



# Presents: Mac Basics

By Angie Harris

Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

# The Desktop

1. **Apple Menu** - In the top-left corner of the screen is the Apple icon, which you can click to access software updates, system preferences, recent documents, shut down and more.
2. **Application Menu** - Contains different menu options depending on which application you're currently using. The name of the application appears in bold next to the Apple menu.
3. **The Menu Bar** - Contains the Apple menu, active application menu, status menus, menu bar extras, Spotlight icon, and Notification Center icon (OS X Mountain Lion).
4. **Status Menu** - On the right side of the menu bar, you will see the date & time, along with shortcuts that you can click to adjust settings such as sound volume and Wi-Fi.
5. **Spotlight Icon** – the magnifying glass icon bring up the Spotlight search field, where you can search for anything on your Mac.
6. **Notification Center Icon** - displays an alert when you've received an update. It can be customized to let you know of upcoming appointments such as notifications from Messages, Calendar, Mail, Reminders, and third-party apps.
7. **Desktop Background** – can be personalized with wallpapers, have folders and files added to it for easy access, and shows the windows for programs you open
8. **The Dock** - contains shortcuts to your most frequently used applications, files, or folders. If you have multiple programs open, with a single click you can use the Dock to quickly switch between them.

# The Desktop

1. Apple Menu

2. Application Menu

3. Menu Bar

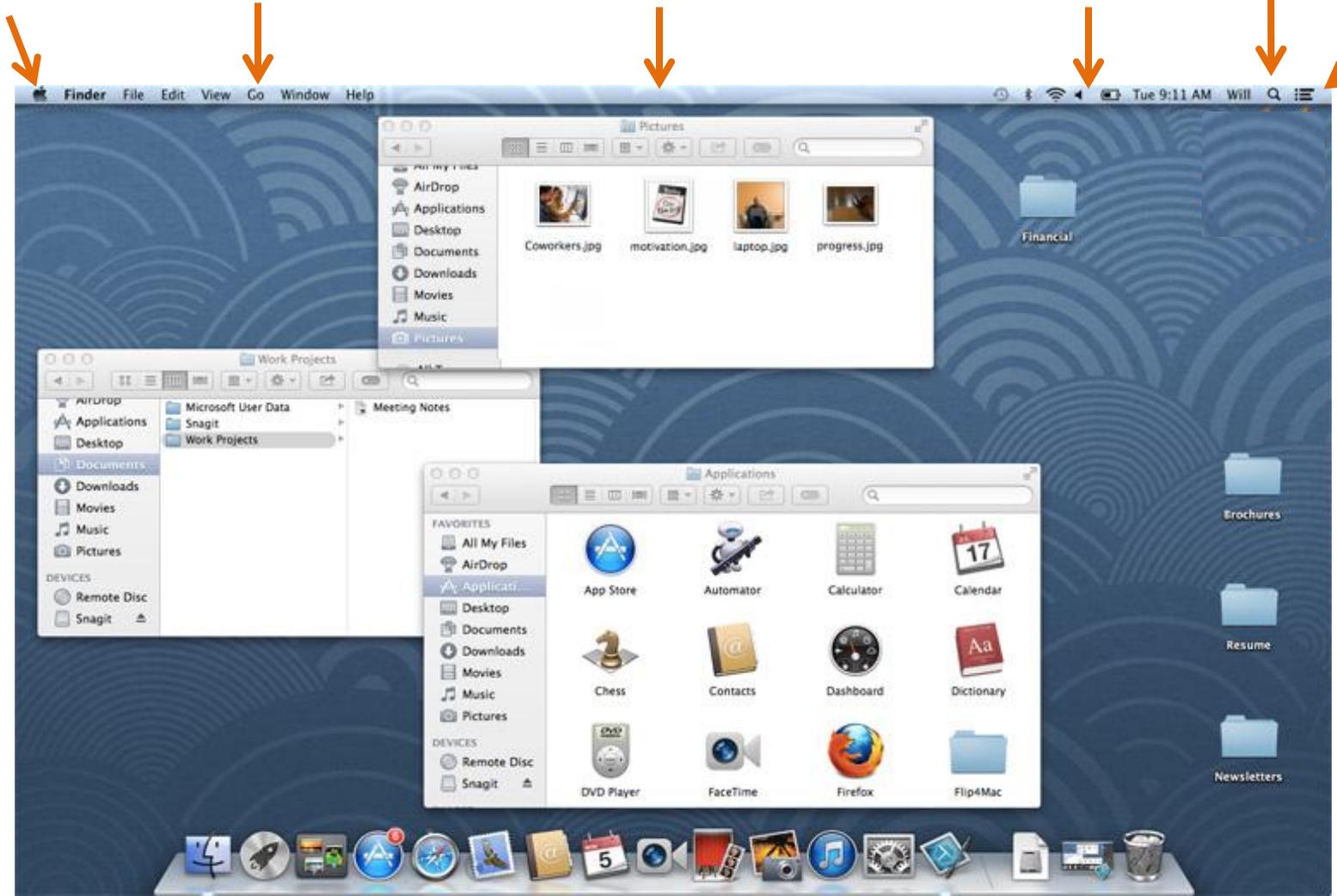
4. Status Menu

5. Spotlight Icon

6. Notification Center

7. Desktop Background

8. The Dock



# Icons

- **Icons** represent the files on your computer. Every application, file, and folder on your Mac is represented by an icon.
- Icons look like the item that they represent. For example:
- **App** icons are all generally unique, so they represent what an app is about
- **Folders** contain other files, like your documents or apps. They typically look like blue manilla folders.
- **File** icons generally display a document with an app logo or image that lets you know what application created it or opens it.



# Files, Folders, and Apps

When you use any operating system, you'll need to know how to use files, folders, and apps. With the Mac, you can open something by clicking it in the Dock or Launchpad, or by double-clicking it if it's on the desktop or inside a folder.

## **To Open Apps and Folders:**

- Open Finder by clicking the Finder icon on the left side of the Dock. Close Finder by clicking the button in the top-left corner of the Finder window.
- Open Launchpad by clicking the Launchpad icon on the Dock. While Launchpad is open, click any app to open it. Quit the app you just opened by clicking the app name in the top-left corner of the screen and selecting Quit.
- If you have any icons on your desktop, double-click one of them to open it, then close or quit it.
- When an app is open, the icon on the Dock will have a light under it. You may notice that the Finder icon always has a light under it. This is because it's always running, even if there are no Finder windows open.

## **To create a new folder:**

- Navigate to the location where you want to create the new folder. Right-click and select New Folder. Type the desired name for your folder. You can also create a folder by clicking File in the menu bar and selecting New Folder.

## **To rename a folder:**

- Click the folder once to select it (do not double-click), then press the Return or Enter key. The folder name should now be highlighted. Type the desired name for the folder

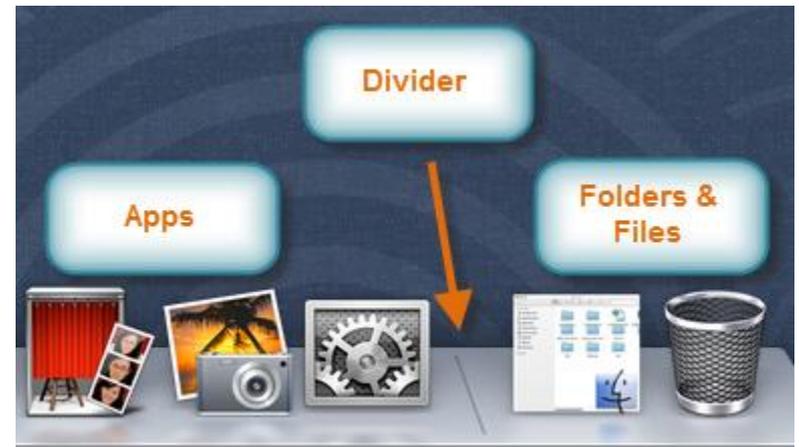
# The Dock

- The Dock is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac (such as Mail, Safari, Contacts, and Launchpad), displays which applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). For your convenience, you can add your own applications, files, and folders to the Dock too.
- To select an item in the Dock, simply click its icon. When an application is running, the Dock displays an illuminated dash beneath the application's icon. To make any currently running application the active one, click its icon in the Dock to switch to it (the active application's name appears in the menu bar to the right of the Apple logo).
- As you open applications, their icons appear in the Dock, even if they weren't there originally. That means if you've got a lot of applications open, your Dock will grow substantially. If you minimize a window, the window gets pulled down into the Dock and waits until you click this icon to bring up the window again.
- When you quit an application whose icon resides in the Dock (such as Safari or Mail), the illuminated dash disappears, but the icon remains. When you quit an application whose icon doesn't reside in the Dock (for example a game) its icon disappears from the Dock.



# Customizing the Dock

- The Dock keeps applications on its left side, while files, folders, and minimized windows are kept on its right. If you look closely, you'll see a vertical divider line that separates them.
- To add icons to the dock, open Launchpad and drag the app icon to the dock. To add a file or folder, open Finder and drag its icon to the dock. To remove icons drag them off the dock onto the desktop.
- If you want to rearrange where the icons appear within their line limits, just drag a docked icon to another location on the Dock and drop it.
- **Note:** Removing icons from the dock does not delete them.





# LaunchPad

- Launchpad displays all of the apps installed on your Mac. They are arranged into one or more pages, and you can switch to a different page by using the arrow keys, by clicking and dragging to the left or right.
- To get the most out of Launchpad, you'll probably want to **reorganize** it. For example, you may want to move all of your favorite apps to the first page so you can open them more quickly. You can also create **folders** in Launchpad to house similar apps.

## To reorganize Launchpad:

- Click the Launchpad icon on the Dock to open it. You will see icons for each app that is installed on your computer. Click and drag an icon to change the ordering. You can move an icon from one page to another by dragging it to the right or left edge of the screen. The page will turn, and you can drop the icon on the new page.

## To create a folder in Launchpad:

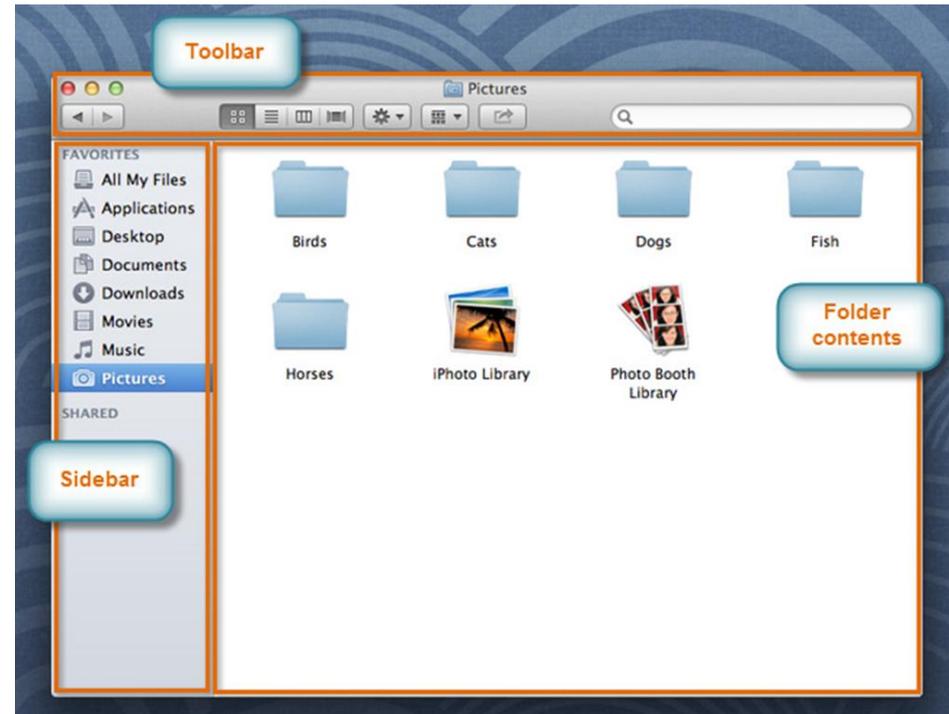
- In Launchpad, click and drag an icon directly onto another icon. The two icons will be placed into a new folder. Once the folder has been created, you can drag more apps into it if you want.

## To remove a folder in Launchpad:

- In Launchpad, click on the folder to open it. Click and drag the apps out of the folder area. Once the folder is empty, it will disappear automatically.

# Finder

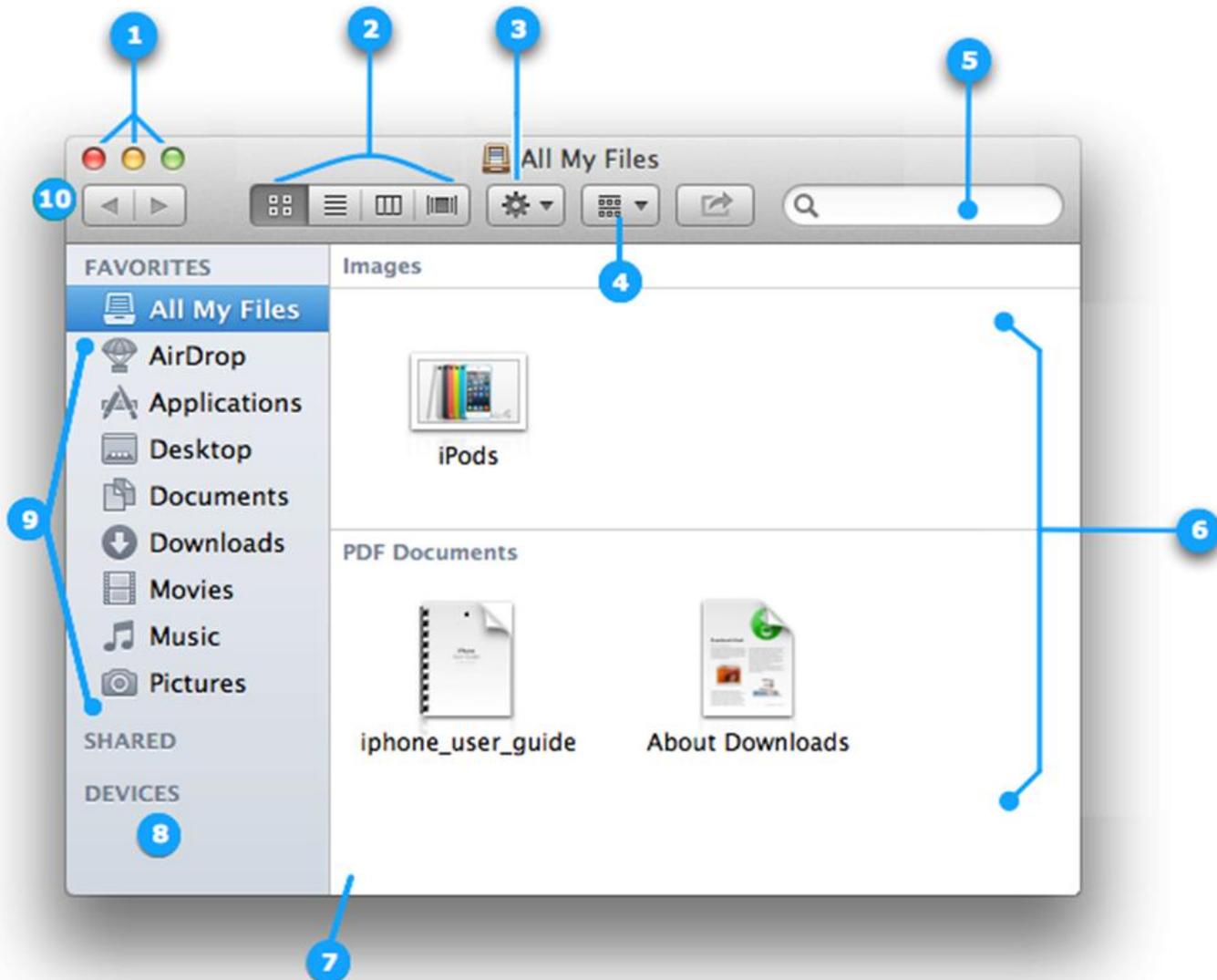
- The Finder allows you to visually access practically everything on your Mac, including files and folders. You can use the Finder to organize all your files and folders as you want, search for stuff anywhere on your Mac, delete things you don't want, and more.
- To see your files, click the Finder icon in the Dock, then click "All My Files" in the sidebar.
- The Finder window is divided into three main parts: The **contents** of the current folder; the **Sidebar**, which you can use to choose a location; and the **toolbar**, where you can customize the way contents are displayed.
- Items in the sidebar are grouped into categories: favorites, shared, devices. The **favorites** portion contains favorite links to folders which includes Desktop, Documents, Movies, Music, Pictures, and the Applications folder. The **devices** portion contains external devices, such as a USB flash drive.



# Navigating Finder

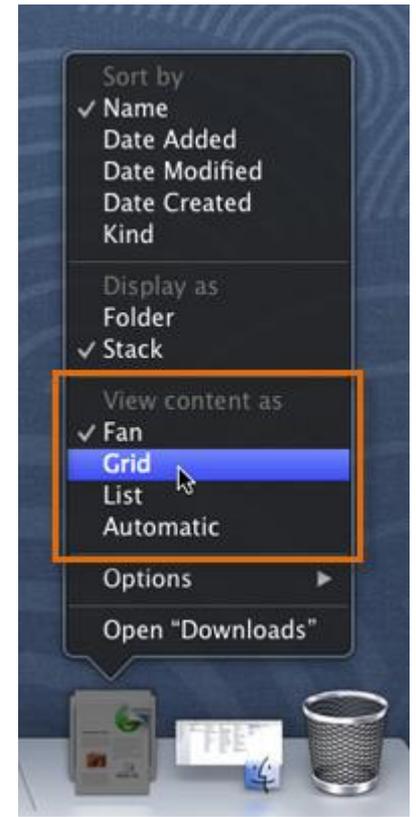
1. **Window Close, Minimize and Zoom Buttons** - To close the window, click the round, red button in the upper-left corner. If you don't want to close the window but want it out of your way, click the round, yellow button to minimize the window to the Dock. If you want to make a window bigger, click the round, green button.
2. **Window View Buttons:**
  - Icon view - Used to display the contents of your folder as large icons.
  - List view - Used to display a **vertical list** of your folder contents, along with details about each item. You can organize items by name, date, size, or kind.
  - Column view - Used to display the hierarchy of your folders where each column represents a folder.
  - Cover Flow view - Used to display the contents of your folder at the top of the window as a live **preview**. Using your keyboard's arrow keys, you can easily flip through all files in the folder without actually opening them.
3. **Action Menu** - Quick access to Finder functions for highlighted items, such as Get Info, Move to Trash, and Services.
4. **Item Arrangement Button** - In any view, you can organize the window by clicking the item arrangement button and choosing one of the ways to group items.
5. **Search Field** - Start typing a word or phrase and Spotlight will search your Mac for any matches.
6. **Right pane** - The contents of a selected folder are shown in this pane.
7. **Pane edge** - Drag to resize.
8. **Devices** - A device connected to your computer, such as a DVD or USB device.
9. **Sidebar** - Items are grouped into categories: Favorites, Shared, and Devices—the top portion has Favorites which contains quick access to All My Files, Applications, Desktop, Documents, Downloads, Movies, Music, and Pictures.
10. **Back/Forward Buttons** - As you move to different places in the Finder window, you can use the back button to return one step back and the forward button to go forward.

# Navigating Finder



# Stacks

- A **stack** is a Dock item that gives you fast access to a folder. When you click a Stack, files and folders within spring from the Dock in a fan or a grid.
- You start off with the Downloads stack. The Downloads stack contains files you download from Safari, Mail, and Messages. You can create as many stacks as you want by dragging folders to the right side of your Dock.
- You can change how a stack appears by right-clicking or control-clicking the Stack you want to change, then selecting the desired view.



# Trash

- When you need to delete unwanted files or folders, move them to the Trash and empty it.
- This is what the Trash looks like when it's empty.



- This is what the Trash looks like when it's got something in it.



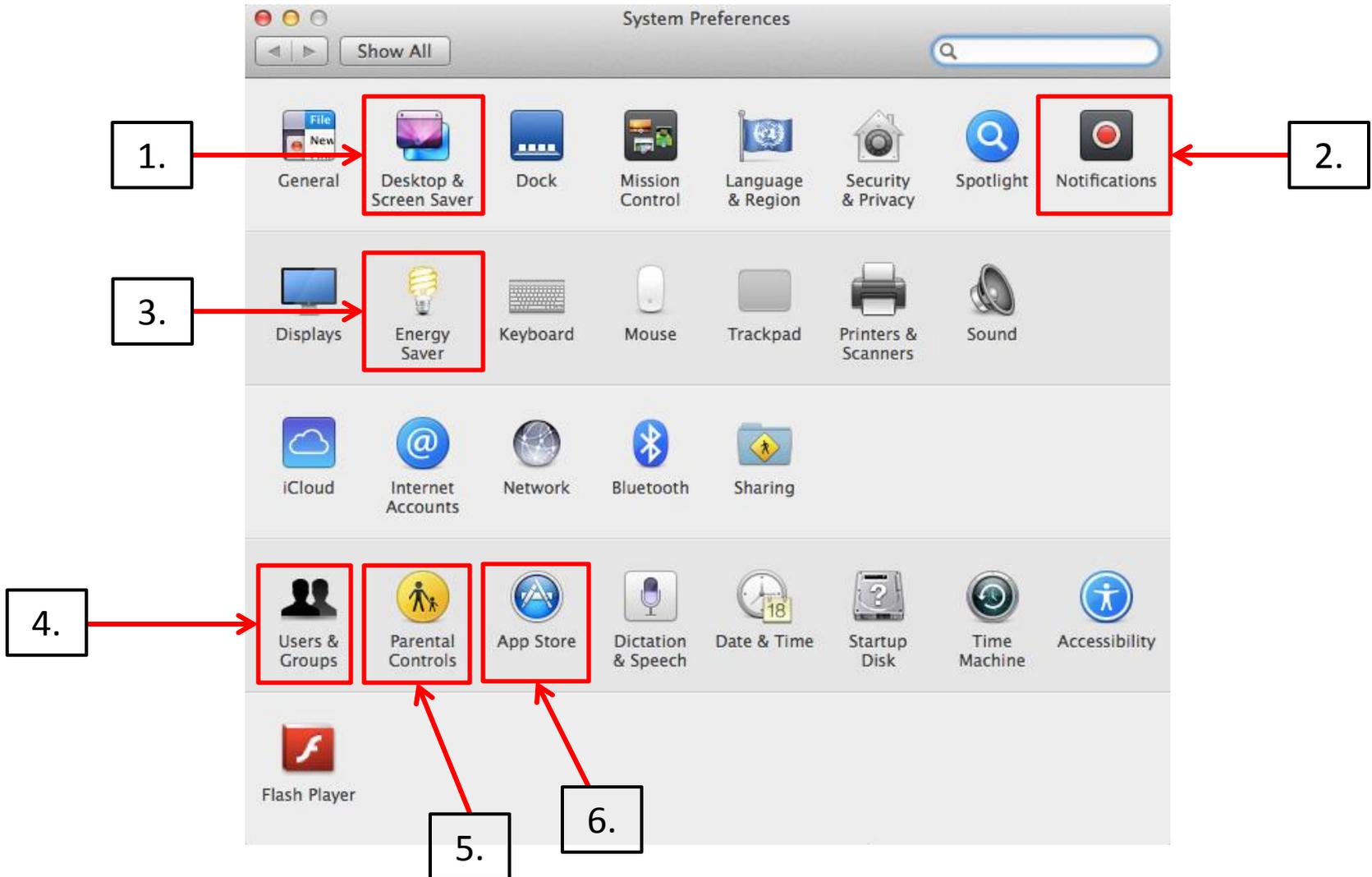
- You can drag things to the Trash when you empty the Trash, the items are permanently deleted. To get rid of unwanted items, simply drag the item from the Finder and drop it onto the Trash icon in the Dock. The item will remain in the Trash folder (click the Trash icon to view its contents) until you either move it out of the Trash (if you decide to keep it) or empty it. To empty the trash, right-click the Trash icon and select Empty Trash.

# System Preferences

System Preferences allows you to control and customize everything about your Mac. Click the *Apple icon* in the top-left corner of the screen, then select *System Preferences*.

1. **Desktop & Screen Saver** - go here to change your desktop background and screen saver.
2. **Notifications** - Here you can tell OS X which apps will receive alerts in the Notification Center. You can also adjust the alert settings to play a sound or show a banner when an alert is received.
3. **Energy Saver** - With Energy Saver, you can tell your Mac to automatically go to sleep after a specified amount of time. This can help you save electricity or improve your laptop's battery life.
4. **Users & Groups** - The Users & Groups settings allow you to manage all of the user accounts on your computer, as well as create new accounts.
5. **Parental Controls** - Here you can set restrictions on which websites your children can visit, set time limits, and more. You will first need to create a Managed account (in the Users & Group settings) in order to use parental controls.
6. **App Store** - The App Store can automatically check for OS X and app updates. You can also go here to automatically download apps purchased on another Mac or to see when the last update occurred.

# System Preferences



# Additional Resources

- [www.gcflearnfree.org/macOS](http://www.gcflearnfree.org/macOS)
- [www.apple.com/support/macbasics/pctomac/](http://www.apple.com/support/macbasics/pctomac/)
- [switchtoamac.com/guides/](http://switchtoamac.com/guides/)