

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Town Centre

Laguna Woods Village Community Center, 3rd floor

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: Help

All Mac computers come with **Help**. It is always showing on the Menu Bar. It can be opened by dropping the Help menu and then selecting the first command. Or, on the keyboard, press the **help** key.

Depending on the application you are active in the first command will probably be:

Mac Help, when in Finder

AppleWorks Help, when in AppleWorks

Pages Help, when in Pages

Mail Help, when in Mail

Safari Help, when in Safari

Help is the missing manual or User Guide. When you have a Mac question and no one is around to consult or guide you, this is the information source provided by Apple, Inc. Read it on screen or print it page for page.

Not only does Help offer you a definition and explanation for a word or phrase, it also provides some teaching dialog and paths for exploration. (*am using OS 10.4.10 for this*)

As an example... want to learn some basics about using your Macintosh, do this:
Be in **Finder**, click on the **Help** menu, select **Mac Help**, under **Discovering Your Mac** click on **Work smart, play hard**. Now click on **Easy, Smart, Convenient**. *And now you can read and learn a few of the basics.*

Other worthwhile topics offered under **Discovering Your Mac:**

Configure, Connect, Explore

Inspire, Create, Enjoy

Sharing, Collaboration, Mobility



When you open a Help window it usually shows you the “**Ask a Question**” field in the upper right corner. This is one way you can search for topics... by typing in a word or phrase and then press the Return key.

Another way is simply click on **Index**, this is always available and will allow you to search by alphabetical letter. And, of course, you will also see underlined topics that may be related to your search. A single click on the line will open the link to such information.

The upper left corner of the window usually offers you **left arrow/right arrow** buttons, just like when on the Internet. Click an arrow to move backward or forward one page.

There is a wealth of information in the Help program offered to the general Mac user, however, it is also worth mentioning that Apple has made an effort to embrace present, and previous, **PC users** by presenting useful crossover information. This information is available when in Mac Help, click on the “**Switching from Windows**” topic. This section will also offer an excellent glossary that helps us to understand what PC and Mac users call things.

