



iCreative

TEST RUN MAC CLASS

OCTOBER 16TH, 2025

OBJECTIVES:

1. *ACCESSING THE MENU BAR*
2. *LEARNING ABOUT THE DESKTOP*
3. *EXPLORING THE DOCK*
4. *FINDER WINDOW BASICS*
5. *USING DIFFERENT FINDER WINDOW VIEWS*
6. *CREATING A FOLDER TO PUT FILES IN*

CLASS STRUCTURE

INTRO AND OBJECTIVES.....10 MIN (12:00)

DEMO ONE.....20 MIN (12:10)

DEMO TWO.....20 MIN (12:30)

DEMO THREE.....20 MIN (12:50)

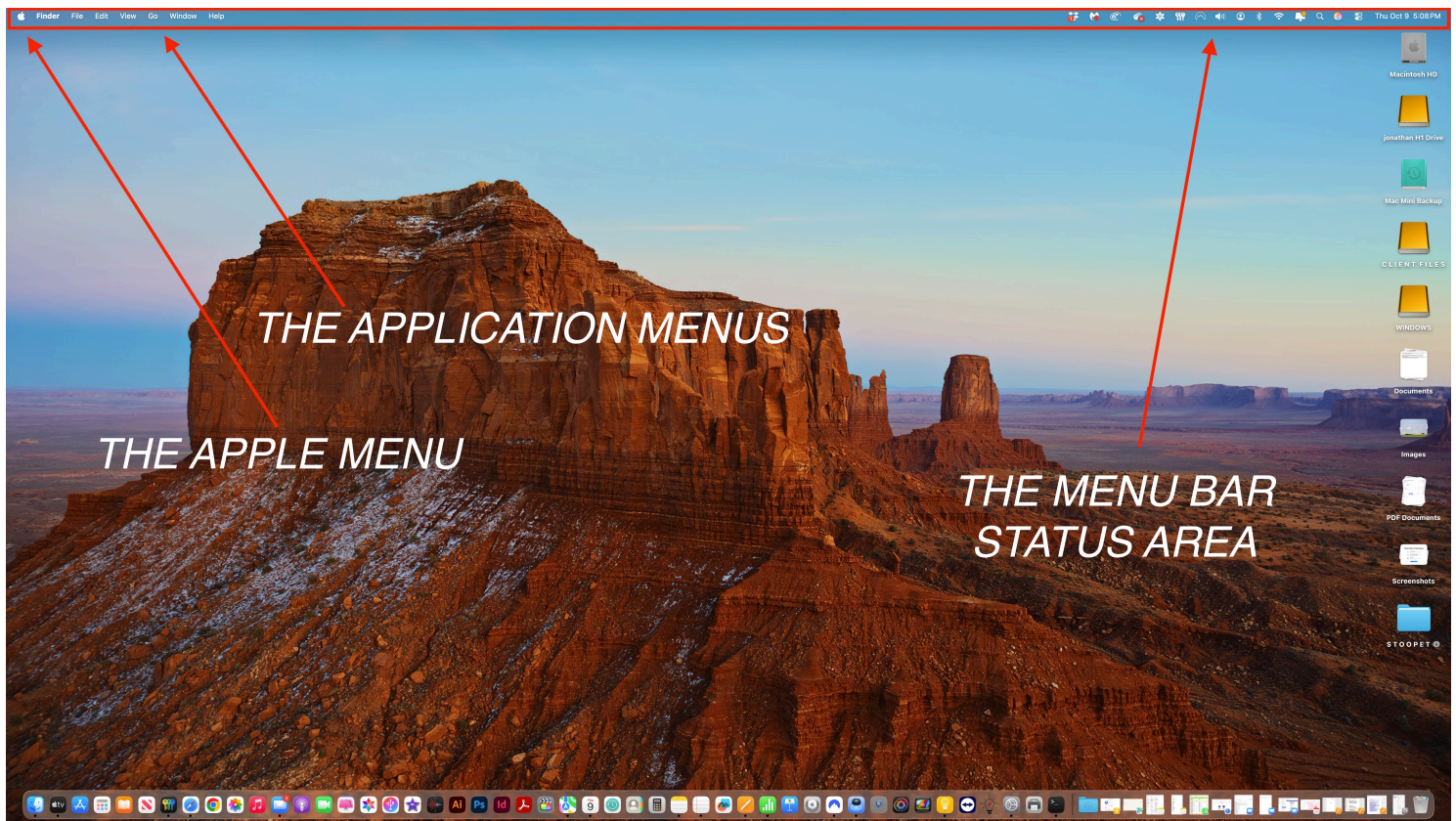
EXERCISES.....20 MIN (1:30)

REVIEW AND QUESTIONS.....20 MIN (1:10)

TOTAL.....1 HOUR 50 MIN (1:50)

DEMO ONE

FIRST CONCEPT: ACCESSING THE MENU BAR



To feel comfortable navigating any Mac, you must first divide the Mac screen into three sections: The menu Bar, the Desktop and The Dock.

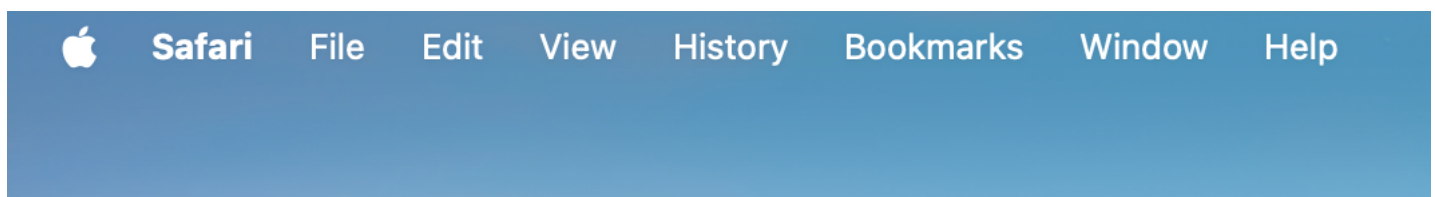
The Menu Bar consists of three sections:

- 1) The Apple Menu
- 2) The Application Menus

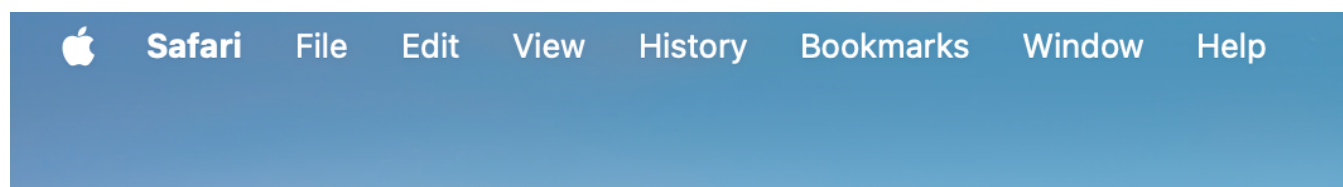
3) The Menu Bar Status Area

The Apple Menu is useful because many helpful settings reside there: the ability to restart, Shut Down or Log Off of your Mac; the ability to launch the App Store; System Settings allows you to make changes to many different devices and parameters of your Mac; you can access recently opened files or programs and you can also select About This Mac to quickly access your Mac's Serial Number, macOS version or hardware specs. Single click on The Apple Menu to open it, and then single click on any of the choices in this menu to activate it.

The Application Menus are unique to macOS and represent the currently active program. When you are browsing the web using Safari, you will notice that 'Safari' is the first thing you will see to the right of **The Apple Menu**.



When you click on any other program, Safari will then become inactive and the name of the program you have clicked on will then Appear to the right of **The Apple Menu**. What is interesting to note is that the currently active program will have other menus to the right of its name that are related only to that program-so in the example of Safari being the active program, the menus to the right of 'Safari' in The Menu Bar correspond only to the Safari program, so "File," "Edit," "View," "History," "Bookmarks," "Window," and "Help" are all specific to the Safari program:



The Menu Bar Status Area is the rightmost area of **The Menu Bar**, and features several key functions: it allows third party (Non Apple) Apps to have single click shortcuts to their services; many handy Apple Apps and services are easily accessed from here, like WiFi settings, Speaker Volume, Bluetooth Settings, Spotlight Search, The

Control Center and the Date and Time. *Spotlight Search* in macOS Tahoe has many new features like easily locating files, Apps and resources.

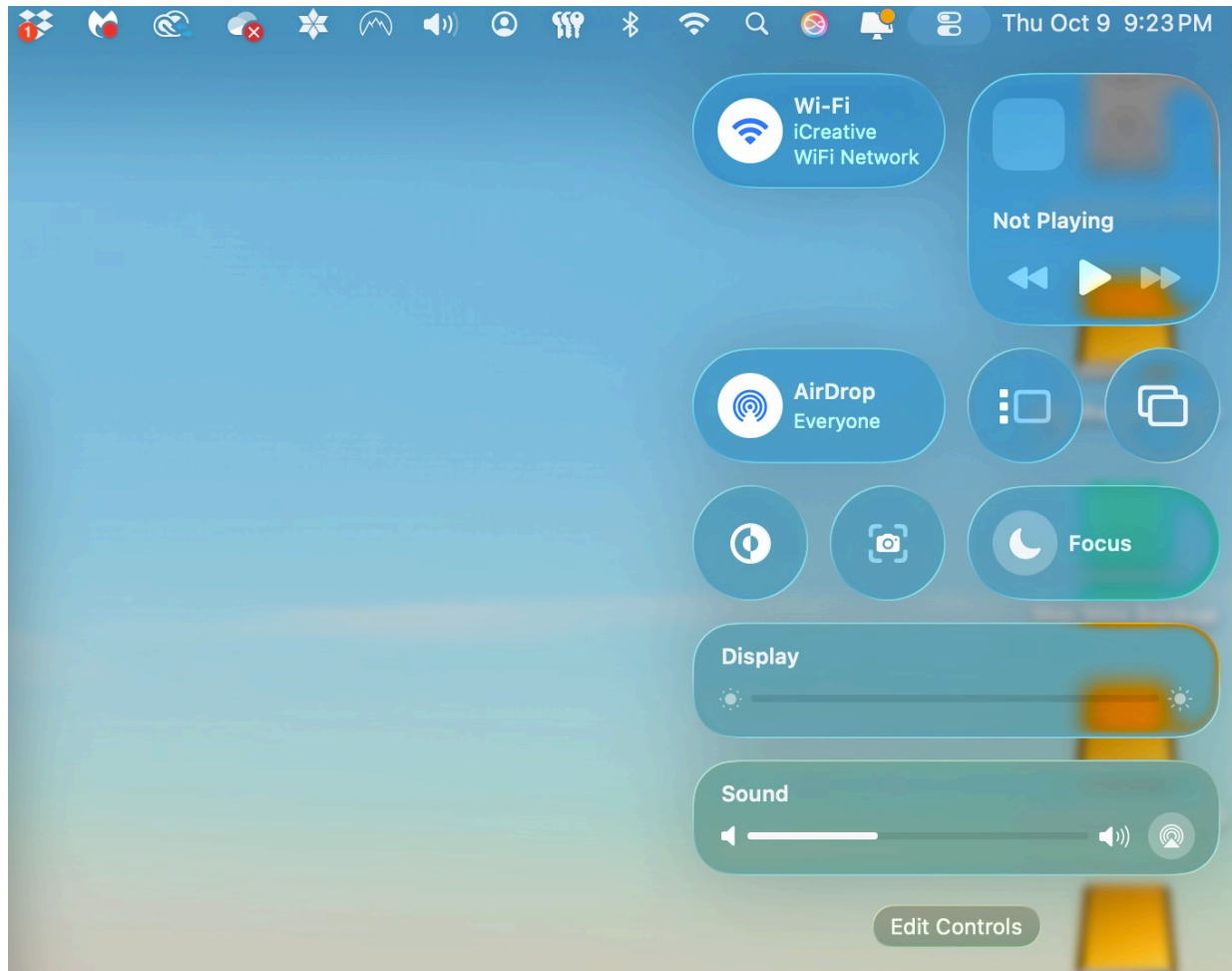
Take a moment to click on some of these areas in **The Menu Bar**, and familiarize yourself with the different functions within the different areas. The Apple Menu, for instance, is where you can go to Restart or Shut Down your Mac. When you open a program, notice the related menus that Appear to the right of its name. Click once on the Magnifying Glass icon in **The Menu Bar Status Area** to open Spotlight to perform a search for a file or App on your Mac.

Next we can explore the features of The Control Center, which we can find in **The Menu Bar Status Area**.

The Control Center, which is also featured on iPhone and iPad, is a series of shortcuts to functions and Apps that you may reach for often. Here is the icon, circled in red in **The Menu Bar Status Area**:



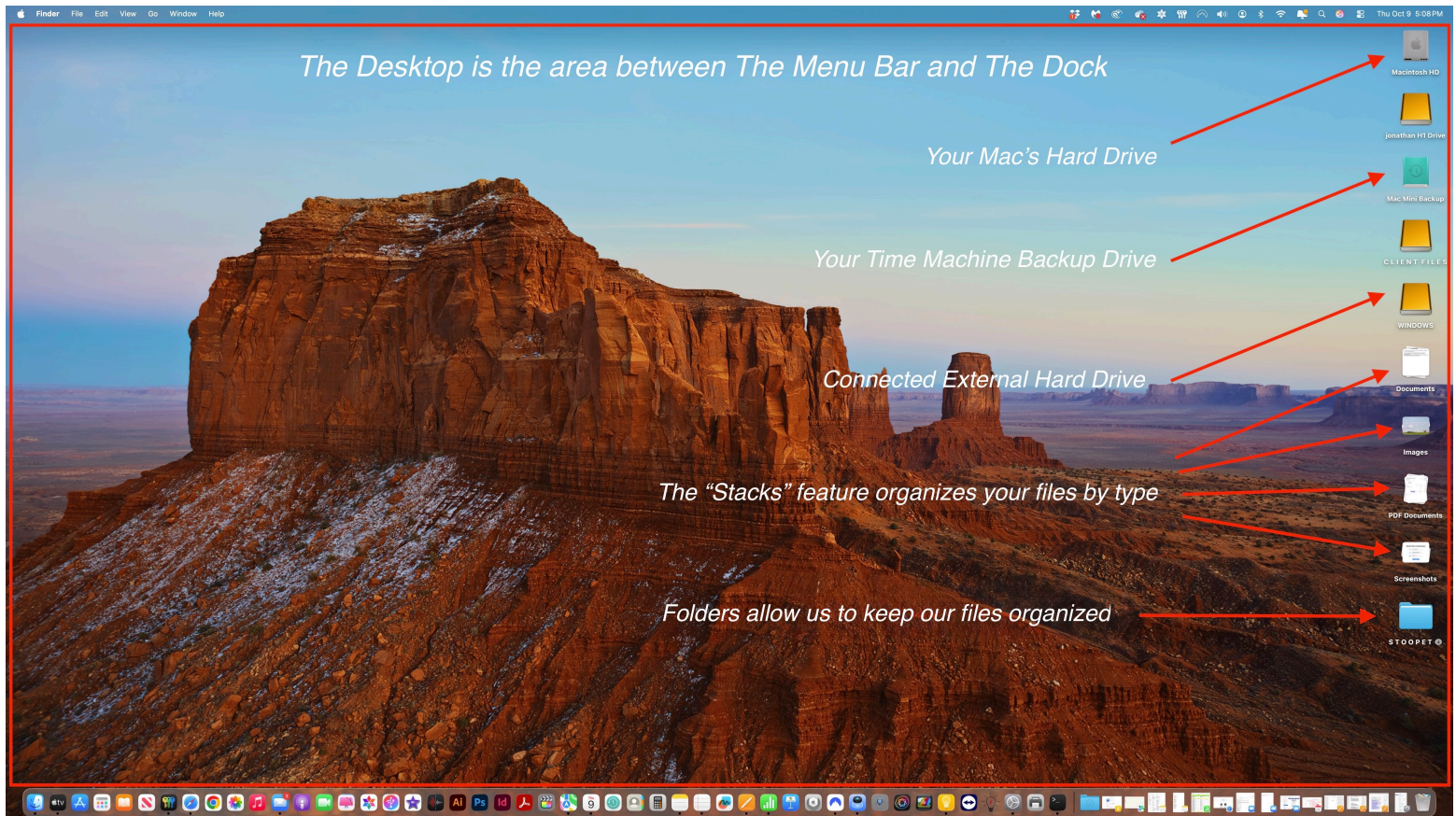
Once you select the icon, it unfolds to reveal lots of handy icons of shortcuts:



*A Handy Tip: Holding the Command (⌘) button on the keyboard while dragging any of the icons from **The Control Center** into **The Menu Bar Status Area** allows you to have a shortcut for that function ready at all times with a single click—a great example is the Volume (Speaker icon) button, which is now readily available whenever you need to make it louder!*

DEMO ONE

SECOND CONCEPT: LEARNING ABOUT THE DESKTOP



The Desktop is the area between **The Menu Bar** and **The Dock**. If you look at the Desktop on your friend's mac, it very well might be covered in tons of different files and icons of every type: Folders, Pictures, Spreadsheets, Word Files, Movie Files, PDFs, etc.

Conceptually, **The Desktop** is very much like your *actual* Desktop - a place where things that you are working on gather. In real life, you may have books, folders, pens, reading glasses, pictures, magazines, etc.

On your computer, this most often becomes the place where the things you are working on tend to live. Also, when you plug in a hard drive, or connect a thumb drive or even slide an old CD or DVD into your Mac, they will Appear as an icon on **The Desktop**. The beautiful photo of nature or the family image from last Thanksgiving that adorns your Desktop is called your *Wallpaper*.

When things really start to build up on your Desktop and it begins to look a bit cluttered, Apple has you covered - there is a function called **Stacks** (which you can enable by holding the Control button on the keyboard while clicking on **The Desktop** and selecting “Use Stacks”) that actually puts all files of a single kind into a nice little **Stack**. Clicking on a **Stack** unfolds its contents and clicking on it again folds it back up. Magic!

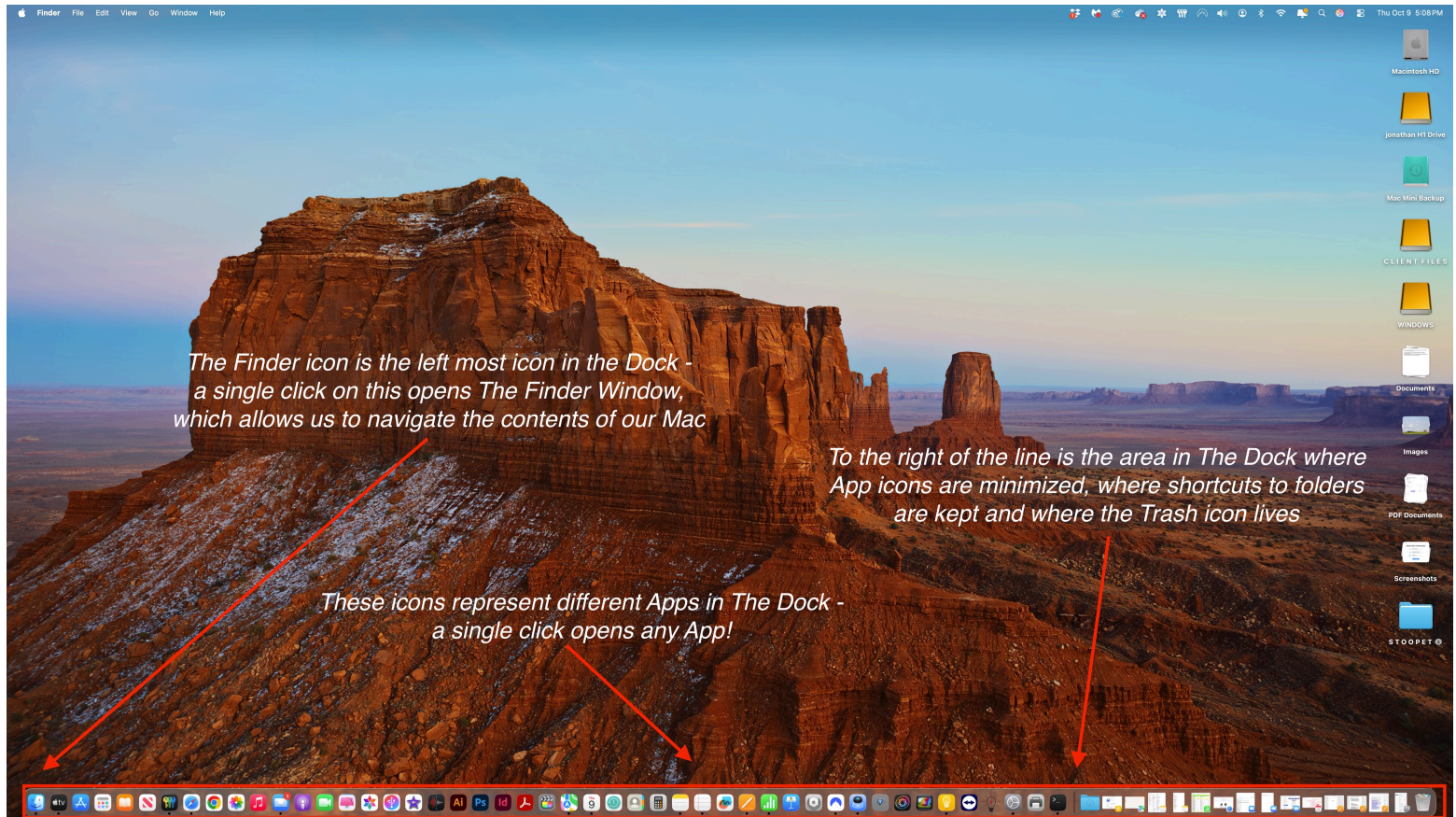
The **Stacks** feature also keeps all other icons on The Desktop in neat rows, so that everything is very tidy. However, sometimes you may not want things so neatly arranged, so Control Clicking on **The Desktop** and un-selecting “Use Stacks” will allow you to freely move your files and folders around The Desktop as you see fit.

Double-clicking on a Folder on The Desktop opens the folder - double-clicking on a file opens that file - double-clicking on an attached Thumb Drive or Hard Drive icon opens the contents of that device. Easy! You can always drag a file from The Desktop into the Trash, which you will notice is in The Dock at the bottom right corner of the screen.

The Desktop will become a very familiar place for ALL Mac users, so don't panic if it feels a bit new. For many of us, **The Desktop** serves as a place for the files we are working on *right now*, whereas another location, **The Documents Folder**, may be where we store and archive things *long term*.

DEMO TWO

FIRST CONCEPT: EXPLORING THE DOCK



The Dock, featured at the bottom of the screen, is where you will reach for all of your Apps.

It has three sections: **The Finder** icon on the far left, the center section which has single click icons of all of the **Apps** you use most often, and a third section to the right of a thin line-this last section is

where you will find the **Trash**, shortcuts to folders you use often and icons for **Apps** that whose windows you have minimized.

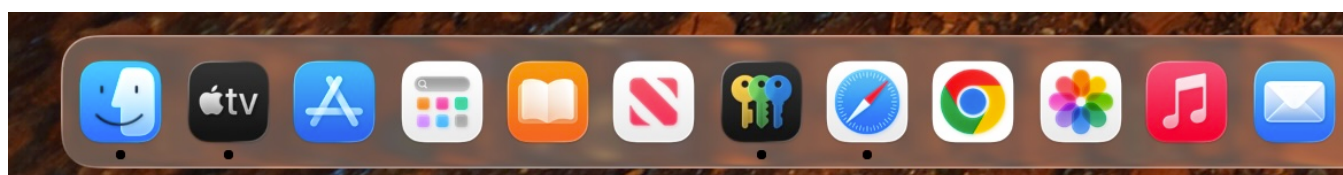
Let's start at the far left of **The Dock**:

A single click on the smiley-face icon at the far left will launch a new **Finder Window**. Go ahead and click on it! Have a look at this window and familiarize your self with its layout.

You will notice in the top left corner of this new **Finder Window** that there are three colored circles; a red one, a yellow one and a green one. The Red one closes this window; the yellow one *minimizes* this window down to the far right of the dock, and the green one, when clicked, makes the window fill up the entire screen, to allow you to focus JUST on that window or program. We call this view "**Full Screen.**"

The Finder is used to navigate your Mac, and is super important to learn and master for all Mac users. We will explore **The Finder** in depth a bit later.

The next section, which begins after that first **Finder** icon on the far left, holds all of the **Apps** or **Programs** that you use most on your Mac. A single click on any of these icons will then open the program you have selected. While the App loads, it will bounce! Once it loads, a window for that **App** will Appear, and in **The Dock**, under the icon of that **App**, a small black circle tells you visually that that **App** is *Open*, or *Running* currently. Here is a photo of the small black dot that Appears beneath **Apps** that are currently Open:



To remove an App from The Dock:

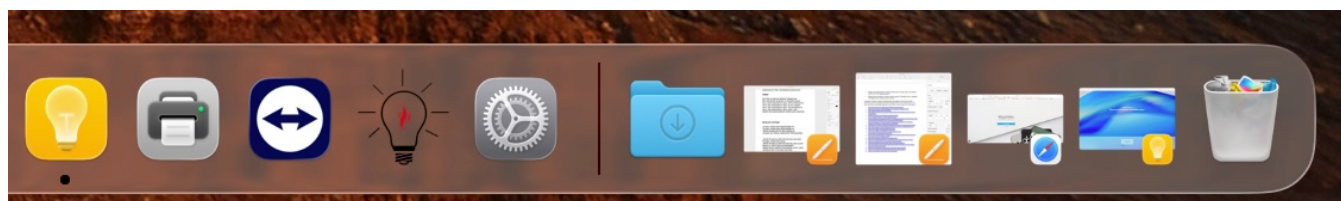
If you click on an **App** icon in **The Dock** and hold down your mouse while you drag it from **The Dock**, you will see the word “Remove” Appear. If you let go of the mouse when you see the word “Remove,” it removes the icon (shortcut for that

App) from **The Dock**. This allows you to customize the contents of **The Dock** to your liking.

To add an **App** to **The Dock**:

If you click once on **The Finder** icon to open a new **Finder Window**, then select *Applications* from the left sidebar, you can drag any icon for any of the **Apps** in there directly onto **The Dock** and let go. Congratulations! You have now added a shortcut to that **App** in **The Dock**!

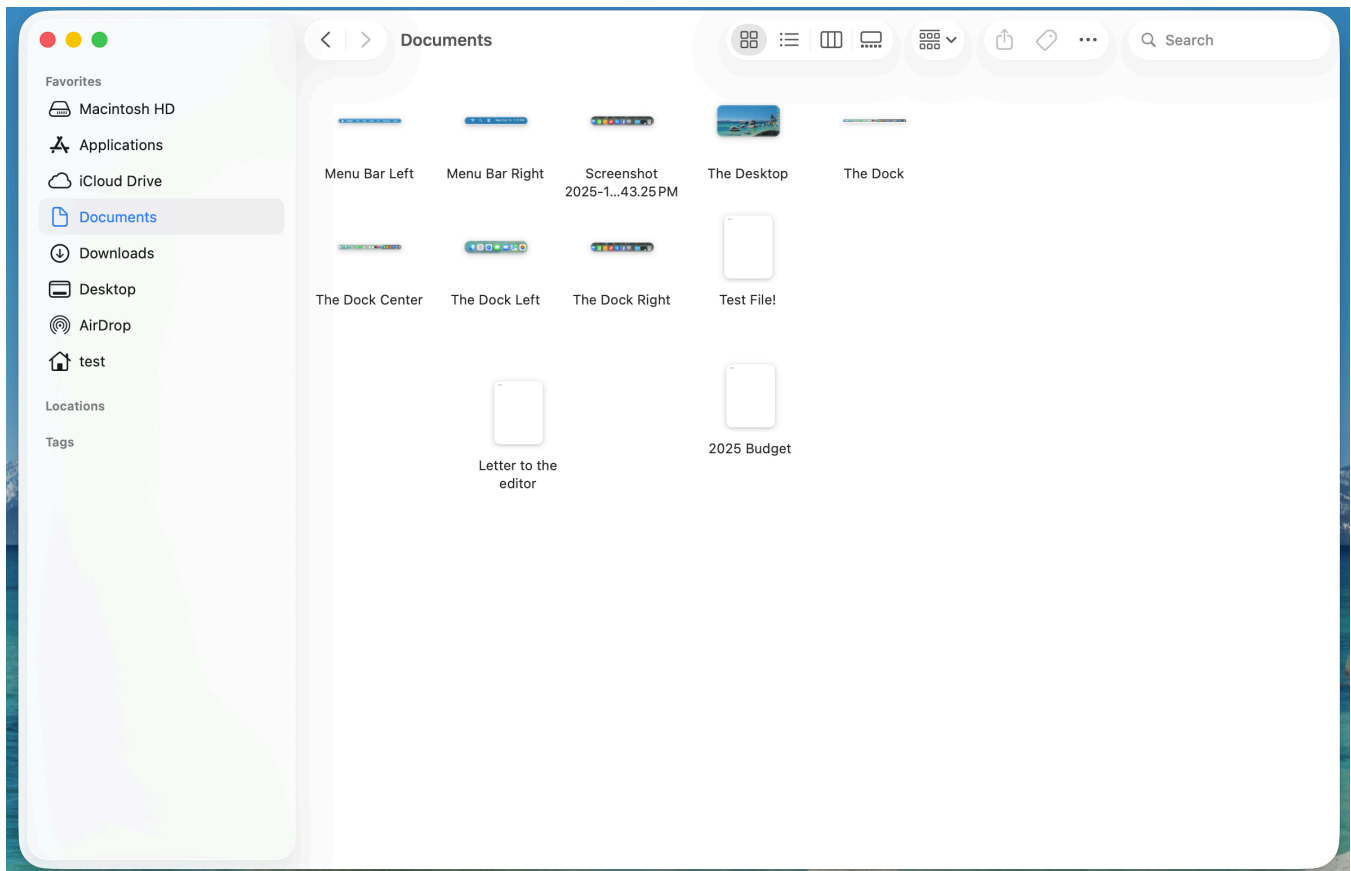
The last section of **The Dock** is just to the right of the thin line - this line is hard to see, but its just to the right of the last App icon on the right side of **The Dock**. Here's a look at the last section:



You can see the line to the right of *System Settings* (the grey gear icon), and to the left of the blue Downloads folder. To the right of the folder are **Apps** that have been *minimized*; the last icon on the right is the **Trash** icon, where you can drag files that you would like to delete!

DEMO TWO

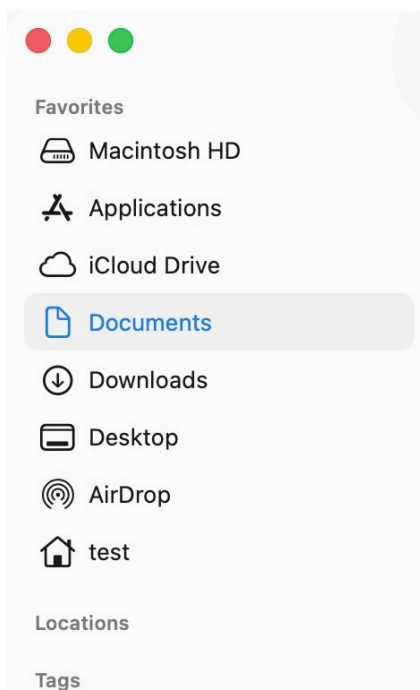
SECOND CONCEPT: FINDER WINDOW BASICS



*It turns out that **The Finder** is one of the most important concepts to master on the Mac; however, it is also the most elusive for most Mac users. Though many people “doggy paddle” their way through **The Finder**, few are actually given the opportunity to learn the basics from the beginning.*

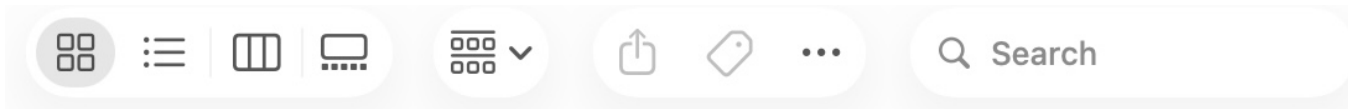
You'll notice in the photo above that **The Finder Window** is broken into three sections: the left sidebar, the top area of the window is the Toolbar, and the center (largest area) is where the contents of what you have chosen to view are shown. By clicking on a choice in the sidebar, its contents are displayed in the main window to the right. **The Toolbar** simply allows us to view the content in different ways, make new folders, arrange the content by size, type, etc and it also allows us to simply search for what we are looking for.

From this single window we are able to browse all of the Files, Folders and Applications on our Mac- so digging into its many tools and secrets will prove worth the time and effort.



This is what the sidebar looks like on the lefthand side of The Finder Window. A single click on Applications, iCloud Drive or documents will reveal all that resides in those places. Documents is currently selected and is therefore highlighted in blue.

The Finder Window Toolbar:



All kinds of goodies are hiding behind each of these icons. Many icons that you may already be familiar with, like the Share icon (the square with the arrow popping out of the top) look exactly as they do on iPhone and iPad. Search, or ‘Spotlight Search,’ features a magnifying glass to remind you of most search functions, and looks also as it does on iPhone and iPad.

The Finder Window Control Icons:

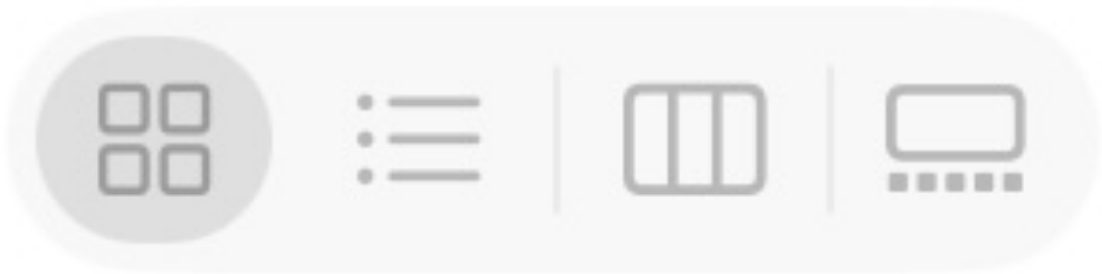


All Apps, as well as all Finder Windows feature these same three icons:

RED = CLOSE WINDOW
YELLOW = MINIMIZE WINDOW
GREEN = FULL SCREEN

The Finder Window Viewing Icons:

ICON VIEW, LIST VIEW,
COLUMN VIEW, GALLERY VIEW



*These four icons represent the four different ways
that you can view content in The Finder:*

ICON VIEW, LIST VIEW,
COLUMN VIEW, GALLERY VIEW

We will take a deep dive on the real world applications of choosing these different viewing tools in a future lesson, but getting comfortable with their look will make **The Finder Window** a little less intimidating.

DEMO THREE

FIRST CONCEPT: USING DIFFERENT FINDER WINDOW VIEWS

Single-Click on **The Finder** icon (the smiley face far left in **The Dock**) to open a new **Finder Window**; now single-click on the word *Applications* in the sidebar on the left. Note that all of your *Applications* or *Apps* appear in the large, main screen to the right of the sidebar.

Select each of the different *Viewing Icons* so that you can see how the list of Applications changes into *Icon View*, *List View*, *Column View* and *Gallery View*.

We will explore the reasons and applications of these different views in a future class, but having the opportunity to see them and how they change the content is very important.

DEMO THREE

SECOND CONCEPT: CREATING A FOLDER TO PUT FILES IN

Open a new **Finder Window** and select the *Documents* option in the **Sidebar**. This will reveal all of the *files* and *folders* that reside in the **Documents Folder**.

In the **Finder Window's Toolbar**, you will see the four *Viewing Icons* situated at the top. To the right of those icons you will see an icon that is simply three dots-clicking on that will reveal a menu that features the option to create a *New Folder*.

The result is a new folder whose name (untitled folder) is highlighted in blue; this is telling you visually that the text is in edit mode and you can simply type a new name for the folder. Once you are finished typing the new name for your folder, don't forget to hit *Return* or *Enter* on the keyboard to save the new name. You can now drag and drop any kind of file, image, song or video into your new folder! It's just that easy. Congratulations!

ADDITIONAL EXERCISES

DEMO ONE:

- GO TO APPLE MENU AND FIND THE SERIAL NUMBER UNDER “ABOUT THIS MAC”
- EXPLORE THE “HELP” MENU FOR ANY APP THAT YOU LAUNCH FROM THE DOCK
- PERFORM A SPOTLIGHT SEARCH FOR “SAFARI” CLICK ON THE ICON FROM RESULTS
- HOLD COMMAND ⌘ WHILE DRAGGING A SERVICE FROM THE CONTROL CENTER INTO THE MENU BAR STATUS AREA

DEMO TWO:

- OPEN A NEW FINDER WINDOW
- SCROLL UP AND DOWN IN THE SIDEBAR
- SELECT THE APPLICATIONS FOLDER, THEN EXPERIMENT WITH DIFFERENT FINDER VIEWS
- CLICK ON THE THREE DOTS IN THE TOOLBAR SELECT ‘NEW FOLDER’ AND NAME IT
- CLICK ON SPOTLIGHT IN THE FINDER WINDOW AND SEARCH FOR SOMETHING

DEMO THREE:

- OPEN ANY APP BY CLICKING IN THE DOCK
- MINIMIZE THE APP
- PUT THE APP INTO FULL SCREEN MODE
- TAKE THE APP OUT OF FULL SCREEN MODE
- OPEN TWO APPS; THEN MAKE ONE TAKE UP THE LEFT SIDE OF THE SCREEN THE OTHER THE RIGHT SIDE OF THE SCREEN
- MINIMIZE AN APP INTO THE DOCK, THEN OPEN BACK UP
- DO A GOOGLE SEARCH FROM THE ADDRESS BAR IN SAFARI
- CHANGE YOUR HOME PAGE IN SAFARI
- OPEN AN ARTICLE IN READER MODE