

Program Outline

AppleSiders of Cincinnati
Macintosh Users Group



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Note: These are my notes for the meeting. Everything is not fleshed out, but some things are and there are a few things I didn't get to mention at the meeting. I offer them for what they are worth to you.

Keep in mind that there is almost always more than one way to do something on a Mac.

Some Terms:

Finder, Browser, DeskTop, Menu Bar, Trash Folder, (icon), Dock, Apple Menu, Pointer or Cursor, Mouse click, double-click, right click (Control-click), Insertion Point, Scroll, Scroll Bars, Save, Open, Save As, Print, Keyboard commands. **(See Information Tab on AppleSiders web site).**

Keys:

Shift, Command, **Option**, Control, Delete, Escape, Arrow Keys, Function, Top Row special function keys.

Main Hard Drive (Boot Drive) - If you have your hard drives set to show up on your DeskTop, your main internal hard drive will appear in the upper right hand corner of the screen usually the top most icon. By default it is called Mac HD. Double-click it this icon and you will see about a dozen items. The only one you should usually deal with is the one called Users. Open this folder and look for a file that has a little house for an icon. This is your user account for this Mac. There may be other user accounts but yours is the only one with a house icon. Open the house icon and you will see other important folders. Applications, Documents, Downloads, Music, Pictures and more. This is where all these items really live. However you won't and shouldn't normally access the items from here. In the normal course of working with your Mac and these files you will access and work with these files through other applications. On rare occasions you may need or want to know where these files really are, at least as far as the Mac Finder is concerned.

Do not mess with the other folders and files you see in the Mac HD base level.

Desktop - Try to keep most files off your DeskTop. Of course it is handy and useful to have some there, but try to keep most of the ones on the DeskTop in Folders. The reason is because the DeskTop is really just a special folder that the System has to keep constant track of all the time you are using your Mac. It has to redraw the DeskTop as you open and close windows and all this takes processing power, power that could be used for other things.

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Where is that File, Where is that Application on my Mac? - One thing most new users of computers have trouble with is what happened to the file I just saved or downloaded. Since the earliest days of computers there has been some sort of file system. (Apple is trying to eliminate the file system, we will maybe get to that later.) We of course are going to deal with Macs and Macs use a special program called the **Finder** to all users to keep track and connect with the files on the Macs hard drive(s), CD/DVDs, Flash drives and external servers. So here is how it goes:

Downloads Folder - files that you download from the internet are by default (set by the OS when you first get your Mac) to be saved to the Downloads folder. You may access this Downloads folder in several ways. One is to go to your Dock. On the right side you should see a folder with a down arrow on it. This is the Downloads folder. Open it and all your downloads will be there unless you saved the files somewhere else. Another way is to go to the Go Menu in the Menu bar and click the Downloads Folder item or type Option-Command-L.

Applications Folder - all the software that you use to do things.

Utilities Folder - software you use to modify software or hardware.

Documents Folder - the default place where all the files you create and save are stored.

DeskTop - Your DeskTop

Side Bar - The Side Bar on the left of most open windows allows you to quickly access many useful things.

Trash Can - Don't store items in the trash can that you don't really want to delete. Create a Temp or Hold folder and put items you don't want, but feel you might still need into these folders. Your Trash Can should be empty 99% of the time.

Menu Bars - Lots of programs can put their icon in the menu bar where it is very handy to get to. Of course you can get too many items in the menu bar and when you do they won't all display depending on the size of your screen. When this happens you can remove some items or use another little App. To help. The one I use is called BarTender <<https://www.macbartender.com>>. It costs \$15.00 and has a free trial. It allows you to put many menu bar items into one icon which when clicked opens a sub-menu bar. Cool.

Dock - The Dock can be put on the bottom, the default position or on the left or right side of the screen. It can also be easily set to appear when you move the pointer over it and then disappear when you move the pointer away from the dock area. This is very useful with smaller screens on laptops. You can set the magnification to make items easier to click on.

Drives, CD/DVDs, Flash Drives, and Servers on the DeskTop - The default on OS X is to not display these items. Long time Mac users have been used to these items always being on the DeskTop. They can be again with a simple setting change. From your DeskTop, go to Finder, Preferences, General and click the items you want to show up on your DeskTop. These settings will stay selected through shut downs and restarts. Usually they last through updates of the System, but may not on complete upgrades of the OS.

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Date and Time - The date and time can display in the menu bar and you have some control over how they display. Third party software can give you more options for a small fee. Go to the Apple Menu and choose System Preferences. Click Date and Time. Click the Clock Tab. Click the box next to show date and time in menu bar. Then select the options you like from the setting below.

Notifications - The last item in the menu bar all the way to the right is notifications. This is fairly new to the Mac OS. You can turn these off if you want. However they can be useful. Let's look at it.

Apple Menu - Preferences, Sleep, Restart, Shutdown, Log Out, Apple Store.

File > Compress - Reduce file sizes and pack files for emailing.

How to Launch Applications - Spotlight, LaunchBar

How to Open Files - Usual way is to double-click the file. Best way, or if double-clicking doesn't work is to launch the application and chose Open from the File menu. Will always work unless the file itself is damaged.

PDFs - Portable File Format. PDF files can and should be used when ever you want to give highly formatted files with text or text and graphics to others. The ability to read and write PDF files is built into OS X. Just double-click a PDF on your Mac and it will open. The Preview application can read and write PDF. You can should download the free Adobe Acrobat Reader program from Adobe. To convert almost any file you create on your Mac, just choose Print (Command-P) and at the bottom of the print dialog box you will see a button labeled PDF. Click it and you will get a drop down menu, the choice you want is Save as PDF. Choose it and you will be given the options to name the file and where you would like to save it.

PDF files are very useful and desirable for the following reasons:

1. They keep all the formatting and even the fonts the same no matter if the recipient has the same application or fonts or the same System version or even the same operating system.
2. They, for the most part, cannot be modified by the recipients, so you don't have to worry that someone else has messed up your documents.
3. When printed via a printer the documents will look the same way as you created them.
4. Professional printing companies will often require that you supply documents in PDF format for printing.
5. PDFs can be locked so no one can print them and even password protected so no one can even open and read them without the password.

All PDFs and **not created equal**. There are different quality levels for PDFs. A PDF is more like a graphic file than a text file, but it is neither and at the same time both. While the Mac OS creates middle quality PDFs that are good for many things, you need other software to tap all the capabilities of PDFs. Adobe Acrobat and Distiller for one, the best, but there are others not quite as featured but less expensive.

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Viewing and Downloading PDF in a browser - Some people get tripped up when trying to view a PDF in the browser they are using or how to download the PDF. This in part depends on the browser you are using. Apple's browser and the default browser is Safari.

Application Folder and Applications - Go Menu, Applications or Shift-Command-A will open the Applications Folder. This where all your Applications are stored and accessed. When an Application is launched it will put its icon in the Dock. When you quit the application its icon will be removed from the Dock unless you tell it to stay in the Dock or place it there. He is how...

Spotlight - Spotlight is a search and more utility found in the menu bar on the right side. Its icon looks like a magnifying glass. You can use it to search for and find files and applications on your Mac and attached devices and the web. You can also launch applications with it.

KeyBoard Shortcuts & How to Change Them - Apple Menu, System Preferences, Keyboard. Mostly leave them alone, only change ones you need to. How to type keyboard shortcuts.

System Preferences - Lots of stuff in System Preferences.

Contextual Menus - Invoked by a right (Control) click or two finger and click on track pad. Shows actions that can be performed at this time and place.

Services - add ons mostly by third party software to perform certain functions. The menu of Services is found under the application name menu. Some services can be invoked by keyboard commands.

Main Apple Applications - Apple installs several applications with each System. It used to and still may vary depending on which Mac model you purchase. However everybody gets: Mail, Safari, Calendar, Contacts, iTunes, Utilities Folder

Low cost but powerful **Apple applications**:

Pages (word processor), Numbers (spreadsheet), Keynote (presentation) iMovie (editing movies), Garage Band (recording music and editing it.).

Utilities - There is a utilities folder inside the Applications Folder. Utilities are really just applications, but they are usually tools to adjust software and sometimes hardware. Lets take a quick look... Shift-Command-U. There are several utilities here but we are only going to look at a few at this time.

Disk Utility, AirPort Utility, KeyChain Access, Migration Assistant.