



## Computer Consultants Corporation

### Upgrading to Mac OS X

---

Length of course: 1 class day (4 hours)

Objective(s): This course is designed to give Mac OS 9 users a comprehensive introduction to the latest version of the Mac OS X operating system. Students will learn the fundamental differences between OS 9 and OS X, as well as basic usage and configuration of the OS.

Prerequisites: Experience using Mac OS 9.

---

#### Welcome to Mac OS X

- The differences between OS 9 and OS X
  - Multitasking
  - Multiprocessing
  - Memory protection
  - The Aqua interface
- Customizing the Finder sidebar and file browser windows
- Connecting to network servers
- Launching and switching applications
  - Using legacy Mac OS 9 applications

#### Using OS X for the First Time

- The login screen
  - Accounts and permissions
- OS X's file management paradigm
  - Applications folder
  - Home folder
  - Public and shared folders

#### General Interface Differences

- The Apple Menu
- Application-specific menus
- File Open and Save sheets

#### The Dock

- About the dock
- Adding and removing items
- Using drag and drop to open files
- Setting hiding and magnification options

#### The New Finder

- Introduction to the non-spatial interface
  - Differences in the design concept from OS 9
  - New file views—Column view
- Locating document folders and applications
  - Instant file search

#### Configuring Mac OS X

- Using System Preferences
- Secure and non-secure preference panes

#### Included Applications

- Safari web browser
- Address Book
- Mail
- iCal
- iChat local text, audio, and video conferencing

#### Exposé

- Showing all open windows
- Showing only windows in the current application
- Hiding all windows

#### Printing

- Setting up and selecting a printer
- Printing to PDF from any application
- Checking print queues