

# Step 1

**Memories, folders, files**

**Mac/OS X**

Aug -18  
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# Beginning

Welcome to this course.

Operating system HighSierra 10.13.6

Operating systems, Applications, webpages and instructions within IT business are often changing. It is important for you to accept this and that you are ready to find a way by yourself to approach.

Programs/Applications, webpages and instructions within IT business are changing all the time. It is important for you to accept this and are ready to find your own way sometimes to advance.

Working with computers is often as working with mathematics. The new has often the old as a ground. Therefore be careful by training enough with a part before you go on with the next. It is more normal you have to repeat several times than exercising only once.

It is important you take your time to think about what you have done and not only doing it.

Maybe you think the course repeats too many times sometimes but experience shows repeating is very important.

**Don't think you will understand at once.** It takes time before you get an overview and you are able to understand details. Try to go on even if all details don't fit with the course.

Here in this booklet folders are written in capital letters and files in small letters. It does not matter what you do it is only to make it easier to see the difference.

Click means always click left. Sometimes you must click twice to get something to happen. If you want a menu to be shown you often must click right. To pull menus to hold left mouse button down while you move the mouse.

Cursor is the small flashing line.

Many things can be done in several different ways. Choose the way that suits you best. Here in this course menus are usually used but you can often use button instead for ex. Archive/Save is <Cmd+S>.

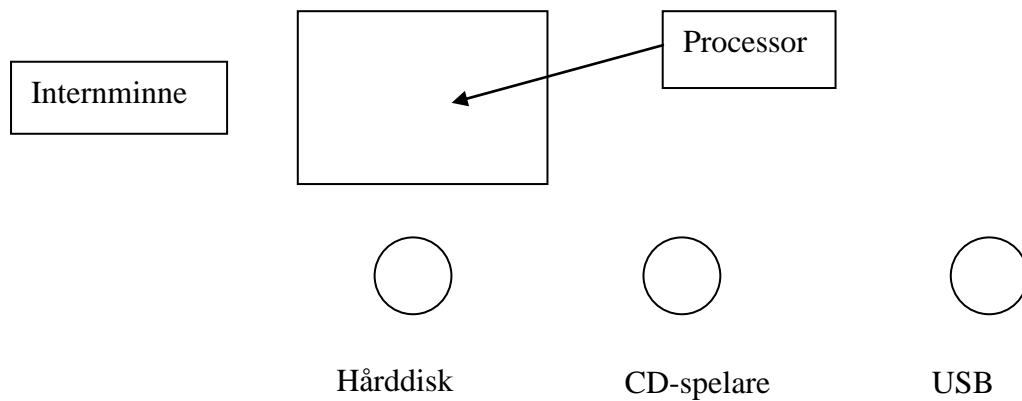
If computer should look. Try to start another program to be able to continue.

## A picture in your mind

Even if computers may look in many different ways try to have special picture in your mind.

Think about an inner part which consists of a central memory (RAM-memory) and a processor.

Outside the center part are outside memorys f.ex. your harddisk, CD-player, USB-memory and your memory in the sky.



When you start your computer your RAM is empty and when you shut down your computer it will be empty. This means everything which is used in computer must be in some outside memory.

When you start computer parts of operating system is loaded into RAM from f.ex. harddisk.

Operative system is a number of programs (instructions to the computer) which must exist to make the computer work.

After this you choose an application f.ex. Text editor. Parts of text editor are then downloaded into RAM.

When using text editor you write letters (data) which are stored in RAM.

If the current should fail or the computer should be shut off your text will be gone. Because of this reason it must be saved on some outside memory if you shall be able to use it in the future.

You will need an USB-memory which has no important content to study this course.

## Login

This course provides you have installed your computer choosen language, zone for time, registered name and so on.

Start your computer.

When you have done this you get to Startpicture.



Startpicture/Desktop/Finder has a row with menus on top of screen: apple/  
Finder, Archive, Edit o.s.v.

Here is also a row with icons representing different programs: Finder,  
Safari, Mail o.s.v. You can read the name of the program by placing cursor  
on an icon.

## Att avsluta OS X

Click Apple/Shut down.

You shall always shut down this way if possible. If computer is looked try  
the bottom On or if nesseserary break current.

## To save in USB-memory.

Put your USB-memory to an USB-connection

It is no problem to connect an USB-memory when computer is running but  
if you want to take it away when computer is running you shall mark  
memory on screen and click Archive/take away memory and when memory  
disappear from screen you can take it away.

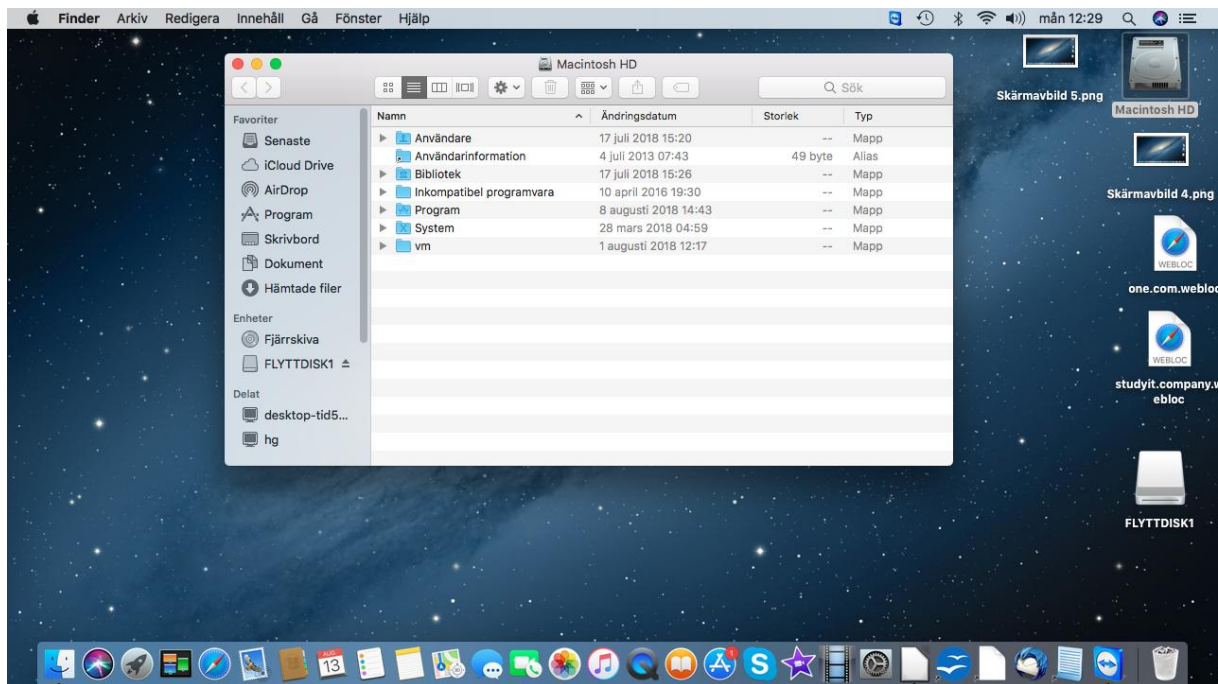
If computer is shut down you can take it away without problem.

Now you have 2 outside memories in your computer.

Click cursor in name of your USB-memory (NO NAME) and change name to MOVEDISK 1.

Press <Enter>

Click twice on harddisk.



Window shows content of harddisk.

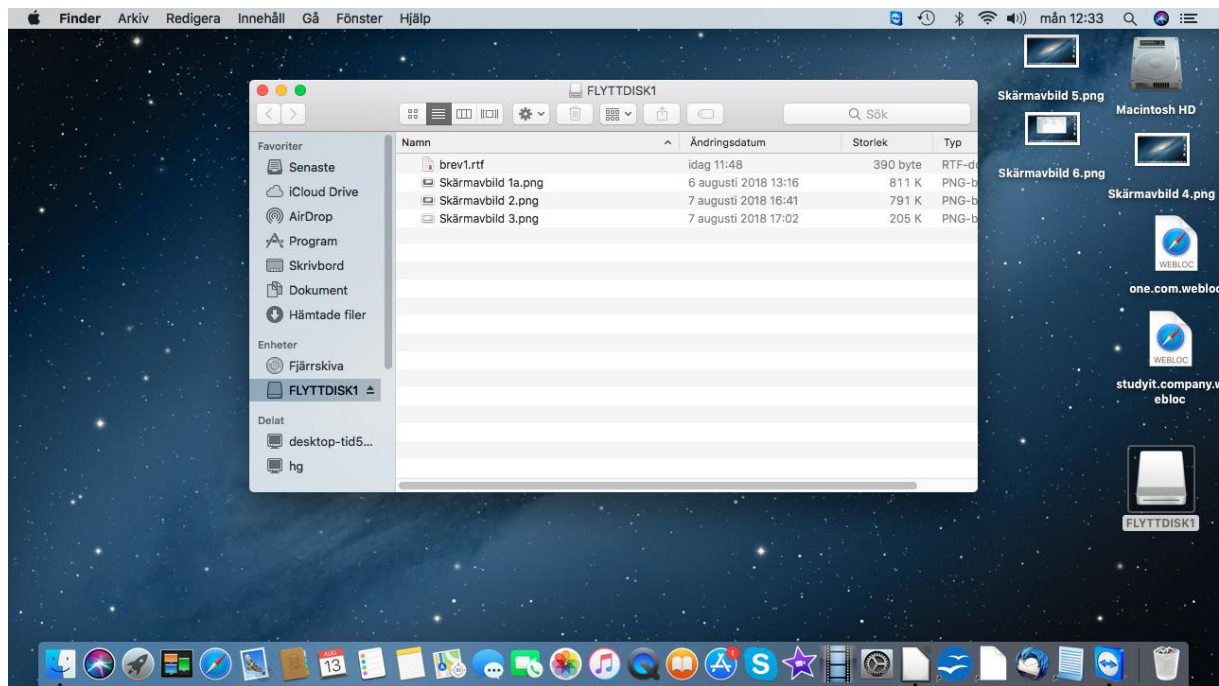
Window may have maximum or medium size. In window with maximum size you have to move to top of screen to see the three bottoms. Red bottom close window. Green bottom change between maximum and medium size. When window has medium size you can move it on screen to get access to icons.

Content of hårddisken can be shown i four different ways. Here we will use second bottom if nothing else is said.

To the left a number of folders are shown f.ex. Programs but as you see even MOVEDISK1 is shown. We will come back to content of harddisk.

Close window by clicking red bottom.

Click twice on MOEVDISK1.



Now a similar window is shown but MOVEDISK1 is marked.

To the right you will see what is in MOVEDISC1

If there are files in your memory you delete these by marking the first and marking the last while pressing <Shift>. Click right in marked area and choose Move to trash.

MOVEDISC1 now will be empty.

Close window.

## To use a program

Click twice on harddisk.

Mark folder Program to the left.

Find texteditor and click twice on it.

Make window as big as possible

Now you will write a text using this program but first we take a look to the keyboard.

## Tangentbordet

Here is a description of function of some bottoms. Function may be different in different programs.

<b>Tangent</b>	<b>Funktion</b>
<Alt>	Give different function of some bottoms. <Alt Gr> + 4 f.ex. give \$
<Backspace>	Delete sign to the left of cursor (The big bottom with left arrow)
<Capslock>	Looking keyboard in Shift mode. Give big letters but not upper sign when using bottoms with upper and down signs. A lamp is shining when Capslock is on.
<Ctrl>	Moving cursor by word together with left and right arrow. If you like to mark f.ex. spread files you may do this while pressing <Ctrl>.
<Command>	Shift+Cmd+3 gives Print Screen
<Delete>	Delete letter to the right of cursor. Delete a marked file or a marked figure
<End>	Move cursor to en of row or together with <Ctrl> to end of document.
<Home>	Move cursor to beginning of row or together with <Ctrl> to beginning of document.
<fn>	Often programs move old text to the right when you write new text. <Insert> changes to mood when you overwrite old text.
<Page Up>	One page back.
<Page down>	One page forward.
<Print Scrn>	Store content of screen in a file so you may print this. Oon mac Shift+Cmd+3
<Arrow up>	Move cursor one row up.
<Arrow down>	Move cursor one row down.
<Arrow left>	Move cursor one sign left.
<Arrow right>	Move cursor one sign right..
<Shift>	Give capial letters. If you click in beginning of text and thereafter together with <Shift> in end of text this text will be marked.

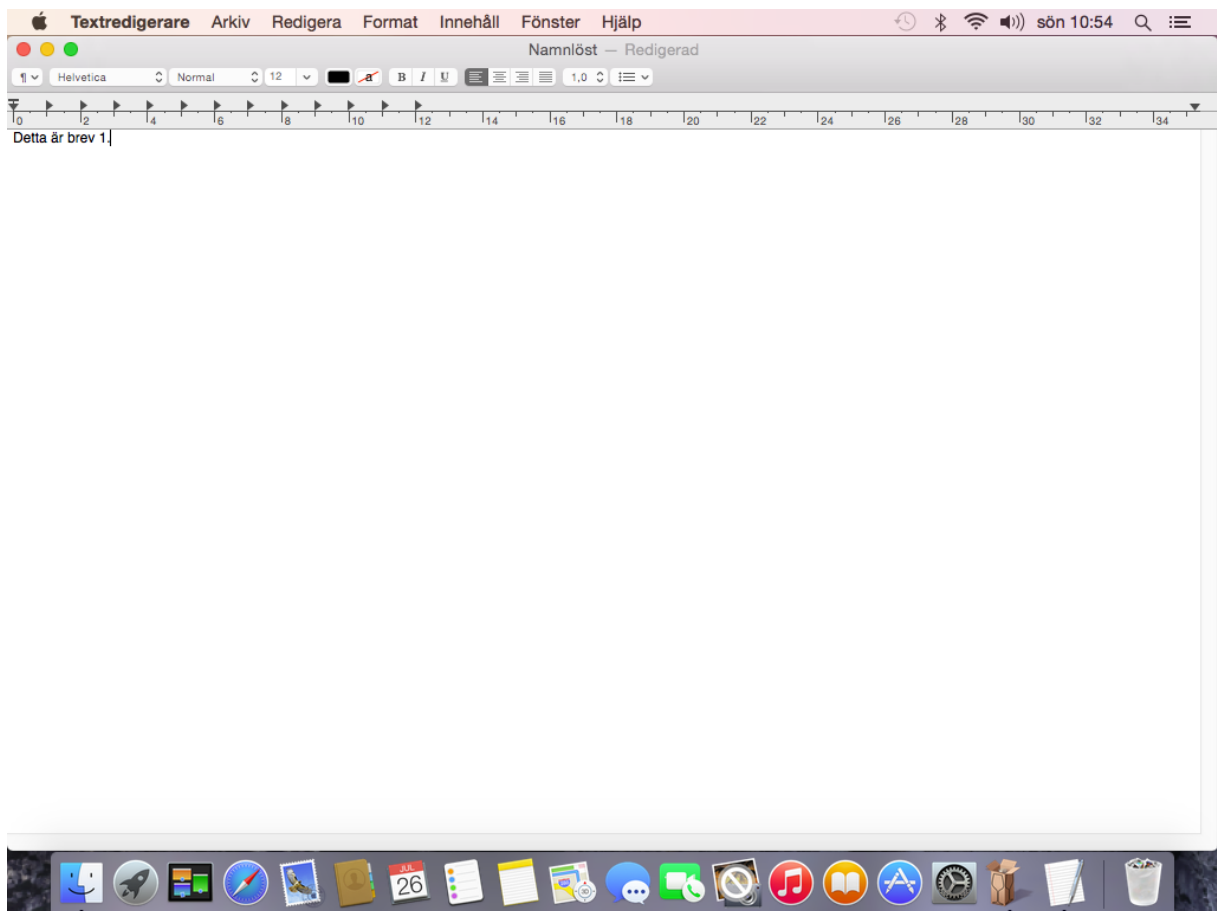
<Tab> Nästa tabbläge Windowsprogram. Tillsammans med <Shift> ofta föregående tabbläge eller inmatningsfält. (Knappen längst till vänster med högerpil och tvärstreck)

<Slanting line up> Move cursor one page up.

<Slanting line down> Move cursor one page down

<Arrow up with line> Move cursor one paragraph up

<Arrow down with line> Move cursor one paragraph down



This is a wordprocessor where you can write, print and store different documents.

A document may be a letter, offert, invoice or a whole book.

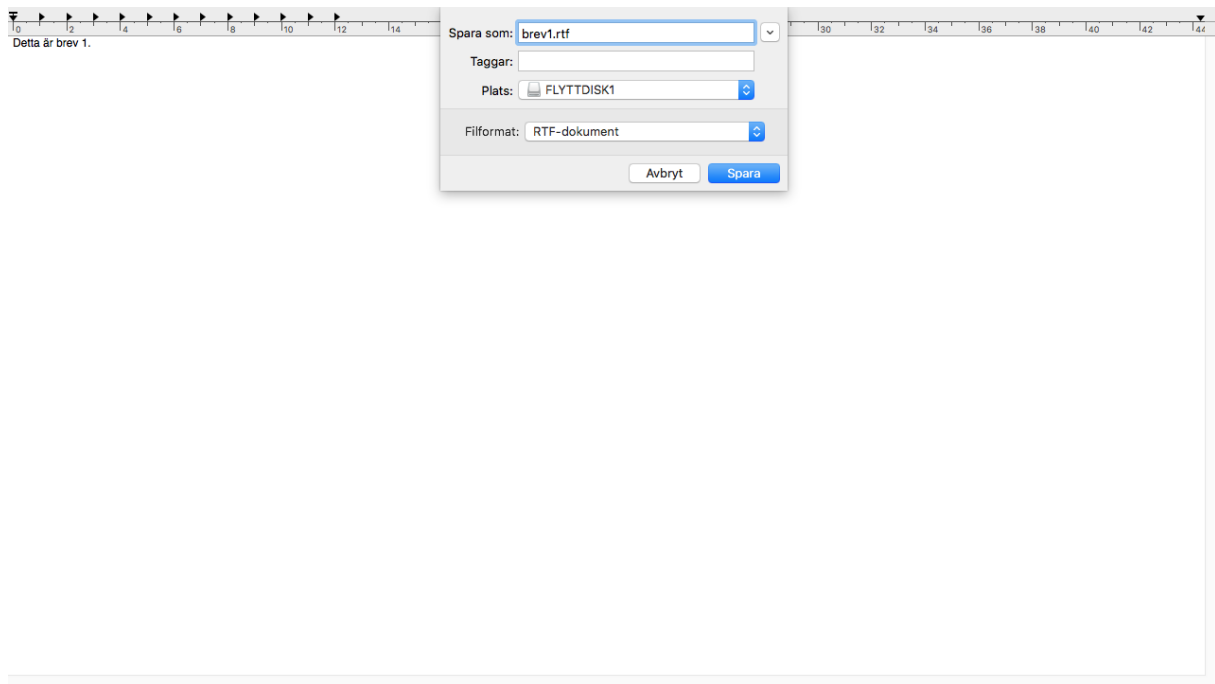
Write a short letter. Write where the cursor is.

**This is letter 1.**

Now you shall save this letter.



## Click Archive/Save



In the place Save as text Namnlös is marked. In this place you write name of the file (the document) name.

If you write letter 1 text Namnlöst is changed to letter 1 and this is the name you have given to the text you have written.

Letter 1 is the name of a file. Filenames are often written in small letters and you shall try to give them short names which says what is in the file. The name must not have certain signs as f.ex. ! ?

Now you shall decide where you want to save your letter.

A little bit down shall MOVEDISK1 be written. If not find MOVEDISK1 to the left and click twice.

If you have letter 1 as file name and MOVEDISK1 as place you click Save on screen or press <Enter> on keyboard to save.

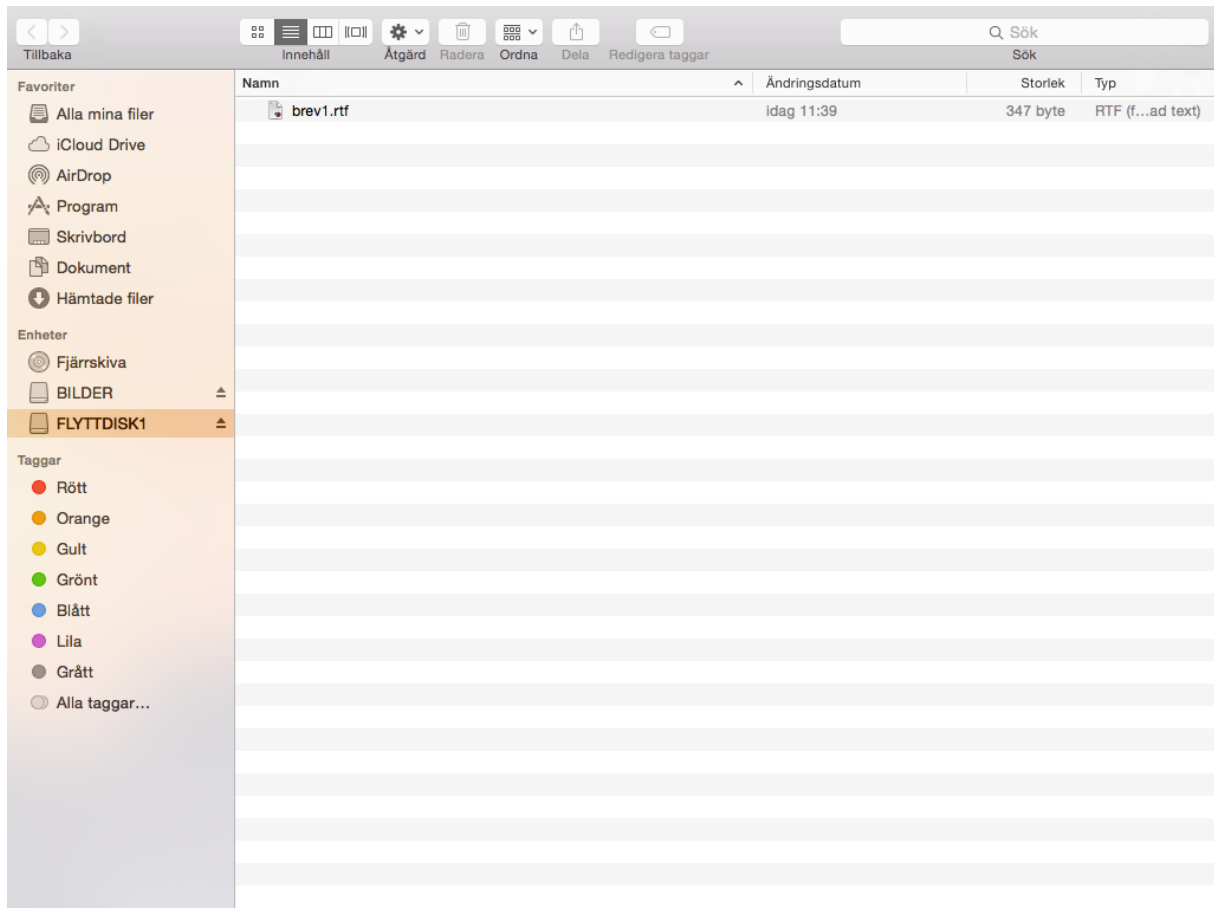
Do this!

You may delete a file by marking it, click right and choose trash basket

May change name of a file by clicking in cursor in name

Close wordprocessor by clicking red bottom on screen.

Click twice on MOVEDISK1.



Now you will find your letter to the right.

Rich Text Format is the type of file Texteditor create.

Finish by clicking the red bottom.

### To open a document

Start Texteditor by clicking twice on the icon of program.

When program has started you open your letter by clicking Archive/Open.

Your letter will be to the right.

Open by clicking twice on letter1 or click letter1 and Open.

You also may open by clicking twice on filename in MOVEDISC1.

Close Texteditor.

### Write another two letters

Start Texteditor.

Write:

**This is letter 2.**

Click Archive/Save.

Write letter2 after text Save as and check place MOVEDISC1 below filename.

Save your letter in USB-memory by clicking <Save> or pressing <Enter>.

Close by clicking red bottom..

Click twice on MOVEDISC1.

To the right you you will see letter1 and letter 2.

Close MOVEDISC1.

Start Texteditor.

Write:

**This is letter3.**

Save letter in USB-memory

Click Archive/New

**Write 3 offertts and 3 minutes**

**Write: This is offert1.**

Save offert1 in USB-memory.

Click Archive/New

**Write: This is offert 2.**

Save offert2 in USB-memory.

Click Archive/New

**Write: This is offert 3.**

Save offert3 in USB-memory.

Click Archive/new

**Write: This is minute 1.**

Save minute1 in USB-memory.

Click Archive/New.

**Write: This is minute 2.**

Save minute 2 in USB-memory.

Click Archive/Newt

**Write: This is minute 3.**

Save minute3 in USB-memory.

Close all open windows and check letter1, letter2, letter3, offert1, offert2, offert3, minute1, minute2, minute3 are in USB-memory.

If you want to change name of a file click in cursor in name.

## **Conclusion**

You have been exerciseing this.

Starting a wordprocessor.

Writing a document using a wordprocessor.

Saveing the dokument

Checking content in outside memories.

Opening documents.

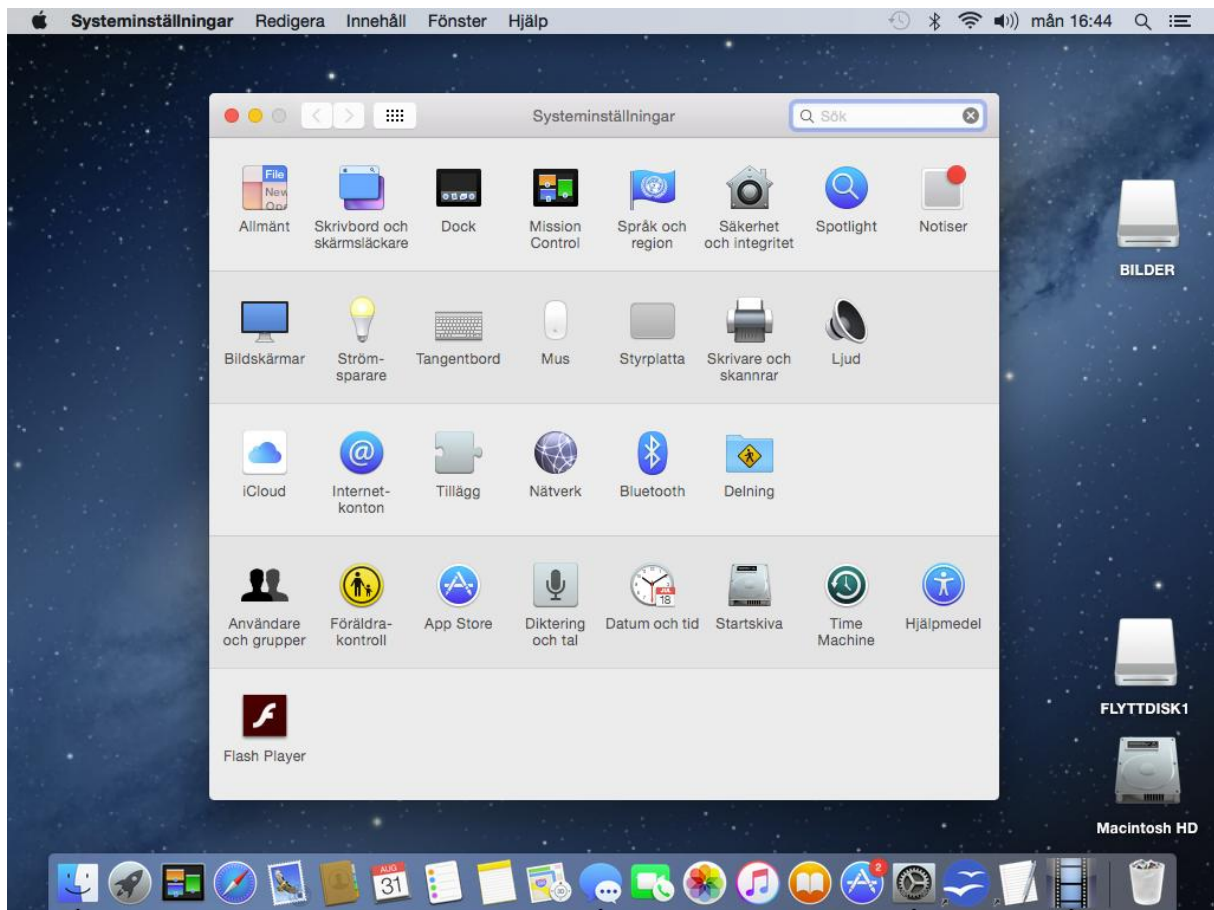
**You must be able to do these basic moments to feel comfortable with the future moments in this course.**

**Don't hesitate to repeat.**

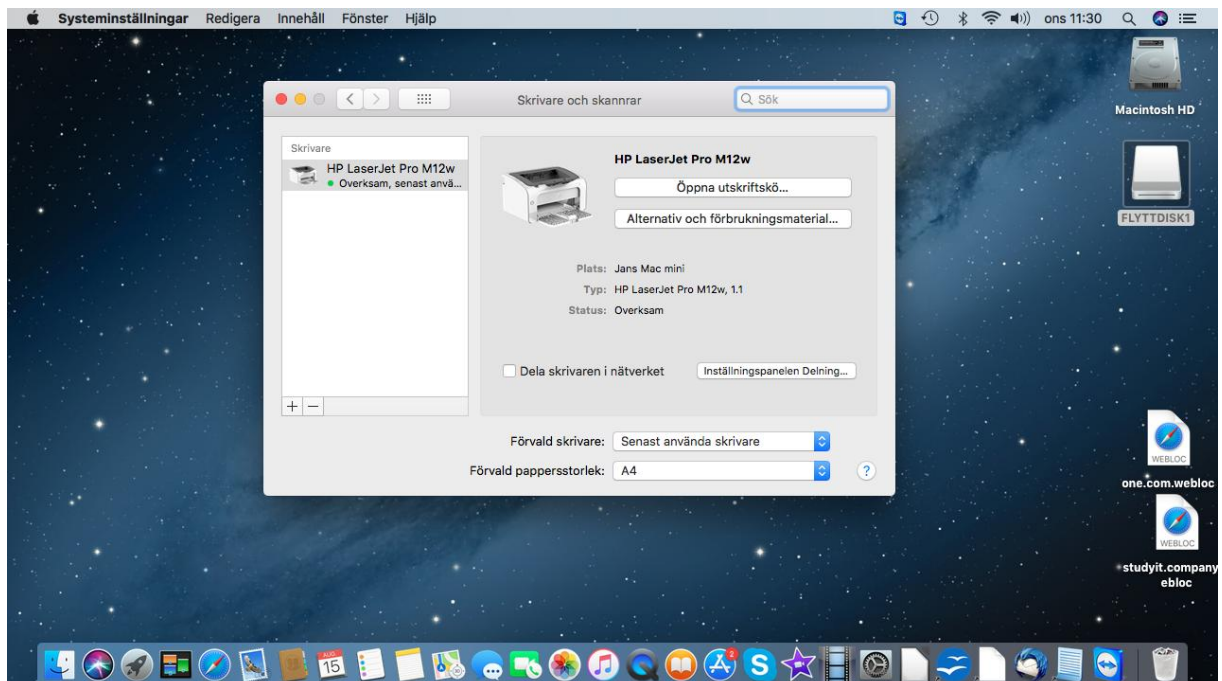
## **To print a document**

Usually you get a CD with programs needed to use the printer. You also can get these programs by searching on google to download programs may be tricky and sometimes you must try different alternatives to succed. Downloading programs is described in part 2.

Click apple/Systemadjustments

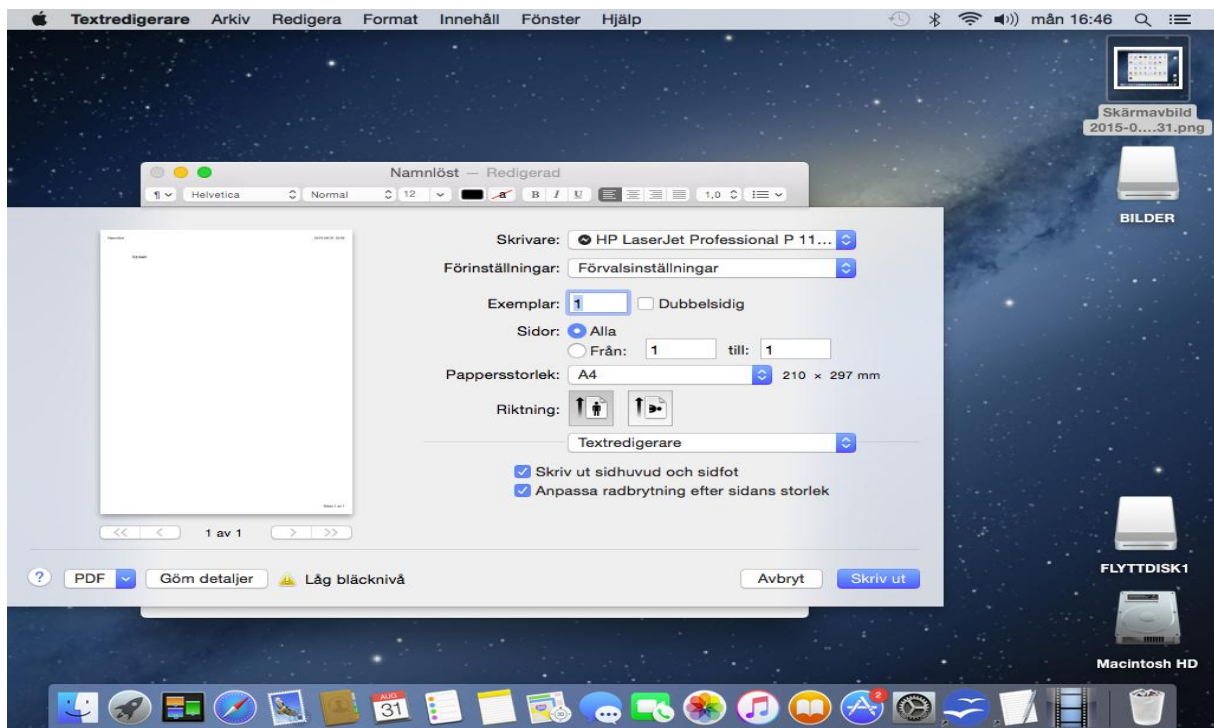


When you think your printer is installed you can control Apple/Systeminställningar/Printer and Scanner.



Try even by starting texteditor.

Write some signs and click Archive/Print.



Click Print.

If you f.ex. like to print letter1 you open it and click Archive/Print.

## Create folders

Now you have saved 9 files in USB-memory.

These now are stored in basic area "The root".

Click twice on MOVEDISK1.

Try the 4 different ways to show these files with the 4 bottoms.

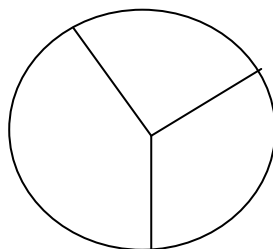
Return to second bottom.

If you save many files in this basic area it will be hard to find a special file.

Is it possible to create a special area for letters another for offers and a third for minutes.

We use the disc for a picture in our mind.

Area OFFERTS for  
a number of offers



Area LETTERS for  
a number of letters

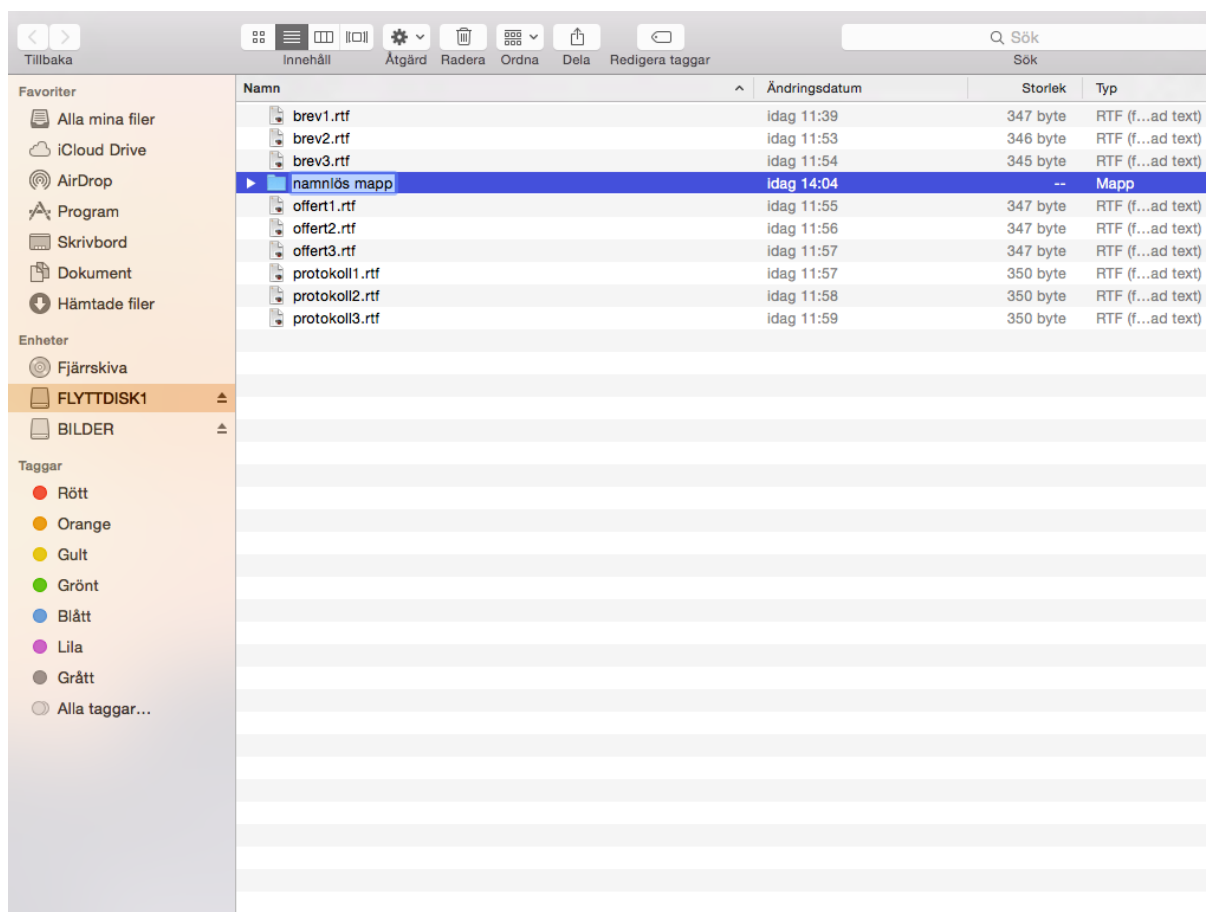
Area MINUTES for a  
number of minutes

Click twice on MOVEDISK1

Watch second bottom is marked.

Click Archive/New folder

Now your screen will look like this:



Write LETTERS

Now it will be LETTERS instead of NO NAME.

Tryck <ENTER>

Make sure MOVEDISK1 is marked.

Click Archive/New folder on screen

Write : OFFERTS

Press <ENTER>

Make sure MOVEDISK1 is marked.

Click Archive/New folder

Write : MINUTES

Tryck <ENTER>

Now you have created three folders one level below the root (MOVEDISK1)

Open LETTER folder by clicking twice on it.

Folder now will be empty.

Click twice on MOVEDISK1.

Open OFFERT folder by clicking twice on it.

Folder now will be empty.

Click twice on MOVEDISK1.

Open MINUTE folder by clicking twice on it.

Folder now will be empty.

Click twice on MOVEDISK1

## Copy files

Mark the three letters by marking the first and pressing Shift when you are marking the last.

Click right and choose copy three objects

Mark folder LETTERS

Click right and choose Past.



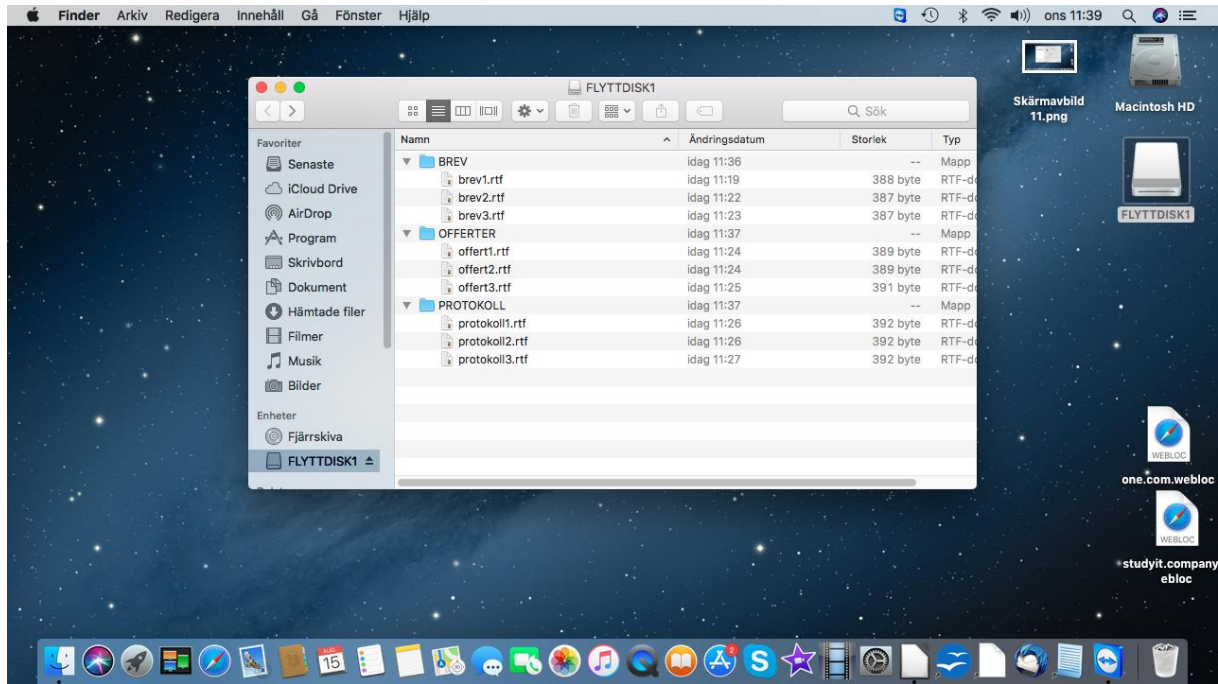
Do in the same way with offerters and minutes.

All letters now will be in LETTER-folder and in root.

All offerters now will be in OFFERT-folder and in root

All minutes now will be in MINUTE-folder and in root

Delete all files in root to only have files in the three folders



## Save in a folder

Start texteditor and write : This is letter 4.

Click Archive/Save.

Write filename letter 4 in place Save as.

Click twice on folder LETTER so LETTER is written under letter4.

Save by <Enter> or <Spara> on screen.

Click twice on MOVEDISK1.

Letter4 is now in LETTER folder but not in root.

Dubbelklicka FLYTTDISK1.

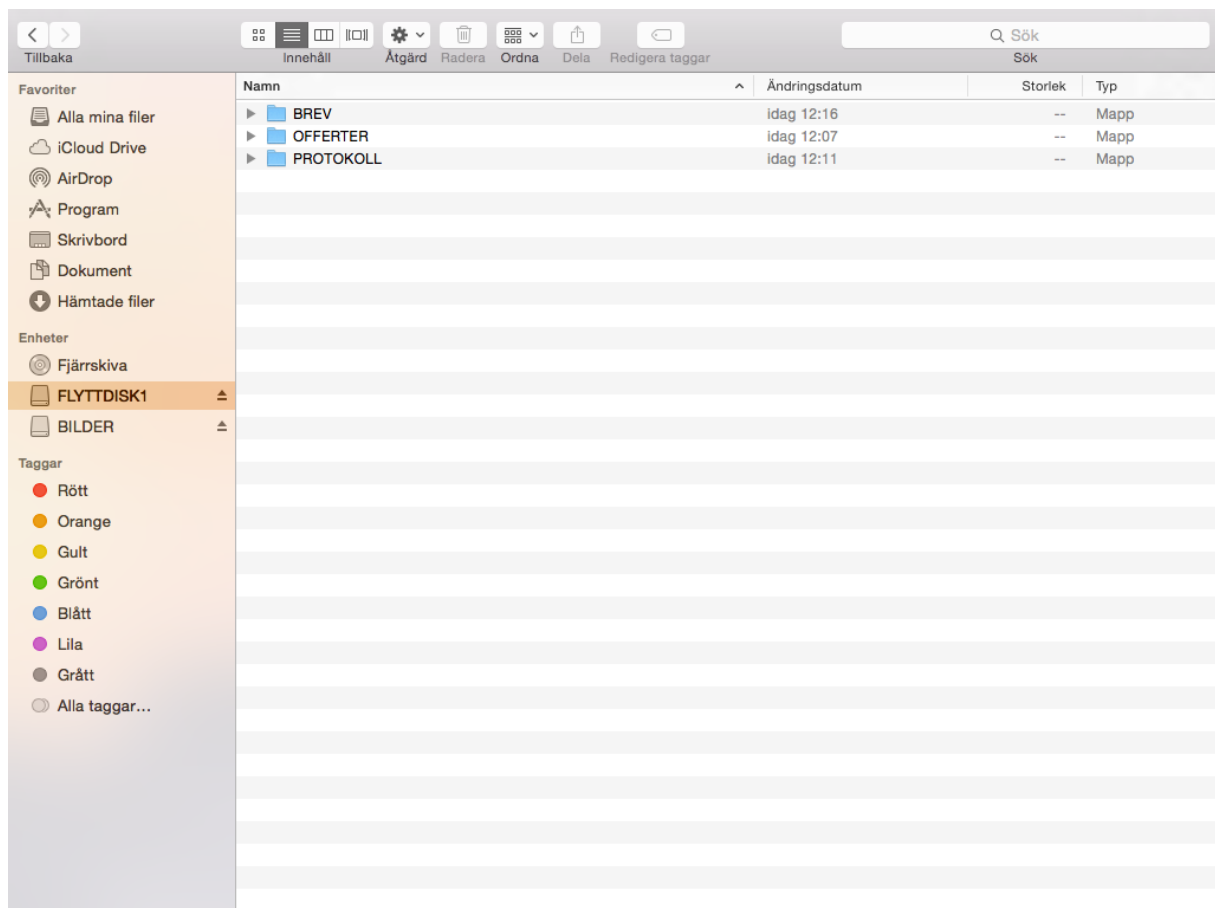
Click offert 3 when you press Shift bottom

Click right in marked area and choose Move to trash basket

All 9 files in root now will be deleted

To copy at first and then delete after checking the copying is safe way if you feel worried.

In root only the three names of your folders will be



If you click the small right arrow you see what is in a folder.

In LETTER folder are 4 files.

In OFFERT folder are 3 files.

In MINUTE folder are 3 files.

## Conclusion

Now you have become familiar with USB-memory

You have seen that if you save in an empty memory files are stored in root.

If you want to divide memory you create folders below root.

After that you can sort files to be easier to find.

**It is extremely important you repeat to know this perfect.  
This is basic to be able to use computers.**

**All outside memories are working in the same way and files as documents, pictures, tables, excelarrangements, films and videoes are handled in the same way.**

## Folderstructures

Sometimes you may need complicated folder systems. We will do another exercise to train this.

Make your USB memory empty again.

If you delete the three folders you also delete what is inside them.

Start Texteditor and create the following documents.

A number of photoes christmas eve 2001. Save as photoes1 on movedisk1.

A number of photoes christmas eve 2003. Save as photoes2 on movedisk1.

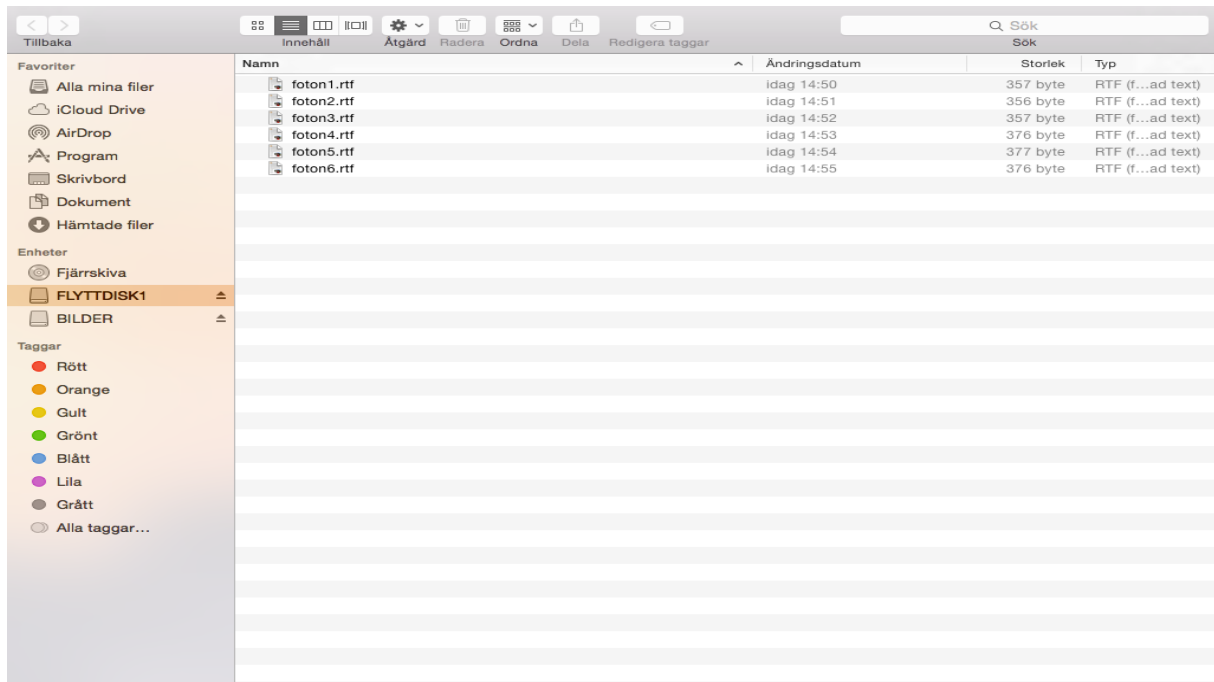
A number of photoes vacation 2001. Save as photoes3 on movedisk1.

A number of photoes Johans birthday 19 july 2001. Save as photoes4 on movedisk1.

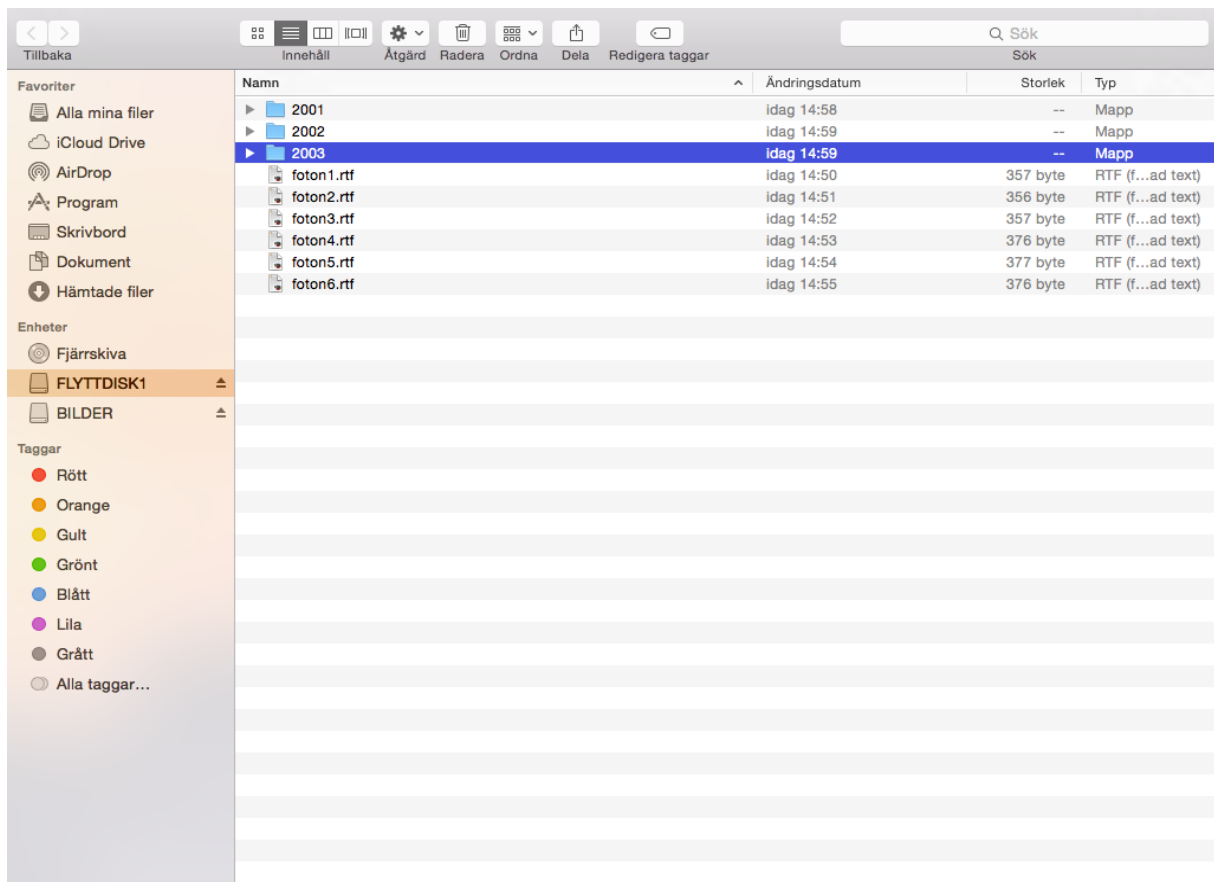
A number of photoes Annas birthday 7 october 2003. Save as photoes5 on movedisk1.

A number of photoes Patriks birthday 9 march 2002. Save as photoes6 on movedisk1.

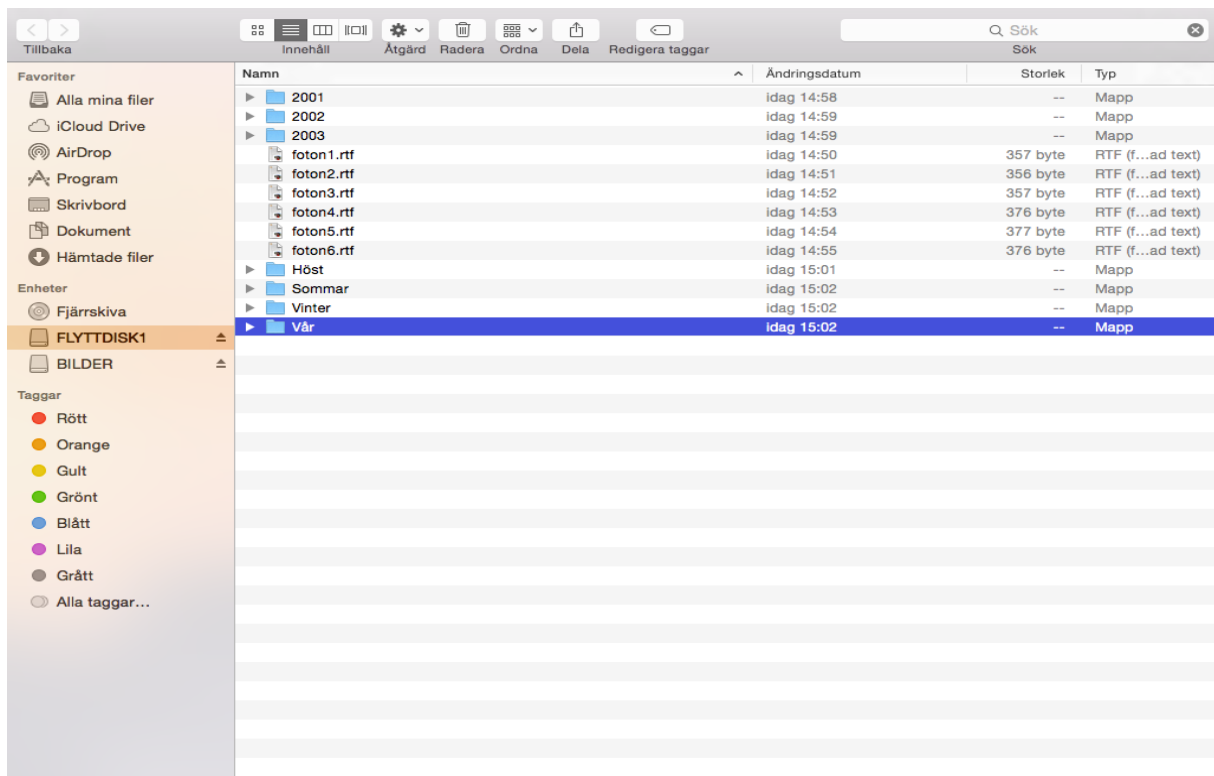
Close all windows and click twice on MOVEDISC1.



Create the three folders 2001, 2002 och 2003.

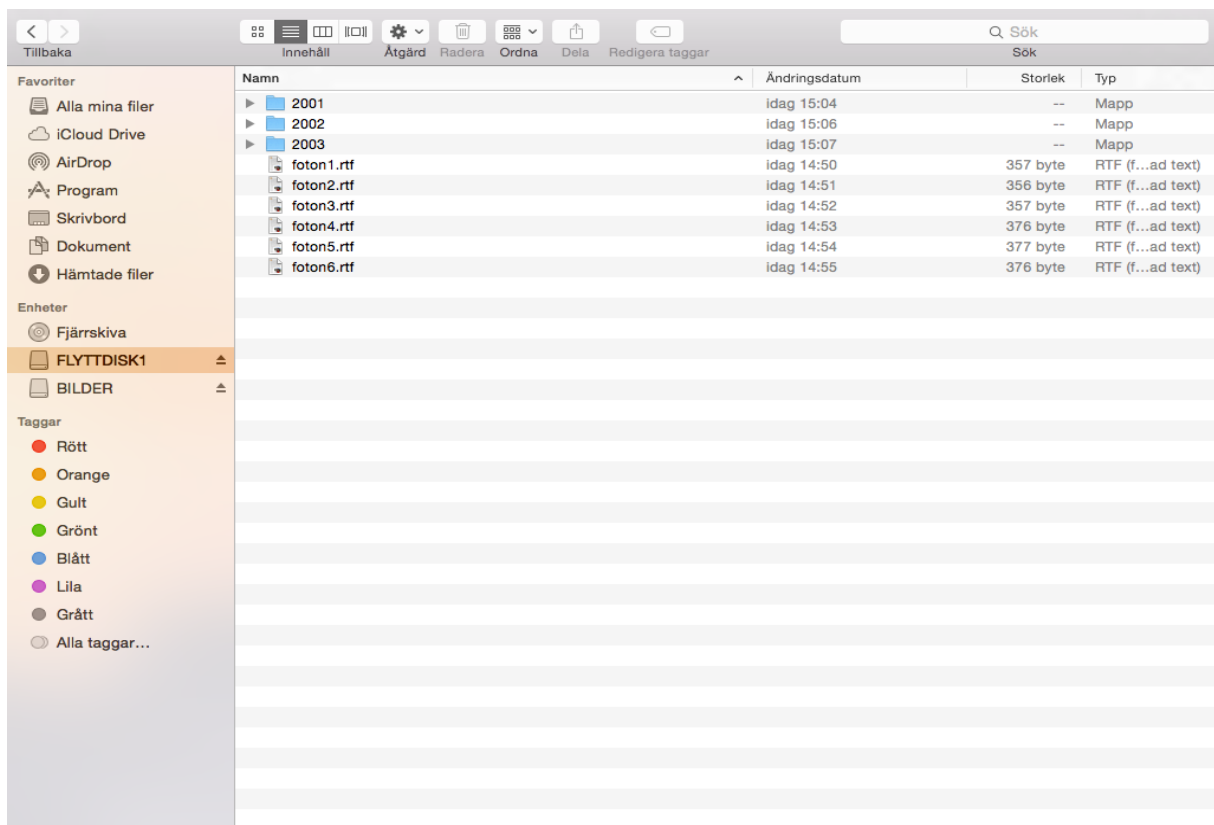


Create the four folders Spring, Summer, Autumn and Winter



Mark these four folders.

Copy folders to 2001, 2002, and 2003



Click twice on 2001 and check

Click twice on MOVEDISC1

Click twice on 2002 and check

Click twice on MOVEDISC1

Click twice on 2003 and check

Click twice on MOVEDISC1

Click first bottom

Now you see the three folders and the six files in root

Check all folders have the four folders below

Copy Photoes1 to 2001/Winter

Copy Photoes2 to 2003/Winter

Copy Photoes3 to 2001/Summer

Copy Photoes4 to 2001/Summer

Copy Photoes5 to 2003/Autumn

Copy Photoes6 to 2002/Spring

