

Using your Macintosh Effectively



The Basics







- ▣ Turning on
- ▣ Battery
- ▣ Volume controls
- ▣ Function keys
- ▣ Control, Option, Command
- ▣ Connecting a mouse or keyboard



Shortcuts when your Mac Freezes

- ▣ Stop a process - ⌘-period (.)
- ▣ Open Force Quit so you can force an application to quit - ⌘-Option-Escape
(If you can't open the Apple Menu)
- ▣ Turn off your computer - Power key
- ▣ Force shut down hold the power key down

Connections

- Firewire - some video cameras, some hard drives 
- USB - Some discs, digital cameras, USB thumb drives, IPOD, phone, etc. 
- Ethernet - for cable to connect to network/internet 
- Monitor/Projector 
- Headphones 
- Video 

Using your Macintosh

The Desktop

- ▣ When you first turn on your Macintosh what you are viewing is called the Desktop.
- ▣ Pictures on your desktop are called icons
 - These may include the Macintosh Hard Drive
 - Other discs that might be inserted
 - CD's
 - Files you have saved there

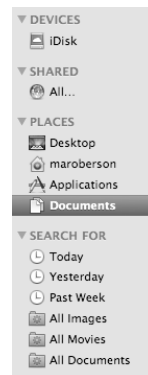
The Macintosh HD

- ▣ If you double click on the Macintosh HD Icon you will open a "window" that contains folders.
- ▣ You can also do this by clicking on the finder icon in your dock or by choosing New Finder Window under File



The Macintosh HD

Down the left side of your screen you will see choices of places to which you can go.



The Macintosh HD

- Applications, you will see all the applications available on your computer.
- Desktop - what's on your desktop
- Documents - what you have saved in your documents folder, Etc.

Windows

- ▣ Menus
 - What are they
 - How to tell what application you are in
- ▣ How to minimize, close, expand a window
- ▣ Moving a window (The title bar)
- ▣ Multiple windows



Views

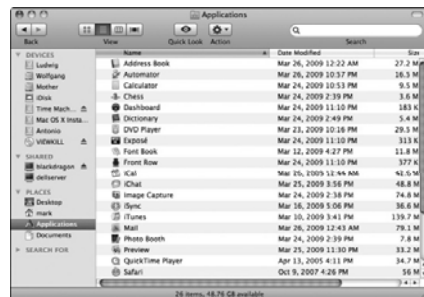
You can view your applications by icon or list or columns. By clicking on the proper icon.



Views

In list view you can sort by :

- Name
- Date
- Size
- Kind



Views

In column view you can
Find out information about a document/application
Or see what is in a folder.



The Dock

The dock contains shortcuts to applications, documents, etc. that you want to have handy. To add an application icon to your dock, simply click and drag the icon to the dock.



System Preferences

Under the Apple Menu are system preferences.



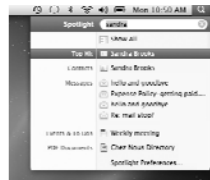
System Preferences can also be accessed through the dock by clicking on the icon.



System Preferences

So many options!

- Appearance - How your desktop looks
- Dock - what happens in your dock
- Spotlight - Searches your computer set up what you want to look for here.



System Preferences

So many options!

- Bluetooth - can send documents to different computers and to your phone
- Displays - the size of your display or other displays that you want to use
- Sound - what sound is being used, where your sound is coming from

System Preferences

So many options!

- Accounts (Change Password)
- Speech - allows for speech to text
- Universal Access - for students with disabilities



Managing files

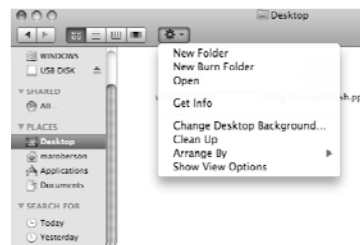
Where things go and how to change that.



Managing files

Creating folders

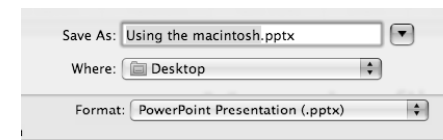
- Right click (Control click gives you a drop down)
- Or in the menu under File
- Or use the icon in Windows (will only show up in windows where you can save)



Managing files

Creating folders

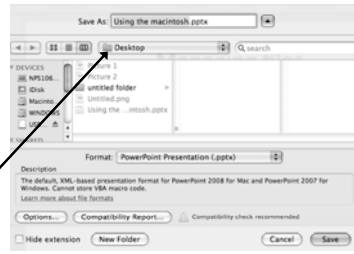
Within an application: Click on the arrow next to the Save AS and it will expand your window



Managing files

Creating folders from within an application:

At the bottom of the window you will see New Folder. You can click on this button and create a new folder.

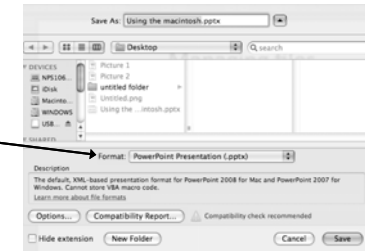


NOTE: The place the folder will be saved is indicated, you can change that by clicking on the left side of the screen.

Managing files

Saving in a different format

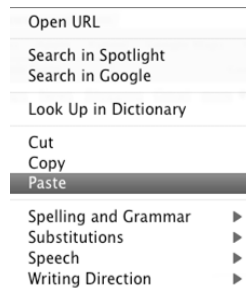
Change the format of a file by making a choice in the format drop down menu.



NOTE: This is how you can make sure a file will open in a different version.

Managing files

- Moving files from one place to another
 - Drag and drop or copy and paste



Screen Capture

- Command + Shift + 4
- Command + Shift + 3



Save vs. Save as

- First time you save – both the same
- Save will save changes to a document.
- Save AS creates a new document without changing the old.

NOTE: After Save as the document in front of you is the 2nd document.

Deleting Files

- Deleting: Right click (Control click and chose move to trash) or drag to trash
- Emptying the Trash: Click on the trash bucket and hold down the mouse button and choose empty trash. Or, open the trash window and click on the tool icon and choose empty trash.



Review

- | | |
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| ☐ Shortcuts when freezes | ☐ Managing Files |
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| ☐ Using your Mac | ☐ Save vs. Save as |
| ☐ The Mac HD | ☐ Deleting Files |
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