

FILES ORGANISATION, BACKUPS and INSTALLATION

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--- "HOME" IS THE BEST PLACE FOR YOUR STUFF ---

find your home go the Go menu > Home, also its in the side bar. or

double click the hard Drive icon, double click the users folder and it will be there.

If you put the Home folder in the Dock then all you documents are available from there. How do you do this? From the Users folder drag your "Home" folder into the lower part of your dock, the other icons will shift to make way for it, drop it in the position that makes most sense for you. This does not move the "Home" folder from Users, but makes an alias (shortcut) for you in the Dock.

The home folder is where you keep your personal information on your computer

why is this important? Because Mac OS X is a multiuser system.

That is why you'll find your Home folder in the Users Folder in the Macintosh HD named not Home but the short name you provided when you set up your Mac, thus in the users folder my home folder is named 'patrickbish'. Other users can be set accounts on the computer and your stuff will remain separate.

--- ABOUT SUB-FOLDERS ---

Make a new folder = command shift N
or

Why is it useful?

Projects can be differentiated

Older versions can be swept out of the way

--- ABOUT SEARCHING ---

Ask yourself where do I want to search and what do I want to search.

In the Finder, press `⌘ + F` to bring up the Find dialogue box or
go to File menu > Find

Starting from the top, you can choose where you want to search, how general. All the machine or just one folder.

If you want to search just a specific place (can speed up a search) select Specific places from the Search In menu, press the add button that appears and navigate to your specific place.

What? Do you want to check the harrassment letters that you've been sending to the Waikato Times editor prior May that you wrote using Microsoft Word?

The Name Contains criteria are generally the most useful.

But you can add other criteria by using the Add Criteria menu (10.2 and less) or using the + button and selecting the type of criteria (10.3, Panther).

For the example above:

Name, contains, Waikato

Date Created, is before, 5/1/2004 (looks like it uses American date form even if you have it set otherwise elsewhere)

Extension is, .doc (because that is a word document extension)

so all your abusive mail before May 2004 will pop up into a search results pane.

Click the minus button to remove criteria.

--- ABOUT THE TRASH ---

keystroke to delete item:

highlight item to be trashed press `⌘ + Delete`

To rescue something you've trashed drag it out.

If you sent something to the trash by mistake press ,_ + Z (if you are in the Finder) and if it was the last thing you did (i.e. it forget easily)

If you have an important file that you don't want accidentally trashed you can lock it. Click on the important file so it becomes highlighted, do either:
go to File menu > Get Info or
ctrl click on the important file and choose Get Info from the contextual menu
then click in the little square next to Locked so it becomes checked - it is now locked, it can't be moved from its position or trashed.

The Trash - if you send something to the it stays there safe until you empty it. When you empty it just the file cataloging is erased (so the operating system now doesn't see it). Providing you don't copy and save too much you may be able to recover a wrongly trashed file with Norton Unerase, or other file recovery program.

Files in the trash are unavailable for use, you need to drag them out of the trash before you can open them.

Empty trash, go to Finder menu > Empty Trash or
press ctrl while press and holding on the trash, the contextual menu will give you the option for emptying the trash.

--- BACKING UP DOCUMENTS ---

The threat of hard disc, computer failure or human error is always present, so a means to protect you files is always important.

Required: CD Burner and hard drive space equal to the size of the disc you are to burn, eg a full CD will need 700MB.

1. Burn to Disc:

- insert blank CD or DVD
- when the dialogue asks what to do select Open Finder (and give the CD a name "Back up August 2004" or "Work 001" do well because they in the future you can find them again
- your blank CD appears on the desktop you can now drag files to it, and arrange files in it by making folders and dragging files into them.
- when complete choose File menu > Burn Disc
- Drag your new CD to the trash, the icon changes to that bright yellow radiation icon to let you Know your disc is being burned.
- let it burn, and allow it to verify (in the past HD drives have been choked because at the end of verify the Mac OS will delete the files it made to create your CD).

2. Make a multisession CD - this may not work on 10.2 or earlier (back up to it more than once)

- open Disk Utility (in the Applications Folder, in Utilities folder)
- insert recordable CD

- drag files into the disc when it appears on the desktop, as usual
- select the disc in the Disk Utility window
- choose Images menu > Burn
- click triangle in the top right corner to see more options
- select "Leave Disc Burnable"
- click Burn

Notes: The CD's the Mac burns are useable on Windows systems. Windows does not allow / \ : * ? < > | symbols in the filenames.

3. If you have an external hard drive you can copy files to that. (this option is very convenient but is not as thorough as the above methods).

--- BACK UP FROM iPHOTO ---

For use in iPhoto only:

- select photo library, albums, or photos you want to burn
- click Organise the button
- in the CD-R, CD-RW or DVD-R
- a disc icon appear on the information panel, the green area shows the amount of space the photos will take.
- click Burn
- click Burn in the Burn Disc window

you can cancel but the disc may not be useable after cancelling

To be viewed by Windows or photo processing company

- select photo library, albums, or photos you want to burn
- choose File menu > Export
- click File Export tab/button in the window that appears
- select desired options, make sure you select "Use extension"
- click Export
- choose a location for the photos (Desktop is good, press ,_ + D and it becomes the location.
- quit iPhoto after export is complete
- insert the blank CD
- drag the exported folder onto the Cd's icon
- choose File menu > Burn Disc, and click burn

---BACK UP iMOVIE FILES ---

If you want to back up your movies to CD:

Select File menu > Share, select QuickTime.

- if you want to re - edit the movie in iMovie select "Full Quality DV" from the "compress movie for:" drop down menu.

- if you never want to re - edit choose CD-ROM, this will drop the frame rate to 15 fps (compared to 25 in DV) so will be smaller but not suitable for future use, so is not a complete backup solution

--- INSTALL APPLICATIONS FROM CD's ---

If you down load software you may receive a disk image, the process of installing software from a disk image is the same as from a CD-ROM except you double click it to mount a disc on your desktop, with no CD in the drive.

It is a simple process.

- Make sure the CD window is open

- there will be a Read Me file and an install icon

- open the read me, this will give system requirements, what new features the version has, and any known issues this software may have. This is important because you may not actually be able to run this software or may not be compatible with your set up. To check up what your system is:

- go to the Apple menu > choose About this Mac

- the window that appears tells you what processor and how much RAM you have

- press more info if, for example, you need to know what graphics card you have (under the PCI/AGP Cards option on the left). The entire Mac setup is described here.

-If you are satisfied that all is well, double click the install software

- check to see where this will be installed, the best place generally is in the hard drive and in the Applications Folder there. Click install. The install application may ask you for the serial number which will be on the box, CD case or on a card in the box. This must be entered exactly or it will not work. The install software may then ask you to register this software via internet or post, its you call. Then it should be done.

-The application should now be living in the Applications Folder.