

INTERMEDIATE MAC

Keyboard Shortcuts

Command-A	Select All
Command-B	Bold
Command-C	Copy
Command-F	Find
Command-I	Italicize
Command-M	Minimize
Command-N	New window
Command-O	Open selected item
Command-P	Print
Command-Q	Quit
Command-S	Save
Command-U	Underline
Command-V	Paste
Command-X	Cut
Command-Z	Undo
Shift-Command-N	Create a new folder
Shift-Command-O	Open the Documents
Option-Command-D	Show or hide the Dock

Windows Key = Command

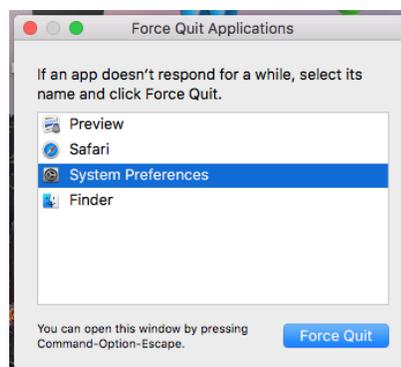
Alt = Option

Customizing the Dock

The Dock is a shortcut menu for your Applications. To add something to the Dock, simply drag an application from Finder to the Dock and let go. To remove something from the Dock, left click and drag it to the Trash Bin. The Dock can also be customized, including the size, location (top, right, or left), whether it is always visible, and more in System Preferences which we'll cover in a little.

Force Quit

Force Quit is like Windows' Task Manager, and will allow you to close an unresponsive program. After selecting **Force Quit** from the **Apple Menu**, select the program you would like to stop and click "Force Quit."



Photos

Photos is the Mac program that stores, organizes, and edit your photos! All the photos are stored in the Photos Library file. Drag photos from a storage device and drop them into the Photos app! Or import the photos by connecting your phone to your Mac. Photos can be edited, organized into albums, made into a book and other projects, and ordered for prints!



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iWork

iWork is Apple's version of Microsoft Word, Excel, and PowerPoint. iWork includes Pages, Numbers, and Keynote.

Installing Updates

Application and Operating System updates are installed using the App Store Application. After opening the App Store, select "Updates." If you are connected to the internet, it will automatically check for new updates and allow you to choose what updates to install. Some Application updates might require signing into your Apple ID. Apple usually offers Operating System Upgrades for free.



System Preferences

System Preferences is comparable to the Control Panel on a Windows PC. We will discuss some, but not all, of the System Preferences features.



Dictation

The Dictation feature converts your spoken words into text. To set up Dictation, select "Keyboard" from **System Preferences**. Click the "Dictation" tab, and select "On." Enhanced Dictation allows the user to dictate when not connected to the internet. The default shortcut key for Dictation is Fn-Fn (press Fn twice). To begin Dictation, use the shortcut key or select "Start Dictation" from "Edit" in the **Application Menu**.

QuickTime

QuickTime is a multimedia program developed by Apple. QuickTime does more than playing music and videos. QuickTime can be used to record audio and video, and record a screen recording. To begin a new recording, select "File" then "New Recording..." Options to trim or combine files are located in the "Edit" menu.



Preview

Preview is the image and PDF viewer for Mac's operating system. It can open a variety of files, listed below. Preview offers basic editing for images. It can also re-arrange and sort pages of a PDF, including adding and removing pages.



Preview can open the following file types:

AI—Adobe Illustrator Artwork	OpenEXR
CR2—Raw image by Canon cameras	PDF
DAE—Collada 3D	PICT—QuickDraw images
DNG—Digital Negatives	PNG
EPS—Encapsulated PostScript	PPT—PowerPoint
FAX—Faxes	PS—Adobe PostScript
FPX—FlashPix	PSD—Adobe Photoshop
GIF—Graphics Interchange Format	QTIF—QuickTime images
HDR—High Dynamic Range Images	RAW—Raw images
JPEG	SGI—Silicon Graphics Images
OBJ—Wavefront	STL—STereoLithography 3D Format
	TGA—TARGA images
	TIFF