



## Ejecting disks

- The iBook laptops only come with a CD-RW/DVD Drive.
- Open the drive using the F12 key.
- To eject a disk, drag the desktop icon for that disk to the trash or select the desktop icon and choose File > Eject.

## Keyboard Commands

- Right clicking
  - Macintosh computers do not have a right mouse button. Instead of right clicking, use hold down the control key while clicking the mouse.
- Force Quit
  - $\text{⌘} + \text{Option} + \text{Escape}$  will force an application to quit when it is not responding
- Restart
  - $\text{⌘} + \text{Control} + \text{Power key}$  will reboot the laptop if it is frozen.

## Finder



Finder is used to do a couple of different operations

- Empty trash
- Hide applications
  - This means that you can't see an application but it is still open.

# The Apple Icon



- **System Preferences**
  - This is how to change the display settings, background, and sound.
- **Shut Down**
  - Shuts the computer down. Use this to turn the computer off
- **Restart**
  - If the laptop is slow or responding poorly, try restarting it.
- **Log Out**
  - Logs off a network.
- **Force Quit**
  - If an application is not responding, force quit will shut down the applications instead of restarting the computer.
- **Open recently used items**
  - This lists recently used applications and is a shortcut to opening them. Useful if they are not listed in the Dock.
- **Change Dock Setting**
  - Changes where the dock is located and how it is displayed.