



## **Synopsis**

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use macOS Sierra. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using macOS Sierra. 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); Organizing Launchpad; Finding the Mouse Pointer; Using the Secondary/Right Click; Connecting to a Wi-Fi Network. Opening Files & Folders; Working with Windows; Accessing Recently Used Files, Apps, or Servers; Switching Between Running Apps or Windows; Viewing Two Windows Side by Side; Quitting an App; Quitting a Frozen App; Adding an App to the Dock; Using Stacks; Adding a Printer; Moving the Dock; Hiding the Dock; Customizing the Menu Bar; Showing the Date and Battery Percentage. Using Special Characters; Using Dictation; Using Text to Speech; Using Automatic Spelling Correction; Capitalization and Period Shortcuts; Using the Dictionary; Setting Text Shortcuts. Taking Screenshots; 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, Deleting Files or Folders, Compressing Files or Folders, Tagging Files or Folders, Adding/Removing Shortcuts in the Finder Window Sidebar; Copying the Pathname for Files/Folders; Using Multiple Displays; Using Spaces (Virtual Desktops). Searching with Spotlight; Using the Virtual Assistant Siri. Using Notifications; Using System Preferences; Using Fast User Switching; Adding Internet Accounts; Unlocking Settings; Managing Extensions; Changing iCloud Settings; Converting a File to a PDF; Ejecting Drives, Discs, or Servers; Finding Keyboard Shortcuts for Menu Items. Installing New Apps: Finding and Installing Apps in the App Store; Updating macOS & Purchased Apps; Other App Sources. Ending Your Computer Session. Includes a List of Keyboard Shortcuts, Trackpad Gestures, and links to blog posts for more detailed subjects.

## **Book Information**

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## Customer Reviews

Beezix has been publishing quick reference computer guides for trainers, training companies, corporations, and individuals across the US and Canada for the past 20 years. Founded by trainers, extensive industry experience made us aware of the need for a line of high-quality guides that were clear, accurate and concise. Our cards are designed for casual computer users right through to trainers and help desk staff.

This has been very helpful to me as a person who is not technical to start with.

unable to understand terms waste of money mac os Sierra.

Quick Reference. Not much good for anything else.

Great for quick reference.

The info. provided is very good, very helpful, and I liked it. But...I didn't realize that the print would be so small and therefore difficult for me to read. I have to get out my strong magnifier to read it. That is my problem ( am a senior citizen) and no fault of the seller.I would definitely recommend it to others.

After 30+ years using MS Windows I had enough when they tried to shove Windows 10 up my butt like a Vatican priest. Switched to Apple and got a MacBook Air! Problem was the Sierra OS was totally different (with the exception of a few similarities) and I was paralyzed not wanting to crash the system. Bought several good books (Kindle) here on to get me functional, but they were too damn good! Lots and lots of info making it difficult and tedious to simply get to a level of basic understanding and functionality -- the more sophisticated stuff I could get to as required later.This simple four page 'pamphlet' guide was precisely what my situation and needs required. Absolutely

excellent! I'm now proficient in all the basics of the Sierra OS within minutes simply from the information contained in this guide. No playing the role of research analyst, delving through several books and going on line to accomplish the simplest thing, though the books will have their place. I couldn't recommend this more, especially to those who have migrated to Apple from 'Mickeysoft' and need a running start. Ten stars if I could.

Good outline. Clearly written and quick guide to the information needed to use the system properly.

For a 4-page guide it is way more than adequate - not terribly deep - but adequate for questions of a general nature.

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