

Macintosh Essentials
Workshop One - Sponsored by PTSLUG
Presented at the WSU NOP Extension Computer Room May 2010
Notes for Workshop Participants
Recommended Book: "The Little Mac Book" by Robin Williams

1- Basics

Turning your Mac off and on. When to use and not use the power button.

Shut down

Restart

Sleep

Force Quit- (1) On the File menu under the Apple icon, **(2)** With the Command+Option + Escape keys, **(3)** on the Dock by clicking on the icon + the Option + control keys

2- A Map of the Mac

The Desktop

The Menu Bar

Finder Windows

Your "Home" Folder

The Dock

Macintosh HD icon (= Hard Drive)

Icons

3- Important Mac Keyboard Keys

Shift Key

Command Key ("Apple Key" on older Macs) (= a right click of the mouse)

Control Key

Option Key (The PC's Alt key)

Spacebar

Escape Key

Caps LockKey

Arrow Keys

Function Keys Or F Keys such as F1, F2, etc.)

Delete Key (deletes left) and Right Delete key (Fn+Delete on laptops)

Some Keyboards-The Fn Keys for Screen Brightness, Widgets, Sound Control

Eject key (for laptops use with the Fn Key)

4- The Dock

Icons (most are "aliases")

Icons can be of Programs (applications), Folders, Files, Images - almost anything)

One click only to open an item

The triangle or light dot below Icons on the Dock = an open item

Where icons go on the dock, left or right of the dotted bar on the dock

Displaying icon names with the mouse

Resizing the Dock
Rearrange items on the Dock
Putting an item on the Dock
Removing an item from the Dock (can't remove the Trash and the Finder icons)
Magnify an item on the Dock
Reposition the Dock
When icons are bouncing on the Dock
Enlarging the magnification of icons
Hiding the Dock - Permanently and Temporarily (Option+Command+D keys)
Control-Clicking an Icon on the Dock

5- Some Useful Terminology

Finder (or the Desktop) (or hard drive)(or hard desk)
File Folder Finder Window
Menu Bar
Your Home Folder
Application (or a Program)
Icon
Mouse Single Click, Double Click, Press and Press and Drag, Mouse Scroll Wheel
Mouse Pointer Tip = the Hot Spot and the Mouse Cursor A File's
Title Bar and View Buttons
OS X (the Mac's Operating System Ten - OS) versions follow, such as 10.4 (Tiger), 10.5 (Leopard), 10.6 - Snow Leopard -Intel Macs only)
Shortcut Keys
Alias
Sidebar in a Finder Window
Toolbar
Apple Menu (The blue or black Apple)
Drop Down Menus
Menu Choices -Black Type vs. Grayed-out options
A User (you and others)

6- Some **Apple** Applications (Programs)

Finder
Dashboard (OS X 10.4 and higher only)
Mail (email)
Safari (web browser)
iChat
Address Book
Photo Booth
iCal
iTunes
Calculator
QuickTime
System Preferences

Preview
Stickies
Spotlight
TextEdit (can open and create Word documents)
Trash

Disk Utility
Font Sampler
Keychain Access
Preview

iLife = iTunes (music), iPhoto (photos and slide shows), iMovie (movies), iDVD (creating DVDs), GarageBand (creating music)
(Optional) iWork = Pages, Keynote and Numbers (Comparable to Microsoft's Word, Power Point & Excel)

6- Alternative Web Browsers and Email Programs

Firefox (Browser)
Opera (Browser)
Google Chrome (Browser)
Thunderbird (Mail program)

7- Word Processing Programs and Multiple Office Applications

TextEdit (Apple, Free, Limited)
iWork includes (Apple, \$79, free trial available)
 Pages (word processor = Word)
 Numbers (spreadsheet = Excel)
 Keynote (presentation = PowerPoint)
NeoOffice (free, word processor, spreadsheet, presentation [NeoOffice Home](#))
Bean (Free, word processor, version 2.4.3, www.bean-osx.com/Bean.html)
Schreiben Shareware \$14, word processor, [Apple - Downloads - Business & Finance - Schreiben](#))
AbiWord (2.4.5 latest version for Mac)

8- Site for Mac Applications (free, open-source) : <http://www.opensource-mac.org/>

9- The Internet

Are you connected? Troubleshooting.

- 1- Go to **System Preferences**> Network> "Assist Me"> Diagnostics. Look for all green buttons.
- 2- Go to Mail> Window > Connection Doctor
- 3- In Safari if you are not connected the application will tell you and offer you Network Diagnostics.

10- Mastering the five (key) symbols

⌘ is the Command or Apple Key

⌥ is the Option Key

⌘ is the Control Key

⌫ is the Escape Key (ESC)

⇧ is the Shift Key

Important Keyboard Shortcut keys Two-Key Shortcuts

Save ⌘-S

Copy ⌘-C

Paste ⌘-V

Cut ⌘-X

Undo (Typing) ⌘-Z

Select All ⌘-A

New ⌘-N

Open! ⌘-O

Print! ⌘-P

Quit (An Application) ⌘-Q

Close (A window or file) ⌘-W

Duplicate (a document, folder or application) ⌘-D

Find (e.g. a word) ⌘-F

Bold (Typeface) ⌘-B

Underline ⌘-U

Italics ⌘-I

Show Type Font Window ⌘-T

Three-Key Shortcuts Lookup in Dictionary (Click somewhere within the word) ⌘-⇧-D

Complete any word with likely words $\wedge - \text{↶}$
Check Document or Selection Spelling $\uparrow - \text{⌘} - :$
Hide or Show the Doc $\text{⌘} - \text{⌘} - D$
Screen Print (Entire Desktop) $\text{⌘} - \uparrow - 3$
Screen print (Selected Screen Print or Selected View) $\text{⌘} - \uparrow - 4$
Zoom In or Out $\text{⌘} - +$ (laptops add Fn Key) or $\text{⌘} - -$
Show Colors $\uparrow - \text{⌘} - C$
Get Character Palette! $\text{⌘} - \text{⌘} - T$

Where do you find them?

- 1) Go to the Apple (Finder) Help Menu. do a search for "Symbols for special keys", or
- 2) Open a drop-down menu in any application program, e.g.the TextEdit "Edit" and "Format - Font" drop-down windows and look at its shortcut keys, or
- 3) Open System Preferences go to \Rightarrow Keyboard & Mouse then to \Rightarrow Keyboard Shortcuts. (in OS X 10.6 Snow Leopard go to the Mouse Preference)