GETTING TO KNOW YOUR MACBOOK PRO

Equipment

1. Ports

LEFT SIDE

- Thunderbolt Dongle (laptop to VGA for projector)

RIGHT SIDE

- Power Cord & Power Button - connect AC Power cord to Power Adapter
  a. Thunderbolt Connector - Left side toward rear - attach power cord
  b. Power Button - Top row, last key - press to power on or off
Key Features

1. Putting MacBook Air to Sleep
   a. Close the display OR
   b. Choose Apple > Sleep from menu bar OR
   c. Press the Power button and click Sleep in the dialog box that appears

2. Wake MacBook Air
   a. Open the display (if closed)
   b. If opened, press the power button or any key on the keyboard
   c. When it wakes from sleep, applications, documents, and computer settings are exactly as left (after logging back in)

3. Shutting Down - Shut down if laptop is not going to be used a day or two
   a. Choose Apple > Shut Down from menu OR
   b. Press the power button and click SHUT DOWN in dialog box
4. Keyboard Features (top row keys)

- **Brightness keys**
  - i. F1 - decreases brightness
  - ii. F2 - increases brightness

- Expose' All Windows Key (F3) - Open expose' for quick access to all open windows

- Dashboard key (F4) - Open Dashboard to access widgets

- Keyboard Illumination Keys
  - i. F5 - Decreases the brightness of the keyboard illumination
  - ii. F6 - Increases the brightness of the keyboard illumination

- Media Keys - Rewind, play or pause, or fast forward a song, movie, or slideshow
  - i. F7 - Rewind
  - ii. F8 - Play or Pause
  - iii. F9 - Fast Forward

- Volume keys - mutes, increases or decreases the volume of sound coming from the built-in speakers or headphone jack
  - i. F10 - Mute
  - ii. F11 - Decreases volume
  - iii. F12 - Increases volume
**Mousepad Gestures**

1. **Click** - Press down anywhere on the trackpad to click OR with Tap to Click enabled, simply tap the surface (see System Preference > Trackpad to enable/disable)

2. **Secondary Click (Right Click)** - click with two fingers to open shortcut menus OR with Tap to Click enabled, tap two fingers anywhere

3. **Two-finger Scroll** - brush two fingers along the trackpad to scroll in any direction--up, down, or sideways

4. **Swipe to navigate** - Swipe with two fingers to flip through webpages, documents, and more

5. **Pinch to Zoom** - Zoom in and out of photos and webpages more precisely by pinching your thumb and finger

6. **Learn More about Gestures or change settings** - Choose System Preferences from the Apple menu and click Trackpad
1. Top Menu Bar
   a. Wi-Fi icon - check status of wireless Internet connection
      ![Wi-Fi Status](image)
   b. Find anything Fast with Spotlight
      i. Click magnifying glass icon or press Command-Space bar, then type
      ![Spotlight Search](image)
      ii. Search for programs, quickly get to recent documents
   c. Battery Indicator - Shows percentage of battery life
      ![Battery Indicator](image)
      i. Battery charges more quickly when computer is off or in sleep

2. Dock (bottom) - Keep apps/programs most used - home base for the computer
   a. Finder - access files and folders
      i. Find a Program
1. Click Finder (first program, square smiley face)

2. Click APPLICATIONS from left menu

3. Double click Program to Launch (EX: Google Chrome)

   ii. Find a File

      1. All my Files - See all files on Mac and in iCloud
      2. Choose View

         a. Icons
         b. List
         c. Columns
         d. Cover Flow

      b. System Preference - access settings

      c. Adding and Removing Programs from dock

         i. Adding Program to Dock

            1. Finder > Applications > Double click Program to Launch > Right click Program icon in dock > Options > Keep in Dock (check mark will appear in front of this option) OR
2. Open Launchpad > drag program to Dock
   ii. Removing Program from Dock
      1. Right click Program icon in dock > Options > Keep in Dock (check mark will disappear in front of this option) OR

      ![Dock options](image)

      2. Drag the items out of the Dock until removed
      d. Delete Items
         i. Drag items to Trash can at end of Dock
         ii. To empty Trash, click Trash > Empty
      e. Set Dock Preference - Apple > System Preference > Dock

      ![Dock preferences](image)

      i. Size - drag slider to adjust size
      ii. Magnification - select to magnify icons when pointer is over them; drag slider to adjust size
      iii. Position (left, bottom, right) - choose location for dock
      iv. Other options - see diagram

3. Opening a Program
   a. Click on icon of Program in Dock
   b. Click Launchpad to view all Programs in a grid

4. Safari Browser (also have Firefox and Chrome)
a. **Sidebar (left)** - Bookmarks, Reading List, and Shared Links appear here

![Sidebar Image]

b. **Favorites View (middle)** - click the smart search field to see icons for your favorite websites

![Favorites View Image]

c. **Share - Top right** - Easily send webpages or share them with your social networks.