

# Mac OS X Basic Training

From ⌘ + A to ⌘ + Z

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## Purpose & Scope

This training is intended to serve as a brief introduction into the basic features of the Mac OS X operating system (OS). While focusing on fundamentals, this presentation should be useful for beginners and experienced users alike as we will be delving into some tips & tricks that have been woven into the OS that aren't apparent on the surface. Ultimately we will be learning how to use the tools of this software in order to be able to work smarter and more enjoyably on the computer.

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## The Super-Basics

Clicking: cuz you'll be needing this skill for the training.

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## Single vs. double-clicking:

What's the difference? And when do i do which?

- ▶ Single-click
  - ▶ to select an item
- ▶ Double-click
  - ▶ to launch an item
- ▶ Triple-click?
  - ▶ to ....

Single-click to select an item  
e.g. in a web browser you are always selecting items

Double-click to launch an item  
e.g. in the Finder you would launch an application or a file by double-clicking. The first click selects, the second launches. Double-click can also be used to select a whole word. Useful for cutting & pasting.

Triple-click?  
Yup. You can triple-click to select an entire line of text.  
tripleclick example: web browser location bar

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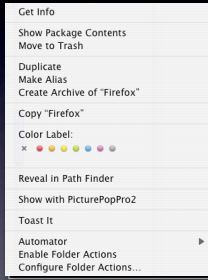
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# Contextual Menus

## Right-click vs. CTRL-click

Contextual meaning depending on where you are and what you right-click on will determine what options you are presented with.

Damn near everything is right-clickable. Don't be afraid to explore.



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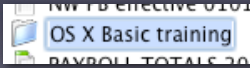
Contextual meaning depending on where you are and what you right-click on will determine what options you are presented with in the menu.

Damn near everything is right-clickable and many frequently needed functions are available through these contextual menus.

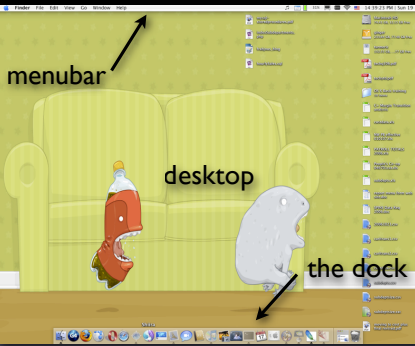
## Bonus Slide:

the click + pause + click

- An added piece of weird mouse behavior: renaming files.
- If you aren't the "pausing" type. Then you can click once to select then hit return/enter.



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The Screen

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## The Apple menu

there's some really handy stuff in here!

Such as...

- ▶ Recent Items: Just what it sounds like. Especially handy if you only need to deal with a small handful of files or apps, they are likely to always be up there.
- ▶ Force Quit: A very useful problem-solving tool when a certain application is misbehaving. Just select the naughty application, click force quit, and confirm.
  - ▶  $\text{⌘} + \text{Option} + \text{ESC}$

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## The menubar

- ▶ “\_\_\_\_\_” (insert application name here)
- ▶ Menubar will always tell you which application you are “in”. When in doubt, check the top left of your screen.
- ▶ The name of the current application (Finder, Firefox, Word, etc.) is always a menu item.

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This is usually where you can set preferences for that application, explore services, quit the app and more.

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## The Dock

- ▶ “Simplify, simplify” — H. D. Thoreau
- ▶ Turn on Dock Hiding in Dock Preferences
  - ▶ Dock context menu
  - ▶ or try: ⌘ + option + D
- ▶ Put your most oft-used apps down there.

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There are a bunch of fun preferences for your dock to make it look pretty and do dazzy things. It can be useful too! Screen real estate is valuable. Turn on Hiding in the Dock system preferences pane.

Dock tricks: auto-import for iTunes & iPhoto

Note: Turn off magnification on older machines

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## Dock Contextual Menus

- ▶ Right-clicking (or CTRL + clicking) on an item in the Dock reveals some useful options.
  - ▶ Keep in Dock
  - ▶ Open at Login

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## Bonus Slide:

Dammit! I didn't mean to do that!

- ▶ Right- or control-click on that pesky bouncing icon to reveal a contextual menu which allows you to immediately force quit the application that is in the midst of opening.

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You unintentionally launched a program you didn't mean to. In some cases, this means several minutes of watching that pesky icon bounce in your dock, taunting you, before you can quit it and go to the one you actually meant to open.

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# Getting Around

Navigate in/around/and through your many and varied open windows  
more smarter-ly

Navigate and manage open apps and windows, emails and browsers without leaving the comfort of your keyboard using some baked in goodness called the App Switcher. Also lets use the keyboard as much as possible. How can you use the keyboard to do EVERYthing!

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## Zen and the art of keyboard shortcuts

with apologies to Robert M. Pirsig

You can do almost anything in the Mac OS from the keyboard.  
But why should you want to?

- ▶ Time
- ▶ Fluid Action
- ▶ Maximate

time - less switching kb to mouse, less back & forth  
more fluid action - DO rather than ROAM. Wandering nested pulldown menus is awkward/goofy.  
maximate - maximize/activate your experience - computers are fantastic tools! and they're not going anywhere. lets get the most out of them. Besides, shouldnt you want to anyway? you payed >= \$1000 for the thing

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practice

KBcuts don't work by being told them. you must use and practice them. in time you will not even realize you are performing them. you'll have jumped to the search bar in a new tab in firefox from a different application before you've finished thinking it.

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## The Switcher



- ▶ Press and hold the  $\text{⌘}$  key, then hit tab to cycle through open applications.
- ▶  $\text{⌘} + \text{tab}$
- ▶  $\text{⌘} + \text{`}$  (or  $\text{⌘} + \text{shift} + \text{tab}$ )
- ▶ Bonus: Use  $\text{⌘} + \text{`}$  within applications

Within each app you can use  $\text{⌘} + \text{`}$  to cycle through open windows

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# The App Switcher

- ▶ Besides just switching apps, the app switcher allows us to perform some basic actions on the selected application
  - ▶ Quit
  - ▶ Hide

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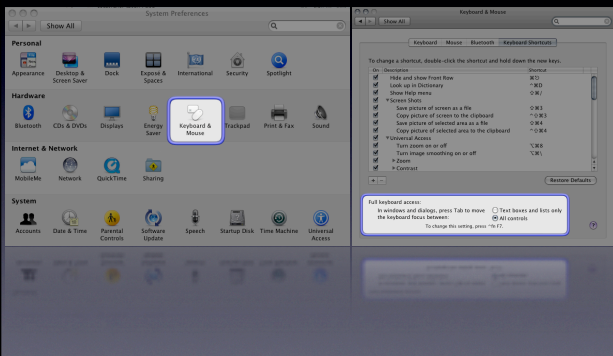
Incredibly useful for finding what you need and clearing the clutter you do not need.

⌘ + H<sub>ide</sub>  
⌘ + option + H

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Click all controls to turn on kb access to all UI commands

# Make the keyboard all-powerful



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# Keyboard navigation review

- ▶ tab & shift + tab
  - 
- ▶ blue ring = cursor / focus
  - 
- ▶ blue ring : spacebar :: blue fill : return
  - 
  - 
- ▶ esc = Cancel
  - 

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# The Finder



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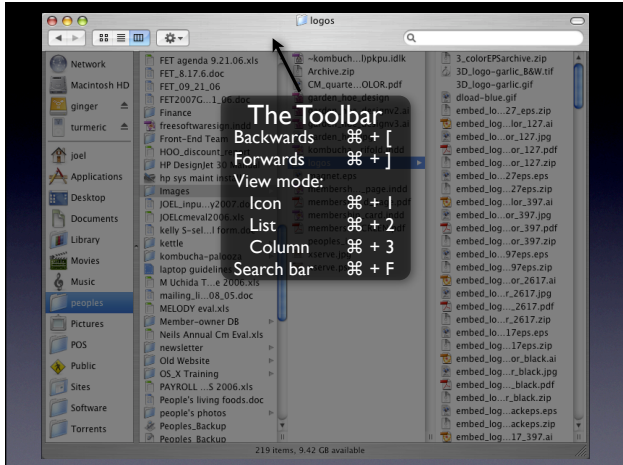
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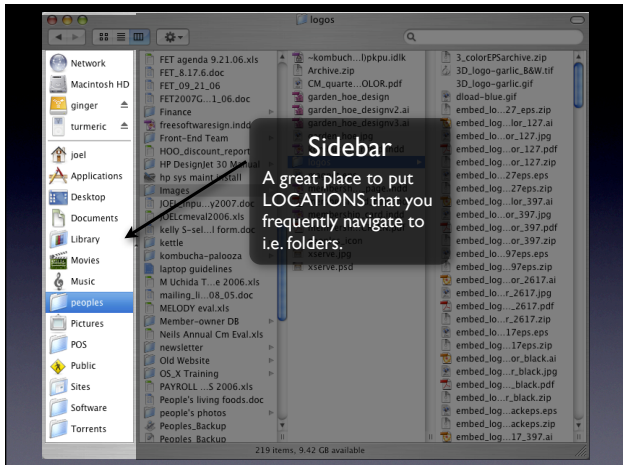
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NOTE: you CAN put apps here but thats really what the dock is for

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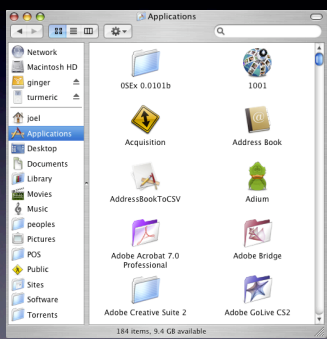
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# Icon View

▶ Not all that useful. But nice-looking.

▶ ⌘ + I



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Switcher tip: Move beyond icons!

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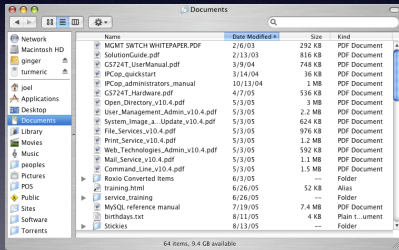
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# List View

- ▶ Allows you to view date, size, and file type.
- ▶ All of this info is sortable. Useful for finding things in a folder full of random stuff.
- ▶ ⌘ + 2

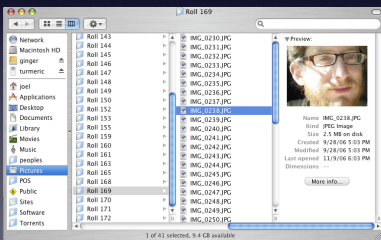


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Sorts alphabetically by default

# Column View

- ▶ Great for navigating sub-sub-sub-sub-folders.
- ▶ View the file hierarchy
- ▶ Offers preview with lots of file details
- ▶ ⌘ + 3



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# ⌘ + F, and ye shall find



- ▶ Computers are way better than us at finding needles in haystacks. Let them do the work.
- ▶ Narrow your search using the filters.

If you've got spotlight, go for it! it's great!

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# Are you a "switcher"?

This is *not* a personal question!

Switchers are Windows-indoctrinated users who are coming over to the Mac OS for the first time. Learn about key UI differences that commonly trip new Mac users up.

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## Installing Applications



.dmg - Disk iMaGe  
▶ open. copy. eject. delete.

.pkg or .mpkg - installer PacKaGe  
▶ open\*. run. eject\*. delete.

\* if inside a disk image



Do not run an app from the disk image.

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Return will start to rename a file  
Clicking the red dot does not quit an app.  
Pro tip: Search for the app you'd like to delete, remove the app and any associated files that come back in the search to remove entirely.

“Why doesn't return open the document?”

— some Windows user

Try  $\text{⌘} + O$  (for open)

“Why's the icon still there? I closed the window!”

— maybe this was you

Closing the last window doesn't quit the app. Try  $\text{⌘} + Q$

“Where's the uninstaller?”

— n00b switcher

Usually there isn't one. Just drag an unwanted app into the Trash! Really.

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There's no need to download extra software, many useful tools come baked right into OS X  
Preview has advanced PDF features like combine multiple PDFs and annotation.  
Grab (Applications > Utilities) has many useful modes (Grab area, grab to clipboard).  
Take your inane time wasting to a higher level with Chess, not Solitaire, or Minesweeper.  
Internet explorer, use Safari, or Firefox, or Opera, or Camino, or OmniWeb, just not IE!

## Know what your Apple can do

AIM	.....	iChat
Acrobat	.....	Preview
PrtScrn	.....	Grab
Outlook	.....	Mail
VPN access	.....	Network prefs
Cygnin	.....	Terminal
Solitaire	.....	Chess
IE	.....	NO!
		Automator
		Spotlight
		Exposé
		Dashboard
		Time Machine

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## Switcher Resources

- ▶ [support.apple.com](http://support.apple.com)
- ▶ [MyFirstMac.com](http://MyFirstMac.com) - one-page guide
- ▶ [MyFirstMac.com](http://MyFirstMac.com) - ultimate switcher guide
- ▶ [LifeHacker.com](http://LifeHacker.com) - a guide for switching to the mac
- ▶ or, let me google that for you

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You spend enough time in the app right?

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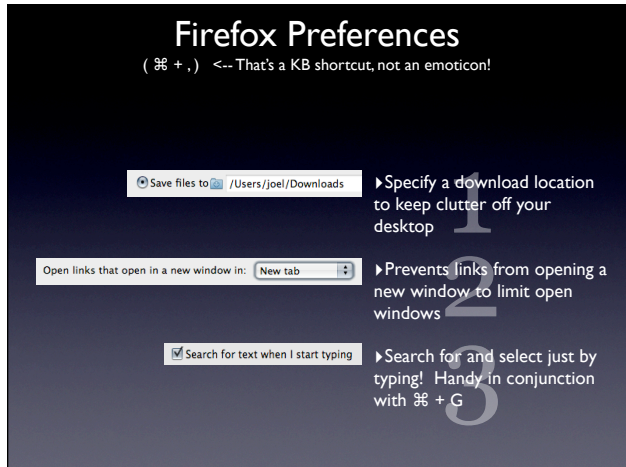
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Download dir exists in Leopard. Create one otherwise.

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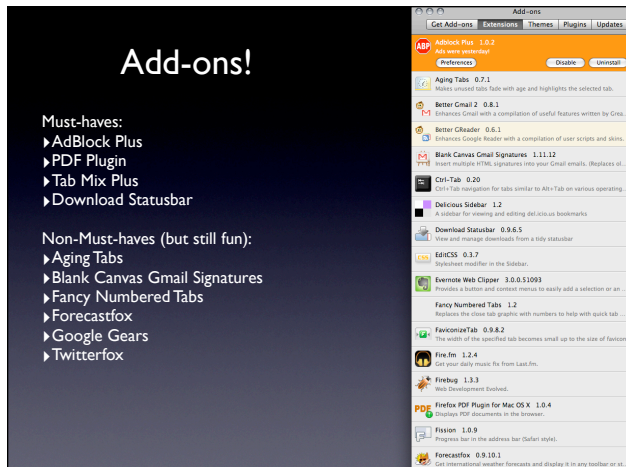
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Don't worry, we'll practice these.

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# Troubleshooting tips

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# The App Switcher



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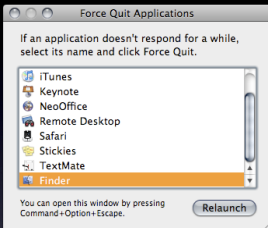
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## Force Quit



- ▶ Accessible through:
  - ▶  $\text{Command} + \text{Option} + \text{Esc}$
  - ▶ The Apple menu

FQ is jarring. not for quitting a bunch of apps at once, use the app switcher for that

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# Extra Credit: Keyboard Shortcuts

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# Keyboard Shortcuts

Open	⌘ + O
Close	⌘ + W
Quit	⌘ + Q
Hide	⌘ + H
Minimize	⌘ + M
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Undo	⌘ + Z
Print	⌘ + P
Get Info	⌘ + I
Find	⌘ + F

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