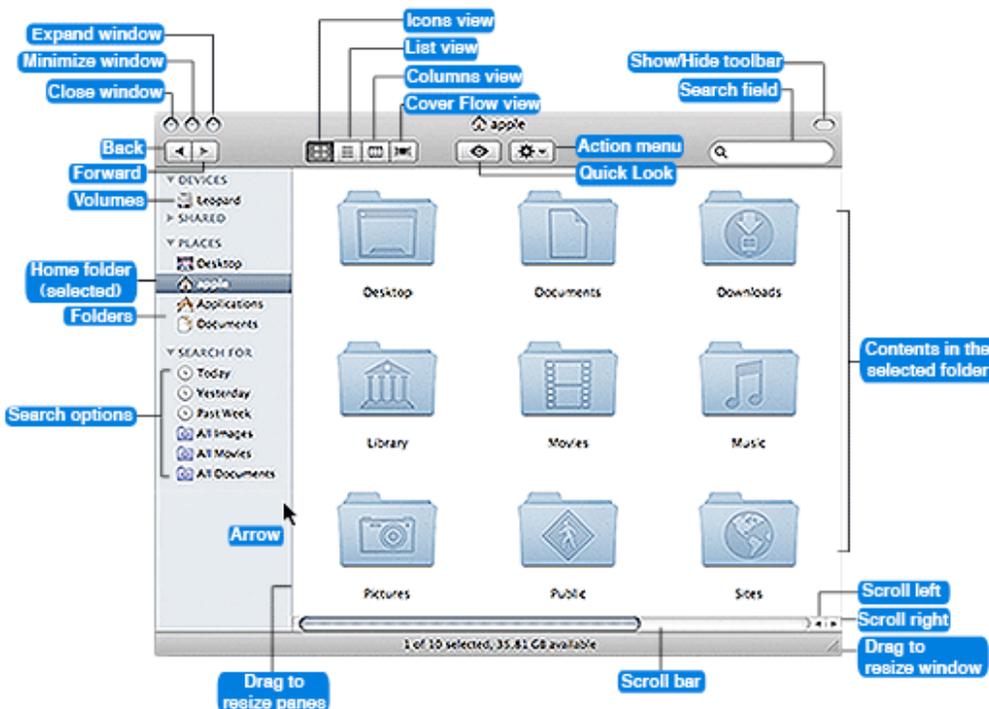# The "New to a Mac Sheet"

The Desktop

That big expanse of space that takes up the majority of your screen real estate is called the desktop. This is where you do most of your work. If you insert a CD, DVD or connect a flash drive or external hard drive, its icon shows up on the desktop. When you want to stop using the inserted disk or attached drive you click on the icon and drag it to the Trash in your Dock. The trash will turn into an eject button to let you know that you are removing media.

It is a good habit to keep your desktop clean. Save all your files to a folder called "Your_Name" in the documents folder. People will use your Mac but are less likely to touch your files if they are in your folder. Your Mac will also run faster if your desktop is clear of files.

The Dock

The Dock is the bar of icons that sits at the bottom of your screen. It provides easy access to the applications that we will use in class. It displays which applications are currently running by highlighting them with a blue light under the application icon, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). The Dock is sometimes shy and may be hiding. To activate it, hover near the bottom of the screen. The Dock should pop up.

Finder Windows

To see all the stuff on your Mac, double-click the hard disk icon on your desktop (or the first icon in your dock) to open a Finder window, which allows you to visually see the hierarchy of your computer's contents.

Finder windows generally include a sidebar on the left side. Items are grouped into categories: places, devices, shared computers, and searches — just like the Source list in iTunes. Whatever mounted and accessible drives you have, such as a hard disk, flash drive, CD, DVD, or iPod, are displayed in the top portion. The bottom portion contains your user account folder, aka Home folder—the folder named after your period. You may also find your application folder and Document folder. You can add folders to this sidebar by dragging the folder over this area. This will act as a shortcut whenever you have a finder window open.

Folders
Folders on your Mac function just like folders in an office. Basically, you use them to organize your files and applications. Your Home folder (the house icon named after your period number) contains several subfolders, such as Music, Pictures, and Movies, to help keep all your files organized by type. The Applications folder contains all your applications, the System folder contains all the files that makes your Mac a Mac, the Documents should hold all your documents and the Desktop folder contains all the stuff that's currently on your desktop.

Like I said before, it is a good habit to save all you files in a folder called "Your_Name" in the documents folder. People will use your Mac but are less likely to touch your files if they are in your folder .
To create a new folder hit -Shift-N Keys or select the new folder icon in the Finder window

Importing Pictures
You can use iPhoto or Image Capture to import photos to a Mac. I prefer to use Image Capture if I'm just downloading a few pics. With Image capture you can specify the location in which you want to save the photos. iPhoto is great if you have to import a lot of photos, do simple manipulation or to store them in an organized library like iTunes organizes songs.

Using iPhoto
Connect your camera to your computer using a USB cable, make sure the camera is on and in preview mode.
As soon as your camera is connected, iPhoto should launch. iPhoto will switch to import view and your camera will appear in the Source list. If you want to import only some of your photos, select each photo you want to import by -clicking on each thumbnail, or click and drag to select a set of photos. Click the Import All button to import all the photos in your camera. iPhoto will ask you if you want to delete imported photos from your camera, as well as if you want to import duplicate photos.
To import only selected photos, click Import Selected. To cancel photo transfer at any time during your import, click Stop Import.

Using Image Capture
Connect your camera to your computer using a USB cable, make sure the camera is on and in preview mode.
Open the Image Capture Application that should be in your dock. Click Download Some to choose specific items to transfer, or click Download All to transfer all items. If you clicked Download Some, choose the items to transfer, and then click Download.

Changing System Preferences
Your Mac can be customized to suit how you work. To customize your Mac go to the System Preferences option under the Apple Menu. Here you can adjust how your mouse works, how your dock is positioned, and what image you have displayed on your desktop.

Starting an Application
Click on the icon of the application you want open in the dock. The icon will start hopping to indicate that it is opening.
If the app you want is not in the Dock, navigate to the Applications folder, find it and double click on the icon.

To Quit any Application
Hold the key and the Q key at the same time.
or click and hold the Application icon in the dock and select quit
or Go to the name of the Application in the Menu bar and select quit

It is a good habit to quit programs that you are not using. It will free up RAM for the programs you do wish to use.

Logging Out
It's a good idea to log out at the end of each class so students are less likely to disturb your files. Start by quitting all open applications. Then, click on the Apple logo on the top left and select "Log out of Period_"

Force Quit
Sometimes Applications freeze up. To quite the one that is frozen, click on the Apple logo on the top left and select "Force Quit…" and a window should pop up listing all open Applications. Select the culprit and click "Force Quit"

General Shortcuts (Should work in most programs)
 + **N** = Open **N**ew Document
 + **Q** = **Q**uit a Program
 + **Z** = Undo
 + **C** = **C**opy whatever is selected (sometimes a layer)
 + **X** = Cut whatever is selected
 + **Shift** + **N** = Creates new folder in the Finder

 + **V** = Paste whatever was previously copied
 + **A** = Select **A**ll
 + **B** = **B**old
 + **P** = **P**rint
 + **space bar** = quick spotlight search