



Macintosh Basics

To switch on the computers in our computer suites press the key on beige Macs or press  or on the G3 or G4 Macs press . You should then hear a startup chime. The Mac will then go through its startup sequence and load onto the display an electronic desktop. Here you will see a menu bar across the top of the screen which features pulldown menus for selecting various tasks and functions. On the right hand side of the screen are the icons for the computer's hard drive where are files and programs are stored, the laser printer that the machine is connected to and the trash or wastebasket for deleting work no longer required. Also, when a zip disk, CD or other disk is inserted into the machine they will appear on the desktop underneath the printer icon. To see what is available on the disk icons simply place the cursor or arrow over the icon by moving the mouse and then double clicking on the icon. The icon will then open with a window. Within this window you can now see what is on the disk, e.g. there may be program files, images and documents which are all represented as icons.

Tips

If the Mac does not startup make sure the power leads are plugged in and switched on at the wall. There is also a master mains switch on the G4 bench in MACC1. Also check that the keyboard cable has not been disconnected.

To eject a disk that has loaded onto your machine, firstly make sure that all applications are quit then click on the icon once, then hold down the mouse button and move the icon down onto the wastebasket and let go of the mouse button. This does not delete files, merely ejects the disk.

To copy files from the computer to your own disk, select your document by clicking on its icon and dragging it to your disk icon, which should go black, then release.