

# TRAINING LIBRARY

CD-ROM Catalog ..... July 1, 2008

## **Mac OS X Leopard (OS X 10.5) Volume Content Summaries**

### **Volume 1 Summary**

The world's most advanced operating system is now even better and we'll show you how Leopard is loaded with innovations and features that will transform your mac.

Access everything on your system using Cover Flow, view the contents of a file without even opening it using Quick Look, and use Spaces to group your application windows to stay clutter-free and organized. Learn about Time Machine, the breakthrough automatic backup that's built right into your mac.

We'll teach you the enhancements to Mail, iChat, and Safari, and all of the essentials for finding, arranging, and sharing everything on your computer. Instruction provided by Apple Certified Technical Coordinator Clair Crookston.

Pre-Install Checklist, Install Mac OS X Leopard, Using The Mouse, Menu Bar, Apple Menu, Main Menus, Contextual Menus, Desktop & Finder, Volumes & Directories, Windows, Sidebar, Dock

### **Volume 2 Summary**

Directory Structure, Go Menu, Window Views & Modes, Finder Preferences, Exposé & Spaces, Dashboard, Spotlight, Personal Preferences, Hardware Preferences, Internet & Network Prefs, System Preferences, Third Party Preferences

### **Volume 3 Summary**

Organizing Files, Customize Toolbar, Get Info, Burn Folders, Printer & Fax, TextEdit, Preview Application, User Configuration, Parental Controls, Libraries, Resource Management, Installing Applications

### **Volume 4 Summary**

File Sharing, Personal File Sharing, Screen Sharing, Firewall, Internet Sharing, Keychains, Safari-Browsing, Mail & Address Book, iCal, iChat AV, Disk Utility, Time Machine

## **Mac OS Leopard Maintenance & Troubleshooting (OS X 10.5) Volume Content Summary**

Software Update, Uninstall Software, Disk Strategies, Backing Up, Permissions, Verify/Repair Directories, Scheduled Routines, Troubleshooting Checklist, Alternate User, Preference Files, Dumping Caches, Terminal Basics

## **Mac OS X Tiger (OS X 10.4) Volume Content Summaries**

### **Volume 1 Summary**

Pre-Install Check List. Disk Utility Repairs:Disk Utility, Repair Disk Permissions, Repair Disk. Network Connections:Installer Setup Guide, Ethernet, Airport/Wireless, Telephone Modem.Setting Up An Email Account:Email.Read Before You Install:Read Me File, System Requirements, About This Mac, Updating Firmware

Install Mac OS X Tiger. Installation Options:Install Mac OS X. Custom Install Options:Custom Install, Easy Install. Migration Assistant:Migration Assistant. Create Account:User Account, Password. Date, Time & Software Update:Time Zone, Date & Time, Software Update

Mouse/Cursor. Selecting Items:Single-Click, Double-Click, Click Hold & Drag. Select Multiple Items:Keyboard Shortcuts. Selecting Text:Placement Cursor, I-Beam Cursor, Double-Click, Triple-Click, Keyboard Shortcuts. Working With Text:Keyboard Shortcuts. Selecting Buttons & Icons:Dock, Palette, Buttons

Menu Bar. Working With Menus:Menu Bar, Ellipses. Shortcuts, Hierarchical Menus:Modifier Keys, Keyboard Shortcuts, Hierarchical Menu. Menu Bar Items:Menu Bar Items

Apple Menu. Apple Menu Options:Apple Menu, About This Mac, Software Update, Recent Items, Force Quit, Sleep, Restart, Shut Down

Main Menus. Application & Doc Menus:Finder, TextEdit. Help Menu:Help, Mac Help

Contextual Menus. Accessing Contextual Menus:Keyboard Shortcuts, Action Button. Spelling & Multi-Button:Spelling, Multi-Button Mouse

Desktop & Finder. Understanding The Difference:Desktop, Finder

Volumes & Directories. Copy, Move Files Appropriately:Volume, Directory, External, Network

Windows. Title Bar & Size Box:Title Bar, Size Box. Using Scroll Bars:Scroll Bars. Window Toolbar:Forward/Back, View Buttons, Spotlight

Sidebar. Navigation Basics:Sidebar. Adding Items To Sidebar:Applications, Sidebar. Copy Files To Drive:Sidebar, Drive

The Dock. Dock Basics:Finder, Trash, Keyboard Shortcuts. Opening Applications:Applications, Dock. Organizing & Resizing:Dock. Dock Preferences:Apple Menu, Dock, Dock Preferences. Navigate Between Apps:Keyboard Shortcuts

## **Volume 2 Summary**

Directory Structure. Basic Structure:Hard Drive, Application, Library, System, Users. Home Directory:Home Directory, Keyboard Shortcuts, Path Name. List & Column Views:List View, Column View

Go Menu. Navigate Within The Go Menu:Go, Keyboard Shortcuts, Recent Folders. Go To Folder & Server:Go, Go To Folder, Connect To Server. iDisk:iDisk, Go

Window Views & Modes. Window View Basics:Icon View, List View, Column View. Icon View Options:Show View Options, Icon View, View. List & Column View Options:List View, Show View Options, View, Column View. Window Modes:Single Window, Keyboard Shortcuts, Multiple Windows. Overlapping & Drag & Drop:Window, Bring All To Front

Finder Preferences. General Settings:Finder, Preferences, General. Labels, Sidebar & Advanced:Labels, Sidebar, Advanced

Expose. Working With Expose:Expose. Expose Settings:Keyboard Shortcuts, System Preferences, Expose

Dashboard. Using Dashboard:Dashboard, Widgets. Multiple Instances & Hotspots:Dashboard, System Preferences

Spotlight. Spotlight vs Search:Spotlight, Finder, Search. Spotlight Preferences:System Preferences, Spotlight

Personal Preferences. Appearance Preferences:System Preferences, Personal, Appearance. Desktop & Screen Saver:Desktop, Screen Saver. International & Security:International, Security

Hardware Preferences. CDs, DVDs & Displays:Hardware, CDs & DVDs, Displays. Energy Saver:Energy Saver. Keyboard, Mouse & Sound:Keyboard, Mouse, Sound

Internet & Network Prefs. .mac & Network:.mac, Network. QuickTime Preferences:QuickTime, Network

System Preferences. Date, Time & Software Update: System, Date & Time, Software Update. Speech, Startup Disk, Access: Speech, Startup Disk, Universal Access

Third Party Preferences. Other Preferences: Other, Macaroni, Widget Manage

## **Volume 3 Summary**

Organizing Files. Creating Folders: File, New Folder, Keyboard Shortcuts. Security Issues: Shared Folders. Saving Documents: Save, Save As. Opening & Viewing: File, Open, Open Recent, Go, View. Create & Use Aliases: File, Make Alias, Keyboard Shortcuts. Drag & Drop Launch: Keyboard Shortcuts

Customize Toolbar. Organizing Applications: View, Customize Toolbar

Get Info. Using Get Info: Get Info, More Info, File. Show Inspector: File, Show Inspector

Smart & Burn Folders. Using Smart Folders: File, Find. Create Burn Folder: File, New Burn Folder

Printer Setup. Default Browser Printer: File, Print, Printer Setup Utility, Default Browser. IP Printer & More Printers: IP Printer, More Printers. Printing Documents: File, Print

Faxing. Faxing Documents: File, Print, Fax PDF, System Preferences, Print & Fax

Preview Application. Using Preview: Preview, View, Tools. Convert Format & Slideshow: File, Save As, Slideshow, Copy, New From Clipboard

Services Menu. Services Menu Options: Services, Summarize, Email

User Configuration. Accounts Settings: System Preferences, System, Accounts. Add New User: Accounts. Parental Controls: Parental Controls. Simple Finder: Simple Finder. Delete User: System Preferences, Delete

Libraries. Home, Local & System: Library

Installing Applications. Standard Apple Installer: Applications, Utilities, Installer. Non-Standard & Drag Install: Drag Installer, Installer

Font & Resource Mgmt. Font Basics: Applications, Font Book, Format, Font, Show Fonts. Add, Remove & Install Fonts: Add Fonts, File, Preferences, Remove. Managing Sound Files: Sounds

## **Volume 4 Summary**

Local File Sharing. Ownership & Permissions: Get Info, Ownership, Permissions. Sharing Files: Ownership, Permissions. Public Folder Drop Box: Public Folder, Drop Box

Network File Access. Guest Privileges: Network, Mac, Windows. Registered User: Network, Mac. Connect To Server: Go, Connect To Server

Personal File Sharing. File Sharing Setup: System Preferences, Sharing, Personal File Sharing. File Sharing Access: Network, Personal File Sharing

PC & FTP File Sharing. Windows Sharing: Sharing, Windows Sharing. FTP Access: FTP Access, Sharing, Connect To Server

Remote Access. Apple Remote & Remote Login: Apple Remote Desktop, VNC, Remote Login

Firewall. Firewall Security: Sharing, Firewall

Internet Sharing. Internet Sharing Options: Sharing, Internet

Keychains. Keychain Access: Library, Keychains, Keychain Access. New Keychain: New Keychain, File, Preferences

Automator. Create Archive: Automator. Create Application: Automator

Disk Utility. Disk Utility Options: Utilities, Disk Utility, First Aid, Erase, Partition

Disk Images. Creating Disk Images: Go, Computer, Disk Image, Disk Utility, Encryption, Burn

Managing Backups. Bootable Clone: Get Info, Disk Utility, Restore. Backup Application: Go, iDisk, Backup. Schedule Backups: Schedule, Backup. Burn To Disk: Burn

## **Volume 5 Summary**

Safari Browsing. Web Page Basics: Applications, Safari, Title Bar, Scroll Bars. Navigating Web Pages: History, Home, Preferences, Link, SnapBack Arrow. Searching: Google, Search. Bookmarks & RSS: Bookmarks, Add Bookmark, RSS. Tabbed Browsing: Preferences, Tabs. Saving Web Pages: File, Print, PDF, Save As, Web Archive

Downloading Files. Downloads & FTP: Preferences, Downloads, FTP

Mail. Set Up New Account: Mail, Accounts. Mail Basics: Mail, From, Subject, Date. Organizing Mail: Mailbox, New Mailbox. Rules & Smart Mailboxes: Mail, Preferences, Rules, Smart Mailbox. Sending Mail: Customize Toolbar,

Signatures. Mail Preferences:Preferences, General, Accounts.  
Attachments:Attachments

Junk Mail Filtering. Training & Automatic Filter:Junk Mail, Preferences

Address Book. Add New Card:Address Book, Applications. Add Fields & Group:Card, Add Field, Edit, Group. Export & Import:Export vCard, File, Text File, Import

Address Book Tips. Large Type, URL & Map:Large Type, URL, Map. Enable Private 'Me' Card:Preferences, vCard

View TextEdit Files. Viewing File Formats:TextEdit, txt, rtf, doc, html

TextEdit Word Processing. Basic TextEdit Formatting:TextEdit, Format, Font, Show Fonts. Generate Lists & Tables:Lists, Format, Text, Table. Web Site Editor & Preferences:Format, TextEdit, Text, Preferences

Preview PDF Files. PDF Options:Applications, Preview, Print, PDF, Mail. PDF Reader Options:Preview, PDF

Preview Graphics. Working With Graphics:Preview, View, Tools

iCal. Navigating In iCal:iCal, New Calendar. Add & Edit Events:File, New Calendar, Get Info, New Event. To Do List & Print:To Do, Print. Publish & Subscribe:Calendar, Publish, Subscribe. Group, Preferences, Backup:Group, Preferences, Back Up Database

iChat AV. iChat Setup:iChat, .mac, AIM. Text & Audio Chats:iChat, Text, Audio. Video Conferencing:iChat, Video. Bonjour & Buddy Lists:Bonjour, Buddy List. iChat Preferences:Preferences, General, Accounts