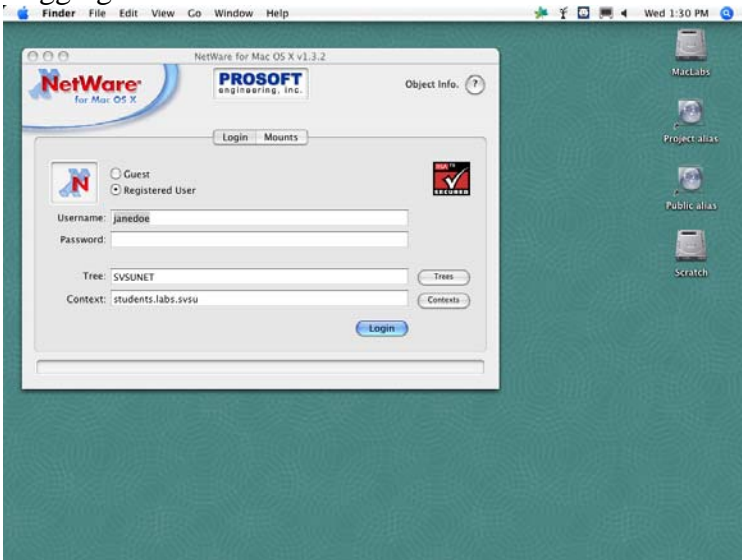




How to use a Macintosh Computer

Logging In:

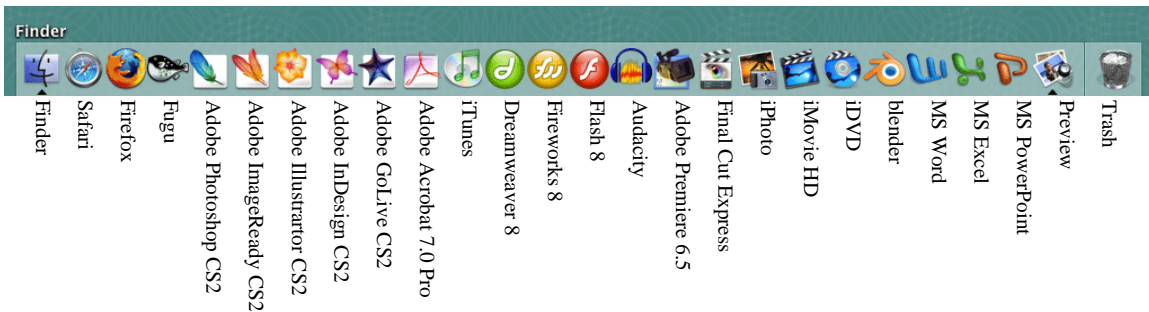


Logging in:

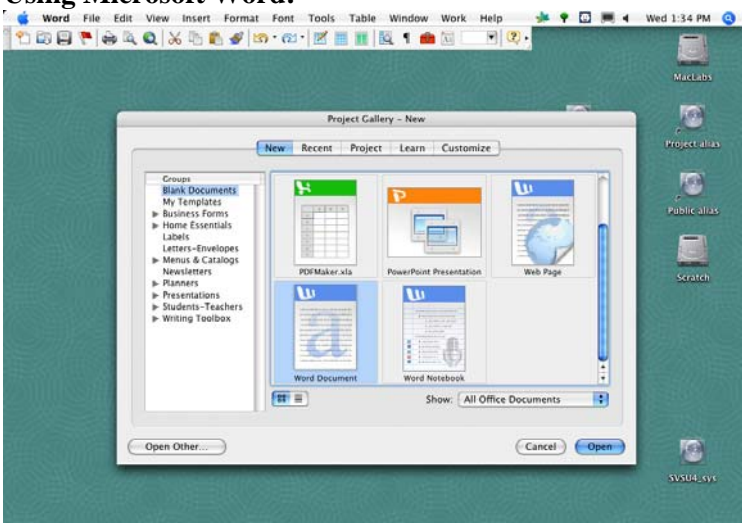
To log into the Macintosh computers, simply enter in your SVSU Username and Password and click “Login.” If there are any problems, be sure the following are correct;
Tree: SVSUNET &
Context: students.labs.svsu

Using The Dock:

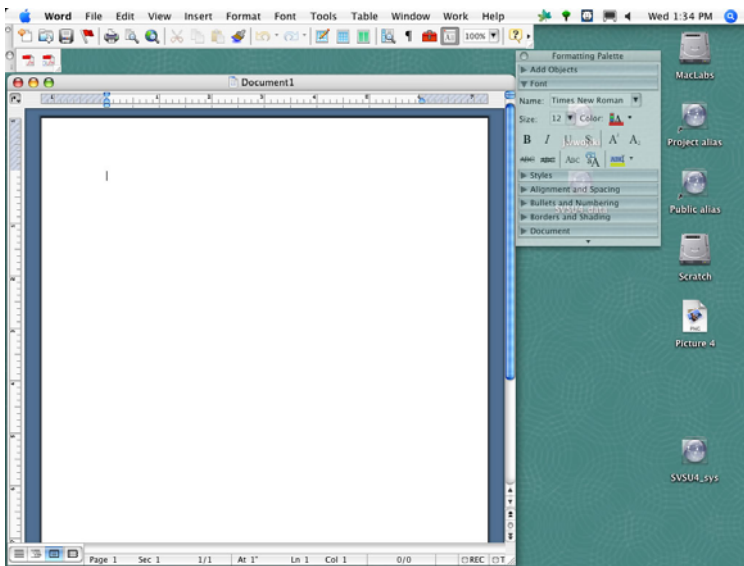
The Dock is hidden until the mouse is moved to the bottom of the screen. The Dock is used to launch applications shown below, simply click on the icon in the doc and the program will open. Below is an example of Microsoft Word opened.



Using Microsoft Word:

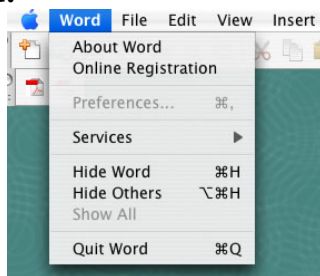


To use Microsoft Word click on the type of document you wish to create. Typically this will be a Word Document as highlighted to the left.



To the right is an example of an open Word Document. To edit the document a “Formatting Palette” is used instead of a toolbar. The options inside this palette are the same as those found in the format toolbar for Microsoft Office on a PC.

Quitting Word:



To quit the program, click on Word on the topmost toolbar and go to “Quit Word,” or hit the apple key and Q on the keyboard.

Logging out:



Be sure to log out of the computer before leaving. To do this, click on the Apple Icon in the upper left hand corner of the screen, then go to “Log Out maclabs...”

Helpful hints:

- To minimize a window click on the yellow circle in the upper left of the window.
 - To restore minimized apps, click on the picture of the app next to trash can on the dock.
- To make windows bigger click and drag the lower right hand corner.
- Get menus associated with right clicking on a Mac by holding control and then clicking the mouse.
- Apple Key = Control Key
 - Ex. (Apple + S) = (Ctrl + S) or save in MS products
 - (Apple + C) = copy and (Apple + V) = paste