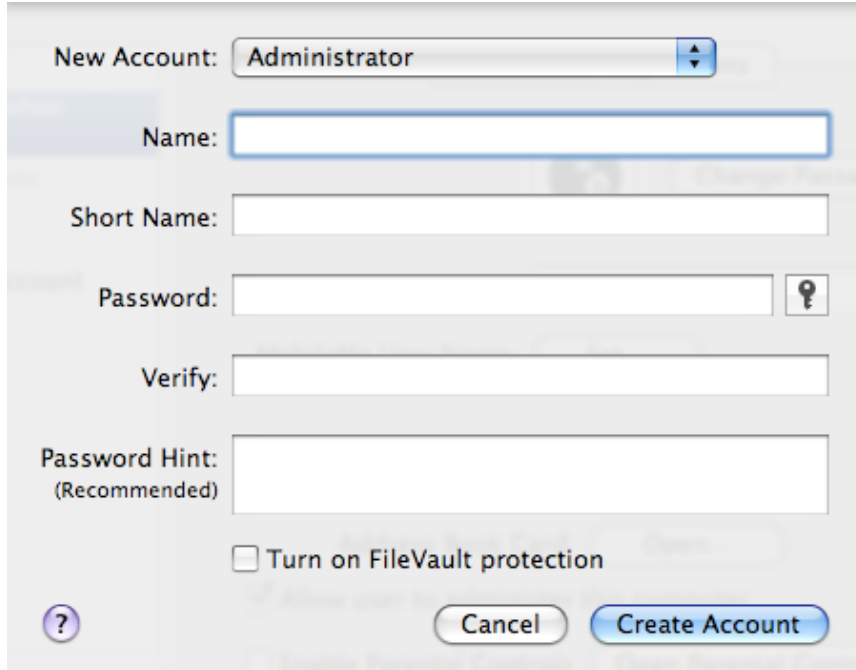


ES Mac Transition 2009/2010

Step 1: Set up your account

1. System Preferences -> Accounts
2. Click on + sign to add yourself
3. Fill in all information making yourself an administrator.
4. You can add login items if you would like. Click on login tab.
5. Delete the teacher user and delete the home folder.



Step 2: Import your data and your bookmarks.

Let Kris or Jeff know if you need help with this.

Importing Bookmarks

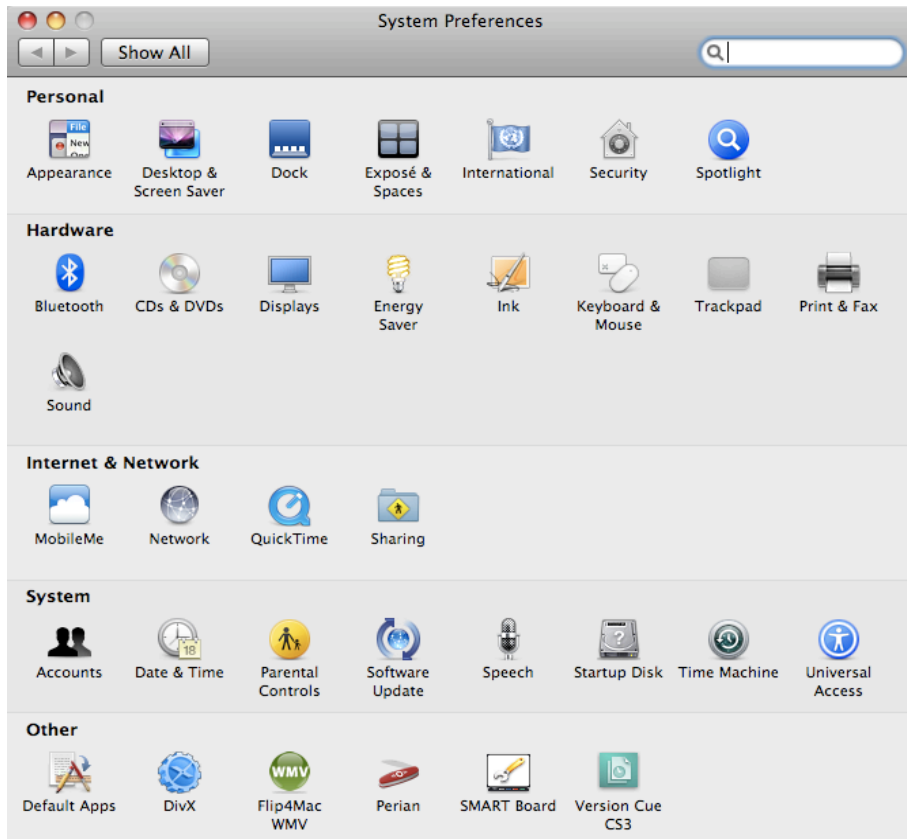
1. Click on Bookmarks menu and select Organize Bookmarks...
2. Click on the star and select either Restore->Choose File... or Import HTML...
3. Find your file and select it.
4. Your bookmarks should be there.

Screencast tutorials on many of these topics can be found at:

<http://saselementary.wikispaces.com>

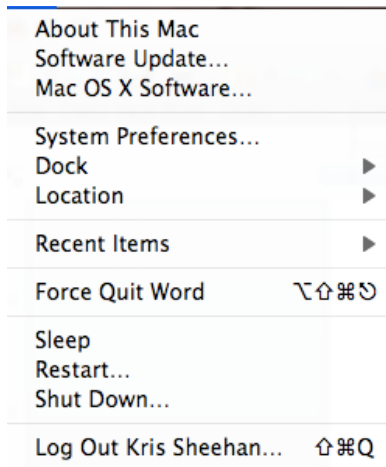
Getting to Know Your Mac

System Preferences – The place you go to change the settings on your computer.

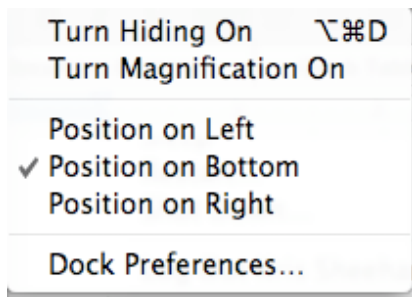


- Appearance
- Desktop and Screen Saver
- Dock
- CDs and DVDs
- Displays – 1280 x 800
- Print and Fax
- Sound
- Network
- Date & Time
- Default Apps

Apple Menu



Changing the Dock



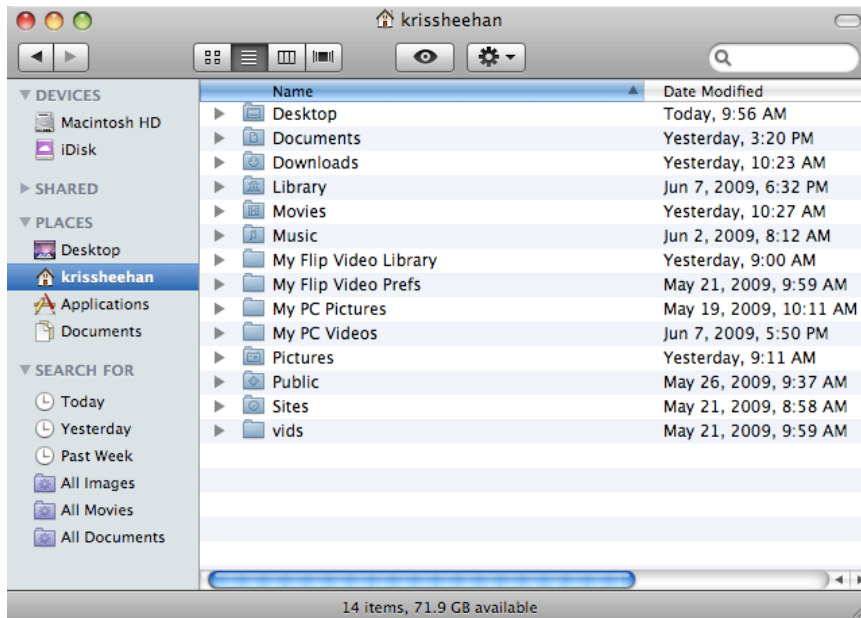
1. Click on Apple menu, drag down to Dock.
2. Change hiding, magnification and location.
3. You can go to Dock Preferences to change size, etc. of your dock.

Navigating the Dock



- Applications are on the left side of your dock.
- Open applications have a light under them.
- On the right side of your dock, you will find an Applications folder, documents folder, download folder, open documents and your trash.
- Click on an application on your dock to open it or to return to it.

Using the Finder



Devices, Shared, Places, Search For

The Tools on the Finder



Back and
Forward
Buttons



Icons
List
Columns
Cover Flow



Quick Look



Actions



Spotlight
Search

Cover Flow gives you a scrollable preview of every file or folder in the selected location.

Connecting to Network

1. You must have the Finder window open.
2. Click on the Go menu and drag down to Connect to Server...
3. Type in sasfs in the Server Address box.
4. Click on Connect.
5. Type your name and password and click Connect.
6. Select the server you would like to connect to and click OK.

PC Drive Name	Mac Drive Name
Puxishared on 'Sasfs' (I:)	SASFS.PUXISHARED
Puxi&Pudong on 'Sasfs' (P:)	SASFS.PUXI&PUDONG
Student on 'Sasfs' (S:)	SASFS.STUDENT
Staff on 'Sasfs/User' (U:)	SASFS.USER

Quitting a Program

Closing the document/program by clicking on the x does not quit the program on the mac. There are a few ways to close a program:

- Right click on the program in your dock and select quit.
- Click on the name of the program on your menu bar at the top and select quit.
- Control Q when you are using the program.

Force Quit

To Force Quit a program that is not responding, click on the Apple menu in the top left corner and select Force Quit... Select the program you want to quit and select Force Quit.

Empty Trash

Right click on trash (two fingers on the pad and click) or control click and select Empty Trash.

Peripheral Ejection

Drag the device to the trash can or click on the symbol next to the device in your finder.

Printing Documents

Plug your class printer into your computer. Tech is working on other options.

Making PDF's

1. In Word, you can select PDF as an option.
2. Click on File->Save As...
3. In the Format sections, select PDF
4. Name your document and save.

Email in Groupwise

Groupwise -> Preferences

Change to the following:



Internet Browsers/Proxy Settings

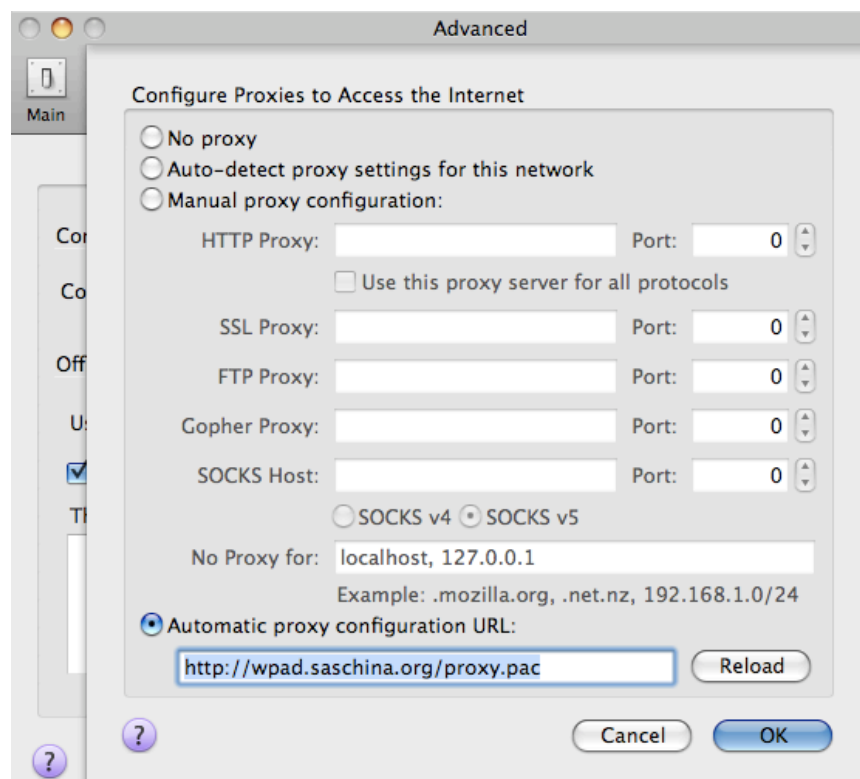
We recommend Firefox.

Click on Firefox, select Preferences.

Click on the Main tab and set your home page to the portal.

(<http://portal.saschina.org/index.php>)

Click on the Advanced Tab. Choose settings and make this page look like the one below:



Look over other options.