General Information

Lingo
- The name of this laptop model is “MacBook Air.”
  - Barrington 220 certified staff are issued a 13-inch screen model.
  - Barrington High School students are issued an 11-inch screen model.
- Apple uses the term Air to refer to the thinness of this device.
- Apple also makes an iPad Air, a thin iPad.
- The operating system, OS X, is pronounced “O-S-Ten” (X = Roman numeral 10).
- The operating system is also referred to as “El Capitan” and is version 10.11 (ten point eleven).

MacBook Air Keyboard Modifier Keys
- shift ⇧, fn (function), control ^, option ¯, command ⌘
- Press a “modifier” key while pressing another key or keys (i.e., shift).

Battery
- Expect the battery to last 4–7 hours on a full charge.
- Increase battery life by decreasing the screen’s brightness.

Notes for Windows Users
- The location of the control key on the Mac keyboard is different than on a Windows keyboard.
- On a Mac, keyboard shortcuts primarily use command ⌘ (not control).

Tips
- Learn how to use the 2-finger scroll (see Chapter 3), your life will be greatly improved.
- Learn about OS X keyboard shortcuts.

MacBook Air Keyboard Top Row

<table>
<thead>
<tr>
<th>Key</th>
<th>Function Description</th>
<th>Modifier Keys</th>
<th>Key</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☀</td>
<td>Decrease the brightness of the screen.</td>
<td>Brightness keys</td>
<td>☀</td>
<td>Increase the brightness of the screen.</td>
</tr>
<tr>
<td>☀</td>
<td>Increase the brightness of the screen.</td>
<td></td>
<td>☑</td>
<td>View what's running on your MacBook Air.</td>
</tr>
<tr>
<td>☑</td>
<td>View what's running on your MacBook Air.</td>
<td>Mission Control key</td>
<td>☑</td>
<td>See all the apps on your MacBook Air.</td>
</tr>
<tr>
<td>☑</td>
<td>See all the apps on your MacBook Air.</td>
<td>Launchpad key</td>
<td>☑</td>
<td>Decrease the brightness of the keyboard.</td>
</tr>
<tr>
<td>☑</td>
<td>Decrease the brightness of the keyboard.</td>
<td></td>
<td>☑</td>
<td>Increase the brightness of the keyboard.</td>
</tr>
<tr>
<td>⇛</td>
<td>Rewind a song, movie, or slideshow.</td>
<td>Media keys</td>
<td>⇛</td>
<td>Play or pause a song, movie, or slideshow.</td>
</tr>
<tr>
<td>⇛</td>
<td>Play or pause a song, movie, or slideshow.</td>
<td></td>
<td>⇛</td>
<td>Fast-forward a song, movie, or slideshow.</td>
</tr>
<tr>
<td>⇛</td>
<td>Fast-forward a song, movie, or slideshow.</td>
<td></td>
<td>☰</td>
<td>Mute the sound coming from the built-in speakers and headphone port.</td>
</tr>
<tr>
<td>☰</td>
<td>Mute the sound coming from the built-in speakers and headphone port.</td>
<td></td>
<td>☰</td>
<td>Decrease the volume of sound coming from the built-in speakers or headphone port.</td>
</tr>
<tr>
<td>☰</td>
<td>Decrease the volume of sound coming from the built-in speakers or headphone port.</td>
<td></td>
<td>☰</td>
<td>Increase the volume of sound coming from the built-in speakers or headphone port.</td>
</tr>
<tr>
<td>☰</td>
<td>Increase the volume of sound coming from the built-in speakers or headphone port.</td>
<td></td>
<td>☼</td>
<td>Press and hold for 3 seconds to turn on or off. Press to put to sleep.</td>
</tr>
</tbody>
</table>

1
Use the Power Cord

Mac laptop power cords have a few features:

A “MagSafe” magnetic connection to your computer prevents damage caused by tripping over the cord.

Two separate power plugs are available:

- Long three-prong cord plug
- Short two-prong plug (“duck head”)

The thin power cord winds up.

Wrap the Cord

1. When you’re finished using the power cord, flip the “goal posts” up.
2. Rewrap the thin cord. Leave some slack at the top. Pulling the cord too tightly may damage it.

Swap the Power Plugs

1. Grip the end of the cord attached to the power brick firmly and pull straight up from the Apple logo.
2. Change the power cord end.

Note

The “duck head” two-prong plug flips down to recess in the power brick.

Activity

When transporting your power cord, use the wind-up feature of the thin part of the power cord to prevent tangling.

Unwrap the Cord

1. Unwrap the thin cord.
2. Flip the “goal posts” down to prevent them from breaking.
Use the Trackpad

The MacBook Air trackpad uses a variety of Multi-Touch gestures. Many of the other two-, three-, and four-finger gestures are also useful. Several trackpad gestures are based upon the touch-screen functions used in Apple's iOS—the operating system used on iPhone, iPad, and iPod touch.

Activity

One-Finger Point

Use one finger to move the pointer around the screen.

One-Finger Click

The entire MacBook Air trackpad is a button. Press anywhere on the trackpad to click.

Two-Finger Scroll or Swipe

Use two fingers to scroll up, down, or sideways to see content that doesn’t fit in a window (i.e., list, webpage).

Two-Finger Click

Click the trackpad with two fingers to access features such as shortcut menus. (Two-finger click is similar to “right click” or control+click.)

Two-Finger Pinch

In certain applications (i.e., PDFs, images, photos), use two-finger pinch to zoom in or out.

Two-Finger Rotate

In certain applications, use two-finger rotate to rotate PDFs, images, and photos.

Three-Finger Swipe Left/Right

Swipe three fingers right or left to cycle through applications in full screen and access the Dashboard.

Three-Finger Swipe Up/Down

Swipe three fingers up to access Mission Control (a quick way to view all open windows and applications).

Four-Finger Pinch

Pinch four fingers at once to access Launchpad (view and open applications on your computer).

Tip

Apple reports that over 200 gesture functions are available in OS X. Pull down the Apple () menu, select System Preferences, and click Trackpad to see the different features available, including video demonstrations of each gesture.
Understand the Desktop

The OS X Desktop provides access to the files and applications on a Mac. Some Desktop items include:

- Apple () Menu, menu bar, Finder windows
- Finder icon, Dock, Trash

Activity

1. Use your trackpad to move the pointer over the icons in the Dock.
   Notice that each icon’s name appears as you pass over it.

2. Click the Finder icon at the far-left of the Dock to open a Finder window.

3. Click one time on Applications in the left column of a Finder window to open it.
   Notice the applications included on this laptop.
   (Use the two-finger up/down scroll on the trackpad to easily scroll through the list.)

4. In the upper-left corner of the window, use the trackpad to point to the circles.

5. Close any open windows by clicking the red circle in the upper-left corner of a window.

Tip

Easily locate your pointer arrow by quickly swiping side-to-side on the trackpad.
Adjust the Desktop

Barrington 220 MacBook Air laptops are running the most recent version of OS X (version 10.11, “El Capitan”).

Changing the settings in this activity will make it easier for you to access files on the Macintosh HD, flash drives, and network locations.

Activity

1. Pull down the Finder menu and select Preferences...

2. Make sure the General tab is selected.

   Check these checkboxes.

3. Close the open window by clicking the red circle in the upper-left corner.

4. Notice that the Macintosh HD is now on the Desktop.

Note

The term “HD” has many meanings in the tech world. In Macintosh HD, HD means “hard drive.”
The Finder is the application that runs the OS X operating system. The Finder is always running and its icon is on the left side of the Dock.

Activity

1. Click the **Finder** icon in the Dock to open a Finder window.
   
   Notice that the view opens to **All My Files**

2. In the left column, click **Applications**.
   
   Notice that all your computer's applications (apps) are displayed. The left column of any Finder window provides shortcuts to several folders and services on your computer, your local network, and the Internet.

3. View Finder windows in four different ways:

   - Icon view
   - List view
   - Column view
   - Cover Flow view

4. Click the **column** view button.

5. Click items in the columns to navigate around.

6. If possible, click a picture, movie, PDF, and/or music file and notice that a preview is displayed in the right column.

   You may also resize the columns by clicking and dragging on the line between columns.

7. If you have a flash drive, plug it in to a USB port.
   
   Notice that it appears under **Devices**.

   Click the flash drive’s name to see its contents.

   You can eject flash drives (and other media and volumes) using the **eject** icon.

8. You can resize windows in OS X by hovering the mouse over any edge or corner and then clicking and dragging to resize.

9. Close all open windows.
Open an Application

When opening an application for the first time or after an update, it is normal to see a series of windows or instructions. The information presented sometimes includes registration information or displays new software features. When you see this information, look for checkboxes that will prevent the windows from being displayed again. Check (or uncheck) them as necessary. These one-time messages are often unavoidable. In this example, Safari is opened for the first time.

Activity

1. Click the Safari icon in the Dock to launch it.
2. Click **Start using Safari**.
3. Click the Sidebar icon to hide the Sidebar.
4. To visit a webpage, type a web address (URL) and press the return key.
5. Pull down the Safari menu and select **Quit Safari**.

Tip

You can change Safari’s opening page to a more useful page, such as **www.google.com**.

Pull down the Safari menu and select **Preferences**…

Click the **General** tab.

Change the following settings and close the **Preferences** window.
Understand Dock Fundamentals

The Dock is the translucent bar that displays icons, initially located across the bottom of the screen. The Dock displays icons for applications, documents, open windows, and other items.

Activity

1. Locate the Safari web browser icon in the Dock and click it once to open it. Notice that the icon bounces while it’s opening, and a black dot appears below the icon to indicate the application is open.

2. There are three buttons in the upper-left corners of windows in OS X. When the mouse passes over the buttons, a symbol appears in each button. The buttons function in the following ways:

<table>
<thead>
<tr>
<th>Button</th>
<th>Color</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>red</td>
<td>close the window</td>
</tr>
<tr>
<td></td>
<td>yellow</td>
<td>minimize the window to the Dock</td>
</tr>
<tr>
<td></td>
<td>green</td>
<td>enter/leave full-screen mode</td>
</tr>
</tbody>
</table>

3. Click the yellow button in the upper-right corner of the Safari window to minimize the window to the Dock.

4. Find the minimized icon of the Safari window in the Dock.

   Click the minimized icon to make the Safari window return to its previous position on the Desktop.

5. Click the Finder icon in the Dock to open a new window.

6. Click Applications in the left column.

   Locate Calculator.

7. Drag the Calculator icon into the Dock.

8. To remove an icon from the Dock, such as FaceTime, in one quick series of motions, click and hold the icon, immediately drag up, and release the click when you see the Remove label.

9. Close all open windows.

Tip
Learn how to use two apps side by side using Split View.
In OS X, system settings allowing configuration and customization are controlled using **System Preferences**.

Locate **System Preferences** in the **Apple ()** Menu or in the Dock.

**Activity**

1. Click **System Preferences** in the Dock to open it.

2. Notice which **System Preferences** are available.

3. Click the **Sound** icon to open its Preference pane.

4. Select a new alert sound.

   *The alert sound is the short sound played by OS X to bring your attention to a message or action.*

5. Please leave **System Preferences** open for the next activity.
Adjust Dock Size, Icons, & Position

The Dock will adjust its size depending on the number of items added. You can also change the Dock’s size and position and magnify the Dock’s icons.

Activity 1

1. System Preferences should already be open from the previous activity. Click Show All in the toolbar.
2. Click the Dock icon.
3. Move the Dock Size slider to change the size.

Activity 2

1. Use the Size slider to make the Dock very small.
2. Check the Magnification checkbox. Move the slider to Max.
3. Use your trackpad to move the pointer over the icons in the Dock to try the magnification settings. Un-check Magnification when finished.

Activity 3

1. Change the Position on screen setting by clicking the three different position settings.
2. Return the Dock to the Bottom position when you are finished.
3. Please keep the Dock System Preference open for the next activity.
Understand Other Dock Features

Sometimes it’s useful to hide the Dock completely from view. This feature is particularly useful on a laptop with a relatively smaller screen.

Activity 1

1. **System Preferences** should already be open from the previous activity. The Dock System Preference should still be open.

2. Check the **Automatically hide and show the Dock** check box. Notice that the Dock disappears.

3. Move the pointer all the way to the bottom of the screen using the trackpad. Notice that the Dock pops up.

4. Uncheck the **Automatically hide and show the Dock** check box.

5. Close **System Preferences**.

The Dock contains a “dividing line” that is typically closer to the right side of the Dock.
- Click items to the left of the dividing line to open applications.
- Click items to the right of the dividing line to open minimized documents and windows; to open folder, file, and server shortcuts; and to use the Trash.
- Use the Dock icons to access some application features without opening the application.

Activity 2

1. Click the Pages icon in the Dock to launch Pages. Click and hold the pointer on the Pages app icon. Notice the specific features that are available.

2. Click the Safari icon in the Dock to launch Safari. Click and hold the pointer on the Safari app icon. Notice the specific features that are available.

**Tip**

Use the 2-finger-click on the Dock’s dividing line to reveal a pop-up menu that gives easy access to many of the features found in the Dock System Preference.
Use the **Desktop & Screen Saver System Preference** to select a new background for your Desktop.

You may select from OS X’s collection or use your own picture.

**Activity**

1. Click **System Preferences** in the Dock to open it.

2. Click **Desktop & Screen Saver**.

3. Select a set of images from the list in the left column of the window.

4. Click a picture to change your Desktop picture.

   Select your own image by clicking the button, navigating to the image on the Macintosh HD, and selecting it.

5. Close **System Preferences**.
Save Documents

OS X uses specific terminology for saving documents in certain Apple applications and includes a **Revert To** feature to easily access previous versions of documents. This example uses Pages, Apple’s word processing app for OS X and iOS.

**Activity**

1. Click the **Finder** icon in the Dock to open a new window.

2. Click **Pages** one time in the Dock to launch it.

3. Click **Continue**. Click **Create a Document**.

4. Select the **Blank** template. Click **Choose**.

5. Type some sample text.

6. Pull down the **File** menu and select **Save**...

   Type a name for the document and click **Save**.

   Notice that Pages automatically selects the **Documents** folder as the default location for saving.

7. Make some changes in your Pages document (type more text). **Save** the file after your changes.

8. Pull down the **File** menu and select **Revert To** > **Browse All Versions**...

   Notice that the screen changes.

9. The current version is on the left; previous versions are on the right.

   Click a previous version or use the timeline to find a previous version.

10. Leave Pages open for the next Activity.

**Tip**

In several of Apple’s applications in OS X, the **Save As** feature has been replaced by **Duplicate** in the **File** menu.
Create PDF Files

A PDF file (Portable Document Format) is a document type that allows any computer user to view and print the file, whether or not they have the application that was used to create the document.

Activity

1. Open a Pages document (or create a new sample document).
2. Pull down the File menu and select Print...
3. Click the PDF button and select Save as PDF...
4. Type a name for the document.
   If all Save options are not showing, click the disclosure triangle.
   Click to change the save location to Desktop.
   Click Save.
5. Quit Pages. (Pull down the Pages menu and select Quit Pages.)
6. Double-click the PDF file you saved on your Desktop to open it.
   Notice that the PDF file opens in Preview.
7. Quit all open applications.

Note
PDF files can also be viewed in Adobe Reader. Adobe Reader is available as a free download from www.adobe.com. This application is available for OS X, iOS, Windows, and other operating systems.
OS X makes it easy to organize files on your Macintosh HD by providing specific locations for your files, storing and organizing some files automatically, and allowing you to make folders to organize your files.

OS X uses the All My Files folder to allow you to see your files stored both on the computer and online in iCloud. Look under Favorites to select All My Files.

Two common places to store the files you create are Desktop and Documents.

You can also create folders to organize your files.

**Activity**

1. Click the Finder icon in the Dock to open a new window.

2. Create a new folder by pulling down the File menu and selecting **New Folder**.

3. With “untitled folder” selected on the new folder, begin typing a new name for the folder.

4. If possible, drag some files into the folder.

5. Close all open windows.

**Tip**

- Highlight more than one file at one time by pressing the command ⌘ (or shift) key on the keyboard while clicking. Drag all the selected files at one time.
- Use letters and numbers to name files and folders. Avoid using special characters in file and folder names if possible.
- Use a date as part of your file’s name to specify the revision, i.e., Fuller Progress Report 9-29-15.doc
Understand Disclosure Triangles

A triangle or arrow that points right ▶ or down ▼ to indicate additional information is called a disclosure triangle.

Click disclosure triangles show or hide information or options.

Activity

1. Pages should be open from the previous activity.
   Pull down the **File** menu and select **New...**
   Make sure the **Blank** template is selected.
   Click **Choose**

2. Type some sample text.

3. Pull down the **File** menu and select **Save...**

4. Type a name for the document.
   Click the disclosure triangle next to the document name.
   Notice that this disclosure triangle reveals a complete set of navigation controls.
   Choose a location to save the file and click **Save**.

5. Pull down the **Pages** menu and select **Quit Pages**.
   Close all open windows.

**Note**
Disclosure triangles are also used in toolbars, pop-up menus, and on websites.
OS X uses a feature called **Spotlight** to search for files and information. Spotlight is accessible in several locations: the menu bar across the top of the screen, in Finder windows in the upper-right corner, and within some applications.

### Activity

1. **Click the magnifying-glass icon one time.**
   
   ![Spotlight Search window](image)

   Notice that the **Spotlight Search** window appears in the middle of the screen.

2. **Type a term in the search field.**
   
   ![Spotlight search results](image)

   Notice that a list of results appears as you type.

3. **Click any item in the list to see a preview of the item.**
   
   ![Spotlight preview](image)

   Double-click any item in the list to open it.

4. **Click anywhere on the Desktop to make Spotlight disappear.**

5. **On the Desktop, pull down the File menu and select **New Finder Window** (command+n).**

   Type a search term in the upper-right corner of the window.

   ![New Finder Window](image)

   Notice that search results appear in an open window.

   Double-click any item in the results to open it.

6. **Close all open windows.**

### Tip

On the Desktop, you may also find files by pulling down the File menu and selecting **Find...** or typing `command+f` on the keyboard to open a search window.
Trash & Eject

The Trash is used primarily to “throw away” files you wish to delete later (by emptying the Trash). The Trash is also used to eject storage devices such as flash drives and disconnect from network volumes.

There are a few ways to empty the Trash:

1. Pull down the Finder menu and select Empty Trash...
2. Click and hold the Trash icon. Select Empty Trash from the pop-up menu.
3. Use the keyboard combination shift+command +delete (OK dialog appears) or shift+command +option+delete.

Activity

1. Pull down the File menu and select New Folder.
2. Drag the untitled folder into the Trash.
3. Empty the Trash by clicking the Finder menu and selecting Empty Trash...
   Click Empty Trash.
4. Pull down the File menu and select New Folder.
5. Drag the untitled folder into the Trash.
6. Empty the Trash by clicking and holding the pointer on the Trash icon and selecting Empty Trash.
   Click Empty Trash.
7. Insert a flash drive (if you have one available).
8. Eject it by dragging it to the Trash.
   Notice that the icon changes to an Eject icon.
8. Close all open windows.
Launchpad gives you quick access to all the apps in your Applications folder. Access Launchpad from the icon in the Dock or use the 4-finger pinch gesture on the trackpad.

Activity

1. Click the Launchpad icon in the Dock one time.

   You may also use the 4-finger pinch gesture on the trackpad to enter Launchpad.

2. To see more pages of apps, use 2-finger swipes to the left and then 2-finger swipes to the right to move among app screens.

   You may also click the dots at the bottom of the screen to move among Launchpad pages.

3. Notice that some Launchpad icons represent folders containing several apps.

   Click a Launchpad folder icon to open it.

   Notice that the folder opens, revealing one or more apps.

   Click the outside the Launchpad folder area to close it (or press the esc key on the keyboard).

4. To launch an app, click an app icon.

   Notice that Launchpad closes automatically and the app opens.

5. To close Launchpad without opening an app, click anywhere on the screen where there is no icon or press the esc key on the keyboard.

   Note

   “App” is short for “application.” Apps are also sometimes referred to (imprecisely) as “programs.”
Apple refers to Mission Control as a “bird’s-eye view of all the open windows and apps on your Mac.”

Activity

1. Using the Dock, open Safari and System Preferences.

   Click the Finder icon to open a window.

2. To activate Mission Control, swipe up with three fingers on the trackpad.

   Notice that a smaller representation of your open apps and windows appears.

3. Hover your mouse over the apps and windows in Mission Control.

   Across the top of the screen, notice the thumbnails representing the Dashboard and open full-screen apps appear. One Desktop thumbnail appears in this example.

   The lower part of the screen shows a view of the open windows on your Desktop grouped by app.

   Click a window to bring it forward.

4. Repeat steps 2–3 to get a feel for Mission Control.

5. Close all open windows and quit all open apps.

Tips

- Exit Mission Control by swiping down with three fingers on the trackpad.
- Exit Mission Control (or Launchpad) by pressing the esc key on the keyboard.
OS X allows you to view applications in full screen so you can take advantage of your entire screen. Use the left and right three-fingers swipe to move among open full-screen applications.

Activity

1. Click the Safari icon in the Dock to launch it.
2. Visit a website by typing its address in the address field, such as barrington220.org.
3. Click Safari’s full screen icon to enter full screen.
4. While in full screen, use a 3-finger swipe left on the trackpad to move back to the regular Desktop. Use a 3-finger swipe right on the trackpad to move back to the full screen application. With multiple apps open in full screen, navigate among them using 3-finger swipes.
5. To exit full screen, use one finger on the trackpad to move the pointer all the way to the top of the screen. Notice that the menu bar slides down.
   Click the full screen icon in the upper-left corner to exit full screen.
6. Close all open windows.

Tip
You can access the Dock in full screen by moving the pointer all the way to the bottom of the screen and pausing.
Use AirDrop

AirDrop allows you to easily share files with another person using OS X or iOS (iPhone or iPad) on your network or in close proximity to you.

Activity

1. Click the Finder icon in the Dock to open a new window.

   Under Favorites click AirDrop.

   Notice that other users with AirDrop capabilities appear in the window.

   Notice that your AirDrop icon appears here.

2. To allow others to send you files via AirDrop, select Everyone.

3. Drag a file onto a peer’s icon to send it via AirDrop.

4. Your recipient will be asked to click Accept and Open or Accept to accept (or they may Decline).

5. Files sent via AirDrop in OS X will appear in the recipient’s Downloads folder located in the Dock.

6. Close all open windows.

Note

The Downloads folder may be accessed from the Dock (on the right), by pulling down the Go menu in the Finder and selecting Downloads, or in the left column of any open Finder window.
Connect to a Wi-Fi Network

In the District
Your computer is set to automatically join the school Wi-Fi network. If your computer stops connecting to our Wi-Fi network, please contact a building or district Technology Department member.

1. When you are connected to a Wi-Fi network, the Wi-Fi icon in your menu bar will be black.

At Home
Depending upon where you live, you may see many Wi-Fi networks in range of your computer.

1. Click the the Wi-Fi icon in the menu bar to see available Wi-Fi networks.
   
   Select your Wi-Fi network from the list.
   
2. If necessary, enter the Wi-Fi network password and click Join.

At Public Wi-Fi Locations

- Some public Wi-Fi locations automatically present a screen when you begin using your computer in that location. Agree to the terms by clicking Accept & Connect (or a similar button).

OR

- Visit any web page in any web browser. The browser may redirect to a login page. Agree to the terms and log in.

OR

- If a Wi-Fi network login does not automatically appear, click the Wi-Fi icon in your menu bar to see a list of Wi-Fi networks in range of your computer.

Select a Wi-Fi network from the list. (You may need to ask for the name of the correct Wi-Fi network and/or a password since not all Wi-Fi networks are publicly available.)
OS X automatically checks the Internet for software updates periodically. When a software update is available, install it. The App Store app is used to download and install updates.

Activity

1. When the App Store icon in the Dock displays a red “badge” with a number, the number indicates how many software updates are available. Click the **App Store** icon in the Dock to launch it.

2. Click the **Updates** tab. Available updates will appear in the window.

3. If necessary, click **Update** next to each app with an available update.

4. Some updates will require you to restart your compute.

Notes

- You will need to have an Apple ID and be logged in to the App Store to install updates in OS X. Apple IDs are free and can be set up at [https://appleid.apple.com](https://appleid.apple.com).
- You may use your personal Apple ID or set up a new Apple ID using your barrington220.org email address.
- If you use your personal Apple ID, you can manage which information is available on your district device by opening **System Preferences** and clicking **iCloud**.

Tip

Depending on your Internet connection and the size and number of updates, some software updates can take a long time—several minutes to over an hour.