

Quick Tips for the Mac

Appearance

Fig. 1: Full screen with basic parts labeled



The **Desktop** is the main portion of the screen and is always in the background. The **Dock** is the strip on the bottom of the desktop with several shortcuts, running application icons, folders you frequently need, and the trash. Running applications are indicated by a little arrow underneath them. The folders are Applications (with the A on it), and the astroclass folder. Downloads are usually stored on the desktop. The desktop and documents folder are emptied about once a month. You can use MFile.umich.edu to move documents to your ifs space for more permanent storage. The **Finder** is the application that drives everything else.

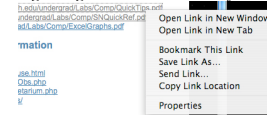
Keyboard and Mouse

The mice are set up as 3 button mice: left click (or regular click), right click and the scroll wheel.

Doing Stuff

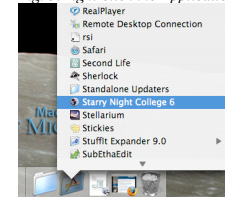
A right-click will open the context menu.

Fig. 2: right-click on link in Firefox



Right-click a folder in the Dock to see a menu with its contents.

Fig. 3: right-click the Applications folder and select an application



Select or open an item by clicking on it. You can also navigate with the arrow keys, or by typing the first few letters of the item you want, then hit <return> or <enter> to select it.

To **open the folder in a window**, double click it. Similarly, double click items on the desktop or in a window to open them.

The three buttons on the bottom row of the keyboard next to the space bar are control, option, and command (apple). They are used in conjunction with another key or a mouse click.

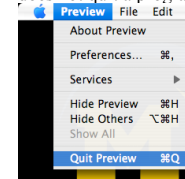
Some Shortcuts

Some of the function keys will do specific things. F13 will show you the **desktop**, F12 will highlight the **current application**, and F11 will show you all the current **open windows**.

Apple + Tab allows you to **switch applications** (like alt-tab in Windows). Apple-shift-tab switches programs in reverse order (least to most recently used).

In most applications, the command (apple) key acts like the ctrl key on a PC. For example, command-s is for save, command-z is undo, and command-y is redo.

To quit a program, use command-q or choose quit under the <program name> menu. Closing a window does not quit a program.



Log out is under the apple menu. You can also press shift-command-q.

In the event of a problem:

Use command-period to stop a process that is taking too long or you don't want (e.g. you accidentally tell Word to "Save as web page"). It may take a couple minutes to stop the process, so be patient.

If a program freezes, you can **force quit** using option-command-esc. You will NOT be able to save changes. It is better to try command-period and wait at least 2 minutes to see if it worked. Do not force quit the finder! If the Finder has trouble, you'll have to restart.

If the computer freezes, command-control and the power button will force the computer to restart (this only works if the computer can still take commands from the keyboard)

Holding the power button will force the computer to shut down. You should only use this if you CANNOT use the shutdown command under the apple menu and a forced restart doesn't work.

If you have to force quit an application, or force a restart or shutdown, tell your GSI your computer number and what you had to do.

Weird behavior:

There are keyboard shortcuts for Universal Access that may cause strange behavior. The most common are below. You can get more by typing "keyboard shortcuts" into the search field under the Help menu.

Zoom: turn zoom on and off using apple + option + 8.

Zoom in with zoom on: apple + option + =. Zoom in with a web browser: apple + =.

Zoom in with zoom on: apple + option + -. Zoom in with a web browser: apple + -.

Voice over (will read whatever is on the screen under the mouse): apple + F5

If you turn any of these on intentionally, please turn them off again when you are done.