

Transitioning from PC to Mac

OS X Yosemite

By:

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Online Resources

<https://www.apple.com/support/macbasics/pctomac/>

Change your user Password

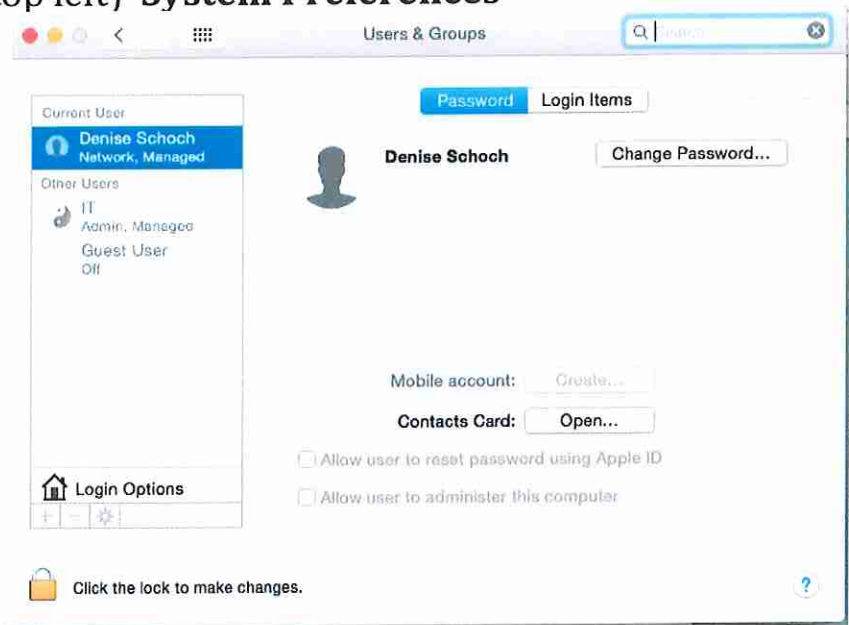
1. Go to **Apple** menu (top left) **System Preferences**

2. Click **Users and Groups**

3. Click **lock** at bottom left to make changes

4. Click **Change Password** button.

5. Password requirement:
minimum 6 characters



- Firstinitiallastname – computer log in – same as before
- Password: ChangeMeNow!
- ChangeMeNow\$ pete

Shutting Down Your Mac

Power button

Tap to turn on your Mac or wake your Mac from sleep.

Hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to restart, sleep, or shut down.

Hold for 5 seconds to force your Mac to turn off.

Terminology

1. Finder = Start button Double click your Finder icon
2. Dock = Quick start section of your Task bar



3. Quitting an application First menu+quit or command + q vs. closing a window
4. Files, folders
5. Desktop = desktop
6. Documents = My documents
7. System Preferences = Control Panel



8. Ejecting USB flash drives and CDs – drag to Trash or click eject
9. Search = Spotlight or Launchpad



Customizing Your Mac

1. Views – Icons, List, Columns, cover flow
2. Adding Application to Dock – simply drag to dock
3. Removing Applications on the dock –click and hold, choose **Options**, choose remove from dock or simply drag up and poof! It's gone.
4. Open at Login
5. Methods of viewing and selecting files
6. Methods of closing, shrinking, and enlarging files:
 - The red dot _____ the file
 - The yellow dot _____ the file
 - The green dot _____ the file.

NOTE: Clicking the red dot does NOT quit the application.

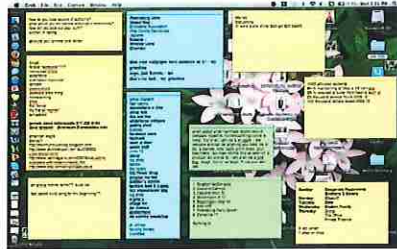
7. System Preferences
8. Customize your Background of Desktop: Ctrl+Click
9. Track pad gestures
10. Write 2 track pad gestures you would like to try:
 - _____ does _____
 - _____ does _____

Key Combinations that Make Life Easier

1. Right click = Control + click
2. Ctrl + Alt+Delete = Command + Option + Esc
3. Command + q = _____
4. Command + z= _____
5. Command + x= _____
6. Command + c= _____
7. Command + v= _____
8. Command + Tab= _____
9. Drag pic from window or desktop
10. Shortcut = Make Alias (Right click or Ctrol + Click an item in Finder)
11. Command-Shift-3 – screen shot – puts a .png file on your desktop
12. Command-Shift-4 – drag to select area of screen you want a picture of
13. Option-Delete = Delete the word to the left of the insertion point.
14. Shift + click = select a set of items
15. Ctrl + click = select specific, non-continguous items

Applications that Make the Mac Useful and Fun

Stickies



Preview



TextEdit



QuickTime



iPhoto



Projector Connection

When you connect to your projector, you may only see a blank desktop.

Fix:

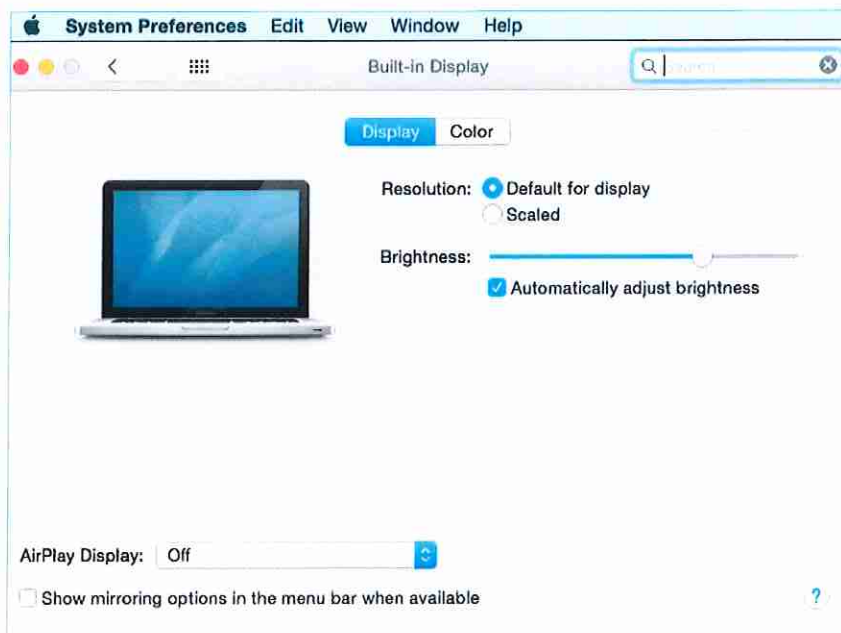
1. **Apple menu System Preferences Displays**
2. Click **Arrangement** tab (middle tab – **only available when connected to a projector**)
3. Click bottom left: **Mirror Displays**

Resolution

When you connect your projector cable, it will blank out and adjust your resolution—the ratio aspect of your projected display.

You can adjust your own, using

Default for Display



Printing

1. Choose **File** print from MS Word, for example.

Print

Printer: DV-V-PS1-PRT-Directors

Presets: Default Settings

Job Log

User ID:

Job Type: Normal Print

File Name:

Password:

☒ Enable User Code

User Code:

☐ Set Print Time

Time: 12:00 AM

Folder Number: 0

Folder Password:

? PDF

Cancel Print

2. Choose printer.

For Main Office Printer/Copier, perform these steps:

3. On **third drop down** menu, choose **Job Log**
4. Click **Enable User Code**
5. Enter **User code**: last 4 digits of your social security number
6. On **third drop down** menu, choose **Printer Features**
7. By **Color Mode**, choose **black and white**
8. Click **Presets**, choose **Save Current Settings as Preset**
9. Define default setting by name of printer
10. Choose all settings, then name the preset with name of printer

Print

Printer: DV-V-PS1-PRT-Directors

Presets: Default Settings

Printer Features

Feature Sets: General 1

Fit to Paper: Prompt User

Resolution: 600 dpi

Collate Type: Collate

Print Mode: Off

Image Smoothing: Off

Color Mode: Black and White

? PDF Cancel Print

Printing in Chrome:

Chrome File Edit View History Bookmarks People Window Help

Delaware Valley Regional

www.dvrhs.org/site/default.aspx?PageID=1

Apps Gmail Flo Rida - GDFR ft. PostiniLogin Dashboard-Avaza copierDirectors PARCC eBackpack MCB PowerSchool DailyBu

Print

Total: 2 sheets of paper

Cancel Print

Destination DV_V_PS1_PRT_C103

Change...

Pages All

Copies 1

Layout Portrait

Options Two-sided

More settings

Print using system dialog... (⌘P)

Open PDF in Preview

Delaware Valley Regional High School

Upcoming Events

Site Shortcuts

Headlines

Announcements

DelVal TV

Community Events

Connect to Shared Drive

Go to Finder

Choose **Go** menu

Choose **Connect to Server . . .**

Enter path of preferred drive:

- Shared drive: smb://fes-server/shared/teacher
- Home Drive: (what used to K:) Smb://fes-server/staff/(teacher username)

Drive is then found in finder window, left column under **Shared**