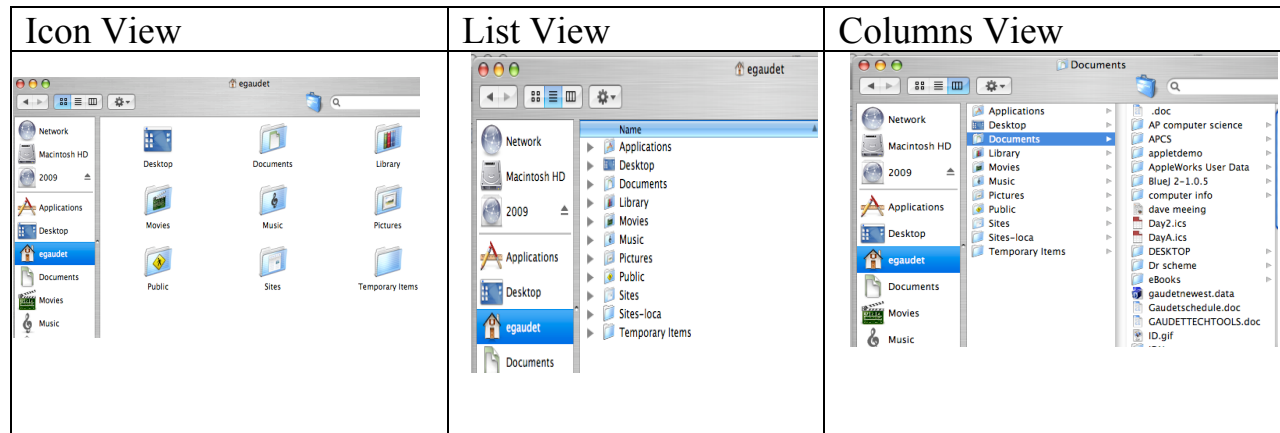
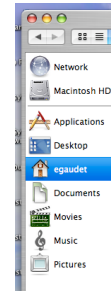


Thirty Second Guide to OSX

Home: You can find applications, documents, pictures, movies, music,... by going to the menu bar and choosing Go/Home

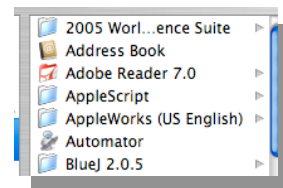
- Change the icon view by clicking to view items in a list, columns, or by icons.
- Here is what you might see as you choose different display options:



The Dock: is where you will find shortcuts to applications, folders or files.

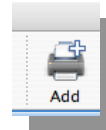
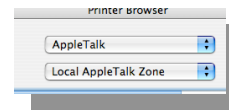
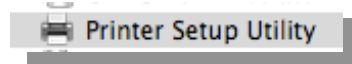


- Click on any icon to open that application, document, or folder.
- Icons with a Triangle underneath are open in the background
- Add icons to the dock by dragging applications from the Applications folder onto the Dock.
- Add commonly used files or documents by dragging the file or document to the right side of the Dock.
- Remove items from the Dock by dragging the icon onto the computer desktop. It will “puff” away.



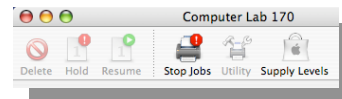
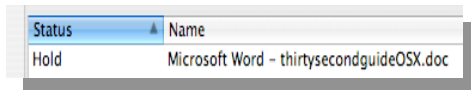
Adding A Printer:

- Go to Home / Utilities / Printer Setup Utility.
- Click on the Add Printer icon to open the Printer Browser.
- Click on **More Printers** and choose **Appletalk** from the drop down menu.
- Choose the desired printer and click **Add**.




The Printer Setup Utility:

- To check the status of a print job, open the **Printer Setup Utility**. (It will be in the Dock when a print job is active.)
- Double click on the chosen printer.
- If the job is stalled, click on the job, **Delete** the job. Then try again.

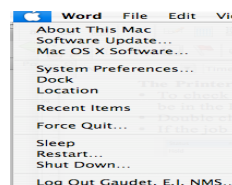


Logging In to Network Account:

- In the finder () under GO drag to **CONNECT TO SERVER**
- Under **SERVER ADDRESS** type *server1.noble-hs.sad60.k12.me.us* (to log in remotely, add: *afp://* before typing *server1...*)
- Click **CONNECT** and enter your username and password.
-

Logging Out:

- Under the Blue Apple drag to **Log Out...**
- Or type Option/Apple/Q



Shutting Down:

- Under the Blue Apple drag to **Shutdown** or **Restart**.