

**Strathmore Secondary College**  
**Laptop Program 2013**  
**MacBook Pro Guide**

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# Hardware Overview



2.5GHz dual-core Intel Core i5

Turbo Boost up to 3.1GHz

4GB 1600MHz memory

500GB 5400-rpm hard drive<sup>1</sup>

Intel HD Graphics 4000

Built-in battery (7 hours)



# Software Overview

## OS X 10.8 Mountain Lion

### Where things are..

The image above shows you where the fundamental elements are located within OS X Mountain Lion - the Macintosh Operating System, commonly referred to as just “Mountain Lion”. Starting from the top left hand corner we’ll go through these elements one by one.



### Apple Menu

This is the system menu that you use to **Restart** or **Shut Down** your computer, or **Log Out** of your User Account. You can also access information such as hardware specs and your serial number using **About This Mac**. The Apple Menu can also be used to open **System Preferences** - Apple’s equivalent of Control panel, used to make any system changes to your computer.

## Menu Bar

Whenever you are in an application, the menus for that particular application will appear in the Menu Bar. The first menu after the Apple Menu will always be the **Application Menu**. The name of this menu is a good indicator as to what application you're currently in; if you are in Safari the Application Menu will be entitled "Safari". If you are in iTunes the Application Menu will read "iTunes". In the Application Menu you can access **Preferences** for the application you are currently using, for example your home page settings in Safari, or your email account settings in Mail.

The last two menus in the Menu Bar will always be **Window** and **Help**. The window menu gives you a list of all the open application windows (e.g. web pages in Safari, or emails in Mail), and lets you select which one you'd like to bring to the front so that you can view it. The Help menu is a great source of information and resources on how to use the application you are in, or do specific tasks.

## Time Machine

The Time Machine menu allows you to access information on when your last Time Machine backup was. It also gives you easy access to the Time Machine settings within **System Preferences**, and allows you to **Enter Time Machine** in order to browse and restore files and folders from restore points stored on your **Time Machine Backup Drive**.

## Toolbar

The Toolbar is where you can quickly access and adjust many utility settings on your computer. These include **Airport (WiFi)** and **Bluetooth** connection settings, **Time** settings, and battery life information. Each respective menu item will give you quick access to the relevant section within **System Preferences**.

## Spotlight

Spotlight is your computer's search feature. You can use this to **find files** and **folders** on your computer, **launch applications**, look up words in the computer's **Dictionary**, and do **basic calculations**.

## Trash

Any time you want to delete a file, folder or application from your computer, you simply drag it into the Trash. These files and folders will stay in the Trash until you empty it. This can be done by secondary clicking (see below in the Mouse / Trackpad section) the Trash and selecting **Empty Trash**, or by going to the **Finder** menu in the Menu Bar and selecting Empty Trash. Note that this menu will only appear if you have selected Finder in the Dock.

## Dock

The Dock is effectively a **shortcut bar** for applications, files, folders, and websites. To create a shortcut icon in the Dock simply drag the file, folder or application from its folder into the dock. You will notice that there is a vertical broken line on the Dock towards the right hand side (see image above). Application shortcuts go to the left of this line and files, folders, and websites go to the right. Trash is always located on the right hand side of the Dock and Finder is always located on the left hand side.

If you look underneath the Finder icon you will see a small blue light. This is indicating that Finder is open, and you will see it under the icon in the Dock of any other application that is currently open.

## Finder

Finder is your Mac's equivalent of **Windows Explorer** - your file and folder system. All of your documents and media are stored in the **Home Folder** of your User Account. This is the Mac equivalent of **My Documents**. The Home Folder is usually labelled with the same name as your User Account, i.e. if your user account name is "stevejobs", the Home Folder will be labelled "stevejobs".

Within the Home Folder are individual folders for things like **Desktop** (any files on your Desktop), **Music**, **Documents** etc.

## Notification Centre

One of the new features in Mountain Lion is Notification Centre. This is a feature which notifies you about all sorts of things going on on your computer. For example you will get a notification in the top right of your display when you get a new email through the **Mail** application, or have an event coming up in your **Calendar**.

## System Preferences





System Preferences is where you change any system settings on your computer, like **Control Panel** on a Windows PC. To access it you can either click on the System Preferences icon in the dock, open it from the Applications folder within Finder, or click on the **Apple** menu (top left hand corner of your display) and select **System Preferences**.

The categories within System Preferences are clearly labeled and easy to find, but if you're still not sure what section you need to go to you can use the search field in the top right-hand corner of the System Preferences window. This will not only highlight the section most relevant to your search, but will also suggest a list of tasks you may be wishing to perform. This further narrows down your search and will take you to the specific settings page you require.

### **Magic Mouse Gestures**



#### **Click**

Point and click, just like any other mouse



#### **Secondary Click**

Enabling Secondary Click in System Preferences allows you to “right click” as you would with a two-button mouse. You can change this to left click if you are left-handed.



#### **Two Finger Swipe**

Swipe across the surface of the mouse with two fingers to go forwards and backwards through pages in Safari, and to browse through photos in iPhoto.



#### **360° Scroll**

Run one finger over the surface of the mouse to scroll in any direction.



#### **Two Finger Tap**

By double-tapping the surface of the Magic Mouse with two fingers you will open Mission Control for easy access to your workspaces and open Apps.

### **Trackpad Gestures**



#### Click

Press down anywhere on the Multi-Touch surface to click. Or, with **Tap to Click** enabled in System Preferences, simply tap the surface to click.



#### Double Click

Press down two times anywhere on the trackpad, or with Tap to Click enabled simply double tap the Multi-Touch surface.



#### Secondary Click

Perform right-click functions by clicking a corner of the trackpad, or by pressing with two fingers. You can also tap with two fingers if Tap to Click is enabled.



#### Two-Finger Scroll

Use two fingers on the trackpad to scroll in any direction.



#### Three/Four-Finger Swipe Up

Pushing three or four fingers (selectable in System Preference) up on the trackpad opens **Mission Control**.



#### Three/Four-Finger Swipe Down

Pulling three or four fingers (selectable in System Preference) down on the trackpad opens App Exposé. This reveals all of the open application windows.



#### Thumb and Three Finger Pinch

Pinching your thumb and three fingers together on the trackpad will activate **Launchpad**. Doing the reverse of this will move all windows aside to quickly reveal your desktop.



#### Pinch to Zoom

Zoom in and out of photos or webpages using a pinch-open or pinch-close gesture



#### Tap to Zoom

Double-tap the trackpad with two fingers to quickly zoom in on an area of a webpage in Safari.



### Two / Three-Finger Swipe Sideways

Swipe left / right with two / three fingers (selectable in System Preference) in **Safari** to move forwards and backwards through webpages. This gesture can be used in **Launchpad** as well.



### Three-Finger Swipe Sideways

Swipe three fingers left or right to switch between open full-screen apps.



### Three Finger Drag

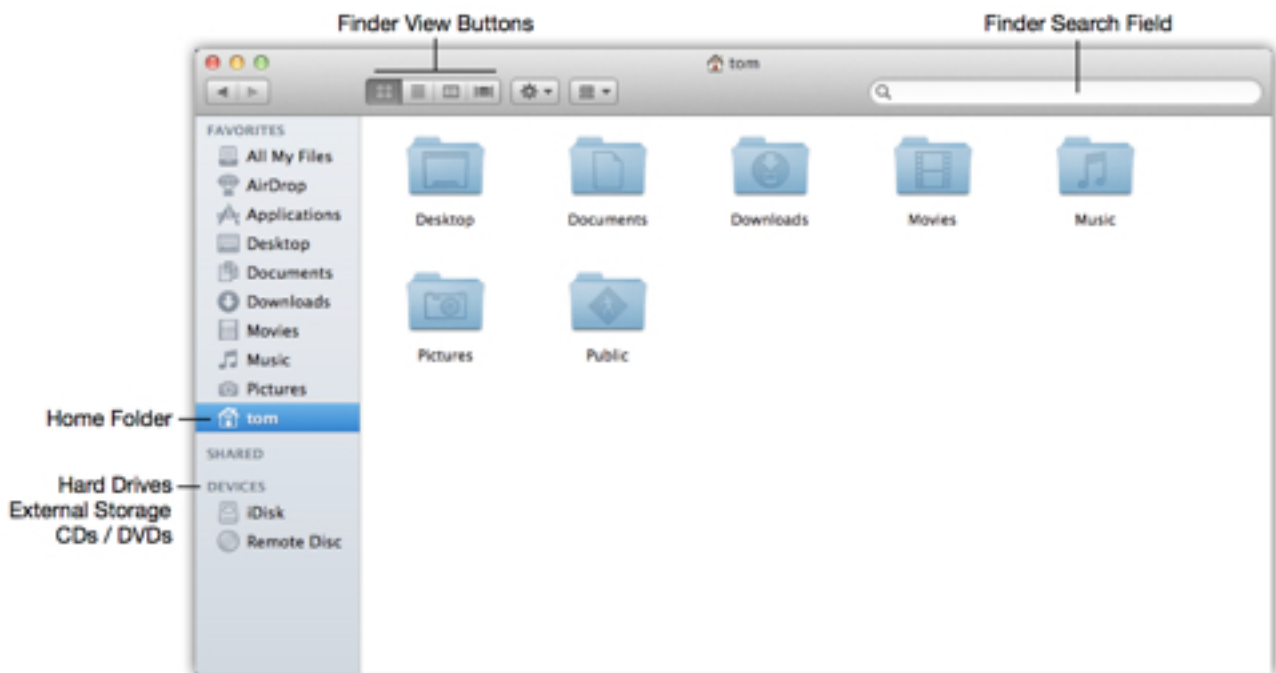
You can use three fingers on the trackpad to drag items from place to place.



### Three Finger Tap

Tap (not click) with three fingers to look up the dictionary definition of a word.

## Finder



Out of the box, Finder on your computer will be configured in a way which Apple considers to be best suited to the needs of most people. There are, however, a few steps you can carry out to make Finder even better.

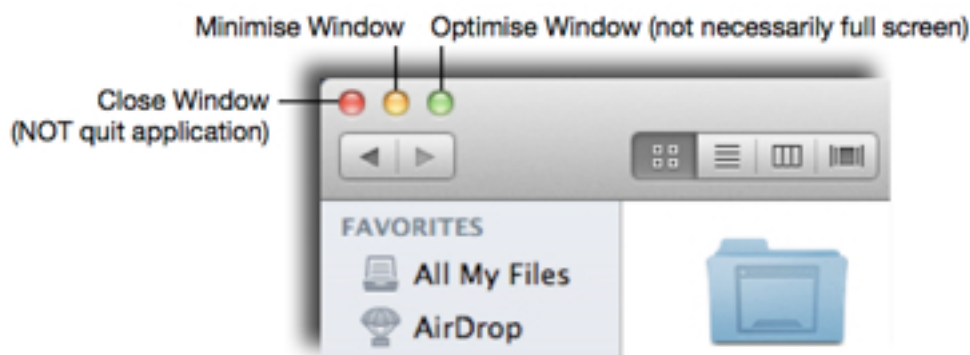
Click on the “Finder” menu in the menu bar at the top of your display and select “Preferences”. Make sure “General” is selected at the top of the Preferences window. You will see a heading of “Show these items on the desktop” followed by a series of checkboxes. Select the checkboxes for **External Hard Drives** and **CDs, DVDs, and iPods**.

Underneath that you will see a drop-down box under the heading of “New Finder windows open:”. From this drop-down box I suggest selecting a folder such as **Documents** or your **Home Folder** (this will have a house icon and the same name as your user account). Every time you open a new Finder window it will jump straight to the folder you select here. The default setting for “New Finder Windows Show” is **All My Files**; this is an option within Mountain Lion which displays a list all of the files from the various folders within your Home Folder, organised by file type. I find this to be of limited use. You may of course love it!

If you now go into the “Sidebar” heading at the top of the Finder Preferences window you will see a series of headings and checkboxes. Under the “Devices” heading I recommend selecting **Hard Drives**, giving you easy access to files and folders on your hard drive. By default the Home Folder is not displayed in the Finder Sidebar - the pane on the left of the Finder window. Although most of the root folders from your Home Folder are already in the Finder Sidebar (e.g. “Desktop”, “Music” etc) it is still useful to have the Home Folder in the sidebar to give you quick access to things like your “Public” folder. The last checkbox under the “Favorites” heading on the “Sidebar” section of the Finder Preferences window will be your Home Folder, which will have the same name as your User Account. In the screenshot of a Finder Window at the top of this section, the Home Folder in the Finder Sidebar is named “tom”.

You can also manually add any folder to the sidebar by dragging the folder from the main section of the Finder window onto the Finder Sidebar.

## Closing / Minimising Windows



In the top lefthand corner of any window on your Mac you will see a Red, an Amber and a Green button. These function slightly different to the Close, Maximise, and Hide buttons on a Windows PC.

When you have an application open, all of the menus for that application are located in the Menu Bar at the top of your display. The main body of the application will be open in a separate window which will have these three buttons in the top left hand corner.

If you press the red button it will close the application window (for example an email if you are in Mail, or a webpage within Safari) but will NOT quit the application. To quit the application you must go to the Application menu in the Menu Bar and select “Quit Application”.

Pressing the amber button will minimise the window but not the whole application. This is useful if you want to, for example, hide an email you’re reading to come back to it later. But if you want to hide the whole application so that it’s out of the way but still running in the background you need to once again go to the Application menu in the Menu Bar and select “Hide (name of application)”. When you minimise a window it goes into the right hand side of the Dock in between the File / Folder shortcuts and the Trash. To un-minimise the window, simply locate it on the Dock and click on it.

The green button is for “optimising” windows, rather than simply maximising (making full-screen). It will resize windows to their optimum size; for webpages you will find that this means the full height of the display, and wide enough to display the content of the webpage appropriately, but not so big that it cuts off access to the desktop. However, with certain applications like iCal which don’t require so much interaction with other areas of the computer, the green button will make the window full-screen.

To resize a window simply click and hold on any edge or corner of a window and drag it to the required size, then release.

## **Spotlight**

Spotlight is an incredibly useful search tool on your Mac, which can be used for a number of purposes. Spotlight is located in the top right-hand corner of your display. To activate it, either click the magnifying glass icon, or use the keyboard shortcut shown on the back page of these notes (**⌘ + Spacebar**).

You simply type in what you are looking for and Spotlight will come up with a number of results almost instantly.

## **Files and Folders**

If you know the name of the file or folder you are looking for, type it into Spotlight and you will get a list of all the files and folders on your computer that have the search word in them. This includes emails as well as standard documents, such as Word and Excel documents or PDFs.

Once Spotlight has found what you were looking for you can hover the cursor over the search result to see a preview of that file. You can then drag that file out of Spotlight in order to copy it elsewhere, or even drop it onto the Mail icon on the Dock in order to email that file to somebody.



## Applications

Even though The Dock and Launchpad (see below) make launching applications quick and easy, you can also use Spotlight to launch applications that you might not use that often. Type the name of the application into Spotlight, and the Top Hit will always be an application of that name. Just press the Return key or click on the search result to launch that application.

## Dictionary Definitions

If you're not sure what a word means, or can't remember whether "Desert" is a hot sandy place or something sweet and delicious, just type the word into Spotlight and hover your cursor over the Dictionary Definition!

## Basic Calculations

Spotlight is useful as a calculator that's always on hand. Type the sum into the search field for an instant answer - no need to press =.

## Launchpad





A lot of the changes and additions made to Mountain Lion are derived from the success of Apple's iOS devices, such as the iPad and the iPhone. One such addition is called Launchpad. By clicking the Launchpad icon on the Dock you bring up pages of app icons, like you see on the home screen of any iOS device. This makes it quick and easy to open up applications that are not in the dock.

As soon as you install an application on your Mac, be it from a disk, an online download, or via the App Store, it will appear in Launchpad. Just above the Dock and below where the app icons are in Launchpad you will see a small white dot and one or more grey / faded dots. These dots signify different pages of apps, with the white dot telling you which of the pages of Apps you are currently on. To navigate between app pages within Launchpad use the left / right cursor keys, swipe left / right with two fingers on the trackpad, or swipe left / right with one finger over the surface of the Magic Mouse.

To rearrange apps, grab the icon you want to move and drag it into the desired area on Launchpad. To move an icon to a different page drag it over to the edge of the display and Launchpad will move onto the next page.

You can also organise app icons into folders. To do this drag one icon on top of another, for example Word on top of Excel. Doing this will create a folder which give itself a name based on the apps within the folder. This name can be easily edited by simply clicking on it and typing a new name. To remove app icons from a folder simply drag them out and back into the main area of Launchpad.

If you click and hold on one of the apps in Launchpad you'll see that the icons start jiggling and a cross appears in the top left-hand corner of some of the app icons. These apps can be deleted from your Mac by clicking this cross. This will only work with apps purchased from the App Store.

To delete apps which were not purchased from the App Store, navigate to the Applications folder within Finder and drag the app into the Trash.

# Apple Care



Every Mac comes with complimentary telephone technical support for 90 days from your Mac purchase and a one-year limited warranty. With the AppleCare Protection Plan, you can extend your service coverage to three years from the computer's purchase date. You can call Apple's award-winning technical support experts as often as you like and get your questions answered.

## Apple Hardware Coverage

The AppleCare Protection Plan provides global repair coverage, both parts and labor, from Apple-authorized technicians around the world. Apple hardware coverage includes:

- Your Mac computer
- Included accessories such as the power adapter
- Apple memory (RAM)
- AirPort Express, AirPort Extreme, or Time Capsule
- Apple display purchased with your Mac

## Software Support

Whether you're sitting in the comfort of your home or office or on the go, you can get direct access to Apple experts for questions on a wide range of Mac topics, including:

- Using the Mac OS X operating system
- Quick how-to questions about iLife and iWork
- Connecting to printers and AirPort networks

## Shortcuts

Copy	⌘ + C
Paste	⌘ + V
Print	⌘ + P



Save	⌘ + S
Delete (file or folder)	⌘ + delete
Bold	⌘ + B
Italic	⌘ + I
Screen Capture	⌘ + shift + 3
Selective Screen Capture	⌘ + shift + 4
Close application window (e.g. an email or webpage)	⌘ + W
Hide (minimise) an application	⌘ + H
Quit an application	⌘ + Q
Spotlight (Search the computer)	⌘ + Spacebar
Force quit applications	⌘ + option + esc
Toggle between applications	⌘ + TAB
Toggle between application windows (e.g. emails)	⌘ + ~ (key to left of 1)
Toggle between Safari Tabs (won't work with Top Sites)	⌘ + shift + →
Enter / Exit Full Screen Mode	⌘ + control + F
Open Safari Link in new Tab	⌘ + click link

## Mission Control



Another feature brought in with Lion (the previous Macintosh operating system) was full-screen apps. This allows you to have nothing but the application in which you're working on your display.

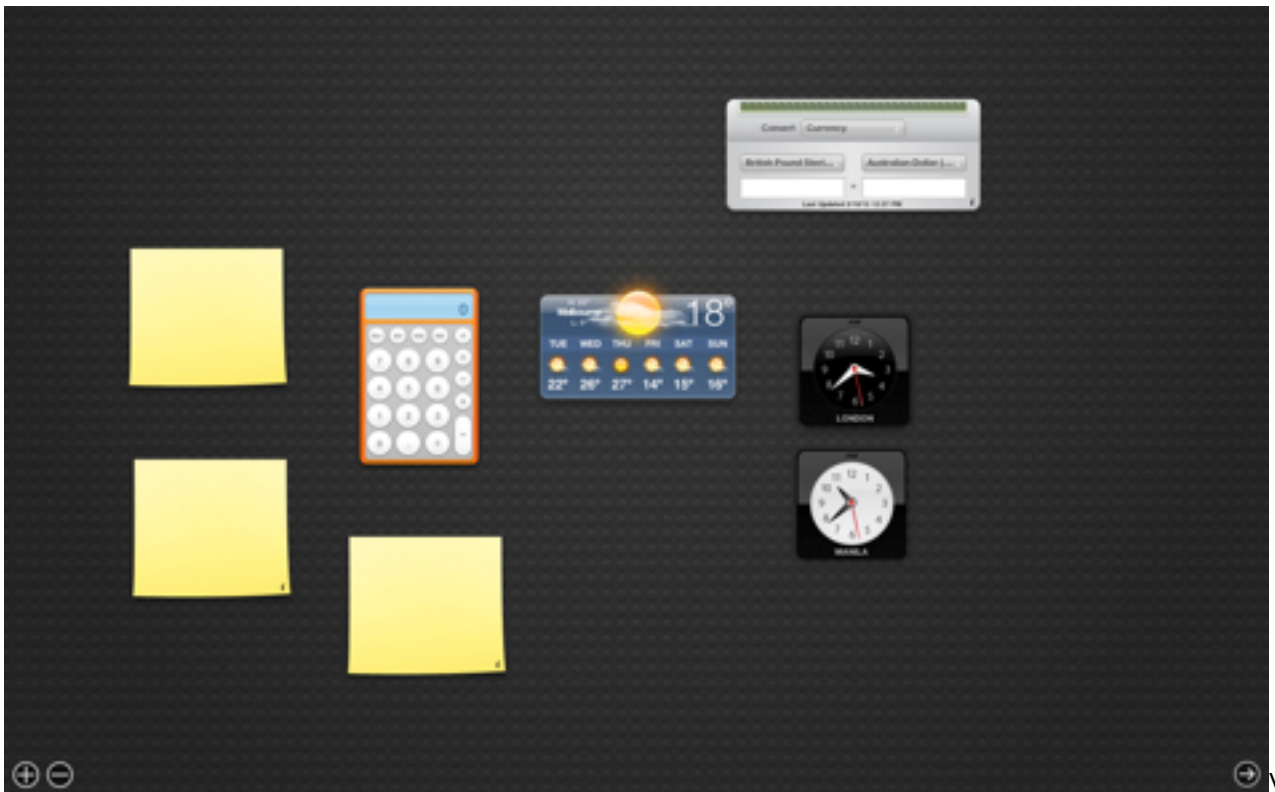
To make an app full-screen click the full-screen button in the top right hand corner of your application (*as shown in the screenshot from the corner of Safari, above left*). To exit from full-screen view, click the same button you used to enter full-screen mode. This will now be illuminated in blue (*see above right*).

Full-screen view was previously avoided by Apple because it meant that you were cutting off other applications and effectively tripping over yourself. The solution they came up with was a feature called **Mission Control**.

Mission control allows you to quickly and easily switch between full-screen apps, and also create multiple Desktops so that you can arrange and group various non-full-screen applications and keep them in separate workspaces.

Entering Mission Control provides a birds-eye view of the applications currently open on your Mac. To enter Mission Control either press the F3 key on the top row of your keyboard, swipe 3 fingers upwards on your trackpad, or double tap (not click) with two fingers on the Magic Mouse (*For a full list of Mouse / Trackpad gestures please see the next page*). Once you're in Mission Control you can navigate to the desired app or desktop by clicking on it. You can organise your desktops by dragging apps from one desktop onto another.

## Dashboard



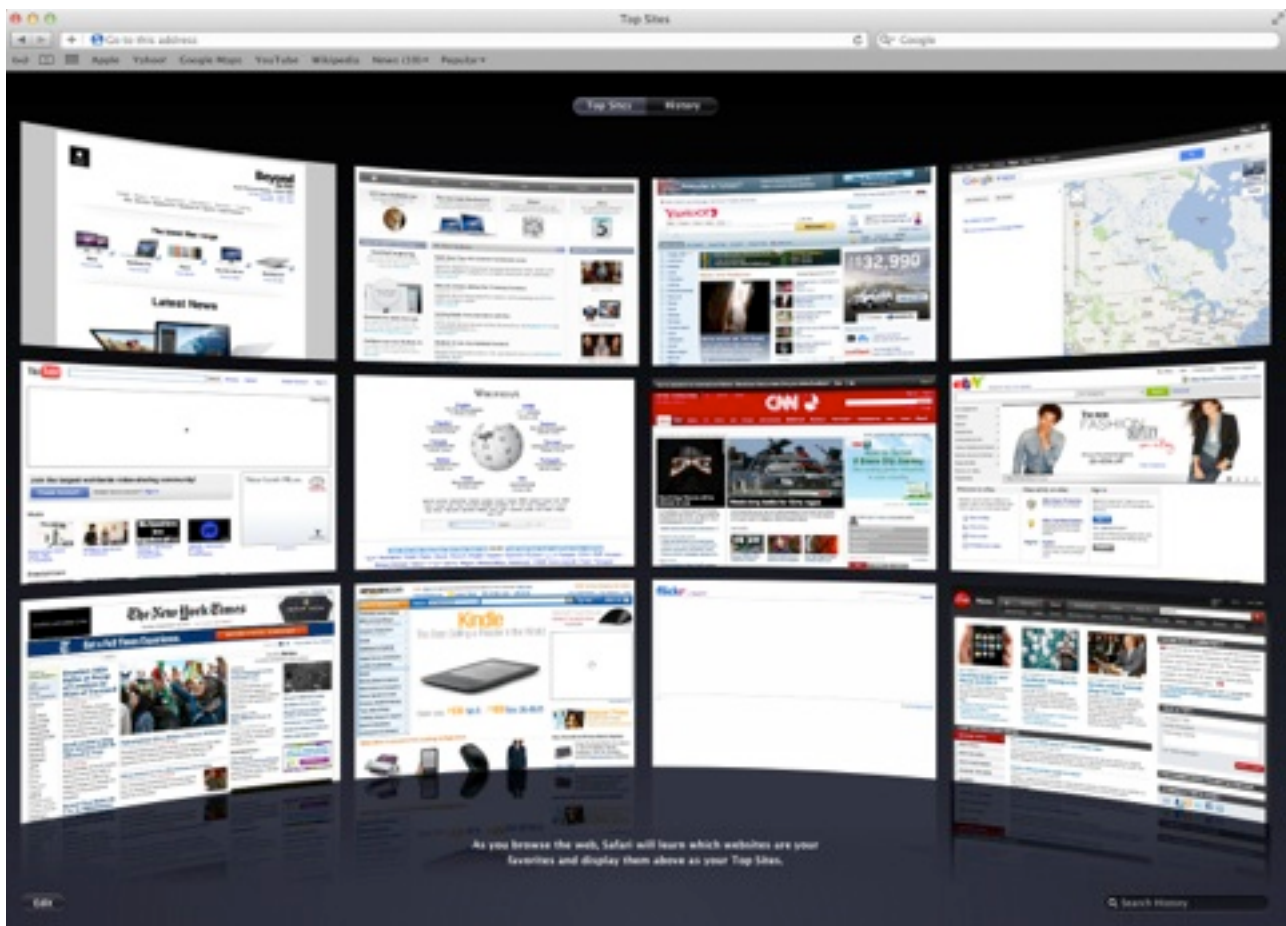
Dashboard is a secondary environment within the Macintosh operating system that gives you access to a series of organisational tools known as “**widgets**”. By default you will get a calendar, calculator, clock and the local weather forecast. Dashboard can be accessed from Mission Control and will show up as a space, just like full screen applications do.

When you hover the cursor over a widget you normally see an *i* appear. Clicking this *i* will allow you to change preferences for that particular widget. For example, with the clock it will allow you to select the time zone you’d like the clock to display. With the calendar you can choose where you want the weather forecast for.

In the bottom left hand corner of Dashboard you will see a + and a -. Clicking the + opens up a page like Launchpad where you will see a selection of widgets to choose from. To add one of these widgets just click it and it will be automatically placed on the Dashboard. To remove widgets from the Dashboard, click the - and a x will appear in top left hand corner of each widget. Clicking this x will remove the widget.

When you click the + to add a widget to Dashboard you will notice a “More Widgets...” button appears. Clicking this will take you to a page on Apple’s website where you can download further widgets.

## Safari



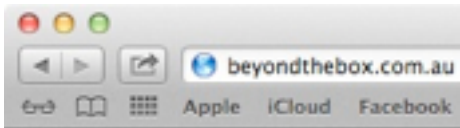
Safari is your Mac's web browser, like Internet Explorer on your Windows PC. While the fundamental features of Safari are similar to many other web browsers, what it does behind the scenes takes it to the next level. You'll find Safari to have unparalleled popup-blocking abilities so you're not always being disturbed by advertisers' pages opening up and leading you away from the site you're trying to navigate to.

There are also some really great features in Safari like the new **Share** feature which allows you to share a webpage with someone via email or social media, straight from Safari.

As well as being able to add your favourite websites to your **Bookmarks** collection (like Favourites in Internet Explorer), you can add articles of interest to your **Reading List** and come back to them at a later stage. With **iCloud** your Reading List will be synchronised across all of your devices; you can save an article on your iMac and read it later on on your iPad.

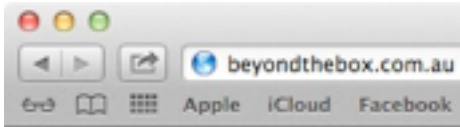
When you are reading an article within a webpage you can use the **Reader** feature to display just the text, free of all the usual web distractions such as links to other articles, advertisements, and un-related images.





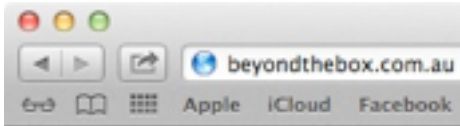
### Forwards and Backwards Buttons

Use these buttons to navigate forwards and backwards through web pages you have recently visited. You can also use gestures on the mouse or trackpad to do this.



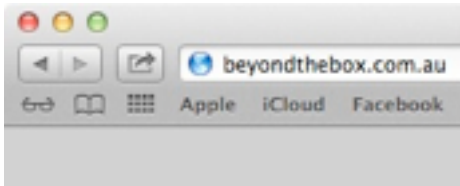
### Web address / Google Strip

This text field now serves two purposes; If you know the address of the site you wish to visit you can enter it in here. Alternatively you can type in search words and press the **return** key to perform a Google search.



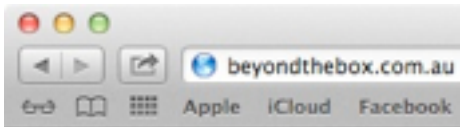
### Share

This is a new feature in Mountain Lion. Clicking on this button will allow you to add the current webpage to your Bookmarks, Reading List, or share the website via Email, Messages, or Twitter.



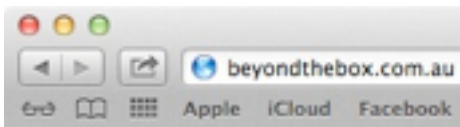
### Bookmarks Bar

Just below the URL and Search Fields you will see the names of a few different websites. If you click on these it will take you straight to the website. You can add a bookmark to the Bookmarks Bar by clicking the Add Bookmark Button and selecting "Bookmarks Bar" from the drop-down menu.



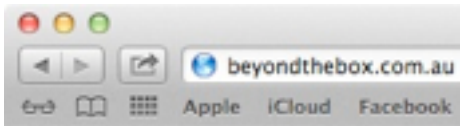
### Show All Bookmarks

Click this to display a list of all of your bookmarks in order to edit, arrange, and delete them.



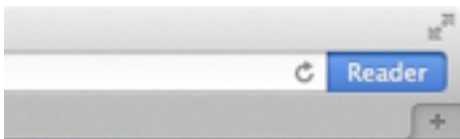
### Top Sites

Pressing this will open Top Sites in Safari. This will give you a tile-view of your most frequently visited websites (see *screenshot on previous page*) for easy visual access. Simply click the tile in which a website is displayed to open that site.



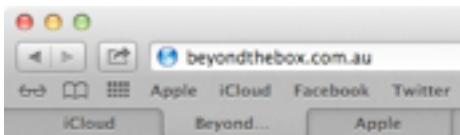
### Reading List

When You come across an article that is of interest but want to read it at a later stage you can click this button to add it to your "Reading List". This is basically a list of temporary bookmarks.



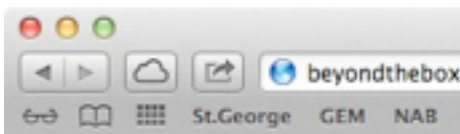
### Reader

When you are on a page with a body of text in it you can click this button at the right of the URL Field. This will display the text as a continuous text-only document, getting rid of any adverts or other distractions on the original page.



### Tabs

Rather than having all of your websites open in different windows you can display them in Tabs. This keeps your web browser neater and more organised.



### iCloud Tabs

iCloud tabs gives you access to tabs open in Safari on any devices signed into your iCloud account. You need to be signed into iCloud in System Preferences to use this feature.



### Refresh

If a website has not loaded correctly, you can click this arrow to reload or refresh the webpage.

# iLife

## iPhoto



When you first launch iPhoto, you will see the Welcome page. You can access the online video tutorials from here.

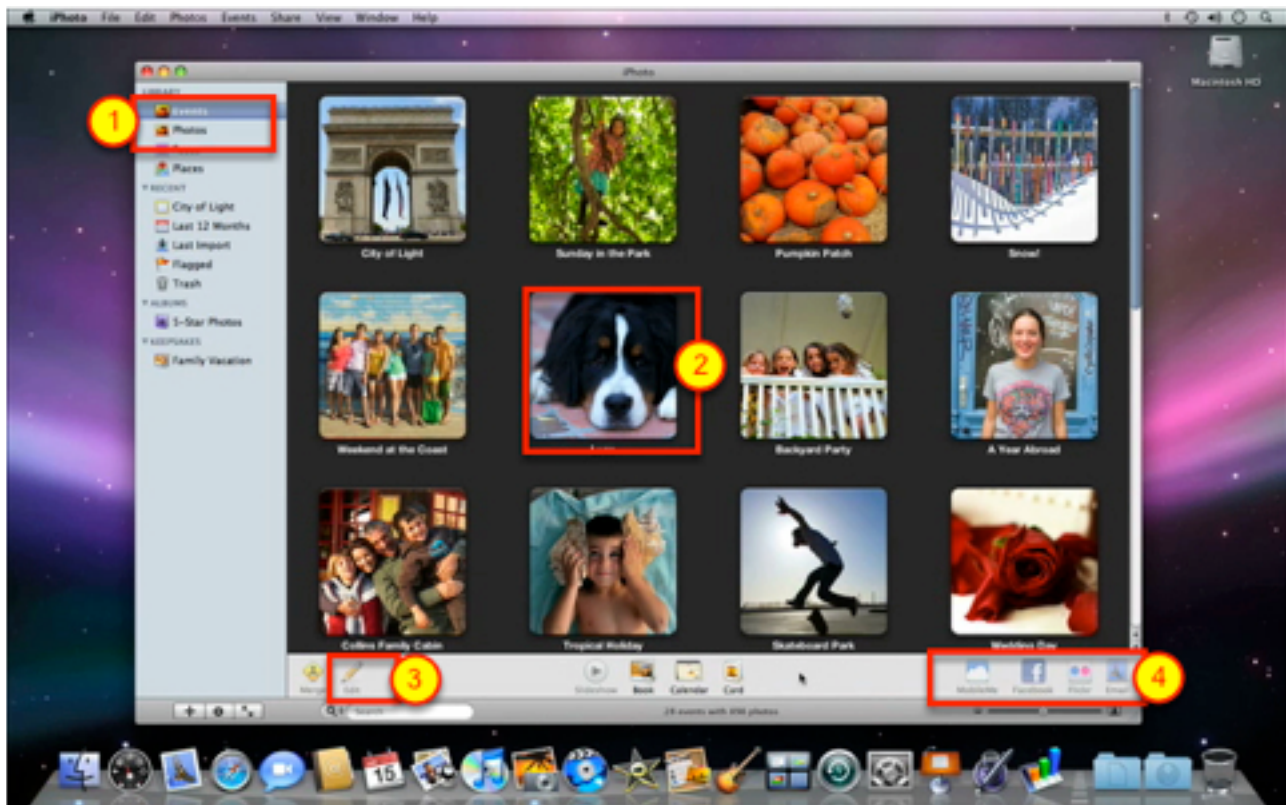


Alternatively, you can use HELP and choose video tutorial. You will need to be connected to the internet.



When you first launch iPhoto, you will see the Welcome page. You can access the online video tutorials from here.

Alternatively, you can use HELP and choose video tutorial. You will need to be connected to the internet.



1 - Organise your pictures into Events

2 - Edit your pictures

3 - Skim through an Event to see your picture collection

4 - Publish your pictures to an online gallery.

## iMovie



iMovie is a [video editing software](#) application which allows users to edit their own movies. iMovie imports video footage to the Mac using the **USB interface** on most MiniDV format digital video cameras. From there, the user can edit the video clips, add titles, and add music.

Effects include basic color correction and video enhancement tools, and transitions such as fade-in, fade-out, and slides.

## Garageband



GarageBand is a [software](#) application that allows users to create music or [podcasts](#). These files once finished can then be shared with iTunes, iWeb, iDVD, iMovie or published to YouTube.

GarageBand is a streamlined [digital audio workstation](#) (DAW) which can record and play back multiple tracks of audio. Built in audio filters allow the audio track to be enhanced for recording guitar instruments, etc. arageBand can play virtual software instruments for creating songs or playing music live using 50 sampled or [synthesized](#) instruments which can be played using a [MIDI keyboard](#) connected to the computer, or using an on-screen [virtual keyboard](#).

## Third Party Applications

### Microsoft Word



**Microsoft Word is Microsoft's word processing software.** It is a component of the [Microsoft Office](#) system. The latest releases are Word 2007 for Windows and Word 2008 for Mac OS X.



## Microsoft Powerpoint



**Microsoft PowerPoint** is a **presentation program** developed by **Microsoft**. It is part of the **Microsoft Office** system, and runs on **Microsoft Windows** and the **Mac OS** computer operating systems.

PowerPoint is widely used by business people, educators, students, and trainers and is among the most prevalent forms of **persuasive technology**.

The current versions are Microsoft Office PowerPoint 2007 for Windows and 2008 for Mac.

## Microsoft Excel



In **computing**, Microsoft Excel (full name Microsoft Office Excel) consists of a **proprietary spreadsheet**-application written and distributed by **Microsoft** for **Microsoft Windows** and **Mac OS X**. It features calculation, graphing tools, pivot tables and, **except for Excel 2008 for Mac OS X**, a macro programming language called VBA (**Visual Basic for Applications**). It is overwhelmingly the dominant spreadsheet application available for these platforms and has been so since version 5 in 1993[citation needed], and is bundled as part of **Microsoft Office**.

It was originally written for the apple mac, then later a PC version was released.

## Keynote



Keynote is a presentation , and multimedia development application. Keynote can share to iTunes, iPhoto, iDVD, iMovie and YouTube.

## Pages



**Pages is a word processor and page layout application** and is part of the iWork productivity suite (which also includes Keynote and Numbers).

Pages includes support for multi-column layouts, paragraph and character styles, footnotes. The program can create lists, URL links, page breaks, and will accept data from iTunes, iMovie and iPhoto.

**Pages contains templates** for newsletters, invoices, essays, stationery, invitations, educational materials and other types of documents.

Pages can import later-release Microsoft Word documents (including Word 2007's Office Open XML format [.docx]), and can export documents to RTF, PDF and Microsoft Word .doc and .docx formats.

## Numbers



Numbers is a [spreadsheet](#) application and is part of the [iWork](#) productivity suite alongside [Keynote](#) and [Pages](#).

Numbers' works with Microsoft Excel files. .xls and .xlsx

## Kahootz



An animation and simulation application created by ACTF based in Melbourne.

## Google SketchUp



An architectural drawing application. Buildings and structures constructed can be installed on Google Earth.

## Google Earth



Satellite mapping software. Anywhere on the planet, and the moon can be instantly viewed.

## Adobe Creative Suite



Adobe Dreamweaver CS3



Adobe Extension  
Manager



Adobe Flash CS3



Adobe Flash CS3 Video  
Encoder



Adobe Illustrator CS3



Adobe InDesign CS3



Adobe Photoshop CS3



Adobe Stock Photos CS3

This suite of applications will create and manipulate images for animations, webpages and printing.

## Comic Life



Comic Life by Plasq in Melbourne, allows images from the iPhoto library to be composed into comic style stories. A wide range of templates and styles are provided.

## Logger Pro



Data collection, display and analysis software which gathers data in tables, provides graphical representation of the data, and powerful analysis tools, including video analysis and curve fitting. TI-nSpire and TI-83/84 graphing calculators are supported as well.