

# Introduction to Personal Computing with Mac OS 9

Academic Computing Services

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**Abstract:** This document explains the basics of the Mac OS 9 operating system. It is intended for users who are either new to personal computing, or are new to the Macintosh environment.

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## Introduction

*Mac OS 9* is a computer operating system that provides a graphical interface between you and your computer's hardware and software applications. The graphical interface determines what things look like on screen and in general how you work with your computer.

## Objectives

This workshop provides the basics for using the Mac OS 9 operating system. After today's workshop, participants will be able to:

- identify desktop objects
- open applications in the Finder
- create aliases for programs, files, etc.
- identify the parts of a window
- understand the difference between memory and storage
- perform "housekeeping" procedures to find, copy, move, and delete files, folders, applications, etc.
- set properties for objects on the desktop
- use the Find and Help features
- shut down Mac OS 9 properly

## Prerequisites

There are no prerequisites for this class.

## Related Training Available from ACS

All workshops offered by Academic Computing Services (ACS), a division of Information Services, are free to KU students, staff, faculty, and [approved affiliates](#). The general public is also welcome to most workshops, but some ACS workshops require a [registration fee](#) for them.

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit the ACS Web site at [www.ku.edu/acs/train](http://www.ku.edu/acs/train). You can also check our online schedule at

[www.ku.edu/acs/schedule](http://www.ku.edu/acs/schedule) for a list of class offerings and their availability. For further workshop related questions, please email [training@ku.edu](mailto:training@ku.edu).

## Definitions

Term	Definition
operating system (OS)	The basic, low-level software that makes a computer function. The operating system does such things as drive peripheral hardware, allocate memory and storage, and provide various system services. In addition, the operating system presents the default user interface, by which the user interacts with the computer.
Mac OS	An operating system designed by Apple with a graphical user interface (GUI).  The interface provides a graphical means of working with your computer via a "point and click" interface with the use of a mouse.  "Mac OS 9" refers specifically to the versions of Mac OS numbered 9.
Finder	The program that provides the user interface to the operating system itself, providing the means to launch other application programs, work with files, and generally manage computer resources. The Finder is opened automatically when the computer starts up and remains running as long as the computer is on, making it the background against which other applications are run.

## Memory vs. Storage

Term	Definition
memory	Also known as RAM or Random Access Memory. Your computer uses RAM to temporarily store parts of the operating system, open applications, and any files that you're currently working on. The computer can access data in RAM much faster than data on your hard disk. Having too little RAM can slow down your computer or prevent you from opening applications or completing tasks. Any file that you are working on in RAM is volatile (i.e. it will be lost if your computer loses power). To prevent this from happening, you should move your files into some type of storage. Think of the RAM as your high-tech desktop or workspace.
storage	Unlike memory, storage is a permanent place for keeping your data (i.e., it will not be lost if your computer loses power). There are several types of persistent storage available to computers including: the computer's hard disk, optical disks, Zip disks, and network drives. To copy a file that you

are working on from memory into storage, you *save* it (see *Saving a document*, page 21). Think of your storage devices as your high-tech file cabinets, where things can be stored and later retrieved.

Many other terms are defined in context throughout the remainder of this document.

## **An Orientation to the Desktop**

### ***Desktop***

The desktop is the overall view of your computer and work area; the desktop covers the entire screen and is somewhat analogous to the top of a conventional desk. Items on your desktop can be moved, thrown away, or placed in folders to work with later. The desktop can be arranged to contain the items that you use most frequently. For example, if you work on a weekly report, that document can be accessed easily if you place it directly on your desktop.

There are many ways that you can organize and personalize your Mac OS desktop. For instance, you can change the desktop pattern or picture (see *Appearance*, page 25) and create aliases to files, folders, server volumes, and applications (see *Creating aliases*, page 13).

### ***Icons***

Icons are symbols or pictures that represent items stored on your computer. Examples of items icons represent include folders, documents, applications, and even computer hardware.

### **Folder icons**

Folder (a.k.a. directory) icons are used to keep related documents or applications together. You can have folders within folders.



*Two folder icons*

## Application icons

Application (a.k.a. program) icons represent the executable programs available on your computer. For example, *Word*, *PowerPoint*, *Photoshop*, *Excel*, and *Dreamweaver*.



*Two application icons*

## Document icons

Document icons represent the files that you create using software. Generally, document icons resemble the icon of the application that created the file. For example, a Word document has part of the same logo as the *Word* application in which it was created.



*Two document icons*

## Original icons

The icons that typically display on your Mac OS desktop when you first access it are your hard disk(s) (see *storage*, page 6), **Browse the Internet**, **Mail**, **QuickTime Player**, **Register with Apple**, **Sherlock 2**, and **Trash**.

## The Menu bar

The menu bar appears at the top of the screen and displays additional options when you click a menu name. The commands and features that you access on the menu bar tell applications what actions to carry out. To choose a command from a menu, click the menu name in the menu bar, then click the command name on the menu that drops down. (Alternatively, you can click and hold the menu name, drag to the command name, and release the mouse button.)

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**Note:** You can also choose many menu commands using the keyboard by pressing the keys indicated next to the command name in the menu. For example, in most programs the **Open** command on the **File** menu is accompanied by “**⌘O**”. This means that you can execute the **Open** command by pressing the **⌘** and **o** keys at the same time. (This is most easily accomplished by holding down the **⌘** key while striking the **o** key.)

The **⌘** key is called the *Command* key, and is an example of a *modifier key*. Other modifier keys are represented in the menus by the

following symbols:

^	Shift
<	Control
⌘	Option

**Note:** Sometimes menu items are *disabled*, appearing in gray and unselectable. Menus are sensitive to context, and disable commands that are not applicable to the current situation. For example, an application's **Save** command may be disabled if there is no document open to save; creating or opening a document will enable the **Save** command.

---

As you run different applications, each one takes over the menu bar, placing its own menus and menu items there; thus all applications share the same common menu bar, which changes as you switch from one application to another (see *Running applications*, page 12).

## Apple menu

The leftmost menu in the menu bar is the Apple menu. This menu is available from within any application and provides you with easy access to control panels (see *Control panels*, page 25), recently used items, and Sherlock (see *Searching for files and folders*, page 15), as well as any items (such as programs, disks, documents, or folders) that you add to it.

### *Adding items to the Apple menu*

To add or remove an item in the Apple menu, drag the item (or its alias [see *Creating aliases*, page 13]) into or out of the **Apple Menu Items** folder (in the **System Folder**) (see *Moving and copying files*, page 13). To locate the **Apple Menu Items** folder:

1. Double-click your hard disk icon. (If you have more than one hard disk, be sure to use the one that is your startup disk.)
2. Double-click the **System Folder** icon.

When adding items to the Apple menu, you may wish to include them in **Favorites**, an item in the Apple menu provided for convenient access to the documents, applications, servers, disks, Internet locations, etc., you use most frequently. You can add items to **Favorites** by dragging into the **Favorites** folder inside **Apple Menu Items**, or inside the **System Folder** itself. (See also *Creating aliases*, page 13.)

## Clock

A clock displays on the right end of your menu bar. If you click the clock, the current date displays. The **Date & Time** control panel (see *Date & Time*, page 25) is used to set the date and time, as well as clock options.

## Windows

A *window* displays a program or document when it is open. In the Finder, windows display the contents of disks and folders. *Dialog boxes* are windows presented by applications to communicate with the user regarding tasks currently being performed, such as to present options, convey status alerts, or collect user input.

You can have several windows open on your desktop at the same time, and you can reposition and resize them. Windows can overlap, creating the appearance of being stacked on top of one another on the desktop, just like papers on a real desktop. New windows are created when disks, folders, programs, and documents are opened; closing a window removes it from the desktop. Generally, Mac OS remembers the size and location of your windows when they are closed, so that when you open the window again, it displays in the same location and size as when you last used it.

### *Parts of a window*

Since all windows have essentially the same parts, once you learn to work with one window you are able to work with all windows.

#### **Title bar**

The title bar is at the top of the window. It displays the name of the window, which is generally that of the folder, application, or document being displayed. The title bar also tells you which window is *active*. The title bar of the active window on your desktop is striped; all other windows will have plain title bars.

Even though you may have more than one window open on your desktop, you can only work with one at a time. The one you are working with is the active window. You can make a window active (i.e., bring it to the front) by clicking anywhere in the window. Additionally, many applications have a **Window** menu (in the menu bar) that lists all windows currently open in that application; choosing a window's title from this menu is another way to activate a window.

*The title bar for a document in SimpleText*

#### *Window buttons*

The title bar also displays three small buttons, which change the display of the window; the close box, zoom box, and collapse box.

## Close box



*Close box*

The close box (at the left end of the title bar) closes the window. Click the close box to completely close the folder, application, or document window.

## Zoom box



*Zoom box*

Click the zoom box (the left one of the two at the right end of the title bar) to enlarge (or reduce) the window to best fit its contents, which often means maximizing the window's size to fill the screen. Clicking the zoom box again will return the window to its previous size.

## Collapse box



*Collapse box*

When you click the collapse box (at the right end of the title bar), all but the title bar of the window disappears, providing a simple means to temporarily clear a window out of the way of other tasks without closing or moving it. Clicking the collapse box again returns the window to full display.

## Scroll Bars

Use the *scroll bars* to move around within your a window. Often a window will actually contain more than can be displayed in it at its current size, so that the window only shows part of its contents at any one time. Scrolling the window's display area moves its field of view to reveal other contents. Click the *scroll arrows* in the scroll bars, which are located on the right and bottom edges of the window, to move up, down, left or right. Each click moves the view through the window contents a little at a time, or you can click and hold to scroll continuously. The *scroll box* moves through the scroll bar as you scroll, indicating the relative location of the view within the total contents of the window; you can also drag this scroll box directly to scroll to another part of the window. Finally, you can click in the gray bar on either side of the scroll box to scroll by the windowful.

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**Note:** When a window is large enough that it displays its entire contents at once—no contents are beyond its borders—its scroll bars are disabled. The horizontal and vertical scroll bars can be enabled and disabled independently.

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## ***Resizing a window***



*Size box*

Drag the size box, in the lower right corner of the window, to make a window larger or smaller.

## ***Moving a window***

Drag the window by its title bar or its outside edges to move it.

## **Finder Operations**

The Finder is your principal tool for launching applications and organizing your files and folders.

## ***Opening disks, folders, applications, and documents.***

To *open* an item, double-click its icon. Opening a disk or folder will open a window displaying its contents (which you can open in turn, and so on). Opening an application starts that program. Opening a document displays it in the appropriate application for viewing and (usually) editing, automatically opening the application if necessary.

## **Running applications**

Like windows, you can have several applications open at a time, but you can work with only the frontmost, or active, one. *The active application is always indicated at the right end of the menu bar.*

To see which applications are open, open the *Application menu*, which is under the active application's name (or icon) at the right end of the menu bar.

To switch from one open application to another, click in any window of the application you want to use, or choose the application you want to use from the Application menu.

To quit an application, make the application you want to quit active, then choose **Quit** from the **File** menu.

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**Note:** Most applications can continue to run with no open windows, so closing all of an application's windows does *not* quit the application.

Note also that if an application (other than the Finder) is active with no open windows, the menu bar will be the only part of the screen displayed by that application—the rest of the screen is showing the

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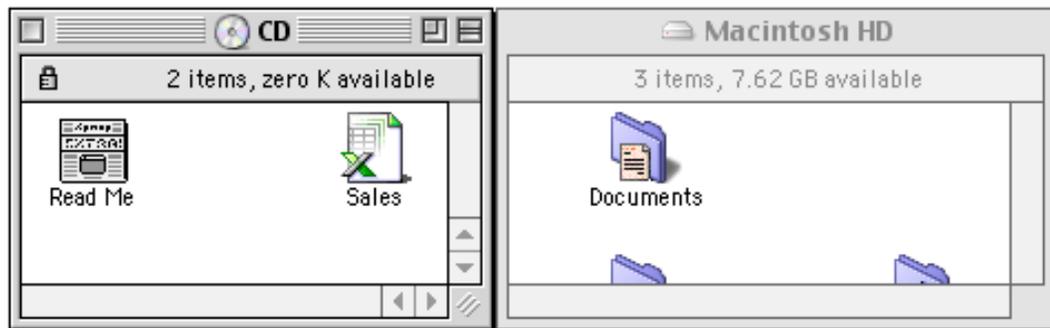
inactive windows of background applications. This is why it's important to rely on the right end of the menu bar to tell you which application is active, not the windows you see (or don't see).

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See *Application Basics*, page 20, for more information about working in applications.

## ***Moving and copying files***

To move or copy files, you need to display the files or folders to be moved or copied as well as their destination location, arranging the Finder windows so that both are visible simultaneously. In the example below, the windows are aligned to copy the **Sales** file on a disc called **CD** to the **Documents** folder on **Macintosh HD**.



*Copying from CD to Macintosh HD:Documents*

1. Click the file or folder to be moved or copied and hold down the mouse button.
2. Keeping the mouse button held down, drag the icon to its new location and release the mouse button when the destination icon becomes highlighted.

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**Note:** The point-click-hold-move-release action described here is known as "drag and drop." When you drag and drop a file or folder between two drives, the default behavior is a copy. If you drag a file or folder between locations on the same drive, the default behavior is a move. You can force a copy by holding down the Option key while you click and drag. (See also *Drag and drop*, page 24.)

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## ***Creating aliases***

An *alias* is an icon that points to another item (such as a program, document, folder, or disk). Double-clicking the alias has the same effect as double-clicking the object's original icon. Aliases make it possible to place duplicate icons at several locations without duplicating the original program, document, folder, etc.

An alias has the same icon as the original, but the icon has a small badge with an arrow (⌘) in its lower left corner. The name of the alias (which you can change) appears in italics.

**Note:** When you delete an alias, the original is not deleted.

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To create an alias, drag the icon of an item while holding down the Option and Command keys.

To find the original of an alias:

Select the icon of the alias.

Open the **File** menu and choose **Show Original**.

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**Note:** To place an alias directly in **Favorites** (see *Adding items to the Apple menu*, page 9), select the item, and then choose **Add To Favorites** from the **File** menu. Alternatively, hold down the Control key and click the item, then choose **Add To Favorites** from the contextual menu (see *Contextual menus*, page 15) that appears.

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## ***Creating a new folder***

To create a new folder, open the **File** menu and choose **New Folder**. While its name (initially “untitled folder”) is highlighted, type a new name for the folder and press Return. (If you accidentally deselect the name before changing it, follow the instructions under *Renaming files and folders*, below.) The new folder will be created in the active window (or on the desktop if no window is active).

## ***Renaming files and folders***

To change the name of a file, folder, or any icon:

1. Click the name of the file once.
2. A box appears around the name to show that you can edit it. Type a new name, or use ordinary text editing techniques (see *Editing text*, page 23) to simply make changes to the existing name.
3. Click anywhere else on the screen.

## ***Deleting a file***

A file, folder, or any object that you no longer need can be deleted using any of several methods.

- Drag the icon of the file onto the **Trash** icon on the desktop.
- Select the icon, then open the **File** menu and choose **Move To Trash**.
- Control-click the icon and select **Move To Trash** from the contextual menu (see *Contextual menus*, page 15) that appears.

Select the icon and press Command-Delete on the keyboard.

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**Note:** Files that you place in the **Trash** remain on your computer's disk until you empty the **Trash**.

To empty the **Trash**, open the **Special** menu (in the Finder) and choose **Empty Trash**, or press Shift-Command-Delete.

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## ***Contextual menus***

A *contextual menu* contains commands that apply to the item the pointer is on. Contextual menus are available for almost any item on your desktop, including folders, document windows, and the desktop itself. To open a contextual menu, hold down the Control key and click an item.

## ***Changing the way you view items***

You can change how the items in the selected Finder window (or on the desktop) are displayed with the **View** menu. In addition to the default icon view described heretofore, you can also view the items in a window as buttons or a list. To change the way items are displayed, click the desired window (or the desktop), then choose **as Icons**, **as Buttons**, or **as List** from the **View** menu. (You can display items on the desktop only as icons or buttons.)

When items are displayed as buttons, they open with a single click (rather than requiring a double-click).

List views display multiple columns of information about the items listed, and can be sorted by any of the criteria displayed. To sort a list of items in a window, click any column heading in the window, such as **Name** or **Date Modified**. A folder item in a list view can be expanded or collapsed by clicking the triangle () to the left of the folder's icon.

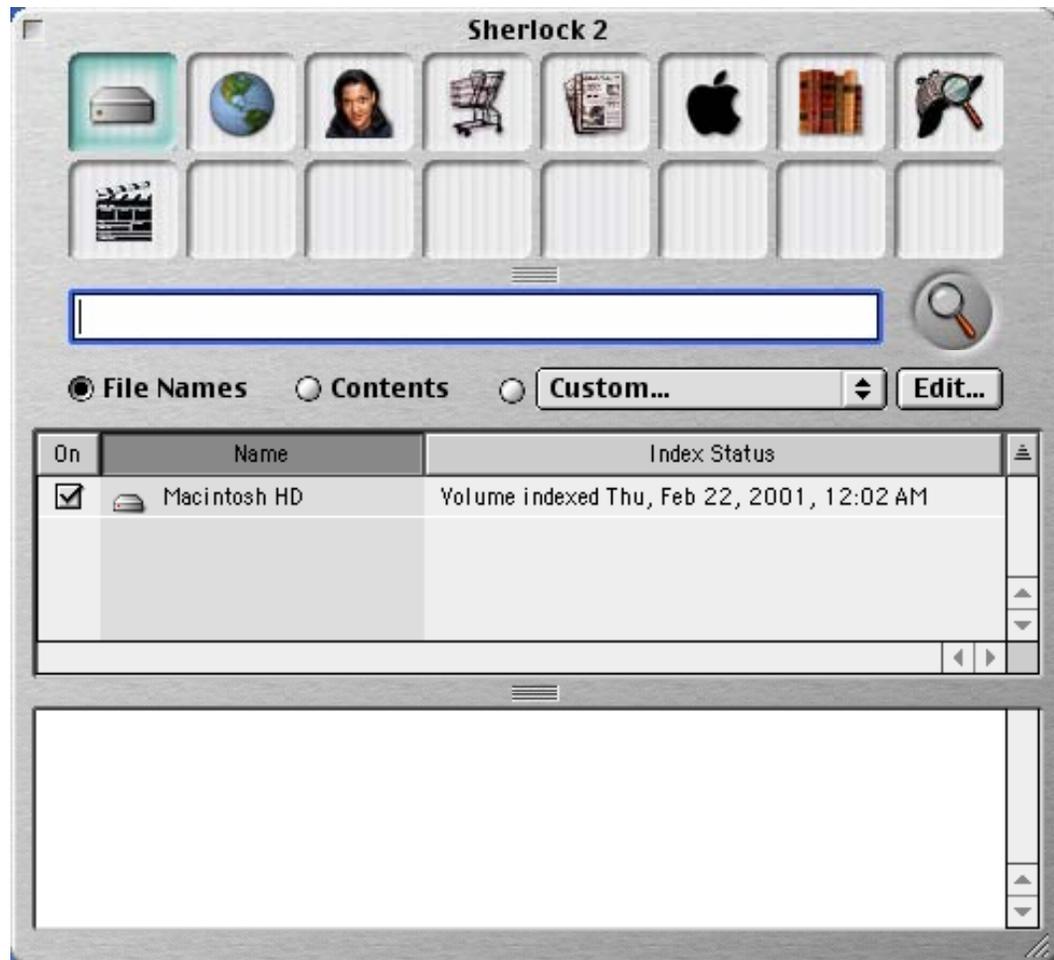
## **Searching for files and folders**

*Sherlock* enables you to search any mounted drive or location for a file or folder. To open Sherlock, do any of the following:

- Open the Apple menu and choose **Sherlock 2**.
- Double-click the **Sherlock 2** icon on the desktop.
- In the Finder, choose **Find** from the **File** menu.

## Using Sherlock to find files and folders by name

When you open Sherlock, a window like this displays:



*A Sherlock window*

To search for a file or folder:

1. Click the Files channel.



*The Files channel*

2. In the text field, type one or more words that appear in the file's or folder's name.
3. Click the **File Names** button.

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4. Click the checkboxes next to the disks you want to search.  
To limit your search to a particular folder that isn't in the list, drag the folder from the Finder to the list.
5. Click the Search button.



*The Search button*

Found items will be displayed in the list. Click a found item to display its location in the bottom of the window, or simply double-click it to open it. You can also drag and drop from within Sherlock.



*The results of searching for files with "Training" in their names*

## ***Searching for content***

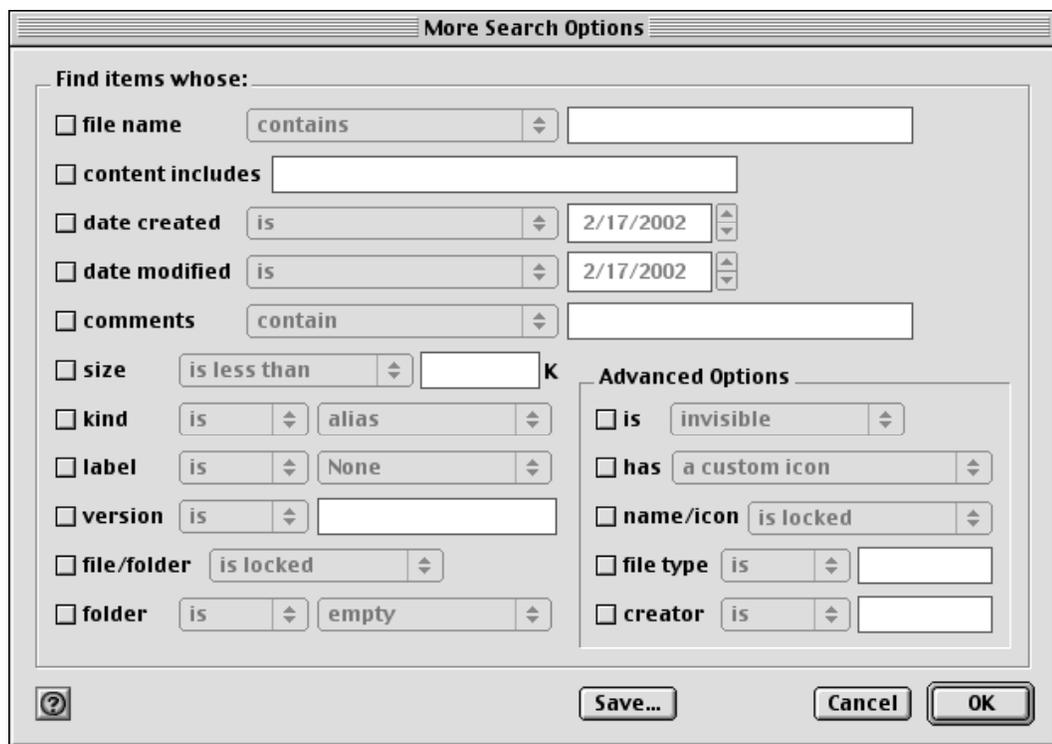
To search the the information in files as well as file names:

1. Click the Files channel.
2. In the text field, type one or more words that appear in the content of the file.
3. Click the **Contents** button.
4. Click the checkboxes next to the disks you want to search.  
To limit your search to a particular folder that isn't in the list, drag the folder from the Finder to the list.
5. Click the Search button.

## ***Custom Searches***

Custom searches can be used to find files based on additional, multiple criteria, such as the date, size, or kind of the file. To perform a custom search:

1. Click the Files channel.
2. Click the **Custom** button.
3. Choose an item from the **Custom** pop-up menu, or click **Edit** and choose your search criteria from the **More Search Options** window that appears.



*The More Search Options dialog box*

**Tip:** For more information about search options in the **More Search Options** window, open the **Help** menu and choose **Show Balloons**, then point to the item you want to learn about. (Choose **Hide Balloons** from the **Help** menu to turn Balloon Help off when you're finished.) (See *Balloon Help*, page 29.)

**Tip:** To easily search for a file with options like those of a file you've already located, drag the known file's icon from the Finder and drop it onto the **More Search Options** window. The options will be filled in with the values for that file.

4. If you opened the **More Search Options** window, click **OK** to close it.
5. Click the checkboxes next to the disks you want to search.  
To limit your search to a particular folder that isn't in the list, drag the folder from the Finder to the list.
6. Click the Search button.

## Searching the Internet

In addition to searching your disks for files and folders, Sherlock also provides a variety of ways to search the Internet. You can search multiple sites at the same time, increasing your chances of finding the information you want. Use the Internet channel for general Internet searches; for more specialized searches, use any of the channels that group

similar sources together: People, Shopping, News, Apple, Reference, or Entertainment. You can also create and customize your own channels for your own special interests.

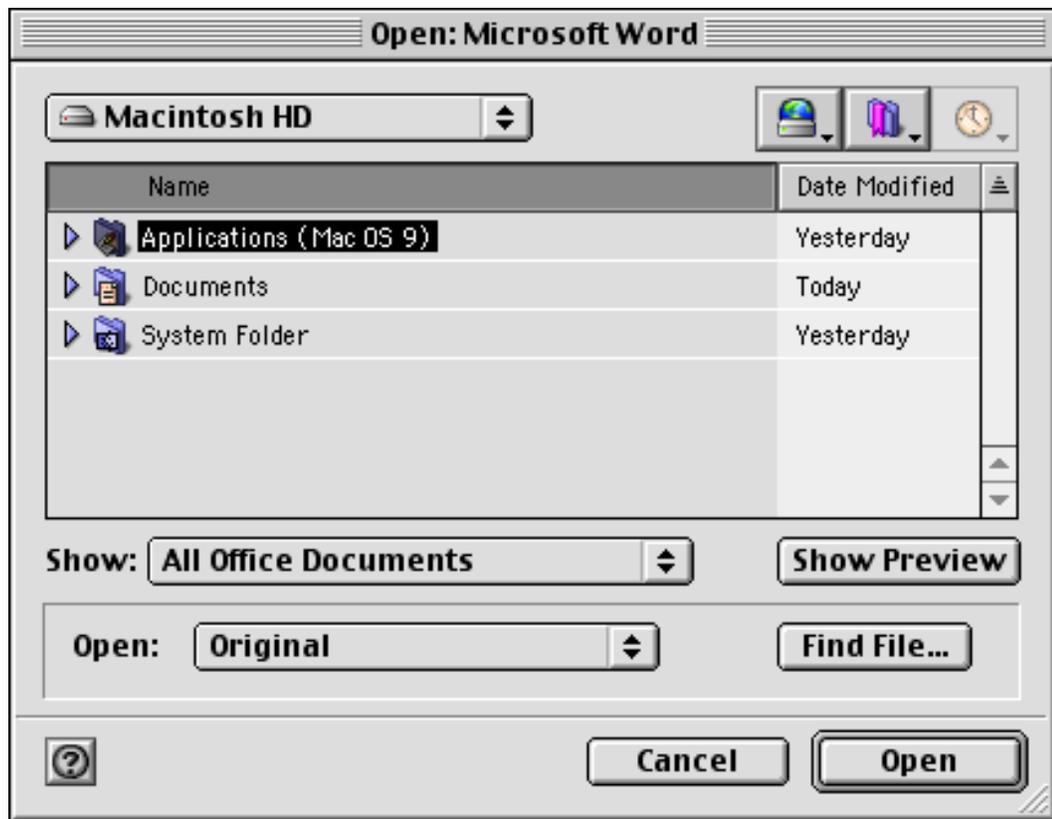
## Application Basics

While most application commands and operations will naturally vary from one application to another according to each application's purpose and design, there are many things that are done in a standard way, and are thus common to the vast majority of Macintosh applications.

## Working with document files

### Opening a document

If you are working in an application and want to open an existing document in that application, it's not necessary to switch back to the Finder to do so. To open a document from within a typical application, open the **File** menu and choose **Open**. You will see the Open dialog box:



*An Open dialog box in Microsoft Word. Note that there may be some variations among Open dialog boxes from one application to another, but their basic functionality is always the same.*

This dialog box provides tools for locating and opening files. It shows a particular location, and the files and folders at that location. The current location is indicated by the pop-up menu at the top of the window. The list displays the contents of that location. Both of these are used to locate a file.

To locate an item *inside* a disk or folder that appears in the list, double-click the disk or folder; it will become the current location. If the desired file is in a subfolder, repeat the process until you've reached the folder that directly contains the file.

To locate an item that resides *outside* of the current location, use the pop-up menu at the top of the window. It displays the *parent* folders of the current location, i.e., those that contain it. In other words, for a subfolder location, the item below the subfolder's name is the folder that contains it. The next item down the list is the folder that contains *that* folder, and so on, until you reach the disk that contains the top-level folder, and, finally, the desktop. To move to any ancestor location, choose it from the pop-up menu; it then becomes the current location.

With these two interface elements, you can move to any location on your system, just as you can in the Finder. Often both will be required to navigate to a file, as you'll need to move up out of an initial set of folders (using the pop-up menu) so that you can then drill down into another set of folders (using the list).

Once you've located the desired file in the list, double-click it to open it.

The three buttons in the upper right of the window provide convenient shortcuts for locating files. The Shortcuts button provides quick, direct access to the desktop, network services, and your mounted disks. The Favorites button displays your Favorites (see *Adding items to the Apple menu*, page 9). The Recents button displays documents you have chosen recently.

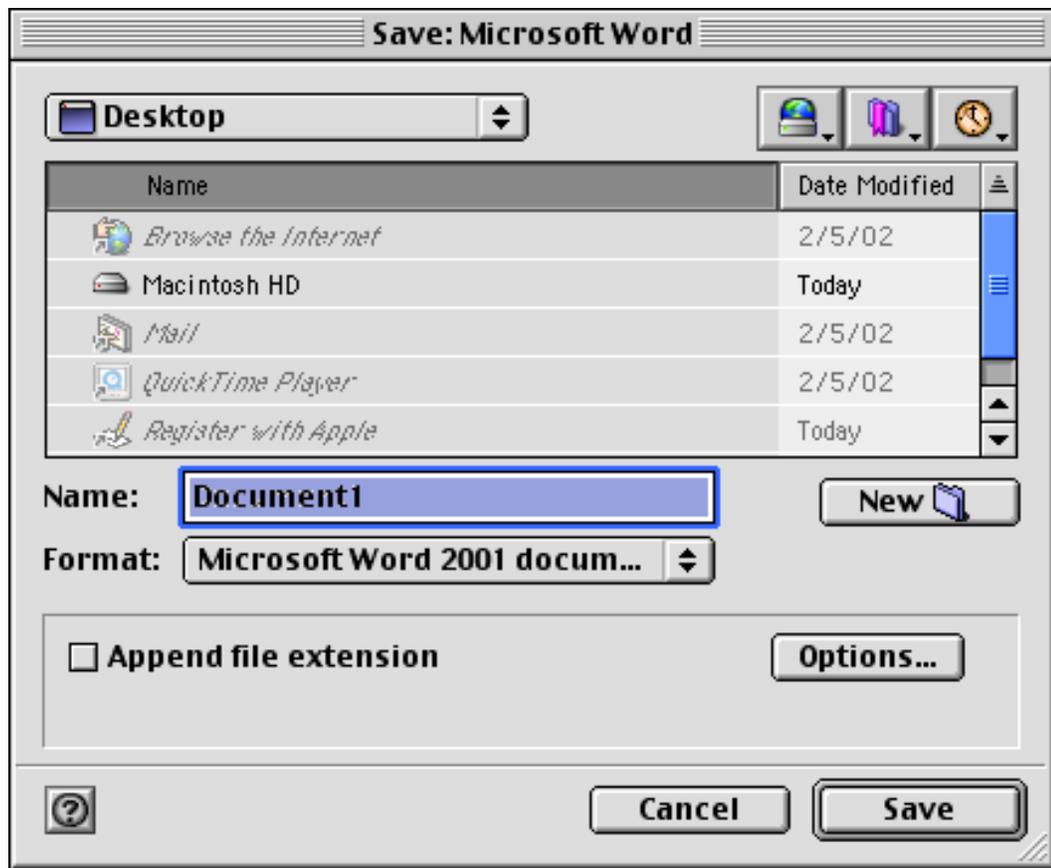


*From left to right: Shortcuts, Favorites, and Recents*

## **Saving a document**

To store a document you're working on to disk (see *storage*, page 6), you must *save* it. Until and unless you save a document, its contents reside only in memory, and will be lost when the application quits. Saving a document stores it so that you can return to it again, even after the computer has been powered off. To save a file you must give it a name and indicate where you would like to store it.

1. To save a document, open the **File** menu and choose **Save**. The first time you save a document, you will see the Save dialog box:



*A Save dialog box in Microsoft Word. Note that there may be some variations among Save dialog boxes from one application to another, but their basic functionality is always the same.*

This dialog box provides tools for specifying the name that the document will have when stored as a file on disk, and the location where it will be stored. Note the similarity to the Open dialog box (see *Opening a document*, above).

2. Determine where you would like to place the new file, using the techniques described in *Opening a document*, above.
3. Enter a name for the file in the **Name** field.
4. Click **Save**. A new file with the given name will be created in the location indicated by the pop-up menu at the top of the window, and the document's contents will be stored in it.

Anytime you make further changes to a file that has been saved, you will need to save it again. When saving a file that has been saved before, the Save dialog box will not appear, since the file's name and location have already been established. You should save files that you are working on frequently so that you do not lose data (and time) if something should cause you to lose power to your computer.

## ***Saving a document with a different name or location***

To save a document with a new name or in a different location, choose **Save As** from the **File** menu and specify a new name and/or location as described above. The original file will be left in place, unchanged.

## ***Saving a document in a different file format***

Many programs let you save documents in multiple file formats. To save a document in a file format other than the default for the application, choose an option from the **Format** pop-up menu when in the Save dialog box, before clicking the **Save** button.

## ***Editing text***

Whenever you're typing or editing text, you will see a blinking line (the *insertion point*), somewhere in the text. The insertion point shows where text will be inserted when you type.

## **Inserting text**

1. Click to place the insertion point where you want the new text to appear.
2. Type the new text.

## **Deleting text**

1. Drag across the text you want to delete. The text changes color to show that it's selected.
2. Press the Delete key on your keyboard.

## **Changing the size, font, or style of text**

1. To change the size, font, or style of text, drag across the text to select it.
2. Choose the size, font, or style you want from the menus. Only the selected text is affected.

## ***Moving and copying document content***

### **Copying and pasting**

You can copy text, graphics, pictures, or movies, then paste what you copied in another place in the same document or in a different document—even in a different application.

1. Select the text, graphic, picture, or movie you want to copy.

2. Choose **Copy** from the **Edit** menu, or press Command-c.
3. Select where you want to paste the item.
4. Choose **Paste** from the **Edit** menu, or press Command-v.

To move document content rather than copy it, substitute **Cut** for **Copy** in step two above, or Command-x for Command-c.

## Drag and drop

You can also move text, graphics, pictures, and movies by dragging.

1. Select the text, graphic, picture, or movie.
2. Drag it to where you want it to go.

Much like drag and drop in the Finder (see *Moving and copying files*, page 13), whether the drag and drop operation results in a move or a copy of the data depends on where it was dragged. If you drag to another place in the same document, the content is moved. If you drag to another document, it is copied.

## Undo

In many applications, for most actions, you can undo your last action by choosing **Undo** from the **Edit** menu. This is very useful for correcting mistakes!

## Customizing Your Computer

*Control panels* enable you to alter settings for and customize your computer. There are a number of individual control panels for all the various types of settings that can be adjusted. *Assistants* are applications that help you do the essential configuration necessary for setting up your computer to operate, or to perform basic functions like use an Internet connection, by walking you through a series of simple questions. The assistant configures all the necessary settings—which may be spread over several control panels—for you, based on the answers you supply, thus greatly simplifying the task of setting up your computer.

## Assistants

The basic assistants, **Mac OS Setup Assistant** and **Internet Setup Assistant**, run automatically the very first time you power up your Macintosh. If you need to run them again at a later time, they can be found in the **Assistants** folder. To locate and open the **Assistants** folder:

1. Double-click your hard disk icon. (If you have more than one hard disk, be sure to use the one that is your startup disk.)

2. Double-click the **Applications (Mac OS 9)** icon.
  3. Double-click the **Utilities** icon.
  4. Double-click the **Assistants** folder.
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**Note:** The location of an item nested deep within the folder hierarchy like this is often written as a *path*, where the succeeding folders are listed one after another, separated by colons. Thus, if your hard disk is named **Macintosh HD**, the location of your **Assistants** folder is **Macintosh HD:Applications (Mac OS 9):Utilities:Assistants**.

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Depending on what hardware and software you have installed, you may find additional assistants in the **Assistants** folder, such as **AirPort Setup Assistant**. (AirPort is Apple's wireless networking technology.)

## Control panels

Each control panel is a program that runs when you open it. You can explore your options by investigating the control panels; you can safely view control panels without making changes.

To access a control panel, open the Apple menu, point to **Control Panels**, then choose the desired control panel from the submenu that appears.

Which control panels you have on your system depends on what hardware and software you have installed. Below are short explanations of what just a few important control panels are used for:

### Appearance

Customize the way your desktop, menus, and windows look.

### AppleTalk

Enter settings to connect to a local area AppleTalk network.

### Date & Time

Set the date and time, use a network time server, and configure how dates and times are displayed.

### Internet

Enter settings for your Web browser, email application, news reader, and other Internet applications.

## Modem

Set up your modem configuration for connecting to the Internet with a dialup connection.

## Remote Access

Enter configuration information for dialing an Internet service provider (ISP) with your modem for connecting to the Internet with a dialup connection.

## Software Update

Get updates to your Mac OS software.

## TCP/IP

Enter settings to connect to the Internet.

## Control Strip

The *Control Strip* provides a quick and easy way to change some of your computer's settings, as a convenient alternative to the control panels.



*Control Strip*

The Control Strip can be opened, closed, or hidden entirely. Use the **Control Strip** control panel to show or hide the Control Strip. Click the tab at the end to open or close the control strip; when closed, it collapses so that only the tab appears on the edge of your screen. For information about the items in the Control Strip, open the **Help** menu and choose **Show Balloons**, then point to the item you want to learn about. (Choose **Hide Balloons** from the **Help** menu to turn Balloon Help off when you're finished.) (See *Balloon Help*, page 29.) For more information about the Control Strip, including customization instructions, choose **Mac Help** from the **Help** menu and type `Control Strip`.

Which items appear in your Control Strip depends on what hardware and software you have installed.

## Getting Help

There are many ways to access help through Mac OS.

## ***Help Viewer***

The primary help facility is *Help Viewer*. To access Help Viewer, do any of the following:

- Choose **Help Center** from the **Help** menu.
- Choose **Mac Help** from the **Help** menu.
- Press Command-? on the keyboard.

The latter two options take you straight to Mac Help, the help system for Mac OS itself. The Help Center option provides access to all installed help systems, including Mac Help as well as help for other installed technologies (e.g., AirPort, Apple's wireless networking technology). (Note that Help Center will not generally include help systems for all installed applications, as these are often proprietary. For application help, look for options under the **Help** menu within that application.)



*Help Viewer*

Help Viewer works like a Web browser. You can browse through the topics presented by clicking the underlined text, and the left and right arrow buttons take you back and forth, respectively, through the pages you've already viewed. The home button opens the initial Help Center page.

You can also search by typing what you're looking for in the text box and clicking the **Search** button. Search results are listed sorted by relevance, which is indicated by the number of asterisks next to the help item. If you're viewing a Mac Help page when you click **Search**, Help Viewer searches in Mac Help; if you're viewing the Help Center page when you click **Search**, Help Viewer searches in all help.

As another way of providing access to help, many windows and dialog boxes found in Mac OS include a help button. Clicking this button opens Help Viewer with a listing of help items pertaining to the window in which the help button appears.



*Help button*

Similarly, **Help** can be found on contextual menus (see *Contextual menus*, page 15). Selecting this command opens Help Viewer with a listing of help items relating to the item to which the contextual menu applies.

## Balloon Help

With *Balloon Help* turned on, you can make functional descriptions of items you see onscreen appear just by pointing to them with the mouse. To turn Balloon Help on, choose **Show Balloons** from the **Help** menu. To turn it off, choose **Hide Balloons** from the **Help** menu.

## Web help

Access <http://www.info.apple.com/usen/macos9/> with your web browser to get the latest technical information on Mac OS from Apple's Mac OS 9 Support Web site.

## Shutting Down

It is important to properly shut down Mac OS when turning off your computer—as opposed to just hitting the power switch. This allows Mac OS to save your work and make sure that no data is lost.

To turn off your computer, choose **Shut Down** from the **Special** menu in the Finder.

## For More Information

Here are some additional sources of information about the Mac OS 9 operating system:

- <http://www.apple.com/support/> - AppleCare Service & Support, Apple's main support page. Use this page to search for information on specific topics related to Mac OS and other Apple products.

## ACS Computer Training

### Introduction to Personal Computing for Mac OS 9

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- Pogue, David. *Mac OS 9: The Missing Manual*. O'Reilly & Associates, Inc., 2000. ISBN 1-56592-857-1.  
<http://www.oreilly.com/catalog/macosmm/>
- Williams, Robin. *The Little Mac Book*. 7<sup>th</sup> ed. Peachpit Press, 2001. ISBN 0-201-74580-1.  
<http://www.peachpit.com/books/catalog/74580.html>

## Getting Additional Help

ACS provides consulting and Q&A help in a variety of ways:

785/864-0200

[question@ku.edu](mailto:question@ku.edu)

[www.ku.edu/acs/help](http://www.ku.edu/acs/help)

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