



Working with the Mac

Since there are more students that are using Windows based computers at their homes, we need to go over some of the basics for using a Mac. What I want to show you is how to be able to do things that we will most likely need to do. If you can learn these then it will free me up to help others with more specific problems dealing with the programs that we will be using. The following things are what we are going to learn about. Read carefully as there are some things that you have to do in the course of your reading.

Local Root Folder (LRF): The Local Root Folder for this lesson should be called "YourName.WorkingMac".

Starting the Computers: Most of the time the computers will be started up when you arrive at class. To start up the computers push the large button on the tower on the lower left back of the computer-the computer.

Screen Shot: You should have learned how to do a "Screen Shot" in the "File Management" lesson. As a reminder you use the Command/Shift/3 keys at the same time. You will then find the "Screen Shot" on the desktop usually on the right side of the screen. For this lesson you will be using the "Screen Shot" ability to show that you have learned and tried the things that are in this lesson. You will need to rename the screen shots to match what you learned about.

Finding files, programs, or folders:

a. While at the Desktop, go to File>Find or go to Spotlight in the upper right of the screen.
b. Type in the name or a word that is in the name in the area in the upper right of the window. It will give you a list of possibilities from your search then you click on the one your looking for and it will show you where it is at.

c. Let's try it by searching for Photoshop. Fig. 1 and 2 show the example for both "Find" and "Spot Light".

Now do a screen shot showing that you "found" all the Photoshop files. Name screen shot "PSfiles".

Setting up the Dock: The Dock is located at the bottom of your screen. You are able to set up the Dock so that you can have on the dock things that you will be using a lot for the class.

a. To place things on the Dock simply drag it onto the Dock.
b. Set up your Dock so that "Bridge CS5" is on the Dock.
c. Do a "Screen Shot" of the Dock with "Bridge CS5" in it. Name the screen shot "BridgeDock". If you can't find "Bridge CS5" do a "Find" or "Spotlight" to locate it.

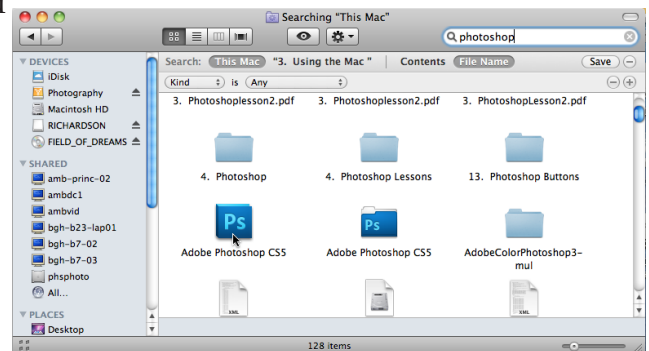


Fig. #1 Find

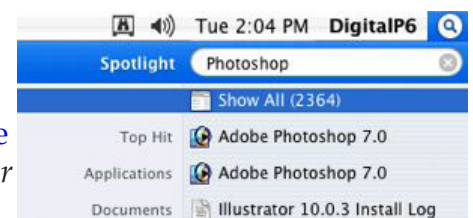


Fig. #2 Spotlight

Dock Preferences: Using the Dock Preferences you can change the Dock to be more personalized.

a. To access the Dock Preferences go to the Black Apple in the upper left corner of the screen and click on it. You will see that there are some things that you can change for the Dock. The actual Dock Preferences will not work because System Preferences are turned off but you can change most things that you might need to change here.

b. Move the "Dock" to the right side and then do a ["Screen Shot"](#) and save it in the folder for this lesson. Rename as "DockRight". You may then put the dock where you want it.

Changing the windows view style: There are some ways that you can change the way you view windows. The current OS for Mac (OS 10.6.8) has four different ways to view the files in an open window.

a. Double click on the LRF folder for this lesson.

b. You most likely will see something like Fig. #3. below. Notice the area circled in Fig. #3. This is where we have four different ways that the window can be viewed.

c. Click the left one. This view is as icons.

d. Click the 2nd from left one. This view gives you a smaller icon, but more information is available that might help in identifying the file. Also this view shows everything in alphabetical order making it a little easier to find a file by name.

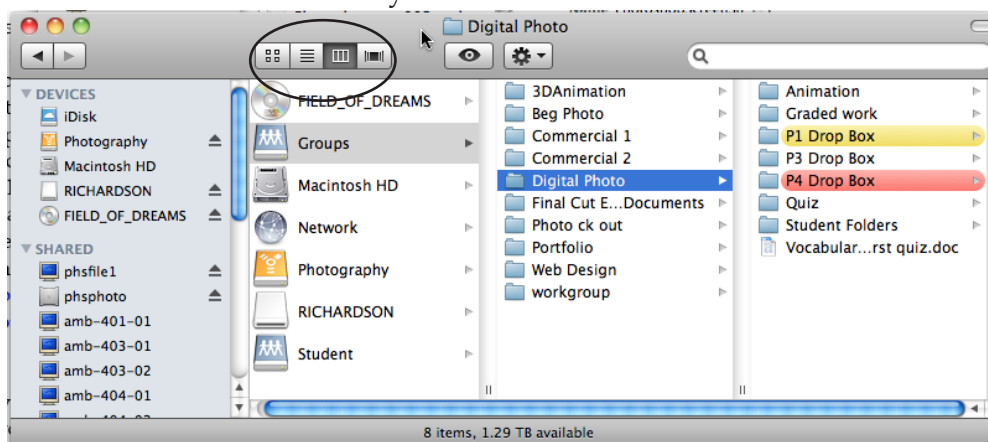


Fig. #3 View

g. To show that you have explored the various views for windows I want you to take a ["Screen Shot"](#) of the each of the different views (4) of window of your folder. Name the screen shots "View1" through "View 4"

Switching to from one program to another: There will be times that you will have more than one program operating and you will want to be able to go from program to program. If you can see the document window for the program that you are not currently in by clicking on the document you will be able to go to that program. If you are unable to see the document window then go to the Dock and you will see all the programs that are open will be there. Programs that are open will have a little black triangle beneath the icon for that program. You can click on the program that you wish to be in at the Dock.

a. Start up both "Photoshop CS5" and "Bridge CS5".

b. Then take a ["Screen Shot"](#) we see the Dock with both programs shown as open. Name the screen shot as "OpenPS". Both Photoshop and Bridge should have a little triangle below them on the Dock.

e. Click the 3rd view. This view has small icons and text, but in columns so that you will see several columns of files and folders. This view makes it easier to go back and forth between various folders.

f. Click the one on the right. This view has a "flow" method where you can scroll side ways to find the file you are looking for.

Quitting a program: You will need to quit programs when you are finished with them. To quit a program go up to the upper left of the screen and click on the name of the program as seen in Fig. #4. Then go down to "Quit (whatever the name of the program is). Or you can use the "Command" key and the Q key together to quit.

Changing the size of a window: To change the size of a window you use your cursor to grasp the lower right corner of the window and drag it to be either smaller or bigger.

- Open the window for the LRF folder for this lesson and take a screen shot.
- Then resize the window by dragging the lower right corner. Take another screen shot. **Place both screen shots in the folder for this tutorial. Name the screen shot "Resize1" and "Resize2"**

Saving a document: You will need to save documents (images) all this semester. Let's practice "Saving" an image from Photoshop.

- Connect to the server (Groups Alias)
- While in Photoshop go to File>New.
- Put in the size of 3.5 x 5 inches. Then click "OK".
- Go to File>Save As.
- See Fig. #5. If it doesn't look like Fig. #5 it may be minimized.

f. Click on the down arrow to see more folders. **(See Fig. #5 circle)**

NOTE: Photoshop CS5 has its own dialogue window that looks different than the one shown in Fig. #5. If the "Save As" dialogue window looks a lot different look for a button labeled "Use OS Dialog" and click on it. You should then see the type of window seen in Fig. #5.

g. To locate your folder on the server within the "Save As" window in Photoshop, click on "phsphoto" on the left.

h. Next click on "Groups".

i. Locate "Digital Photo" then click on the folders you need to find your LRF folder for this assignment.

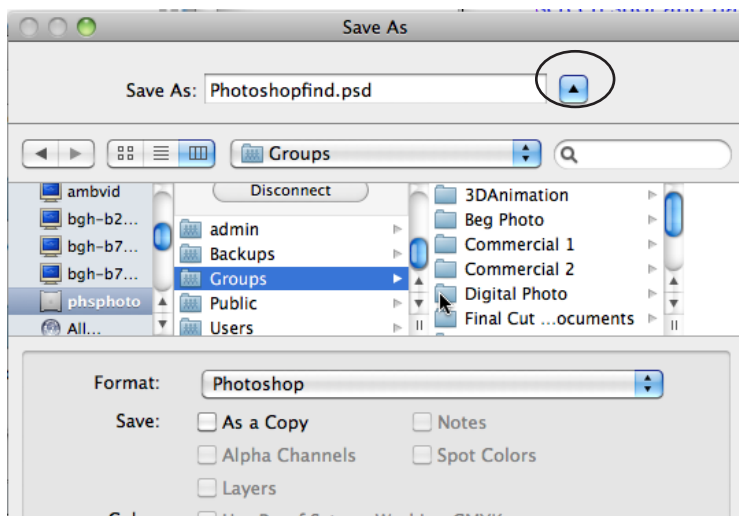


Fig. #5 Save As

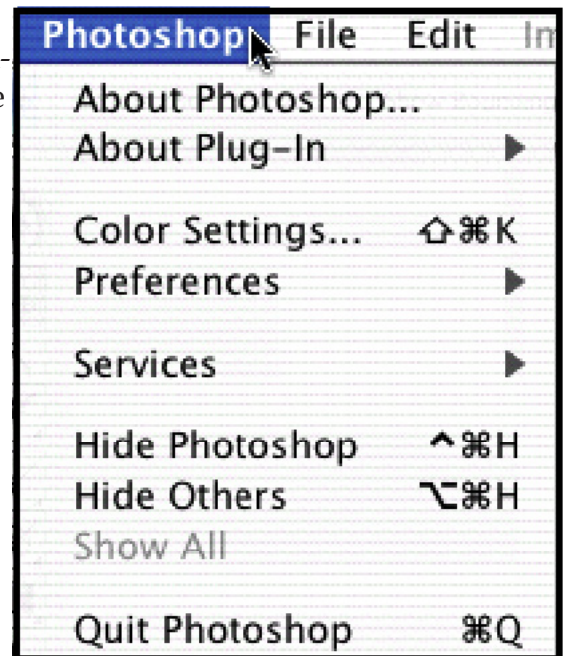


Fig. #4 Quit

j. At the top the of "Save As" window there is a place for you to type in a name for the image. **(Give it a name. Do not leave things as "Untitled".)**

k. Click on "Save" **Once you find the folder for this assignment you can save this image.**

After you have saved it to your LRF then close the window for the image by clicking on the far left button (red) at the top of the window. Next we will learn how to "Open" an image from within Photoshop

Opening an image within Photoshop: You will need to open images in Photoshop as well. If the image has already been saved as a Photoshop document then if you double click on the image it will automatically open Photoshop and the image. However, if you are trying to open an image that you captured using a digital camera double clicking on the image will open a different program. Therefore you will need "Open" the image from within Photoshop.

- a. Go to File>Open. A window similar to the "Save" windows mentioned previously will appear.
- b. Do the same thing you did with the "Save" window to locate the file that you want to open and double click on it.
- c. To show you understand this, do a "Screen Shot" of the "Open" window showing the location of the file you saved in # 12. Rename the screen shot as "Open".

What to turn in:

Turn in the LRF for this tutorial into the "Drop Box" for your class. Make sure you have the following items in the Local Root Folder that you created for this lesson. There is an evaluation sheet for this lesson. Print out the evaluation sheet. Place the evaluation sheet bound behind the previous assignments in your "Assignment Notebook" and place the notebook in you period turn in tray. Your teacher or the assistant will get your notebook some time and come to you to have you show the work that you have done.

1. Make a Local Root Folder named "YourName.WorkingMac".
2. Screen Shot showing "Bridge CS5" on the Dock. Rename "BridgeDock".
3. Screen Shot with Find window showing Photoshop files found named "PSFiles".
4. Screen Shot with Dock on right side. Renamed "DockRight".
5. Four Screen Shots showing each of the different window views. Renamed as "View" with a number.
6. Screen Shot of Dock with both Photoshop and "Bridge CS5" open. Renamed as "OpenPS"
7. Two Screen Shots showing the folder window changing size. Renamed as "Resize1" and "Resize2"
8. Screen Shot of "Open" window showing the location of the saved file. Rename as "Open".
9. Image saved in the "LRF" for this assignment.
10. LRF in Drop Box.