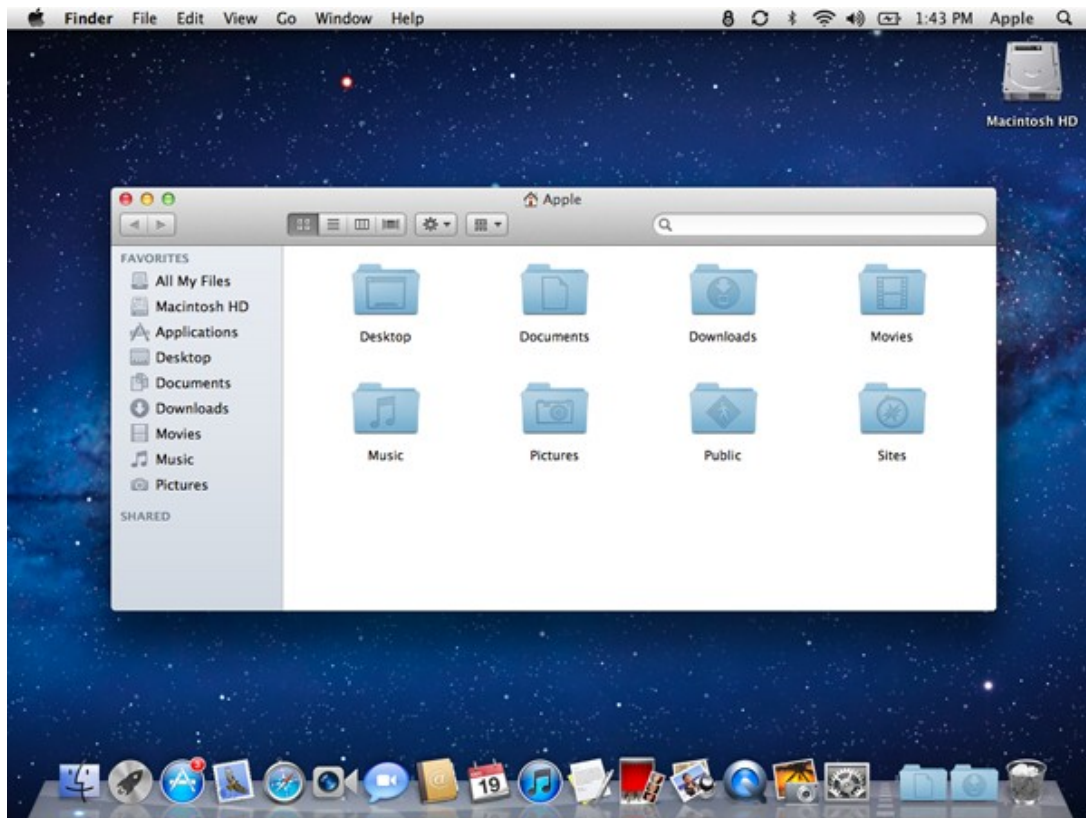# Apple Technology Training

Back to Mac Basics

Back to Mac Basics: Introduction to MacBook/MacBook Pro

For visual reference, here's a quick view of your Mac desktop.

Lesson 1: The Finder & Track Pad—The Finder is the way to find stuff on your Mac. Learn how to do exactly that using the Finder and Finder windows.

Lesson 2: The Desktop & Dock—The Dock is the place for things that are important to you. We'll show you how to use the Dock and customize it for your daily routine.

Lesson 3: Stacks—The Dock includes Stacks, folders that give you quick access to documents, files, and downloads. Stacks spring from the Dock providing fast access to a folder.

Lesson 4: Mission Control/Dashboard—Mission Control brings together Expose, Dashboard, Spaces, and full-screen apps to give you one place to see and navigate everything running on your Mac. When you need a little more room for your windows and documents, Mission Controls lets you create new desktop spaces and quickly navigate among them.

Lesson 5: Applications, Files, and Folders—You're going to use these things frequently, so get to know what they are. We'll show you how to open and close applications, files, and folders.
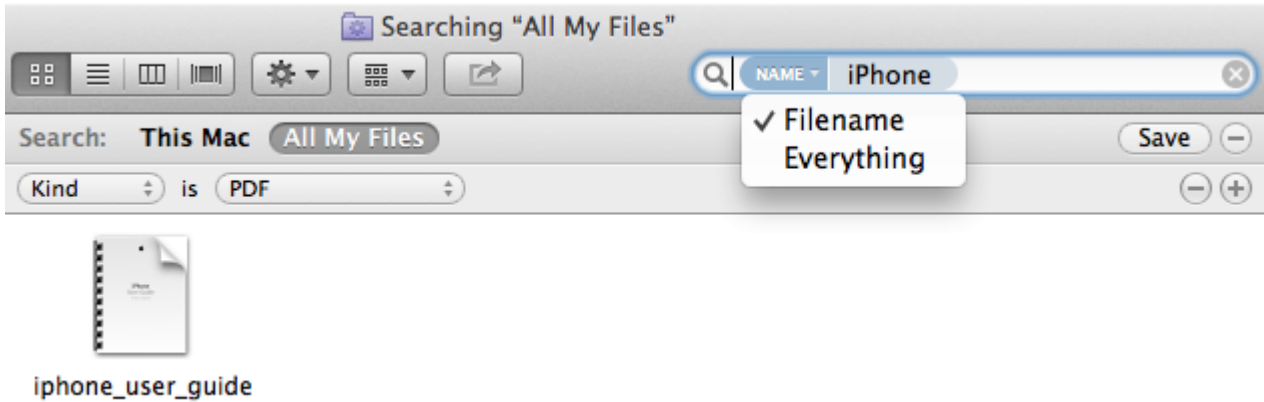
Lesson 6: Set Your Preferences—From sound effects to sleep time to changing your language, we'll show you how to set your Mac preferences for your tastes and needs.

Lesson 1: The Finder & Trackpad

Find stuff fast

You can find stuff quickly using the search field in the Finder window. This field uses the Spotlight technology to scour the disk volume you select. Combine Cover Flow with Spotlight and you've got an amazingly powerful search tool. Use your mouse pointer and hover over a file to shuffle through them visually.

Just start typing in the search field, and Spotlight dynamically displays results in the Finder window and search suggestions will pop-up below the search field that match your criteria as you type. You can choose where you want Spotlight to look by clicking on an item in the header, such as Servers, This Mac, Home, and more, that appears just below the search field in the Finder window. Spotlight will scour the location you select and organize its search results by kind.

Some ways to use your trackpad

Mac uses a single push click as the left mouse button. Two-finger click is a right mouse button.

Use one finger to point, tap to click, and drag items on your screen.

Drag two fingers up, down, or sideways to scroll in an active window.

Use two-finger pinching to zoom in or out on PDFs, images, photos, and more.

Use two-finger rotating to rotate photos, pages, and more.

Swipe three fingers to quickly page through a document, move to the previous or next photo, and more.

Swipe four fingers left or right to cycle between full-screen applications.

Swipe up with three fingers to open Mission Control.

Pinch close with thumb and three fingers to open Launchpad.

Spread with thumb and three fingers to show the desktop.

Lesson 2: The Desktop & Dock

The Dock is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac (such as Mail, Safari, Contacts, and iTunes), displays which applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). For your convenience, you can add your own applications, files, and folders to the Dock too.

As you open applications (or open files to launch applications), their respective icons appear in the Dock, even if they weren't there originally. That means if you've got a lot of applications open, your Dock will grow substantially. If you

minimize a window (click the round, yellow button in the upper-left corner of any window), the window gets pulled down into the Dock and waits until you click this icon to bring up the window again.

The Dock keeps applications on its left side, while Stacks and minimized windows are kept on its right. If you look closely, you'll see a vertical separator line that separates them. If you want to rearrange where the icons appear within their line limits, just drag a docked icon to another location on the Dock and drop it.

The separator line in the Dock separates the application icons from Stacks and minimized windows.

When you quit an application whose icon resides in the Dock (such as Safari or Mail), the illuminated dash disappears, but the icon remains. When you quit an application whose icon doesn't reside in the Dock (for example, you just finished playing Chess), its icon disappears from the Dock.

Lesson 3: Stacks

A stack is a Dock item that gives you fast access to a folder. When you click a Stack, the files and folders within spring from the Dock in a fan or a grid, depending on the number of items (or the preference you set). OS X starts you off with the Downloads Stack. The Downloads Stack contains files you download from Safari, Mail, and Messages. You can create as many Stacks as you wish simply by dragging folders to the right side of your Dock.

You can customize a Stack by right-clicking or control-clicking on the stack.

Lesson 4: Mission Control/Dashboard

Get a bird's-eye view of all the open windows and apps on your Mac. Just swipe up with three fingers on your trackpad or click the Mission Control icon in the Dock, and your desktop zooms out to Mission Control.

On an Apple keyboard, press the F3 or fn-F9 key combination
Click the Mission Control icon in the Dock

Elements of Mission Control

- Dashboard – Click it to enter Dashboard
- Desktop – The desktop you are currently in, as indicated by its white border
  Tip: To close a desktop other than Desktop 1 – hover your cursor over the desktop you want to close, then click the X icon that appears in the upper left.
- Full-screen applications
- Add Desktop button – Appears when the cursor is in the upper right; click it to add a new Desktop or drag an   application window or the application icon to it to move the application to a new Desktop.
- Application windows – Move your cursor to highlight, then click on the window you want to move to the foreground
  Tip: Press the Space bar and the highlighted window zooms in for a preview; press the Space bar again to zoom out
  Tip: To expand multiple application windows, like Safari has above, use one of these methods:
    - Magic Trackpad – Swipe two fingers up to expand; swipe two fingers down to collapse
    - Magic Mouse – Swipe one finger up to expand; swipe one finger down to collapse

* When enough desktops are created, their labels disappear and the desktops magnify as your cursor hovers over them, to reveal their label.

Lesson 5: Applications, files, and folders

Accessing an application

To open an application, click the Launchpad icon in Dock or click the application's icon in Dock (if it's there). Depending on the application, it may display an interface window, palettes, tool bar, or other interface components, or it could display nothing at all until you open a file or create a new one.
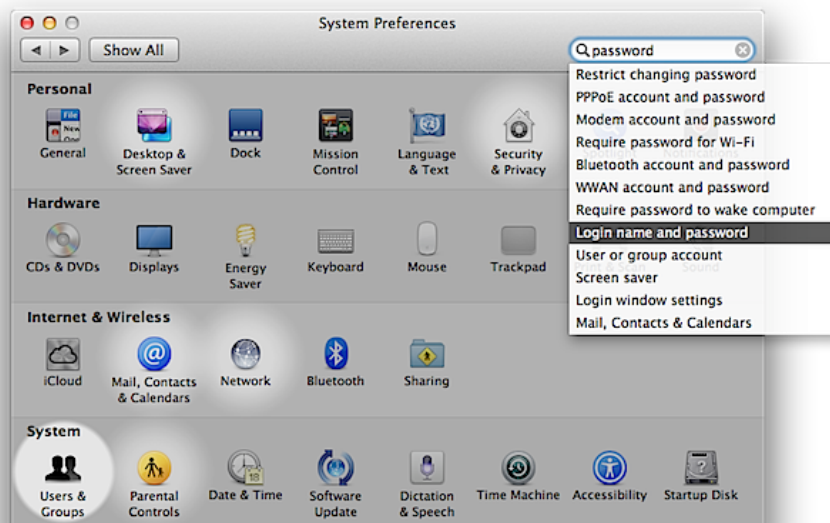

Your Mac's applications can be accessed from the Launchpad icon in the Dock

To quit an application, choose **Quit** from the application menu or press Command-Q. Keep in mind that closing a window (by clicking the round, red button) will typically *not* quit the application.

Lesson 6: Setting Preferences

You can quickly locate the settings you want to change by typing the desired subject in the search field. For example, to change your login password, type "password." The preferences related to password appear below the search field, and one or more preferences are spotlighted in the System Preferences window. Click the item in the list that matches what you want to do, or click one of the spotlighted preferences. The appropriate preference pane opens.

Screenshots

Screenshots are saved to the Desktop as PNG in OS 10.4+ (PDF in 10.3 and prior).

Action	Keystroke
Take picture of the entire screen	Cmd-Shift-3
Take picture of a selected area	Cmd-Shift-4 and Drag over an area New in Mac OS 10.5: While dragging: Hold Spacebar to move selected area. Hold Shift to change size in one direction only (horizontal or vertical) Hold Option for center-based resizing.
Take picture of a specific window/object	Cmd-Shift-4, then press Spacebar, then Click on the window/object
Copy the screenshot to the clipboard instead of making a file	Hold Control with the above keystrokes

No More
Sour Apples

Any questions???
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