Note: the procedures for this class are applicable to OS 10.4. If you have 10.3 or lower, some things will be slightly different or may not exist. Please contact me if you need assistance.

My contact information:
Teresa Sakata
956-2399
teresa@hawaii.edu

**Mac OS X organization**

A. **Special folders**
   Do not move or modify these folders:
   - Library
   - System

B. It’s OK to modify these folders, but do not change their location on your hard drive:
   - Applications
   - Users

C. **Users folder**
   Your “home” folder will be here, containing all files specific to your account

D. **Fonts folder**
   If you have a fonts folder in your OS 9 system folder, OS X will be able to use these fonts

E. **Classic**
   - “Classic” refers to the OS 9 operating system
   - It is not an application that you can run. You cannot access Classic unless an OS 9 application is running.
   - You do not need to use Classic unless you are still using applications that require OS 9.
   - It is not recommended to use Classic versions of applications unless absolutely necessary. Budget for upgrades to the OS X version, if available, especially for commonly used applications such as Microsoft Word.

**Dock**

- If an application is currently running, there will be a small black triangle underneath its icon in the dock
- You can store aliases to applications here
- Applications are placed to the left of the vertical line; all other items are placed on the right.
- When a window is minimized, it is stored in the dock
Adding an icon to the dock:

1. Double click on your hard drive
2. Open the Applications folder (or other applicable folder)
3. Drag the icon into the dock. Place it to the left of the line if it’s an application, or on the right side if it’s anything else.

Deleting an icon from the dock:

1. Point to the item in the dock, then hold down the mouse button.
2. Drag the icon straight up and off the dock, then let go of the mouse.

System Preferences

- You can access the System Preferences from either the Dock or the Apple menu

To access the System Preferences from the Dock, click on the icon that looks like this:

Or, go to the Apple menu and select System Preferences…

Note: When you are working in a particular system preference, you can click on the Show All icon in the upper left of the System Preferences window to return to the panel that displays all of the System Preferences icons.

Dock

1. Open the System Preferences
2. Click on the Dock icon
3. Change the options to your preference

To setup your Macintosh for the UH network:

1. Open the System Preferences
2. Click on the Network icon
3. Select Built-in Ethernet, then click Configure
4. If you are in a building with DHCP (if you don’t know, try this first):
   Configure: IPv4: Using DHCP
   DNS Servers: 128.171.3.13
                 128.171.1.1
5. If you are in a building that does not have DHCP:
   Configure IPv4: **Manually**
   IP address: obtain from ITS or your IT Specialist
   Subnet mask: **255.255.255.0**
   Router: **128.171.x.1**
   (where x is the third number of your IP address)
   DNS Servers: 128.171.3.13
                128.171.1.1

6. If you print to a networked printer, click on AppleTalk button and check the box for **Make AppleTalk Active**.
7. Click **Apply Now**

*Software Update*
Apple releases various software updates to fix bugs or enhance software. You can choose to install these automatically, or manually. I prefer to set mine to manually, as some updates have been pulled soon after release.

1. Open the System Preferences
2. Click on the **Software Update** icon
3. If you want to receive updates automatically, check the box next to **Check for updates**:.
   Choose how often you wish to check for updates (Daily, Weekly, or Monthly).
4. Otherwise, leave the box unchecked and click on **Check Now** to manually check for updates.
5. You can click on the **Installed Updates** button to see which updates are already installed.

*Setting up accounts*

- There will always be at least one user account. This account gets created at the time you install OS X or when you first setup your machine.
- DON’T FORGET THE PASSWORD
- Documents are stored in the Users folder, in a folder with the same name as the short name for the account
- Administrators have access to the entire hard drive and can install software.
- If possible, make the name and password for Windows users the same as on their PC
- If you wish, you can go to Login Options and login automatically as a selected account.

*To setup accounts:*

1. Open the System Preferences. Click on the **Accounts** icon. Click on the + button.
2. Fill in boxes as appropriate. Click **Create Account**.
3. If you want this account to be an administrative account, check the box for "Allow user to administer this computer".


Fast User Switching:

If you have more than one account on the computer, you may want to enable Fast User Switching, so that you can switch users without quitting all applications.

1. Open the System Preferences. Click on the Accounts icon.
2. Click on Login Options
3. Check the box for Enable fast user switching. You will be warned to enable this only if you trust the other users of the computer. Click OK.

You will now see the name of the logged in account to the right of the time in the upper right corner of the screen. To switch to a different user, hold down the mouse on the name and select a different name.

Setting up printers

• You can setup printers via the Printer Setup Utility or directly from the Print dialog box.
• If you cannot see your older printers from the Printer Setup Utility, you may need to enable AppleTalk. (Refer to the section above on setting up your Mac for the UH network.)

1. a. Open the Printer Setup Utility (Hard Drive => Applications folder => Utilities folder). Click Add.
   b. You can also print something, then under the Printer option select Add Printer…
2. You will see a list of all available printers. Click on your printer to select it, then click Add.
3. The printer will now appear as one of your available printers.

Connecting to and from other computers

A. Enabling File Sharing

1. Open the System Preferences. Click on the Sharing icon
2. Check the box next to Personal File Sharing. If desired, check the box for Windows Sharing.
3. Setup an account for each person who will be accessing your Macintosh.

B. Macintosh

• Administrators have access to the entire hard drive
• Non-admins only have access to their folder and others’ public folders
• The “Drop Box” in the Public directory of your home folder is a folder where people can put files for you, but no one besides you can see what’s in it.
Connecting to your Macintosh from another Macintosh

1. Switch to the Finder (use the Dock). Go to the Go menu and select Connect to Server…
2. Type the IP address of the Mac you want to connect to in the “Server Address” box. Click Connect.
3. Type the appropriate name and password, then click Connect.
4. Select the volume/folder you wish to mount, then click OK.

C. Windows

• Windows users only have access to your home folder on the Macintosh

Connecting to your Macintosh from a PC

1. Click on the Start button and select Run…
2. In the “Open” box, type \ip address, where ip address is the IP address of your Macintosh
3. Click OK

Connecting to a PC from your Macintosh

1. Switch to the Finder. Go to the Go menu and select Connect to Server…
2. In the “Address” box, type smb://ip address, where ip address is the IP address of the PC. Click OK.
3. Type the name and password of your account on the PC. Click OK.
4. If necessary, select the folder you wish to mount from the pop-up menu and click OK.

Other Networking information

A. Editing a Network Location

This is useful for those who use their macs in different locations

1. Open the System Preferences and click on the Network icon.
2. Under Location, select New Location… Type a name for your new location and click OK.
3. Configure your network settings as appropriate for that location.
4. To switch between different locations, go to the Apple menu, select Location, then select the location you want.

B. Looking up your IP address, Macintosh

1. Open the System Preferences. Click on the Network icon
2. Under the Show option, select Built-in Ethernet. Your IP address is in the “IP Address” box.

C. Looking up your IP address, PC

1. Go to Start, Programs, Accessories, Command Prompt
2. Type ipconfig and press the Enter key. Your IP address will be displayed.
Hawaiian Diacritics

A. Built-in Hawaiian keyboard and fonts

*Installation*

1. Go to the Apple menu and select **System Preferences**
2. Click on **International**
3. Click on **Input Menu**
4. Check the box next to **Hawaiian**
5. Close the window

*Typing*

1. Under the Flag menu (near the upper right), select **Hawaiian**
2. In your application (such as Microsoft Word), select a font that is compatible with the Hawaiian keyboard. Some of the fonts that work are Didot, Futura, Helvetica, Lucida Grande, Monaco, Palatino, and Zapfino
3. Hold down the **option** key while typing the vowel you need. It should appear with the kahakō above it.

B. Papa Pihi "HI" keyboard and fonts

*Installation*

1. Download the Hawaiian Macintosh keyboard and fonts from [http://www.olelo.hawaii.edu/pub/mac_fonts.sit](http://www.olelo.hawaii.edu/pub/mac_fonts.sit)
2. You will now have a mac_fonts folder on your Desktop. Look in this folder; move the fonts (indicated by "HI" in their names) in one of two places on your hard drive:
   - The Fonts folder that in the System Folder (if you will be using OS 9 apps)
   - The Fonts folder in the Library folder
3. Place the keyboard file (located in the **OS X keyboard** folder that's in the mac_fonts folder) in the Keyboard Layouts folder in the Library folder
4. Restart your Macintosh.
5. Open the System Preferences. Click on the **International** icon. Click on the **Input Menu** tab. Check the box next to **Papa Pihi HI**.

*Typing*

1. Under the Flag menu (near the upper right), select **Papa Pihi HI**
2. In your application (such as Microsoft Word), select one of the four Hawaiian fonts.
3. Hold down the **option** key while typing the vowel you need. It should appear with the kahakō above it.
Security

A. File Vault

- Mainly recommended for laptops. Use only if you have highly sensitive data (financial, SSN) on your drive.
- Before turning on File Vault, be sure to have a current backup of your files
- After turning on File Vault, make regular backups of your files
- To turn on File Vault, you will need as much free hard drive as the size of your Home directory.

File Vault works by creating an encrypted image of your Home folder. An encrypted image is created, and your files are copied to it. Your files are then erased from your hard drive. If you choose the secure erase option, your files will be securely erased (cannot be recovered) from the hard drive.

1. Open the System Preferences and click on the Security icon.
2. Click on Set Master Password… Type a password and a hint, then click OK. DO NOT FORGET THIS PASSWORD!!
3. Click on Turn on FileVault. You will be asked if you want to use secure erase. If you do, check the box for "Use secure erase". Click on Turn On FileVault.
4. FileVault will now be turned on. It may take a while. It is finished when you are back at the login screen. Do not interrupt this process, even if it seems that nothing is happening.

Note: if you've increased or decreased the size of your Home folder significantly, you may receive a warning message when you shut down/log off/restart asking you if you want FileVault to reclaim lost disk space. Click Continue to have FileVault reclaim the disk space and do not interrupt this process even if it takes a while.

B. Secure disk images

1. Open the Applications folder. Open the Utilities folder. Double click on Disk Utility.
2. Click on New Image.
3. Specify name and size. Under "Encryption" select AES-128. The Format should remain at "read/write disk image". Click Create.
4. When prompted, enter a password. Uncheck "Remember password". Click OK.

You can add the image to your login items to have it open whenever you login to your account.
Troubleshooting

A. Repair disk permissions
This utility will reset all your permissions to their default. This cures many odd OS X problems.

1. Open your **Applications** folder. Open the **Utilities** folder.
2. Double click on **Disk Utility**.
3. On the left side, select your hard drive.
4. On the right side, click on **Repair Permissions**.
5. If errors are found, click on **Repair Permissions** again. Keep running the Repair Permissions until no errors are reported.

If you wish, you can also click on Verify Disk to further check your hard drive. If any errors are found you will need to boot from your OS X install disk and run Disk Utility from the disk to repair the drive.

B. Create a new account. If the problem doesn’t occur with the new account, then it’s something with the permissions on the original account.

C. Boot from your OS X install disk and see if your special folders have inadvertently been renamed. (This is a common cause of “kernel panics”).

D. Force quit. If your application stops responding, you can force it to quit.
   1. Press the apple, option, and escape keys.
   2. A window will appear. Select the non-responsive application, then click on **Force Quit**.

   You can also hold down the mouse on the application’s icon in the Dock, and select **Force Quit** from the menu that pops up.

Miscellaneous

A. Placing the Applications folder on the Dock

1. Open your hard drive.
2. Drag your Applications folder onto the right side of the Dock.

Now you can click on your Applications folder icon in the dock, and a menu will pop up and you can select the application you want to run.

B. System Profiler
You can use this program to find out useful information about your computer.

1. Open the hard drive, then the Applications folder, then the Utilities folder. Double click on System Profiler.
C. To change the application that opens a certain file type:

1. Click once on an icon (e.g. a pdf file). Go to the File menu and select Get Info
2. Click on the triangle next to Open with…
3. Select a program from the pop-up menu or Other to select one not shown.
4. Click the Change All button to change all files of this type to open with the application you chose.
5. Close the Get Info window by clicking on the red button in the upper right corner of the window.

D. Keyboard Shortcuts

- option + apple key + click on desktop = hide all apps and show the Desktop
- shift + apple key + n = create a new folder
- apple key + tab = switch between open applications
- apple key + h = hide current application
- control + option + apple key + eject = shut down mac immediately

Other sources of information

Built in Macintosh Help
   1. In the Dock, click on the Finder
   2. Under the Help menu, select Mac Help

Apple Support
   http://www.apple.com/support

MacInTouch
   http://www.macintouch.com

MacFixIt
   http://www.macfixit.com

Mac OS X Hints
   http://www.macosxhints.com

MacWindows
   http://www.macwindows.com

Keyboard shortcuts
   http://davespicks.com/writing/programming/mackeys.html
   http://docs.info.apple.com/article.html?artnum=75459