Apple Basics
Or, How Do I Use This Stuff?

Powering On:

If you come in and the computer screen is blank, the computer is either powered off or asleep. If you hit a key on the keyboard, this will wake the computer if it is asleep. If this does not work, the computer is most likely powered off and must be turned back on. To do this:

1. Locate the power button on the lower left side of the back of the monitor. Please see figure 1 for a picture of the button.

2. Press (don’t hold) the button ONCE.

3. Ask library staff for assistance with the password.

If the screensaver is active, you will require library staff to help you with the password.

Powering Off:

It is really not necessary to power off the computer when you are done. However, if you need to do so for any reason, follow the steps below.

1. Locate the Apple icon in the upper left hand corner of the screen. (see figure 2)
2. Click it and choose Shutdown.
3. In the dialog box that pops up, choose Shutdown.

Closing Open Programs:

Simply clicking the close icon on an active window is not enough to close out a program on an Apple computer with some programs. To close out a program, click on the icon for the program in the dock at the bottom of the screen, then click the program name in the menu bar at the top of the screen, and select "Quit".
Apple Basics Continued

Using the mouse:

An apple mouse is a bit different than a PC mouse. For one, there is only one button to click with. If you need to see a context-sensitive menu like you would when you right click on a Windows machine, most software will do so if you hold the CONTROL key while clicking.

Scrolling with the mouse (like you would using a scroll wheel on a PC mouse) is simply accomplished by dragging your finger up or down on the surface of the mouse. You can also scroll left or right by sweeping your finger in the appropriate direction. The mouse itself is touch sensitive, so you can also accomplish a few other tasks in some software using touch on the mouse (zooming, etc.)

To change Mouse Settings (including cursor speed), click the apple symbol in the menu bar at the top of the screen, and choose system preferences. Double click on the “mouse” icon to launch the mouse settings. Make any necessary adjustments, and then simply close the dialog when you are finished.

Using the Tablet:

The tablet is incredibly useful for artists and others used to drawing by hand. Essentially, the stylus pen will act in ways you'd expect a real pen to. Drawing with the tip will either create a line (depending on your software) or can be used outside of software to move things around on the desktop.

It is important to realize how the tablet represents the screen. There are corners on the tablet surface itself that are illuminated. Inside these corners is the active area. The active area of the tablet represents your screen space, that is, drawing a line in the upper right corner of the active area should also draw a line in the upper right corner of your screen.

Turning the stylus pen over and “erasing” works just like you'd expect an eraser to work in real life.

The buttons on the side of the stylus pen act as a “control click” (the side closest to the tip) and a “double click” (the side away from the tip).

On the side of the tablet are several indented buttons. The second one from the top, when pushed, will show you what the other buttons do.

Additionally, the tablet can be used by itself without the stylus. When used this way, the tablet becomes a touch surface, and can be used to control the computer as if it were a touch screen. Common gestures from smartphones, such as pinching to zoom and scrolling with two fingers on the surface should work here.
Launching Software

There are several different ways to launch software on an Apple computer. The simplest way would be simply clicking on an icon in the dock at the bottom of the screen to launch the selected software. All of the most commonly used software packages on the machines should be located in this dock. Figure 3 shows the application dock.

![Figure 3: The Launcher Dock](image)

Alternatively, you can use the Launchpad, located in the dock at the bottom of the screen, to select and launch additional programs that have been installed to the system.

If the program you are searching for is not located in either of these places, use the finder to manually navigate to the program. Select Finder -> Applications to see a full list of the software on the system.

Media Programs on the Computer:

- Adobe Creative Suite, including:
  - Photoshop (Photo and Image editing)
  - InDesign (Document and Book Layout)
  - Illustrator (Drawing and Creating Images)
  - Dreamweaver (Creating Web Pages)
  - Flash (Interactive Videos, Games, and Animation)
  - Fireworks (Creating Web Graphics)

- Final Cut Pro X (Video Editing)
- iPhoto (Simple Photo Editing)
- iMovie (Simple Video Editing)
- GarageBand (Audio Editing and Production)
Importing Video to Edit

There are several methods to importing video to use with Final Cut or iMovie.

Importing a VHS Tape:

To import a VHS Tape, you must use the VCR connected to the left computer. You will also need to check out a portable hard drive from the Reference Desk.

1. First, make sure the VCR is powered on, and if not, turn it on by pressing the “On/Standby” button. (see figure 4)

2. Insert the tape into the VCR

3. Check that the VCR is set to VHS by checking the indicator light on the front of the machine. (see figure 5) If it is not showing “VCR” and instead shows “DVD”, you must press the “VCR/DVD” button located just above the display. (see figure 6)

4. Launch VideoGlide Capture from the dock at the bottom of the screen.

5. At this point, if everything has been set up correctly, you should be able to press play on the VCR and see your video playing in the window that has popped up.

6. Locate the part of the tape you want to capture using the Fast Forward/Rewind buttons on the VCR. You want to stop the tape a bit before the section you need, or if you want the whole tape, make sure to rewind all the way to the start.

7. On the menu at the top of the screen, choose Record -> Record, or hold COMMAND and press R.

8. In the dialog box that pops up, click on the portable hard drive you checked out (it should be at the bottom of the list on the left side) and give your video footage a name. Then click “Save”.

9. Allow the video to play all the way through what you wanted to capture. When you have captured all the video you need, simply click once in the dialog box at the center of the screen to stop recording.

10. If this is all you needed to import, you can close VideoGlide Capture.

11. There is information about how to import the video you captured into various programs on the Media Lab Tutorials page on the library’s website. There should be a copy of this saved to the desktop if you need to reference it.
Importing Video to Edit Continued

Importing From a DVD:

Importing from a DVD is very similar to the process for importing a VHS tape. You must use the VCR connected to the left computer, and have checked out a portable hard drive to save your footage on.

1. Check that the VCR is powered on, and if it is not, press the "On/Standby" button to power it on. (see figure 4)

2. Insert the DVD. You can open the tray using the “Open/Close” button just to the left of the tray.

3. Check that the VCR is set to DVD by checking the indicator light. (see figure 5) If it is showing “VCR” instead of “DVD”, you must switch it to DVD mode by pressing the “VCR/DVD” button just above the display (see figure 5)

4. Launch VideoGlide Capture from the dock at the bottom of the screen.

5. You should be able to see your DVD menu or video playing in the window that popped up. If you can’t, try hitting the play button located just below the DVD tray.

6. Locate the section of the DVD you wish to capture. The method for doing this will vary, but you will usually want to select a chapter and then fast-forward or rewind using the VCR remote until you find the appropriate section.

7. On the menu at the top of the screen, choose Record -> Record, or hold COMMAND and press R.

8. In the dialog box that pops up, click on the portable hard drive you checked out (it should be at the bottom of the list on the left side) and give your video footage a name. Then click “Save”.

9. Allow the DVD to play all the way through the section you wish to capture. When you have captured what you need, simply click once in the dialog box at the center of the screen to stop recording.

10. The video has now been captured and saved. If you need help importing the footage into various software, tutorial videos are available for each program on the Media Lab Tutorials page on the library’s website. There should be a copy of this saved to the desktop if you need to reference it.
Using the Scanners

Both computers in the media lab have scanners attached to them. The scanners provide a convenient way to get documents and images into the computer so that you can work on them. As always, you want to make sure you have checked out a portable hard drive from the Reference Desk to save scanned documents.

The scanner attached to the left computer is higher quality, and should give better resolution images. Furthermore, it has equipment available to allow you to scan film and slides if necessary. If you need to scan film or slides, you can ask for the equipment needed to do so at the reference desk.

The process for using the scanner is different depending on which computer you are using. Make sure that you are following the guide for the scanner that is attached to your computer.

Scanning with the Left Computer (using the Canon CanoScan 9000F):

There are two methods to scanning an image using this scanner. If you are not worried about image settings or resolution, you can simply press the “Auto Scan” button on the top of the scanner. This will launch the appropriate software. The scanner will create an image of its entire bed, including any areas that your document or image do not take up. It will save this image in Pictures -> MP Navigator EX -> [today’s date]. Make sure you move this image to your hard drive before you are finished with the lab, or it will most likely be lost. If you would like more control over the scanning process (and the resulting image), follow the steps below.

1. Launch MP Navigator EX 3.1 from the dock at the bottom of the screen.

2. Mouse over the Scan/Import button at the top, and select either Photos/Documents or film, depending on what you need to scan.

3a. For Photos or Documents, you should select what type of scan you are creating from the drop-down Document Type menu. Change the resolution if necessary by clicking on the Specify button next to the resolution setting (higher resolutions are best when you need to enlarge an image, otherwise, the default should be fine.) Finally, to begin scanning, press the Scan button.

3b. For Film, the settings are usually fine. However, if you intend to enlarge the images drastically (say, from a slide to a poster) then you should increase the resolution by clicking the Specify button next to the resolution setting.

4. Once the Scan has completed, you are prompted to either place the next image on the scanner and hit Scan, or hit Exit if you only had one image to scan.

5. After you have completed scanning images, you are shown thumbnails of each of the images that you scanned. You can find tools to rotate or crop the images in the bar above them. Once you are satisfied, you can either choose to Save using the button on the left, or you can Save as PDF to quickly create a read-only image file. Make sure you click the Browse button and choose the hard drive you checked out as the location to save the file. You can also name your image here, and select the file type to save it as.
Using the Scanners Continued

Scanning with the Right Computer (using the Canon CanoScan LiDE 210):

This scanner is a bit simpler than the other. It does not have film or slide scanning capabilities, and is probably best suited for scanning documents. Also, it is important to note that if you place an photo or document in the scanner oriented right side up, you will end up with a scanned image that is upside down. (see figure 7)

Figure 7: Correct and incorrect orientation for documents using the CanoScan LiDE210

1. Push the "Auto Scan" button on the front of the machine to launch the scanning software and generate a preview of your scan.

2. Click and drag a box around the portion of the preview that you want to keep in your final scan.

3. Make any changes to the kind of scan, resolution, and rotation angle using the menus on the left. If you did not properly place your document and the preview is showing it upside down, you can enter “180” in the Rotation Angle field to correct this in your final scan.

4. Choose a name and image format for your document.

5. Make sure you change the “Scan To” menu to the location of the drive you checked out by choosing “other” in the drop down selections and then selecting your hard drive at the bottom of the list on the left.

6. Once you have all your settings changed, you can click the Scan button at the bottom right to complete your scan and save the newly created image.
Using the Microphone

The Microphone should be set up to record within whatever software you are using. There are exceptions to this, however:

- You would like to create an “overdub” recording. An “overdub” is when you record over sound or voice that has already been recorded and is playing back for you as a reference. Trying to record an overdub without changing configuration will create a new recording take that contains the new sounds as well as the ones you previously recorded, which is not good.

- There is music or other audio playing on your computer as you attempt to make your recording.

To remedy one of these situations and create clean recordings:
1. Click the Apple menu in the upper left corner of the screen.
2. Select “System Preferences…”
3. Double click on the “Sound” icon located in the “Hardware” section.
4. Click the “Output” tab at the top of the dialog that has opened.
5. Click once on “Yeti Stereo Microphone”. The output from the computer is now set to be sent through the microphone, instead of the speakers.
6. Plug headphones into the headphone jack on the bottom of the microphone body (see figure 8)
7. Control the volume level in the headphones with the volume knob on the front of the microphone.

Creating High-Quality Audio Recordings:

There are a number of things you can do to improve the quality of your audio recordings.

The most important is Gain Staging. The idea with gain staging is that you set the level the microphone records at just below the red or “clipping” section of your audio meter. This prevents distortion and increases the quality of the sound you record. If the software does not have an audio meter to assist you with this, you can see an audio meter for the microphone at Apple Menu->System Preferences->Sound->Input. To increase or decrease the level the mic will record at, use the “gain” knob on the back of the microphone body (see figure 9).

Choosing the correct pattern will also increase quality. You can select the pattern using the “pattern” knob on the back of the mic (figure 10). For a single sound source, Cardioid (the upside-down heart shape) will work best. For two people, use Figure-8 (looks like an “8”) and have one person in front of the mic, and one behind it. For groups, use Omni (looks like a circle).

Finally, make sure you are far enough away from the mic. A good rule of thumb is generally two “fist-lengths” away from the microphone for recording voice. If you are using the Cardioid pattern, you can move closer to the mic to increase the bass, or low end, of the sound. This can be a very nice effect for voiceovers or “radio voices”.

If you are unable to hear Audio from the Computer’s Speakers:

Check if you are muted by hitting the mute key on the keyboard (F10) and that your volume is up (F12 to increase it). If this doesn’t work, go to Apple Menu->System Preferences->Sound->Output and make sure that “Internal Speakers” is selected.
Burning a CD or DVD backup disk:

1. Insert a blank CD or DVD into the slot on the right side of the computer.
2. Create a new folder with your content inside. Usually the easiest way to do this is to click on the desktop to activate it, then choose the “File” menu at the top of the screen, and select “New Folder”. Type in the name of the new folder, and hit return on the keyboard.
3. Click on the “finder” application in the dock at the bottom of the screen.
4. On the left side, choose “Applications” -> “Utilities” -> “Disk Utility” and double-click to launch it.
5. In the menu bar at the top of the screen, choose “File” -> “New” -> “Disk Image from Folder”
6. In the dialog box that pops up, navigate to and select the folder with your content that you created in step 2. If you created it on the desktop, click on “Desktop” on the left side of the dialog, and you will be able to select it from the list on the right.
7. Click “Image” to create a new disk image of your content. This image will be the basis of the CD or DVD you are creating.
8. Give your new image a name, and then click “save”.
9. Your new disk image should appear in the list of images on the left of the main Disk Utility window.
10. Click on your image to select it, and then click on the “Burn” icon at the top of the Disk Utility window.
11. Click “Burn” in the dialog that pops up to begin burning your image.

Once your disk is finished burning, you can eject it by dragging it from the desktop to the trash can, or by hitting the “eject” key in the upper right corner of the keyboard.

Note: this process is best for backing up your work. Usually, the disk you have created will only work on other Macintosh computers. To create a DVD or CD playable in a DVD or CD player, see below.

Burning a CD or DVD that will play in a CD or DVD player:

1. Insert a blank CD or DVD into the slot on the right side of the computer.
2. Launch the “Burn” application by double-clicking on the icon on the desktop.
3. Click on either the “audio” or “video” tab at the top as appropriate.
4. Name your disc by changing “untitled” to the desired name
5. Select the appropriate disk type from the dropdown menu next to the name field. For an audio disk that will play in CD players, choose “Audio CD”. For a video DVD that will play in DVD players, choose “DVD-Video”
6. Add your files to the disk by clicking the + symbol located under the file list. You will have to locate and select them in the finder window that pops up, so make sure you know where you saved your files.
7. Once all your files have been added, you can adjust various other settings for the disc by clicking the gear icon next to the + symbol you used to add files. Generally, if you don’t know what an option is, you don’t need it on your disk.
8. Click “Burn” to begin burning your disk
9. Once your disk is finished burning, eject it by dragging it from the desktop to the trash can, or by hitting the “eject” button on the upper right of the keyboard.
Additional Help

There are a number of additional resources available if you need more help:

- The back half of this binder contains quick guides for some of the programs.

- The library webpage contains a number of tutorial videos on a variety of topics for each of the major programs on these machines. You can find a copy of the webpage that has the tutorials saved to the desktop under the name “Media Lab Tutorials”, or if that isn't available, you can find it at http://turing.bloomingtonlibrary.org/wordpress/?cat=7

- There are a number of software-specific books available for reference or check out in the media lab itself. Often these books will be more detailed and better explained than any video tutorial, so if you are unable to find a tutorial on your topic, check these books.

- If you still cannot find help, google and YouTube are both great resources for searching for additional help. The key is to try and be as specific as you can about the software you are using, the platform (Mac) and what exactly you are trying to do. If you are able to word the search using terms from the software (i.e. tool names, etc.) then this will usually help to find better results. To access the internet and use these search tools, simply click the “Safari” icon in the dock at the bottom of the screen to launch the internet, and then navigate to http://www.google.com or http://www.youtube.com

- If finding a solution is not time-critical, you are welcome to send an email to justinl@bloomingtonlibrary.org and include the program, type of project you were working on, and what the problem is in your own words. We may not always be able to resolve your issue, but by making us aware of it, we can locate and add materials to the video tutorial database to help with the issue in the future.

We're proud to welcome you to the Bloomington Public Library Media Lab! You now have at your disposal a number of absolutely cutting-edge software packages to help you with your creative endeavors. The tools you can reserve are the same ones used by professionals all over the world to create the films, TV shows, webpages, books, magazines, and photos that we all enjoy. The only limits to what you can create are your skills, knowledge, and drive!

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Books are just the beginning.