



Tech Topics: Mac Computer Basics

Interface



Menu Bar

- About this Mac – details about your computer’s hardware, software, and storage
- Shutdown, Restart, Sleep, Log out
- WiFi settings – connect to a WiFi network
- Spotlight search – search your computer for files and do basic internet searches
- When you open an app, app settings appear in menu bar

Desktop – A storage location for files and the main background of your computer

Dock – Store your most frequently used applications for quick access

System Preferences – Where you configure the settings of your computer

- General – change the appearance of your computer and the default web browser
- Desktop & Screen Saver settings
- Dock – change the location and size of the dock
- Notifications – manage the notifications of all your apps, also turn on “do not disturb” during specific times when you don’t want notifications to appear
- Users & Groups – create individual user accounts for multiple users on the same computer
- Keyboard, Trackpad, Mouse settings
- Time Machine – Apple’s built in backup system, just connect an external hard drive

Finder – Where all of your files live

- Storage locations such as desktop, documents, downloads, pictures, and applications are separated into folders
- There are four different view options: Icon, List, Column, Gallery
- You can move files between folders by clicking and dragging

Native Apple Apps

- Safari – Apple’s default web browser
- Calendar – add events and get notifications
- Music – Your computer’s music library, formerly known as iTunes
- Photos – App to manage photos including basic editing
- Notes & Reminders – Can sync to your iPhone if you have iCloud sharing enabled

Additional Resources

- LinkedIn Learning
 - Video tutorials on various Mac operating systems
- Magazines available through OverDrive & PressReader
 - Macworld, Mac Format, Mac Life, Apple Magazine
- Email digitalservices@balibrary.org with specific questions