Basic Mac Instructions.

Welcome to the wonderful world of Mac.

Some of the programs that you will be using are basically the same regardless of rather you are using a Mac or PC.

Microsoft Word and Excel are the main examples. Entourage is similar to Outlook and is also a Microsoft product.

Starting and Shutting down you Mac
To turn on your Mac you will find the power button on the back of the Mac mini, some on the right and others on the left, depending on the Mack mini you have. Push the button once and the Mac will start, automatically opening into your account. To shutdown you computer use your mouse and click once on the little apple symbol in the upper left hand menu bar. You will see several options, mouse down and highlight the word shutdown and click once. The computer will ask you if you are sure you want to shutdown. Click yes, otherwise the computer will do it itself within 60 seconds. I you have any programs open they will be closed as the machine shuts down. If you have any unsaved documents, like a word file, it will ask you if you want to save it, before it closes. If you do not respond the shutdown process will be halted until you answer, then you may have to click the shutdown button again if you do not answer in a minute or so. (If you are experiencing difficulties with your computer – programs not working files and folders not opening, Computer hanging up with the spinning-beachball-of-death, losing the transfer folder. Shutdown [Not Restart] the computer, wait about 30 seconds and then start it back up. Many problems can be fixed this way.

Transfer3 Folder
Every employee has a transfer folder which can be found on xserve2>Transfer3. Depending on what OS system you are using you may be able to see an icon on your desktop for the Transfer3 drive, (10.4.11 or earlier). For any of the OS systems you will have the drive Transfer 3 in your docking bar. To find the Transfer3 folder using 10.5 or higher, you will find a folder on your desktop called 'directory'. Double click on this folder and you will get and expanded folder. On the left column you will see several drives listed under 'SHARED'. In the window show the drives and folders on the top you will see four buttons above the name, one has four squares, the other has some lines, the third has a box with line running vertically and the forth box don't worry about. To get to your transfer folder single click under the SHARED section the xserve2 that will show the folder that are on this drive. If you are using the second button on the top bar you will need to double click for the following steps, if you are using the 3rd button then you need only to single click. So once you have clicked the xserve2 in the folder click (or double click) onto the Transfer 3 folder and locate the folder with your name. This is your transfer folder, which you will use to store data, and files.

Docking bar

The docking bar is found by default on the bottom of the screen but can be moved if desired. To get to the docking bar move your mouse to the bottom of the page and the docking bar will show up. Located the program you desire to use and single click once on the icon for the program (You do not have to double-click on the icon in the docking menu bar. The program will start.

Common Keys for the Mac.

The following hot keys work for most programs on the Mac. Command the main key that works for most hot keys. A list of the following hot keys are as follows:

1. Command v – Paste
2. Command c – Copy
3. Command x – Delete highlighted item
4. Command z – Undo
5. Command f – find
6. Command p – print
7. Command o – Open file or window
8. Command w – Close window or file

The above hot keys work in almost any of the Mac programs. For each program there are more hot keys and learning the hot keys will save you time. To learn them, the best way is if you go to a drop-down menu, see if there is a hot key listed for that function and start using it.

Other hot keys for the Mac OS:

1. Command-Shift n – Create new window
2. Command h – Hide Window or program
3. Command Tab – Hold the command key down and hit tab and all the icons of the programs open will appear in a line in the middle of your screen. If you let go to the tab key and keep holding down the command key, you can move to a new icon one by one every time you hit the tab key. If you hold the command key and also hold down the tab key you will scroll through the icons.

Microsoft Office

We have most of the common programs for office, but instead of Outlook you will have Entourage, in MS Office 2011 you will get Outlook back. These programs work well with the Mac for the most part depending on which version you have. If you receive a docx or and xlsx file you will need to get Doreen to open it up for you, I can also open those files.

*Note if you are experiencing problems with Entourage for the most part, but also word or excel, quite the program and restart it and this should take care of the problem. If it doesn't try shutting down the computer, as mentioned above.

Entourage is you main mail program. Almost everyone is using an IMAP system, which means your mail stays on the server until you delete it from the server. To delete the mail from the server you need to mark it for deletion for delete it with either the delete button or the trash can icon in the program. After that you need to right click on the folder and or trashcan and highlight 'purge deleted files'. We have limited room on the server so you will need to delete mail from time to time, and I will warn you if you are approaching your limit. One way of keeping the email but not reaching you limit is to delete any attachments one you are through with them.

You can also access your mail online at the following link:

You are given and email account with is first initial and last name followed by landscapeonline.com. (Ex. jshort@landscapeonline.com)

If you need additional email accounts or get access of an existing account let me know. Paste into browser:
http://www.landscapeonline.com:2095
Then enter in your email account and the password. If you are in need of this contact me for your password.

Word and Excel work pretty much the same on both PC and Mac. There is a big change on how they both look and where the buttons are on the 2008 and 2011 versions. I recommend that you save a version of your documents on your hard drive and also in the transfer folder so incase a drive dies we have back up.

FileMaker Pro
This is our relational database system that we use at the company. FileMaker Pro is a complicated and simple program to use. Be careful on deleting records, we keep backups but you do not want to delete records by accident. Most people have views based on their departments needs. If you need to export a list for email or any purpose you will need to contact circulation for the list.

Some common keys here are:

Command four – which will search for names, number, emails or most items on the window within the category that you are in.

MaxBulk Mailer
This is the program we use for mass emails that need either text, html, or both. If you are in need of this program we have a template set up that you can follow, but I would recommend that you get some help from someone or me that uses the program.

• Starting and Shutting down you Mac
    Click Power button in back
    Apple symbol (Top Menu Bar)>Shutdown.

• Transfer3 Folder
    Look on bottom docking bar on right hand side and click folder or open
directory file and click on xserve2>transfer3

• Docking bar
    Appears when you bring your mouse near the bottom of the screen.
Programs can be started from by single clicking the icon.

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View following pages for further details.