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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)

Click a button on the Dock, or a:



The Dock contains shortcuts to some of the apps a Mac holds on your computer. These are not the actual apps, but shortcuts, and can be easily removed or added to the Dock. See [Adding an App to the Dock](#).

Or, use **Launchpad** to choose from all apps on your computer.

1. [Click] **Launchpad** in the Dock. The display will show three pages of icons representing all the apps on your computer.
2. Scroll from page to page, using an Apple Trackpad (swipe) or a right-click trackball, or use a mouse with a Magic Mouse. Or press **⌘-F** or **⌘-H** or **⌘-W** to search for an app, type all or part of its name.
3. [Click] on any app's button to launch it.
4. To close Launchpad and go back to the normal desktop, [Click] anywhere in the background, or press **⌘-F3**.

### Using the Secondary (Right) Click

The secondary click displays options specific to an item. To use, [Right Click] (two-finger tap) on the desktop or an item such as the Dock or Trash, then select from the drop-down list. If you're using a trackball, there's a right button, there are also ways to perform a secondary click.

- Press and hold **⌘** while [Clicking] the mouse.
- If you have a trackpad, [Click] the trackpad with two fingers at the same time.

### Connecting to a Wi-Fi Network

1. [Click] near the right side of the menu bar.
2. Choose the network you wish to join from the list. If the network is password-protected.
3. Type the password in the Password field of the dialog box. See [Click] **Wi-Fi**.

To turn off Wi-Fi:

[Click] . Then choose **Turn Wi-Fi Off**.

### Opening Files and Folders

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

- To access your files and folders, [Click] in the Dock to open a Finder window.
- 2. The Finder window default is to initially show a file, regardless of type. To navigate to your home folder and browse your files manually, choose **GO > Home**, or press **⌘-H**.
- 3. Double [Click] to open the files or folders, e.g., .

### Working with Windows

- **Moving a Window:** [Drag] the window's title bar, avoiding the buttons.
- **Resizing a window:** [Drag] any side or corner of the window toward the center of the screen to make it smaller, or move it outside its range.
- **Hiding a window (Minimize):** [Click] or press **⌘-M**.
- **Closing a window:** [Click] or press **⌘-W**. A window with a dialog box open cannot be closed.

### Adding a Printer

1. Choose **⌘-T** to **PRINT** something.
2. [Click] **PRINTERS & SCANNERS**.
3. [Click] then choose your printer from the list.
4. Download printer drivers if prompted. Then quit System Preferences.

Note: If your printer does not show up in the list, see our full tutorial on adding a printer here: [http://www.apple.com/AppleCare/addingPrinter](#)

### Using Stacks (newer versions of the Dock)

Stacks are a quick way to access similar folders by using a shortcut on the Dock. The Downloads folder is placed in the Dock as a stack by default, but you can add any folder you wish. Stacks are located near the right of the Dock, next to the trash .

1. [Click] the button for the stack in the Dock. The contents of that folder will appear above the stack.
2. [Click] the button for 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 **Go > Opening Files and Folders**.
2. [Drag] the folder to the Dock.

Place the folder next to any of the stacks currently in the Dock, or next to the trash, 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.

To remove a stack from the Dock, [Drag] the stack away from the Dock, hold for 2 seconds, and release.

### Accessing Recently Used Files, Apps, or Servers

Choose **RECENT ITEMS** in the menu bar for quick access to the last 10 files, apps, and servers used. Items are listed alphabetically, not in the order of most recently used.

### Switching Between Running Apps or Windows

[Click] the button in the Dock for the app you wish to use.

Or:

1. Press **⌘-Tab** to activate Mission Control, which displays every window currently running.
2. [Click] the window you wish to use.

Or:

1. Press and hold **⌘-T**. Do not release **⌘-T** until step 4.
2. Press **⌘-Tab** to open App Switcher.
3. Press **⌘-Tab** to move to the next app.
4. Release **⌘-T** and **⌘-Tab** when the white box is around the app you wish to use.

### To switch between open windows in a single app:

1. [Right Click] the app's button in the Dock, then choose **SHOW ALL WINDOWS**. This displays every window currently running in that one app.
2. [Click] the window you wish to use.

Or, press **⌘-~**.

### Quitting an App

- Choose the name of the active app in the menu bar, then **QUIT**, e.g., **SAMPLE QUIT SAMPLE**.
- Press **⌘-Q**.
- [Right Click] the app's button in the Dock and choose **QUIT**.

### Quitting a Frozen App

Sometimes an app is too busy with its current process to do anything else. Usually the app must finish its original operation with a minute or two. If not, you may need to quit the frozen (not respond).

1. Press **⌘-Option-M** to:
2. Choose the app that is not responding.
3. [Click] **FORCE QUIT**.

Or, [Right Click] the app's button in the Dock, and choose **QUIT** or **FORCE QUIT**.

### Adding an App to the Dock

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

1. Switch to the Finder program. If it is not already open, see [Starting Between Running Apps](#).
2. Choose **GO > TO VIEW LOCATIONS**.
3. Drag the app you wish to add to the Dock.
4. Place the app between two apps already in the Dock, then release.

To add an app that is already running:

1. Apps that are running may appear as a small thumbnail of the Dock. [Right Click] its button in the Dock and choose **TO DOCK**, **QUIT**, or **FORCE QUIT**.

To remove items from the Dock, [Drag] it to the trash. To move windows from the Dock, [Drag] away from the Dock, hold for 2 seconds, and release. An app that is running cannot be removed from the Dock.

### Searching with Spotlight

Use Spotlight to locate and open files, folders, apps, and more. Spotlight searches file names and text within files.

1. [Click] or press **⌘-Spacebar**.
2. Type part of the name of a file contained within the document.
3. Choose from the drop-down list. Or choose **SHOW ALL RESULTS**. Results are not listed, and a Finder window containing all search results will open.

Note: Pressing any key results in the list to use a predicate.

Or:

1. Open a Finder window (see [Opening Files and Folders](#)).
2. Press and hold **⌘**. The search field in the Finder window will appear.
3. The search results appear in the Finder window.
4. [Click] . The search results in open files for all windows searching are.

Ⓜ [http://www.apple.com/spotlight/advanced-searching](#)

### Keyboard Shortcuts

| Shortcut                            | Command                               |
|-------------------------------------|---------------------------------------|
| Select all                          | <b>⌘-A</b>                            |
| Copy                                | <b>⌘-C</b>                            |
| Cut                                 | <b>⌘-X</b>                            |
| Paste                               | <b>⌘-V</b>                            |
| Undo                                | <b>⌘-Z</b>                            |
| Print                               | <b>⌘-P</b>                            |
| Print & Preview                     | <b>⌘-P</b>                            |
| Close Window                        | <b>⌘-W</b>                            |
| Close All Windows                   | <b>⌘-W</b> with an app                |
| Quit App                            | <b>⌘-Q</b>                            |
| Spotlight                           | <b>⌘-Spacebar</b>                     |
| Forward/Back                        | <b>⌘-⏪</b> / <b>⌘-⏩</b>               |
| Display Location of Document/Folder | [Right Click] Window/Name in Dock bar |

### Window States

| Window State       | Command               |
|--------------------|-----------------------|
| Zoom Window        | <b>⌘-Y</b>            |
| Get Info           | <b>⌘-I</b>            |
| Print              | <b>⌘-P</b>            |
| Print & Preview    | <b>⌘-P</b>            |
| Move to Trash      | <b>⌘-T</b>            |
| Open Recent Window | <b>⌘-O</b>            |
| Open Recent List   | <b>⌘-R</b>            |
| Open Recent Folder | <b>⌘-R</b> - <b>A</b> |
| Open Recent Folder | <b>⌘-R</b> - <b>A</b> |

### Advanced Topics and Where to Find Out More

Ⓜ [http://www.apple.com/macos/advanced-printing](#)  
Ⓜ [http://www.apple.com/macos/advanced-searching](#)  
Ⓜ [http://www.apple.com/macos/creating-user-accounts](#)

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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.

## Book Information

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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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