



**Jebel Ali School**

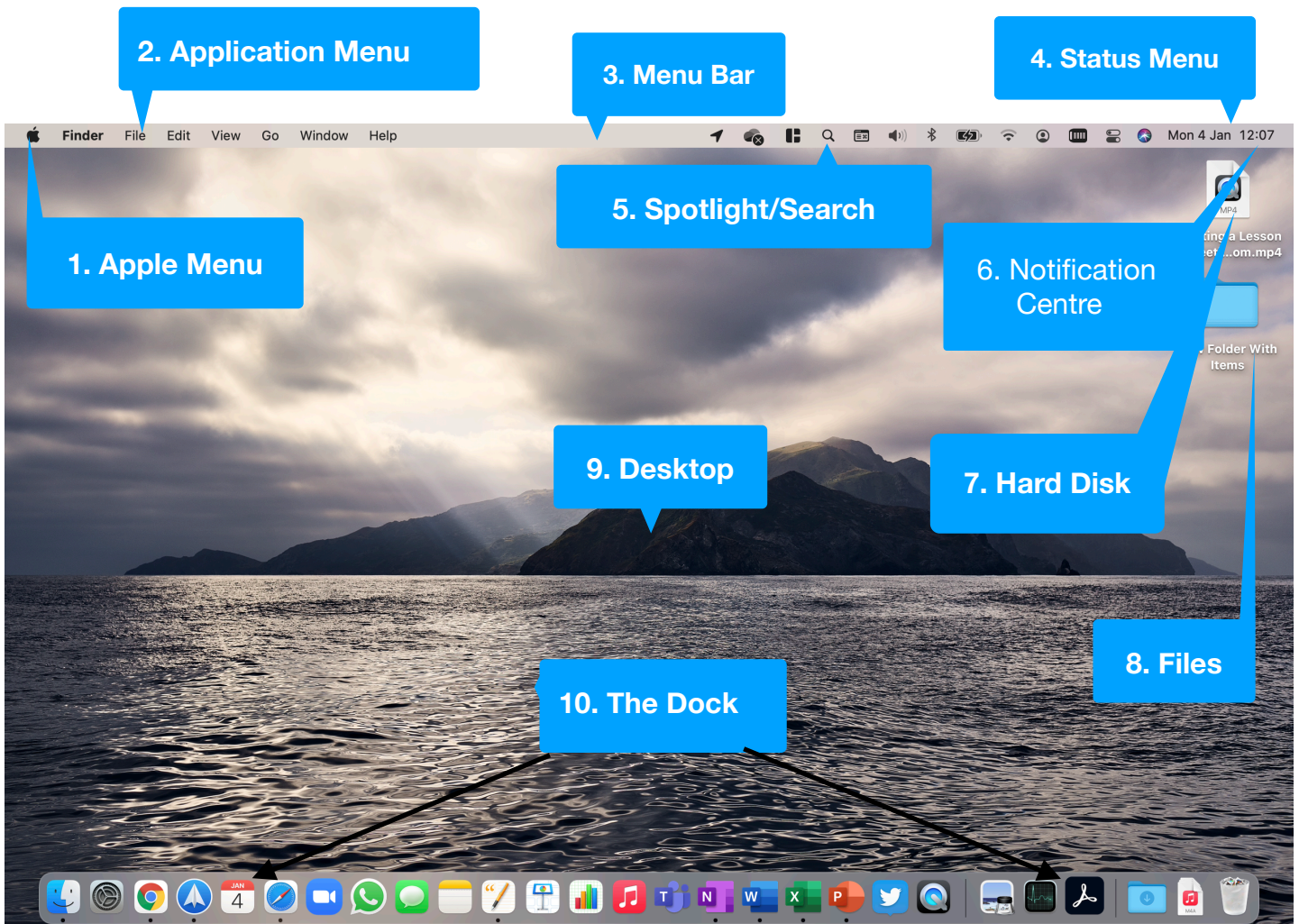
**Getting to know  
your Macbook**

# Mac Handbook



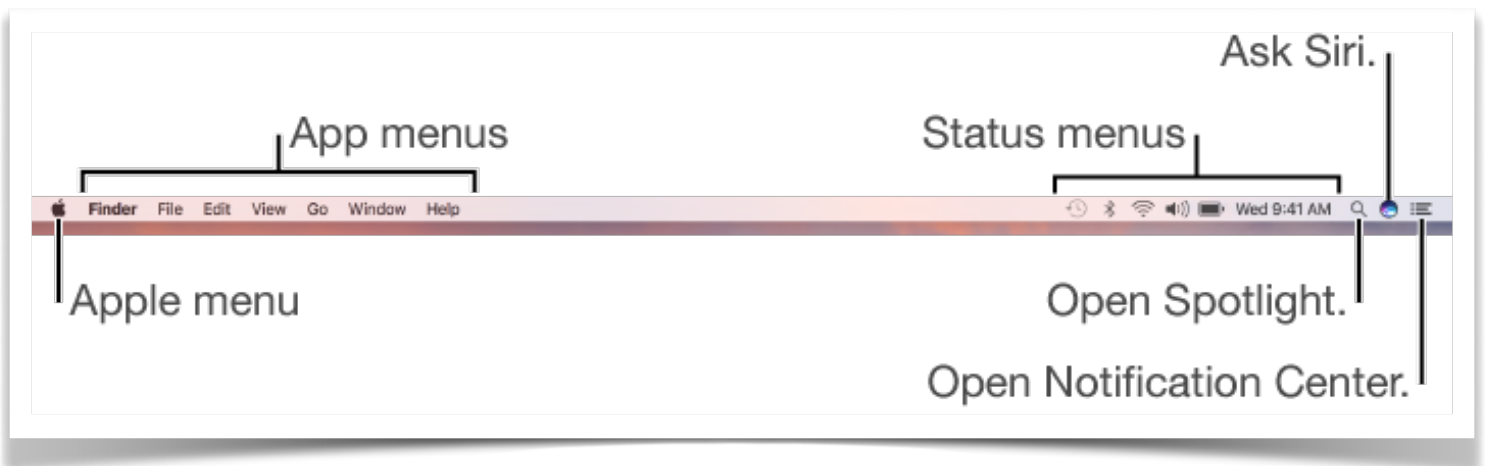


## Get to know the desktop and menus



1. **Apple menu** (🍏) - Access Software Update, System Preferences, Sleep, Shut Down, and more.
2. **Application menu** - Contains menus for the application you're currently using. The name of the application appears in bold next to the Apple menu.
3. **Menu bar** - Contains the Apple menu, active application menu, status menus, menu bar extras, Spotlight icon, and Notification Centre icon (OS X Mountain Lion).
4. **Status menu** - Shows the date and time, status of your Mac, or gives you quick access to certain features—for example, you can quickly turn on Wi-Fi, turn off Bluetooth, or mute your computer's volume.
5. **Spotlight** - Use this to search for anything on your Mac (keyboard shortcut: command + space bar)
6. **Notification Centre icon** - Click it to view Notification Center, which consolidates your notifications from Messages, Calendar, Mail, Reminders, and third-party apps.
7. **Hard disk:** This may or may not be displayed. This can be changed in Settings.

8. **Files:** Every file on your desktop is a window with an image in it - either an icon or a preview of the file. Each of those windows and their contents is stored in RAM so that when you switch to the Desktop or use QuickLook, your Mac can show you what's in the window. In other words, the more files you have on your desktop, the more data is stored in RAM. That could result in your Mac running more slowly. Try to keep all files in your ONEDRIVE folder.
9. **Desktop** - This is where your applications' windows will appear. You can add more desktops using Mission Control. If you're using Mac OS X v10.6 or later, you can use [Spaces](#). The Trash/Rubbish bin is at the end. The Downloads folder is the penultimate icon.
10. **The Dock** - Quick access to your most frequently used applications, folders, and files. With a single click the application, folder, or file opens. You can add or remove apps and documents, make it larger or smaller, move it to the left or right side of your screen, or even set it to hide when you're not using it.
  1. To add an item to the Dock, just drag the item and drop it where you want it. Place apps to the left of the line in the Dock, and documents to the right.
  2. To remove an item, just drag it out of the Dock. Removing an item from the Dock doesn't remove it from your Mac.





# Mac tips when moving from Chromebook or Windows

## Here's how to perform some common tasks on Mac.

### Right click

Click the right corner of your Apple mouse, or click with two fingers on your Apple trackpad. You can change this in [Mouse preferences](#) and [Trackpad preferences](#).


### Scroll, swipe, click

You can use two fingers for scrolling. Settings for scroll direction, swipe gestures, and button assignments are also in [Mouse and Trackpad preferences](#), in [Settings](#).


### Close & resize windows

Buttons for [closing](#), [minimizing](#), and [maximizing a window](#) are in the upper-left corner of the window.

### Change volume

Use the volume control  in the menu bar, or use the volume keys on your Apple keyboard.


### Search your Mac

Use [Spotlight](#) to quickly find and open apps, documents, and other files. This will also perform calculations. Press  and Space Bar


### Open apps

You can also use [Launchpad](#) and the [Dock](#) to open your apps (programs).

### Browse for files

Looking for  Windows File Explorer? You can use the [Finder](#).

### Delete files

Looking for the Recycle Bin? Use the Trash, which is in the Dock. or press  and backspace to delete files.

### Rename files

Click the file once to select it, then press the Return key and type a new name. Press Return when done.

### Preview files without opening them


[Preview most files on your Mac](#) using Quick Look. Click the file icon once to select it, then press Space bar.

### Back up files

[Time Machine](#) keeps a copy of all your files, and it remembers how your system looked on any given day.

### Change Mac settings

Looking for the Control Panel? Use [System Preferences](#) instead.

Many Mac keyboard combinations use the Command  key.

[Learn more keys and keyboard shortcuts.](#)

## Cut

Command-X

## Copy

Command-C

## Paste

Command-V

## Undo

Command-Z

## Print

Command-P

## Close window

Command-W


## Switch apps

Command-Tab

## Quit app

Command-Q

## Forward delete

Fn-Delete or 

## Find files

Command-Space bar

## Force quit app

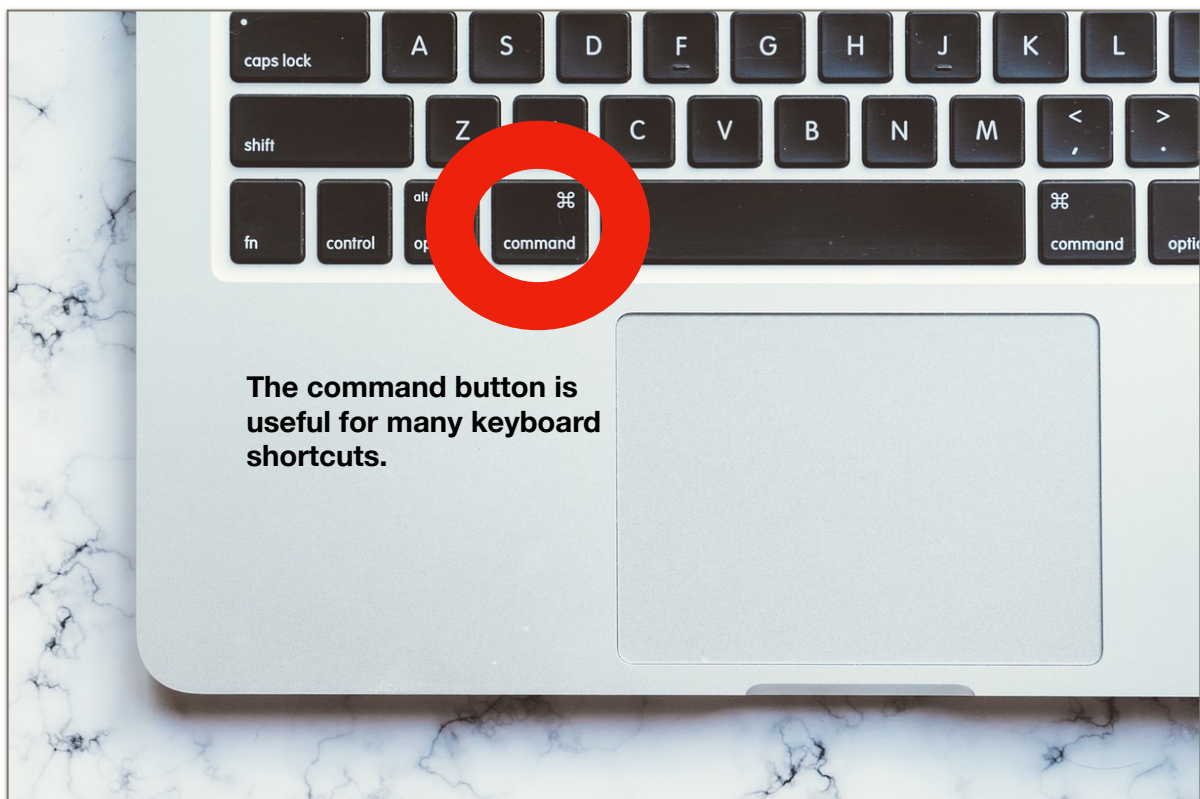
Option-Command-Esc

## Take screenshot

Shift-Command-3 (full screen)

Shift-Command-4 (screen selection)

Shift-Command-5 (screen record)





# What is it called on my Mac?







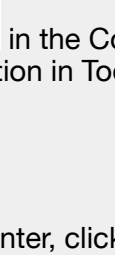
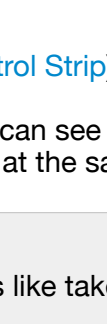

If you're not sure what something is called on the Mac, here's a list of Windows and Mac terms to help you find what you're looking for.



Note: On Macbooks with Touch Bar, you must press and hold the Fn key before pressing the other keys of a shortcut; for example, press Fn-Control-F2.

Windows term	Mac term	What it does
<b>My Computer, This PC</b>	<b>In the Finder, choose Go &gt; Computer</b>	You see disks connected to your Mac, CDs and DVDs inserted in your optical disc drive, network volumes you're connected to, and any disk partitions you have.
<b>Start menu and Task bar</b>	<b>Dock</b>	Use the Dock to open your favorite apps, files, folders, and websites. By default, the Dock appears at the bottom of the screen. To add a file or folder to the Dock, drag it to the right of the Dock's separator line.
<b>Programs menu</b>	<b>Launchpad</b>	For quick access to all your apps and utilities, click the Launchpad icon  in the Dock (or tap  in the Control Strip).
<b>My Documents, Documents folder</b>	<b>Documents folder</b>	To see your Documents folder, open a Finder window, then click Documents in the sidebar.
<b>File Explorer</b>	<b>Finder</b>	To organize files, folders, and apps, use the Finder. To open a Finder window, click the desktop, then choose File > New Finder Window.
<b>Control key</b>	<b>Command key</b>	To perform actions or shortcuts, use the Command key with keyboard combinations. For example, pressing Command-S usually saves a document or file.
<b>My Pictures, Pictures folder</b>	<b>Pictures folder</b>	The Pictures folder is located in your <a href="#">home folder</a> . In the Finder, choose Go > Home.




<b>My Recent Documents</b>	<b>Recent Items (in the Apple menu)</b>	As you open apps and files, their names are kept in the Recent Items list in the Apple menu. You can use Recent Items to quickly reopen apps and documents. Many apps include an Open Recent command in the File menu that lists documents you worked on recently.
<b>Print Screen/ Snipping tool</b>	<b>Shift-Command-3</b>	To take a picture of the entire screen, press Shift-Command-3.
	<b>Shift-Command-4</b>	To take a picture of part of the screen, press Shift-Command-4, then drag the pointer to select an area.
	<b>Shift-Command-5</b>	To make a video recording of your screen press Shift-Command-5
<b>Alt key</b>	<b>Option key</b>	To enter special characters, press and hold the Option key in combination with letter keys. For example, to enter é, press Option-E, then press the E key again.
<b>Alt key</b>	<b>Control-F2</b>	To use the keyboard to open menus in the <a href="#">menu bar</a> at the top of the screen, press Control-F2, then use the arrow keys to select a menu. Press Return to open the selected menu, then use the arrow and Return keys again to choose menu options.
<b>Properties</b>	<b>Get Info</b>	To see information about a file, folder, disk, server, or other item, select it in the Finder, then choose File > Get Info. In the Info window, you can set ownership and permissions for the item. For files, you can select the app that you want to open the file.
<b>Recycle Bin</b>	<b>Trash (in the Dock)</b>	To delete files and folders, drag them to the Trash. To permanently delete the files, choose File > Empty Trash.
<b>Search</b>	<b>Spotlight</b>	To find files, documents, apps, email, and other items, click the  in the menu bar, then enter a word or phrase. Many apps, such as the Finder, Mail, and Contacts, provide a search field in the toolbar where you can quickly search for items in the app.
<b>Close button</b>	<b>Close button</b>	To close a window, click the red button  in the top-left corner of a window.
<b>Alt-Tab</b>	<b>Command-Tab</b>	To switch between open apps, press Command-Tab. Release the keys when the app you want is selected.
<b>Alt-Tab</b>	<b>Exposé</b>	To see all the open windows in the current app, press and hold its icon in the <a href="#">Dock</a> . Release the trackpad or mouse when thumbnail images of the windows appear. To see another app's windows, press Tab.

<b>Control Panel</b>	<b>System Preferences</b>	To select preferences such as your desktop background, choose Apple menu > System Preferences.
<b>Device Manager</b>	<b>System Information</b>	System Information gives you detailed information about your Mac hardware and software. Choose Apple menu > About This Mac.
<b>Disk drive eject button</b>	<b>Media Eject key</b>	To open and close the optical drive, press the Media Eject key  on your keyboard. To eject disks in other types of drives (or if your keyboard doesn't have the Media Eject key), select the disk in the <a href="#">Finder</a> , then choose File > Eject.
<b>Exit</b>	<b>Quit</b>	To exit from an app, choose Quit from the app menu. (The app menu is labeled with the app's name; for example, Safari or Mail.) or press command + quit
<b>Microsoft Photo Editor</b>	<b>Photos</b>	Use the Photos app to import your photos from your iOS device or camera, edit your photos, share your photos, and more.
<b>Mouse</b>	<b>Mouse (one-button)</b>	If you have a one-button mouse and want to open a shortcuts menu, press and hold the Control key as you click.
<b>Mouse</b>	<b>Magic Mouse, Mighty Mouse, or Apple Mouse</b>	If you have a Magic Mouse or other multiple-button mouse, you can customize the buttons by choosing Apple menu > System Preferences, then clicking Mouse.
<b>Flip 3D</b>	<b>Mission Control</b>	<p>To see all your open windows, press the Mission Control key  (or use the <a href="#">Control Strip</a>) or press Control-Up Arrow.</p> <p>To temporarily move all windows so you can see the desktop, press the Command and Mission Control keys at the same time.</p>
<b>Gadgets</b>	<b>Dashboard widgets Notification Center Today view</b>	<p>Dashboard includes <a href="#">widgets</a> to do things like take notes, monitor stocks, and show the weather.</p> <p>To open Dashboard, click the Launchpad icon  in the Dock (or tap  in the Control Strip).</p> <p>You can also get quick information in Today view in Notification Center. To open Notification Center, click its icon  in the menu bar.</p>

<b>Network Connections</b>	<b>Network preferences</b>	To configure network settings, choose Apple menu > System Preferences, then click Network. For help setting up or solving network problems, click “Assist me” in Network preferences.
<b>On-Screen Keyboard (OSK)</b>	<b>Keyboard Viewer</b>	To open the Keyboard Viewer, in the menu bar click the Input menu  (identified by the Show Emoji & Symbols icon or an input method character), then choose Show Keyboard Viewer. If you don't see the menu, choose Apple menu > System Preferences, click Keyboard, click Keyboard, then select “Show keyboard and emoji viewers in menu bar.”
<b>Performance control panel</b>	<b>Activity Monitor</b>	To see how your Mac is performing and which processes it's running, open Activity Monitor (located in the Utilities folder in the Applications folder).
<b>Printers &amp; scanners</b>	<b>Printers &amp; Scanners preferences</b>	To select and set up printers, choose Apple menu > System Preferences, then click Printers & Scanners.
<b>Shortcuts</b>	<b>Alias</b>	To make an <a href="#">alias</a> , select the file or app, then choose File > Make Alias.
<b>Snipping Tool</b>	<b>Grab</b>	Use the Grab app (located in the Utilities folder in the Applications folder) to take pictures of a window, the screen, or a section of the screen.
<b>Standby</b>	<b>Sleep (in the Apple menu)</b>	Sleep is a low-power mode. To put your computer to sleep, choose Apple menu > Sleep.
<b>Start menu</b>	<b>Spotlight</b>	To find files, email, and other items, click the Spotlight  icon in the menu bar.
<b>Status icons</b>	<b>Status menus</b>	Status menus appear as icons in the right half of the menu bar. Use status menus to connect to a wireless network, check the battery status of your portable Mac, and more.
<b>Task Manager</b>	<b>Activity Monitor</b>	To see how your Mac is performing and which processes it's running, open Activity Monitor (located in the Utilities folder, which is in the Applications folder).
<b>Windows Media Player</b>	<b>QuickTime Player iTunes</b>	To play movies and music, use QuickTime Player. To listen to music CDs, purchase music from the iTunes Store, and create your personal digital music library, use iTunes.
<b>Windows MovieMaker</b>	<b>iMovie</b>	To download video from your digital video camera and create your own movies, use iMovie.



<b>Cortana</b>	<b>Siri</b>	<p><a href="#">Ask Siri</a> to do things like open files or apps, or find things on your Mac or on the Internet. You can easily keep your Siri results handy on your desktop or in Notification Center.</p>  <p>To use Siri, click the Siri icon in the menu bar (or use the <a href="#">Touch Bar</a>).</p>
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## To do:


### 1. Sign in to Google

Open Safari or Chrome, search for Google.


Sign in to your school account using your school email address and the password.

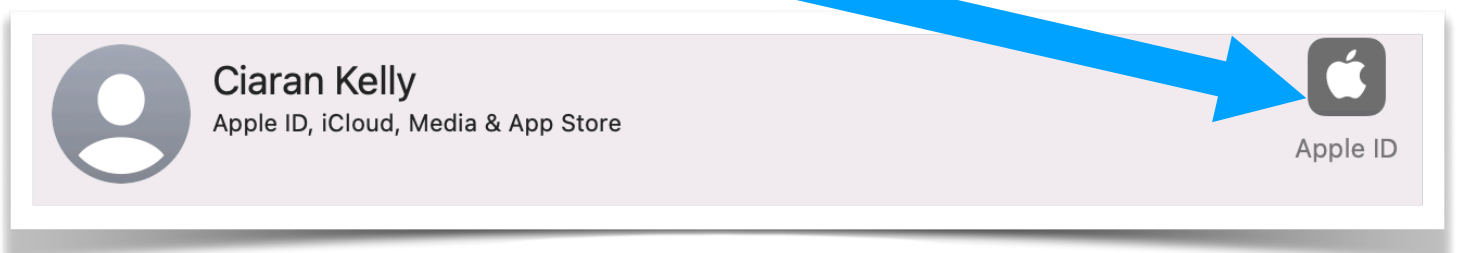
**Sign in to the Google Drive app:** Open Launchpad (applications) and open the Google Drive app. Sign in to your school account.

### 2. Sign in to iCloud on Mac using your school email address and password

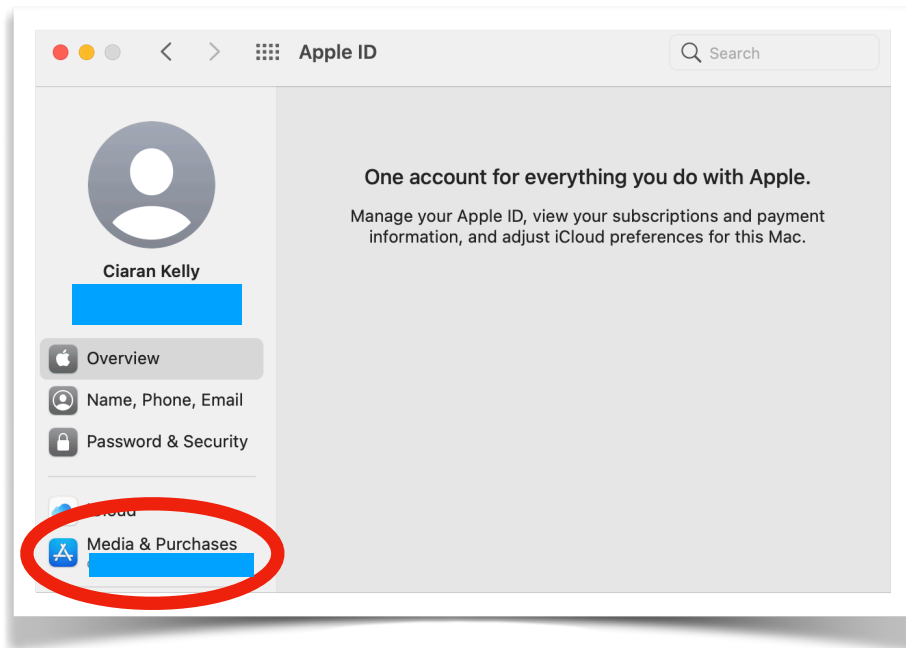
1. Choose Apple menu  > System Preferences.
2. Click **Sign In**.
3. Enter your Apple ID (school email address) and password.
4. If prompted, enter the six-digit verification code sent to your trusted device or phone number and complete **sign in**.

### Optional: To use a personal account on the App Store for Media and applications

1. Choose Apple menu  > System Preferences.
2. On the top right click on Apple ID



3. Click Media and Purchases on the left and sign in using your personal account.



### **Set up your Touch ID and Password**

Open settings. Click on Touch ID. Follow the instructions to set up using your fingerprint to unlock your Mac.

### **Enable Dictation**

Press the F5 button and enable dictation.



**Jebel Ali School**

**Dubai, United Arab Emirates**

**Tel: 0097148846485**

**Fax: 0097148845373**

**Email: [jaschool@jebelalishool.org](mailto:jaschool@jebelalishool.org)**

**Website: [www.jebelalishool.org](http://www.jebelalishool.org)**