



Tech in 20

Aloha and Mahalo for joining our “Tech in 20” webinar! I’m “Tim Freitas” of IT Education Technology Services and our topic today is “File Management.”

During the session, please mute your mikes (show where to mute mike) when you aren’t speaking to me or our webinar audience. Feel free to use the raise hand and chat options to comment or ask a question (demo doing this).

Objective

By the end of this short orientation I hope to achieve the following objectives:

1. Identify a few important features of the System Preferences.
2. identify those features on your menu.
3. Identify a few techniques to troubleshoot your Mac laptop.
4. In order to achieve the above objectives, we will be covering the following areas:
 - a. **How to access System Preferences**
 1. Personal
 - *Desktop/Screensaver - **stop and try it - 1 minute.**
 - *Dock
 - *Language & Text
 2. Hardware
 - *Displays
 - *Energy saver
 - *Mouse
 - *Print and Fax
 - *Sound
 3. Internet and Wireless
 - *Network (only location of it)
 4. System
 - *Accounts (to change pwd)
 - *Date and Time
 5. Software update
 6. Universal Access
 - *cursor sizing - **stop and try it - 1 minute.**



System Preferences & Troubleshooting

b. Troubleshooting

- i. Force quit - command+option+“esc” key
 1. Allows you to force quit several applications or browsers. **stop and try it - 1 minute.**
 - ii. Force shut down - hold down the power button on the top right corner of your computer.
 - iii. Optionally, you may be able to Option-right click the application's icon in the Dock and choose Force Quit from the contextual menu.
 - iv. *Consider force quitting only if an application is unresponsive and cannot be quit in a usual manner (such as by choosing Quit from the menu named for the application).*
3. Restarting - click on the Apple logo (🍏)
 4. Log out and back in - click on the Apple logo (🍏)
 5. Wireless Internet connection-click on the 📶 on the menu and turn it off then back on.
 6. Software Updates - click on the Apple logo (🍏) to find the update section.

Materials

- You will need the following items in order to achieve our goals and objectives:
 - Macbook Pro laptop
 - Willingness to learn

Procedures

1. System Preferences controls system-wide settings ("global" 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 control, mouse control, sound, printer settings, sharing settings, accounts, and more.
2. The easiest way to learn about the many options in System Preferences is to explore the different preference panes. Some preferences have multiple panes you access by clicking the tab buttons. Network preferences even has an “Assist me” button to help you troubleshoot connection problems.
3. **The Dock** is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac (such as Firefox, Keynote, iTunes, etc.), displays which applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket).
4. **To force quit** an application, choose **Force Quit** from the **Apple** menu (or press Command-Option-Esc), then choose the unresponsive application in the Force Quit window, and click Force Quit.

Optionally, you may be able to Option-right click the application's icon in the Dock and choose Force Quit from the contextual menu.



System Preferences & Troubleshooting

Additionally, you can force quit the front-most application in Mac OS X v10.5 or later by pressing Command-Option-Shift-Esc for three seconds.

Additional Information

If the Finder is unresponsive, you can use Force Quit to quit and relaunch it. Select Finder in the Force Quit Window, then click Relaunch.

Tech in 20 for Mac

Links and Resources

Mac 101: Set your preferences

- <http://support.apple.com/kb/HT2490#11>
- Learn how to:
 - *Customize your mouse and trackpad*
 - *Change your sounds*
 - *Change your sleep settings*
 - *Change your language*

Mac 101: Desktop and Screensaver

- Learn about your desktop and how to customize it.
- <http://support.apple.com/kb/HT2485>

Mac 101: the Dock

- <http://support.apple.com/kb/HT2474>

Mac 101: Display settings

- You can use the Display pane of Displays preferences to specify how your display works.
- <http://docs.info.apple.com/article.html?path=Mac/10.7/en/mchlp2622.html>

Mac 101: Energy Saver

- <http://support.apple.com/kb/HT2490>

Mac 101: Universal Access

- <http://docs.info.apple.com/article.html?path=Mac/10.7/en/mchlp1400.html>

Mac 101: Time Machine

- Time Machine is the built-in backup that works with your Mac and an external drive (sold separately) or Time Capsule. <http://support.apple.com/kb/HT1427>