Introduction to your Mac OSX First steps

The Apple desktop has not changed much since its first introduction in March 2001. This does not mean that it has not been enhanced and developed.

The Dock is Apple's way of organizing the user's Mac OS X applications and frequent folders. Do take a short time to customize it to your needs.

The Menu Bar on the top has, from left to right, the Apple Menu, the Application Menus and the Menu Icons on the top right hand corner. Drag in applications you use, lift up and remove what is seldom used. You
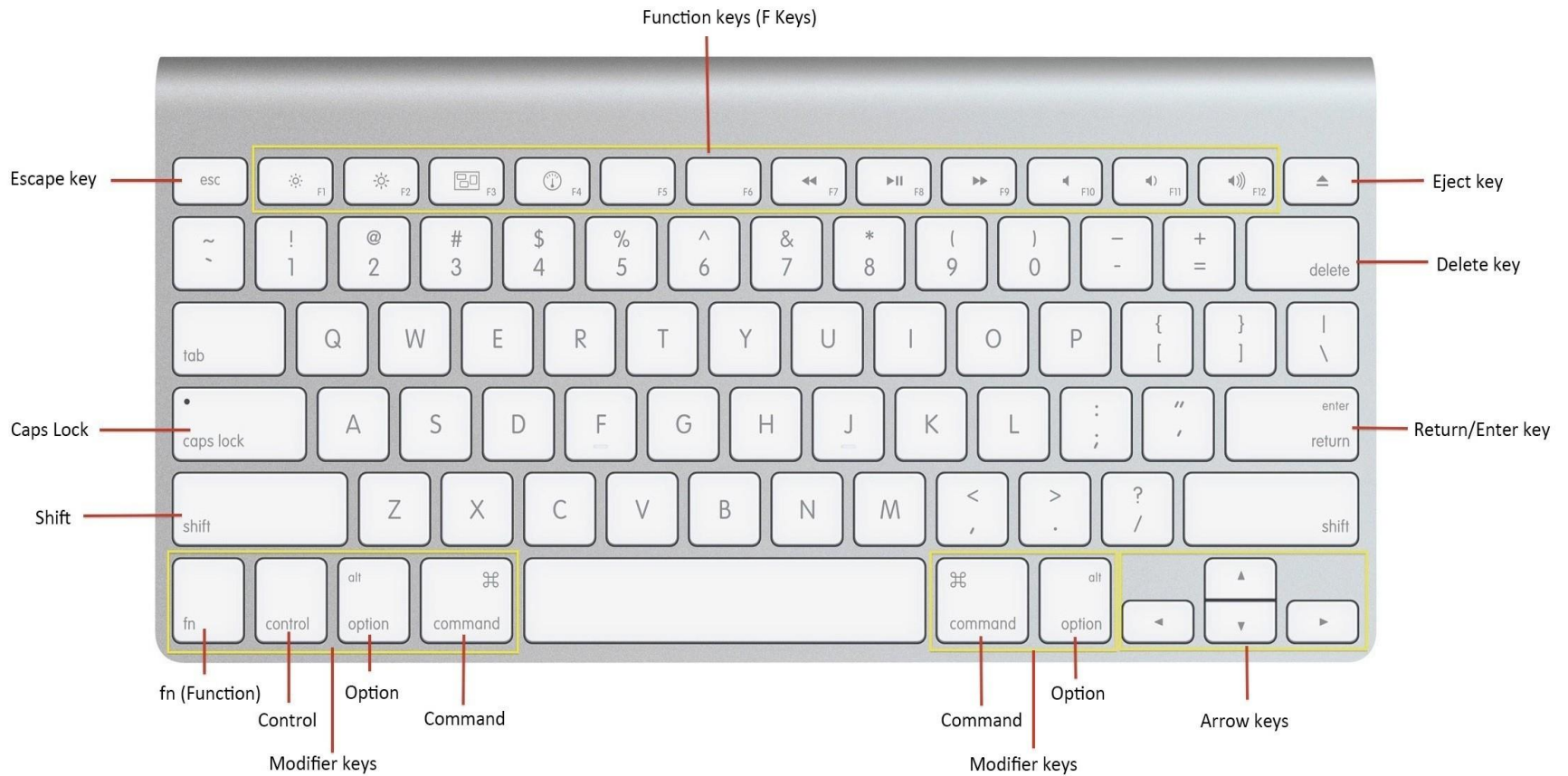

may move them in the order of your choice.

Depending of utilities and applications installed and the type of computer - desktop or laptop, the information shown can vary. A typical Menu Icon set is shown above.
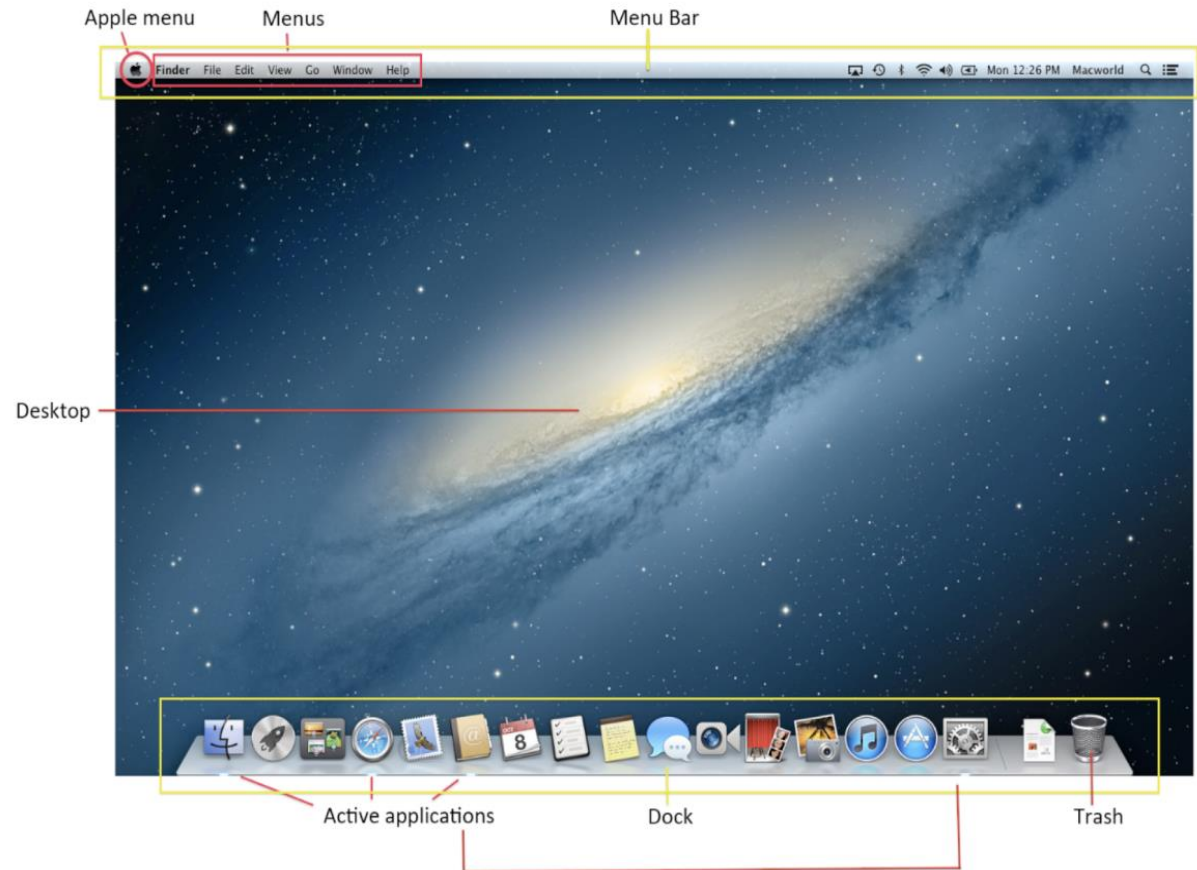
The Dock is a handy place for all your favorite apps. From the Dock, you can launch apps quickly and switch between them easily. If an app isn't on the Dock, you'll find it in Launchpad. Go there to see all the apps on your Mac full screen and organize them however you like. And Mission Control gives you a bird's-eye view of all your open windows, so you can keep track of everything you're working on. OS X offers systemwide support for gorgeous, full-screen apps that use every inch of your Mac display. You can have multiple full-screen apps open at once — along with multiple apps in windows. And it's easy to switch between full-screen and desktop views.

Function keys (F Keys)

Escape key

Eject key

Delete key

Caps Lock

Return/Enter key

Shift

fn (Function)

Control

Modifier keys

Option

Command

Command

Option

Modifier keys

Arrow keys

If you are new to Apple, you will notice that the Keyboard is different from the PC keyboards you have been using. Try out the Volume up, down and mute. Check the Modifier keys on the bottom left hand corner. Check out what happens when you type while pressing the Command or Option or Control keys.

The place of the function keys have some default keys to turn up or down the volume of sound. There are function

Use your fingers to tap, scroll, pinch, and swipe your way around the Mac. Because Apple makes both the hardware and software, Multi-Touch gestures are remarkably precise. This precision makes Multi-Touch the most natural and intuitive way to use a computer. When you scroll down on your trackpad or Magic Mouse, your document scrolls down. When you scroll up, your web page scrolls up. When you swipe left, your photos move left. These and many more gestures make all you do on your Mac easier, intuitive, and fun. Check the options in the System Preferences.

Check out the preferences of the trackpad - you may use the Apple trackpad instead of the mouse, the future is in using "finger gestures"

View Mission Control

Swipe up on the trackpad to get a bird's-eye view of everything running on your Mac.

Switch between open apps

Swipe three fingers to move from one full-screen app to another.

Two-finger scroll

Slide two fingers up or down the trackpad to scroll through documents, websites, and more.

Tap to zoom

Double-tap the trackpad with two fingers to magnify a web page or PDF.
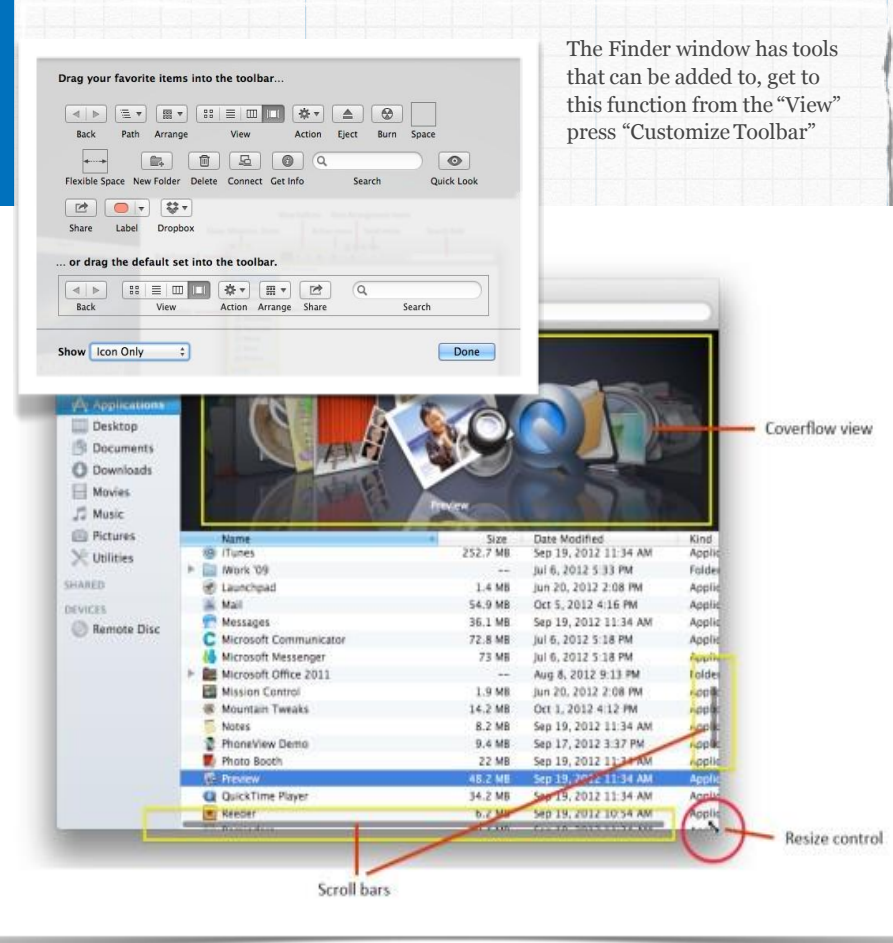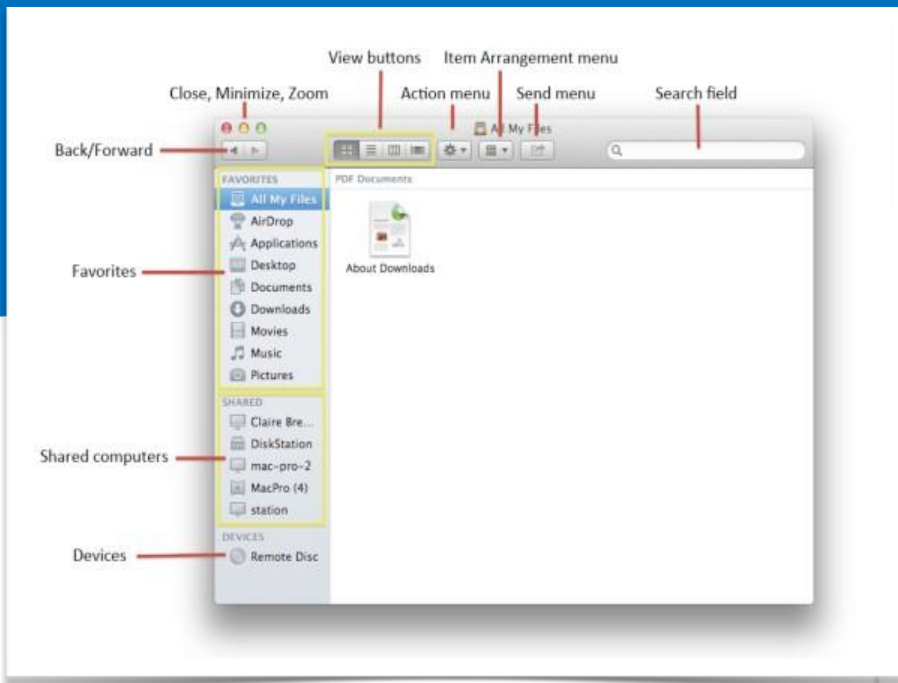
Pinch to zoom

Zoom in and out of photos and web pages by moving your thumb and finger in a pinch gesture.

Swipe to navigate

Flip through web pages, documents, and more like thumbing pages in a book.

View buttons   Item Arrangement menu

Close, Minimize, Zoom   Action menu   Send menu   Search field

Back/Forward

FAVORITES
All My Files
AirDrop
Applications
Desktop
Documents
Downloads
Movies
Music
Pictures

Favorites

PDF Documents

About Downloads

SHARED
Claire Bre...
DiskStation
mac-pro-2
MacPro (4)
station

Shared computers

DEVICES
Remote Disc

Devices

The Finder window has tools that can be added to, get to this function from the "View" press "Customize Toolbar"

Drag your favorite items into the toolbar...

Back   Path   Arrange   View   Action   Eject   Burn   Space

Flexible Space   New Folder   Delete   Connect   Get Info   Search   Quick Look

Share   Label   Dropbox

... or drag the default set into the toolbar.

Back   View   Action   Arrange   Share   Search

Show Icon Only   Done

Applications
Desktop
Documents
Downloads
Movies
Music
Pictures
Utilities

SHARED

DEVICES
Remote Disc

Coverflow view

Name	Size	Date Modified	Kind
iTunes	252.7 MB	Sep 19, 2012 11:34 AM	Applic
Work '09	--	Jul 6, 2012 5:33 PM	Folder
Launchpad	1.4 MB	Jun 20, 2012 2:08 PM	Applic
Mail	54.9 MB	Oct 5, 2012 4:16 PM	Applic
Messages	36.1 MB	Sep 19, 2012 11:34 AM	Applic
Microsoft Communicator	72.8 MB	Jul 6, 2012 5:18 PM	Applic
Microsoft Messenger	73 MB	Jul 6, 2012 5:18 PM	Applic
Microsoft Office 2011	--	Aug 8, 2012 9:13 PM	Folder
Mission Control	1.9 MB	Jun 20, 2012 2:08 PM	Applic
Mountain Tweaks	14.2 MB	Oct 1, 2012 4:12 PM	Applic
Notes	8.2 MB	Sep 19, 2012 11:34 AM	Applic
PhoneView Demo	9.4 MB	Sep 17, 2012 3:37 PM	Applic
Photo Booth	22 MB	Sep 19, 2012 11:34 AM	Applic
Preview	48.2 MB	Sep 19, 2012 11:34 AM	Applic
QuickTime Player	34.2 MB	Sep 19, 2012 11:34 AM	Applic
Reeder	6.2 MB	Sep 19, 2012 10:34 AM	Applic

Resize control

Scroll bars

The Finder window shows the user's files, Applications, Desktop, Downloads and more. You may drag in any file of your choice in the lower part.

The Shared pane shows computers in your network, a frequently used folder can also be dragged in to the side pane to be in a convenient place in every window (your work or projects folder for example(

Note that the scroll bars will appear when moved

Important links in the Weizmann site

http://www.weizmann.ac.il/CC/comm/**vpn**.html

http://www.weizmann.ac.il/CC/comm/**remote**.html

http://www.weizmann.ac.il/CC/comm/**wireless**.html

http://www.weizmann.ac.il/CC/mac/**software**.html

http://www.weizmann.ac.il/CC/mac/**idigital**.html

http://www1.weizmann.ac.il/tafnit

https://xmail.weizmann.ac.il/owa to connect to your **Exchange services**

Setting up your eMail:

Apple Mail:

Outlook for Mac (Office 2011):

Setting up your printer:

iDigital Contacts:

Yossi Halevi: 052-6813344, email: yossi@idigital.co.il iDigital lab:

Limor: 03-9005333 email: ips@idigital.co.il

Complains to iDigital: feedback@idigital.co.il recommend cc to benji@weizmann.ac.il

OSX & iOS support in Weizmann Institute:

Benji: benji@weizmann.ac.il Tel 08-934 4450

Gur: gur.duvilanski@weizmann.ac.il Tel: 08-934 6072

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MagSafe power port : A magnetic connection on laptops to safely keep your computer to a power source.

Gigabit Ethernet port: Fast Ethernet wired connection.

FireWire 800 / 400 port: Fast connection to external drives, digital cameras and more. The Firewire 400 is an older and slower connection.

USB 3 ports (up to 5 Gbps) Fast connection to external drives, digital cameras, scanners and more.

Thunderbolt port (up to 10 Gbps) Fast Connection to screens and projectors (via an adaptor), external drives, etc.

Audio line in This is a digital line in

Audio line out

SDXC card slot to put in your camera memory card

Kensington lock slot Highly recommend locking down your investment!

SuperDrive Burns both DVDs and CDs

Wi-Fi

802.11n Wi-Fi wireless networking (IEEE 802.11a/b/g compatible(

Bluetooth

Bluetooth 4.0 wireless technology: to connect to various compatible devices

FaceTime HD camera: all computers except for the MacPro and MacMini come with a FaceTime camera. The Newer Apple screens have a camera too.
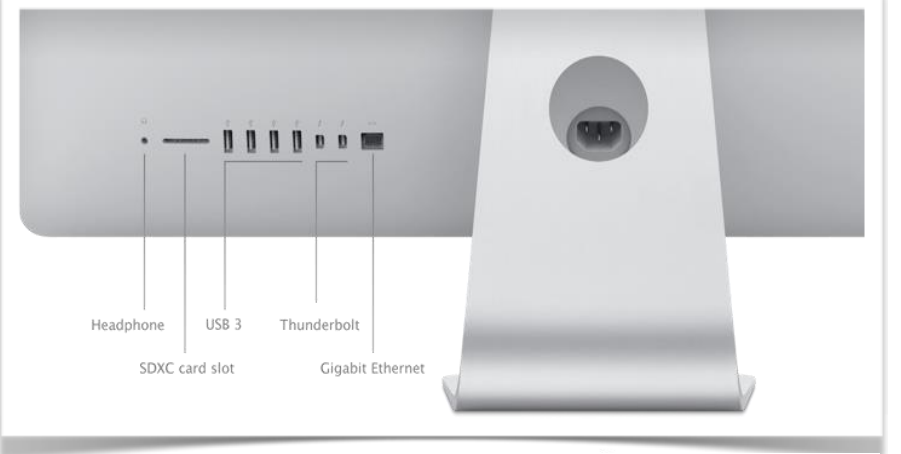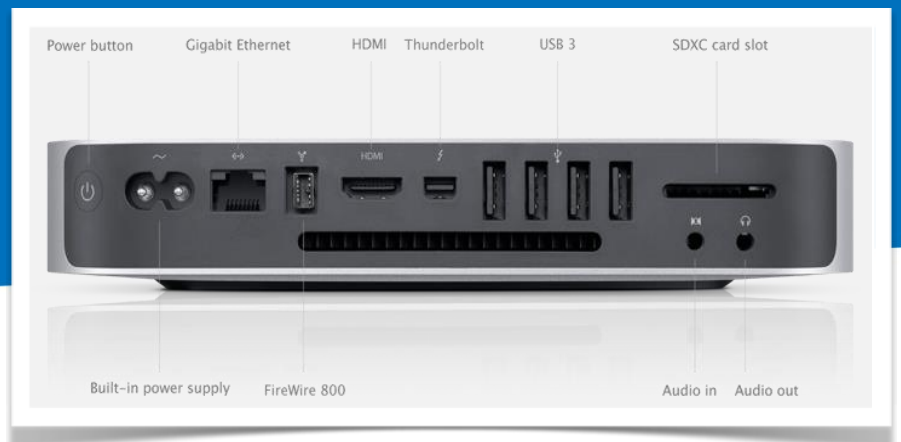
1) Startup
"Press X during startup" = Force Mac OS X startup
"Press Option-Command-Shift-Delete during startup" = Bypass primary startup volume and seek a different startup volume (such as a CD or external disk(
"Press C during startup" = Start up from a DVD that has a system folder
"Press N during startup" = Attempt to start up from a compatible network server (netboot(
"Press T during startup" = Start up in FireWire Target Disk mode
"Press Shift during startup" = start up in Safe Boot mode and Temporarily disable login items and non-essential kernel extension files
"Press Command-V during startup" = Start up in verbose mode
"Press Command-S during startup" = Start up in Single-User mode

2) Finder window
"Command-W" = Close Window
"Option-Command-W" = Close all Windows
"Command-Right Arrow" = Expand folder
"Option-Command-Right Arrow" = Expand folder and nested subfolders
"Command-left Arrow" = Collapse Folder
"Option-Command-Up Arrow" = Open parent folder and close current window

3) Menu Commands
"Shift-Command-Q" = Apple Menu Log out
"Shift-Option-Command-Q" = Apple Menu Log out immediately
"Shift-Command-Delete" = Finder Menu Empty Trash
"Option-Shift-Command-Delete" = Finder Menu Empty Trash without dialog
"Command-H" = Hide Finder
"Option-Command-H" = Hide Others

"Command-N" = Finder window
"Shift-Command-N" = New Folder
"Command-O" = File Menu Open
"Command-S" = File Menu Save
"Shift-Command-S" = File Menu Save as
"Command-P" = File Menu Print
"Command-W" = Close Window
"Option-Command-W" =Close all Windows
"Command-I" = File Menu Get Info
"Option-Command-I" = File Menu Show Attributes Inspector
"Command-D" = File Menu Duplicate
"Command-L" = File Menu Make Alias
"Command-R" = File Menu Show original
"Command-T" = Menu Add to Favorites
"Command-Delete" = File Move to Trash
"Command-E" = File Menu Eject
"Command-F" = File Menu Find
"Command-Z" = Edit Menu Undo
"Command-X" = Edit Menu Cut
"Command-C" = Edit Menu Copy
"Command-V" = Edit Menu Paste
"Command-A" = Edit Menu Select All
"Command-1" = View Menu View as Icons
"Command-2" = View Menu View as List
"Command-3" = View Menu View as Columns
"Command-B" = View Menu Hide Toolbar
"Command-J" = View Menu Show View Options
"Command - [" = Go Menu Back
"Command -]" = Go Menu Forward
"Shift-Command-C" = Go Menu Computer
"Shift-Command-H" = Go Menu Home
"Shift-Command-I" = Go Menu iDisk
"Shift-Command-A" = Go Menu Applications
"Shift-Command-F" = Go Menu Favorites
"Shift-Command-G" = Go Menu Goto Folder
"Command-K" = Go Menu Connect to Server

"Command-M" = Window Menu Minimize Window
"Command-?" = Help Menu Open Mac Help
"Command-Space" = set to change language

(4 Universal Access and Voiceover
"Option-Command-* (asterisk)" = Turn on Zoom
"Option-Command-+ (plus)" = Zoom in
"Option-Command - (minus)" = Zoom out
"Control-Option-Command-* (asterisk= "(Switch to White on Black
"Control-F1" = Turn on Full Keyboard Access
When Full Keyboard Access is turned on, you can use the key combinations listed in the table below from the Finder.
"Control-F2" = Full Keyboard Access Highlight Menu
"Control-F3" = Full Keyboard Access Highlight Dock
"Control-F4" = Full Keyboard Access Highlight Window (active) or next window behind it
"Control-F5" = Full Keyboard Access Highlight Toolbar
"Control-F6" = Full Keyboard Access Highlight Utility window (palette)
"Command-F5 or fn-Command-F= "5 Turn on or off Voiceover
"Control-Option-F8 or fn-Control-Option-F8" = Open Voiceover Utility
"Control-Option-F7 or fn-Control-option-F7" = Display Voiceover menu
"Control-Option-; or fn-Control-option-" = Enable / disable lock Voiceover Control-Option

(5 Other Commands
"Option-Command-D" = Show / Hide Dock
"Command-Tab" = Switch application

"Command-Up Arrow" = Move up one directory
"Command-Down Arrow" = Move down one directory
"Page Up or Control-Up Arrow" = Move up one page
"Page Down or Control-Down Arrow= " Move down one page
"Option-Drag" = Copy to new location
"Option-Command-Drag" = Make alias in new location
"Command-Drag" = Move to new location without copying
"Command-C" = Show Colors palette in application
"Command-T" = Show Font palette in application
"Command-Shift-3" = Take a picture of the screen
"Command-Shift-4" = Take a picture of the selection
"Command-Shift-4, then press Control while selecting" = Take a picture of the screen, place in Clipboard
"Command-Shift-4, then Spacebar" = Take a picture of the selected window
"Option-Command-esc" = Force Quit
"Control-Eject" = Restart, Sleep, Shutdown dialog box
"Control-Command-Eject" = Quit all applications and restart
"Option-Command-Eject or Option-Command-Power" = Sleep
"Command-click window toolbar button (upper right corner)" = Cycle through available views for the window's toolbar (dependent on the nature of the Finder or application window(
"Command-`" = Cycle through windows in application or Finder.
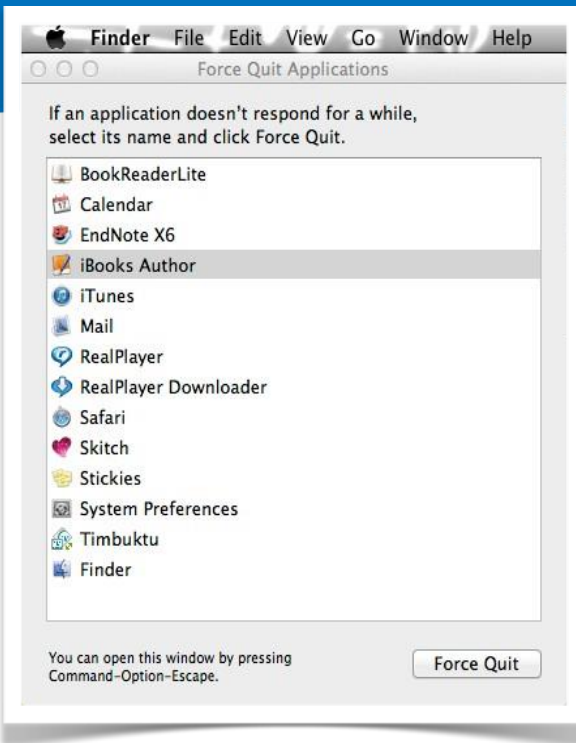
Troubleshooting

Like most computer problems, the big Q & R are the rules of thumb. **Q**uit problematic application and / or **R**estart. This holds true for the computer system or an application that is problematic. The Restore is the last resort as you will be erasing the device and this goes without saying that a recent backup is mandatory.

Apps can be closed by clicking the "Alt" + "Cmd"+ "Exc" keys that open the Force Quit ... Choose the problem application that may appear in red with a notice of "Not responding" and press Force Quit

Before performing any drastic steps, do backup your device, check if you are connected to the network and to the internet.

If you have a laptop, what is your Battery level, if you have a device that does not turn on?

From system 10.7 onwards, there is a Recovery partition you can boot up from to run Disk Utilities. This can be booted up by restarting and pressing the "Alt" key until bootable disks show up allowing you to choose the Recovery partition.

For support you may call Benji at 4450 and Gur at 6072