

Part 1: Basic Mac Functions

- **Spotlight**

- Spotlight is the easiest tool to find what you need.
 - Click on the magnifying glass icon in the top right
 - Type what you're looking for
 - It will give you a "top hit," but make sure that's what you're looking for...it will give you other results in categories. If you're looking for an app, it'll probably be in there.
- Once you find what you want in Spotlight, you can add it to your dock simply by clicking and dragging the result to your dock.

- **Finder**

- Finder (the face icon on the dock) is the best way to find what you want and access the folder or location it is in. You can also search in finder, much like in spotlight.
- On the sidebar, you'll find useful areas like Air Drop, Google Drive, Documents, etc.
- If you need to add something to the finder sidebar (if Air Drop is missing, for example), complete the following steps
 - Open Finder
 - Click on the "Finder" menu at the top left (by the Apple button)
 - Select "Preferences"
 - Select "Sidebar"
 - Click checkboxes by what you need on finder
 - Air Drop, Applications, Documents, Downloads, Desktop, and Drive are good ones to add...Music, Movies, and Pictures, are good too.
- Again, if you need to add something from Finder to the desktop or dock, simply click and drag it to where you want it.

- **Air Drop**

- Air Drop allows quick transfer of files between computers in close proximity. To use Air Drop:
 - Go to Finder
 - Click on Air Drop
 - You should see your own computer in the bottom of the Air Drop window. Other computers will pop up when your Mac finds them
 - To send a file, click and drag what you want to send to the computer you want to send it to, then select "Send"
 - To receive a file, a window will appear to ask what you want to do. Simply select "receive"

- Most received files will go to your “downloads”. You can find downloads on the right side of the dock or in finder

- **Force Quitting**
 - If an app stops working right (you get the colored spinning wheel of death), you may need to force quit it.
 - If you can get to the Apple button (you can still use your desktop):
 - Click on the Apple Button
 - Click “Force Quit”
 - Select the unresponsive app and click “Force Quit”
 - If you can NOT get to the Apple button (a game running in another screen)
 - Press and hold Command - Option - Escape on your keyboard to open the force quit window. The do the same as you would under normal circumstances

- **Restart / Log Out/ Shut Down problems**
 - If you need to restart or shut down and it’s not letting you, you’re probably logged into your user as well as the guest user. Do the following:
 - Log out of your user
 - Go to the guest user
 - Log out of the guest user
 - Then you can restart/shut down from the log in screen. Or you can go back to your user and continue to do your thing.
 - *If you’re having trouble logging into or signing up for an Apple ID (it says session timed out), this could be part of your problem.*
 - If you cannot log out, restart, or shut down (it’s totally non-responsive), you can hold the power button down until it shuts down. This is not the best option, and should only be used if absolutely necessary.

- **Creating Folders**
 - You may want to create folders on your desktop. To do so:
 - Right click on the desktop (not on a folder)
 - Select “New Folder”
 - To rename that folder, right click on it and select “Get Info”, then rename it under the “Name and Extension” section of the Info window.

Part 2: Using it Faster

- **Switching between apps**
 - There are several ways to switch between apps.
 - Use the dock

- Use “Command - tab” to bring up the app-switching window.
 - You can either keep pressing tab to switch, or
 - Do a two-finger drag on the track pad to switch around
 - You can also switch between windows of the same app (Chrome tabs, movies, etc) by using “Command - ~ “ That button’s right next to the 1 key
- **Creating a new desktop**
 - If you need more room to work (Taking a bunch of screen shots, etc), you can open up another desktop. To do this:
 - Do the three or four finger swipe up on your track pad
 - You should see Dashboard and Desktop at the top of the screen
 - Simply click on the window you want to move, then drag it up to the top of the screen to create another desktop
 - To switch between them, do a three or four finger swipe left or right on the track pad.
 - To close the old desktop, do the three or four finger swipe up, then click on the “x” on the desktop you wish to close. All windows will merge into one desktop.
- **Text-to-speech**
 - If you need something read to you, you can use Text-to-speech capabilities on your Mac to do so.
 - Highlight the text you want to hear
 - Go to the “edit” menu at the top of the screen
 - Find “speech” inside that menu
 - Click “start speaking”
 - When you’re done, click “Stop speaking”
 - To change the voice and change the speed, go to
 - System Preferences (either on dock or under Apple button)
 - Click “Dictation and Speech”
 - Go to “Text to speech”
 - Here you can change the voice under “system voice” as well as change the speed.
 - You can also enable the shortcut (option + escape) to use text to speech here.
- **In-text definitions/synonyms**
 - You can find dictionary and thesaurus functions in text by doing the following:
 - Highlight a text
 - Right click and select “Look Up” or hit “control + command + D”
- **Copy and Paste Shortcuts**
 - If you need to copy text, highlight and press “command + C”

- If you need to cut text, highlight and press “command + X”
- If you need to paste text, highlight and press “command + V”
- To paste text with the same format as the document you’re pasting to, press “command + option + shift + V”. It will not use the same formatting as the source material.

AUDIO/VIDEO TIPS

- **iMovie saving tips**

- Many are already using iMovie. If you want to save the video to a file, do the following:
 - Click on the “file” menu for iMovie
 - Click on “Share”
 - Select “File”
 - *tip* Saving it as 480 will reduce the size, making it easier to transfer/upload

- **Movie sharing**

- After you “share” a movie in iMovie to save it as a file, it should then open up in QuickTime
- If you have a file that’s still too big to share or upload to Edmodo for example, do the following.
 - Make sure the video opens in QuickTime
 - Go to the “file” menu
 - Go to “export”
 - Select “iPad, iPhone, iPod touch, & Apple TV”
 - **This will save the file in a new, smaller format that is perfect for sharing in Edmodo or to a teacher via airdrop or email.**

- **QuickTime for screenshot videos**

- If you want to take a screenshot video (complete with audio):
 - Open Quicktime (it probably won’t open a window, but will say “quick time” in the menu bar up top”
 - Go to the “file” menu at the top
 - Select “New Screen Recording”

- **Quicktime for taking normal videos**

- Open Quicktime
- Go to the “file” menu
- Select “New Movie Recording”

- **Quicktime for recording audio (lectures, for example)**

- Open Quicktime
- Go to the “file” menu

- Select "New Audio Recording"