

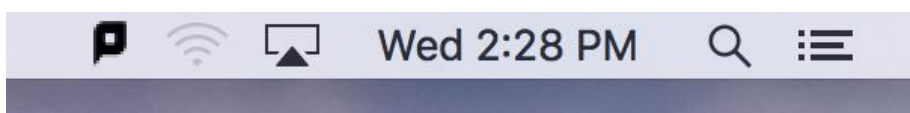
# Intro to Apple Computer Desktop Tour Reference Sheet

## 1. Menu Bar

a. The Menu Bar appears along the top of your screen.



b. The time, date, and connectivity are on the top right.



c. The Apple Menu and other contextual menu options appear on the left.



## 2. Windows

a. To open or close a window, look the three round buttons in the upper left of the window.

- i. Red: close window
- ii. Yellow: minimize
- iii. Green: resize



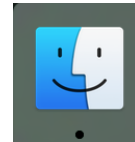
### 3. The Dock

- a. The Dock usually appears along the bottom of your screen.
- b. Notice the Trash and Downloads folder to the far right.

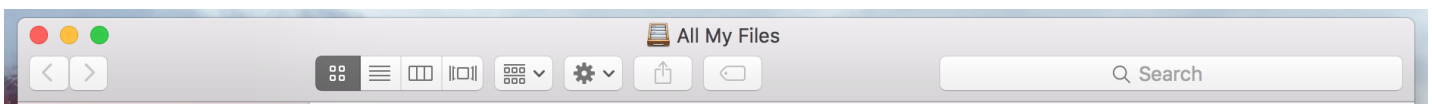


### 4. Finder

- a. The Finder icon appears on the far left of the Dock.
- b. Files, folders, and applications appear in the white pane on the right.



- c. Frequently visited places appear on the left pane of the Finder window.

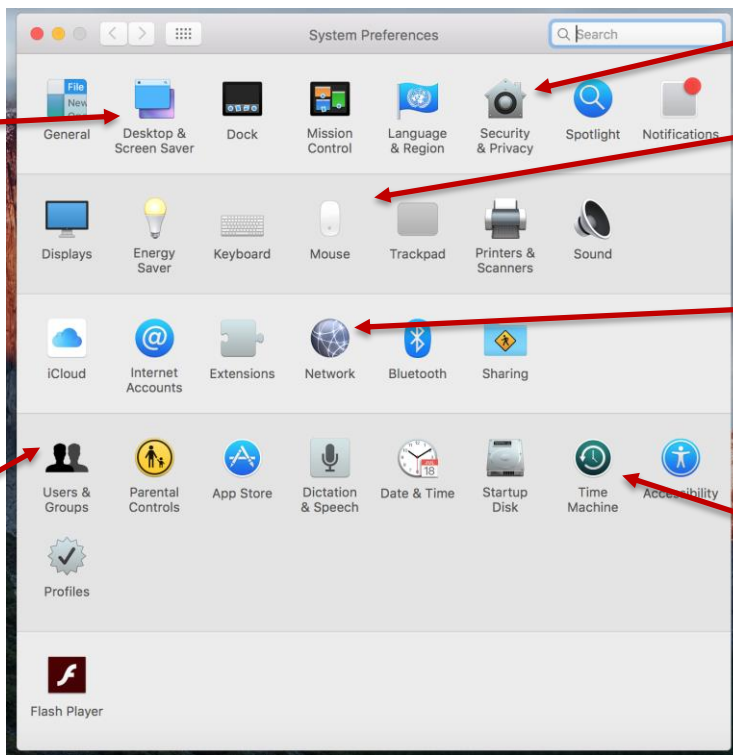
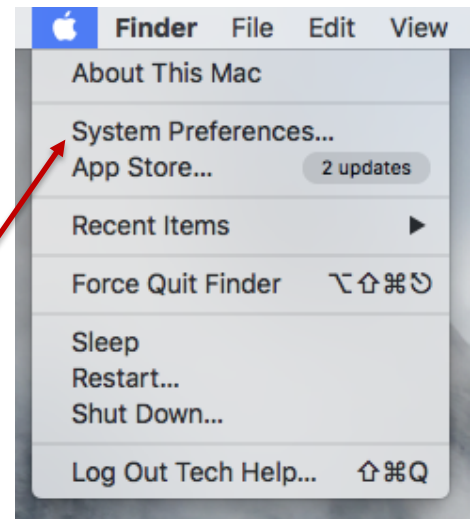


- d. The grey bar along the top of the Finder window gives options for navigating, organizing, and sharing the files and applications on view



## 5. System Preferences

- a. You can find the System Preferences Menu by left clicking on the Apple Menu and selecting "System Preferences".
- b. The System Preferences Menu gives options to customize your Apple device.



Change your Desktop background or Screen Saver preferences.

Add new users to your computer.

Change your password.

Change or check your mouse or trackpad settings and gestures.

Check or change your network connection.

Back up your computer with Time Machine.

### Where to learn more:

#### a. Digital Learn

<https://www.digitallearn.org/courses/using-a-mac-os-x>

#### b. Goodwill Free Learning

<https://www.gcflearnfree.org/osxbasics/>

#### c. Apple Support

<https://support.apple.com/explore/new-to-mac>

