

Dock

- Usually located at bottom of screen.
- The most commonly-used applications and the trash can are found here.
- You just single click to launch an application.
- If a program is open, there is a glowing orb underneath the icon. You can have several applications open at the same time. When you shut down, all applications quit.
- You may want to relocate the Dock to the side or hide it (see Apple Menu below).
- To change the size of the Dock, click on the vertical line by trash can and drag to size.
- You can drag other applications or files to your Dock from your Applications folder or other folders.
- Click and hold on Dock icons for an options menu to appear.
- Minimized application windows, documents and even links will be displayed to the right of the vertical line.

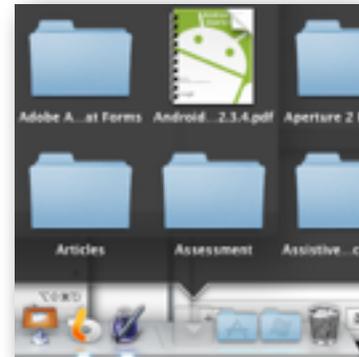


Figure 1: Place commonly accessed folders and files in the Dock, to the right of the vertical line, next to the Trash.

Apple Menu

- **System Preferences:** Opens the System Preferences application, where you can change your computer's settings.
- **Dock:** Moving your mouse pointer over the Dock will bring up a menu with a few Dock options, as well as a link to the Dock Preferences.
- **Force Quit:** Opens the Force Quit window, displaying all open applications. If an application freezes, you can open this window and select Force Quit to quit any single application without affecting the others. Pressing **Apple+Option+Esc** on the keyboard also brings up the Force Quit window.
- **Restart:** Restarts the computer. A confirmation window will pop up before restarting.
- **Shut Down:** Shuts the computer down. A confirmation window will pop up before shutting down.
- **Log Out:** Logs you out of your account. A confirmation window will pop up before logging you out.

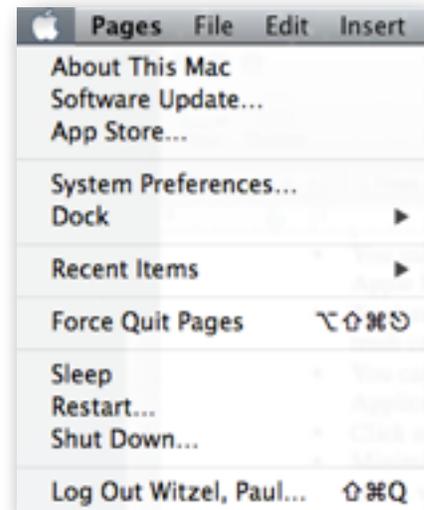


Figure 2: Useful functions are available under the Apple menu.

Finder

- Finder is the application used to navigate in OS X. To access the Finder, click on the blue smiley face icon on the Dock or select **File > New Finder Window** or **Apple + N** from the desktop.
- Access common folders in the left pane of the Finder: Applications, Desktop, Documents, Pictures and Music.
- **Window Behaviors:**
 - ▶ The minus (-) or yellow button on a Finder window minimizes the window to the Dock.

- ▶ The plus (+) or green round button on left upper corner – max/min size.



Figure 3: Access the three Finder views from the toolbar.

- ▶ The X or red button closes the window. However, the application is usually still open until you quit (**File menu > Quit**).
- **Views:**
 - ▶ At the top of the Finder window there are four view symbols.
 - ▶ First is the icon view.
 - ▶ Next is the list view.
 - ▶ Third, the panel view gives you a preview of the graphic and information about that document. You use the blue scroll bar at the bottom of the panels to slide from one panel to another. Slide the bar all the way to the left to get to the top level.
 - ▶ Finally, Cover Flow allows you to see a preview of the file in upper pane and the file list below.
- To search for files, type the name of the file into the search box on the top-right side of a Finder window.
- In all of the views, the left pane holds shortcuts to commonly-accessed locations like the Desktop, Documents and Application folders. You can add your own folders to the left pane. If you can't find the program you want to use on the Dock, it will be in the Applications folder.
- To rename files and folders, click, hold and release the clicker (with practice you'll be successful). The filename will highlight and you can proceed with renaming.
- To create a new folder, click **File > New Folder** (or **Shift+Command+N**).
- One way to move files and folders is to click the panel view and drag files from one pane to another.

Connecting to the Server

- Staff use their server folder to back up their files.
- From the desktop, click on the **Go menu > Connect to Server**, or **Apple + K**.
- Type **Staff** and your first initial and last name, like pwitzel for Paul Witzel (up to eight characters in length—Paul Richardson would be prichard), for the username and district email password for the password. Find the folder corresponding to the first letter of your last name. Next, find your name and double-click on it. Inside of that folder you will find a **Documents** folder (where you back up your files), sometimes a **Classes** folder, (where students can drop files according to period), a **Drop** folder (where anyone can drop folders and files that they want to share with you) and a **Public** folder (where you place items that other people can access).
- Drag the server icon into the trash can to disconnect. The trash can icon will change to an eject icon.

Spotlight

- In the upper-right-hand corner of the screen, you'll see a little magnifying glass icon.
- When you want to find a file on your computer, click on that icon and type in your search term.

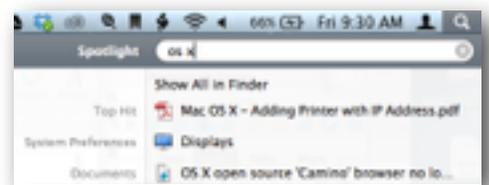


Figure 4: Spotlight will even search the contents of your files for your keyword.

- Choose the item from the list that best matches your search.
- Sometimes, Spotlight will fail to find your file, even though it exists.

Stickies

- Want to save little notes to yourself, or perhaps non-personal passwords, Stickies may be the application for you.
- You can find it in your Applications folder.

Saving Files

- In the application you are trying to save from, click **File > Save**. Name the document and decide the save location. Click on the drop down arrow to see more save locations. If you are logged on to the server, you will see your server folder in the left toolbar. Once you find the save location, click **Save**.
- If you want save your file as a PDF (great for your SWIFT website and sharing with others who may not have the application you used to create the file), go to **File > Print**, and then in the bottom left of the print box, click on the **PDF** button and then **Save As PDF**.

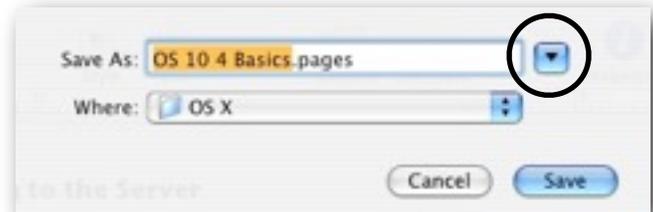


Figure 5: If you can't see all of you folders, click on the little black arrow to expand the Save Dialog box.

Printing

- In the application you are trying to print from, click **File > Print**. Choose the nearest printer to you from the drop-down list. Ask a colleague if you are unsure where the nearest printer is located. Click on the **Print** button.

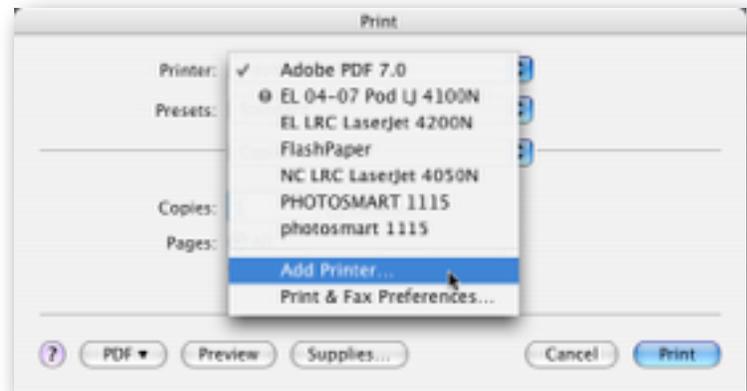


Figure 6: Chose your printer from the drop-down menu.

Commonly-Used Applications (Programs)

- They can all be found in the Applications folder (and often in the Dock).
- Microsoft Office: Word, Excel (spreadsheet), and PowerPoint (presentations)
- Safari: an Apple web browser
- Firefox: a very popular web browser that is compatible with most websites
- Mail: an Apple email program
- iPhoto: importer, organizer, editor and sharer of your digital images
- iMovie: digital video editor
- iTunes: importer, organizer and sharer of your digital sound files
- Pages: an Apple word processor that is a lot like Microsoft Publisher. Part of iWork.
- Keynote: an Apple presentation program that makes beautiful slides. Part of iWork.

Exposé

- Want to take control of all of the open windows on your desktop?

- F10: displays the open windows of the current application
- F11: hides all of the windows so you can see your desktop
- **If you are using a laptop (and some desktops), hold down the fn key in the lower left corner of the keyboard before hitting the function keys.**

Troubleshooting

- When one application seems frozen, go to the Apple menu and choose **Force Quit** or hit **Apple key + Option + Esc**. Then select the “not responding” application and Force Quit it.
- “If all else fails, restart your machine” is a truism we all follow when our computer is acting strangely.
- If your computer will not allow you to restart via the Apple menu, hold down the power button for 8-10 seconds--those of you with good hearing will hear the fan stop spinning. Wait another 10 seconds and press the power button again to restart.

Keyboard Shortcuts

- Keyboard and mouse or trackpad shortcuts are a powerful way to speed up your work.
- For most shortcuts, you press combinations of two or more keys, or you press a key while clicking, tapping, or dragging. For example, to copy some highlighted text, you can press Command (⌘)+C, or you can press Option while dragging the item.
- To see lists of shortcuts, open the menus on the left side of the menu bar. If a menu option has a shortcut, it’s listed next to the option. These symbols represent special keys (called “modifier” keys):

- ⌘ Command
- ⇧ Shift
- ^ Control
- ⌥ Option

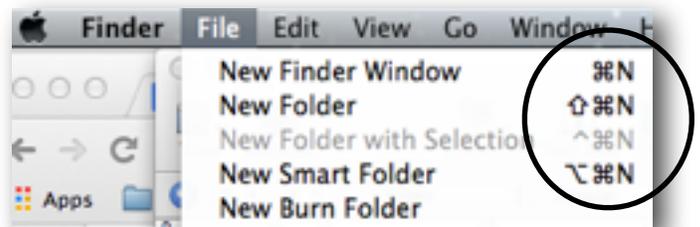


Figure 7: Note the keyboard shortcut to the right of the menu item.

Open	Command + O		Eject (disk or share)	Command + E
Save	Command + S		New (document)	Command + N
Quit	Command + Q		Close Window	Command + W
Copy	Command + C		Switch Active Applications	Command + Tab
Paste	Command + V			
Cut	Command + X			
Undo	Command + Z			
Print	Command + P			