







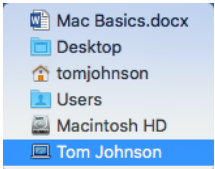






## Mac Basics

Turning computer on	It should come charged. If not, plug it in. You should see a light on the magnetic power adaptor. Hold the Power Button on 
Turning it off	Go to the Apple  in the Top Left Corner – Shut Down or Restart. To Force Restart, Hold the Power Button for 5-10 seconds. This will work on almost any device
Force Quitting	CMD + ALT + ESC – This will open a window to choose a program to quit.
CMD + Delete	To put something immediately into the recycle bin, hold CMD – This alleviates the need to drag it
Two-Finger Swiping	Move your mouse over something to scroll up or down – Two-finger swipe to move the page
Three Finger Swiping	Get to Mission Control by swiping up – OR – Scroll between fully open apps with three fingers
Four Finger Swiping	If you have more than one SPACE, move between Spaces with four finger swipes. To see more gestures, Go to: Apple – System Preferences - Trackpad
System Preferences	In the Top-Left hand corner, Go to: Apple – System Preferences (A whole bunch of items are there that can be explored and modified)
Copy	CMD + C (Not CTRL like on a PC)
Cut	CMD + X This removes the text, but puts it into the RAM to be Pasted later
Paste	CMD + V
Right Mouse Clicking	CTRL + Click – OR – Two-finger Tap
Switch Programs	CMD + TAB
Switch Windows in programs	CMD + Tildé (If you have two open windows in a program, like 2 office documents and want to switch between them) This is the Tildé ~
Reverse Delete	On a Windows machine, you have Del AND Backspace – On Mac, you can delete forward by holding FN and pressing backspace
Zooming	Hold CTRL and Swipe up or Down – Where ever your cursor is, this will zoom in – To enact this, Go to: Apple – System Preferences – Accessibility: Check “Use scroll gesture with modifier keys to zoom”
Changing Password	Go to: Apple – System Preferences – Users and Groups – Change Password
Fixing Wi-Fi/Bluetooth	First, try turning it on and Off – Click on  and then Turn Wifi Off – Then Click the icon and turn it on again.  Next, Click on  - Open Network Preferences – Assist Me – Assistant – Continue – Choose Network – Continue (This will often find the Wifi network)  Next, Restart Computer (If this fails as well, bring your laptop to the Macquarium)
Dictation and Speech	Go to: Apple – System Preferences – Dictation and Speech: Check “Speak selected text when the key is pressed” – Select text - TRY IT!
Finder	 Use to Navigate your computer - By Default it is in the Bottom Left on the Dock (Like Windows Explorer) Open Finder to: Go – Connect to Servers

Views	In Finder – Switch Between Views 
Trash	Open Finder to: Empty trash
Spotlight	 This is how to Search the computer. Quick results come, but scroll to the bottom to “Show all in Finder”
Exposé	See all Open Windows at once – Four Finger Swipe - OR – Press F3 
Finding where a file is actually located	CTRL + Click on File Name (This will show you the path) 
Actually Closing Programs	Look in the Top Left of Screen to see what is the current program open. Click the Name – Quit “Program” (Pressing the Little Red Button shuts the window, but not the program)
Dock	Go to: Apple – System Preferences – Dock (Turn on Magnification, Change the size or position)
Knowing what programs are open	Look at the Dock. If there are Black Dots under the program, it is running: 
Removing/Adding/Deleting Programs	<b>Remove a Program</b> from the Dock by dragging it up <b>Add a Program</b> to the Dock by going to Finder – Applications – Drag Program icon to Dock <b>Delete a Program</b> from the computer by going to Finder – Applications – Drag Program to Trash (Or CMD + Delete)
AirPlay VS Air Server	These two icons look very similar (Rectangle with a triangle in them)   Air Server is a program that needs to be installed from the server. It enables iPads and iPhones to connect to the computer wirelessly. Tom or Cindy can help with installation if you would like it.
Bluetooth	 Bluetooth should be enabled to AirDrop from a device to the computer.
ALT + Y	= ¥
ALT + O	= Ɔ
ALT + 3	= £
ALT + /	= ÷
OTHER	<ul style="list-style-type: none"> <li>• CMD + CTRL + SHIFT + 4 – Take a screen capture (CMD + V to paste it)</li> <li>• Wrap the Cord with a loop – to alleviate pressure on the part that breaks</li> </ul>