

## **Learning Macintosh OS X and Laptop Resources** Overview:

The Macintosh laptops come with a new operating system called Mac OS X (Tiger) that has new features that you may be unfamiliar to you. Additionally, the student laptops come with pre-loaded resources including productivity software and curriculum software for students to use for learning. This module will assist you in learning how to navigate the new operating system and using the software that comes with the laptop. To complete this module, view each video tutorial by clicking on the titles. At the end of the module, complete the Self Check and Classroom Connection activities to check your understanding before proceeding to the next topic. You may wish to download and print the Self Check document before you start and complete it as you proceed through the tutorials. The Classroom Connections document will help you align the technology skills you learned in the module to your own individual curriculum and instructional practices. The User Guide provides additional information that may not be found in the tutorials and serves as a reference guide for later use.

### **A. Navigating the Operating System**

- 1. Using the Mouse/Trackpad**
- 2. Menus**
- 3. Aliases**
- 4. Adding Items to the Dock**
- 5. Dock**
- 6. Switching Between Applications**
- 7. Introducing the Dashboard**
- 8. Working with Widgets**
- 9. Working with Multiple Copies of Widgets**
- 10. Trash**

11. Securely Emptying Trash
12. Opening Applications
13. Minimize/Maximize Screens
14. Quitting Programs

### **Self-Check: Navigating - Download**

Directions: Download this document and complete the activity. Review the video tutorials and/or referencing the Quick Glance User Guide can find correct answers.

[NavigSelfCheck\\_OSX.pdf](#)

### **Classroom Connections: Navigating - Download**

Directions: Download this document and complete to help establish guidelines for student use of the features of the wireless network and external devices in your classroom.

[NavigClassConn1\\_OSX.pdf](#)

## **B. Using Networks and External Devices**

1. Using the Wireless Network
2. Connecting to a Server
3. Using CD's
4. Using USB Drives
5. Connecting to a Digital Still Camera

## **Self-Check: Using Networks & External Devices - Download**

Directions: Download this document and complete the activity. Review the video tutorials and/or referencing the Quick Glance User Guide can find correct answers.

[Net\\_EjectSelfCheck\\_OSX.pdf](#)

## **Classroom Connections: Using Networks & External Devices - Download**

Directions: Download this document and complete to help establish guidelines for student use of the features of the wireless network and external devices in your classroom.

[Net\\_EjectClassConnOSX.pdf](#)

## **C. Custom Settings and Special Topics**

- 1. Accessibility**
- 2. Adding a Printer**
- 3. Sound and Audio Settings**
- 4. Force Quit**
- 5. Turn the Computer Off**

### **Self Check: Custom Settings & Special Topics - Download**

Directions: Download this document and complete the activity. Correct answers can be found by reviewing the video tutorials and/or referencing the Quick Glance User Guide.

[custom\\_selfcheckOSX.pdf](#)

## **Classroom Connections: Custom Settings & Special Topics - Download**

Directions: Download this document and complete to help establish guidelines for student use of the selected custom features in your classroom.

[custom\\_classroomconnOSX.pdf](#)

## **QuickGlance User Guide - Download**

Directions: Download the QuickGlance User Guide as a print reference. This Guide compares Mac OS 9, OS X, and Windows XP.

[OS9\\_OS10.4\\_XP.pdf](#)

## **D. Laptop Resources: Applications on the Macintosh**

- a. AppleWorks**
- b. Browsers** - Safari, Firefox, Netscape
- c. FileMaker Pro**
- d. Inspiration/Kidspiration**
- e. iLife Suite** - iTunes, iPhoto, iMovie, iDVD, GarageBand

**f. iWork** - Pages, Keynote 2.0

### **Self-Check: Macintosh Applications - Download**

Directions: Download this document and complete the activity. Reviewing the video tutorials and/or referencing the User Guide can help you find correct answers.

[AppleSWself-check.pdf](#)

### **Classroom Connections: Macintosh Applications (Pt 1) - Download**

Directions: Download these documents to discover how the laptop software applications could be incorporated into your teaching and learning environment.

[AppleLaptopSWappsClassConnect1.pdf](#)

### **Classroom Connections: Macintosh Applications (Pt 2) - Download**

Directions: Download these documents to discover how the laptop software applications could be incorporated into your teaching and learning environment.

[AppleLaptopSWappsClassConnect2.pdf](#)

## **E. Laptop Resources: Viewers and Players on the Macintosh**

**a. Adobe Reader**

**b. Preview**

**c. Video Players** - QuickTime Player, Real Player, Windows Media Player

### **Self Check: Macintosh Viewers and Players - Download**

Directions: Download this document and complete the activities on using the Laptop Resources. Correct answers can be found by reviewing the video tutorials and/or referencing the User Guide.

[AppleVPself-check.pdf](#)

## **F. Laptop Resources: Useful Tools on the Macintosh**

**Add a new link.**

**a. Address Book b. Calculator c. Dictionary d. Grapher e. Stickies f. Text Edit g. Virex Untitled Untitled**

### **Self Check: Macintosh Useful Tools - Download**

Directions: Download this document and complete the activities to assist you in using Laptop Resources. Correct answers can be found by reviewing the video tutorials and/or referencing the User Guide.

[AppleUTself-check.pdf](#)

**User Guide: Macintosh Resources - Download**

Directions: If you would like a print reference for understanding the major software programs, download the User Guide.

[AppleUserGuideLapRes9.16.05Reduced.pdf](#)

## End of Module 2 - Thank you!

You have completed Module 2 of 4 Modules. You may **return to the list of Macintosh modules** or **continue on to Module 3**, Electronic File Management.