Transition – OS X Lion

Welina mai kākou,

This packet was compiled from multiple sources. Its goal is to help teachers and staff to transition from Windows 7 to OS X Lion.

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# Transition — OS X Lion

Connect to Wireless

This guide will help you to connect to the Wireless on your MacBook Pro OS X.

Step 1: Connect to the Internet

Click Internet icon,   then select the appropriate wireless connection.
- At school choose the KS_ADMIN_WPA2.
- At home choose your home network (Road Runner, Hawaiian Telcom, etc.).

Wi-Fi: On
Turn Wi-Fi Off

✓ KS_ADMIN_WPA1
Elevate-2C03
KS_ADMIN_WPA2
KS_STUDENT_WPA2
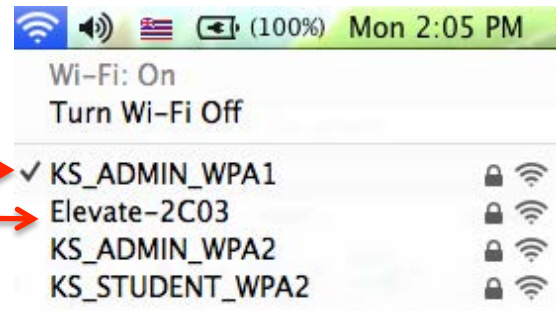
Dock

The Dock is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac (such as Mail, Safari, Address Book, and QuickTime Player), displays which applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). For your convenience, you can add your own applications, files, and folders to the Dock too.

The Dock gives you quick access to commonly used applications and more. To select an item in the Dock, just click its icon. For example, if you want to listen to some music, click the iTunes icon (the icon with music notes) to open iTunes. When an application is running, the Dock displays a blue dot beneath the application's icon. To make any currently running application the active one, click its icon in the Dock to switch to it (the active application's name appears in the menu bar to the right of the Apple logo).

The Dock keeps applications on its left side, while Stacks, and minimized windows are kept on its right. If you look closely, you'll see a vertical separator line that separates them. If you want to rearrange where the icons appear within their line limits, just drag a docked icon to another location on the Dock and drop it.

Configure Dock

Click the   icon and scroll down to Dock. Here you can choose to hide, positions, magnification of dock, and
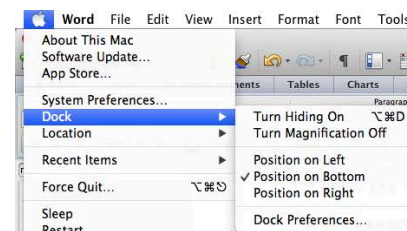
access Dock Preferences for further configuration.

Magnification & Size

1. From the Apple menu, choose Dock, then Dock Preferences (or open System Preferences and click Dock) to open the preferences.
2. To adjust the size of the Dock, move the Dock Size slider left to make it smaller, or right to make it bigger.
3. To control how big the icons will grow, move the Magnification slider left to make the icon magnification smaller, or right to make it bigger. Move your arrow over the Dock to test your setting.
4. If you prefer not to have the icons magnify, deselect the Magnification checkbox.

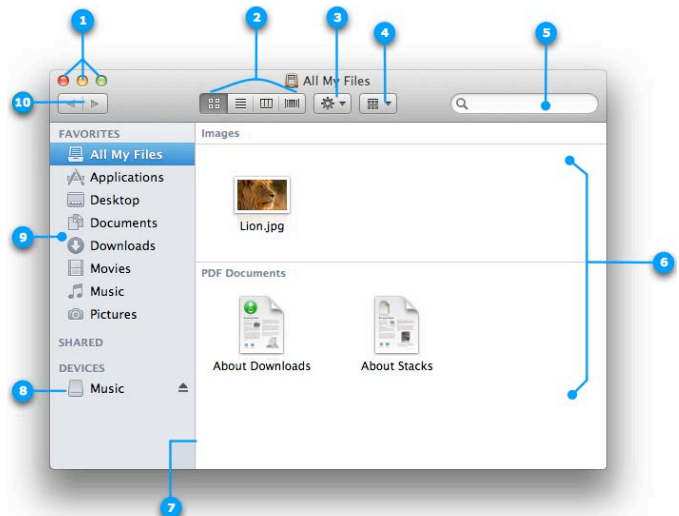
Finder

Finder allows you to visually access practically everything on your Mac, including applications, hard disks, files, folders, and CDs. You can use the Finder to organize all your files and folders as you want, search for stuff anywhere on your Mac, delete things you don't want, and more.

To see your files, click the Finder icon in the Dock, and then click "All My Files" in the sidebar.

Finder windows include a sidebar on the left side. Items are grouped into categories: favorites, shared, devices—just like the Source list in iTunes. The favorites portion contains favorite links to folders, which includes Desktop, Documents, Movies, Music, Pictures, and the Applications folder. The shared portion contains computers that are connected to your computer though the network. The device portion contains mounted and accessible volumes you have, such as a hard disk, USB flash drive, network volume, DVD, and so forth.

1. Window close, minimize and zoom buttons. To close the window, click the round, red button in the upper-left corner. If you don't want to close the window but want it out of your way, click the round, yellow button to minimize the window to the Dock. If a window is full of stuff, you can resize it by dragging the lower-right corner to

make it bigger, or click the round, green button to maximize the window's size.

2. Finder window View buttons:
   o Icon view - Used to display the contents of your folder as a series of icons. In Icon view, you can view live icon previews that you can use to thumb through a multipage document or watch a QuickTime movie.
   o List view - Used to display your folder in a spreadsheet-style manner. Each folder can be expanded by clicking on the disclosure triangle just to the left of the folder. You can easily sort by file name, date modified, and so forth. Choose Show View Options from the View menu to add / remove attribute columns. You can change the sorting from ascending order to descending order and back again by clicking on the attribute column title.
   o Column view - Used to display the hierarchy of your folders where each column represents a folder.
   o Cover Flow view - Used to display the contents of your folder just like the Cover Flow used in iTunes. You can see live previews of images, documents and movies, and can thumb through documents and movies.
3. Action Menu - Quick access to Finder functions for highlighted items, such as Get Info, Move to Trash, and Services.
4. Item Arrangement button - In any view, you can organize the window by clicking the item arrangement button and choosing one of the ways to group items.
5. Search Field - Start typing a word or phrase and Spotlight will search your Mac for any matches.
6. Right pane - The contents of a selected folder are shown in this pane.
7. Pane edge - Drag to resize pane.
8. Volume - This can be a devices connected to your computer, such as a CD, DVD, USB device, or your Time Machine backup disk.
9. Sidebar - Items are grouped into categories: Favorites, Shared, and Devices—the top portion has Favorites which contains quick access to All My Files, Applications, Desktop, Documents, Downloads, Movies, Music, and Pictures. The middle portion has Shared which contains any computers or servers on your network. The bottom portion has Devices which contains whatever is connected to your Mac, such as a hard disk, network share points, SD memory card, or DVDs
10. Back / Forward buttons - As you move to different places in the Finder window, you can use the back button to return one step back and the forward button to go forward.

The contents of the selected folder or volume appear in the right pane. Depending on what view your Finder window is set to, this pane may look a little

different from ours. Our window above is shown in Icons view. In Icons view, you can navigate by double-clicking folders to view the contents inside.

Viewing a Window as a List or Columns

If you'd like to change how folder and volume contents appear in the right pane, click one of the view buttons in the toolbar (item 2 above). For example, when we click the list view button, our Finder window transforms itself into this:
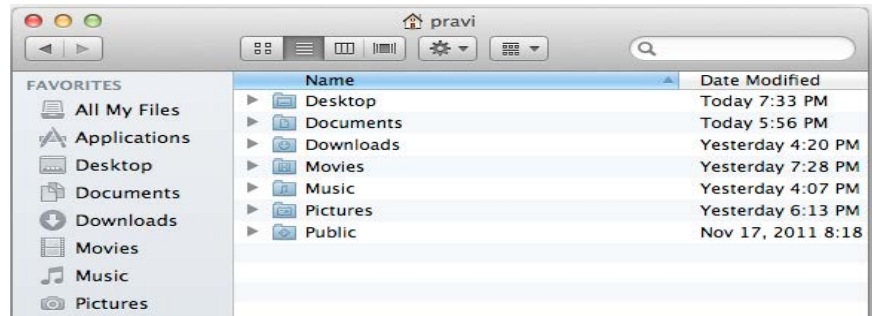
List view enables you to see more content in the window than icons view, and displays some extra file and folder information, such as the last date the item was modified, the file size, and what kind of item it is. As in Icons view, you can navigate through your stuff by simply double-clicking folders until you find what you're looking for.

If you'd rather see your stuff displayed in a more hierarchical fashion, click the Columns view button. In Columns view, the right pane splits into multiple columns to display your computer's file and folder organization. Instead of double-clicking folders to see what's inside, select a folder in any column, click on it once, and its contents will appear in another column to its right. If you really start digging down deep into your folder, you can drag the bottom-right corner of the Finder window to expand it and see how many layers you've traveled.

Getting Around

When you click All My Files, all files and folders on your computer that you have created or downloaded, such as documents, photos, music, and movies are displayed in a categories list according to the types of files.

The Applications folder contains all the applications installed on your Mac. It also includes a Utilities folder, which contains a bunch of utilities, programs that are designed to support different functions of your Mac.

When you put stuff on your desktop, technically it's being stored in your user account's Desktop folder, even though it appears on your desktop. When you bring music into iTunes, your music files get stored in the iTunes folder in your user's Music folder. Likewise, iPhoto stores pictures in the Pictures folder and iMovie stores movies in the Movies folder. You can get quick access to your folders from any Finder window's sidebar.

The Users folder houses all the content for each user on your Mac; each user gets a separate Home folder that's named after his or her user account name. The Documents, Downloads, Movies, Music, and Pictures in the favorites section of the Sources list are subfolders within your Home folder.
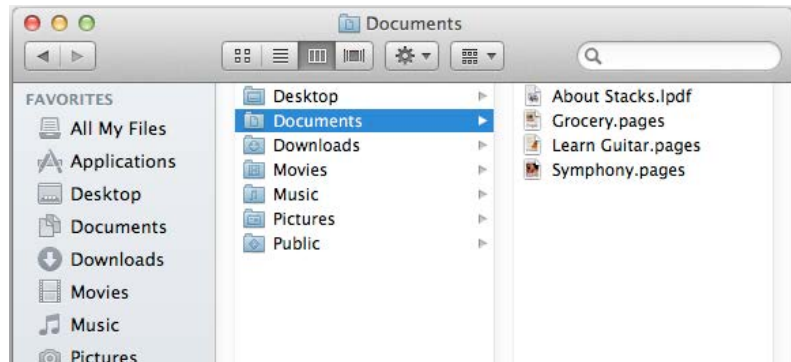
Find stuff fast

You can find stuff quickly using the search field in the Finder window. This field uses the Spotlight technology to scour any volume you select. For more information about using Spotlight, see the Spotlight lesson. Combine Cover Flow with Spotlight and you've got an amazingly powerful search tool. Use your mouse pointer and hover over the file to shuffle through them visually.

Just start typing in the search field, and Spotlight dynamically displays results in the Finder window and search suggestions will pop-up below the search field that match your criteria as you type. You can choose where you want Spotlight to look by clicking on an item in the header, such as Servers, This Mac, Home, and more, that appears just below the search field in the Finder window. Spotlight will scour the location you select and organize its search results by kind.

Applications

An application is a computer program that gives you the tools to accomplish specific tasks. For example, you're probably using the application Safari right now to read this webpage. Other applications include Mail, iTunes, Pages, Text Edit, and many more.

Accessing an Application

To open an application, click the Launchpad icon in Dock or click the application's icon in Dock (if it's there). Depending on the application, it may display an interface window, palettes, tool bar, or other interface

components, or it could display nothing at all until you open a file or create a new one. As you open applications (or open files to launch applications), their respective icons appear in the Dock, even if they weren't there originally. That means if you've got a lot of applications open, your Dock will grow substantially. If you minimize a window (click the round, yellow button in the upper-left corner of any window), the window gets pulled down into the Dock and waits until you click this icon to bring up the window again.

To quit an application, choose **Quit** from the application menu or press Command-Q. Keep in mind that closing a window (by clicking the round, red button) will typically *not* quit the application.

Adding an App, File, Folder to Dock:

- Add, click the Launchpad icon in the Dock
- Drag the application icon to the Dock
- File or folder, drag icon from any Finder window (or the desktop)
- Drop on the Dock. The resulting icon that appears is an alias.

Removing an App, File, Folder from Dock:

- Drag icon off the Dock onto the desktop; the icon will disappear.
- Keep in mind that you can't remove, the Trash and the Finder.

Right Click

If you're used to right-clicking on a Windows computer, you can use Control-click in a similar way on your Mac. If you have a Magic Mouse or other multiple-button mouse, you can configure the mouse to right-click the way you like best.

If you have a trackpad that supports gestures, you can use a two-finger tap.

- To open a shortcut (or contextual) menu, hold down the Control key and click an icon, window, toolbar, desktop, or other item. If you're not sure a shortcut menu is available for an item, try Control-clicking it.

  The options in shortcut menus depend on what you click. For example, to see details about a folder in the Finder, Control-click the folder and choose Get Info. To see a definition of a word in a Text Edit document, Control-click the word and choose "Look Up in Dictionary."

- To configure a multiple-button mouse, choose Apple menu > System Preferences, and then click Mouse.
- To configure a trackpad, choose Apple menu > System Preferences, and then click Trackpad.

Adding Printers & Copiers

Step 1: System Preferences

To add a printer go to the [Apple icon] icon on the top left of Menu Bar, select System Preferences from the drop down menu.
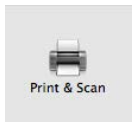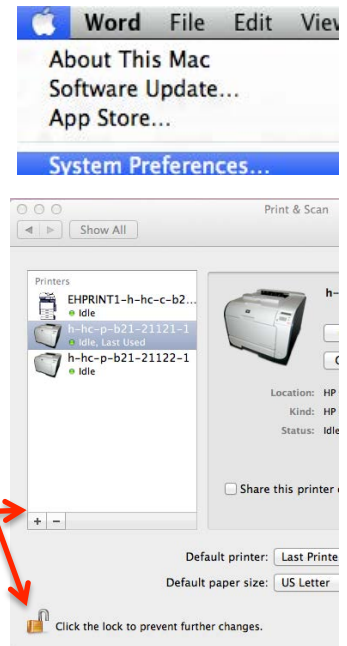
Select the Print & Scan Icon from Hardware options. Make sure the lock icon at the bottom left of the Print & Scan is unlocked. This will allow you to add or delete devices.

### Step 2: Add Printer

Click the + to add Printer
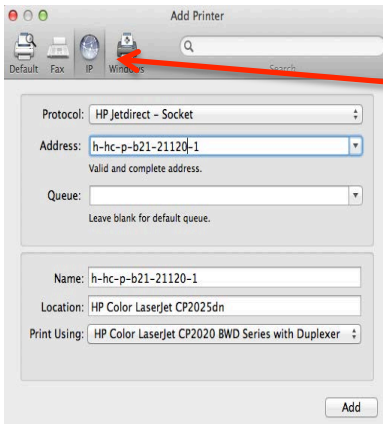
The Add Printer window will appear
- Choose IP Icon
- Type printer name in Address: h-hc-p-b##-#####-1
- Name, Location, Print Using should populate
- If it does not populate type in bwd in the Print Using section. Then look for the HP Color LaserJet CP2020 BWD Series with Duplexer and select.
- Click Add

Click the + to add Copier, the Add Printer window will appear
- Choose Default Icon
- Type copier name in search box: h-hc-c-b##-#####-1
- Click the printer name
- Print Using: Select Printer Software
- In Printer Software screen type in bwd in search box
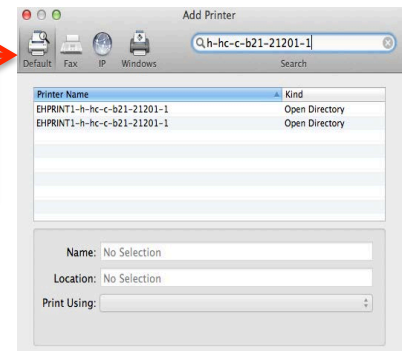
- Select Toshiba eS4520CSeries BWD USA, click ok
- Click Add

Eject External Drives

Why do you need to eject external drives? The computer needs to do filing and organizing on every drive. If you unplug without warning that organizing can be missed or go wrong and your files may be corrupted or damaged. Here are few options to eject external drives.

Option 1: Trash

Drag the drive on the Desktop and drag it to the Trash. As you start to drag the Trash can icon will change to an Eject symbol.
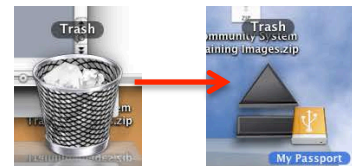
Option2: Finder Window

- Open finder then select drive in the sidebar, go to File menu and choose Eject.
- Open finder, then select drive in the sidebar and click the Eject symbol ⏏ next to the name of the drive you want to eject.
- Open finder, then select drive in the sidebar and click ⌘ E.
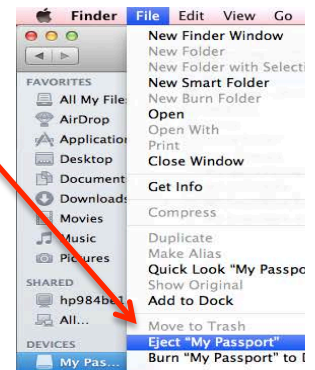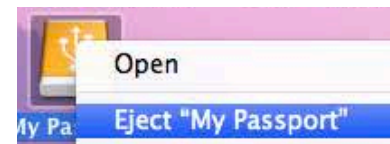
Option 3: Eject Key

To eject a CD or DVD use the Eject Key ⏏ located in the upper-right corner on your keyboard.

Option 4: Right Click

Scroll over drive, then right click (with your mouse, control click, or two finger tap on trackpad) on it and choose Eject from the pop-up menu.

Connecting to LCD Projector

The MacBook Pro laptops come with a Mini Display Port, which allows you to connect an external display or projector using an adapter. You can use an external display as your main workspace or to extend your desktop, or you can work in mirrored mode with a projector so you can view what your audience sees. This adapter is sometimes called a "Dongle". A dongle is a hardware device connected to a peripheral device that regulates access to a specific application or device control.

Step 1: Connect Adapter to Laptop

Connect the mini adapter to the side of the MacBook Pro. Then connect the other side of adapter to the VGA cable that is attached to an LCD projector.
(Note: In most cases your computer will recognize that it is connected to an LCD projector and will begin projecting your image. If the projection does not begin you may need to adjust your display settings)

Step 2: Display Icon

To adjust your display settings click on the display icon in the top menu bar. Click on Detect Displays to automatically detect the correct resolution for you LCD.

Step 3: Mirroring

The MacBook Pro is treating the LCD projector like an extension of the built-in screen, by turning on mirroring the projector will display what you see on your screen. Keep mirroring off will allow you to work in two screens.

Display Icon Not In Menu Bar

Do the following steps to add Display Icon to your Menu Bar.
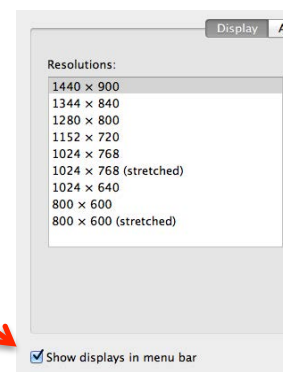
Step 1: System Preferences

To add the Display Icon go to the [ ] icon on the top left of Menu Bar, select System Preferences from the drop down menu.

Step 2: Displays [ ] Icon

Select the Displays Icon from Hardware options. In the display tab, click the check box that says "Show displays in menu". You will see the Display Icon in your menu bar.

### Track Pad

This guide will help you optimize and use your trackpad.   Using Multi-Touch gestures transform the way you interact with your Mac, making all you do more intuitive and direct. Now an even richer Multi-Touch experience comes to OS X Lion. Enjoy more fluid and realistic gesture responses, including rubber band scrolling, page and image zoom, and full-screen swiping. Go to http://www.apple.com/macosx/whats-new/gestures.html for video.

1. Go to the [ ] icon, scroll down and open System Preferences and click Trackpad. These settings let you set the sensitivity of the trackpad, to control how fast the arrow moves across your screen when you move your finger across the trackpad, and also adjust for your double-click speed.
2. To change your tracking speed and click settings, click the Point & Click tab. Then move the Tracking slider to adjust how fast the arrow moves across your screen; move it left to slow it down, or right to speed it up. You can also enable secondary-click, by selecting the
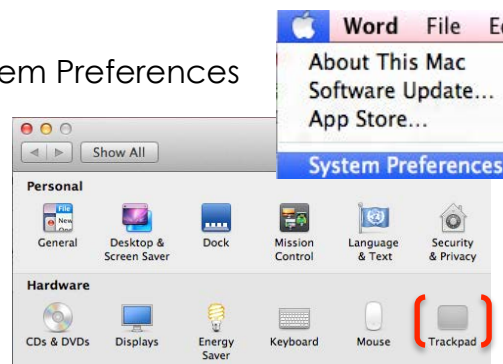
"Secondary click" checkbox. You can then click using two fingers to secondary-click. The secondary-click can be used to display shortcut (contextual) menus for an application.

3. To change your scroll and zoom settings, click the Scroll & Zoom tab. You can enable and disable scroll and zoom gestures.
4. To change other gesture settings, click the More Gestures tab. You can enable and disable gestures for swipe, Mission Control, Exposé, Launchpad, and desktop.

Some ways to use your trackpad

- Use one finger to point, tap to click, and drag items on your screen.
- Drag two fingers up, down, or sideways to scroll in an active window.
- Use two-finger pinching to zoom in or out on PDFs, images, photos, and more.
- Use two-finger rotating to rotate photos, pages, and more.
- Swipe three fingers to quickly page through a document, move to the previous or next photo, and more.
- Swipe four fingers left or right to activate Application Switcher so you can cycle through open applications.
- Pinch close with four or five fingers to open Launchpad.

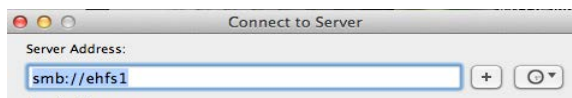
Connect to Shared Drives

The shared drives on Windows are the H drive where teachers could store their data and the P drive where teachers could add content for students to access.

Step 1: Connect to the Server Menu

Go to finder, click Go from the Menu Bar, then scroll down and select Connect to Server …

Step 2: Selecting Server

In the server address, type in smb://ehfs1 (faculty and staff server), click the + button to save it as a favorite. Then, repeat this process and type in smb://ehstud2 (student server).

Connect to VPN

This guide will help you connect to our KS Intranet Network form home using VPN (Virtual Private Network). By using VPN at home, you are able to access all of KS Intranet applications including but not limited to the following:
- KS Online Applications like KS Online, ADP, etc.
- SMS (Attendance and Grades)
- Outlook Entourage (Email, Calendar, and tasks)
- KSH Intranet options in the teacher tool kit

Should you have issues connecting to VPN after trying these steps, please call the Help Desk at 808.523.6370.

(Note: Take note on what exactly happens when you are not able to connect via VPN to aid the Help Desk in properly diagnosing your issue.)
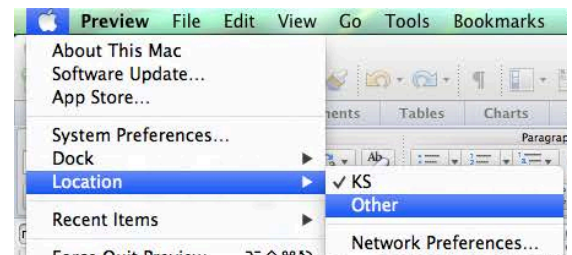
Step 1: Connect to the Internet

 Internet Icon

Make sure you are connected to the Internet through your home network (Road Runner, Hawaiian Telcom, etc.).

Step 2: Select "other" in Locations

Click the apple at the top left, scroll over Locations, then select other
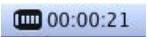
Step 3: Connect to KS VPN

 On your top Menu Bar, click on the VPN icon and select Connect KS VPN.

Step 4: Enter Your AD Login and Password

Enter AD (Active Directory) Login and Password (the same one you use for your email) into the prompt provided. Once you are connected a timer will show up next to the VPN icon indicating how long you will have been accessing the KS Intranet Network.

Step 5: Logout

Please make sure you logout of the KS Intranet Network when you are finished for security purposes. Once you logout, you are unable to use the functions of Outlook Entourage and other Intranet enabled applications and will need to reconnect via VPN if you want to use the applications.


Authorize and Deauthorize iTunes

Authorization protects the artists that create the music, videos, and audiobooks you love. Purchases you make from the iTunes Store can be played on up to five computers that you authorize using your iTunes Store account name and password.

Step 1: Back Up or Copy

Back up or copy your items to be transferred to the new computer.

Step 2: Deauthorize

Deauthorize the computer under iTunes: Store: Deauthorize This Computer.
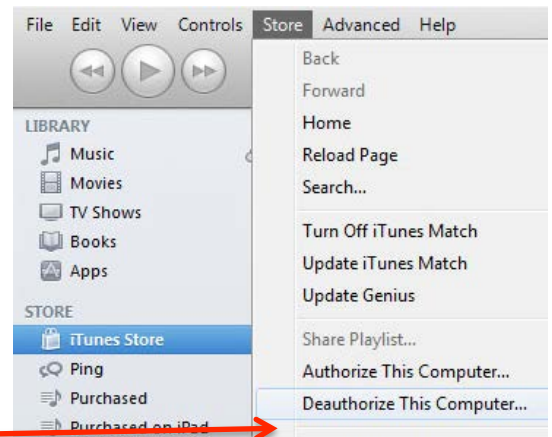
Step 3: Copy Items & Authorize

Copy items to new computer and then Authorize the new computer.