

Getting Started

The Desktop

The Dock

- Functions
- Spring-Loaded Dock
- Customising the Dock
- Dock Preferences

Stacks

- Organise files in a neat stack on the Dock
- Downloads Stack
- Sorting Stacks

Window Views

- Title Bar
- Toolbar
- View Controls
- Window Menu

Finder

- The Sidebar – Quickly access to frequently used locations
- Instant Screen Sharing - Start an interactive screen sharing session with other Macs on your network
- Icon preview
- Path Bar
- Finder Preferences

Open and Save

- Launching applications and opening documents
- Saving documents

Folders

- Creating Folders
- Moving and copying files and folders
- Opening a separate window for a folder
- Deleting files and folders
- Spring-Loaded Folders - Move down a hierarchical listing of folders with greater ease

Cover Flow

- Using Cover Flow, you can flip through your documents as easily as you flip through album art in iTunes. Cover Flow displays each file as a large preview of its first page.

Quick Look

So you're flipping through files in the Finder. But you're looking for something specific and you don't have time to open lots of files to find it. Quick Look gives you a sneak peek of entire files — even multiple-page documents and video — without opening them.

Go Menu

Quickly 'Go' to specific locations on your Mac or Connect to a Server

Apple Menu

Spaces

Create a space for work. Create a space for play. Organize each space just the way you want it. **Virtual desktop Spaces** - letting you combine task-based applications into separate logical desktop configurations. That means you can have one group of apps running for Web design, another for print production, and yet another for podcast creation and editing. You can even drag items between Spaces.

Labels

Apply coloured labels to organize files/folders

Hiding Applications

Dashboard

Using Dashboard

Using the Weather widget

Using the Translator widget

Spotlight

Setting preferences for Spotlight

Sorting through Spotlight search results

Using Spotlight to view images as a slideshow

Automator

Use Automators Actions to create time-saving workflows

Expose

Display all open windows as thumbnails

Time-saving Shortcuts

Contextual Menus

Mouse Options

Keyboard selection in Menus

Customising Keyboard Commands

Move to Trash

Keyboard Shortcuts

Aliases - Create a shortcut to a disk, application, file, or folder

Printing

Setting up a Printer

Setting the Default Printer

Customize a Printer

Checking print Status

Pausing a Print Job

- To Cancel a Print Job
- Stopping/Resuming a Print Queue
- Page Setup
- The Print Dialogue Box
- Creating a pdf file

Network in the Finder

- Mount a server on your Desktop
- Connecting to Windows computers and servers
- Folder Sharing- Turn any folder on your Mac into a shared folder

System Preferences

- Personal
- Hardware
- Internet & Network
- System

Font Handling

- Font Types
- Font Locations
- Font Book

Typing special characters and symbols

CD/DVD

- Check what types of discs you can burn
- Insert a CD/DVD
- Eject a CD/DVD
- Burn a CD/DVD

Force Quit