

Apple for Newbies

While Macs are technically personal computers (**PCs**), the term PC is often used to describe computers that run Windows or Linux. Therefore, Macs are often referred to as personal computers, but not PCs. Unlike PCs, which are manufactured by several different companies, Apple designs and manufactures all Macintosh computers.

Dock



Select an item in the Dock: 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 respective 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.

The Dock keeps applications on its left side, while Stacks and minimized windows are kept on its right. If you look closely, you'll see a vertical separator line that separates them. 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.

Tip: Control-click or right-click a Dock item to see a contextual menu of additional choices.

Adding and removing Dock items

1. **Add an item to the Dock:** Click the **Launchpad** icon in the Dock and drag the application icon to the Dock; the icons in the Dock will move aside to make room for the new one.
2. Drag any file or folder icon from any Finder window (or the desktop) and drop it on the Dock. The resulting icon that appears in the Dock is actually an alias of the original item (it's kind of a pointer to your original item). If you drag an application or file onto the Dock, you'll be able to open it anytime by simply clicking its docked icon.
1. **Remove an item from the Dock:** drag its icon an inch or more off the Dock and wait a couple seconds, then release; the icon will disappear in a poof of smoke. Don't worry, you aren't permanently removing the item from your computer; you simply got rid of its Dock icon. If you want that item back in the Dock, locate the application, file, or folder in the Finder (or with Spotlight), and drag it back into the Dock.



Entering Launchpad

To open Launchpad and quickly access your apps:

1. Click the **Launchpad** icon in the Dock.
2. Press the **launchpad key** on your keyboard if present.
3. Pinch together your thumb-and-three-fingers in gesture on your trackpad.



Navigating Launchpad



When you enter Launchpad, it shows you all of your apps. **To open an app**, click its icon.

By default, items in Launchpad are in alphabetical order. You can re-arrange icons on Launchpad by dragging them in the order you want.

If there's not enough room to show all of your apps on one screen, Launchpad creates multiple pages. The **dots** at the bottom of the Launchpad screen show you how many pages of apps there are, and which page you are currently viewing.



To move between pages:

Press the **right** or **left arrow** on your keyboard. OR, click a **dot** at the bottom of the Launchpad screen.



Elements of Mission Control



1. **Dashboard** - Click it to enter Dashboard
2. **Desktop** - The desktop you are currently in, as indicated by its white border
3. **Full-screen applications**
4. **Add Desktop button** - Appears when the cursor is in the upper right; click it to add a new Desktop or drag an application window or the application icon to it to move the application to a new Desktop.
5. **Application windows** - Move your cursor to highlight, then click on the window you want to move to the foreground
 - Tip: Press the **Space** bar and the highlighted window zooms in for a preview; press the **Space** bar again to zoom out
 - Tip: To expand multiple application windows, like Safari has above, use one of these methods:
 - *Magic Trackpad* - *Swipe two fingers up to expand; swipe two fingers down to collapse*
 - *Magic Mouse* - *Swipe one finger up to expand; swipe one finger down to collapse*

- *When enough desktops are created, their labels disappear and the desktops magnify as your cursor hovers over them, to reveal their label.*

Open Mission Control

2. On a trackpad or Magic Mouse, swipe up with three fingers or double tap (not double-click) with two fingers.
3. On an Apple keyboard, press the F3 key.
4. Click the **Mission Control** icon in the Dock.
5. Click the **Mission Control** icon in Launchpad.



Exit Mission Control

Use one of these methods:

1. On a Magic Trackpad or Magic Mouse, swipe three fingers down
2. Double tap (not double-click) with two fingers
3. Click the desktop you wish to go to
4. Click the application window you would like to go to, even one that is zoomed

Windows

From the application menu, choose Quit Application name, or press Command-Q, to quit an application.

Click the close button (the round, red one in the upper-left corner) to close windows.



Click the minimize button (the round, yellow one in the upper-left corner) to minimize windows to the Dock. You can also use Command-M as a shortcut.



Click the zoom button (the round, green one in the upper-left corner) to expand your window.

When you're in an application window, you can make the window full screen by clicking the full screen button in the top-right corner of the application window.



Menus

This is always at the top of your screen. It contains the Apple menu, active application menu, menu bar extras and the Spotlight icon. The Finder menu has items such as Finder Preferences, Services, and Secure Empty Trash.

Quit an Application

1. Choose **Quit** from the app menu. For example, in Safari, choose Safari > Quit Safari.
2. Choose **Quit** by right-clicking or control-clicking on an app's icon in the Dock.

Quit an Unresponsive Application Using Force Quit

Using the Force Quit feature of OS X makes an application close, even when it is not responsive.

Important: Normally you should not need to force quit an app to close it. When an app is forced to quit, any unsaved changes to open documents are not saved, so try normal methods to close the app first.

If your app does not close using the steps above, use any of these steps to force the app to quit:

1. Switch to another app, such as the Finder, then choose **Force Quit** from the **Apple menu**. Select the unresponsive app in the Force Quit window, and click **Force Quit**.
2. Press **Command-Option-Esc**, then select the unresponsive app from the Force Quit window that appears, and click **Force Quit**.
3. Hold down the **Control** and **Option** keys on your keyboard, and click the icon of the unresponsive app in the Dock. Select **Force Quit** from the menu that appears.
4. Open **Activity Monitor** from the **Utilities** folder or the **Spotlight** menu. Select the unresponsive app in the Activity monitor window. Choose **Quit Process** from the View menu, or click the **Force Quit** button in the toolbar of the Activity Monitor window.
5. If you cannot switch from the unresponsive app, press **Command-Option-Shift-Esc** for three seconds to force it to quit. This key combination tells OS X to force quit the front most app.

Note on Finder: OS X automatically relaunches the Finder when it is quit. If the Finder is unresponsive, use Force Quit to relaunch it. Select **Finder** in the Force Quit Window or Dock, then click **Relaunch**.

Finder



To open a new Finder window, click the Finder icon on the Dock.

Four different viewing options are available:



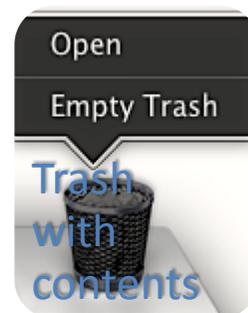
1. Icon view - Similar to Windows Icons view mode, used to display the contents of your folder as a series of icons. Also you can "hover" over icons for multipage documents or QuickTime movies to get a thumb nail preview of its content.
2. List view - Similar to Windows Details view mode, used to display your folder in a spreadsheet-style manner. Each folder can be expanded by clicking on the disclosure triangle just to the left of the folder. You can easily sort by file name, date modified, and so forth. Choose Show View Options from the View menu to add / remove attribute columns. You can change the sorting from ascending order to descending order and back again by clicking on the attribute column title.
3. Column view - Used to display the hierarchy of your hard disk where each column represents a folder.
4. Cover Flow view - Used to display the contents of your folder just like the Cover Flow used in iTunes. You can see live previews of images, documents, and movies, and can thumb through documents and movies.

Search Field - Similar to Windows Search, start typing a word or phrase and Spotlight will search your Mac for any matches.

Trash

Emptying Trash

When you need to delete unwanted files or folders, move them to the Trash and empty it. You can drag things to the Trash and then open it to see what's inside. However, when you tell the Trash to empty itself, the items are deleted.



Get rid of unwanted items: 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. From the **Finder** menu, choose **Empty Trash**.

Delete sensitive files: From the **Finder** menu, choose **Secure Empty Trash**. This makes your Mac write over your deleted files, greatly reducing the chances it could ever be recovered. This process can take some time, depending on what you're deleting.

Spotlight

You can also use Spotlight to quickly and accurately locate anything on your computer. If you don't find the item you want, you can search again or click **Show All** at the top of the results list. Clicking Show All displays a more complete list of results in a new window called the Spotlight window.



Types of Mac Computers

1. **MAC PRO** - a professional desktop computer sold as a system unit
2. **iMAC** - an all-in-one desktop computer aimed at home and pro users
3. **MAC MINI** - a small desktop computer designed for home and server purposes
4. **MACBOOK PRO** - a portable computer aimed towards students and pro users
5. **MACBOOK AIR** - a lightweight portable computer designed for travelers

Glossary

 Apple Menu	The menu at the left end of the menu bar, indicated by the Apple logo. You choose items from this menu to open items that you have placed in the Apple Menu Items folder, and to get information about programs that are currently running.
Application or App	A type of software that allows you to perform specific tasks. Sometimes called desktop applications or mobile apps. Having more than one app open is called multitasking.
Departmental Storage	Domain network drives are available only to faculty, staff and student workers. There are a number of different network drives provided and managed by OIT. These drives can only be accessed with SMU credentials (cannot be accessed by a guest).
Desktop	Your working environment on the computer (the menu bar and the background area on the screen), on which you work with icons and windows.
Desktop Backup	OIT is currently deploying CrashPlan Pro for SMU Owned computers. After the initial installation, the software performs a complete backup of your profile or home directory.

Dock

An interactive list of all the applications currently running. It also displays certain other applications, files, folders, minimized windows and the Trash. It appears on the bottom or side of the Mac display at all times (except when hidden). Customizable in System Preferences.

Finder



The application program that maintains the Macintosh desktop and starts up other programs at your request. You use it to manage documents and programs, and to get information to and from disks. The Finder is what you see when you start up your computer.

Force Quit

Makes an application close, even when it is not responsive. **Important:** *Normally you should not need to force quit an app to close it.*

Launchpad



Fast way to find and open apps

Magic Mouse



Multi-Touch area covers the top surface of Magic Mouse, and the mouse itself is the button. Scroll in any direction with one finger, swipe through web pages and photos with two, and click and double-click anywhere. It connects to your Mac via Bluetooth wireless technology.

Menu

A list of commands or options from which you can choose. Most applications now have a menu-driven component.

Apple Mouse



Has four functional "buttons": a left sensor, a right sensor, a track ball with a pressure sensor and side squeeze sensors. The track ball enables users to scroll a page or document in any direction, including diagonally.

Mission Control



Bird's-eye view of all the open windows and apps on your Mac.

Spotlight



A real-time data indexing feature. By default, the Spotlight menu is displayed by clicking the **magnifying glass** icon on the far right side of the menu bar or by typing **command-space**.

System Preferences



Used to alter global and user-specific preferences. Can also be launched by selecting **System Preferences** in the **Apple** menu.

Trash



Where any files that are deleted from the Finder go to. They are kept here so that if you later change your mind, the files can be rescued. It's at the right-hand end of the Dock. Click on it to see the contents of the Trash in the Finder.

Window

Enclosed, rectangular area on a display screen. Most modern operating systems and applications have graphical user interfaces (GUIs) that let you divide your display into several windows.