
Mac OS X Handbook

MacBook Pro

Westhampton Beach School District



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Features and Design

Aluminum unibody enclosure, advanced longer-lasting battery, enhanced LED-backlit display. MacBook Pro has been precision engineered down to the smallest detail.



On/Off power
button



The Downloads Stack

The Dock includes a Documents stack and a Downloads stack. Items you download in Safari, Mail, or iChat go to the Downloads stack so that you can find them quickly.

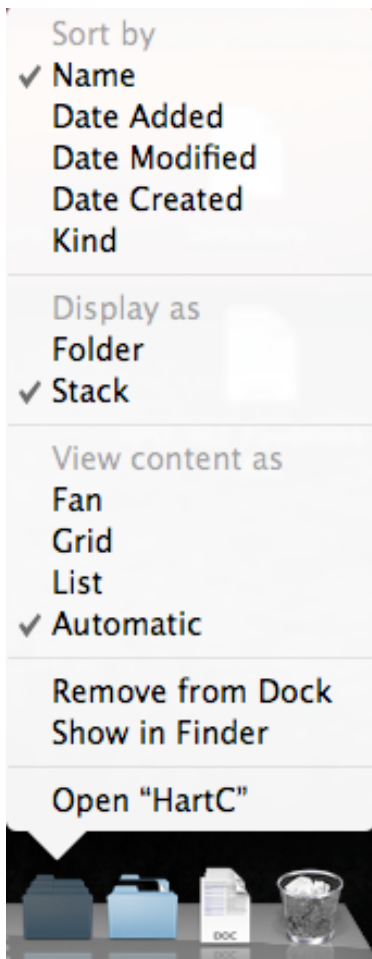


The latest download appears here.

Click the Downloads stack to see the items you've downloaded.

Customization

Stacks appear as a fan or a grid automatically based on the number of items in the stack. You can specify which style you want to use and change the stack's sort order.



To customize a stack, position the pointer over the stack icon and then “two finger click” until a menu appears.

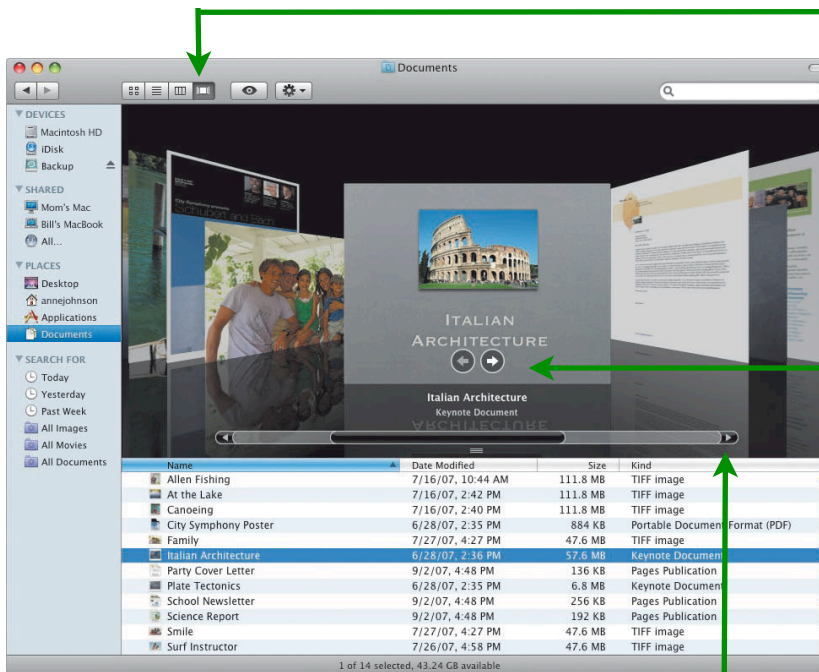
Finder

See your files in Cover Flow, Icons, List, or Columns and browse through them quickly.



Cover Flow

Cover Flow lets you see your movies, presentations, PDF files, and more large-size previews as you flip through them.



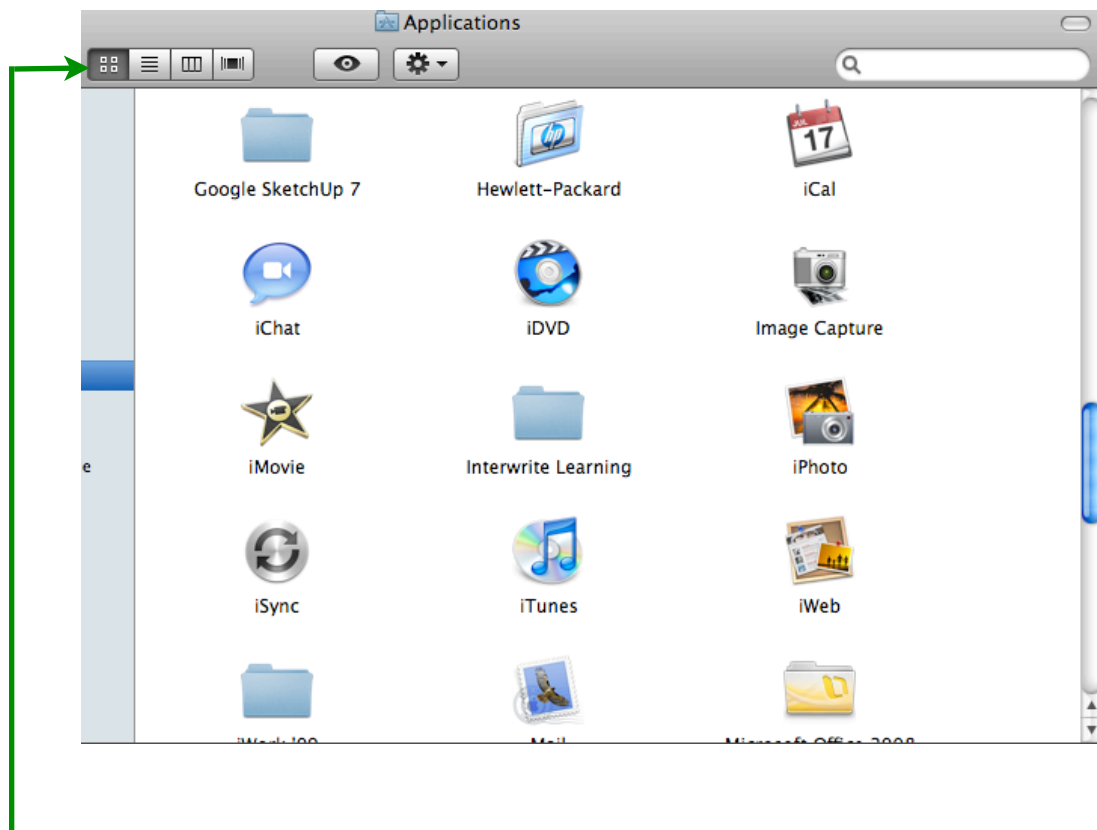
Click this button for Cover Flow.

Move the pointer over an item to play a movie or see the pages of a document.

Drag the slider to thumb through your documents.

Icons

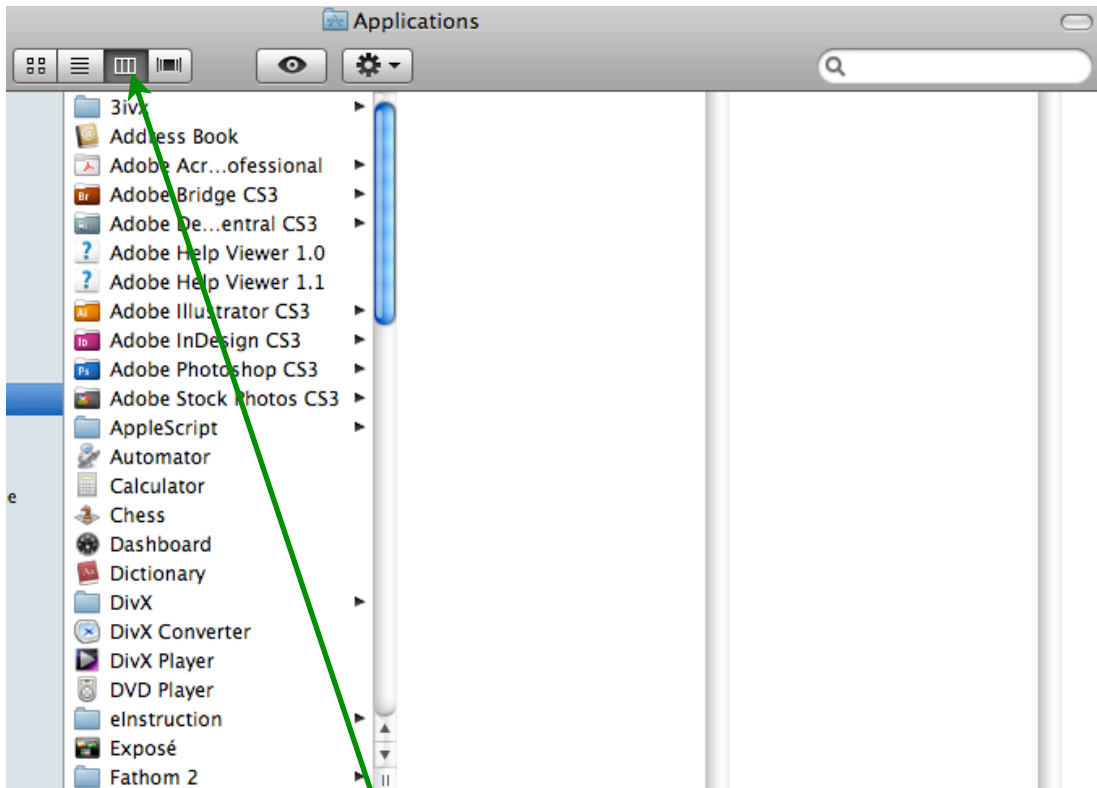
Icon view lets you see your files, downloads, presentations, movies, and more as picture icons.



Click this button for Icon view.

Columns

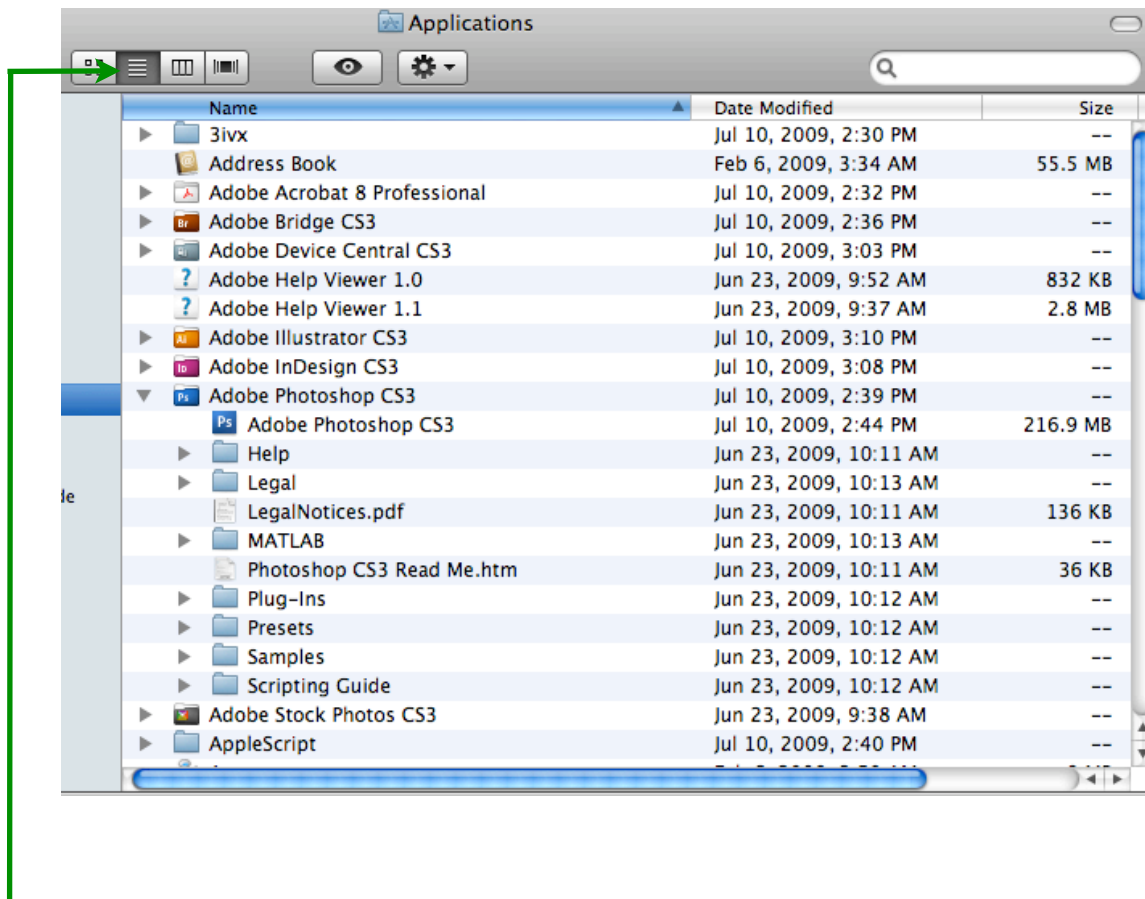
Column view lets you see your files in three columns.



Click this button for Column view.

List

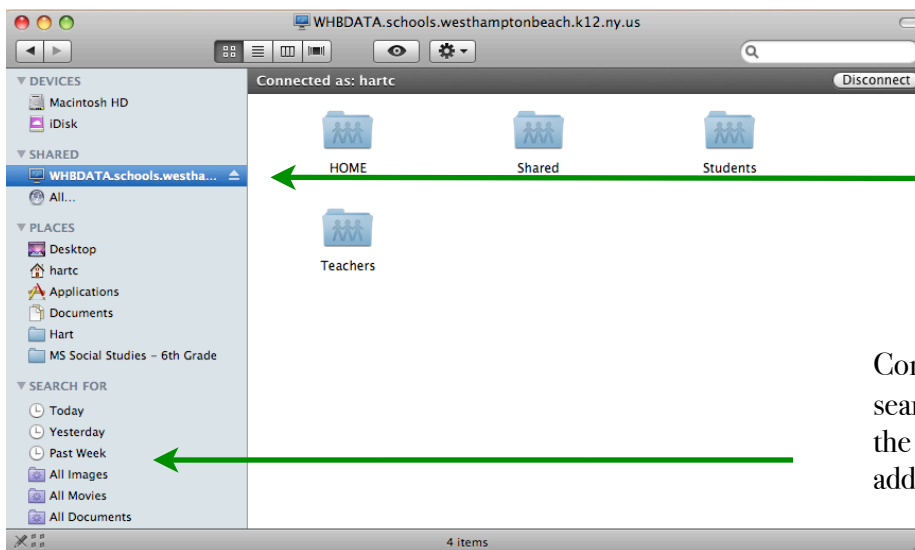
List view lets you see your files in one list.



Click this button for List view.

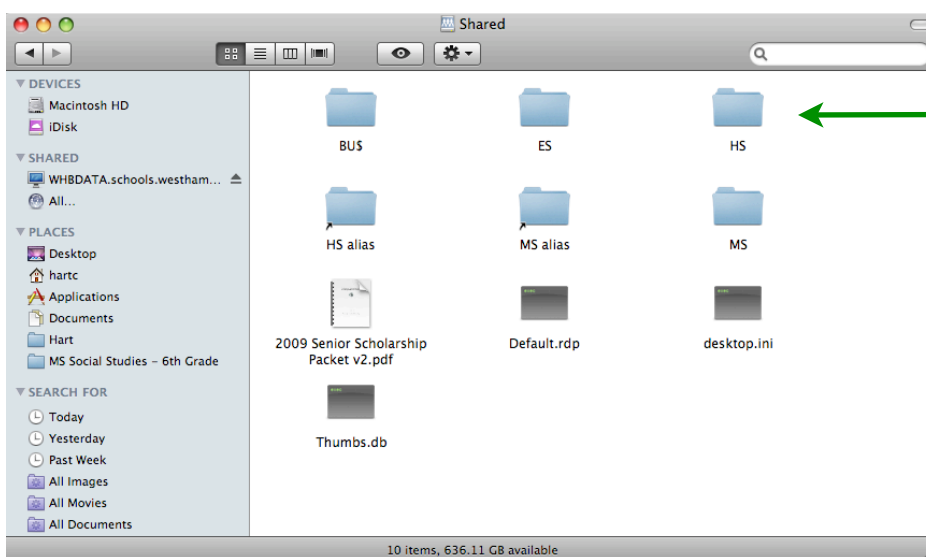
Finder

The Finder sidebar makes it easy to get to folders on your computer, shared computers on your network, and your saved searches.



Click here to access the Shared directory.

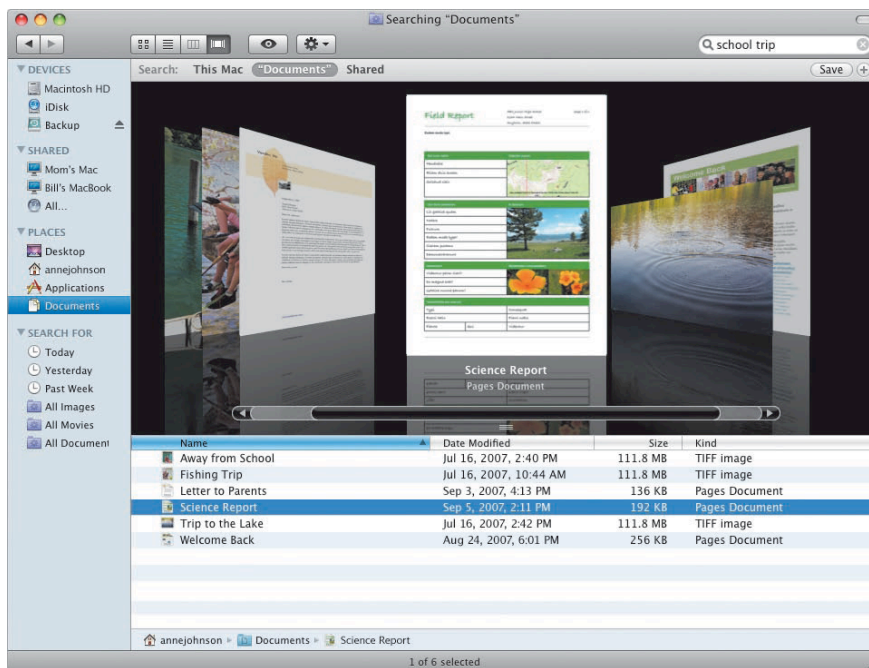
Commonly used searches are included in the sidebar, and you can add your own searches.



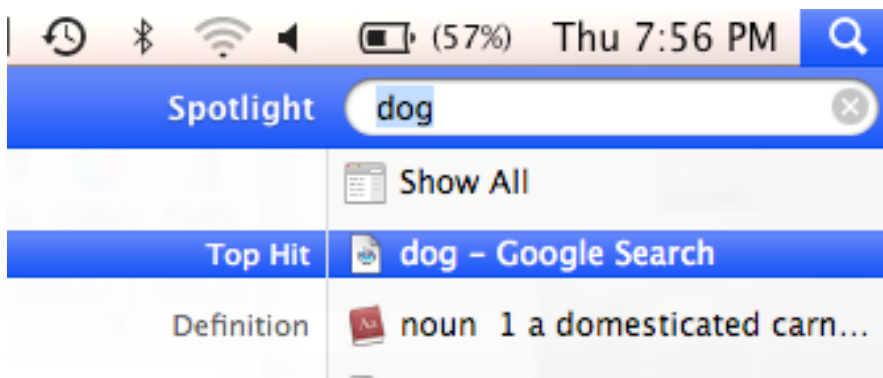
Click on the appropriate folder.

Spotlight

Use Spotlight to search for items on your computer in a Finder window or quickly identify the definition of a word.



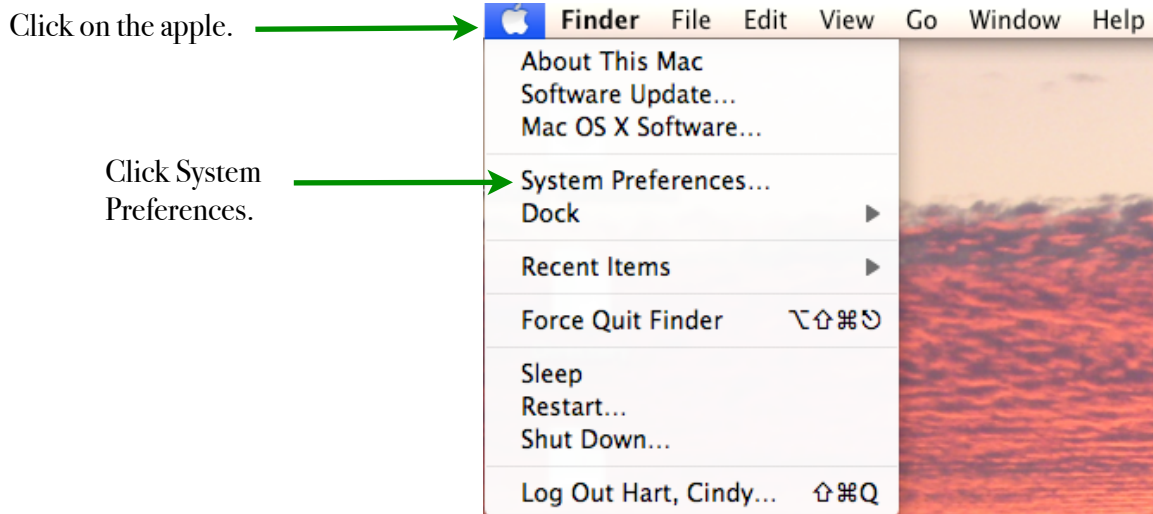
Type your search in the search field.



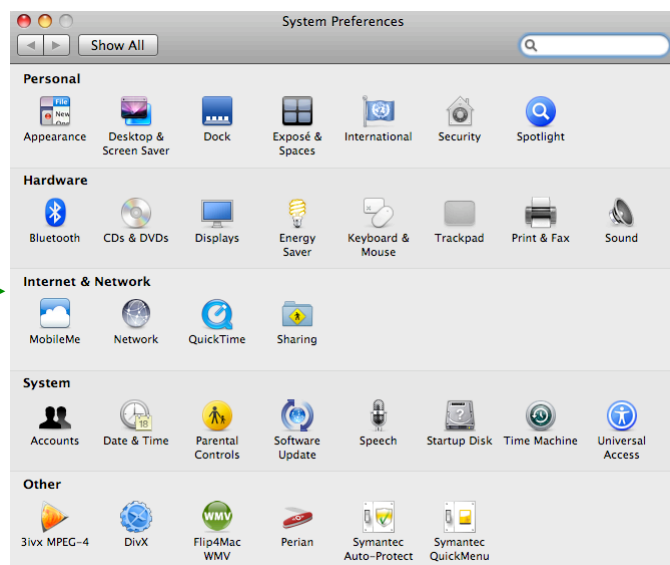
Type your search in the search field and click on one of the options.

System Preferences

The System Preferences pane controls system-wide settings and is available from the **Apple** menu at the upper-left corner of the screen. System Preferences lets you to adjust things like your screen resolution, keyboard and mouse control, sound, and more.

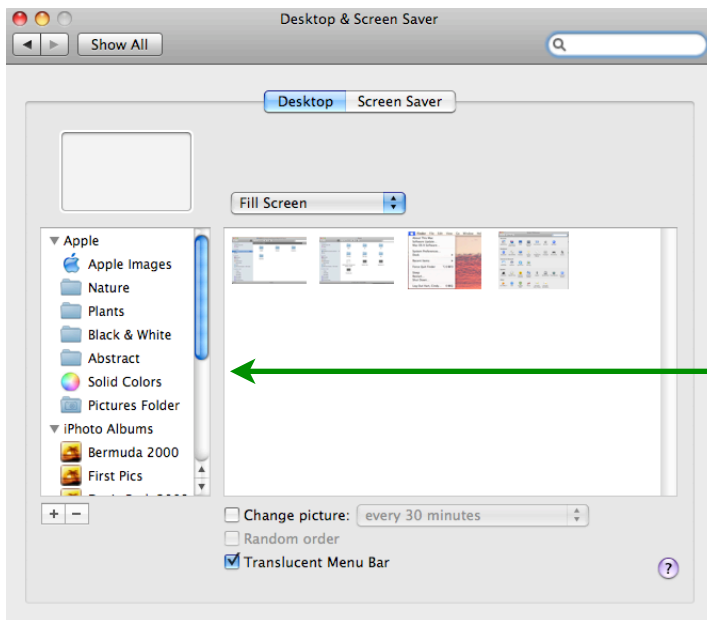


Select one of the features. →

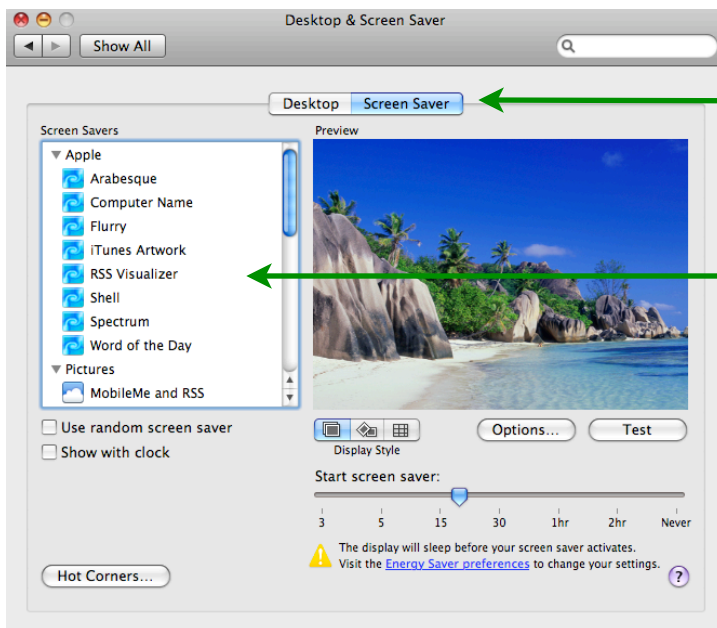


System Preferences - Desktop and Screensaver

Select Desktop and Screensaver to customize your MacBook Pro.



Select an image provided by Apple or choose one of your own photos stored in iPhoto.

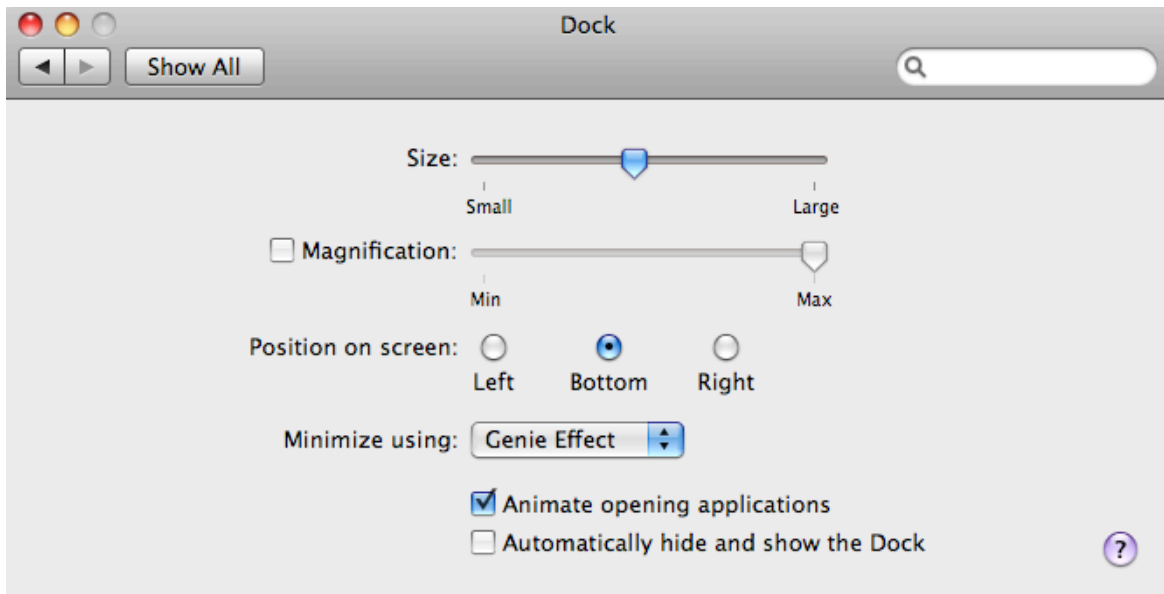


Click Screensaver.

Select a Screensaver provided by Apple or choose your own photos stored in iPhoto.

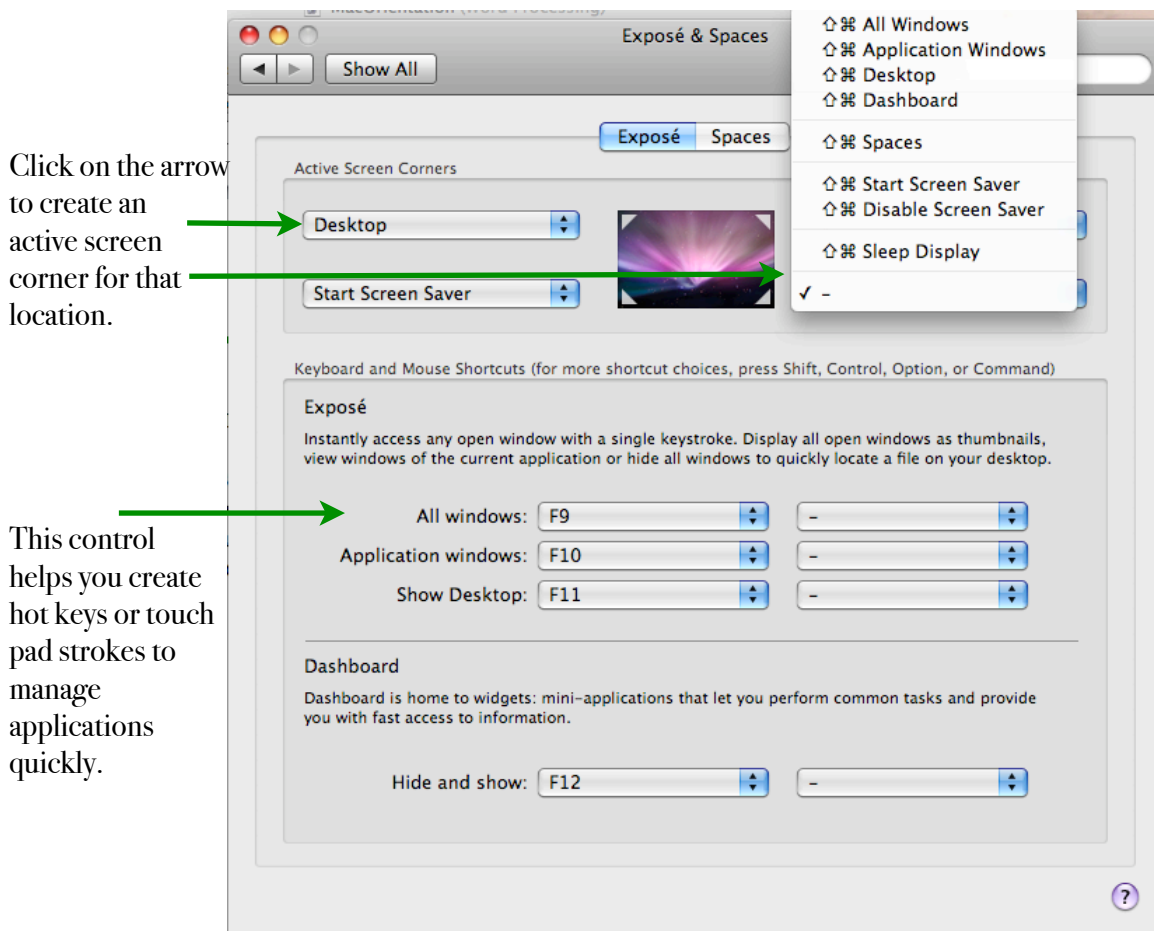
System Preferences - Dock

Select Dock to customize the look of the Dock on your MacBook Pro. Change the size and position of the icons, and select the Genie or Scale Effect to minimize programs and documents.



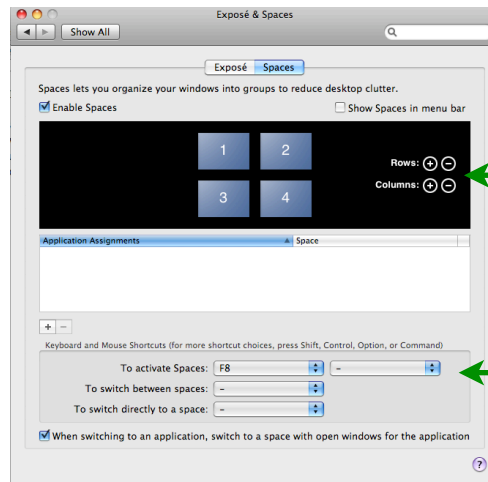
System Preferences - Exposé and Spaces

Select Exposé to easily access any open window, display all open windows as thumbnails, view windows of the current application, or hide all windows to quickly locate a file on your desktop. You can also customize the active screen corners of your MacBook Pro.



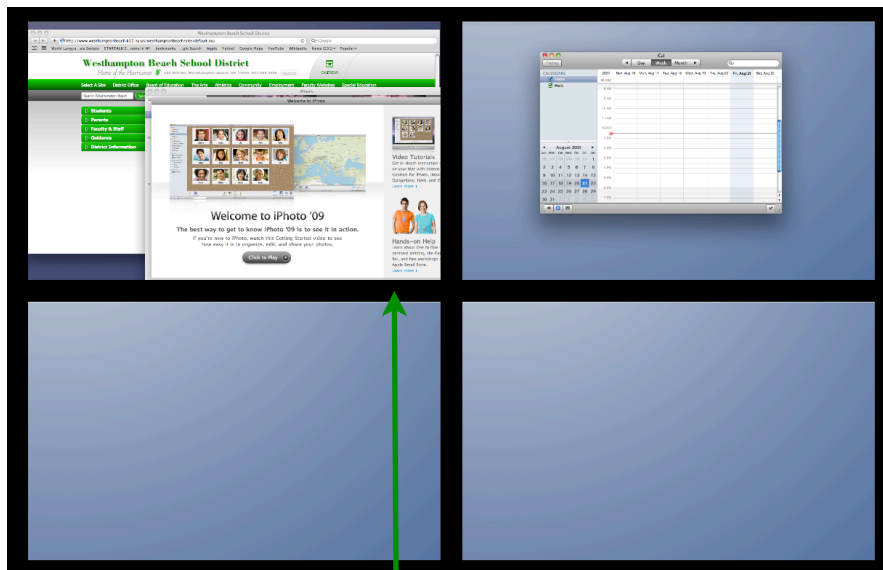
System Preferences - Exposé and Spaces

Organize your work by grouping application windows into a “space” and then quickly switch between your spaces. Turn on Spaces in Exposé & Spaces preferences, and then press F8 to show your spaces. To organize your windows, drag them from the current space to a different space.



Add rows and columns to create the number of spaces you need.

Choose keyboard shortcuts that work best for you.



Drag windows you want to use together into the same space.

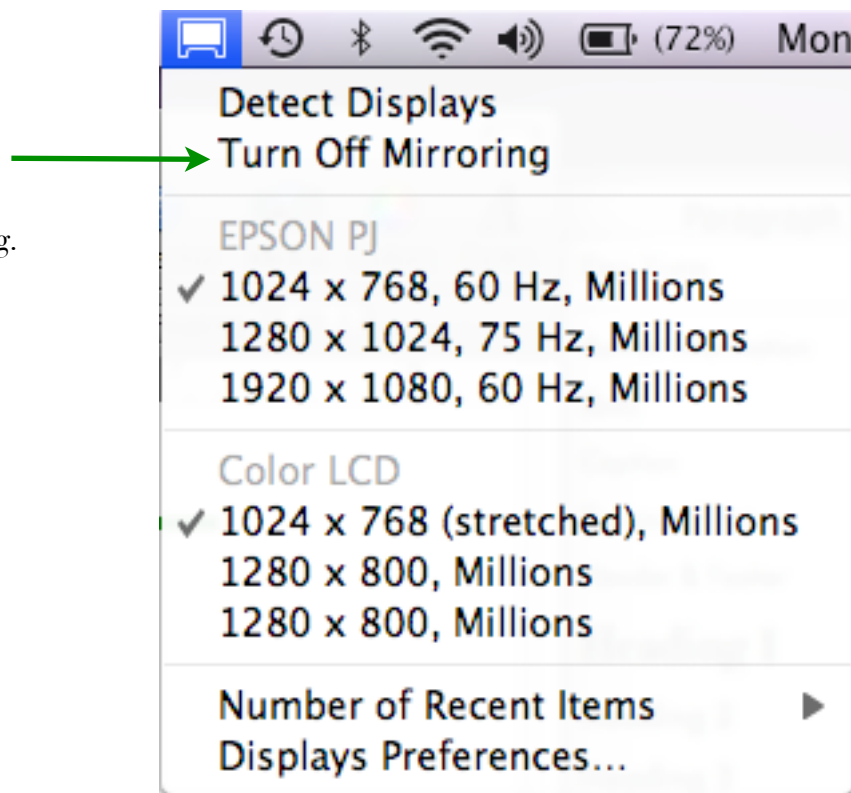
System Preferences - Display

After connecting to the LCD projector, you can display your screen or turn off mirroring so that you can work on your MacBook Pro while displaying different content for the students.



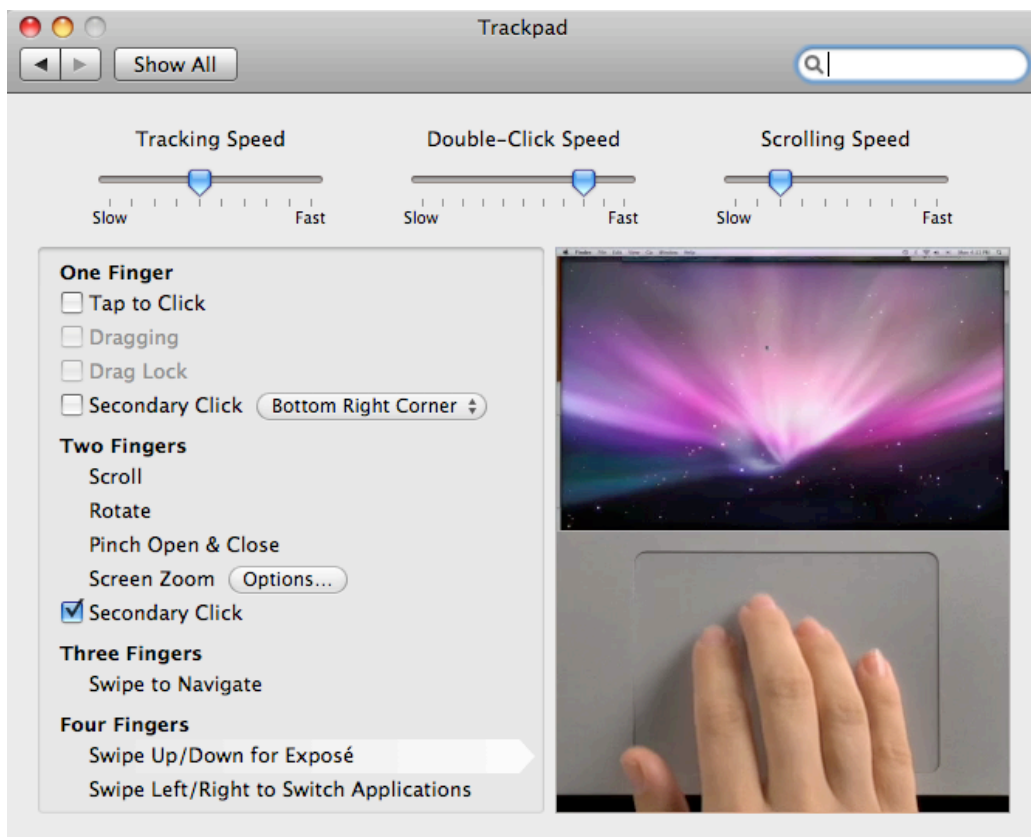
Click here to use the mirroring option.

Click here to
turn off mirroring.



System Preferences - Trackpad

Use two fingers to scroll up and down a page. Pinch to zoom in and out. Rotate an image with your fingertips. Swipe with three fingers to flip through your photo libraries. Swipe with four fingers to show your desktop, view all open windows, or switch applications. If you're coming from a right-click world, you can right-click with two fingers or configure a right-click area on the trackpad. The more you use the Multi-Touch trackpad, the more you'll wonder what you ever did without it.

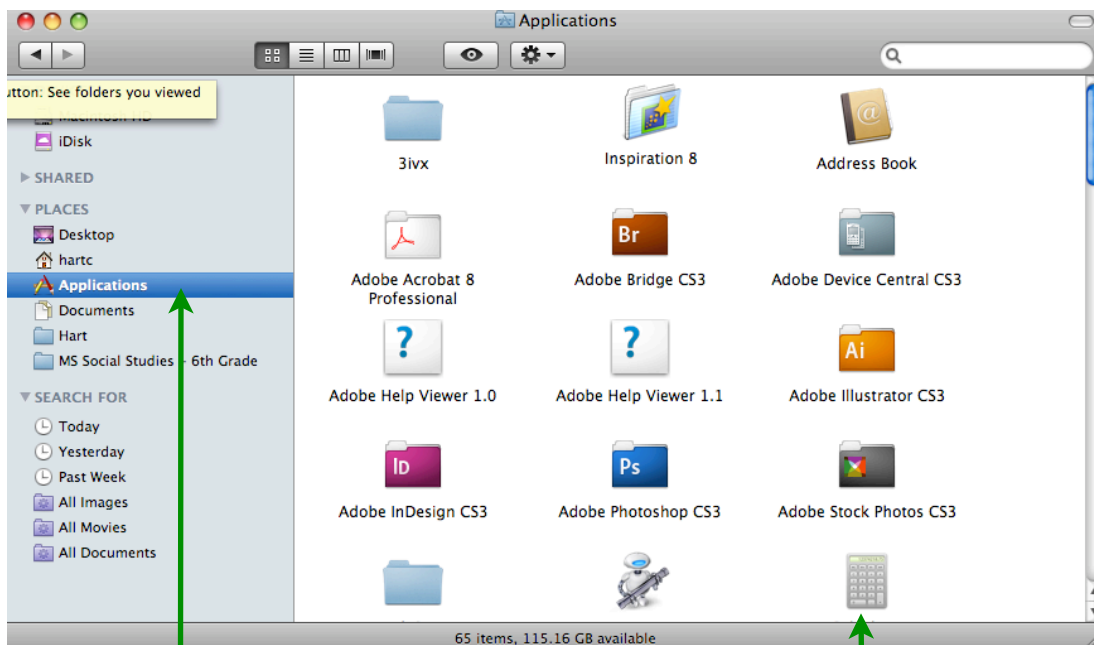


Adding or Deleting Programs to Your Dock

You can add a program to your dock by simply clicking and dragging. To delete a program or folder, simply click and drag it to your desktop.



Click Finder in your Dock.



Select Applications.

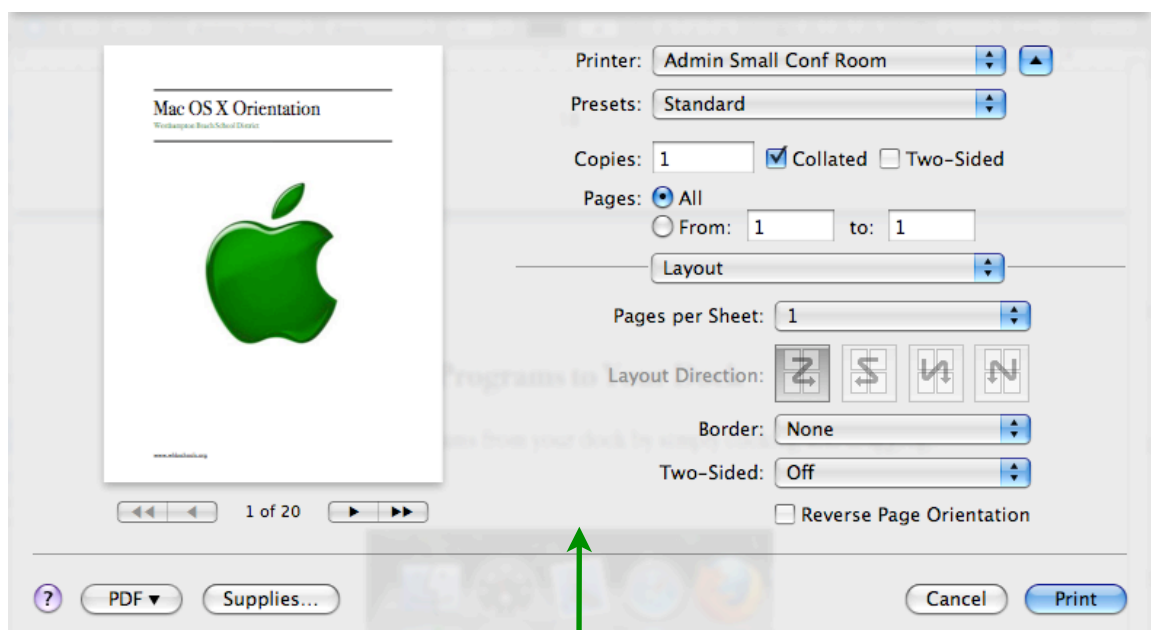
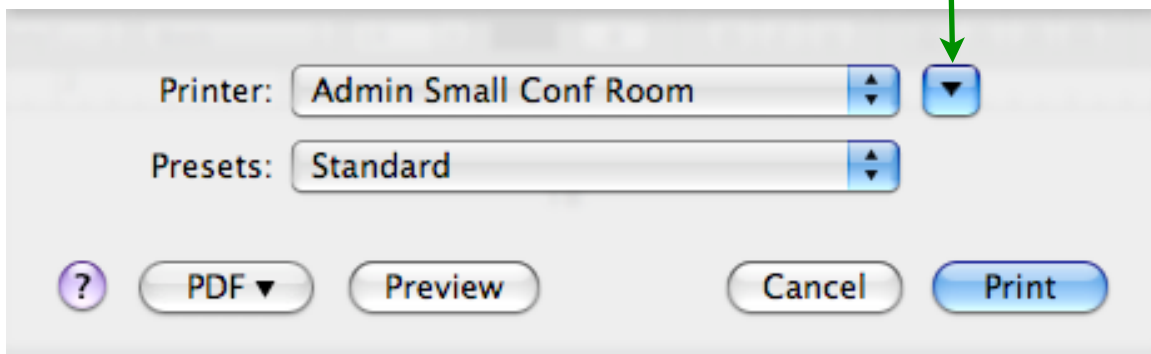
Click an icon and drag it to your Dock.



Printing

When printing a file, select File - Print. The following pop-up menu appears.

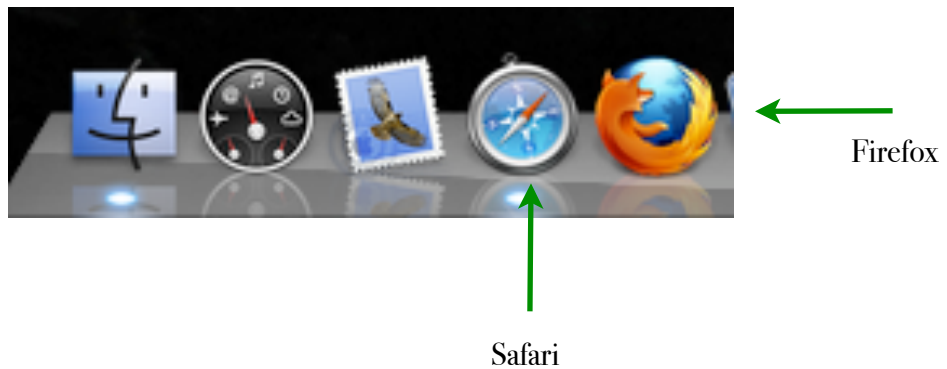
Click on the arrow
for more options.



Select the appropriate options as needed.

Internet

Safari is a new web browser that is even easier to use with dynamic tabbed browsing and other new features. When editing the District website, please utilize Firefox.



Dashboard

Create your own widget from any part of a webpage and see updates to it in Dashboard.



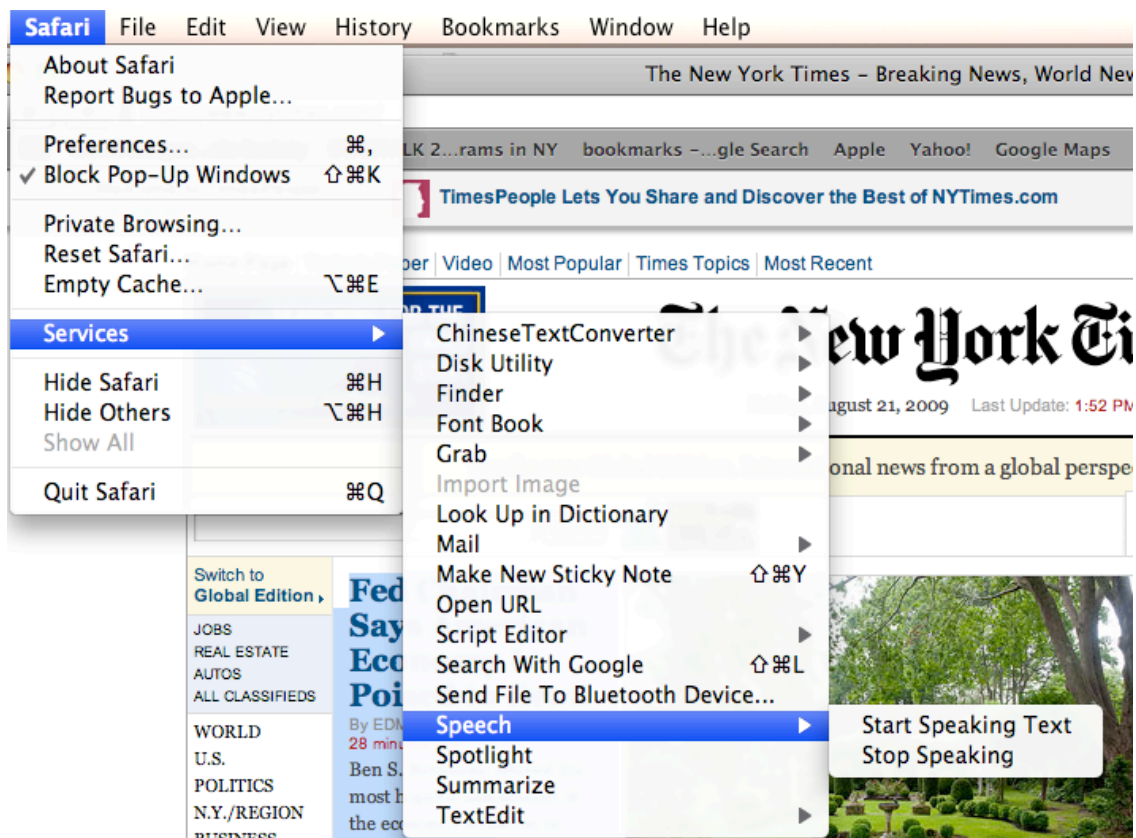
Select Dashboard in your Dock.



Go to <http://www.apple.com/downloads/dashboard/> to download amazing widgets to your Dashboard.

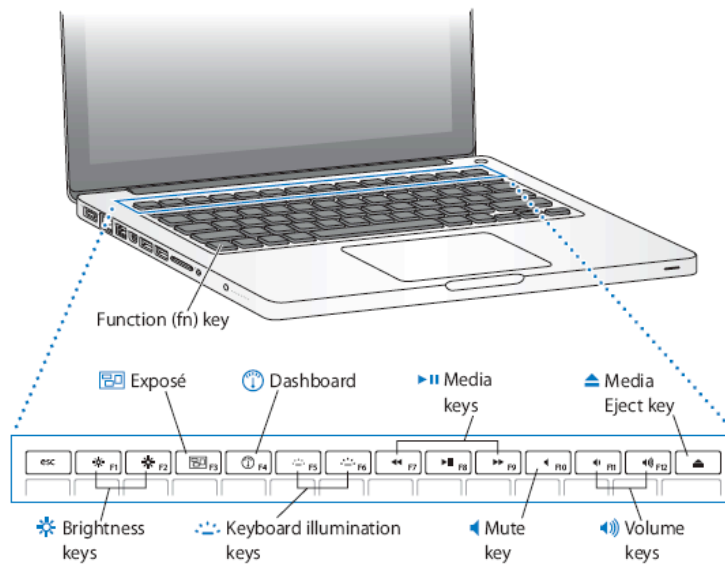
Speech

Mac OS X has many built in services that can be used with different applications. One feature is text to speech recognition. Highlight a section of text, and it will be read aloud.

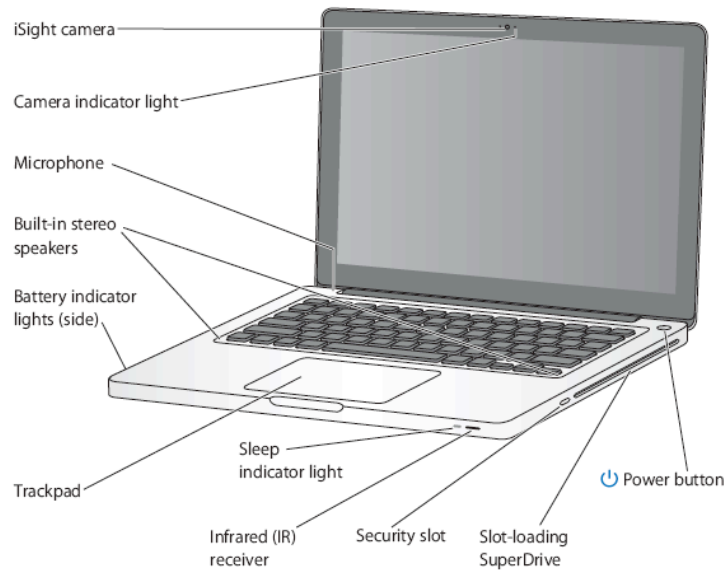


Features and Keyboard

Keyboard Features of Your MacBook Pro

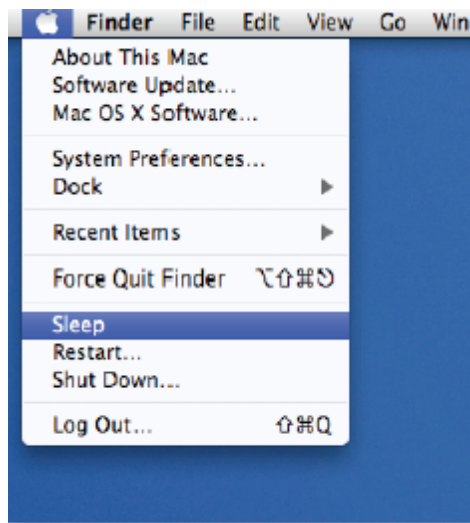


Basic Features of Your MacBook Pro

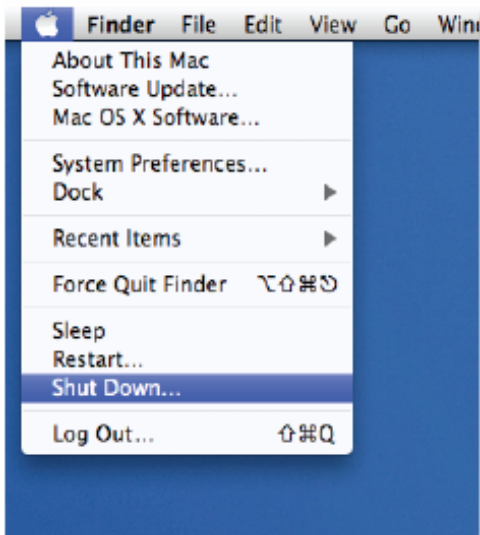


Putting Your MacBook Pro to Sleep or Shutting down

If you'll be away from your MacBook Pro for only a short time, put it to sleep. When the computer is in sleep mode, you can quickly wake it and bypass the startup process. Your MacBook Pro uses considerably less power when in sleep mode than when awake.

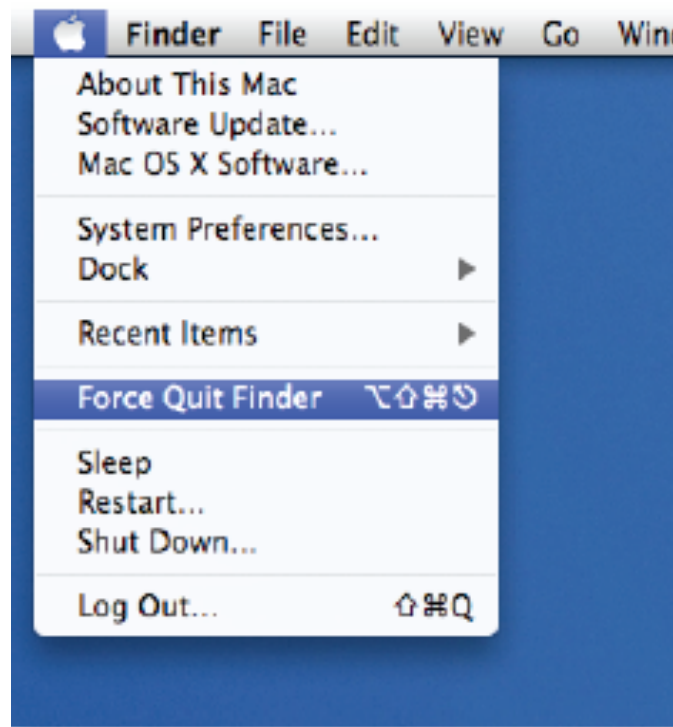


If you don't plan to use your computer for more than a day, it's best to shut it down.



Force Quit

Once in a while, an application you see onscreen might freeze. You can quit a frozen application without restarting your computer, which may allow you to save your work in other open applications.



Using Your Optical Drive

The optical drive is located on the right side of the computer. It is a slot-loading drive mechanism and has no tray to eject. You can play multimedia on CDs and music from audio CDs; play DVD movies; and write (“burn”) music, documents, and other digital files to CD-R and CD-RW discs.



Optical drive

Inserting a CD or DVD

To install or use software from a CD or DVD:

1. With the computer turned on, gently insert the disc (with the label facing up) into the drive slot until you feel the drive catch the disc and pull it in the rest of the way. You might need to insert the disc nearly all the way before the drive takes it.
2. The disc is ready to use when its icon appears on the desktop.

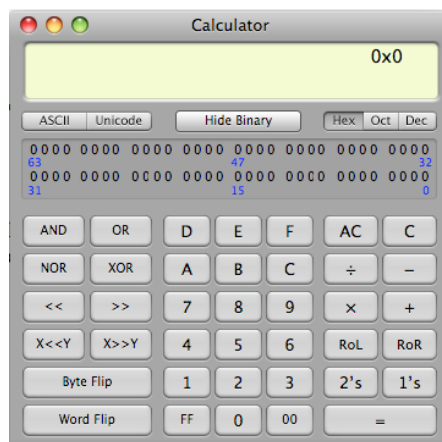
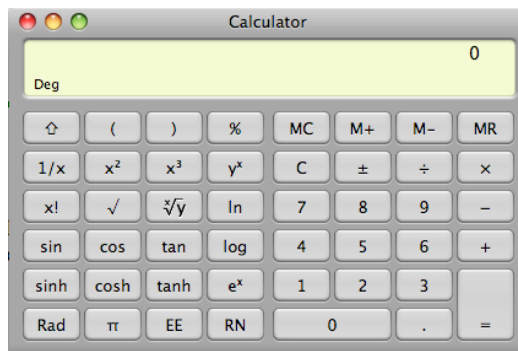
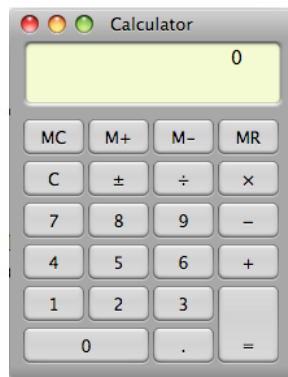
Ejecting a Disc

To eject a disc, do one of the following:

1. Drag the disc icon to the Trash. The Trash icon will change to the Eject icon.
2. Select the disc icon, then press and hold the Eject key on the keyboard until the disc ejects.

Calculator

You can access the Calculator through Applications or Spotlight. Open up the Calculator and expand upon its features by clicking on the green circle once or twice for more options.



iLife '09



Organize and search your photos by faces, places, or events.



Make a great looking movie in minutes or edit your masterpiece.



Learn to play. Create a podcast. Record and mix your own song.



Create custom websites and publish them anywhere with a click.