

## Mac OS X (10.9)

### Hardware

#### Power cable

- Magsafe adapter has 3 states:
  - Off – Not plugged in, not charging
  - Amber – Charging
  - Green – Fully charged
  - **NOTE:** Because the port on the laptop is magnetized, small pieces of metal like staples can get pulled in and cause the plug to not sit flush which prevents charging.
- Winding up the cord – The power brick has 2 tabs that fold out so the smaller cord can be wound and secured.



#### Ports

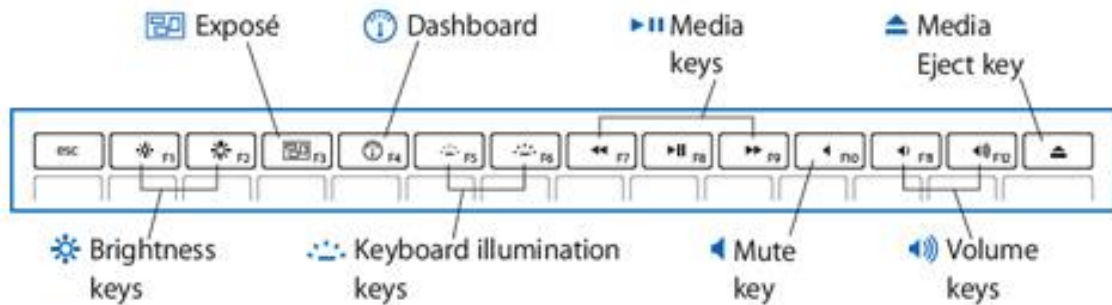
- **IR Sensor**
  - Detects Apple remote commands.



- **Ethernet** – Allows you to connect to wired network.
- **Firewire** – High-speed data port used for external hard drives and cameras.
- **Thunderbolt** – Super high-speed data port used to connect monitors and other devices.
- **SDXC card slot** – Allows you to insert memory cards from cameras.
- **Headphone** – Allows you to plug in headphones and speakers.
  - **NOTE:** Also acts as a microphone port with headphones or when configured in System Preferences.
- **Power indicator**
  - Push the button on the front, left side to see the battery status.



## Keyboard



- **ESC** – Backs out of programs and full screen.
- **Mission Control (Eposé)** – Allows you to easily see and switch between program screens.
- **Dashboard** – Allows you to access dashboard apps.
- **Media keys** – Controls media playback in iTunes or DVD Player.
- **Mute / Volume keys** – Controls volume output.
  - o **NOTE:** Volume differs depending on the output. Output from the speakers can be set differently from that coming out the headphone port.
- **Media Eject key** – Ejects a CD / DVDs from the drive.

## Power Button

- Hit the power button to turn on the laptop.
- **TIP:** If the laptop will not power on or will not completely shut down, hold the power button for 13 seconds then hit the power button again to turn it on.



## Software

### Boot into OS X / Windows

- Hit the power button then hold the Option key.
- Choose either Macintosh HD or Windows (Bootcamp).
- **TIP:** You can set which OS the laptop automatically boots into by going into System Preferences > Startup Disk.



## Icons

- Icons on the desktop represent the type of item they are: drives, folders, files, etc.
- **TIP:** To change what types of icons appear on the desktop go to Finder > Preferences...
- **TIP:** Icons with a small arrow on them are shorts (alias) to the

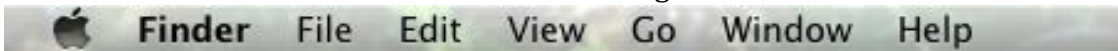


actual file.

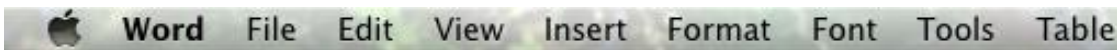
- **Get Info** – Right click an icon and choose get info to see information on the file or folder like the size, type, when it was created, etc.
- **Tags** - Color tags can be added to the names of files and folders in order to make them easier to find. Right click an icon and choose the desired color.
- **Tip:** The more icons on your desktop, the slower the computer tends to run.

## Menu Bar





- The menu bar is context sensitive which means it changes depending on what is currently selected.
  - o This is the menu bar when nothing is selected.

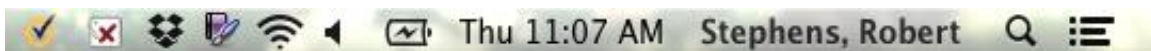
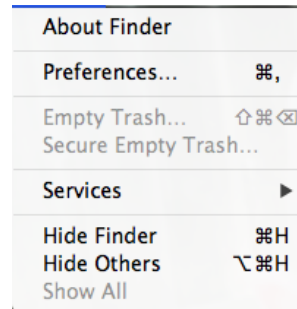


- o This is the menu bar when Microsoft Word is selected.



## - Apple

- o The Apple icon lets you access applications, find out info on computer, run updates, log out and shut down.
- o **TIP:** Many commands in the Menu Bar have keyboard shortcuts. They will be listed if present.
  -  - Command
  -  - Alt
  -  - Shift
  -  - Delete



## - Icons

- o Icons in the menu bar are short cuts to running programs or settings.
- o **TIP:** Most of these can be turned on or off in System Preferences.

## - Spotlight

- o Spotlight allows you to quickly search the entire computer for a word or phrase.

## - Notifications

- o The Notifications sidebar can be customized to display short messages about programs and communications.
- o To edit the Notifications sidebar, click the gear in the bottom right corner or go to System Preferences > Notifications.



## Dock

- The dock contains shortcuts to commonly used programs, minimized windows and the trash can.



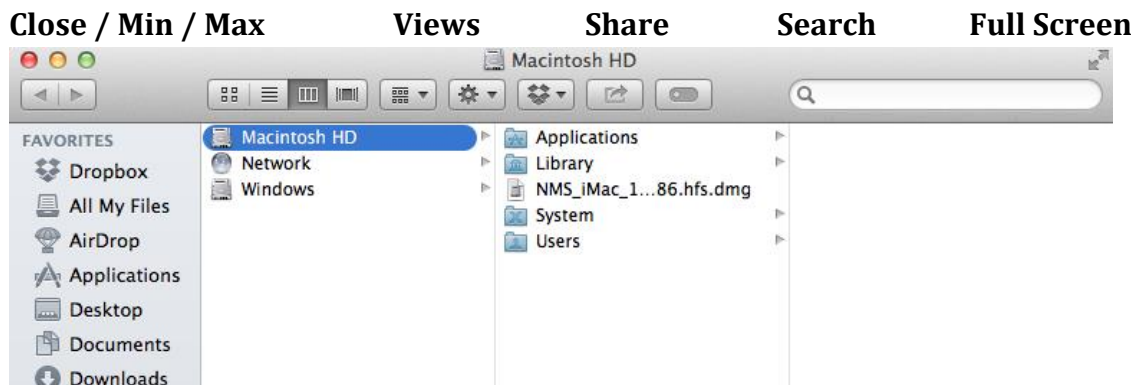
- To customize the dock, go to System Preferences > Dock.
  - To add a program to the dock, open the program, right click it in the dock and choose Options > Keep in Dock. You can also grab the icon and drag it to a different location on the dock.
  - TIP: You can set a program to automatically open when you log in by right clicking it and going to Options > Open at Login.
  - To remove a program from the dock, right click it and choose Options > Remove from Dock.
- **NOTE:** Programs with an indicator light under it are still running. Make sure to quit programs when not needed to improve performance.
- **Trash** – The trashcan holds items that are no longer needed and are waiting to be deleted.
  - **NOTE:** When dragging a disk (hard drive, external drive, CD, etc.) to the trash, the trashcan changes to an eject symbol and allows you to safely eject it.

## Open Programs

- Unlike Windows, closing a window does not quit the program; it only closes that open window.
- Every program that has an indicator light under it in the dock is still running and using system resources.
- To quit a program:
  - Go to the name of the program in the menu bar and choose quit.
  - Click Command + Q
  - Right click the program in the dock and choose quit.



## Finder



- **Close / Min / Max** – Closes, minimizes or maximizes the window.
- **Views** – Change the way icons are displayed in the window.
- **Share** – Allows you to share a selected file or folder.
- **Search** – Acts the same as the Spotlight search.
- **Full Screen** – Makes the window full screen.
  - o To switch between full screen and other screens, use three fingers and swipe left or right on the track pad.
  - o To exit full screen, hit the ESC key or move the mouse to the top of the screen and click the blue arrows when the menu bar appears.



### Trackpad motions

- The trackpad allows you to use more than one finger to interact with the OS.
  - o Right click – Two fingers + click
  - o Scroll up / down – Two fingers swipe up / down
  - o Go Back / Previous (in web browser) – Two fingers and drag right
  - o Go Forward / Next (in web browser) – Two fingers and drag left
  - o Zoom In (in app) – Pinch with two fingers
  - o Zoom Out (in app) – Reverse pinch with two fingers
  - o Smart Zoom (in app) – Double-tap with two fingers
  - o Rotate (in app) – Rotate with two fingers
  - o Zoom In (in app) – Hold Control + two fingers swipe up
  - o Zoom Out (in app) Hold Control + two fingers swipe down
  - o Notification Center – Two fingers swiping from off the trackpad to the left
  - o Swipe between full screen apps – Three fingers swipe left or right
  - o Show Mission Control – Three fingers swipe up
  - o Show Launchpad – Use thumb + three fingers and pinch
  - o Show Desktop – Use thumb + three fingers and reverse pinch
- **TIP:** For a full list of motions or to edit them, go to System Preferences > Trackpad.

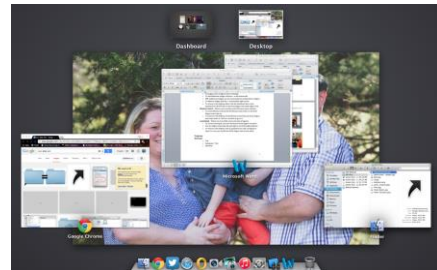
### System Preferences

- **Security & Privacy**
  - o Change what apps can be downloaded and installed.
  - o Click the lock in the bottom corner, enter your credentials and choose Anywhere.
- **CDs & DVDs**
  - o Change what the computer does when a disk is loaded.
- **Displays**
  - o Change the resolution of the screen and how additional screens are handled.
  - o **NOTE:** Additional screens will not show up unless they are currently plugged in.

- **Mirroring** – By checking mirroring, you can have both screens display the same thing.
- **TIP:** When mirroring is turned off, the extra screen acts like an extended desktop that can be repositioned to the right, the left, above or below the primary screen.

### Dashboard, Mission Control, Launchpad & Full Screen

- **Dashboard** – A group of simple widgets that run in the background.
  - To access the Dashboard either click the Dashboard key on the keyboard or use three fingers and swipe from left to right.
  - You can click and drag widget to rearrange them.
  - Click the *i* on the widget to edit its settings.
  - To add additional widget, click the + in the bottom left.
  - **TIP:** Additional widgets can be downloaded by clicking More widgets..
  - To delete a widget, click the – in the bottom right corner
  - To return to the desktop either click the Dashboard key on the keyboard, hit the ESC key or use three fingers and swipe right to left
- **Mission Control** – Allows you to quickly switch between open windows.
  - To access Mission Control, hit the Mission Control key or use three fingers and swipe up.
  - To return to the desktop, hit the Mission Control key use three fingers and swipe down or click on a window to go to it.
- **Launchpad** – Allows you to quickly access and open programs.
  - To access Launchpad, use your thumb and three fingers and pinch
  - Use two fingers and swipe left and right to scroll through programs
  - To return to the desktop, click in an blank area, click a program to open it or use your thumb and three fingers and reverse pinch.



### Programs

- iPhoto – Used to organize and edit photos.

- iTunes – Organize and manage music, movies, apps, TV shows, books and podcasts downloaded from the iTunes Store. Also used to communicate with iPads, iPods, iPhones and Apple TV.
- GarageBand – Used to edit and create music, podcasts and ringtones.
- iMovie – Used to edit and create movies.
- iDVD – Used to create and burn movie DVDs.
- Messages – Allows you to video and text chat with multiple people at once. Also allows you to share your screen with others.
- Facetime – Allows you to video chat with another person on iPhone and iPad.
- Time Machine – Allows you to make multiple, full backups of your computer and retrieve items that may have been deleted.
- iCloud – Allows you to sync data including email, contacts, calendars and pictures across multiple devices (iPad, iPhone, iMac). Also allows you to locate devices on a map.
- App Store – Buy programs and check for updates for your laptop.

## **Shortcuts**

### **In Programs & Desktop**

- |                |             |
|----------------|-------------|
| - Copy         | Command + C |
| - Cut          | Command + X |
| - Paste        | Command + V |
| - Print        | Command + P |
| - Save         | Command + S |
| - Find         | Command + F |
| - Quit Program | Command + Q |

### **On Desktop**

- |                           |                                |
|---------------------------|--------------------------------|
| - Log out                 | Command + Shift + Q            |
| - Force Quit              | Command + Option + ESC         |
| - Open Applications       | Command + Shift + A            |
| - Open Preferences        | Command + ,                    |
| - Open Utilities          | Command + Shift + U            |
| - Screen Shot             | Command + Shift + 3            |
| - Select Screen Shot Area | Command + Shift + 4            |
| - Select Screen Shot      | Command + Shift + 4 + Spacebar |

### **Keyboard Keys**

- Tab – Allows you to jump from item to item in menus, forms, etc.
  - o Shift + Tab – Allows you to go in reverse order
  - o Command + Tab – Allows you to switch between open programs
- Spacebar – Acts as a pause / play button for anything (music, movies, YouTube, etc.)
  - o Highlight an icon and hit spacebar to get a preview of the item.
- Shift – Holding Shift and clicking items will select everything in between.
- Command – Holding Command and clicking items only selects those items