

# OS X Quick Tips

**Log On Elementary:** select your name from the list and enter password.

**Log On Secondary:** type in last name, first and password

**Log off:** Blue Apple in top left corner – Log Out .....

**THE DOCK:** This is like the Launcher of old. You can add or remove items to the Dock by dragging them into the Dock from their original location. Dragging them out of the Dock and releasing the mouse, removes them. You will find all applications by clicking on Macintosh HD.

**WORD PROCESSING.** It is recommended that you use Microsoft Word.

**SAVING:** Make sure that your documents are being saved to your Documents folder.

**INTERNET.** You can use Firefox or Safari as your web browser. Notice the Google search bar built into the browser.

**TRASH.** The Trash is located on the Dock. You can drag documents to the trash and release the mouse to drop it in. To empty the trash, click and hold the mouse on the trash, a text line 'Empty Trash' will appear, move your mouse to this line and release.

**SHUTTING DOWN.** Under the Apple Menu (blue apple) is the Shut Down command. Please continue to shut down your computers at the end of the day.

**PRINTING:** OS X printing is explained in the [osxprinting.pdf](http://www.danvers.mec.edu/techhelp.html) located at <http://www.danvers.mec.edu/techhelp.html> If you use an USB (Epson) printer, follow the above pdf, and when you get to Add Printer, select USB printer. For OS 9 (Classic) applications, printers are set up by going to the Chooser.

## ESSENTIAL TIPS:

**Force Quit** - To quit a frozen application without restarting the computer, hold Apple/Option and press Esc.

**Minimize Window** - Apple/M or press the yellow button in the top left of window. To open the window, click its icon in the dock, or hold down Apple/Tab.

**Apple + H** – Will hide any windows in the active application.

**Apple + Tab** – Allows you to scroll through all the active applications

## CHANGING YOUR PASSWORD (only necessary if it is the default 'danvers):

Go to the Apple Menu (blue apple) at the top of the screen and click on (System) Preferences. In the window that opens, click on Accounts (lower-left). Click on your name. Click Password. Hit the delete key - a window will open asking for your old password. Type it. Now type your new password and Tab to the next box and type it again. Click the red 'close' button. Another window may come up - if it does, click OK and click the red close button again.