Mac® OS X® Mavericks® Introduction

Starting an App (a Program)

[Click] a button on the Dock, e.g.,

The Dock contains shortcuts to some of the apps and folders on your computer. These are not the actual items, but shortcuts, and can be easily removed or added to the Dock (see **Adding an App to the Dock**).

Or, use Launchpad to choose from all apps on your computer:

1. [Click] Launchpad in the Dock. The display will show thumbnails of apps organized by all the apps on your computer.
2. To move from page to page, if using an Apple trackpad: Swipe left or right with two fingers, or one finger with a Magic Mouse. Or, press <fn> or <control-left arrow> or <control-right arrow>. Or, to search for an app, type all or part of its name.
3. [Click] on any app's button to launch it.
4. To close Launchpad and go back to the normal desktop: [Click] anywhere in the background, or press <Esc>.

Using the Secondary (Right) Click

The secondary click displays options specific to an item. To use, Right-Click (using the right button on the mouse) on an item such as the Dock or Finder, then select from the drop-down list. If your mouse or trackpad doesn't have a right button, there are other ways to perform a secondary click.

- Press and hold <Control> while Clicking the mouse.
- If you have a trackpad, [Click] the trackpad with two fingers at the same time.

Connecting to a Wi-Fi Network

1. [Click] near the right side of the menu bar.
2. Choose the network you want to join from the list.

If the network is password protected:

3. Type the password in the PASSWORD field of the dialog box, then [Click] JOIN.

To turn off wi-fi:

[Click] . Then choose TURN WI-FI OFF.

Opening Files and Folders

Files (e.g., documents, spreadsheets, pictures) are organized within folders.

1. To access your files and folders, [Click] in the Dock to open a Finder window.
2. The Finder window defaults to so it initially shows all files organized by type. To navigate to your Home folder and browse your files manually, choose GO, HOME, or press <Shift-⌘-H>.
3. Double Click to open the files or folders, e.g.,

Working with Windows

- **Moving a Window:** [Drag] the window by its title bar, avoiding the buttons.
- **Resizing a window:** [Drag] any side or corner of the window toward the center of the window to make it smaller, or away to make it larger.
- **Hiding a window (Minimize):** [Click] or press <⌘-M>.
- **Closing a window:** [Click] or press <⌘-W>. A window with a dialog box open cannot be closed.

Adding a Printer

1. Choose , SYSTEM PREFERENCES.
2. [Click] PRINTERS & SCANNERS.
3. [Click] +, then choose your printer from the list.
4. Download printer drivers if prompted, then quit System Preferences.

NOTE: If your printer does not show up in the list, see our Full Tutorial on adding a printer here:
blog.beedox.com/MacOS-Advanced-Printing

Using Stacks (Faster shortcuts in the Dock)

Stacks are a quick way to access certain folders by using a shortcut on the Dock. Two Downloads folders is placed in the Dock as a stack by default, but you can add any folder you wish. Stacks are located near the right of the Dock, next to the trash.

1. [Click] the bronze bar in the stack in the Dock. The contents of that folder will appear above the stack.
2. [Click] the shortcut for any file or folder within that stack to open it.

To add a folder to the Dock as a stack:

1. Locate the folder you wish to add using the Finder window (see **Opening Files and Folders**).
2. [Drag] the folder to the Dock.
3. Place the folder next to any of the stacks currently in the Dock, or next to the trash, and release.

Note: Do not place the Folder on any of the icons in the Dock. Doing so will make the folder, not create a stack.

To remove a stack from the Dock, [Drag] the stack away from the Dock, hold for 3 seconds, and release.

Accessing Recently Used Files, Apps, or Servers

Choose , RECENT ITEMS in the menu bar for quick access to the last 10 files, apps, and servers used. Items are listed alphabetically, not in the order of most recently used.

Switching Between Running Apps or Windows

[Click] the button in the Dock for the app you wish to use.

Or

1. Press <F3> to activate Mission Control, which displays every window currently running.
2. [Click] the window you wish to use.

Or

1. Press and hold <⌘> (Control) while pressing <⌘> until step 4.
2. Press <Tab> to open App Switcher.

3. Press <Tab> to move to the next app.
4. Release <⌘> and <Tab> when the white box is around the app you wish to use.

To switch between open windows in a single app:

1. [Right Click] the app's button in the Dock, then choose SHOW ALL WINDOWS. This displays every window currently running in that one app.
2. [Click] the window you wish to use.

Or, press <⌘-`>.

Quitting an App

- Choose the name of the active app in the menu bar, then QUIT, e.g., SAFARI, QUIT SAFARI.
- Press <⌘-Q>.
- [Right Click] the app's button in the Dock and choose QUIT.

Quitting a Frozen App

Sometimes an app is too busy with its current process to do anything else. Normally the app should begin to respond again within a minute or two. If not, you may need to use the Force Quit command.

1. Press <Option-⌘-Esc>.
2. Choose the app that is not responding.
3. [Click] FORCE QUIT.

Or, [Right Click] the app's button in the Dock, and choose QUIT or FORCE QUIT.

Adding an App to the Dock

You may want to add apps that you use frequently to the Dock for quicker access.

1. Switch to the Finder program, if it is not already active (see **Switching Between Running Apps**).
2. Choose GO, APPLICATIONS.
3. [Drag] the app you wish to add to the Dock.
4. Place the app between two apps already in the Dock, then release.

To add an app that is already running:

1. Apps that are running temporarily appear toward the right of the Dock. [Right Click] its button in the Dock and choose OPTIONS, KEEP IN DOCK.

To re-order items in the Dock: [Drag] to a new location.

To remove an item from the Dock: [Drag] away from the Dock, hold for 3 seconds, and release. An app that is running cannot be removed from the Dock.

Searching with Spotlight™

Use Spotlight to locate and open files, folders, apps, and more. Spotlight searches file names and text within files.

1. [Click] . Or press <⌘ - Spacebar>.
2. Type part of the name of, or text contained within, the item you want.
3. Choose from the drop-down list. Or, choose SHOW ALL IN FINDER if your item is not listed, such a Finder window containing all search results will open.

Note: [Pause] over any result in the list to view a preview.

Or

1. Open a Finder window (see **Opening Files and Folders**).
2. Type your query in the search field in the Finder window.

The search results appear in the Finder window.

3. [Double Click] the search results to open items.

For advanced searching see:
blog.beedox.com/MacOS-Advanced-Searching

Keyboard Shortcuts	
Select All	⌘ - A
Copy	⌘ - C
Cut	⌘ - X
Paste	⌘ - V
Undo	⌘ - Z
Print	⌘ - P
Minimize Window	⌘ - M
Close Window	⌘ - W
Close all Windows	Option - ⌘ - W in an app
Quit App	⌘ - Q
Spotlight	⌘ - Spacebar
Forward Delete	fn - Delete
Display location of document/folder	[Right Click] the folder - Reveal in Finder
When in Finder:	
New Folder	Shift - ⌘ - N
Get Info	⌘ - I
Find	⌘ - F
Eject	⌘ - E
Move to Trash	⌘ - Delete
New Finder Window	⌘ - N
New Finder Tab	⌘ - T
Open Apps folder	Shift - ⌘ - A
Open Desktop folder	Shift - ⌘ - D
Advanced Topics and More Detail On Our Web Site	
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Manual Mac Os X Mavericks:

Unveiling the Magic of Words: A Report on "**Manual Mac Os X Mavericks**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Manual Mac Os X Mavericks**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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