

Mac for Beginners!

Probably want to do more than stare at a blank screen, right?

Objectives

Students will be able to:

- Know the different parts of the Mac computers
- Know how to log in
- Know how to utilize the Macs inner workings
- Be able to use Macs the rest of the school year!

Crossword Puzzle

You all should have a crossword puzzle in front of you in order to take notes. The first three people who correctly have it finished gets candy!

What do you know about Macs?



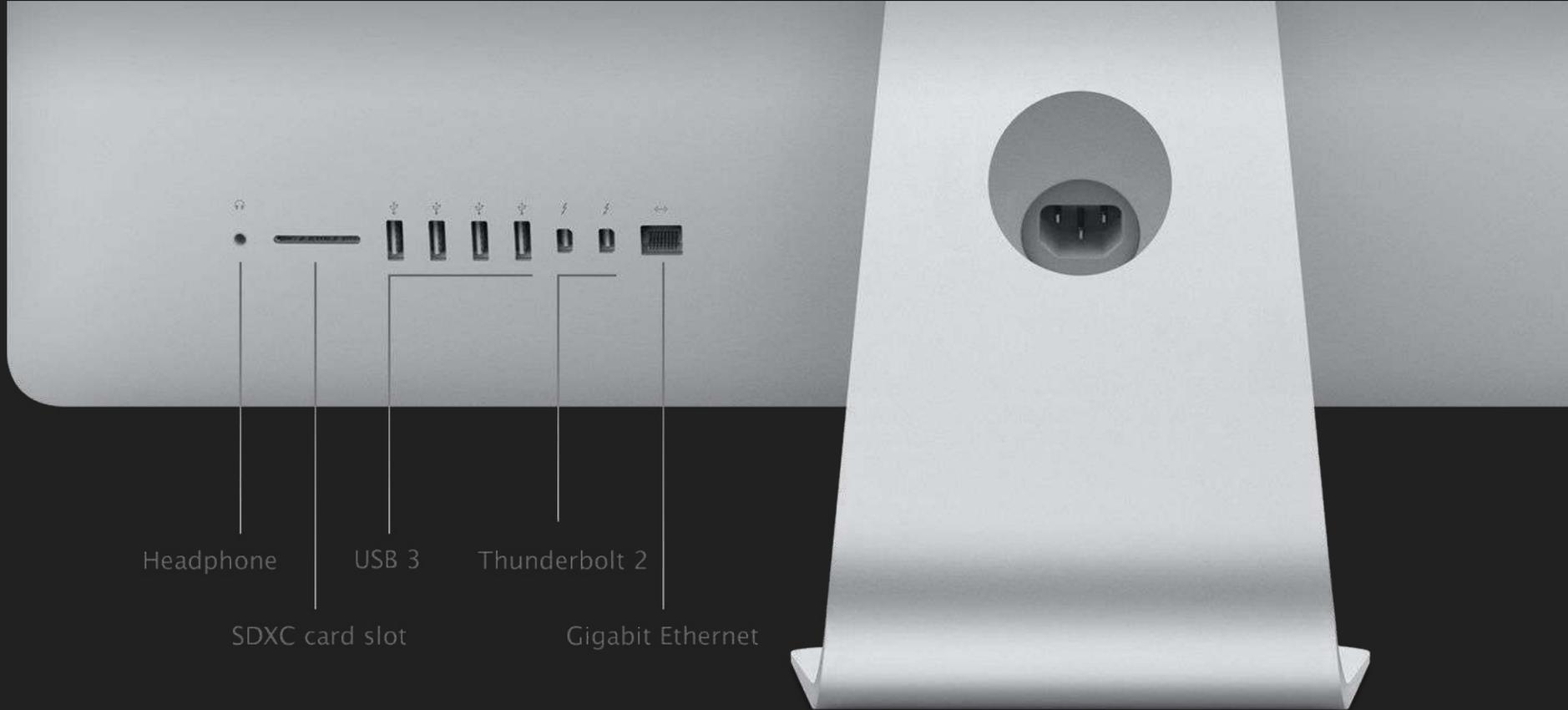
How to turn it ON/OFF

If you come in and the Mac is not on, there is a button on the back that you push to turn it on.

To manually restart the Mac you HOLD it down until the screen turns off.



The back of the computer

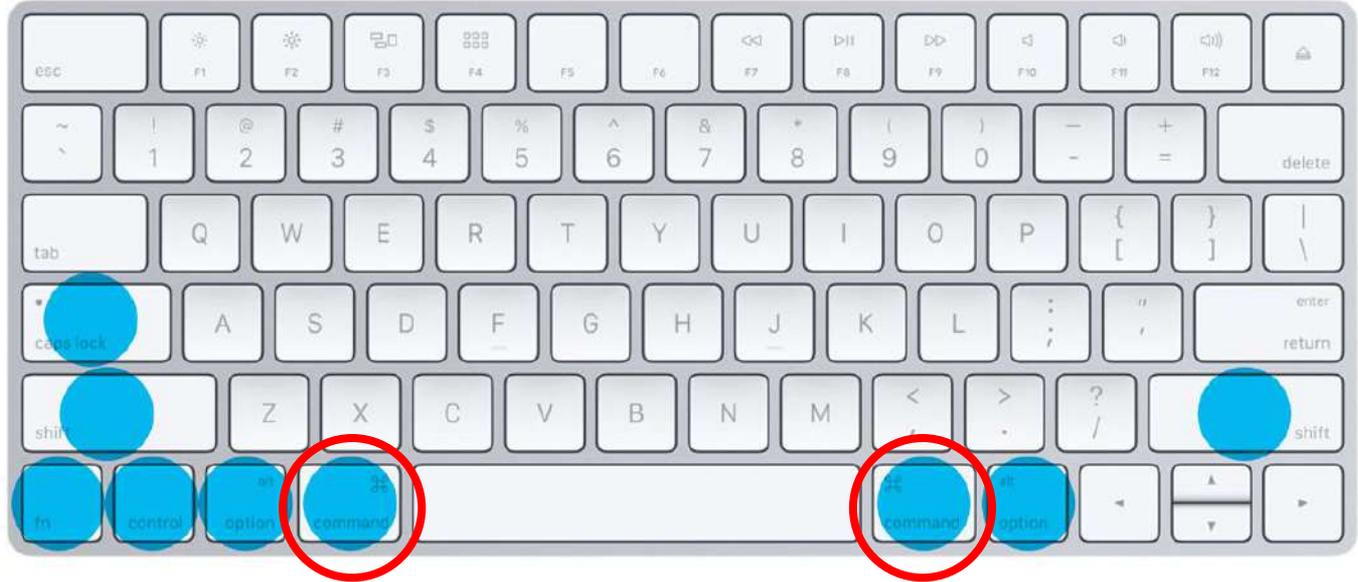
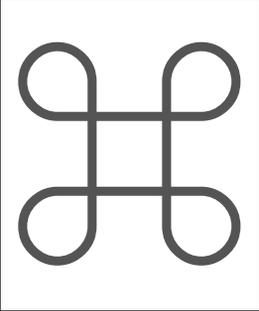


The Keyboard



The COMMAND key

(PC users think of it as the Ctrl button)

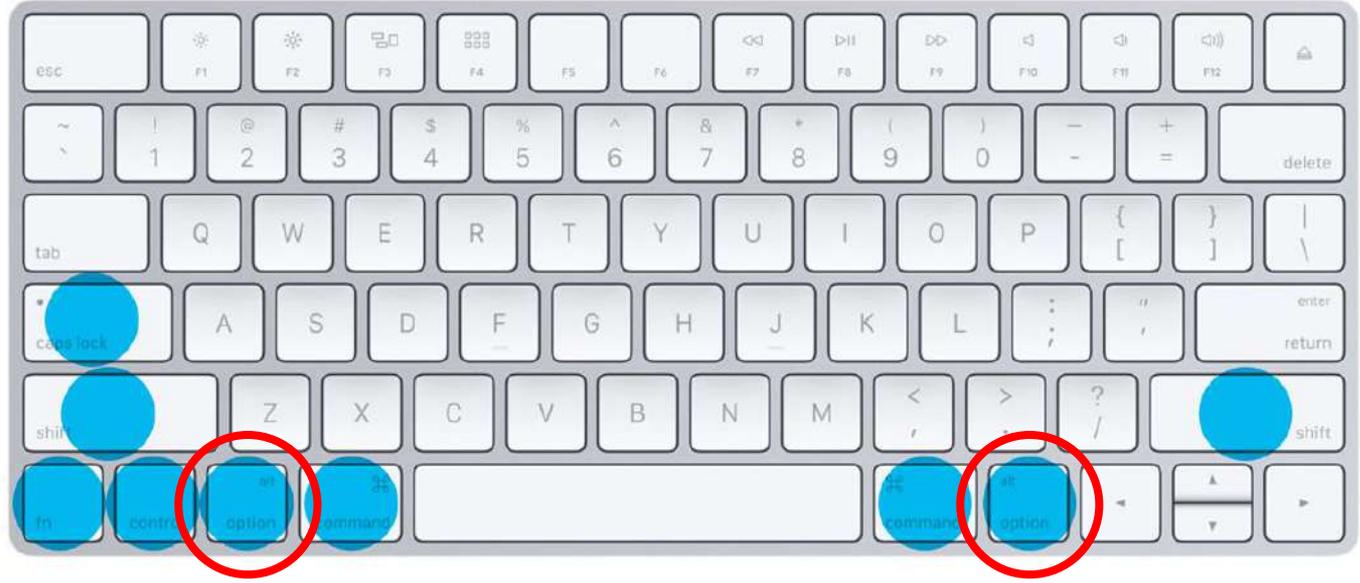
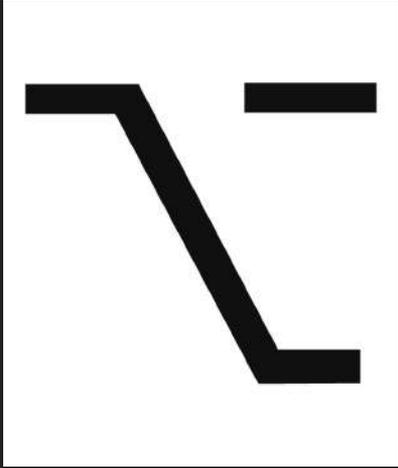


SHIFT button

(nothing has changed)



OPTION/alt button



Keyboard Shortcuts

Save - Command + S

Save As - Command + Shift + S

Undo - Command + Z

Cut - Command + X

Copy - Command + C

Paste - Command + V

Select All - Command + A

Logging on

To log on to the computers here, as well as your Google account, this is what you need to know:

Username - `firstname.lastname`

(Your school email *should* be firstname.lastname@fwusd8.org)

Password FW**12345!**

(The **numbers** are your student ID#)

Desktop Layout

1. Apple Menu
2. Application menu
3. Menu bar
4. Status menu
5. Spotlight icon
6. Notification Center icon
7. Desktop
8. The Dock
9. Finder

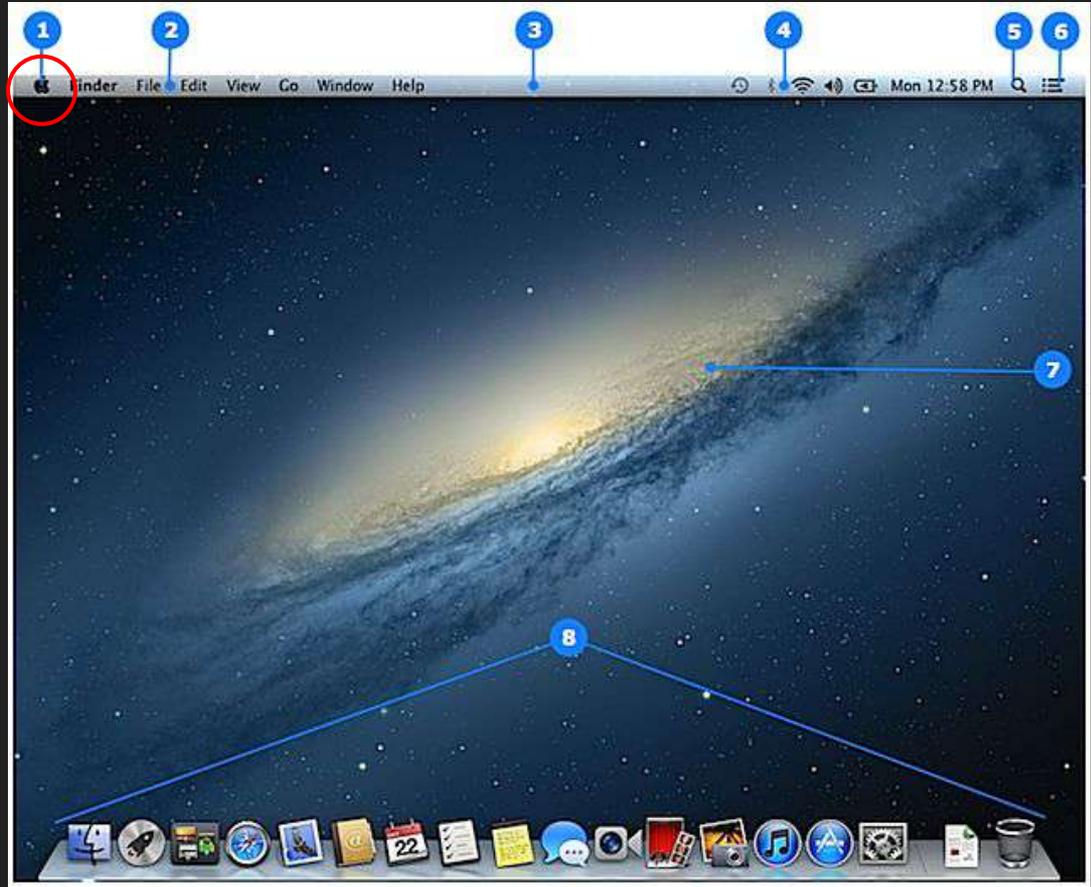


1. Apple Menu

Click on the APPLE icon on the far left of the Menu bar at the top.

SLEEP: Here you can put your computer to sleep, which will turn your screen to black.

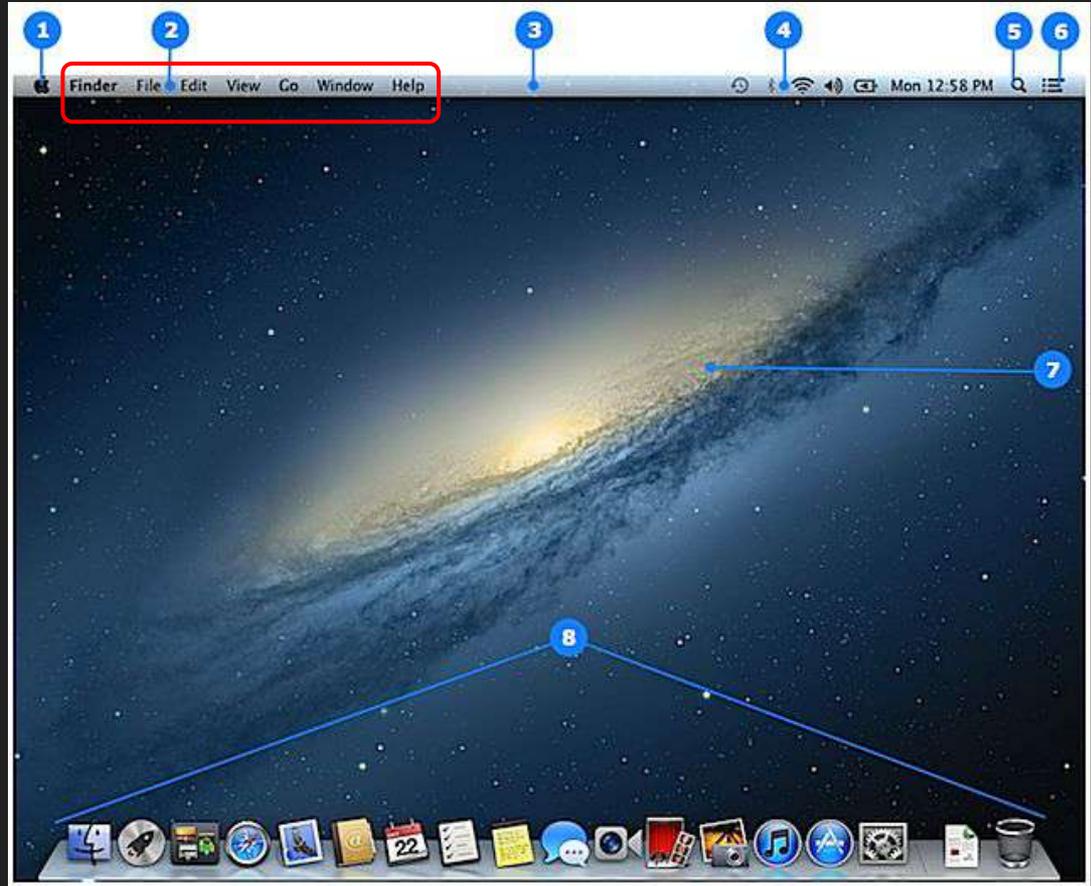
LOG OUT: Before you leave for the day, make sure to log out of your computer. If your desktop background changes, this is your fault.



2. Application Menu

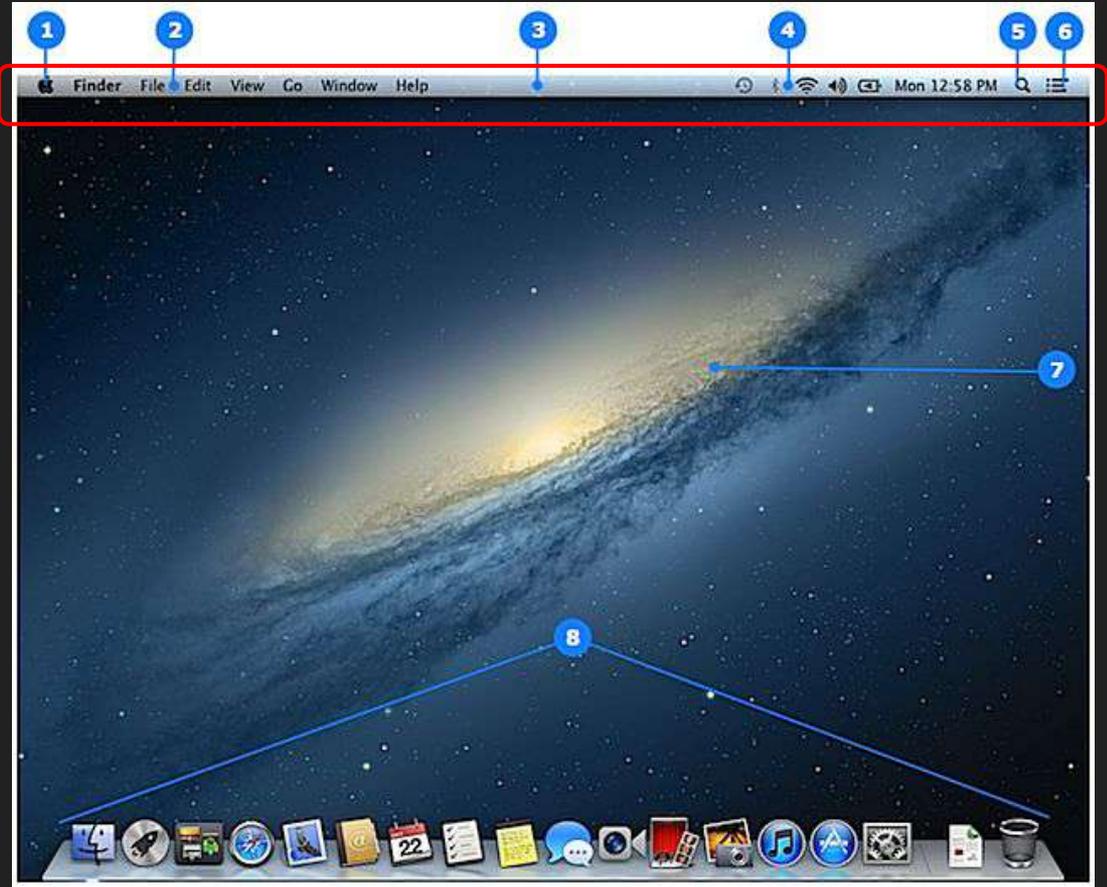
This is where you will find all of the different options for the different programs.

File, Edit, View, etc.



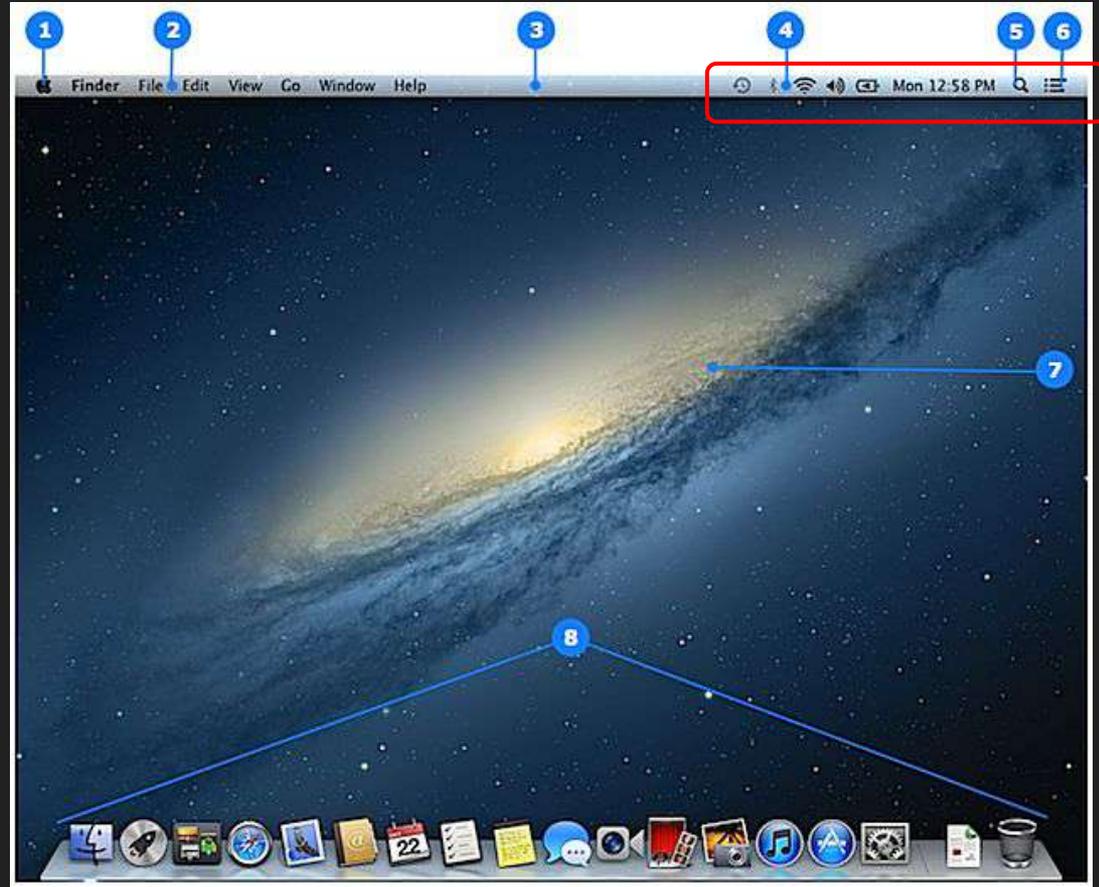
3. Menu Bar

This is the gray bar at the top of your screen. This has everything you need to control your Mac.



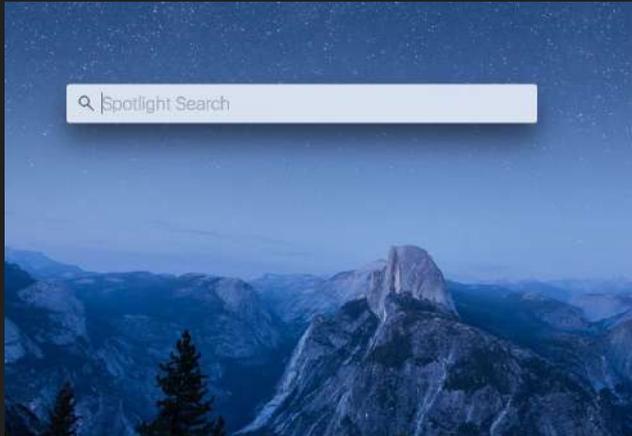
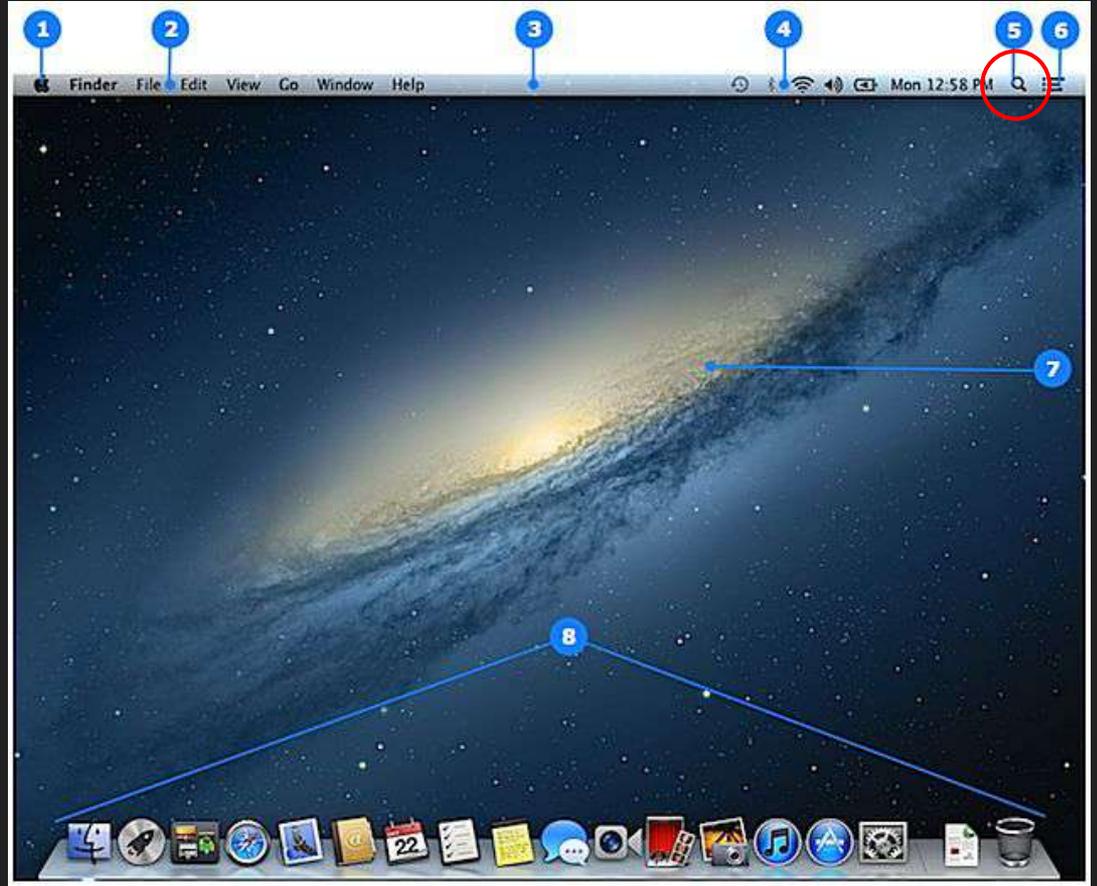
4. Status Menu

This shows you the status of Wifi(If not directly connected to the internet), Volume, Bluetooth, etc.



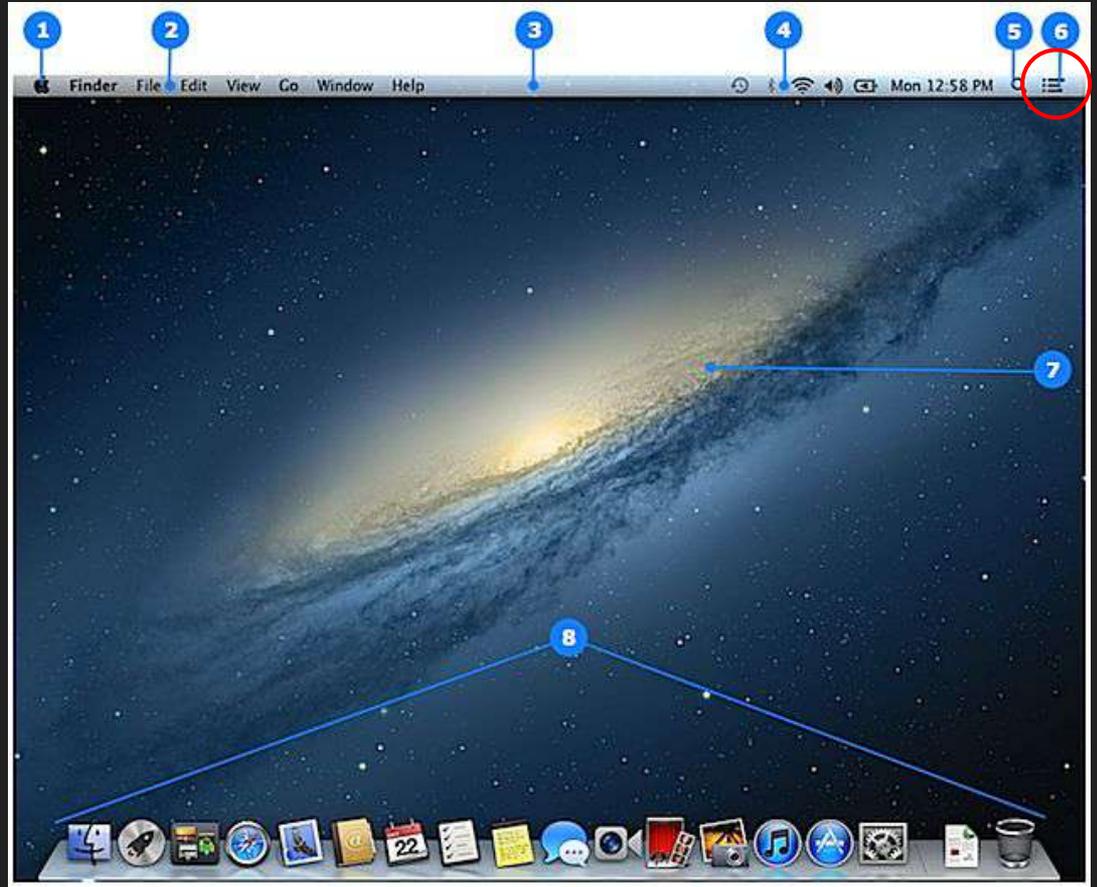
5. Spotlight Icon

This is the tool you can use to search for different programs you might need to get to. You would just type in "Adobe," "Photoshop," etc.



6. Notification Center Icon

If you use any of the tools like calendar, weather, etc, you can quickly and easily view all of it here.

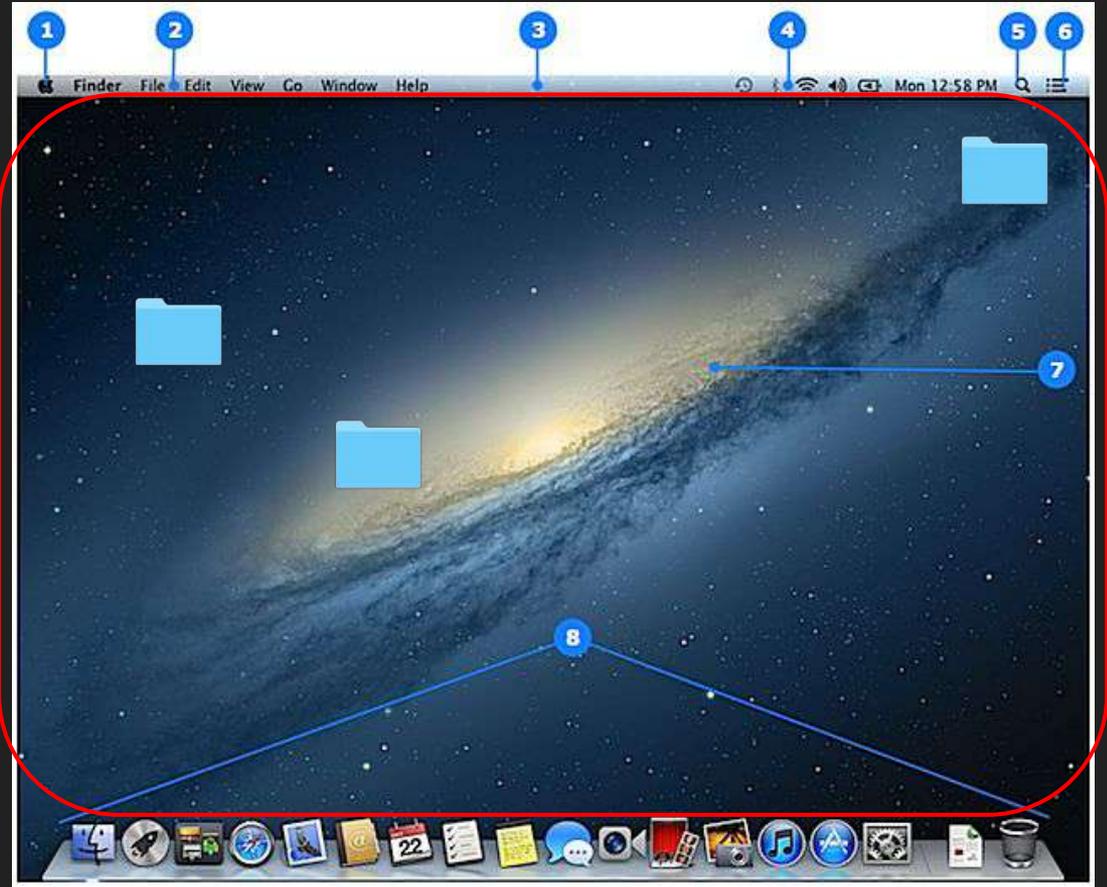


7. Desktop

This is the same here as on a PC.
You will usually find your
folders/files/etc you save on Desktop
here.

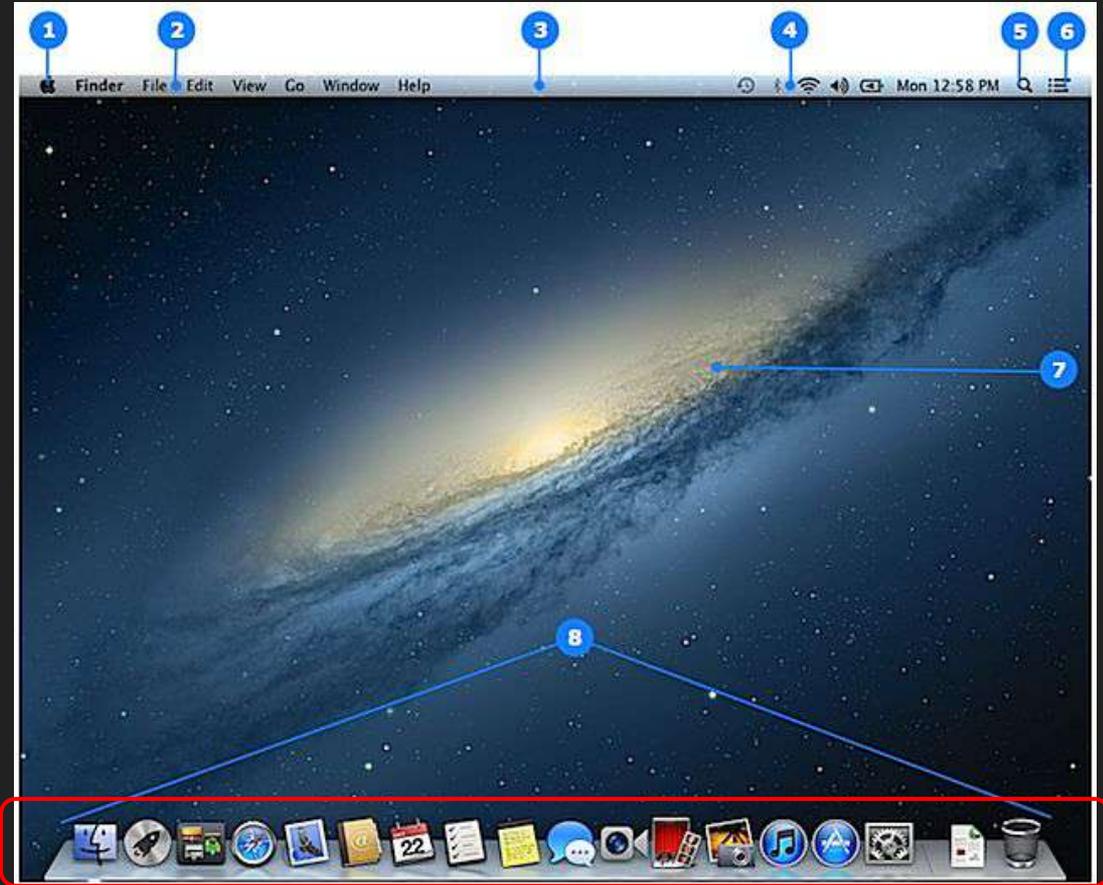


Right clicking on the desktop allows
you to create new folders.



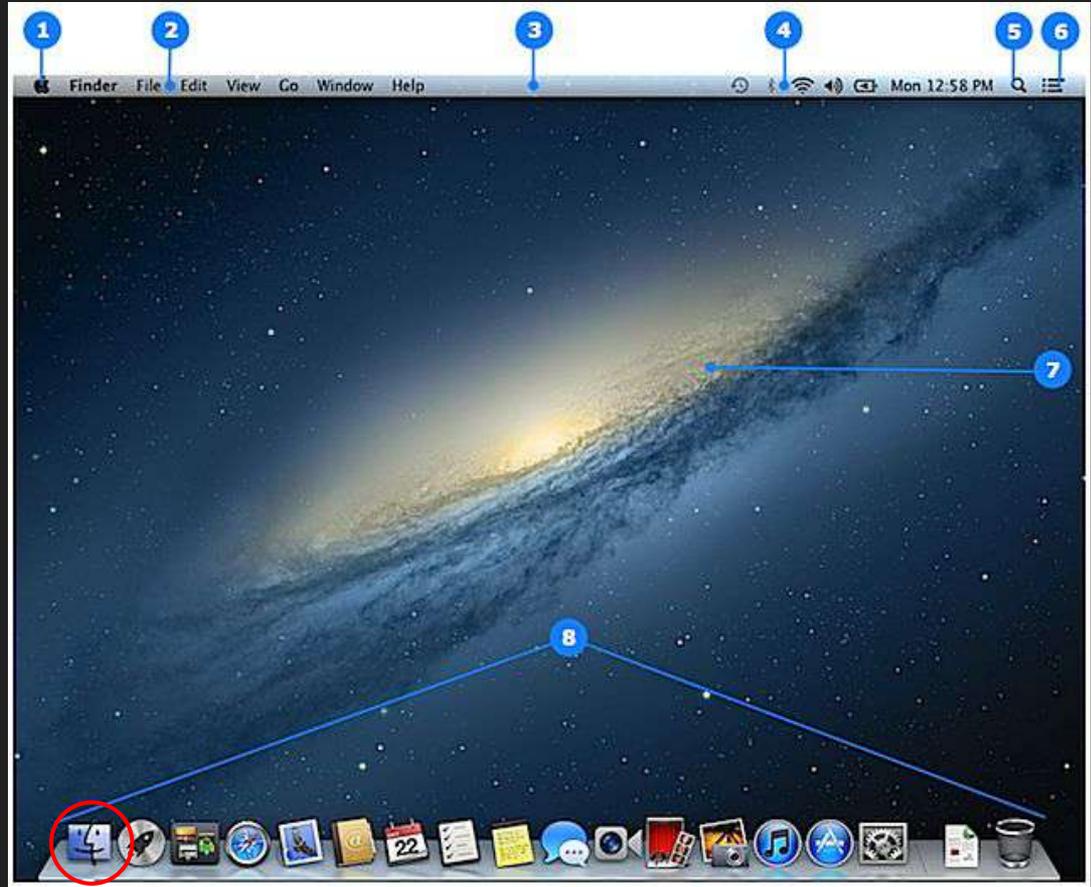
8. The Dock

The dock is just like the task bar on the PC. You will see a lot of icons on it of commonly used icons, and whenever you have a program open you will find it here.



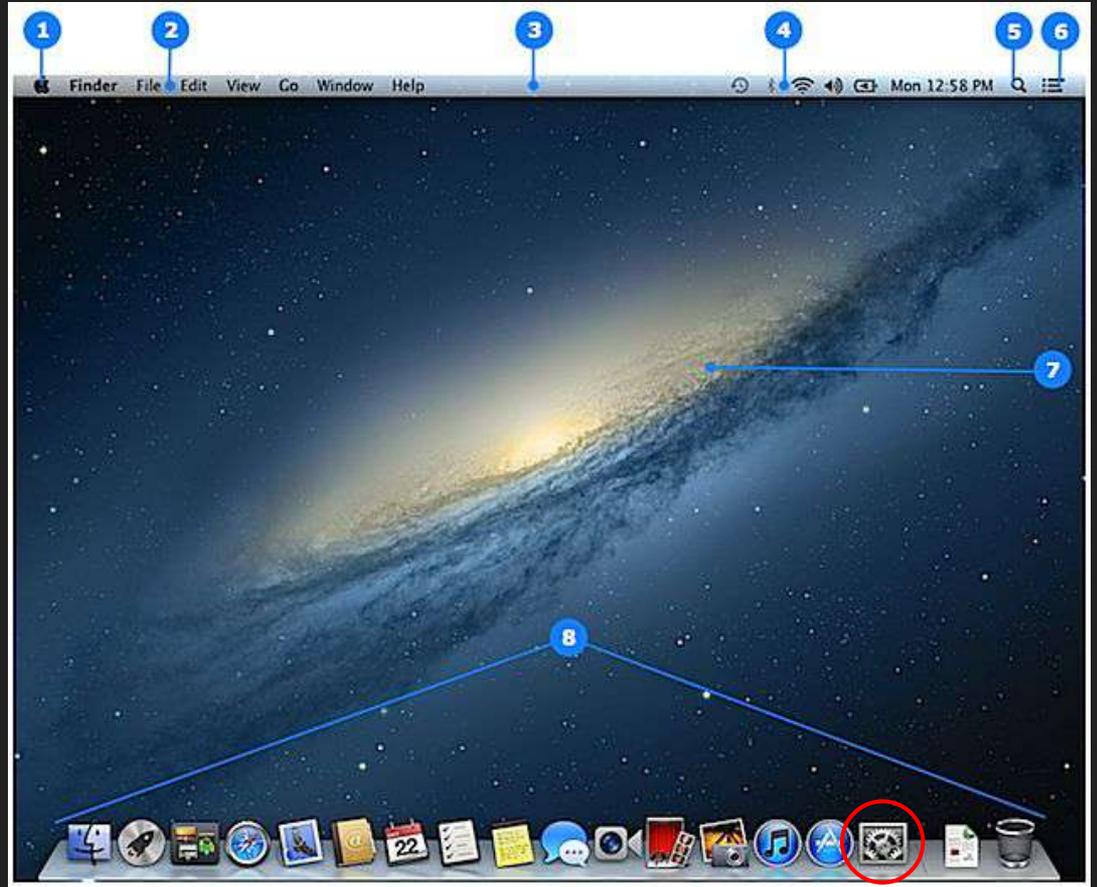
9. FINDER

This is what you will use to navigate through folders. You can right click on it in the DOCK to create a “NEW FINDER WINDOW” to open more than one.



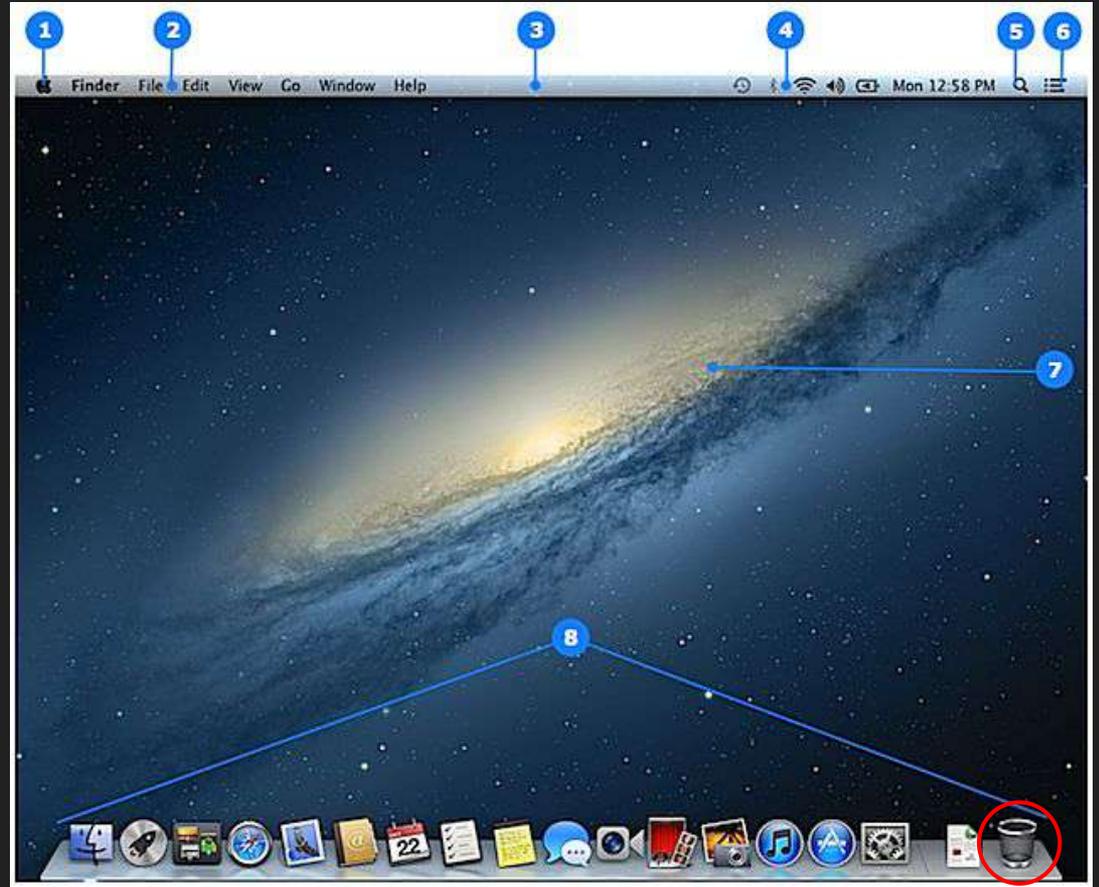
10. SYSTEM PREFERENCES

If you need to make any changes to your settings, you go to System Preferences.



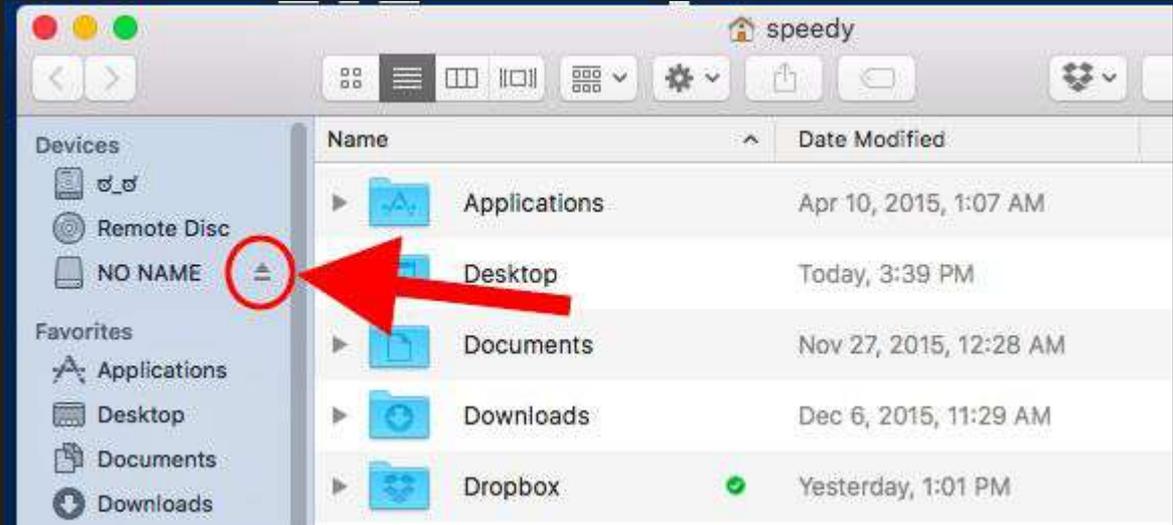
11. Trash

This is where anything you delete will end up. If you have an SD Card, Thumb Drive, etc, you just need to drag it to the Trash and it will change to an Eject icon and this is how you SAFELY eject that item before you remove it.



Eject 2.0

You can also eject a SD Card, Thumbdrive, etc, by opening Finder and looking to the left hand side. You will see an Eject icon to the left of the device. Clicking this will safely eject your device.



Close/Minimize/Maximize Window

CLOSE WINDOW: This will close your window. If it is Safari or Chrome, this will close ALL tabs, too.

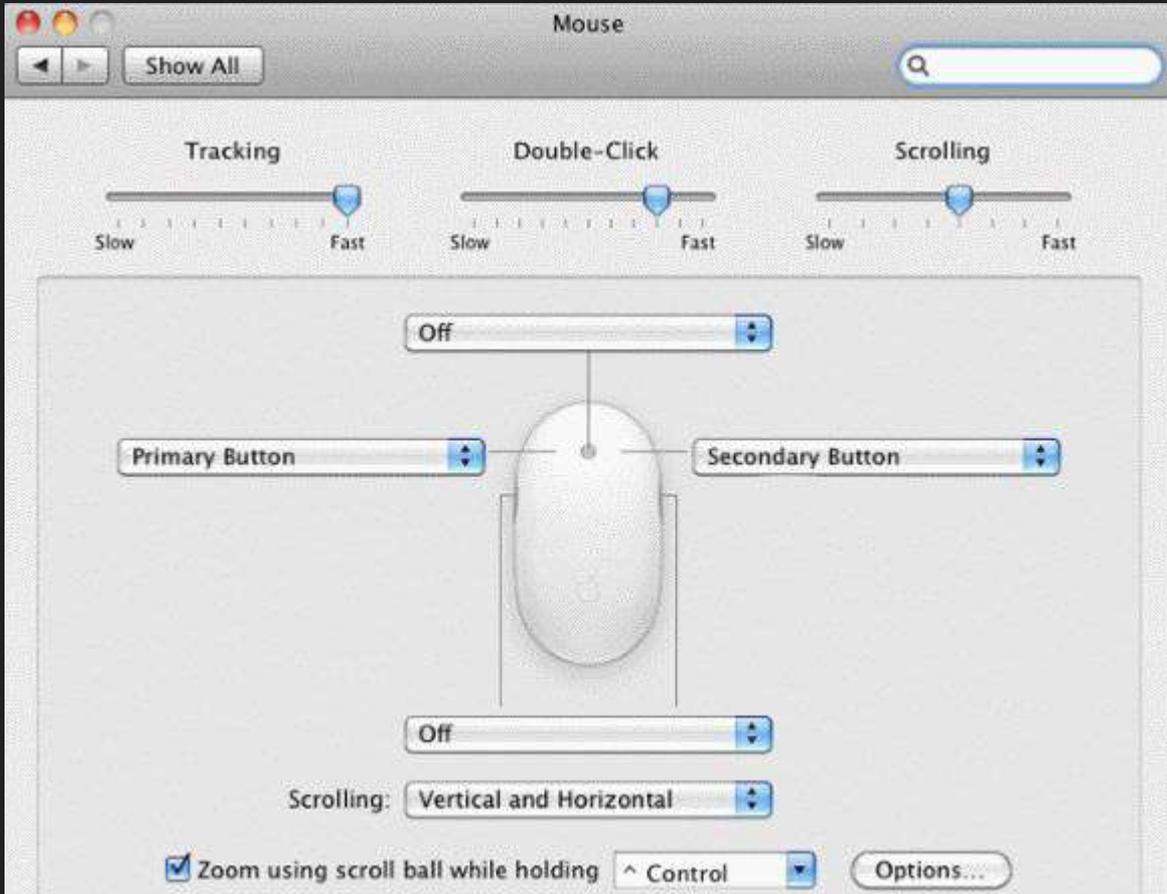
MINIMIZE WINDOW: This will minimize your window and put an icon on the DOCK next to the Trashcan thumbnail. To bring it back up, just click on it.

MAXIMIZE WINDOW: This will maximize your window so this is the only thing you will see on the screen. To take it out of the full screen(Not true full screen), click on the green icon again.



Right Click?!

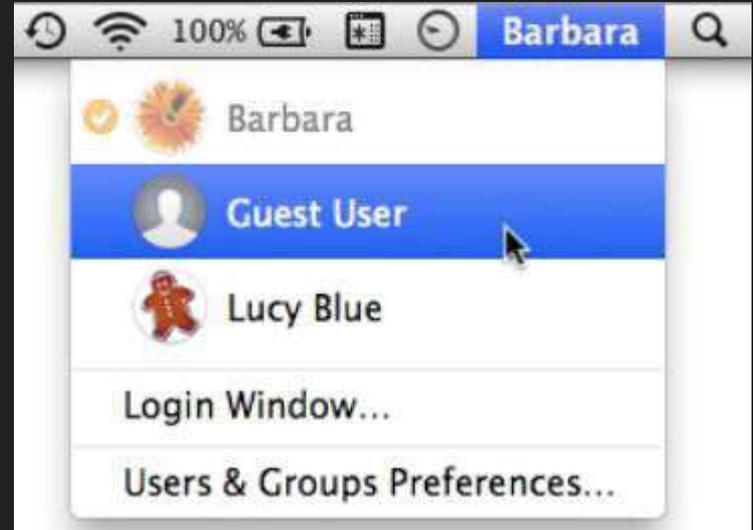
If you cannot RIGHT CLICK, go to SYSTEM PREFERENCES and then click on MOUSE. You will see this. To establish being able to right click, go to the drop down menu on the right and choose “SECONDARY BUTTON” instead of “PRIMARY BUTTON.”



Switching Accounts

If you want to switch between accounts, click on your name at the RIGHT side of the menu bar next to the Spotlight Icon and you will see the options shown here:

If you are unable to LOG OUT or you have something going on that isn't finished, click on the "Login Window" to keep you logged in and allow someone else to log in, too.



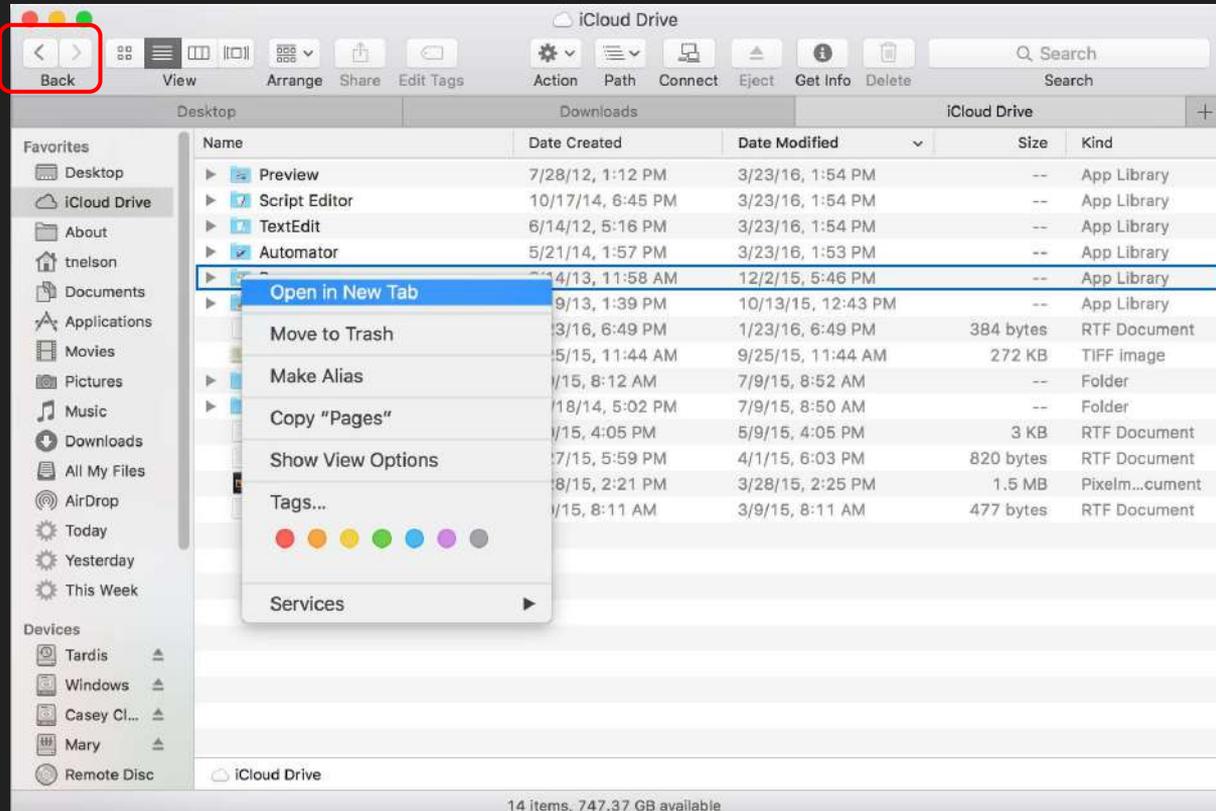
Chrome or Safari



FINDER



The arrows at the top left will let you go back or forward.



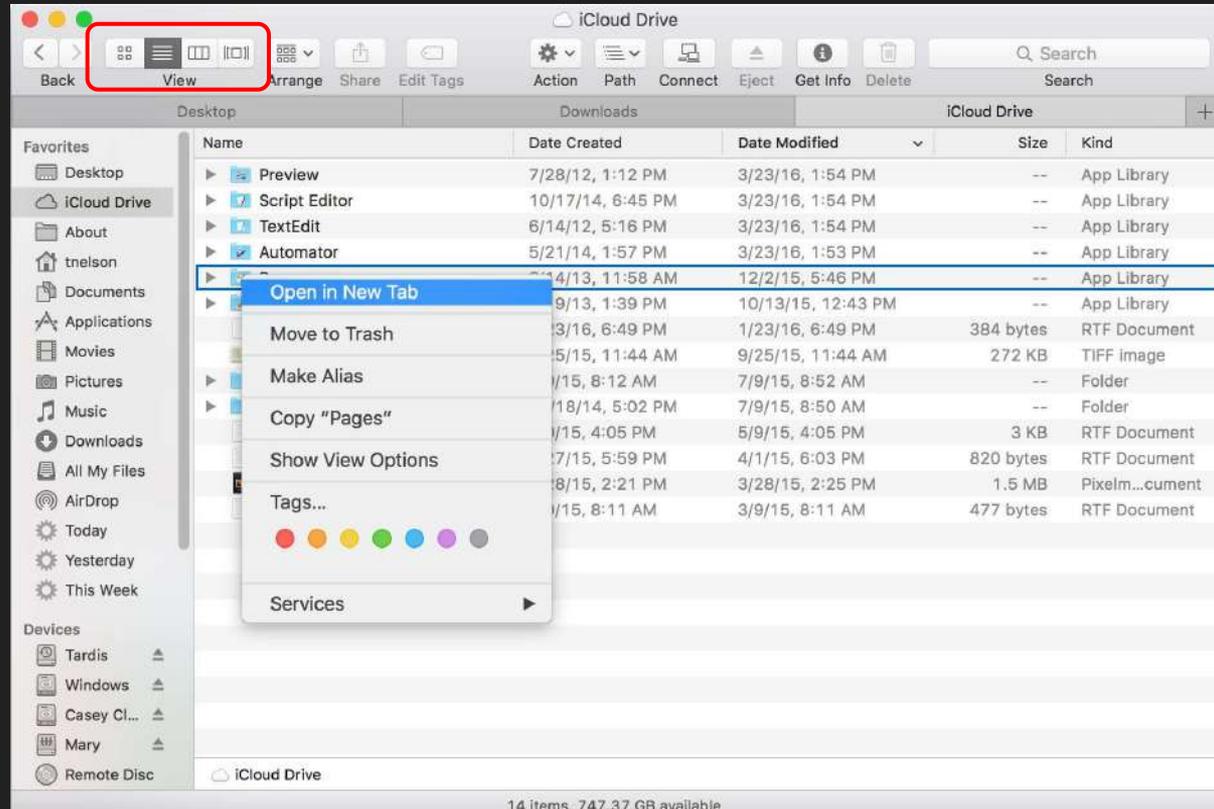
FINDER

View

View allows you to change how you see the contents of what you're looking at.

Icons, List, Columns, or Galleries

This is the LIST view.



FINDER

View

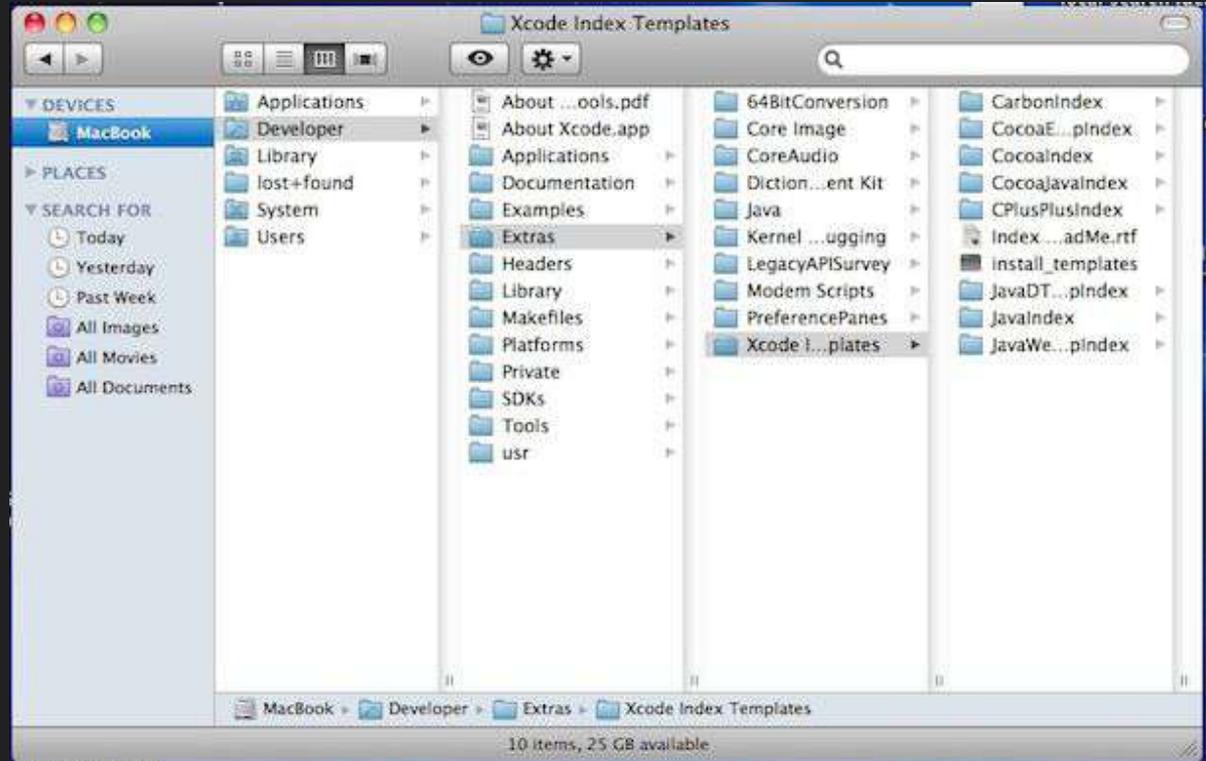
Thumbnail view



FINDER

View

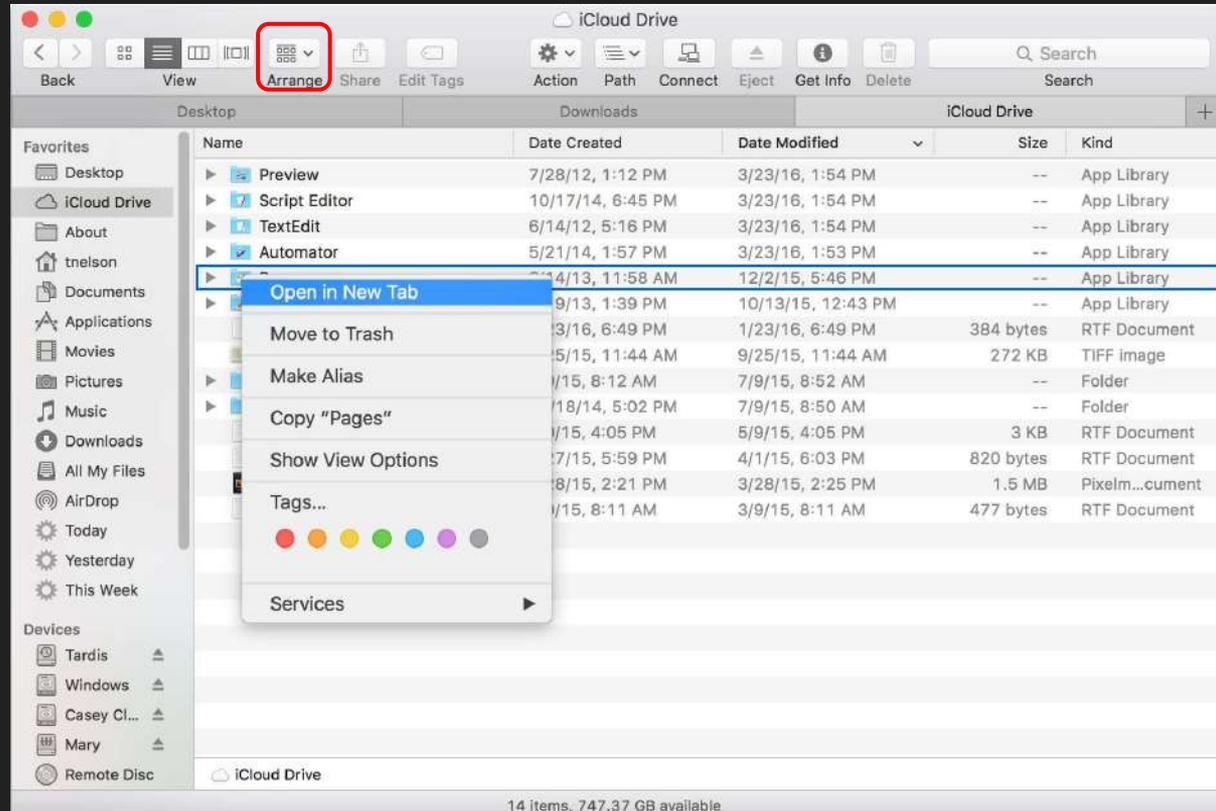
This is Columns. This is the best way to track your path to your current folder.



FINDER

Arrange

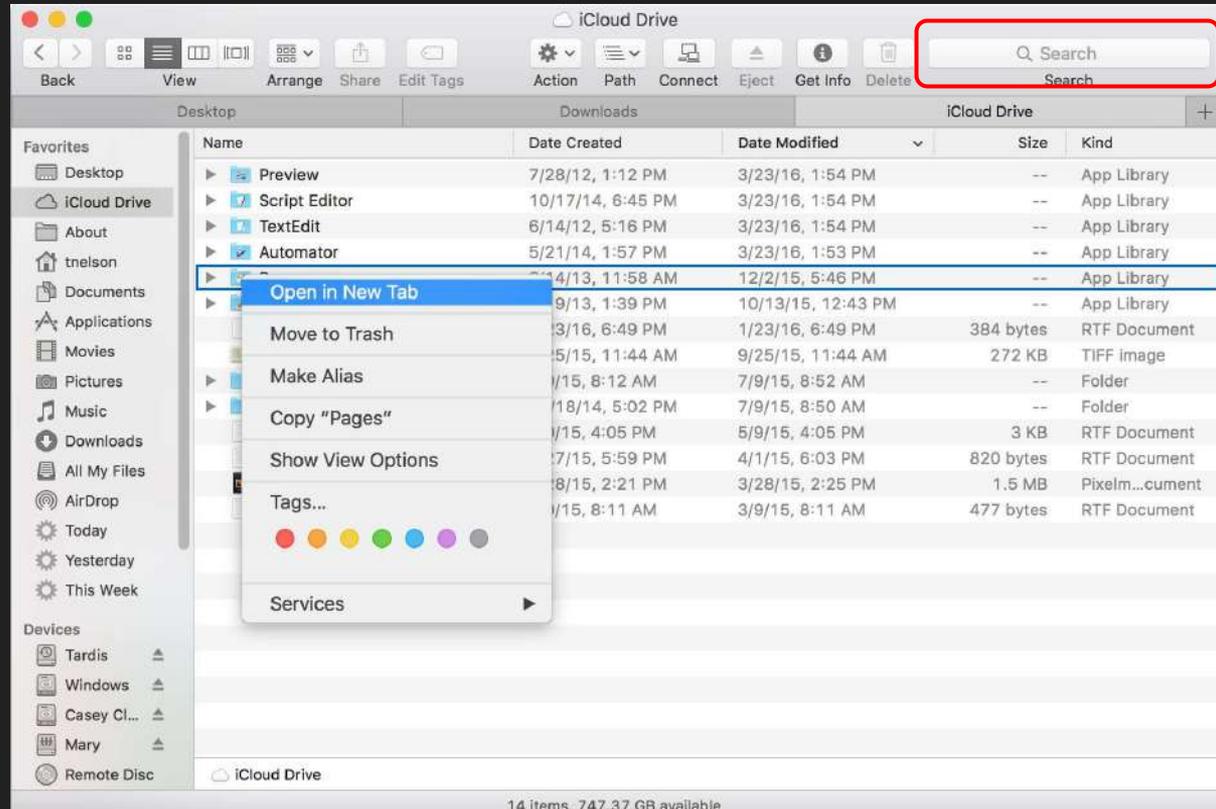
You can sort your contents in different ways by clicking on Arrange.



FINDER

Search

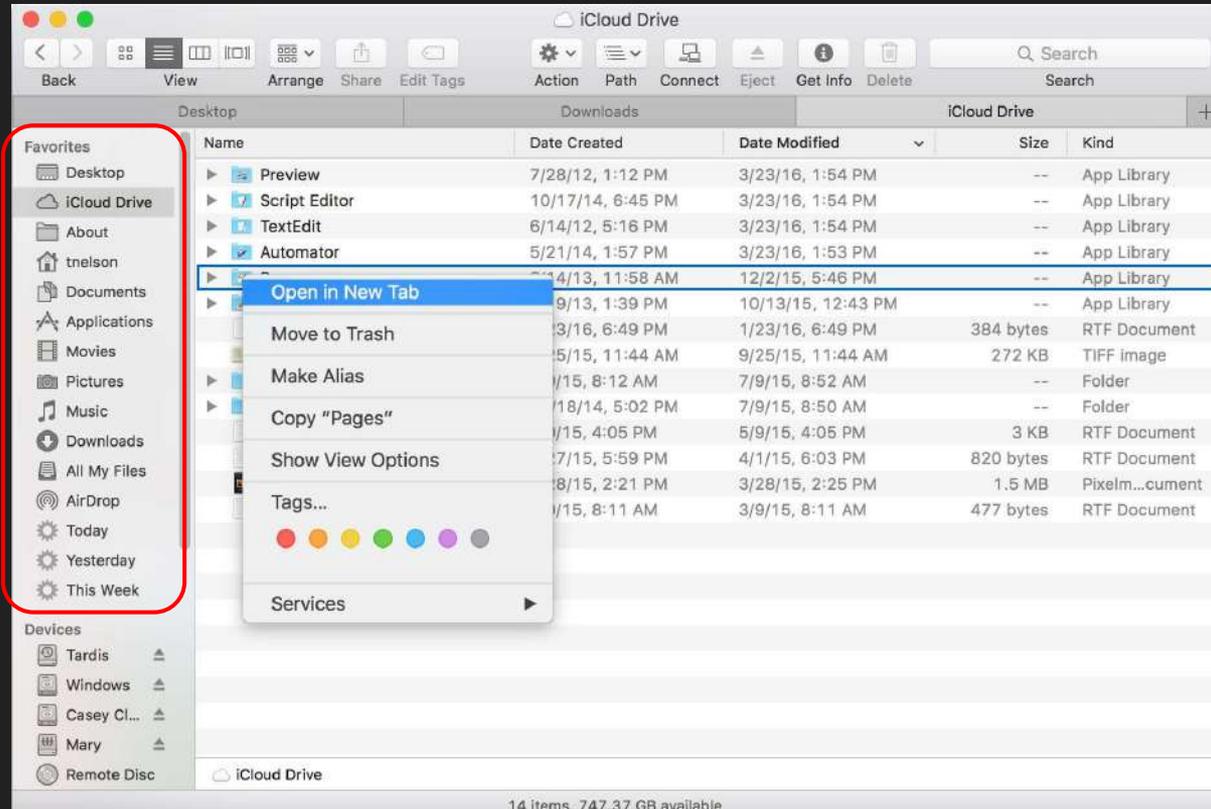
You can use this function to search through your current area.



FINDER

Favorites

For different locations within your computer, like Downloads, Desktop, etc, you can go to the left side to navigate quickly through this. You can add to this simply by dragging a folder to this area.

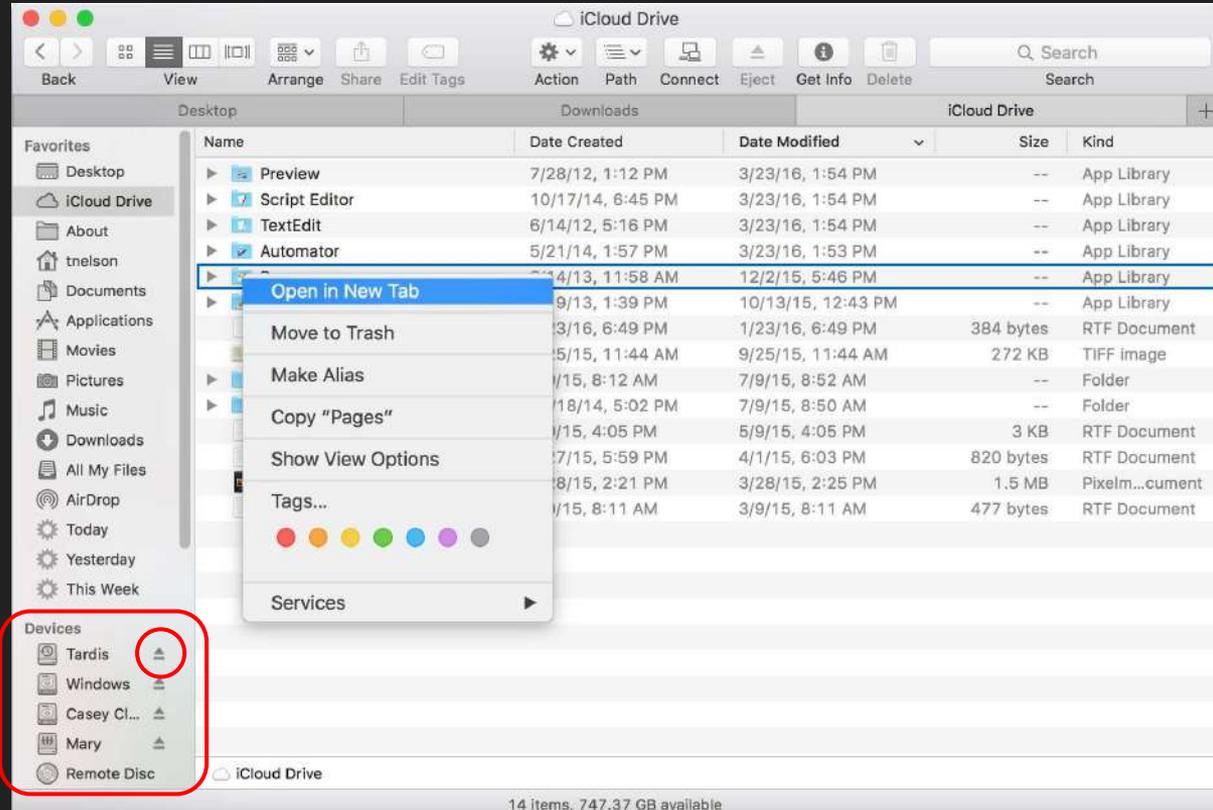


FINDER

Devices

Here is everything that you're connected with. You will see here your SD Card/thumbdrive/etc when it is plugged in.

Clicking on the Eject icon next to the device will eject your device safely.



Keep in Dock

If you use a program every day(Google Chrome, Adobe Photoshop, Adobe Premiere, Adobe Bridge, etc), you can RIGHT CLICK on the Program icon in the DOCK, go to Options, and click “KEEP IN DOCK” for it to always be on there. If you don’t want an item on your Dock to be there, simply follow the same steps and click “REMOVE FROM DOCK.”



Google Classroom & Google Drive

We use Google Classroom for all classroom projects. This is where you turn in assignments, bellwork, etc.

Google Drive is where you save all your files. Your Flowing Wells google account(@fwusd8.org) has unlimited space!



If the internet isn't working...

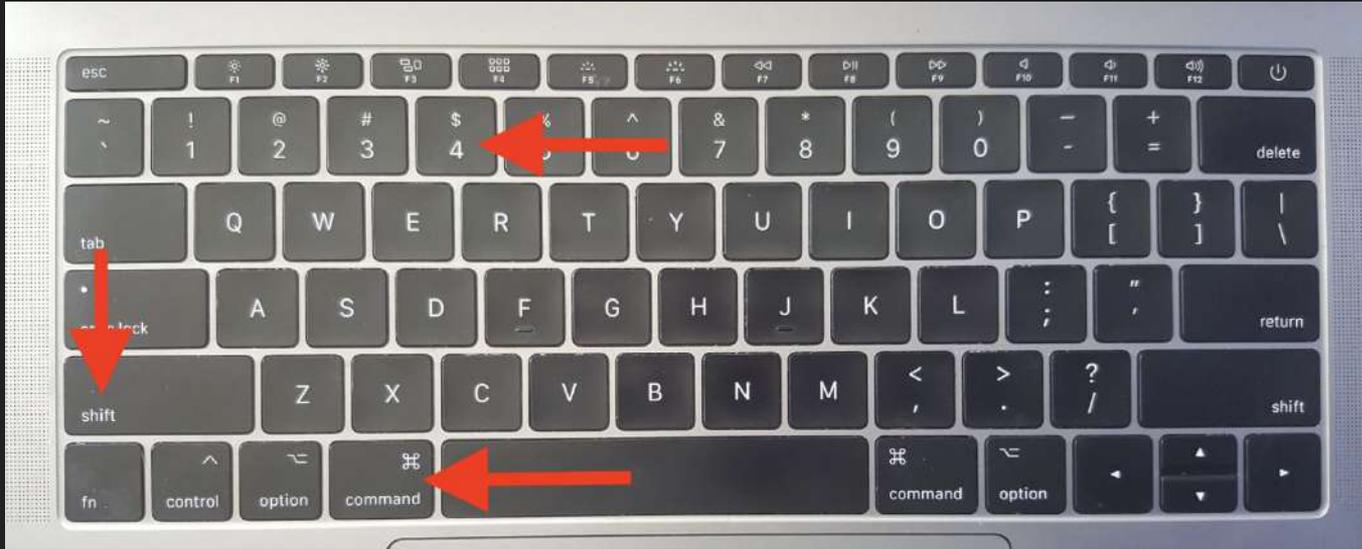
When you come in and the internet isn't connecting when you log on, go to www.flowingwellsschools.org

It should prompt you to log in with your username and password and that should get you back on the internet.

This will be asked MORE than once throughout the year, so don't be that person asking.

Screen Shot

If you use the keyboard command shortcut Command + Shift + 4, your cursor will turn to crosshairs, and you can then click and drag(will show a square) to whatever area you want to screen shot. When you let go of the mouse, whatever you highlighted will then be saved as a JPG on your desktop.



Programs most used in this class

Adobe Bridge - This is what photo students use to navigate through their photos, do batch file rename, and much more!

Adobe Photoshop - This is what photo students use to edit their photos.

Adobe Premiere - This is what film students use to edit their films.

Review

What are the biggest differences you can think of between PCs and Macs?

Are you ready to start using the Macs in this classroom?