

mac basics

There are a couple key differences you'll notice if you are mostly used to working on a Windows-based computer. First of all, there's no right click option on a Mac mouse! A shortcut on how to access that menu can be found on a later page. Next, you'll notice there's no start menu. You'll soon discover that there are often fewer steps to access programs and find your "stuff" on a Mac than on a PC, but this can be daunting at first. Most want to overthink the process...this guide will hopefully make your transition that much easier. The main features you'll find on a Mac, plus some additional advice that will help you be successful in your courses is included here. If you have questions beyond the guide, be sure to schedule an appointment with the CDVL tutors! They will happily walk you through any issue you may be facing.

Logging in:

Name - your Agnes Scott email address (minus everything after the @)

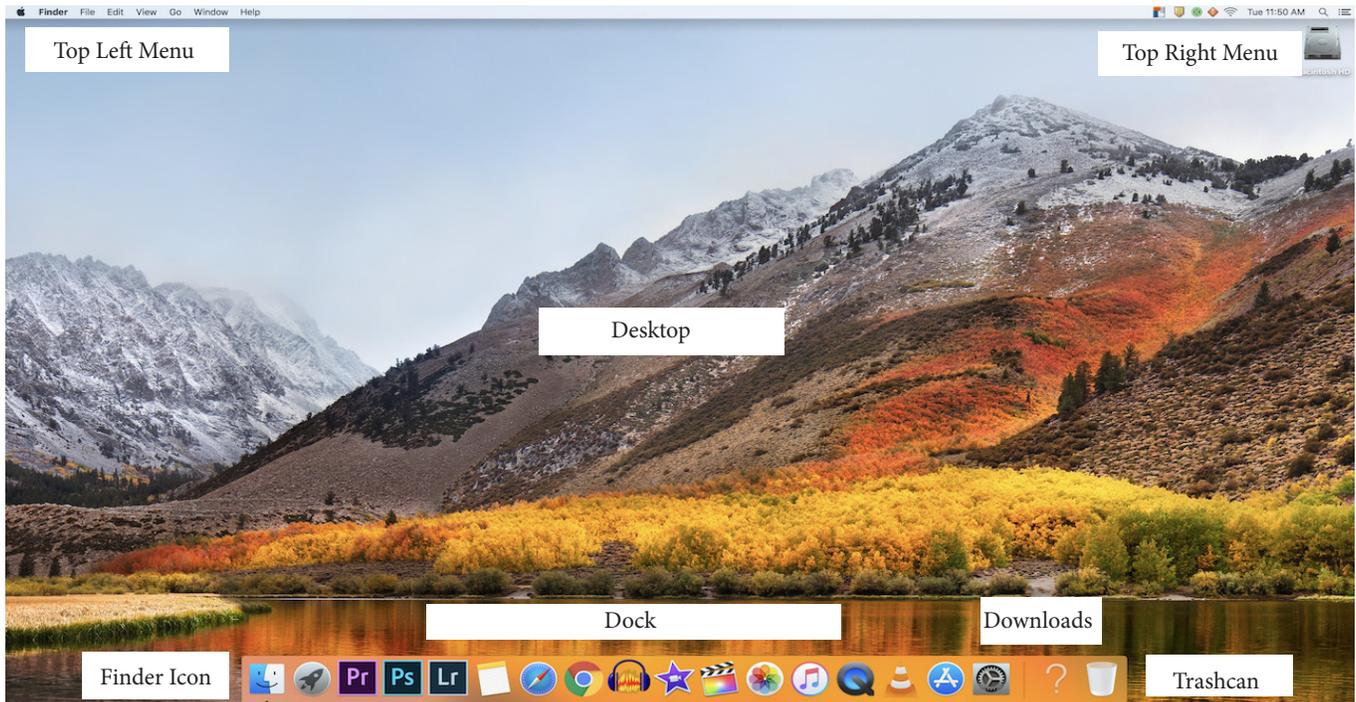
Example: sstudent@agnesscott.edu would be sstudent

Password - your Agnes Scott single sign-on password (what you use to access email, ASCAgnes and more)

Once you log in, your screen should look like the one below.



Exploring Your Desktop



Top Left Menu - this is where you will control any programs you use. When you are in the desktop “space” the bolded word to the left will read Finder and the following items will be the menu to control the finder. When you open a new program to work in, the bolded word will change to the name of that program (For example Word) and the menu options will change to reflect the menus of that particular program. The Apple icon is the full system menu and where you click in order to log out of your desktop.

Top Right Menu - this gives you the time, shows wifi and virus protection software connection, plus gives you a search option.

Desktop - this is the main work space. Any programs you open will open as windows in this space. You can move those windows around (click and drag) to better suit how you would prefer to work. Any screenshots you take will show up as files here.

Dock - this bar gives you quick access to frequently used tools and folders. Double click on the icon to launch the program. The following page will have information on how you can personalize this option.

Finder Icon - click on the face to immediately be brought back to the Finder control menu in the top left; allowing you to create new folders, force quit a program that is not responding, search, logout and more.

Downloads - when you download a file from the internet, it can be found here.

Trashcan – no longer need a file? or need to eject an external harddrive? Click and drag the item(s) to the trashcan on your dock. This will house the files or safely eject the external device. If you want to recover the files, drag them out of your trashcan back on to your desktop or a folder. If you want to permanently delete what’s in your trashcan, double click on the trashcan and click the empty button that appears in the top right of the menu that opens.

Mac computers allow you the opportunity to personalize your workspace in small ways to make it easier for you to accomplish the tasks you need to accomplish.

Dock - your dock is a way to access programs and files you use often. You can add and remove programs in the dock by dragging the program icon into or out of the dock:

TO ADD: Open up the applications folder

Navigate to the icon of the program you use often

Click on the application icon, hold the click and drag the icon down to the dock

You'll see existing icons move to either side in order to make room for the new icon, move the icon to the preferred location and release the click.

TO REMOVE: Click and hold the click for the icon you wish to remove

Drag the icon up from the dock into the desktop

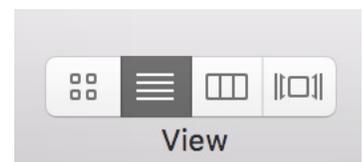
You'll see a remove tag popup near the icon

Release the click, if your sound is on, you'll hear a small "poof" sound as it disappears

Remove something you didn't mean to remove? Or added something you no longer want to have? Easily add and remove items from the dock using the instructions above. [Click here to watch the tutorial if you'd like to see the step-by-step process.](#)

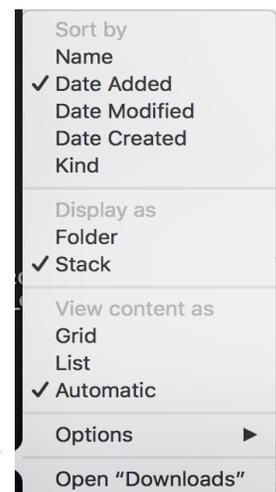
File appearances - in your finder menus and in the downloads collector folder on your dock, you can arrange the files to show up in a variety of ways.

Finder Menu - You can arrange your finder menu in 4 basic ways: as icons, in list view, in multi-list view (where you can see folders and subfolders) and preview mode (an image is generated of each item that you can scroll through as you try to find what you need.) Click on each of the icons to choose how you would like your menu displayed. You can change it at any time.



Beyond these icons, you can also choose how the order of the items are displayed. When in list view, you can click on the category names (Name, Date Modified, Size, Kind (file type), Date Added) to display the items according to those categories. Click on the category again to sort according to reverse alphabet or dates.

Downloads Folder - Right click the downloads folder in your dock. This opens a new menu which allows you to choose how you would like items ordered and displayed. Sorting by date added versus name allows you to have the most recent items downloaded to show up first. Displaying as a stack allows you to see the top item in your downloads folder. If you choose folder, you'll see a blue folder in that location. When you click on either the stack or the folder, a preview of the top 10 or so items in the folder will open up. You are given an option to open the folder in finder to gain access to the full list or to scroll within the preview window.



Don't forget you can also drag icons and windows around on your desktop to view them the way that works best for you. Just click, hold and drag it to where you want it to go!

Computer Shortcuts:

copy:

command + c

paste:

command + v

cut:

command + x

right-click:

control + mouse click

quit a program:

command + q

“go-back”/undo:

command + z

select all:

command + a

multi-item select:

shift + mouse click on each item
you want to choose

screenshot:

command + shift + 4

Let go, click and hold your mouse while you draw
the target around your selection

text formatting:

command + letter key of your
choice:

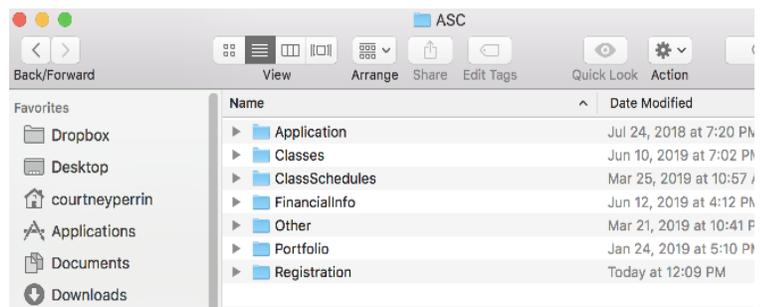
I - italics, B - bold, U - underline

Creating a File Structure

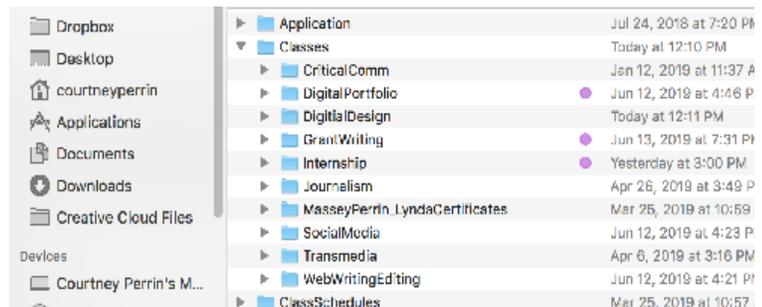
Creating a solid file structure now will benefit you in the longterm. You want your files to be easily accessible and easily found. Dumping everything into one pot is neither of those things! Determine the best way to organize your files so that you can always find what you need when you need it. A suggested structure is shown below.

Step One: Start with creating 1 main folder for your work. All other folders will go into this one. You can create it on your desktop or in your documents.

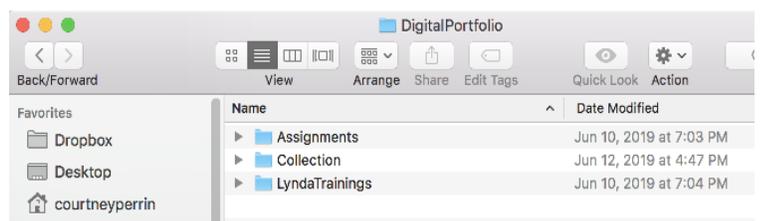
Step Two: Once inside that folder, begin creating folders for the various categories of files you will need to keep.



Step Three: Create folders for each of the classes you are taking. You can start with your initial course load, then add new ones as you begin new classes. *Keep track of the current courses by adding a color tag to them.*



Step Four: Inside each class folder, create folders as needed to gather like-categories of files: images, lynda training certificates, turned in assignments, etc.



Naming Files

Make it easy for you AND your instructor to find your assignment files. Name them in a consistent pattern: FirstInitialLastName_AssignmentName

Use underscores instead of spaces, and never include dashes (-), slashes (/) or special characters. These are read differently by different programs and can cause your file to corrupt.

Helpful Links

Watch tutorial videos on [how to create and rename folders](#), [a walk-through of your finder menu](#), and [how to search on your mac](#).

Backing Up Files and Quitting Programs

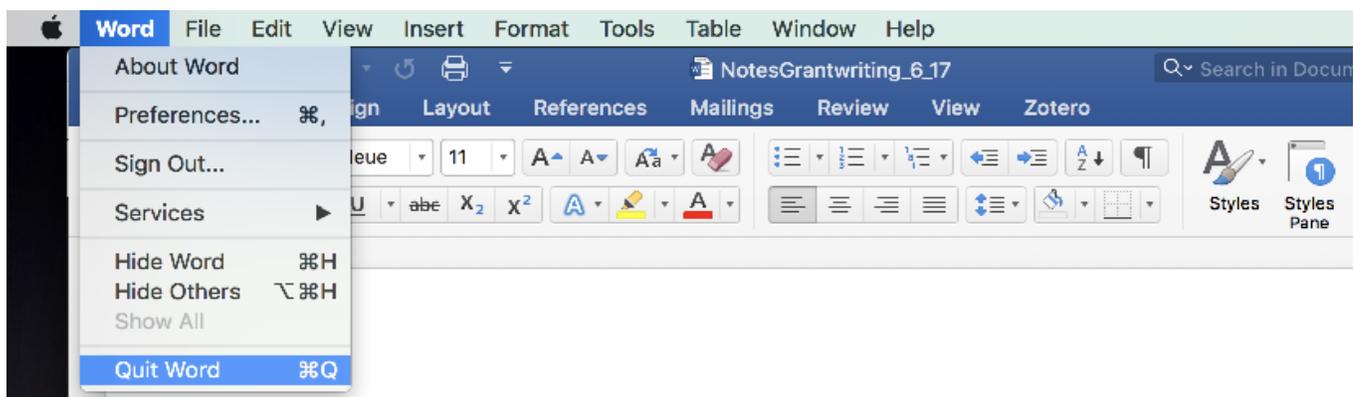
Saving Files

Save early and save often! Get in the habit of saving work while in the middle of the process. Sometimes when programs run into issues and shut themselves down they will offer recovery files, but it is better not to need them.

Quitting Programs

When you “close” a file or window on a Mac it doesn’t mean you have quit the program, it just means you’ve closed that particular file. This is one key difference between a Mac and a PC. In order to close the program, you need to click the name of the program in your finder menu, then choose quit from the drop down menu. You can also use the shortcut (command + q). Doing this ensures the program has completely stopped and is no longer active on your computer. A quick way to check to see if something is still active is by looking at your dock. Any open programs have a black dot listed below them.

Finder Menu:



Using an External Harddrive?

You need to EJECT the external harddrive or thumbdrive before disconnecting it from the computer. Locate the yellow and white external drive icon on the desktop. Using your mouse, click on the icon and hold the click while you drag the icon into your trashcan. Your trashcan will change into an eject icon. Once over it, click to release the external drive. You’ll notice it disappear off the desktop. Once the yellow and white external drive icon has disappeared, you may remove the physical harddrive/thumbdrive from the computer. Pulling it out before you eject it can cause your files to corrupt.