

# MacIntosh Computer Tips for Beginners (pre-MacOS X)

by The Drawing Studio

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For new users to the Macintosh MACINTOSH BASICS ©94-03

For new users to the Macintosh environment compliments of The Drawing Studio. This will give you a good start with the basics of using the Macintosh and its' operating system.

Note: the Macintosh has a new operating system called OS-X (10), therefore, be aware that there may be changes which are not listed here.

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## PART I

**TO TURN ON COMPUTER**-push button at top right of keyboard, then turn on monitor. You'll see the startup screen, the little icons at the bottom are the system "extensions" loading (starting up). Next you'll see the 'desktop pattern' and then several icons including the Harddisk and Trash icons. The desktop is much like your own 'real world' desk top. It keeps anything you put on it and is a place where you find things.

**YOU ARE NOW IN THE "FINDER"** (it is called a finder because it is where you find things). You can return to the desktop (in other words "finder") anytime (even when you are in an application, just by clicking once on the Desktop Pattern.

The mouse, called this because of its tail, allows you to move the cursor around the screen. Move the mouse away from you (or up) and the cursor moves up. Practice pointing at things on your screen. Find the button on the mouse. This allows you to click on objects in your finder. Notice that when you click on something it is 'highlighted' (changes to a darker shade of color).

To **OPEN** icons, folders or documents, double click (double click refers to two fast/consecutive presses or clicks on the mouse button) on an icon or word. Hint: to make sure you have selected the right icon, click once to highlight before double-clicking.

A folder is much like the folders in a file cabinet, it is where you keep documents and applications.

**Menu Bar:** The menu bar is the white bar that runs horizontally across the top of the monitor screen. Click and hold every word or icon to see what's hidden within.

**OPENING FOLDERS:** become familiar with the 2 ways to open a folder. The first way is to double click the folder name/icon. The second way, which I think is easier to keep track of where things are, is to click once on the little triangle to the left of the name. This will rotate the triangle to point down and then display the contents of the folder below the name of the folder. (make sure your folder is "view "- "by Name" which is found at the Menu bar at the top of the finder.

**BALLOON HELP:** become familiar with how balloon help can help you learn how to use a Macintosh. Go to Finder: Question Mark in upper right hand corner- click and hold on question mark, then scroll down to SHOW BALLOONS and let go. This will turn on the balloons. To use, simply point with the cursor to any element in the finder (do not click!) and the balloons will give you a description of what it is...To turn off balloons, Go to Question Mark and scroll down to HIDE BALLOONS and let go.

**The LAUNCHER:** become familiar with how the launcher can "launch" applications and documents.

Go to Finder and click on the launcher title bar to highlight the launcher window. Click on the "Applications" button once, then click on an application to launch that application-Go to Menu Bar: File: Quit to quit the application and try it with another application. Click on the "Documents" button and launch a document-you'll notice you not only open the document but you also launch the application at the same time-Go to Menu Bar: File: Quit. You can put a new application into the launcher simply by dragging it over the launcher window. Note: Launcher items are stored in the System folder (see below).

**APPLE MENU ITEMS:** become familiar with how the apple icon (apple menu items) in the upper left hand corner can help you open applications and other things...Click and hold and scroll down to anything to see how it opens-then go the File: Quit and try it again with something different.

**EXPERIMENT:** Now that you have a basic understanding of how the computer works, look around and try to open everything! To find out what it is, where it is, and what it does. Just follow the instructions (if there are any) and File: Quit and continue with something else. Remember, there is nothing you can do, using the keyboard or mouse that will hurt the computer.

**SYSTEM FOLDER:** All computers have a system or 'operating system' which tells the computer what to do in a general sense. In other words, it adds functionality to the computer. While everything in the system folder is essential, there is nothing in it that you can directly use. Open it to discover what's inside, and you will begin to understand what the computer can do for you-check out Apple Menu Items (you can place things inside this folder if you want them to show up under the Apple icon at the upper left).

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## PART II

To create a **NEW DOCUMENT:** Go to File: Click and Hold, and scroll down to NEW and let go of mouse button. This creates a new untitled and unsaved document.

To create a **NEW FOLDER:** Make sure you are in the finder and make sure a folder window is highlighted (this is where a new folder will go). Go to File: Click and Hold, and scroll down to NEW FOLDER and let go. A new empty folder will appear called 'untitled folder'-highlight the word and type in a new name-it will appear alphabetical in the list of folders/documents above. Try putting a new folder into your folder and give it a label.

Using the "**APPLE ICON: ABOUT...**" in the upper left-hand corner and the "**LITTLE COMPUTER SCREEN ICON**" in the upper right-hand corner: Hint: To make sure you are in the right application and not the finder or some other application: Go to: Apple icon(upper left-hand corner) and click and hold: the first item in the list should say About...(your application). If it says About this MacIntosh..., then you are still in the Finder and either you have not launched the application successfully or you accidentally clicked on the desktop pattern(returning you to the finder). You can return to your application by clicking on your document window(if it is open) or by: click and hold on the icon at the very top right of the computer screen (ignore the horizontal red and green flashing light if you have one) then scroll down to your application.

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## PART III

To **SAVE** a new document the 1st time:

Go to File: Click/Hold/scroll down Save and let go. Dialogue box will open: Give your document a name, select the folder that you want to save your document to (or click desktop to save it there) and click on the highlighted button "SAVE"

To Save a document the 2nd and future times:

Go to File: Click/Hold/scroll down Save and let go. This will update any changes you made without reopening the dialogue box. Recommended before printing, check PAGE SETUP: Go to File: Click/hold/scroll down to Page setup. Verify orientation (little dog picture).

To **PRINT** a new document the 1st time:

Go to File: Click/hold/scroll down Print and let go. Click on PRINT.

### **TO HIGHLIGHT:**

To highlight a word: double click on word. To highlight a sentence: click/hold at end of sentence, drag to other end of sentence and let go.

**To COPY and PASTE:** Highlight word, sentence or other...Go to File: click/hold/scroll down to COPY and let go. This copies your selected item to the computers 'clipboard'. Select the place you want to paste to with the cursor by clicking, then: go to File: click/hold/scroll down to PASTE. That's it. Paste as many time as you would like. Opening 2 APPLICATIONS or more: become familiar with the fact that you can have 2 applications open at the same time and that you can Edit: Copy/Paste between 2 different applications (usually), this is because when you copy something you 'actually' put it on a 'clipboard' that is in the computer-then you can Paste whenever, where-ever, or as many times as you like. Try it a few times.

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## **PART IV**

**WORKING WITH WINDOWS** (Macintosh windows not PC ones):

All windows are basically the same,

Title bar displays name of document or folder; it also allows you to move a window to a new location on monitor screen if you click/hold/drag the title bar.

The square in the upper left closes the window.

The squares in the lower right allows you to expand or shrink the window.

The arrows allow you to scroll through a document (up or down; left or right).

**Using the TRASH:** put a scrap document that you have created into the trash-can by clicking/holding/dragging its' icon over the trash icon and letting go. Open the trash-can to confirm that the document you want to throw away (forever) is in there (double-click on the trash-can). Then go to Menu Bar: Special: Empty Trash to permanently remove the item from the trash can. Close Trash window.

Note: NEVER put the Harddisk into the trash can.

This is the only thing you can do wrong on the computer

### **TO TURN OFF COMPUTER:**

1) quit any running applications: Menu Bar: File: QUIT.

2) close any open windows (click on small square at left of upper bar). Leave the finder the way you

want it to look when you restart the computer the next time.

3) Press key at top of keyboard-a dialogue box asks you if you are sure you want to shut down-click on the (outlined) shutdown button.

(You can also shut down by going to Menu Bar: Special: Shutdown).

4) Turn off monitor.

**PRINTER:**

1) confirm that the correct printer is selected by going to: Menu Bar: Apple Icon: Chooser. Select the correct printer by highlighting it.

2) To print within an open application, go to: Menu Bar: File: Print.

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