

Back To Basics

September 2014

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Topics

- Know Your Computer
- Understand Menus
- Essential Navigation
- Essential Tools
- Essential Tips & Tricks
- Essential Keyboard Shortcuts
- Organize Your Mac
- Good Practices

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Know Your Computer

- **About this Mac:** OS Version, System Details, Serial Number
- **Apple tech specs:** <http://support.apple.com/specs/>
 - Need S/N
- **Apple manuals:** <http://support.apple.com/manuals/>
 - Browse by product
- **MacTracker:** Detailed information on every Apple Macintosh computer ever made (free app): <http://www.mactracker.ca>
- **MachineProfile:** Get basic info (free app): <https://www.micromat.com/products/machineprofile>

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Know Your Keyboard

- ⌘ Command
- ⌥ Option
- ⌘ Control
- ⌫ Delete
- ↵ Enter/Return
- ⇧ Shift
- ⇥ Tab



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Understand Menus

- **Menu bar:** Changes, depending upon the app that is open
- **Contextual Menus.** Right click to see options - example: Dock icons

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Essential Navigation

- **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.

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Essential Tools

- **Spotlight:** Find everything, open applications (⌘ + SPACE)
- **Disk Utility:** verify disk, verify permissions
- **System Preferences:** Apple > System Preferences
- **Apps Preferences:** App Name > Preferences (⌘ + ,)

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Essential Tips & Tricks

- **Make a folder:** Finder > File > New folder
- **Rename a folder or file:** Single-click > change the name
- **Change folder view:** 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

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Keyboard Shortcuts

⌘ + S	Save	⌘ + A	Select All
⌘ + Z	Undo / Redo	⌘ + X	Cut
⌘ + F	Find	⌘ + C	Copy
⌘ + N	New	⌘ + V	Paste
⌘ + O	Open	⌘ + B	Bold
⌘ + P	Print	⌘ + I	Italic
⌘ + Q	Quit	⌘ + U	Underline
⌘ + W	Close	⌘ + ,	Preferences

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Organize Your Mac

- Organize your folders
 - Documents - by topic
 - Pictures - by year & topic
 - Archives - unused or little used files
 - Action - temporary storage
- Organize your files
 - Establish naming conventions
- Tag your files
- Use a digital organizer program

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Good Practices

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

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Resources

- **Read Me First** by Tonya Engst: <https://leanpub.com/read-me-first-atccc/>
- **Apple – Mac Basics**: <http://www.apple.com/support/macbasics/>
- **Apple video tutorials**: <http://support.apple.com/videos/>
- **Learn The Mac In Under An Hour - video tutorial**: <https://www.youtube.com/watch?v=ZcLoBvu5NXg>

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