

Back to Basics 2016–01

Introduction

Whether you are new to the Mac, or a long-time user, this clinic will help you learn more about your Mac and how to use it effectively. It will help newcomers learn how Macs differ from PCs, and more experienced users learn some of the tips and tricks that can help you be more productive. Topics will include using the Finder, managing files and photos, and configuring your Mac. Students will be provided with links to a variety of useful resources and tutorials.

Workshop Notes

<http://ocalamug.org/technical-resources/notes/>

Know Your Computer's Vital Information

Make a record of key information about your computer. This will be needed if you need tech support.

- **About this Mac:** OS Version, System Details, Serial Number

* **MachineProfile:** Get basic info (free app) <https://www.micromat.com/products/machineprofile>

- **Apple manuals:** <http://support.apple.com/manuals/> - Need serial number

* **Apple tech specs:** <http://support.apple.com/specs/> - Browse by product

* **MacTracker:** Detailed information on every Apple Macintosh computer ever made (free app)

<http://www.mactracker.ca>

What to do if you have a problem

- Describe the problem in a Google search
- OMUG Members - send an email to the OMUG Forum asking for help
 - Include your Vital Information
 - MachineProfile
 - EtreCheck results
 - Describe what you were doing when you had the problem
- Non-OMUG members - send me an email and I'll try to respond, but it may not be immediately
- GatorTec in Gainesville; Apple Stores in Orlando, Tampa, Jacksonville

Know Your Keyboard

Learn a few basic keyboard shortcuts.

Keys

⌘ = Command
⌥ = Option
⌘ = Control
⌫ = Delete
↵ = Enter/Return
⇧ = Shift
→ = Tab

Essential Keyboard Shortcuts

The following shortcuts should be hardwired into your brain as they can save you a lot of time.

⌘ + S Save
⌘ + Z Undo / Redo

⌘ + A Select All
⌘ + X Cut
⌘ + C Copy
⌘ + V Paste

⌘ + B Bold
⌘ + I Italic
⌘ + U Underline

⌘ + F Find
⌘ + N New
⌘ + O Open
⌘ + P Print
⌘ + Q Quit
⌘ + W Close

⌘ + , Preferences

Return Click the default (highlighted) button in any dialog

Esc Cancel the current action

PC to Mac Equivalentents

- Control (Windows) = Command (OS X)
 - Alt (Windows) = Option (OS X)
 - Home/End (Windows) = Command+Arrow Keys (OS X)
 - Renaming Files With Enter on OS X
 - Alt+Tab (Windows) = Command+Tab (OS X)
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More Shortcuts: <http://ocalamug.org/technical-resources/reference-materials/>

Menu Basics

- **Menu bar.** The strip across the top of your screen is called the menu bar. Changes, depending upon the open app.
- **Finding less-obvious menus.** Right click or Control click - also called Secondary click - example: dock icons
- Default icons vs application icons

Dock Basics

- Configure the Dock
- Show/Hide the Dock
- Add/Remove items
- Options

Finder Basics

- **Finder:** Open a window; Finder preferences
- **Window buttons:** close, zoom, minimize
- **Finder Views:** Icon, List, Columns, Cover Flow, Sort lists, Resize column, Add/remove column, Arrange button
- **Key folders.**
 - **Home** - Where all your files are stored **Finder > Go > Home**
 - **Downloads:** Find a recent download
 - **Desktop:** A normal folder located in your Home folder.
 - **User Library:** Finder > Go > Option Key
- **Sidebar:** Add and remove items
- **Path:** Shows the exact location of the file.

Spotlight Basics

- Shortcut to open: ⌘ + SPACE
- Find everything
- Launch apps
- Do quick calculations

Organize Your Mac

- Organize your folders
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- Documents - by topic
- Pictures - by year & topic
- Archives - unused or little used files
- Action - temporary storage
- Organize your files
 - Establish naming conventions
 - letter-smith-2011.09.17
 - budgetplan-2011.09.17
 - birthday-john-2011.09-17-001
- Tag your files
- Use a digital organizer program

Configure Your Mac

- System Preferences: Apple > System Preferences
- Apps Preferences: App Name > Preferences (⌘ + ,)

Essential Tools

- Disk Utility:
- Airport Utility
- Activity Monitor

Basic Tips and Tasks

- **Make a folder:** Finder > File > New folder
- **Rename a folder or file:** Single-click > change the name
- **Sort** a list of files:
- **Change folder view options:** Finder > View > Show View Options
- **Open a File:** Double-click the file icon
- **Copy a File/Folder:** select > right-click > copy > paste
- **Move a File/Folder:** select > right-click > copy > paste + ⌘
- **Force Quit:** Apple > Force Quit (⌘ + ⌘ + ESC)
- **Get Info:** Select a File then ⌘ + I
- **Organize icons:** Finder Icon View > Arrange By

Good Practices

- Save your work often (⌘ + S)
 - Backup regularly
 - Manage your passwords
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- Keep your desktop clean
- Keep your Downloads Folder clean
- Use good naming conventions consistently
- Empty the Trash
- Eliminate duplicates

Resources

- [Read Me First](#) by Tonya Engst: A free Take Control Crash Course
- [Mac Basics - Apple Support](#)
- [Apple - PC to Mac](#)
- [Mac - Apple Support](#)
- [Apple video tutorials](#)
- [El Capitan OS X Tutorial - YouTube](#)
- [Free OS X Basics Tutorial at GCFLearnFree](#)
- [Free Gmail Tutorial at GCFLearnFree](#)
- [Free Email 101 Tutorial at GCFLearnFree](#)

Apps & Manuals

- [MachineProfile](#): Get basic info about your computer.
- [MacTracker](#): Detailed information on every Apple Macintosh computer ever made.
- [EtreCheck](#): Collect information after a problem.
- [Apple manuals](#): Need your serial number
- [Apple tech specs](#): Browse by product

Links to Things Discussed in the Workshop

- [More About Mac Backups | OMUG Tech Blog](#)
- [Mac Backup Software | Carbon Copy Cloner | Bombich Software](#)
- [SuperDuper! Backup Software](#)
- [DEVONthink Digital Organizer](#)
- [iFixit: The Free Repair Manual](#)
- [GatorTec – North Central Florida’s Apple Specialist](#)

Future Workshops

- February 25: Get More From Your Mac. Introduction to TextEdit, Preview, Mail, Safari, System Preferences, Password Management, key utilities.
 - March 31: Mac Tips & Tricks. Organizing, backing up, productivity tools, expanded toolbox.
 - April 28: Exploring Pages. Learn how to use Pages.
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