

Mac Basics 2012

Quick Reference Guide

General Concepts

Understanding Hardware, Software, and Information Technology (IT): A computer's *hardware* is a computer item you can physically see or touch. The *software* is a computer program that tells computer hardware how to operate. *Information Technology (IT)*, is the broad subject related to computers and managing and processing information.



Parts of a Computer



Case or System Unit: The main computer box, technically known as the system unit. It contains the guts and brains of the computer.



Monitors: Looks and works a lot like a TV screen. The monitor is really only half of what makes text and images appear on the screen. The other half is the graphics card. The monitor plugs into the graphics card in the back of the computer.



Keyboard: Lets you enter information and commands into a computer.



Mouse: Acts as a handheld pointing device and controls the actions of that blinking item on your computer screen known as a *cursor*.



Printers: Transfers processed information to printed page. Main types of printers are InkJet, laser, and color laser.



Speakers: Allow you to hear the sounds produced by the sound card.



Central Processing Unit (CPU): The computer's brain, the CPU is a computer's main chip. It calculates and processes information, and its speed is measured in Megahertz (MHz) and Gigahertz (GHz).



HDD/SDD: Hard Disc Drives (HDD) and Solid State Drives (SSD) are long term storage devices. SSDs are quicker at retrieving information while HDDs are slightly cheaper.



RAM: Random Access Memory (RAM) is temporary storage for your computer's CPU, the more you have available, the faster your computer will feel. 1 to 4 GB should be adequate for most systems.



Motherboard: This is the main piece of circuitry in your computer. Everything is connected to it, even your monitor and printer.



Optical Drive: if you want to listen to a CD, watch a DVD or Blu-ray disc, you'll need a compatible Optical Drive to play them.

Measuring Memory

- **Bit:** Short for *binary digit*, a bit is the smallest memory unit. Eight bits equal one byte.
- **Byte:** Short for *binary digits eight*, one byte equals one character (letter, number, or symbol).

Kilobyte (K or KB):	1,024 bytes
Megabyte (M or MB):	1,048,576 bytes
Gigabyte (G or GB):	1,073,741,824 bytes
Terabyte (TB):	1,099, 511,627,776 bytes

Portable storage devices

Portable storage allows you to be mobile with important data wherever or whenever it is needed. These often tiny storage devices are very helpful when transporting/ sharing large quantities of data. A comparison of some of the most common storage devices appears below.



USB Flash Thumb Drive: A USB Flash Drive is a portable storage device that makes use of a flash memory. It is a plug and play device that is so lightweight, it can be attached to a key chain. When you insert it into a USB port of a computer, the operating system will recognize it as a removable drive and will assign it a drive letter.



External Solid State Drive: An external Solid State Hard drive also contains Flash Memory and has very similar properties to a USB Flash thumb drive. They tend to come in the same size format as their Magnetic Drives counterparts.



External Magnetic Drive: A magnetic disk hard drive is a mechanical device that contains components susceptible to shock and magnetic failure. On the flip side, magnetic hard drives hold more information and tend to be cheaper than Solid State Drives.



Multi-card Reader: Some computers contain multi-card reader attachments that make it possible to write / read a variety of flash card memories, such as those used in digital cameras.



Blue Ray Disc Drive: A Blu-ray Disc is an optical disc storage created to succeed the DVD format. The Blu-ray disc has the same thickness as the DVD and Compact Disc formats. Blu-ray discs have a capacity of 25 GB (single-layer), 50GB (dual-layer).

Networks and the Internet

LAN: Stands for Local Area Network and connects computers in the same geographic area or building, using cables.

Internet: The Internet is the largest computer network in the world, connecting millions of computers. People use it for many reasons, such as to make purchases, research information, or send e-mail.

World Wide Web: The World Wide Web is a hypertext system that operates over the Internet. The hypertext is read by browsers, which display the web pages from web servers.

Mac OS X Dock Items

- **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, access recent documents you've worked with, shut down, restart or log out of your computer.
- **Application menus:** The menus for the active application appear at the top of the Desktop, next to the Apple menu.
- **To Add an Item to the Dock:** Click and drag the folder or application into the Dock.
- **To Remove an Item from the Dock:** Click and drag the item out of the Dock.
- **Minimized windows** are kept in the Dock. Click a window in the Dock to expand it to its original size.



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 and audio and visual conferencing over the Internet or a local network.



Safari: Browse pages on the Web. Use tabs to open and mark multiple pages at a time while surfing.



Launchpad: View and access all of the apps on your Mac.



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.



App Store: Purchase and download new applications for your Mac. Receive updates for downloaded applications.



Mission Control: View and access the Dashboard and everything currently open on your Mac.



Photo Booth: Take pictures with your computer's built-in webcam or another device. Apply effects to captured pictures.



Time Machine: Back up your important files. Also will back up your Mac system settings. Restore settings and files.



Trash: Temporarily stores deleted files and folders. Click and drag to the trash icon, or press **<Command> + <Delete>** to delete a file.

File Management

The Finder Toolbar



- **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> + <Command> + <N>**.
- **To Rename a File or Folder:** Click the folder, press **<Return>** and type the new name of the file or folder.
- **To Delete a File or Folder:** Select the file or folder and press **<Command> + <Delete>**. Or click and drag the file or folder into the Trash.
- **To Restore a File from the Trash:** Double-click the **Trash** icon in the Dock to open it and drag the item from the Trash.
- **To Empty the Trash:** In Finder, select **Finder** → **Empty Trash** from the menu. Or, press **<Command> + <Shift> + <Delete>**.
- **To Move a File or Folder:** Select the file or folder you want to move. Click and drag 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>** key as you click and drag 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 for each item, such as file size and date modified.
 - **Column:** Folder levels and folder contents are broken up into columns.
 - **Cover Flow:** Icons can be flipped through like album covers in iTunes.
- **To Find a File or Folder:** Click in the **Search** box on the toolbar. Type the name of the file or folder you're looking for and press **<Return>**.
- **To Go to a Folder:** Select **Go** → **Go to Folder** from the menu, or press **<Command> + <Shift> + <G>**. Type the location and press **<Return>**.
- **To Go to a Location:** Click the icon in the Sidebar. Or, select **Go** and select the location: Computer, Home, Network, iDisk, Applications, or Utilities