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# Mac OS X Lion Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

## Mac OS X® Lion® Introduction

### Starting an Application (a Program)

Click a button on the Dock, e.g.,



The Dock can be used to start up some of the applications and folders on your computer. These are not the actual items, but shortcuts, and can be easily removed or added to the Dock (see **Adding an Application to the Dock**). Or, use Launchpad to choose from all applications on your computer.

1. [Click] Launchpad (in the Dock, the display will now show pages of icons representing all the applications on your computer).
2. To move from page to page, if using an Apple Trackpad, [Swipe] to the left or right with three fingers, or one finger with a large mouse. Otherwise, press the left or right arrow keys on the keyboard.
3. [Click] on any application's button to launch it.
4. To close Launchpad and go back to the normal desktop, [Click] anywhere in the background, or press <ESC>.

### Using the Secondary (Right) Click

The secondary click displays options specific to an item. To use, [Right Click] (using the right button on the mouse or an item such as the Dock or Status Menu) from the drop-down list, if you mouse or trackpad doesn't have a right button, there are other ways to perform secondary click.

- Press and hold <Control> while [Clicking] the mouse.
- If you have a trackball, [Click] the trackball with two fingers at the same time.

### Using Dashboard & Widgets

[Click] Dashboard (in Launchpad) or [Click] (on the menu bar) to activate Dashboard. To launch widgets, click the Dashboard button in the Dock. Dashboard will only appear when the cursor is over the Widget.

- Four Widgets are initially displayed: Calendar, Calculator, Weather, and Clock.
- [Click] to change widget settings, e.g., context menu and location. Note: This function will only appear when the cursor is over the Widget.
- [Click] to see other available widgets and add them to your Dashboard.
- To remove a widget, [Click] in the lower right of the display.

### Connecting to a Wireless Network

1. [Click] near the right side of the menu bar.
2. Choose the network you wish to join from the drop-down list.

If the network is password protected:

3. Type the password in the PASSWORD field of the dialog box, then [Click] OK.

If you connect to the Internet via Ethernet, you may wish to turn off your wireless connection.

1. [Click]
2. Choose TURN OFF Wi-Fi.

### Opening Files and Folders

Files (e.g., documents, spreadsheets, pictures) are organized within folders.

1. To access your files and folders, [Click] in the Dock to open a Finder window.
2. The Finder window details a hierarchy of all files organized by type. To navigate to your main folder and browse your files manually, choose GO, HOME, or press <Shift-⌘-H>.
3. [Double Click] to open the selected file or folder, e.g.,

### Adding an Application to the Dock

You may want to add applications that you use frequently to the Dock for quicker access.

1. Switch to the Finder program, if it is not already active (see **Switching Between Running Applications**).
2. Choose GO, APPLICATIONS.
3. Drag the application you wish to add to the Dock.
4. Place the application between two applications already in the Dock, then release.

To add an application that is already running:

1. Applications that are running temporarily appear to the right of the Dock. [Right Click] this button in the Dock and choose OPTION, KEEP IN DOCK.

To re-order items in the Dock [Drag] to a new location to remove an item from the Dock [Drag] away from the Dock and release.

### Using Stacks (Folder Shortcuts in the Dock)

Stacks are a quick way to access certain folders by using a shortcut on the Dock. The applications, documents, and download folders are placed in the Dock as stacks by default, but you can add any folder you wish. To do so, go to the right of the Dock, next to the trash.

1. [Click] the location for the stack in the Dock. The contents of that folder will appear above the stack.
2. [Click] the button for any file or folder within that stack to open it.

To add a folder to the Dock as a stack:

1. Locate the folder you wish to add using the Finder window (see **Opening Files and Folders**).
2. [Drag] the folder to the Dock.
3. Place the folder next to any of the stacks currently in the Dock, or next to the trash, and release.
4. Note: Do not place the folder in any of the stacks in the Dock. Doing so will move the folder, not create a stack.

### Accessing Recently Used Files, Applications, or Servers

Choose RECENT (in the menu bar) to quickly access the last 12 files, applications, and servers used. Items are listed alphabetically, not in the order of most recently used.

### Switching Between Running Applications or Windows

[Click] the button in the Dock for the application you wish to use.

Or,

1. [Click] in the Dock, or press <⌘-Tab> on the keyboard, to activate Window Control, which will display every window currently running.
2. [Click] the window you wish to use.

Or,

1. Press <⌘-Tab> to open Application Switcher.
2. Press <⌘-Tab> to open Application Switcher.
3. Press <Tab> to move the white box to the next application in Application Switcher.
4. Release <⌘-Tab> and <Tab> when the white box is around the application you wish to use.

To switch between open windows in a single application:

1. [Right Click] the application's button in the Dock, then choose SHOW ALL WINDOWS. This will display every window currently running in that one application.
2. [Click] the window you wish to use.

Or, press <⌘-Tab>.

### Moving a Window

[Drag] the window by its title bar, avoiding the buttons.

Or,

1. [Click] the title bar.

### Resizing a Window

[Drag] any side or corner of the window. Press <⌘-⌘> of the corner of the window to make it smaller, or drag to make it larger.

### Hiding a Window (Minimize)

[Click] or press <⌘-M>.

A window with a dialog box open cannot be minimized.

### Closing a Window

[Click] or press <⌘-W>.

### Quitting an Application

- Choose the name of the active application in the menu bar, then QUIT, e.g., QUIT SAVED.
- Press <⌘-Q>.
- [Right Click] the application's button in the Dock, and choose QUIT.

### Searching with Spotlight

Spotlight is Apple's instant search feature. It can be used to locate and open files, folders, applications, and more. Spotlight will search for the names of files and for any text contained within the files.

1. [Click] or press <⌘-Spacebar>.
2. Type part of the name of, or text contained within, the item you want.

[Click] to open the item.

3. Choose from the drop-down list. Or choose SHOW ALL if your item is not listed.
- If SHOW ALL is CHOSEN, a Finder window containing all possible search results will open. Note: If you follow the cursor over any result in the list, a preview of that item will appear to the left.

Or,

1. Open a Finder window (see **Opening Files and Folders**).
2. Type your search in the search field in the Finder window.
3. [Double Click] the search result to open them.

### Keyboard Shortcuts

|                                     |            |
|-------------------------------------|------------|
| Selected                            | ⌘-A        |
| Copied                              | ⌘-C        |
| Cut                                 | ⌘-X        |
| Paste                               | ⌘-V        |
| Undo                                | ⌘-Z        |
| Print                               | ⌘-P        |
| Minimize Window                     | ⌘-M        |
| Close Window                        | ⌘-W        |
| Close all Windows in an application | Option-⌘-W |
| Quit Application                    | ⌘-Q        |
| Spotlight                           | ⌘-Spacebar |
| Forward Stream                      | ⌘-F        |
| Display location of document/folder | ⌘-⌘-F      |
| When in Finder:                     |            |
| New Folder                          | Shift-⌘-N  |
| Get Info                            | ⌘-I        |
| Find                                | ⌘-F        |
| Print                               | ⌘-P        |
| Move to Trash                       | ⌘-Delete   |
| New Folder Window                   | ⌘-N        |
| Open Applications Folder            | Shift-⌘-A  |
| Open Documents Folder               | Shift-⌘-D  |

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## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Lion Introduction. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting an Application (A Program); Using the Secondary (Right) Click; Using Dashboard & Widgets; Connecting to a Wireless Network; Opening Files and Folders; Adding an Application to the Dock; Using Stacks (Folder Shortcuts in the Dock); Accessing Recently Used Files, Applications, or Servers; Switching Between Running Applications or Windows; Moving a Window; Resizing a Window; Hiding a Window (Minimize); Closing a Window; Quitting an Application; Searching with Spotlight; Using the System Preferences; Close a Frozen Application; Converting a File to a PDF. Using the File System: Changing View, Previewing Files Using Quicklook, Sorting Files and Folders, Selecting Multiple Items, Moving or Copying Files or Folders, Creating a Folder, Compressing Files or Folders, Renaming Files or Folders, Deleting Files or Folders, Restoring Items from the Trash, Emptying the Trash, Burning to a CD/DVD. Getting Help. Installing New Applications: Signing in to the App Store, Finding and installing applications in the App Store, Updating applications purchased in the App Store, Other application sources. Changing Login Password; Creating Additional User Accounts; Ending Your Computer Session.

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## Customer Reviews

I have mixed feelings about these guides. If you know nothing or very little about using the Mac then these sheets will assist you for a time. I found some good point listed, however the guides are really

very limited. There are one page sheets that have been typed and then coated with a heavy plastic cover. I find most of the information contained on the sheets I already know about and some of the other information has limited application. The quality of the page through is good and for that reason I give this product 4 stars. Purchase these if you are new to Mac, otherwise you may want to use the free Mac videos located on the internet. On the other hand if you feel you would need a quick reference guide sitting next to the Mac, then go for these pages.

I gave this to my elderly father who was quite frustrated with his new OS system and it helped him so much. This little laminated sheet gives great tips to help anyone get to the other side of the digital divide.

The switch from Windows to Apple can be frustrating...the little things you're used to doing without thinking that don't work anymore. This chart has saved my sanity on a number of occasions! Recommend it for placement by your keyboard! ;-)

It is concise and helpful when one is in a hurry and needs additional instruction. Apple products are notorious for their lack of instructions so this is an assist but of course not an in-depth explanation.

.....this is the way to go (I'm 70 and a slow learner)! Get all the books and cheat sheets, pocket books you can lay your hands on, and you will learn to treasure the OS, it does everything.....they say .....I'm still gathering information. It's a whole new exciting world as long as I have books. Marika

Mac has many, many short cuts and tricks that I had no idea existed. The cheat sheet helped me to discover them. However, I find it difficult to remember them. In time, I am sure I will recall many by using them.

This is merely a convenience that I found was so basic that I shouldn't have spent the money. Luckily it wasn't expensive

I recently switched from the PC to a Mac. This Quick Reference Guide was extremely helpful for making the switch. I highly recommend it for anyone making this change. It is well worth the cost.

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