Apple®
Mac OS X
Quick Reference Card

The Mac OS X Desktop

Apple menu
Application menu
Window title bar
Window buttons
Toolbar
Mac Home contents
Indicates the program is running
Mac hard drive
Hide/Show toolbar
Scroll Bars
Resize window
Dock

Shortcuts

General

Quit Application	⌘ + Q
Minimize Window	⌘ + M
Minimize All/Switch to New Application	Option + ⌘ + Click
Print a File	⌘ + P
Open a File	⌘ + O
Close a Window	⌘ + W
Select All	⌘ + A
Undo	⌘ + Z
Redo or Repeat	⌘ + Y
Switch Between Open Applications	⌘ + Tab
Reverse Between Open Applications	⌘ + Shift + Tab
Eject Disk	⌘ + E
Empty Trash	⌘ + Shift + Delete
Connect to Server	⌘ + K
Mac Help	⌘ + ?
Show/Hide Finder	⌘ + H
Show/Hide Dock	⌘ + Option + D

Navigation

Up One Screen	Page Up
Down One Screen	Page Down
Beginning of a Line	Home
End of a Line	End
Beginning of Document	⌘ + Home
End of Document	⌘ + End

Go to a Folder Directory

Computer	Shift + ⌘ + C
Home	Shift + ⌘ + H
iDisk	Shift + ⌘ + I
Applications	Shift + ⌘ + A
Favorites	Shift + ⌘ + F

Selected Mac OS X Applications

Finder: The gateway to your computer. Use Finder for easy access to all your files, applications and folders.

System Preferences: Control how your computer works: display settings, networking, language, hardware/software settings & more.

Mail: Send, receive and manage e-mail from other accounts, sort junk mail, infused with iChat instant messaging technology.

iChat: Keep in touch with instant messaging. Infused with Rendezvous technology, enabling file sharing or chatting over a network.

Explorer: Browse pages on the Web. Use side tabs (Favorites, History, Search, Scrapbook, Page Saver) to enhance surfing.

Sherlock: Perform advanced Web searching on a channel (search movie times, bid on eBay, check stocks or flight times, etc.) or search site.

Address Book: Store, organize, sort contact information using different views and groups. Import/export data to or from the Address Book.

iCal: Powerful planner. Organize events, set reminders, invite Address Book contacts to events, create a to-do list, publish iCal on Web.

iTunes: Manage your music files. Create play lists, burn CDs, buy music from the online music store, listen to online radio channels.

iPhoto: Manage your photo files. Import and print photos, order prints or books online, e-mail photos, create slides, or burn onto a CD.

iMovie: Produce a movie. Edit and cut clips, integrate photos, use special and transition effects, integrate audio, create a DVD.

AppleWorks: Create different types of files: word processing documents, databases, spreadsheets, drawings and presentations.

QuickTime Player: Standard media playback for audio, video, graphics, and virtual reality (VR) movies.

Trash: Delete files, documents, eject disks, or disconnect from a server. Click and drag to the trash icon, or press Delete to delete a file.

Using the Desktop

- **The Apple menu:** The Apple menu is your Mac's control center. Use the Apple menu to open System Preferences, change the way the Dock works, or select a network location. You can also get new software, shut down and restart your computer, and log out. A menu for recent applications and documents is also available.

- **To Begin Working with your Mac:** Use Finder's Go menu and select a location from the menu (Computer, Home, iDisk, Applications, Favorites), click a program from the Dock, or double-click the Macintosh hard drive.

- **Application menus:** The menus for the active program appear next to the Apple menu.

- **To Add a Shortcut to the Dock:** Drag and drop the folder or application onto the Dock.

- **To Remove an Item from the Dock:** Drag and drop the item off the Dock.

- **Minimized windows** are kept in the Dock. Click a window in the dock to expand it to its original size.

Using the Desktop |continued|

- **To Connect to a Server:** Select **Go → Connect to Server** from the menu, or press ⌘ + **K**.
- **To Change Dock Preferences:** Click the **Apple menu**, select **Dock**, and choose what you want to change.
- **Using Stickies:** Stickies are the electronic version of Post-It® notes. Any sticky notes you create remain on the Mac desktop until you close or delete them. Notes can be used in different colors to remind you of tasks in different categories (home, office, family, etc.)
- **To Organize Desktop Icons:** Select **View → Clean Up** from the menu. To organize a few icons, select them.
- **To Arrange Desktop Icons:** Select **View → Arrange** from the menu and select how you want to arrange the icons (by Name, Date Modified, Date Created, Size, or Kind).

Customizing Mac

System Properties

- **The Toolbar:** Buttons for the most common settings appear in the toolbar. Drag and drop a setting to add it to the toolbar.

  Show All: Return to the main System Preferences window with all settings shown, as it appears above.

  Displays: Change your monitor's settings (screen resolution, colors, brightness, etc.) Default recommended.

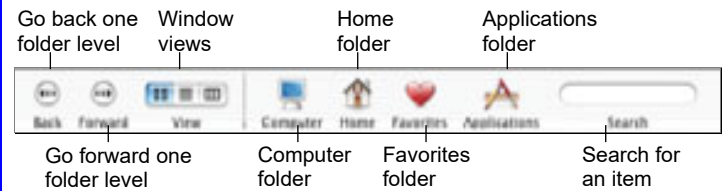 **Sound:** Change alert sound effects, adjust output/input volume, change output/input devices.

  Network: Control settings for the computer's connection to a network.

  Startup Disk: Change which operating system the computer uses at startup, or ask the computer to look for a network volume at startup.

- **Personal:** Specify how you want to work with the computer. Change the Desktop or Dock, window appearance, International preferences, programs starting at login, account settings, and screen saver effects. Changes only effect the current user account.
- **Hardware:** Specify how the computer's hardware devices act. Change how the computer responds to input disks, monitor settings, energy saving, keyboard and mouse settings and sound.
- **Internet & Network:** Control how you work online. Set default Internet browser and home page, Network and QuickTime options, and Sharing preferences.
- **System:** Change how the computer system works. Create new accounts, run OS 9 programs in Classic environment, change Date & Time, update software, change Speech and Startup Disk settings, and Accessibility options (change a setting for computer operation tasks you may have trouble with).

Working with Files and Folders

The Window Toolbar

Go back one folder level Window views   Home folder   Applications folder

Go forward one folder level   Computer folder   Favorites folder   Search for an item

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **File → New Folder** from the menu, or press **Shift** + ⌘ + **N**.
- **To Rename a File or Folder:** Click the folder name, wait a moment, and type the new name of the file or folder.
- **To Delete a File or Folder:** Select the file or folder and press the **Delete** key. Or drag and drop the file or folder into the Trash.
- **To Restore a File from the Trash:** Double-click the Trash to open it.
- **To Empty the Trash:** In Finder, select **File → Empty Trash** from the menu. Or, press ⌘ + **Shift + Delete**.
- **To Move a File or Folder:** Select the file or folder you want to copy. Drag and drop the item to another file or folder. To open a window for the new folder location, hold the item over the folder and a new window will appear.
- **To Copy a File or Folder:** Select the file or folder you want to copy. Press and hold the **Option** button as you drag and drop the item to another file or folder. Or select the item and select **Edit → Copy** from the menu, go to the new location and select **Edit → Paste** from the menu.
- **To Change Window Views:** In Finder, click **View** and select the view you want to use. Or click the View button on the toolbar:

  Icon: All items in the folder are represented by a large or small icon with the item's name.

  List: Items in the folder are listed top to bottom with details, such as file size and date modified, on each item.

  Column: Folder levels and folder contents are broken up into columns.
- **To Change a Window View's Appearance:** In Finder, select **View → Show View Options** from the menu, or press ⌘ + **J**.
- **To Find a File or Folder:** Click in the Search area of the toolbar. Type the file or folder you're looking for and press **Return**.
- **To Go To a Folder:** In Finder, select **Go → Go to Folder** from the menu, or press ⌘ + **Shift + G**. Type the location (not just the name i.e. `/Library/Documentation`) of the folder you're looking for and press **Return**.
- **To View the Clipboard:** In Finder, select **Edit → Show Clipboard** from the menu. A new window with the clipboard's contents appears.
- **To Go to a Location:** In Finder, select **Go → Go to Folder** and select which location you want to go to: Computer, Home, iDisk, Applications, or Favorites.

Maintenance and Repair

- **To Repair or Test a Disk:** Open the **Applications** folder. Go to the Utilities folder. Double-click 🛠 **Disk Utilities**. Click the **First Aid tab**. In the left window column, select the disk or volume you want to test or repair and proceed in the First Aid tab. You cannot repair the Startup Disk, but repairing or verifying permissions does increase performance.
- **To Find More Support:** Open **Sherlock**. Open the **AppleCare** channel and search for information on a topic. Or, in **Mac Help** click the link in the Support area.
- **To Uninstall an Application:** Drag and drop the application icon into the Trash.

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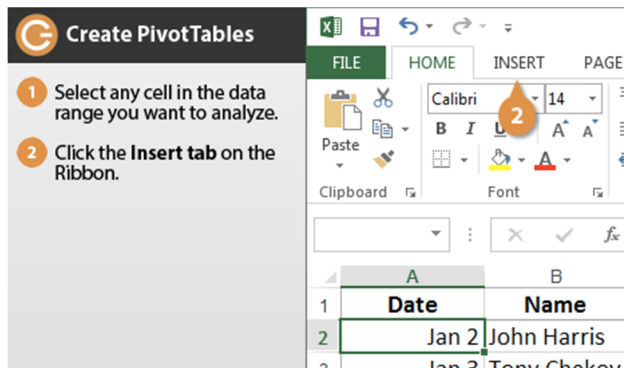- Outlook 2013
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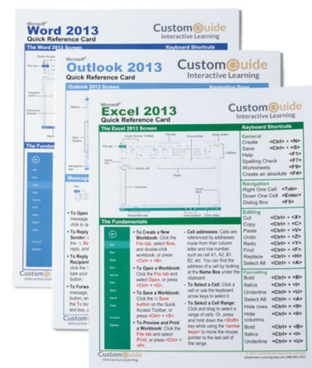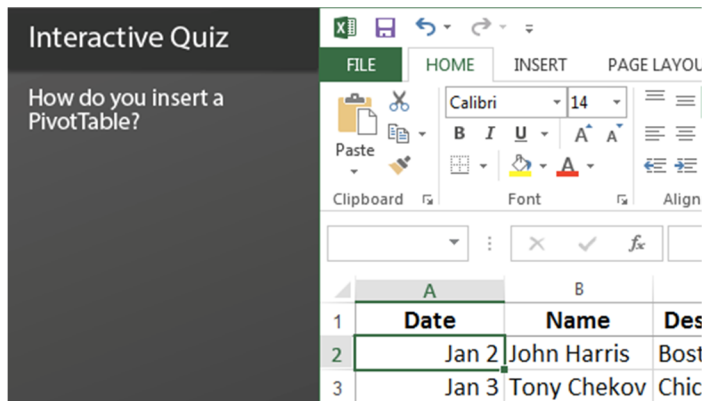
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