



Mac OS X Basics

Add and Remove Dock Items

1. Locate a program or file that you wish to add to the Dock.
2. Drag its icon down into the Dock.
3. To remove a program from the Dock, simply drag the icon up and out of the Dock. If the program is currently running, its icon remain in the Dock until you choose to quit it.

Slow-Motion Dock

1. You can minimize any window to the Dock by clicking the yellow jellybean button in its upper left corner.
2. To minimize in slow-motion, hold down the **Shift** key on your keyboard while minimizing a window.

Add to the Finder's Sidebar

1. Open a **Finder** window by clicking on the blue smiley icon in the **Dock**.
2. Drag a file or folder into the list on the right side of the window. In this illustration we have added a **grades** folder to the list.



Create a New Folder

1. Go to the location where you want to create a new folder. This can be on your Desktop, in your hard drive, or virtually any other location of your choice.
2. Click on the **File** menu, then **New Folder**.
3. A new folder will appear with the name **Untitled Folder**. It should already be highlighted in light blue, so you can begin typing to give it a name.
4. Press the **Return** key on your keyboard to save the name for your folder.



Rename a File or Folder

1. Click once on a file or folder to highlight it.
2. Press the **Return** key on your keyboard. The existing name will be highlighted in blue.
3. You can now rename it entirely, or edit the existing title.

Change View Mode

1. Open a folder that you wish to modify.
2. Click on the **View** menu.
3. Select **Icons**, **List**, **Column**, or **Cover Flow**.
4. You can change your view mode at any time in the future. Experiment with the different modes to determine which one

you prefer.

Color Labels on Files and Folders

1. Click once on a file or folder to highlight it.
2. Click on the **File** menu, and select a color which will be used to highlight your file.
3. To remove the color label, repeat steps 1 and 2, and click the **x** on the left end of the color boxes.

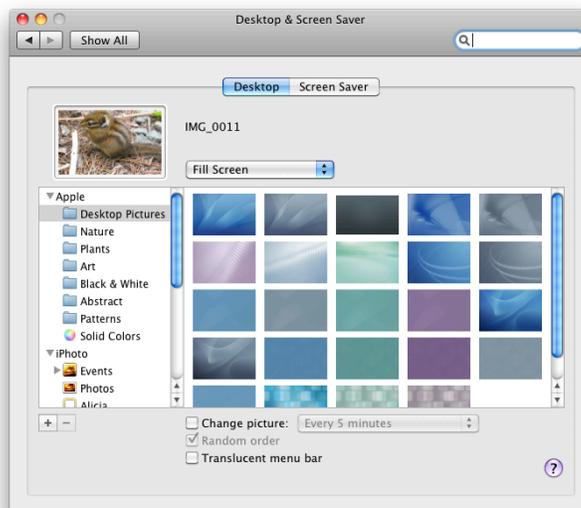


Sort Your Files

1. Click the **View** menu, then select **Arrange By**.
2. Choose the criteria by which you wish to sort your files, such as name, date or size.

Change Your Desktop Picture

1. Click on the **Apple** menu in the upper left corner of the computer screen.
2. Click on **System Preferences...**
3. Click on **Desktop & Screen Saver**.
4. Locate a picture you want to set as your desktop. Different categories of pictures can be shown by clicking on the folders "Nature", "Plants", and so on. You can also scroll down to **iPhoto** and select your own pictures from your iPhoto library.



Securely Delete Files



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1. Locate the file(s) to be deleted and drag to the **Trash**.
2. Click on the **File** menu, then **Secure Empty Trash....**
3. You will be asked to confirm that you really wish to remove them. Click the **Secure Empty Trash** to finish.

Note: If there is a large number of files in your trash, performing a Secure Empty Trash can take considerably longer than usual.



Create PDFs

1. Open any document that you wish to convert to PDF format.
2. Click the **File** menu, then select **Print**.
3. In the **Print** window, click the **PDF...** button.
4. Select **Save as PDF...** and save it to your Desktop.
5. You can now copy the file to a jump drive, CD, or email it as an attachment.

Reset Forgotten Passwords

1. Locate the installation CD or DVD that came with your computer and insert it into the drive.
2. Hold down the **C** key on your keyboard and restart the computer. Keep holding the **C** key until the installer window appears.
3. Click the **Utilities** menu, then **Reset Password**.
4. Select your hard drive, then the name of your user.
5. Enter your new password twice, along with a hint to remind you what it is in the future.
6. Click the **Save** button.
7. Quit the **Reset Password** application, then quit the **Installer** application.
8. Click **Restart** when prompted.

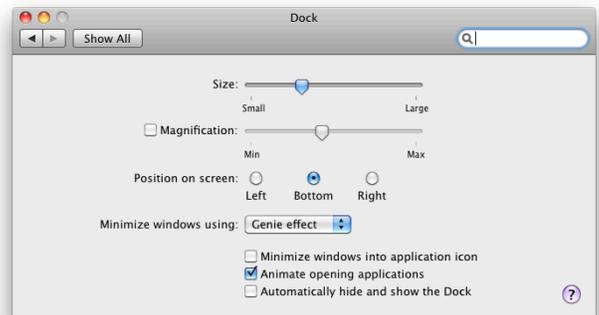
Blocking or Un-Blocking Popups

1. Open **Safari**.
2. Click the **Safari** menu in the upper left corner of the screen.
3. If there is a ✓ (checkmark) next to the **Block Pop-Up Windows** option, this indicates pop-ups are currently

blocked. Click on **Block Pop-Up Windows** to toggle between blocking or un-blocking.

Customize Dock Settings

1. Click on the **Apple** menu in the upper left corner of your computer screen.
2. Click on **System Preferences....**
3. Click on **Dock**.
4. You can customize it in a number of ways, including size, magnification (enlarges when your mouse hovers over it), switch its position on the screen, and more.



Take Screenshots

- To save an image of the entire screen, press and hold the **Command (Apple)** key and the **Shift** key, then press the number **3**.
- To capture only part of the screen, press and hold the **Command (Apple)** key and the **Shift** key, then press the number **4**. Now release all keys and use your mouse to drag a box around the area of the screen that you wish to save.
- To save an image of a specific window, press and hold the **Command (Apple)** key and the **Shift** key, then press the number **4**. Release all keys and press the **spacebar** once.