Introduction to the Apple Mac Workstations

This aim of this guide is to introduce Edinburgh Napier University's staff and students to the Apple Mac Workstation image.
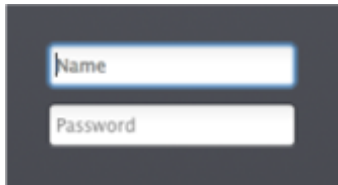Additional information including links to training guides can be found on the staff intranet and myNapier:
http://staff.napier.ac.uk/services/cit/OnCampusService/WorkstationsSoftware/Pages/Apple-Macs.aspx
http://my.napier.ac.uk/IT/ComputersEquipment/Pages/Computers-Equipment.aspx
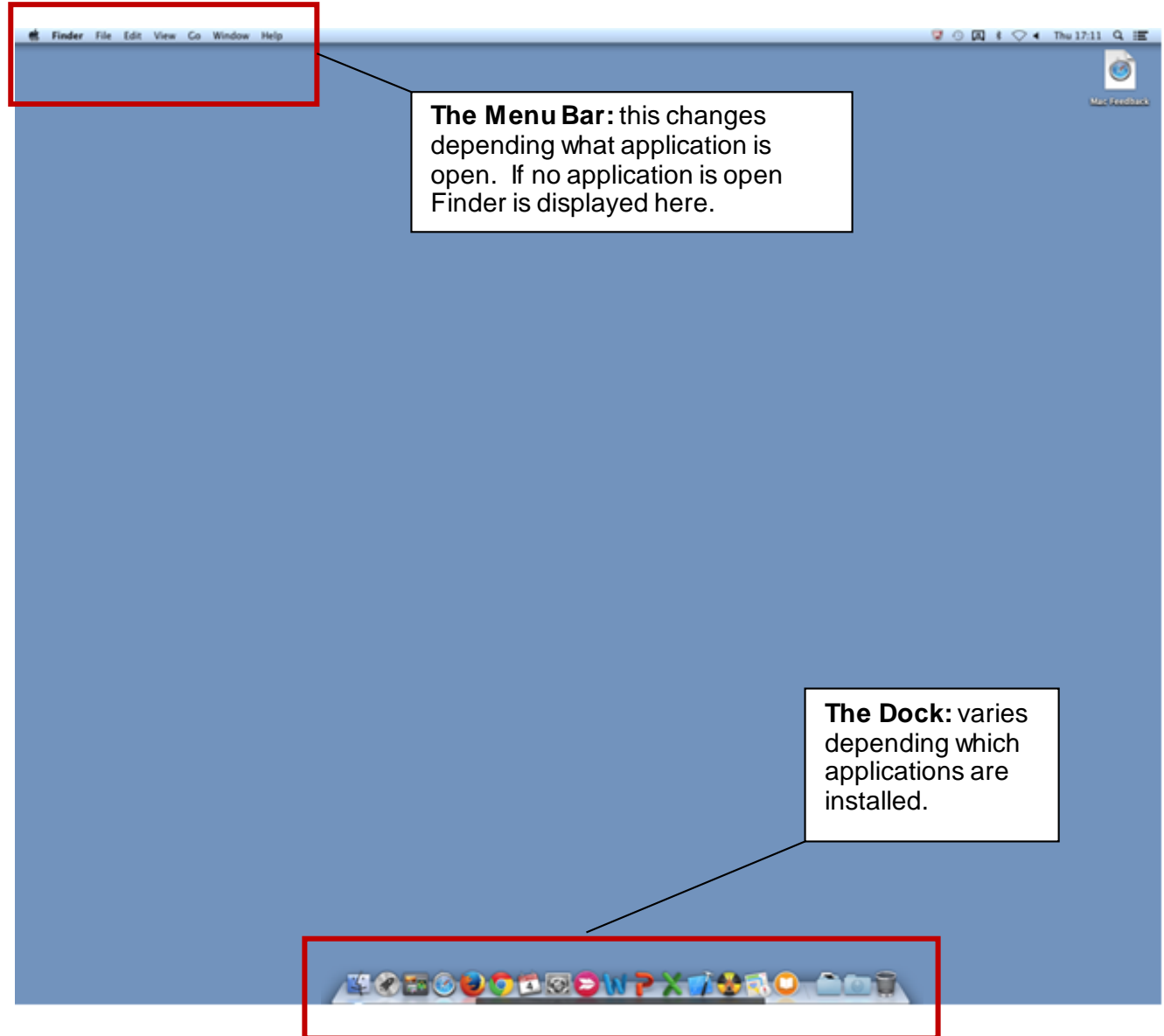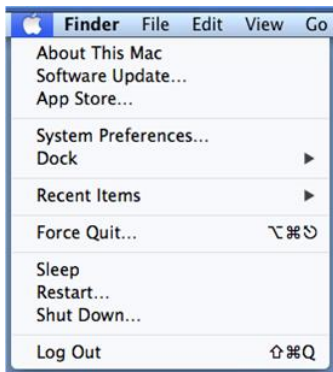
Logging in:

From the Apple Mac login screen enter your
University login ID (user name) in the Name
field, and enter your **University password** in
the Password field:

Press the **Enter** key.

Logging out:

The **Apple Menu** (found on the top left) is the
equivalent to the Start menu on a PC. Use this to
log out or **shut down** your machine:

The Menu Bar: this changes
depending what application is
open. If no application is open
Finder is displayed here.

The Dock: varies
depending which
applications are
installed.

The Dock: The appearance of the Dock varies depending which applications are installed but the key applications are described below:

Finder: all applications, documents and files can be found using the Finder (with the exception of your networked personal data area).

Your Networked Personal Data Area: use to access the files on your personal data area (H drive).

Safari Browser

Settings

Downloads

Trash

Accessing your Applications: Although there are a small set of applications accessible via the Dock, all applications can be found by clicking on the **Finder** icon and selecting **Applications** from the menu on the left. You can use the **Search** box to search for applications.

Accessing your Files: To access files from your University personal data area click on this icon:

To access all other files click on the **Finder** icon and select **All My Files** from the menu on the left. You can use the **Search** box to search your files.

Click Applications

The applications will appear in the right pane

Search

Click All My Files

Your files will appear on the right pane

Search