

# Mac OS X Basics for Windows Users.

## Quick history

- 1984 Apple produced the first mass-market computer with a mouse and a graphical user interface and called it Macintosh.
- 1985 Microsoft produced the first version of Excel for Macintosh.
- 1991 MYOB Accounting released first for Macintosh in Australian.
- 2001 March – Apple releases Mac OS X (Pron. Mac O S ten) where, following saviour Steve Jobs' return, a rejuvenated Apple migrated to a totally new Unix based operating system.
- 2006 – Apple moves it entire product line from PowerPC processors to Intel processors.
- 2008 Oct – On the back of the success of the iPod and iPhone (and unhappiness with Vista) Apple has 17.6% of retail computer sales in the US and 31.3% of computer sales revenue and is growing 2 to 3 times faster than any other computer manufacturer.

## Finding out which operating system you are running:

- If you have a multicoloured striped Apple logo in the top left of the screen you are running Mac OS 9 or earlier. This is pretty rare now and these notes do not address operating systems before Mac OS X.
- If you see a solid blue, grey or black Apple in the top left of the screen you are running a version of Mac OS X. To find out which version choose "About this Mac" from this Apple menu. As of writing the current version is 10.5.5 but most of what is in these notes apply to all versions of Mac OS X. Minor upgrades increment the third number and are free downloads available by choosing "Software Update" from the Apple menu. Major upgrades involving the increment of the second number must be purchased.

## Menus:

The Mac has only one menu bar that is always displayed at the top of the screen. It shows the menu for the currently active application. Menu's are similar in structure to those under Windows. But there are some differences:

The first menu is the Apple menu. It contains commands for dealing with the entire computer such as Sleep, Shutdown, Log out and System Preferences (which is similar to Windows control panels).

The second menu the application menu and has the name of the currently active application. ('Applications' are call 'programs' in Windows). This menu contains commands for the application such as About, Preferences (for the application) and Quit (Exit)

The third menu is normally called the File menu and contains operations for creating, opening, saving, printing and performing others operations on files as required.

Note that you Quit applications. You do not Quit files. So the Quit operation is in the application menu and not the File menu as in windows.

The other menus are normally pretty much the same as the corresponding Windows version for the same program.

The only issue you may have is finding the information about the version of the program you are running with is usually the first option in the application (2<sup>nd</sup>) menu rather than in the help menu or changing application preferences (sometimes called “Options” in Windows) which is also in the application menu.

There is a special application called “Finder” that is always running. It allows you to navigate through folders, trash files, open applications etc. It shows your desktop and the contents of your folders.

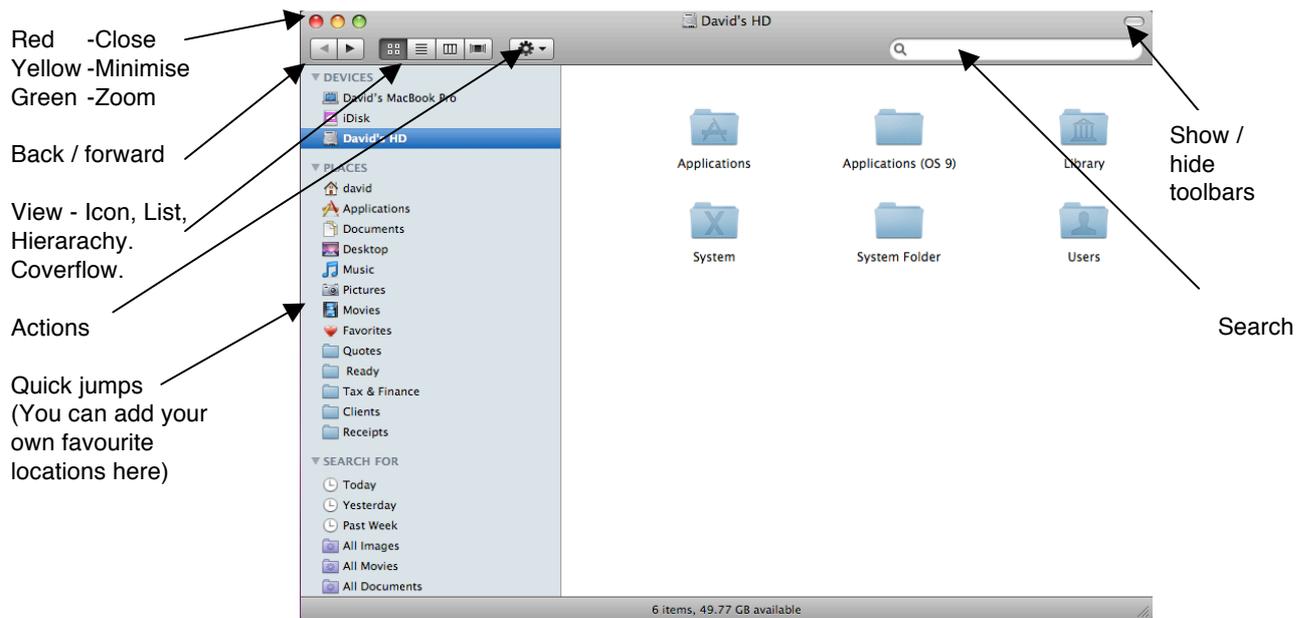
### **System Preferences (Control Panels in Windows):**

To adjust your system preferences use the System Preferences command in the Apple menu. Although these do not match exactly they are similar enough to control panels in Windows to be able to work most things out.

### **The Hard Drive:**

An icon representing the start up hard disc is usually displayed in the top right corner of the desktop. It is often called “Macintosh HD” but can be renamed. Any other disc in the computer or inserted into the computer normally appear here (unless the user has changed their Finder preferences). The Mac shows mounted disc volumes not available drives as with Windows.

Double clicking the disc icon will open a window showing you the contents:



With the Toolbars hidden the window looks simpler:



To move a window drag the title bar. To resize a window drag the size box in the bottom right corner of the window. You cannot resize by dragging the edge as you do in windows.

### Structure of the Hard Drive:

- At the root level of a Mac OS X hard drive you will see at least four folders:
- Applications - Similar to "Program Files" under windows.
  - System - Similar to the Windows folder but it is much more secure.
  - Library - Part of the operation system available to all users -more later
  - Users - Similar to Documents and Settings

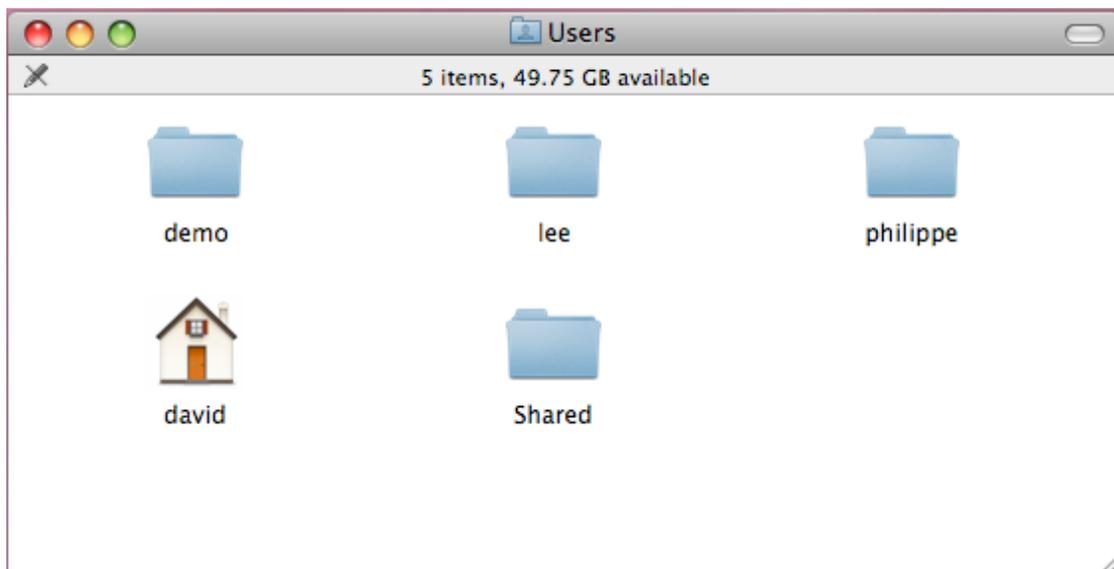
You may also see a couple of other folders:

System Folder - The classic old Mac OS 9 or earlier system

Applications (OS 9) - Old programs written for Mac OS 9 or earlier which can be run in the Classic compatibility environment.

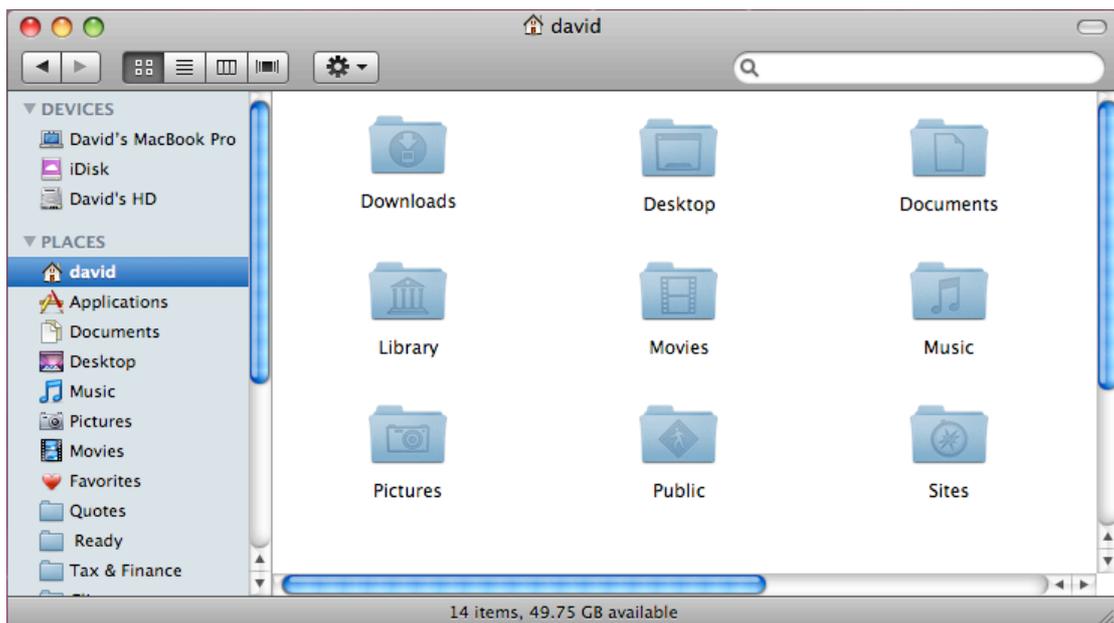
Note: Classic programs only work on PowerPC systems and will not work on Intel systems.

In the Users folder there is a private folder for each user of the computer and a shared folder for documents users wish to share:



The current user's folder is called their 'Home' folder hence the icon.

Each new user has a series of folders set up in their home folder:



The Downloads folder (new in 10.5) is normally the location when any files you download from the Internet are stored until you move them elsewhere.

The Desktop folder contains items on the user's desktop. Document, Movies, Music and Pictures can be used to store user's documents.

The Public folder can be seen by other users but they cannot change the contents other than to post something into a special Drop Box folder in it.

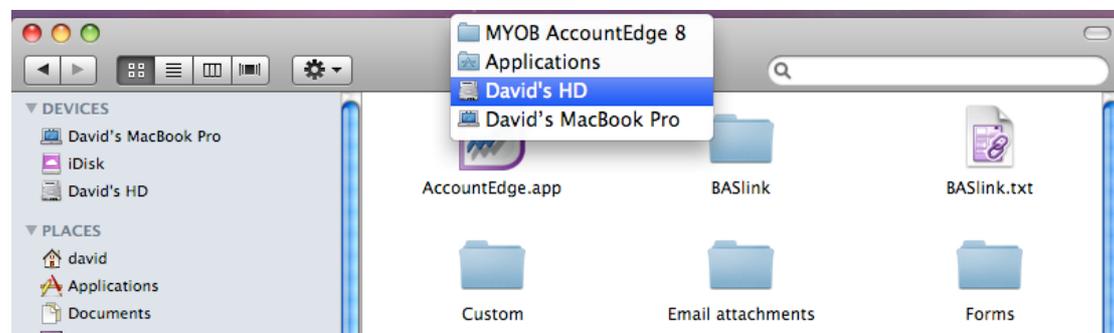
The Sites folder is where you need to store your website if you want to use websharing.

Most users do not need to worry about opening the Library folder as the OS looks after its contents. It contains users preferences and settings for various programs, mail, calendars, addresses as well as fonts, widgets and screensavers and other useful items. There are a number of Library folders on the computer. This is the user library. There is one we saw before in the top level of the hard drive and even one inside the System folder. Any item or setting in the user's library overrides the others. The user Library is an important folder to backup since it contains your email, calendars and addresses.

The user can also have their own Applications folder. This is typically empty but you can put applications in there if you want to be the only user who has access to them. With the exception of a few poorly written programs you can move Applications to any folder and they will continue to work. With Windows you would need to uninstall and reinstall them into a different directory.

### **How to see where your folder is located:**

Hold down the command key (the one with the Apple icon on it) and click on the folder name in the title bar. You can use this menu to change folders. If you select from this menu you can easily move to another location.



## The Dock:

The Dock is a strip of icons, usually at the bottom of the screen, which has some similarities to the task bar in Windows:



There are two parts. The left part contains applications. The right section contains minimised windows, shortcuts to documents folders or websites and the trash icon.

Applications that are currently running have a small light under them (or black triangle in earlier versions). Since all applications share the same desk space on the Mac it is possible to have a program running with no document windows open. If you have finished with it, click its icon to switch to the application and then choose Quit from the applications menu.

Not all applications automatically appear in the Dock. Mac users normally open applications by going to the Applications folder (at top level of the hard drive) and double clicking. You can add your favourite applications to the Dock with a simple drag and you can remove them the same way.

You can add documents etc to the right part by dragging also. You may wish to drag the Applications folder to this part and it will perform something like the Program menu in Windows.

You can hide and change the location of the Dock in the System Preferences

You can click the Finder's dock icon to open a finder window.

## Ejecting discs:

The Mac will only let you eject a disc if it is not in use. There are several ways to do it:

- Press the Eject button on the top right of most keyboards (CD's only).
- In the finder, click to select the disc and then choose 'Eject' from the File menu.
- Drag the desktop icon to the location in the dock where the Trash icon normally is. This icon changes to an Eject icon.
- Click anywhere on the screen of applications where you see an Eject icon

To safely remove memory sticks and other external discs you should use one of the above methods to dismount them before unplugging them.

## Copying files to a CD or memory stick:

Insert the CD or memory stick. Drag the files onto it. Eject the disc. In the case of a CD it will ask you if you wish to burn it.

## Right mouse button:

Until recently the Mac mouse only had one button. If you want a context sensitive menu like the ones you get when you right click in Windows, hold down the Control Key when you click. If you wish you can plug in an two button USB mouse. All current Macintosh mice are capable of being configured as two button mice in System Preferences. There is also a number of special gestures you can use with a trackpad on a MacBook that can be set there too.

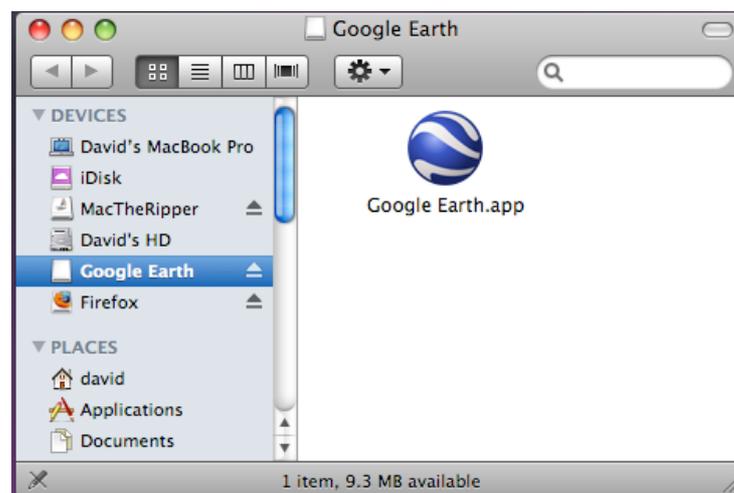
## Installing application programs:

Depending on the program you will generally use one of two techniques:

One method is to run an installer program in a similar way to most Windows programs.

The other method is open the CD or disk image window and find the folder where you wish to put it (usually the Applications folder) and drag the application into the desired location. Sometimes they even add an alias (shortcut) to the Applications folder to make it easy for you. The Mac uses the term aliases in a similar way to the way Windows uses the term shortcuts. (And you thought the Mac was always simpler!)

For example with Google Earth you get a file with '.dmg' extension which indicates a disk image. When you open it you will get an addition disk:



Simply drag the application to the Applications folder in the places section.

Firefox makes it even easier as they put an alias to the Applications folder in their disk image:



Simply drag the application onto the alias.

Depending on the software being installed you may be prompted to enter the username and password of an administrator. If you have forgotten the password there is a reset option on the installer CD. Do not reinstall the operation system, simply look in the menu bar for the Reset Password option.

Few Macintosh applications have an uninstaller. If there is no uninstaller, simply drag it to the trash to delete it in the same way you would delete an other file you did not want.

### **Security on the Macintosh**

Internet and email are very secure on the Mac but always install the updates as they become available. The open-source nature of the Darwin core of the operating system encourages those so inclined to read the code and identify issues for Apple so they can be fixed before exploits are developed. Be careful with older versions of Word and Excel as these can contain macro code which Microsoft designed to be cross-platform. I turn on Macro virus protection in older versions of Word and Excel but do not currently have any anti-virus software installed. I backup to protect against loss or damage of my computer but I don't feel viruses are a significant enough threat for any additional action.

## Backing up.

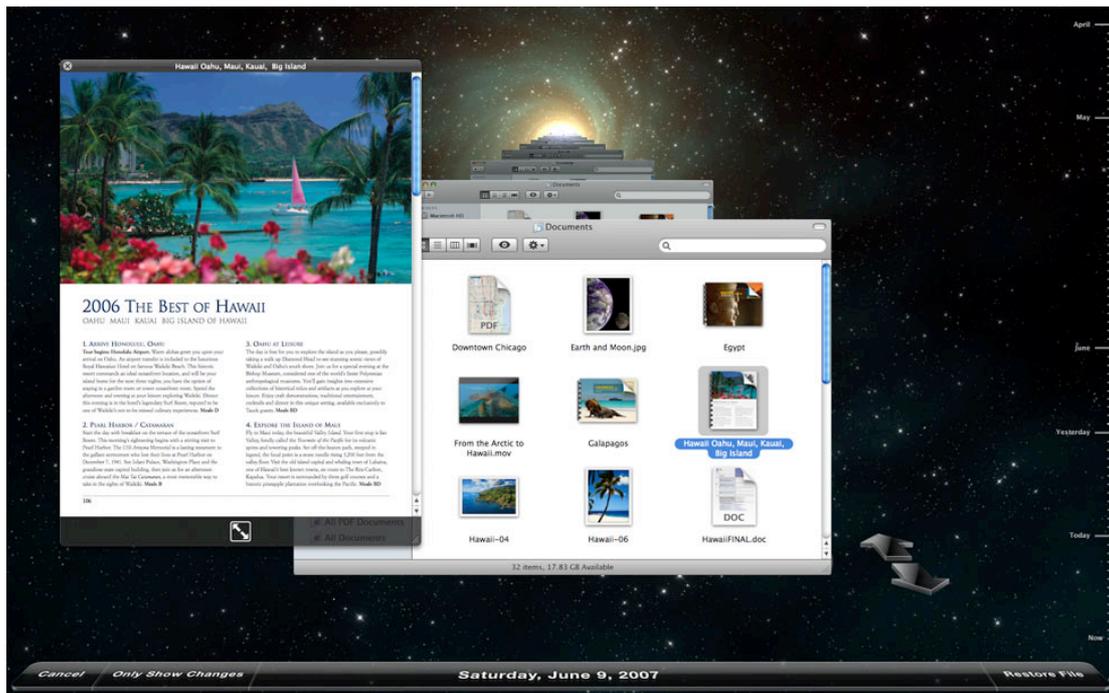
Mac OS 10.5 introduced a wonderful backup system called Time Machine which backups to a dedicated drive (usually an external USB or Firewire drive). It is simple to setup and automatically backups every hour even if files are open or in use. It keeps hourly backs for a day or so, daily backups for a week or so and weekly backups until the backup drive is full. It uses a very clever multilinked directory system so that files that are not modified are only stored once but you can open and look at your hard drive at any time point that is available.

Any Mac user should spend a hundred dollars or so on an external USB disc for backup or consider the centralised wireless network drive that Apple calls a Time Capsule.

You set it up in the Time Machine panel under System Preferences:



Just slide the switch to turn it on and the rest is automatic. To restore a file click the Time Machine icon (usually in the Dock) and you will see the current folder as it is now. Simply browse back through the time tunnel to the appropriate version you are looking for. Select it and click Restore to bring the back from the past to the present.



This also works with some Time Machine aware applications. You can, for example, browse back in your address book to see an earlier address of a contact.

## Ways to run Windows programs.

- 1- Buy the Mac equivalent program if it is available e.g AccountEdge, Word or Excel for Mac, Photoshop for Mac.
- 2- Run Apple's free Bootcamp software. This splits your hard drive into two partitions and at start up you select if you want your computer to be a Mac or a Windows PC until your next restart.
- 3- Use software such as VMWare Fusion or Parallels to run Windows in a window. I find this great for the running the occasional program that is Windows only such as RetailManager while still being able to quickly switch to read new mail etc.
- 4- Use Microsoft's Remote Desktop Connection software (this is free for the Mac) to connect into a terminal server. This is a great way to run Premier Enterprise.
- 5- You can also use the Mac Safari web browser to take over a machine running Windows using Logmein or GotoMyPc or similar.

Now that Mac use Intel processors running Windows now very fast.

"The fastest Windows Vista notebook we've tested this year--or for that matter, ever--is a Mac." - PC World Nov. 2007.

[http://www.peworld.com/article/136649-3/in\\_pictures\\_the\\_most\\_notable\\_notebooks\\_of\\_2007.html](http://www.peworld.com/article/136649-3/in_pictures_the_most_notable_notebooks_of_2007.html)

## AccountEdge tips

Although extra multi-user licences were available for AccountEdge, MYOB has discontinued multi-user support and is encouraging Mac users to install Premier Enterprise on a Windows Server 2003 and connect using the free Microsoft Remote Desktop Connection software available for Macintosh but hold off on this as MYOB will be releasing AccountEdge Network Edition soon which should fix most of the multiuser issues without resorting to a Windows server.

There is no forms upgrade assistant. Simply copy the forms from your previous forms folder to the new forms folder.

The File Upgrade Assistant, Optimisation Assistant and Superannuation Transition Assistant are installed into the MYOB AccountEdge folder in the Applications folder. Just open them from there if you need them.

The current version is AccountEdge 8 which is file compatible with Accounting 18, Accounting Plus 18, Premier 12 and Premier Enterprise 6. (Just add 10 to the AccountEdge version number to get the corresponding Account Plus version number). You can simply transfer the file between Mac and PC using memory stick, CD, email, network or whatever. MYOB use a different backup format on Mac and PC so it is best to send an uncompressed file. The first time you open a MYOB file from a PC you may need to use the Open command in AccountEdge, click "view all files", navigate to the file and open it. After the first opening you will be able to open it in future with a simple double click on the file or perhaps you may like to add it to the Dock.

To open a decompressed AccountEdge backup file on a PC get Stuffit Expander for Windows – a free download from [stuffit.com](http://stuffit.com)

Other features:

- AccountEdge has support for M-powered Invoices but no other M-powered services so there is no '.box' file.
- AccountEdge has multiple currency and pricing grades like Premier.
- AccountEdge does not support ODBC but it does have AppleScript support for automated tasks.
- In the To Do list and the registers you can click the heading to sort by column.
- You can drag a card from the Mac AddressBook into the card list window and AccountEdge will add the new customer for you.

AccountEdge version 8 now has these additional features:

- A task draw of favourite tasks for each user,
- Publish MYOB information to iCal to remind you to follow up appropriately.
- Business Insights to pictorially analyse your business with common ratios.
- Back up your company file offsite using MobileMe (previously called .Mac)