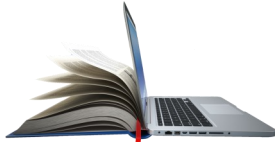# NEED MORE HELP?

BOOK A LIBRARIAN
Book a Librarian is a free service to Glencoe Public Library patrons. Patrons may make an appointment for individual
assistance and instruction on how to use library resources and services. Visit Glencoepubliclibrary.org for more information.

DEVICE ADVICE
Got a new device and need help setting it up? Questions regarding features or a new App? Visit our all new drop-in Device Advice sessions. Feel Free to bring in your laptop, tablet, or mobile device so we can help you learn the in's and outs. Check our calendar for dates and times.

TECH HELP
Staff offer basic computer assistance, including navigating online forms, creating documents, and finding websites.

GLENCOE ACADEMY
Find online tutorials and classes about the various technologies available at the Glencoe Public Library. Check it out at http://www.glencoepubliclibrary.org/digital-content/glencoe-academy

LAPTOP CHECKOUT
Any Glencoe resident, 14 years of age or older, with a valid library card can check out a laptop from the Reference desk to use in the library for 2 hours. The devices are loaded with Windows 10, Adobe, Microsoft office, Skype and more!

LYNDA
Looking for more tutorials? Use the online resource Lynda.com. Ask a librarian at the reference desk for more details.

lynda.com

GLENCOE PUBLIC LIBRARY

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Glencoe Library Guidebooks:
Mac Basics

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Email the Reference Desk at gckref@glencoelibrary.org with further questions

CONTENTS

MAC BASICS	

ADDITIONAL RESOURCES

- **Apple's Own Mac Basics Tour!** https://www.apple.com/support/macbasics/

Apple has a step-by-step interface tour available on their website. While not videos, the tours offer in-depth guidance on an increasingly wide array of subjects and feature photo-guided instruction.

- **Casserly, Martyn. "PC Users' Guide to Using a Mac." Macworld. 01 July 2015.** http://www.macworld.co.uk/how-to/mac/pc-users-guide-mac-how-do-things-3470332/

Online resource Macworld published a quick "Top 10" guide back in 2015 for PC users switching to Mac operating systems. While this article does not offer as wide a breadth of instructional content, it does offer a quick-and-easy guide to Macs from the perspective of a PC user—and explains Macs in PC terms!

- **wikiHow: How to Begin Using a Mac** http://www.wikihow.com/Begin-Using-a-Mac

Speaking of quick-and-easy, this wikiHow article on Mac usage is just that. The article goes though Mac terminology, the basics (like signing in, right clicking, minimizing and maximizing windows, force quitting on a Mac, and more!).

- **Here are titles available on the Glencoe Public Library shelves:**

    1. *Teach Yourself Visually OS X El Capitan* (2016) (004.165 MCF)

    2. *OS X El Capitan for Dummies* (2016) (004.165 LEV)

    3. *MacBook for Dummies* (2016) (004.165 MACBOOK CHA)

    4. *Switching to the Mac* (2015) (005.446 POG)

   5. *MAC Basics in Easy Steps* (2013) (004.165 PRO)

WORKING WITH FINDER
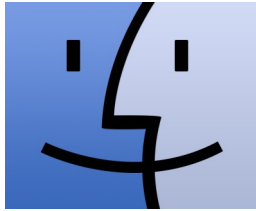
Finder will be the first thing displayed when your Mac has finished setting up. Finder is a gateway to all other elements on your computer and operates as both an organizer and search tool.

Finder has its own toolbar displayed on the right of any open documents window. Toggling any of the Location Folders within the far left will open an accordion towards the right with what folders, applications, or documents are contained within the Location Folders.

Moving, resizing, and minimizing/closing a window: To move a window, click on the window's top most area and drag it to where you want. To manually resize a window, drag in or out on the window's edges.
The green dot ➕ in the upper-left of a window is the maximize button.
The yellow dot ➖ is the minimize window button.
The red dot ❌ is the close window button.
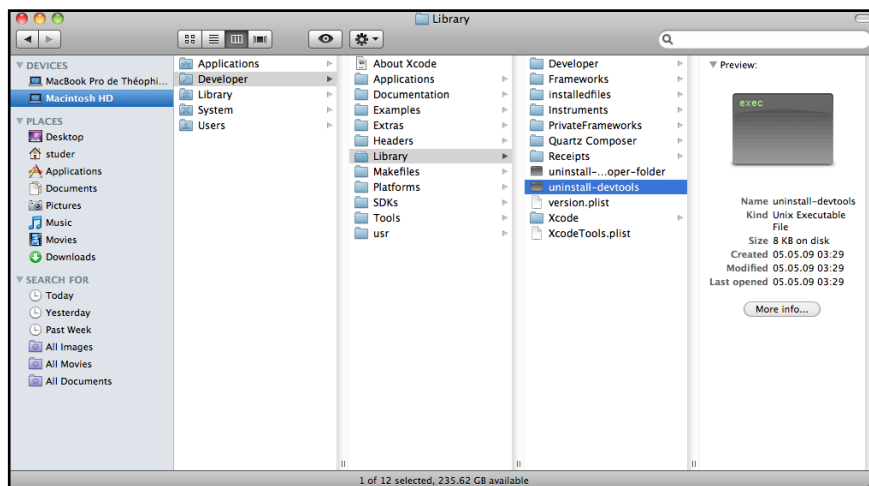
Apple Support: Get to Know Finder on Your Mac: https://support.apple.com/en-us/HT201732

TERMINOLOGY

|	
Menu Bar	This is the bar at the very top of the screen. The Apple icon at the left; to the right of it will be the name of an open Application and its control menu with items such as File, Edit, View, Help, etc., displayed within. The Menu Bar may vary when an application is open.
Dock	The Dock is the bar along the bottom (default) of the screen that holds applications, documents, and more.
Finder	Finder is the first thing shown when the Mac starts up. Finder allows users to locate and organize their files, much like the My Computer folder on PCs.
Command Key	
Apple ID	Users may need to register their Apple Computers with their Apple IDs, especially when using iTunes, iMessaging, or FaceTime while on the computer.
Bluetooth	Bluetooth is technology used to wirelessly transmit data between multiple devices. There is typically a "pairing" process between devices in order to transmit information.
Trackpad	This is a square area on the Mac that takes the place of a traditional computer mouse. Trackpads can come with buttons on the bottom left/right, or, on newer Macs, the bottom left/right act as the buttons of a mouse.
Ports	There are ports on Macs (excepting the 2016 MacBook) where external devices can be attached using such things as a USB, Ethernet, etc. cords.
Window	An area that displays information for a specific program.
Monitor	A display for images and software.
Hardware	The touchable components of a computer.
Software	The programs used to complete tasks with a computer.
Flash Drive	A pocket-size data storage device for saving electronic files.
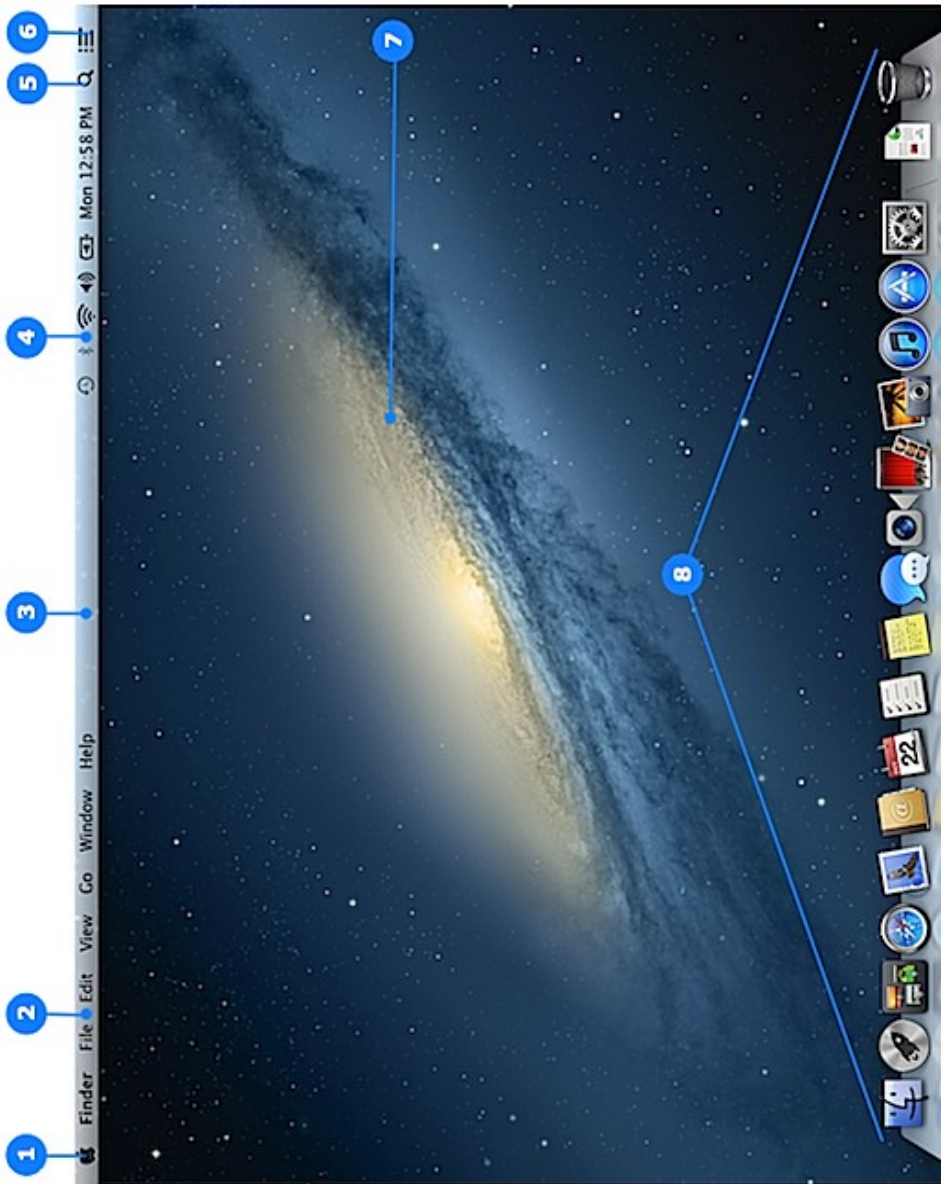
Image from: Apple Support, Mac Basics: Desktop

SETTING PREFERENCES

HOW TO PERSONALIZE YOUR PREFERENCES

Just as users can organize folders, users can also organize—and personalize– their computer! **System Preferences** are available from the Apple Menu (Apple icon in upper left) or via the gear icon on the Dock.

System Preferences offers control over screen resolution, keyboard, mouse, sound, printer settings, account settings, privacy, and more.

Users can quickly locate a desired setting by typing keyword(s) into the search field on the upper right.

THE DOCK: INTRO AND PERSONALIZATION

The **Dock** is one of the main elements of the Mac operating system design and display. The main function of the Dock is organization. The Dock comes with a pre-established set of applications, folders, and programs, but users can personalize what is and is not on the Dock as desired.

To remove or add an item to the Dock, simply drag the app or document icon to or from the Dock. When removing an item from the Dock, this item is NOT deleted—it is simply no longer a Dock shortcut.

If you **minimize (yellow button in upper-left)** a window or application, the window/application is pulled down into the Dock and held there until clicked to bring up again. To close a window, click the red button on the window field.

Right Clicking on the Dock will give the option of Dock Preferences. In Dock Preferences, users can choose to Magnify the Dock Icons, relocate the Dock to a different location on the Desktop, and will also allow users to choose effects applied to windows when minimized.

The Dock is a great organizational tool, but users can also utilize the Desktop to store programs and files.

The **Trash** icon is also featured on the Dock. Any document that has been deleted or that a user drags to the icon will be located within Trash.

Clocking on the Trash icon will open Trash so users can see what is to be removed. Selecting "Empty Trash" within the open file will clear the documents within Trash; right clicking on the icon and selecting "Empty Trash" will also clear data.

The *Mac* Desktop

Desktop Computer	A computer with a monitor, keyboard, and processor. The Mac Desktop, unlike a PC Desktop, has the monitor and processor in one.
Laptop	A computer with monitor, keyboard, and processor in one.
Tablet Computer	A device with all of the computer components in one unit, used for quick and mobile access to computing. Ex: iPad.
1. Apple Menu	The Apple Menu will be at the top left of the Mac's Desktop display and will remain there on top of any open program. The Apple Menu houses the Command Functions: Access Software Update, System Preferences, Sleep, Shut Down, and more.
2. Applications Menu	The Applications Menu will contain the menu for the application a user is currently using. The name of the Application in-use will appear next to the Apple Menu.
3. Menu Bar	Contains Apple Menu and active App Menu on left, the Status Menus, Spotlight/Search Icon, and Notification Center Icon on Right.
4. Status Menu	The Status Menu is made of multiple icons showing the date, time, computer status, Wi-Fi status, and gives control of certain features (volume, Bluetooth, etc.).
5. Spotlight Icon (Search)	The Spotlight search field is indicated with the magnifying glass. Clicking on it will open the search where users can search for anything on the Mac.
6. Notification	Clicking the Notification Center will show a consolidated view of users' iMessages, Calendar, Mail, Reminders, etc.
7. Desktop	This is where users' application windows will appear. Users can add shortcuts, save documents, and more on the Desktop.
8. The Dock	The Dock allows for quick access to frequently used applications, folders, and files. The Trash is also here.

DIGGING DEEPER

Think of the **computer** like an office. You, the **user**, are the manager of the office.

The **operating system** is your secretary. It ensures that everything needed to run the office goes smoothly. The operating system is always at work, but does not bother you with every last detail.

Hardware is all your office supplies. There are many supplies needed to run an office and you will use some of them, but your secretary (operating system) handles the rest.

Software are the processes and communication in your office. You might dictate a memo, receive phone messages from your secretary, or ask employees to complete tasks. This is how software works. Giving commands (such as a mouse-click or typing on the keyboard) tells the computer what to do and what to process, but without software none of that will happen.

Hard drives are the file storage of your office. There is only so much space in each filing cabinet to hold files and folders of data and information. Eventually you will reach the limit and have to move the files elsewhere or get more storage space.

Memory acts as your employees. There are only so many employees in your office and they can only handle so many tasks at one time. The only way to start new tasks or increase productivity is to complete or stop older tasks or get more employees (expanding memory).

UNIVERSAL SYMBOLS

Power	The power symbol is found on power buttons with desktop computers, laptops, and some phones and tablets. Often the button is accompanied by a small light indicating if the device is on or off.	
USB	The **U**niversal **S**erial **B**us symbol indicates a USB port for devices that work with computers (such as keyboards and mice). Its name comes from the fact that it is a very versatile technology that can be used with a very wide array of devices.	
Wireless	The wireless symbol indicates wireless internet, or WiFi, connectivity. It is used to indicate when wireless internet is available and/or currently connected.	
Bluetooth	Bluetooth is a form of wireless connectivity for peripheral devices such as mice, keyboards, headphones, speakers, or even printers. Unlike the wireless symbol, this does not indicate wireless internet connectivity.	
Apple	The Apple Menu appears on Apple based computers and laptops. It is used to quickly access the start menu/system preferences.	
Command (Apple)	The command key is an Apple based control icon located on all Apple keyboards. It is used to quickly access command functions.	
Save	The save icon indicates saving data to a file. Existing files will be overwritten with new data changes while new files are created when a file is not currently being edited.	