

iMac: Helpful Information



Apple iMac

➤ Port Information

- 1 Headphone Port
- 4 USB 3.0 Ports
- 2 Thunderbolt Ports
- 1 Gigabit Ethernet Port
- 1 SDXC card slot

➤ **Power** button located at bottom-left

OS Information:

➤ Will be running

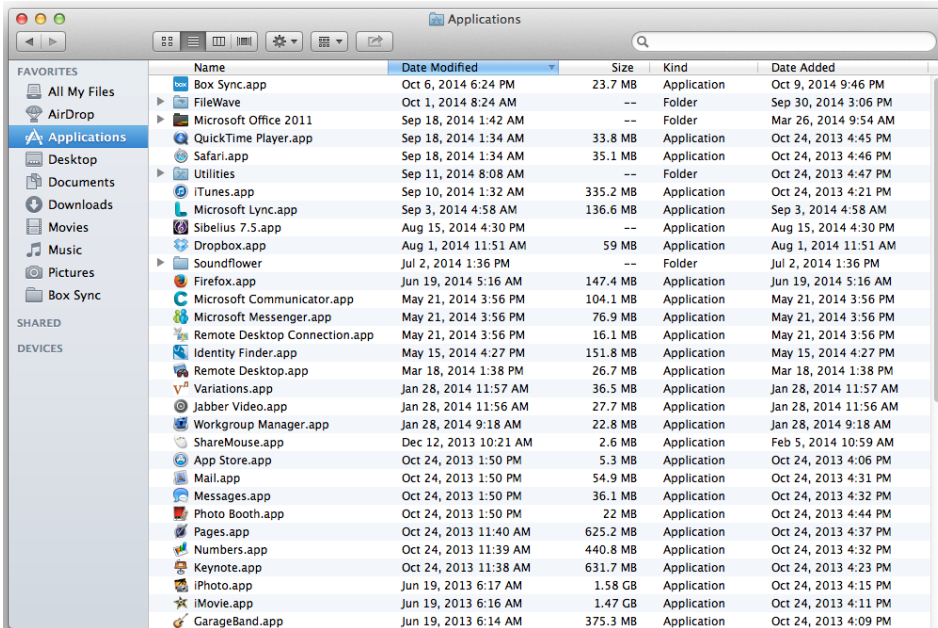
- Mavericks (10.9)
- Mountain Lion (10.8)
- Lion (10.7)

Software Information:

➤ Default Software

- Apple Software
 - Mac Mail
 - iLife Suite
- Office 2011, Lync

iMac Tips: Navigation



Finder



Launchpad

How to Navigate your iMac

There are several ways to navigate around your iMac. We'll highlight a few different ways here. No way is right or wrong, it's all dependent on user preference.

1) Using Finder

You can use Finder to navigate to your applications, files, downloads and devices.

2) Using Launchpad

You can use the Launchpad to quickly see icon representations of your applications. Launchpad resembles the iOS (iPhone, iPad) interface. You can group icons. Click and hold on an icon then drag the icon where you want, or onto another icon to make a group.

Both Finder and Launchpad can typically be found in the Dock. Which brings us to our third navigational tool, the Dock itself. For more information on using the Dock for navigation and how to configure it see page 3.



Finder and Launchpad dock icons

iMac: The Dock

➤ The dock can be customized in many ways

- *Position*
- *Icons*
- *Size/magnification*
- *Visible or Hidden*

➤ To change these settings

- *Apple menu > Dock. This menu is shown in image 1.*

➤ You can quickly change several options from this menu. For a more comprehensive menu:

- *Click "Dock Preferences..." to open System Preferences as seen in image 2.*

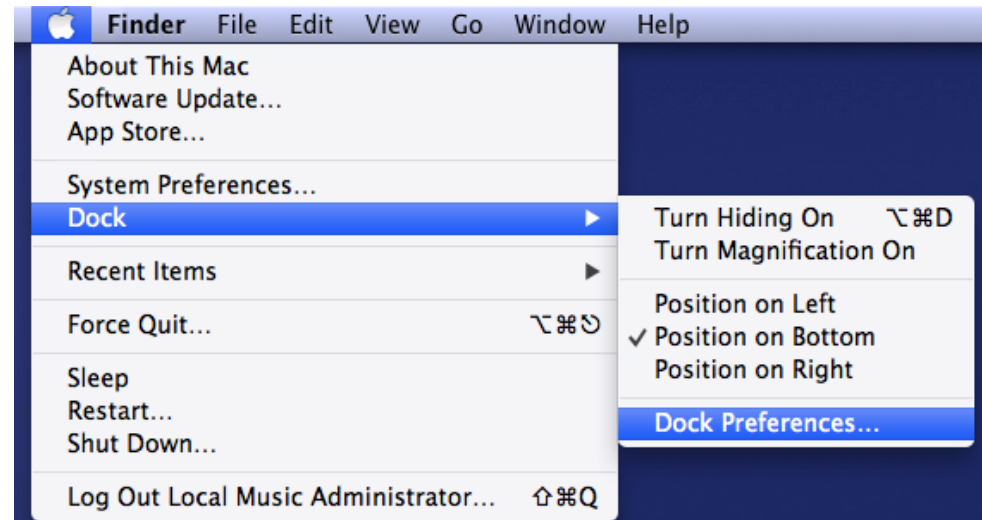


Image 1

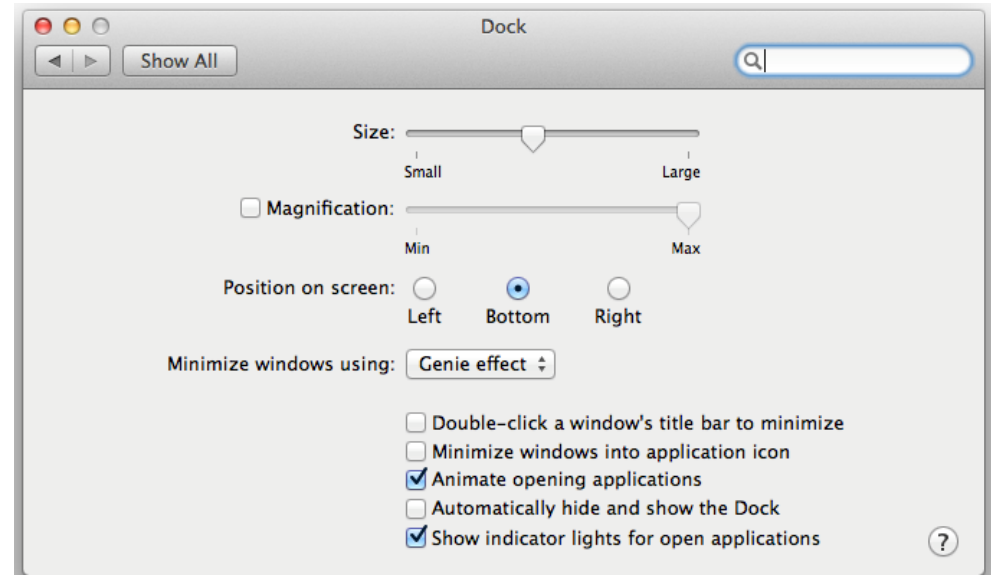
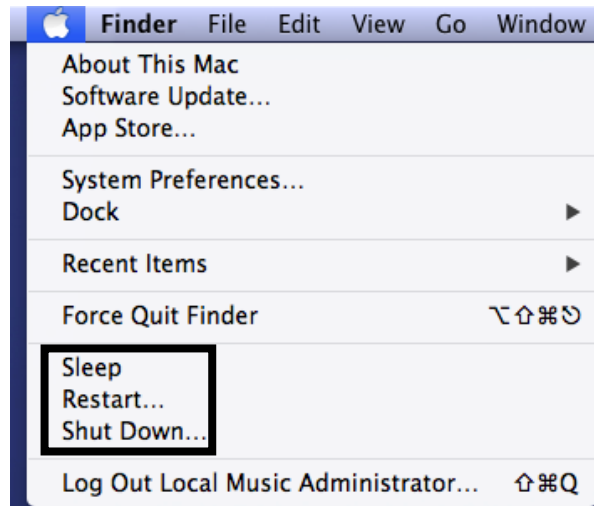


Image 2

iMac: The Apple Menu



Apple Menu

Finder File Edit View Go Window Help

Application Menu – Finder

Safari File Edit View History Bookmarks Develop Window Help

Application Menu – Safari

Using the Apple Menu

The Apple Menu is always present in the top toolbar no matter what application you are using. You can use the Apple Menu to:

- Quickly Restart, Log Off, or Sleep your iMac
- Open System Preferences
- Check for important *Software Updates*
- Find more information about you Mac with *About This Mac*

When not using the computer make sure to log off, as if you do not anyone can access your files.

As mentioned before the Apple Menu is always present and the apple icon will always be in the upper left hand corner.

The application menu will change based on whatever program you are currently using.

The **Finder** menu and the **Safari** menu are different allowing for control of the programs.

iMac: The Dock Continued

At the bottom of this page is an example of a user's dock. Each **light** represents an open application. Unlike Windows, Mac applications do not actually close when the "x" is hit. If too many applications are running at the same time, it could slow you computer's performance.

There are a couple of ways to close an application:

- 1) Right click on the icon in the dock, then click "Quit" in the menu that appears
- 2) In an application's menu bar at the top of the screen (let's use Safari for example) click "Safari" then "Quit"
- 3) Keystroke: Click on a window from the application you want to quit then hold "Option + Command + Q" buttons down to quit the application

To remove an icon from the dock click and hold then drag the icon towards the center of the screen. A little **cloud** should appear, let go of your mouse click and it will no longer be on your dock.



Removing icon from dock

To add an icon simply drag it from your Applications folder in Finder, or drag the icon from the Launchpad to the dock.

The light at the bottom of the Application means it is currently running.

Add folders to the dock for quick access. Included here are:

- Applications
- Utilities
- Downloads

When you hit the yellow "-" sign those windows go here



Example of a user's dock

Using System Preferences

There are a few different ways to get to System Preferences:

- Apple Menu, Finder, Launchpad
- Highlighted are frequently used items
- Some items may be grayed out or require administrator credentials to change

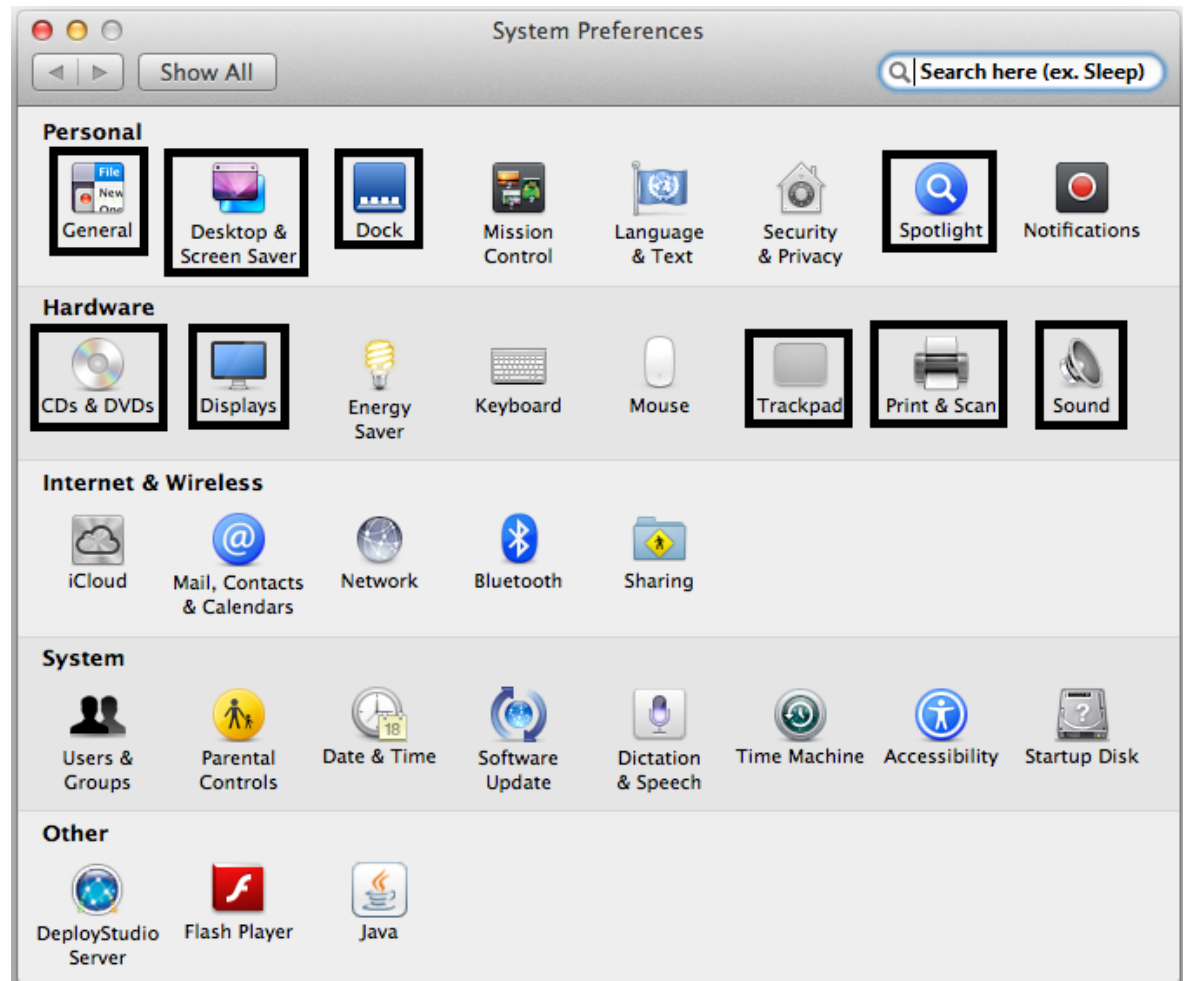
With System Preferences you can tailor your Mac experience to your style.

- Change your background and screen saver, how mouse buttons function, how scroll works, when scroll bars appear, etc.

Using System Preferences you can change your *Sound* and *Display* settings if you have external items (see page 7).

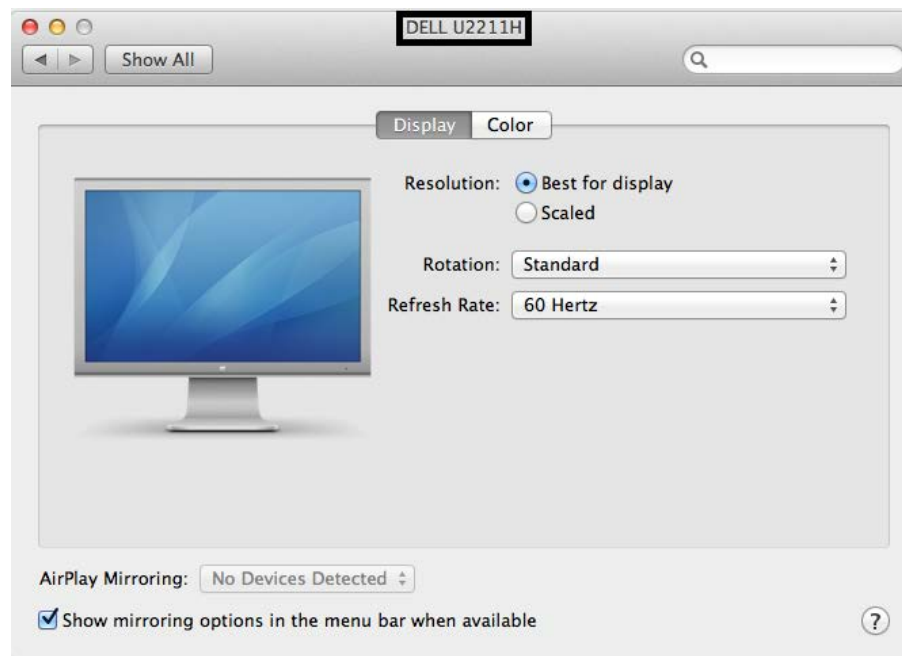
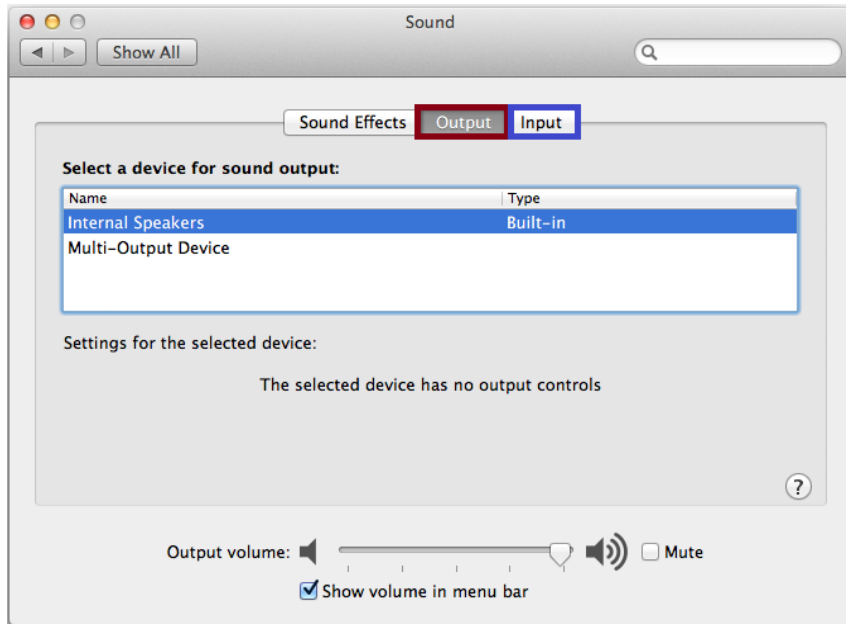
Through *Print & Scan* you can check what printers are installed, pause/resume the printer, check supply levels and print test pages. See page 8 for a more in depth look at the *Print & Scan* settings.

iMac: System Preferences



System Preferences Panel

System Preferences: Sound and Display



Sound and Display

You can quickly change your *Sound* and *Display* options through System Preferences.

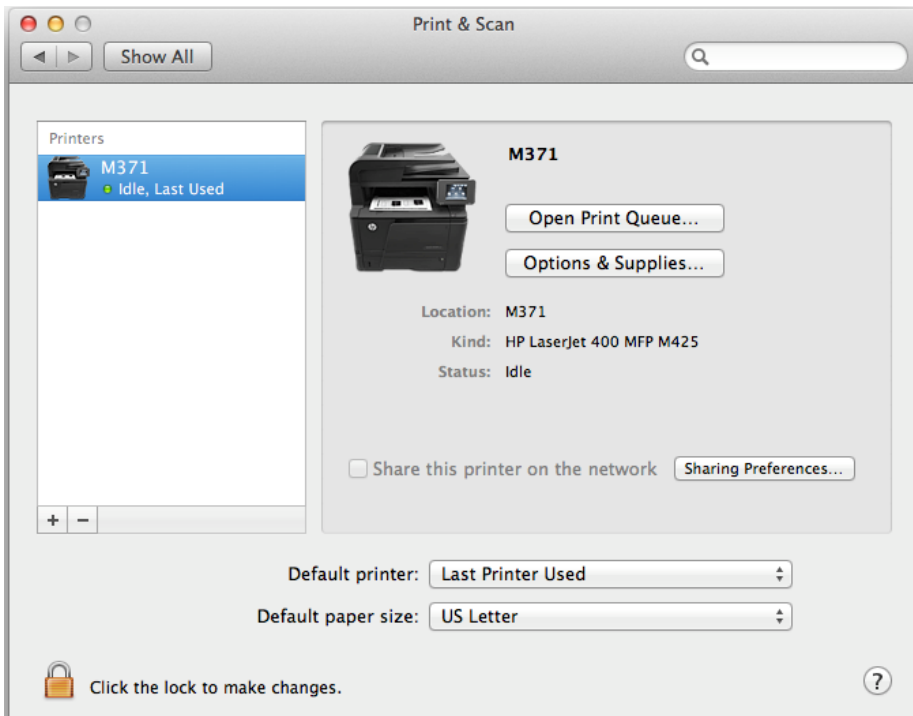
Sound

- Switch between internal and external speakers on the **Output** tab.
- Switch what microphone you're using on the **Input** tab.
- The item highlighted is what the computer is currently using

Display

- Change display settings on each monitor plugged in
- Switch from *mirrored* to *extended*
- Change rotation

System Preferences: Printer



Printer Preferences

Printer Preferences

Get to the Printer Preferences from System Preferences. You will see a list of printers connected to your computer via USB, or through the network. Highlight a printer by selecting it to find out more information on that printer.

- Double clicking will open the *print queue*
- Options and Supplies will open a new menu giving:

- General Information
- Driver
- Supply levels
- HP Printer Utility

Printer Queue

From the Printer Queue you can:

- Pause/Resume the Printer
- Look at Settings
- Print a test page from the top *Printer* menu
- Check job status
- Delete jobs



Printer Queue

Keyboard Shortcuts

Keyboard Shortcuts

Here are some keyboard shortcuts that may be helpful when working on your Mac:

Copy, Cut, Paste

- Command+C: Copy the selected data to the Clipboard
- Command+X: Remove the selected item and place a copy on the Clipboard
- Command+V: Place a copy of (paste) the Clipboard contents into the current document or application

Taking Screenshots

- Command+Shift+3: Capture the screen to a file
- Command+Shift+Control+3: Capture the screen to the Clipboard
- Command+Shift+4: Capture a selection of the screen to a file, or press the spacebar to capture just a window
- Command+Shift+Control+4: Capture a selection of the screen to the Clipboard, or press the spacebar to capture just a window

Keyboard Shortcuts

Application Shortcuts

- Command+A: Select all items or text in the front most window
- Command+Z: Undo the previous command
- Command+Option+esc: Choose an app to Force Quit
- Command+Shift+Z: Redo, puts back last change made with Undo
- Command+Tab: Move forward to the next most recently used app in list of open apps
- Command+P: Print document
- Command+S: Save document

Text Shortcuts

- Command+B: Bold the selected text or toggle bold text on or off
- Command+I: Italicize the selected text or toggle italic text on or off
- Command+U: Underline the selected text
- Command+Shift+Right Arrow: Select text between the insertion point and the end of the current line
- Command+Shift+Left Arrow: Select text between the insertion point and the beginning of the current line
- Command+Shift+Up Arrow: Select text between the insertion point and the beginning of the document
- Command+Shift+Down Arrow: Select text between the insertion point and the end of the document