

## Mac OS X — Getting Started

This document will give you a quick overview of the OS X installation on CCS computers. For more in-depth information on Apple's OS X Panther (version 10.3.9) operating system refer to the built-in Help menu on your computer or check out the following URLs:

<http://www.ccs.k12.va.us/departments/techsupport/docs/OSX-GettingStarted.pdf>

<http://www.atomiclearning.com/macosexpanther>

### Notice!

OS X represents a major upgrade/rewrite of Apple's operating system. While some applications written in OS 9 will run on OS X, many will not. If you have "old" CDs that you cannot live without we will need to check them out on a "per request" basis. There have been major rewrites of all the CCS baseline software in native OS X: these include Microsoft Office 2004 (Word, Excel, Powerpoint), FileMaker, AppleWorks, GroupWise, KidPix, Boardmaker, and IntelliTools, to name just a few. The browsers Firefox, Safari, and Camino are native OS X. Microsoft's Internet Explorer is an installed application but is no longer being developed. In addition you'll find all of the iLife 4 suite of applications: iTunes, iMovie, iPhoto, iDVD (on eMacs and newer only), and iCal (Apple's calendaring application).

### What to expect...

OS X is a vast improvement over OS 9. You'll notice the graphics are cleaner and easier to read. There will be fewer problems with memory management and freezing. If a specific application freezes you can usually force-quit that application by typing Option-⌘-esc. It will not force a restart as often happens in OS 9. Web helper applications such as Shockwave, Flash, Windows Media Player, and QuickTime are all up-to-date. While there might be a perceived sense of more speed with OS X due to the improved handling of memory, networking, and graphics, keep in mind that the basic processing speed of your computer has NOT changed, nor has the speed of your hard drive increased.

### Login...

The login procedure is exactly the same as on the OS 9 system. Enter your name and password. The computer will check your information against the master list on the Novell server, find your network User volume and mount it on the desktop, then set up your desktop with the proper permissions for your security group.

**Change password:** If you wish/need to change your network login password you must first successfully login. Now click on the key icon located on the right side of the Menu bar at the top of the screen.

**Login from a different location:** To login and access your network User documents from a location OTHER THAN your home school, please contact Tech Support for assistance.

### Desktop...

The row of icons located at the bottom of the screen is called the Dock. Roll the mouse cursor over each icon to display the name. The Dock contains the most-used applications. Click the Finder icon (blue face extreme left) to open a window displaying the contents of the hard drive. All installed applications can be displayed by clicking on Applications in the sidebar. For more detailed information about the Dock & Finder see:

<http://www.ccs.k12.va.us/departments/techsupport/docs/OSX-Dock&Finder.pdf>

### Save your documents...

On a successful login your user documents will automatically be mounted on your desktop. When you need to save a new document to your User folder: in the Save dialog box click the down-arrow to the right of the Save field. In the far left column near the top click your Document server listed as: CLK\_MAIN.DOCS (substitute your school for CLK), click USERS in the 2<sup>nd</sup> column, click your User folder in the 3<sup>rd</sup> column. Name your document and Click Save. If you wish to Save to the computer hard drive use the default location: Documents. <http://www.ccs.k12.va.us/departments/techsupport/docs/OSX-Save.pdf>

*More on Page 2...*

## Internet Browsers (Firefox, Safari, Camino, Internet Explorer)

Firefox and Safari are the browsers of choice in OS X. Both are faster and more up-to-date than Internet Explorer. Firefox is set up as the default browser. To import your saved Favorites into Firefox: Open Firefox, go to Menu: *Bookmarks > Manage Bookmarks*. Now go to *File > Import* and navigate to your saved bookmark file (probably named Favorites.html).

## Email (GW Client or Web Access)...

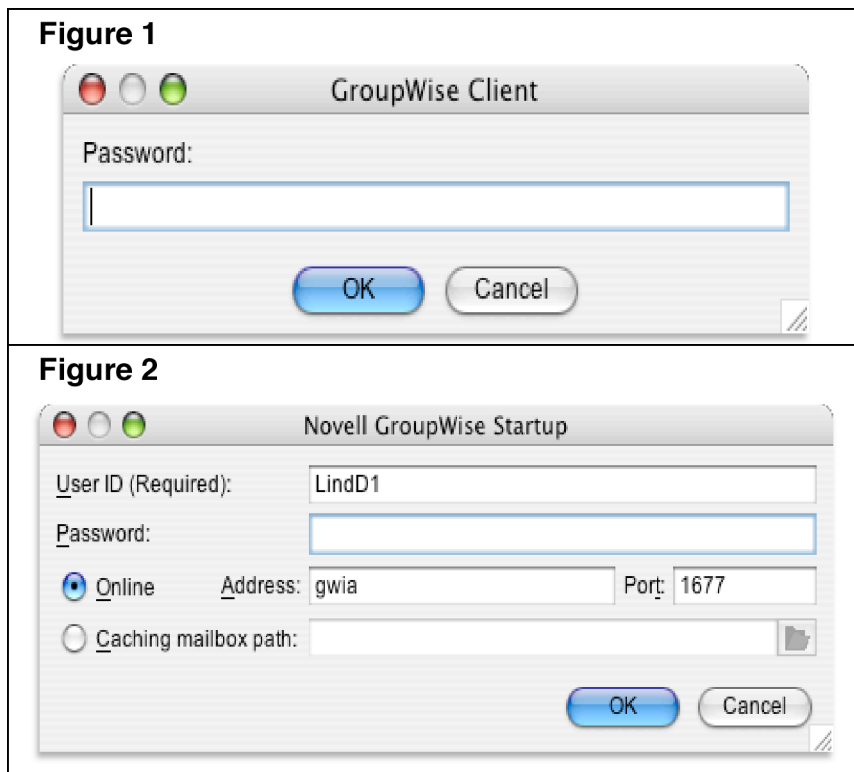
**The GroupWise Client** (accessed from the Dock – blue globe icon, or Applications folder): Open GroupWise (be patient...this takes some time). If the login dialog looks like *Figure 1*, click the Cancel button to bring up the full login window (*Figure 2*). Type your user ID and Password into the appropriate fields. The address should be *gwia* or 10.10.0.115

**Attachments:** If you want to easily read attachments with the GroupWise Client you'll need to make some "one-time" entries to the Preferences. Instructions are at the bottom of this page. Please note: these edits will affect ONLY your account on the current computer. They do NOT carry over to a GroupWise login on a different machine.

**NOTE!** The GroupWise Client takes a long time to launch. Be patient.

**GroupWise Web Access** (accessed through a browser): Go to the URL:

<https://webmail.ccs.k12.va.us/servlet/webacc>



## Directions for setting attachment helpers in OS X GroupWise Client...

While the Novell GroupWise app for OS X is much better than the OS 9 version, there are some annoying idiosyncrasies that need to be worked around. Dealing with attachments is one of those. Here are directions for setting the users GW account to open attachments directly from within GW.

- 1) The settings are only for the computer you are working on...they do NOT travel with the user account to other computers.
- 2) User must be logged in to the computer and into GroupWise (users name must be the one showing beside the Globe in the GW window at the top of the left group of folders).
- 3) Go to Menu: GroupWise > Preferences...> Extension
  - a) You will probably see 3 entries here. Remove the 2nd and 3rd as they are bogus.
  - b) Click the *Add* button to bring up the Add association dialog box.
  - c) Click the small yellow folder to the right of the *External application:* field to bring up the *Choose external application* dialog
  - d) At the very top of the box click in the drop down menu and select the hard drive (shows a drive icon with the computer name – ie. CLK 13940).
  - e) Double-click the Applications folder to find your apps. Unfortunately you can only add one at a time. You will probably want to add the following apps to your list. The letters in parenthesis are the extension for the selected application which must be entered in the 2nd field. (DON'T add the parenthesis!)
    - i) Applications/AppleWorks 6/AppleWorks 6 (cwk)
    - ii) Applications/FileMaker 6/FileMaker (fp5)
    - iii) Applications/Microsoft Office 2004/Microsoft Excel (xls)
    - iv) Applications/Microsoft Office 2004/Microsoft PowerPoint (ppt)
    - v) Applications/Microsoft Office 2004/Microsoft Word (doc,txt,rtf)
    - vi) Applications/Preview (pdf,jpg,jpeg,tiff,pict,gif)
- 4) Restart GroupWise to enable changes!