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

Mac® OS X® Mavericks® Introduction

Starting an App (a Program):
Keyboard shortcut on the Mac OS X keyboard.

The Mac contains thousands of copies of the apps you've added to your computer. These are not the actual items you see, but shortcuts, and can be easily renamed or added to the Dock. See **Adding an App to the Dock**.

Or, from Launchpad, click the icon for the app you want to run. Learn more by clicking these three items: **Open** or **Get Info** on the right side of the icon.

1. **(Click)** Launchpad icon on the Dock. The desktop will show three pages of icons representing the 400+ apps on your computer.

2. **Swipe** from page to page. Pressing an Apple Trackpad from page to page is the easiest way to do this, along with a Magic Mouse. Press **←** or **→** or **←←** or **→→**. Or, to search for an app, tap all around the screen.

3. **(Click)** on any app's icon to launch it.

4. **→** Tap Launchpad and go back to the menu bar. **(Click)** anywhere in the background or press **Esc**.

Using the Secondary (Right) Click:
The secondary click displays options specific to the item you're viewing. To use, right-click. (Right-clicking on the Mac OS X keyboard is the same as a secondary click.) If the menu is too long to fit on the screen, scroll down the list. If you see no secondary click menu, there are other ways to perform a secondary click:

- Press and hold the control while clicking the mouse.
- If you have a Magic Mouse, **(Click)** the trackball with the right side of the trackball.

Connecting to a Wi-Fi Network:
(Click) the **Wi-Fi** icon in the menu bar. **(Click)** the right side of the icon.

1. Choose **Wi-Fi** from the menu bar.

2. Click the **Wi-Fi** icon to connect to a wireless network.

3. Tap the **password** in the **Ask for Wi-Fi Password** dialog box, then **Done**.

To turn off **Wi-Fi**:

(Click) then choose **Turn Wi-Fi Off**.

Opening Files and Folders:
Files (e.g., documents, spreadsheets, pictures) are organized within **folders**.

1. To access your Mac's **documents**, **(Click)** the Dock to open a **Finder** window.

2. The easiest way to open a folder is to **double-click** it. If you've organized your files in a **Macintosh HD** folder, then **double-click** it to open it.

3. **Double-Click** to open a **file** or **folder**, etc.

Working with Windows:

- Moving a **Window**: **Drag** the window by its title bar, including the buttons.
- Resizing a Window:** **Drag** any corner or center of the window frame to make it wider or narrower to make it smaller, or move to another location.
- Holding a **Window** (**Shift** + **drag**) or press **Shift**.
- Closing a **Window**: **(Click)** **the window's close button** located in the top-left corner of the window.

Note: If your printer does not show up in the list, see our full tutorial on adding a printer here: blog.technet.com/MacOSXAdvancedPrinting

Adding an App to the Dock:

1. Open the **Mac OS X** icon on the Dock. The Dock is the horizontal bar at the bottom of your screen.

2. **Swipe** from page to page. Pressing an Apple Trackpad from page to page is the easiest way to do this, along with a Magic Mouse. Press **←** or **→** or **←←** or **→→**.

3. **(Click)** the **icon** for the stack in the Dock. The **contents** of the folder will appear above the stack.

4. **(Click)** the **icon** for any icon in the folder to **drag** it to the Dock.

To add a folder to the Dock as a stack:

- Locate the folder you wish to add using the **Mac OS X** icon on the Dock. The **Downloads** folder is placed on the Dock as a stack by default, but you can add any folder you wish. Macs are located **near** the right of the Dock, next to the icon.
- (Click)** the **icon** for the stack in the Dock. The **contents** of the folder will appear above the stack.
- (Click)** the **icon** for any icon in the folder to **drag** it to the Dock.

Adding an App to the Dock:

- Locate the **icon** you wish to add using the **Mac OS X** icon on the Dock. The **Downloads** folder is placed on the Dock as a stack by default, but you can add any folder you wish. Macs are located **near** the right of the Dock, next to the icon.
- (Click)** the **icon** for the stack in the Dock. The **contents** of the folder will appear above the stack.
- (Click)** the **icon** for any icon in the folder to **drag** it to the Dock.

To add an app that is already running:

- Apps that are running are usually **visible** on the right side of the Dock. **(Right-Click)** its button on the Dock and choose **MINIMIZE**, **MOVE**, or **DOCK**.
- Drag** the folder to the Dock.

To re-order items in the Dock: **Drag** away from the Dock, hold it for 2 seconds, and release. As you **drag**, the **name** of the item moves from the Dock.

Searching with Spotlight:
Use Spotlight to **search** and **open** files, **folders**, **apps**, and **more**. **Identify** available **files** and **folders** by their **icons**.

- Click** the **Spotlight** icon on the Dock.
- Type part of the name of the item you want to open.
- Choose from the **dropdown** list. Or, choose **SHOW** to see all the results. **Press** **Esc** to close the **dropdown** list. **Search** results will open. **Press** **Esc** to close any results dialog to view a **panorama**.
- Open** a **Finder** window from **Opening Files and Folders**.
- Press** **Esc** to **cancel** the **current** **task** in the **taskbar**.

The **Search** results appear in the **Finder** window.

For advanced searching see: apple.com/MacOSXAdvancedSearching

Keyboard Shortcuts:

Select All:	⌘ + A
Copy:	⌘ + C
Cut:	⌘ + X
Paste:	⌘ + V
Find:	⌘ + F
Find All:	⌘ + P
Mac OS Window:	⌘ + M
Close Window:	⌘ + W
Close All Windows:	Option + ⌘ + W
Open All Windows:	Option + ⌘ + M
Get Info:	⌘ + I
Print:	⌘ + P
Print to PDF:	⌘ + L
Move to Front:	⌘ + Shift + M
Move to Back:	⌘ + Shift + M
Move to Next:	⌘ + M
Move to Previous:	Shift + ⌘ + M
Open Application:	⌘ + ⌘ + Tab
Open Application (all):	Shift + ⌘ + Tab
Open Application (all):	Shift + ⌘ + Tab
Advanced Topics and Where Details On Our Web Site:	apple.com/MacOSXAdvancedPrinting apple.com/MacOSXAdvancedSearching apple.com/MacOSXAdvancedUserGuide

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Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Mavericks. 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 App (a Program); Using the Secondary/Right Click; Connecting to a Wi-Fi Network; Opening Files & Folders, Working with Windows; Adding a Printer. Using Stacks (Folder Shortcuts in the Dock); Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Quitting an App; Quitting a Frozen App; Adding an App to the Dock. Searching with Spotlight; Using Dictation; Using Notifications. Using the File System: Changing Views; Renaming Files or Folders; Sorting Files and Folders; Previewing Files Using Quicklook; Creating a Folder; Selecting Multiple Items; Moving or Copying Files or Folders; Using Tabs in Finder; Quickly Sharing Files or Folders; Creating a Folder; Compressing Files or Folders; Tagging Files or Folders; Deleting Files or Folders; Burning to a CD/DVD. Converting a File to a PDF. Installing New Apps: Finding and Installing Apps in the App Store, Updating OS X & Purchased Apps, Other App Sources. Using the System Preferences; Changing Login Password; Ending Your Computer Session. Includes a List of Keyboard Shortcuts and links to blog posts for more detailed subjects.

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Customer Reviews

I am a power PC user making the switch to Mac. I wanted a quick reference on where to find features and keyboard shortcuts on the Mac, and this product is perfect. If you want to learn what the concepts are, this isn't for you; if you understand the concepts and just need to know where to find the features/shortcuts, this is a great little product.

Concise definitions and easy to read format make this Quick Reference Guide a useful supplemental tool. However, it pays to have a more comprehensive text available just in case the abbreviated reference is just that,viz. abbreviated.

With no other written instructions and other info available, this item served as a guide to basic operations and changes from Mountain Lion until the my " Missing Manual" arrived. Quick receipt of the item was greatly appreciated.

I was a PC user making the switch to Mac. I wanted a quick reference on where to find features and keyboard shortcuts on the Mac, and this product is perfect thanks

As a former Windows user and as a new user of iMac I found this not to be very helpful. One really needs a manual, like one of the "Missing Manual" series.

There are many brief commands in OSx that are easily forgotten if some time has elapsed since last being used. This guide is an easy refresher for those which we know exist, but whose details have slipped into one of those cranial crevices â |And, I think most users browsing through this guide will find something new â | Enjoy!

As a long time DOS/Windows user, I made the transition to a Mac laptop recently. As somebody earlier said, if you're looking to learn concepts don't buy this. If you understand the concepts already and want to know where to find the features or the Mac keys to use this is great. I took one star off because the card gives links to the producers website with specific URLs (for more advanced tips) and the one I was looking for [Advanced Searching] - came up with an "oops this is a little embarrassing ... try searching with different terms.."

this cheat sheet is the first time that I ever ordered one and found it to be OK, and nothing to write home about. some of the short cuts that they have on there should have been kept in the book. I could have thought of many other short cuts to add to this sheet other than the ones that they show.

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