




# AML Macintosh Guide

This section of the manual is meant to provide you an introduction to a Macintosh computer software available on the computers.

**Terms and Icons** that are important for operating in the Mac environment are listed below.

**Dropdown Men**—is a term frequently used in this guide. It looks like this  or this  or this  and when you left-click on it, it reveals more options for customizing your document.

**The Doc**—is usually located at the bottom of your screen. It contains several commonly used programs and functions represented by icons.



**W**hat these icons do

<b>Finder</b>	Takes you to all your files, folders, and applications so you can <i>find</i> them.
<b>Dashboard</b>	Gives you a calculator, time, date and local area weather.
<b>Safari</b>	This is one of your <i>Internet browsers</i> .
<b>Firefox</b>	This is another <i>Internet browser</i> .
<b>iMovie</b>	This is a program that helps you make movies
<b>Garageband</b>	This is a program is a digital music studio
<b>Dreamweaver</b>	This program is for making websites.
<b>Excel</b>	This is for making spreadsheets and graphs and charts.
<b>Powerpoint</b>	This is for making slideshow presentations.
<b>MS Word</b>	This is for word processing.
<b>Comic Life</b>	This is for making comics
<b>Applications</b>	This folder contains many of the other commonly used programs.
<b>Documents</b>	This is your documents folder. It is where you should be saving your documents.
<b>Class Folder</b>	This folder contains a Documents, Library, and Public folder. Your instructor may deposit items for you to read in the library or documents folder and can collect your papers from the Public folder.
<b>Trash</b>	This is where you delete items and also where you eject jump drives, floppy drives, and any other equipment connected to the computer.

**Other Applications** available on select computers in the lab

<b>Adobe Acrobat</b>	Creating Pdf's
<b>Adobe InDesign</b>	Desktop Publishing software
<b>Adobe Photoshop CS &amp; Elements</b>	Image manipulation
<b>Alias Maya</b>	Digital animation
<b>Audacity</b>	Recording/ Manipulating Sound
<b>Fetch</b>	
<b>Final Cut Express</b>	Video creating and editing
<b>FTP, Telnet, Surfer's Toolkit</b>	Managing and Transferring Files
<b>iDVD</b>	Creating menus for movies
<b>iTunes</b>	Managing audio files
<b>Macromedia Fireworks</b>	Image Editing / Creation
<b>Macromedia Flash</b>	Creating interactive web content
<b>Macromedia Freehand</b>	Graphic Design
<b>Neo Office</b>	Opening Files
<b>Quicktime</b>	Media viewing