



Mac Computer Basics

By the end of the program, you will be able to:

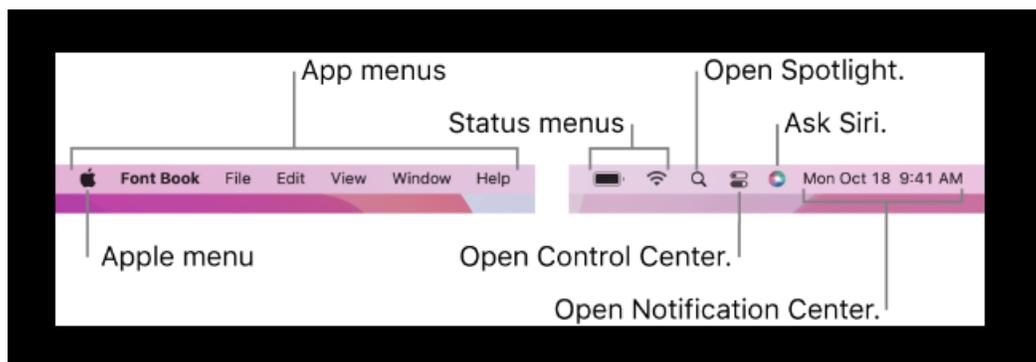
- 1) Better navigate your computer.
 - a. Locate the Menu Bar, Desktop, and Dock.
 - b. Find files on your computer.
 - c. Learn shortcuts to make discovery and use easier.
- 2) Better understand iCloud, Finder, Safari, Photos, and Music.

Interface



Menu Bar

The menu bar includes the following sub menus: Apple Menu, App Menus, Status Menus, Spotlight Search, Control Center, and Notification Center.



Apple Menu

- **About This Mac:** Details about your computer's hardware, software, and storage
- **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
- **Shutdown, Restart, Sleep, Log out**
- **WiFi settings:** connect to a WiFi network
- **Spotlight search:** Search your computer for files and do basic internet searches
- **App Menu:** 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

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

Apple Apps & Services

- iCloud: Syncs information across your devices
- Finder: Where all of your files and applications
- Safari: Apple's default web browser
- Music: Your computer's music library, formerly known as iTunes
- Photos: App to manage photos including basic editing

Navigation and Shortcuts

- Double Click: Opens applications or files
- Right Click | CTRL + Click: Opens additional menu options
- Click + Hold + Drag (Drag and Drop): Allows you to move applications or files
- Bounding Box: Select multiple items at one time
- CMD + A: Select everything
- CMD + C: Copy
- CMD + V: Paste

Additional Resources

- Apple Support: <https://www.support.apple.com/mac>
- Apple Store (Physical Location)
- LinkedIn Learning
 - Video tutorials on various Mac operating systems
- Magazines available through Libby & PressReader
 - Macworld, Mac Format, Mac Life, Apple Magazine
- Email digitalservices@balibrary.org with specific questions