



# Mac OS X Yosemite Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

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## **Mac OS X Yosemite Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)** Beezix Inc

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac OS X Yosemite. 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, Using Stacks (Folder Shortcuts in the Dock); Working with Windows; Adding a Printer.

Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Quitting an App; Quitting a Frozen App; Adding an App to the Dock.

Searching with Spotlight; Using Dictation; Using Notifications.

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; Creating a Folder; Compressing Files or Folders; Tagging Files or Folders; Deleting Files or Folders.

Using System Preferences; Converting a File to a PDF; Installing New Apps: Finding and Installing Apps in the App Store, Updating OS X & Purchased Apps, Other App Sources.

Using the System Preferences; Changing Login Password; Ending Your Computer Session.

Includes a List of Keyboard Shortcuts and links to blog posts for more detailed subjects.

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