
Table of Contents

Overview of Hardware.....	1
Terminology.....	1
Logging in to the Network.....	3
Changing your Network Password.....	3
Mounting Additional Network Volumes.....	4
The Macintosh Desktop.....	5
Desktop Items.....	6
Applications Menu.....	6
Browse the Internet.....	6
Control Strip.....	6
Disk Drives.....	7
Floppy Drive.....	7
ZIP Drive.....	7
Working with your disk drives.....	7
Documents Folder.....	7
Hard Drive.....	8
Launcher.....	8
Launcher Alias.....	8
Network Volumes.....	9
Pop-up Windows.....	10
Trash.....	10
Mouse speed.....	10
Working with Windows.....	11
Working with your Word Processor.....	12
Opening a File.....	12
Saving Files.....	12
New File.....	12
Previously Saved File.....	12
Previously Saved File to a Different File Format.....	12
Previously Saved File to a Different Location.....	12
File Management.....	13
Copying Files.....	13
Deleting files.....	15
Recovering Deleted Files.....	15
E-Mail.....	16
VersaTerm.....	16
The VersaTerm Environment.....	16
Logging In.....	16
Quitting VersaTerm.....	16
GroupWise.....	17
Changing your Printer.....	18
Using Sherlock.....	19
Shutting down your Mac.....	20
Useful Keyboard Shortcuts.....	21
Need more HELP?.....	22

Welcome to your new Macintosh

This document is designed to familiarize you with your new Macintosh G3 computer.

Overview of Hardware

Since you may not be familiar with some of your new hardware, the trainer will show you:

1. Where to plug in cables (power, network, monitor, mouse, keyboard, floppy drive).
2. How to turn on/off monitor.
3. How to turn on/off CPU.
4. How to use the mouse.

Terminology

click: place the mouse pointer over an item, press down on the `⌘` key (Command key) on the keyboard and press down on the mouse button. In a word processor, this allows you to quickly select an entire sentence.

Alias: an icon, file or object that refers to another item.

Button: a small, oval part of a window that you click. OK and Cancel are two common buttons.

Click: place the mouse pointer (usually arrow shaped) over the item and press down once on the mouse button and then release it quickly. The clicking action selects and highlights (changes the color of) the item.

Click and drag: place the mouse pointer over an item, press down on the mouse button (and don't let go) and drag the mouse.

Clipboard: temporary storage area for items that you copy or cut.

Control click: place the mouse pointer over an item, press down on the Control key on the keyboard and press down on the mouse button. This brings up the context sensitive menu (a menu that changes relative to the application or task).

Drag and drop: place the mouse pointer over an item, press down on the mouse button (and don't let go), drag the item to the destination location and let go of the mouse button.

Dialog box: a small window that prompts you for input, confirmation or provides further information.

Double click: place the mouse pointer over an item and without moving the mouse, press down two times fast on the mouse button.

Icon: small picture that represents something (i.e., document, drive, Network volume).

Menu bar: the area at the top of the screen that contains all of the menus.

Menu: list of options at the top of the screen.

Option click: place the mouse pointer over an item, press down on Option key on the keyboard and press down on the mouse button.

Shift click: press down on the Shift key on the keyboard and press down on the mouse. This allows you to select more than one item.

Keyboard Shortcuts

Many of commands and menu choices have keyboard shortcuts and many cases in this document these commands are indicated in square brackets. For example, to save a document in Microsoft Word, from the menu, you need to choose **File** then **Print [P]** . On a menu, keyboard shortcuts are indicated to the right of the menu choice.

Context Sensitive Menus

In addition to keyboard shortcuts, common menu choices can be accessed from the context sensitive menu. To access the context sensitive menu, place the mouse pointer over an item (i.e., icon, text in a word processor, etc.), press down on the Control key on the keyboard and press down on the mouse button.

Logging in to the Network

When you start your Mac, you will be prompted to log in to the Hofstra Network. When you are asked to log in, you will see a screen similar to the one shown in **Figure 1**. You should see your username in the Name box. Click in the Password box and type in your Network password.

Click the Log In button.

If there is another username in the Name box, delete that username, type in your own username, click in the Password box and type in your Network password. Click the Log In button.

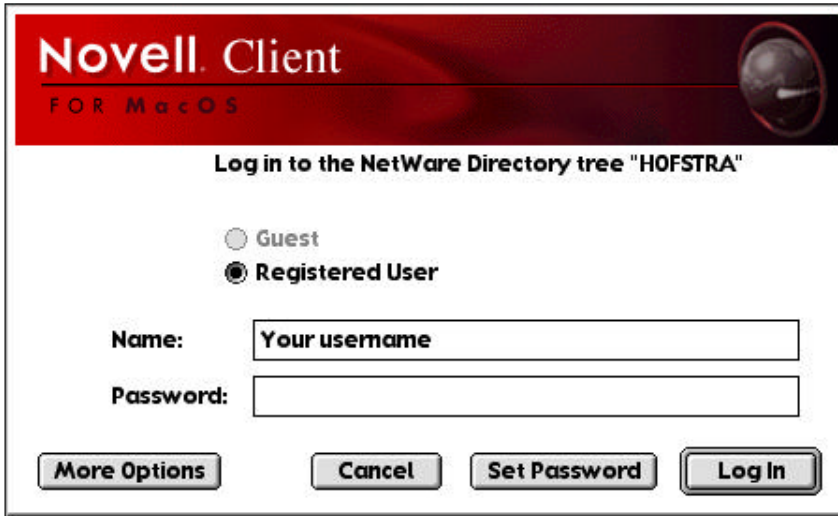


Figure 1

If you see a green tree in the upper right-hand corner of the menu bar (NetWare Login), you have successfully logged in. A tree without leaves indicates that you are not logged in.

Changing your Network Password

For security reasons, you will periodically need to change your Network password. At the Log In screen shown in **Figure 1**, click on the Set Password button. You will then see the screen shown in **Figure 2**. To change your password, follow these steps:

1. Click in the old password box.
2. Type your OLD password.
3. Click in the New password box.
4. Type a NEW password.
5. Click in the Retype new password box.
6. Retype your NEW password.
7. Click the OK button.

● **NOTE:** If you mistyped any of your passwords, you will be given the opportunity to try again.

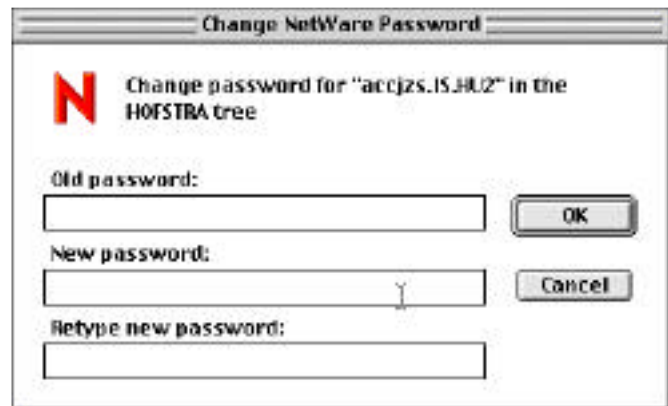


Figure 2

Mounting Additional Network Volumes

If you have rights to access a Network volume that does not appear on your desktop, you can follow these instructions to access that Network volume. You will need to know where on the Network the volume is located. The following example shows how to access a Network volume on HU1.

1. Click on the Apple Menu.
2. Click on Chooser. You will see a screen similar to the one shown in **Figure 3**.
3. Click on NetWare. You will see NetWare servers in the right-hand window.
4. Double-click on HOFSTRA NetWare server.

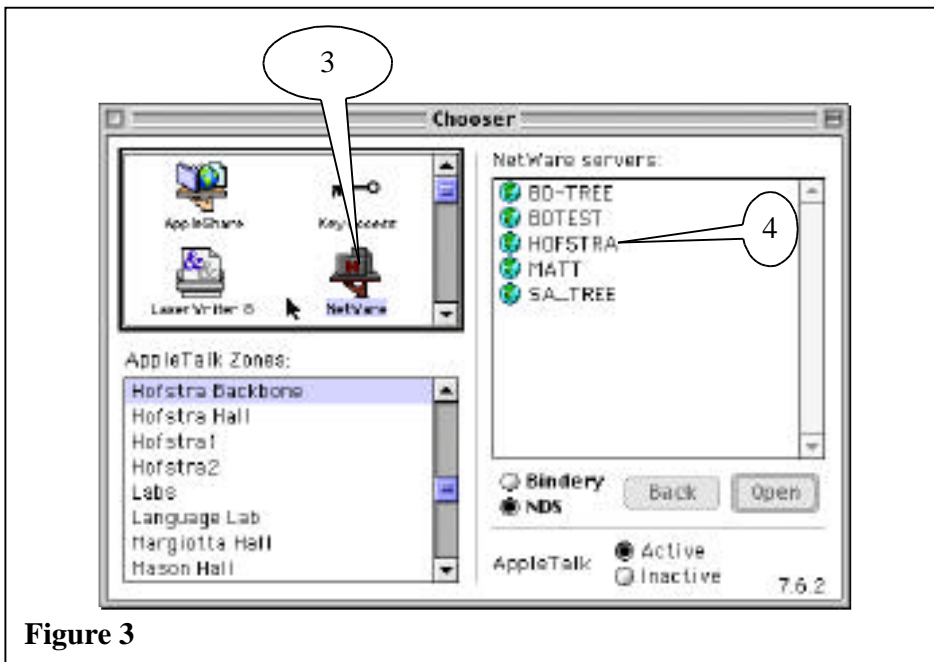


Figure 3

5. Select your context (**Figure 4**).
6. Double click on your server (**Figure 5**).

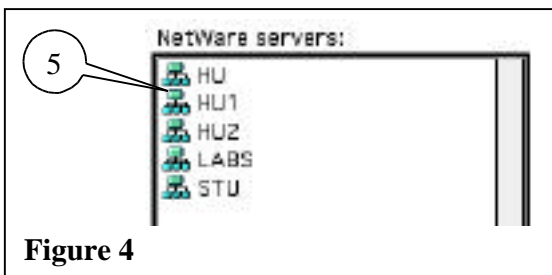


Figure 4

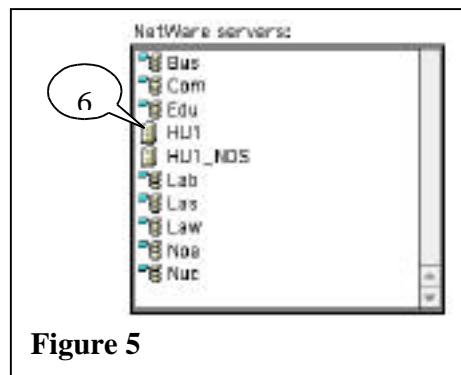


Figure 5

7. Double click on the NetWare volume you wish to access.

The Macintosh Desktop

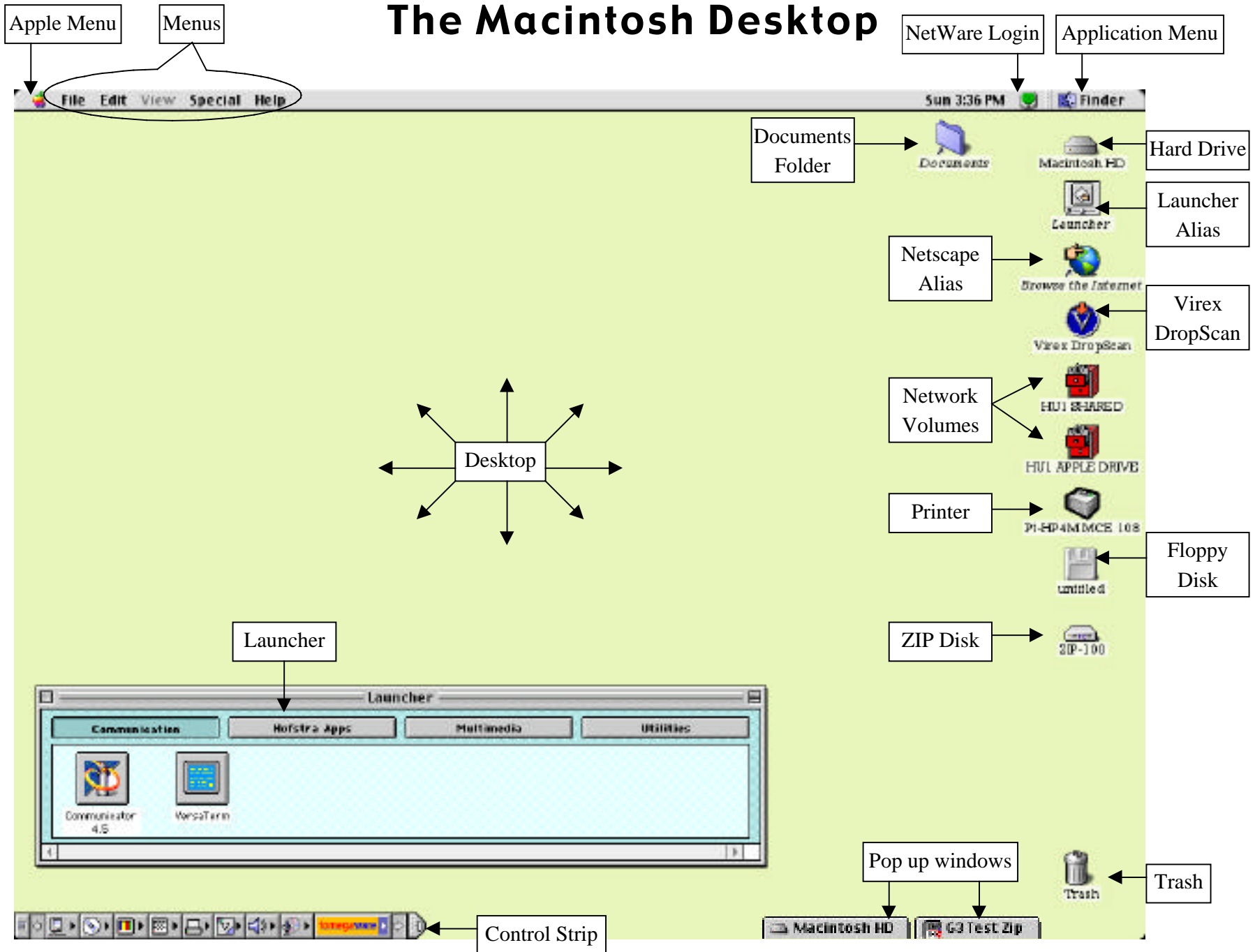
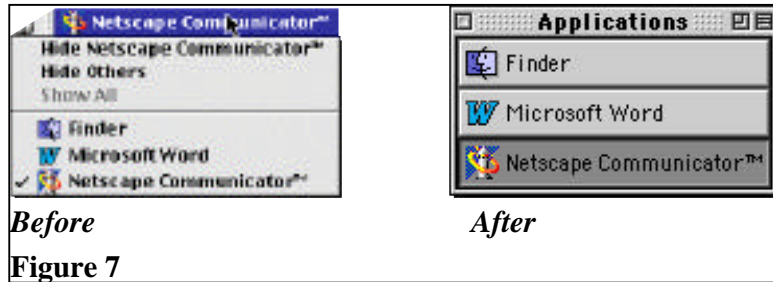


Figure 6

Desktop Items

Applications Menu

This menu allows you to see what applications you have open and to move between open applications. This is a “tear-off” menu – this means that you can click and drag the menu to the desktop. After you tear off the menu, it will look like the “After” in **Figure 7**.



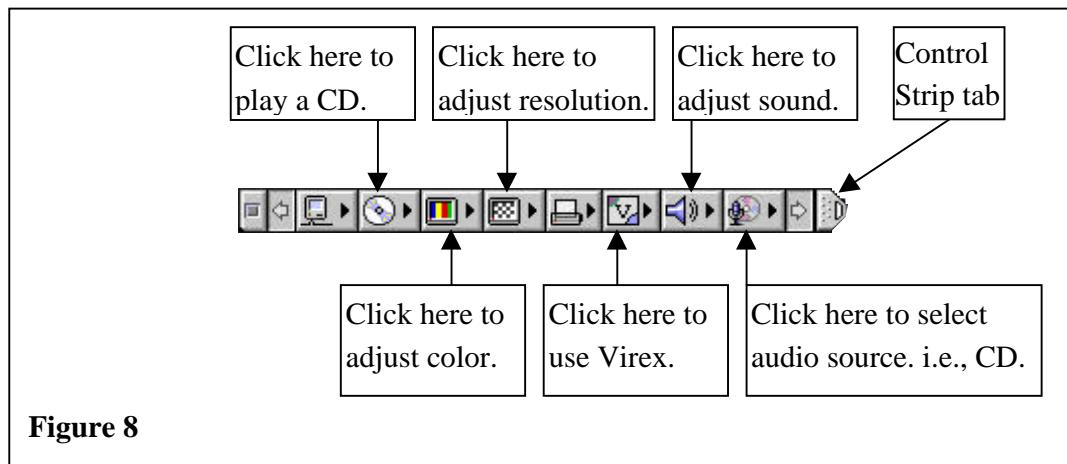
Browse the Internet



This is an alias to Netscape Communicator 4.5, which can be found in the Communication category on the Launcher.

Control Strip

The Control Strip (**Figure 8**) provides a quick and easy way to change some of your Mac settings. You can click on either end of the Control Strip to close the Control Strip. To open the Control Strip, click once on the Control Strip tab. In addition, you can click and drag the Control Strip tab to adjust the size of the Control Strip.



Disk Drives

Floppy Drive



Your Mac has an *external* floppy drive. This means that the floppy drive is not built in to your computer, but is plugged in to a special port on the back of your computer.

ZIP Drive



In addition to your floppy drive, your new Mac also has an *internal* ZIP drive. A ZIP disk is similar to a floppy disk, because you can save files to a ZIP disk and use the ZIP disk on another machine that has a ZIP drive. A ZIP disk can store 100 MB of data; this is about 70 times more than a floppy disk can store.

Working with your disk drives

1. To **eject** a floppy or ZIP disk from the Mac, you should drag and drop the icon for the disk to the Trash (or click once on the disk icon and press **[E]**). When you drag the ZIP disk icon to the Trash, the disk will be ejected from the ZIP drive. When you drag the floppy disk icon to the Trash, a dialog box will appear to let you know you can remove the disk from the floppy disk drive. To remove the disk, press the small, black button on the front of the floppy drive to remove the disk.

NOTE: To avoid damaging the floppy disk, you should first eject the disk by either dragging it to the Trash or pressing **[E]** . You should not just press the button on the floppy drive to eject the disk.

2. Each time you insert a disk, the **Virex** virus scan application will check the disk for viruses.



At anytime, you can drag and drop a disk icon over the Virex DropScan icon on the desktop to check the disk for viruses.

3. To **format** either a floppy disk or a ZIP disk, click on the disk icon on the desktop and from the menu, choose **Special** then **Erase Disk**.

Documents Folder



The Documents folder is an alias to your personal space on the Network (HU1/HU2 VOLx). For more information, see “Network Volumes” in this document.

Hard Drive



The hard drive is the physical drive on the machine. This is where the Operating System and other important files are stored.

Launcher

The Launcher (**Figure 9**) is a special desktop window that gives you easy access to applications. Items in the Launcher appear as buttons and are grouped by application category. The Launcher on your Mac contains four application categories. To access the applications in a particular category, click once on the category button and then click once on the application icon.



Figure 9

Your Mac comes with access to the following applications:

Communication

1. Netscape Communicator 4.5
2. Versaterm

Hofstra Apps

1. Corel WordPerfect
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft Word
5. American Heritage Dictionary
6. GroupWise

Multimedia

1. Apple CD Audio Player
2. Movie Player
3. Picture Viewer
4. RecordIt

Utilities

1. Copy Machine
2. Disk First Aid
3. Network Assistant Security
4. StuffIt Expander
5. Tools (for ZIP and JAZ drives)
6. Virex (Virus Scan Utility)

Launcher Alias



If you close the Launcher window, you can double click on this icon on the desktop to open the Launcher window.

Network Volumes



When a Network volume is “mounted” it means that it is visible on the desktop and accessible. Most people in Academic departments will see the following Network volumes on startup: HU1 APPLE DRIVE and HU1 SHARED. Most people in Administrative departments will see HU2 APPLE DRIVE and HU2 SHARED. Following are the four kinds of Network volumes you may see on your desktop.

1. **HU1/HU2 APPLE DRIVE:** this Network volume contains the GroupWise application.
2. **HU1/HU2 SHARED:** this Network volume gives you access to shared areas that may have been set up by your department. A shared area is space on the Network that can be accessed by two or more people who have accounts on the Network. Different permissions can be given for shared areas (i.e. read-only, write access, etc.)

If you require access to a shared area that has already been created for your department, (your chairperson can provide you with this information) please complete the “Request for Shared Network Space Access” form which can be obtained from the Computer Center Help Desk, Room 108 McEwen Hall.

3. **HU1/HU2 VOLx:** this Network volume contains your personal space on the Network. This volume will automatically mount when you attempt to access the Documents folder on the desktop. In the HU1/HU2 VOLx file cabinet, you will find a folder labeled with your username. This is where you can store files on the Hofstra Network. The Network storage space is more secure than data stored on the local hard drive or disks. One advantage to saving to your Network account is that the data gets backed up every weeknight to tape and the tapes are stored off campus for safety. By logging into your Network account (on any machine that is connected to the Hofstra Network), you can access the files in your Network account. Any file saved to your local Hard Drive can be accessed by anyone who has physical access to your machine, while using the Network spaces gives you the added security of requiring a password for access.

⚠️ A special word about data safety. All data residing on Hofstra’s Computer Center computing systems EXCEPT data residing on PC and Macintosh hard drives are backed up to tape on a daily basis. Hofstra makes a good faith effort to insure the integrity and safety of the data by backing up the data to tape, but cannot be held responsible for data stored on local hard drives. If you are the type of person who believes that one cannot have too many backup copies, you can imagine the Network file as just one more copy for safety.

4. **HU1/HU2.MAIL:** this Network volume contains your GroupWise information. The GroupWise application can be found in the Hofstra Apps section of the Launcher.

Pop-up Windows



Pop-up windows allow you to place easy access tabs on your desktop to frequently accessed windows. To place a pop-up window on your desktop, follow these steps:

1. Open the window that you want to turn in to a pop up window.
2. Click and drag the Title bar to the bottom of the desktop. You will see an outline of the window. When you see the outline change from the window shape to the tab shape, let go of the mouse.
3. To make the pop-up window the active window, click once on the pop-up window tab. If you want to close the pop-up window, click and drag the tab towards the top of the desktop. Once you see the tab outline change to the title bar outline, let go of the mouse button. You can then close the window.

Trash



This is where you drag files that you wish to delete. Items will stay in the Trash until you “empty” the trash. For more information on the Trash, see the section on “Deleting Files” in this document.

Mouse speed

You can adjust the speed of the mouse pointer and how fast you need to click for the computer to recognize a double click. Follow these steps to adjust your mouse settings.

1. Click on the Apple Menu.
2. Click on Controls Panels.
3. Click on Mouse.
4. You will see a window similar to the one shown in **Figure 10**.
5. The top portion of the window allows you to adjust the mouse tracking setting and the bottom half allows you to adjust the double click speed.
6. Close the Mouse window.

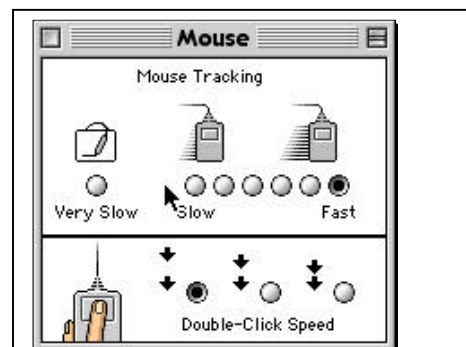


Figure 10

Working with Windows

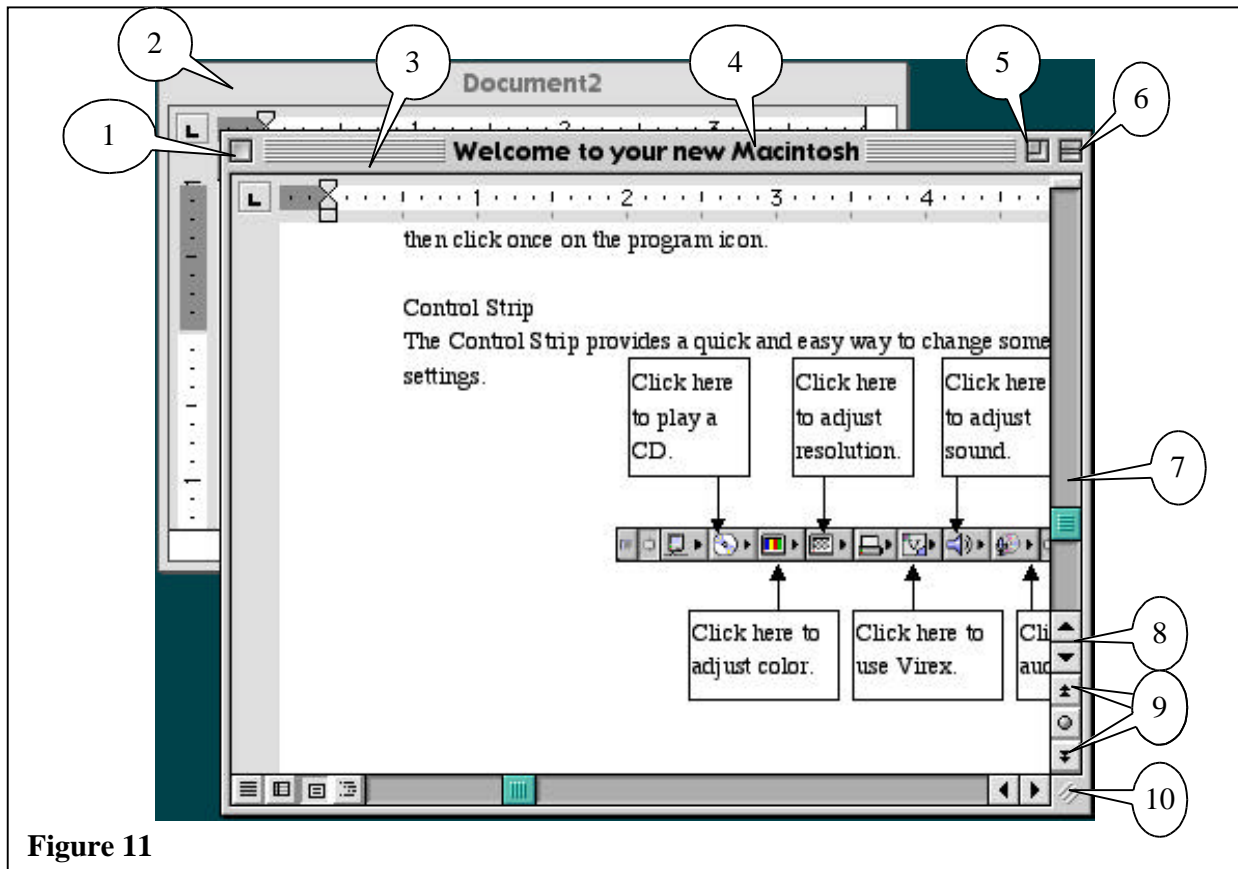


Figure 11

1. **Close Box:** Click here to close the window.
2. **Inactive Window:** This window is open, but not currently in use. To make it the active window, click once anywhere on the inactive window.
3. **Active Window:** The window that is currently open and in use.
4. **Title Bar:** This bar indicates the name of your document. You can also click and drag on the title bar (or any other edge of an active window) to reposition the window.
5. **Zoom Box:** Click once to show all of the contents of the window (if possible), click again to restore the window to the original size.
6. **Collapse Box:** Click here to collapse the window so that you only see the title bar. Click again to restore the window to the original size. **NOTE:** This does not close the window.
7. **Scroll Bar:** Use the scroll bar on the right to move up and down in a document. Use the scroll bar on the bottom to move left to right across a document. You can click and drag the icon along the scroll bar.
8. **Scroll Arrows:** Click on either of these triangles to move up and down (or left and right) line by line on your document.
9. **Previous/Next:** Click on either of these double triangles to move up and down by page.
10. **Size Box:** Click and drag to resize the window.

Working with your Word Processor

Opening a File

To retrieve a file, from the menu, choose **File** then **Open... [O]** To open a file from a location other than the default directory, click on the Desktop button and find the location from which you want to retrieve the file. When you click on the Desktop button, you will see all of the storage locations that are available on your desktop (i.e., HU1/HU2 VOLx, HU1/HU2 SHARED, Hard Drive, Documents folder, ZIP disk, and floppy disk). To select one of these locations, double click on the storage location. Click on the file you want to open and click the Open button.

Saving Files

New File

To save a new, unnamed document, choose **File** then **Save As...** from the menu. Since you haven't given your document a name, you will automatically be taken to the Save As dialog box. To save a file to a location other than the default, click on the Desktop button and just as with opening a file, find the location to which you want to save. Type in a filename and click the Save button.

Previously Saved File

After you save a file for the first time, you just need to choose **File** then **Save [S]** to save your subsequent changes to the file. You will not be prompted again for the file name since the application already knows where to save the file and what to call the file. The document will save to the same location to which it was originally saved and will keep the existing file name. You can also save by clicking on the Save icon on the toolbar.

Previously Saved File to a Different File Format

You can save your document in a file format other than the word processing application in which it was created. To change the file format of your document, click on the list to the right of Save File As Type and select the appropriate file type. Type in a filename and click the Save button.

Previously Saved File to a Different Location

Follow the procedure for saving a new file.

File Management

As mentioned in this document, there are several places you might want to save your file, and each location has its own advantages and disadvantages. It is important that you understand what saving to each location means. Regardless of where you choose to save files, you should **ALWAYS** make a backup copy. To make a backup copy, save the file in a different location (drive or directory) or follow the instructions in the “Copying Files” section of this document and copy the file to another location. You may also want to make incremental backups (i.e., mydocument1, mydocument2, etc.) in case of a Network “hiccup” or other interruption (i.e., power failure) during the save process, so that you have an earlier version of the document.

Copying Files

Step 1: Selecting files or folders

You can select one file or folder, a continuous list of files or folders, or a non-continuous list of files or folders to copy or delete.

To select one file or folder

Click on the file then go to Step 2.

To select a continuous list of files or folders

Click just to the left of the icon of first file you want to select and drag the mouse pointer down to last file you want to select. The range of files (including the initial file you selected) will now be highlighted. In **Figure 12**, the range of files that have been selected is indicated. After you have selected the files, go to Step 2.

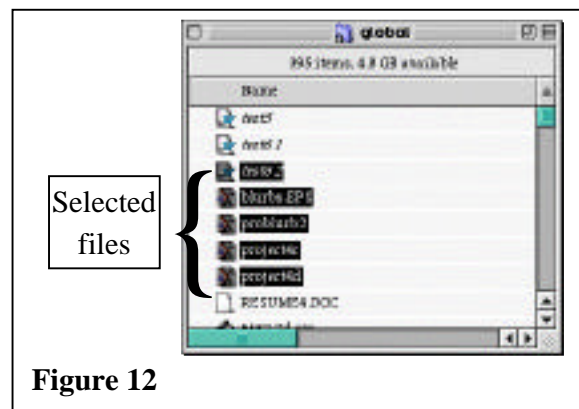


Figure 12

To select a non-continuous list of files or folders

Click on the first file you want to select, hold down the **[Shift]** key and click on the next file. Continue holding down the **[Shift]** key and clicking on files until you have selected all of the files you want to move/copy. In **Figure 13**, four files have been selected. After you have selected the files, go to Step 2.

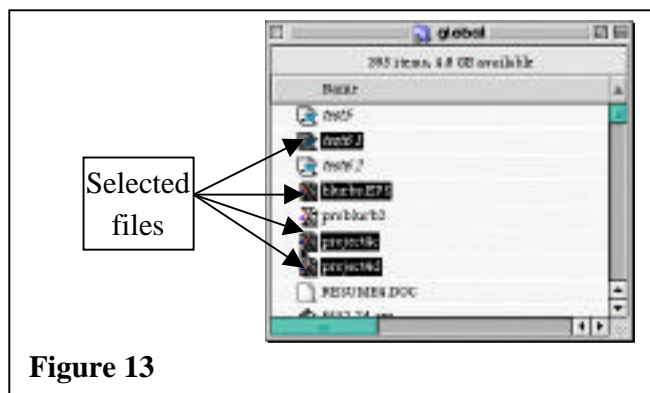


Figure 13

Step 2: Copying to the Destination Location

Now that you have highlighted the file(s) you wish to copy, drag the file(s) to the destination location.

🔍 **NOTE:** If you wish to copy files to a different location on the same drive (i.e., Hard Drive:MyStuff to Hard Drive:Courses) press the **Option** key when dragging the files in Step 1 of A and B below. Just dragging the file between locations on the same drive **MOVES** the file; it does not copy the file.

You have three options for selecting a destination location. The destination location can be:

A. The root of a disk or drive

Follow these instructions if you want to copy the files or folders to the root of a disk or drive:

1. Drag the files over the destination location icon.
2. Once the destination location icon is highlighted, let go of the mouse button.
3. You will see a window that indicates that the files are being copied.

B. An existing folder

Follow these instructions if you want to copy the files or folders to a folder that already exists:

1. Drag the files over the drive that contains the destination folder. Continue holding down the mouse over the drive and in a few seconds, the drive will open up and allow you to see the contents of the drive.
2. Place the mouse over the destination folder.
3. Let go of the mouse button.
4. You will see a window that indicates that the files are being copied.

🔍 **NOTE:** If you have nested folders (folders in folders) repeat Step 1 and 2 until you have located the destination folder.

C. A new folder

Follow these instructions if you want to create a new folder:

1. Open the drive (or folder) to which you wish to add a new folder.
2. Make sure the window for that drive (or folder) is the active window.
3. From the menu, choose **File** then **New Folder [N]**. An icon similar to the one shown in **Figure 14** will appear.
4. While the text is highlighted, you can begin typing a name for the folder.
5. Follow the steps in Section B to copy the files to the new folder.

🔍 **NOTE:** If you are copying an entire folder you do not need to create a new folder. Copying an entire folder will create a new folder with the same name as the original folder.



Figure 14

Deleting files

Using one of the selection methods mentioned earlier, select the file(s) you wish to delete and instead of dragging the file(s) to the destination location, drag the file(s) over the Trash icon.

Recovering Deleted Files

If you accidentally delete a file, you can retrieve it from the Trash. To recover a file from the Trash:

1. Double click on the Trash icon.
2. Locate the file(s) you want to recover.
3. Use one of the selection methods mentioned earlier, select the file(s) you want to recover.
4. Drag the files to a location outside of the Trash. Most likely you will want to place the file(s) in the original location.

To PERMANETLY delete files that you are SURE you do not need, from the menu, choose **Special** then **Empty Trash**. Click the OK button to confirm the deletion of the files in the Trash.

E-Mail

You may have one or more E-mail accounts on the Hofstra system. Your VMS account is accessed using VersaTerm and your GroupWise account is accessed through GroupWise.

VersaTerm

VersaTerm is the application that allows you to access your Hofstra VMS account (also known as VAX or Alpha account). To start VersaTerm, click on the VersaTerm icon located in the Communication category of the Launcher.

The VersaTerm Environment

The large window is the Main Window where you will log in to and use the VMS system. The smaller window on the bottom of the screen is the Sessions Window and contains several icons for each of the various systems you can access. If you do not see the Sessions Window, you may want to collapse the Main Window and make sure that the Session Window is not behind the Main Window. If you still don't see the Sessions Window, you will need to open the Sessions Window. To open the Sessions Window, from the menu choose **Sessions** then **Show Sessions...** (the last choice on the menu). Click OK on the dialog box that appears.

While in VersaTerm, you can change the color and/or size of the Main Window. On the Command menu, you will see three choices; **Terminal – Large Window**, **Terminal – White on Blue** and **Terminal – White on Black**.

Logging In

Most likely you will want to log in to the Alpha, since the Alpha is a faster machine than either VAX B or VAX D. Connecting to the Alpha will provide you with the same functionality as connecting to either VAX B or VAX D. To log in to your account, click on the icon for the session you wish to begin. You will then see the Username prompt, and you can log in to your account.

Quitting VersaTerm

After you have logged out of your VMS account, you should quit VersaTerm. From the menu, choose **File** then **Quit [Q]**.

GroupWise

To start GroupWise, click on the GroupWise icon located in the Hofstra Apps category of the Launcher. After you click on the GroupWise icon, you will see the Log In screen.

● **NOTE for GroupWise users on HU1:** When you launch GroupWise, you will need to re-enter your **NETWORK** password.

Follow the four steps below to log in to your GroupWise account:

1. The User ID box should contain your GroupWise username, if it doesn't, type in your GroupWise username.
2. Click in the Password box and type your GroupWise password (remember, GroupWise passwords ARE case sensitive).
3. Click the Log In button.
4. At this point, you should see the GroupWise Main Window. If you don't, from the menu, choose **Window**, then **Main Window**.

Changing your Printer

Your Mac should be set up to access the printer nearest to your office. If you need to access to another printer on the Network, follow these instructions.

1. Click on Apple Menu.
2. Click on Chooser.
3. Click on the NetWare Queues icon in the upper left-hand corner window.
4. Double click on HOFSTRA in the right-hand window.
5. Double click on your server.
6. Double click on the printer you wish to add.
7. Click OK. Select the Printer Description (this is the manufacturer and model of the printer).
8. Click the Select button. At this point, the printer will be setup. This should take a few minutes. When the printer is setup, you will see an icon on your desktop for the printer.
9. Using the New Printer:
 1. **As your default printer:** You can make this printer your default printer by clicking once on the printer icon and pressing **L** . If you are not sure which printer is your default, you can determine this by looking at the Printer icon on your desktop. The default printer has a thick, black line around the printer picture. In **Figure 15**, Mdc-Prt is the default printer.

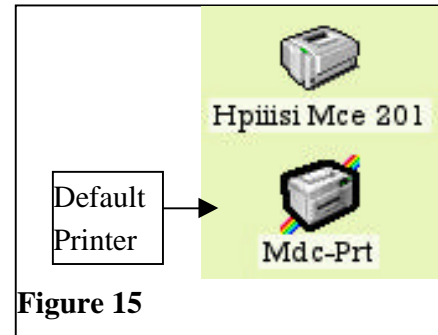


Figure 15

2. **For occasional printing:** If you do not want to make this printer your default printer, you can select the printer from within an application. While in the Print dialog box of an application, you will see a window similar to the Print dialog box used in Microsoft Word, shown in **Figure 16**. Click on the indicated location to see your available printers. Click on the desired printer.

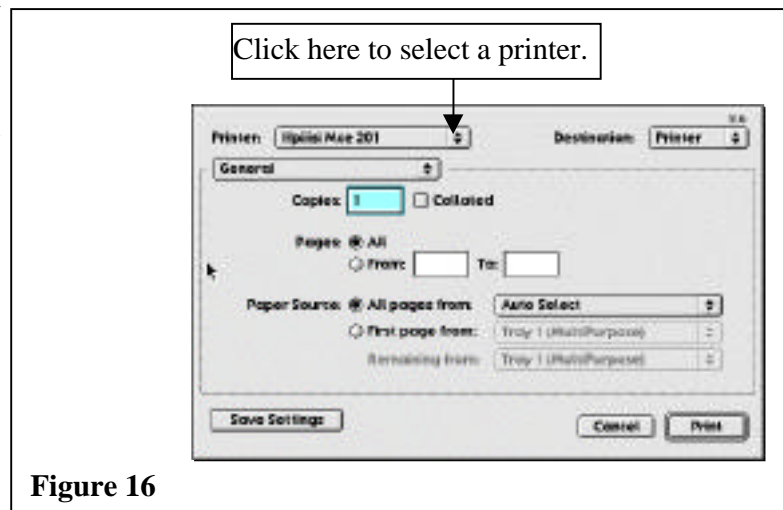


Figure 16

Using Sherlock

Sherlock is the Mac's Find File utility. To access Sherlock, click on the Apple Menu and choose Sherlock **[F]**. You will then see the screen shown in **Figure 17**.

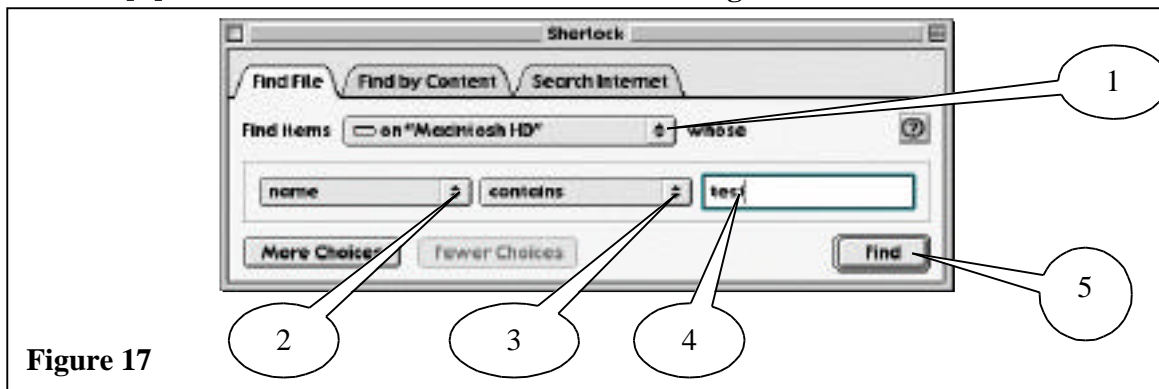


Figure 17

1. Select the disk/drive that you want to search.
2. Select your search criteria. You can search by name, size, date created or other attributes.
3. Click here to define the parameters of your search criteria. Your available parameters will vary based on your selection in Step 2.
4. Type in all or part of the search criteria.
5. Click the Find button.
6. After Sherlock finishes searching you will see a new window (**Figure 18**). If you want to see where a file is located, click ONCE on the filename and in the lower part of the window, you will see file location. If you double click on the icon, your Mac will open the file if it can find the source application.

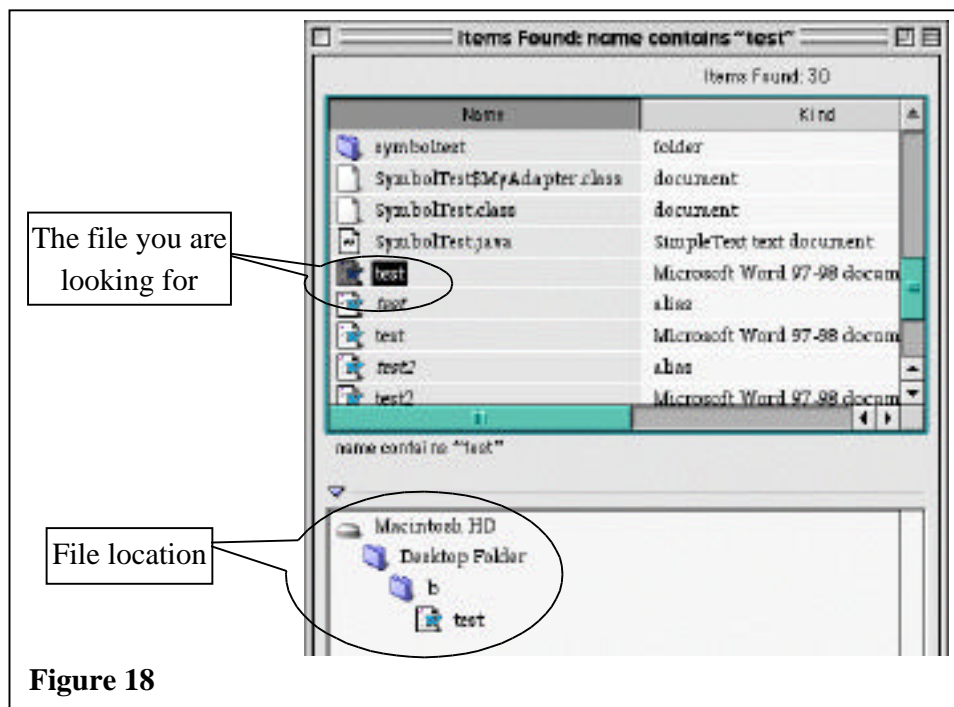


Figure 18

Shutting down your Mac

Follow these instructions to properly log out of your Network account and shut down (turn off) your Mac.

1. Click on the NetWare Login icon (green tree in upper right-hand corner). See **Figure 19**.
2. Click on **Log Out Completely**. A dialog box will appear to verify that you want to log out. Click the Log Out button.
3. You should now see a bare tree – this indicates that you have logged out of your Network account.
4. Click on the **Special Menu**.
5. Choose **Shut Down**. If you do not log out before shutting down, you will receive the following error message for each Network volume that you have mounted, "...cannot be used because the file server's connection has unexpectedly closed down."

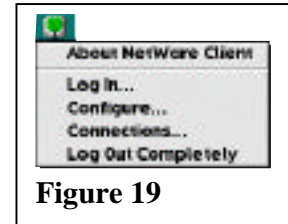


Figure 19

💣 **NOTE for "old" Mac users:** Dragging all of the mounted volumes on the Desktop to the Trash does NOT log you out of the Network. You must follow the procedure above to log out of your Network account.

Useful Keyboard Shortcuts

Command	Key Combination	Description
Bold	⌘ [B]	Bolds selected text.
Close	⌘ [W]	Closes active window.
Close All Windows	⌘ [option] [W]	Closes all windows.
Copy	⌘ [C]	Copy selected items to the clipboard.
Cut	⌘ [X]	Cut selected items to the clipboard.
Eject disk	⌘ [E]	Eject disk.
Find	⌘ [F]	Opens Find dialog box in most applications or in Mac OS.
Force Quit	⌘ [option] [esc]	Use if you have unsaved work in other applications when the current application freezes.
Help	⌘ [?]	Starts Mac OS Help.
Italics	⌘ [I]	Italicizes selected text.
New	⌘ [N]	Create a new folder or document.
Paste	⌘ [V]	Paste selected items from the clipboard.
Print	⌘ [P]	Opens Print dialog box in most applications.
Quit	⌘ [Q]	Quit application.
Save	⌘ [S]	Saves file in most applications.
Select All	⌘ [A]	Select all items in the active window.
Underline	⌘ [U]	Underlines selected text.
Undo	⌘ [Z]	Undo the previous action in most applications.

Need more HELP?

There is a great Help resource built right in to your new Mac. The Help menu has three excellent utilities to assist you in learning about your new computer and its Operating System. To access these utilities, click on the **Help** menu and choose one of the following three options:

1. **Help Center:** This is a great place to learn more about your new Mac. At this screen, simply type in the topic you'd like help on and click the Search button.
2. **Show Balloons:** This menu choice will turn balloons on. While balloons are on, you can place your mouse over an item on the screen to see a brief description of that item. To turn balloons off, click on the **Help** menu and choose **Hide Balloons**.
3. **Mac OS Help:** In addition to allowing you to search for help on a particular topic, this menu choice gives you a list of general help topics.

You can also see some great demos on the Apple website at:

<http://www.apple.com/macos/8/demos/wsf.html>

**INTRODUCTION
TO THE
MACINTOSH**

**ACADEMIC COMPUTING
HOFSTRA UNIVERSITY**

1999