

# Mac OS X Yosemite® Introduction


## Starting an App (a Program)

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



The Dock contains shortcuts to some of the apps and folders on your computer. There are not the actual items, but shortcuts, and can be easily removed or added to the Dock (see Adding an App to the Dock).

(Or, use Spotlight to choose from all apps on your computer.)

1. (Click) Launchpad  in the Dock. The display now shows pages of icons representing all the apps on your computer.
2. Navigate from page to page, using an Apple Trackpad, (swipe) left or right with two fingers, or two fingers with a Magic Mouse. Or, press **⌘-F** or **⌘-H**. Or, to search for an app, type all or part of its name.
3. (Click) on any app's button to launch it.
4. To close Launchpad and go back to the normal desktop, (click) anywhere on the background, or press **⌘-F3**.

## Using the Secondary (Right) Click

The secondary (right) display options specific to an item. To use (Right-Click) along the right button you're moved on an item such as the Dock or Touch, then select from the display menu list. If your mouse or trackpad doesn't have a right button, there are other ways to perform a secondary click:

- Press and hold **⌘-Control** while clicking the mouse.
- If you have a trackpad, (Click) the trackpad with two fingers at the same time.

## Connecting to a Wi-Fi Network

1. (Click)  near the right side of the menu bar.
2. Choose the network you wish to join from the list. If the network is password protected:
3. Type the password in the PASSWORD field of the dialog box, then (Click) **OK**.

To turn off Wi-Fi:

(Click) , then choose **TURN Wi-Fi OFF**.

## Opening Files and Folders

(For 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 default is to initially show all files, organized by type. To navigate to your Home folder and browser your files manually, choose **⌘-H**, or press **⌘-Shift-H**.

3. (Double-Click) open the Files or folders, e.g., .

## Using Stacks (view shortcuts to the most recent items)

Stacks are a quick way to access certain folders by using a shortcut on the Dock. The Shortcut button is placed in the Dock as a stack (shortcut), but you can add any folder you wish. Stacks are located near the right of the Dock, next to the Touch.





1. (Click) the button for the Stack in the Dock. The contents of that folder 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 Touch, and release.

Note: Do not place the folder on any of the stacks in the Dock (drag) or will move the folder, not create a stack. To remove a stack from the Dock, (Drag) the stack away from the Dock. Next, **⌘-H** appears, and release.

## Working with Windows

- Moving a Window: (Drag) the window by its title bar, avoiding the buttons.
- Resizing a window: (Drag) any side or corner of the window toward the center of the window to make it smaller, or away to make it larger.
- Making a window full-screen: (Click)  or press **⌘-F**.
- Closing a window: (Click)  or press **⌘-W**. A window with a floating bar appears for the choice.
- Making a window full-screen: (Click) , where a window is full-screen, the menu bar is hidden. To close it, (press) at the top of the screen. To exit full-screen, (Click)  or **⌘-W**.

## Adding a Printer

1. (Click) , then choose **SYSTEM PREFERENCES**.
2. (Click) **PRINTER & SCANNER**.
3. (Click) , then choose your printer from the list.
4. Download your drivers if prompted, then quit System Preferences.

Note: If your printer does not show up in the list, visit the Web site of the manufacturer to add a printer from <http://apple.com/MoreMacOS-Advanced-Printing>.

## Accessing Recently Used Files, Apps, or Servers

(Click)  in the menu bar for quick access to the last 10 files, apps, and servers used. Items are listed alphabetically, not in the order of most recently used.

## Switching Between Running Apps or Windows

(Click) the button in the Dock for the app you wish to use.

- Or:
1. Press **⌘-F** to activate Mission Control, which displays every window currently running.
2. (Click) the window you wish to use.
- Or:
1. Press and hold **⌘-F**. Do not release **⌘-F** and tap **F**.
2. Press **⌘-Tab** to open App Switcher.



3. Press **⌘-Tab** to move to the next app.
4. Release **⌘-Tab** and **⌘-Tab** when the white bar is around the app you wish to use.
- To switch between open windows in a single app:
1. (Click) the app's button in the Dock, then choose **⌘-W**, **⌘-M**, or **⌘-P**. This displays every window currently running in that one app.
2. (Click) the window you wish to use.
- Or, press **⌘-F**.

## Quitting an App

1. Choose the name of the active app in the menu bar, then (Click) **⌘-Q**, **⌘-W**, **⌘-O**, or **⌘-H**.
- Or, press **⌘-Q**.
- Or (Right-Click) the app's button in the Dock and choose **Quit**.

## Quitting a Frozen App

Sometimes an app is too busy with its current process to do anything else. Normally the app should begin to respond again within a minute or two. If not, you may need to use the **Force Quit** command:

1. Press **⌘-Option-0**.
2. Choose the app name that responding.
3. (Click) **FORCE-QUIT**.
- Or, (Right-Click) the app's button in the Dock, and choose **QUIT** or **FORCE-QUIT**.

## Adding an App to the Dock

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

1. Switch to the Finder program, if it's not already active. Or Switching Between Running Apps.
2. Choose **GO > ADD TO DOCK**.
3. (Drag) the app you wish to add to the Dock.
4. Place the app between two apps already in the Dock, then release.

To add an app that is already running:

1. Apps that are running temporarily appear toward the right of the Dock. (Right-Click) its button in the Dock and choose **OPTION, KEEP IN DOCK**.

To remove items in the Dock (Drag) to a new location.

To remove an item from the Dock (Drag) away from the Dock, hold until **⌘-H** appears, and release. An app that is running cannot be removed from the Dock.

## Searching with Spotlight

Use Spotlight to locate documents, files, folders, apps, and more. Spotlight searches the names and text within files. Spotlight also offers suggestions from popular web sites, the App Store, and related apps.

1. (Click) , or press **⌘-Spacebar**.
2. Type part of the name of an item contained within the item you want.  is shown.
3. (Click) an item in the list to use a program, (Double-Click) to open, or choose **⌘-A** to highlight all your items. It also finds and a folder containing items containing all search results.

Or:

1. Open a Finder window (see Opening Files and Folders).
2. Type your query in the search field in the Finder window.

The search results appear in the Finder window.

(Double-Click) the search results to open them. Note: Searching in a Finder window does not include other results, only files and folders.

For advanced searching see

<http://apple.com/MoreMacOS-Advanced-Searching>

Keyboard Shortcuts	
Select All	<b>⌘-A</b>
Copy	<b>⌘-C</b>
Cut	<b>⌘-X</b>
Paste	<b>⌘-V</b>
Undo	<b>⌘-Z</b>
Print	<b>⌘-P</b>
Window Window	<b>⌘-M</b>
Close Window	<b>⌘-W</b>
Close all Windows	<b>Option-⌘-W</b> or <b>⌘-⌘</b> on an app
Quit app	<b>⌘-Q</b>
Spotlight	<b>⌘-Spacebar</b>
Forward System	<b>⌘-Delete</b>
Display location of document/folder	<b>(Right-Click) ⌘-H</b> or <b>⌘-Shift-H</b>
Within a Finder	
New Folder	<b>Shift-⌘-N</b>
Get info	<b>⌘-I</b>
Find	<b>⌘-F</b>
Open	<b>⌘-O</b>
Move to Trash	<b>⌘-Delete</b>
New Finder Window	<b>⌘-N</b>
New Finder Tab	<b>⌘-T</b>
Open Apple Folder	<b>Shift-⌘-A</b>
Open Documents folder	<b>Shift-⌘-D</b>
More (Detail) on Our Web Site	
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# Introduction To Mac Os X Assembler Guide

**Karin Nielsen-Saines**



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