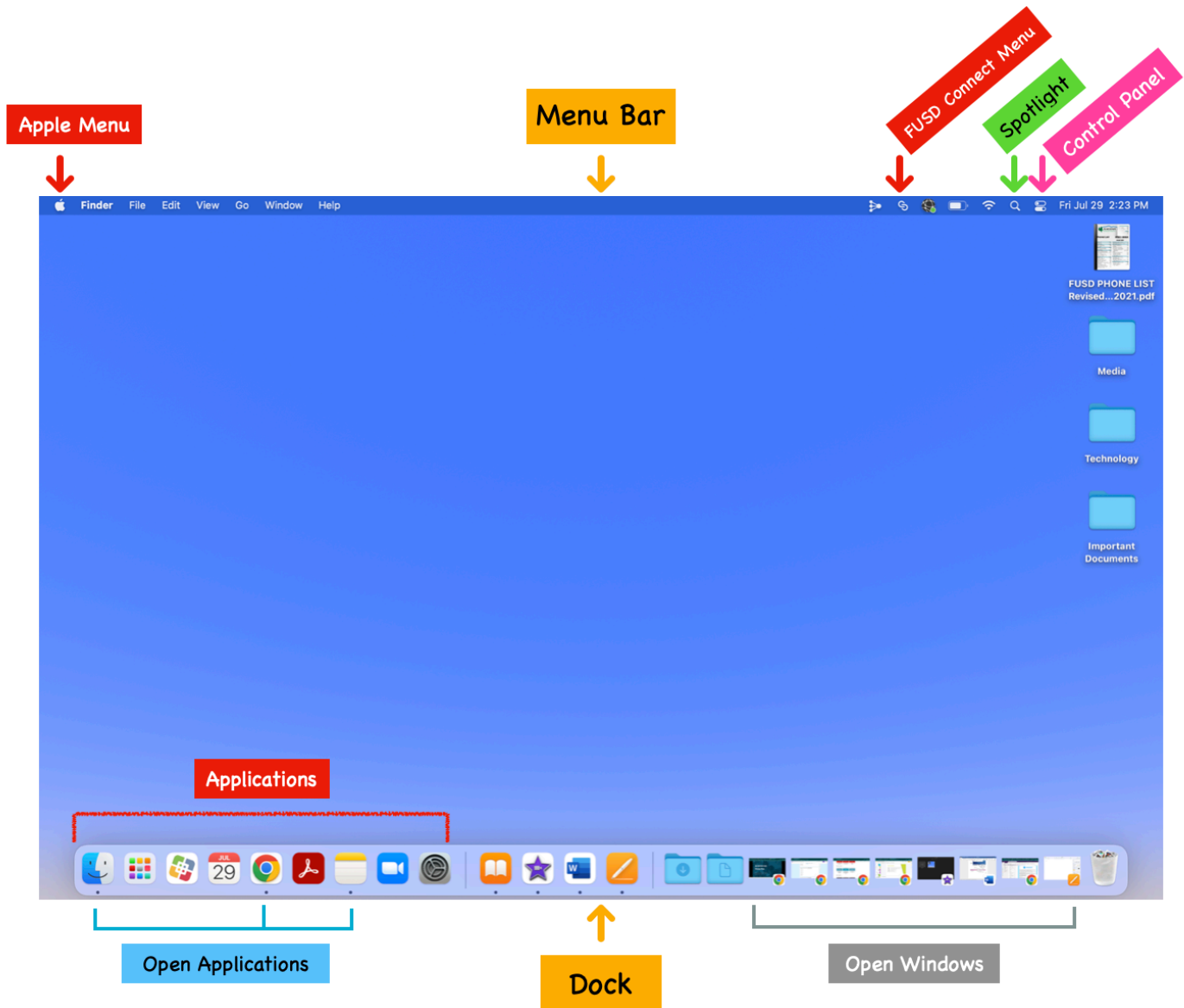


Getting to know your MacBook Air

Desktop Key

- Below is a key that illustrates the menus and features on your MacBook desktop.
- As you explore each of the sections in depth, please note the [linked](#) items to learn more from Apple Mac support.



Getting to know your MacBook Air

Menu Bar

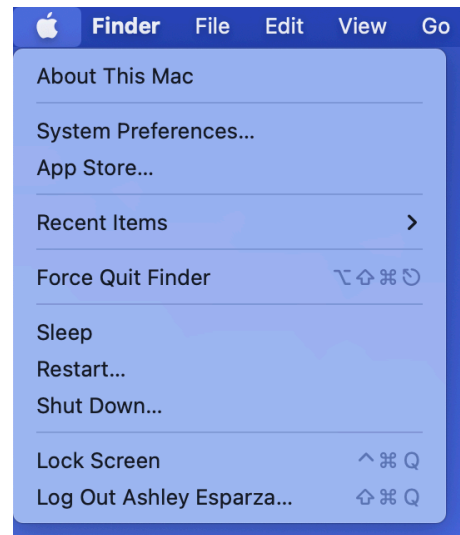
- By default, the Menu Bar will show all actions for the Finder.
- When using an application, it will show the actions for that program.
- The first item will be the name of the application. In the example below it is "Pages."



- To close an application, select the name, then go down to "Quit ____." In this example, I would click "Pages," then select "Quit Pages."

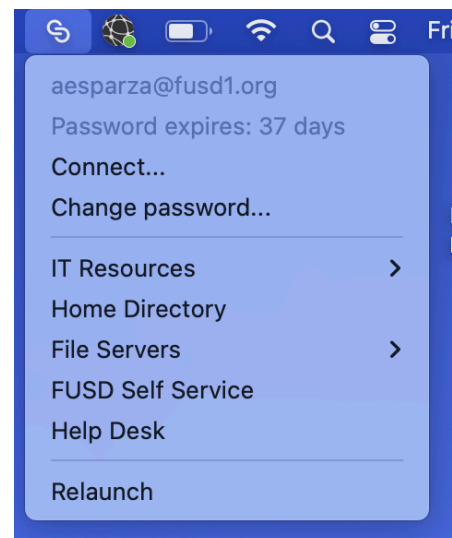
Apple Menu

- The Apple Menu allows access to features including Sleep, Restart, and Shut Down.
- Recent Items allows access to recent applications and documents.
- "Force Quit..." allows you to close any open applications.



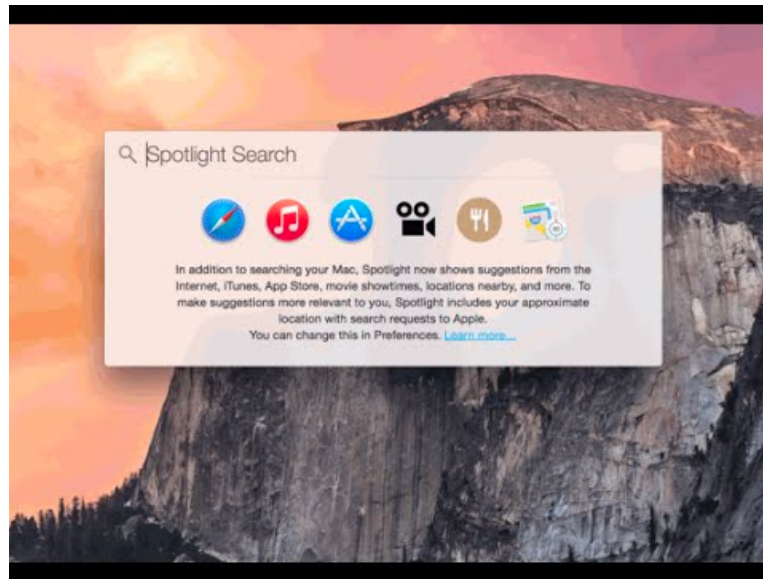
FUSD Connect Menu

- FUSD Connect Menu includes shortcuts for FUSD Self Service and Help Desk.
 - FUSD Self Service: where new applications can be found and downloaded on an FUSD laptop.
 - Help Desk: link to submit a Technology Help Desk Ticket.



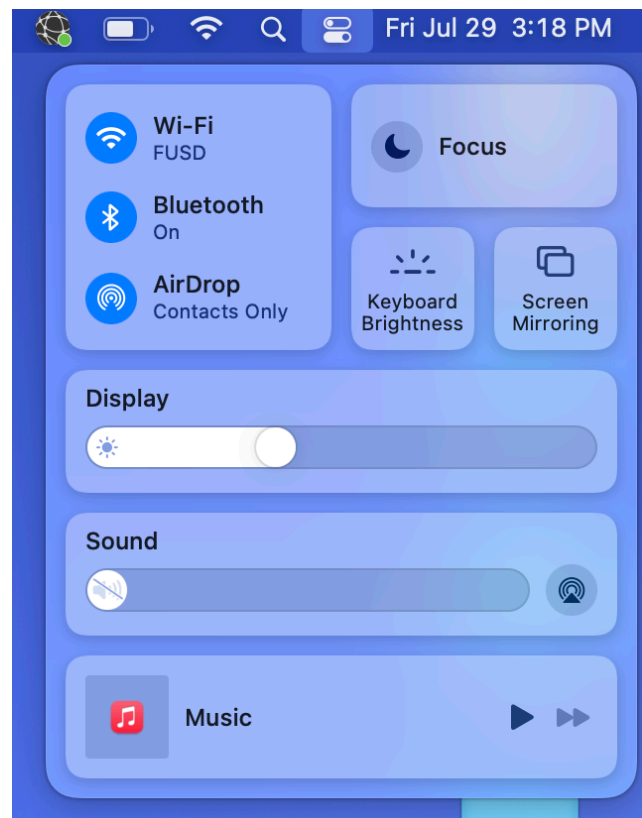
Spotlight

- When you click the Spotlight icon, a search bar will open that allows you to search on your laptop (applications, programs, tools, documents, etc.).



Control Panel

- The Sliders icon will open up the Control Panel.
 - Wi-Fi: where you can connect/disconnect
 - [AirDrop](#): how to turn AirDrop feature on/off (note: you can edit who can/cannot AirDrop in Settings)
 - [Screen Mirroring](#): where you can access AirPlay and connect to an Apple TV



Dock

- The menu located at the bottom of the desktop is the Dock. It includes shortcuts to Applications, recently used Applications, folders, open windows, and the trash bin. The [Dock](#) is editable and able to be personalized.
- The [Launchpad](#) opens access to all applications. You can open any application that is not in your Dock from the Launchpad.
- Self Service is where you can browse and download additional applications. This is the same on FUSD iPads.
- [System Preferences](#) allows you to customize and edit various settings on your MacBook.
- The folders in your Dock are recently used or shortcuts to common folders. In the example below, there are shortcuts to the Download Folder and the Documents Folder.
- Open Windows are located on the right end of the Dock. When you minimize a window, you can click [here](#) to reopen a window.
- Trash is where all deleted items are stored. You can drag items out of the Trash back to your desktop or to a folder, and empty the Trash [here](#).



Applications | Open Applications | Recent Applications

- Applications in the Dock allow you to quickly open and use them.
- Open Applications are indicated by a small indicator underneath the shortcut. This shows that the application may not be an open window, but is still open.
- Recent Applications show recently opened and used applications.

