Get comfortable with these **keyboard shortcuts**….

<http://support.apple.com/en-us/HT201236>

Quit app=Command key and Q

Close window=Command key and W

Refresh=Command key and R

Open new tab=Command key and T

Copy=Command key and C

Paste=Command key and V

Print Screen (Whole Screen)= CMD+Shift+3 (then CMD, V to paste)

Print Selection (drag and select)= CMD+Shift+4

Print Screen (selected window)= CMD+Shift+4, Space Bar

Scrolling and clicking..

 Right click=Click with 2 fingers

 Scroll up and down=2 finger swipe on trackpad in the direction

Use the transmission app to download torrents

I use Safari web browser (useless to download google chrome/firefox/etc). You can add sites to your Favorites Bar(under the address bar)

**Use the App Store to check for Updates**

When deleting songs in iTunes….make sure not to keep original file

When syncing your iphone….make sure on the device home page to check the box that says “Only Sync Checked songs”

Use iPhoto to organize your photos

**If you have problems, Google your problem and you’ll get results**

Every now and then go into your App folder by the trashcan, select Utilities>Disk Utlities and select your HD, then go to First Aid and use Verify Disk>Repair Disk and Verify Disk Permissions>Repair Disk Permissions

To remove items from the Dock just Right click>Options>Remove From Dock….to add items go into your Applications folder in Finder(Furthest Left App on Dock) and Right Click>Add to Dock

Good Luck. Happy Birthday, Father’s Day, and Merry Christmas