

iPhone

iPhone 4S
AT&T 64 GB



Mac Basics For the Beginner

Dec. 19, 2013

“for the beginner”

Mockingbird Public Library 1:00 PM 12/19/2013

Purpose Of The Class

How to use the Mac Computer!

Not so much....how to use one specific app!



Apple Mac Help

Tom Miller

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The Library **d o e s n o t** [a n d i s
n o t] offer this presentation!

We are all volunteers. Presentation is free of charge.

Thanks to the library for providing the facility.

Thanks to Barbara Kelly and Bill Emery, Bob Kolquist

I do general consulting and service!



Mac Help

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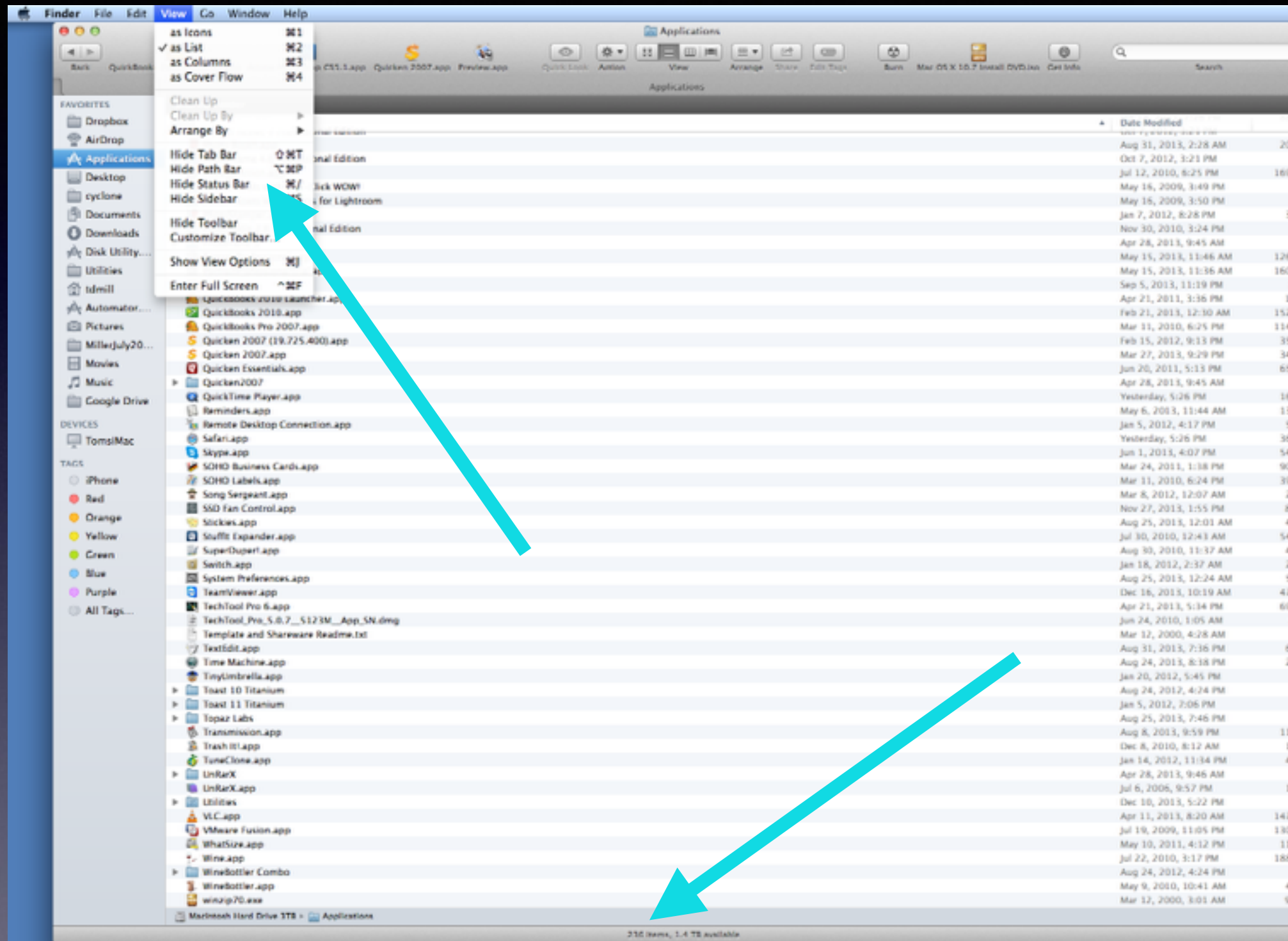
325-518-6662

Everything You Need



<http://www.youtube.com/watch?v=1PwiljBN5-8>

Software Installed



There's An App for That!

How Do You Use Your Mac?
What do you do?

1. Photos
2. eMail
3. Text documents
4. Music
5. Internet
6. Calendar
7. Contacts
8. Notes
9. Reminders
10. Maps

What Can't Your Mac Do?

What are the limitations of a Mac?

It Doesn't come with MS Office!

You can't automatically delete an app!

Mac's are not cheap!

New Macs do not come with an optical drive!

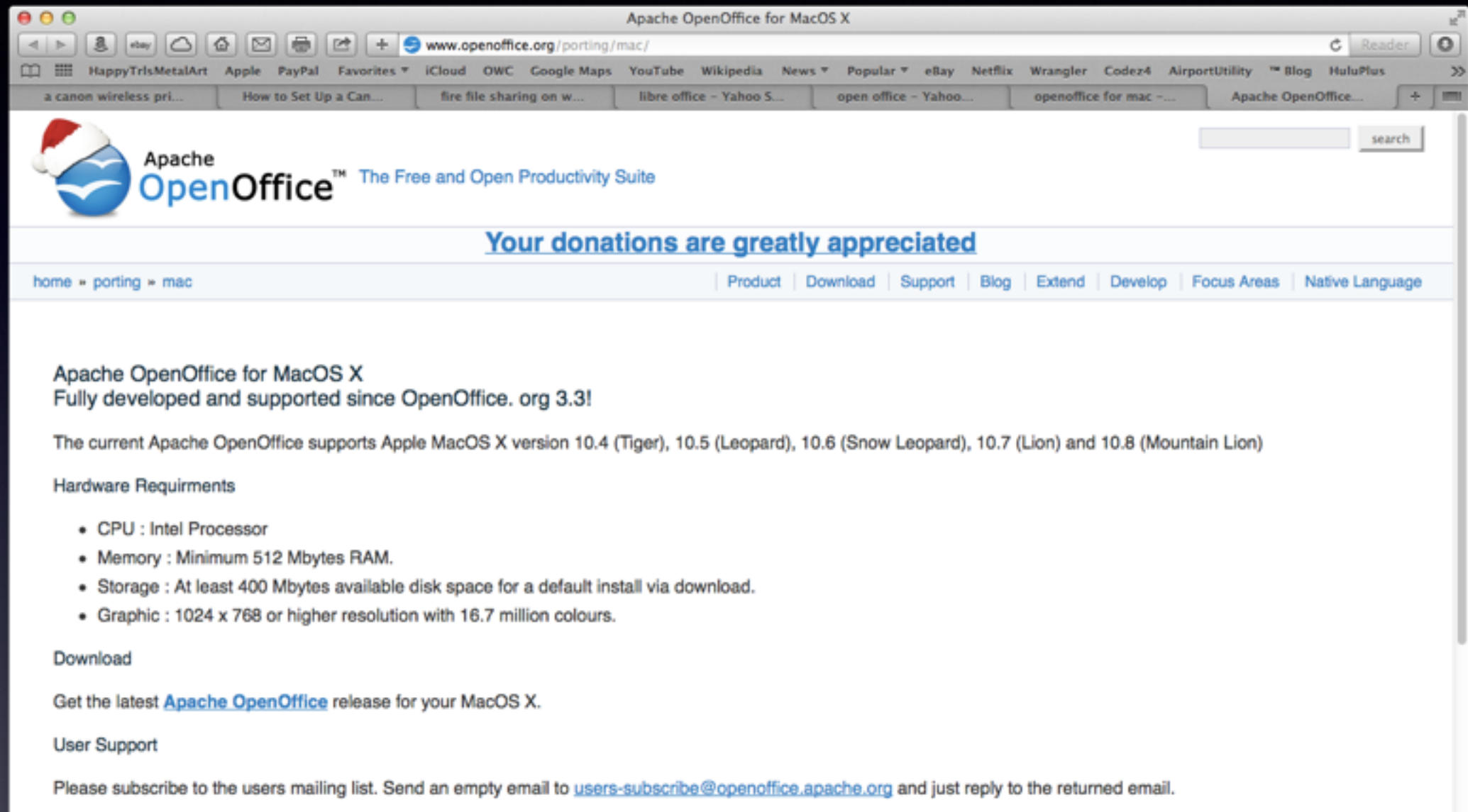
Free Software

Open Office

Libre Office

Gimp

Open Office



The screenshot shows a web browser window with the title "Apache OpenOffice for MacOS X". The address bar shows the URL "www.openoffice.org/porting/mac/". The browser's toolbar includes various icons for navigation and search. The page content features the Apache OpenOffice logo, which includes a blue globe with a white bird and a red Santa hat. The text on the page reads: "Apache OpenOffice™ The Free and Open Productivity Suite". Below this is a blue banner that says "Your donations are greatly appreciated". A navigation menu includes links for "home", "porting", "mac", "Product", "Download", "Support", "Blog", "Extend", "Develop", "Focus Areas", and "Native Language". The main content area has the heading "Apache OpenOffice for MacOS X" followed by the text "Fully developed and supported since OpenOffice.org 3.3!". It then states "The current Apache OpenOffice supports Apple MacOS X version 10.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion) and 10.8 (Mountain Lion)". Under the heading "Hardware Requirements", there is a bulleted list: "CPU : Intel Processor", "Memory : Minimum 512 Mbytes RAM.", "Storage : At least 400 Mbytes available disk space for a default install via download.", and "Graphic : 1024 x 768 or higher resolution with 16.7 million colours.". Below this is a "Download" section with the text "Get the latest Apache OpenOffice release for your MacOS X." and a "User Support" section with the text "Please subscribe to the users mailing list. Send an empty email to users-subscribe@openoffice.apache.org and just reply to the returned email."

Apache OpenOffice for MacOS X
Fully developed and supported since OpenOffice.org 3.3!

The current Apache OpenOffice supports Apple MacOS X version 10.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion) and 10.8 (Mountain Lion)

Hardware Requirements

- CPU : Intel Processor
- Memory : Minimum 512 Mbytes RAM.
- Storage : At least 400 Mbytes available disk space for a default install via download.
- Graphic : 1024 x 768 or higher resolution with 16.7 million colours.

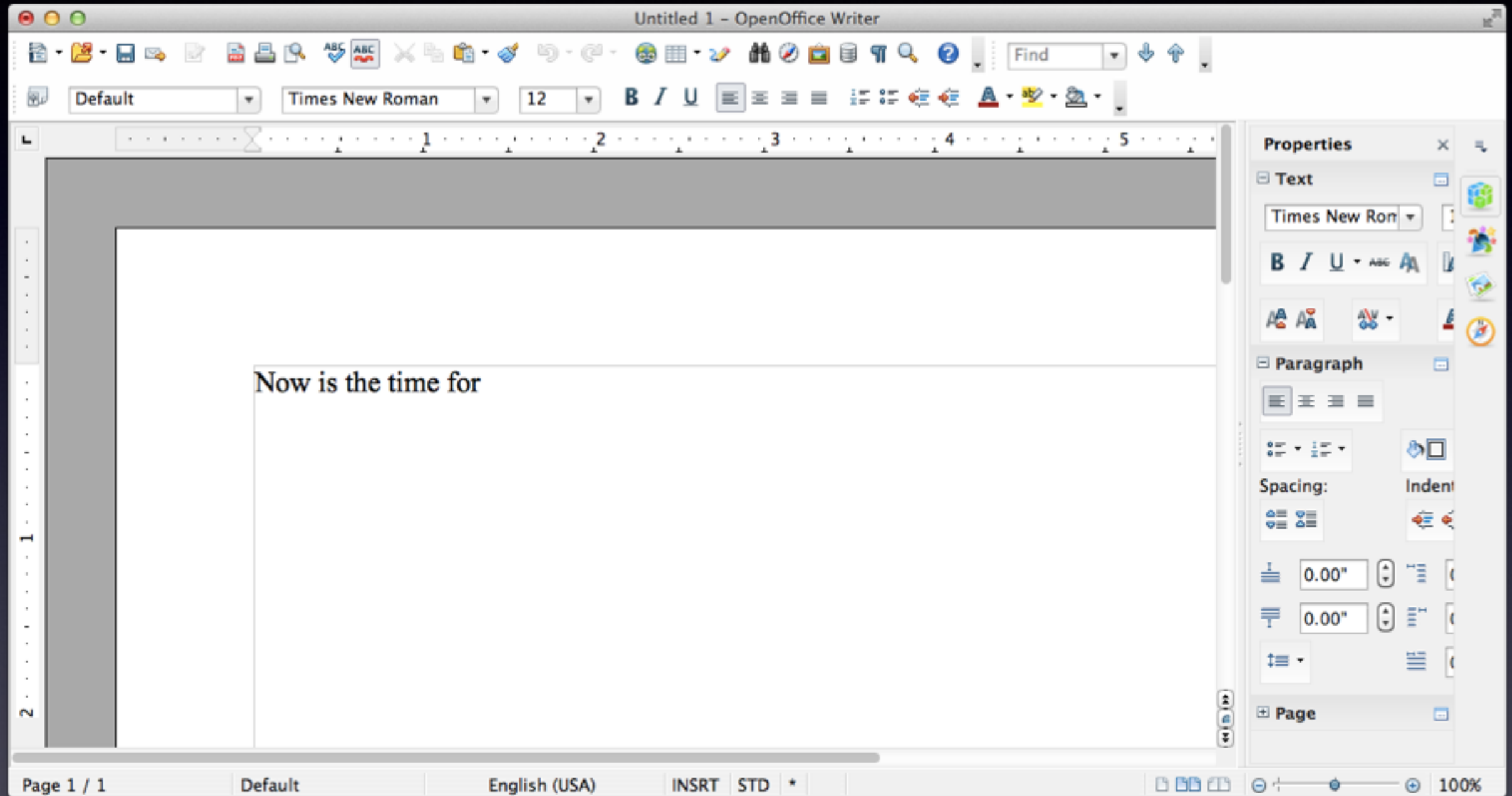
Download

Get the latest [Apache OpenOffice](#) release for your MacOS X.

User Support

Please subscribe to the users mailing list. Send an empty email to users-subscribe@openoffice.apache.org and just reply to the returned email.

Open Office



Libre Office

LibreOffice - Free Software Download | Sonic Downloads

www.sonicdownloads.net/download/Utilities/LibreOffice/?f=TypzjaEe&a=7378&adid=740184937

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LibreOffice

[Download Now](#)

Clicking this download button begins installation of InstallIQ™, which manages your LibreOffice installation. Additional software may be offered to you via opt-in ads during the installation process. [Learn More.](#)


Rating: ★★★★★

Total downloads: 547,058

Version:

Download size: 168 MB

Operating Systems supported:
Windows XP, Windows Vista, Windows Vista (64 bit), Windows 7, Windows 7 (64 bit)



- Word processing - compare to Microsoft® Word
- Spreadsheets - compare to Excel®
- Presentation - compare to PowerPoint®
- Drawing - compare to Visio®

LibreOffice is a free, open source, office suite for word processing, spreadsheets, presentations, graphics, databases and more! You can easily import files from Microsoft Word, Excel and PowerPoint and many other formats, and can easily save to Microsoft Office® and other formats when needed.

Comparison Chart

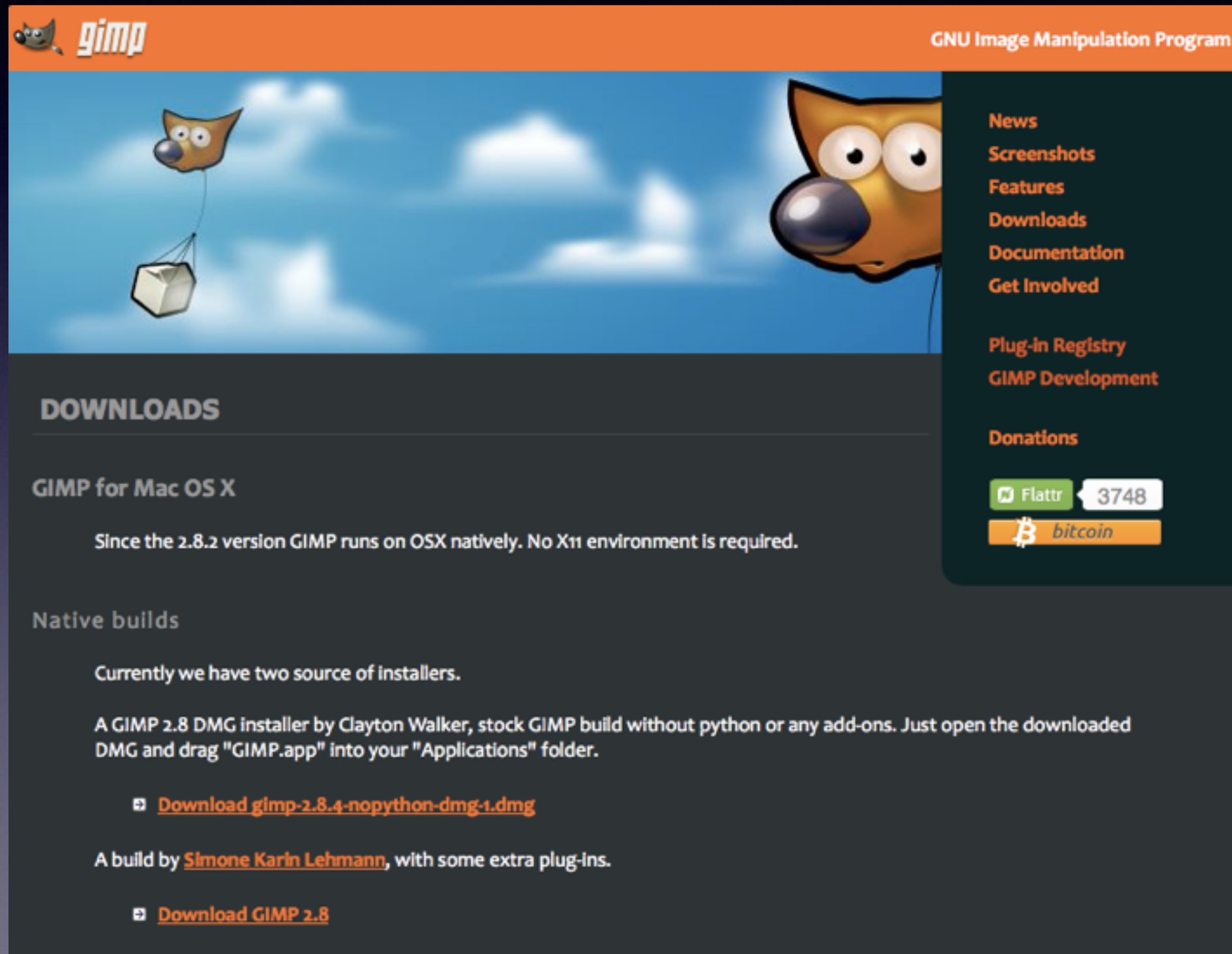
	LibreOffice	Microsoft Office	Microsoft Works
Price	FREE	\$149.99	\$39.95
Word Processor	✓	✓	✓
Spreadsheet editor	✓	✓	✓
Presentation creator	✓	✓	No
Drawing Tool	✓	✓	No

Libre Office

Takes a while to download!

Gimp

It's a free "Photoshop" App



The screenshot shows the GIMP website homepage. At the top left is the GIMP logo (a cat's face) and the word "gimp" in a stylized font. At the top right is the text "GNU Image Manipulation Program". The main banner features a blue sky with white clouds, a small GIMP cat balloon on the left, and a larger GIMP cat face on the right. A navigation menu on the right side includes links for News, Screenshots, Features, Downloads, Documentation, Get Involved, Plug-in Registry, and GIMP Development. Below the menu are donation options for Flattr (3748) and Bitcoin. The main content area is titled "DOWNLOADS" and contains information about GIMP for Mac OS X, including a note that it runs natively since version 2.8.2. It lists two sources of installers: a DMG installer by Clayton Walker and a build by Simone Karin Lehmann. Download links are provided for both.

gimp GNU Image Manipulation Program

News
Screenshots
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Get Involved
Plug-in Registry
GIMP Development

Donations

Flattr 3748
bitcoin

DOWNLOADS

GIMP for Mac OS X

Since the 2.8.2 version GIMP runs on OSX natively. No X11 environment is required.

Native builds

Currently we have two source of installers.

A GIMP 2.8 DMG installer by Clayton Walker, stock GIMP build without python or any add-ons. Just open the downloaded DMG and drag "GIMP.app" into your "Applications" folder.

- [Download gimp-2.8.4-nopython-dmg-1.dmg](#)

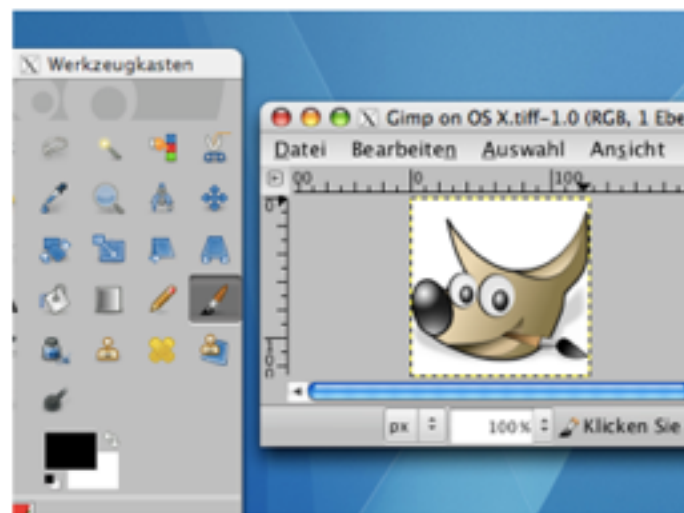
A build by [Simone Karin Lehmann](#), with some extra plug-ins.

- [Download GIMP 2.8](#)

Gimp

GIMP on OS X

NEWS PHOTO EDITING DOWNLOAD SUPPORT DEVELOPERS



Here you can download recent versions of GIMP for Mac OS X.

The packages support PPC and Intel Macs as well as systems running Mac OS X 10.4.x (Tiger), 10.5.x (Leopard), 10.6.x SnowLeopard, 10.7.x Lion, 10.8.x Mountain Lion and 10.9.x Mavericks

Version

LATEST GIMP VERSION


2.8.10

MAC OS X VERSION
REQUIRED:

for Tiger 10.4.11
for Leopard 10.5.7+
for SnowLeopard 10.6.4+
for Lion 10.7.0+
for MountainLion 10.8.0+
for Mavericks 10.9.0+

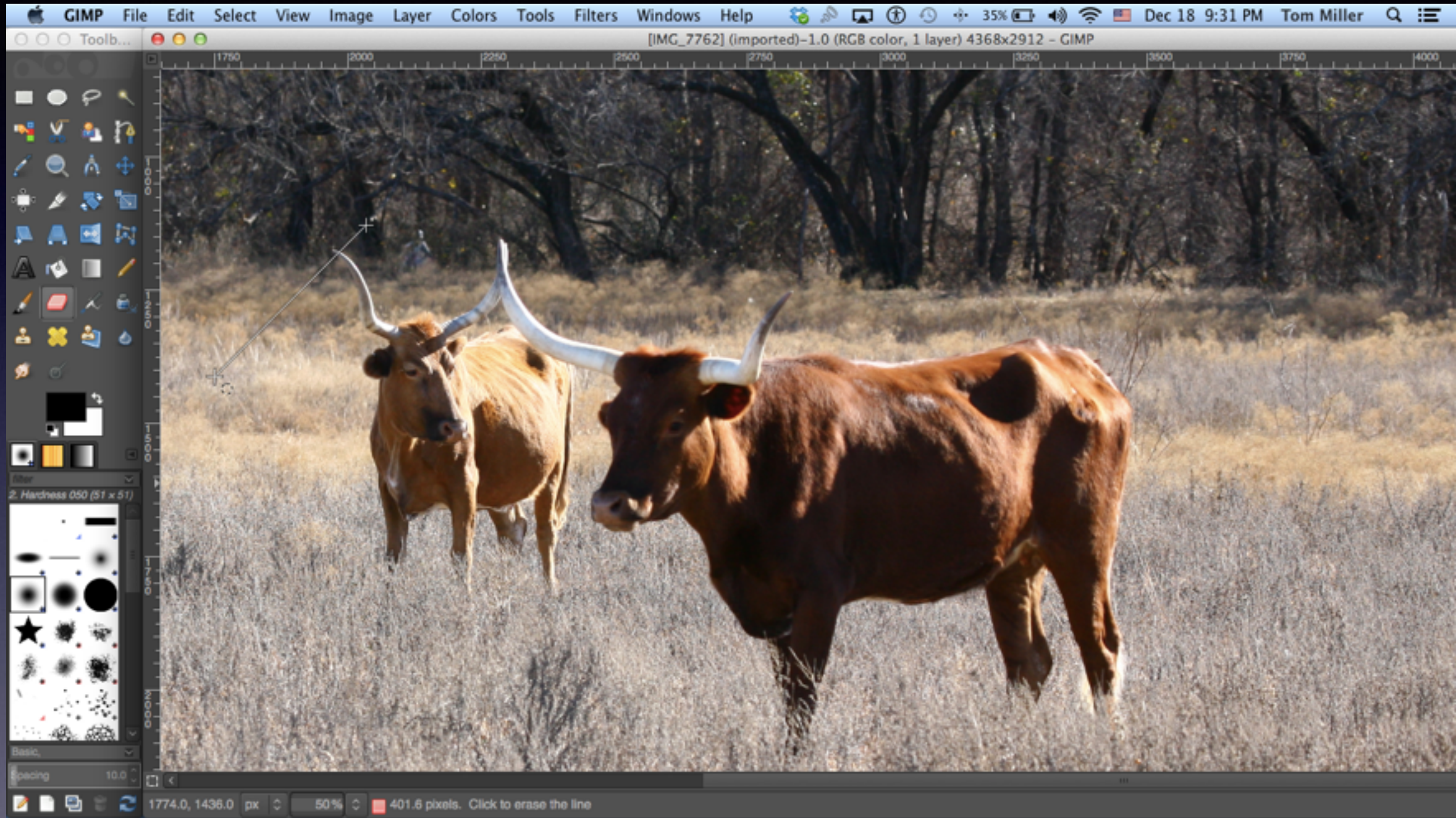
Download

Just select the package according to your version of OS X.

If you are unsure what to download, simply click on the  menu in the menubar and select „About this Mac...“. There you can see which version of OS X you're running on your Mac.

Mac OS X 10.9.x Mavericks

Gimp



Mac Will Protect You!

....From installing dangerous software!



Shortcuts!

Cmd + C = Copy

Cmd + V = Paste

Cmd + X = Cut

Cmd + Tab = Scroll through open Apps

Cmd + Q = Quits an App

Cmd + W = Closes a Window

Spacebar with cursor on a file = Quick Look

Control + Cmd +

Option + G = ©

Cmd + Delete = Move to Trash

Cmd + P = Print

Cmd + Z = Undo

Cmd + A = Select all

Cmd + N = A new ...”of what you are doing”

Shortcuts Cont.

Apple Keyboard Symbols

Symbol	Key Name	Keyboard Label
⌘	Command	⌘ or ␣
⌥	Option	option or alt
⇧	Shift	shift
⌞	Control	control or ctrl
⌫	Backward Delete	delete or ←
⌭	Forward Delete	delete or del or ⌫
⏏	Escape	esc
⏏	Eject	⏏
fn	Fn Key	fn
F1, F2, F3 ... F16	Function	F1, F2, F3 ... F16
↵	Return	return
⏎	Enter	enter
⏻	Power button	⏻
←	Left Arrow	←
→	Right Arrow	→
↑	Up Arrow	↑
↓	Down Arrow	↓
⏴	Page Up	page up or pg up
⏵	Page Down	page down or pg dn
↶	Home	home
↷	End	end
⇧⏎	Tab	tab
⇧⏎	Back-Tab	no key
⏻	Help	help (or ins)

Shortcuts Cont.

New Finder Window	⌘N
New Folder	⇧⌘N
New Folder with Selection	⇧⌘N
New Smart Folder	⌘N
New Burn Folder	
New Tab	⌘T
Open	⌘O
Open With	▶
Print	⌘P
Close Window	⌘W

Get Info ⌘I

Compress

Duplicate	⌘D
Make Alias	⌘L
Quick Look	⌘Y
Show Original	⌘R
Add to Dock	⇧⇧⌘T

Move to Trash	⌘⇧
Eject	⌘E
Burn "Desktop" to Disc...	

Find ⌘F

Tags...



These appear when you
Select the Finder menu!

Back	⌘[
Forward	⌘]
Select Startup Disk on Desktop	⇧⌘↑

All My Files	⇧⌘F
Documents	⇧⌘O
Desktop	⇧⌘D
Downloads	⌘L
Home	⇧⌘H
Computer	⇧⌘C
AirDrop	⇧⌘R
Network	⇧⌘K
Applications	⇧⌘A
Utilities	⇧⌘U

Recent Folders ▶

Go to Folder...	⇧⌘G
Connect to Server...	⌘K

Change a File Name

Highlight the File
Use the “Enter” or “Return” Key
Notice the change of “Color”
Retype a new name.
Tap the “Return” key

The Recovery Partition



Recovery Cont.

The Mac safety net.

OS X Recovery lets you repair disks or reinstall OS X without the need for a physical install disc. Since OS X Recovery is built into your Mac, it's always there when you need it. Even if you don't need it, it's good to know it's there.

Command-R to the rescue.

Just hold down Command-R during startup and OS X Recovery springs into action. It lets you choose from common utilities: You can run Disk Utility to check or repair your hard drive, erase your hard drive and reinstall a fresh copy of OS X, or restore your Mac from a Time Machine backup. You can even use Safari to get help from Apple Support online. And if OS X Recovery encounters problems, it will automatically connect to Apple over the Internet.



Time Machine has your back. And your Mac.

Set up Time Machine, and backing up your Mac happens constantly and automatically. So when you need to restore your hard drive with OS X Recovery, Time Machine practically brings it back to life, just as it was last. And data disasters just don't happen.

Desktop Appearance

