MacBook How-to

New Shortcuts!

- Command=CTRL (examples below)
  - Command + C = Copy
  - Command + V = Paste
  - Command + Q = Quit
- FN key is the function key
  - You can change it so that you do not have to hold it and click on of the F# keys
- Screenshots or "Snipping tool"
  - Command + Shift + 4
  - YOU CAN CHANGE THESE!

A LOT OF THE SHORTCUTS CAN BE CHANGED

Applications and such

- Printer
  - Go to the Manager (sideways wifi app)
  - Select self-serve
  - Search "Paper Cut"
  - Click Install
  - Most of the time it takes a couple of minutes and works, if it doesn't, we have to call the helpdesk
- Microsoft applications
  - Go to the Manager (sideways wifi app)
  - Select self-serve
  - Search "Microsoft"
  - Click Install on the apps you want to install

Things that your Mac/iPad can do

- Send tabs from your Mac to the iPad
- Connect via Airplay and control the Mac with the iPad
- Finder=File Folders
  - Documents
  - Downloads
  - Screen Shots
  - Etc
- Open Applications vs. Closed applications

Contact information

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You can call or email me at any time, I will get back to you as soon as I can.