Please bring your Mac laptop.

1) Advanced window resizing – example use: Maps to find a travel destination
   • Open Spotlight search by either clicking the magnifying glass in the upper right corner status menu, or open it with the keyboard shortcut Command+space bar.
   • Search for Maps and press enter/return on your keyboard. If any error messages appear, hit Cancel to dismiss them.
   • Hold the Option key and drag one of the edges or the four corners of your window to mirror your resize movement on the opposite side. This allows you to resize windows twice as quickly.
   • Hold the Shift key and drag one of the edges or four corners of your window to maintain the current proportions of the window while expanding it.
   • Hold the Option key and then click the green circle in the upper left corner of a window to make it take up all of the space on your screen except to leave room for the Dock. Hold Option and click the green circle button again to go back to the previous window size.
   • Use the search bar toward the top of Maps to search for a place you would like to travel to. We’ll use this location for other examples today.
   • Leave Maps open even though we’re moving on to the next exercise.

2) Full screen “spaces” – example use: focus on a Notes and Maps windows simultaneously
   • macOS computers allow us to have some windows take up the entire screen, hiding even the Dock and the menu bar. Once it has hidden the Dock and menu bar, it is called being in its own space.
   • Open Spotlight search by either clicking the magnifying glass in the upper right corner status menu, or open it with the keyboard shortcut Command+space bar.
   • Search for Notes and press enter/return on your keyboard. If any error messages appear, hit Cancel to dismiss them.
   • In the upper left corner of either Notes or Maps, single click the green circle. This button makes the window go full screen.
   • Either A) use three fingers and swipe right on the trackpad to return to the main desktop, B) press the F3 key and then click on Desktop C) use the shortcut Control+← / → to move between spaces, or D) use the keyboard shortcut Command+tab to switch.
   • Your other window – Notes or Maps depending on which you already made full screen – will still be there on the desktop.
   • In its upper left corner, single click the green circle button again. This will make your second window go full screen.
   • Again, either A) use three fingers and swipe right on the trackpad to swipe between your desktop and separate Maps and Notes full screens or B) press the F3 key and click on the icons for Desktop, Notes, and Maps.
• In Notes type “Vacation place ideas”.
• Switch to Maps as quickly as possible, using one of your shortcuts.
• In Maps click and drag around the location you went to before and browse around for an idea to add to your Notes document.
• Hit F3 to go to Mission Control. Move your mouse up to the top of the screen. Hover over Notes. In the upper left corner, click the two arrows pointing at each other restore down button and then click on Desktop to go back to the main desktop.

4) Tagging – example use: save a file with the tag “vacation”
• Open the blue W Word icon from the Dock. Double click on Word Document. Word is a complex typing program. Type a few sentences, and then go to File and then click Save As...
• Give your document a name. Call it anything you’d like to. Ignore where it’s being saved to.
• Below the Save As: name box, click into the text box by Tags:
• The purpose of tags is to create a way to find all the files labeled with a particular tag no matter exactly where you saved them. It’s sort of a disorganized way of being organized.
• Type a tag into the text box. Maybe “vacation” or “Hawaii vacation”, whatever you like.
• After you’ve typed the name of your tag, click the button that appears below it Create new tag “[your tag name]” to finalize the tag. Then click Save.
• Click on Word in the top left next to the Apple menu and then click Quit Word.
• Click on the blue and white happy two face Finder icon in the lower left corner in the Dock.
• Click into the search box in the upper right corner and type in the name of your tag. It should automatically pull up the document you created with that tag. If not, click on the autosuggested Tags [your tag name] button that should have appeared below the search.
• As you tag more documents, this feature will become more useful.
• To quickly close Finder, use the keyboard shortcut Command+W.

5) Safari – example use: planning vacation details
• Safari is the default web browser in macOS. You can use it or download alternatives like Chrome or Firefox. Click the compass icon to open Safari.
• At the top of Safari is a combined search and address bar. You can type searches or web addresses in here.
• Search for “weather [your vacation destination]” and hit enter/return.
Click into the **address bar** again, and type in a travel website address such as [https://www.tripadvisor.com/](https://www.tripadvisor.com/) or [yelp.com/](https://www.yelp.com/) or [www.lonelyplanet.com](http://www.lonelyplanet.com).

Sometimes pages update with new results. Other times, pages fail to load at all. Click the **circled refresh arrow** at the far right side of the address bar to reload a page.

If a website is loading slowly, the **refresh button** turns into a stop x that you can click to cancel loading the page.

To go back to the weather results we saw earlier (or back to any previous page you were on) click the **left pointing arrow** toward the upper left corner of Safari.

To go forward to any result you just clicked back from, click the **right pointing arrow** toward the upper left corner of Safari.

Safari lets us view multiple pages simultaneously. To add another **tab**, click the + button toward the upper right corner of Safari.

Once the blank new tab has loaded, click into the **address bar** and type in [https://www.airbnb.com/](https://www.airbnb.com/). By **Where** do a search for the location you want to go and click **Search**.

Toward the upper right corner of Safari, find and single click the **page up arrow** Share button and then select the **Messages** option. Hit **Cancel** if you don’t have anyone to send the page to right now.

**6) Messages – example use: confirm that vacation plans sound good**

- If you’re on your own Mac, Messages should already be set up.
- If not, it will require you to log in with your Apple ID email address and Apple ID password.
- Messages is the same program as iPhone, iPad, and iPod Touch users have for sending brief messages. These messages are called iMessages.
- From your macOS device, you can send iMessages to anyone else who has an iPhone, iPad, iPod Touch, or macOS computer. You just have to know their Apple ID email address (if they’re on an iPad, iPod Touch, or macOS computer) or their phone number (if they’re on an iPhone). If they have both an iPhone and one of the other iMessage devices, you can use either their Apple ID email address or their phone number, and Messages is smart enough to send your message to all of their devices for you.
You may not have anyone to message right now, but find these parts of Messages:
1) List of conversations
2) Compose new message button
3) Currently selected conversation
4) Text entry box

7) FaceTime – example use: video chat to let folks know how your vacation is going
- FaceTime allows you to do video chats with the same people as iMessage lets you text message. You reach these people the same way, with either their email address or phone number.
- The camera this uses is directly above the middle of your laptop screen. Adjust the angle of the screen to show your face.
- Press the F4 key on your keyboard to open up Launchpad which displays all of your applications.
- In Launchpad, click on the green FaceTime icon.
- The green light next to your camera will turn on. This means the camera is being used.
- Your list of contacts appears on the left.
- You may not have anyone to FaceTime right now, but find these parts of FaceTime:
  1) Video preview
  2) Contacts list or search
  3) Call button
  4) Physical camera

8) Split screen – example use: type up notes while browsing travel options online
- Open Spotlight search and type in Notes and then hit enter/return.
- Now also open Safari.
- Click and hold on the green circle in the upper left corner of Safari.
- Two spot shadows will appear, showing you preset areas you can have Safari fill up. Drag and drop Safari into the left half of the screen.
• The other half of the screen will show options of other windows that can fill the other half of the screen. Click on the Notes window.

• Browse travel options in the left half of your screen and type notes in the right half.

• To exit out of this view, scroll to the top of one of the sides, and then push a bit further up to reveal the program title bars. Click the green circle button. The half of the screen you did that on will go back to its original size on the desktop. The other half of the screen will now be made full screen. Swipe right with three fingers to go back to the Desktop.

9) Notifications and Notification Center – example use: see messages from earlier

• Just like an iPad or iPhone, macOS now supports notifications – programs sending you little messages to let you know there’s something going on you may want to see. These notifications slide out from the upper right corner.

• If you do nothing, they’ll disappear into Notification Center for you to address later. Hover over a notification, to see options.

• To the right of the Siri icon in the menu bar, click the three bullets and three lines button.

• From the right slides out Notification Center.

• At the top are tabs for the Today and Notifications.

• The option highlighted in white is the tab you’re in.

• Click Notifications to go to that section.

• Notifications are listed from most recent down to least recent and split up by day. Click anywhere on a notification to be taken into the application that sent that notification.

• Hover over any notification and then click on the circled x that appears toward the right side to dismiss that individual notification.

• Click on the circled x to the right of any day name (Today, Yesterday, Thursday, etc.) to dismiss all the notifications from that day.

• Either swipe right with two fingers or click the three bullets and three lines button to dismiss Notification Center.
10) Advanced Siri

- Let’s say there’s something you’re always interested in, like the schedule and score for your favorite sports team.
- If you can use Siri to find information on that topic, you can add that information to the Today section of Notification Center.
- (Depending on the time of year, we’ll use the Bulls, Blackhawks, Bears, or Cubs/White Sox as an example.)
- Press either Siri button: toward the left in the Dock, or in the far upper right corner in the menu bar and then say: “Chicago Bulls schedule”, OR “Chicago Blackhawks schedule”, OR “Chicago Bears schedule”, OR “Chicago Cubs schedule”, OR “Chicago White Sox schedule”.
- Once the schedule appears, simply click on the + at the upper left of the Siri result.
- We’ll see it added to the Today section of Notification Center in a second.

11) Today widgets (in Notification Center) – example use: heads up display for your laptop

- Click the three dots and three lines button to the right of the Spotlight search magnifying glass in the far upper right corner of the menu bar to open notification
- It lists the day, weather (if you have location services turned on), and below that shows any notification center widgets you’ve enabled/installed.
- It should also show the sports schedule we pulled up earlier.
- Click Edit at the bottom to expand the Today view into its editing mode. It should slide further out to the left. A list of available widgets appears at the right.
- If you want to remove one of the existing widgets, click the red minus circle in its upper right corner.
- If you want to add one of the widgets from the list click the green plus circle to the right, or drag and drop it in to the left.
- Vertically reposition your widgets by dragging the three lines buttons up/down.
- Click the App Store button to open up the App Store and be taken to a special page listing only extra widgets you can install for the Today view. Click Get or the price of a widget to start the download process.
Back in Notification Center, click the Done button to stop editing the Today view.

To customize specific widgets, hover by the widget name and then click the circled i that appears at the far right. (Some widgets will not have this ability to be customized.)

Either swipe right with two fingers or click the three bullets and three lines button to dismiss Notification Center.

12) App store, Installing an app – example use: download more applications for your Mac

- Find and open the blue and white A App Store icon from your Dock or from the F4 Launchpad menu.
- We can use the five sections across the top or the search box to find applications.
- Featured is the homepage of the App Store. Click on application icons to see more information about them.
- Click to browse the Top Charts of Paid, Free, and Top Grossing macOS applications.
- Or click to browse the Categories of applications.

- Let’s search for Evernote as an example. Once you’ve typed in Evernote, hit enter/return on your keyboard to see the results.
- Click Get and then Install to install Evernote. We’ll use it later for our uninstall example.

- As Evernote is installing, you’ll see a progress bar on the Launchpad rocket icon.
13) Check for updates – example use: keep your Mac up-to-date

- The fifth section of the **App Store, Updates**, is where we can easily check for updates.
- In the **title bar** at the top of the **App Store**, click the **Updates** button.
- If there are updates available, they will be listed at the top. You can install individual updates with the **Update** button to the right of each one.
- Or you can click the **Update All** button.
- Your computer will likely restart during most updates, so plan ahead before updating.

![Update screen](image)

14) Uninstall an application – example use: remove something you don’t need any more

- Uninstalling on a Mac is deceptively simple.
- From the **Dock**, click on the two face blue and white **Finder icon**.
- In the **Favorites** list to the left, click **Applications**.
- Scroll to **Evernote** in the list.
- All we have to do to uninstall it is drag it to the **trash bin** in the **Dock**.
- (If you have a password enabled on your Mac, it may ask you to type that in before actually uninstalling.)

![Uninstall screen](image)

15) Customize your computer using System Preferences – example use: change desktop, dock settings

- We’ll list the **path** of how you get to a setting as
  
  System Preferences > Dock > More Gestures > meaning **open System Preferences from the Apple Menu, then click on the Dock option, then click on the More Gestures, then**...

  - **Path:** System Preferences > General >
    - If you have trouble with disappearing scroll bars, customize the **Show scroll bars** option
  
  - **Path:** System Preferences > Desktop & Screen Saver > Desktop
    - Click on one of the pictures to change the desktop background.
• Path: System Preferences > Dock >
  o Increase/decrease the size of the Dock by dragging the **Size** slider left/right
  o **Magnify** the dock as you hover over sections of it by checking the **Magnification** check box and dragging its slider.
  o Change where the dock is located by selecting one of the **position** radio button options.

• Path: System Preferences > Notifications > [select an app from the list on the left] >
  o If an app is sending you too many notifications, you can customize notifications on a per-app basis by clicking on that app and then customize its options to the right.

• Path: System Preferences > Energy Saver > Battery >
  o Drag the **Computer sleep** and **Display sleep** sliders to customize how long you can be away from your computer before it starts to go into lower power modes you have to wake it up from.

• Path: System Preferences > Trackpad >
  o > **Point & Click**: Check the **Tap to click** checkbox (if available)

• Path: System Preferences > Siri > check/uncheck **Enable Siri**
Recommended Additional Resources:

**Other technology classes**
Go to [http://www.eapl.org/events](http://www.eapl.org/events) to view and signup for other computer classes.

**Class handouts**
Go to [http://eapl.org/events/computer-programs/class-handouts](http://eapl.org/events/computer-programs/class-handouts) to download handouts and files.

**Librarian and computer aide assistance**
We are glad to help you out at the second floor reference desk as best we can while helping others.

**Help appointments**
Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:
- Go here [http://www.eapl.org/DMLhelp](http://www.eapl.org/DMLhelp) to sign up for a Digital Media Lab appointment.

**Tech Tutoring**
The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we’ll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to [http://www.eapl.org/events](http://www.eapl.org/events) to register for a session.

**Databases**
The Library offers card holders access to many premium databases at [http://www.eapl.org/resources](http://www.eapl.org/resources), including:
- **Gale Courses** offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- **Lynda.com** offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. *Please log out when finished.*

**Books**
- **MacOS Sierra** by Paul McFedries  
  Call Number: 005.446 MAC/OS Sierra
- **MacOS Sierra for seniors**  
  Call Number: 004.0846 SENIORS

**Laptops and iPads**
Check out a laptop or iPad for use in the library for up to 2 hours. More info: [http://eapl.org/laptops](http://eapl.org/laptops)

**Free online tech training websites**

**Manage the battery of your Mac**