

Intro to Mac OS X

What We're Covering

- What is Mac OS X?
- New Features
- Windows to Mac
- Mac Myths
- The Keyboard and Other Basics
- Apple ID
- The Desktop
- The Finder
- System Preferences
- Spotlight
- Keyboard Shortcuts
- The App Store
- Backing Up
- Review

What is Mac OS X?

- Analogies for an Operating System
 - Desktop - Physical desktop, documents, etc.
 - Finder – Filing cabinet, files, documents, important information
 - Apps (programs, software) – Tools like calendar, phone, notepad, mail.
- Versions
 - 10.0 Cheetah (2001)
 - 10.1 Puma (2001)
 - 10.2 Jaguar (2002)
 - 10.3 Panther (2003)
 - 10.4 Tiger (2005)
 - 10.5 Leopard (2007)
 - 10.6 Snow Leopard (2009)
 - 10.7 Lion (2011)
 - 10.8 Mountain Lion (2012)
 - 10.9 Mavericks (2013)
 - 10.10 Yosemite (2014)
- Release Schedule
 - Annually, typically October
- Upgrading
 - Upgrades now free. Backup before. Ensure software compatibility.

New Features

- Flatter Look
- Spotlight Upgrades
 - Center orientation
 - Search not only computer, but Wikipedia, news outlets, iTunes, movie times, etc.
- Handoff
 - Seamlessly jump between Apple devices to continue working on emails, documents, etc.
 - Requires newer Macs and iOS Devices
- Instant Hotspot
 - Use your iPhone or iPads data connection to access the internet on your Mac
 - Requires newer Macs and iOS Devices
- Airdrop Upgrades
 - Share files between Mac, iPhone and iPad in any direction on the same WiFi network
- iCloud Drive
 - Freely drag and drop files to iCloud, similar to Dropbox
- Finder Buttons
 - New fullscreen button in the Finder
- Continuity
 - Make and receive phone calls, iMessages and text messages from your Mac
 - Requires newer Macs and iOS Devices
- Mail Drop
 - Send large files (up to 5 GB) directly from the mail app using iCloud drive

Windows to Mac

- Windows Explorer = Finder
- Control Panel = System Preferences
- Control = Command

Mac Myths

- Macs don't get viruses
- Macs are better for graphic design
- Macs & Windows machines don't work with the same files
- Macs don't run Microsoft Office
- There isn't much software available for Macs
- Mac & Windows don't play nicely over a network

The Keyboard and Other Basics

- Brightness
- Mission Control
- Launchpad
- Illuminated Keys

- Dashboard
- Play Controls
- Volume
- Eject

Apple ID

- Email
- Password
- Used for iTunes, App Stores (iOS & OS X), iCloud, Facetime and iMessage
- Connects Apple devices
- Important to remember login information
- iforgot.apple.com

The Desktop

- Main screen, your starting point
- Launch apps from here
- Access important menus
- Customize desktop
- Dock
- Desktop icons
- Menubar
- Menubar icons
- Launcher
- Mission Control
- Dashboard
- Desktop Preferences
- Apple Menu
 - About This Mac
 - Overview
 - Storage
 - Support

The Finder

- Icon
- Finder is always open
- Your filing cabinet, organization structure
- Navigation
 - Favorites
 - Devices
 - Shared
 - Tags

- Content
 - Files
 - QuickView / Preview
- Menubar
 - Forward / Back buttons
 - Close / Minimize / Full Screen
 - Icons / List / Columns / Cover Flow
 - Action Menu (New Folder, Get Info, etc.)
 - Sort By
 - Share
 - Tag
 - Search
 - Info on bottom pane
 - Resizing Window
 - Tabs
 - Finder Preferences

System Preferences

- General
 - Dark Mode
- Desktop and Screensaver
 - Custom Wallpaper
- Energy Saver
- Mouse, Keyboard and Trackpad
 - Secondary Click
 - Gestures
 - Tap to Click
 - Tracking Speed
- iCloud
 - Storage
 - Documents to sync
- Network
 - WiFi
- Bluetooth
- Users and Groups
 - Create Accounts
 - Login Items
- Show Icon in Menubar

Spotlight

- Menubar Icon

- Searches documents, files and folders
- Searches Wikipedia, iTunes, App Store, movie times, nearby locations and more
- Perform calculations
- Quick way to open files and launch apps

Keyboard Shortcuts

- Modifier Keys
 - Shift ⇧
 - Control ^
 - Option (Alt) ⌘
 - Command (Apple) ⌘
 - Function fn
 - Escape ⌫
- Copy – Command + C
- Paste – Command + V
- Select all – Command + A
- Quit – Command + Q
- Spotlight – Command + Spacebar
- Undo – Command + Z
- Screenshot (file on desktop) – Command + Shift + 3
- Cycle between open apps – Command + Tab

App Store

- Download and buy apps here
- Apple ID with credit card on file
- Update apps and system patches
- Upgrade to new OS X version
- There are apps outside of App Store
- Adjust security settings to install

Backup

- Important to backup data
- Decide what data is important
- Manually, periodically backup to external hard drive, flash drive or cloud service
- Time Machine
 - Automatic system wide backups
 - In case of emergency, restores Mac to latest time machine backup
 - Includes entire system, apps, preferences, documents.
 - Will need to sign into Apple ID accounts again
 - Allows you to go back in time to specific backup date and restore single or multiple files
 - First backup takes time, backing up entire system

- Subsequent backups only copy new or changed data
- Backup drive should be at least twice the size of your computer's internal hard drive
- The bigger the drive, the farther back in time it can store backups
- When disk is full, oldest backups are deleted to make way for more recent backups
- Hourly backups for the last 24 hours
- Daily backups of the last month
- Weekly backups of all previous months

Wrap Up

- Desktop
 - Where you do your work
 - Most commonly used apps and files should be put here
 - Majority of time spent here
- Finder
 - The organizational system of your Mac
 - Organize and arrange files here
 - Copy and paste files and folders
- System Preferences
 - Tailor the computer to your tastes here
 - Functional and aesthetic changes
- Spotlight
 - Quickly access files, folders, documents and other information
- App Store
 - Download and update apps
- Backup
 - Protect your data
 - Use Time Machine for automatic backups

Helpful Links

- apple.com/support/macbasics/
- iforgot.apple.com