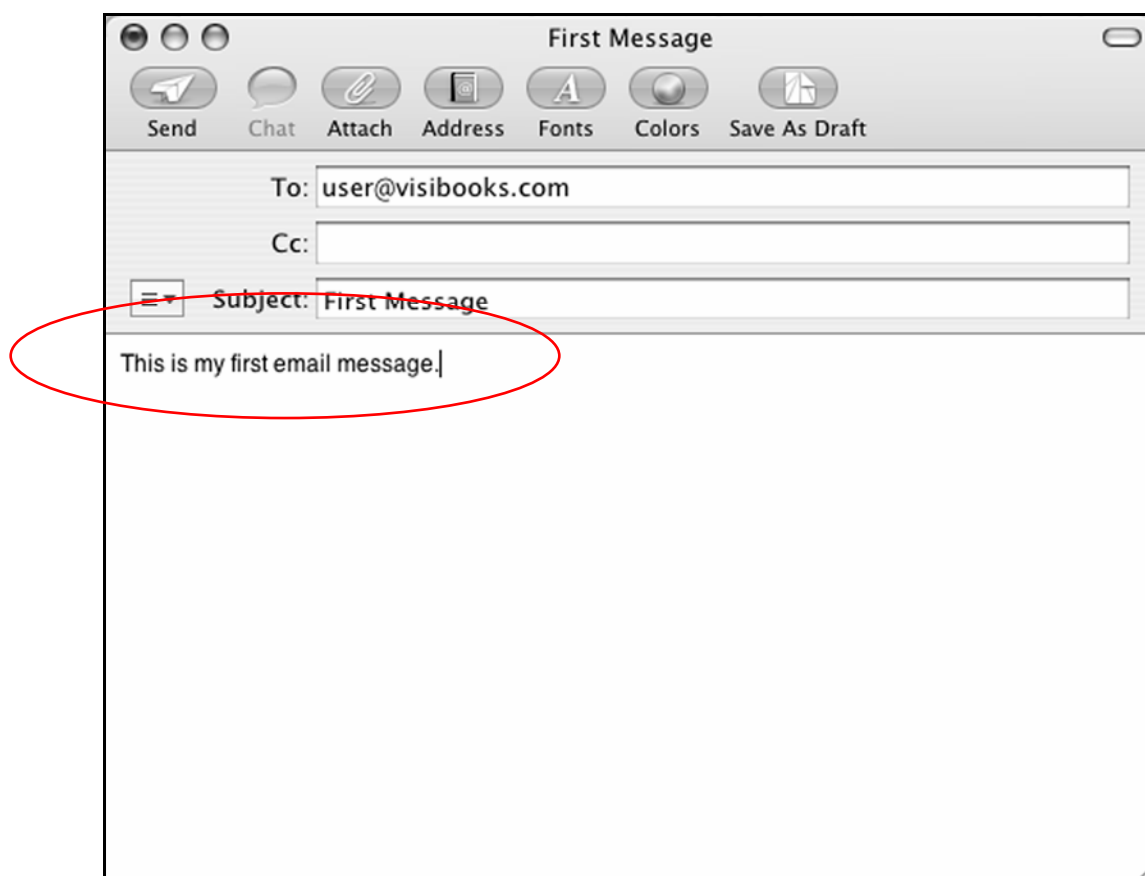
3. In the **Subject** box, type:

First Message

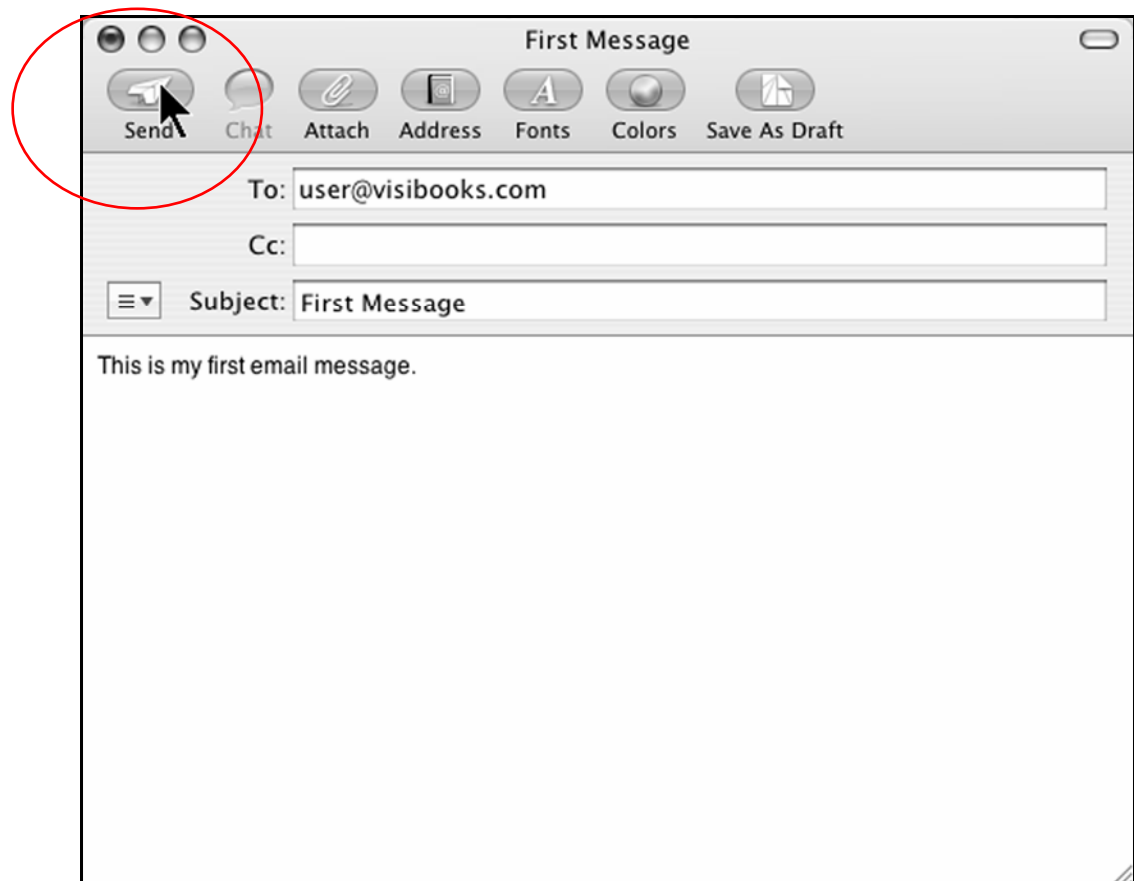


4. In the blank message area, type:

This is my first email message.



5. Click the  button.



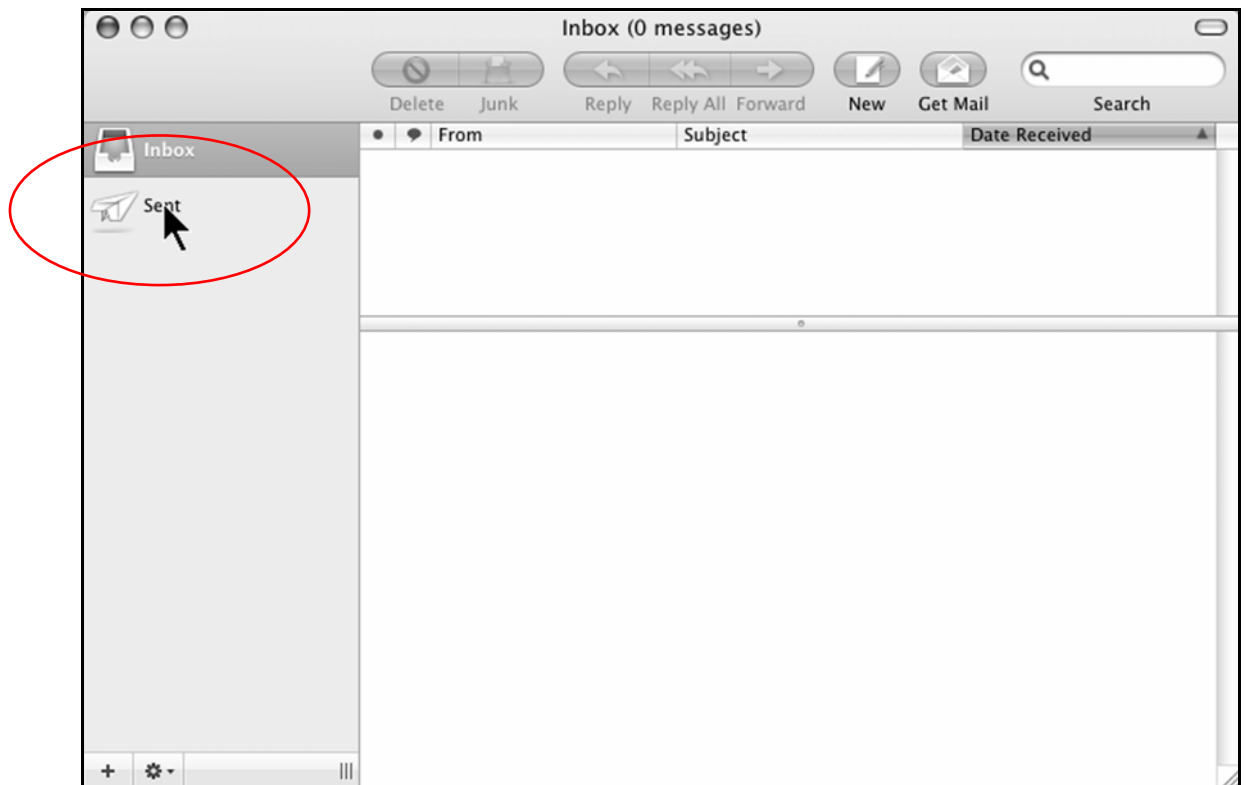
Your message should be sent.

Practice

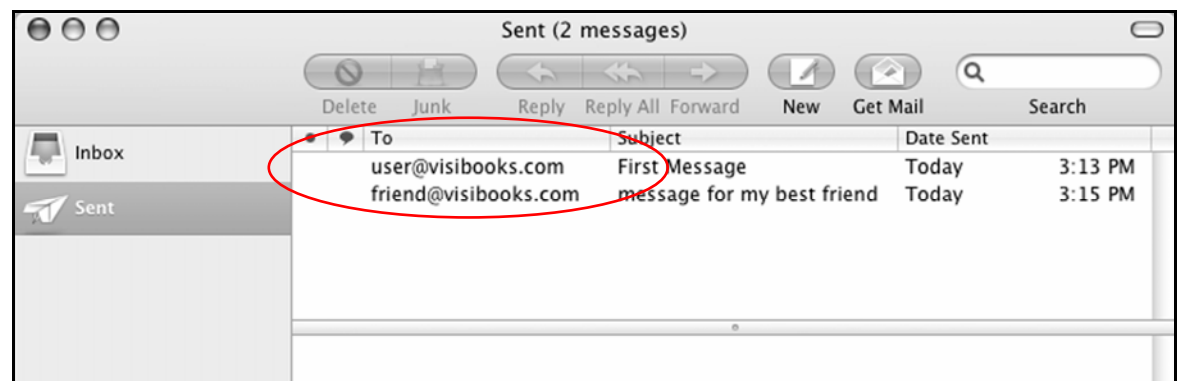
- 1.** Compose an email message.
- 2.** Send it to your best friend's email address.

Check that your message was sent

1. In the Mailbox window, click the **Sent** folder.



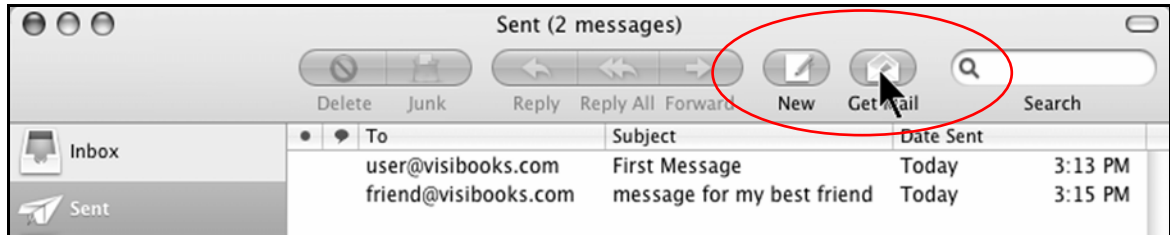
Your first message should be in the list of messages.



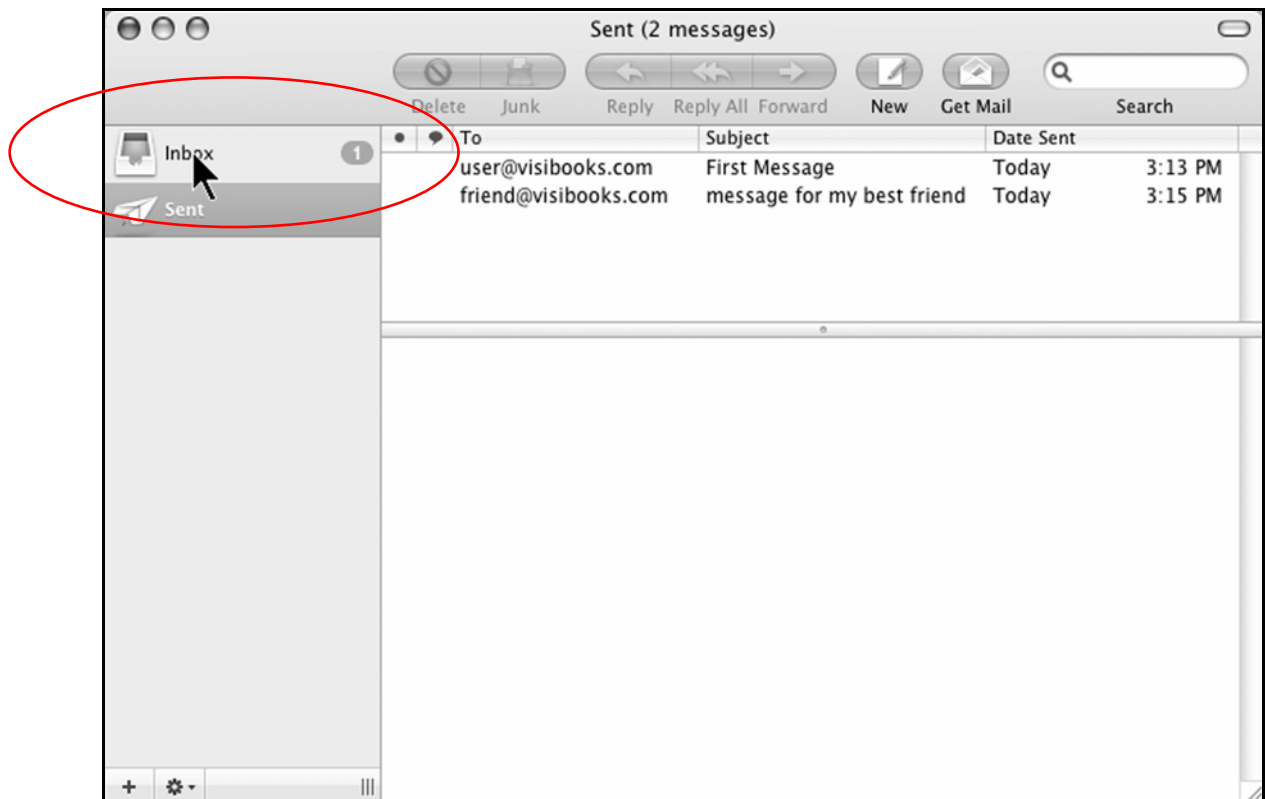
Keep this window open for the next task.

Check for new mail

1. Click the  button.



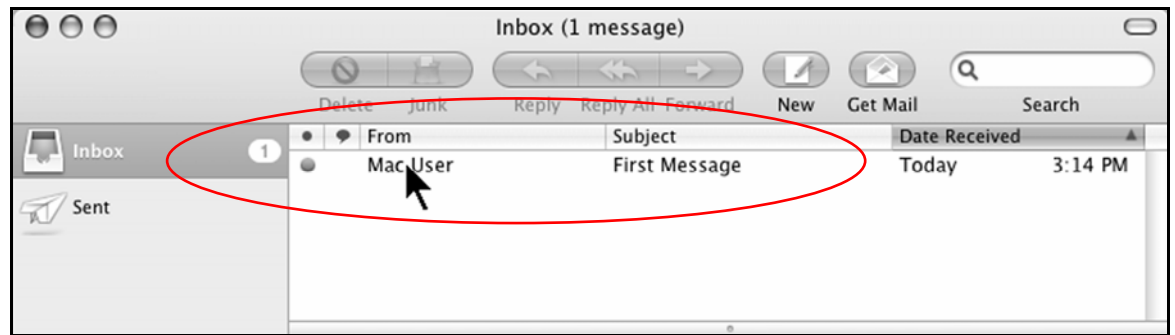
2. In the left pane, click the **Inbox** icon.



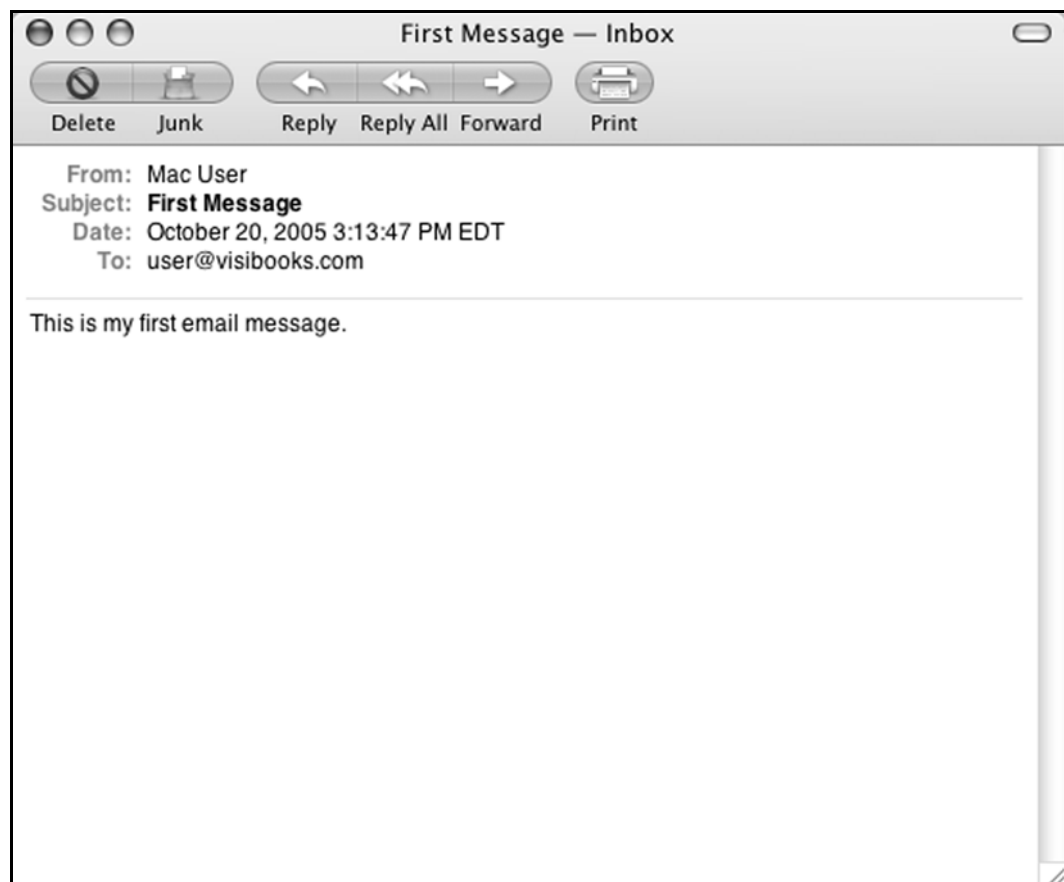
It should contain the message titled **First Message** that you sent to yourself.

Tip: *It may take a few minutes for this message to arrive from your email server.*

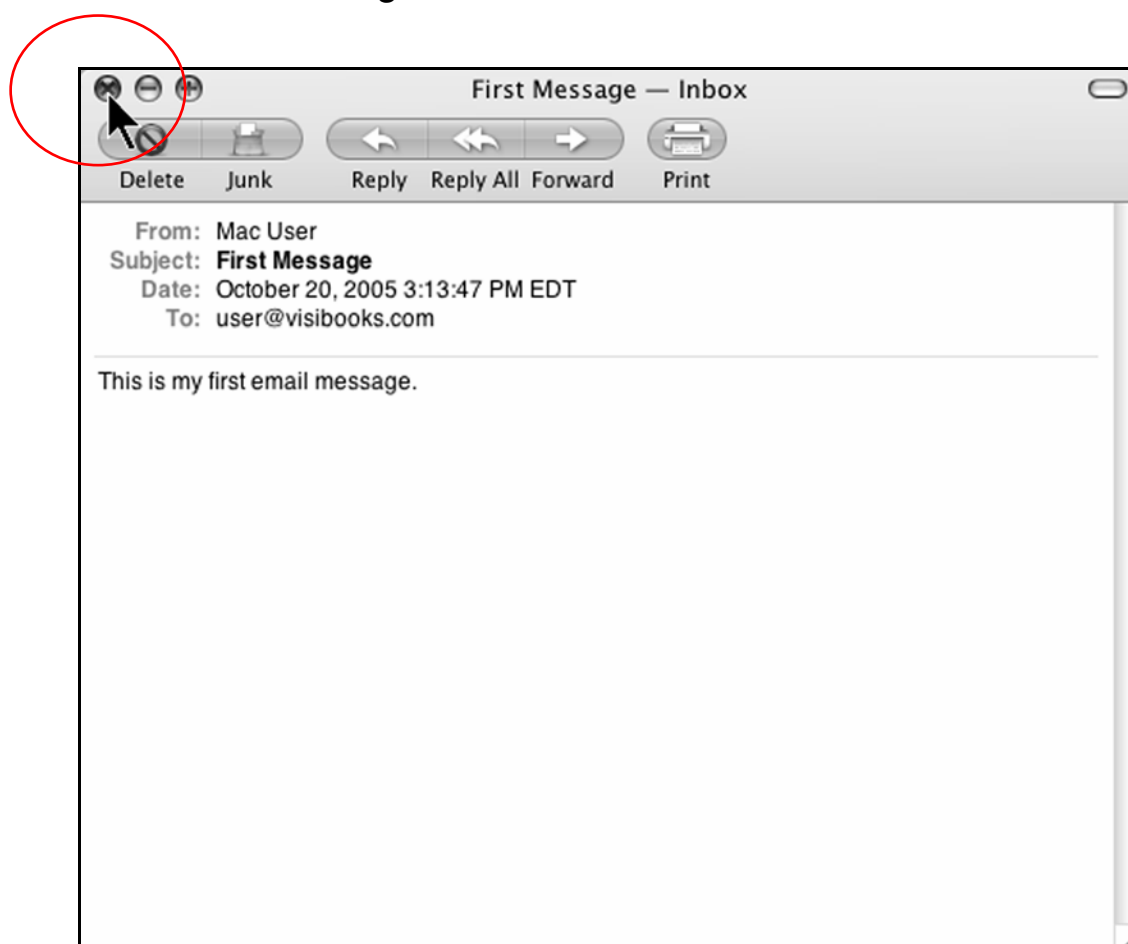
3. Double-Click the message to view it.



It should look like this:

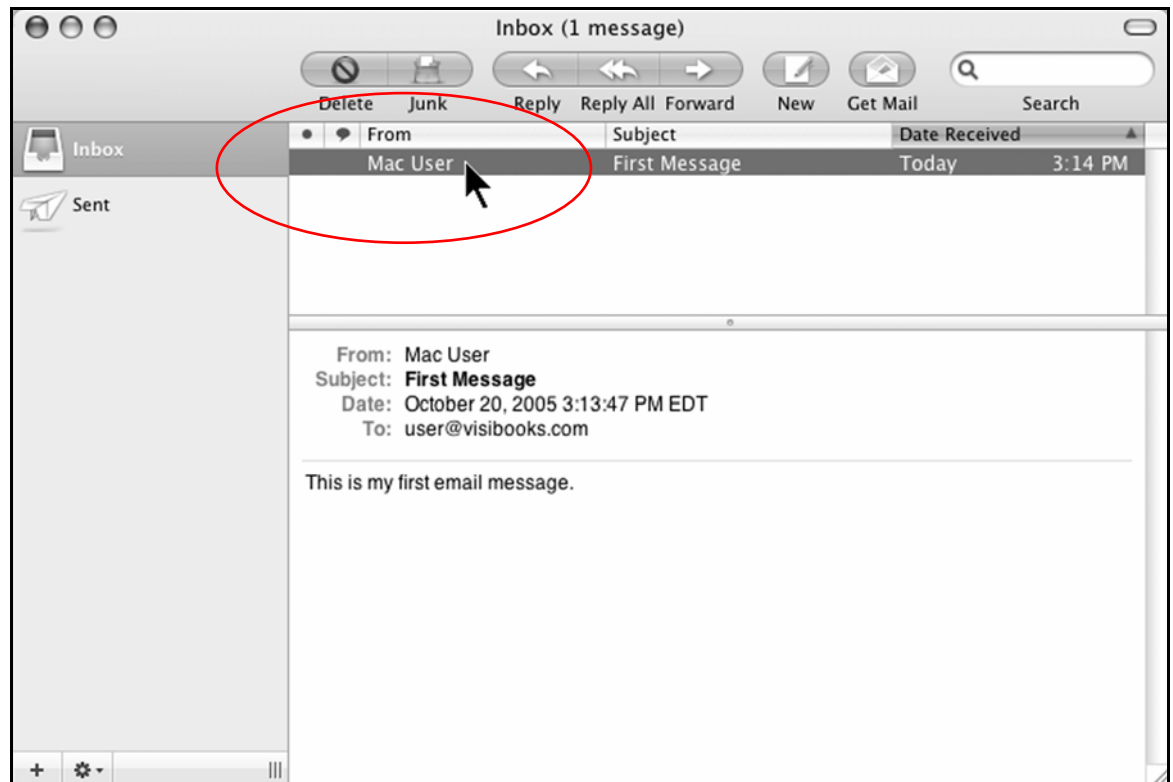


4. Close the message.

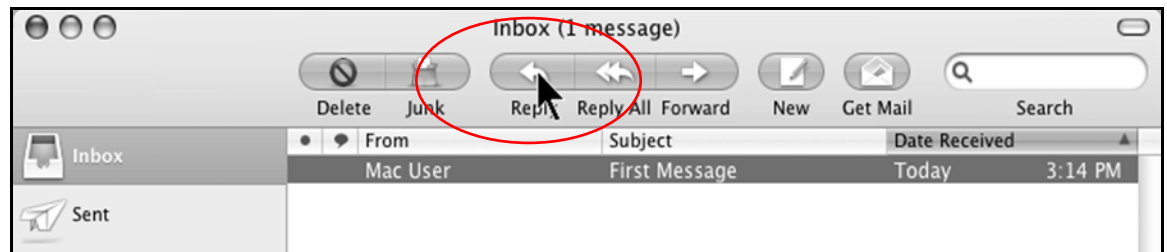


Reply to a message

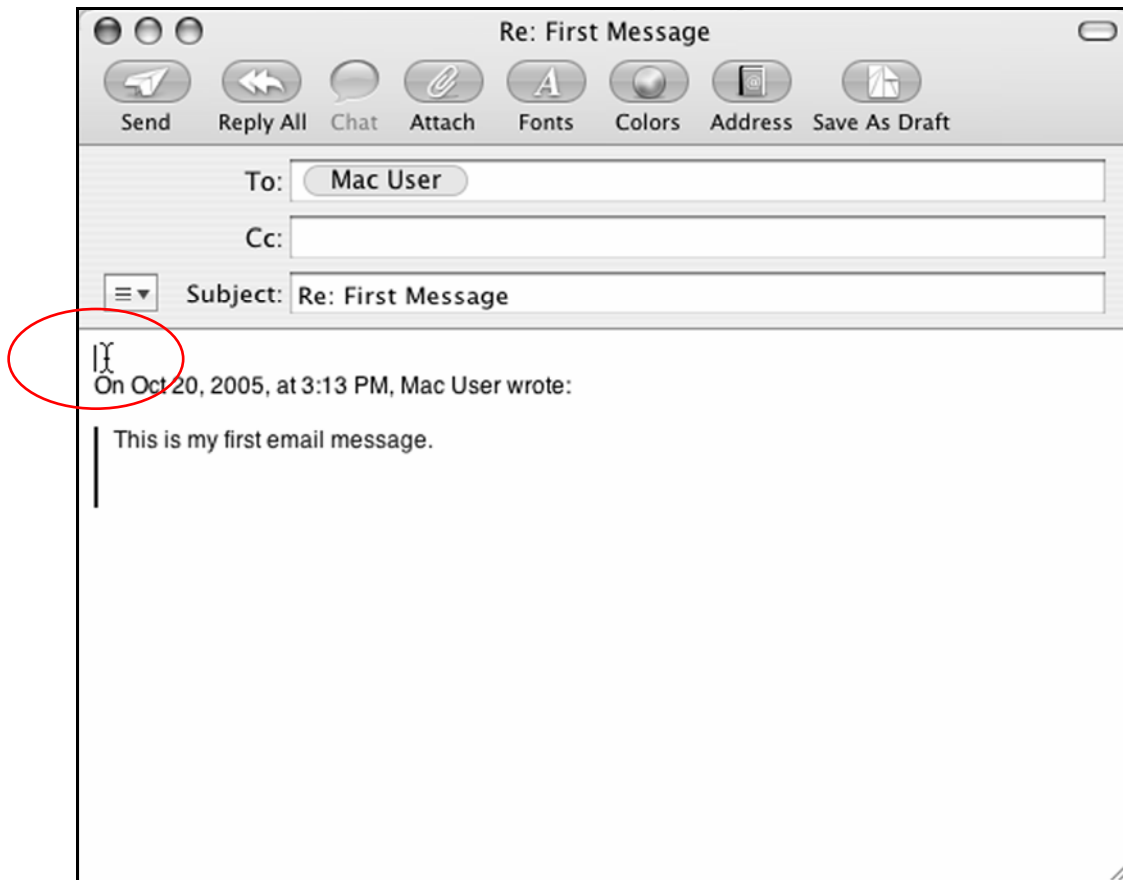
1. Click the **First Message** message.



2. Click the  button.

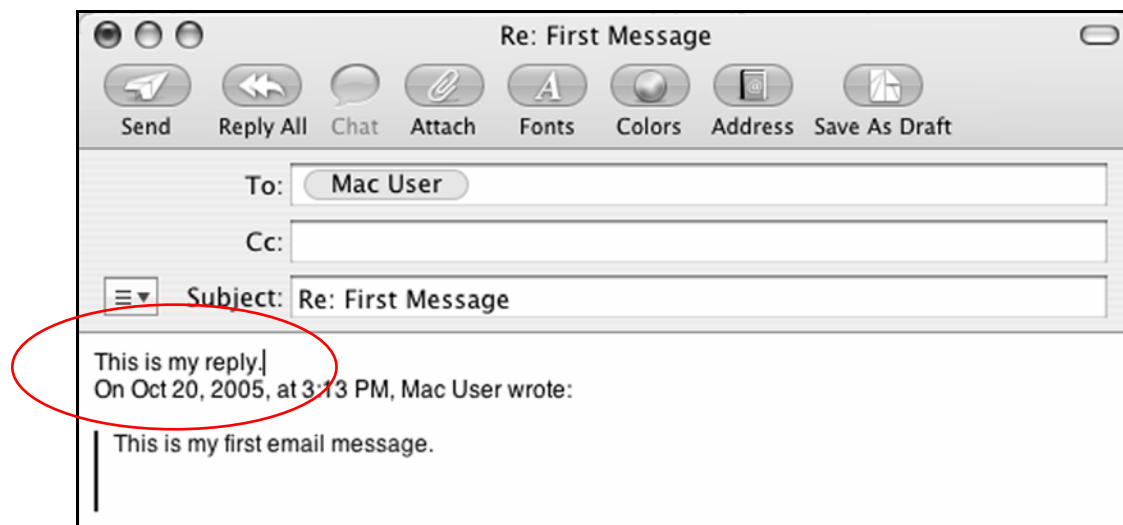


- 3.** When the Reply message window appears, click in the main message area.



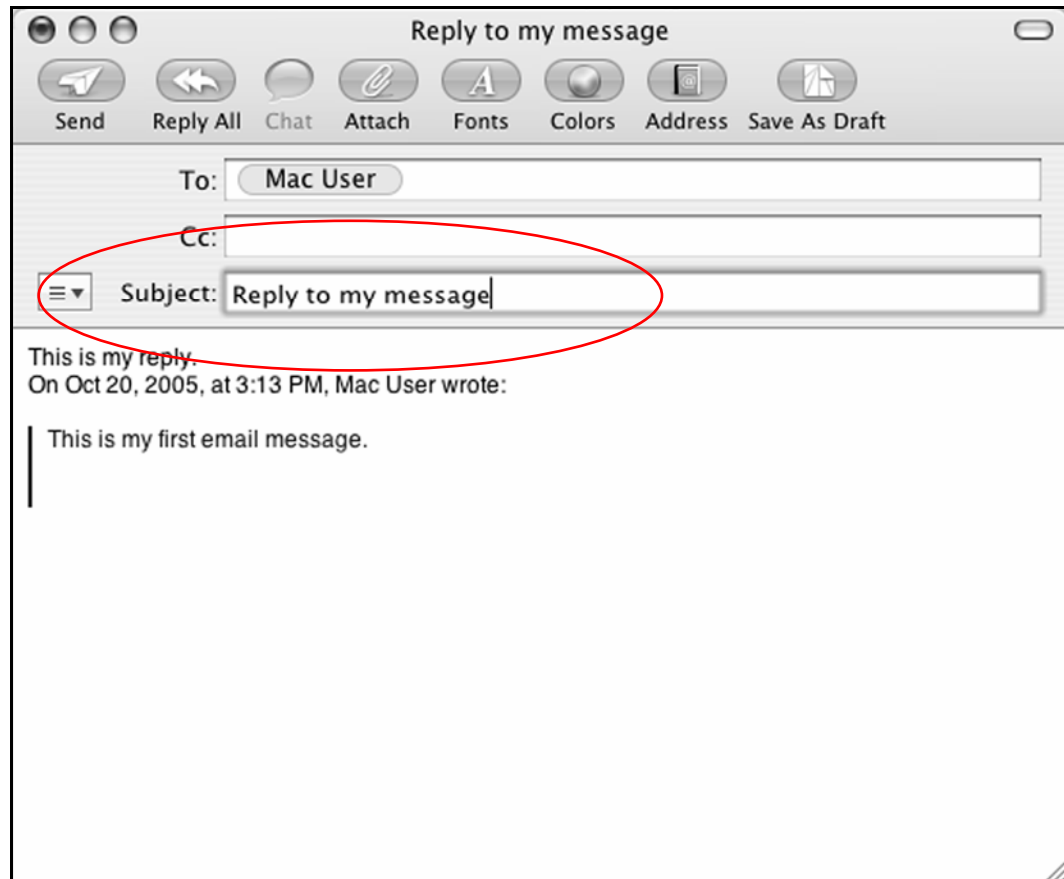
Then type:

This is my reply.

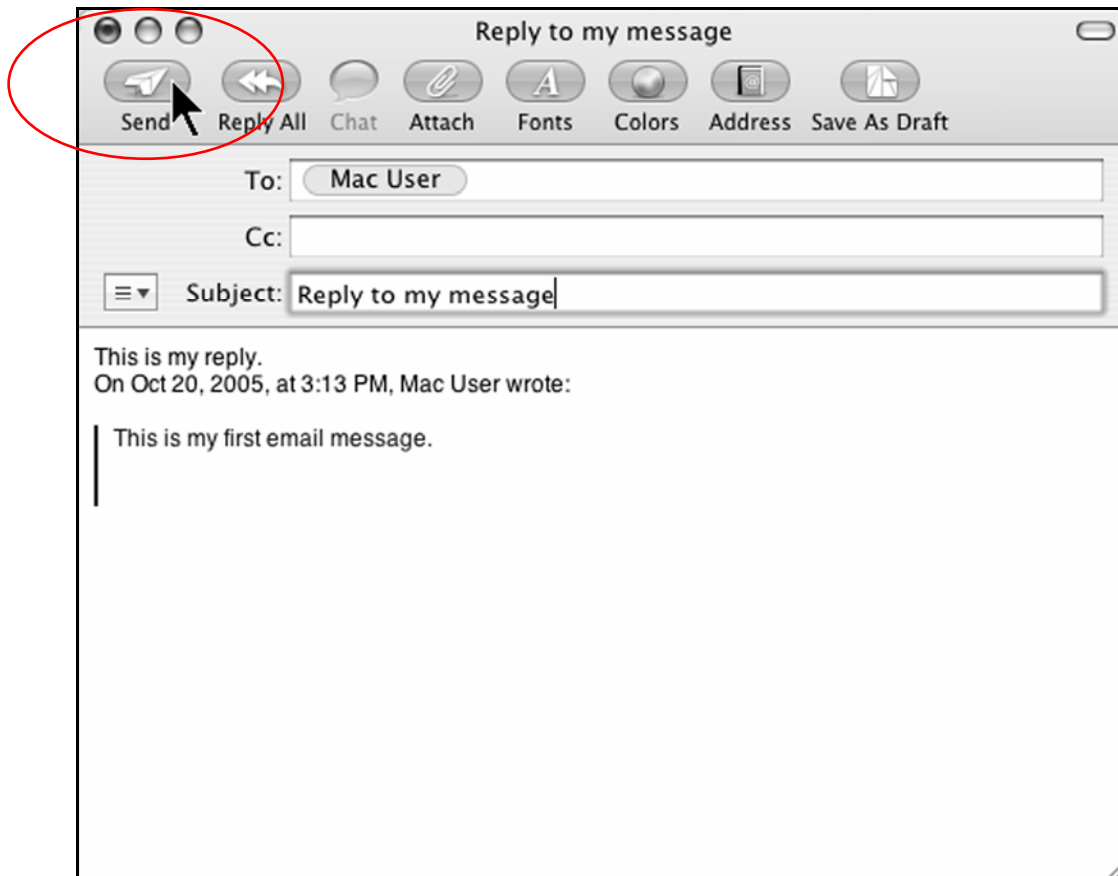


- 4.** In the **Subject** box, select the existing text and replace it with:

Reply to my message




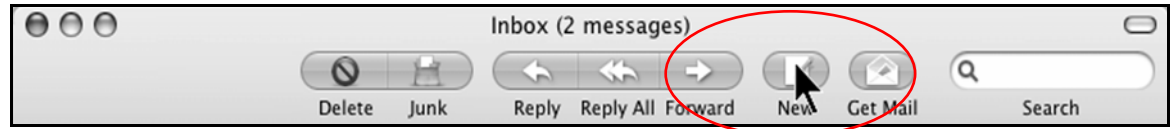
5. Click the  button.



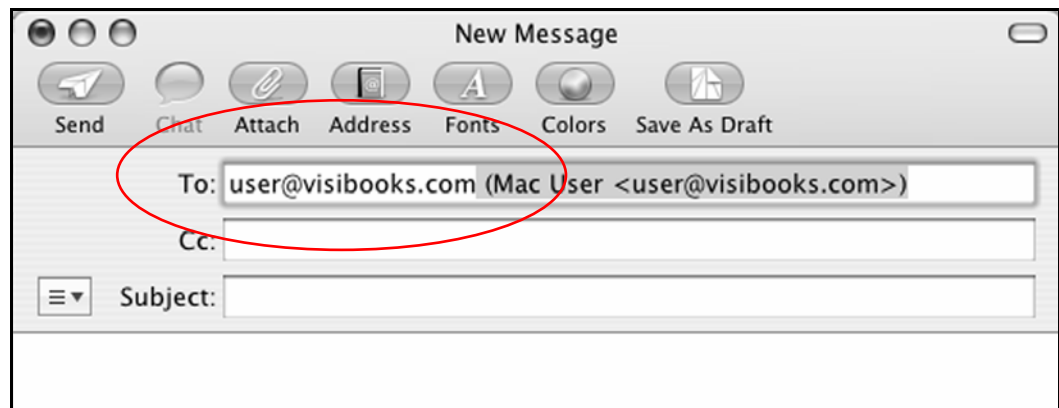
Leave this window open for the next task.

Send an attachment

1. On the Toolbar, click the  button.

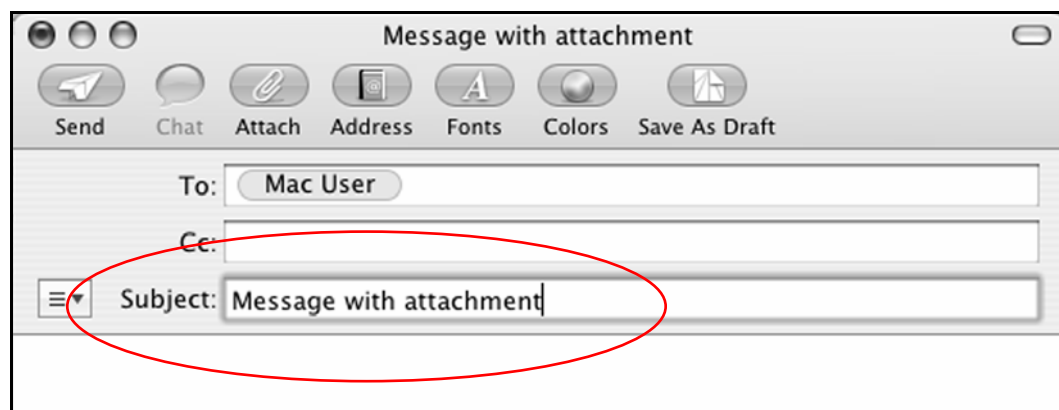


2. In the New Message window, where the cursor is blinking, type your own email address in the **To** box.



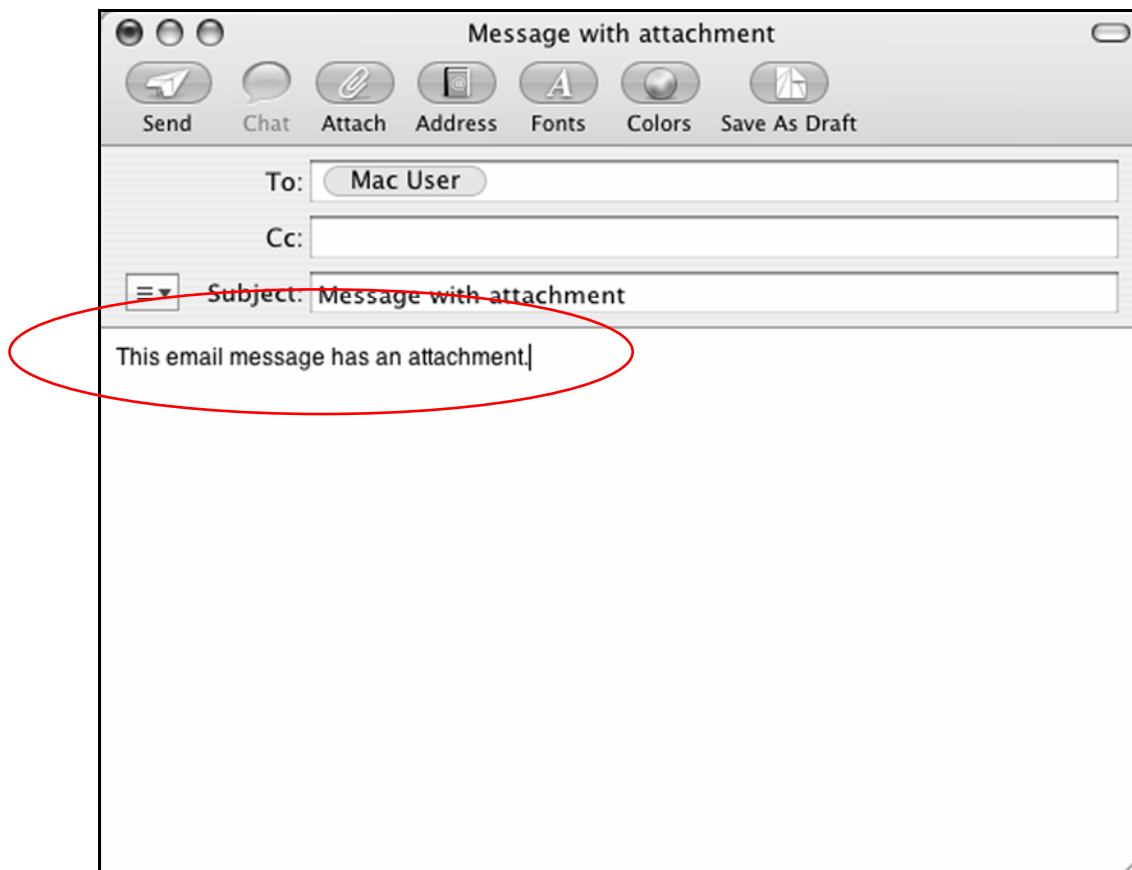
3. In the **Subject** box, type:

Message with attachment

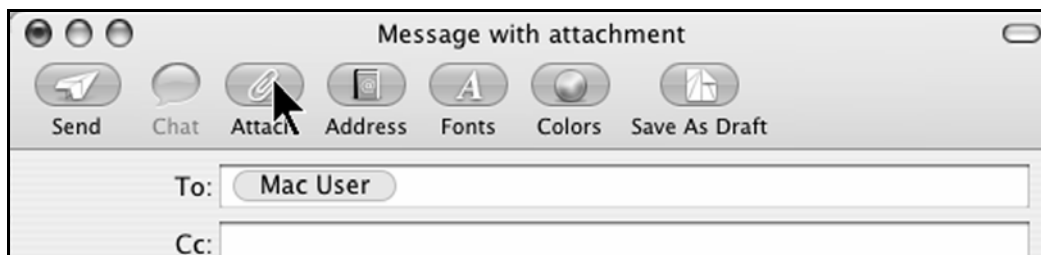


4. In the blank message area, type:

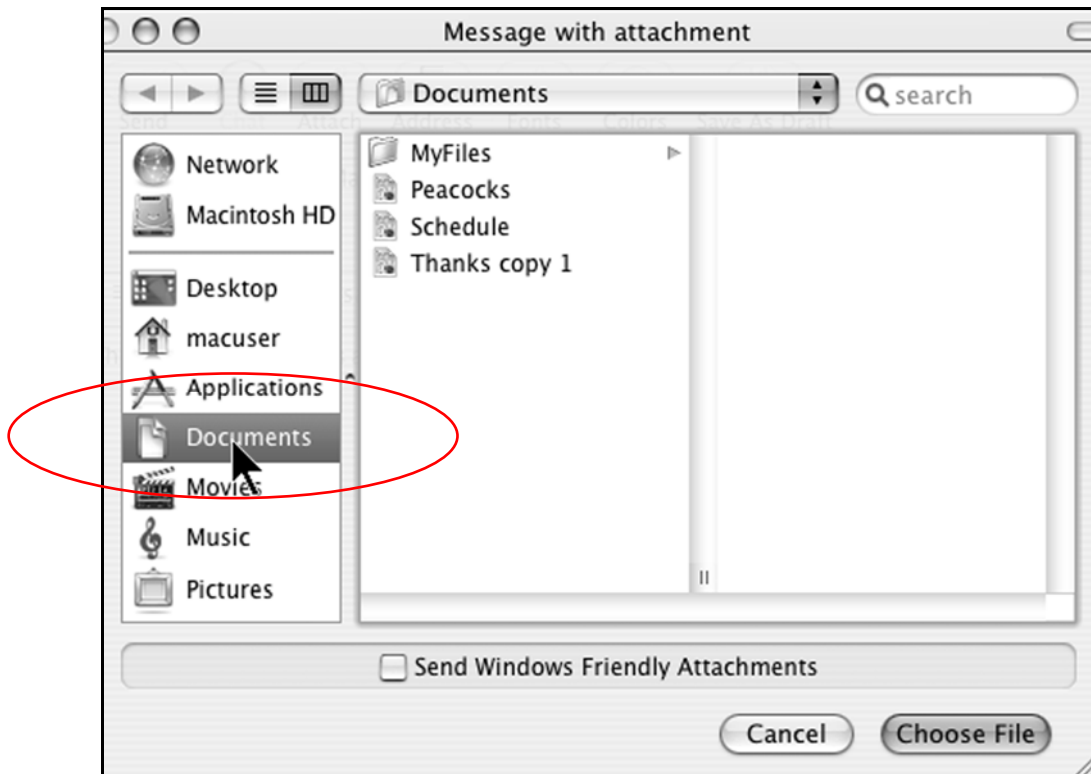
This email message has an attachment.



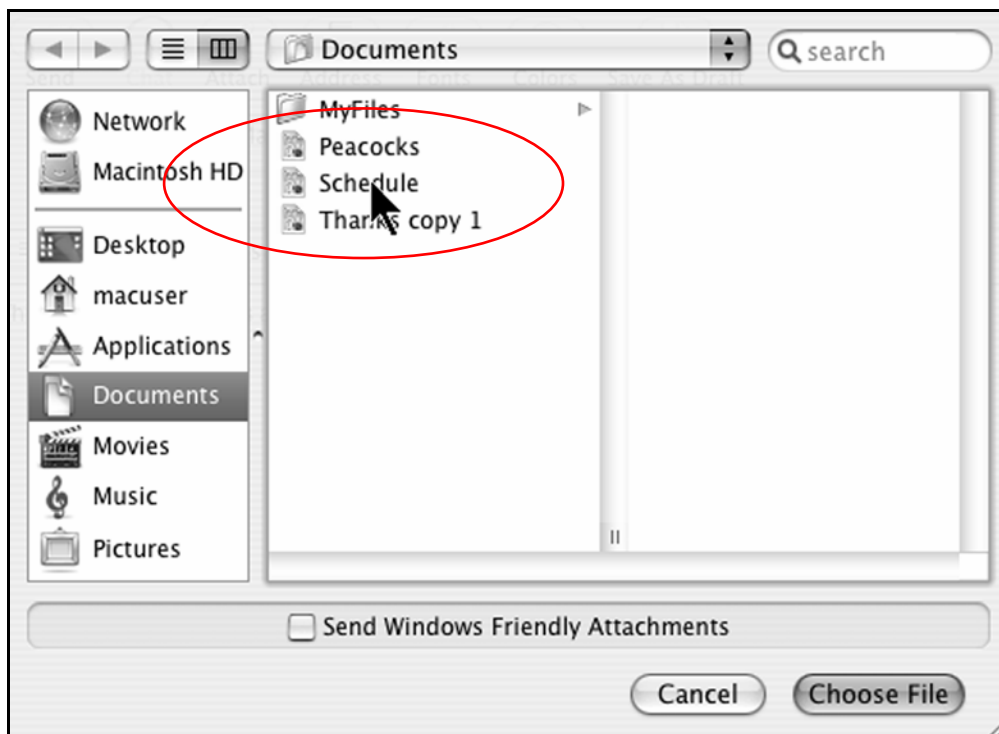
5. On the Toolbar, click the  icon.



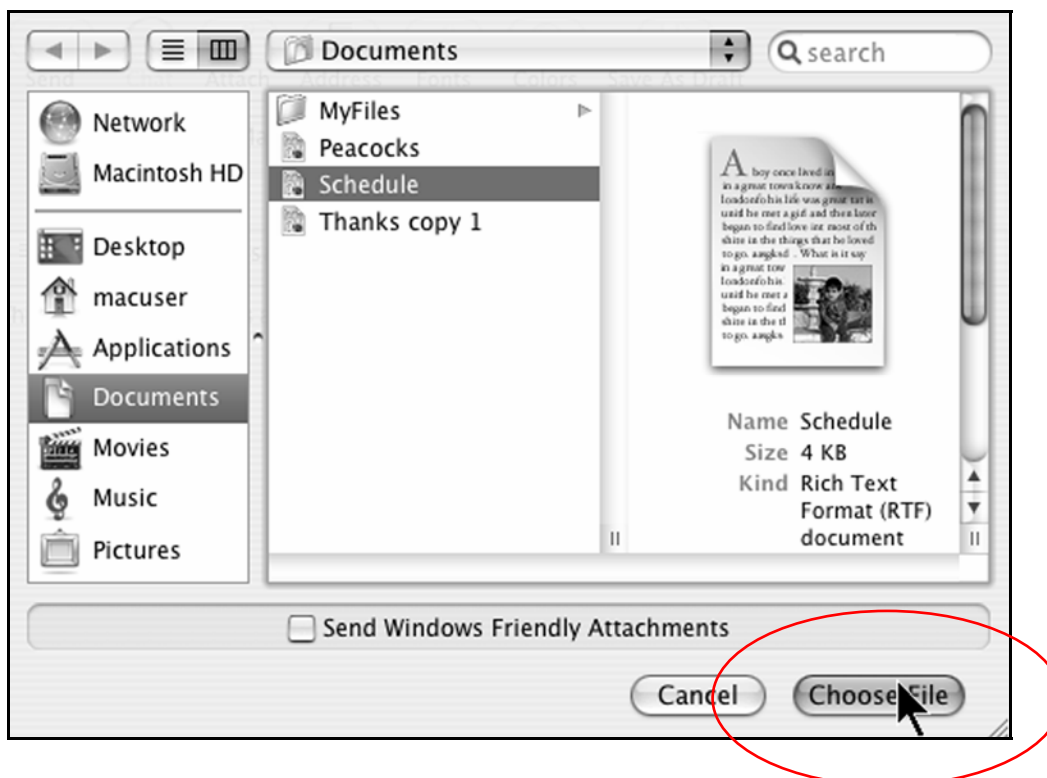
- 6.** When the Insert Attachment window appears, click the **Documents** folder.



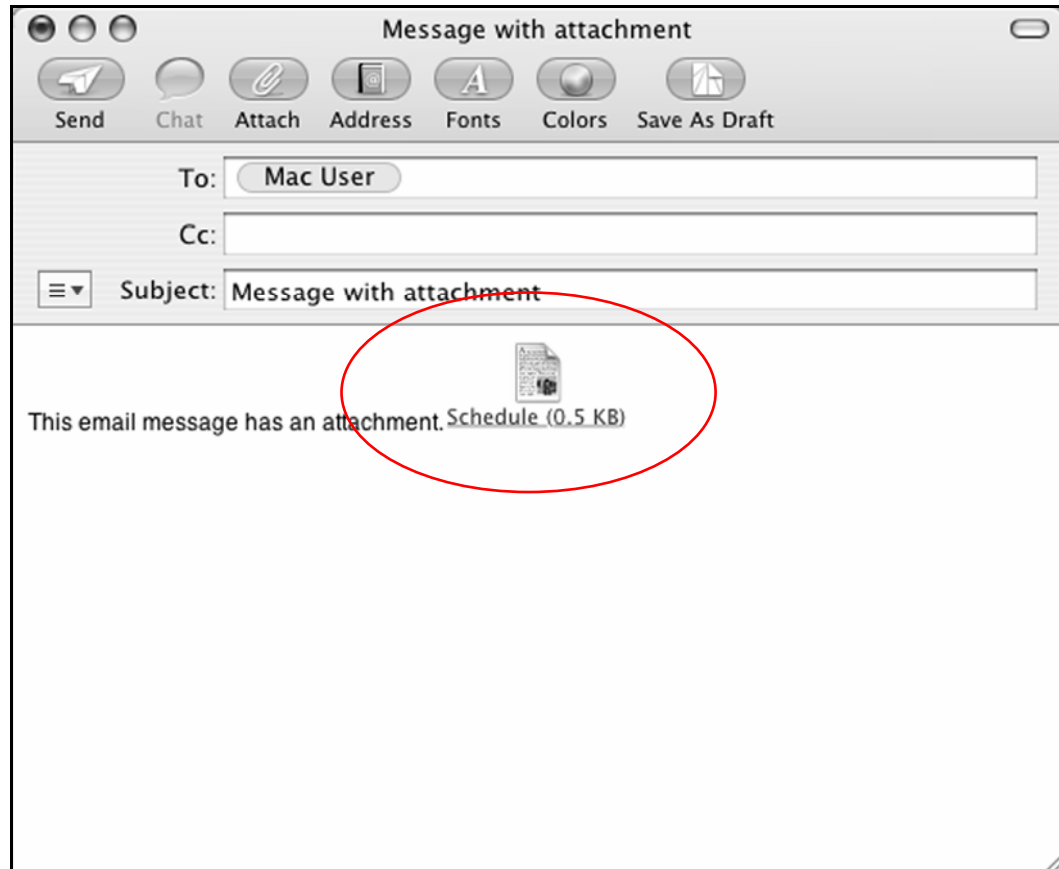
7. Click the file **Schedule**.



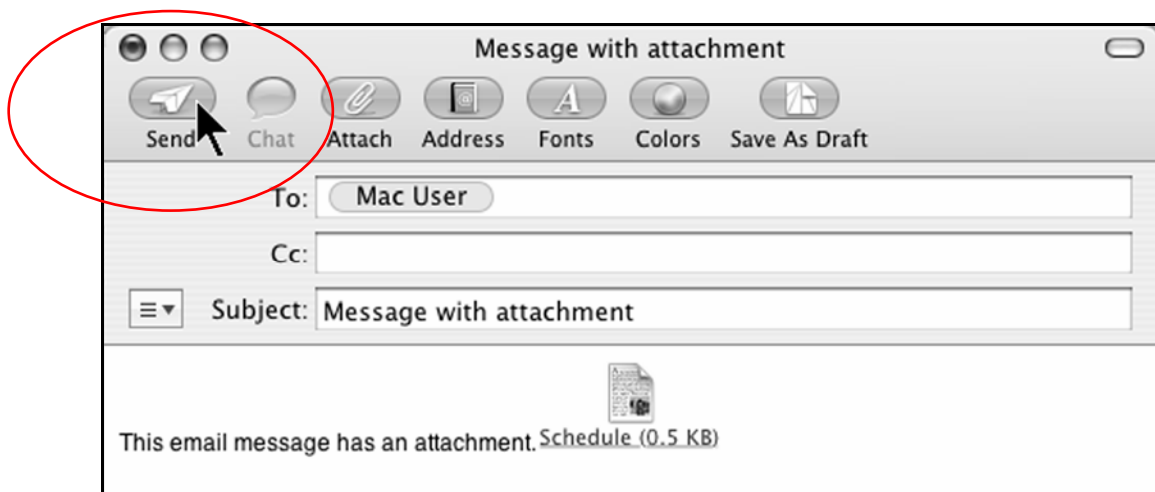
8. Click the **Choose File** button.




The file will now be visible in the message window.

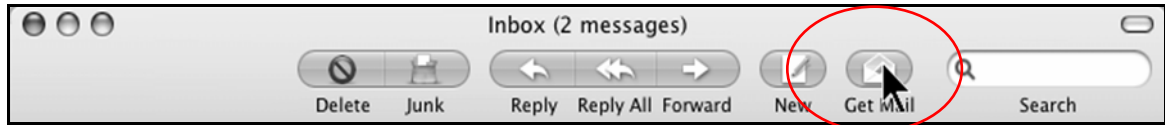


9. Click the  button.

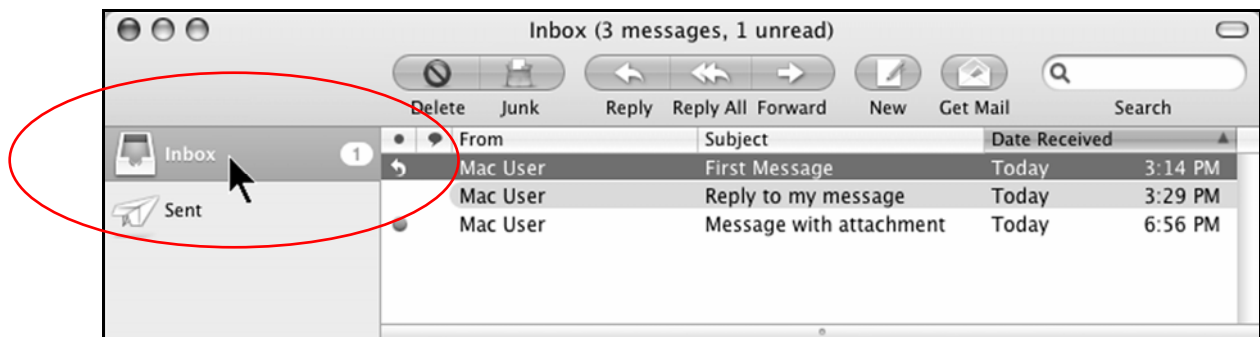


Delete messages

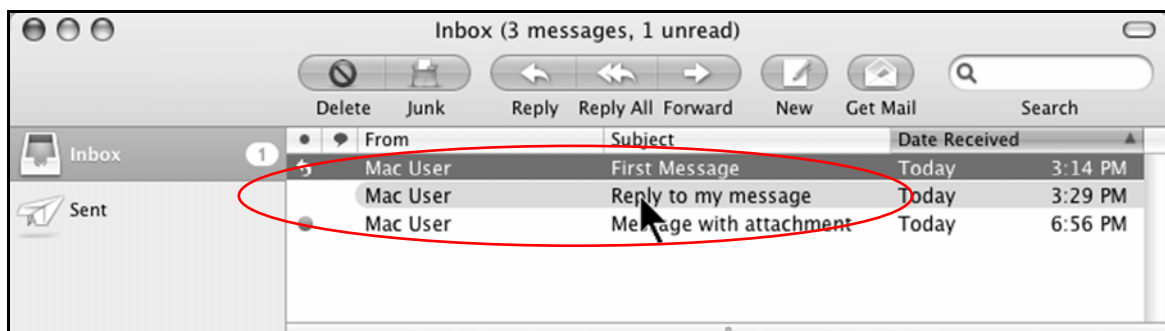
1. On the Toolbar, click the  button.



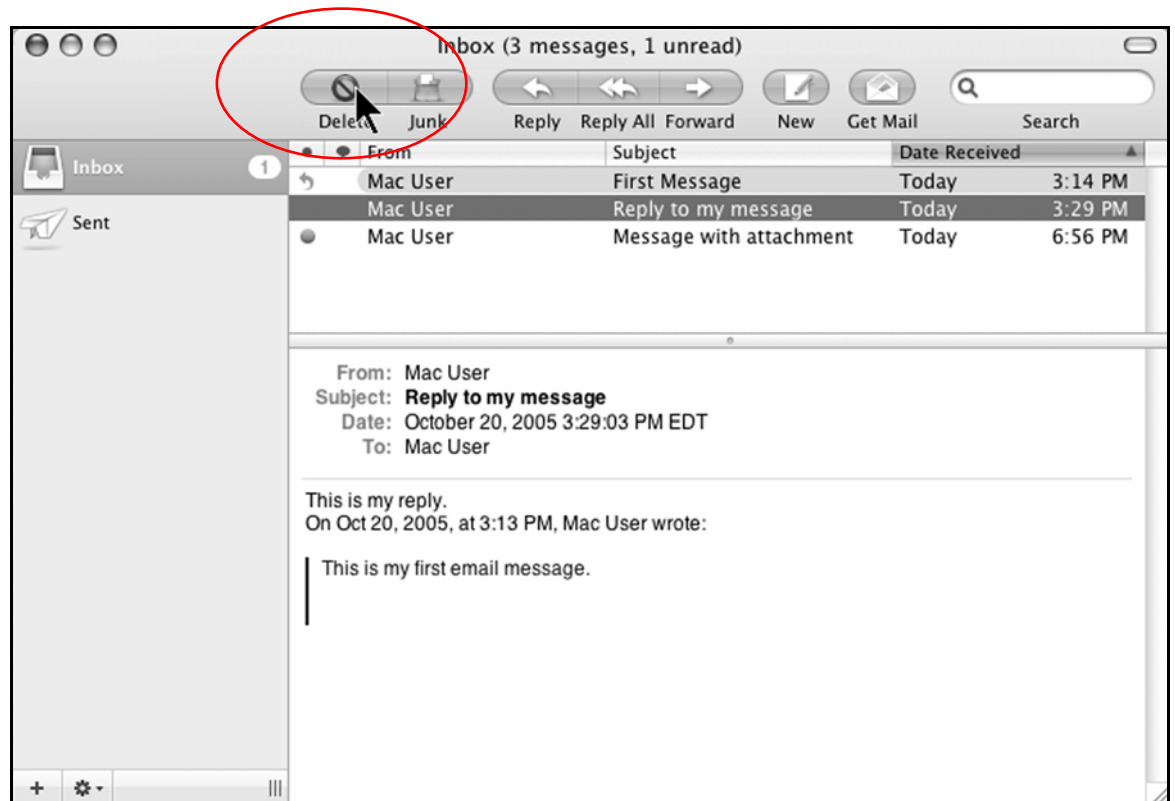
2. Click the **Inbox** folder.



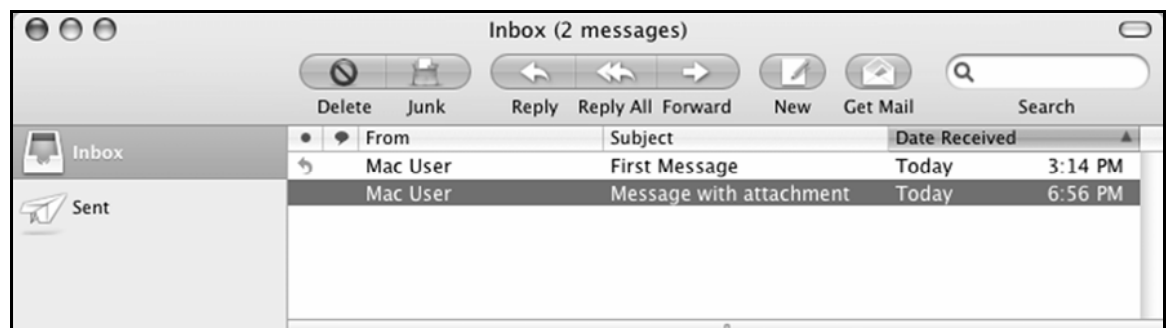
3. Click the message you sent yourself, titled **Reply to my message**.




4. With the message selected, click the  button.

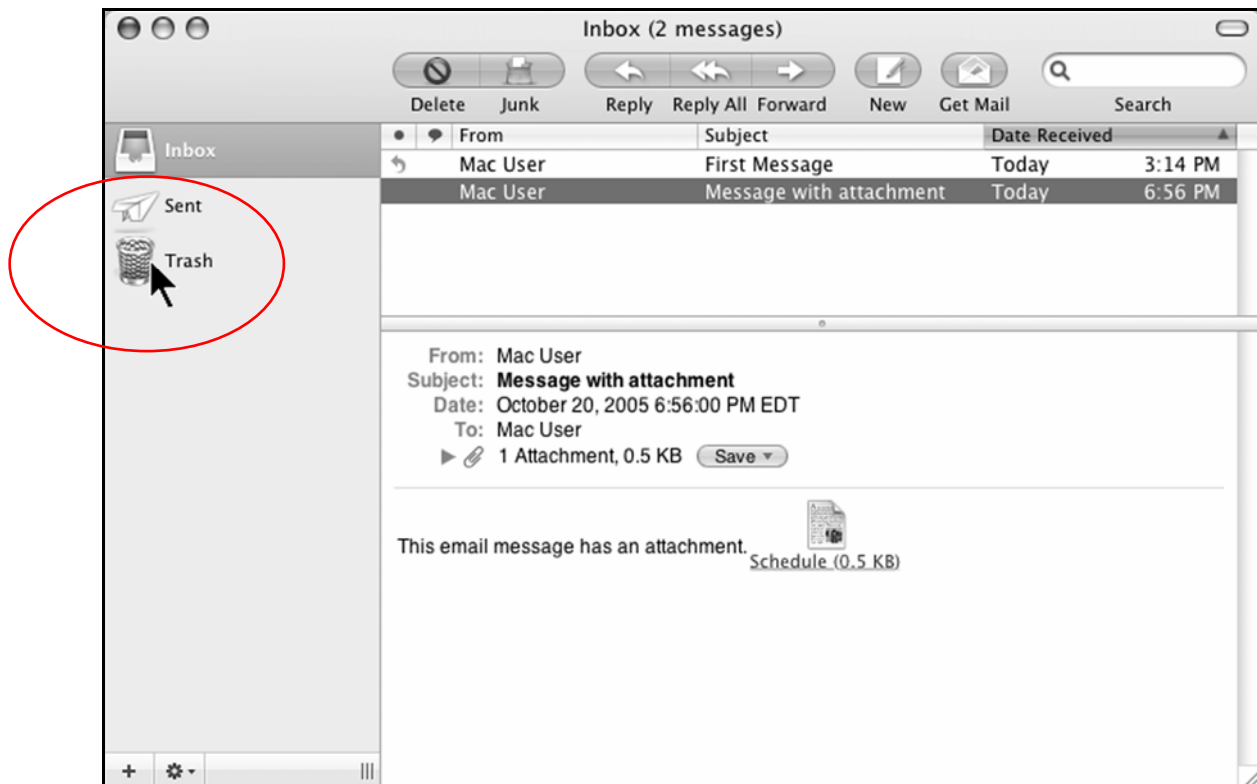


The message should disappear.



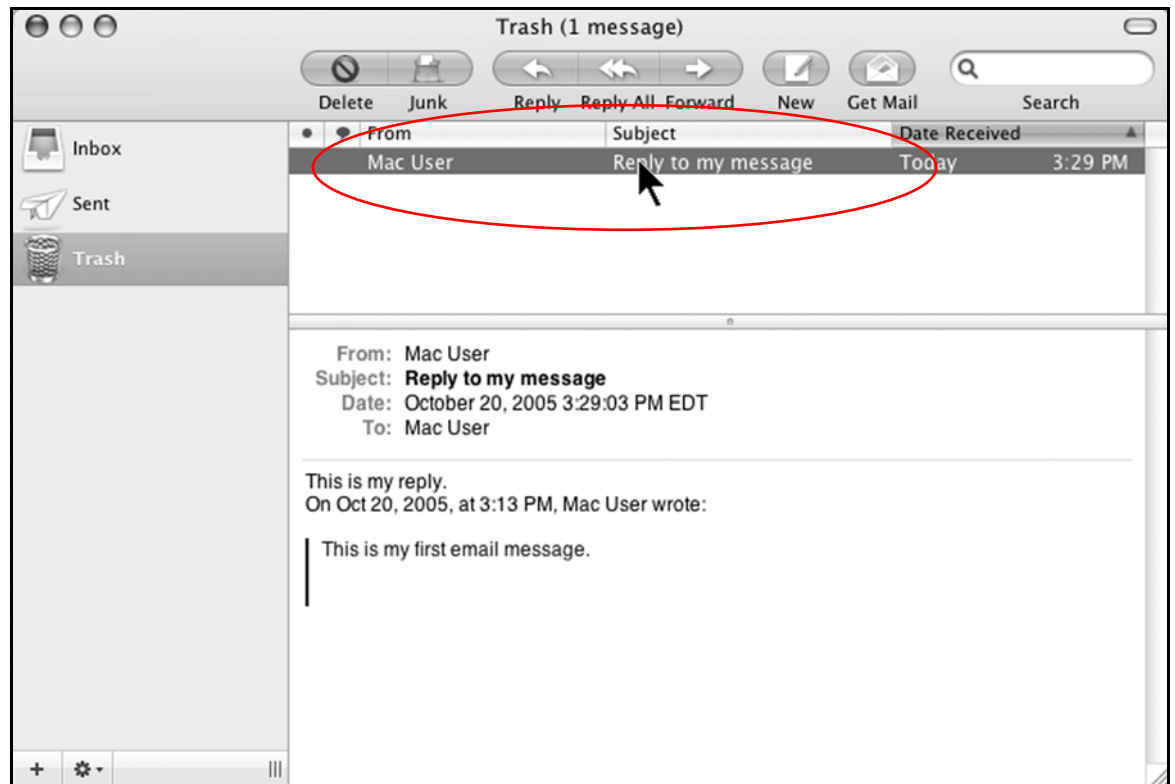
Tip: *Deleting a message from your Inbox moves it to the Trash folder.*

5. Click the  folder.

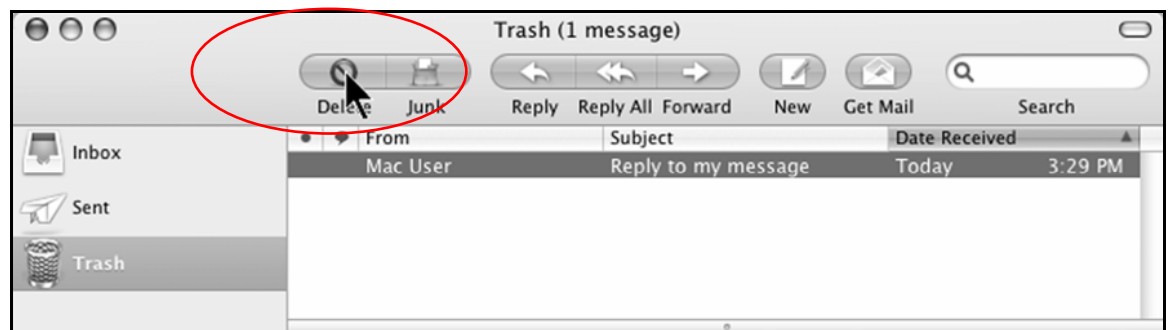


Tip: *If you don't see the Trash folder, close the mail window and reopen it.*

- 6.** Click the message titled **Reply to my message**.



- 7.** Click the  button.



This deletes the message from your computer.

- 8.** Quit the Mail application.

Practice: Using E-Mail

- 1.** Open the Mail application.
- 2.** Open a new message, write something, and send the message to yourself.
- 3.** Check for new mail.
- 4.** Open the message you sent yourself and reply to it.
- 5.** Check for new mail.
- 6.** Delete the first message you sent yourself.
- 7.** Compose a new message to yourself and attach the **Peacocks** file
- 8.** Check for new mail.
- 9.** Quit Mail and disconnect from the Internet, if applicable.

Glossary

Apple Menu

The menu in the upper left corner of the Menu Bar that contains main system actions. For example: System Preferences, Shut Down, Log Out.

Application

Software that allows you to perform a specific task using the computer. Also called a program.

Attachment

Any file sent along with an email message.

Bookmark

A web address that is added to a web browser's favorite list for future easy access.

Burn

Permanently writing information to a compact disc.

Button

A raised, clickable shape with a word command in its center. When clicked, it executes the command.

Copy

A command that duplicates selected information. It sends the information to the Clipboard so you can put it somewhere else.

Cut

A command that removes selected information. It sends the information to the Clipboard so you can put it somewhere else.

Delete

A command that permanently removes a file, folder, or information.

Desktop

The background over which all windows are displayed.

Dock

The bar on the bottom of the Desktop that displays icons for applications.

File

A collection of information—under one name—that you can read, look at, or listen to using a computer.

Finder

An application that lets you view files and folders on the computer.

Folder

A container for files on the computer. Also called a Directory. It works like a manila folder in a filing cabinet.

Home page

The Web page that opens automatically when you start a Web browser.

iCal

An application that allows you to create calendars and “to do” lists.

iChat

An application used to send short real-time messages and files to other computers.

Icon

A clickable picture.

iPhoto

An application used to view, organize, and edit photos.

iTunes

An application used to manage music and play internet radio on your computer.

Macintosh HD

The Macintosh Hard drive (HD) contains the operating system, applications, files, and system preferences.

Mac OS X

Software that allows a computer to operate all its components, respond to human commands, and run other applications. Known as an “operating system.”

Memory

The working area of the computer where data and active applications are loaded for use.

Menu

A list of commands that the user can choose from.

Menu Bar

A horizontal bar across the top of desktop that contains commands.

Minimize

To remove a window from the desktop—without closing it—by placing it in the dock.

Paste

To place an item that has been cut or copied to a new location.

Quicktime Player

An application that plays movies and sound files.

Restore

To bring a minimized window out of the dock and back onto the desktop.

Safari

An application that allows you to view Web pages.

Save

A command that allows you to name and store a file so it can be retrieved later.

Save As

A command that allows you to rename and store a file so it can be retrieved later.

Screen Saver

An application that displays pictures on your monitor while your computer is turned on, but inactive.

Scroll

To move a window's display horizontally or vertically to see all its contents.

Software

Instructions stored in the computer's memory that allow you to give commands to the computer and perform tasks with it.

System Preferences

An area of your computer that allows you to specify display, sound, network, and other options.

TextEdit

An application used to create and edit documents.

Title Bar

The horizontal bar at the top of a window that contains the name of the application and/or file being used in it.

Trash

A temporary storage area in computer memory used to keep deleted files available until they're permanently removed.

Window

An area of the computer's video display containing a specific application or file.

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