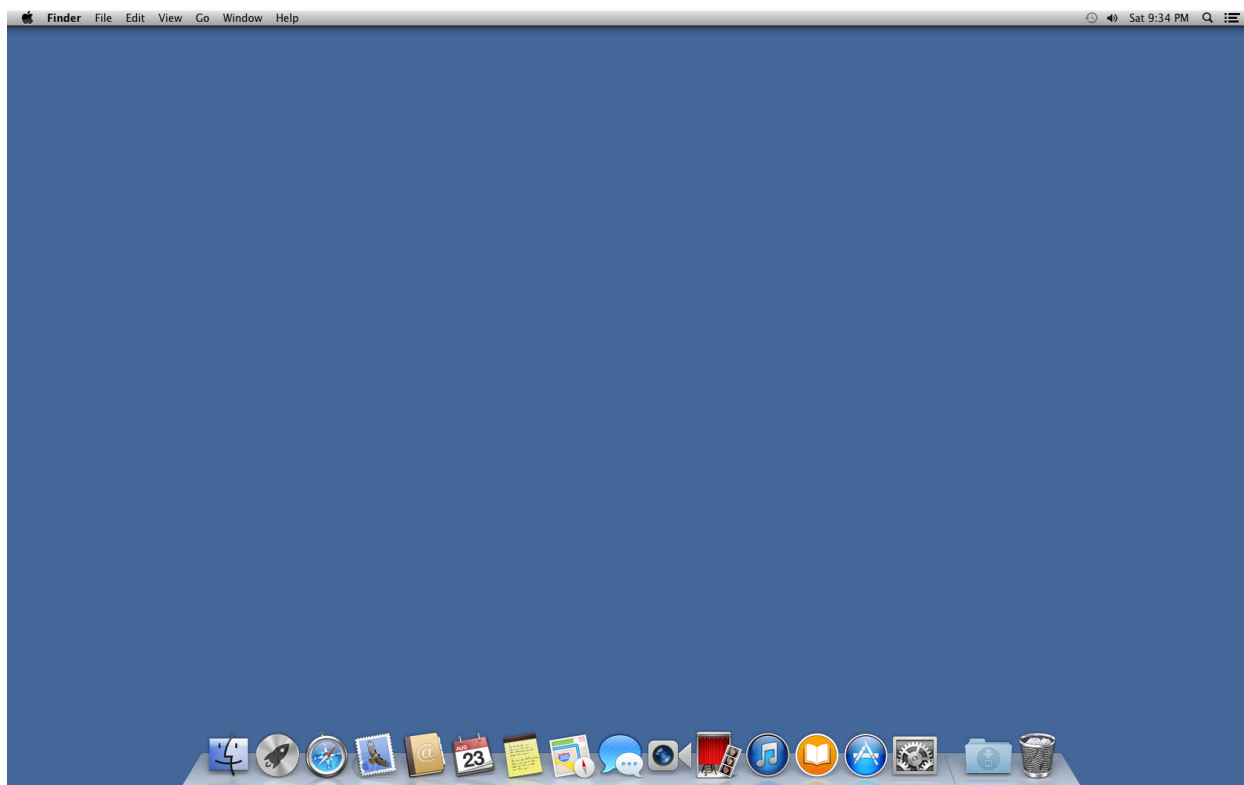


Introduction to Mac Basics

Desktop This is the Desktop view on your Mac computer and it is where you will find many of the basics features to navigate around your Mac computer. We will talk about all of these features you see on your desktop.

- Apple Menu
- System Preferences
- Finder
- Menu bar
- Spotlight
- Opening a Program
- File menu
- Dock
- Launch Pad
- Safari



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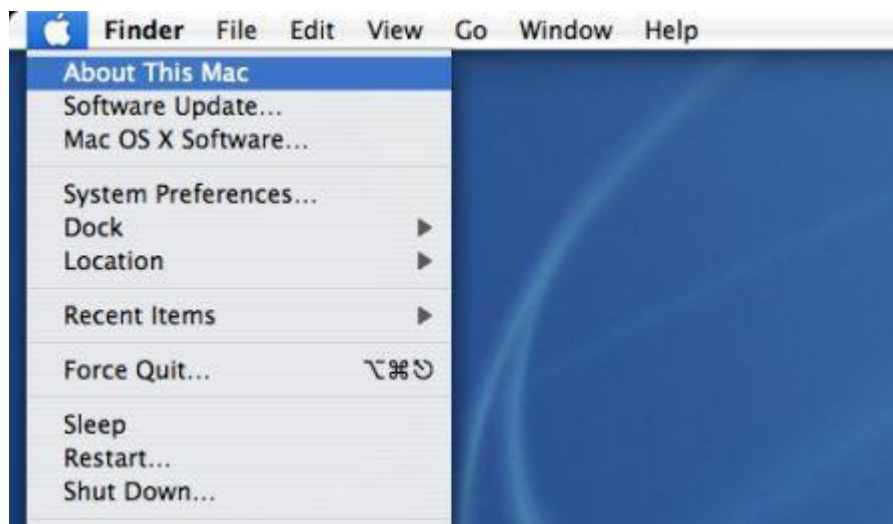
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Introduction to Mac Basics

The Apple Menu

This is always present on your desktop in the upper left hand corner. Here you can find things like

- Information about your Mac
- Any software updates
- Your system preferences
- Force a frozen program to quit
- Shut down and restart



Introduction to Mac Basics

In the Apple menu let's take a look at **System Preferences**

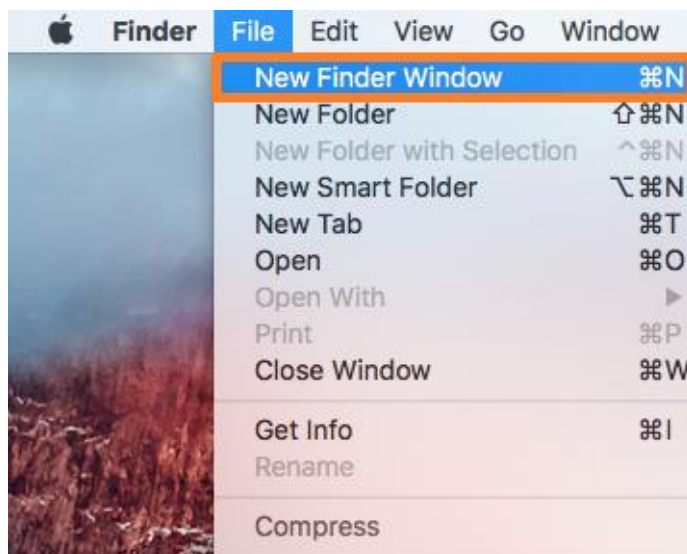
This is where you can go to:



- Under General you can change the look of your Mac
- add things to the menu bar at the top of your screen
- Customize your screen saver
- Customize your Dock
- Customize your Mouse
- Add a Printer or device

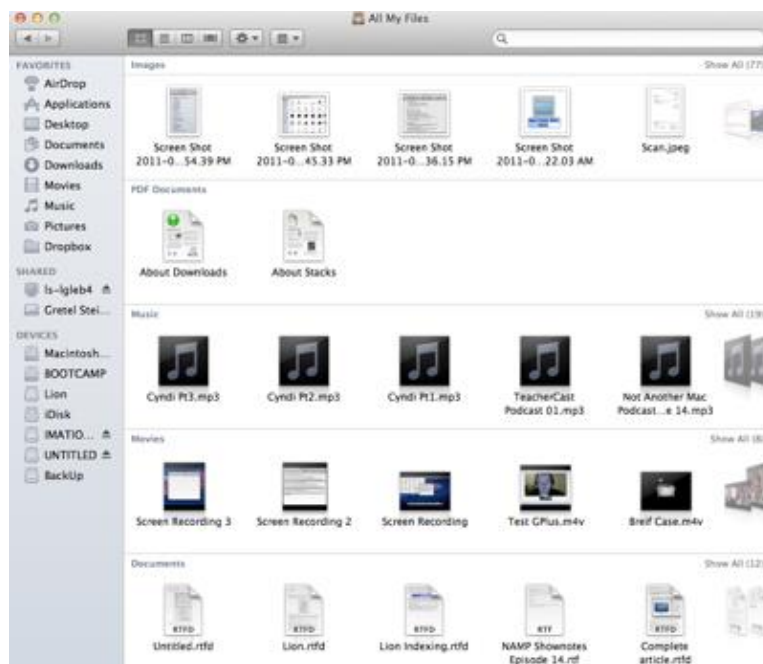
Introduction to Mac Basics

Finder You will see the Finder at the top of your next to your Apple Icon or down on the dock. With Finder you can access all of your apps and files.



Click on **File** next to **Finder** and open a **New Finder Window** From here you can view and open programs also called Applications and see a list of what is stored in:

- All my files
- iCloud Drive
- Applications (programs)
- Desktop
- Documents
- Downloads
- Calendar



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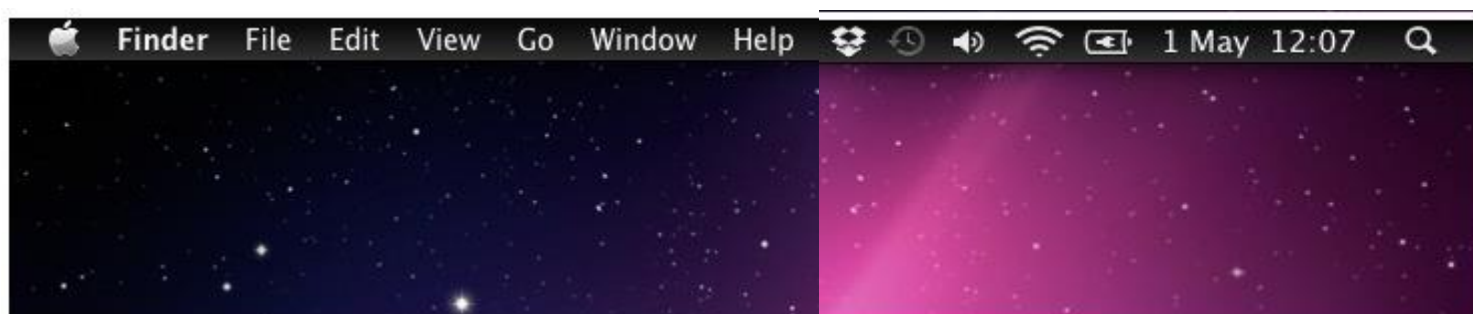
Introduction to Mac Basics

Menu Bar

At the top of your Desktop is the Menu Bar

The right hand side contains the always present File menu which will customize itself to whatever program is open at the time. When no program is open you can click on Go to access the list of files, applications, recent items etc. You can also see the keyboard shortcuts for menu items.

The left hand side contains Spotlight Search, status menus, notification icons, Wi-Fi, and any shortcuts you added from places like your System Preferences.



Spotlight Search is accessed with the small magnifier shown in the top right hand corner of your menu bar. Spotlight will search for anything on your Mac programs, files, documents, and also give you suggestions from the Web.

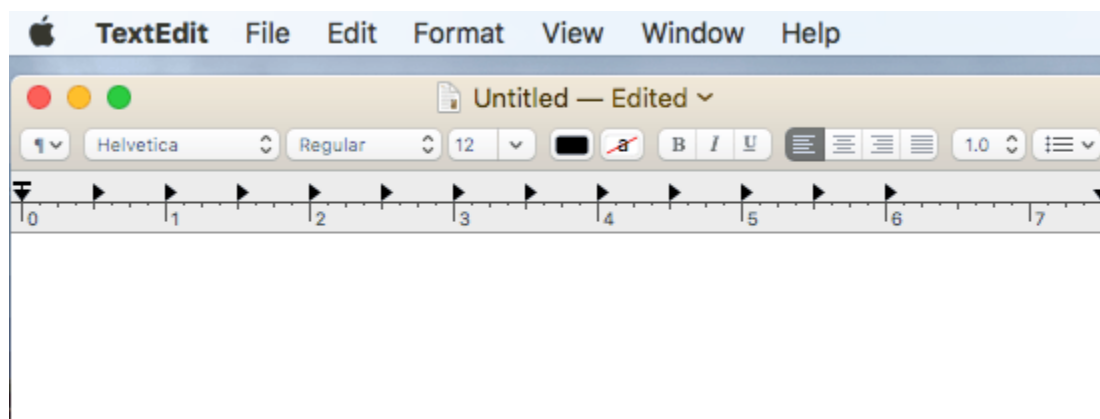


Introduction to Mac Basics

In Spotlight we can search for and **Open a Program** called TextEdit.

Notice how the **file menu** at the top of your page changes and customizes to whatever program is open. Now the file menu contains the common tasks we would expect to find in a word processing program such as

- Save
- Page setup
- Print
- Insert
- Spell check
- Formatting for fonts and layout



Also notice the 3 dots in the upper left hand corner of our open program

- The Red dot will close the window
- The Yellow dot will minimize the program and
- The Green dot will make the program larger and smaller on the screen

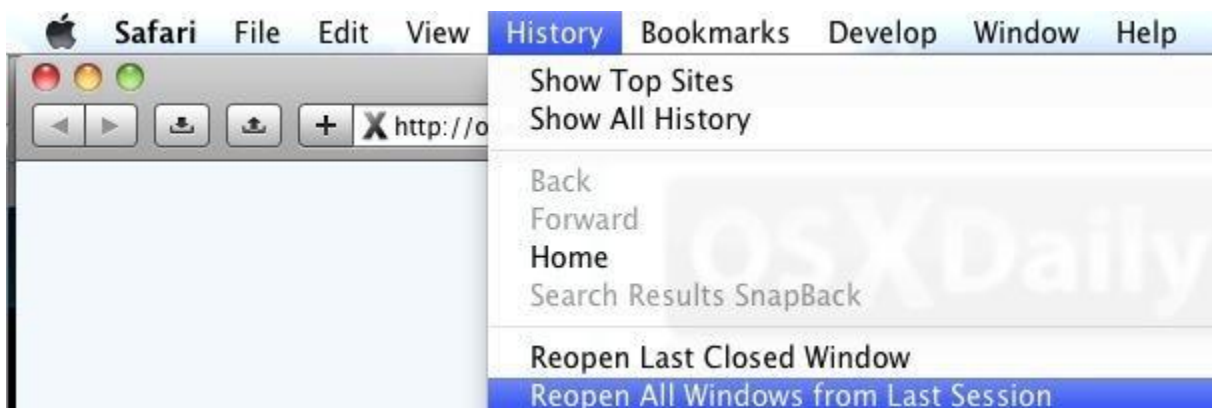
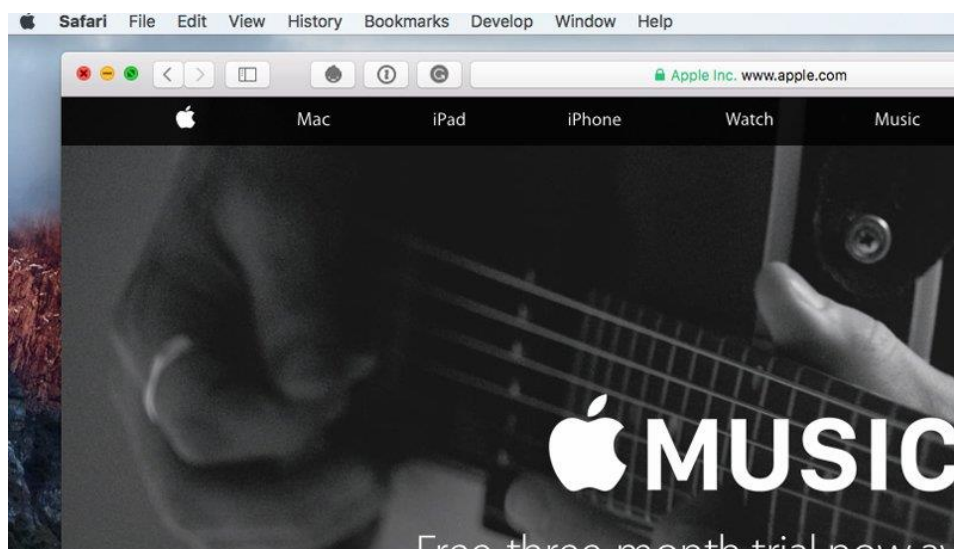


Introduction to Mac Basics



The **Safari Browser** is the built-in browser on your Mac. In addition to the traditional address bar you will also have the File menu to access items like

- Browsing history
- Favorites
- Bookmarks



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