

THE
MAC
USER'S GUIDE



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Foreword

Created by Apple, Macintosh or more popularly known as Mac was the first personal computer to be available for public use. However there are also others in the market and this would include another operating system which would be Windows. However there are still some diehard fans of Mac who still prefer the Mac for its appearance and its user friendly reputation. Get all the info you need here.

The Mac User's Guide

Chapter 1:

How to operate a mac

The following are some simple step to exercise, when wanting to operate a Mac:

The “on” button can be activated by simply pressing on the button which is marked with a circle with a line through it. Then place the icons on the programs tool bar which is located on the side or bottom of the screen. This is to allow easy access to the programs.

The “Apple” button which would be in place of the control button on most keyboards using Mac can then be used for any commands to be executed. The button is usually located near the space bar and option button. The user should also be aware of the three colored buttons on the top left corner and what they represent. The red would close the window; the green expands and contracts it and the yellow moves it to the tool bar.

The disposure of unwanted files in the trash can is done with the use of the icon in the bottom corner. Here the files are permanently removes with the “empty trash” command which can be found in the finder menu.

Understand that the battery and electricity can be conserved when not in use with the “sleep” command also found in the finder’s menu. To turn off the computer the user would then have to press the “shut down” icon in the finder menu.

Chapter 2:

Overview of the Mac desktops

In order to keep desktops compatible, the Mac is always coming up with more innovative ideas to include into the current elements available. There are many different areas within the system where Mac is creating quite a buzz thus making it a popular choice for a lot of users.

The new all quad cores, is basically being touted as the all in one power house with the use of the quad core Intel core i5 and i7 processors across the line.

This makes the iMac among the more powerful systems yet. This makes a lot of tasks easier and faster to manage and these include managing photos, watching videos and many other tasks.

All are configured to be faster and more efficient in its output and thus making the various tasks more accessible and user friendly.

The iMac also features all new AMD Radeon HD graphics processor that gives the user more graphics performance which could be anywhere up to 3 times faster than previously possible.

This of course causes the HD videos to look more incredible and the any of the user's favorite games would feel more responsive with the enhancement in place.

The data transfer is also now done at "lightening" speed where the system's technology allow the user high connectivity and performance peripheral such as external drives to a single port with data transfers going at phenomenal speeds.

There is full brightness of the screen without any waiting time and this is of course advantageous when the information being viewed is done so with fast access.

This powerful collaboration of bother technology and speed makes for a better online experience altogether. Being ultra fast and ultra flexible, also allows the user to move data around without too much of a fuss and without any unnecessary waiting time.

Chapter 3:

Networking for Mac

The networking process is addressed very early on within the creating exercise of the system that is being used. There is every possibility for the user to be able to network two or more Macs without any underlying problem usually related to other networking practices.

As there are literally an uncountable amount of combinations of software, hardware, protocols, cabling and terminality networking can be rather a demanding process, but the Mac is able to simply most of these to be create a user friendly experience.

Being familiar with the different kinds of networks does help as the user will be able to make better informed decisions. The two kinds of networks would be Ethernet and LocalTalk.

The LocalTalk network will connect the user's Mac through the printer port to create a simple LocalTalk network where then simple connection is a standard printer cable to the printer ports of two Macs.

This is a good way to move information around if there is a need to be frequently connected to tow computer, especially if one or both are not Ethernet compatible.

Ethernet networks are mostly user for businesses and it has been able to prove its value due to the high performance elements tagged to it. It is reputed to be considerable faster than LocalTalk and a file

usually takes only a couple of minutes to copy one computer to another through Ethernet when compared to other systems.

The most popular and dominant reason to network with Mac would lie in the file sharing platform convenience.

The file sharing process allows the user to access part or all of other Macs hard drive as if it were physically part of the machine, and this can be done at any given time. Besides the popular file sharing there is also the network computer games which the user can easily enjoy.

Chapter 4:

Types of Mac you can find in the market

There are many types of Mac features available in the market and having some knowledge on each type would be most useful to the individual intending to use any one of the Macs.

The following is a concise segment of information that could shed some light on the different types of Macs available today:

- The desktop Mac is a Macintosh computer that is predominantly designed to be placed on a flat work station surface such as a desk. The desktop Mac is usually connected to the keyboard, mouse and monitor using a series of cables as these are considered separate entities and are not built up as one item. The iMac model comes with a built-in monitor thus making most people use the option of placing the unit on the floor due to its large size.
- The portable Mac is a Macintosh computer that is usually a carry along item. The portable Mac is also otherwise popularly known as a laptop or a notebook Mac and comes with an inbuilt keyboard, mouse and monitor. All this in within the convenience of a smallish looking item, which makes it easy to carry around and there are no annoying cables to contend with. The portable Mac also comes with an in built battery, so for short usage time, the user would not really need to be plugged into a power outlet.

- PowerPC Macs are the earlier models that used a central processing unit also referred to as the “brain” of the computer. The CPU in short, is called the PowerPC and is the result of collaborations between IBM and Motorola, and it would have to come with a PowerPC chip installed for it to work efficiently.

Chapter 5:

Mac your way to cyberspace

Using Mac for other purposes that do not necessarily have to be connected to work or office elements is quite possible and perhaps even more beneficial for some users. There are a variety of things that can be accomplished with the Mac to cyberspace surfing and connecting.

Most users routinely surf the web looking for various types on information such as headlines, stock quotes, vacation deals, homework help, sports scores, and technical support, but connecting with other in the “cyberspace” platform is by far the most popular activity.

Using the Mac system, the user is able to access sites such as classroom.com where searches can be conducted to try and touch base with people from the past.

Then there is the facebook connection that can be made where the social networking exercise can be explored and new liaisons can be formed and again this is possible with the use of Mac. Other sites may include flicker and Friendster com also created to enable those interested in touching bases with like minded individuals.

There are also many other sites that can be accessed using the Mac for cyber activity and these would be imeem.com, LinkedIn com., myspace.com, yahoo.com and youtube.com.

The cyberspace experience is made even easier with the Mac app store, where there are various tools and applications that can be effectively used for the convenience of cyberspace activities.

However caution should also be exercised as there are some elements that could cause to the user to have problems when using the cyberspace platforms to form communicative bonds.

Taking all the necessary precautions and also having all the necessary software in place for protection will help to ensure the cyberspace experience one to be that of one that is enjoyable and not threatening.

Chapter 6:

Using Mac at work

Mac is a rather popular tool to be used within the work environment as it creates a conducive work platform that help to increase productivity levels without the addition of aggravation and stress.

The simple explanation of being able to get more things done without the intrusions of viruses, spam, crashes and constant need for support, reboots, upgrades, defrags and maintenance are probably the most alluring elements to choose to use Mac.

One of the reasons why Mac has become an increasingly popular choice for work is the element of speed it possesses. A lot more work is done right from the startup mode as there is very little need to wait around for all the relevant applications to be booted and ready for application use.

This is very beneficial to the user who is often pressed for time and unable to wait around for the applications to synchronize and create the necessary avenues for the work process needed at the time. Another feature is the Mac is able to function almost upon opening the iBook and this is far from possible with other platforms and tools where waiting for all the various downloads is essential.

There is also the easy color calibration and has cause quite a stir when it comes to eye catching displays. This causes everything to look great

and almost lifelike and this is even more beneficial for those engaging in Photoshop exercises.

Getting a wireless connection easily is also another attractive reason why Mac is so popular for work. It would seem that the configuration is not really needed as the Mac is always ready to be logged on anywhere and anytime. These connections with the internet are made easily and instantaneously, and without all the time consuming need for configurations to be incorporated or updated periodically.

Chapter 7:

How to print & fax using Mac

Though considered a rather old method of getting information to another corresponding party, these actions are still carried out a lot of the time everywhere around the world. Thus the need to explore the possibility of having this particular formats available by using Mac.

Some would consider faxing a rather tedious task which is slow and provides lower quality exchange mode of information, but it is possible to be able to do so with the use of the Mac.

The Mac OS X makes this process easy to and receiving and sending of faxes from anywhere is possible with the simple use of the Mac with a modem connected to a telephone line using a standard phone cord.

Once the proper configurations in come the Mac can receive taxes unattended and this can be done even when the system in not logged in at the time.

All that needs to be done would be to ensure the Mac is turned on, awake and connected to the phone line that isn't linked to be used for voice or data call. There are some steps that should be executed in order to be able to receive the faxes without any glitch.

When it comes to printing, there may not be a need to install further printer software even if it is included in the printer's makeup. This is due to the fact that many printers allow the recognition process when linked to the Mac OS X without any supporting applications needed.

The user would need to connect the USB port or FireWire port using the appropriate cable. The user would also have to ensure the documentation that came with the printer is in place and in the turned on mode, if this is not in place the user may have to download the latest drivers from the manufacturer's site.

Chapter 8:

Managing music with iTunes

Mac can also be successfully used to manage iTunes and this is a feature that does contribute to the popularity of Mac. However the user should be aware that there are quite a few different applications that can be used by Mac for the iTunes managing process.

The following are some of these as depicted according to its popularity and accompanying features:

- The desk top controller resides in the OS X menu bar and offers the user a quick and easy way to maneuver between and rate the tracks on the system used. The user would simply have to click on the menu display and all the current information, along with several menus for selecting artists, playlists and recently played music will be depicted clearly for viewing. The feature is usually offered for free and the developer is You Software and requires the use of Mac OS 10.4 or 10.5 platforms.
- Sizzling keys is also another place on the list that allow the selecting of songs to be played to be much easier. This can be done while providing a pleasant visual feedback of what the user is listening to at any given time. There is usually a nominal charge of just under \$5 and the developer is the Yellow Mug which uses the Mac OS X 10.4 or iTunes 8.1.x

CoverSutra offers a decent range of features too. Some of which are iTunes control with a stunning interface and integrates will with the

Last.fm system. However this particular element can be quite expensive for such simple performance extensions but it is will considered interesting enough to merit some consideration. It usually comes with a price tag of about \$20 and the developer is Sophiestication and requires the use of Mac OS x Leopard.

Chapter 9:

Having fun with iphotos

Mac can also be successfully used for various different tasks that involve the iphotos and with a little knowhow; the user can present a rather impressive iphoto portfolio almost as quickly as the photos were originally taken.

Perhaps the most attractive feature that the Mac is able to provide for the iphoto is in the import and organizing of the photos taken. This can be come by importing the photos from a digital camera and transferring to the Mac, easily and conveniently.

The user will also be able to manage the photos using elements such as events or places. By adding certain keywords, rating, or flags to the photos easy retrieval can be facilitated.

When it comes to services such as editing and improving on the photos taken, this is also possible with the use of the Mac. The user will be able to crop the photos, rotate or straighten the photos, reduce the red eye display dominance and enhance the photos within a single click.

The user will also be able to fix the photos that are too dark or too light with some careful maneuvering using the tools provided on the Mac. Brushing out or retouching some of the problems areas to enhance the overall photo is also another very achievable task that can be effectively exercised.

There is also the exercise of being able to provide the platform for the sharing of the photos through emailing the photos to friends and family.

The user would ideally have to create and share a slideshow using the feature provided for within the Mac to enhance the viewing experience. Using Mac the photos can also be published on sites such as Facebook and other social sites that the user would be interested in posting these photos.

Wrapping Up

Using the Mac tool the user is able to ideally download and assemble a few video clips or fine tune any perceived master piece by using the iMovie platform. Understanding how this can be done will allow the user to make any and all changes that will bring about a presentation that is worth the effort put in.

Initially the user would have to acquire a digital camcorder and start the initial steps by importing the video to be eventually intended for use. There are a few simple steps that can be used and this would include the need to drag and drop parts of the clips to better provide for a better and more enhanced movie presentation.

With this system there is also the leeway provided to be able to create sophisticated edits and add in dazzling special effects and all this is done while still keeping the transitions smooth.

The integrated sound effects and also be maneuvered to the individual user's discretion and presentation platforms of satisfaction according to the depiction intended.

The user will be able to add in any soundtrack style that is deemed suitable to the movie content being presented. All these adjustments can be carried out using the various assisting tools that will help to enhance the basic results of the overall viewing experience.

Sharing the end product by posting in on the various sites specifically chosen by the user would help to create the needed exposure for the movie thus perhaps contributing to the satisfaction derived when the movie posted receives positive acclaim.

Mac is able to provide all the different elements that would be required to make the necessary maneuvers to help create a piece of work that is worth the effort and time as in most cases the tool used would ensure the end product is both professional looking and well accepted.