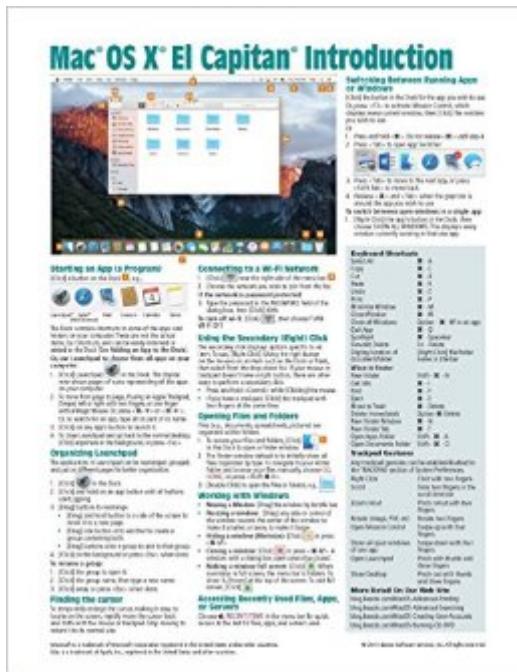


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# Mac OS X El Capitan Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Guide)



## **Synopsis**

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).

## **Book Information**

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## **Customer Reviews**

After finally switching over to Apple and a MacBook Pro from over 30 years of Windows PCs, this reference card has made the transition much easier. I like the fact that the card is rugged and laminated so you can easily take it on the road. Excellent purchase and high training value.

Great for quickly looking up how to do something. Saves me from having to thumb through pages and index of my books to find some not often used item (and not often indexed). Well worth it. Need one now for my iPhone and iPad.

It is very good to have such a wide range of information in an equally handy format available for a new user to Mac OS X El Capitan.

excellent reference chart, good quality, plastic coated, usable over and over. great for handouts at training classes.

Very nice and very durable product! I use it all the time. Well worth the money.

Good summary to readily recapitulate the points.

very very basic. Poorly printed pages I couldn't view even with a magnifying glass. I threw it in the trash and purchased "Teach Yourself Visually OS X El Capitan by Paul Mc Fedries. Haven't had time to look it over in depth but it looks ok.

Just what I needed for computer help.

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