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Mac OS X Lion Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Mac OS X[®] Lion[®] Introduction

Starting an Application (a Program)

Click a button on the Dock, e.g.,



The Dock contains shortcuts to some of the applications and folders on your computer. These are not the actual items, but shortcuts, and can be easily removed or added to the Dock. See **Adding an Application to the Dock**, or use Launchpad to choose from all applications on your computer.

- Click a button on the Dock. The display will now show pages of icons representing all the applications on your computer.
- To move from page to page, if using an Apple Trackpad, drag the left pointer with three fingers, or use a finger with a Multi-Touch mouse. Otherwise, press the left or right arrow keys on the keyboard.
- Click on any application's button to launch it.
- To close Launchpad and go back to the normal desktop, click anywhere in the background, or press **ESC**.

Using the Secondary (Right) Click

The secondary click displays options specific to an item. To use Right Click, bring the right button on the mouse or any item with an Apple Trackpad over the desktop, then click. If your mouse or trackpad doesn't have a right button, there are other ways to perform a secondary click.

- Press and hold **Control** while clicking the mouse.
- If you have a trackball, click the trackball with two fingers at the same time.

Using Dashboard & Widgets

Click **Dashboard** in Launchpad (or **Starting an Application**, or press **⌘-D**) to launch Widgets (small applications for extra info).

- Four Widgets are initially displayed: Calendar, Calculator, Weather, and Clock.
- Click **⌘-W** to change Widget settings, e.g., connect time and location. Note: The Control will only appear again the next time you use the Widget.
- Click **⌘-W** to see other available Widgets and add them to your Dashboard.
- To move Dashboard, click **⌘-D** on the lower right of the display.

Connecting to a Wireless Network

- Click **⌘-H** near the right side of the menu bar.
- Choose the network you wish to join from the drop-down list.

If the network is password protected:

- Open the password or the PASSWORD field of the dialog box, then **⌘-K**, **OK**.

If you connect to the Internet via Ethernet, you may wish to turn off your wireless connection.

- Click **⌘-H** in the menu bar.
- Choose **Turn Off Wi-Fi**.

Opening Files and Folders

Files (e.g., documents, spreadsheets, pictures) are organized within folders.

- To access your files and folders, click **⌘-F** in the Dock to open a Finder window.
- The Finder window defaults to an initially closed all files organizer by type. To navigate to your home folder and access your files manually, choose **GO**, **HOME**, or press **⌘-H** in the menu bar.
- Click **⌘-G** to open the address bar in the window. See **Using the Address Bar**.

Adding an Application to the Dock

You may want to add applications that you use frequently to the Dock for quick access.

- Switch to the Finder (pages), if it is not already in the foreground (between Running Applications).
- Choose **GO**, **APPLICATIONS**.
- Drag the application you wish to add to the Dock.
- Place the application between two applications already in the Dock, then release.

To add an application that is already running:

- Applications that are not yet temporarily appear to the right of the Dock. Right-click the button in the Dock and choose **GET INFO**, **KEEP IN DOCK**.

To remove items in the Dock (drag to a connection to remove an item from the Dock. Drag away from the Dock and release.

Using Stacks (Folder Shortcuts in the Dock)

Stacks are a quick way to access certain items by using a shortcut on the Dock. The applications, documents, and download folders are placed in the Dock as stacks by default, but you can add any folder you wish. To do this, click the right side of the Dock, then to the right.

- Click the location for the stack in the Dock. The contents of that folder will appear above the stack.
- Click the location for any file or folder within that stack to open it.

To add a folder to the Dock as a stack:

- Locate the folder you wish to add using the Finder window (see **Opening Files and Folders**).
- Drag the folder to the Dock.
- Place the folder next to any of the stacks currently in the Dock, or next to the dock, and release.

Note: Do not place the folder on any of the stacks in the Dock. Doing so will move the folder, not create a stack.

Accessing Recently Used Files, Applications, or Servers

Choose **RECENT** in the menu bar for quick access to the last 10 files, applications, and servers used. Items are listed alphabetically, but in the order of most recently used.

Switching between Running Applications or Windows

Click the button in the Dock for the application you wish to use.

- Click **⌘-H** in the Dock, or press **⌘-T** on the keyboard, to activate Mission Control, which will display every window currently running.
- Click the window you wish to use.
- Press **⌘-H** to return to the application you wish to use.
- Press **⌘-T** to open the application you wish to use.

To switch between open windows in a single application:

- Right-click the application's button in the Dock, then choose **SHOW ALL WINDOWS**. This will display every window currently running in that one application.
- Click the window you wish to use.
- Press **⌘-T**.

Moving a Window

Drag the window by its title bar, avoiding the buttons.

Resizing a Window

Drag any side or corner of the window. Press **⌘-H** to move the corner of the window to make it larger or smaller.

Hiding a Window (Minimize)

Click **⌘-M** or press **⌘-M**.

A window with a stacking bar open cannot be minimized.

Closing a Window

Click **⌘-W** or press **⌘-W**.

Quitting an Application

- Choose the name of the active application in the menu bar, then **QUIT**, e.g., **QUIT Safari**.
- Press **⌘-Q**.
- Click **Quit** the application's button in the Dock and choose **Quit**.

Searching with Spotlight

Spotlight is Apple's instant search feature. It can be used to locate and open files, folders, applications, and more. Spotlight will search for the names of files and folders, not just the contents of the files.

- Click **⌘-S** or press **⌘-S** to open Spotlight.
- Type part of the name of, or text contained within, the item you want.

Choose from the drop-down list. Or choose **SHOW ALL** if your item is not listed.

- If **SPOTLIGHT** is in **INDEXED** is chosen, a Finder window containing all possible search results will open. Note: If you choose the option, any result in the list, a window of that item will appear in the list.

- Open a Finder window (see **Opening Files and Folders**).
- Type your query in the search field in the Finder window.
- Click **⌘-S** the search results to open them.

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Keyboard Shortcuts	
Launchpad	⌘-S
Copy	⌘-C
Quit	⌘-Q
Print	⌘-P
Print	⌘-P
Print	⌘-P
Minimize Window	⌘-M
Close Window	⌘-W
Close all Windows in an application	Option-⌘-W
Quit Application	⌘-Q
Spotlight	⌘-S
Forward Events	⌘-F5
Display location of document/folder	⌘-G
Move to Trash	⌘-T
New Folder Window	⌘-N
Open Application Folder	⌘-A
Open Documents Folder	⌘-D



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Lion Introduction. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting an Application (A Program); Using the Secondary (Right) Click; Using Dashboard & Widgets; Connecting to a Wireless Network; Opening Files and Folders; Adding an Application to the Dock; Using Stacks (Folder Shortcuts in the Dock); Accessing Recently Used Files, Applications, or Servers; Switching Between Running Applications or Windows; Moving a Window; Resizing a Window; Hiding a Window (Minimize); Closing a Window; Quitting an Application; Searching with Spotlight; Using the System Preferences; Close a Frozen Application; Converting a File to a PDF. Using the File System: Changing View, Previewing Files Using Quicklook, Sorting Files and Folders, Selecting Multiple Items, Moving or Copying Files or Folders, Creating a Folder, Compressing Files or Folders, Renaming Files or Folders, Deleting Files or Folders, Restoring Items from the Trash, Emptying the Trash, Burning to a CD/DVD. Getting Help. Installing New Applications: Signing in to the App Store, Finding and installing applications in the App Store, Updating applications purchased in the App Store, Other application sources. Changing Login Password; Creating Additional User Accounts; Ending Your Computer Session.

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Customer Reviews

I have mixed feelings about these guides. If you know nothing or very little about using the Mac then these sheets will assist you for a time. I found some good point listed, however the guides are really

very limited. There are one page sheets that have been typed and then coated with a heavy plastic cover. I find most of the information contained on the sheets I already know about and some of the other information has limited application. The quality of the page through is good and for that reason I give this product 4 stars. Purchase these if you are new to Mac, otherwise you may want to use the free Mac videos located on the internet. On the other hand if you feel you would need a quick reference guide sitting next to the Mac, then go for these pages.

I gave this to my elderly father who was quite frustrated with his new OS system and it helped him so much. This little laminated sheet gives great tips to help anyone get to the other side of the digital divide.

The switch from Windows to Apple can be frustrating...the little things you're used to doing without thinking that don't work anymore. This chart has saved my sanity on a number of occasions! Recommend it for placement by your keyboard! ;-)

It is concise and helpful when one is in a hurry and needs additional instruction. Apple products are notorious for their lack of instructions so this is an assist but of course not an in-depth explanation.

.....this is the way to go (I'm 70 and a slow learner)! Get all the books and cheat sheets, pocket books you can lay your hands on, and you will learn to treasure the OS, it does everything.....they sayI'm still gathering information. It's a whole new exciting world as long as I have books. Marika

Mac has many, many short cuts and tricks that I had no idea existed. The cheat sheet helped me to discover them. However, I find it difficult to remember them. In time, I am sure I will recall many by using them.

This is merely a convenience that I found was so basic that I shouldn't have spent the money. Luckily it wasn't expensive

I recently switched from the PC to a Mac. This Quick Reference Guide was extremely helpful for making the switch. I highly recommend it for anyone making this change. It is well worth the cost.

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