

## Macintosh

GUI – Graphical User Interface

RISC – Reduced Instruction Set

CISC – Complex Instruction Set

ASCII – American Standard Code for Information Interchange

SCSI – Small Computer System Interface

Parallel – 1 bit per wired connection i.e. an 8 bit parallel cable would transfer 8 bps (bits per second, Bps = Bytes per second)

USB – Universal Serial Bus – 12 MBps

FireWire – 400MBps

USB2 – 480MBps

FireWire2– 800MBps

USB3 – 5 GBps

Thunderbolt – 10GBps, Thunderbolt technology can transfer a full-length HD movie in less than 30 seconds.

MIPS – Millions of Instructions Per Second

RIP – Raster Image Processor

Pixel – Picture Element

### Bits/Bytes/KB/MB/GB

Bits – Binary Digit 0=Off 1=On It is the only thing that a computer understands

4 Bits = 1 Nibble

Bytes – 8 Bits=1Byte Bytes are a series of 0's & 1's

128	64	32	16	8	4	2	1	
1	0	1	1	0	1	1	0	= 182
1	1	1	1	1	1	1	1	= 255

Kilobyte – KB or K = 1024 Bytes (1,000)

Megabyte – MB = 1024 KB (1,000)

Gigabyte – GB = 1024 MB (1,000)

Terabyte – TB – 1024 GB (1,000)

Petabyte – PB – Any given time aprox. 1 PB worth of files available on-line at any given time

Exabyte- -EB - the sum of all human-produced information (including all audio, video recordings and text/books) is about 12 Exabytes of data. 1 EB = 50,000 years of recorded DVD Video

Zettabyte – ZB – As of April 2012, no storage system has achieved one zettabyte of information.

The combined space of all computer hard drives in the world was estimated at approximately 160 exabytes in 2006.<sup>[6]</sup> This has increased rapidly however, as Seagate reported selling 330 exabytes worth of hard drives during the 2011 Fiscal Year.

Yottabyte – YB - As of 2012, no storage system or network has achieved even one thousandth of a yottabyte (a zettabyte) of information. The combined space of all computer hard drives in

the world was estimated at approximately 160 exabytes in 2006<sup>[1]</sup>, and as of 2009, the Internet was estimated to contain close to 500 exabytes

Floppy Disk = 2 MB before initialization / 1.4MB after or 1,400K

Initialization = Information put on disk so computer can talk to it

Floppy Disk is a “floppy Disk” inside of a hard case

A floppy can be “locked” – Covered hole = unlocked Uncovered = locked

Always label a Floppy & Date

ZIP = 100MB, 250 MB

JAZ = 1,000MB or 1GB

JAZ2 = 2,000MB or 2GB

CD – 700MB

DVD – 4.7 GB

DVD DL – 8.5 GB

## Memory

HD = Hard Disk - Permanent Memory (storage)

RAM = Random Access Memory – Temporary Memory - only as long as you’re using it

ROM = Read Only Memory Tells - your computer how to start when you push the “on” button

Can’t be written on (CD ROM)

CD vs. LP – rings on a tree, not spiral. Inside to outside

## Desktop/Finder

Desktop - What you see when the computer first starts up.

Finder – Runs/Controls the Desktop

## Mouse

Controls the movement of the cursor on the screen. As you move the mouse, a pointer moves in the same direction.

Click or Single Click – Selects something

Double Click – Opens a Folder or File

Press – point to something & hold mouse button down

Press & Drag – point to object hold mouse down and drag it to a new location (icon) or to capture (text)

## Menus

Pull-down Menu – point & Press

Pullout Menu – has triangle beside

Ellipses (...) - Means it will bring up a Dialog Box

Keyboard shortcuts – Power User

Grayed items cannot be accessed only black

## Keys

Here are the symbols used in the **Menu Bar** for the modifier keys

⌘ is the Apple/Command key

⌥ is the Option Key

⌘ is the Control key

⇧ is the Shift key

Modifier Keys – don't do anything by themselves, but used in combination with other keys they make things happen

Shift/alphabet key makes letters Capitals

Keyboard Shortcuts

Any Key – No such key – they mean to hit any key on the keyboard

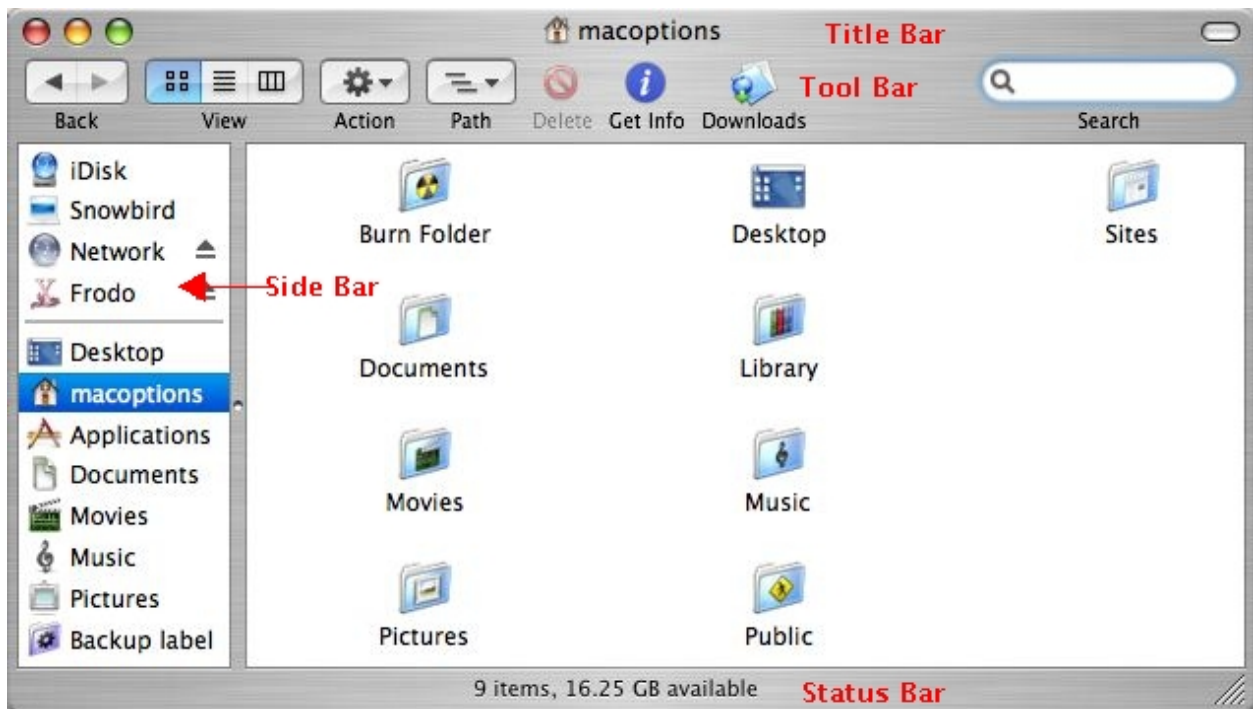
Caps Lock – Turns on all Capital letters \* note numbers still need to have shift held to access above the numbers

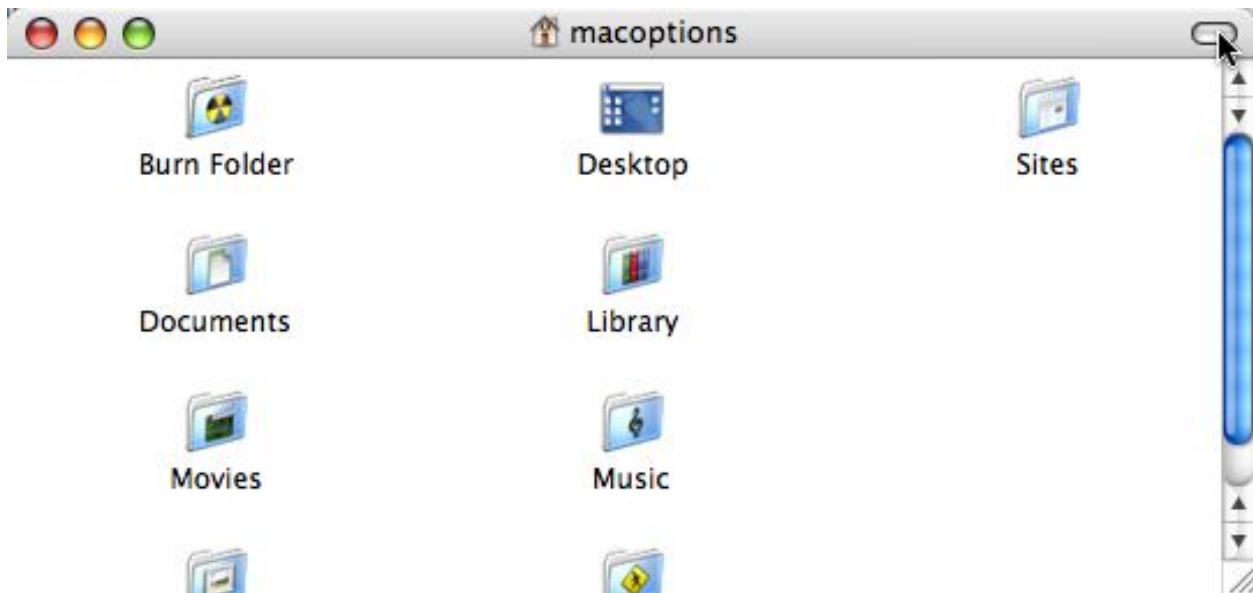
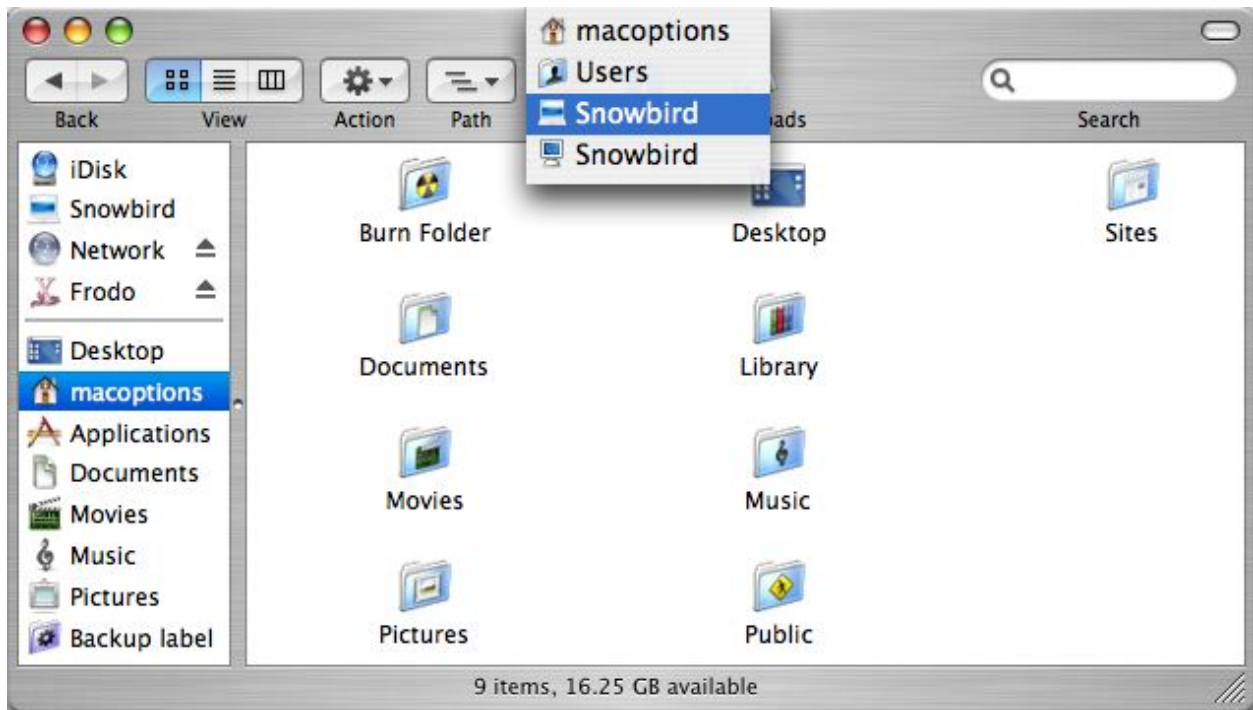
Command Key – Cloverleaf/Apple key/Open Apple

Delete or Backspace key – Deletes letter to the left of it \* Del in the edit keys deletes letter to the right

Return key – starts a new paragraph it also activates highlighted button \* Enter key on numeric pad does too

When an icon is gray, it is a visual clue that it is open somewhere. Double click on it to bring it to the front & it will become the active window.





### Save/Save As Reading, Writing, and Saving

When you double click on a file it 1) opens the application 2) the application then opens the file  
HD Fragments – causes, remedies

File/Save – saves the current window if already saved once

File/Save As – brings up a dialog box. It will ask you three things

- Where to save the file

- What to call the file

- What format to save file in

Saving is writing to the HD thus taking it from temporary memory to permanent.

## Printing

File/Print – brings up dialog box. It will ask you several things

- What printer
- How many copies
- Page range
- Size of paper
- Paper type
- Color/BW
- Quality of print

New folder:

- RMB – New Folder
- Window drop-down – New Folder
- File>New Folder
- Shift+ Cmd+N = New Folder