THE PROOF SERIES

Mac Proof

A Senior's Simple Guide to Your Mac Computer



FOR SENIORS

PROUDLY CANADIAN

John Marshall



PROUDLY CANADIAN

FREE SAMPLE CHAPTER

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www.buyproof.ca

GET TING AROUND

Your Mac at a glance

Most Mac tasks begin in one of four places. Start with the place that matches your intention.

Intention › **Right place** › **One click**

1. Need an app? Click the Dock or use Spotlight.
2. Need a document? Open Finder.
3. Need to change how the Mac behaves? Open System Settings.
4. Need a command? Look at the menu bar while the correct app is active.

> ! **GOOD TO KNOW:** Say the destination aloud: ‘I need a file, so I need Finder.’

TALE

A SMALL SMILE

A SMALL SMILE

Arthur hunted for a letter in Safari. The letter was not lost; it was simply in the wrong room. Finder found it in seconds.

GET TING AROUND

Point, click, and open

The pointer is the small arrow on the screen. Moving the mouse or one finger on the trackpad moves it.

Diagram labels: One click (select), Two clicks (open), Control-click (more choices)

1. Point at an icon without pressing.
2. Click once to select it.
3. Double-click a file or folder to open it.
4. Control-click, or click with two fingers, to show a shortcut menu.

> ! **GOOD TO KNOW:** If double-clicking feels rushed, open System Settings, search for ‘double-click speed,’ and choose a slower setting.

TALE

A SMALL SMILE

A SMALL SMILE

Rita’s first double-click became four clicks and two open windows. Nothing exploded. She closed the extra window and tried again.

GET TING AROUND

Trackpad gestures without gymnastics

A trackpad listens to taps, clicks, and simple finger movements. Use only the gestures that feel comfortable.

Diagram labels: 1 finger (point), 2 fingers (scroll), pinch (zoom)

1. Slide one finger to move the pointer.
2. Press down once to click.
3. Click with two fingers to open a shortcut menu.
4. Move two fingers up or down to scroll a page.
5. Pinch two fingers to zoom in supported apps.

! **GOOD TO KNOW:** System Settings > Trackpad shows short demonstrations. Turn off any gesture you trigger by accident.

TALE

A SMALL SMILE

A SMALL SMILE

Leon called the two-finger scroll ‘the tiny escalator.’ Once he stopped pressing hard, the escalator behaved.

GET TING AROUND

The keyboard: five keys worth knowing

You do not need to memorize the keyboard. Begin with five helpers.

return delete shift command esc

1. Return confirms a choice or begins a new paragraph.
2. Delete removes the character to the left.
3. Shift makes one capital letter.
4. Command works with another key for shortcuts.
5. Escape closes or cancels many small panels.

! **GOOD TO KNOW:** The symbol means Command. In this book, shortcuts are written as Command-C, not as a symbol puzzle.

TALE

A SMALL SMILE

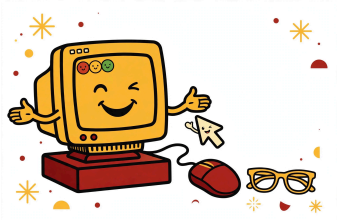
A SMALL SMILE

Nora placed a tiny sticker near Command for one week. By Friday, her fingers knew the route without the sticker.

GET TING AROUND

Windows and the three coloured buttons

Apps open in windows. The red, yellow, and green buttons at the upper left control the window, not the whole Mac.



Window title

Diagram labels: Sidebar, Contents

Places & folders

Your files appear here

1. Red closes the window.
2. Yellow minimizes it into the Dock.
3. Green enlarges it or offers tiling choices.
4. Drag the top bar to move a window.
5. Drag an edge or corner to resize it.

> ! **GOOD TO KNOW:** Closing the last window may leave the app running. To quit the app, choose its name in the menu bar, then Quit.

TALE

A SMALL SMILE

A SMALL SMILE

Sam clicked red and assumed the app had vanished forever. It was still open, waiting patiently like a shop after the blinds came down.

GET TING AROUND

Menus and the Apple menu

The menu bar runs across the top of the screen. The app name beside the Apple menu tells you which app is active.

Diagram labels: Apple menu (Mac commands), App menus (current app), Status area (Wi-Fi, sound, time)

1. Click an app window to make it active.
2. Read the menu bar; its commands now belong to that app.
3. Use the Apple menu for About This Mac, System Settings, Sleep, Restart, and Shut Down.
4. If a command is grey, the current situation does not allow it.

! **GOOD TO KNOW:** When instructions say File > Print, click File first, then Print.

TALE

A SMALL SMILE

A SMALL SMILE

Jean searched every Mail window for Print. The command was quietly standing in the File menu above them all.

GET TING AROUND

Control Centre: the quick-change panel

Control Centre groups common controls near the upper-right corner of the menu bar.

Diagram labels: Wi-Fi (network), Sound (volume), Display (brightness)

1. Click Control Centre.
2. Choose Wi-Fi, Bluetooth, Sound, Display, or another control.
3. Move a slider or choose an option.
4. Click outside the panel to close it.

! **GOOD TO KNOW:** Use Control Centre for a quick adjustment; use System Settings for deeper choices.

TALE

A SMALL SMILE

A SMALL SMILE

Evelyn once lowered the volume by turning off Wi-Fi. Control Centre helped her spot which slider was which. The television was innocent.

GET TING AROUND

Make the desktop yours

A tidy desktop gives your eyes a quiet place to land. You can change the wallpaper without changing any files.

Diagram labels: Desktop (today's work), Documents (keep), Trash (remove)

1. Control-click an empty part of the desktop.
2. Choose Change Wallpaper.
3. Select a picture or colour.
4. To tidy icons, Control-click the desktop and choose a sort or stack option.

! **GOOD TO KNOW:** Keep only current work on the desktop. Move finished items into Documents or Pictures.

TALE

A SMALL SMILE

A SMALL SMILE

Frank's desktop had forty-seven screenshots and one tax return. The screenshots moved to a folder; the tax return finally got top billing.

GET TING AROUND

The Dock: your row of favourites

The Dock gives one-click access to apps and folders. A small mark beneath an icon can indicate that the app is open.

Diagram labels: Finder (files), Safari (web), Mail (email), Trash (deleted items)

1. Click an app icon to open it.
2. Click another app to switch.
3. Control-click an icon for more choices.
4. Click the Trash at the far end to see deleted items.

! **GOOD TO KNOW:** The Dock is a shortcut shelf. Removing an app from the Dock does not uninstall the app.

TALE

A SMALL SMILE

A SMALL SMILE

Doreen removed Chess from the Dock and worried she had offended it. Spotlight found it safe and sound in Applications.

GET TING AROUND

Tidy and customize the Dock

Keep the Dock short enough that every icon is easy to recognize.

Open app › **Control-click** › **Keep in Dock**

1. Drag icons left or right to rearrange them.
2. To remove one, drag it away until Remove appears.
3. To keep an open app, Control-click its icon and choose Options > Keep in Dock.
4. For size and position, open System Settings > Desktop & Dock.

> ! **GOOD TO KNOW:** Keep five to eight favourites: Finder, Safari, Mail, Photos, FaceTime, and any app you truly use.

TALE

A SMALL SMILE

A SMALL SMILE

Bill's Dock looked like a parade. After a five-minute tidy, every icon had a job and none needed a marching band.

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