

BASICS: TECHNIQUES, TIPS AND TRICKS FOR USING THE MAC Part 1

Some of these actions work with the computer, some with software and some with both the computer and software. Keep track of which your active window is: the computer, Finder or software (Safari).

HELP is always a good way to learn “How To” for both the machine and software: Menu Bar>Help

When working on important documents, graphics, make “Duplicates” before beginning, just in case...

SAVE, Write down the Computer’s Master password. In later Os it can be retrieved from the Apple registration: 800-275-2273 In OS: HELP: “Reset a login Password.” for Users other than the Administrator.

1. CONTROL THE DOCK SIZE AND PLACEMENT, THE MOUSE' CURSER SIZE AND SPEED, THE SIZE OF WORDS AND ICONS ON THE SCREEN: Menu Bar>Apple (computer) or software name>System Preferences>

DISPLAY: Objects on the computer’s screen:

Resolution: (choose: Default: Apple’s choices or Scaled: Your choices:

Smaller numbers—objects larger Larger numbers — objects smaller

The Brightness: Adjust as you want

THE DOCK: Size, Magnification, Placement location on screen

MOUSE: The Mouse Speed: faster, slower:

KEYBOARD: Speed of key response

ACCESSIBILITY>DISPLAY: The Mouse Curser size:

Unless you have a reason, Apple’s defaults usually work best

2. COMMON KEYBOARD COMMANDS: These are examples of the many choices listed in the Menu Bar under the drop-down commands. Be certain to "Select" the text you want to deal with.

THEN:

Command + A: Select all	Command + C: Copy	Command + Z: Undo
Command + V: Paste	Command + F: Find	Command + I: Get info
Command + N: Open file	Command + P: Print	Command + S: Save file
SHIFT + Command + S: Save as	Command + W: Close window	
Command + X: Cut	Command + M: Minimize window	
Command + ?: Open Mac Help		
OPTION + Command + M: Minimize all windows	OPTION + Command + W: Close all windows	
Command + Right Arrow: Expand folder (list view)		
(In the Finder) SHIFT + Command + DELETE: Empty trash		
(In the Finder) Command + H: Hide Finder		
(In the Finder) OPTION + Command + H: Hide others		

COLORED DOTS IN TOP LEFT CORNER OF A WINDOW: RED: Close window
YELLOW: Move window to dock GREEN: Make window larger/smaller

3. FOR MORE SHORTCUTS in PAGES and in NUMBERS: Menu Bar>Help>Keyboard Shortcuts

4. THE DOCK (row of icons of software, files, folders) CAN BE ON THE LEFT, RIGHT OR BOTTOM OF THE SCREEN and can be enlarged, magnified: Apple>System Preferences>Dock: Running or holding the curser over an icon will produce the name of the app. Dock icons have a quick-access feature: A click on an icon opens a standard Finder (the machine, not a software) window: a list of available options.

5 DOCK ICONS CAN BE SPECIFICALLY, OR ACCIDENTALLY, REMOVED FROM THE DOCK by being dragged off the dock. Will disappear in a puff of smoke. Since they are Aliases only, they can be replaced by dragging to the Dock the actual application icon from the Applications folder on the Hard Disk. The machine will make a new alias and put the actual application back into Applications.

6. DON'T FORGET "UNDO" (WHATEVER YOU HAVE JUST TYPED OR PASTED) UNDER EDIT IN THE MENU BAR!

7. VIEW OPTIONS (How you look at the items) in open windows of lists of files and folders: As LIST, As ICONS, In COLUMNS (as we see the divisions of the HD): Menu Bar>Finder> View: In LIST VIEW, To find a specific file or folder, type the letter of the first word in that title. The computer will find the first word in the list with that letter. Clicking the Return key will continue down the list for each file or opened folder.

8. TO CONTROL THE ALPHABETIZING, or to MOVE AN ITEM UP OR TO THE TOP OF THE LIST VIEW, add one or more spaces before the first letter in the title. The computer's "list" priority order: blank spaces, numbers, letters .

9. TO CHANGE THE SIZE OF THE MOUSE CURSER: Fiinder>MENU BAR> System Preferences> Accessibility> The grey window on the one on the right> Drag the slider left for smaller, right for larger. That will give you sort-of two windows. The grey one on the right is larger, and in the lower center of that is a slider titled CURSER SIZE. Drag the slider left for smaller, right for large.

10. MULTIPLE SELECT A TOTAL LIST OF ICONS of files and folders for moving or trashing, etc. by clicking on the first item, holding down the Shift Key and clicking on the last item OR by holding down the curser and dragging the arrow down the list.

11. MULTIPLE SELECT INDIVIDUAL ITEMS IN A LIST: Hold down the Command Key and select each item.

The two process below, #'s 13 and 14 work well and are efficient, but you do need to keep track of what you are doing. Practice the technique.

12. TO SEE WHICH APPLICATIONS ARE CURRENTLY OPEN or TO JUMP FROM ONE APPLICATION TO ANOTHER: With the thumb on the Command Key, click the Tab Key. This will show the icons for all the open applications on the desktop, with the active one outlined, selected. Keeping the thumb on the Command Key, with the index finger click the Tab Key to move from one application to the next (OR Drag the curser across to the Icon you want.) Removing the thumb from the Command Key will leave the last selected App selected/open and running. Keeping the thumb on the Control Key and clicking the "Q" Key with the index finger will Quit that selected app. (Can use any fingers you want.)

13. TO CLOSE A NUMBER OF OPEN APPLICATIONS AT THE SAME TIME: Hold down the Command key and type the TAB key (as above). Use the curser to select the farthest icon on the right. Holding down the Command key so that the window with open Apps remains in place, click on the Q (for Quit) key as the curser automatically moves left, highlighting, from icon to icon, closing each in turn.

14 MUCH EASIER TO MULTIPLE SELECT TEXT (for copying, deleting or moving) BY DRAGGING ACROSS THE TEXT FROM THE END OF THE LINE OR PARAGRAPH TO THE BEGINNING. Place the point of the curser where you want to begin. Hold down the mouse and drag across.

15. KEEP FILES SECURE ON A LAPTOP BY always logging on with a password or by CREATING A NEW USER. for the concerned files. Then put the concerned Files or Folders with that user and have a password.

16. ADD A NEW USER FIOR GUESTS AND FAMILY WHO WANT TO USE YOUR MACHINE / DELETING AN OLD USER: Menu Bar>Apple>System Preferences> Accounts: Unlock the padlock on the left side by clicking on it and then giving the Administrator's Password. (if you don't know or remember the password, forget about it.) Click on the plus sign at the lower left of the left side window. Give the new User a name. Click on "Use Separate password." Type in the new password for "Required" and "Verify," and type a hint if you want. Click on "Create User." Remember that system Preferences is a "Delicate" area. Know what you are doing and work slowly in making changes. Remember that changes and mistakes made can be unmade back to they way they were.

17. MEMORIZE HOW TO "FORCE QUIT:" Click the app's window, then choose Apple menu>Force Quit. OR Keyboard command: Press Option-Command (⌘)-Esc, select the app, then click Force Quit.

18. CAPTURING AND USING IMAGES (PICTURE OF THE DESKTOP): Hold down the the Command, and Shift keys, and then strike:

KEY 3 for the whole computer screen.

KEY 4 The mouse pointer will have become cross hairs: Start at a corner of the image (the computer works in squares) and holding down the mouse, drag the cross hairs diagonally across the area you want, then release. The image will appear as an icon on the Desktop as

“Picture 1, 2, etc”, each with the date and time. Rename as you wish and drag or copy and paste into any document you want. This works for all kinds of files, web sites, any kind of open window. For the whole screen, key 5, is all you do, no dragging.

The selection will appear on the desktop as “Screen Shot with the date and time.” You can then retitile the shot and move it to wherever you want.