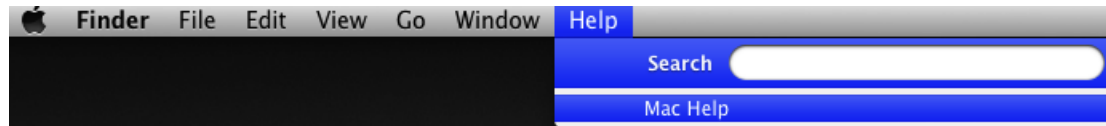


Navigating Your Mac

Where to get Mac help.....

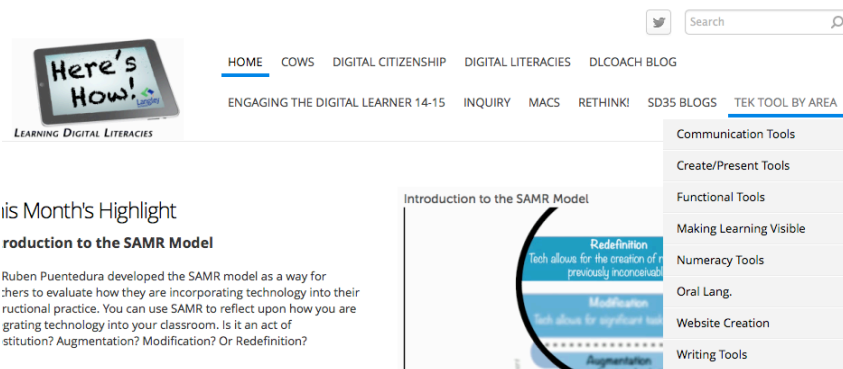
1] On your laptop!



- command - ?

2] <http://heres-how.weebly.com>

At the following website you will find a variety of how-to instructions and educational insights. To access the submenus, hover your cursor above the menu item.



Under the 'Tek Tool by Area' you will find tutorials for the following:

Communication tools: Edmodo; Outlook; PLN's explained; Remind101; Twitter

Create/Present Tools: Comic Life; Garageband; iBook Author; iMovie; Infographics; iPhoto; Pecha Kucha; Photobooth; PowerPoint; Videos

Functional Tools: Bookmark sharing; dropbox, iTunes; QR Codes

Making Learning Visible: iPad Apps

Numeracy Tools: Chart tools; coding; Excel' Inquiry; Kidspiration; Mathematical Thinking; Scratch; Visual Search

Website Creation: Weebly

Writing Tools: Blogging; Comic Life; Evernote; Graphic Communication; Inspiration; Kidspiration; Note-taking; Tagxedo; Thinglink; Word; Wordle

1] Start @ the beginning:

- Turn it on
- Log in
- Shut down
- Sleep
- Battery Charge
- Log into laptop vs log into server
- Think about where you will store it!

2] Individuals have options

In general, keep in mind there are usually 3-4 ways to do something using the programs on your Mac. For instance, to copy some text, there are at least 4 choices I can think of.

- You can select "Copy" from the Edit menu
- "Right-click" and select "Copy" from the contextual menu that pops up next to your cursor
- Use the key combination Command-C
- Or just drag the item while holding the Option key and it will make a copy in the new spot.

3] The Dock:

Instead of the Task Bar, The Mac has a Dock (seen below) that is similar to the Windows Task Bar. The Dock has *shortcuts* to both open programs and ones that aren't open, but you want the shortcut there anyway for easy access. The little system icons in the "tray" on the right of the Windows Task Bar can be found on the right side of the Mac menu bar

- Active Applications
- Adding / Removing Icons
- Dock Preferences

Where Did That Window Go?

You will quickly learn that when you minimize your applications, they go to the dock. Specifically the items to the right of the bar in the dock menu are open finder windows or applications. This is similar to the area where minimized applications go in the windows task bar. Also, if a finder window is not minimized, but behind another open window you can bring it up by clicking on the finder icon in the dock.



4] Desktop

- Menu Bar (for Laptops)

The menu bar runs along the top of the screen. On the left end of the menu bar are the application menus. The name of the application you are currently using appears in bold next to the Apple menu. There are several other application menus, often with standard names such as "File," "Edit," "Format," "Window," and "Help." On the right end of the menu bar are menus represented by icons. These menus show the status of your computer or give you quick access to certain features.



To open System Preferences, go to  Apple > System Preferences

1. Dock Preferences
2. Desktop & Screensaver preferences
3. Security & Privacy: Password protect 'waking up'
4. Battery Strength/Time Remaining



5] To add a printer:

To add a **network** printer:

1. Choose File > Print, and then choose Add Printer from the Printer pop-up menu
2. Select the printer in the dialog that appears and click Add.
The dialog lists Bonjour, AppleTalk, IP, shared, and Open Directory printers. You may need to wait a short while before your printer appears.

To add a printer **shared by a Windows computer**

1. Choose File > Print, and then choose Add Printer from the Printer pop-up menu.
2. Click Windows in the toolbar of the dialog that appears.
3. Select the printer from the browser.
If prompted, enter the user name and password for the printer.
4. Choose the item appropriate for your printer from the Print Using pop-up menu.
Be sure to choose the correct printer model for the printer you're using. For more information, see the documentation that came with the printer. If you have an HP PCL compatible printer that's not listed, choose the printer model that most closely matches your printer. See the link below for a list of printers and the models they most closely resemble. (You may need to scroll down to see the table.)
5. Click Choose.

6] Expose

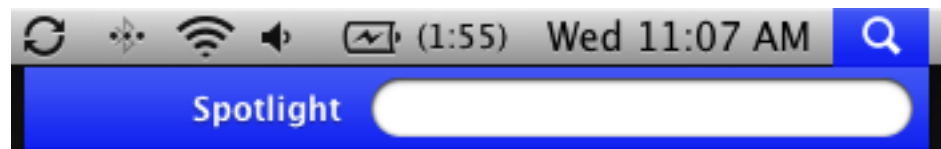
Apple introduced Exposé to OS X to make your life easier, so go ahead and use it to your heart's content. Go to **Apple > System Preferences > Dashboard & Exposé** and play with some of the settings to make those menial tasks more convenient to execute.





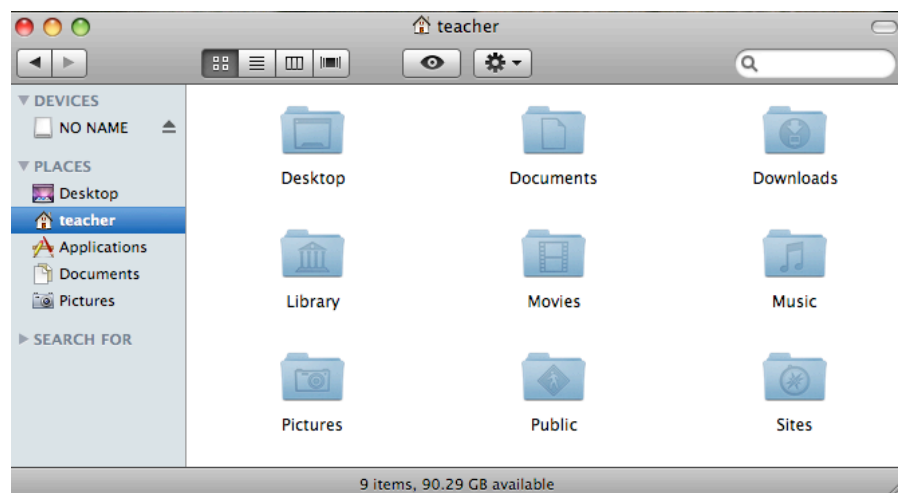
7] Spotlight is the first is a great way to open programs with a few keystrokes. But what it is doing is searching your whole Mac for your search terms. So in addition to launching that app you want, it will also find the emails or Word doc you used the phrase, "soccer practice" in or anything else along those lines. The beauty of it is that it takes away the pressure of keeping a super organized Documents folder. Looking for that old resume? Type a few words you know are in it.

Spotlight also has other tricks up its sleeve. Want to get back to that website that had the words "Italian Architecture" in it? Just type the phrase. How about the definition of "Architecture"? Just type it in and select Definition from the list. How about the sum of $2347 + 74839$? Type it in! It figures it out for you.



8] Finder

- Finding & Connecting to Wireless networks
- Icon, List, Column
- Organizing, Creating and Naming Folders
- Moving & Renaming Documents
- Creating an Alias
- Finding CDs, DVDs, and Flash Drives
- **Awesome Item:** to find duplicates, in the finder search type in the format you are looking for, eg. '.doc' that will bring up all the documents on your computer. You will see duplicates or you can find that pesky document whose name you can't remember





9] Quick Look. Quick Look gives you an almost instant preview of a file without opening it in an application. You use it in the Finder by selecting one or more files and then hitting space bar or the little eye icon in the window's tool bar above. It doesn't preview every file type out there, but it does the important ones. Best thing is, you can preview Word and Excel files even if you don't have Word or Excel.

10] Applications

Instead of menus at the top of each window, your Mac has one menu bar across the top of the screen that changes to match the program you are using. You can tell what program you are in at the moment by looking at its title as the second item from the left next to the Apple symbol menu.

Instead of the Close, Minimize and Maximize buttons at the top right of a window, your Mac has Close, Minimize and Expand (or Zoom) in the upper left of the window. There are two key differences: The Mac Close button (red gumdrop) closes the window, not the program, and the Expand button (green gumdrop) tries to expand the window to fit the content of the window, not take up the whole screen. Clicking it again switches back to the smaller size it was before.

Instead of resizing your windows by clicking and dragging any edge, you need to click and drag the lower right corner.

- a. Safari: using dictionary with right click, bookmark toolbar
- b. Dictionary, thesaurus & Wikipedia
- c. Preview: view pdf's, photos, etc
- d. PhotoBooth: camera, movies, effects
- e. Dashboard

11] Eject Optical Media

This is probably only a problem for those that are using non-Apple keyboards, that lack a CD

Eject key. Press and Hold **F12** for 2 seconds to eject any CD or DVD. An alternate method is dragging the CD icon on the desktop to the trash. This will *not* delete it. You can also use the Command-E keystroke.



12] Remember to take out the trash!! (iLife trash is different from your Dock trash)



13] Saving to your Network or to your computer....remember when your computer is updated you need to save everything to the network.

14] Keyboard Shortcuts

If saving time and being productive is the name of the game, then keyboard shortcuts are for you. The next time you are browsing around the menus of your favorite **applications**, take a glance at the right side of the menu to see if you find any shortcuts that can help you out. Here are a few to get you started.

1. **Command-?** Mac Help
2. **Command-A** Select All
3. **Command-C** Copy
4. **Command-D** Duplicates current item
5. **Command-E** Ejects selected volume, media, or server
6. **Command-F** Find
7. **Command-H** Hide current application
8. **Command-I** Opens Get Info dialog for selected item
9. **Command-J** Toggles View Options Open & Closed
10. **Command-K** Connect to server
11. **Command-L** Creates Alias for selected item
12. **Command-M** Minimize a Finder-folder to Dock
13. **Command-Option-M** Save as above but minimizes all open Finder-folders
14. **Command-N** Opens up new Finder window
15. **Command-O** Opens selected item
16. **Command-Q** Quits active application
17. **Command-V** Paste
18. **Command-W** Closes Finder-folder window
19. **Command-Option-W** Same as above but closes all Finder-folders
20. **Command-X** Cut
21. **Command-Z** Undo
22. **Command-Del** Moves selected item to Trash
23. **Command-Shift-A** Opens the applications folder
24. **Command-Shift-N** Creates a new folder in the selected workspace
25. **Command-Shift-Del** Empty Trash
26. **Command-Tab** Rotate through open applications and switch to highlighted app
27. **Command-~** Same as above but only flips through open windows in the selected application
28. *Command-shift-4 gives you a cross hair which you can drag to take a picture*
29. *Command-shift-control-4 gives you a cross hair which you can drag to take a picture which you can then paste into a document (places it on the clipboard)*
30. *Control –trackpad click gives you a “right click” menu*
31. *Spacebar click on a file and press spacebar, you will have a scrollable preview of that file.*
32. *Cmd + Tab: If you have multiple documents and/or applications open, hold these two keys and it will show you the application icons. Keeping the cmd key held down, click Tab to cycle through these. Let go of the keys to bring that application forward.*

