

Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Yosemite. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting an App (a Program); Using the Secondary/Right Click; Connecting to a Wi-Fi Network; Opening Files & Folders, Using Stacks (Folder Shortcuts in the Dock); Working with Windows; Adding a Printer. Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Quitting an App; Quitting a Frozen App; Adding an App to the Dock. Searching with Spotlight; Using Dictation; Using Notifications. Using the File System: Changing Views; Renaming Files or Folders; Sorting Files and Folders; Previewing Files Using Quicklook; Creating a Folder; Selecting Multiple Items; Moving or Copying Files or Folders; Using Tabs in Finder; Quickly Sharing Files or Folders; Creating a Folder; Compressing Files or Folders; Tagging Files or Folders; Deleting Files or Folders. Using System Preferences; Converting a File to a PDF; Installing New Apps: Finding and Installing Apps in the App Store, Updating OS X & Purchased Apps, Other App Sources. Using the System Preferences; Changing Login Password; Ending Your Computer Session. Includes a List of Keyboard Shortcuts and links to blog posts for more detailed subjects.

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Customer Reviews

Pretty good. The Mac OS is very intuitive and an easy transition from Microsoft Windows, but there are always shortcuts to learn on any computer. More over, many of these shortcuts are identical to shortcuts (key stroke combinations) that you would use on a Windows based PC (particularly the universal key combinations for cut/copy/paste/undo. I am an expert and trainer, but I was curious

and I wanted to review this cheat sheet for sending to fellow Mac users who are new to Yosemite (Mac OS 10.10) or just looking for a shortcut they couldn't put their finger on. In fact, the biggest obstacle is nomenclature (names of various graphics or the mouse/trackpad/ keyboard features). It has all the most important and frequently needed instructions. While it's accurate and very brief, I would like to see more use of the Apple icons, which they spent a long time developing and perfecting. But, for \$3, everyone should own one of these and send one to you parents or good friend. I tossed a few in my laptop case.

I am a new MAC user, so this is very helpful to me. The last time I used a MAC was about 10-15 years ago, so a lot has changed. This is helping ease my learning curve. I don't know if a long-time MAC user would rate this as highly, but if you are new in making the transition from the PC-world, this will help a lot.

This is one handy thing to have. I keep it under my keyboard for a handy reference. It has a lot of the apple shortcuts right under your fingertip. It's plastic coated on both side so it should last for a long time.

This is a short help document to be used with OS X Yosemite. Written very well.

Print way to small for older eyes.

I was with Microsoft for many years and found it somewhat difficult to switch over. However, between several books I have on the Mac and with the Mac OS X Yosemite Introduction Quick Reference I received I am beginning to feel very comfortable. I enjoy my time on the computer and I am grateful for all this information available to me to make life easier at 90 years of age.

The printing for these "senior eyes" was quite small. Had to use a magnifying glass to see some of it.

Great Cheat Sheet, covered almost everything I needed.

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