

*(A half-hour section of a day long training course in Mac OS X 10.5, created for a private client as an update to Apple's 10.4 Tiger course, since at that time Apple didn't plan to.)*

---

## Introduction to Mac OS X Leopard

9:00-9:15	Course Introduction
9:15-10:15	Switching to Mac OS X
10:15-10:30	15-minute break
10:30-11:15	From the top: the Desktop & Finder
<b>11:15-12:00</b>	<b>More helpful features</b>

The morning session on Mac OS X Leopard runs three hours and includes one 15-minute break.

...

### 11:15-11:45

In this section you will:

- Introduce Exposé, Boot Camp and the Firewall
- Point out some of the Mac's built-in advantages
- Go into more depth on Time Machine and Spaces

## More helpful features:

### Exposé

Since everyone has gotten lost in a forest of windows at one time or another, Exposé can serve as a trusty scout.

Exposé is the fancy name given the highly practical window-handling features assigned to the F-keys 8 through 11.

Have the students open a couple random applications, such as iMovie, iTunes, or whatever icon in the Dock appeals to them.

- F8 toggles through any multiple Spaces you have running.
- F9 shows all the open windows shrinking and arranging them so you see a full image of each.
- F10 shows all the open windows in the current application,
- F11 parks all open windows all-but-offscreen along the sides to reveal the full Desktop

Press the same key again to return to your last view.

On a portable, you hold down the fn button in the lower left corner of the keyboard to use these keys.

## **Built-in Firewall**

One of the reasons the Mac has been so famously impervious to malware is the firewall it ships with.

Firewalls prevent unapproved connections to open ports on a computer or network, but the average Mac, by default, doesn't open any ports in the first place.

Out of the box (as of this time), there are no known attacks for these default services. This is unlike at least the older versions of Windows that shipped with a bunch of open services for an attacker to target.

But one security mantra is, "never assume," so, since the firewall included in Leopard is easy to use for non-technical users, it's recommended that you activate it, even if you'll never need it.

## **OS X works with most devices automatically**

One of the clever moves Apple made was to switch to the same standard for connecting peripherals as Windows, so they're the same price no matter which platform you're buying for, and you can mostly use all your old PC peripherals on the Mac.

Most printers, scanners, digital cameras, modems, routers, DV cameras, external hard drives, flash drives, audio interfaces, MP3 players, and other digital devices play nice on both Mac and Windows. Almost always, you just plug the utensil into the Mac, and it recognizes it and is ready to play ball.

Mac OS X ships with tons of drivers for today's most popular USB inkjet printers, as well as scanner support through Image Capture, TWAIN

support, Epson scanner drivers, CUPS Printing, PostScript transparency printing, personal printer sharing, and more.

- With cameras, you can usually just plug it in, the Mac recognizes the make and model, and opens iPhoto. It asks if you want to download the pictures in the camera into iPhoto on the Mac, and with a single keystroke, it's done.

(This is an amazing breakthrough; but at the same time, it's just the way computers should work.)

- With many printers, you may not need to install printer software even if it was included with the printer. Just connect the printer to your computer's USB port or FireWire port. At most, you may need to download the drivers from the manufacturer's website and install them, which is simple and straightforward.

## **Overview of Help**

Briefly survey all the forms of help and information that are readily available to owner of a Mac.

### **System-level help in the Finder**

The Help menu is always present at the end of the Menu Bar. When you're in the the Desktop level, Help provides you with assistance for the Finder.

### **Help In Every Application**

Every application has its own set of documentation in the Help menu, for answering questions about that current open application.

### **Apple.com**

The "Mac 101" section in the Support area on Apple.com is superb. Every general question you could possibly have is written up and presented in a simple, elegant way.

(Good, easy-to-get documentation is a tradition that goes all the way back with Apple, even pre-Macintosh.)

Have the students go to the Support tab on Apple.com, navigate to the Mac 101 page.

## **Free Support With New Computer**

Every new Mac comes with full, free support for 90 days, online or by telephone.

## **Genius Bar**

Every Apple Store has the Genius Bar, where extensively trained staffers are there during all open hours to answer any and all of your questions on operating your Mac. You can schedule an appointment through [apple.com](http://apple.com).

This is a literally invaluable service.

## **More on new features**

### **More about Time Machine**

Time Machine automatically backs up a Mac's files to a separate hard drive (internal or external, though the best practice is to use an external, which is naturally safer), or a network volume being shared.

OS X 10.5.2 Leopard adds a new Time Machine menu-bar icon that plays on the "turn back time" theme—the icon looks like a clock with a counter-clockwise, circular arrow around it.

The first time you run Time Machine it will prompt you to set up a location for backups.

Click on this icon to reveal the date and time of the last Time Machine backup. From there you can also start a backup manually, enter Time Machine (in order to recover files), and visit the Time Machine preference pane in System Preferences.

### **More about Spaces**

Let's say you're working on a report for work, but you're also putting together the newsletter for your kid's basketball team. Each one requires an array of files, with text, photos, etc.

With Spaces, once you had all the files open for one project, let's say the report, you'd then open a new Space to load all the files for the newsletter.

Since Mac OS X is so stable, you can just leave all the spaces and files open through multiple work sessions until you were finished with them, putting

your computer to Sleep in between instead of having to shut down and start all over when you next start up.

## **Boot Camp**

If you have any specialized applications that are only available for Windows, you can still run them on your Mac!

With either Boot Camp, included in Mac OS X, or 3rd party versions, you can run Windows at native speed.

Boot Camp supports the most popular 32-bit releases of Windows XP and Windows Vista. Windows applications have full access to all the Mac's hardware and capabilities -- processors, graphics and high-speed connections.

With your own copy of Windows, the Boot Camp Assistant sets up your hard drive for you.

When you install Windows using Boot Camp, you won't need to search the Internet for drivers or burn a disc. After you run Boot Camp, simply insert the Leopard DVD to install the necessary drivers. Everything you need to make your Mac work with Windows is right there.

You'll be able start up your Mac using either operating system. Simply hold down the Option key when you power up and choose one or the other.