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Getting Familiar with Mac OS
Introduction: MAC (Mackintosh) is an operating system like Windows with significant differences than Windows. Some people find MACs easier to navigate because they are based on iPhones, iPads, and other apple products. MACs are faster to boot and include an attractive graphical interface.

Signing in to the Macs: Students can log on to the Macs using their myNOVA username and password; however, they must type directory\ before their username.

**Mac Desktop**

![Mac Desktop]

Default Applications: The default programs include: Address Book, Calculator, Calendar, Contacts, Face Time, Finder, Launchpad, iTunes, Apple Store, Mail, Messages, Safari, Reminders, Notes, Photo Booth, iPhoto, System Preferences, Trash.

![Default Applications]

Basic Terminology:

**Menu bar**- The top bar with File, Edit, View, Wi-Fi connection, Time, Name, etc.

![Menu bar]

**Dock bar**- The bottom tool bar with most commonly used applications. The dock bar also displays open applications and downloaded documents.

![Dock bar]
**Spotlight** - Also known as the finder tool, is used to search for application and files on the Mac computer.

**Ellipsis:** The light below each application indicates that the application is open and running. The light disappears once the application is closed.

**F-3/Mission Control Application:** Similar to Windows Task Manager, mission control displays a list of all running applications.

**F1 & F2:** To adjust the screen brightness

**F7, F8 & F9:** Audio control options: Replay, Pause, Play, Forward

**F10:** To mute the volume

**F11 & F12:** To adjust the volume

**Taking Screen Shots:**

- Press `command + shift + 4/3:` Your cursor will turn into a plus + sign. Click and drag your cursor to include the area that you would like to take a screen shot of. Upon release, the screenshot image is automatically saved on the desktop.
- To take screen shot of a particular section of an application, press `command + shift + 4 + space bar`.

**Printing from a Mac:** `File menu | Print`

**Minimize/Maximize/Close an Application:** Using the 3 icons located at the top left corner of the application you can:

1. Close the application using 
2. Minimize the application using 
3. Maximize the application using
Copying and Pasting:
1. Select the desired section
2. Press Command + C to copy
3. Press Command + V to paste

Creating a New Folder: Press `shift + command key + letter N` to create a new folder. Click on the folder, and then right click to rename the folder.

iWorks: Similar to Microsoft Office Suite, iWorks Office Suite is used for iOS and OS X operating systems. Page=MS Word, Keynote=MS PowerPoint, Numbers= MS Excel

![System Preferences](image)

The Apple Menu Commands:
The apple menu includes the following commands:

1. **About This Mac**: Displays information about the Mac operating system, serial number, hardware installed etc.
2. **Software Update**: To view and install updates
3. **System Preferences**: Similar to Windows control panel, system preferences is used for changing computer settings and configuration (i.e. user accounts, network settings, mouse/keyboard settings, volume control…)

![Dock](image)

4. **Dock**: This option is used to personalize the dock bar. You can change its position to the right, left, or bottom of the screen.
5. **Force Quit**: Quits all or the selected applications currently running
6. **Shut Down/Restart/Log Out**: Using these commands, you can turn off the Mac, restart, or log out of your account.

![Safari](image)

Accessing the Internet: Use Safari application to browse the Internet. You can maximize the Safari screen by using the 2 gray arrows located on the top right corner of Safari. Alternately, you can minimize the screen using the blue arrows located on the top right corner of the browser.
Opening Applications: Open Launch Pad application from dock bar. Launch Pad displays all the applications installed on the MAC. You can open the application by clicking and dragging it to the dock bar.

Using the Finder: Located on the dock bar, Finder allows you to search for applications, documents, USB drives…

Deleting a Document: Click and drag the document to the Trash located on the dock bar. Open the Trash and click on empty button to empty the Trash.