

Practice Activity #1: Macintosh Basics

Logging In

1. Enter your gatorlink username and password.
2. Click on Log in. (The Desktop will appear on your screen.)

What if I can't log in?

1. Make sure that you have spelled both your username and password correctly.
2. Check to make sure that the Caps Lock is not activated. (Gatorlink usernames and passwords are case sensitive, so if you accidentally type everything in capital letters, you will not gain entry into the system.)
3. If all else fails, there is a good chance that your password has expired—they do so **every six months**. Here's what to do:

Call (352) 392-HELP.

The operator will give you a temporary password.

Log on and use Internet Explorer or Netscape Navigator to go to UF's home page

(<http://www.ufl.edu>).

Click on More Quick Links Gatorlink Accounts.


Click on Change My Password.

Follow the directions posted on this page.


NOTE: It may be a good idea to change your password NOW to assure that you will not have difficulties logging in during our semester together.

Inserting your USB Drive

1. Find the USB connection on the computer where you are working. It will have this

symbol next to it:  .

2. Insert your USB. The USB icon will appear in the top right hand corner of your

desktop. 

If it does not, check the USB device itself to make sure that it is not set to Lock or Password.

Renaming your USB Drive

1. Click one time on the **existing name** of your USB. (This will highlight the existing name.)
2. Type in a new name for your USB (preferably something that includes your first name): Jen's USB, Sting's USB, Beyonce's USB. (You get the point.) It's important to name your USB, so that you can more easily locate it for saving files, etc.

Creating Folders within your USB

1. Double click on the USB icon. (This will open up a separate window that shows what's inside your USB.)
2. Point to a blank space within this USB window.
3. Press and hold Ctrl on your keyboard and then click your mouse. (**This maneuver is the equivalent of right clicking on a PC.**)
4. From the menu that appears, choose New Folder. (An untitled folder will appear within the USB window.)
5. Change the name of the folder:
Click one time on the **existing name** ("untitled folder") of the folder. (This will highlight the name.)
Type in this new name for the folder: practice. Throughout the semester, you will save all of your practice activities to this folder.
6. Repeat steps 2—5, but give this name to the second folder: portfolio. Throughout the semester, you will work on your electronic portfolio. All materials for this project will be saved to this folder.
7. Repeat steps 2—5, and rename them in the following way:
 - a. Presentation
 - b. Spreadsheet
 - c. Personal Page
 - d. Images
 - e. Animation

NOTE: You can also make folders on the Desktop.

Point to a blank space on the Desktop.

Press and hold Ctrl on your keyboard and then click your mouse.

Choose New Folder from the menu that appears. (The an untitled folder will appear on the Desktop.)

Using the Dock

The Dock (by default) is located on the bottom of your screen. It allows you to locate and open programs as well as switch back and forth between various programs/documents that are open. The following directions will give you practice with using the Dock.



1. Click on the Finder icon. This will give you access to everything on the computer.



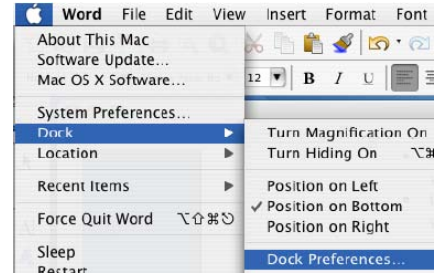
2. Click on Applications. (This will post a list of all the computer programs available on the computer.)
3. Click on Microsoft Office X Microsoft Word. (This will open up Word and also place the Word icon on the Dock.)
4. Now click on the Internet Explorer on the Dock. (Internet Explorer will open up in a separate window.)



5. Now click on the Finder icon on the Dock.
6. Within the window that appears, click on Applications Microsoft Office X Microsoft PowerPoint. (This will open up PowerPoint and also place the PowerPoint icon on the Dock.)
7. You now have three separate programs open: Microsoft Word, Internet Explorer, and Microsoft PowerPoint. Switch between the programs using the icons on the Dock:
 - Click one time on the Internet Explorer icon. (The Internet Explorer window will come to the forefront of your screen.)
 - Click one time on the Microsoft Word icon. (The Microsoft Word window will come to the forefront of your screen.)
 - Click one time on the Microsoft PowerPoint icon. (The Microsoft PowerPoint window will come to the forefront of your screen.)

Changing Dock Preferences Some MAC users may find the Dock annoying because of its size and location. The following will show you how to adjust these aspects of the Dock to better suit your own preferences.


1. Click on the Apple icon located in the top left-hand corner of your screen.
2. Click on Dock > Dock Preferences.



3. Play with the various options for how to adjust the Dock:
 - Dock Size
 - Magnification
 - Position on Screen
 - Minimize Using
 - Animate opening applications
 - Automatically hide and show the Dock

Minimizing and Maximizing Windows

Using these techniques will allow you to organize your windows.

1. Click one time on the Internet Explorer icon located on the Dock. (This will bring the Internet Explorer window to the forefront of the screen.)
2. Click on the yellow minimize button.  (This will send the window to a separate location on the Dock.)
3. To maximize this window, click on its icon on the Dock.



Resizing Windows

1. Click one time on the Microsoft Word icon located on the Dock. (This will bring the Microsoft Word window to the forefront of the screen.)
2. Click and hold the bottom right-hand corner of the Microsoft Word window.



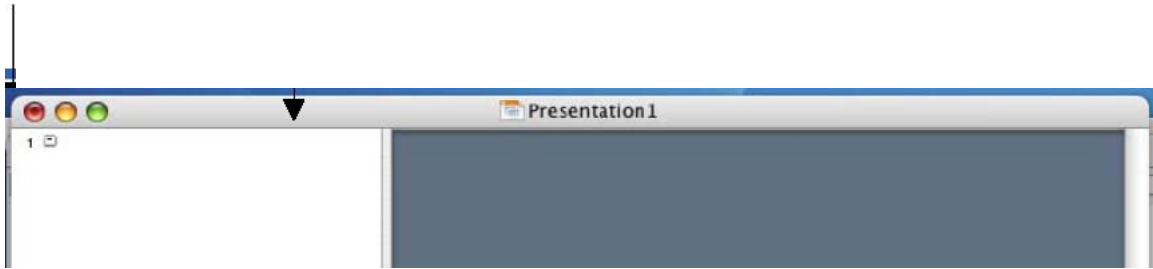


3. Drag this corner to the right and left to make the window larger and smaller.

Minimized Internet Explorer window.

Dragging Windows

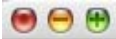
1. Click one time on the Microsoft PowerPoint icon located on the Dock. (This will bring the Microsoft PowerPoint window to the forefront of the screen.)
2. Click and hold the top of the Microsoft PowerPoint Window.



3. Drag your mouse down and to the right. (This will move the Microsoft PowerPoint window down and to the right.)

Closing Windows vs. Quitting Programs

Knowing the difference between these two actions will help you organize materials and navigate the MAC interface more effectively.

1. Click one time on the Internet Explorer icon located on the Dock. (This will bring the Internet Explorer window to the forefront of the screen.)
2. Click on the red Close button. 

This will close the Internet Explorer **window**, but will not quit the program.

The fact that Internet Explorer is still listed in the top left-hand corner of the screen indicates that the program is still running.



3. To re-open the *window* for this program (or any program in this situation), click on File New Window.

4. To *quit* the program, click on Explorer Quit Internet Explorer. (“Internet Explorer” will disappear from the top left-hand corner of the screen.)



Properly Ejecting Your USB

In layman terms, it's not good for the computer if you just pull your USB out of its slot. Here's how to eject your USB properly.

1. Locate the USB icon on the Desktop.
2. Drag the USB icon into the Trash (located on the Dock).



3. Once the USB icon disappears, it is safe to remove your USB from its slot.

Force quitting a program

Having your computer freeze can be very frustrating. For this reason, it is important to save your work periodically *while* you are working. Saving your work every 10 minutes or so will prevent you from losing large amounts of work if your computer freezes. If your computer *does* freeze, force quitting the program will usually unfreeze the machine.

1. On your keyboard, press and hold Alt Apple Escape.
2. In the window that appears, click Force Quit.

Restart the computer

Sometimes force quitting will not unfreeze your computer. In such cases, you will need to restart your computer totally.

1. Locate the power button on your computer.
2. Press and hold the button for 5 seconds. (The computer will shut off.)
3. Press the power button again to restart the computer.

Logging Off

Always log off of your computer when you are finished working and are ready to leave the lab.

1. Click on the Apple icon located in the top left-hand corner of your screen.
2. Click on Log Out.
3. In the window that appears, click on Log Out.

Getting Additional Help with Anything

There are a variety of resources available to help you with the activities for this class.

E-mail: Send me specific questions, and I will do my best to help you out.

Circa Lab Personal: The staff at the Circa labs are knowledgeable and helpful.

Help Menus: All of the programs we will use over the course of the semester have Help menus that can give you answers to a variety of technical questions.