



Mac OS 10.7.4

GETTING STARTED

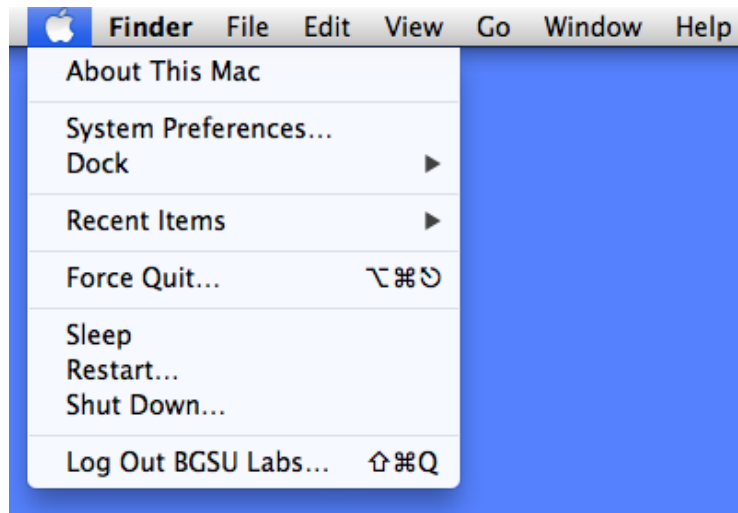
This tutorial focuses on the basic steps involved in using Mac OS 10.7.4 (Lion). This guide will walk you through the basic parts and uses of the operating system.

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1. The Apple Menu

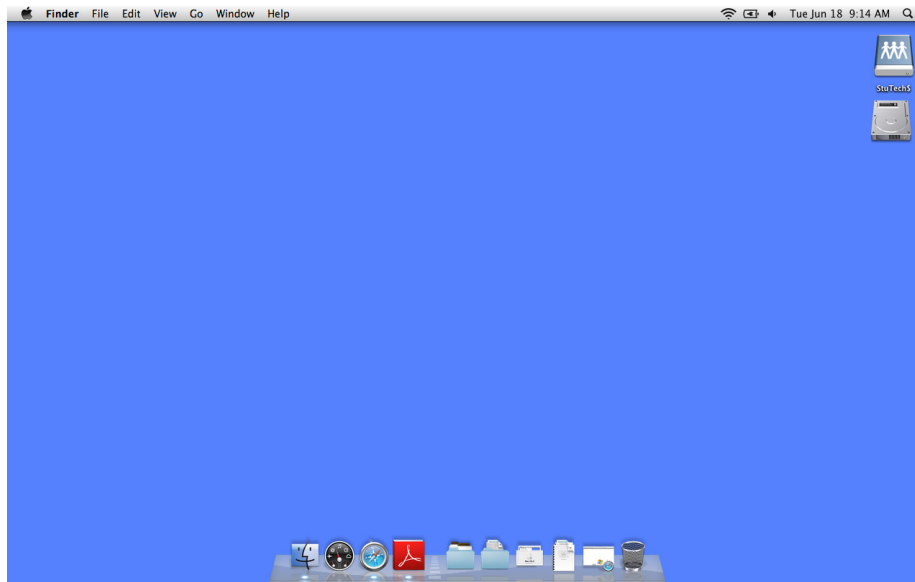


The Apple Menu's functionality has changed from OS 9.

The main differences are that applications are no longer launched from the Apple Menu as before, this is now done from the Dock.

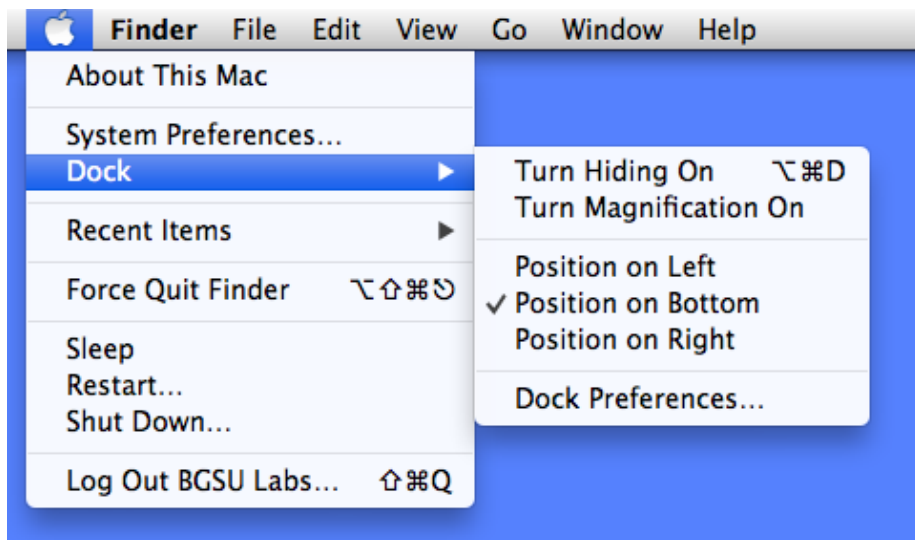
The Apple Menu is now used solely for access to System Preferences, Shutdown, Restart, and other Finder preferences.

2. The Dock



The **Dock** is where applications are launched in OS X.

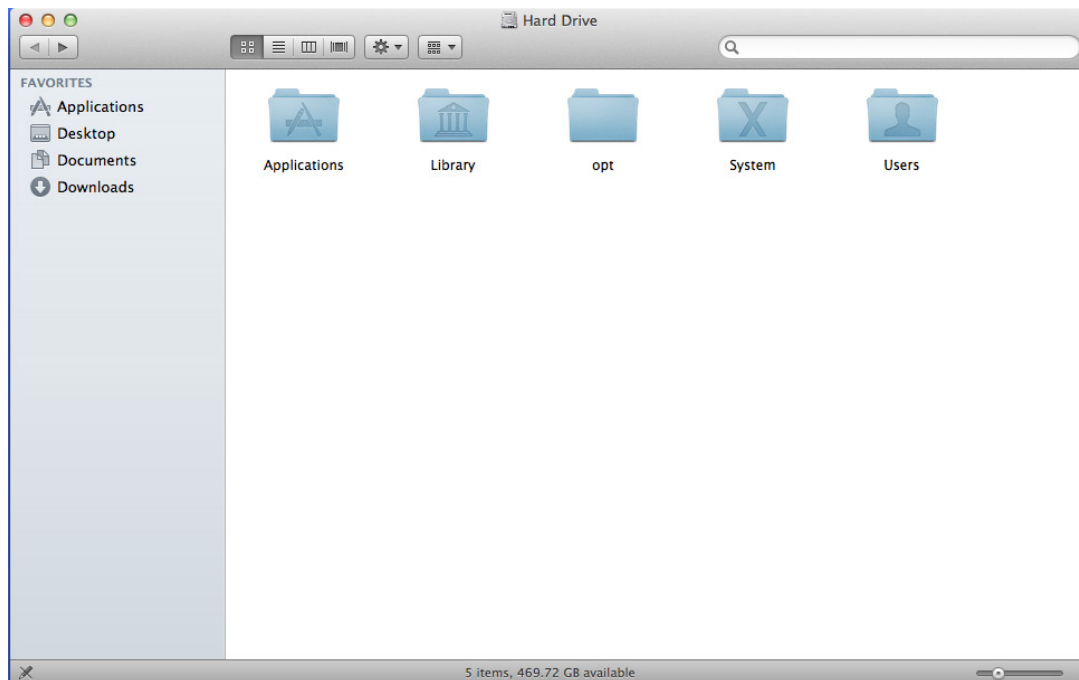
It is located at the bottom of the screen by default, but can be located other places on the screen by changing the settings in the Dock preferences by going to the **Apple Menu > Dock**.



To add the application icons to the dock, open the Applications folder, select the application icon, and click and drag it into the Dock.

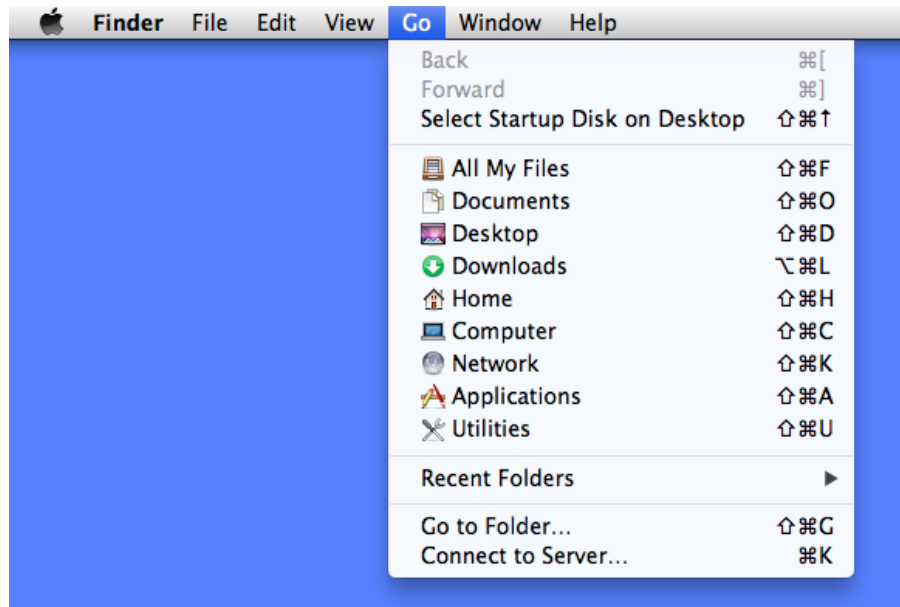
You can also rearrange the icons by clicking and dragging them into any order you desire. To delete an icon, click and drag the icon out of the Dock.

3. Using the Sidebar



The **Sidebar** is a quick way to locate files and folders on your hard drive. By double clicking the hard drive and selecting the various locations located on the left of the window, you can quickly go to those folders without going through multiple steps.

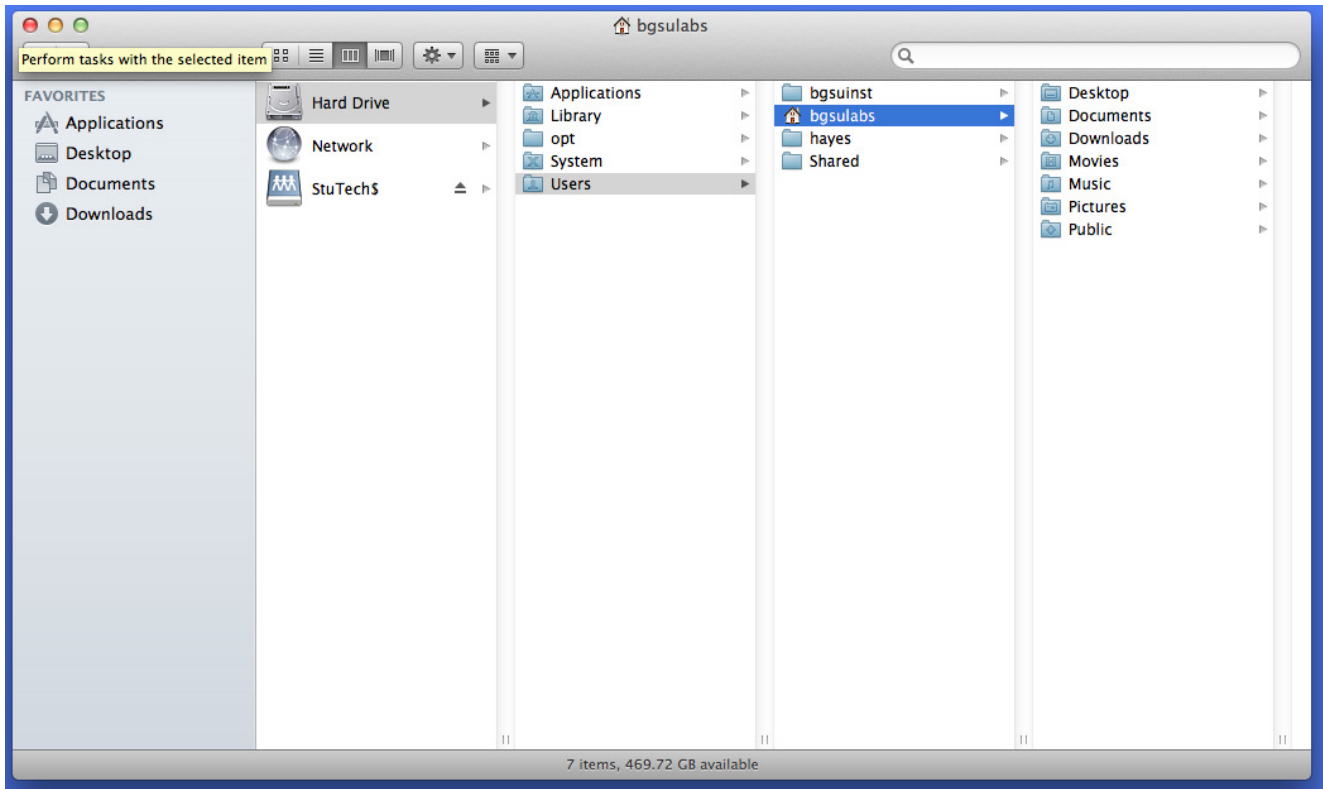
4. The Go Menu



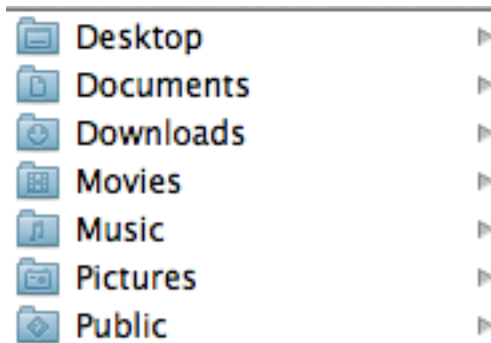
The **Go Menu** is another quick way to locate files and folders on your hard drive.

Under this menu, you can access the main drive, network, applications, as well as recent folders you have used. You can also connect to a network server from this menu.

5. Users



Below is an enlarged view of the folders described above. The folders are organized by general titles for easy organizing.



6. Troubleshooting



OS X is an extremely stable operating system. However, there are times when an application can freeze up and not respond, requiring a Force Quit situation. The major advantage of force quitting the application is that it eliminates the need to reboot the computer, thus saving time.

To force quit an application, hold down the “option and apple” keys at the same time, and while holding them down, press the “escape key.” This will bring up a window that will display the programs that are running on your system. You can then select the program and click “Force Quit.” When you are finished, click the red button in the upper left of the window to close.

Note: If an application has the “unresponsive” next to it, the program will have to be forced quit and relaunched.