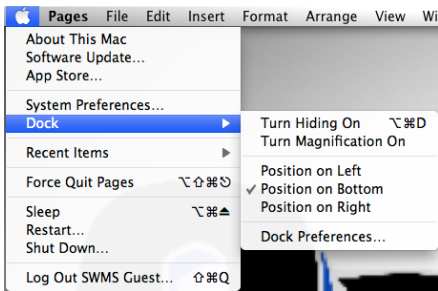


# On the Dock



Did you know you could change the dock however you want it? It's easy!

One thing you can do with the dock is move it to where you want it to be. To do this, click on the apple icon located on the upper left corner of the desktop. Hover your mouse over the word dock and another side screen will pop up like this:



Then you can choose where you want the dock to go on your desktop. If you position it on the left, it looks like this:



You may notice that there is an application not located in your dock that you may want or may not want there. To add an application in your dock, click on the application folder and drag the app you want to your dock.

Credits: All photos are screenshots taken by me.

Made By: Hannah Chalfant

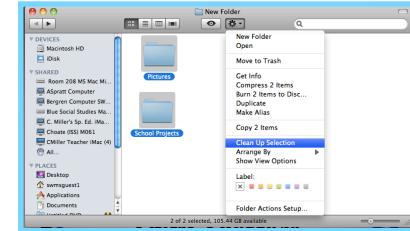
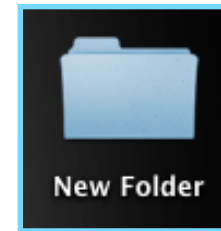
# Getting to Know your Mac

Tips and tricks that will make your life on the computer an easier and less stressful experience.

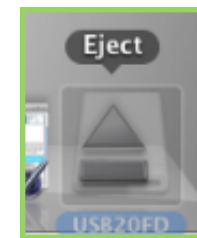
## Personalize your Desktop



## Make, Name, and Organize new Folders



## Tons of Tips!



Got a new computer and don't know how to use it? Maybe you want to learn some cool new tricks you can do on your Mac. Whatever reason you have, keep reading to find out some things you might have not known about your computer!

# Tips and Tricks to Know

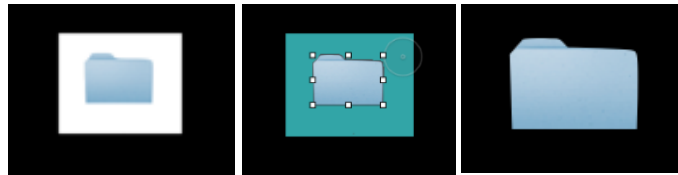
Here are some super easy tips and tricks that might be helpful to you in the future.

## First Tip: Alpha



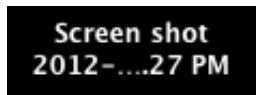
Alpha can help you if you want to take a certain color out of a picture. You can use this on the application keynote. Click on Keynote, and choose a theme. I chose black so you can see better. Drag your picture into the page and click on alpha.

Before Alpha      During Alpha      After Alpha



## Second Tip: Screenshots

Screenshots are pictures of whats on your screen. To take a screenshot, you can use the keyboard shortcut Command, Shift, and 4 by pressing all these keys at the same time. Then a small circle will pop up. Select the area you want to be the picture, and release your mouse. Your photo will show up on your desktop.



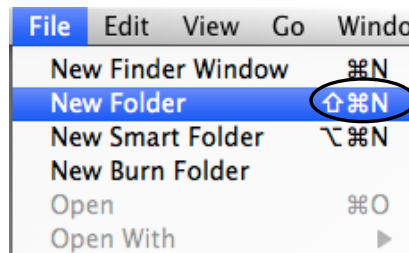
# Folders



Folders are a great way to get organized! You can put folders on your desktop, flash drive, and you can even put folders inside of folders!

## Step 1: Making a Folder

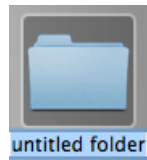
To make a folder on your desktop you go to File, New Folder.



These symbols are keyboard shortcuts. If you can memorize some of them, they make simple tasks much faster.

## Step 2: Naming a Folder

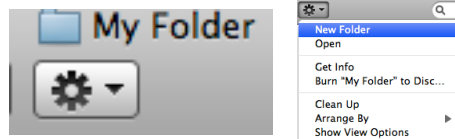
When you first make a folder, it will look like this:



To name the folder, just start typing the name you want or you can click on the blue text box and type.

## Step 3: Organizing Folders

To make a new folder inside of your folder, click on the settings wheel that is on top of the folder when you open it. Select "New Folder" and repeat Step 2.

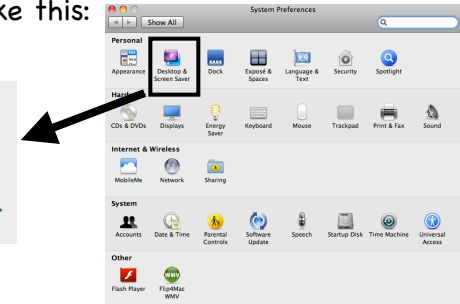
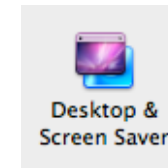


# Tips and Tricks to Know

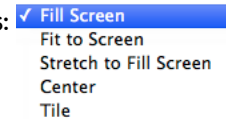
Here are some super easy tips and tricks that might be helpful to you in the future.

## Third Tip: Changing the Desktop

If you want to change your desktop picture to make it more personalized, whether its your own picture or an option already on the computer click on the apple at the top left-hand corner of your desktop. Click on System Preferences and a screen will pop up like this:



Click on Desktop and Screensaver. From there you can either select a picture already on your computer or choose one of your own pictures. You can also choose to make your picture tiled, or fit to screen by clicking on this:



## Fourth Tip: Ejecting a Flash Drive

You always want to make sure that you eject a flash drive properly so it doesn't corrupt what has been saved on it. To do this, simply drag the flash drive icon to the trashcan.

