Keyboard  Below is a typical Mac keyboard. You’ll notice a few differences from a typical Windows keyboard, most notably the Command key (⌘). Although the Control key functions the same on both keyboards in most apps (for keyboard shortcuts), Apple recommends using the Command key for this function, e.g. Command + C for copy or Command + V for paste. If you don’t regularly use keyboard shortcuts, no need to worry about the Command button! Also on the Mac keyboard is the Fn key, used in combination with the function keys (F1-F12). Certain applications may use these in a traditional sense but their predefined functions are (L-R):

- Brightness (F1 and F2): decrease and increase brightness of the screen.
- Mission control (F3): view all open windows.
- Launchpad (F4): view all apps on your MacBook.
- Keyboard illumination (F5 and F6): decrease and increase brightness of the keyboard.
- Media (F7, F8, and F9): rewind, play/pause, and fast-forward songs, movies, or slideshows.
- Volume (F10, F11, and F12): mute, decrease, and increase the volume of sound.
**Trackpad**

The trackpad is used just like the touchpad on any other laptop, but it also has a few very useful features, listed below. The most important gesture to take note of is the *secondary click* (right click if using a regular mouse), performed by clicking or tapping with two fingers.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Press anywhere on the trackpad. Or enable “Tap to click” in Trackpad preferences, and simply tap.</td>
</tr>
<tr>
<td>Force click</td>
<td>Click and then press deeper. You can use Force click to look up more information—click a word to see its definition, an address to see a preview in Maps, and more.</td>
</tr>
<tr>
<td>Secondary click (right click)</td>
<td>Click with two fingers to open shortcut menus. If “Tap to click” is enabled, tap with two fingers.</td>
</tr>
<tr>
<td>Two-finger scroll</td>
<td>Slide two fingers up or down to scroll.</td>
</tr>
<tr>
<td>Pinch to zoom</td>
<td>Pinch your thumb and finger open or closed to zoom in or out of photos and webpages.</td>
</tr>
<tr>
<td>Swipe to navigate</td>
<td>Swipe left or right with two fingers to flip through webpages, documents, and more—like turning a page in a book.</td>
</tr>
<tr>
<td>Open Launchpad</td>
<td>Quickly open apps in Launchpad. Pinch closed with four or five fingers, then click an app to open it.</td>
</tr>
<tr>
<td>Swipe between apps</td>
<td>To switch from one full-screen app to another, swipe left or right with three or four fingers.</td>
</tr>
<tr>
<td>Show Desktop</td>
<td>Quickly show the desktop. Spread open with four or five fingers.</td>
</tr>
<tr>
<td>Mission Control</td>
<td>Quickly show all open and unhidden windows and desktops on a single screen. Swipe up with three fingers.</td>
</tr>
<tr>
<td>App Expose</td>
<td>Quickly show all open and unhidden windows for the currently active application. Swipe down with three fingers.</td>
</tr>
</tbody>
</table>
OS X (Oh Ess Ten)

Let’s start with some comparisons...

Type of computer:

Apple laptop (MacBook)  Is equivalent to  Most other brand of laptop (Asus, Dell, HP, etc.)

Operating system:

OS X operating system  Is equivalent to  Microsoft Windows operating system

Version of operating system:

OS X El Capitan  Is equivalent to  Windows 10

So referring to OS X El Capitan is like referring to Windows 10 — it’s the latest operating system for Mac computers just like Windows 10 is the latest operating system for most other computers.
Desktop

Next, let’s look around at the features of the OS X desktop...

- The Apple menu ( ישראל) is always the first drop-down item on the menu bar. It is dedicated to managing features of your MacBook.
- Menu bar: the left side contains the currently focused application’s menus as well as menu extras.
- Connect to Wi-Fi here.
- Software and system updates will appear here. It’s also a good idea to keep the App Store icon in the Dock, where you will also receive notifications.
- Quickly locate a wide variety of items on the computer, including documents, pictures, music, applications, and System Preferences, using Spotlight. In addition, specific words in documents and in web pages in a web browser’s history or bookmarks can be searched.

- Force Quit is used to close unresponsive applications. Its Windows equivalent is Ctrl+Alt+Delete.
- The Dock is used to launch applications and to switch between running applications. To add icons, drag from Launchpad (F4). To remove, drag from Dock to desktop until “Remove” appears.
- The spinning wait cursor (aka the Rainbow Wheel of Death) is used to indicate that an application is busy. If it does not disappear within a couple of seconds, try a force quit (see above).
- Finder is the Mac version of Windows Explorer. It is used to find and organize your files, disks, and network volumes. It cannot be removed from the Dock or completely quit. It is easily searchable from the top right-hand corner of the Finder.
- The trash is the Windows equivalent of the Recycling Bin.

USB Flash Drive

When a USB flash drive is inserted into your MacBook, an icon will appear on the desktop. Double click the icon to access your files in the Finder. To safely remove the drive, double click the icon and from the devices section on the left-hand side of the Finder, click the eject icon to the right of your drive’s name.
Mission Control

Use Mission Control to view all open windows. Activate Mission Control by pushing the button, swiping up on the trackpad with three fingers, or clicking from the Dock.

Launchpad

Use Launchpad to view all apps on your MacBook. Activate Launchpad by pushing the button, pinching on the trackpad with four fingers, or clicking from the Dock.
Dashboard

Dashboard provides access to several fun and functional mini applications called widgets. These widgets give you quick access to your contacts and events without having to open up an app. Click the Dashboard icon in the Dock or swipe from left to right with three fingers on the trackpad. The screen on the left is a view of the Dashboard. To find more widgets click the plus sign in the bottom left corner of the Dashboard. The screen on the right shows the built-in widgets available, and clicking “More Widgets…” will take you to even more on Apple’s website.

Quitting Applications

Unlike closing programs in Windows, OS X applications don’t quit when you close the last open window. So clicking on the X in the upper left corner of the window doesn’t completely shut that application down. To completely close an application, click on its name next to the Apple icon () and select “Quit” at the bottom of the menu, e.g. to quit Safari, you would choose Safari > Quit Safari.
Windows (not the kind) When a window is minimized, it shrinks down to an icon in the dock next to the trash. When it is maximized, it takes up the full screen and hides the menu bar. To find the menu bar again and un-maximize the window, hover your cursor at the top of the screen. To make a window as big as possible without hiding the menu bar, hover your cursor in any corner until the cursor turns into ➧ then drag to fill the screen.

Installing Third-Party Apps Apple has a list of approved third-party apps that can automatically be downloaded to your MacBook (e.g. Firefox, Chrome, Adobe Flash Player). Download the app from the vendor's website, then open the file from the Finder (usually found in the Downloads folder). The Installer will open; double click the app's icon to begin. Follow the directions to complete installation. For some apps, you will be asked to drag the installed app’s icon to the Applications folder, as shown below—no need to leave the Installer, just drag the app’s icon to the Application folder icon. After installation, click the eject icon next to the app’s name in the devices section of the Finder (same process as removing a USB flash drive).
Setting up iCloud

iCloud is used to store various data on remote servers, to share and send data to other users, and to manage devices if lost or stolen. To begin setup, choose System Preferences from the Apple menu (). Click iCloud, enter your Apple ID, and select the services you’d like to enable.

apple.com/icloud/setup/mac.html

If you don’t know your Apple ID, open the App Store and in the menu bar go to Store > View My Account. Click here to reset your password.

For additional help with iCloud and/or Apple ID go to:

apple.com/icloud/setup/mac.html

and

support.apple.com/en-us/HT201354a
OS X Apps

Every Mac comes with a collection of great apps for things you do every day. It even comes with the Mac App Store for finding new apps. Below are just a few of the apps you might use the most as well as some specialty apps to do things you never knew you could.

**Safari:** the default web browser for Apple devices. Apple users may also download a number of other browsers for using the Internet.

**Preview:** the image and PDF viewer of the OS X operating system. It enables users to view and print digital images and PDF files.

**iTunes:** the default Apple media player used to play, download, and organize digital audio and video (as well as other types of media available on the iTunes Store).

**Photos:** the default photo management and editing application. Use iCloud Photo Sharing to share photos with others.

**iMovie:** a video editing software application. Browse your video library, share favorite moments, create beautiful movies, and watch them on all your devices in iMovie Theater.

**GarageBand:** a digital audio workstation that allows users to create music or podcasts. Its creation system enables users to create multiple tracks with pre-made MIDI keyboards, pre-made loops, an array of various instrumental effects, and voice recordings.

**Pages:** Apple’s word processor app, included in the iWork productivity suite.

**Numbers:** Apple’s spreadsheet app, included in the iWork productivity suite.

**Keynote:** Apple’s presentation software app, included in the iWork productivity suite.
System Preferences

The settings for your MacBook are easy to access from the Apple menu () or from the Launchpad (F4). You are also able to add System Preferences to the Dock from the Launchpad. If you’re not sure what category a certain setting is in, you can use the Search box in the top right-hand corner of the window.

- Set hot corners from Desktop & Screen Saver. Hot corners allow you to set up each corner of your screen to trigger an event whenever you mouse over it, such as start the screen saver or display Mission Control.
- Adjust power settings in the Energy Saver category.
- In OS X there is no Print Screen button for taking screenshots. Instead, there are four options for taking screenshots. To make this setting as close to the Windows setting as possible, go to Keyboard > Shortcuts > Screen Shots and uncheck all boxes except the first. Then, click on the symbols on the right-hand side to make the screen shot shortcut any combination of keys you’re likely to remember.

- Turn on or off some or all the trackpad settings from page 2 in the Trackpad category.
- Install printers and scanners.
- Manage items that automatically load at login from Users & Groups > [your account] > Login Items > +