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Mac OS X Mavericks Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Guide)

Mac OS X Mavericks Introduction

Starting an App (a Program)
Click a button on the Dock, e.g.,



The Dock contains shortcuts to some of the apps a Mac holds on your computer. You can not only click icons, but shortcuts, and a few newly-introduced added to the Dock. See **Adding an App to the Dock**.

Or, use Launchpad to choose from all apps on your computer.

1. [F5] Launchpad is in the Dock. The Dock will show three pages of apps representing all the apps on your computer.
2. Some are page-scrolled. If you see an App icon that you like, click it with the mouse, or use a track with a Magic Mouse. Or, press **⌘-F** or **⌘-H**.
3. Or, to search for an app, type all or part of its name.
4. [Return] to click app's button to launch it.
5. To close Launchpad and go back to the normal desktop, [Esc] anywhere in the background, or press **⌘-C**.

Using the Secondary (Right) Click
The secondary click displays options specific to an item. To use, Right Click. [Right-click] (or the **⌘-C** or **⌘-H**) as if you had a trackball. Then, select from the pop-down list. If you're using a trackball, there's a right button, there are other ways to perform a secondary click.

- Press and hold **⌘** while [Right-click] for the menu.
- If you have a trackball, [Right-click] for the trackball with two fingers at the same time.

Connecting to a Wi-Fi Network

1. Click **Wi-Fi** near the right side of the menu bar.
2. Choose the network you wish to join from the list. If the network is password-protected, 3. Type the password in the Password field of the dialog box. See [Right-click].

To turn off Wi-Fi:
[Click] **Wi-Fi**. For more, see [Right-click].

Opening Files and Folders
Files (e.g., documents, spreadsheets, pictures) and image files will be opened.

1. To access your files and folders, [Right-click] in the Dock to open a Finder window.
2. The Finder window default is to initially show a **F** view, organized by type. To compare to your device folder and/or view your files manually, choose **GO**, **Columns**, or press **⌘-G**.
3. Double-click to open the files or folders, e.g.,

Working with Windows

- **Moving a Window** [Drag] the window by its title bar, including the buttons.
- **Resizing a window** [Drag] any corner or edge of the window toward the center of the window to make it smaller, or away to make it larger.
- **Hiding a window** [Click] **⌘-H** or press **⌘-H**.
- **Closing a window** [Click] **⌘-Q** or press **⌘-M**. A window with a floating toolbar cannot be closed.

Adding a Printer

1. Choose **⌘-P** for **PRINTERS**.
2. [Click] **+** to show your printer from the list.
4. Download printer drivers if prompted. Then click **System Preferences**.

Note: If your printer does not show up in the list, see our full article on adding a printer here: <http://blog.teamlead.com/MacOSXPrinterPrinting>

Using Stacks (newer versions of the Dock)
Stacks are a quick way to access similar folders by using a shortcut on the Dock. The Downloads folder is shown in the Dock as a stack by default, but you can add any folder you wish. Stacks are located near the right of the Dock, next to the stack [Right-click].

1. [Right-click] the button for the stack in the Dock. The contents of that folder will appear above the stack.
2. [Click] the button for any file or folder within that stack to open it.

To add a folder to the Dock as a stack:

1. Select the folder you wish to add using the Finder window **Go** (opening Files and Folders).
2. [Drag] the folder to the Dock.

3. Place the folder next to any of the stacks currently in the Dock, or next to the stack, and release.
Note: Do not place the folder on any of the stacks in the Dock. Doing so will move the folder, not create a stack.

To remove a stack from the Dock, [Drag] the stack away from the Dock, hold for 3 seconds, and release.

Accessing Recently Used Files, Apps, or Servers
Choose **RECENT ITEMS** in the menu bar for quick access to the last 10 files, apps, and servers used. Items are listed alphabetically, not in the order of most recently used.

Switching Between Running Apps or Windows
[Click] the button in the Dock for the app you wish to use.

1. Press **⌘-Tab** to activate Mission Control, which displays every window currently running.
2. [Click] the window you wish to use.

Or:

1. Press and hold **⌘-Tab**. Go to release **⌘-Tab** until step 4.
2. Press **⌘-Tab** to open App Switcher.
3. Press **⌘-Tab** to move to the next app.
4. Release **⌘-Tab** and **⌘-Tab** when the white box is around the app you wish to use.

To switch between open windows in a single app:

1. [Right-click] the app's button in the Dock. Then choose **SHOW ALL WINDOWS**. This displays every window currently running in that app.
2. [Click] the window you wish to use.

Or, press **⌘-~**.

Quitting an App

- Choose the name of the active app in the menu bar, then **QUIT**, e.g., **Safari QUIT Safari**.
- Press **⌘-Q**.
- [Right-click] the app's button in the Dock and choose **QUIT**.

Quitting a Frozen App
Sometimes an app is too busy with its current process to do anything else. Usually the app tries to finish its program with a modal dialog, if not, you may need to quit the frozen user command.

1. Press **⌘-Option-M** (Esc).
2. Choose the app that is not responding.
3. [Right-click] **QUIT**.

Or, [Right-click] the app's button in the Dock, and choose **QUIT** or **FORCE QUIT**.

Adding an App to the Dock
You can move or add apps that are not currently in the Dock for quicker access.

1. Select the folder program, if it is not already in the Dock (including **Between Running Apps**).
2. Choose **GO**, **Files and Folders**.
3. [Drag] the app you wish to add to the Dock.
4. Place the app between two apps already in the Dock, then release.

To add an app that is already running:

1. Apps that are running normally appear toward the right of the Dock. [Right-click] its button in the Dock and choose **QUIT**, **QUIT** in **CONTEXT**.
2. To add it back to the Dock, [Drag] it to where you like.

To move windows from the Dock: [Drag] away from the Dock, hold for 3 seconds, and release. An app that is running cannot be removed from the Dock.

Searching with Spotlight
Use Spotlight to search for documents, folders, apps, and more. Spotlight matches file names and text within files.

1. [Click] **Spotlight** in the menu bar.
2. Type part of the name of a file contained within the document.

Choose from the pop-down list. Or choose **SPOTLIGHT ALL WINDOWS** from the list, and a Finder window containing all search results will open. Note: [Press] any result in the list to see a preview.

Or:

1. Open a Finder window (see **Opening Files and Folders**).
2. Tap and hold **Spotlight** in the Finder window.

The search results appear in the Finder window.

3. [Double-click] the search results to open them. For all recent searching, see <http://blog.teamlead.com/Spotlight-Advanced-Searching>

Keyboard Shortcuts

| | |
|---|--|
| Select All | ⌘-A |
| Copy | ⌘-C |
| Cut | ⌘-X |
| Paste | ⌘-V |
| Exit | ⌘-Q |
| Print | ⌘-P |
| Mac OS Help | ⌘-? |
| Mac OS Help | ⌘-? |
| Close All Windows | ⌘-W |
| Close Window | ⌘-W |
| Close App | ⌘-Q |
| Spotlight | ⌘-Spotlight |
| Forward/Back | ⌘-⏪ / ⌘-⏩ |
| [Right-click] button of Document/Folder | [Right-click] Web/ folder name in Dock bar |

Web Site:

| | |
|-----------------------|----------|
| Open Firefox | ⌘-F |
| Quit Safari | ⌘-Q |
| Print | ⌘-P |
| Light | ⌘-L |
| Move to Trash | ⌘-Delete |
| Open System Window | ⌘-M |
| Open System Panel | ⌘-F |
| Open Apples Folder | ⌘-H |
| Open Downloads Folder | ⌘-D |

Advanced Topics and Where to Find Out More:

- <http://blog.teamlead.com/MacOSXAdvancedPrinting>
- <http://blog.teamlead.com/MacOSXAdvancedSearching>
- <http://blog.teamlead.com/MacOSXCreatingUserAccounts>

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Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Mavericks. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting an App (a Program); Using the Secondary/Right Click; Connecting to a Wi-Fi Network; Opening Files & Folders, Working with Windows; Adding a Printer. Using Stacks (Folder Shortcuts in the Dock); Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Quitting an App; Quitting a Frozen App; Adding an App to the Dock. Searching with Spotlight; Using Dictation; Using Notifications. Using the File System: Changing Views; Renaming Files or Folders; Sorting Files and Folders; Previewing Files Using Quicklook; Creating a Folder; Selecting Multiple Items; Moving or Copying Files or Folders; Using Tabs in Finder; Quickly Sharing Files or Folders; Creating a Folder; Compressing Files or Folders; Tagging Files or Folders; Deleting Files or Folders; Burning to a CD/DVD. Converting a File to a PDF. Installing New Apps: Finding and Installing Apps in the App Store, Updating OS X & Purchased Apps, Other App Sources. Using the System Preferences; Changing Login Password; Ending Your Computer Session. Includes a List of Keyboard Shortcuts and links to blog posts for more detailed subjects.

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Customer Reviews

I am a power PC user making the switch to Mac. I wanted a quick reference on where to find features and keyboard shortcuts on the Mac, and this product is perfect. If you want to learn what the concepts are, this isn't for you; if you understand the concepts and just need to know where to find the features/shortcuts, this is a great little product.

Concise definitions and easy to read format make this Quick Reference Guide a useful supplemental tool. However, it pays to have a more comprehensive text available just in case the abbreviated reference is just that, viz. abbreviated.

With no other written instructions and other info available, this item served as a guide to basic operations and changes from Mountain Lion until the my "Missing Manual" arrived. Quick receipt of the item was greatly appreciated.

I was a PC user making the switch to Mac. I wanted a quick reference on where to find features and keyboard shortcuts on the Mac, and this product is perfect thanks

As a former Windows user and as a new user of iMac I found this not to be very helpful. One really needs a manual, like one of the "Missing Manual" series.

There are many brief commands in OSx that are easily forgotten if some time has elapsed since last being used. This guide is an easy refresher for those which we know exist, but whose details have slipped into one of those cranial crevices. And, I think most users browsing through this guide will find something new. Enjoy!

As a long time DOS/Windows user, I made the transition to a Mac laptop recently. As somebody earlier said, if you're looking to learn concepts don't buy this. If you understand the concepts already and want to know where to find the features or the Mac keys to use this is great. I took one star off because the card gives links to the producers website with specific URLs (for more advanced tips) and the one I was looking for [Advanced Searching] - came up with an "oops this is a little embarrassing ... try searching with different terms.."

this cheat sheet is the first time that I ever ordered one and found it to be OK, and nothing to write home about. some of the short cuts that they have on there should have been kept in the book. I could have thought of many other short cuts to add to this sheet other than the ones that they show.

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