



Mac OS X El Capitan Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

By Beezix Inc

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Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Mac OS X El Capitan. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Mac OS X El Capitan. 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; Working with Windows; Adding a Printer; Using Stacks (Folder Shortcuts in the Dock); Finding the Cursor; Adding a Printer.

Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Viewing Two Windows at the Same Time; Quitting an App; Quitting a Frozen App; Adding an App to the Dock; Moving the Dock; Hiding the Dock; Hiding the Menu Bar.

Searching with Spotlight; Using Dictation; Using Text to Speech; Using the Dictionary; Using Notifications; Using Special Characters.

Using Multiple Displays; Using Spaces (Virtual Desktops).

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; Compressing Files or Folders; Tagging Files or Folders; Deleting Files or Folders. Copying the Pathname for Files/Folders.

Using the System Preferences; Changing Login Password; Adding Internet Accounts; Unlocking Settings; Managing Extensions; Changing iCloud Settings.

Converting a File to a PDF; Taking Screenshots.

Installing New Apps: Finding and Installing Apps in the App Store; Updating OS X & Purchased Apps; Other App Sources.

Ending Your Computer Session.

Includes a List of Keyboard Shortcuts, Trackpad Gestures, and links to blog posts for more detailed subjects.

Other related titles are: iOS 9 Introduction for iPad, iPhone, and iPod touch (ISBN 978-1944684037); iOS 9 Mail, Contacts & Calendar for iPad, iPhone, and iPod touch (ISBN 978-1944684044); Mac OS X Mavericks Introduction (ISBN 978-1939791061).

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Editorial Review

About the Author

Beezix has been publishing quick reference computer guides for trainers, training companies, corporations, and individuals across the US and Canada for the past 20 years. Founded by trainers, extensive industry experience made us aware of the need for a line of high-quality guides that were clear, accurate and concise. Our cards are designed for casual computer users right through to trainers and help desk staff.

Users Review

From reader reviews:

George Kirby:

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