

C&NS *Source Guide*

Helpful programs on your Mac Mac OS 10.4 (Tiger)

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Mac OS X 10.4 (Tiger)

- http://manuals.info.apple.com/en/Welcome_to_Mac_OS_X_v10.4_Tiger.pdf



Dashboard

- **Dashboard** is home to widgets: mini-applications that let you perform common tasks and provide you with fast access to information. With a single click, Dashboard appears, complete with widgets that bring you a world of information — real-time weather, stock tickers, flight information and more — instantly. Dashboard disappears just as easily, so you can get back to what you were doing.
- Additional widgets can be downloaded from:
<http://www.apple.com/downloads/dashboard>



Dashboard

- **Dashboard** can be accessed from the “Applications” folder.

Exposé

- **Exposé** is a feature built in to the Mac OS that allows you to manage open windows on your Desktop.
- **Exposé** can be access from the “Dashboard and Exposé” preference pane under the “Personal” heading in System Preferences.



Grab

- **Grab** lets you take a picture of all or part of your computer screen.
- **Grab** can be accessed from the “Utilities” folder within the “Applications” folder.
- There are four kinds of capture:
 - Selection – Allows you to customize an area that you want to capture.
 - Window – Allows you capture a specific window.
 - Screen – Allows you to capture the entire screen.
 - Timed Screen – Gives you 10 seconds to set up your screen before a capture is taken.
- **Grab** saves captures in the “.tiff” picture format. Once you save your capture, you can reopen the file and view your picture in the **Preview** application. You can then save your picture in another format using the **Preview** application.
- It is recommended that you convert your pictures to the “.jpg” file format. “.jpg” files are smaller in size than “.tiff” files.
- The **Preview** application can be found in the “Applications” folder.



iLife

- **iLife** is the creative application suite from Apple that allows you to enjoy photos, create/edit movies, make/edit music, create websites and more.
- **iLife** comes pre installed on every newly purchased Mac.
- The **iLife** programs can be found in the “Applications” folder.
- The latest version of the software is **iLife '08**.



iDVD

- Allows you to create professional looking dvd's of your movies and slideshows.
- PDF User Guide: <http://www.apple.com/support/manuals/idvd/>



GarageBand

- Allows to you create music, edit audio, and create enhanced podcasts.
- PDF User Guide: <http://www.apple.com/support/manuals/garageband/>



iMovie

- Allows you to make movies and edit video.
- PDF User Guide and Video Tutorials: <http://www.apple.com/support/manuals/imovie/>



iPhoto

- Allows you to store and manage photos.
- PDF User Guide: <http://www.apple.com/support/manuals/iphoto/>



iWeb

- Allows you to create web pages using built in templates that are completely customizable.
- PDF User Guide: <http://www.apple.com/support/manuals/iweb/>



iTunes

- iTunes is the Apple application that allow you to store and play audio and video files, burn music cd's, browse the iTunes store, subscribe to podcasts and manage your iPod.
- iTunes can be found in the “Applications” folder.
- iTunes can also be downloaded for free from: www.apple.com/itunes



Microsoft Office 2004

- Microsoft Office 2004 is the Mac version of the business application suite from Microsoft.
- It does not come preinstalled on your computer.
- The suite includes: **Word, Excel, PowerPoint, and Entourage** (Apple's e-mail program).
- **There is no:** FrontPage, Publisher, Access, or Outlook.
- It is fully compatible with the PC version of Microsoft Office.
- In terms of features and functionality, Office 2004 is about 85% comparable to the PC version of Office.



Creating PDF's

- Built into the Mac OS is the ability to save files in PDF format.
- There is no need for Adobe Acrobat Pro to create PDF's on the Mac. You would only need Acrobat Pro if you want to edit your PDF's.
- You can create PDF's from the Preview application or any of the Microsoft Office programs.



Photo Booth

- **Photo Booth** allows you to take digital photos of yourself. Use them for your user account picture, iChat buddy icon, picture library and more.
- You can add effects to your pictures to enhance them.
- **Photo Booth** can be found in the “Applications” folder.



Preview

- **Preview** allows you to view pictures files and PDF's.
- Adobe Acrobat Reader is not needed to view PDF's on the Mac.
- You can also convert picture files to other picture formats with **Preview**.
- **Preview** can be found in the “Applications” folder.



Quicktime

- **QuickTime** is the audio/video playing software that is built into the Mac OS and iTunes.
- You can use **QuickTime** to listen/view streaming audio and video files on the Internet.
- **QuickTime Pro** is available from the Apple store for \$30. **QuickTime Pro** allows you to record, edit and convert audio and video files.
- **QuickTime** can be found in the “Applications” folder.
- PDF User Guide: <http://www.apple.com/support/manuals/quicktime/>



Safari

- **Safari** is Apple's Internet web browser.
- **Safari** can be found in the “Applications” folder.



Spotlight

- **Spotlight** is the Search engine built into the Mac OS.
- **Spotlight** finds files the minute you start typing in the **Spotlight** search field, it'll display files, folders, and applications whose names match your search criteria, as well as files that contain your criteria within them, such as in text documents, applications, emails, calendars, and more.
- **Spotlight** can be found in the upper-right portion of your desktop indicated by an icon of a magnifying glass.



Stickies

- **Stickies** is a program that allows you to create digital notes on your screen.
- They will only be available when the **Stickies** program is open.
- **Stickies** can be found in the “Applications” folder.

