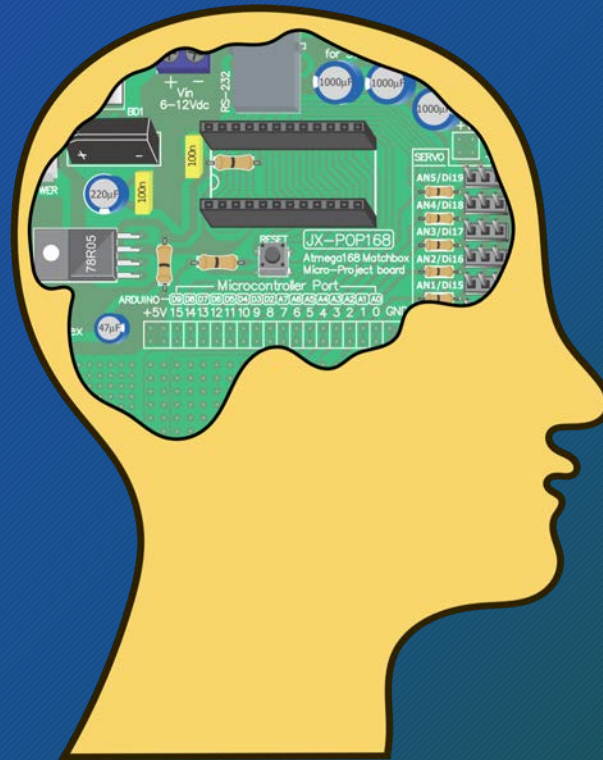


Digital Dragon Year 1 Mac Attack Training Part B

Tech Pagoda

K. Suits

Tips and tricks for laptops



Saving file conventions

- Assignment Title_Last Name_First Name

Shift Command 4 Screen Shot

Mac Keyboard Shortcuts

KEY COMBINATION	WHAT IT DOES
CMD-C	Copy
CMD-X	Cut
CMD-V	Paste
CMD-A	Select All
CMD-P	Print
CMD-Z	Undo
CMD-SHIFT-Z	Redo

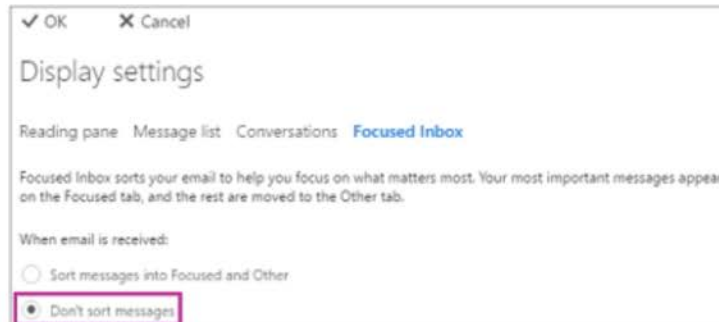
Changing windows

- Command + Tab change program windows
- command+ ~ Change windows inside a program

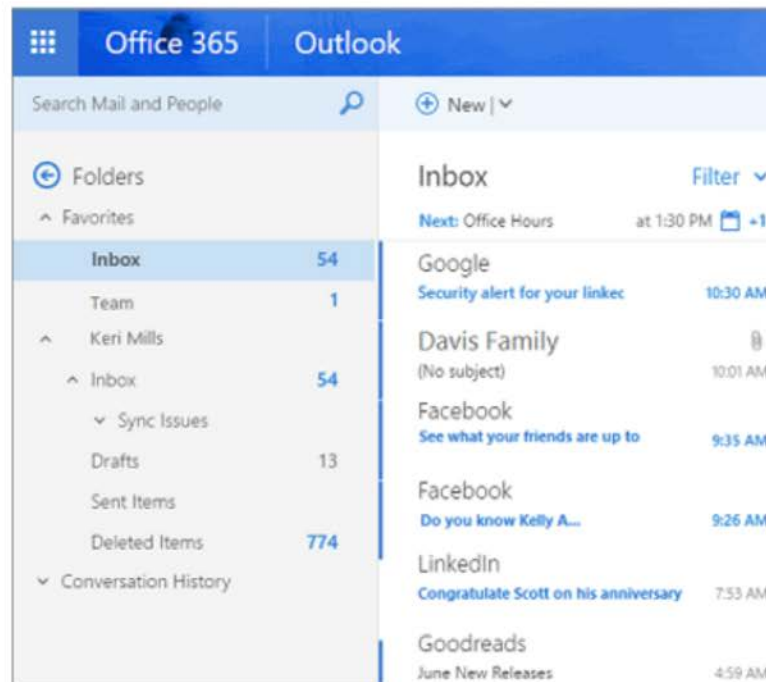
Messages/advanced techniques

Outlook on the web

1. Select **⚙️ > Display settings > Focused Inbox.**
2. Under **When email is received**, select **Don't sort messages.**



3. Click **OK.**



NOTE: If you don't see this option, your version of Outlook might not include this feature. We often release new features to members of the [Insiders program](#) first. After that, we release them via updates to your Office programs.

APPLICATIONS DOWNLOAD - JAmf



- About This Mac
- System Preferences...
- App Store... 6 updates
- Recent Items ▶
- Force Quit System Preferences ⌘⇧⌘
- Sleep
- Restart...
- Shut Down...
- Log Out Karl Suits... ⌘⇧Q



Pinch
Pinch to zoom in and out of photos, increase font sizes in web pages, and more.

System Preferences

Search

General	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Spotlight	Notifications
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	
iCloud	Internet Accounts	Extensions	Network	Bluetooth	Sharing		
Users & Groups	Parental Controls	App Store	Dictation & Speech	Date & Time	Startup Disk	Time Machine	Accessibility
Profiles							
Flash Player	Java	Tuxera NTFS					



One-finger click
The entire trackpad is the button, so you have lots of space to click.



Right-click
Perform right-click functions by clicking a corner of your trackpad or by pressing two fingers anywhere.



Scroll
Use two fingers to scroll up and down or across a page — perfect for long documents and large images.



Pinch
Pinch to zoom in and out of photos, increase font sizes in web pages, and more.



Swipe
Swipe with three fingers to move forward and back in your web browser or move through your photos.

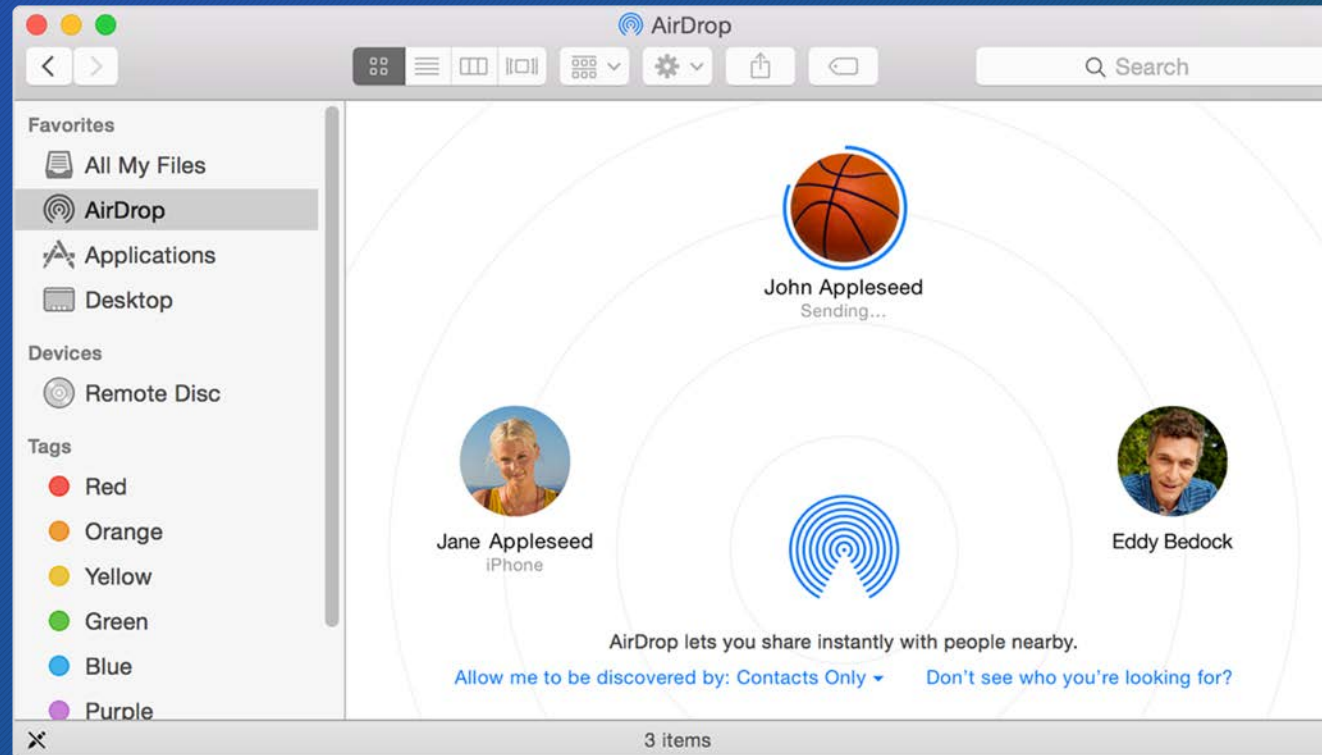


Rotate
Rotate with two fingers to quickly reorient a photo or PDF.

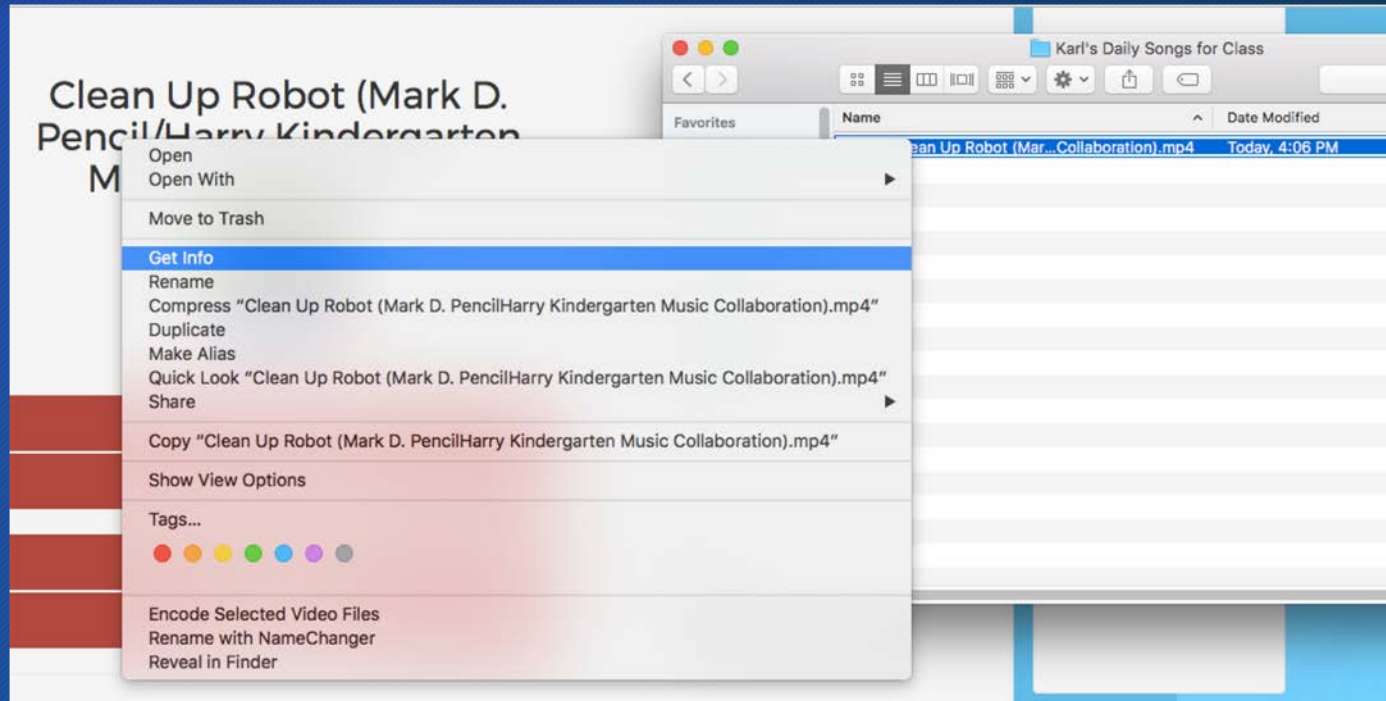
Dashboard

- Hit Plus to Add Translator

Air drop command shift R



Select File to always open with right click file



Click on Open With -> Change All



research

- Microsoft Academic
- Google scholar

references

- MLA Citations