Tech Training: Mac Basics

Opening Programs
Dock
- Most programs can be opened from the dock.
- Open programs will have a dot under them indicating they are open (similar to the box around pinned programs on the Windows Taskbar).

Apps Folder
- Programs not on the dock can be opened from the app folder.
- Sometimes the app folder is on the dock, sometimes it is not.
  - If the app folder is not on the dock, open Finder and locate "Applications" in the left column.
  - OR click on Finder and then click the "Go" Menu. Click "Applications" under that menu.
- Once a program is opened it will appear in the dock, but it will not remain there once closed.

Closing Programs
Dock
- Control + Click the program you wish to close. Select Quit (Force Quit if program isn't responding)

Within the Program
- Click on the Menu at the top with the program's name (e.g. Word)
- Select "Quit Word"
- (Clicking the Red 'X' in the top left, does NOT quit the program, it just closes the interface for that program)
- Pressing Apple + Q closes the active program

Wireless
Turn Off and On
- In the top right of the screen, click on the Wireless symbol (could be a fan shape, could be bars)
- Click "Turn AirPort On/Off" or "Turn Wi-Fi On/Off'

Connect to
- In the top right of the screen, click on the Wireless symbol
- Click the wireless network you wish to connect to
- (You may need to turn On wireless, follow instructions above)

Configure
- Click Wireless Symbol, then click "Open Network Preferences"
- OR Click on the Apple symbol in the top left, then click "System Preferences", then Network
- Click the Connection Type you need to configure (e.g. Ethernet, FireWire, AirPort)

Ethernet
- Plug in Ethernet cable to Ethernet ports on Mac and in Wall.
- Follow the same Configure instructions as Wireless.

IP Address
Through System Preferences
- Follow the Configure instructions under Wireless to bring up Network Preferences.
- The details of the Connection you select should list the IP address.

Through Terminal
- Open Applications, then Utilities, then Terminal
- Type in *ifconfig* and then hit enter.
- You should get a big block of text, including your IP Address.

MAC Address
Through System Preferences
- Follow the Configure instructions under Wireless to bring up Network Preferences.
- Select the Connection you're using, then click Advanced.
- The Hardware tab should give the MAC address.

Through Terminal
- Open Applications, then Utilities, then Terminal
- Type in *ifconfig* and then hit enter.
- You should get a big block of text, including your MAC Address.

Finder
Finder is similar in use to opening up a documents folder in windows. You can use it to browse for specific files, you can also find links to other areas on the left of the window. Just like in Documents on the left you can see links to Computer and Favorites.

Finder also changes the menus at the top. They operate in a similar manner to windows computers. Finder Menus include:

- Finder – Preferences, empty Trash, Services, etc.
- File
- Edit
- View
- Go – (see more about Go below)
- Window
- Help

Go Menu
The Go Menu is an important part of Finder used to get to various resources. (You can also get to most of these things, but not all, on the left of a Finder Window.)
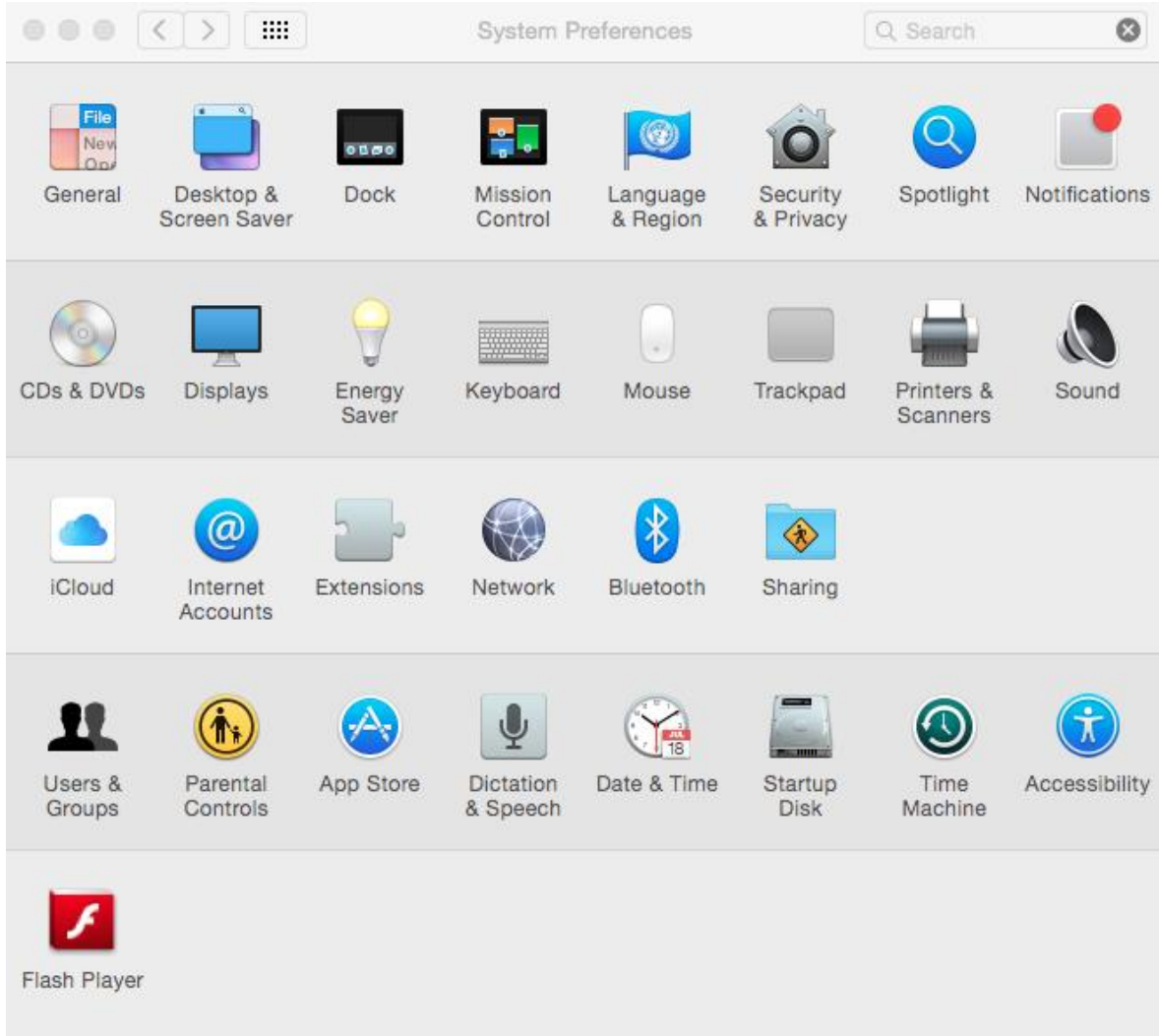
- All Files
- Documents
- Desktop
- Downloads
- Home
- Computer
- AirDrop
- Network
- Applications
- Utilities
- Recent Folders
- Go to Folder
- Connect to Server

Email Configuration

Mac Mail is the default Apple email client. To access email configuration for Mac, use the settings provided in the Email Set Up [tutorial](#) on the Tech Training page.

System Preferences

System Preferences is comparable to Control Panel in a Windows PC. The various options are described briefly below. What options are available will change depending on the computer & OS version. (A desktop might not have trackpad, Snow Leopard might not have iCloud, etc.).

General
- Appearance
- Scrollbars
- Auto-Save
- Font Options

Desktop & Screen Saver
- Desktop Options
- Screen Saver Options (including Hot Corners)

Dock
- Size
- Position
- Minimize/Hide

Mission Control
- Select what displays
- Add/change shortcuts

Language & Region
- Preferred Languages
- Region
- Time Format
- Calendar Format

Security & Privacy
- General
- FileVault
- Firewall
- Privacy

Spotlight
- Search Results

- Privacy

Notifications
- Set notifications for each program

CDs & DVDs
- Define what to do when cds or dvds are inserted

Displays
- Display
- Arrangement
- Color
- Options

Energy Saver
- Battery settings: can control display and computer sleep timer
- Power Adapter settings
- Graphics settings

Keyboard
- Keyboard settings
- Keyboard shortcuts

Mouse
- Click & right click settings
- Scrolling options

Trackpad
- Clicking
- Scrolling
- Zooming
- Gestures

Printers & Scanners
- Add/Remove Printers & Scanners
- View Print Queue
- View Options & Supplies

Sound
- Sound Effects
- Output
- Input

iCloud
- iCloud account setup
- iCloud settings

Internet Accounts
- Add/Edit settings for Mail Accounts

Network
- View/Edit Network connections (described in more detail elsewhere)

Bluetooth
- Add Bluetooth devices

Sharing
- Computer Name
- Services
- Firewall
- Internet

Users & Groups
- Add/Edit User Accounts

Parental Controls
- (Not really needed for Taylor-owned computers, but might see on Personally-owned computers)
- Add/Edit/Disable Parental Controls
- Modify settings

App Store
- Update settings
- Force Update

Dictation & Speech
- Turn on/off Dictation or Text-to-Speech

Date & Time
- Date & Time Appearance
- Time Zone
- Clock

Startup Disk
- View/Set available boot disks

Time Machine
- Turn On/Off Time Machine
- Set Backup Location/Options

Accessibility
View accessibility options for Seeing/Hearing/Interacting

Backup Data

The Backup Utility does not work for Mac OS. Backups should be done using an external hard drive, a Network Resource, or an iCloud account.

Command (⌘)

In Mac OS the Command key is frequently used where the Windows key or the Control Key would be used on a PC.

Control

The Control key commonly produces a right click effect when it is pressed while clicking on something.

Option (alt)

Option is used in places where Ctrl, Alt, or Shift might have been used on a PC.

Slashes

Use slashes in Go > Connect To Server. Mac OS uses slashes. Windows uses backslashes. So a network address in Windows would be [\\cssrv2\cs$](). In Mac, it would be //cssrv2/cs$.

> **NOTE: iOS adds the first two slashes for you.**

Preview

Preview is a native mac application that views both pictures and pdf files. To 'save as' in Preview choose the 'Export' option.

Shut Down/Log Out/Sleep

Using the Power Button

- To put the computer to sleep, quickly press and release the power button.
- To restart the computer, press and hold the power button for a couple seconds, and select Restart.
- To completely shut down the computer, press and hold the power button until the computer shuts down.

Using the Apple Menu

- **Log out:** Go to the Apple Menu, choose Log Out. To skip the confirmation message, hold down the Command (⌘) Key when you choose Log Out.
- **Sleep:** Go to the Apple Menu, choose Sleep. To wake, click the mouse or any computer key.
- **Shut Down:** Go to the Apple Menu, choose Shut Down. To skip the confirmation message, hold down the Command (⌘) Key when you choose Shut Down.