

Apple
Mac OS X



Macintosh OS X Operating System Summary
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for **TBE 550**



What is an operating system?

- An operating system (OS) is a set of programs that manages computer hardware resources, and provides common services for application software.
- A computer operating system is the set of commands and actions needed to tell the computer what you want it to do.
- Like cars, smartphones, computers also have operating systems.
- Without an operating system, a user cannot run an application program on their computer, unless the application program is self booting.

What is Macintosh Operating System 10?

- Mac OS X is a line of open core graphical operating systems developed, marketed, and sold by Apple Inc., the latest of which is pre-loaded on all currently shipping Macintosh computers.
- Mac OS X is a UNIX operating system built on technology.
- The Mac OS was first released in 1999 as Mac OS X Server 1.0, with a desktop-oriented version (Mac OS X v10.0) following in March 2001. Since then, six more distinct "client" and "server" editions of Mac OS X have been released, the most recent being Mac OS X 10.7.
- Mac OS and Windows OS are the most commonly used computer operating systems on macintosh and PC (personal computers).



What is an operating system?

- Here are some basic tasks for all Operating Systems:
 - Boot / Reboot / Shut down
 - Disks: Names / Contents of disks / Removing a disk
 - Start / Quit from programs
 - Delete / Rename / Copy files
 - Format Disks
 - Copy Disks





Mac OS X - Keyboard

- Special keys include Option and Command (Apple, “cloverleaf”)
- Command, the most common modifier.
- Option or Alt.
- Shift.



Basic Shortcuts

- This is a list of shortcuts that must know for Mac. These are usually the most commonly used and are the same in all Macintosh applications.

Command + Q = Quit

Command + W = Close window

Command + O = Open a file in its application

Command + P = Print

Command + C = Copy

Command + V = Paste

Command + S = Save

Command + Z = Undo

Command + A = Select All

Space = Quicklook

Command + Tab = Cycle through windows





Mac OS X - Desktop

MENU BAR

(includes Finder, File, Edit, View, etc.)

FILE FOLDER icons

HARD DISK icon



The "DOCK"
holds the applications

"MAIL" application
for setup an e-mail accounts
(POP, STMP, etc.)

TRASH
deleted files, folders,
applications, etc.
are goes to here



Mac OS X - Booting

- To *boot* mean to start the computer when it is off (**cold boot**).
- It comes from the word “bootstrapping” - to “pull itself up by its own bootstraps”.
- To *boot* a Macintosh, press the Power On button.
- The Macintosh startup chime is the single note or chord (depending on model type) played when an Apple Macintosh computer is turned on. The sound indicates that diagnostic tests run immediately at startup have found no hardware or fundamental software problems.



screenshot from Macintosh cold boot - start up



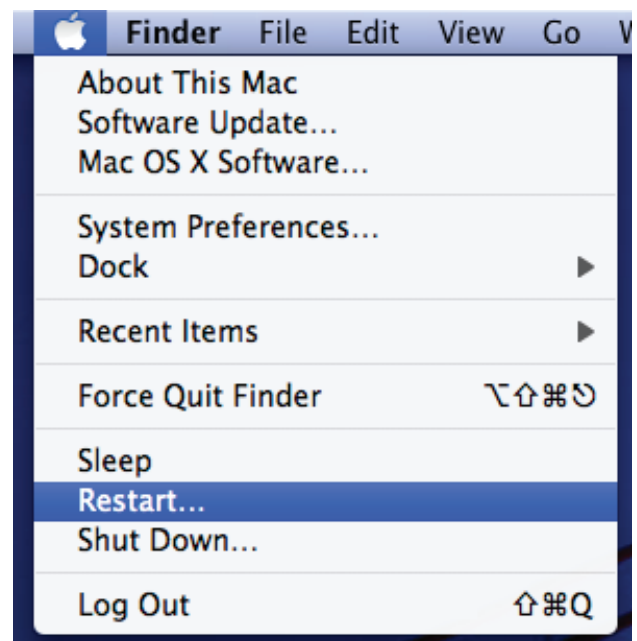
Mac OS X - Restarting

- To reboot/restart means to restart the computer when it is on (**warm boot**).
- To reboot a Macintosh, choose Restart from the Black Apple menu.
- Restarting your Mac is easy. To fix problems, quitting and restarting the problem application usually works. The only time a restart is really necessary is after installing software that touches system files, and the installer will inform you that a restart is necessary.

There are a number of ways to restart a Mac. You can:

- If you need to restart your computer after installing a software, the installer may provide a "**Restart**" button. In such circumstances; simply click the button.
- Go to the Apple menu and choose "**Restart...**".
- Press control-eject and choose "**Restart**" from the window that appears, or press command-control-option-eject.
- You can press the power button and choose "**Restart**" from the window that appears.

- Note that on PowerBooks, iBooks, and MacBooks, the eject key does not respond immediately as do desktop keyboards. You must hold down the eject key for a few seconds, just as if you would be ejecting a disk.



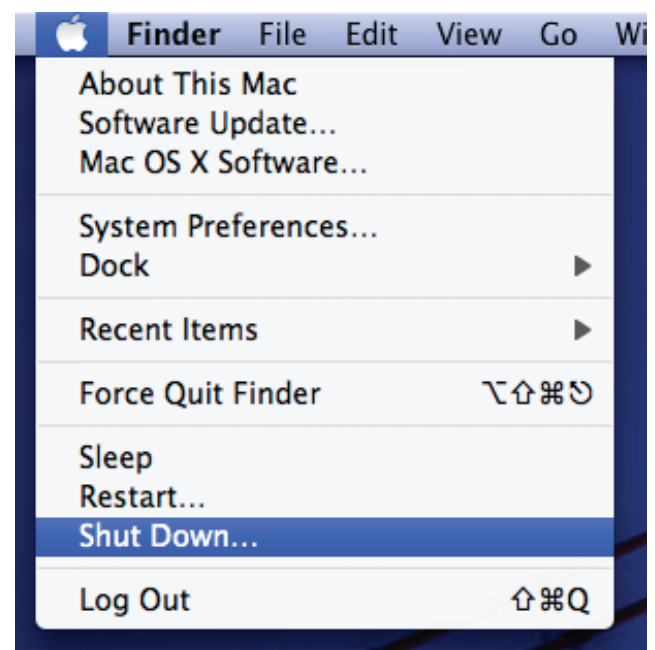
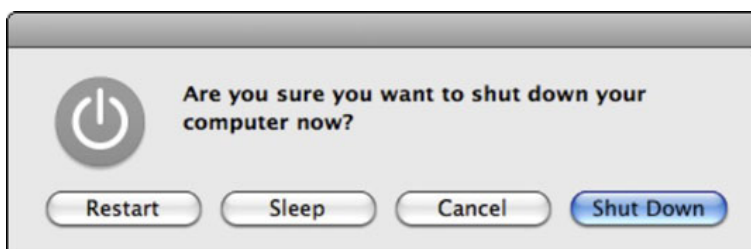


Mac OS X - Shut Down

- To shut down means to turn off the computer
- To shut down a Macintosh, choose Shut Down from the Black Apple menu.
- Shutting Macintosh down is the safest and best way to turn it off.
- You should shut your Mac down when you need to unplug it, will not be using it for a while, or want to save power.
- Putting Macintosh to sleep is often the preferred method for saving power while not using your Macintosh computer.

There are a number of ways to shut down a Mac. You can:

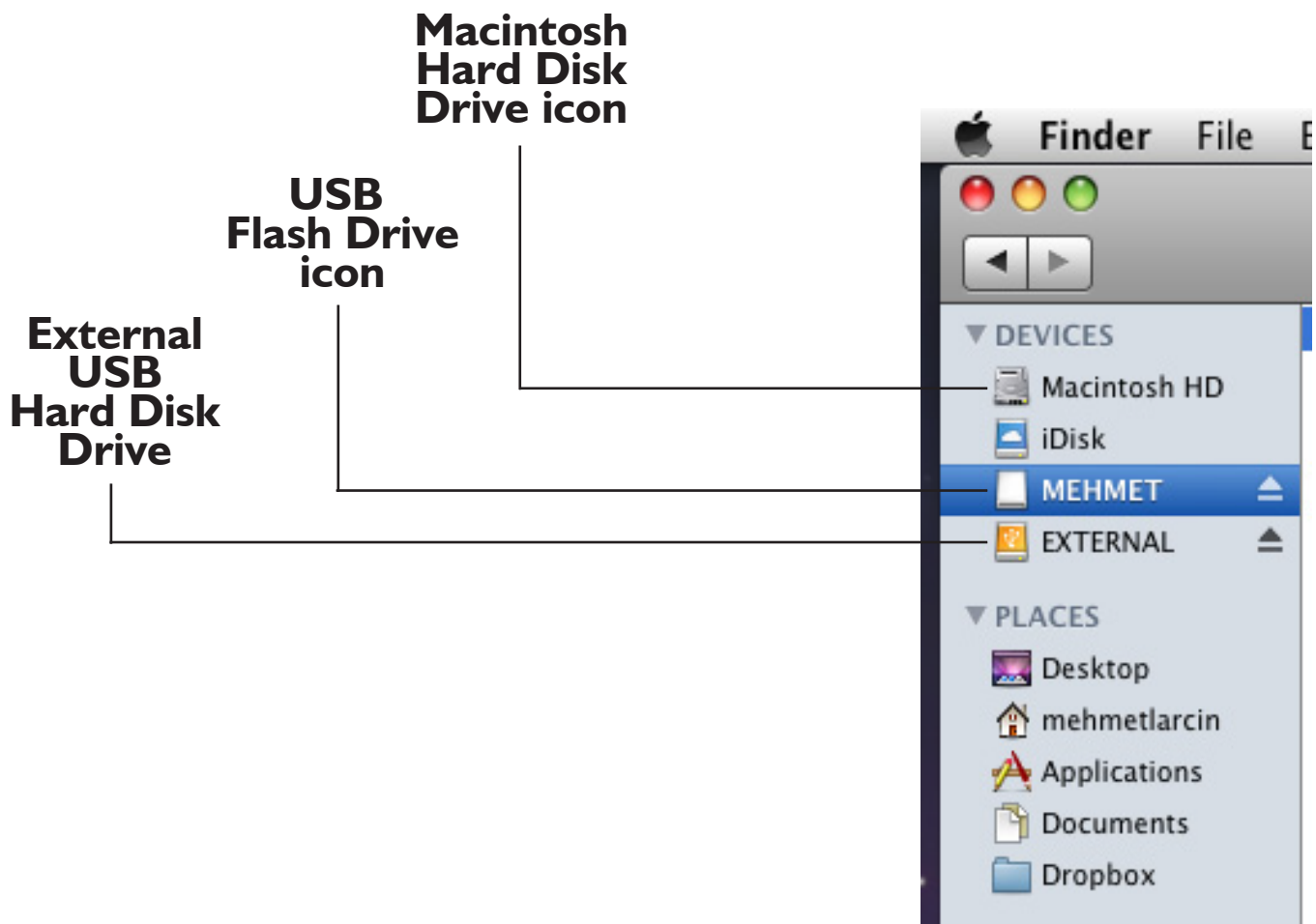
- Sometimes when prompted by an Installer program to restart, you will also be presented with a **Shut Down** option. This will sometimes happen after installing a new update from Software Update.
- Go to the Apple menu and choose "**Shut Down...**".
- On some Macs, press control-eject and choose "**Shut Down**" from the window that appears.
- On some Macs, you can press the power button and choose "**Shut Down**" from the window that appears.





Mac OS X - Disk Names

- All Macintosh disks are given names, usually assigned by the user (like My Disk, Documents, etc.).
- The disk drives do not have names (as they do in Windows), just the disks themselves have names.

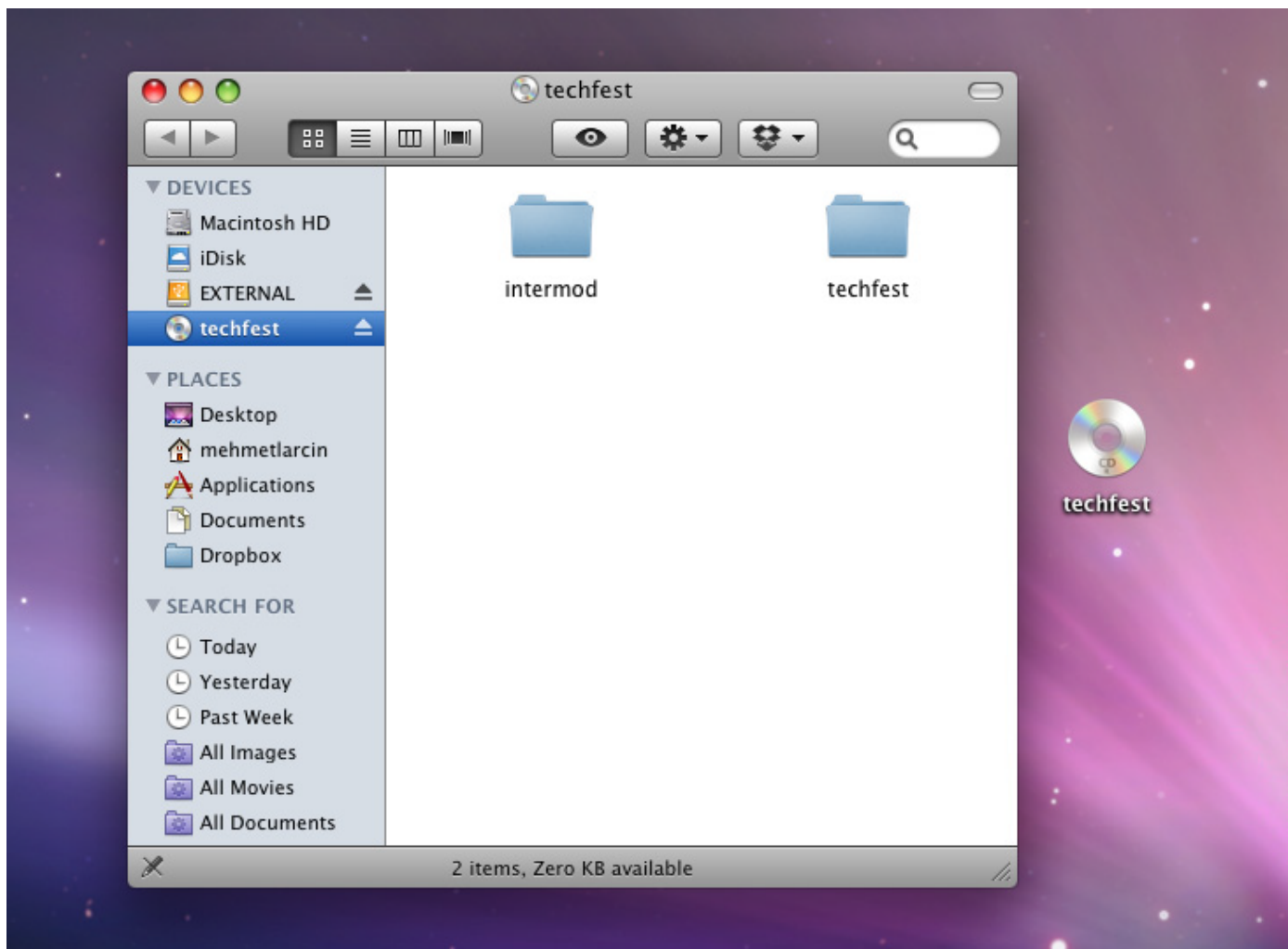


- You can also buy different size (capacity) drives (such as external hard disk drive, USB flash drive, etc.) and you can connect the devices directly to your computer from USB and firewire ports on your computer. Once you connect them, you can be able to see them on your desktop. They are usually plug and play type of devices. There is no need to install any software or applications to your computer in order to setup the external disk drives.



Mac OS X - Disk Contents

- When any disk is inserted in a Macintosh disk drive, it appears as an icon on the desktop.
- To see the contents of a Macintosh disk, double click on the disk icon.



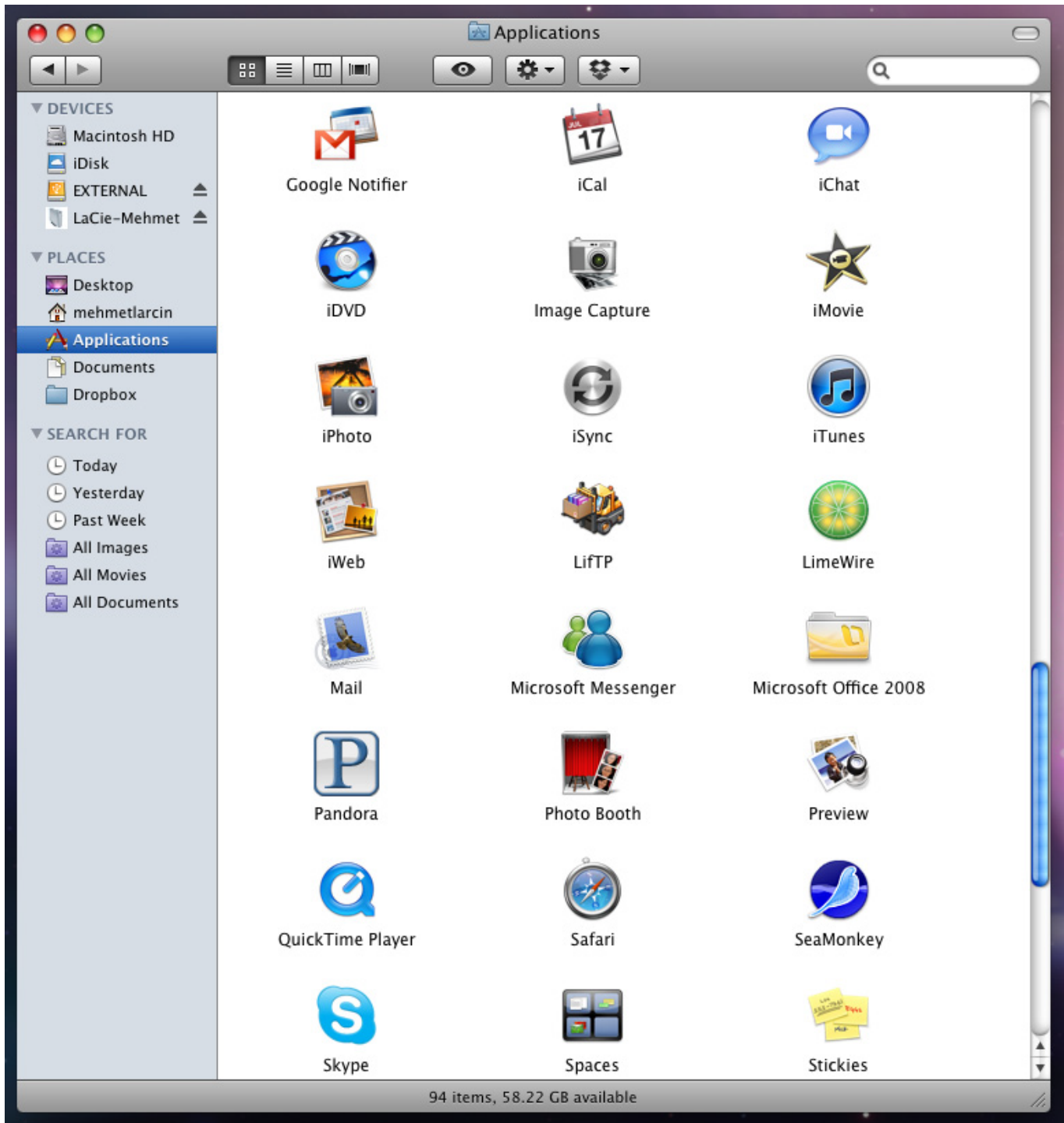
Here is a sample screenshot of disk contents. Once you double click the disk icon you will see the disk contents in the window.

- You can also buy empty CD or DVDs and copy your own files to them. There is no need to install anything. Once you put your CD or DVD inside your disc driver, it reads your disk automatically.



Mac OS X - Windows

- When you open a file or program, the contents are displayed in a window (Mac had them first!).





Mac OS X - Windows

put on dock

close

resize



“devices”, “places”
and “search for”
quick access menu

scroll up and
down the window

drag here
to resize
the window

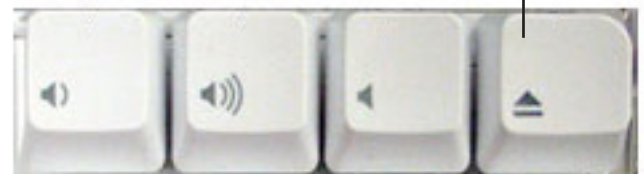


Mac OS X - Disk Removal

- Macintosh disk drives doesn't have an eject button.
- The standard and traditional method of removing a disk is to drag its icon to the Trash (in the dock). The Trash icon becomes an eject symbol.
- There may also be an EJECT command in one of the menus.
- Macintosh keyboards have an EJECT button. EJECT button located right top of the keyboard. You can also pressing that keyboard button to eject a disk from the disc/dvd driver.

**“Eject” buttons
are always
located
next to
removable
disks**

**“Eject” button
on Macintosh
keyboard**



**This eject
symbol
appears
when you
ejecting
any disk
from a
computer**



Mac OS X - Starting Programs

- The usual way to start a program on a Macintosh is to double click on the program icon.
- You may also click once if the icon is displayed on the dock.
- Opening a document created by a program will automatically start the program.

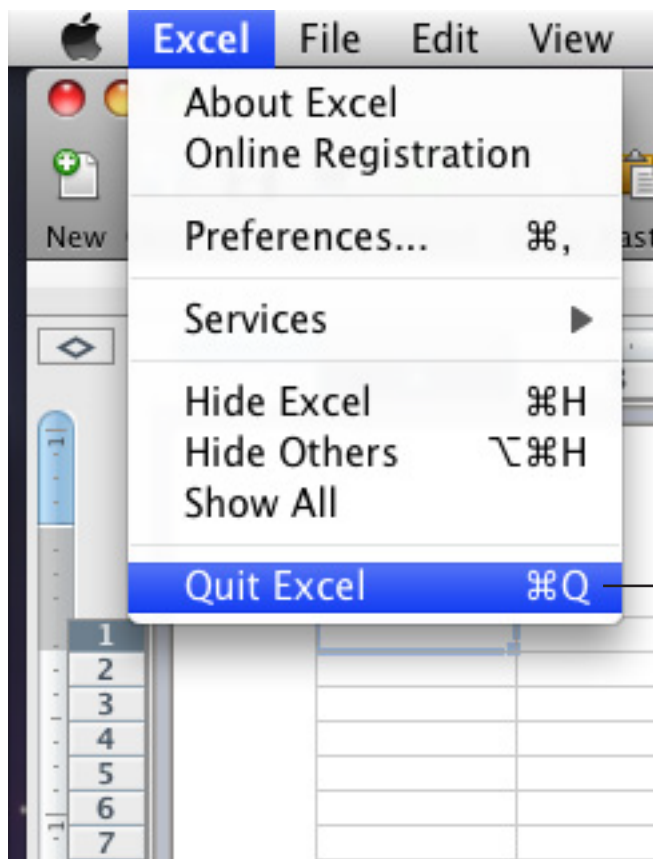
This image shows up on desktop when starting a Microsoft Excel program for mac





Mac OS X - Quitting Programs

- The usual way to quit a program on a Macintosh is to choose the QUIT command from a menu (the name of the program in the menu bar).
- Command Q is a shortcut for quitting.
- **Note:** Closing a window does not quit a program (as it does in Windows).



**Commonly
using shortcuts
from a keyboard
when quitting
programs**



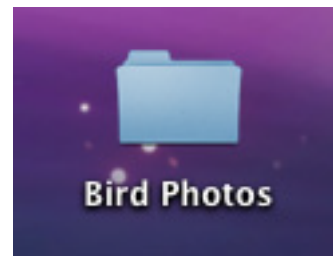
Mac OS X - Deleting Files

- Drag the file icon to the Trash and empty the Trash (choose Empty Trash from the Finder menu).
- In Mac OS X, the Trash can is on the dock.



Mac OS X - Renaming Files

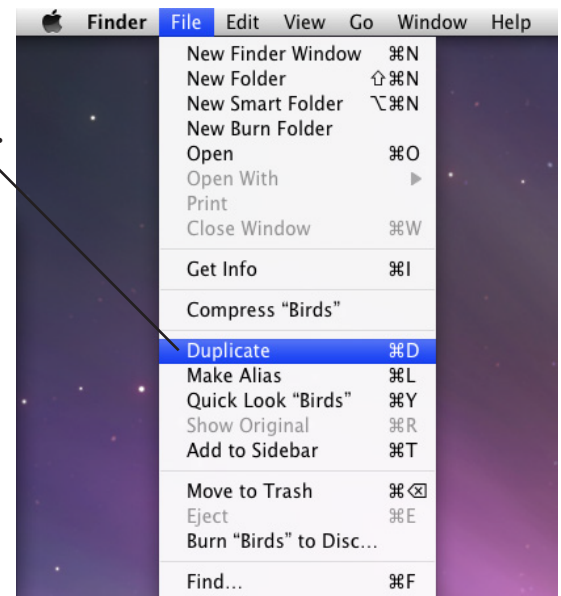
- Click on the file name (shown below the icon or in a list).
- Wait about one second, then retype the new name to the file as you want it.





Mac OS X - Copying Files

- To copy a file on to a different disk, drag the file icon to the disk icon and drop it.
- To make an extra copy of a file on the same disk, choose **Duplicate** from the **File menu**.
Note: The second copy will need a different name.



Mac OS X - Copying Disks

- Mac OS X has a program called Disk Copy that allows you to copy disks. (in Applications -> Utilities)
- You can also copy a disk by dragging it to the hard drive (it becomes a folder), then dragging the folder contents onto another disk.



Mac OS X - Formatting Disks

- Macintosh computers can read and write either Mac-formatted or PC-formatted disks.
- Blank (unformatted) disks are automatically formatted (follow instructions on the screen).
- Disk Utility can be used to format.



