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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)
[CMD] & B (⌘ & B) on the keyboard, e.g.,

The Dock contains icons for some of the applications and folders on your computer. These are the active items, last documents, and can be easily repositioned or added to the Dock (see **Adding an Application to the Dock**). Or, you can launch an application from all applications on your computer.

1. [CMD] & click (⌘ + click) on the dock. The display will now show pages of icons representing all the applications on your computer.
2. To move from page to page, if using an Apple Trackpad, move to the left or right with the trackball, or use the left or right arrow keys on the keyboard.
3. [CMD] & drag the application's icon to the dock.
4. To close an application and go back to the normal desktop, [CMD] & click (⌘ + click) on the background, or press [ESC].

Using the Secondary (Right) Click

The secondary click displays options specific to a file. To use, [Right Click] using the right button on the mouse, or any trackball as the Dock or Trackpad. Then select from the drop-down menu. If you are using an Apple Trackpad, move to the right with the trackball, or use the right arrow key on the keyboard. There are other secondary click options available.

1. Press and hold [CMD] + click (⌘ + click) on the mouse.
2. [CMD] & click (⌘ + click) on the file you want to open.
3. To open the file, [CMD] & click (⌘ + click) on the file again.

Using Dashboard & Widgets

1. [CMD] & click (⌘ + click) on Dashboard (Ever Wanted an Application). An open file in Dashboard highlights your application for specific tasks.
2. Four Widgets are initially displayed: Calendar, Calculator, Weather, and Clock.
3. [CMD] & click (⌘ + click) to change Widget settings, e.g., control time and location. Note: This action will only change the file you click on to open the Widget.
4. [CMD] & click (⌘ + click) to open other available Widgets and add them to your Dashboard.
5. To close Dashboard, [CMD] & click (⌘ + click) in the lower right of the display.

Connecting to a Wireless Network

1. [CMD] & click (⌘ + click) near the right side of the menu bar.
2. Choose the network you wish to join from the dropdown list.
3. If the network is password protected:

 1. Type the password in the PASSWORD field of the dialog box, then [CMD] & click.

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

 1. [CMD] & click (⌘ + click) on the network icon.
 2. Choose TURN WiFi OFF.

Opening Files and Folders

This is a document, spreadsheet, photo, and presentation within iBooks.

1. To access your Home and Library, [CMD] & click (⌘ + click) on the dock.
2. The Finder window is by default either all files organized by type. To organize your files manually, choose **View**, **Arrange By**, then manually choose **File**, **Folder**, or **Kind**.
3. [Double Click] to open the various files or folder, e.g.,

Adding an Application to the Dock

You may want to add applications that you use frequently to the Dock. If it is not already active, see **Switching Between Running Applications**.

1. Choose **GS - APPLICATIONS**.
2. Drag the application you wish to add to the dock.
3. Place the application between two applications already in the dock, then release.

To add an application that is already running:

1. Applications that are running separately appear to the left of the Dock. If the application you want to add is not in the Dock, choose **OPTIONS - KEEP IN DOCK**.
2. Drag and drop the application from the Dock to a new location to remove it from the Dock. Drag away 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 folders by using a shortcut in the Dock. The applications, documents, and other files are placed in the Dock as stacks to avoid clutter, but you can add any folder you wish. Stacks are located on the right of the Dock, next to the icons.

1. [CMD] & click (⌘ + click) on the stack in the dock. The contents of that folder will appear above the stack.
2. [CMD] & click (⌘ + click) on any file or folder within that stack to open it.

To add a folder to the Dock as a stack:

1. Locate the folder you wish to add using the Finder window. See **Opening Files and Folders**.
2. [CMD] & click (⌘ + click) on the folder.
3. Place the folder near to any of the stacks in the Dock, or next to the icons, and release.
4. [CMD] & click (⌘ + click) on 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 **GS - RECENT FILES** in the menu bar for quick access to the last 10 files, applications, and servers used. Items are listed alphabetically, not in the order of most recently used.

Switching Between Running Applications or Windows

[CMD] & click (⌘ + click) on the Dock for the application you wish to use.

1. [CMD] & click (⌘ + click) in the Dock, or press [CMD] + click on the trackball to open Application Switcher, which will display every window currently running.
2. [CMD] & click (⌘ + click) the window you wish to use.
3. Press and hold [CMD] + click (⌘ + click) on the trackball to open Application Switcher.
4. Press [TAB] to open Application Switcher.
5. Press [TAB] to move the window to the left.
6. Press [TAB] and [TAB] when the window has moved to the position of the application you wish to use.

To switch between open windows in a single application:

1. Press [CMD] & click (⌘ + click) on the application's button in the dock, then choose **SWITCH ALL - WINDOWS**. This will display every window currently running in this one application.
2. [CMD] & click (⌘ + click) the window you wish to use.
3. Press [CMD] + click (⌘ + click) on the trackball to open Application Switcher.

Moving a Window

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

Resizing a Window

Drag long-side or corner of the window to resize it. To make it larger, drag the corner of the window to make it smaller, or move to make it larger.

Moving a Window (Minimize)

[CMD] & click (⌘ + click) or press [CMD] + [M]. A window with a double icon can not be minimized.

Closing a Window

[CMD] & click (⌘ + click) or press [CMD] + [W].

Quitting an Application

1. Choose the name of the active application in the menu bar, then **QUIT**, e.g., **SAFARI - QUIT SAFARI**.
2. Press [CMD] + [Q].
3. [Right Click] the application's button in the dock, and choose **QUIT**.

Searching with Spotlight

Spotlight is Apple's new search feature. It can be used to quickly find files, applications, and more. Spotlight will search for the names of files and, for any term contained within the files.

1. [CMD] & click (⌘ + click) or press [CMD] + [Spacebar].
2. Type part of the name of, or text contained within, the item you want.
3. [CMD] & click (⌘ + click) on the search result.
4. If you have a result, it will appear in the Finder window.
5. If you have more than one result, a Finder sidebar containing all possible search results will open. Note: If you hover the cursor over any result in the list, a preview of that item will appear to the left.
6. Open a Finder window by opening **FIND** and **FINDER**.
7. Type your query in the search field in the Finder window.
8. The search results will appear in the Finder window.
9. [Double Click] the search result to open them.

Keyboard Shortcuts

Action	Key
Select All	⌘ + A
Copy	⌘ + C
Cut	⌘ + X
Paste	⌘ + V
Undo	⌘ + Z
Redo	⌘ + Y
Minimize Window	⌘ + M
Close Window	⌘ + W
Close All Windows	Option + ⌘ + W
Open Application	⌘ + O
Quit Application	⌘ + Q
Spotlight	⌘ + Spacebar
Force Quiesce	⌘ + Shift + Q
Showing/Minimizing All Applications	(Right Click) the title bar of the last item in the list
Move to Front	Shift + ⌘ + M
Get Info	⌘ + I
Find	⌘ + F
Sync	⌘ + E
Move to Back	⌘ + B
New Folder Window	⌘ + N
New Application Folder	Shift + ⌘ + N
New Document Folder	Shift + ⌘ + O

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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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