

Mac Basics



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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

Macs are a great alternative to PC's for those that like user friendly reliable experiences.

Macs have a great selection of free creative software that is very good.

Once the key features and “Mac terms” have been learned, Mac and PC computers can be used interchangeably.

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.

Statistically only around 5 percent of computers are Mac based.

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

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

For a long time Mac computers included mice with only a single click function (whereas PC mice 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'



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.



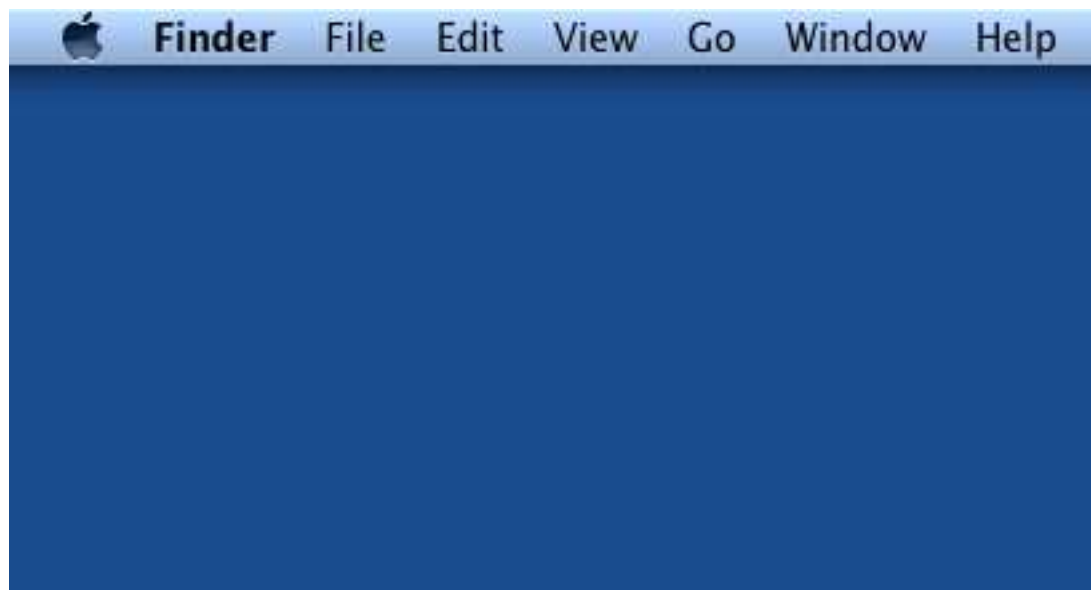


On a PC you might be familiar with 'my computer', these functions and more are located in Macs version the Finder. The finder is located on the Dock and also is available in the top right menu of the screen. Let's open up the finder from icon located on the Dock.

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.



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.**



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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