

Mac® OS X™ Mavericks® Introduction


Starting an App (a Program)

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



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

Or, use **Launchpad** to choose from all apps on your computer:


1. [Click] **Launchpad**  in the Dock. The display will show thumbnails of apps, representing all the apps on your computer.
2. To move from page to page, fling an Apple Trackpad (Swipe) left or right with two fingers, or one finger with a Magic Mouse. Or, press **⌘-F4** or **⌘-4**. 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 **⌘-Esc**.

Using the Secondary (Right) Click

The secondary click displays options, such as **Share**. To use, Right Click (using the right button on the trackpad or as item with a 2-Button Mouse), then select from the drop-down list. If your mouse or trackpad doesn't have a right button, there are other ways to perform a secondary click:

- Press and hold **⌘-Click** 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 OFF**.

Opening Files and Folders

Files (e.g., documents, spreadsheets, pictures) are apps stored 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 organize your files manually, choose **GO, HOME**, or press **⌘-H**.

3. Double Click to open the files or folders, e.g., .

Working with Windows

- **Moving a Window:** [Drag] the window by its title bar, matching the buttons.
- **Resizing a Window:** [Drag] any corner pin of the window toward the center of the window to make it smaller, or away to make it larger.
- **Hiding a Window (Minimize):** [Click]  or press **⌘-M**.
- **Closing a window:** [Click]  or press **⌘-W**. A window with a dialog box open cannot be closed.

Adding a Printer

1. Choose **⌘-System Preferences**.
2. [Click] **PRINTERS & SCANNERS**.
3. [Click] , then choose your printer from the list.
4. Download printer driver if prompted, then quit System Preferences.

Note: If your printer does not show up in the list, see our full tutorial on adding a printer here: blog.beside.com/MacOS-Advanced-Printing

Using Stacks (a new shortcut in the Dock)

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

1. [Click] the button 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 with a short stack to open it.

To add a folder to the Dock as a stack:

1. Choose the folder you wish to add using the Finder window **Go, Opening Files and Folders**.
2. [Drag] the folder to the Dock.

3. Place the folder icon to any of the stack's controls in the Dock, or next to the trash, and release.

Note: Do not place the folder on one of the stacks in the Dock. Doing so will move the folder, not create a stack.

To remove a stack from the Dock, [Drag] the stack away from the Dock, hold for 3 seconds, and release.

Accessing Recently Used Files, Apps, or Servers

Choose **⌘-RECENT ITEMS** 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.

1. Press **⌘-Tab** to activate Mission Control, which displays every window currently running.
 2. [Click] the window you wish to use.
- Or:
1. Press and hold **⌘-Tab**. Do not release **⌘-Tab** until step 4.
 2. Press **Tab** to open App Switcher.



3. Press **⌘-Tab** to move to the next app.
4. Release **⌘-Tab** and **⌘-Tab** when the window is moved the app you wish to use.

To switch between open windows in a single app:

1. [Right Click] the app's button in the Dock, then choose **SHOW ALL WINDOWS**. This displays every window currently running in that one app.

2. [Click] the window you wish to use.

Or, press **⌘-~**.

Quitting an App

- Choose the name of the active app in the menu bar, then **Quit**, e.g., **TextEdit, QUIT TEXTEDIT**.
- Press **⌘-Q**.
- [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 a nothing-plus. 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-M-Esc**.
2. Choose the app that is not responding.
3. [Click] **FORCE QUIT**.

Or, [Right Click] the app's button in the Dock, a list 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 quick access.

1. Switch to the Finder program, if it is not already active (see **Switching Between Running Apps**).
2. Choose **GO, OPEN FOLDERS**.
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 continuously appear toward the right of the Dock. [Right Click] its button in the Dock and choose **OPTIONAL, ADD TO DOCK**.

To reorder items in the Dock, [Drag] to move location.

To remove an item from the Dock, [Drag] away from the Dock, hold for 3 seconds, and release. An app that is running or that is removed from the Dock.

Searching with Spotlight

Use Spotlight to locate and open files, folders, apps, and more. Spotlight searches file names and text within files.

1. [Click]  Or press **⌘-Spacebar**.
2. Type part of the name of, or text contained within, the item you want **SEARCH**.
3. Choose from the drop-down list. Or choose **SHOW ALL** in the Dock if you have a lot of text, and a Finder window containing all search results will open.

Note: [Hover] over any result in the list to view a preview. 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.

3. [Double Click] the search results to open them. For advanced searching see: blog.beside.com/MacOS-Advanced-Searching

Keyboard Shortcuts

Select All	⌘-A
Copy	⌘-C
Cut	⌘-X
Paste	⌘-V
Save	⌘-S
Print	⌘-P
Minimize Window	⌘-M
Close Window	⌘-W
Close all Windows	Option-⌘-W in an app
Quit App	⌘-Q
Spotlight	⌘-Spacebar
Forward (Scroll)	⌘-Option
Display Location of Application/Folder	[Right Click] the folder name in Dock bar
View in Finder:	
New Folder	Shift-⌘-N
Get Info	⌘-I
Find	⌘-F
Spot	⌘-L
Move to Trash	⌘-Delete
Show Hidden Windows	⌘-H
Show Desktop	⌘-F
Open Apple Folder	Shift-⌘-A
Open Dock menu Folder	Shift-⌘-D

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Os X Mavericks Manual

Bonnie Biafore



Os X Mavericks Manual:

OS X Mavericks: The Missing Manual David Pogue, 2013-12-17 What do you get when you cross a Mac with an iPad OS X 10.9 Mavericks Its 200 new features include Mac versions of iPad goodies like Maps iBooks and iTunes Radio but not a single page of instructions Fortunately David Pogue is back with the expertise and humor that have made this the 1 bestselling Mac book for over 11 years straight The important stuff you need to know Big ticket changes Finder tabs Finder tags App Nap iCloud Keychain iTunes Radio Maps iBooks Automatic app updating If Apple wrote it this book covers it Nips and tucks This book demystifies the hundreds of smaller enhancements too in all 50 programs that come with the Mac Safari Mail Calendar Notification Center Messages Time Machine Shortcuts Meet the tippiest trickiest Mac book ever written Undocumented surprises await on every page Power users Security networking build your own Services file sharing with Windows even Mac OS X s Unix chassis this one witty expert guide makes it all crystal clear There s something new on practically every page of this edition and David Pogue brings his celebrated wit and expertise to every one of them **OS X Mavericks** David Pogue, 2013 *Switching to the Mac: The Missing Manual, Yosemite Edition* David Pogue, 2015-01-22 What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there s never been a better time to switch to OS X and there s never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Now you ll know Recreate your software suite Many of the PC programs you ve been using are Windows only Discover the Mac equivalents and learn how to move data to them Learn Yosemite Apple s latest operating system is faster smarter and more in tune with iPads and iPhones If Yosemite has it this book covers it Get the expert view Learn from Missing Manuals creator David Pogue author of OS X Yosemite The Missing Manual the 1 bestselling Mac book on earth **Galaxy S4: The Missing Manual** Preston Gralla, 2013-08-21 Galaxy S4 is amazing right out of the box but if you want to get the most of out your S4 or S4 Mini start here With clear instructions and savvy advice from technology expert Preston Gralla you ll learn how to go online play games listen to music watch movies TV monitor your health and answer calls with a wave of your hand The important stuff you need to know Be connected Browse the Web manage email and download apps through WiFi or S4 s 3G 4G network Navigate without touch Use Air Gestures with your hand or scroll with your eyes using Smart Screen Find new ways to link up Chat videochat and add photos video or entire slideshows to text messages Get together with Group Play Play games or share pictures documents and music with others nearby Create amazing images Shoot and edit photos and videos and combine images from the front and back cameras Keep music in the cloud Use Google Play Music to store and access tunes Check your schedule Sync the S4 with your Google and Outlook calendars **Photoshop**

Elements 12: The Missing Manual Barbara Brundage,2013-09-24 Whether you re a photographer scrapbooker or aspiring graphic artist Photoshop Elements is an ideal image editing tool once you know your way around This guide removes the guesswork and provides jargon free advice and step by step guidance

iPhone: The Missing Manual David Pogue,2013-10-28 Answers found here In iOS 7 Apple gave the iPhone the most radical makeover in its history The new software is powerful sleek and a perfect companion to the iPhone 5s and 5c but it s wildly different Fortunately David Pogue is back with an expanded edition of his witty full color guide the world s most popular iPhone book The important stuff you need to know The iPhone 5s This book unearths all the secrets of the newest iPhone faster chip dual color flash fingerprint scanner and more and its colorful companion the 5c The iOS 7 software Older iPhones gain Control Center AirDrop iTunes Radio free Internet phone calls and about 197 more new features This book covers it all The apps That catalog of 1 000 000 add on programs makes the iPhone s phone features almost secondary Now you ll know how to find manage and exploit those apps The iPhone may be the world s coolest computer but it s still a computer with all of a computer s complexities iPhone The Missing Manual is a funny gorgeously illustrated guide to the tips shortcuts and workarounds that will turn you too into an iPhone addict

HTML5: The Missing Manual Matthew MacDonald,2013-12-17 A guide to HTML5 covering such topics as markup Web forms audio and video Canvas CSS3 data storage offline applications and JavaScript

Galaxy S5: The Missing Manual Preston Gralla,2014-07-16 Get the most out of Samsung s Galaxy S5 smartphone right from the start With clear instructions from technology expert Preston Gralla this Missing Manual gives you a guided tour of Samsung s new flagship phone including great new features such as the fingerprint scanner heart rate sensor and Download Booster You ll get expert tips and tricks for playing music calling and texting shooting photos and videos and even getting some work done The important stuff you need to know Get connected Browse the Web manage email and download apps from Google Play through WiFi or 3G 4G network Keep in touch Call text chat videochat conduct conference calls and reach out with Facebook and Twitter Capture and display images Shoot edit show and share photos slideshows and high definition videos Play and manage your music Buy music from Google Play or Amazon and listen to it with Galaxy S5 s Music app Work anywhere Access your files company network calendar and contacts and work with Google Docs Connect to Google Maps Use geolocation and turn by turn drive directions to find your way Stay fit with S Health Use this built in app to keep track of fitness goals walking heart rate blood pressure and more

FileMaker Pro 14: The Missing Manual Susan Prosser, Stuart Gripman,2015-05-13 You don t need a technical background to build powerful databases with FileMaker Pro 14 This crystal clear objective guide shows you how to create a database that lets you do almost anything with your data so you can quickly achieve your goals Whether you re creating catalogs managing inventory and billing or planning a wedding you ll learn how to customize your database to run on a PC Mac web browser or iOS device The important stuff you need to know Dive into relational data Solve problems quickly by connecting and combining data from different tables Create professional

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CSS: The Missing Manual David Sawyer McFarland, 2015-08-13 CSS lets you create professional looking websites but learning its finer points can be tricky even for seasoned web developers This fully updated edition provides the most modern and effective tips tricks and tutorial based instruction on CSS available today Learn how to use new tools such as Flexbox and Sass to build web pages that look great and run fast on any desktop or mobile device Ideal for casual and experienced designers alike The important stuff you need to know Start with the basics Write CSS friendly HTML including the HTML5 tags recognized by today's browsers Design for mobile devices Create web pages that look great when visitors use them on the go Make your pages work for you Add animations that capture the imagination and forms that get the job done Take control of page layouts Use professional design techniques such as floats and positioning Make your layouts more flexible Design websites with Flexbox that adjust to different devices and screen sizes Work more efficiently Write less CSS code and work with smaller files using Syntactically Awesome Stylesheets Sass

OS X Yosemite: The Missing Manual David Pogue, 2014-12-19 With Yosemite Apple has unleashed the most innovative version of OS X yet and once again David Pogue brings his expertise and humor to the 1 bestselling Mac book Mac OS X 10.10 includes more innovations from the iPad and adds a variety of new features throughout the operating system This updated edition covers it all with something new on practically every page Get the scoop on Yosemite's big ticket changes Learn enhancements to existing applications such as Safari and Mail Take advantage of shortcuts and undocumented tricks Use power user tips for networking file sharing and building your own services

iMovie: The Missing Manual David Pogue, Aaron Miller, 2014-05-13 This edition covers iMovie 10.0 for Mac and iMovie 2.0 for iOS iMovie's sophisticated tools make it easier than ever to turn raw footage into sleek entertaining movies once you understand how to harness its features Experts David Pogue and Aaron Miller give you hands on advice and step by step instructions for creating polished movies on your Mac iPhone or iPad Dive in and discover why this is the top selling iMovie book The important stuff you need to know Get started Import footage review clips and create movies using iMovie's new streamlined layout Include stunning effects Introduce instant replays freeze frames fast forward or slo mo clips and fade outs Add pro touches Create cutaways picture in picture boxes side by side shots and green screen effects Make movies on iOS devices Tackle projects on your iPhone iPad or iPod Touch with our book within a book Produce stunning trailers Craft your own Hollywood style Coming Attractions previews Share your masterpiece Quickly post movies to YouTube Facebook Vimeo CNN iReport and iTunes Watch iMovie Theater Play your movies on any Apple gadget in iMovie's new full screen cinema

Windows 8.1: The Missing Manual David Pogue, 2013-11-26 Windows 8.1 continues

the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps. Luckily David Pogue is back to help you make sense of it with humor, authority and 500 illustrations. The important stuff you need to know. What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu and several zillion other nips and tucks. New features: Storage Spaces, Windows To Go, File Histories. If Microsoft wrote it, this book covers it. Security: Protect your PC from viruses, spyware, spam, sick hard drives and out of control kids. The network: HomeGroups connecting from the road, mail, Web music streaming among PCs, this book has your network covered. The software: Media Center, Photo Gallery, Internet Explorer, speech recognition, this one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box. *iPad: The Missing Manual* J.D. Biersdorfer, 2013-11-13 Super fast processors, streamlined Internet access and free productivity and entertainment apps make Apple's new iPads the hottest tablets around. But to get the most from them, you need an owner's manual up to the task. That's where this bestselling guide comes in. You'll quickly learn how to import, create and play back media, shop wirelessly, sync content across devices, keep in touch over the Internet and even take care of business. The important stuff you need to know. Take tap lessons. Become an expert Padder with the new iPad Air, the iPad Mini with Retina display or any earlier iPad. Take your media with you. Enjoy your entire media library: music, photos, movies, TV shows, books, games and podcasts. Surf like a maniac. Hit the Web with the streamlined Safari browser and the iPad's ultrafast Wi-Fi connection or 4G LTE network. Run the show. Control essential iPad functions instantly by opening the Control Center from any screen. Beam files to friends. Wirelessly share files with other iOS 7 users with AirDrop. Get creative with free iLife apps. Edit photos with iPhoto, videos with iMovie and make music with GarageBand. Get to work. Use the iPad's free iWork suite, complete with word processor, spreadsheet and presentation apps. *QuickBooks 2014: The Missing Manual* Bonnie Biafore, 2013-10-18 How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, you're in control of QuickBooks 2014 for Windows. You get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning process. That's why this book is the Official Intuit Guide to QuickBooks 2014. The important stuff you need to know. Get started. Quickly set up your accounts, customers, jobs and invoice items. Learn new features. Get up to speed on the Bank Feed, Center Income Tracker and other improvements. Follow the money. Track everything from billable time and expenses to income and profit. Spend less time on bookkeeping. Use QuickBooks to create and reuse bills, invoices, sales receipts and timesheets. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets and liabilities. Find key info fast. Rely on QuickBooks Search and Find features as well as the Vendor, Customer, Inventory and Employee Centers. **Photoshop Elements 13: The Missing Manual** Barbara Brundage, 2014-09-24 Photoshop Elements 13 looks sharper, performs better and has more sophisticated photo editing and slideshow features than previous versions, but knowing which tools to use when can be confusing. The new

edition of this bestselling book removes the guesswork With candid jargon free advice and step by step guidance you ll get the most out of Elements for everything from sharing and touching up photos to fun print and online projects The important stuff you need to know Get to work right away Import organize edit crop and color correct your photos with ease Retouch any image Repair and restore old and damaged photos and patch undesirable areas with Content Aware Fill Add pizzazz Dress up your photos with dozens of filters layer styles and special effects Create the perfect picture Seamlessly insert people and objects from other photos using Photomerge Compose Share your photos Use new methods to quickly create and email stunning slideshows to friends Use your words Make greeting cards calendars and flyers by adding text to images Unleash your creativity Design photo books scrapbooks collages and other projects

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https://letsgetcooking.org.uk/data/detail/Documents/The_Afrika_Reich_A_Novel.pdf

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