



Table of Contents

LOGGING IN	2
CHANGING YOUR PASSWORD	2
ABOUT YOUR COMPUTER.....	2
INSTALLED SOFTWARE.....	2
POWER SETTINGS.....	2
LOCKING YOUR COMPUTER	2
RESTORING FILES FROM YOUR OLD COMPUTER.....	3
THE DOCK.....	4
ADDING ITEMS TO THE DOCK.....	4
REMOVING ITEMS FROM THE DOCK	4
NETWORK RESOURCES AND STORAGE.....	5
PRINTING	5
PERSONAL WORKSPACE.....	5
SHARED WORKSPACES	5
APPLE MAIL.....	6
REMINDERS.....	6
JUNK MAIL	6
CREATING MAILBOXES	6
BURNING DATA CDS/DVDS	7
HELP RESOURCES.....	8
DENISON UNIVERSITY INFORMATION TECHNOLOGY SERVICES (ITS).....	8
ITS HELP DESK.....	8
ADDITIONAL RESOURCES	8

Logging In

Every time you turn on your iMac, you will see the Mac OS X login window. To log in, enter your Denison **username** and **Novell password** and click **Log In**.



Changing Your Password

For security reasons, ITS recommends that you regularly change your passwords. You should do this at minimum every 6 to 12 months. To change your Novell password (used to log into Denison-owned computers), visit www.denison.edu/its and select **Change Your Novell/LAN Password Now** in the **Password Change box** in the lower right corner of the ITS homepage. You can also change your email and DU Self Service PIN by selecting the appropriate links in the same section.

About Your Computer

Installed Software

The following Denison standard software has been installed on your computer:

Microsoft Office 2011	Adobe Reader	RealPlayer
iLife '11	Safari	Stuffit Expander
iTunes	Firefox	Flip4Mac
iWork '09	Oracle Calendar	Fugu
McAfee VirusScan	QuickTime	

If you would like additional, non-standard software installed on your new computer, you will need the software media and license key(s) to install it.

Power Settings

Your computer's power settings have been configured to conserve energy. The display will go to sleep after a period of inactivity. Press any key or move the mouse to wake the system.

Your computer is also scheduled to sleep at 10:00 pm and wake at 6:00 am every weekday.

As a security precaution, you will be prompted to enter your password to resume using a device that has gone into a power-saving mode.

To adjust these settings, open the **Apple menu**, select **System Preferences** and then **Energy Saver**.

Locking Your Computer

You can easily lock your computer so that it is password-protected without having to close all your programs and shut down.

To lock your computer, click the **open padlock icon** in the



upper right area of your screen and select **Lock Screen** from the menu that appears. A login box will appear.

To unlock your computer, enter your **Novell password** in the Password box and click **OK**.

Restoring Files From Your Old Computer

On your Desktop, you will see a file with your username followed by a .dmg extension (example: samplej.dmg). This is a backup that contains all the files from your old computer.

To copy files from your old computer to your new computer:

1. Double-click the **<username>.dmg** icon on your Desktop. A Finder window will open displaying the contents of your old computer. (If you have a lot of files, this may take a few minutes.)
2. Navigate within the Finder to locate the desired files and folders. Select and copy those files and folders.
3. Double-click the **UserSpace** icon on the Desktop of your new computer. Navigate to the desired location within your UserSpace and paste the files and folders to be copied.



Once you are satisfied that you have recovered everything necessary from **<username>.dmg**, you can delete the file by dragging it into Trash to free-up space on your computer.

The Dock

The Dock is a convenient place to keep shortcuts to all your common applications, files, and folders. Located at the bottom of the Desktop, the Denison default Dock configuration includes the most commonly used applications.



Finder	Main interface to your Mac and all of your files
Dashboard	A series of “widgets” for common tasks (calculator, etc.)
Mail	The default email application
Address Book	Organizes contacts; works with Mail
Oracle Calendar	Denison’s shared calendar system (requires an account)
Safari	The standard Mac OS X web browser
Firefox	A popular alternative web browser
iTunes	Organizes and plays music, movies, and podcasts
iPhoto	Apple’s photo editing and organization software
Word	Microsoft’s standard word processing software
Excel	Microsoft’s standard spreadsheet software
PowerPoint	Microsoft’s standard presentation software
System Preferences	Allows you to change your computer’s settings
Applications	Access to applications not visible in the dock
Documents	Access to files stored in your UserSpace on the hard drive
Downloads	Access to files downloaded by Safari and Firefox to your hard drive
Trash	Where data goes when it is deleted (Please remember to regularly empty the trash.)

Adding Items To The Dock

If you want to add an application, file, or folder to the Dock, just drag its icon from any Finder window or the Applications Folder and drop it on the Dock; the icons in the Dock will move over to make room for their new neighbor.

NOTE: To add files or folders to the Dock, they must be dropped on the right side of the Dock, in between Applications and Trash.

Removing Items From The Dock

To remove an item from the Dock, drag its icon off the dock. The Finder and Trash icons cannot be removed. Removing an icon from the Dock does not remove the application, folder, or file that it represents from the hard drive; you will still be able to access that application, file, or folder by navigating within Finder.

Network Resources and Storage

Printing

- ◆ The printers for your department should already be installed on your computer. If you find a printer missing, you can install it by visiting <http://printers.denison.edu>. If you have trouble installing printers using Safari, please try Firefox.
- ◆ We strongly encourage you to use duplex printing whenever possible. If you would like to set your printer to default to duplex printing, please review the short video that provides step-by-step instructions at:
<http://www.denison.edu/offices/computing/support/howdoi/duplex.mov>.
- ◆ Lab printers may be installed from <http://triton.cc.denison.edu/ipp>. You will need to visit <http://www.denison.edu/printing> to release print jobs sent to lab printers.
- ◆ If you have a personal printer that plugs into your computer, it should automatically install the necessary driver the first time you plug it in.

Personal Workspace

Every faculty and staff member is given personal storage space on Denison's server to save files and documents. Double-clicking the **Personal** icon will open a folder with your Novell username, where you can drag files for safe backup that are accessible from any networked computer. This volume is not accessible by anyone but you.



Shared Workspaces

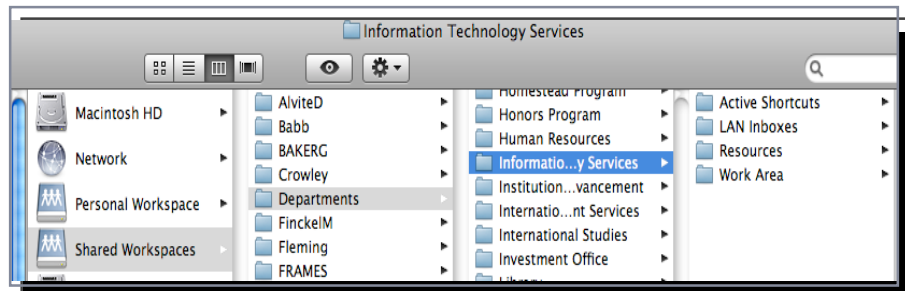
Every faculty and staff member has access to the Shared Workspaces volume as well.

Double-clicking the **Shared** icon will open

a Departments folder that contains the shared areas of every department on campus. Within your department's folder, you will find the following:

- ◆ **Work Area**—A secure place in which only members of your department can view, add, modify, and delete the information stored there.
- ◆ **Resources**—A place for your department to save files that are readable by those outside your department
- ◆ **LAN Inboxes**—Contains folders for every employee in the department (listed by username) where people can place files that only that user can access.

NOTE: Faculty/staff wishing to share information with students, create Assignment Inboxes for student work, or create a shared space for a project or other activity can do so by following the steps listed at http://www.denison.edu/offices/computing/shared_workspaces.html.



Apple Mail

Denison's standard Macintosh email client is the Apple Mail program. If you were using another mail program on your previous Denison computer, old messages should still be visible within Apple Mail. To get started, click the **Mail icon** (see right) located on the Dock.

Each time you launch the Mail application, you will be prompted to enter your email password. Once logged in, you will see a list of your folders on the left side of the window.

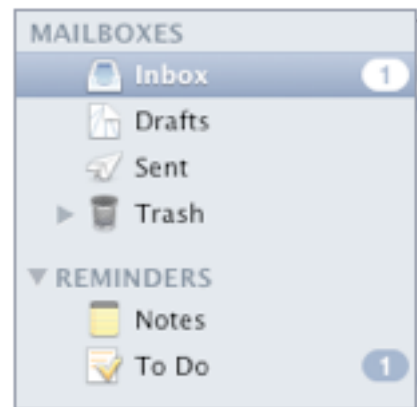


Reminders

The reminders section is a fairly new feature of Mail. Mail is able to recognize dates that are sent to you in an email, and you are able to hover and click on those dates while reading an email to create a To Do item that will be stored in your Reminders section.

Junk Mail

When you first get your Mac, Mail should be able to identify spam fairly accurately, but it will not prevent junk messages from reaching your Inbox until you configure it to do so. To modify this behavior as well as other Junk mail options within Mail, click on the **Mail** menu option at the top left of the screen. Choose **Preferences**, then **Junk Mail**. The option to **Trust junk mail headers sent by my Internet Service Provider** will allow Denison's email servers to improve your spam filtering.



Creating Mailboxes

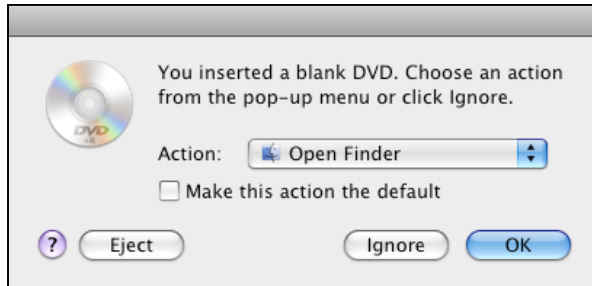
When creating mailboxes (folders) to organize your mail, we recommend that you do not select 'On My Mac' for the location. Instead, select your Denison mail account (named 'IMAP', 'Denison IMAP', 'Denison', etc.) to create a mailbox on the mail server. Folders created on the Denison server will always be available to you, even when using Webmail or other IMAP email clients.

Burning Data CDs/DVDs

Mac OS X makes it easy to burn your data to writable optical disks, such as CDs and DVDs. This is one way to transport large amounts of data or make archives for storage. (Keep in mind that CD/DVD drives will not be around forever. It is an excellent idea to store important data on your Personal or Shared Workspaces.)

To burn a disk:

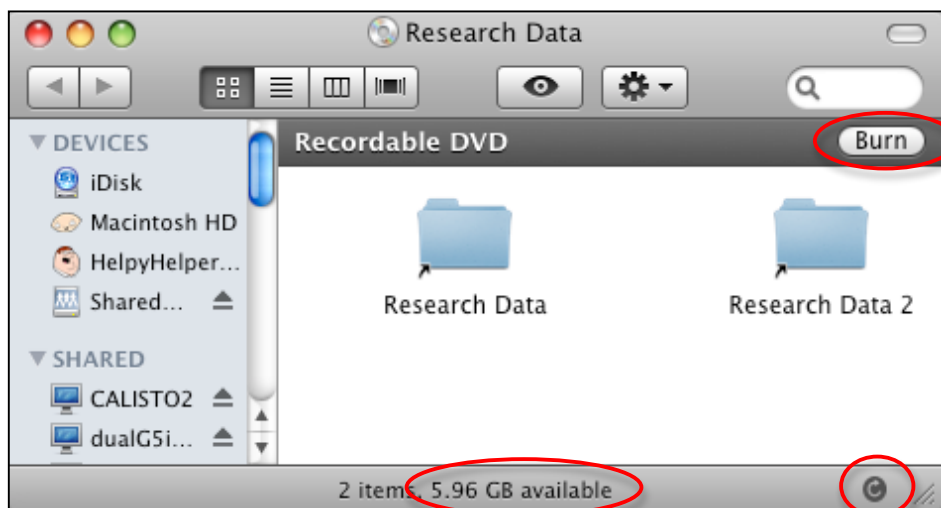
1. Insert blank media into the optical drive; once Finder recognizes the media type, it will prompt you for action. Select **Open Finder** and click **OK**.
2. A **CD** or **DVD icon** should appear on the Desktop. Click the icon once to select it, then press the **Return** key to rename the volume.
3. Once you name the CD or DVD, copy the files or folders you'd like to burn to the disk by dragging and dropping them onto the **CD/DVD icon** on the Desktop. You can continue copying files to the volume until it runs out of free space. (CD-R media can hold about 650MB, DVD-R about 4.23GB, and Dual-Layer DVD-R about 8GB.)
4. Double-click the **CD/DVD disk icon** to review the files that have been copied.



NOTE: At the bottom of the window you will see the estimated space available on the disk. If you feel this is inaccurate, click the **rounded arrow icon** located at the bottom-right side of the same window to recalculate the numbers.



5. If your data will fit on the disk, you will be prompted to verify the disk name and burn speed. If everything looks good, click the **Burn** button to create your disk.



Help Resources

Denison University Information Technology Services (ITS)

Fellows Hall, Denison University
Granville, OH 43023
<http://denison.edu/its>

ITS Help Desk

Please contact the ITS Help Desk with any questions or problems:
Fellows 100A
Phone: 740-587-6395
Email: helpdesk@denison.edu
Summer Hours: 8:30am-12pm and 1-4:30pm

When calling or emailing the Help Desk:

1. Please leave detailed messages, including the nature of the problem, your full name, and how and when we can reach you. If at all possible, give the Denison University inventory sticker number from your computer (example CS01234).
2. Be sure to mention the kind of computer you are using, including the model (e.g. Dell Latitude E6400). If the problem is printer related, then provide the type of printer (e.g. HP LaserJet 4240).
3. Write down any error messages you might be receiving. These can help us diagnose the problem.

Additional Resources

To learn more about your Macintosh and its software, check out the resources listed below.
From Apple:

- ♦ Apple Video Tutorials—<http://www.apple.com/findouthow/mac/>
- ♦ Mac 101—<http://www.apple.com/support/mac101/tour/>
- ♦ OS X Hints—<http://www.macosxhints.com>
- ♦ OS X Features—<http://www.apple.com/macosx/features/>

Denison-provided resources:

- ♦ To set up duplex printing—
<http://www.denison.edu/offices/computing/support/howdoi/duplex.mov>
- ♦ Online tutorials through Atomic Learning— <http://www.atomiclearning.com/highed/>

NOTE: To access Atomic Learning Tutorials, you must be connected to the Denison network either on-campus or through Remote Access (see page 6). You may also acquire login information from the ITS Help Desk to access these resources from off campus. Please contact the ITS Help Desk with any questions about this process.