

TOURING THE MAC

SESSION 1: GETTING
FAMILIAR WITH THE MAC

SESSION 1: GETTING FAMILIAR WITH THE MAC

A MAP OF YOUR MAC (CHAPTER 1)

After turning on your computer, the screen that appears on your monitor is called the **Desktop**. Like the conventional desk, this is where you do your work using objects and tools represented by **icons**, or small pictures on the desktop.

Desktop



Icons

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A MAP OF YOUR MAC (CHAPTER 1)

The **menu bar** is located across the top of the desktop. The menu bar contains menu items with a list of commands for that application. If multiple applications or programs are active then the one that is front-most on your screen is displayed.

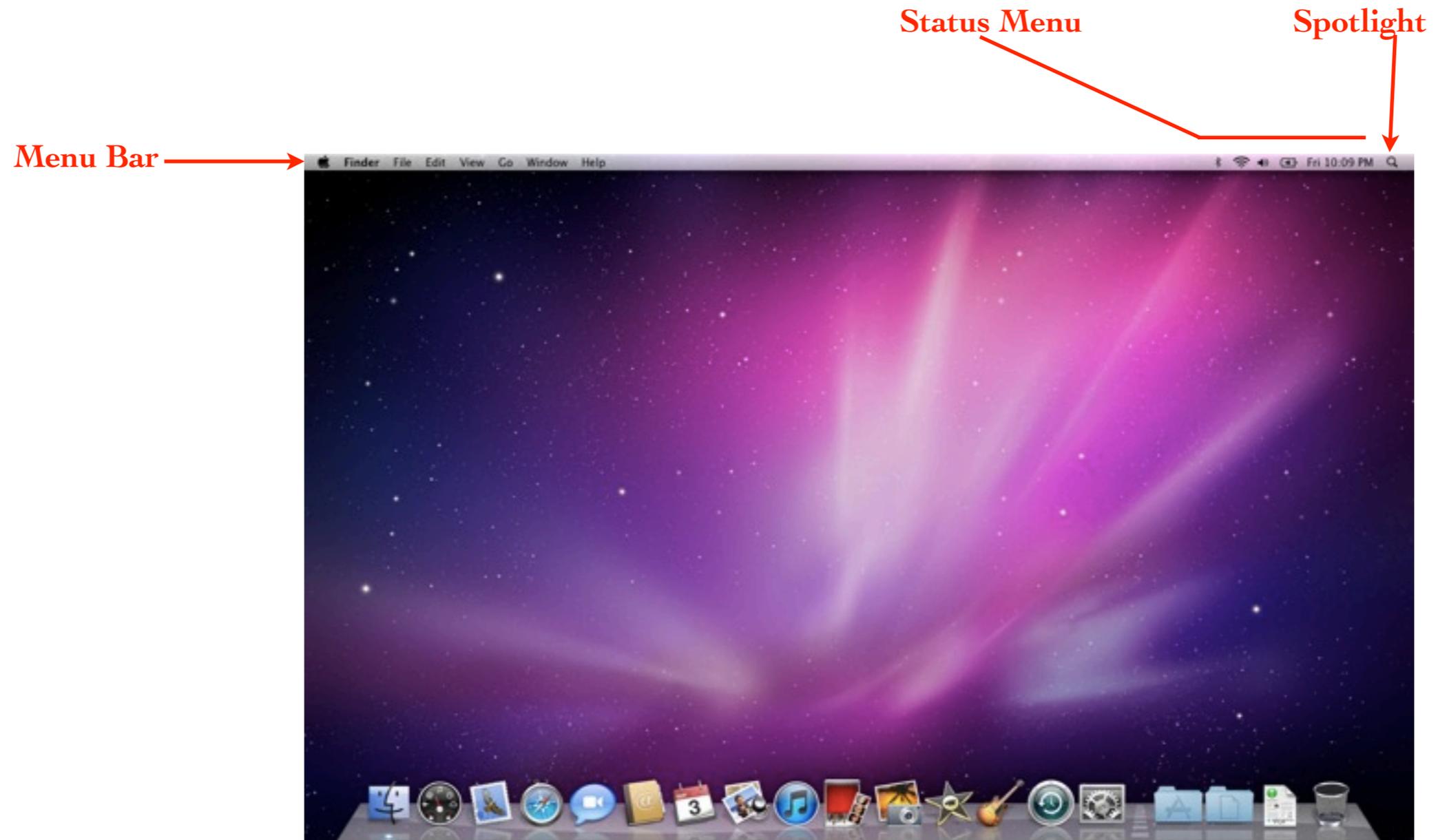
Menu Bar



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A MAP OF YOUR MAC (CHAPTER 1)

On the right of the menu bar is the **Status Menu** where you will find **Spotlight** to search for anything on your Mac.



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A MAP OF YOUR MAC (CHAPTER 1)

The icons located across the bottom of the desktop is called the **Dock** where you have quick access to applications, files and the **Trash**. A single-click opens them. To the right of the dividing line, you will find **stacks**. A **stack** is a folder of commonly used items that you can access instantly. The Mac comes with three built in stacks; applications, documents and downloads.



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A MAP OF YOUR MAC (CHAPTER 1)

A single-click on the **Apple icon** in the top left corner of the desktop displays the **Apple menu**.



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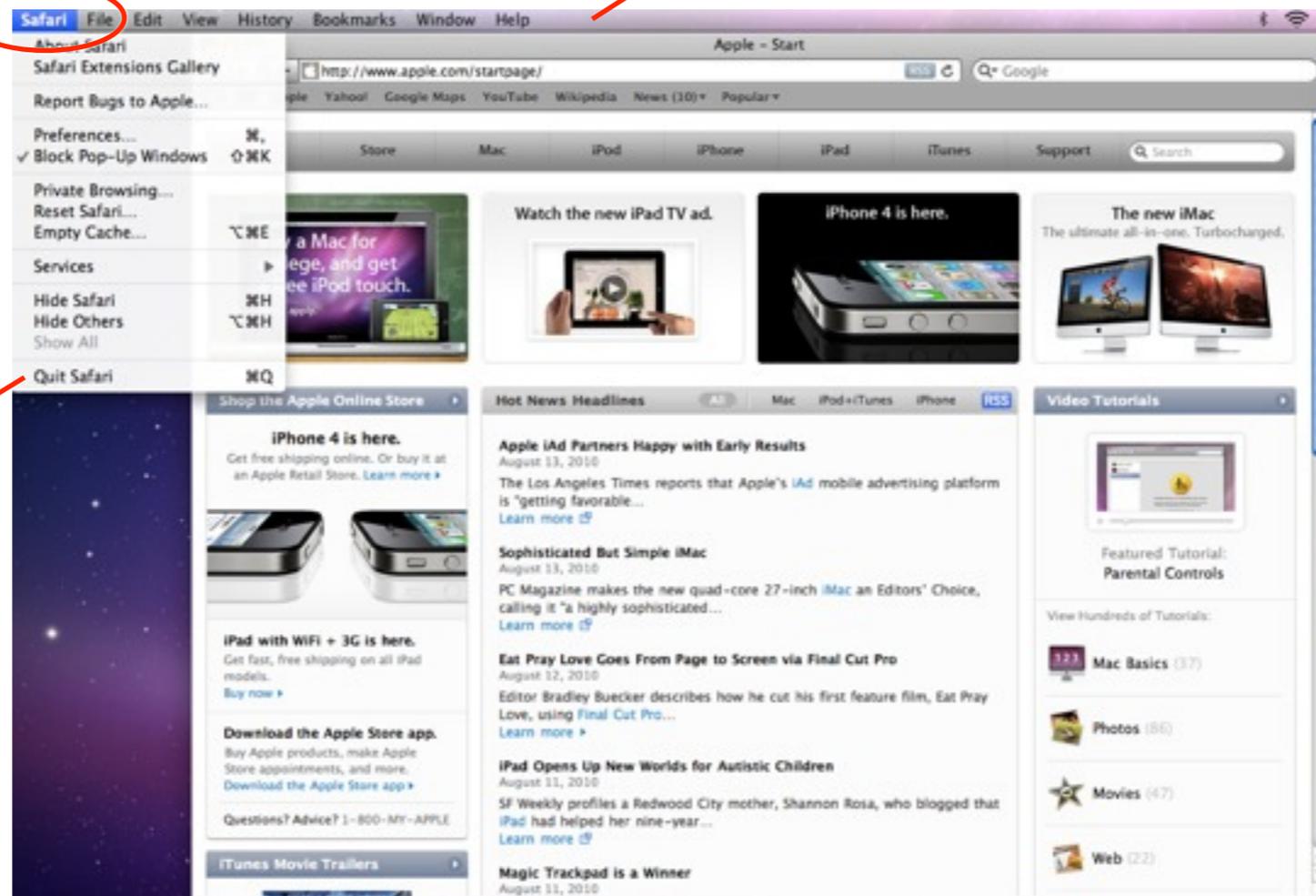
A MAP OF YOUR MAC (CHAPTER 1)

Every **application** has its own menu bar. The name of the application is located on the left side of the menu bar. The last item in the list of commands is always “Quit.”

Application name

Application menu bar

Quit application



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A MAP OF YOUR MAC (CHAPTER 1)

When you click on the **Finder icon**, the **Finder windows** appear. This is your **Home** folder. It contains all your folders, files, private account information, web bookmarks, email and trash basket.

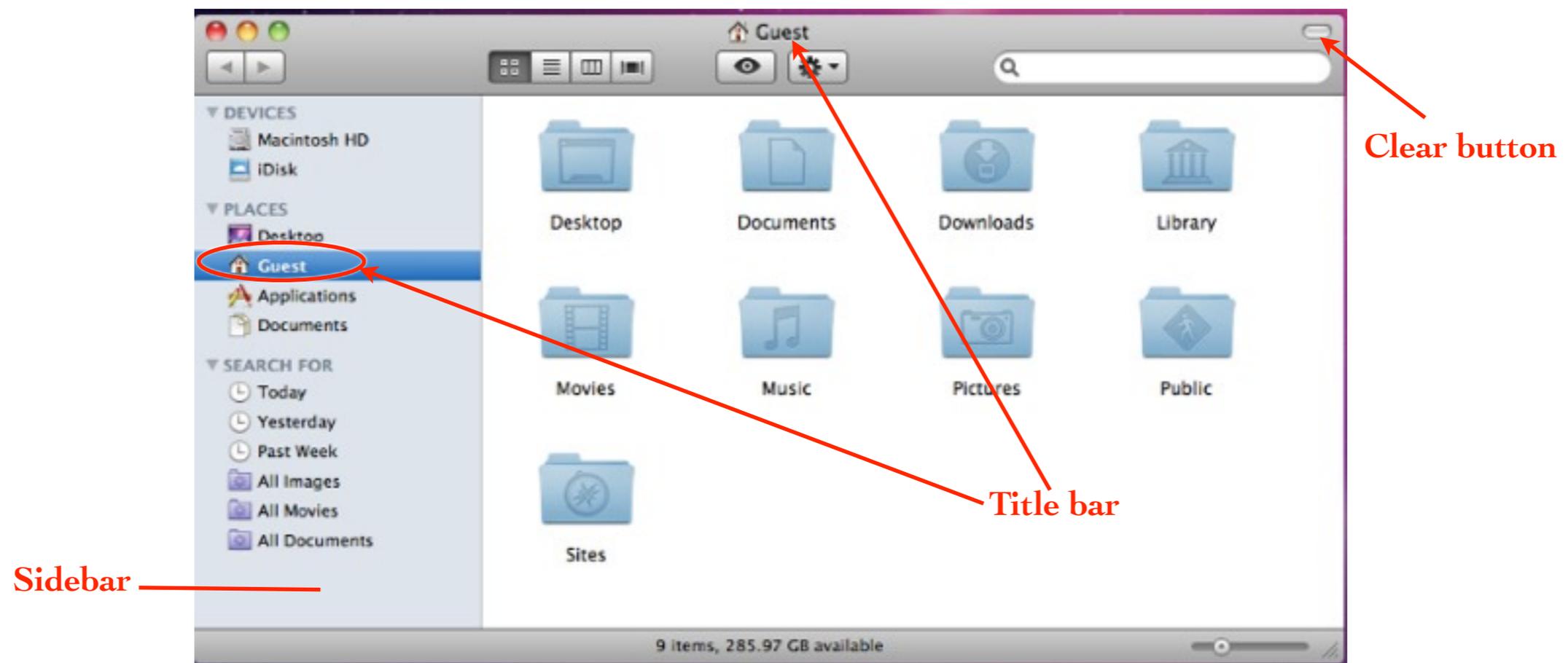


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A MAP OF YOUR MAC (CHAPTER 1)

Along the side of the window is the **Sidebar**. Clicking on an item in the Sidebar opens a folder showing its contents in the window. The Sidebar can be viewed or hidden by clicking on the little clear button in the top right of the window.

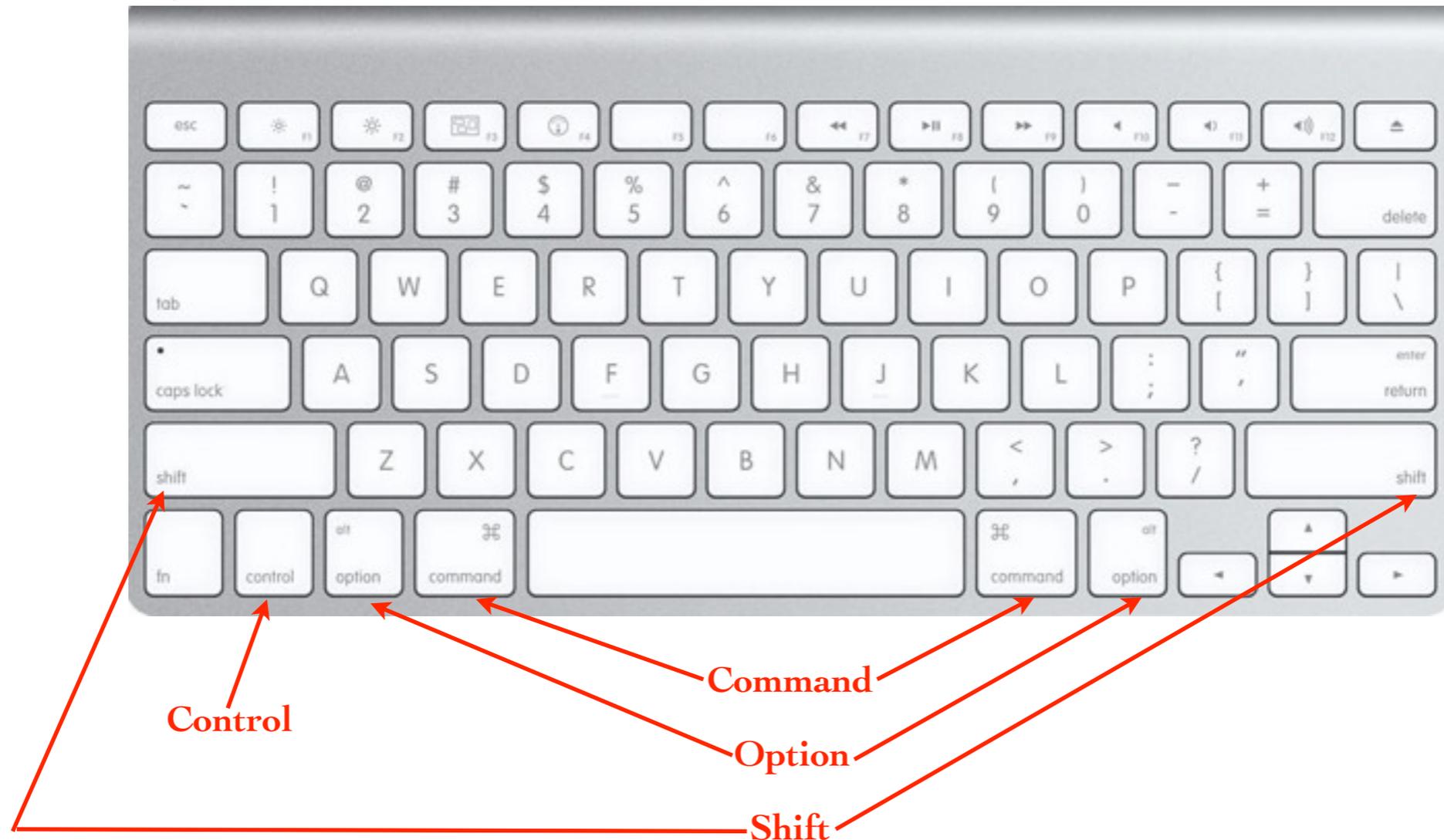
The **Title Bar** tells you the name of the folder you are accessing.



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A MAP OF YOUR MAC (CHAPTER 1)

There are **special keyboard keys** that you will be using. The **Shift**, **Command**, **Option** and **Control** keys are called “modifier keys” because they make something happen when used in combination with other keys or with the mouse. Keyboard shortcuts use the special keyboard keys in conjunction with other keys.



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THE MOUSE (CHAPTER 2)

In this session, the mechanics of how to use the mouse or trackpad will not be covered. Everyone should already have basic mouse or trackpad skills.

Single-click: A quick click with the tip pointed at the appropriate spot on the screen or icon. Always single-click any icons that are in a bar of any kind, such as a menu bar, toolbars, sidebars, the Dock or icons in System Preferences. Also single-click buttons and tiny triangles.

- Single-click an icon on your Desktop or in a Finder window pane to select that icon.
- Single-click a menu to display its commands.
- Single-click an icon in the Sidebar of a window to display that item's contents in the window.
- Single-click an icon in the Dock to open that application or document.

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THE MOUSE (CHAPTER 2)

Double-click: A quick click-click with the tip pointed at the appropriate spot on the screen or icon. Double-click icons on the Desktop or in a window pane.

- Double-click an application or document icon not in the Dock or Sidebar to open that application or document. Single-click items in the Dock or Sidebar to open them.
- Double-click a folder icon (not in the Dock or Sidebar) to open the window for that folder.
- Double-click a word to select that word for editing.

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THE MOUSE (CHAPTER 2)

Press: Position the very tip or hot spot of the pointer on something and (don't click) press the mouse button and hold it down.

- Press items in the Dock to pop up their menus.
- Press the arrows in a scroll bar of a window to scroll through that window.

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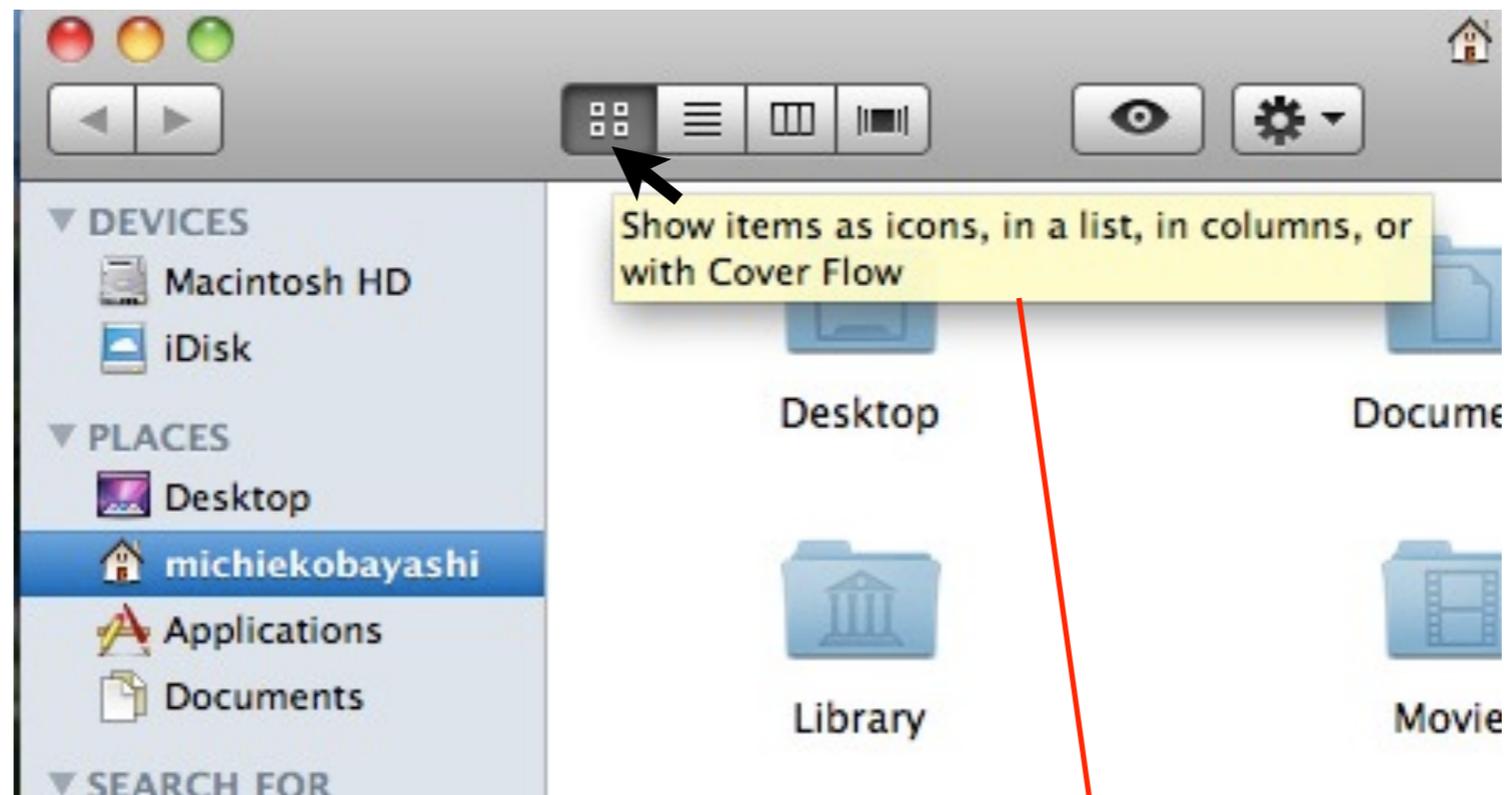
THE MOUSE (CHAPTER 2)

Press-and-drag: Point to an object or a specific area, press/hold the mouse button down, keep it down, and drag somewhere, then let go when you reach your destination.

- Press-and-drag to move icons across the screen.
- Press-and-drag to move a window across the screen.
- In a Dock menu, press-and-drag up the menu to select an item (then let go when you select an item; don't click).
- When typing, press-and-drag to select a range of text.

SESSION 1: GETTING FAMILIAR WITH THE MAC THE MOUSE (CHAPTER 2)

Hover: Position the tip of the pointer over a button or icon and hold it there. Do not click or press. Often a tool tip or icon name appears.

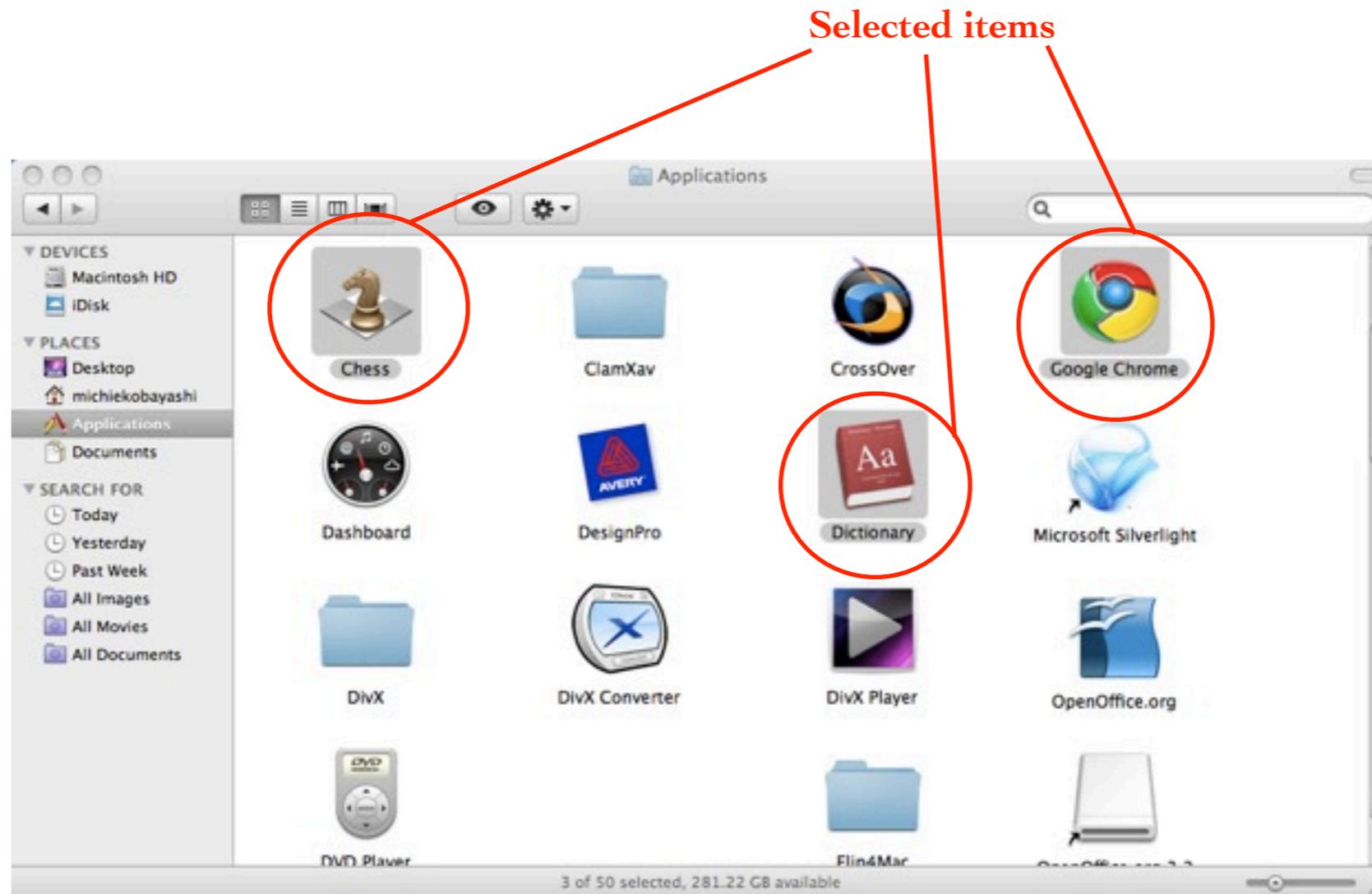


This is a tool tip.

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Shift-click: Hold down the **shift** key and then click the mouse once.

- To select more than one icon, **shift-click** individual icons when **in icon view**. **Shift-click** to deselect an item from a group of selected icons.

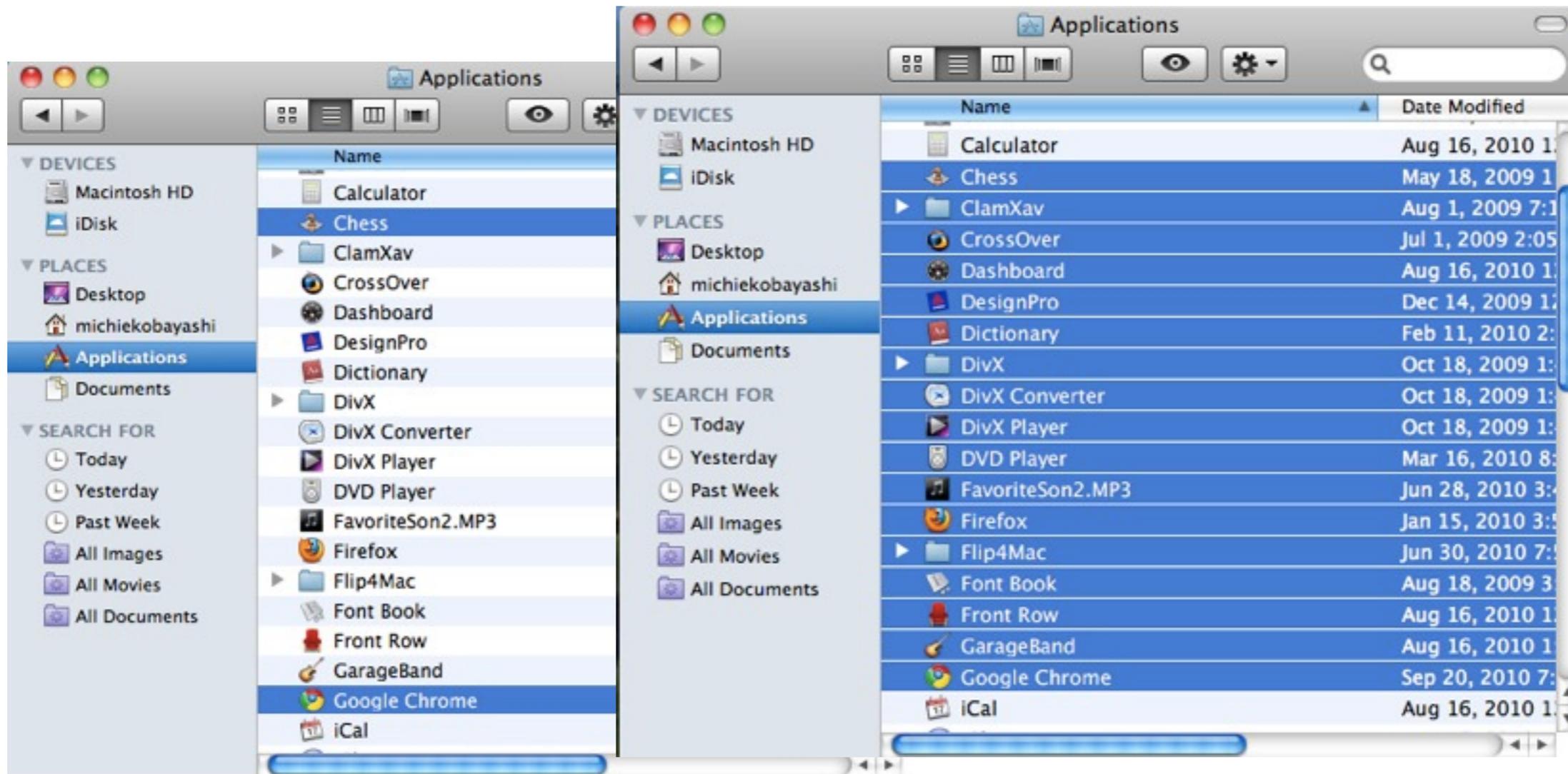


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THE MOUSE (CHAPTER 2)

Shift-click: In column or list view

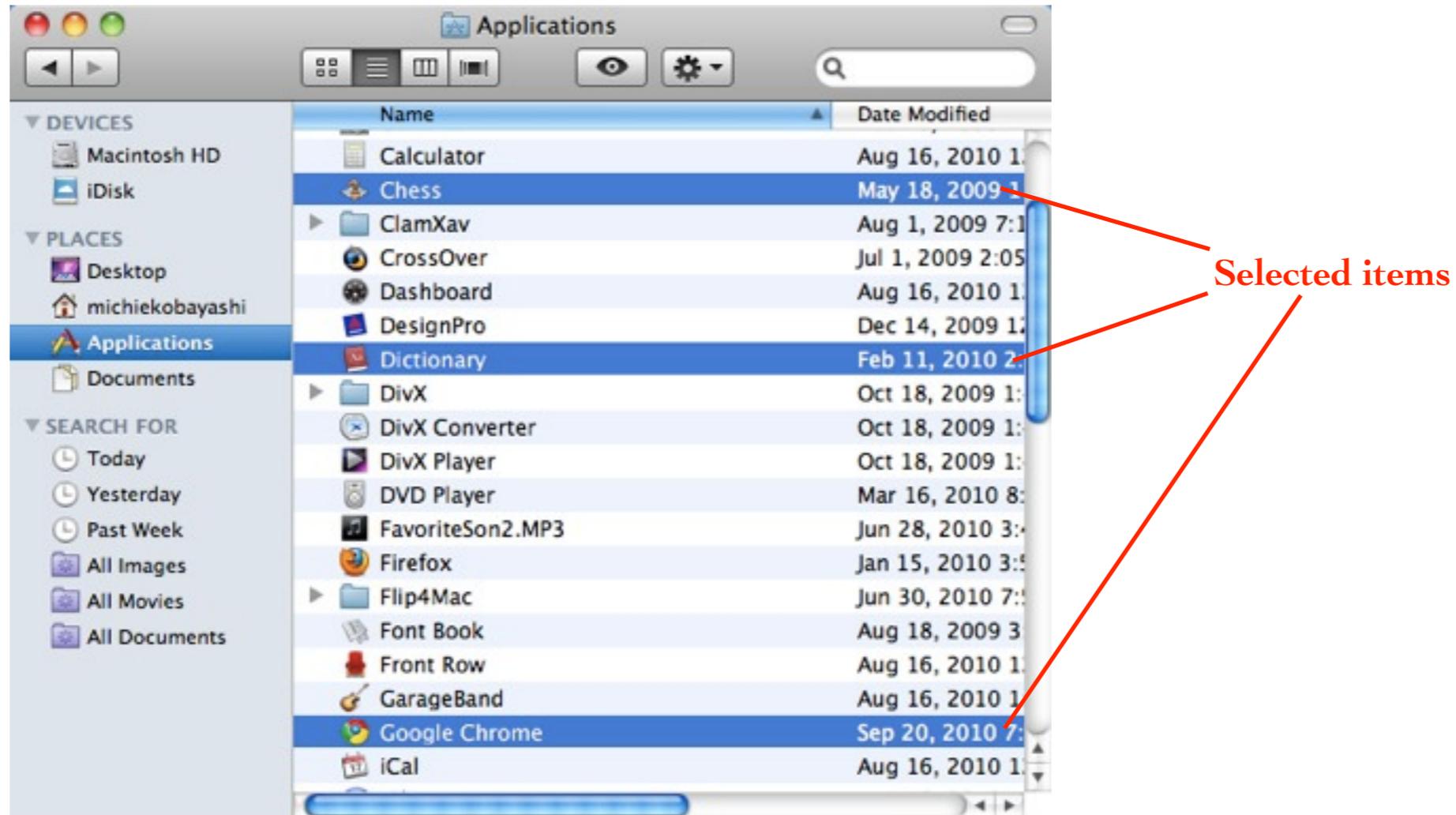
- To select contiguous files, single-click on a file at the top of the list, then **shift-click** on the last file in the list that you want to select. All the files between the single-click and the **shift-click** will be highlighted/selected.



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Command-click: Hold down the **command** key and then click the mouse once.

- To select more than one file, or to deselect an item from a group of selected icons, **command-click** individual file names when in **column or list view**.

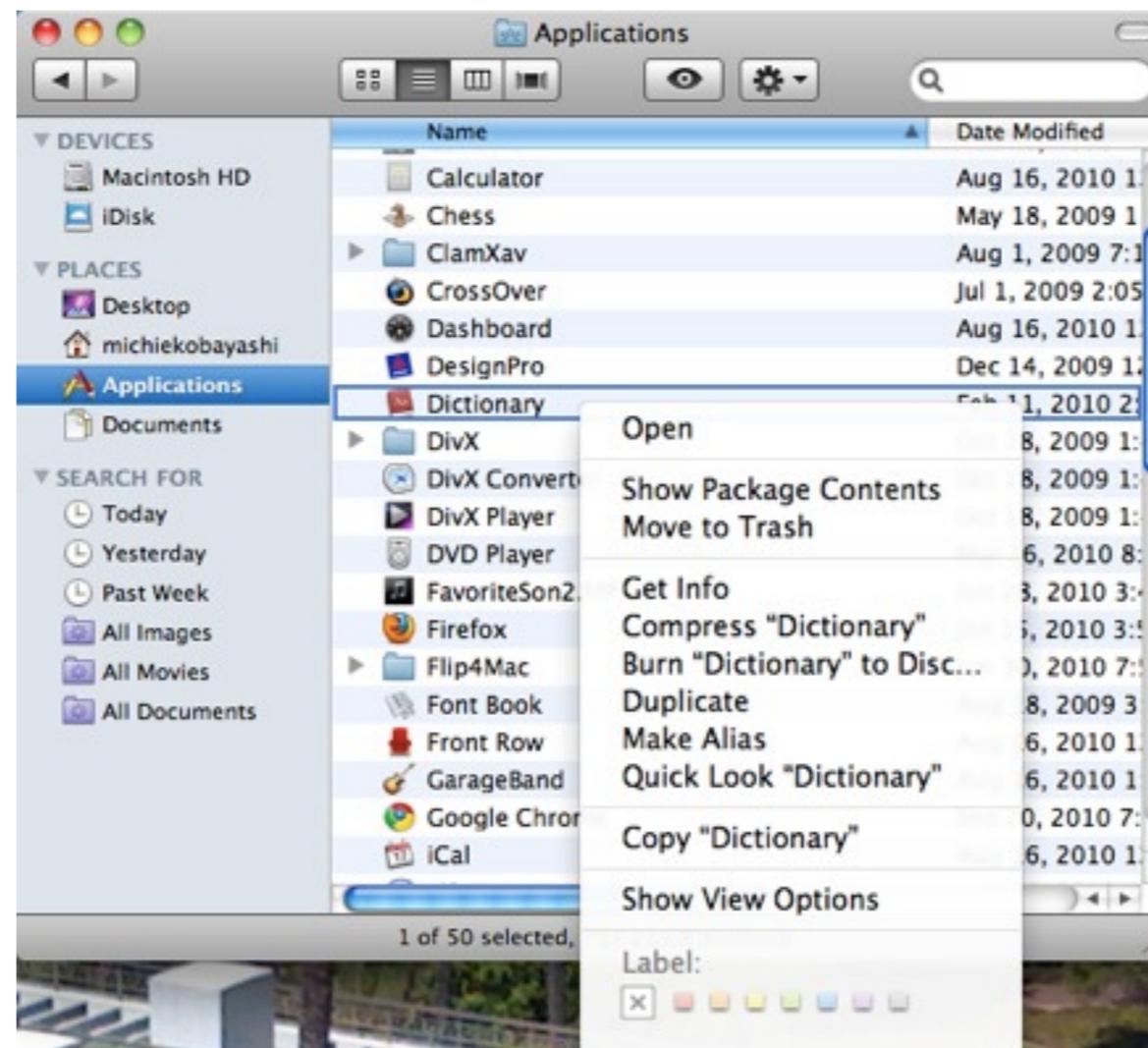


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THE MOUSE (CHAPTER 2)

Control-click: Hold down the **control** key and then click the mouse once.

- To get “contextual menus” (menus that offer different choices depending on what you Control-click), **Control-click** on a file.

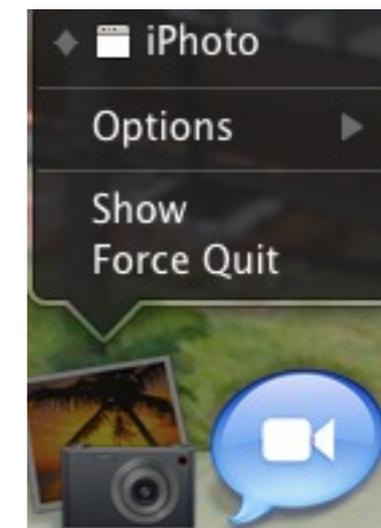


Contextual menu

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Option-press: Hold down the **option** key and then press the mouse.

- To get a menu choice to force an application to quit, **option-press** that application's icon in the Dock.



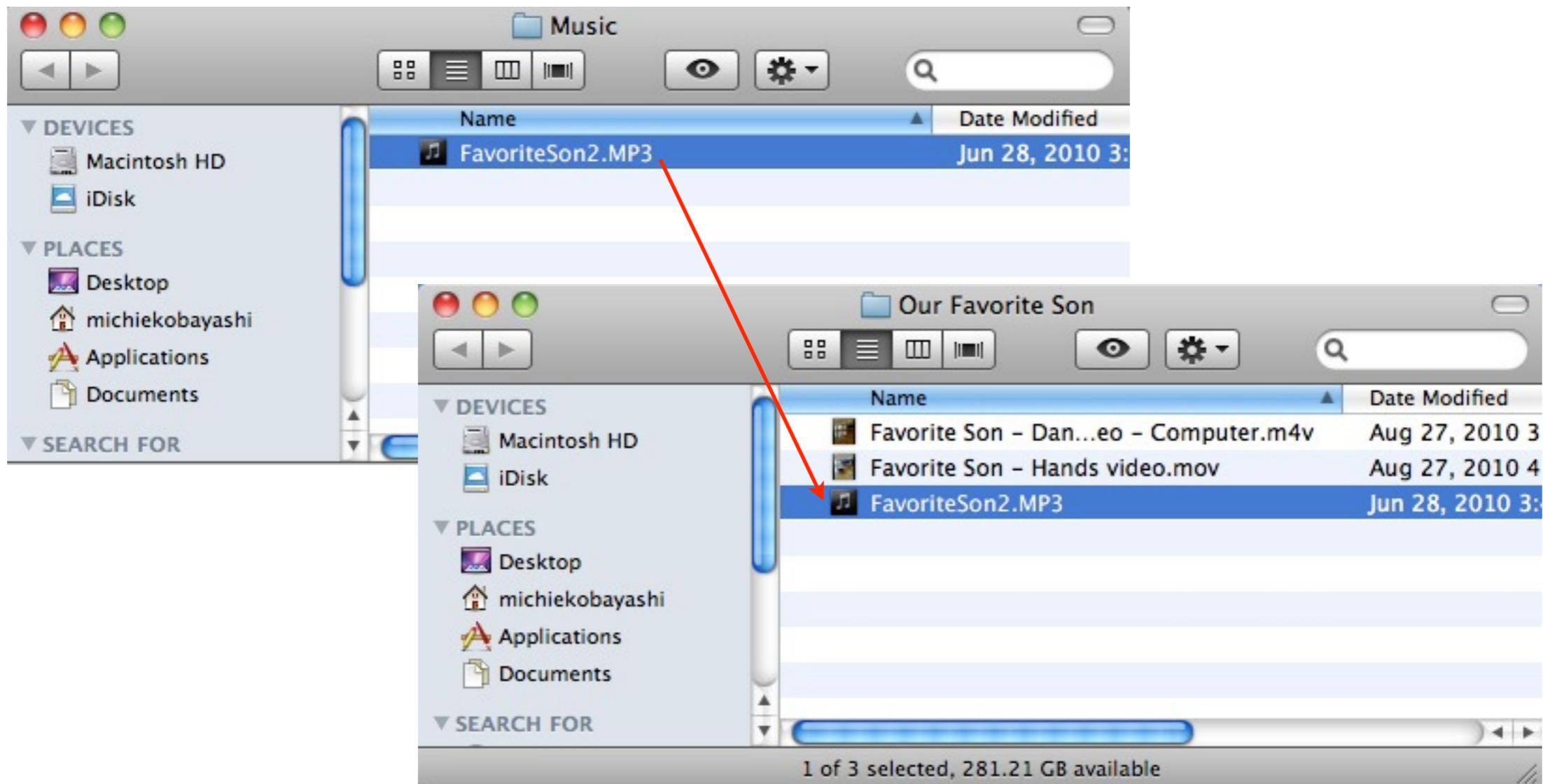
Menu choice

Option-press

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Option-drag: Hold down the **option** key and drag the mouse.

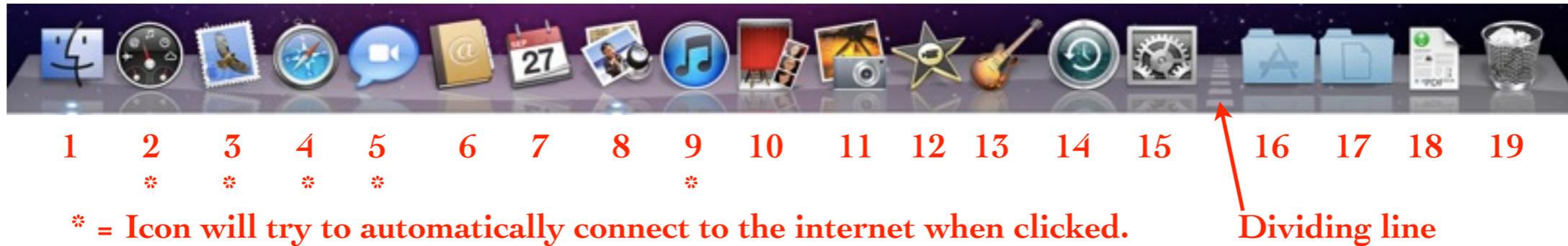
- To make a **copy** of a file, **option-drag** a file from one window to another or to the Desktop, then let go..



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THE DOCK (CHAPTER 3)

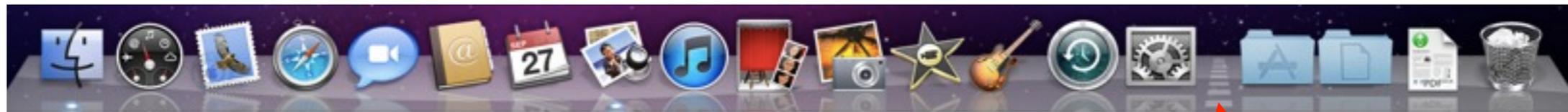
Along the bottom of the screen, you will find the **Dock**.



1. **Finder:** See Chapter 1 for more information.
2. **Dashboard:** Quick information at your fingertips.
3. **Mail:** This application sends and receives email.
4. **Safari:** This is the browser to surf the web/internet.
5. **iChat:** iChat allows you to talk or video conference with other iChat users.
6. **Address Book:** Collect and organize contact information. The Mail application can address your emails automatically using contact info from the Address Book.

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THE DOCK (CHAPTER 3)



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
* * * * *

* = Icon will try to automatically connect to the internet when clicked.

Dividing line

Dividing line: The icons to the left of the dividing line are applications or programs. Those on the right are your own folders, documents and the Trash.

16. **Application folder:** This is a copy of the Application folder in your Home folder.

17. **Documents folder:** This is a copy of the Documents folder in your Home folder.

18. **Download folder:** This is a copy of the Download folder in your Home folder.

19. **Trash:** Drag any files you no longer want into the Trash basket.

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THE DOCK (CHAPTER 3)

- **Display item names:** As mentioned in Chapter 2, “hover” over any icon in the Dock and a **tool tip** appears with the name of the icon.



- **Blue bubble:** The tiny blue bubble under an icon in the Dock indicates an application is open even if it is not visible. To make it visible or to bring it to the front, just single-click the icon in the Dock.



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THE DOCK (CHAPTER 3)

Resize the Dock: You can resize the Dock larger or smaller as you add or delete items.

1. Position the mouse directly over the dividing line on the right side of the Dock. The pointer will turn into a double-headed arrow when you are in the right spot.



2. When you have the double-headed arrow, press the mouse button down and (holding it down) drag the mouse slightly, up or down. This will resize the Dock.

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THE DOCK (CHAPTER 3)

Remove an item from the Dock: You can **remove the icons** from the Dock for those applications you never use. When you remove the icon, you are removing only the picture of the application. You are not destroying the original application/program, folder, file, website, etc.

The Finder icon and the Trash basket cannot be removed from the Dock.

1. To remove an icon from the Dock, press it with the mouse button.
2. Without letting go of the mouse button, drag the icon off the top of the Dock and drop it anywhere on the Desktop. You will hear a “poof” sound and see a little puff of cloud or smoke.

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THE DOCK (CHAPTER 3)

Rearrange items in the Dock: You can rearrange the icons in the Dock to suit your preference except for the Finder icon or the Trash basket. Icons must stay on their respective side of the dividing line. You cannot move an icon on the right side of the dividing line to the left or vice versa.

1. Press any icon in the Dock.
2. Without letting go of the mouse, drag the icon to the left or right to your desired location. Don't worry about overlaying another icon. The other icons will move out of the way to make room for the one being moved.
3. When you reach your desired location, let go of the mouse button.

When you drag your icon, be careful not to accidentally delete it by letting go of the mouse button while the icon is out of the Dock.

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THE DOCK (CHAPTER 3)

Put an item in the Dock: To put or add an icon in the Dock, do the following:

1. Single-click the Finder icon in the Dock to make sure you have an open Finder window.
2. In the Sidebar of the window, single-click the Applications icon.
3. Find the application to be added either by scrolling or by typing the first letter of the application name.
4. **Press** (don't click) the application icon and drag it down to the Dock. When the tip of the pointer is in the Dock, all of the other icons will move over. Then, let go of the mouse button.

Remember, all applications must be on the left side of the dividing line.

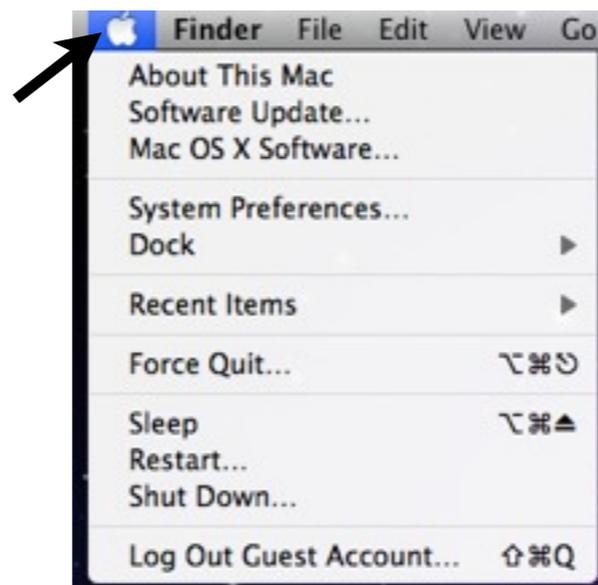
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THE DOCK (CHAPTER 3)

Magnify the icons in the Dock: To enlarge the Dock icons temporarily as you move your mouse over them, turn on the “magnification.” This is useful if you like to keep the Dock small but you want the icons to be larger when necessary, or if you end up with so many items in the Dock that everything becomes very tiny.

To turn on magnification, do the following:

1. Single-click the black apple to display the Apple menu. The black apple is located in the top-left corner of your screen.

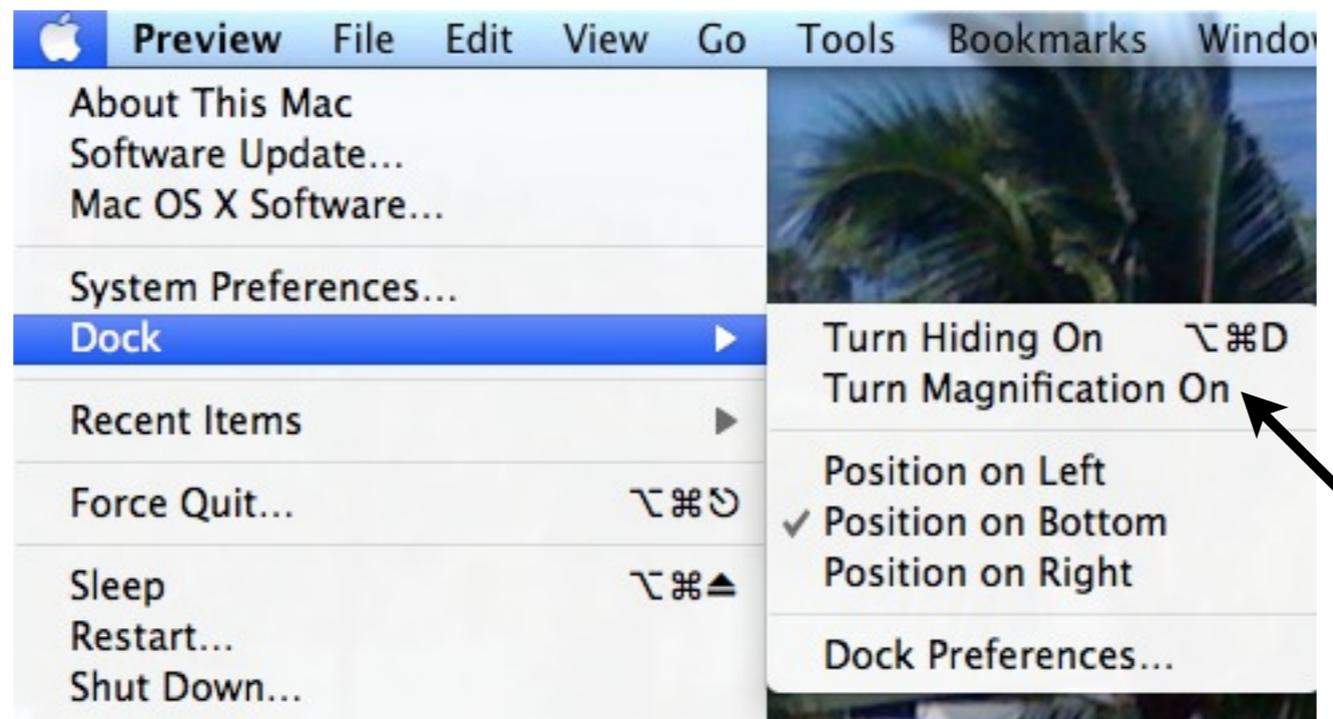


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THE DOCK (CHAPTER 3)

Magnify the icons in the Dock:

2. Slide the pointer down to “Dock,” then slide out to the right and single-click the option to “Turn Magnification On.” The menu will automatically disappear after you are done.



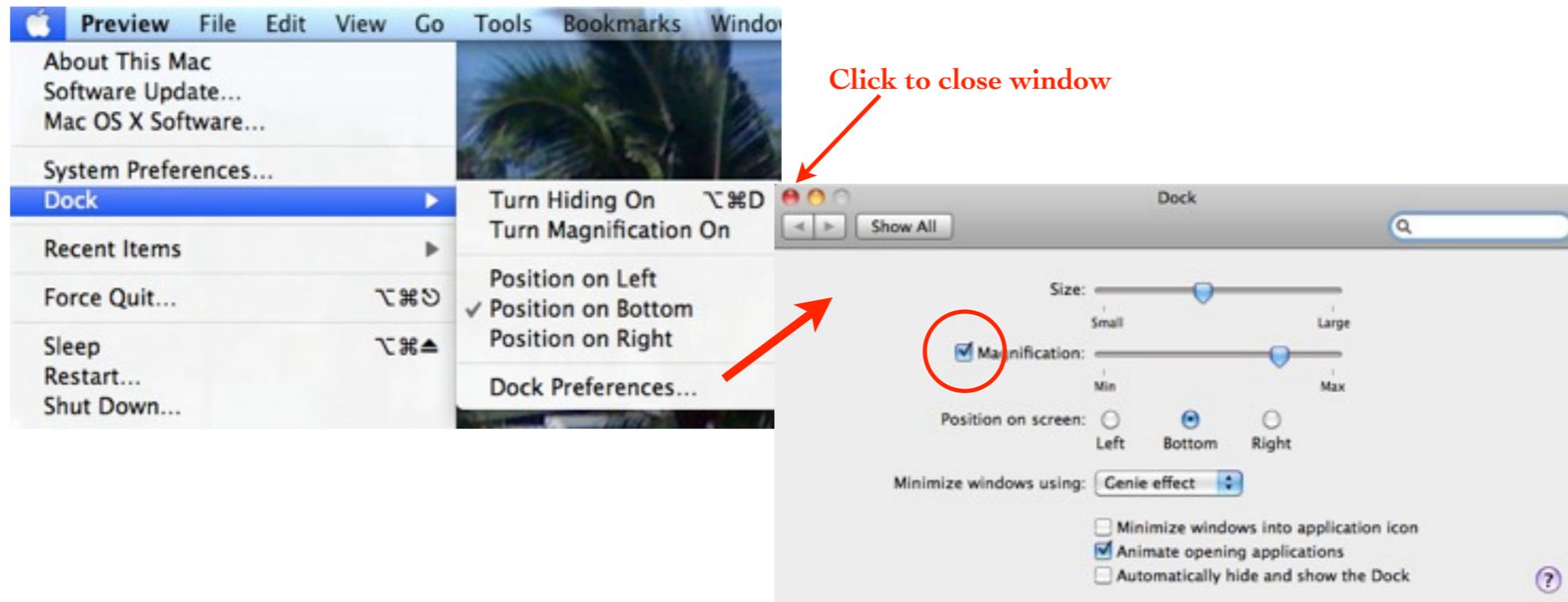
To turn off this feature, repeat the above steps and select the option “Turn Magnification Off.”

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THE DOCK (CHAPTER 3)

Enlarge the Magnification: To enlarge or to select the size of the icons or items in the Dock, do the following:

Go to the Apple menu, choose “Dock,” then choose “Dock Preferences....” If there is no check-mark in the tiny box next to “Magnification,” click in that box to check it. Then drag the slider to the right to enlarge the the size of the icons.



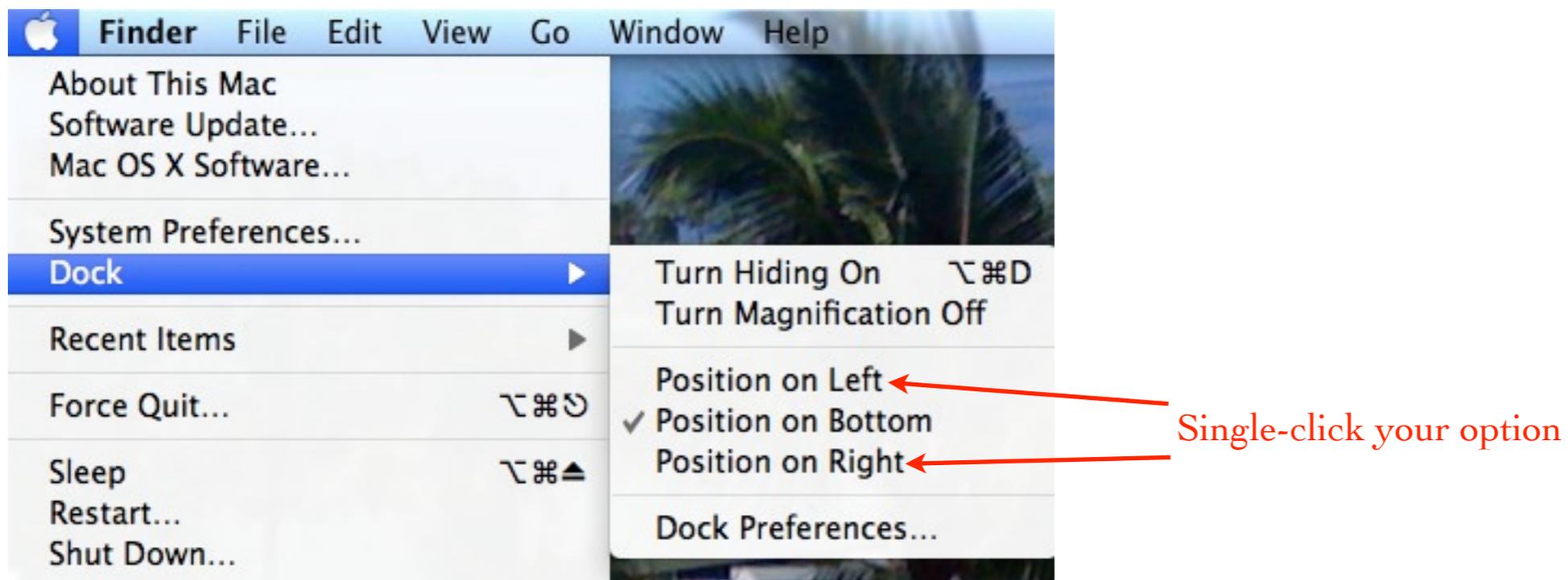
To close the “Dock Preferences” window, click the red button at the top left of the window.

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THE DOCK (CHAPTER 3)

Reposition the Dock: To position the Dock on the **left or right side of the screen** (instead of at the bottom), do the following:

Go to the Apple menu, choose “Dock,” then slide your pointer to the right, then down. Single-click the option to “Position on Left” or “Position on Right.”



To position the Dock back at the bottom of the screen, repeat the above and choose “Position on Bottom.”

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THE DOCK (CHAPTER 3)

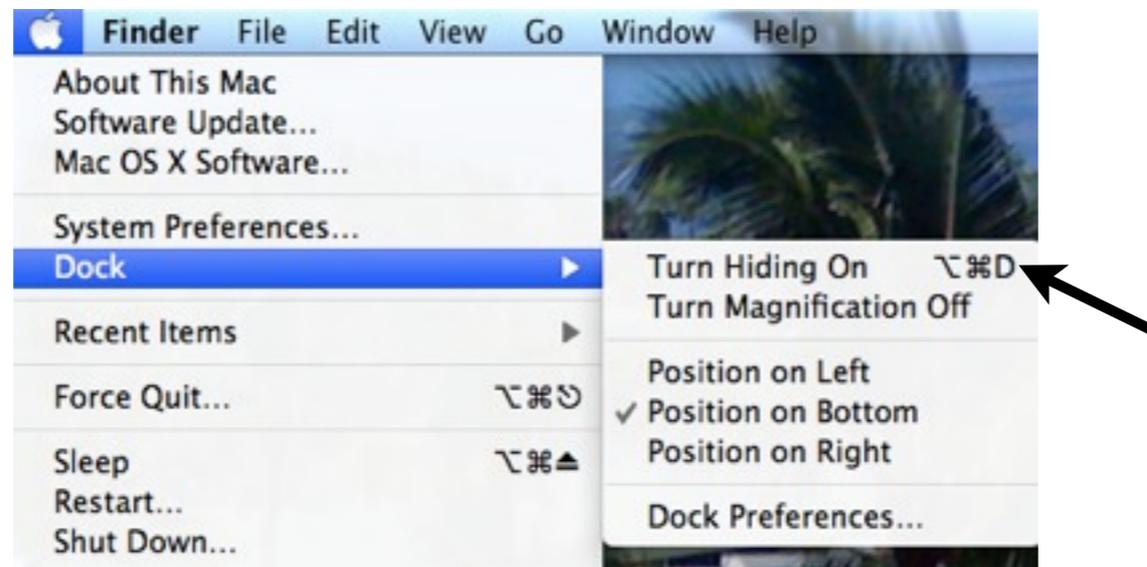
When a Dock item jumps up and down: When a **Dock item or icon is jumping or bouncing up and down**, over and over again, it is trying to get your attention. Click on the jumping/bouncing icon and that application will be activated or “come forward” and you will probably see a message on the screen that needs to be taken care of. Take the appropriate action needed for that application. Many times, there are updates that need to be applied to your applications.

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THE DOCK (CHAPTER 3)

Hide the Dock: You can hide the Dock if it gets in your way. When hidden, the Dock slides down under the screen and disappears. To make it appear, move the mouse down to the bottom of the screen and the Dock automatically slides up and stays there until you choose an item or until you move the mouse higher.

Slide the pointer down to “Dock,” then slide out to the right and choose “Turn Hiding On.” The menu will automatically disappear after you are done.

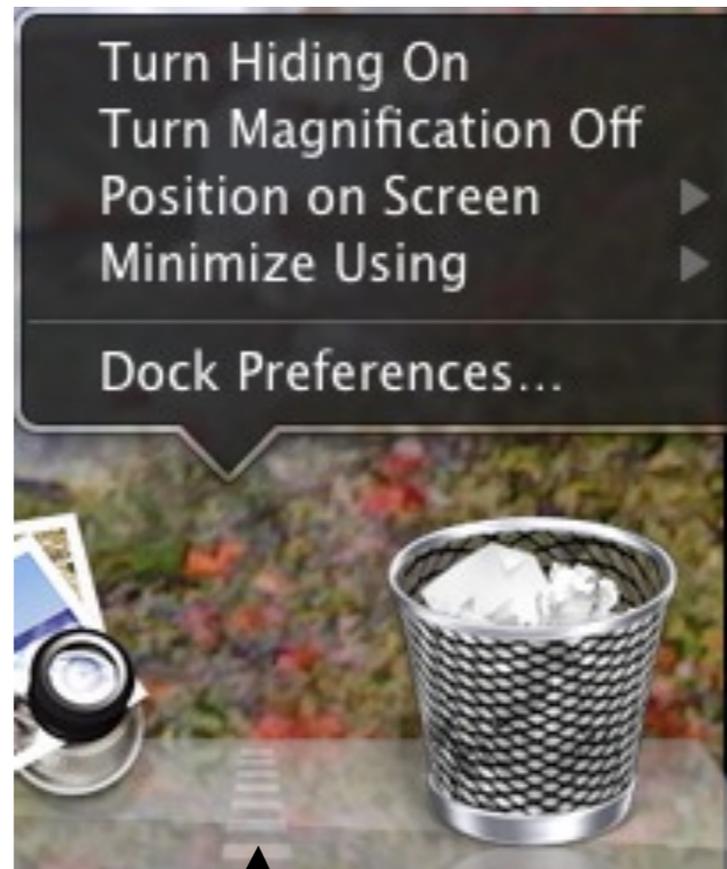


To turn off this feature so the Dock is always visible, repeat the above steps and select the option “Turn Hiding Off.”

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THE DOCK (CHAPTER 3)

Use the Dock menu: All of the commands you used from the Apple menu are also in the Dock. To view the menu, hold down the **Control** key and single-click directly on the dividing line in the Dock



Hold down Control key and single-click on dividing line

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THE DOCK (CHAPTER 3)

Force quit: If an application you're working in stops functioning, like the mouse is stuck or the little colored wheel is spinning forever, then you might have to **force the application to quit**.

1. Hold down the Option key and keep it held down while you do Step 2.
2. **Press** (don't click) the application icon in the Dock that's giving you trouble. This makes a menu pop up.
3. The last command in the menu is "Force Quit." Normally, the last command is "Quit" but because the Option key is down, "Force Quit" appears.
4. Choose "Force Quit." That one application should quit and the rest of your computer should be just fine. Open the application again and it should be good.

If your mouse or keyboard ever stops working, the first thing to do is unplug the item and plug it back in again. This almost always kicks it into working.

The End