

Welcome to the world of MAC.

Let's start off with some very basic information.

I. How do you like the way I look?

A. What you see is what you get!

1. The monitor, hard-drive, and all the other components that you would find in your Windows machine tower are all-in-one with the Mac. The CD-drive is located on the side of the monitor.
2. The keyboard is set-up the same as the ones you are used to. They are called QWERTY, named after the top-left alpha keys.
3. Your mouse is different in the fact that there is no scroll button and no right-click button. To right-click you must press and hold the control key while you click the mouse. This will bring up the short-cut menu that you are used to using.

B. Turn your Mac on by pressing the button located on the lower-right corner on the back of the machine.

II. Logging-on to the machine.

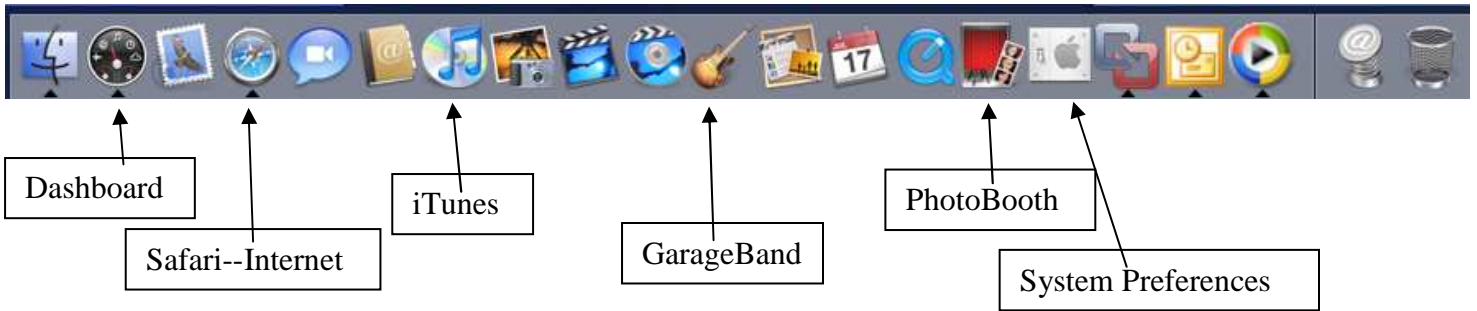
A. Even though you do not see a window that says that you agree to the School District's Computer User's Policy, you must still abide by and follow the rules of the policy. You signed an agreement at the beginning of the year and so did your parents. In this classroom the policy applies even without the on-screen reminder.

B. For the exercises that we will be doing you will sign on as follows

1. User: administrator
2. Password: black99box



III. Some of the tools/applications av



- A. Dashboard—calculator, clock, calendar
- B. Safari—Internet search engine (like Internet Explorer)
- C. iTunes—for your music—you must have headphones in the classroom
- D. PhotoBooth—only on the new Macs—silver
- E. System—is like the control panel in Windows

IV. Finding your stuff

- A. The hard-drive is located on the desktop. You can find almost any file or folder from here without using Finder (the square face on the toolbar) Double-click on the hard-drive icon.



- B. It is important to remember what you name your files to use this feature, so name your files to reflect the contents. Type the name of a file in the search box in the upper right hand corner of the window. Let's try the filename copy
- C. A list of files and folders will appear that have "copy" in them. Most of these files and folders belong to students and are located in their user profiles, so you won't be able to access them.

So much for the basics—Let's have some FUN!!!