Let’s take a tour

**MagSafe 2 power port:** Charge your notebook. If you accidentally trip over the power cord, it cleanly breaks away.

**USB 3 and Thunderbolt 2 ports:** Transfer data at lightning-fast speeds and connect displays like the Apple Thunderbolt Display.

**Headphone port:** Connect speakers or headphones.

**Dual microphones:** Talk with friends or record audio

**SDXC card slot (13-inch model only):**

- **SDXC card slot:** Transfer photos and videos from your digital camera. SDXC card slot available on 13-inch model only.

*Note:* You can use the cable that came with your camera or a USB card reader to transfer photos and videos to your 11-inch MacBook Air.
The desktop is the first thing you see when you turn on your laptop. It has the Apple menu at the top and the Dock at the bottom.

Dock
Launchpad

Launchpad makes your desktop look and act like an iPad. All your apps will be available from here.

Finder

Finder is your file management system. Use it to organize your files or access network drives like your H: drive.

System Preferences

Two places where you can access system preferences
Trackpad and Gestures

The trackpad replaces the external mouse and utilizes gestures to perform actions on the computer. You can make customize to your style.

Keyboard Shortcut link

https://support.apple.com/en-us/HT201236

Keyboard shortcuts

- Shift + Control + Power button = puts your displays to sleep
- Command + X = Cut to clipboard then paste elsewhere
- Command + C = Copy
- Command + V = Paste
- Command + P = Print
Extras

What’s included
To use your MacBook Air, you need these two simple accessories, included in the box:

45W MagSafe 2 Power Adapter: Make sure the AC plug is fully inserted into the power adapter and the electrical prongs on the AC plug are fully extended. Then plug the adapter into a power outlet to charge your MacBook Air. The magnetic DC connector helps guide the plug into the port and disconnects easily.

When the adapter is connected, an LED on the DC connector lights up; an amber light shows that your MacBook Air is charging, and a green light shows that it has a full charge.

AC power cord: Attach the adapter end of the AC power cord to the 45W MagSafe 2 Power Adapter, and then plug the three prong end of the AC power cord into a power outlet.

Adapters and other accessories are sold separately at store.apple.com or your local Apple Retail Store. Be sure to review the adapter or accessory documentation to make sure you’re choosing the right product for your MacBook Air.

Trackpad
You can do a lot on your MacBook Air using simple trackpad gestures—scroll through webpages, zoom in on documents, rotate photos, and more. Here are some common gestures:

- Click: Press anywhere on the trackpad. Or enable “Tap to click” in Trackpad preferences, and simply tap.
- Secondary click (right click): Click with two fingers to open shortcut menus. If “Tap to click” is enabled, tap with two fingers.
- Two-finger scroll: Slide two fingers up and down to scroll.
- Pinch to zoom: Pinch your thumb and finger open or closed to zoom in or out of photos and webpages.
- Swipe to navigate: Swipe left or right with two fingers to flip through webpages, documents, and more—like turning a page in a book.
- Open Launchpad: Quickly open apps in Launchpad. Pinch closed with four or five fingers, then click an app to open it.
- Swipe between apps: To switch from one full-screen app to another, swipe left or right with three or four fingers.

What are the essentials of your MacBook? Let’s find out what they are!

**Keyboard**

- **Function (fn) key**: Hold this key while you press a function key (F1 to F12) to make the key do its assigned action. To learn how to customize function keys, click the Help menu in the menu bar, then search for “function keys” in Mac Help.

- **Brightness keys (F1, F2)**: Press □ or □ to increase or decrease the brightness of the screen.

- **Mission Control key (F3)**: Press ☢ to view what’s running on your MacBook Air, including all your spaces and open windows.

- **Launchpad key (F4)**: Press to instantly see all the apps on your MacBook Air. Click an app to open it.

- **Keyboard illumination keys (F5, F6)**: Press □ or □ to increase or decrease the brightness of the keyboard.

- **Media keys (F7, F8, F9)**: Press ◀ to rewind, ▶ to play or pause, ▶ to fast-forward a song, movie, or slideshow.

- **Mute key (F10)**: Press ◼ to mute the sound coming from the built-in speakers and headphone port.
• *Volume keys (F11, F12)*: Press 🎧 or 🔊 to increase or decrease the volume of sound coming from the built-in speakers or headphone port.

• *Power button*: Press and hold for 3 seconds to turn your MacBook Air on or off. Press to put MacBook Air to sleep.


**Keyboard shortcuts for screen selection**

- Command + Shift + 3 = whole screen  
- Command + Shift + 4 = Pick selection  
- Command + Control + Shift + 4 = Select to clipboard

**Mail**

On the dock or Launchpad or spotlight.

Access your mail without switching back to Windows or to use Outlook. This is a great option to use from home. (will need Wi-Fi for it to work at home).

**Calendar**

On the dock or Launchpad or spotlight. Create and edit calendar items

**iBooks**

On the Dock or Launchpad or Spotlight

iBooks gives you access to many free educational resources
Dictation and Speech

On the dock, Launchpad or spotlight
Quicktime player can be used to record yourself, voice, screen movements or a combination of the three and then share on YouTube or as link for ecollege.
Changing Passwords

Unlock to make changes, Highlight your name
Click on ‘Change Password’

Side note:

What are those dots sitting under the apps on the dock?
This tells you the app is still running even when you close the file or app on the desktop.

Is your H: drive set up for the mac side on your Macbook?
I can assist you on getting this set up.

Are you able to print?
I can assist you on getting printer installed.
Reminders

On the Dock or in Launchpad or Spotlight
Use Reminders to keep yourself on task. Great for ‘To Do’ list, grocery list and recurring tasks.

Notes

On the Dock or in Launchpad or Spotlight
Note works well in meetings or to list things you don’t want to forget. Use it like a notebook.

PhotoBooth

On the Dock or in Launchpad or Spotlight
Photo booth works just like the in in the mall. Use it for a creativity break or when people need a hands-on activity.

Stickies

In Launchpad or spotlight
Stickies are electronic Post-IT-Notes. Use to list phone numbers or a To-Do list.

iPhoto
On the dock or in Launchpad
Photos are found here whether taken by your iPhone or iPad, easy to share with others.

**Airplay**

Use Airplay from your Macbook to mac mini computer located on TVs or TV carts and Apple TV located on LCD Projectors. Displays what you want to show from your Macbook to a larger screen.

**AirDrop**

Located in Finder. AirDrop lets you send files via Wi-Fi. Great for large files where email cannot handle. Anyone sharing their AirDrop can receive from someone else on the same Wi-Fi system.

**Messages**

On the Dock, Launchpad or Spotlight
Message is the built-in chat client included with OS X. Use it to send message to your students or colleagues to other iPhone or other third-party messaging services. Great option if you forget your phone at home.