Becoming a More Efficient Mac User

Menu Bar
Utilities Bar
Info Bar
Dock
Desktop

Dock Options:
- Location
- Magnification
- Size
- Apps
- Files

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http://whispadpilot.wordpress.com
Mirroring On = Computer & Projector are the same

Mirroring Off = Computer & Projector are different

Miscellaneous Topics

- option key to copy
- pdf menu in print window
- dot on app in dock means it’s open; any app not in dock opens at bottom
- spotlight
- changing file names
- force-quit apps
- file organization: action folders
- Time Machine
- tabbing through open apps
- minimizing vs. hiding
- password protecting waking up
- full screen (and escape to return)

Apple Keyboard Shortcuts

- [URL](http://support.apple.com/kb/HT1343)
Browser Tabs

- Keep them open (use with windows)
- Move them around (both within existing tabs and to new windows)
- Navigate them with keyboard commands (Command + [#])
But....
<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Traveler Name</td>
<td></td>
</tr>
<tr>
<td>2. Date of Trip</td>
<td></td>
</tr>
<tr>
<td>3. Place</td>
<td></td>
</tr>
<tr>
<td>4. Time Leaving</td>
<td>Time of Arrival at NUS or End of Trip</td>
</tr>
<tr>
<td>5. Group leader name</td>
<td>Residence of leader</td>
</tr>
<tr>
<td>6. Nature and Educational Purpose of Trip</td>
<td></td>
</tr>
<tr>
<td>7. Brief Description of your walk or journey taken during the trip</td>
<td></td>
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</tbody>
</table>