

Mesa County Libraries

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Mac OS X Basics

Prerequisites: Basic computer skills required (using keyboard, mouse, and navigating the screen).

Learning Objectives:

- Identify Dock & Launchpad
- Identify the Finder Menu Bar and Sidebar
- Become familiar with Trackpad motions
- Review how to create, save, open and delete files

Applications:

Word processing programs: Pages

Desktop publishing programs: Keynote, iStudio, InDesign, Photoshop

Spreadsheet/accounting programs: Numbers

- **Icons**: On the desktop you will see several small pictures known as icons--small images displayed on the screen to represent a program or file. This is the easiest way to launch an application. To select an icon, all you have to do is click on it.
- **Dock:** The Dock contains many of the apps that come with your Mac (Mail, Safari, Calendar) and others that you want to be able to access quickly. A program that's currently open will have a dot beneath it in the Dock.



The Dock has **two sides**. Programs and applications are on the left. On the right side are files, documents, folders, disks, and windows you've minimized.

• **Finder:** Helps you navigate all of the files and folders on your Mac; browse your apps, disks, files, and folders in a variety of ways. You can use the Finder to organize these items the way you want, search for items, delete files you no longer want, and more.





• Launchpad: Found in the Dock, it is the quick way to find and open your apps. It helps you find, organize, and easily open your apps.

• The Trash: Drag any documents you no longer want to the Trash to get rid of them. Drag it so that the tip of your mouse cursor touches the Trash. When it does, the Trash can icon will turn black. Release your mouse.

Menus:



- **Apple Menu:** where you will find Mac commands, including Sleep, Restart, Shutdown, and Logout. This is also where you can set your System Preferences.
- Menu Bar: The Menu bar on an Apple computer is a thin bar found at the top of the screen that allows access to each section of the Mac as well as any program that is active.



- **Menu Extras/Menulets:** The icons that you see on the far right side of the Menu Bar. These can be customized to include menu items you frequently use such as, battery, bluetooth, Wifi, clock etc.
- Included in the menu extras is Spotlight, a search box that can be opened
 by clicking the magnifying glass icon in the Menu Bar or hitting
 Command+Spacebar on your keyboard.



PRACTICE: Go to Spotlight and type Chess. Close Chess and type System Preferences.



Open Applications/Programs: Single click the icon in the Launchpad or dock or double click the application or program's icon in the Finder window.

• To open a new Finder window, click the Finder icon in the Dock

Close Applications/Programs: If you have a document or a web browser open, simply clicking the red circle at the top left of the window will close the document or web page you were

looking at.

Closing a **window** is just as easy. There are lots of different ways to close a window:

- Click the red close button in the top-left of a Window.
- Choose File > Close Window.
- Press Command-W.

To close a **program**, quit it. Go to the Menu Bar. Go to the program name, then Quit <Program Name>. (For example: Pages>Quit Pages)

PRACTICE: Click on the calendar in the Dock to open it, then practice closing it, using each way mentioned above.

Minimize: Minimize shrinks the window down to the right-hand side of the Dock at the bottom of the screen. There are several ways to minimize; choose which way works best for you:

- Click the yellow Minimize button in the top-left of the window.
- **OR** Choose Window > Minimize.

Return to a minimized window:

- Click the icon in the Dock.
- OR Choose Window and click on the document's name.

Full Screen view: Click on the green Full Screen icon in the top-left of the window. Click it again to go back to standard view. **OR** Click on **Esc**

OR Choose View > Exit Full Screen





Zoom (Maximize):

- Choose Window > Zoom
- **OR** Hold down Option as you hover the cursor over the green zoom button. You will see it change from an double arrow to a + sign.

PRACTICE: While the chess game is still open, try minimizing, zooming and using full screen.

Changing the Dock:

To **move the dock** from the bottom of the screen to a side of the screen, go to the **Apple>System Preferences>Dock>Position on Screen** and select Left, Bottom or Right.

To Add an application to the Dock:

- Click the Launchpad icon in the Dock.
- Drag an app icon from the Launchpad to the Dock. The icons in the Dock move aside to make room for the new item.

PRACTICE: Click on Launchpad, choose Calculator and drag it to the dock.

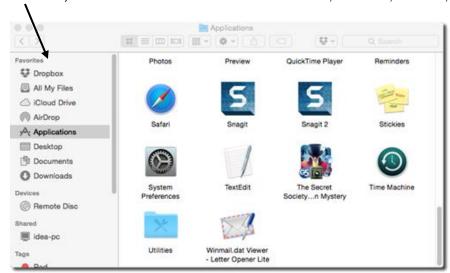
To add a file or folder to the Dock: Drag its icon from any Finder window (or the desktop) and drop it on the Dock.

To **remove an item from the Dock**: Drag its icon an inch or more off the Dock and wait a couple seconds. Then release the icon and it disappears in a poof of smoke.

PRACTICE: Drag the Calculator icon from the dock onto the desktop and release it. It will still be in Launchpad, but will no longer be on the Dock

Now let's look closer at Finder. Click on the Finder icon and we will take a look at the options we have there.

OS X Windows: Each window that you open in OS X Yosemite, such as the Finder window, is divided into sections to eliminate clutter. On the left side of the window, you will see the **Sidebar,** which is divided into sections: Favorites, Devices, Shared, & Tags.



You can change what appears in the sidebar according to what you need.



To change what appears in the Sidebar:

- 1. Go to the Menu Bar.
- 2. Go to Finder>Preferences.
- 3. Click on Sidebar at the top.
- 4. Click on each item you want to appear in your sidebar or uncheck those you do not want to see.

Title Bar/Finder Toolbar appears at the top of your finder window:

 The View buttons allow you to switch between views. These include icon, list, column and cover flow



• The **Share** button allows you to share the selected icon.



When in finder, you have the **Go Menu** as an option in your menu bar. The Go menu lets you **jump immediately to specific spots** within your own system, on your network, or on the Internet. This also the location of your home folder, where everything on your Mac is stored.

Practice: Click on Go>Home and change the view.

PRACTICE: Click on Go>Applications and Arrange by Date Last Opened. Then Arrange back to Name.



Trackpad Gestures: Work a little differently than a mouse and take some getting used to. To make changes to your trackpad, go to: Apple menu > System Preferences, then click Trackpad. There you can change the type of gesture, turn a gesture on or off, and learn which gestures work with your Mac. Videos show how to use each gesture.

Common uses include:

- Tap to Click: Tap with one finger.
- **Secondary Click:** Click or tap with two fingers. *Rt click can be set up in Preferences.*

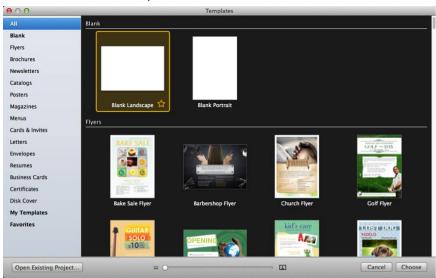
- Scroll: Slide two fingers up or down to scroll.
- Swipe between pages: Swipe right or left with two fingers.
- Zoom in or out: Pinch with two fingers. (Incremental ZOOM) https://support.apple.com/en-us/HT204895

PRACTICE: Open Safari, choose any site, tap, scroll and zoom using your trackpad.

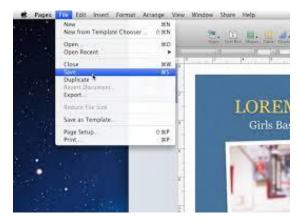
Creating, saving, opening and deleting documents

Creating a document:

- **1.** Open the app (Pages, Numbers, Keynote, TextEdit, etc.)
- 2. Choose a Template>Blank.



3. Type your document.



Saving a document:

- 1. Choose File > Save, then name the document.
- 2. If desired, add any tags to help you find the document later.



- 3. Choose where to save the document from the Where menu.
- 4. If you do not see the location you want, click the downward-pointing triangle. This is also where you will find the option to save to an external device.
- Set any other options, then click Save.

PRACTICE: Create a pages document. Name it TEST and save it in the Documents folder.

Opening a document:

- 1. Go to Finder and double-click the document. OR
- 2. Click on document, choose File > Open (or Open With).

Deleting a document

- 1. Drag the item to the Trash.
- 2. **OR** Go to Finder and right click on the document. Choose "Move to Trash."
- 3. **OR** Click on the document, go to File> Move to Trash.

Emptying the trash

- 1. Click the Trash, then click Empty. OR choose Finder > Empty Trash.
- 2. When you see a warning message, click OK.

PRACTICE: Open your document and then delete it using one of the options listed above. Logging out, sleep, restarting and shutting down:

Logging out: Choose Apple menu > Log Out.

Sleep: Choose Apple menu > Sleep.

Restarting: Choose Apple menu > Restart.

Shutting down: Choose Apple menu > Shutdown.

Waking your computer: Tap the computer's power button. Some sleep modes can also be exited by clicking your mouse or trackpad or opening the lid on your Mac notebook.

PRACTICE: Put your computer to sleep, then wake it up.

PRACTICE: Shutdown your computer.

Some Differences between Macs and PCs:

- 1. The Mac's Menu Bar is always at the top of the desktop. It never closes or disappears.
- 2. Unlike Menu Bars that open with Windows-based programs, the dropdown menus on the Menu Bar stay open until click your mouse.
- 3. Launchpad
- 4. When you close the last window in a Mac, the app itself stays open. If you look at the Dock, you will still see a small dot underneath the app icon to indicate that it's still open. If you want to quit the app, you will need to choose the app's name in the menu bar and Quit (or press Command-Q).
- 5. Mac users "zoom" rather than maximize. Zoom isn't quite the same as maximize on a Windows machine. On Windows, it automatically fills the whole display, while Zoom on a Mac takes the window to its optimal largest size. So it may not fill the whole screen, but will take up as much space as it should.

Free Mac OS X tutorial:

mesacountylibraries.org>eResources>eResources A-Z>U for Universal Class>Search Mac OS mesacountylibraries.org>eResources>eResources A-Z>L for Lynda>Search Mac OS

Information gathered from:

Universal Class: OS X Yosemite (via Mesa County Libraries)

https://support.apple.com

http://www.nvcl.ca/using-the-library/technology-training/intro-to-mac

http://www.macworld.co.uk/how-to/mac-software/