

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Beginners and new users:

Some random information & suggestions

Internet and **email addresses** are different, and will only work in their respective mode.

Sample email: ebay@ebay.com

Notice @ symbol... *always* in the address.

Sample Internet: www.ebay.com

Notice @ symbol... *never* in the address.

You may see, or read, an Internet or email address showing **upper case letters**... or, you may type in upper case letters, however, the computer **always makes them lower case**.

Also... **never use word spaces** in an address.

Re **Internet addressing**, the *actual sample* of a correct address is: <http://www.ebay.com/>



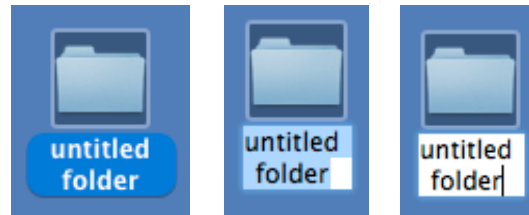
however, because of a user friendly default you can usually just type: **ebay** or **ebay.com** then **press the return key**, and this will take you to that particular website. The computer **automatically** fills in the rest of the info.

When you click on **Safari** (*a Browser*) and connect to the Internet, the first page you will see is called the **Home Page**. You can change the Home Page by following this path:


- 1 should be active in **Safari**
- 2 on the Menu bar, click on **Safari**
- 3 menu drops, click on **Preferences...**
- 4 dialog appears, click on **General** tab
- 5 look for **Home page:**, will be highlighted
- 6 type in an **Internet address (URL)**... *or* click on **Set to Current Page** (*if you have an open & active web page on your screen*)

If you want to learn **basic word processing**, all current Mac's offer you a factory installed program called **TextEdit**. It can be found in the **Applications Folder**. Double click on the **TextEdit** icon to activate the program.

You can **change the Title** of most icons (*but not Application icons*)... just position the tip of the arrow cursor over the **Title** (*not over the graphic*) and click once, count to 3, then click once again. This will **highlight the Title**, now start typing. If you click a third time, before typing, you will set the *Insertion point*, just like in word processing.



You can also change the **icon graphic**... for directions to do this speak to Supervisor Shell at the L.C. on a Wednesday after 12:00 noon.

It is helpful to **memorize** some time saving shortcuts, *such as*: many dialog windows will show a **highlighted button**...  press the **return key** or **enter key** to activate. Also, anytime a **Cancel** button shows, press the **esc key** to activate the cancel action.

Press/hold **command** and **option keys**, then press **D...** this will **hide** or **show** the dock.

When you drop the **File menu**, you will see the commands **Save** and **Save As**. These are two different functions. The **very first time** a new document is saved either command will produce a dialog asking you to give the new document a Title, and decide where you will store it. The next time you do work on the document you must use **Save** to keep the changes or additions. If you use **Save As** you will be creating a duplicate of the original document. You must then give it a **different Title** and decide where to store it.

You **Close** a window;
you **Quit** an Application;
you **Shut Down** the computer.

Putting the computer into the **Sleep mode** does not Shut Down the computer.

