

Mac® OS X™ Mavericks® Introduction

Starting an App (a Program)

Clicking a button on the Dock, for example.



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, representing all the apps on your computer.
2. To move from page to page, fling an Apple Trackpad (Swipe) left or right with two fingers, or one finger with a Magic Mouse. Or, press **⌘-F** or **⌘-D**. 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 on the background, or press **⌘-Esc**.

Using the Secondary (Right) Click

The secondary click displays options, such as how a item, is used, Right Click. Using the right button on the mouse or as item with a the Dock or Dock, 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 **⌘-Click** 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 wish 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] **OK**.

To turn off Wi-Fi:

[Click]  then choose **TURBO OFF**.

Opening Files and Folders

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

1. To access your files and folders, [Click]  in the Dock to open a Finder window.
2. The Finder window default is to initially show all files organized by type. To navigate to your Home folder and organize your files manually, choose **GO, HOME**, or press **⌘-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, matching the buttons.
- **Resizing a Window:** [Drag] any corner pin 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 **⌘-S** to open **System Preferences**.
2. [Click] **PRINTERS & SCANNERS**.
3. [Click] , then choose your printer from the list.
4. Download printer driver if prompted, then click **System Preferences**.

Note: If your printer does not show up in the list, see our full tutorial on adding a printer here: blog.beside.com/MacOS-Advanced-Printing

Using Stacks (easier shortcuts in the Dock)

Stacks are a quick way to access certain folders by using a shortcut on the Dock. The Downloads folder 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 button for the stack in the Dock. The contents of that folder will appear above the stack.
2. [Click] the button for any file or folder with a short stack to open it.

To add a folder to the Dock as a stack:

1. Choose the folder you wish to add using the Finder window **Go, Opening Files and Folders**.
2. [Drag] the folder to the Dock.

3. Place the folder icon to any of the stack's controls in the Dock, or next to the trash, and release.

Note: Do not place the folder on any of the stacks in the Dock. Doing so will move 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 **⌘-R** to open **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.

1. Press **⌘-Tab** to activate Mission Control, which displays every window currently running.
 2. [Click] the window you wish to use.
- Or:
1. Press and hold **⌘-Tab**. Do not release **⌘-Tab** until step 4.
 2. Press **⌘-Tab** to open App Switcher.



3. Press **⌘-Tab** to move to the next app.
4. Release **⌘-Tab** and **⌘-Tab** when the window box is moved 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., **GOOGLE, QUIT GOOGLE**.
- 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 a nothing 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-M-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 quick access.

1. Switch to the Finder program, if it is not already active (see **Switching Between Running Apps**).
2. Choose **GO, OPEN ACTIONS**.
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 continuously appear toward the right of the Dock. [Right Click] its button in the Dock and choose **OPTIONAL, ADD TO DOCK**.

To reorder items in the Dock, [Drag] to move location.

To remove an item from the Dock, [Drag] away from the Dock, hold for 3 seconds, and release. An app that is running or that is 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 **SEARCHING**.
3. Choose from the drop-down list. Or choose **SHOW ALL IN FINDER** if you have a lot of items, and a Finder window containing all search results will open.

Note: [Hover] 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 them.

For advanced searching see:

blog.beside.com/MacOS-Advanced-Searching

Keyboard Shortcuts

Select All	⌘-A
Copy	⌘-C
Cut	⌘-X
Paste	⌘-V
Save	⌘-S
Print	⌘-P
Minimize Window	⌘-M
Close Window	⌘-W
Close all Windows	Option-⌘-W in an app
Quit App	⌘-Q
Spotlight	⌘-Spacebar
Forward Search	⌘-Option
Display Location of Application/Folder	[Right Click] the folder name in Dock bar

Views in Finder

Show Folder	⌘-F
Get Info	⌘-I
Find	⌘-F
Spot	⌘-L
Move to Trash	⌘-Delete
Show Finder Windows	⌘-W
Show Desktop	⌘-D
Open Apple Folder	⌘-Shift-⌘-A
Open Dock menu Folder	⌘-Shift-⌘-C

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Manual Mac Os X Mavericks

Dwight Spivey



Manual Mac Os X Mavericks:

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