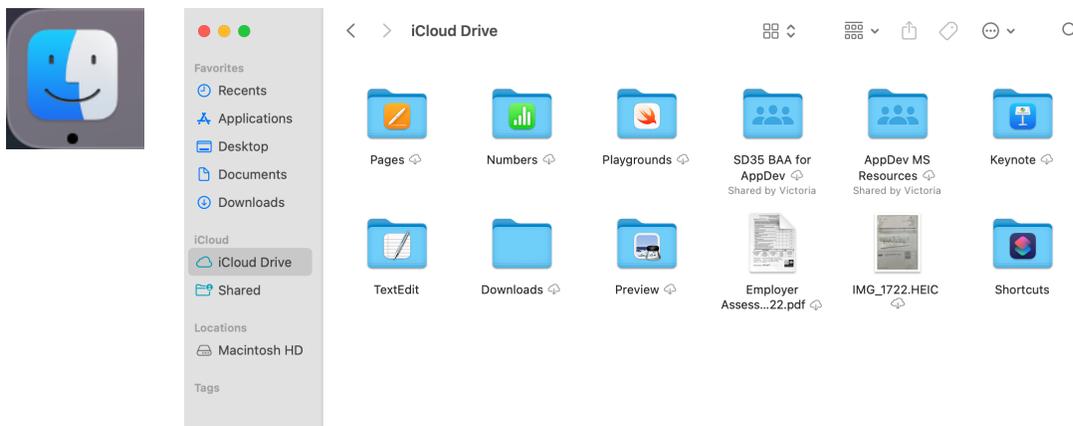


Mac Navigation Basics

Finder

- **Purpose:** Central location to access files and folders.
- Key Functions:
 - **Sidebar:** Quick access to frequently used folders (e.g., Documents, Downloads).
 - **Search:** Use the magnifying glass icon to find files.
 - **Quick Look:** Select a file and press Space to preview it.



Dock

- **Purpose:** Quick access to commonly used applications.
- **Customizing:** Drag apps onto the Dock to pin them, or drag them off to remove them.



System Preferences

- **How to Access:** Click the Apple icon  in the top-left corner > **System Preferences**.
- Key Areas:
 - **General:** Customize appearance and behavior.
 - **Displays:** Adjust screen resolution and brightness.

- **Keyboard:** Modify shortcuts and input preferences.
- **Trackpad:** Learn gestures for easier navigation.

Creative Shortcuts

- **Screenshot:**
 - Capture entire screen: Command + Shift + 3.
 - Capture selected area: Command + Shift + 4.
- **Split View:**
 - Hover over the green full-screen button, then choose "Tile Window to Left/Right of Screen."
- **Quick Notes:**
 - Press Command + Shift + N in Notes app to create a new note instantly.

Troubleshooting Basics

- **Force Quit an App:**
 - Press Command + Option + Escape to open the Force Quit menu.
- **Activity Monitor:**
 - Access via Spotlight (press Command + Space, type "Activity Monitor") to check app performance and memory usage.
- **Reset Preferences:**
 - Restart the Mac or log out and log back in for a quick reset.

Additional Tips

- **Spotlight Search:**
 - Press Command + Space to quickly search for files, apps, or information.
- **Finder Tabs:**
 - Use Command + T to open multiple tabs in Finder for better organization.
- **File Tags:**
 - Right-click a file > **Tags** to color-code and categorize files.

Resources

- [Apple Support](#)

This cheat sheet provides essential tools and shortcuts to help you get the most out of your Mac. Have fun exploring!