

Learning More about your Mac

Apple Training, Videos and Text Tutorials

Mac 101 - Getting Started with the Mac

“Give me the grand tour of the Mac interface”

5 lessons

[Apple - Support - Mac 101 - The Grand Tour](#)

“Get me working and playing”

27 lessons

[Apple - Support - Mac 101 - All Work and Play](#)

“Show me how to set up my Mac for me”

6 lessons

[Apple - Support - Mac 101 - Customize Your Mac](#)

“Connect your peripherals or get on the Internet”

7 lessons

[Apple - Support - Mac 101 - Connect and Use Your Devices](#)

“My Mac needs help” (Troubleshooting 101)

2 lessons

[Apple - Support - Mac 101 - Troubleshooting 101](#)

“My Mac Cheat Sheet”

Whether your Mac asks you for certain information or you're seeking help from Apple or an Apple Authorized Service Provider (AASP), there may come a time when you need to have access to your serial number, hardware configuration, passwords, email server or internet access information. And then you discover that you've either forgotten or misplaced this information.

Here is a link to a PDF form where you can keep all your basic information.

http://a248.e.akamai.net/7/248/51/3047521211216301/www.info.apple.com/images/kbase/304752/my_mac_cheat_sheet.pdf

This form can also be found on the last page of this handout.

Switch 101

If you're a PC user who has just switched to the Mac and want to find out how to adapt your old working habits to the Mac OS, this is the right place. Visit Switch 101: The former PC user's guide to getting the most out of your Mac.

[Apple - Support - Switch 101](#)

Mac Videos and Text Tutorials

[Apple - Find Out How - Mac Basics](#)

What is covered

- Mac Basics
- Photos
- Movies
- Web
- Music
- iWork
- MobileMe

Mac Basics

[Apple - Find Out How - Mac Basics](#)

Videos tutorials available on Mac Basics

Get Started with Mac (37)

[Anatomy of a Mac](#)

[Move to Mac](#)

[Windows on a Mac](#)

[PC to Mac: The Basics](#)

[Personalizing Your Mac](#)

[Finder Basics](#)

[Exposé Basics](#)

[Using Safari](#)

[iChat Basics](#)

[Mail Basics](#)

[Organizing Your Mail](#)

Wireless

[Wireless Basics](#)

[Setting Up Your Wireless Network](#)

[Wireless Printing, Backup, and More](#)

[Streaming Music Wirelessly](#)

Going Further with Mac OS X

[Using the Sidebar](#)

[Setting Up User Accounts](#)

[Parental Controls](#)

[Time Machine Basics](#)

[Going Further with Mail](#)

Text tutorials Available on Mac Basics

Customizing Your Mac

[Customize Your Mighty Mouse](#)

[Customize Your Mac with a Screen Saver](#)

[See Your Way Clear with Exposé](#)

[Open Applications Automatically on Startup](#)

[Quickly Switch Between Applications](#)

[Get Dictionary Definitions in
One Click](#)

[Go Home](#)

[Back Up Your Music, Photos, and Documents](#)

[Quickly Activate Your Screen Saver](#)

[Take a Quick Look](#)

[Capture Screen Shots](#)

Using the Dock

[Change the Position of the Dock](#)

[Add an Application to the Dock](#)

[Remove an Application from the Dock](#)

Using Mail

[Email a PDF](#)

[Quickly Email a Photo](#)

[Add an RSS Feed to Mail](#)

[Email a Web Link Instantly](#)

Using Address Book

[Fill Out Forms Quickly](#)

[Automatically Add Email Addresses in Mail](#)

[Create a Birthdays Calendar](#)

Photos (iPhoto)

<http://www.apple.com/findouthow/photos/>

Videos tutorials available on iPhoto

Import and organize your photos.

[Getting Started with iPhoto '09](#)

[Importing Photos From a Digital Camera](#)

[Manage Your Photos Using Events](#)

[Organize Your Photos Using Faces](#)

[Organize Your Photos Using Places](#)

[Add Keywords, Ratings, or Flags to Your Photos](#)

[Find Your Photos](#)

Edit and improve your photos.

[Crop Your Photos](#)

[Rotate or Straighten Your Photo](#)

[Reducing Red-Eye](#)

[Enhance Your Photos with a Single Click](#)

[Fix Photos That Are Too Dark or Too Light](#)

[Brush Out or Retouch Problem Areas](#)

[Applying Photo Effects](#)

Share your photos.

[Email Photos to Friends and Family](#)

[Create and Share a Slideshow](#)

[Create a MobileMe Gallery](#)

[Publish Your Photos to Facebook](#)

[Print Photos at Home](#)

[Create Your Own Photo Book](#)

[Create Your Own Cards](#)

[Create Your Own Calendar](#)

Movies (iMovie)

Videos tutorials available on iMovie (47)

Import, organize, and edit video.

[Getting Started with iMovie '09](#)

[Importing Video From Your Camera](#)

[Enjoying and Organizing Your Video](#)

[Marking Your Favorite Video](#)

[Stabilize Shaky Video](#)

[Trimming Edits Between Video Clips](#)

[Adding Photos to Your Movie](#)

Enhance your movies.

[Adding Background Music to Your Movie](#)

[Adding Titles to Your Movie](#)

[Cropping and Rotating Your Video](#)

[Adding Transitions Between Video Clips](#)

[Adding Theme Titles and Transitions](#)

[Adding Sound Effects to Your Movie](#)

[Add Video Effects](#)

[Adding a Voiceover to Your Movie](#)

[Slow Down, Speed Up, and Reverse Video](#)

[Create Picture-in-Picture Effects](#)

[Add Animated Travel Maps](#)

Record and share movies.

[Record Video with Your Built-in iSight Camera](#)

[Create a MobileMe Gallery](#)

[Publish to YouTube](#)

The Web (iWeb)

Videos tutorials available on iWeb (22)

Create your website.

[Getting Started with iWeb '09](#)

[Adding a Blog to Your Website](#)

Customize your website.

[Adding a Photo Album](#)

[Adding a MobileMe Gallery](#)

[Adding a Movie to Your Website](#)

[Adding Google Maps](#)

[Adding a Countdown Clock](#)

[Adding a Photo with Your iSight Camera](#)

Publish and share your website.

[Publishing Your Website to MobileMe](#)

[Publishing Your Website via FTP](#)

Music (iTunes)

<http://www.apple.com/itunes/how-to/>

Videos tutorials available on iTunes

iTunes Player

[Download iTunes](#)

[Getting Started with iTunes 9](#)

[Explore the iTunes Player](#)

[Import CDs](#)

[Create Playlists](#)

[Sync to your iPod or iPhone](#)

iTunes Store

[Download Movies and TV Shows](#)

[Explore the iTunes Store](#)

[Get Free Podcasts](#)

Text tutorials available on iTunes

Tips

[Right-Click Shortcuts](#)

[Quick Links](#)

[Scrubbing Tracks](#)

[View Options](#)

[Total Times](#)

[Buffer Sizes](#)

Playlists

[Playlist Windows](#)

[Playlists from Albums](#)

[Smart Playlist](#)

[Share Your Playlists](#)

[Party Shuffle](#)

File Management

[Converting WMA Files](#)

[Playing Authorized Tracks](#)

[CD Track Info](#)

[Adding Songs from CDs](#)

[Editing CD Information](#)

[CDs from Albums](#)

Making CDs

[Compilation Albums](#)

[Print CD Inserts](#)

iWork

Videos tutorials available on iWork (58)

Pages '09
Creating Word Processing Documents

[Getting Started with Pages '09](#)

[Work with Sections](#)

[Create a Table of Contents](#)

[Use Outline Mode](#)

[Use Full-Screen View](#)

Enhancing Your Content

[Adding Citations and Equations](#)

[Tracking Changes and Adding Comments](#)

[Using Mail Merge with a Numbers Document](#)

[Adding Images to Your Documents](#)

[Create and Edit Charts](#)

[Create and Edit Tables](#)

Sharing Your Documents

[Working with Word Users](#)

[Exploring iWork.com](#)

Numbers '09
Creating Spreadsheets

[Getting Started with Numbers '09](#)

[Use Tables, Styles, Color, Images, and Fonts](#)

[Format Data Values with the Format Bar](#)

[Create Formulas with Quick Formula](#)

Organizing Your Data

[Hide, Filter, and Sort Table Cells](#)

[Group Rows into Categories](#)

[Highlight Values with Conditional Formatting](#)

[Create and Edit Charts](#)

Printing and Sharing Your Spreadsheets

[Print in Numbers](#)

[Working with Excel Users](#)

[Exploring iWork.com](#)

Keynote '09
Creating Presentations

[Getting Started with Keynote '09](#)

[Organize Your Slides](#)

[Adding Audio and Video to Your Presentations](#)

[Create and Use Shapes](#)

[Create and Edit a Chart](#)

[Create and Edit a Table](#)

Making Your Presentation Look Great

[Use Instant Alpha to Remove a Background](#)

[Add Shadows and Reflections](#)

[Image Adjustments](#)

[Add a Transition Between Slides](#)

[Animate Objects Between Slides with Magic Move](#)

[Using Advanced Builds to Animate Objects On and Off Slides](#)

Delivering Your Presentation

[Setting Up Presenter Notes](#)

[Working with PowerPoint Users](#)

[Exploring iWork.com](#)

MobilMe

Videos tutorials available on MobileMe (15)

Mail

[Filtering Junk Mail](#)

[Answering Email Using Quick Reply](#)

iDisk

[Sharing large files with iDisk](#)

[iDisk app for iPhone and iPod touch](#)

Calendar

[Working with Multiple Calendars](#)

[Creating Recurring Events](#)

Find My iPhone

[Find My iPhone and Remote Wipe](#)

Contacts

[Adding Photos to Contacts](#)

[Adding Custom Fields to Contacts](#)

[Working with Contact Groups](#)

Gallery

[Letting Visitors Add Photos](#)

[Viewing a Gallery on Apple TV](#)

[Adding Photos from Your iPhone](#)

[Hiding Albums in Your Gallery](#)

[Letting Visitors Download Photos](#)

iPhone

This is the link to Apple support information on the iPhone

[Apple - iPhone - Learn how to use all the features of iPhone.](#)

Apple TV

Here is where you can find information on Apple TV

[Apple - Support - Apple TV](#)

Manuals

You can find manuals for Apple hardware from computers, to peripherals to iPods here:

[Apple - Support - Manuals](#)

AppleWorks Support

Believe it or not there is still support information available for AppleWorks users:

[Apple - Support - AppleWorks](#)

QuickTime

Need manuals, support or information on QT and QT Pro. Here it is:

[Apple - Support - QuickTime](#)

Technical Specifications

Apple has technical specification on new and old products here:

[Apple - Support - Technical Specifications](#)

Mail (Apple Mail)

Try this link for help with setting up email accounts, sending and receiving mail, customizing your settings and other topics:

[Apple - Support - Mac OS X v10.5 Leopard Mail](#)

Address Book

Support and troubleshooting for Address Book can be found here:

[Apple - Support - Mac OS X v10.5 Leopard Address Book](#)

Safari

Support and troubleshooting for Safari can be found here:

[Apple - Support - Safari](#)

iCal

Support and troubleshooting for iCal can be found here:

[Apple - Support - iCal](#)

iChat

Support and troubleshooting for iChat can be found here:

[Apple - Support - iChat](#)

iSync

Support and troubleshooting for iChat can be found here:

[Apple - Support - iSync](#)

Time Machine

Support and troubleshooting for Time Machine can be found here:

[Apple - Support - Mac OS X v10.5 Leopard Time Machine](#)

Boot Camp

Support and troubleshooting for Boot Camp can be found here:

[Apple - Support - Boot Camp](#)

Bonjour

Support and troubleshooting for Bonjour can be found here:

[Apple - Support - Bonjour](#)

Airport and Time Capsule

Support and troubleshooting for Airport and Time Capsule can be found here:

[Apple - Support - AirPort + Time Capsule](#)

GarageBand

Support and troubleshooting for GarageBand can be found here:

[Apple - Support - GarageBand](#)

iDVD

Support and troubleshooting for iDVD can be found here:

[Apple - Support - iDVD](#)

Tutorials: Create and burn a DVD.

[Making a Magic DVD](#)

[Make a One-Step DVD](#)

[Creating a Custom DVD](#)

[Burning Your Project to a DVD](#)

Other (non-Apple Resources)

MacWorld Videos

MacWorld magazine offers a weekly podcast (audio only) and video podcast, many of which are tutorials on some aspect of Mac computing. If you want to see or download

any (or all) of the video open iTunes and click on the iTunes Store. In the upper left hand corner of the window enter “macworld” into the search window. You will get several items, one of which is “MacWorld Video”. Note that the graphic looks just like the audio podcasts but says video in the title. Click on the icon and you will get a list of videos available. You can select one or more (or all) of them and click “subscribe”. The videos will be downloaded to the Podcast folder (icon) in your iTunes library. The videos run between 2 and 8 minutes.

VTC Computer Software Training

VTC has made ten of their video tutorials for Mac OS X leopard freely available to help you evaluate their training. You can view these at:

[Mac OS X Leopard Tutorials](#)

ScreenCastsOnline

ScreenCasts is a video subscription service with hundreds of Mac tutorials. The company has made several of them available free on iTunes. If you want to see or download any (or all) of the video open iTunes and click on the iTunes Store. In the upper left hand corner of the window enter “screencasts mac” into the search window. You will get several items, one of which is “ScreenCasts online iPod”. Click on the icon and you will get a list of videos available. Some are full videos and some are trailers. You can select one or more (or all) of them and click “subscribe”. The videos will be downloaded to the Podcast folder (icon) in your iTunes library. Or you can go to the ScreenCast web site home page and click on the Free Tutorials “TV or Mac” link on the left side.

[Mac Tutorials : ScreenCastsOnline](#)

My First Mac

This site has a list of 195 Mac video Tutorials - “The Master List for New Mac Users”

[195 Free Mac Video Tutorials – The Master List for New Mac Users :: My First Mac - Help Buying and Getting Started with Your New Mac](#)

Switching to Mac.com

This site has a number of Mac tutorials. On the home page click on the “Tutorials” link.

[How to check your Hotmail using Mail.app : Switching To Mac](#)

I have a _____ computer
(e.g. Power Mac G5, MacBook)

My Mac

Click on the Apple and select About This Mac.

Mac OS Version: _____

Processor: _____

Memory: _____ MB or GB (circle one)

Click twice on the word "Version" to see the serial number.

My serial number is _____

Click on the More Info button to find the following information. It may also be on your sales receipt.

My hard drive is _____ GB

My optical drive is (circle one):

CD-ROM/CD-RW/DVD-ROM/DVD-RW

My Account

Click on the Apple and select System Preferences. Then click on the Accounts icon.

My account name is _____

My account short name is _____

My account password is _____

My account is Admin/Standard/Managed
(circle one)

If this account is not an Admin account, which account is the Admin account?

Admin account name _____

My Apple ID

This may be your email address. It is usually the account name used in iTunes and iPhoto.

My Apple ID is _____

My password is _____

My Mac Emergency Contacts

AppleCare: <http://www.apple.com/support>

Apple Tech Support:

U.S. 800-275-2273/Canada 800-263-3394

Retail Apple Store _____

Apple Service Provider _____

Mac-savvy friend _____

• don't forget to hide me • don't forget to hide me • don't forget to hide me • don't forget to hide me •

My Internet

Get this information from your internet service provider.

My ISP is _____

Their phone number is _____

Their website is _____

My account name is _____

My password is _____

To connect, I use (check all that apply):

Internal modem
dial-in phone number: _____

DSL modem brand/model: _____

cable modem brand/model: _____

router brand/model: _____

I connect wirelessly:
Network name: _____

Password: _____

My Email

Get this information from your email provider. The email provider is often the internet service provider.

My email provider is _____

Their phone number is _____

My email address is _____

My email password is _____

This is a .Mac/POP/IMAP account (circle one)

My incoming (POP) mail server is:

My outgoing (SMTP) mail server is:

Port number ____ Authentication? Y/N

Attach additional sheets for more email accounts.

My Backups

Backups are important for protecting your data.

My backup software is _____

My backups run daily/weekly/monthly (circle one)

My backups are to (circle one):
external hard drive/DVD/iDisk