MAC BASICS

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Here at EPL:

Elmhurst Public Library is committed to offering enriching programs to help our patrons Explore, Learn, and Grow. Today technology skills are more than a valuable skill they are a necessity in the twenty-first century workforce and daily life. With **Mac Basics** by the end class members will feel comfortable to work on any Mac workstation and have an introduction to the programs and features available to them.

Thanks so much for attending and be on the look for further Mac classes and more!

INTRODUCTION

While many users are only familiar with Windows computers working on a Mac is both extremely user friendly and offers a variety of included creative software. This course will assume you have a basic understanding of a computer, including the keyboard and mouse. If that is not the case please consider taking one of our Beginner courses before attending.

What We'll Cover

- What is Mac?
- Why use Mac?
- One click or two?
- Desktop
- The Dock
- The Finder
- Mac Specific Applications
- Apple Home
- Force Quit
- USB
- Saving Files
- Moving Files
- Deleting Files

WHAT IS MAC?

Desktop computers and laptops are typically broken into two categories PC which run Windows and Mac. Unlike Windows operating system, or which can run on Dell, HP, Asus, Windows devices, and other brands Apple is both a computer manufacturer and its own operating system. What this means is every Apple computer will run a Mac operating system whereas there are different brands of PC computers that still run Windows.

Mac and PC computers basically speak a different language and because of this you will need to use the Mac version of software in order for it to work.

Statistically only around 5 percent of computers are Mac based.

WHY USE MAC?

A lot of computer use comes down to personal preference but some of the common arguments for using a Mac include:

Well designed: High build quality, and reliable

User friendly: Easy to use software

Customer Support: Apple store locations with the free onsite tech help at the Genius Bar

Creative software: All Macs come with a host of free creative software and some professional products such as Final Cut Pro only work on Mac

Virus Safety: because Mac only accounts for 5 percent most viruses are designed for Windows

Brand Loyalty: Although not a feature, many Mac users have fierce brand loyalty due to Apple's marketing and image

While there are many great features for Mac owners, Apple computers come with some potential drawbacks:

Apple computers can be 20 to 30 percent more expensive than their PC counterparts

A lot of software is only designed for only Windows (especially games)

While Mac does have Microsoft Office available it must be purchased separately, is updated less frequently than the Windows version, and is usually slightly more expensive

ONE CLICK OR TWO?

For a long time Mac computers included mouses with only a single click function (whereas PC mouses have two buttons, a right and a left click) Although command clicking will bring up right click functions, Mac has since introduced a 'Mighty Mouse' which includes right and left click functionality it must be turned on.

One Click Mouse

Two Click 'Mighty Mouse'

Not to worry though any USB or wireless mouse and keyboard will work with a Mac.

DESKTOP

Now let's dive into the features and layout of a mac computer. The Operating System version we are using MAC OS X Mavericks, older versions might have minor differences but should operate the same.

You'll notice that the desktop or the home screen of a Mac looks extremely similar to the desktop of a Windows computer.

THE "DOCK"

Instead of a start button or menu, Macs most important programs and features are saved on the "Dock". Important applications can be added and removed from the dock in order to make your most used applications easily accessible. To add something to the dock simply drag a file or application over it and let go. To remove something from the Dock left click and drag it off.

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.

FINDER

On a PC you might be familiar with 'my computer', these functions and more are located in Macs version the Finder. The finder is located on the Dock and also is available in the top right menu of the screen. Let's open up the finder from icon located on the Dock.

As you can see the finder is a visual display of the items on the computer. By clicking a location, such as 'my documents', will open up that location and display the files within. Click Applications on the right side of the screen, to view all the applications on a computer (this is like All Programs).
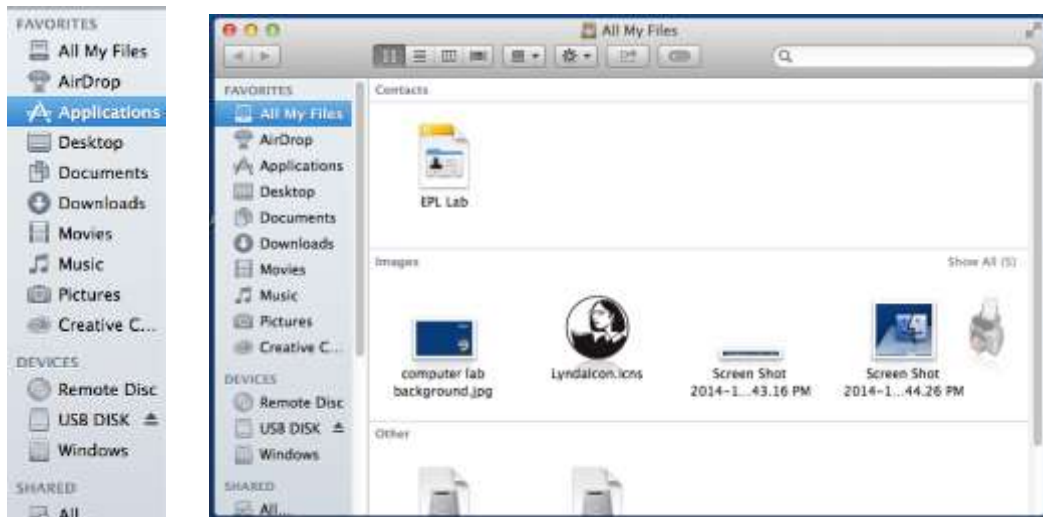
The finder, like its namesake, is also a great way to find a find a missing document, application, or file. You'll notice in the right hand corner there is a search box. By typing the name of the file you are looking for the finder will run a search on the entire computer. This is extremely helpful if something is saved but you no longer remember where you put it.

MAC SPECIFIC SOFTWARE

If you are new to Mac but a previous PC user you have probably noticed by now a few Application icons which look different. Macs come preloaded with several Mac specific or Mac designed software. We won't have time to cover each program in detail today but here is a brief overview of what's included:

Safari: Apple's default web browser

Garageband: Software to record and edit music

iMovie: Popular and easy to use video editing software

iPhoto- Apple's photo library

iTunes: Also available on non-Apple Computers, this is a music library and the program to download and sync music to an iPod or iPhone

APPLE HOME

So far we have covered the more basics functions of the computer, but what happens if you'd like to change the computer settings, or a program is unresponsive?
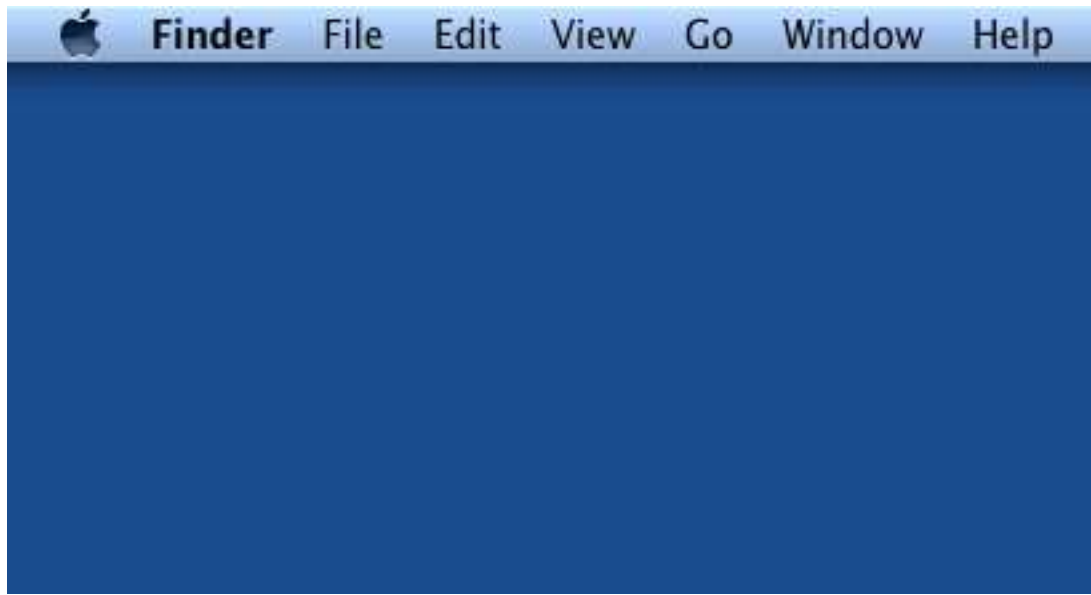
To close out an unresponsive program, after clicking the Apple home button select Force quit. In this menu there will be a list of currently running programs available to be shut done. **NOTE: force quitting will not save any files being worked on before they are closed so it is recommended to use force quit only when a program will not close on its own.**

The more detailed settings are located in the Apple in the far right corner of the screen. **Select 'System Preference...'** from the drop down menu. Here you will see a multiple options to configure and select.
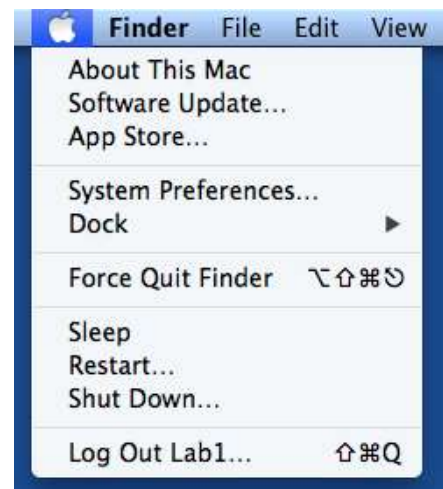
We won't cover any of these controls/options in specific but feel free to explore or ask a staff member after class.

USB

Another difference between Macs and PC's, when plugging a USB stick/flash drive instead of showing up in my computer, the device is displayed on the desktop.


SAVING, MOVING, AND DELETING FILES

Finally we'll briefly cover file management as it is a little different than working on a PC.

First we'll need to create a file.

To create a file click on the **Microsoft Office 2011 folder** on the desktop and open up Microsoft Word.

Once we're in a Word document to save the file, select 'File' in the top right hand corner and select "Save As…" this will open up a save menu from the top of the document. For this exercise we'll select desktop as our save location and TEST DOCUMENT as our file name.
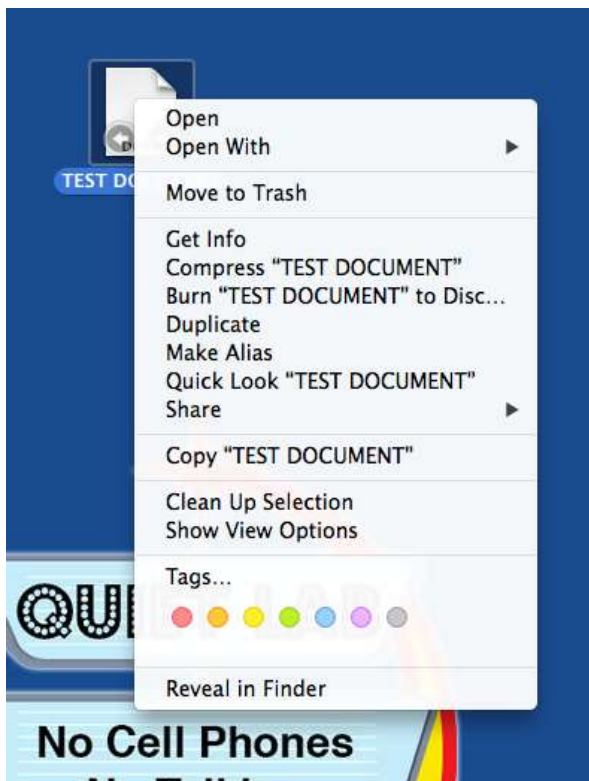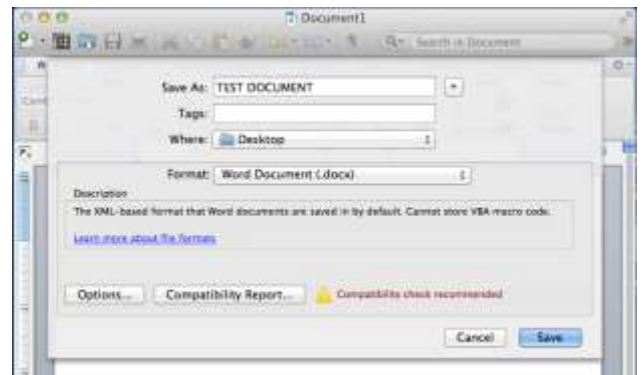
The TEST DOCUMENT will now be saved as an icon somewhere on the desktop. To manage the file right click on the icon to open up a list of options including renaming, move, copy, delete, etc. Also of note is the **'Get Info'** option. This will allow you to see the properties of the document including size, file type, creation dates, and more.

CONCLUSION

By now you should have a great working knowledge of the basics features and design of a Mac. Now the best way to cement what you've learned is to practice! If you are interested in learning more of the Mac specific software mentioned in this class look for our upcoming classes listed in the fineprint or available on our website: http://elmhurstpubliclibrary.org/adults/events/computer-classes/

Thanks so much for attending and we hope to see you again!

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