

# Using your Macintosh Effectively



# The Basics

- ▣ Turning on
- ▣ Battery
- ▣ Volume controls
- ▣ Function keys
- ▣ Control, Option, Command
- ▣ Connecting a mouse or keyboard



# Shortcuts when your Mac Freezes

- ▣ Stop a process - ⌘-period (.)
- ▣ Open Force Quit so you can force an application to quit - ⌘-Option-Escape  
(If you can't open the Apple Menu)
- ▣ Turn off your computer - Power key
- ▣ Force shut down hold the power key down

# Connections

- Firewire – some video cameras, some hard drives
- USB – Some discs, digital cameras, USB thumb drives, IPOD, phone, etc.
- Ethernet – for cable to connect to network/internet
- Monitor/Projector
- Headphones
- Video



# Using your Macintosh

## The Desktop

- ▣ When you first turn on your Macintosh what you are viewing is called the Desktop.
  
- ▣ Pictures on your desktop are called icons
  - These may include the Macintosh Hard Drive
  - Other discs that might be inserted
  - CD's
  - Files you have saved there

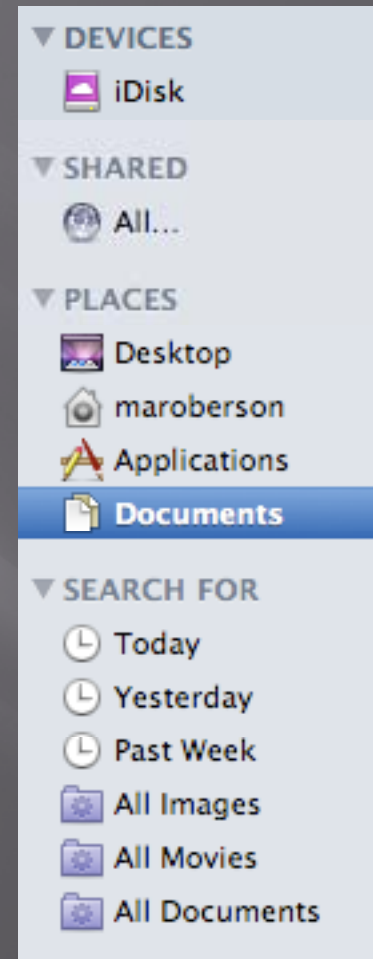
# The Macintosh HD

- ▣ If you double click on the Macintosh HD Icon you will open a “window” that contains folders.
- ▣ You can also do this by clicking on the finder icon in your dock or by choosing New Finder Window under File



# The Macintosh HD

Down the left side of your screen you will see choices of places to which you can go.



# The Macintosh HD

- Applications, you will see all the applications available on your computer.
- Desktop – what's on your desktop
- Documents – what you have saved in your documents folder, Etc.



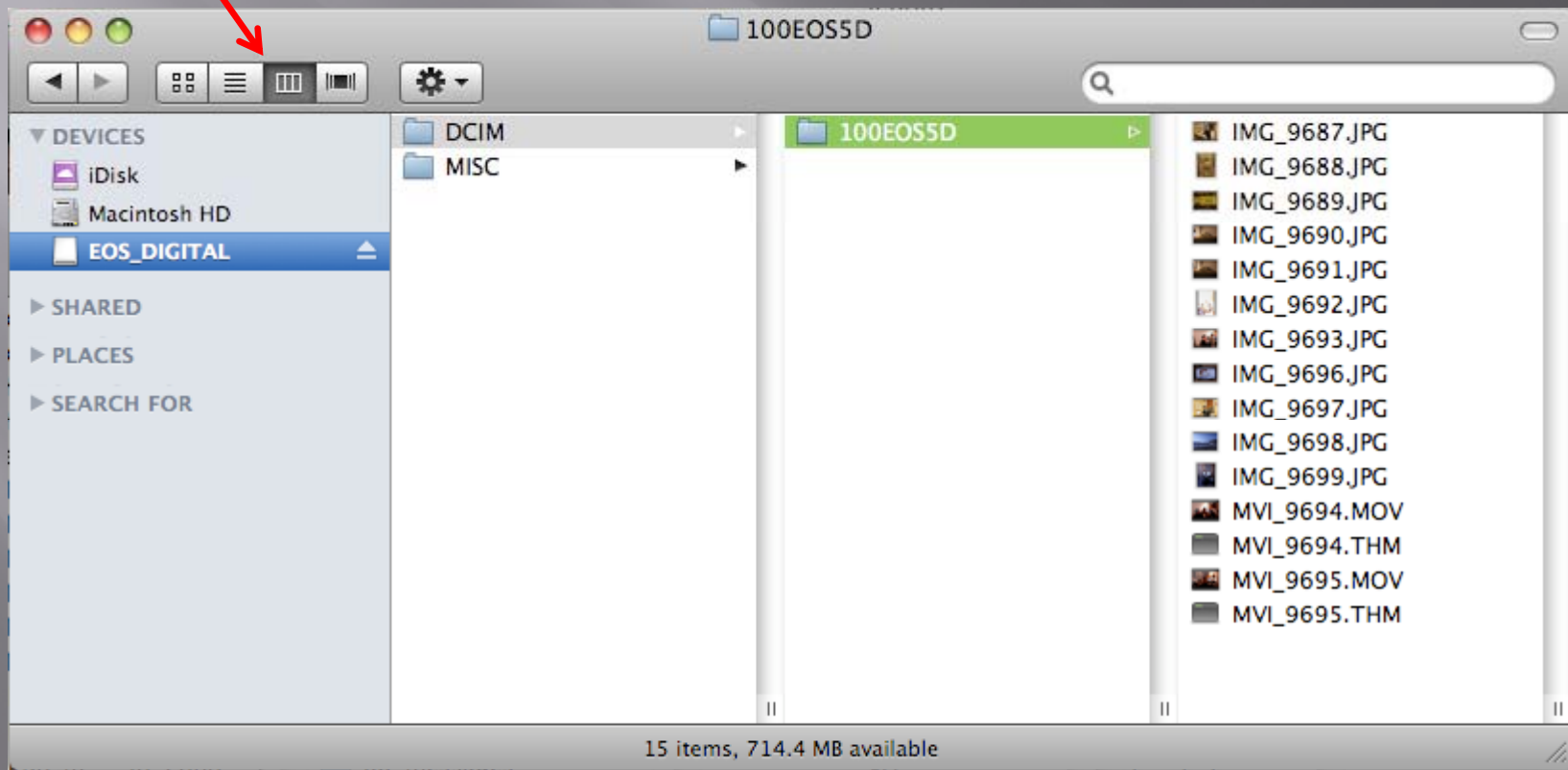
# Windows

- ▣ Menu
  - What are they
  - How to tell what application you are in
- ▣ How to minimize, close, expand a window
- ▣ Moving a window  
(The title bar)
- ▣ Multiple windows



# Views

You can view your applications by icon or list or columns. By clicking on the proper icon.



# Views

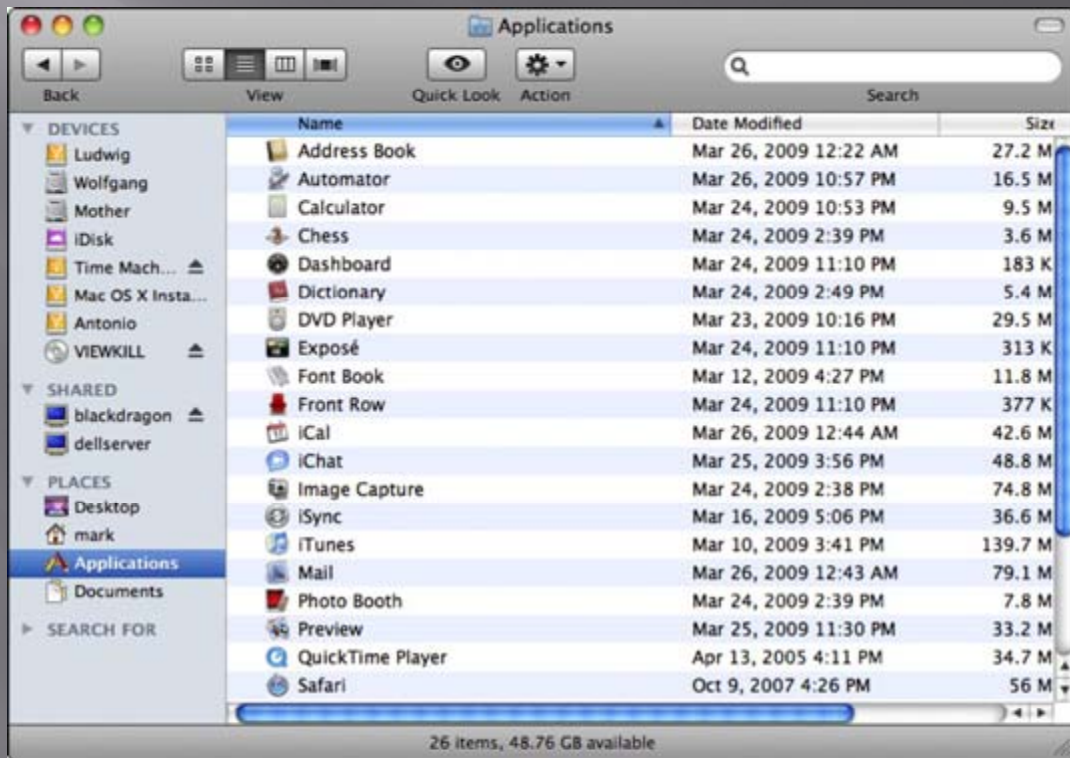
In list view you can sort by :

Name

Date

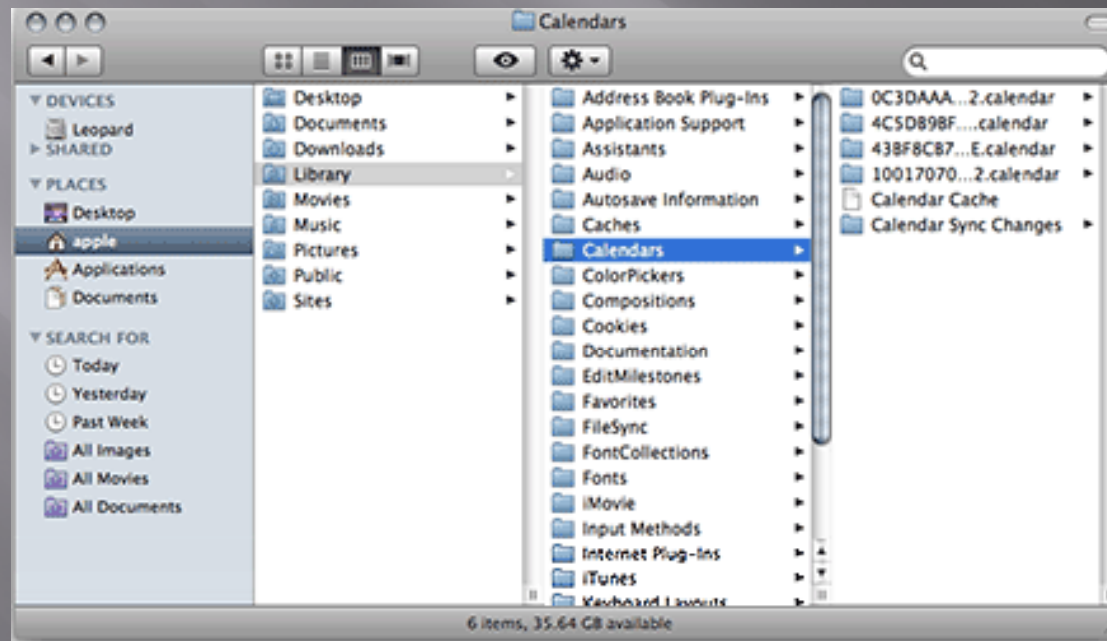
Size

Kind



# Views

In column view you can  
Find out information about a document/application  
Or see what is in a folder.



# The Dock

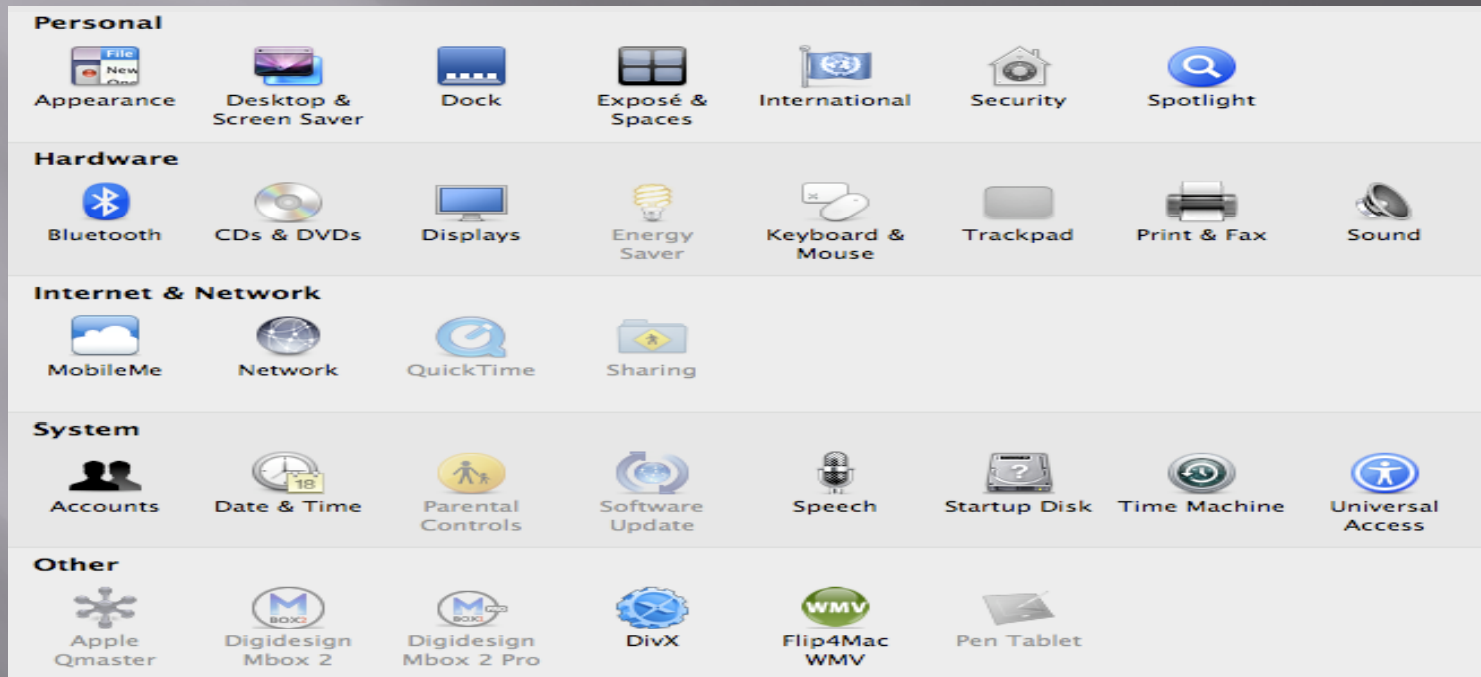
The dock contains shortcuts to applications, documents, etc. that you want to have handy.

To add an application icon to your dock, simply click and drag the icon to the dock.



# System Preferences

Under the Apple Menu are system preferences.



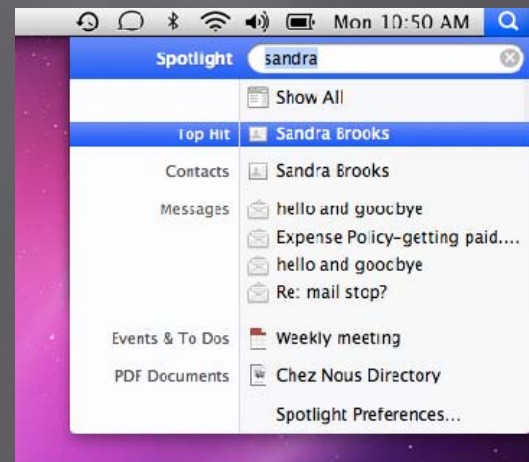
System Preferences can also be accessed through the dock by clicking on the icon.



# System Preferences

So many options!

- Appearance – How your desktop looks
- Dock – what happens in your dock
- Spotlight – Searches your computer set up what you want to look for here.



# System Preferences

So many options!

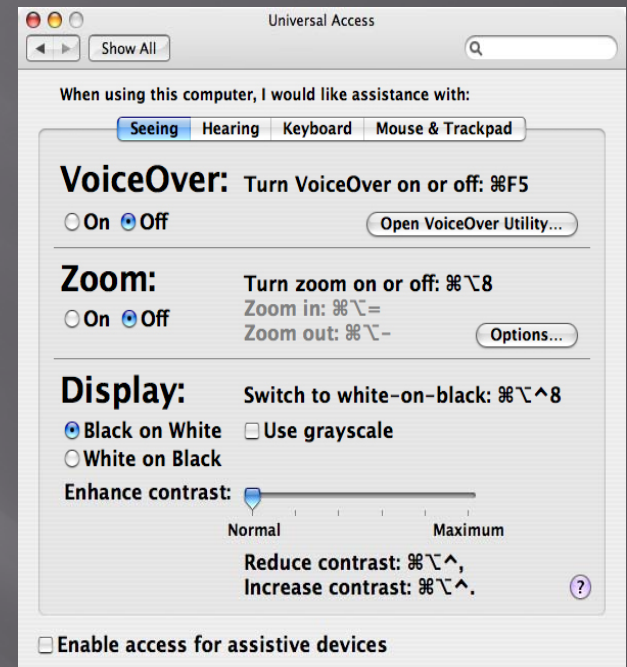
- Bluetooth - can send documents to different computers and to your phone
- Displays - the size of your display or other displays that you want to use
- Sound - what sound is being used, where your sound is coming from



# System Preferences

So many options!

- Accounts (Change Password)
- Speech - allows for speech to text
- Universal Access – for students with disabilities



# Managing files

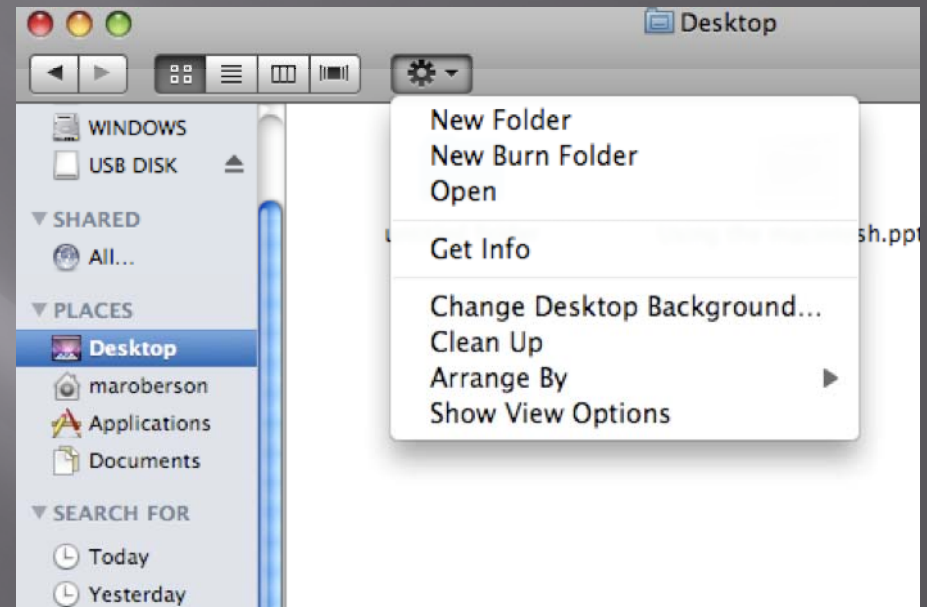
Where things go and how to change that.



# Managing files

## Creating folders

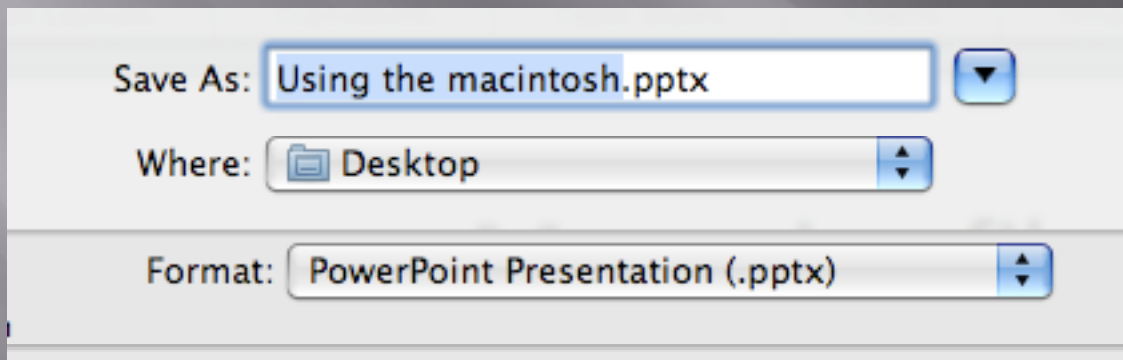
- Right click (Control click gives you a drop down)
- Or in the menu under File
- Or use the icon in Windows (will only show up in windows where you can save)



# Managing files

## Creating folders

Within an application: Click on the arrow next to the Save AS and it will expand your window

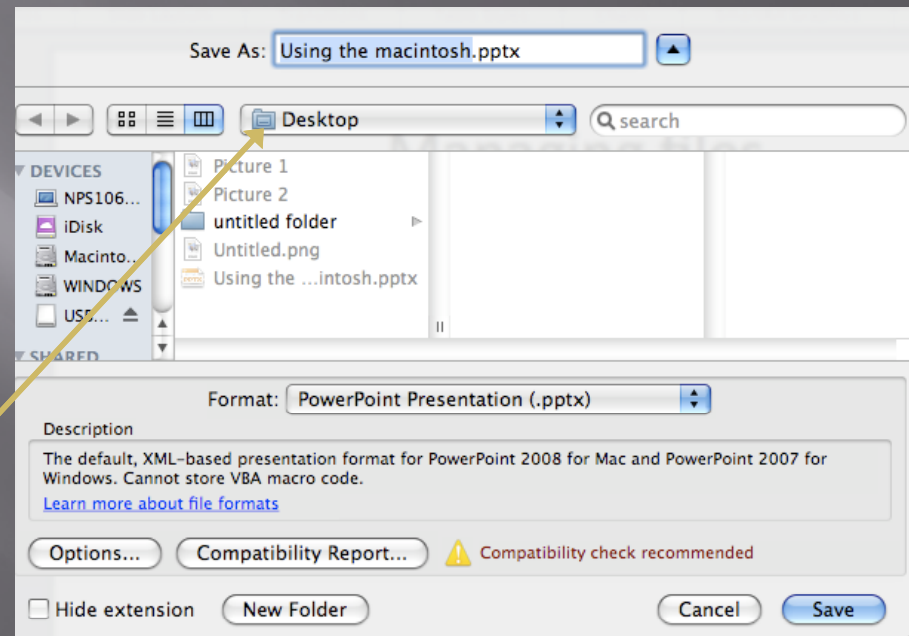


# Managing files

Creating folders from within an application:

At the bottom of the window you will see New Folder. You can click on this button and create a new folder.

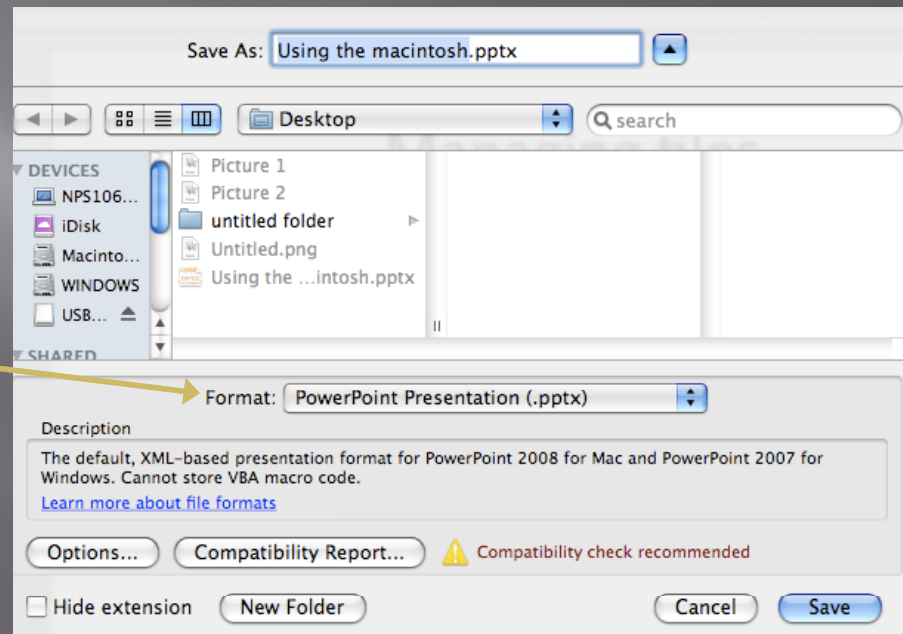
NOTE: The place the folder will be saved is indicated, you can change that by clicking on the left side of the screen.



# Managing files

## Saving in a different format

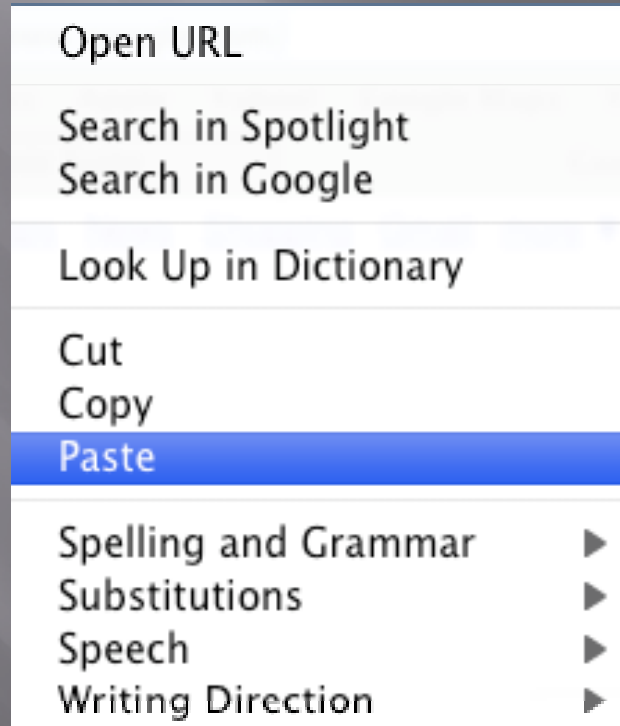
Change the format of a file by making a choice in the format drop down menu.



NOTE: This is how you can make sure a file will open in a different version.

# Managing files

- Moving files from one place to another
  - Drag and drop or copy and paste



# Screen Capture

- ▣ Command + Shift + 4
- ▣ Command + Shift + 3





# Save vs. Save as

- First time you save – both the same
- Save will save changes to a document.
- Save AS creates a new document without changing the old.

NOTE: After Save as the document in front of you is the 2<sup>nd</sup> document.

# Deleting Files

- Deleting: Right click (Control click and chose move to trash) or drag to trash
- Emptying the Trash: Click on the trash bucket and hold down the mouse button and choose empty trash. Or, open the trash window and click on the tool icon and choose empty trash.



# Review

- ▣ The Basics
- ▣ Shortcuts when freezes
- ▣ Connections
- ▣ Using your Mac
- ▣ The Mac HD
- ▣ Windows
- ▣ Views
- ▣ The Dock
- ▣ System Preferences
- ▣ Managing Files
- ▣ Screen Capture
- ▣ Save vs. Save as
- ▣ Deleting Files

