



*Welcome to Mac!*

## **Top Ten Tips for New Mac Users**

1. What the... One-button mouse?
2. OMG My computer crashed... How to defibrillate your computer
3. Scrolling without a scroll wheel
4. Traffic lights
5. MSN... for Mac?!
6. How do I Alt-Tab?
7. Screenshots
8. Working with Windows
9. Opening documents: Control what opens
10. The Dock: Manipulation (Size and Adding/Removing)



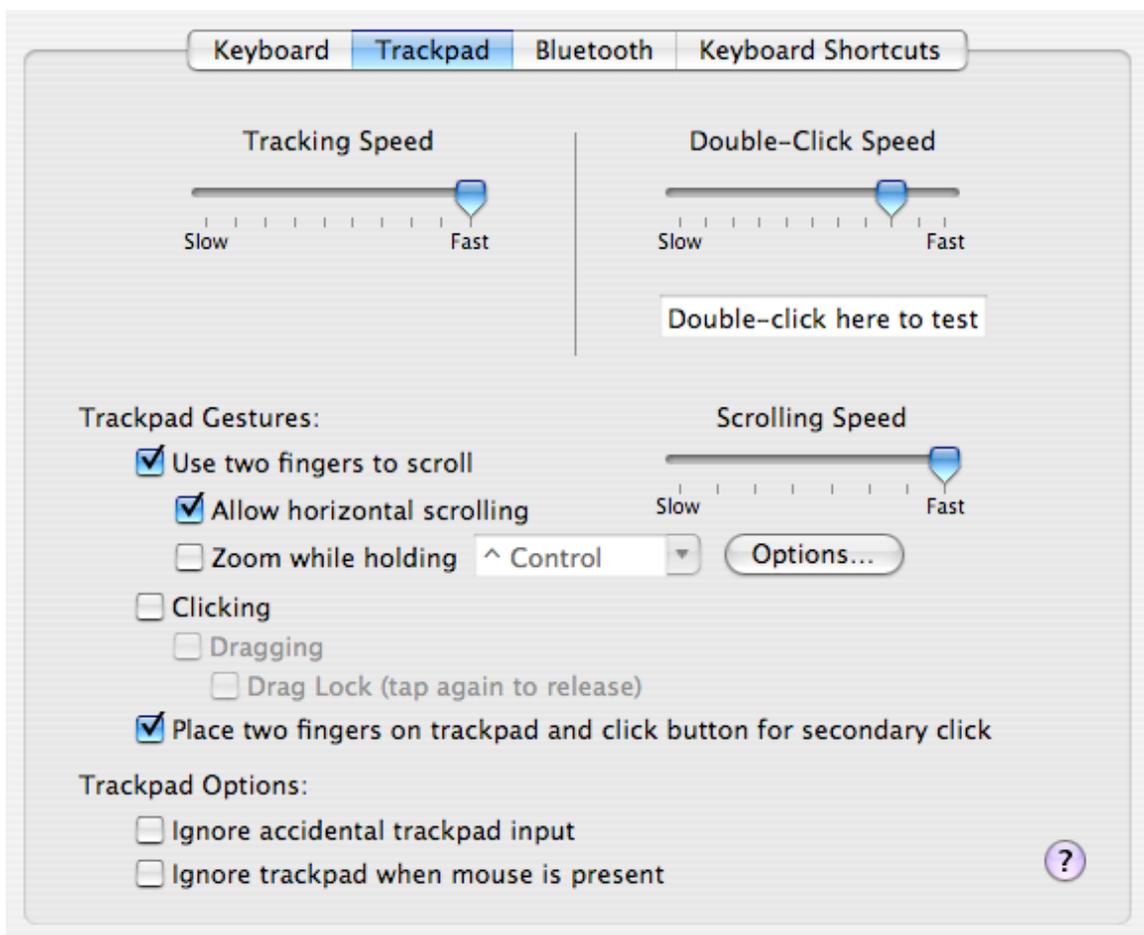
This document was written for Queen's University School of Medicine, Class of 2011 (Meds 2011) by Derek S. Tsang.

*Originally published September 2007. Last edited September 24, 2007.*

## 1. What the... One-button mouse?

Yes, Macs only have a one-button mouse. But you can get around this in one of two ways.

- a. You can simulate a right-click to bring up contextual menus by holding down the Control key and clicking.
- b. You can activate the right-click by turning on the option **Place two fingers on trackpad and click button for secondary click**. This option can be accessed through the menus – **Apple: System Preferences**. Look for the **Keyboard and Mouse** module, and click the **Trackpad** tab at the top. Make sure **Place two fingers on trackpad and click button for secondary click** is checked. With this option on, you can activate right-click by putting two fingers on your trackpad and clicking the main click button.



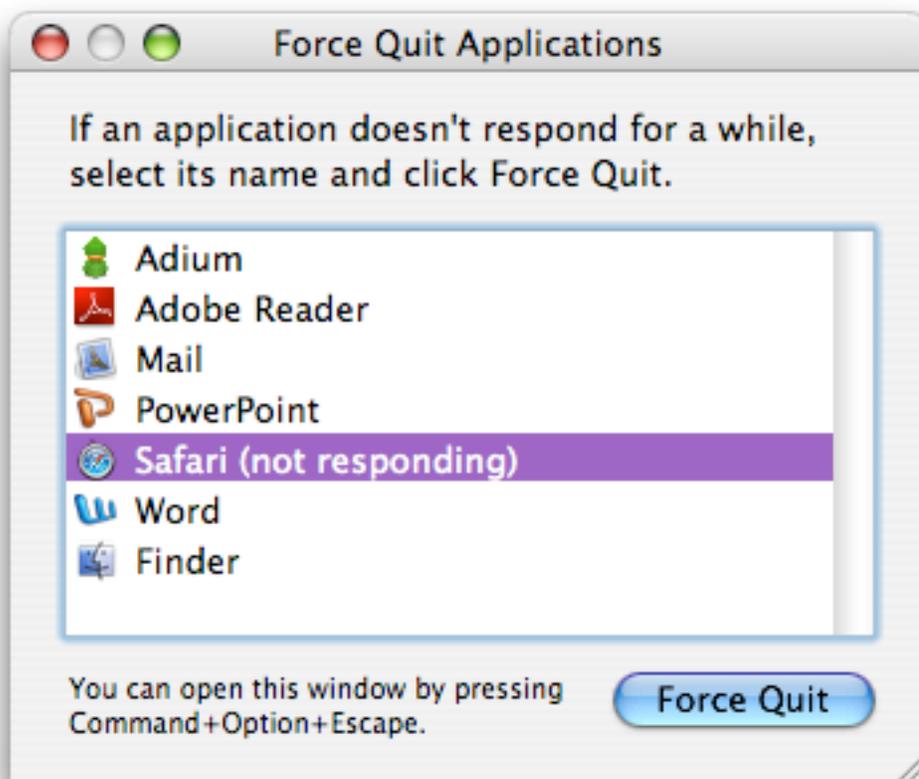
## 2. OMG My computer crashed... How to defibrillate your computer



If you have ever encountered the spinning wheel of death:

... you know how frustrating it is. In Windows, the remedy is Control-Alt-Delete. Macs have a similar solution: **Force Quit**. To access Force Quit:

- a. Go to the menus – **Apple: Force Quit**. Select the application that is listed as **Not Responding** (see below), and hit **Force Quit**. The offending application will be closed immediately.
- b. You can also bring up the Force Quit menu (below) by hitting the keyboard keys Command(⌘ or 🍏)-Option-Escape.



### 3. Scrolling without a scroll wheel

Your Mac probably doesn't have a scroll wheel, so but you can still scroll documents with your trackpad. Simply place two fingers on your trackpad, and move them in any direction you like – up, down, left or right. The active document will automatically scroll.

*Note: Arrows mean movement of fingers*

To scroll up:



To scroll down:



To scroll left:



To scroll right: *Well, you get the point. (I just didn't have a picture.)*

## 4. Traffic lights

What do the four bubbles at the top-left of every window mean?



**Red:** Always means “Close Window”. The keyboard shortcut is Command(⌘)-W.

**Yellow:** Always means “Minimize to Dock”. This is a great way to keep windows you’re not currently using from getting in the way. The keyboard shortcut is Command(⌘)-M.

**Green:** Usually means “Maximize Window”. This will make the window take up all active space on your screen.

### Exceptions

In certain cases (e.g. with iTunes), the **Green** bubble may mean “Toggle Window”. In iTunes, hitting the **Green** bubble will toggle between the main iTunes window (with all your music) and a mini-player (see below).

iTunes mini player (after hitting **Green** bubble):



## 5. MSN... for Mac?!

### Microsoft



Microsoft does make a Windows Live Messenger (aka MSN) client for Macintosh. It can be downloaded here:

<http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/download/misc/messenger603.xml>

### Adium



Another really cool MSN client that I use is called Adium. It's a lot slicker than MSN, and works with AIM and other instant messaging protocols, too.

<http://www.adiumx.com/>

## 6. How do I Alt-Tab?

In Windows, you can switch between programs by hitting Alt-Tab. In Mac, the same command is Command( $\text{⌘}$ )-Tab. It brings up the program switcher (below), where you can choose the program you want to bring to the front.



## 7. Screenshots

There is no Print Screen button on your Mac. So how can you take a picture of what's on your screen?

### a. Whole screen

If you want an image of everything on your screen, type Command(⌘)-Shift-3. The image will be captured in a file named **Picture 1.png** on your Desktop.

### b. Partial selection

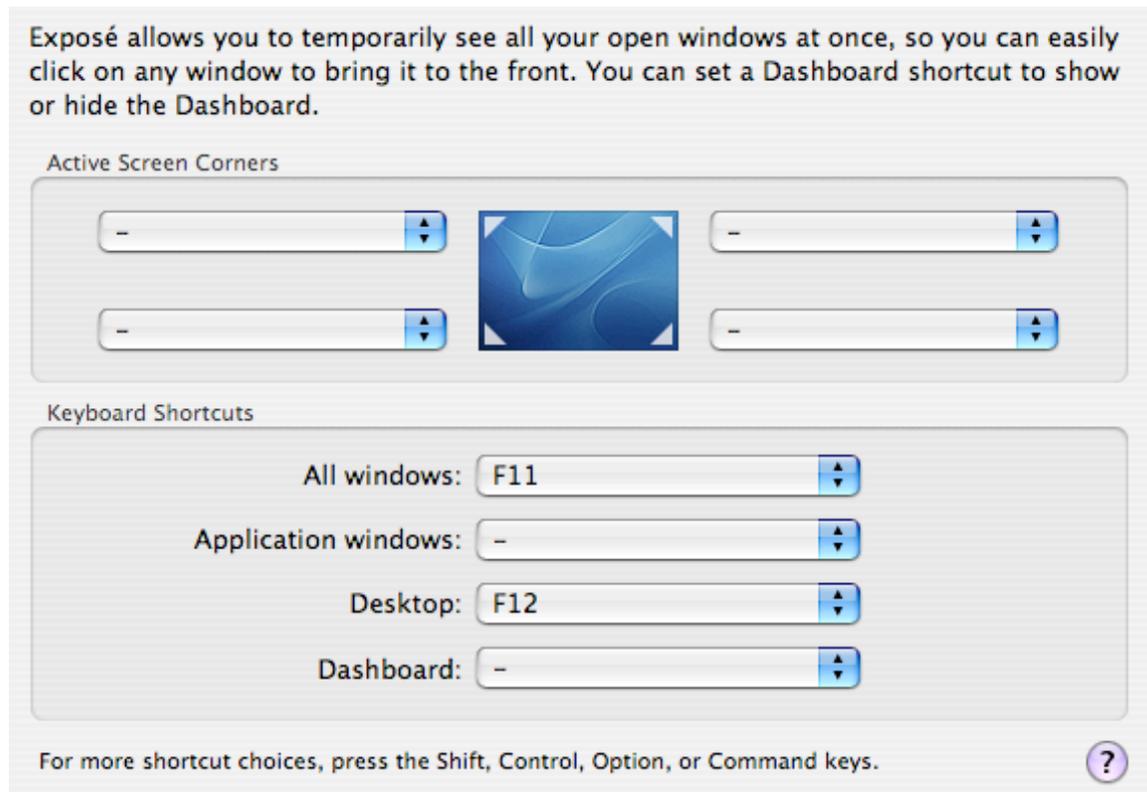
If you want an image of a small element of your screen, type and hold Command(⌘)-Shift-4. Your cursor will turn into a crosshair (+), where you can select any segment of your screen to capture. Release the keys when you're ready to take the screenshot. The resulting file will be written to your Desktop.

## 8. Working with Windows

If you have a Macintosh, you can immediately reveal your Desktop by hitting **F11**. All your windows will fly away, revealing your cluttered (or uncluttered) Desktop. This feature is called **Exposé**.

There are a number of other combinations to this feature. To configure them, go to the menus – **Apple: System Preferences**. Select **Dashboard & Exposé**. From that module (see below), you can configure your screen corners or keyboard shortcuts to do certain things.

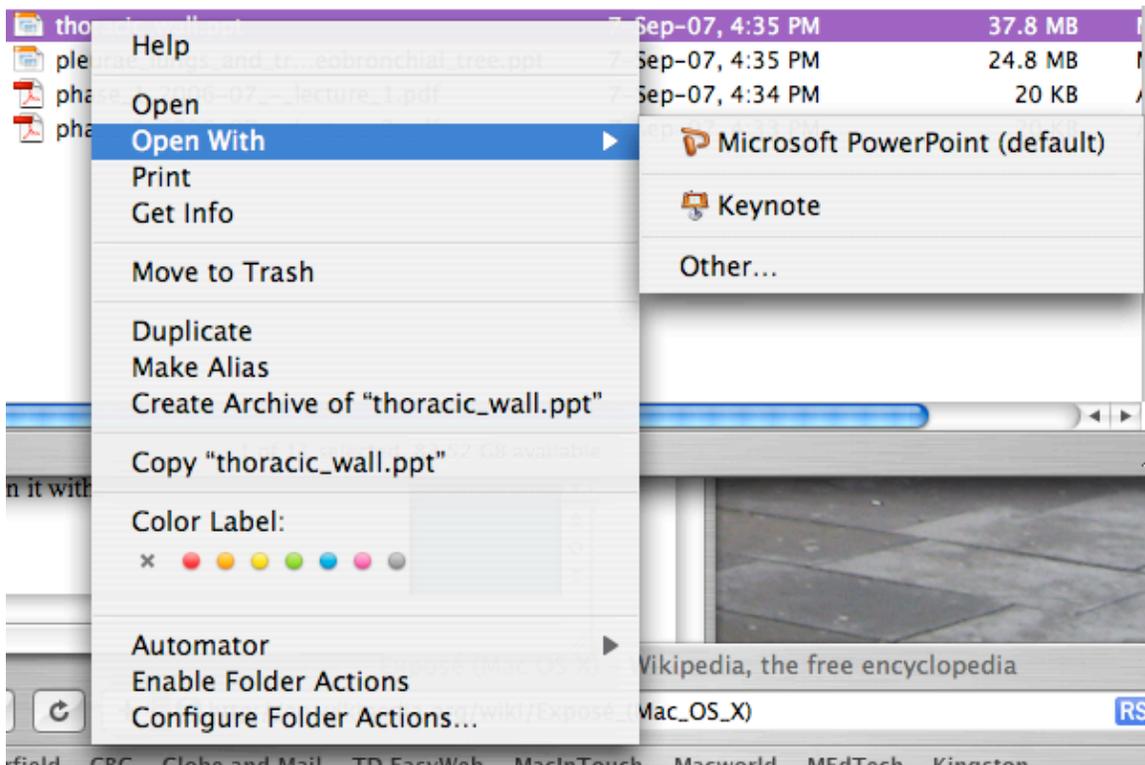
In the example below, I have set **F11** to reveal “All Windows” and **F12** to reveal my Desktop.



## 9. Opening documents: Control what opens

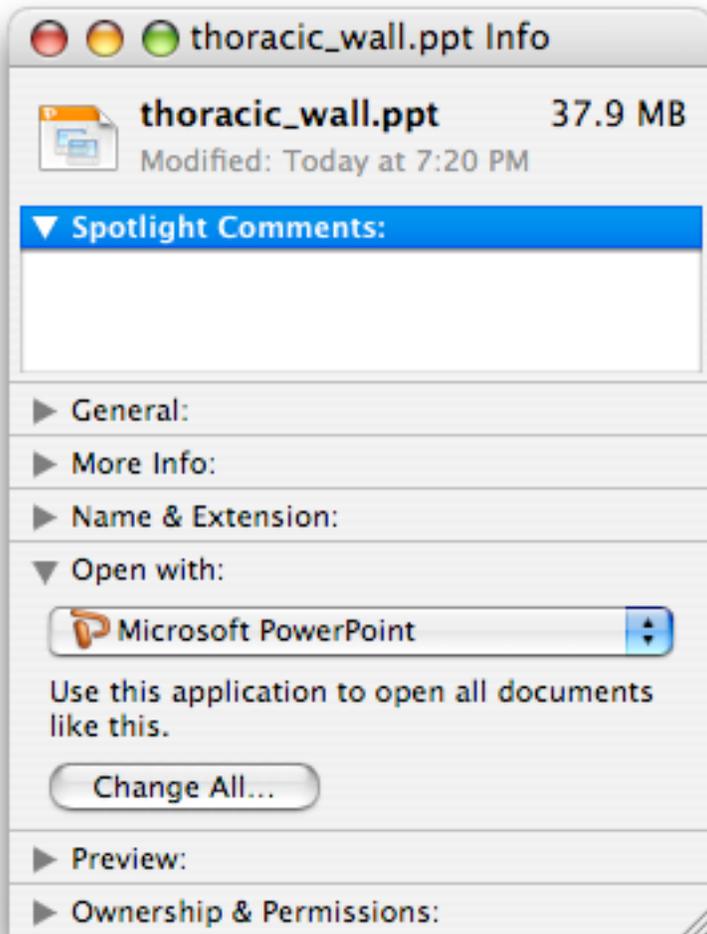
A number of users have observed that the wrong program launches when they double-click on a document or a file (say, a Word or .doc file). You can easily change the way your computer opens files.

a) Right-clicking on it (see Tip #1) and under the menu that pops up, go to **Open with...** and choose the program you want to open it with (see below).



b) You can *permanently* change the way files are opened by selecting the file and going to the menus – **File: Get Info**. In the window that pops up, under **Open with:**, choose the program you want, and select **Change All...**

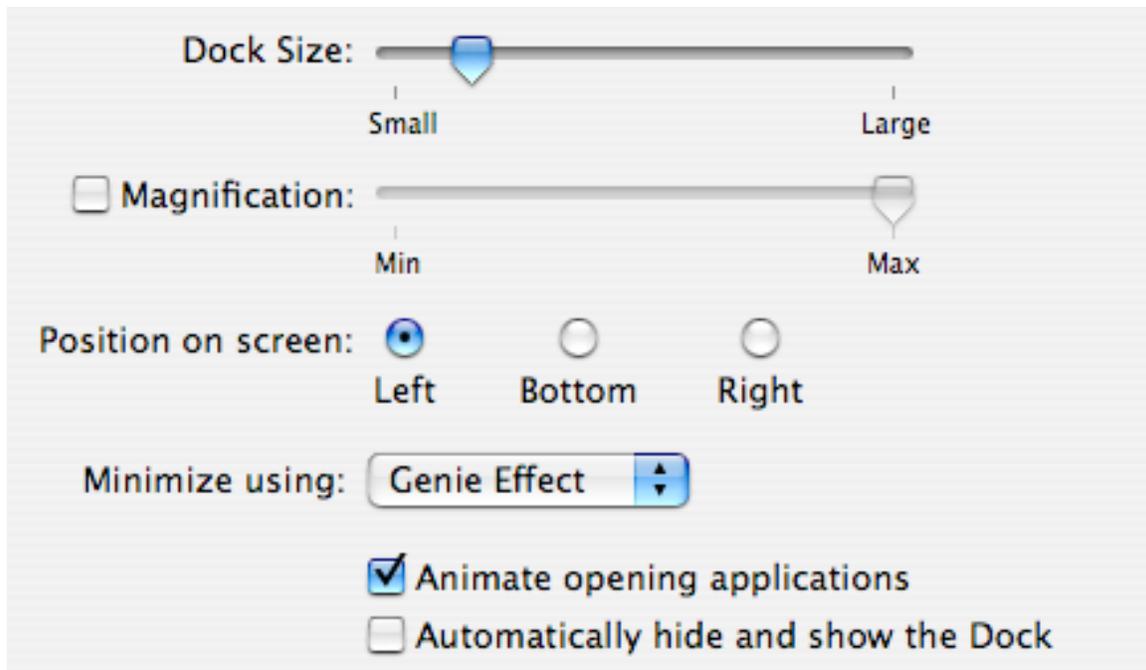
You will get a warning about changing all files similar to the one you selected (in the example below, all PowerPoint files ending with .ppt) to open with the program you selected (in the example below, Microsoft PowerPoint).



## 10. The Dock: Manipulation (Size and Adding/Removing)

The Dock is a versatile feature, and you can do many things with it, such as changing its size, magnification, and adding/removing items from it.

Most features can be accessed through the menus: **Apple: System Preferences...** and the **Dock** module. The window below will show up:



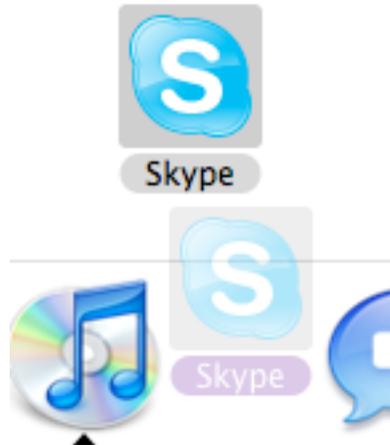
Here, you can change a variety of features including the **Size** of the dock, **Magnification** (make the Dock larger when you bring the cursor to it), its **Position** (my dock is always on the Left), and the **Minimization** effect (see Tip #4).

**Animate opening applications** will change whether application icons will bounce when they are opening.

**Automatically hide and show the Dock** will toggle a feature that allows the Dock to be hidden when not in use, but show up when you approach it with your cursor.

### Adding an item to the Dock:

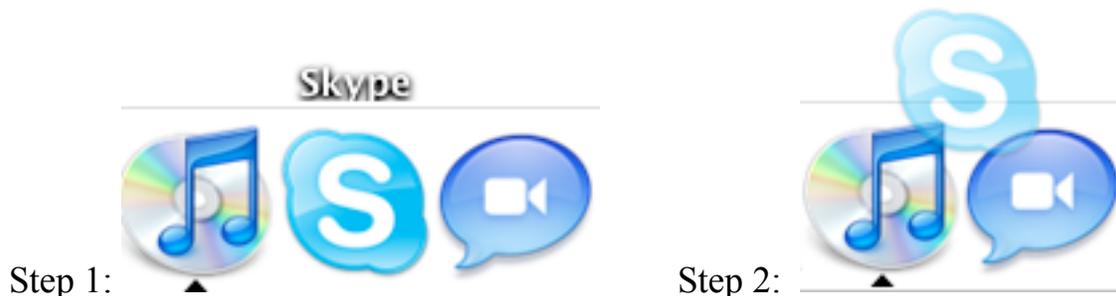
You can add an item to the Dock by dragging it to the Dock. Any item can be put in the Dock - a file, folder, or application. Files and folders go on the *right* side of the Dock, while Applications go on the *left* side.



Adding an item to the Dock:

### Removing an item from the Dock:

a. An item may be removed from the Dock by selecting it, holding it, and dragging it out of the Dock. It will (literally) disappear in a puff of smoke.



Step 1:

Step 2:

b. You can also remove the icon by right-clicking on the icon (see Tip #1) and selecting **Remove from Dock** (see below).

