Mac Fundamentals Workshop

September, 2016

by Phil Davis (davistech@gmail.com)

_____

These notes are provided so that you can focus on following the activities on the screen, or on your computer if you brought it. There are clickable links to resources and apps mentioned during the workshop.

The more you learn about your computer, the better off you will be. As long as you have a good backup of your system, I encourage to experiment with things on your own. Read books, view tutorials, and ask questions.

First Things First

No matter whether you have a desktop or a laptop computer, you will have the following hardware that you will use to communicate with the computer and with the outside world:

1. Monitor,
2. Keyboard, mouse, or trackpad,
3. Modem and router to connect to the Internet,
4. Internal hard drive or SSD for storing programs, operating systems, and documents,
5. One or more external hard drives to use for backing up your computer (optional, but very highly recommended),
6. Printers, scanners, and other peripherals.

After your computer starts up you should see the following on the monitor:

1. Your Desktop
2. A bar at the top of the Desktop called the Menu Bar
3. A bar along the bottom called the Dock

All the software that you use, the applications, the operating system, and all the documents, pictures, videos, etc. will be stored on your internal hard drive or SSD.

The main software tools that you use to launch programs, find and organize files, and search for items on your computer or on the Internet are:

1. The Finder
2. The Dock
3. Spotlight
4. Launchpad

Workshop Topics

- Know Your Computer
- Know Your Keyboard
- Essential Keyboard Shortcuts
- Menus & Windows
- Essential Navigation
- Essential Tips & Tricks
- Configure Your Mac
- Organize Folders and Files
- Essential Tools
- Good Practices
- When Trouble Strikes

Know Your Computer

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

- **What Name, Year & Model ID?**
- e.g.: *Mac mini (Late 2012), Macmini6,2.*
- **What OS version**? Use the Apple Icon in the menu bar.
- e.g.: *Version 10.11.6*
- **How much memory?** RAM vs permanent storage.
- e.g.: *16 GB RAM*
- **Use MachineProfile**
- Download MachineProfile.

Know Your Keyboard

Keyboard2

Essential Keyboard Shortcuts

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

⌘ S	Save	⌘ A	Select All
⌘ Z	Undo/Redo	⌘ X	Cut
⌘ F	Find (in apps)	⌘ C	Copy
⌘ N	New	⌘ V	Paste
⌘ P	Print	⌘ B	Bold
⌘ O	Open	⌘ I	Italic
⌘ Q	Quit	⌘ U	Underline
⌘ W	Close	ESC	Cancel action

Keyboard Shortcuts

Menus and Windows

- **Menu bar**. That strip across the top of your screen is called the menu bar.
- **Manage windows.** Red = close, yellow = minimize, green = zoom.
- **Finding hidden menus**. Option-click.

Navigation

- **Desktop**. What is the Desktop and where is it?
- **Finder**. Launch the Finder.
- **Finder Views**. Icon, List, Columns, Cover Flow.
- **Finder Sidebar.** Provides quick access to folders, files.
- **Finder Toolbar.** Arrange, Quick Look, Customize toolbar.
- **Finder Search.** More powerful than Spotlight. Use search tokens.
- **Key folders**. Home, Downloads, Documents, Desktop, User Library.
- **Path**. Describes where a file or other item is stored.
- **The Dock.** Add/remove items, show/hide, configure, options.
- **Spotlight.** Shortcut to open, find everything, launch applications, do calculations.

Essential Tips and Tasks

- **Files and folders.** Open, move, and rename files and folders; create new folders.
- **Copying, cutting, and pasting.** Using Copy, Cut, and Paste.
- **Sort lists.** Using List View to sort items in a list.
- **Get Info.** Get information about a file.
- **Force Quit.** Apple > Force Quit (⌘ + ⌥ + ESC).
- **Install Applications.** App Store; install a .dmg file. Apps should be in the Application Folder.
- **Launch Apps.** Use Dock, Launchpad, Spotlight.

Configure your Mac

- **System Preferences**. Using System Preferences.
- **App preferences**. Find any app's preferences.

Organize Folders and Files

- **Folders.** Put things in proper folders, use subfolders, create naming rules for folders.
- **Files.** Create naming rules and use them conistently, particularly for photos.

Essential Tools

- **Disk Utility.** Format, test, and get information about drives.
- **Airport Utility.** Troubleshoot network problems.

Good Practices

- **Backup regularly.**
- **Save your work often.** (⌘ + S)
- **Keep your Desktop and Downloads folders clean.**
- **Empty the Trash.**

When Trouble Strikes

- **Use Google.** Describe the problem in plain English.
- **OMUG members.** Send email to OMUG Forum. Include basic information about your Mac (Year, OS Version, RAM). 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.
- **Service Providers**
  - GatorTec, Teletek in Gainesville.
  - Apple Stores in Orlando, Tampa, Jacksonville.
- **Repair Guides.** iFixit.com.

Future Workshops

- Oct 27 - Using Evernote and TextExpander

Starting in January our workshops will be held on Saturday, from 10 AM - Noon, at the Discovery Center. Visitors are always welcome.

- Jan 21 - Create a Personal Knowledge Library (Phil)
- Feb 18 - Using iPhone and iPad (Bobby)
- Mar 18 - Budget Planning Using Numbers (Marilyn)
- Apr 29 Using Apple TV (Bobby)
- May 20 Finding Free Apps and Useful Websites (Doug)
- Sep 23 - Mac Fundamentals (Phil)
- Oct 21 - Get More From Your Mac (Phil)

MacHelp Sessions

A non-structured help session where volunteers provide individual help and 1-on–1 info. The sessions will be open to anyone. Mac users may come at any time during the session. Help will be on a first-come, first-served basis. If there is a crowd, you may have to wait a little while.

- Location: Discovery Center
- Time: 10 AM - Noon
- Dates: First Saturday of each Month
- Nov 5 - Trial run

_____

Resources: Tutorials and Support

- Mac Basics - Apple Support (http://www.apple.com/support/macbasics/)
- PC to Mac - Apple Support (https://support.apple.com/en-us/HT204216)
- Mac - Apple Support (https://www.apple.com/support/mac/)
- Apple video tutorials (http://support.apple.com/videos/)
- El Capitan OS X Tutorial (https://www.youtube.com/watch?v=kgS6E-6vStA)
- OS X Basics Tutorial at GCFLearnFree (http://www.gcflearnfree.org/osxbasics) - use Chrome.

Resources: Apps

- MachineProfile (https://www.micromat.com/products/machineprofile)
- MacTracker (http://www.mactracker.ca) - Detailed information on every Mac.
- EtreCheck (http://etrecheck.com/) - Collect information about your computer after a problem.
- Carbon Copy Cloner (http://bombich.com/) - backup Software.
- SuperDuper! (http://www.shirt-pocket.com/SuperDuper/) - backup Software.

Resources: Manuals

- Apple manuals (http://support.apple.com/manuals/) - You will need your serial number.
- Apple tech specs (http://support.apple.com/specs/) - Browse by product.

Resources: Other

- Backup 101 (http://ocalamug.org/resources/tech-notes/backup101-a-guide-for-mac-users.pdf)
- More About Mac Backups (http://ocalamug.org/wp10/more-about-mac-backups/)
- Information for Beginners (http://ocalamug.org/for-beginners/)
- OMUG Discussion Forum (members-only) (https://groups.google.com/forum/#!forum/ocalamug)
- iFixit: The Free Repair Manual (https://www.ifixit.com/)
- GatorTec (http://www.gatortec.com/)
- Teletek (http://www.macexpertrepair.com/Site/Home.html)

Questions

> Backing up MacBook…Time Machine. Some people do 2 back ups, for example, Time Machine and SuperDooper. David Cox recommends for a back up of the back up, do two Time Machine back ups on different external hard drives. Leo Laporte likes SuperDooper. Your recommendation?

I recommend 3 backups – they serve different purposes. I discuss this in Backup 101 that is on our website. Here is the direct link. http://ocalamug.org/resources/tech-notes/backup101-a-guide-for-mac-users.pdf.

1. Use Time Machine. TM keeps older versions of your files so that you can recover things easily. However, it isn't bootable.
2. Make a bootable clone. This will be an exact replica of your system and you can run your computer from it if your internal drive fails. This should be updated regularly (I recommend daily). I prefer Carbon Copy Cloner, but SuperDuper is also good.
3. Use an offsite backup service like Backblaze for extra protection. This will save you in case of fire or lightning that destroys your computer AND your two backups!

Don't put your two on-site backups on the same external drive. If that drive fails you have lost everything.

If you save photos or other original documents on an external drive (this is often recommended for people using Lightroom), then you must back this up to yet another external drive. Carbon Copy Cloner makes this easy and automatic. In this case you could use a partition on your TM or your Clone drive for the backup.

Finally. Always have your computer, your router, and your backup drives (if they aren't USB-powered) plugged into a UPS. The cable between the modem and the router should also go through the UPS. This will protect you from lightning damage which is a real possibility in Florida.

> Will your class cover the new Mac OS 10.12 (Sierra)?

Unfortunately no. I'm waiting until after the workshop to install it because I don't want any last minute problems.

- There is a detailed review of it on ArsTechnica. http://arstechnica.com/apple/2016/09/macos–10–12-sierra-the-ars-technica-review/
- 60+ new features in macOS Sierra http://tinyurl.com/h4yox3q

The first thing to consider is whether or not your computer will support Sierra. Here is the short list, but some of the Sierra features will only run on newer models.

Sierra is the first version of macOS to drop support for any Macs since Mountain Lion in 2012. To recap, here's the support list:

```
• MacBook (late 2009 and later)
• iMac (late 2009 and later)
• MacBook Air (2010 and later)
• MacBook Pro (2010 and later)
• Mac Mini (2010 and later)
• Mac Pro (2010 and later)
```