MOUSE & TRACKPAD

| Keyboard | **Trackpad** | Bluetooth | Keyboard Shortcuts |

- TIP: TWO-FINGERS ON TRACKPAD = SCROLLING

Tracking Speed

Slow ——————— Fast

Double-Click Speed

Slow ——————— Fast

Trackpad Gestures:
- ☑ Use two fingers to scroll
  - ☑ Allow horizontal scrolling

Scrolling Speed

Slow ——————— Fast

☑ Zoom while holding ⌃ Control ▾   Options...

- TIP: YOU CAN ENABLE TAP-CLICKING

- ☐ Clicking
- ☐ Dragging
  - ☐ Drag Lock (tap again to release)

☑ For secondary clicks, place two fingers on the trackpad then click the button

Trackpad Options:
- ☑ Ignore accidental trackpad input
- ☐ Ignore trackpad when mouse is present

?

- TIP: TWO FINGERS ON TRACKPAD + CLICK = RIGHT-CLICK
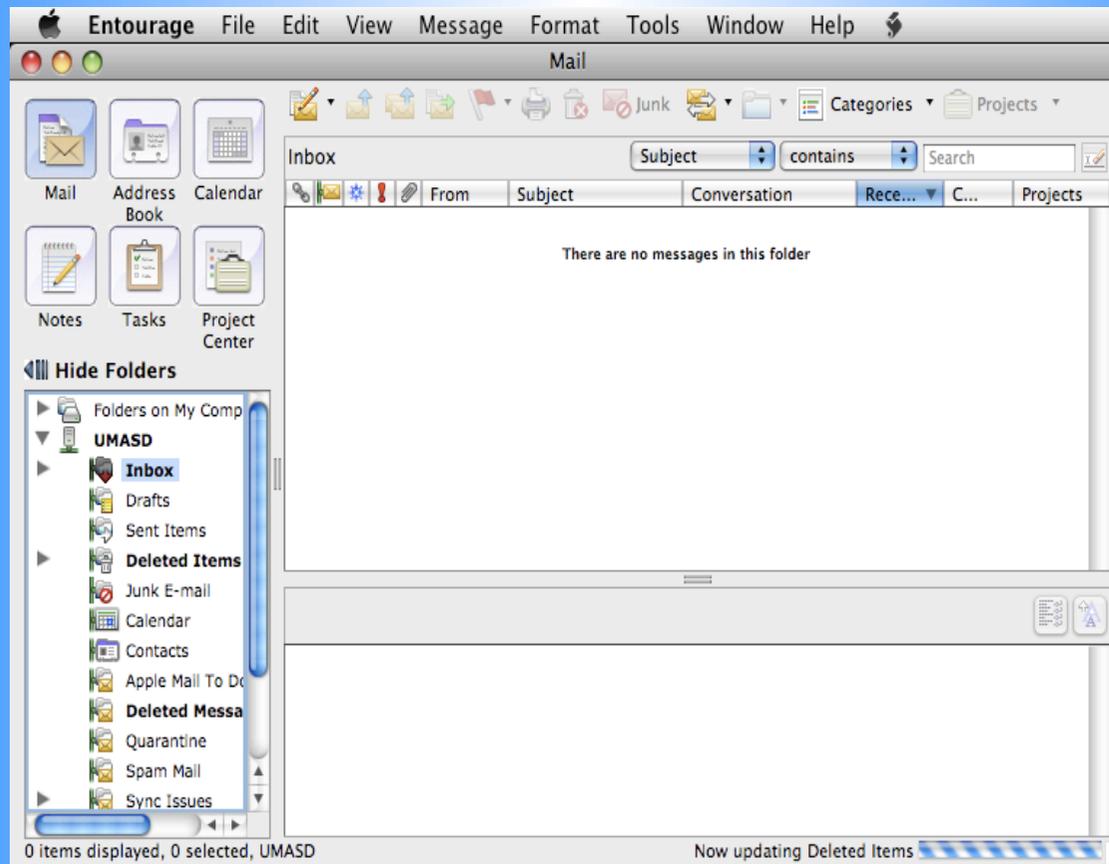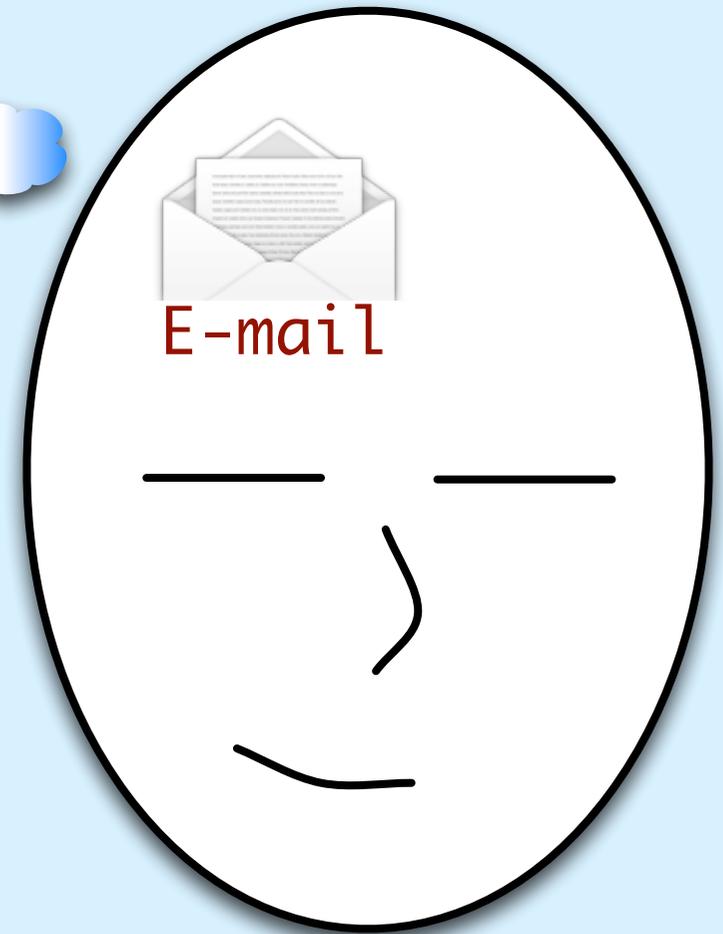
FIRST AND FOREMOST

YOUR INBOX SHOULD NOT BE YOUR TO-DO LIST
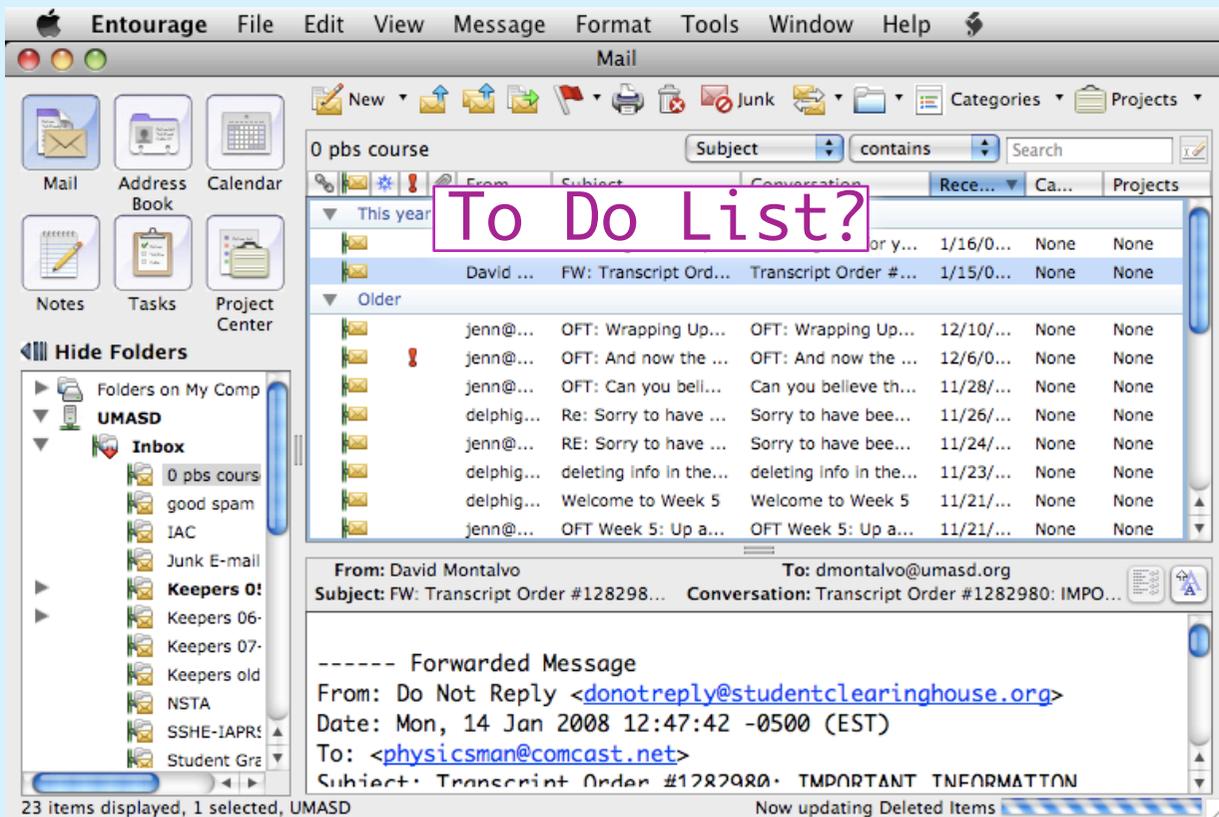
FIRST AND FOREMOST
YOUR INBOX SHOULD NOT BE YOUR TO-DO LIST
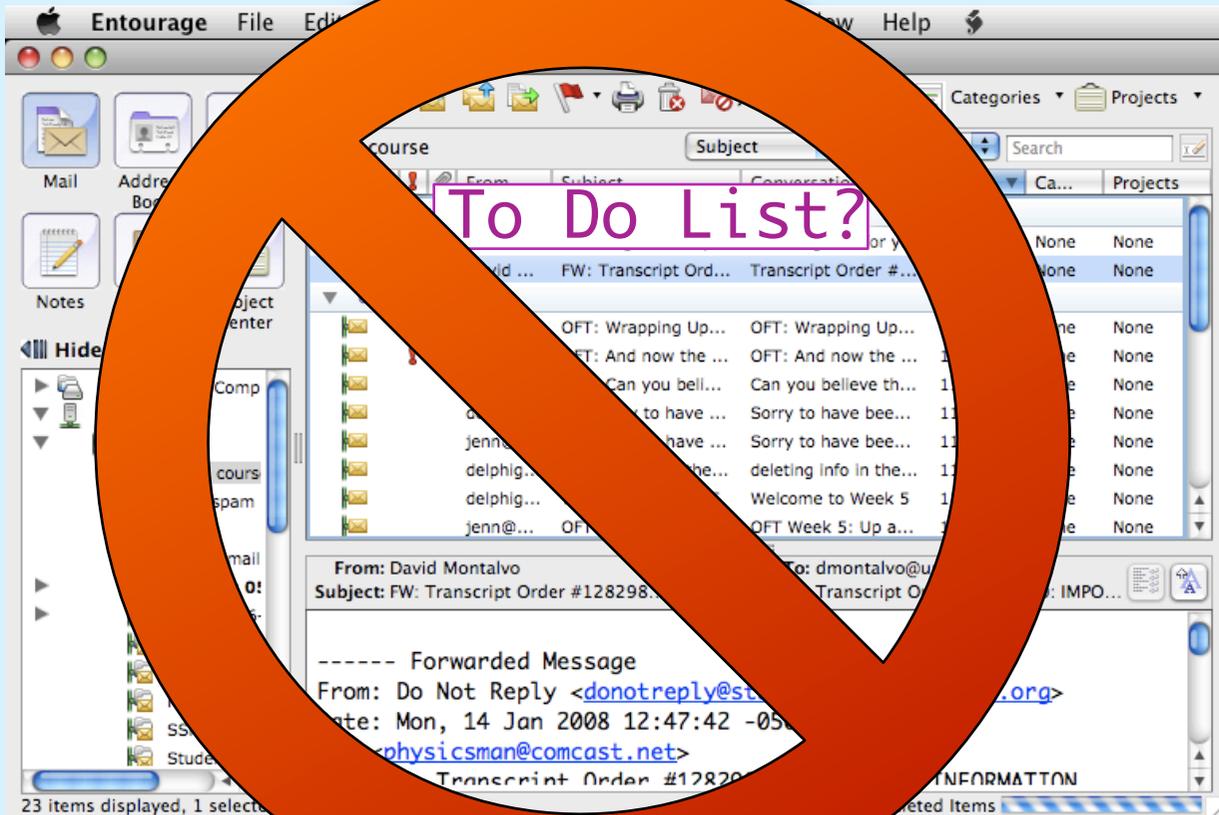
- IT'S NOT ALWAYS WITH YOU
- EACH E-MAIL ONLY VAGUELY REPRESENTS WHAT NEEDS TO BE DONE
- THAT MEANS THAT SOME INFO WILL ALWAYS BE NAGGING IN THE BACK OF YOUR MIND...
- ...WHICH TENDS TO INCREASE YOUR STRESS LEVEL
- IMPORTANT E-MAILS WILL GET LOST IN THE SHUFFLE!

LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?
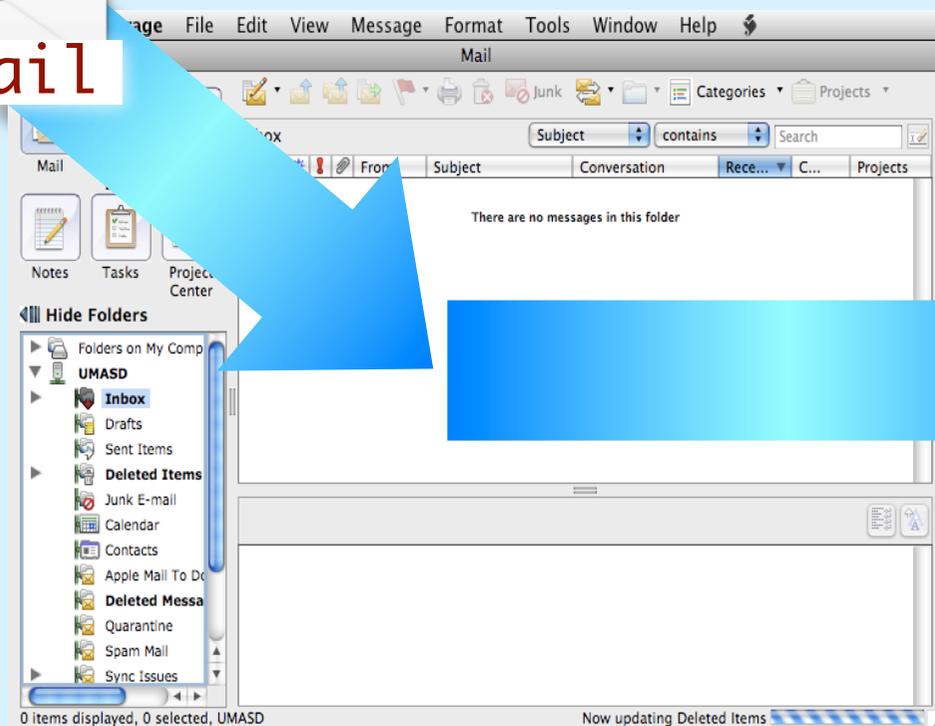
E-mail

- ACT ON IT

- DEFER ACTING ON IT

- DELEGATE IT

- DO NOTHING

- FILE IT

- DELETE IT

* Getting Things Done, by David Allen, and
"Inbox Zero" by Merlin Mann www.43folders.com/izero

LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?
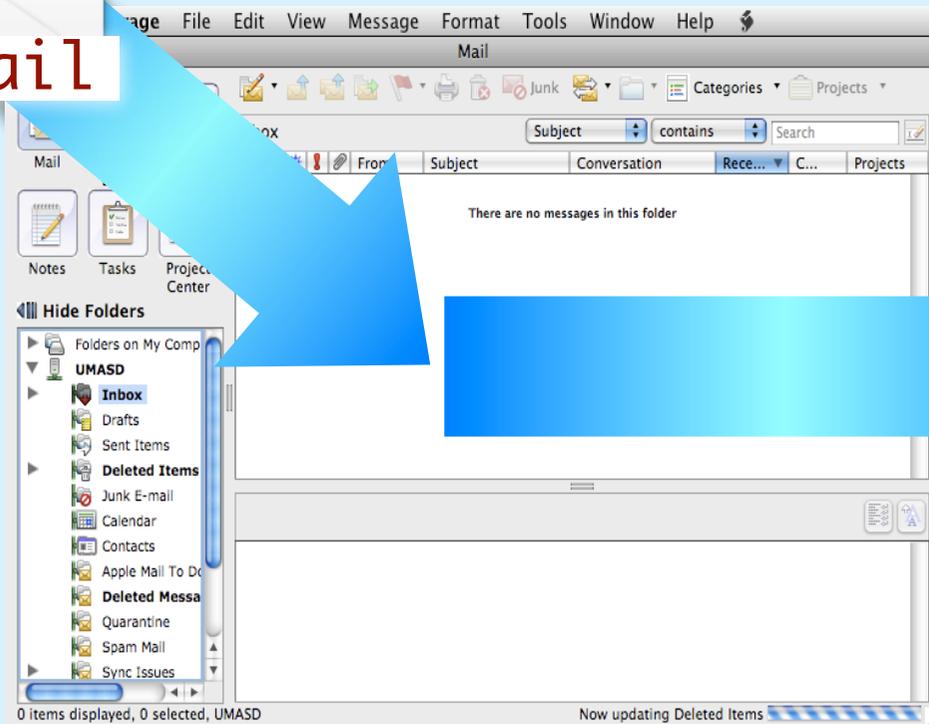
E-mail

- ACT ON IT

- DEFER ACTING ON IT

- DELEGATE IT

- DO NOTHING

- FILE IT

- DELETE IT

NOTE: ALL E-MAILS MUST END UP HERE SOONER OR LATER!

* Getting Things Done, by David Allen, and "Inbox Zero" by Merlin Mann www.43folders.com/izero

THE E-MAIL LIFE CYCLE

E-mail

ACT ON IT
REPLY
SET A REMINDER
ETC.

DEFER ACTING ON IT
SET A REMINDER TO
COME BACK TO IT

DELEGATE IT
FORWARD

DO NOTHING

FILE IT

DELETE IT

SKILLS YOU'LL NEED

E-mail

ACT ON IT
REPLY
SET A REMINDER
ETC.

DEFER ACTING ON IT
SET A REMINDER TO
COME BACK TO IT

DELEGATE IT
FORWARD

DO NOTHING

FILE IT

DELETE IT
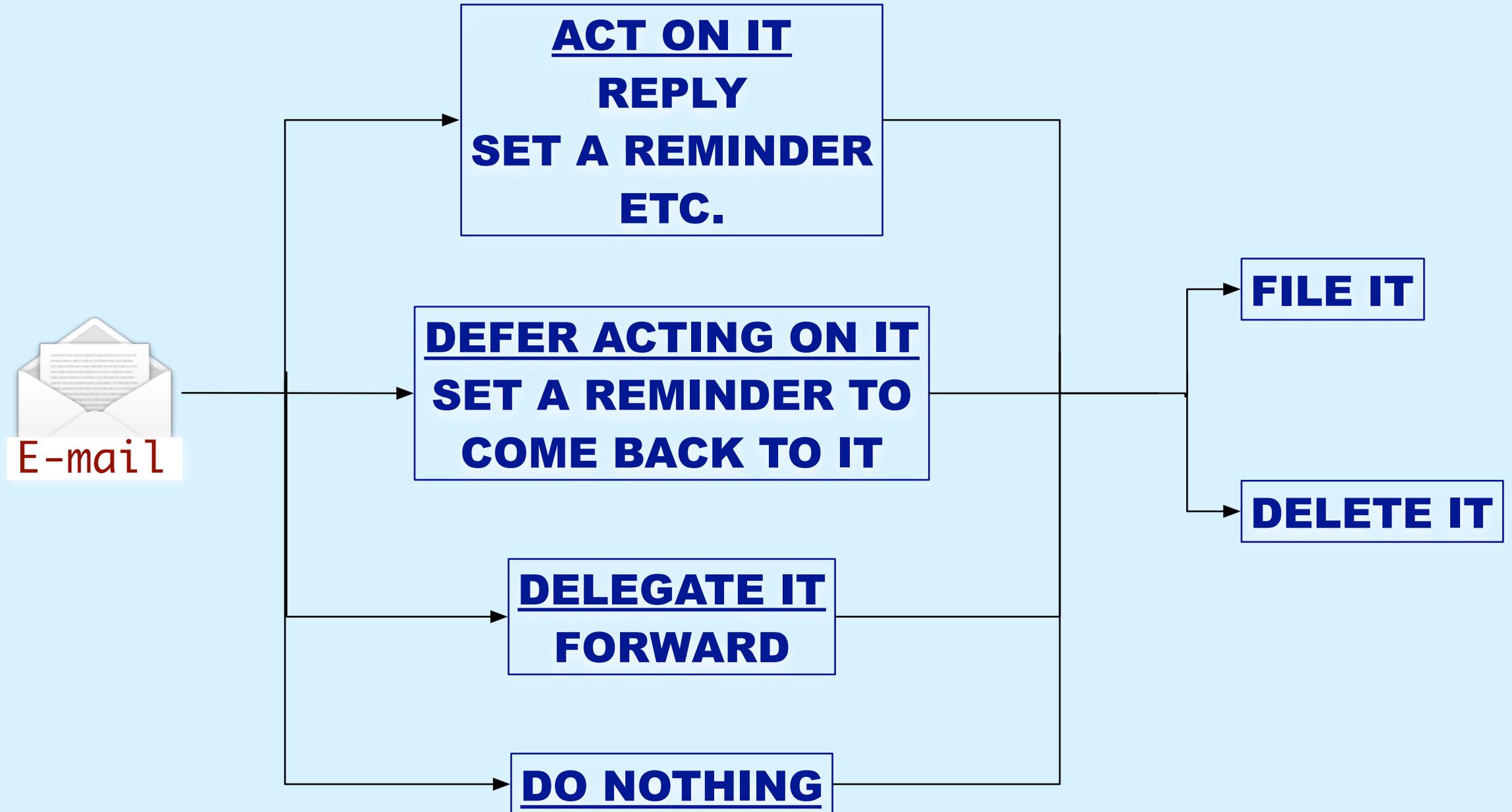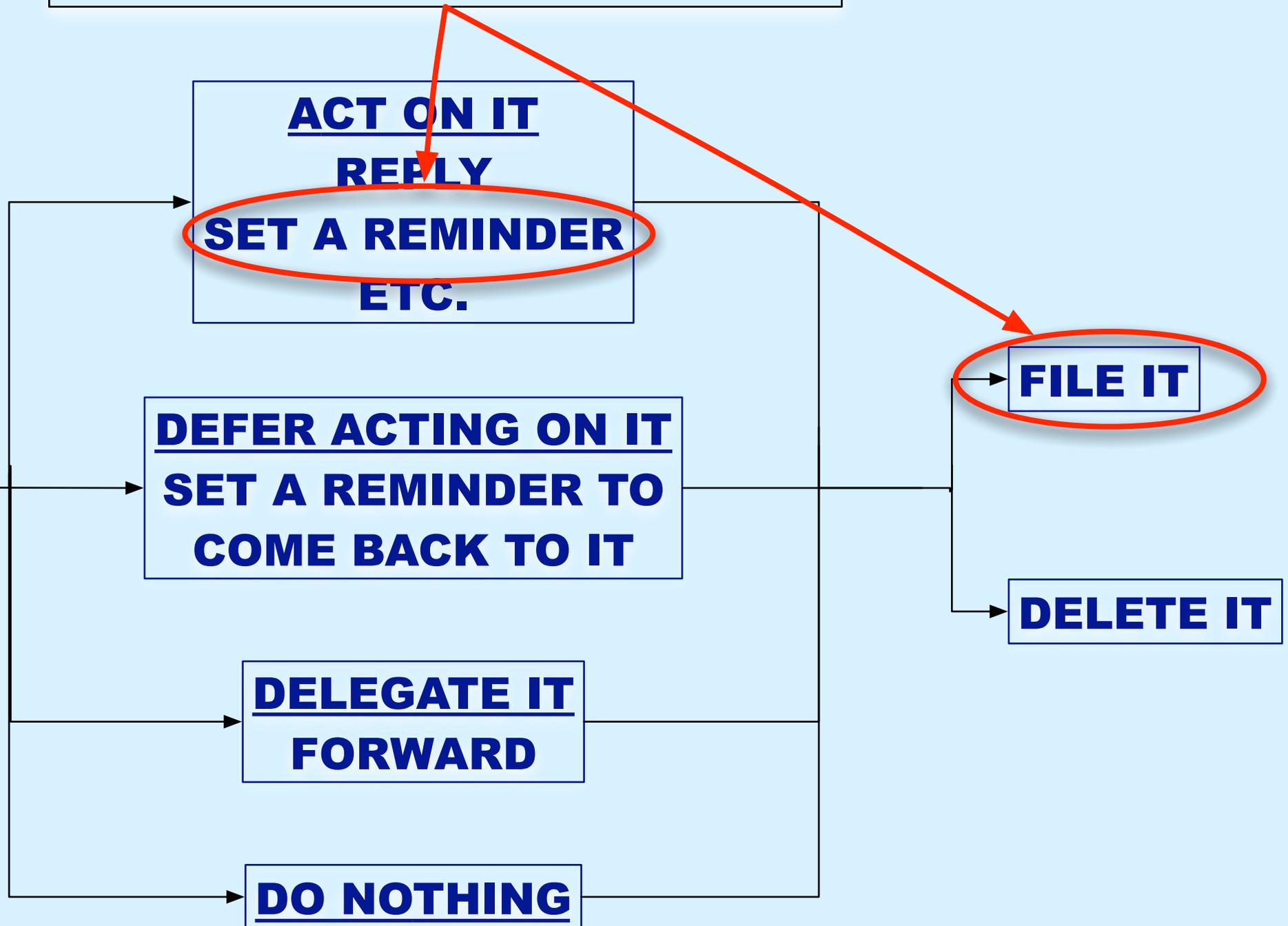
BEFORE WE GET TO THE SKILLS

ONE RECOMMENDATION...
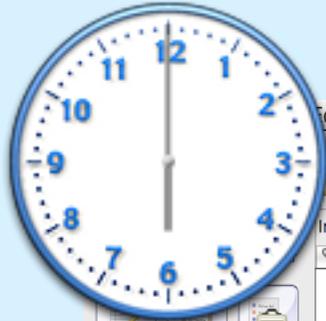
E-mail

INSTEAD OF FREQUENTLY CHECKING YOUR E-MAIL...

SET TIMES DURING THE DAY TO PROCESS ALL THE E-MAIL IN YOUR INBOX

CLEAR THE INBOX* (IF POSSIBLE)

* "Inbox Zero" by Merlin Mann
www.43folders.com/izero
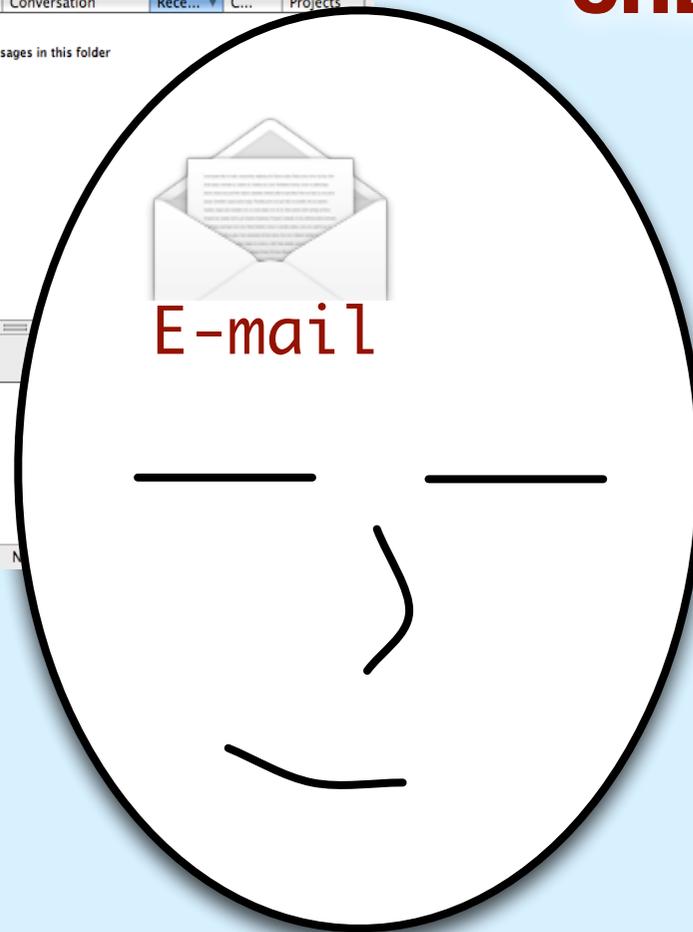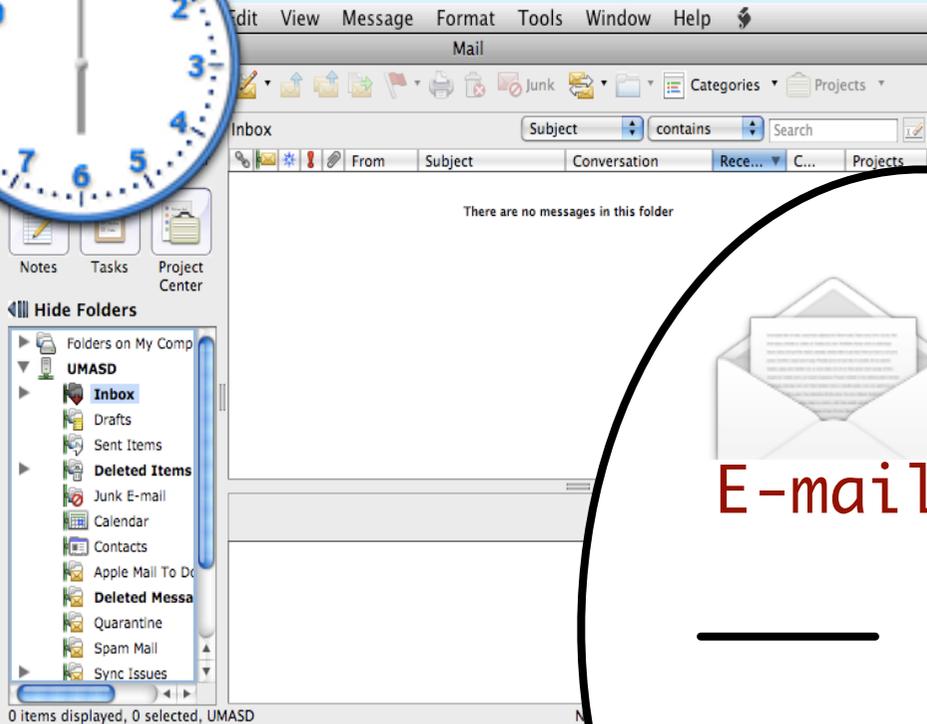
CREATING FOLDERS IN YOUR E-MAIL

THREE SCHOOLS OF THOUGHT

CREATE FOLDERS TO FILE TYPES OF E-MAIL
- MEMOS
- PARENT
- IEPs

CREATE FOLDERS TO FILE MAIL BASED ON URGENCY
- BY TODAY
- BY FRI
- END OF MONTH
- ARCHIVE

CREATE ONE FOLDER "ARCHIVE" AND USE SEARCH AND SORT FEATURES TO FIND OLD E-MAIL

MORE SKILLS!

SEARCH AND SORT E-MAIL

- CLICK ON A FOLDER

- CLICK A HEADER TO SORT
(CLICK AGAIN TO REVERSE-SORT)

- OR USE THE SEARCH

CREATING E-MAIL FOLDERS

HOW-TO

Entourage   File   Edit   View   Message   For...

Mail   Address Book   Calendar

Notes   Tasks   Project Center

New ▾   Fla...

Inbox

From   S...

◀||| Hide Folders

▶ Folders on My Comp
▼ UMASD
▼ Inbox
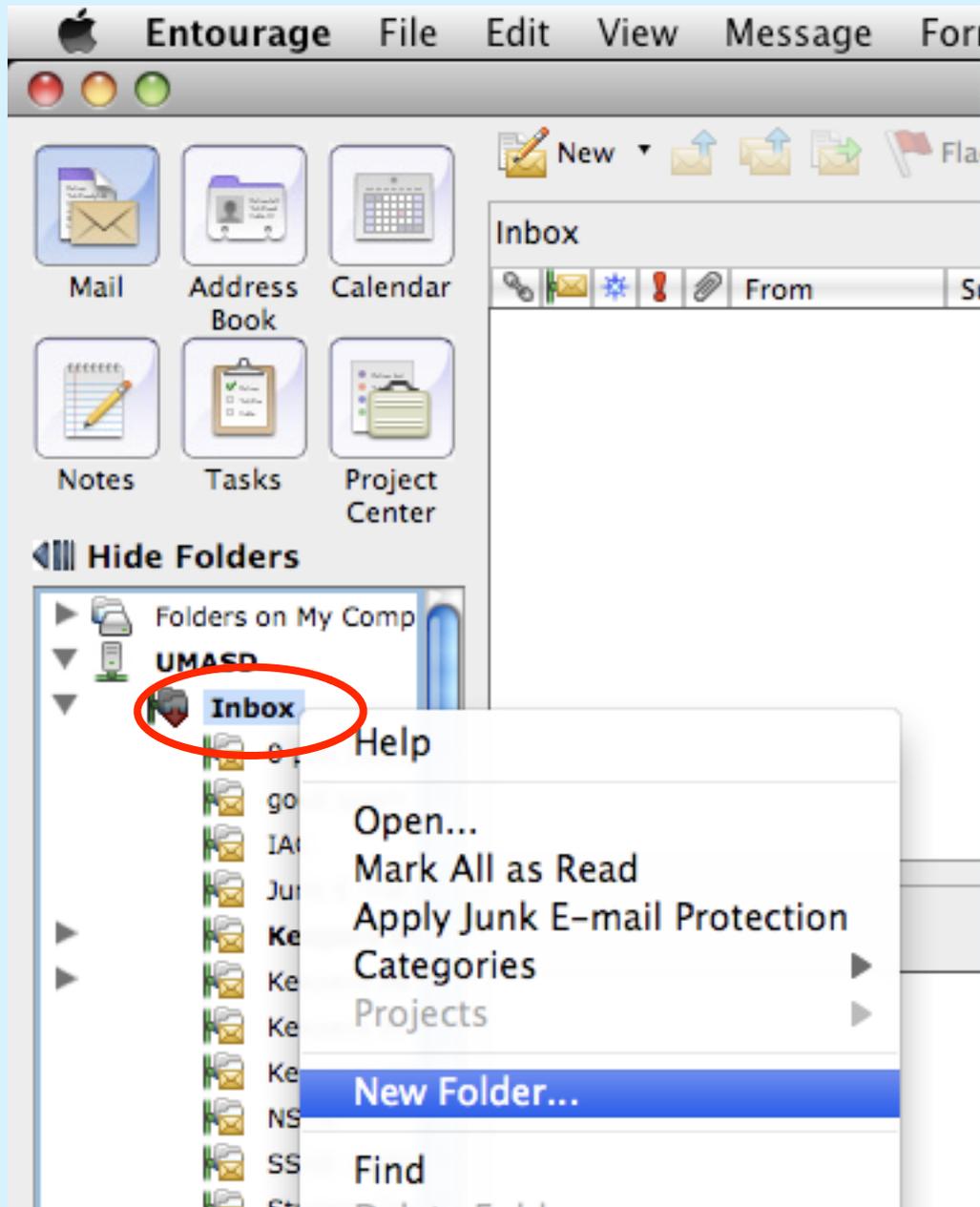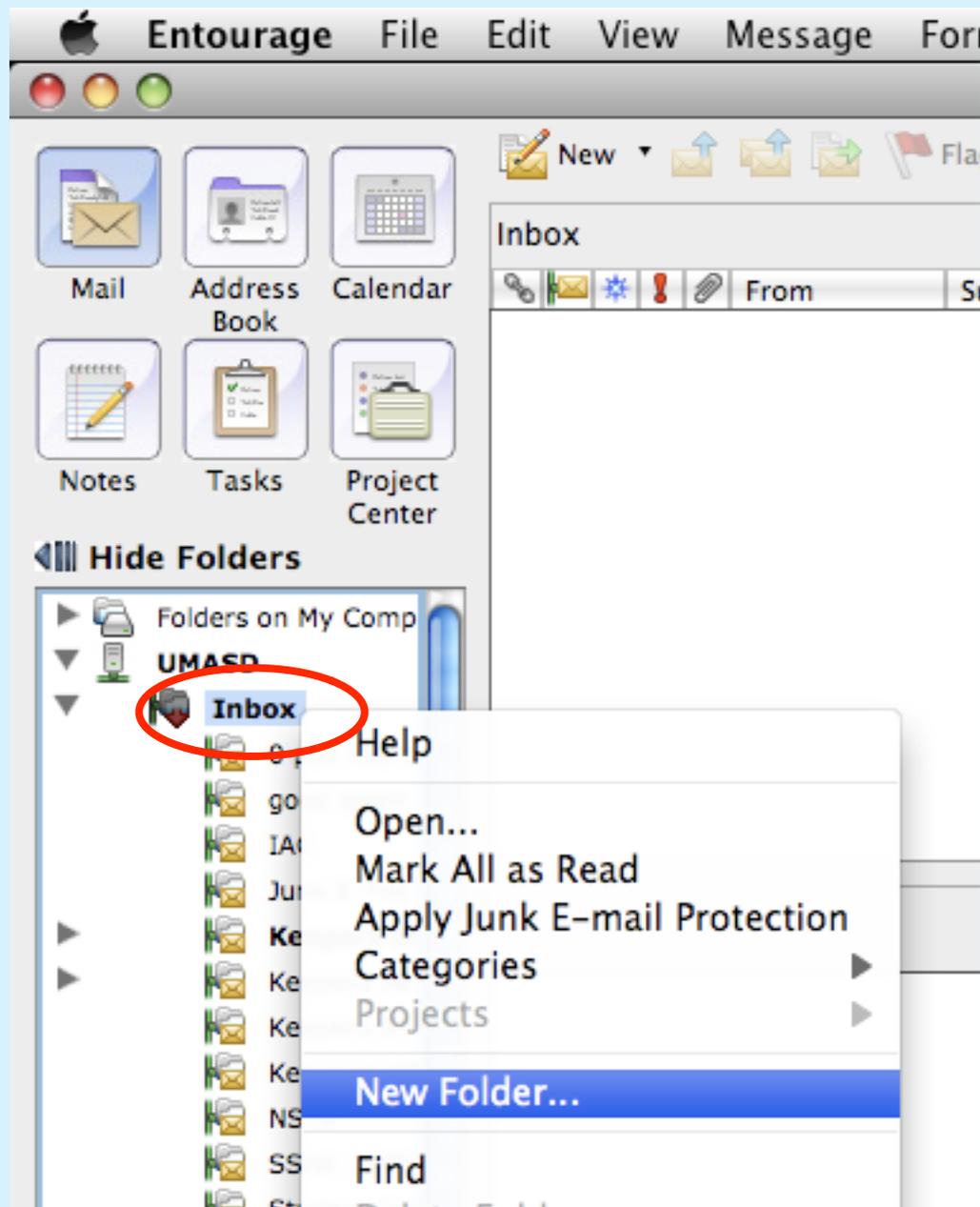
- **RIGHT-CLICK* THE INBOX**

- **CHOOSE "NEW FOLDER"**

- **NAME IT**

- **DONE!**

Help

Open...
Mark All as Read
Apply Junk E-mail Protection
Categories   ▶
Projects   ▶

New Folder...

Find

TIME TO PROCESS YOUR E-MAIL

CLEAR THAT INBOX!

* Or control-click, or two-finger click

iCAL REMINDERS
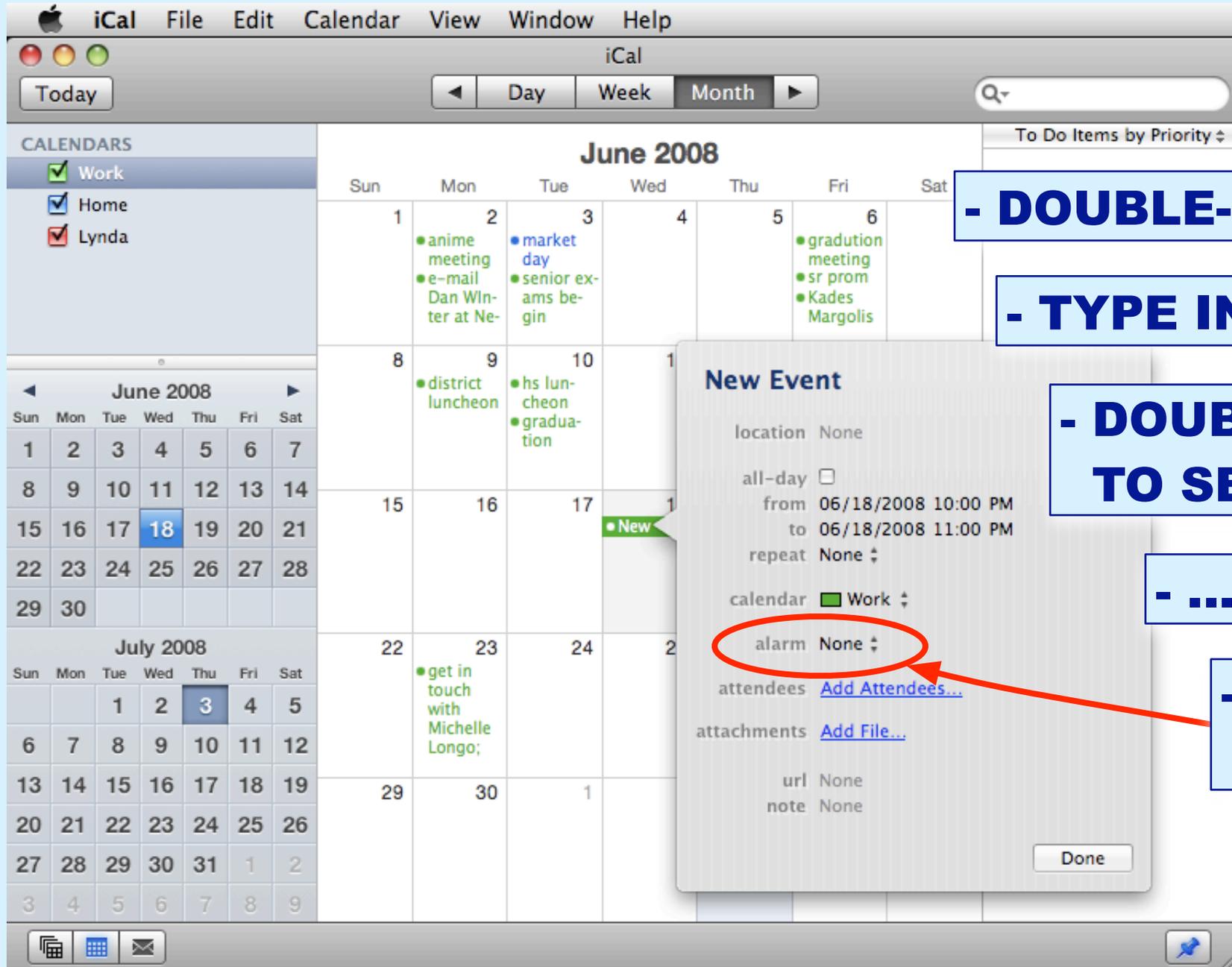
- DOUBLE-CLICK A DAY

- TYPE IN A DESCRIPTION

- DOUBLE CLICK AGAIN TO SET DETAILS...

- ...LIKE THE TIME

- ...AND THE ALARM FEATURE

SETTING RULES

FOR EXAMPLE...

HAVE MAIL FROM SPECIFIC ADDRESSES
AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL WITH SPECIFIC WORDS IN THE SUBJECT
OR BODY AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL AUTOMATICALLY FORWARDED TO
ANOTHER ADDRESS AND THEN DELETED

SETTING RULES

HOW TO
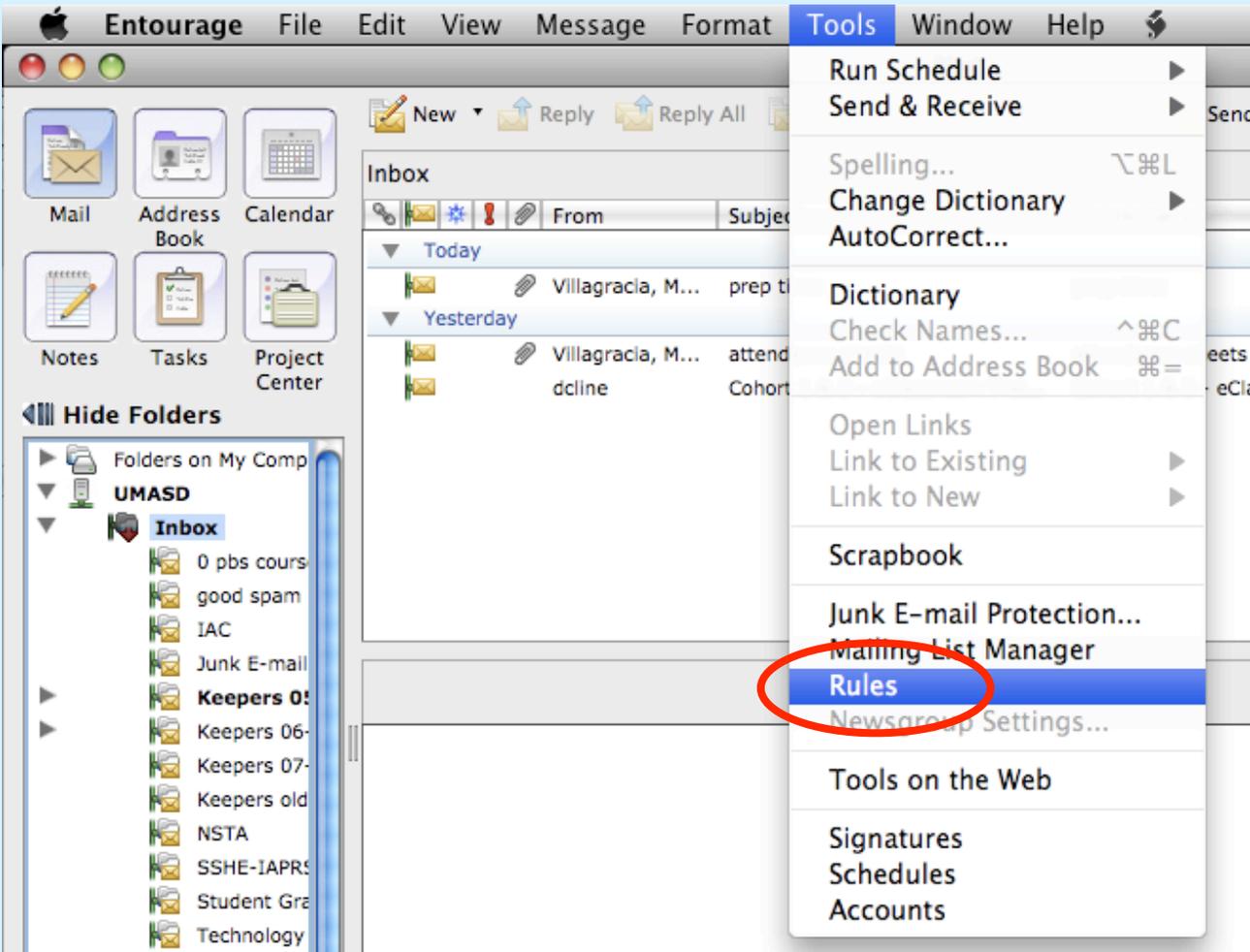
1. CLICK TOOLS > RULES

SETTING RULES

HOW TO

1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"
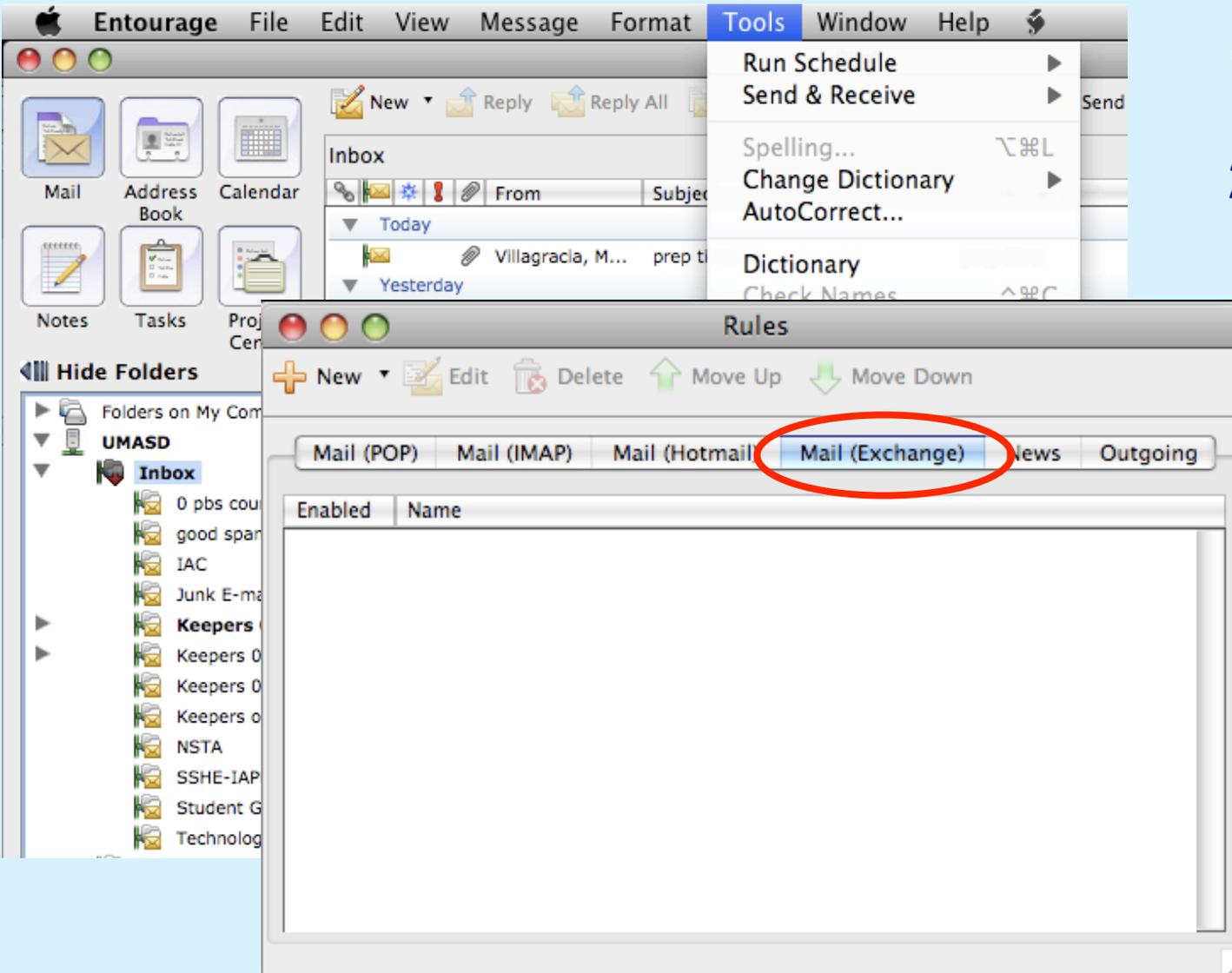
SETTING RULES

HOW TO

1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"
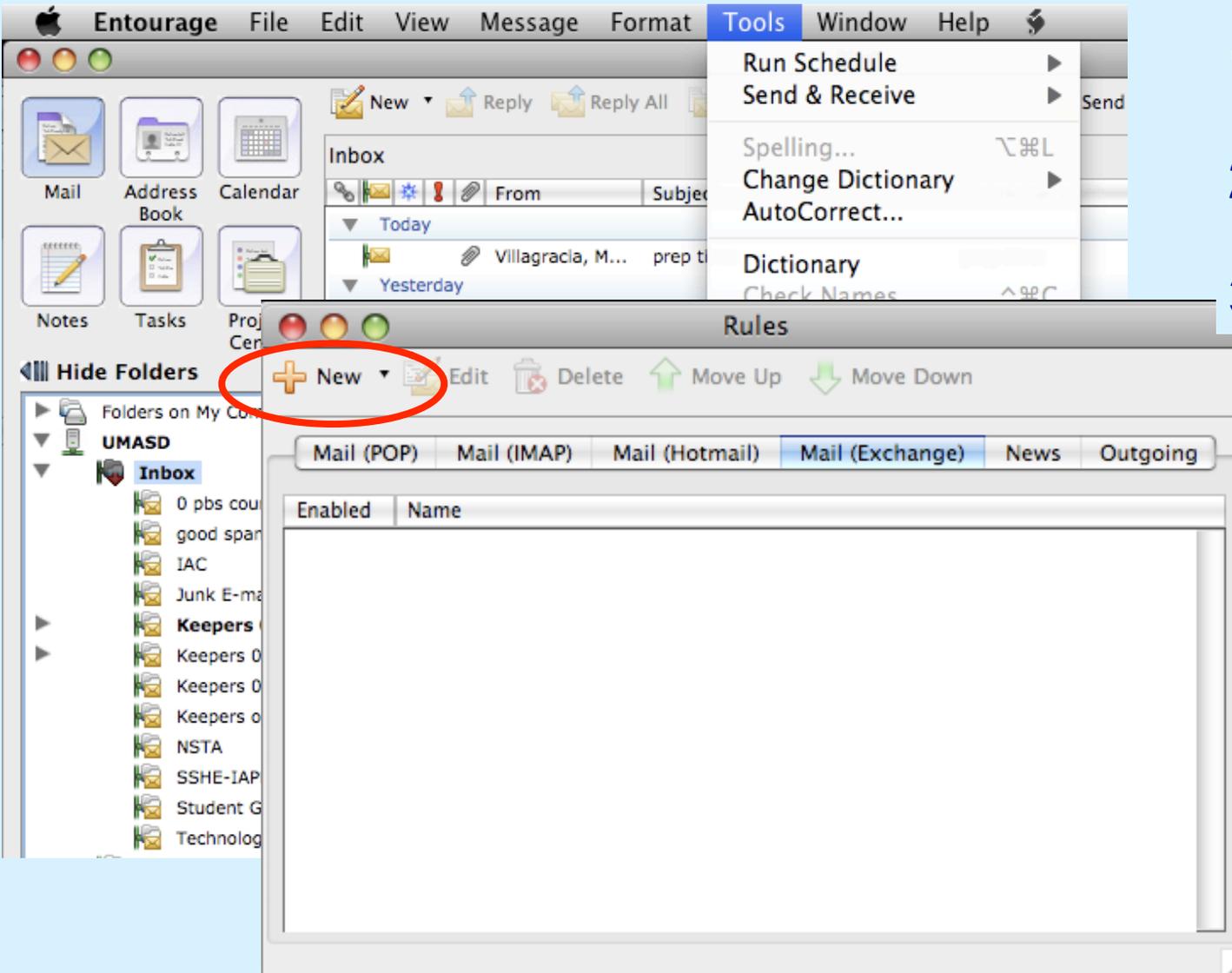
3. CLICK "NEW"

SETTING RULES

HOW TO
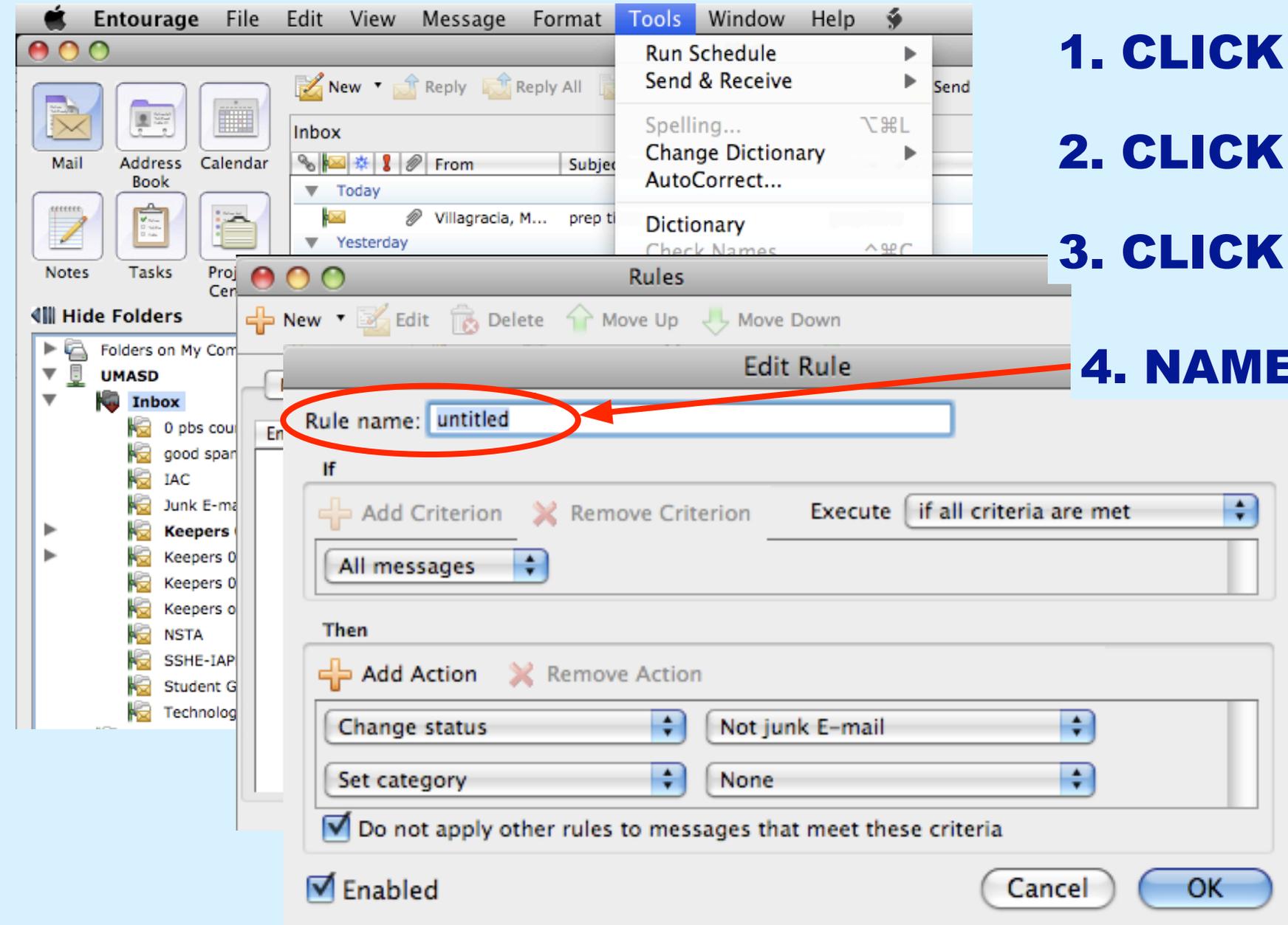
1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"

3. CLICK "NEW"

4. NAME IT

SETTING RULES

HOW TO

1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"

3. CLICK "NEW"

4. NAME IT

5. SELECT THE CRITERIA
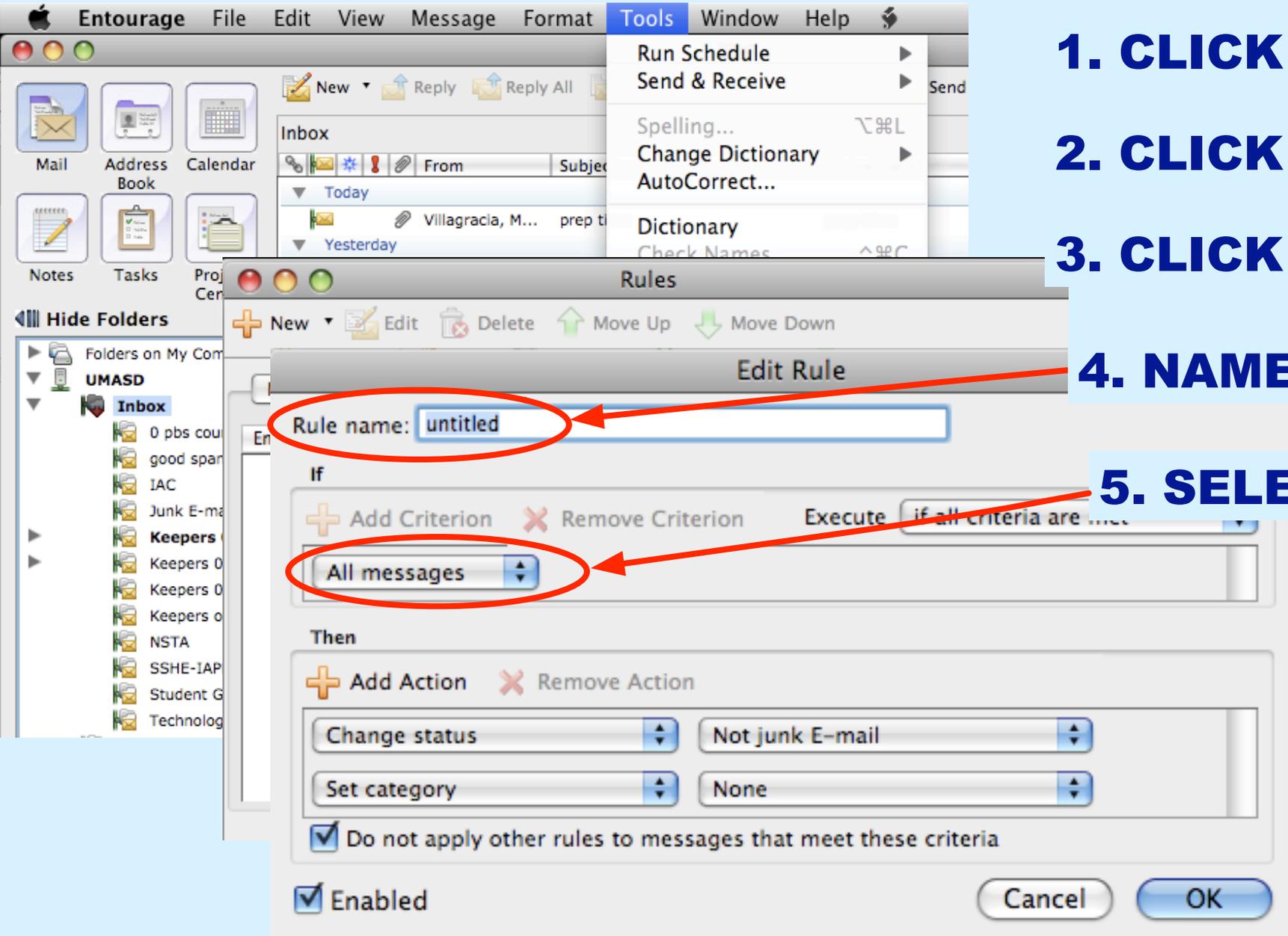
SETTING RULES

HOW TO

1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"

3. CLICK "NEW"

4. NAME IT

5. SELECT THE CRITERIA

6. SET WHAT SHOULD HAPPEN WHEN THE CRITERIA ARE MET
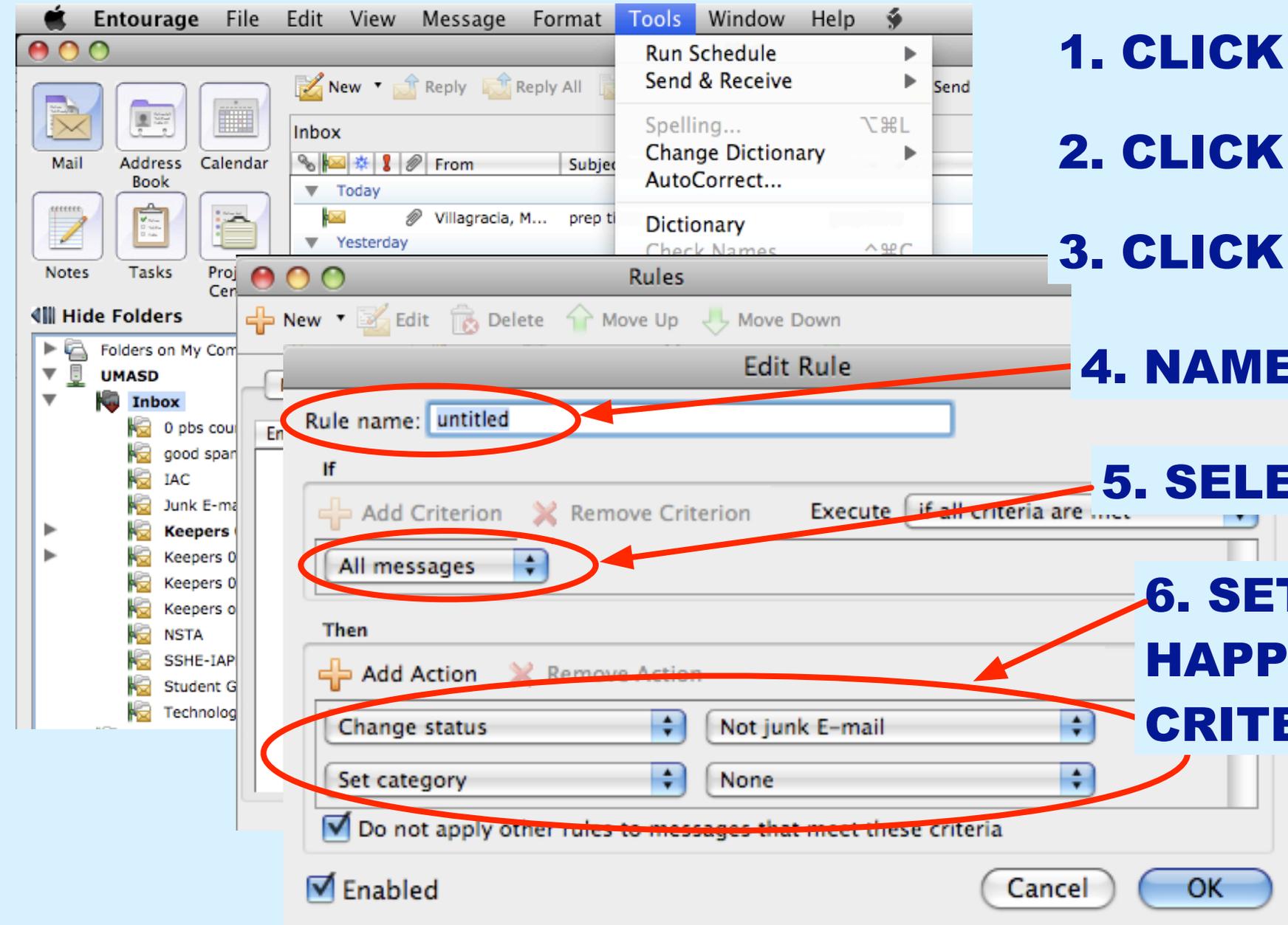
USING CATEGORIES

EACH CATEGORY HAS A DISTINCTIVE COLOR

CAN BE USED IN CONJUNCTION WITH RULES

FOR EXAMPLE... MAIL FROM A SPECIFIC ADDRESS GETS CATEGORIZED AS "FAMILY" WITH A DISTINCT COLOR

YOU CAN EDIT THE CATEGORIES AND COLORS

USING CATEGORIES

HOW TO

1. CLICK EDIT > CATEGORIES

2. CREATE CATEGORIES THAT YOU CAN USE

3. GO BACK TO RULES AND ASSIGN CATEGORIES AUTOMATICALLY

4. YOU COULD ALSO CREATE BLANKET RULES FOR A GIVEN CATEGORY
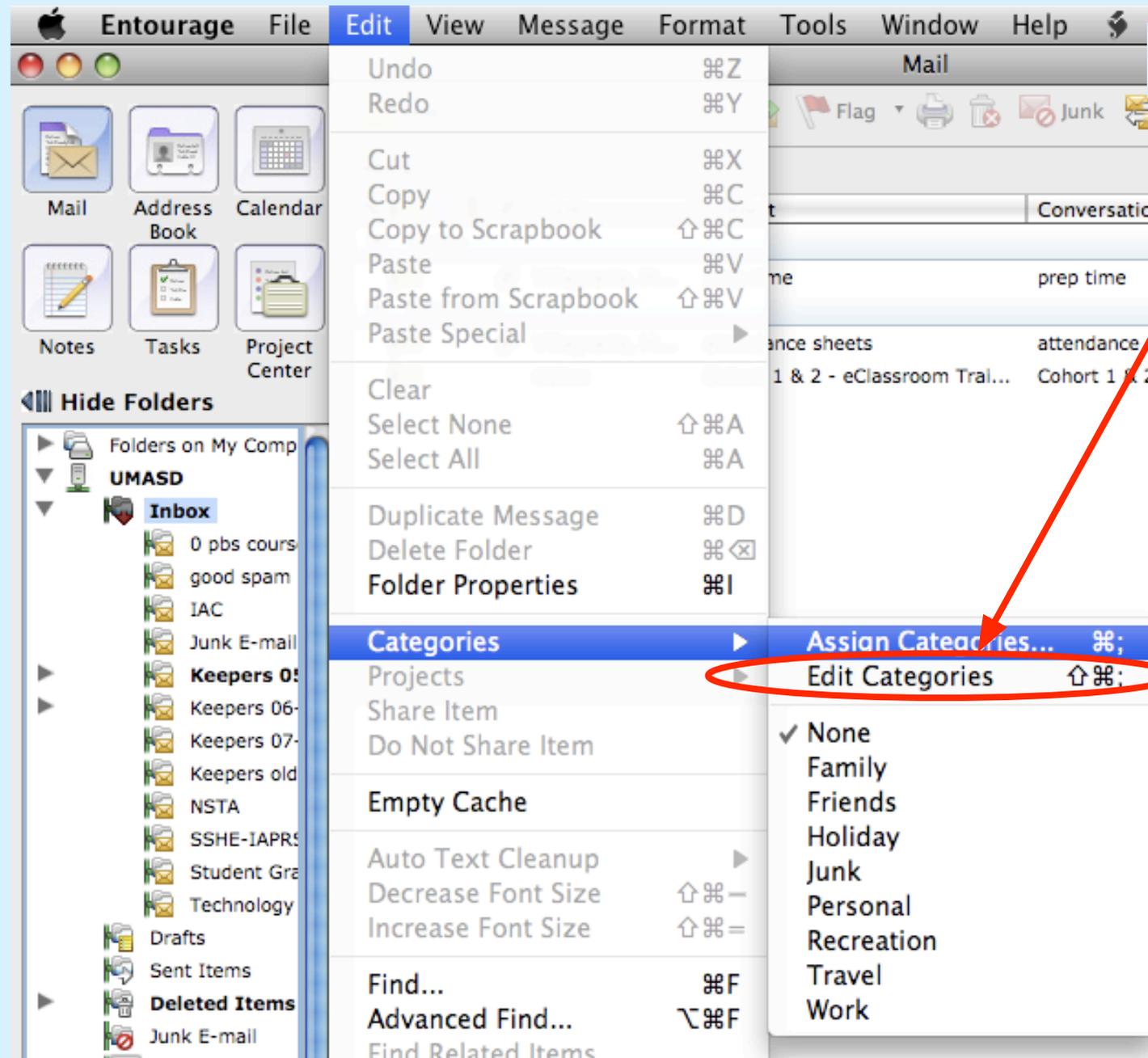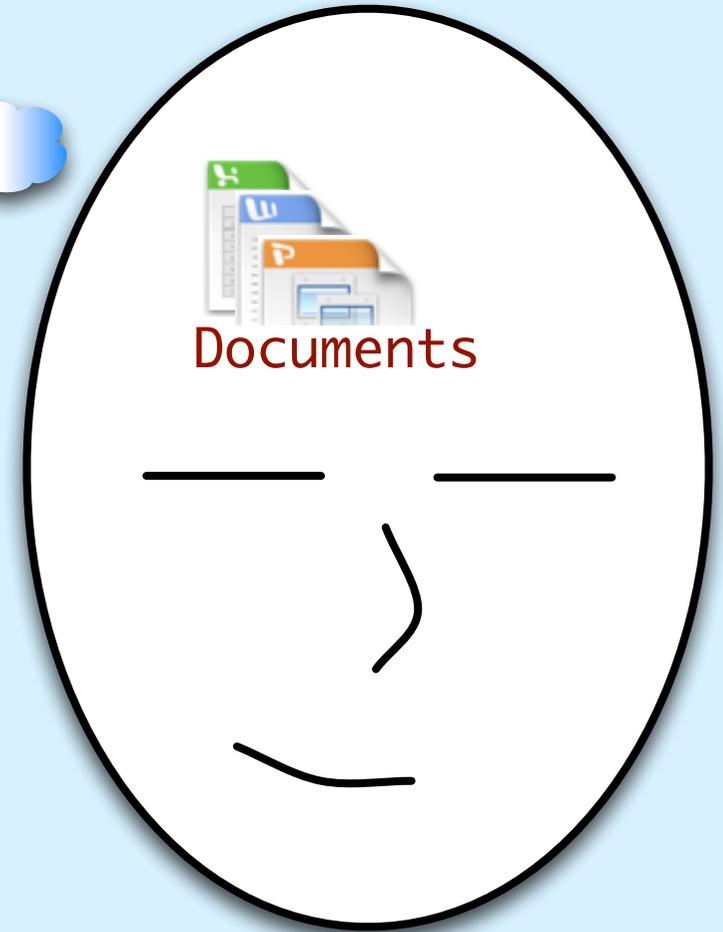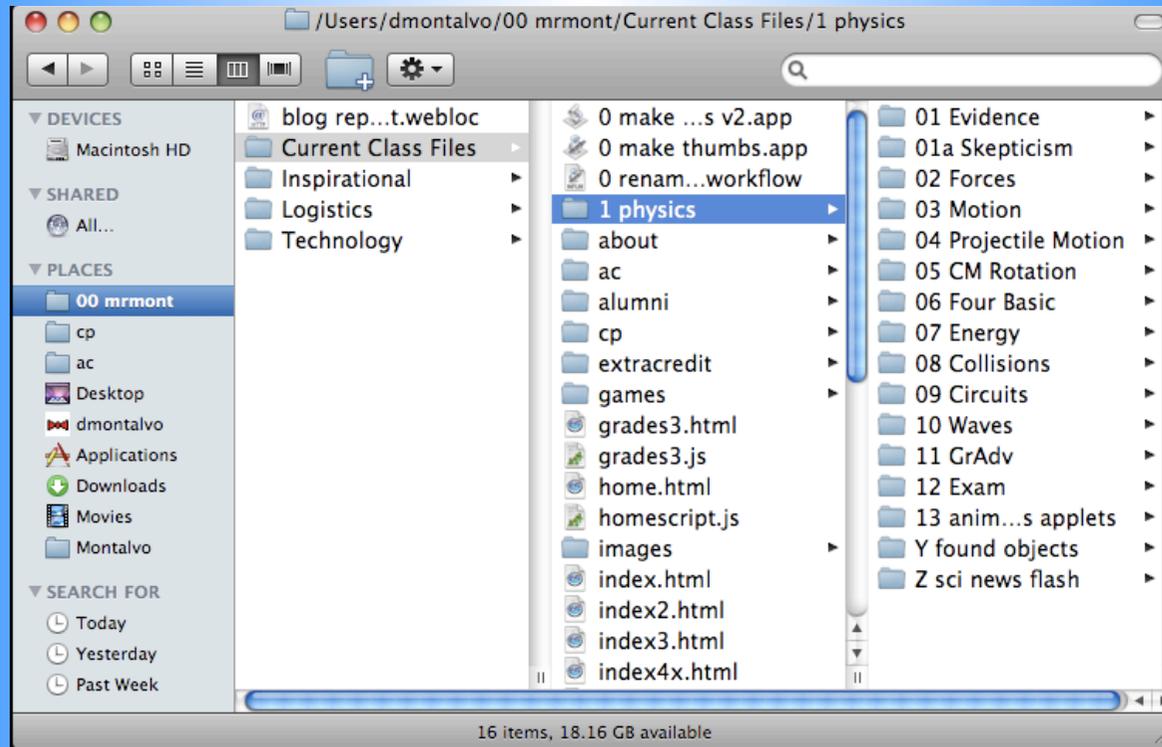
WE'LL LOOK AT...

FOLDER VIEWS AND SORTING

RENAMING & NAMING SCHEMES

SEARCHING FOR DOCUMENTS

SIMPLE VS COMPLEX FOLDER SYSTEMS

CREATING SHORTCUTS
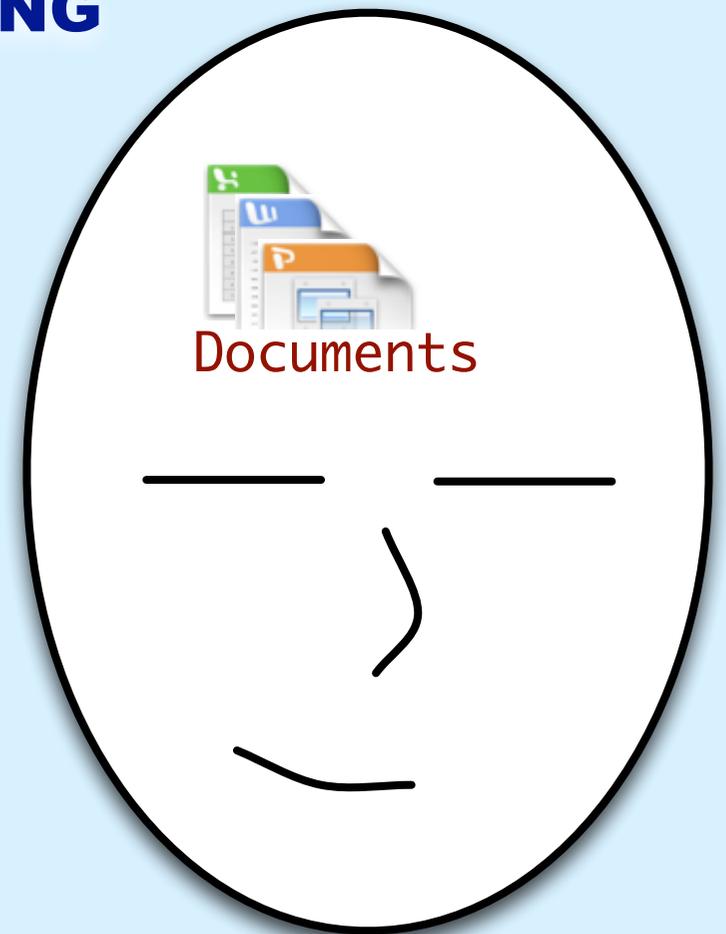
Documents
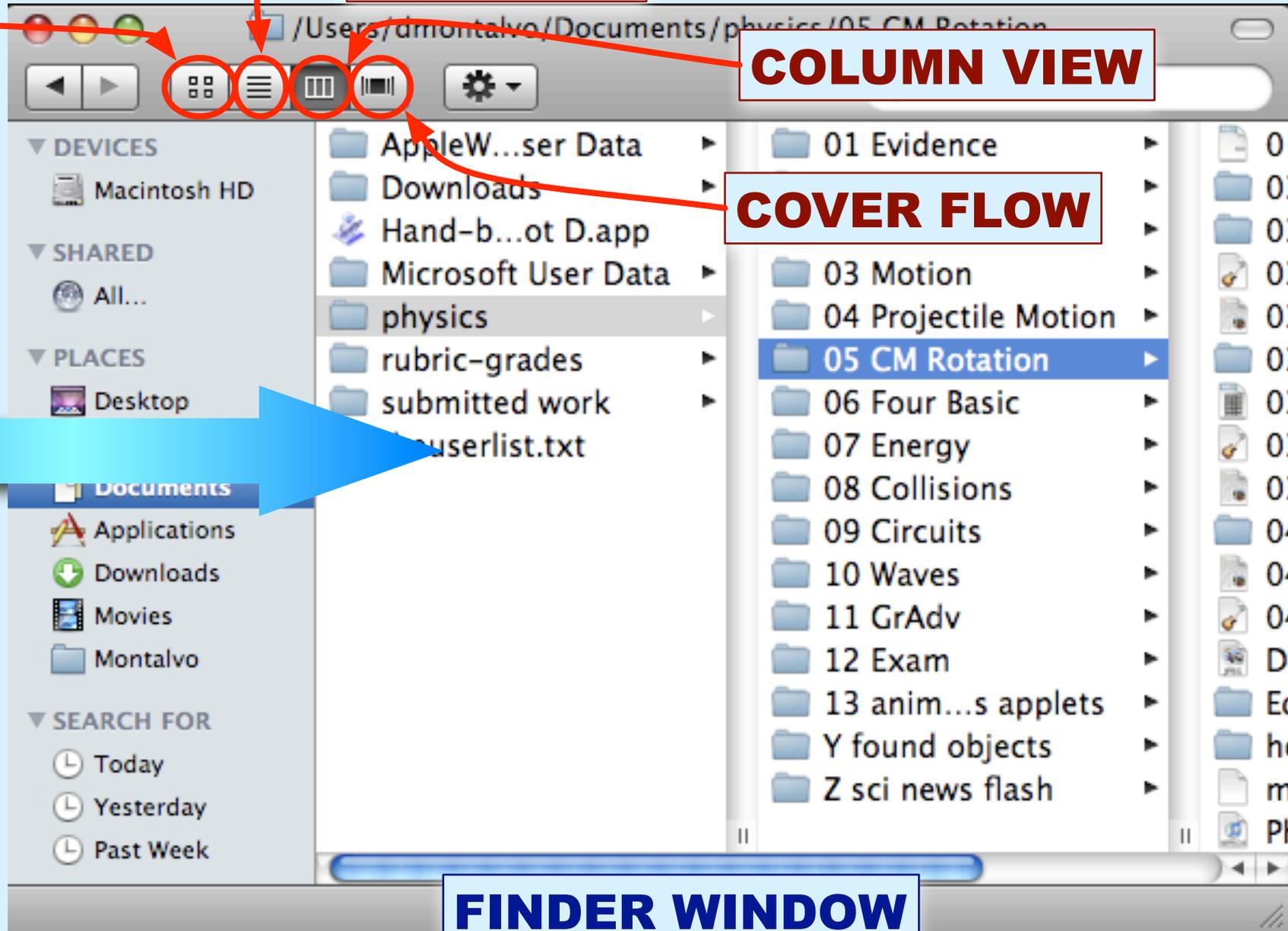
ICON VIEW
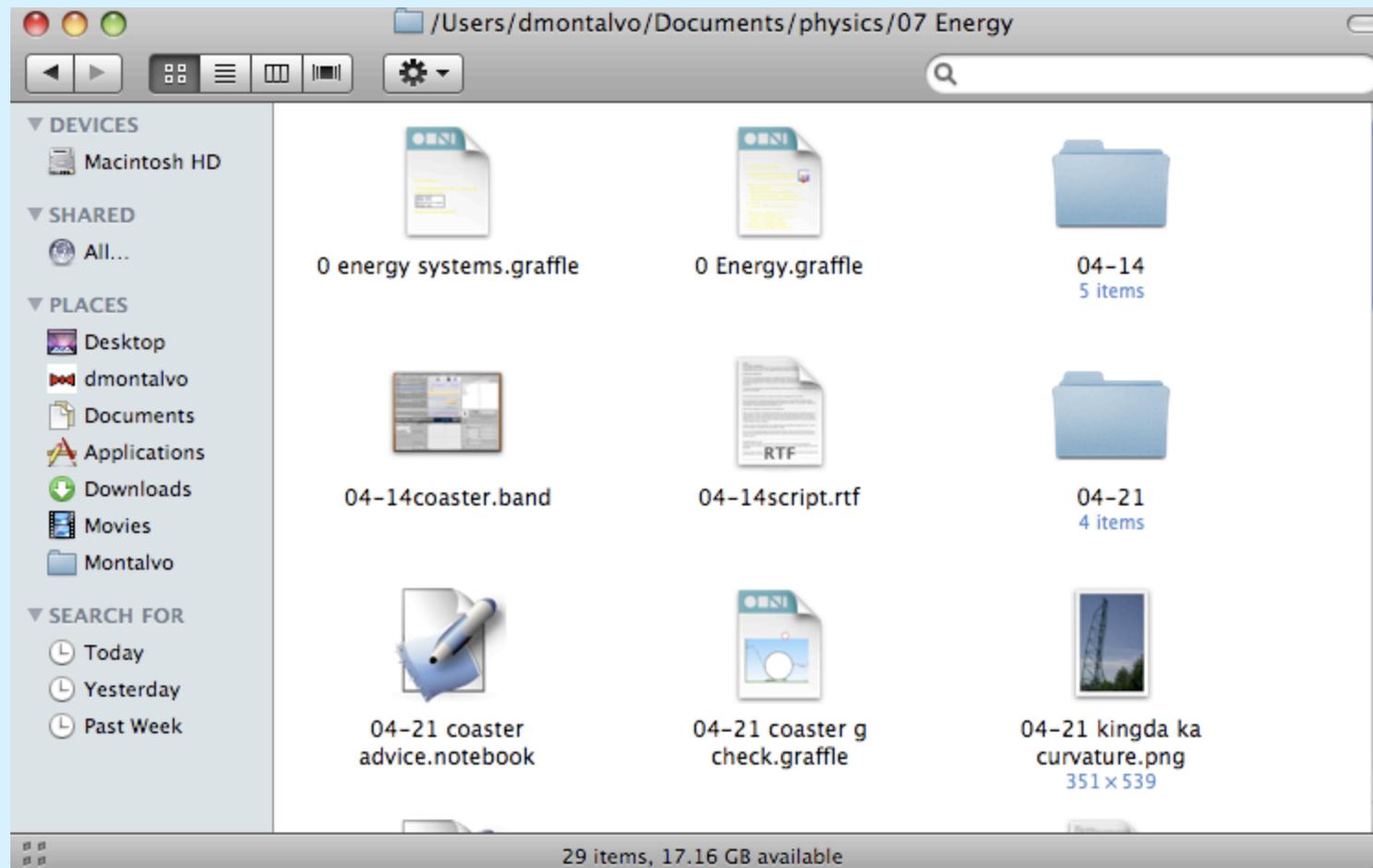
ADVANTAGE
YOU CAN SEE SMALL
PREVIEWS OF ALL FILES

DISADVANTAGES
CAN'T SORT
CAN'T SEE MUCH
EASY TO GET LOST IN FOLDERS

LIST VIEW
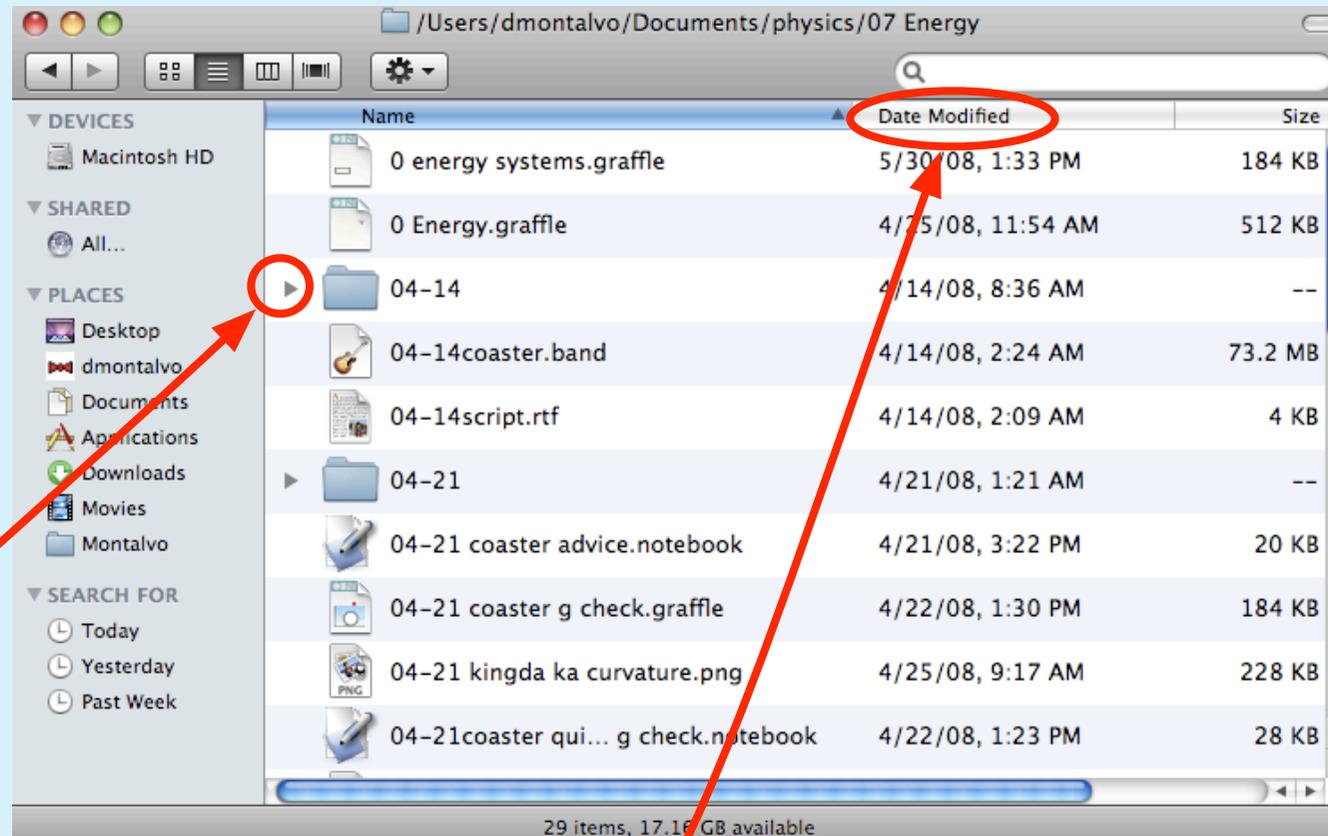
ADVANTAGES
CAN SEE DETAILS
SORT BY CLICKING HEADERS
EXPAND/COLLAPSE FOLDERS

DISADVANTAGES
CAN STILL GET LOST IN FOLDERS
NO PREVIEW (BUT CAN HIT SPACEBAR TO SEE BIG PREVIEW)

COLUMN VIEW

/Users/dmontalvo/Documents/physics/07 Energy

AppleW...ser Data	01 Evidence
Downloads	01a Skepticism
Hand-b...ot D.app	02 Forces
Microsoft User Data	03 Motion
physics	04 Projectile Motion
rubric-grades	05 CM Rotation
submitted work	06 Four Basic
theuserlist.txt	07 Energy
	08 Collisions
	09 Circuits
	10 Waves
	11 GrAdv
	12 Exam
	13 anim...s applets
	Y found objects
	Z sci news flash

0 energy...s.graffle
0 Energy.graffle
04-14
04-14coaster.band
04-14script.rtf
04-21
04-21 c...otebook
04-21 co...ck.graffle
04-21 k...ture.png
04-21c...otebook
04-21coaster.band
04-21script.rtf
04-21se...oval.png
05-20 E... warming
2007 oil flow.pdf
Asteriod...t Impact
Coaster ...g.webloc
Coaster gs.webloc
Coaster Phet.webloc

DEVICES
Macintosh HD

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All...

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Applications
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Movies
Montalvo

SEARCH FOR
Today
Yesterday
Past Week

1 of 29 selected, 17.16 GB available

ADVANTAGE
CAN'T GET LOST IN FOLDERS
THE MOST INFO IN THE
LEAST SPACE

DISADVANTAGES
NO PREVIEW (BUT CAN HIT
SPACEBAR TO SEE BIG PREVIEW)
NO DETAILS (BUT CAN
HIGHLIGHT TO SEE DETAILS)

RENAMING FILES & FOLDERS
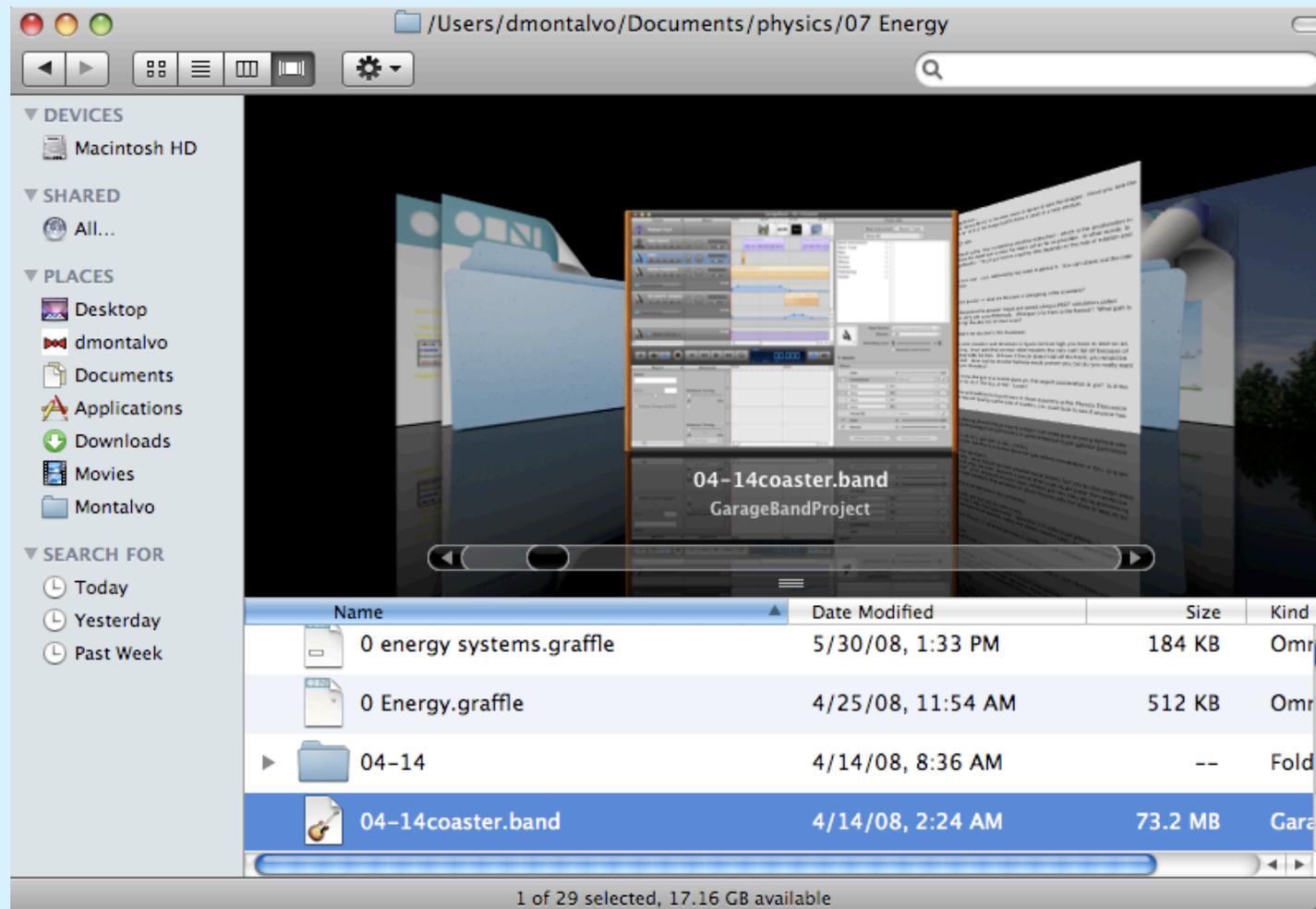
CLICK ON THE NAME
PAUSE
CLICK AGAIN
START TYPING

SMART NAMING SCHEMES

THE MAC SORTS FILES ALPHA-NUMERICALLY

!@#$ ... 12345 ... AaBbCcDd ... YyZz

YOU CAN USE THAT TO PUT THE FILES IN THE ORDER YOU WANT
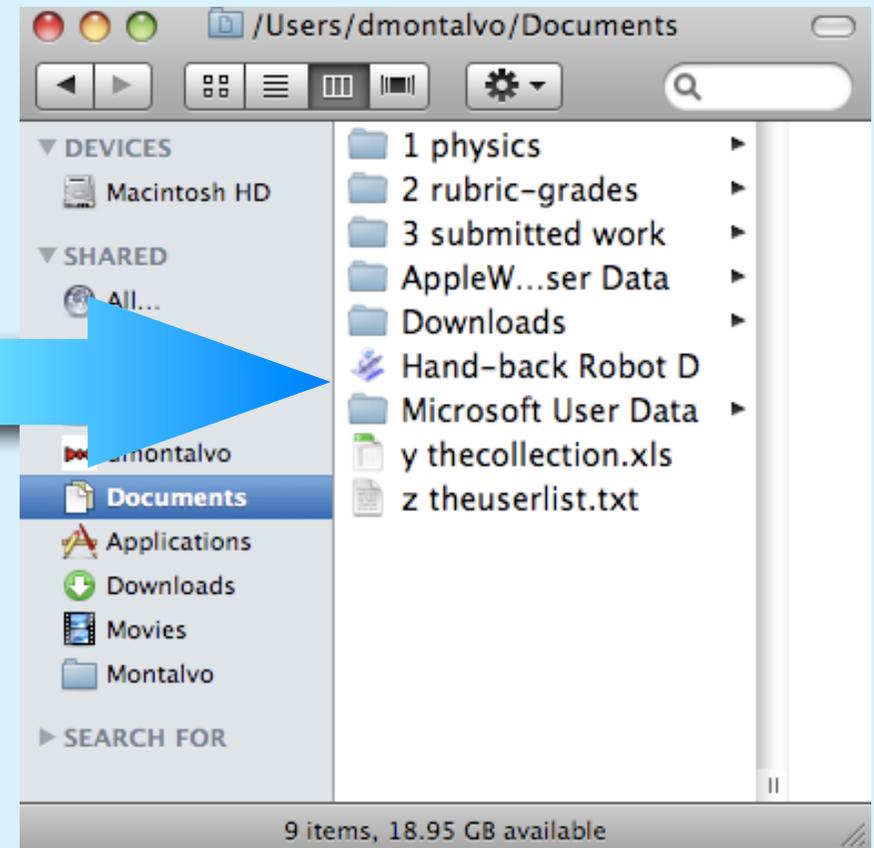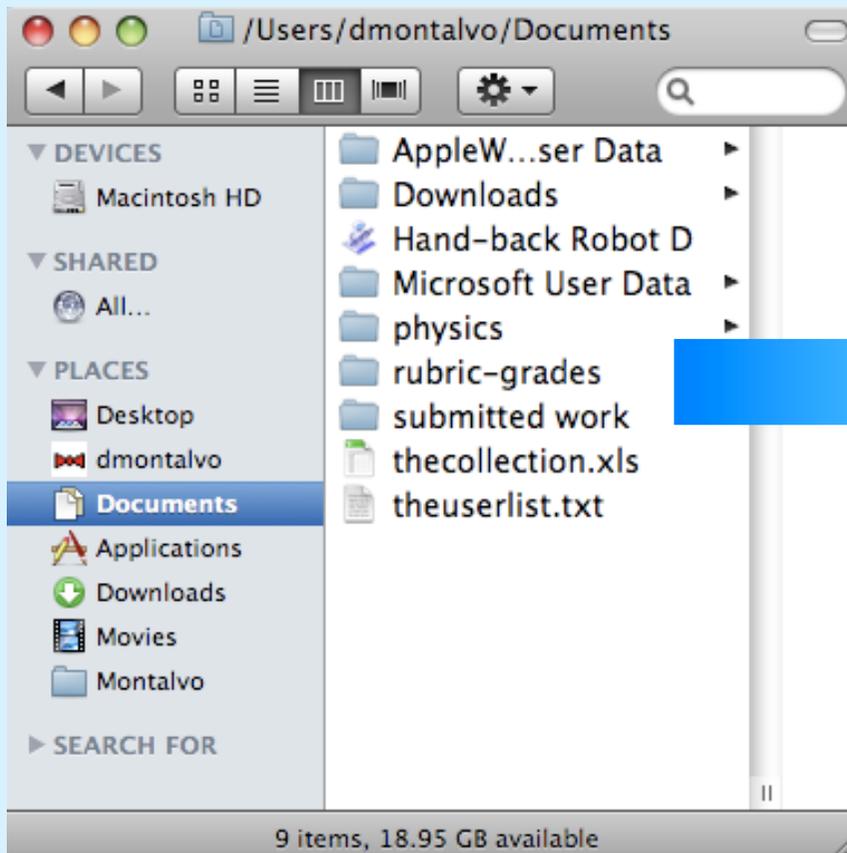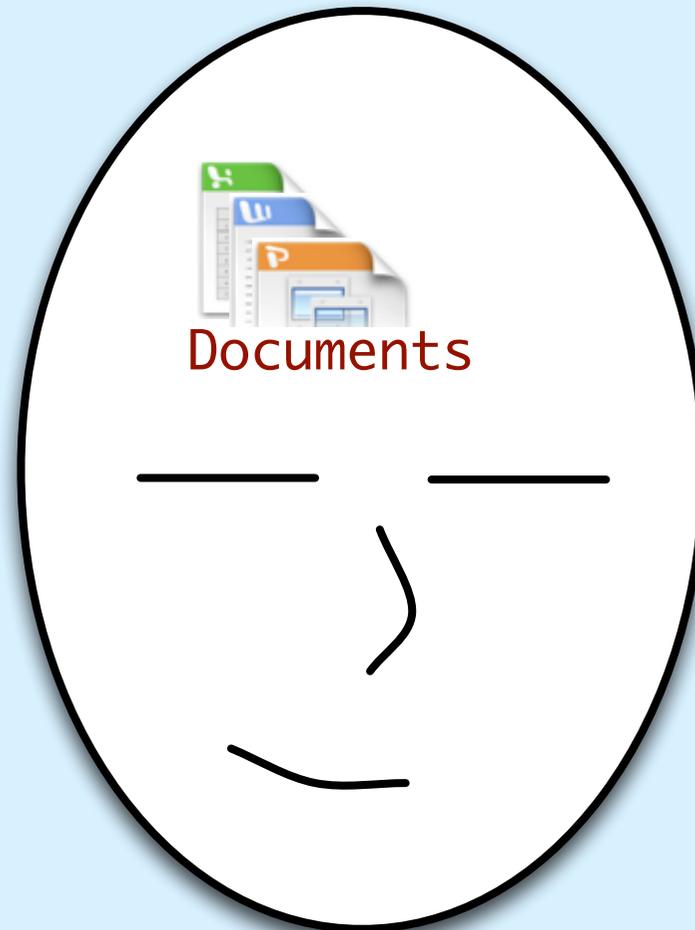
COLORING FILES/FOLDERS

ONE MORE WAY TO MAKE THINGS EASY TO FIND...
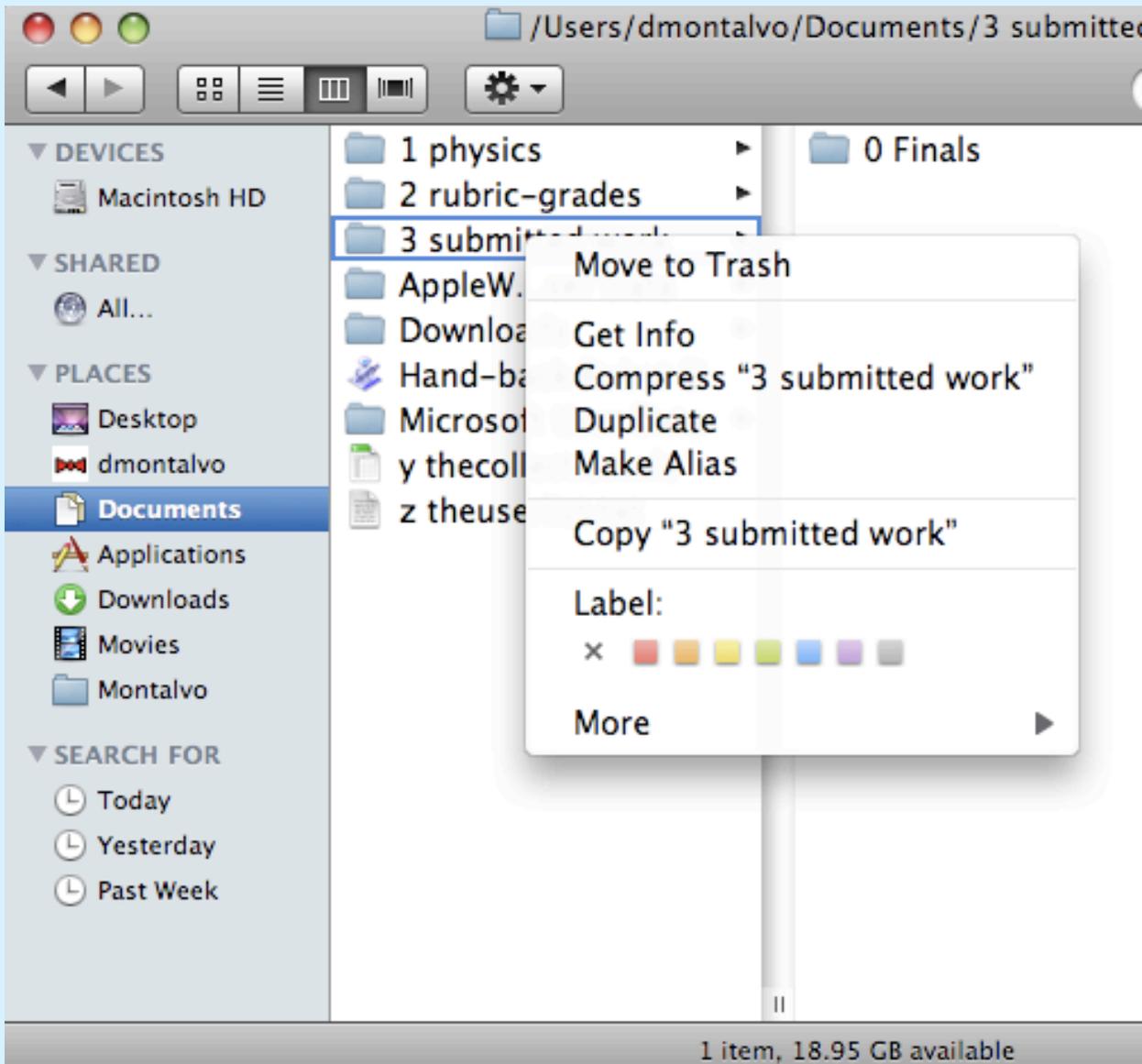
RIGHT-CLICK* A FILE OR FOLDER

CHOOSE A COLOR LABEL

(YOU CAN PICK COLORS BASED ON CATEGORIES, TOPICS, ETC.)

* Or control-click, or two-finger click
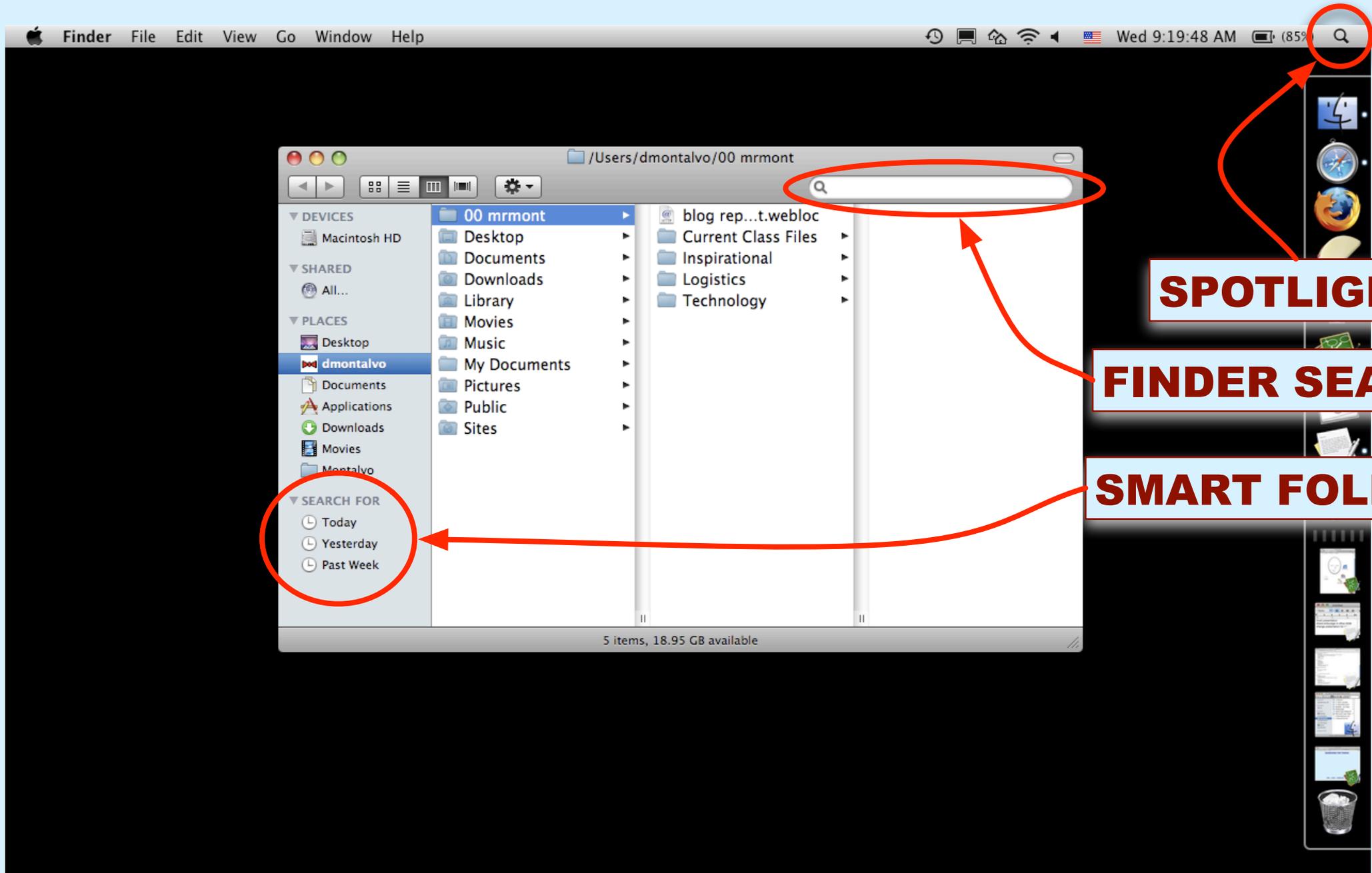
SPOTLIGHT SEARCH
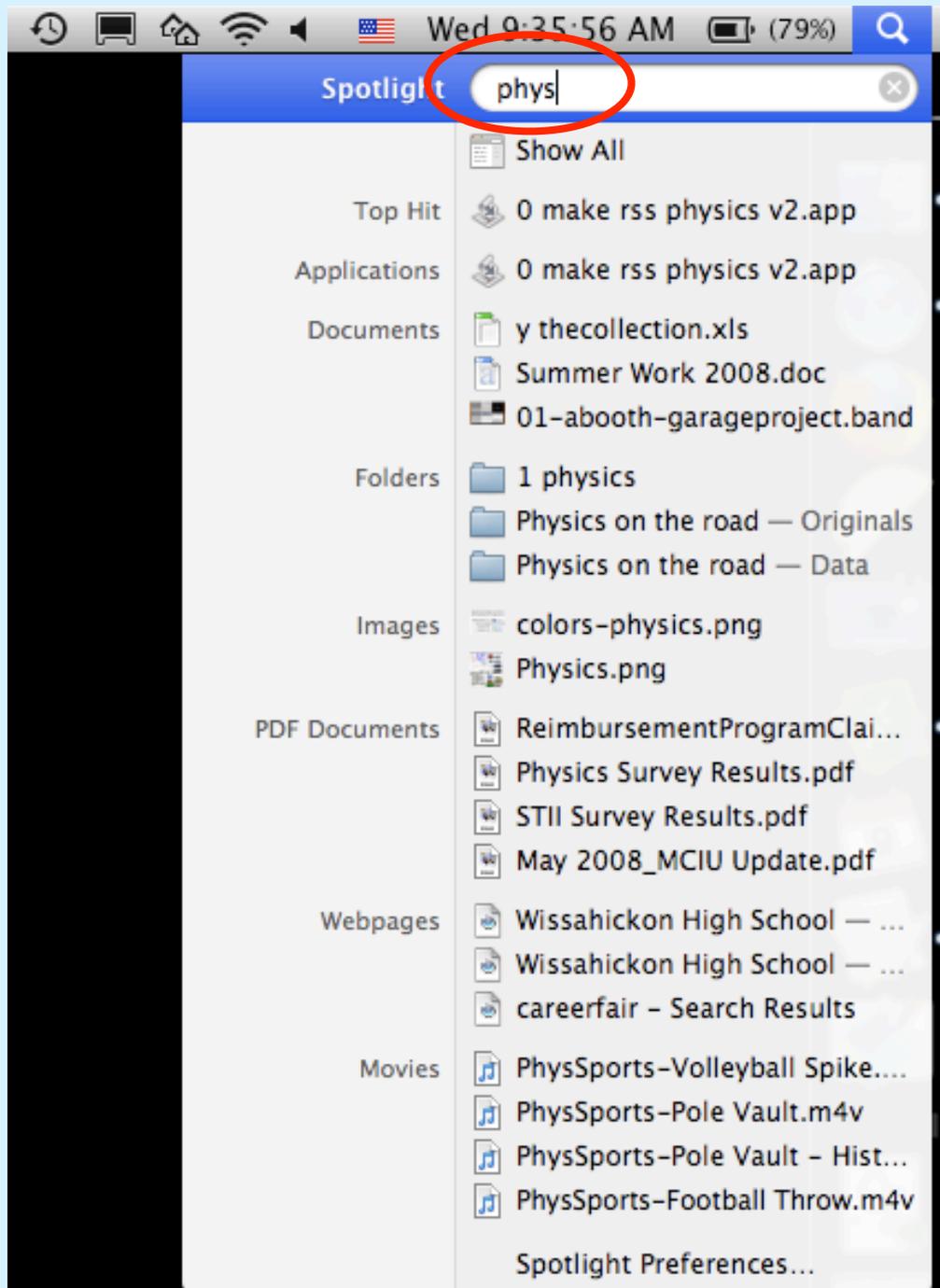
ADVANTAGES

QUICK

LIVE UPDATING

SEARCHES NAMES AND CONTENTS

SEARCHES EVERYTHING

BUT THESE CAN BE DISADVANTAGES AS WELL!

LIVE UPDATING - SOMETIMES THINGS CHANGE BEFORE YOU CAN CLICK

SEARCHES EVERYTHING - NOT VERY TARGETED

FINDER WINDOW SEARCH

FINDER WINDOW SEARCH

ADD CRITERIA
TO LIMIT SEARCH

Q phys

Search: **This Mac** "Documents"   **Contents** File Name   Save ⊕

Name	Kind	Last Opened
y thecollection.xls	Microsoft Excel workbook	July 7, 2008, 5:13 PM
1 physics	Folder	July 3, 2008, 10:07 PM
Reimbursem...laimForm.pdf	Portable Doc...Format (PDF)	July 3, 2008, 7:59 PM

ADVANTAGES
LIVE UPDATING
SEARCHES NAMES OR CONTENTS OF FILES
SEARCHES CURRENT FOLDER OR EVERYTHING
SHOWS PATH TO HIGHLIGHTED ITEM

DEVICES
Macintosh HD

SHARED
All...

PLACES

SEARCH FOR
Today
Yesterday
Past Week

PhysSports-P... History.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM
PhysSports-F...ll Throw.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM
PhysSports-High Jump.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM
PhysSports-F...ll Catch.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM
PhysSports-...ader Spin.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM
PhysSports - Softball Hit.m4v	MPEG-4 Video File	June 20, 2008, 7:29 PM

dmontalvo ▸ Documents ▸ 1 physics

1 of 371 selected

SIDEBAR SMART FOLDERS

/System/Library/CoreServices/Finder.app/Contents/Resources/CannedSearches/Today.ca...

Name	Kind	Last Opened
bold ideas (Autosaved).graffle	OmniGraffle document	Today, 11:42 AM
bold ideas.graffle	OmniGraffle document	Today, 9:59 AM
Spotlight	Mac OS X Preference Pane	Today, 9:39 AM
1 Outline.rtf	Rich Text Format (RTF)	Today, 8:50 AM
templates.graffle	OmniGraffle document	Today, 8:49 AM
OmniGraffle Professional	Application	Today, 8:47 AM

DEVICES
- Macintosh HD

SHARED
- All...

PLACES
- Desktop
- dmontalvo
- Documents
- Applications
- Downloads
- Movies
- Montalvo

SEARCH FOR
- Today
- Yesterday
- Past Week

6 items, 18.95 GB available

ADVANTAGES
CONVENIENT FOR RECENT THINGS
(ESSENTIALLY A TIME-BASED
FINDER SEARCH)

CREATING FOLDERS
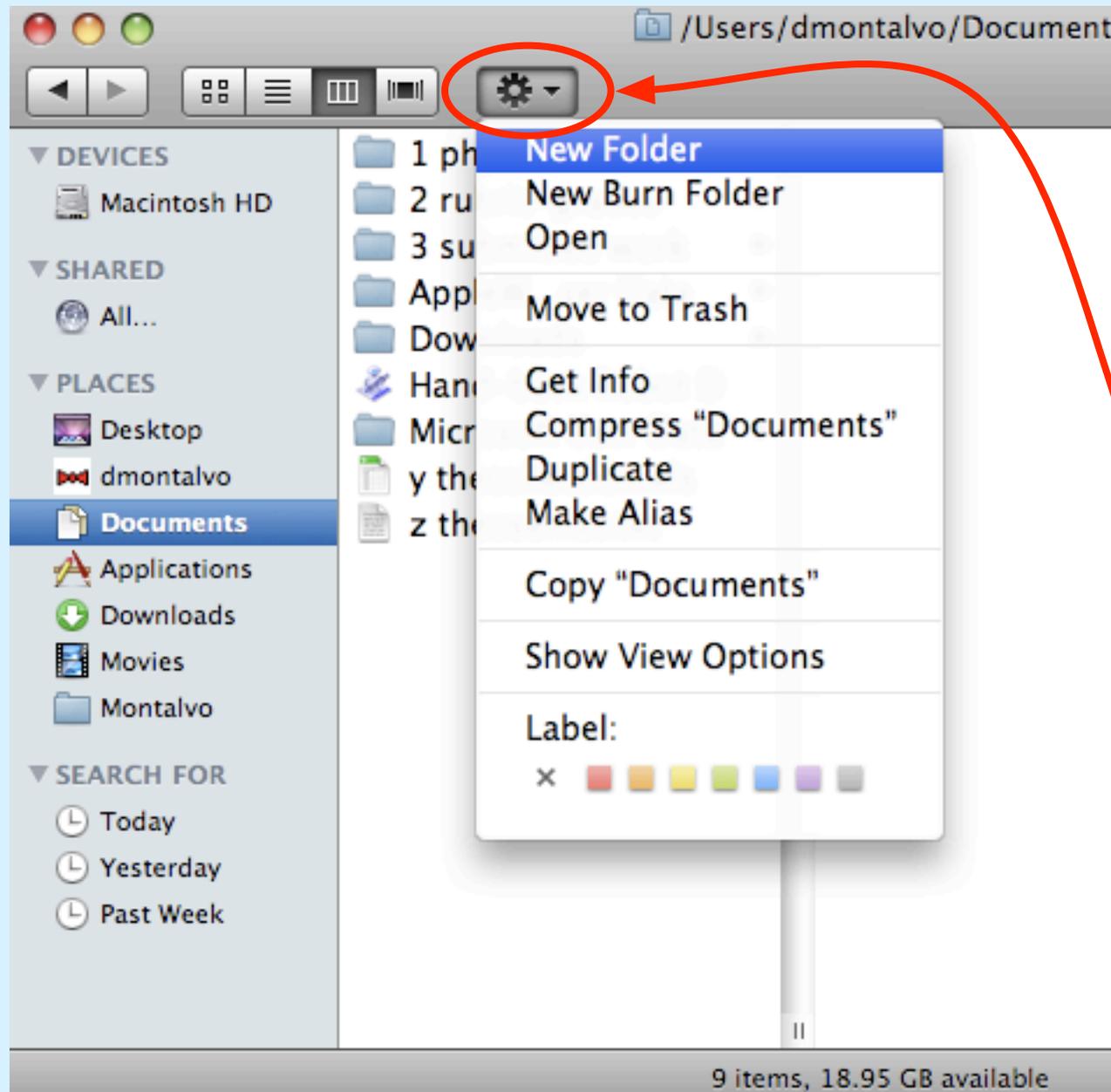
1. OPEN UP A FINDER WINDOW

2. NAVIGATE TO WHERE YOU WANT THE FOLDER

3. CLICK THE GEAR; CHOOSE "NEW FOLDER"

4. TYPE NAME IMMEDIATELY

SIMPLE VS COMPLEX FOLDER STRUCTURES

(TWO EXTREMES)
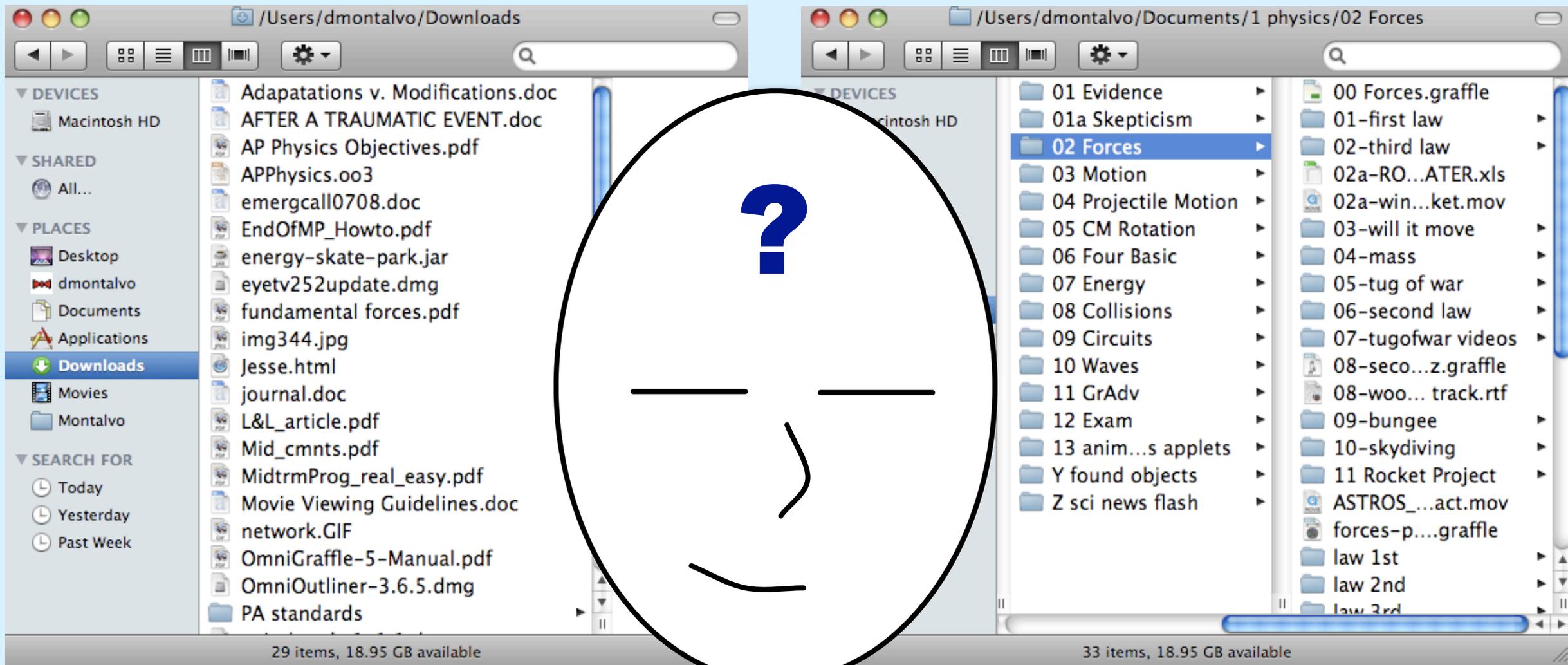
SIMPLE FOLDER STRUCTURES

JUST THROW EVERYTHING IN ONE FOLDER

RELY ON SEARCHES, COLORS & SORTING TO FIND THINGS

/Users/dmontalvo/Downloads

DEVICES
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SEARCH FOR
Today
Yesterday
Past Week

Adapatations v. Modifications.doc
AFTER A TRAUMATIC EVENT.doc
AP Physics Objectives.pdf
APPhysics.oo3
emergcall0708.doc
EndOfMP_Howto.pdf
energy-skate-park.jar
eyetv252update.dmg
fundamental forces.pdf
img344.jpg
Jesse.html
journal.doc
L&L_article.pdf
Mid_cmnts.pdf
MidtrmProg_real_easy.pdf
Movie Viewing Guidelines.doc
network.GIF
OmniGraffle-5-Manual.pdf
OmniOutliner-3.6.5.dmg
PA standards

29 items, 18.95 GB available

ADVANTAGES
ZERO SET-UP TIME
SAVING TAKES NO THOUGHT

DISADVANTAGES
TOO MESSY FOR MOST PEOPLE
IF YOU HAVEN'T NAMED
THINGS CAREFULLY,
FINDING THINGS CAN
BECOME A NIGHTMARE!

COMPLEX FOLDER STRUCTURES

CREATE ORDERED FOLDERS & FOLDERS WITHIN FOLDERS

/Users/dmontalvo/Documents/1 physics/02 Forces

DEVICES
- Macintosh HD

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- All...

PLACES
- Desktop
- dmontalvo
- Documents
- Applications
- Downloads
- Movies
- Montalvo

SEARCH FOR
- Today
- Yesterday
- Past Week

- 01 Evidence
- 01a Skepticism
- 02 Forces
- 03 Motion
- 04 Projectile Motion
- 05 CM Rotation
- 06 Four Basic
- 07 Energy
- 08 Collisions
- 09 Circuits
- 10 Waves
- 11 GrAdv
- 12 Exam
- 13 anim...s applets
- Y found objects
- Z sci news flash

- 00 Forces.graffle
- 01-first law
- 02-third law
- 02a-RO...ATER.xls
- 02a-win...ket.mov
- 03-will it move
- 04-mass
- 05-tug of war
- 06-second law
- 07-tugofwar videos
- 08-seco...z.graffle
- 08-woo... track.rtf
- 09-bungee
- 10-skydiving
- 11 Rocket Project
- ASTROS_...act.mov
- forces-p....graffle
- law 1st
- law 2nd
- law 3rd

33 items, 18.95 GB available

ADVANTAGES
APPEARS ORGANIZED
EASY TO NAVIGATE
NAMING OF FILES IS
NOT SO IMPORTANT

DISADVANTAGES
SAVING TAKES THOUGHT
TAKES TIME TO NAVIGATE
CAN BECOME TOO COMPLEX
MIGHT ACCIDENTALLY
CREATE THE SAME
FOLDER TWICE!
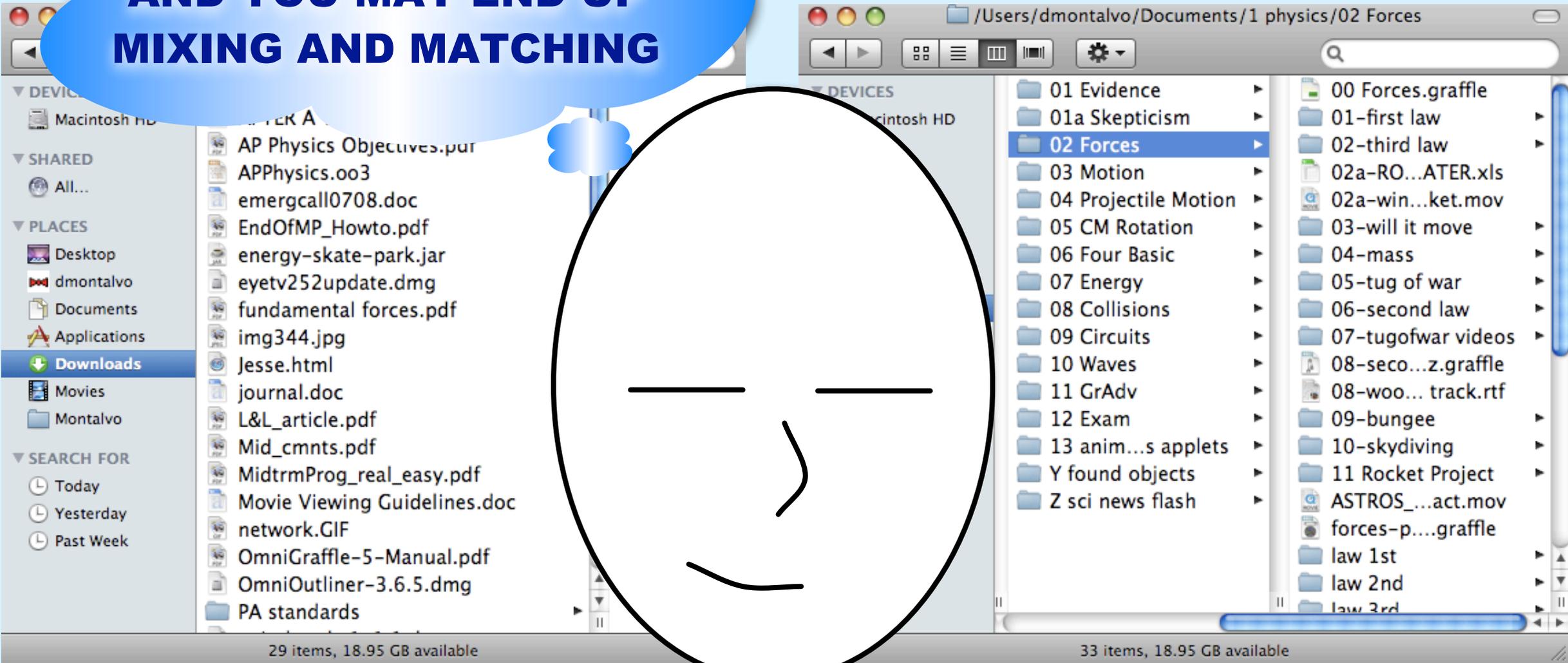
ONE MORE BIT OF ADVICE...

CLEAR THAT DESKTOP OFF!

THE DESKTOP IS A NICE TEMPORARY WORK SPACE FOR FILES...

...BUT NOT IF IT'S A MESS

TIME TO GET THOSE FILES SORTED OUT!

HELPFUL SHORTCUTS AND TIPS

- WHEN MOVING FILES, HOVER OVER A FOLDER AND IT WILL "SPRING" OPEN

- APPLE-DELETE = PUT FILE IN TRASH

- APPLE-N = NEW WINDOW

- APPLE-S = SAVE

- APPLE-W = CLOSE WINDOW

- APPLE-Q = QUIT PROGRAM

- APPLE-X = CUT

- APPLE-C = COPY

- APPLE-V = PASTE

- APPLE-SPACE = OPEN SPOTLIGHT

Documents
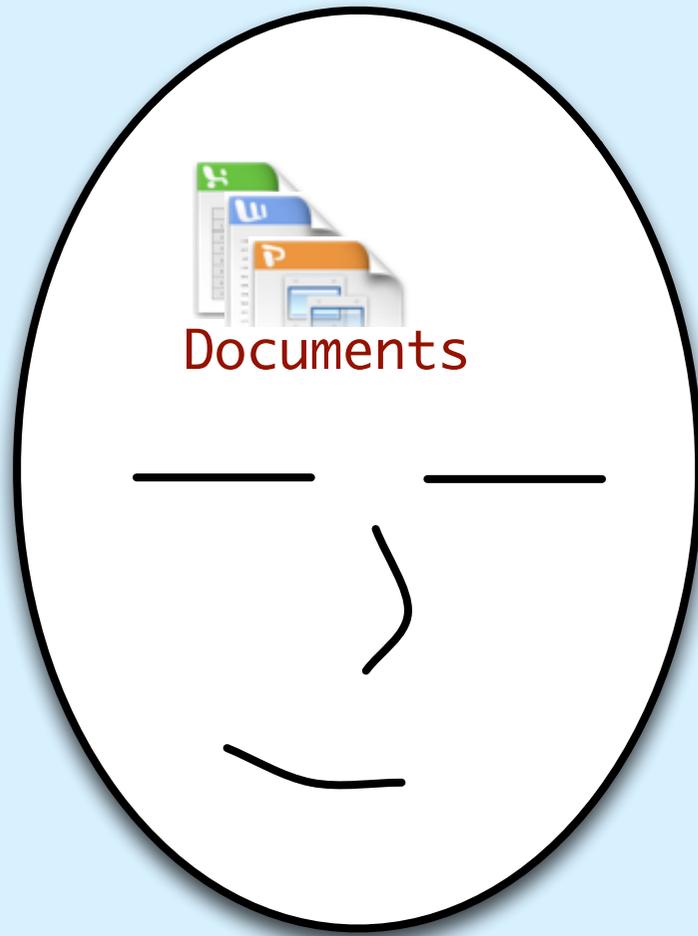
SHORTCUTS: 4 DIFFERENT KINDS

SMART FOLDERS

FILE/FOLDER ALIASES

SIDEBAR SHORTCUTS

DOCK SHORTCUTS

DOCK SHORTCUTS
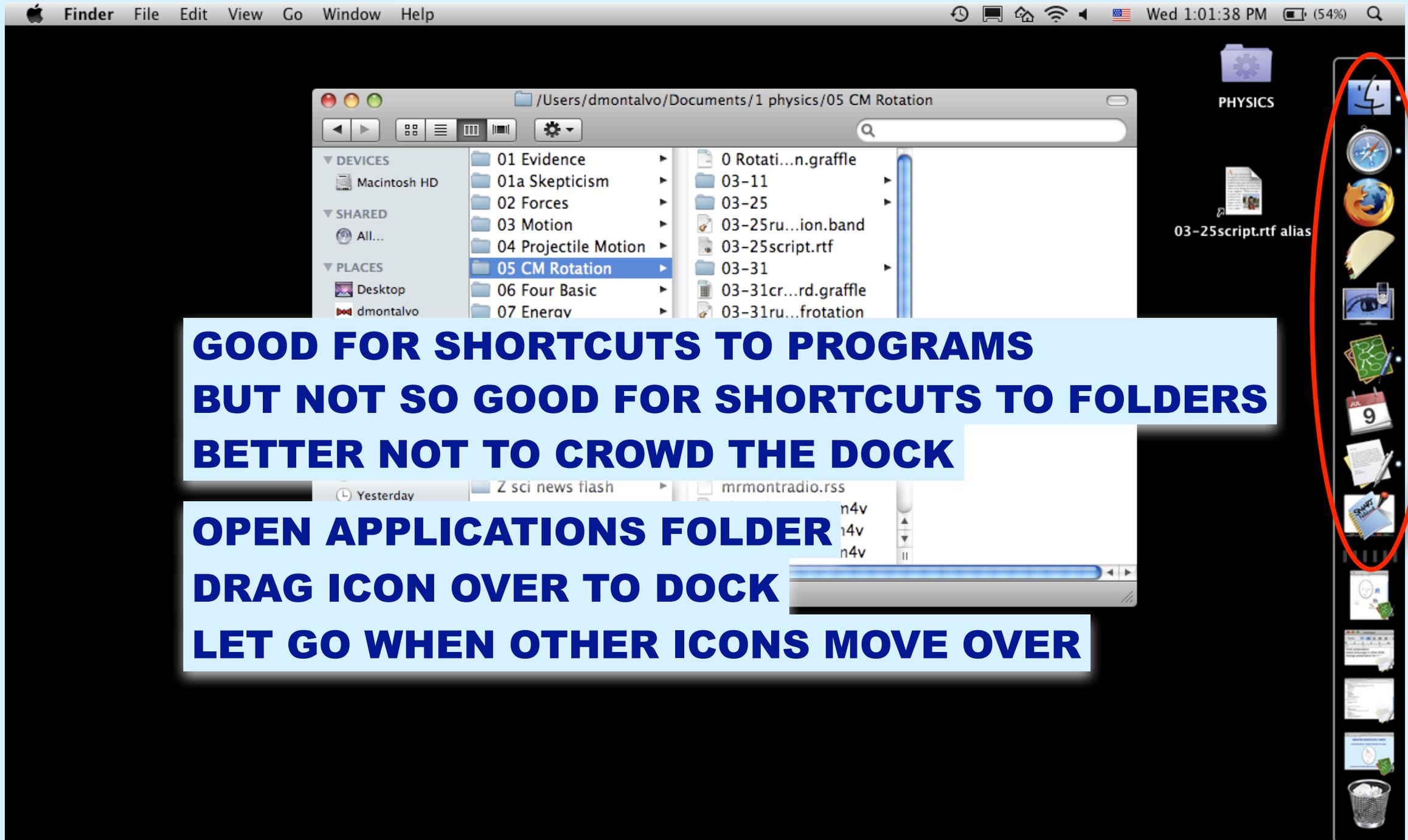
GOOD FOR SHORTCUTS TO PROGRAMS
BUT NOT SO GOOD FOR SHORTCUTS TO FOLDERS
BETTER NOT TO CROWD THE DOCK

OPEN APPLICATIONS FOLDER
DRAG ICON OVER TO DOCK
LET GO WHEN OTHER ICONS MOVE OVER

SIDEBAR SHORTCUTS
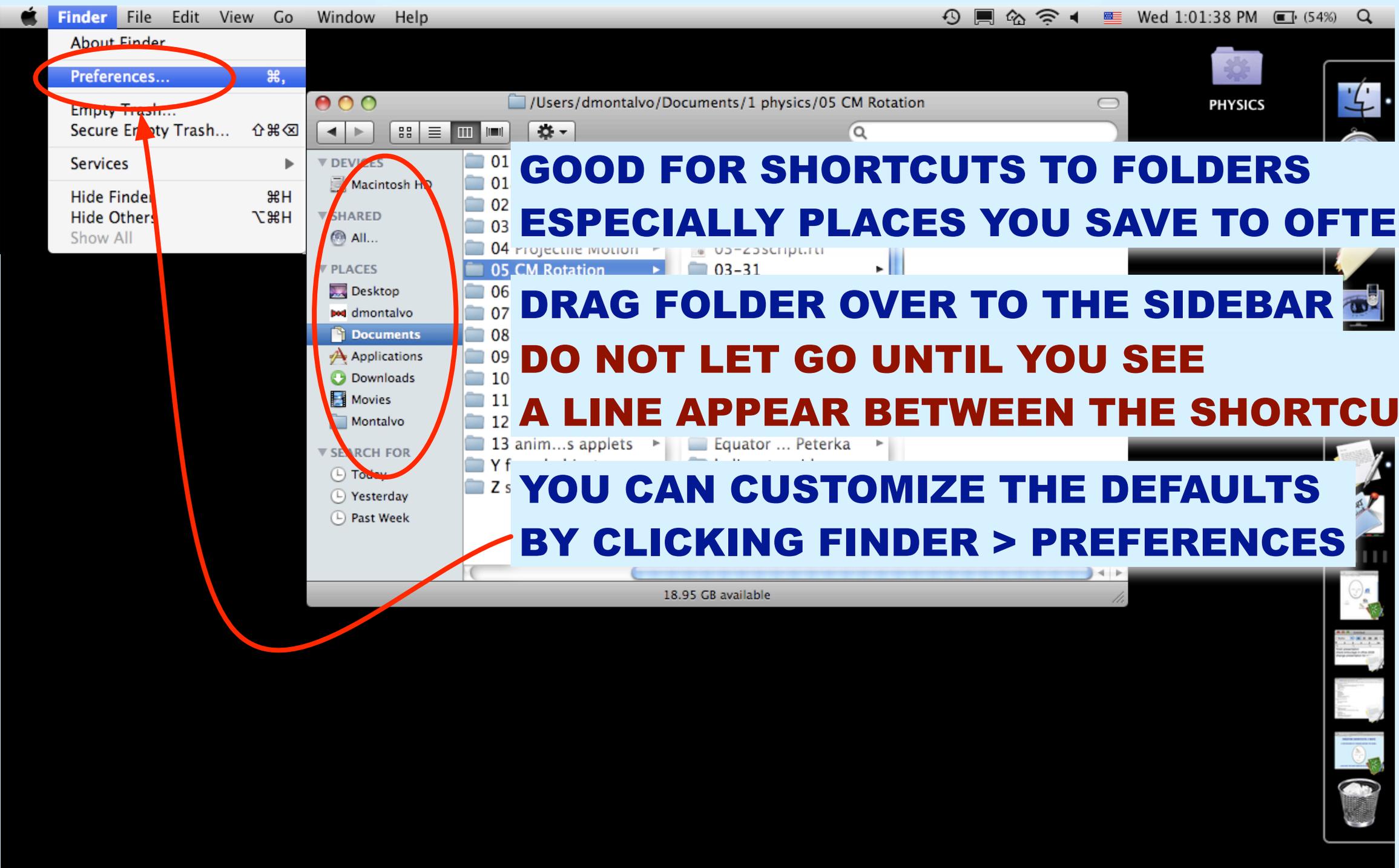
**GOOD FOR SHORTCUTS TO FOLDERS
ESPECIALLY PLACES YOU SAVE TO OFTEN**

DRAG FOLDER OVER TO THE SIDEBAR

**DO NOT LET GO UNTIL YOU SEE
A LINE APPEAR BETWEEN THE SHORTCUTS**

**YOU CAN CUSTOMIZE THE DEFAULTS
BY CLICKING FINDER > PREFERENCES**

SMART FOLDERS

SMART FOLDERS CAN BE CREATED BY DOING FINDER SEARCHES AND SAVING CREATES A FOLDER OF "SHORTCUTS" TO FILES/FOLDERS THAT FIT THE CRITERIA AUTOMATICALLY UPDATED

CAUTION: DELETING THE FOLDER DOES NO HARM BUT DELETING THE "SHORTCUTS" INSIDE DELETES THE ORIGINALS
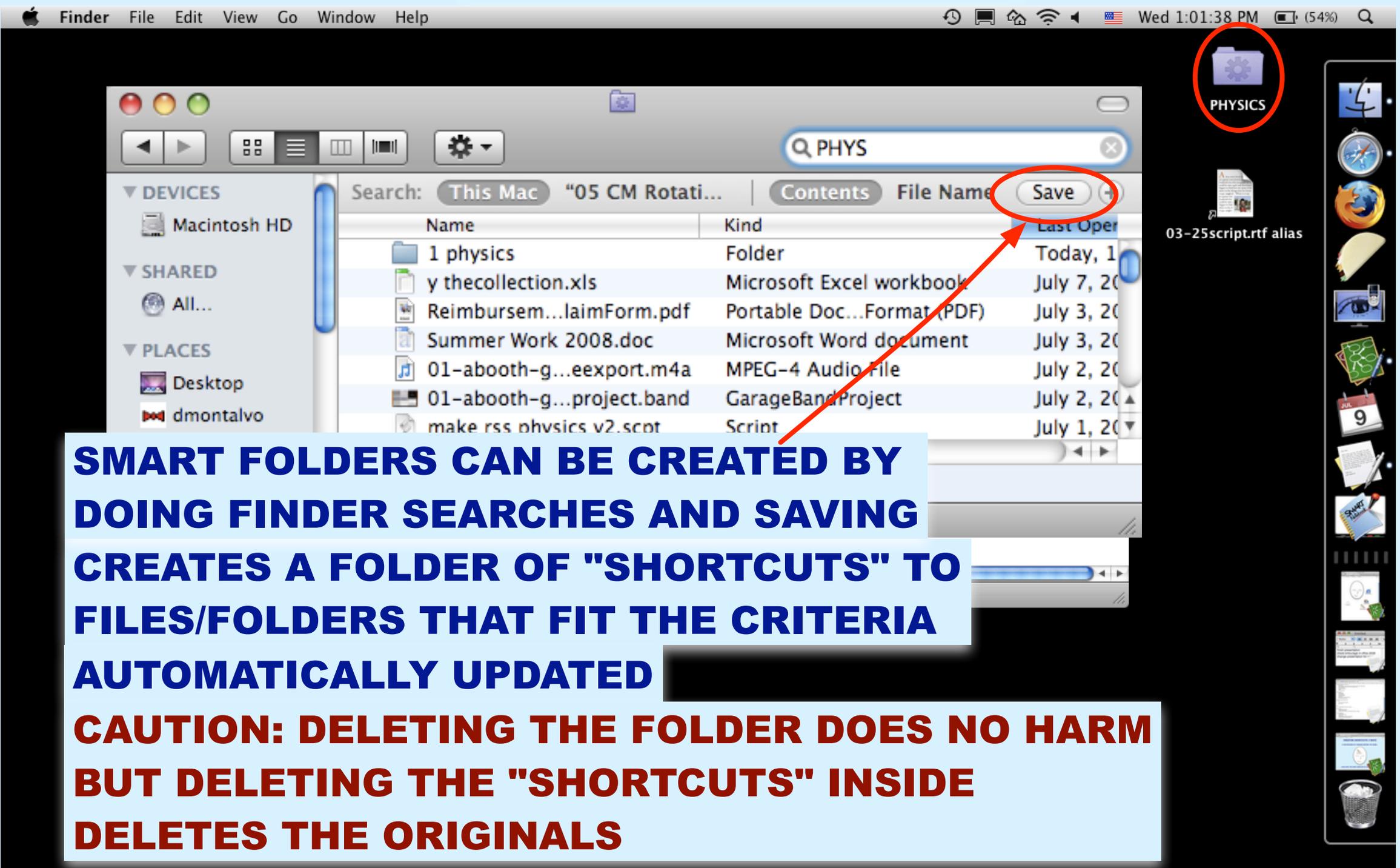
FILE/FOLDER ALIASES

YOU CAN CREATE SHORTCUTS TO INDIVIDUAL
FILES OR FOLDERS - "ALIASES"

RIGHT-CLICK* THE FILE/FOLDER; CHOOSE "MAKE ALIAS"

DRAG THE ALIAS WHEREVER YOU WANT IT

DELETING THE ALIAS DOES NO HARM

* Or control-click, or two-finger click
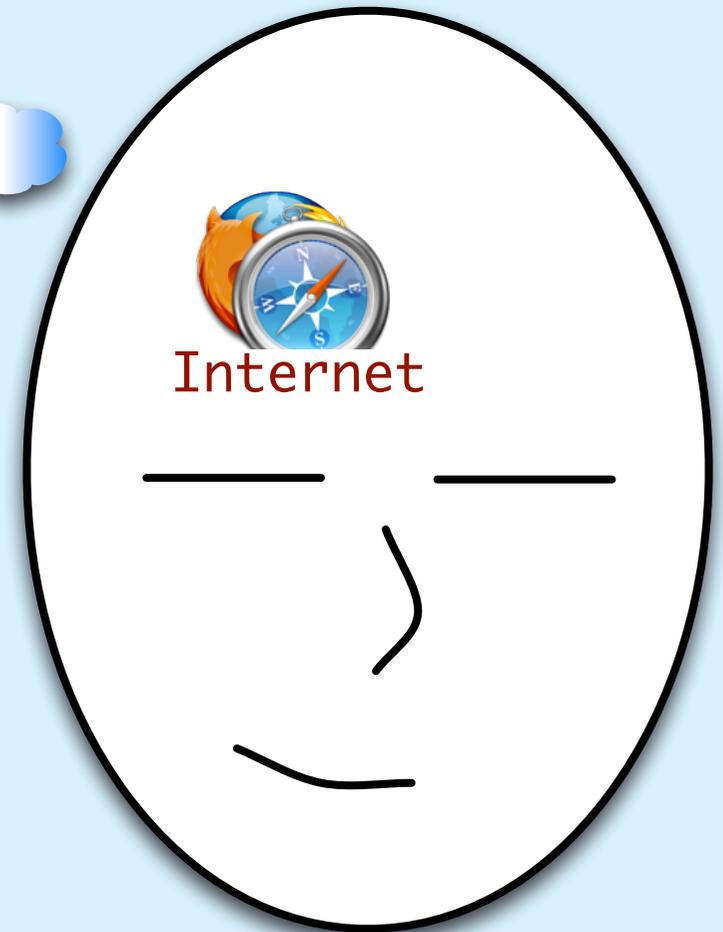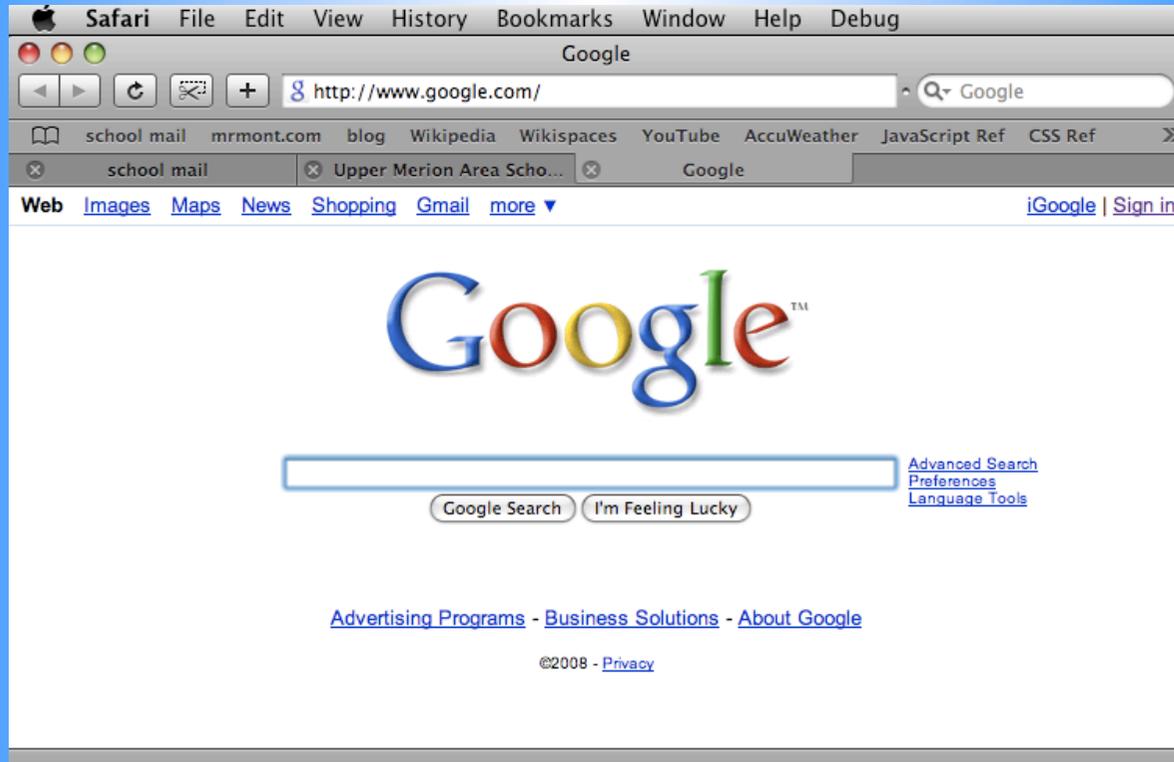
WE'LL LOOK AT...

SAVING BOOKMARKS

MANAGING BOOKMARKS

USING BROWSER HISTORY

SETTING BROWSER HOMEPAGE

CREATING SHORTCUTS TO WEBSITES

Internet
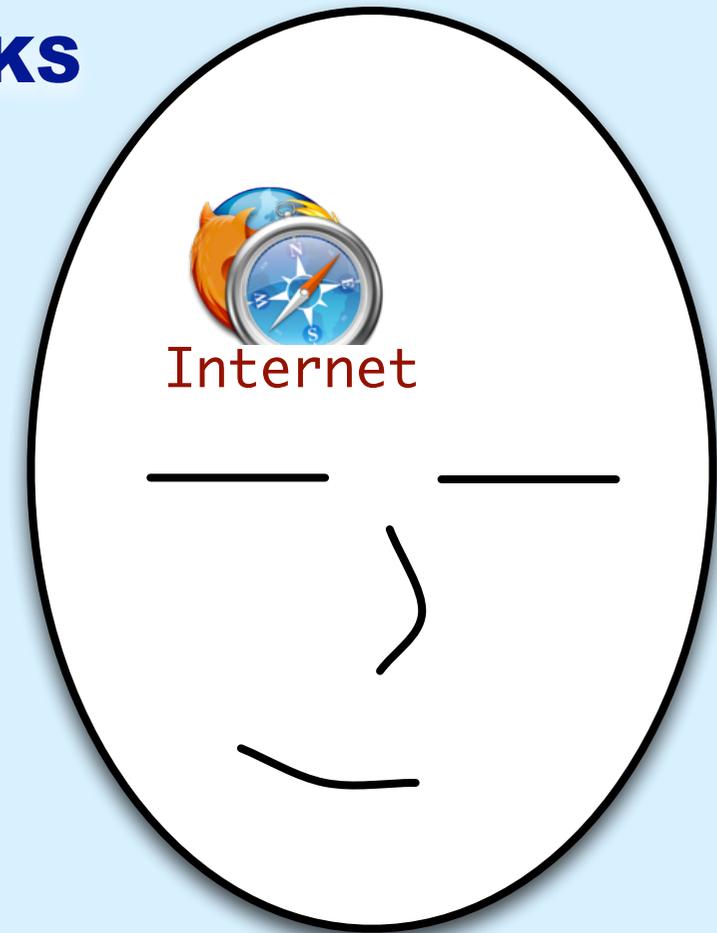
SETTING THE HOMEPAGE (SAFARI)

CLICK SAFARI > PREFERENCES

SET HOMEPAGE
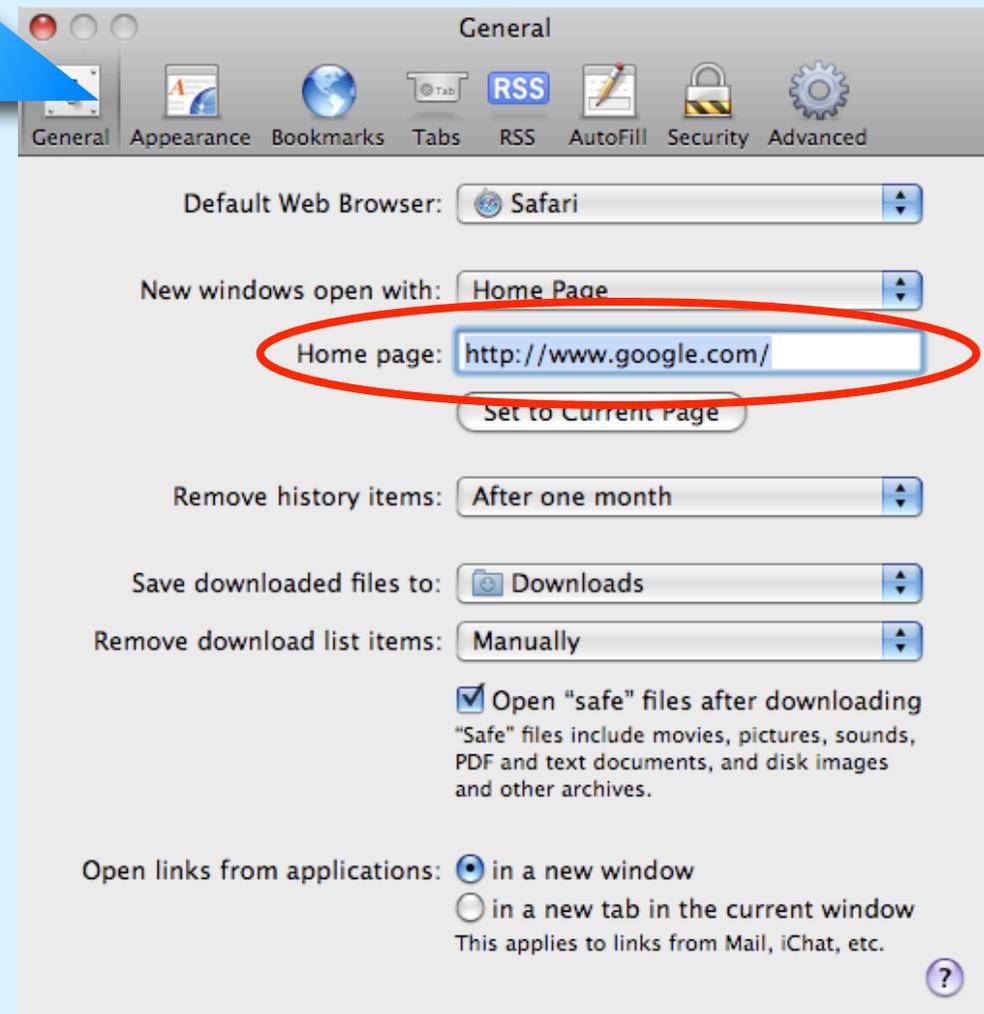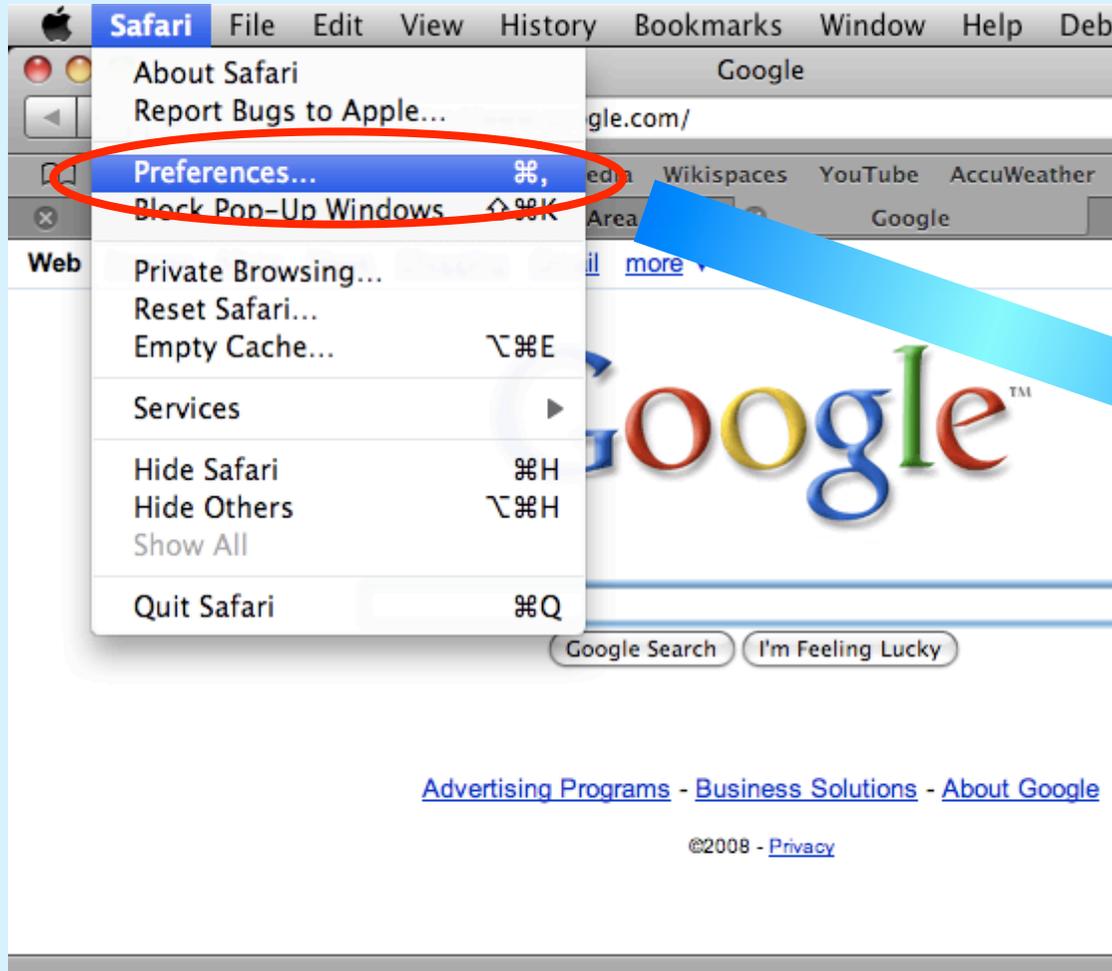
SETTING THE HOMEPAGE (FIREFOX)

CLICK FIREFOX > PREFERENCES

SET HOMEPAGE
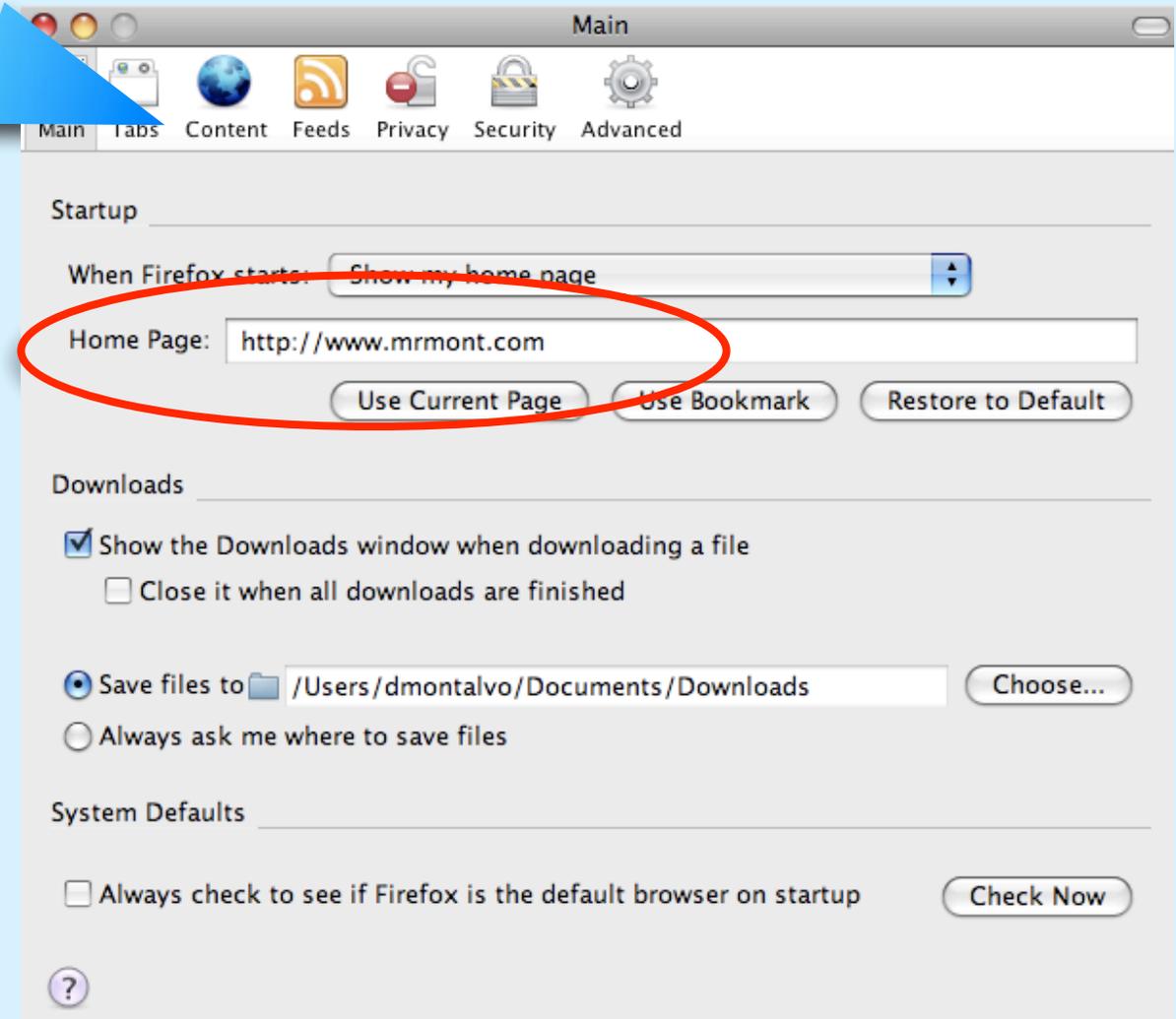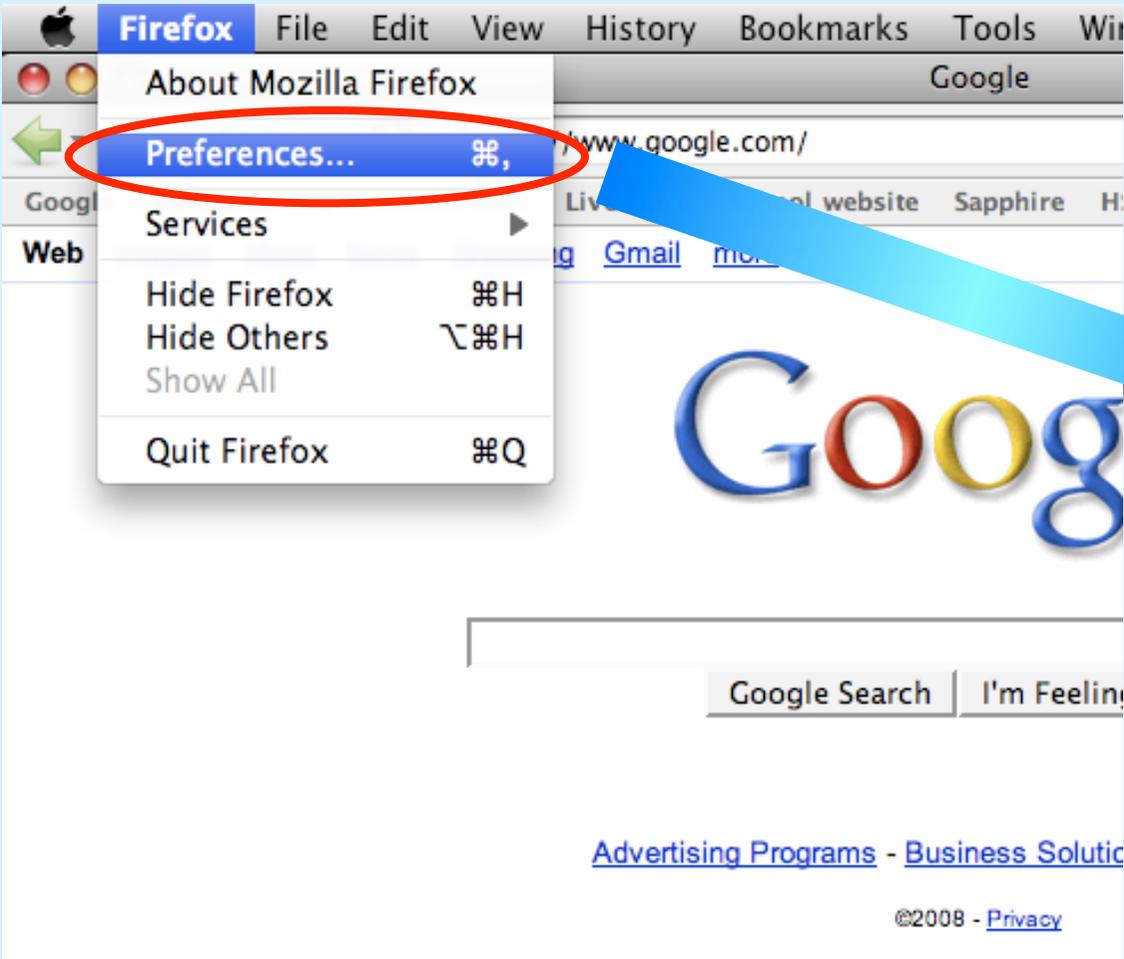
SAVING BOOKMARKS: 3 WAYS
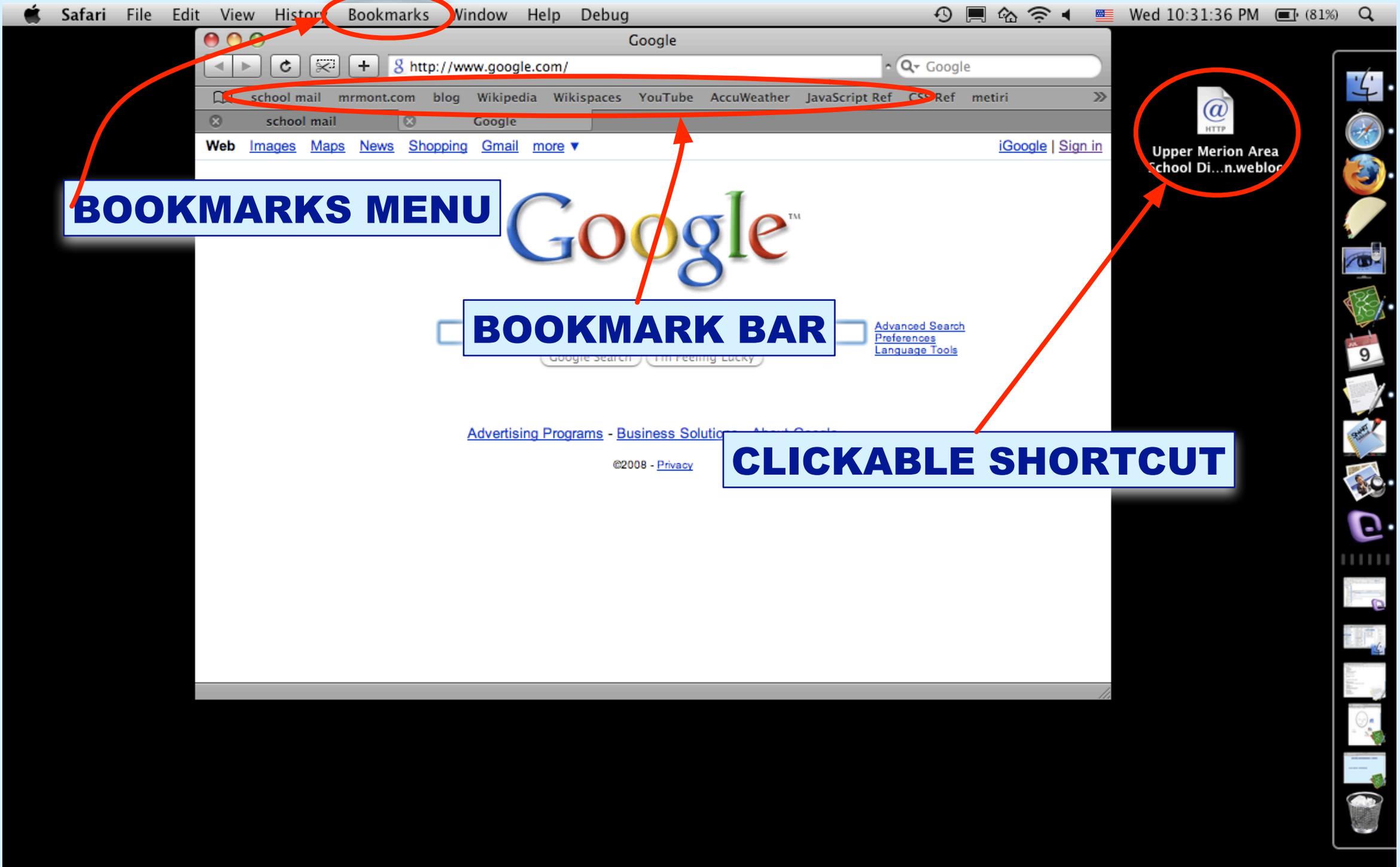
BOOKMARKS MENU

BOOKMARK BAR

CLICKABLE SHORTCUT

Upper Merion Area School Di...n.weblo

CLICKABLE SHORTCUTS

1. CLICK AND HOLD THE ICON NEXT TO THE WEB ADDRESS

2. DRAG OUT TO DESKTOP AND LET GO

3. MOVE THE SHORTCUT WHEREVER YOU WANT IT

BOOKMARK BAR

1. CLICK AND HOLD THE ICON NEXT TO THE WEB ADDRESS

2. DRAG DOWN TO BOOKMARK BAR AND LET GO

3. NAME IT
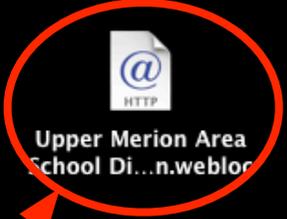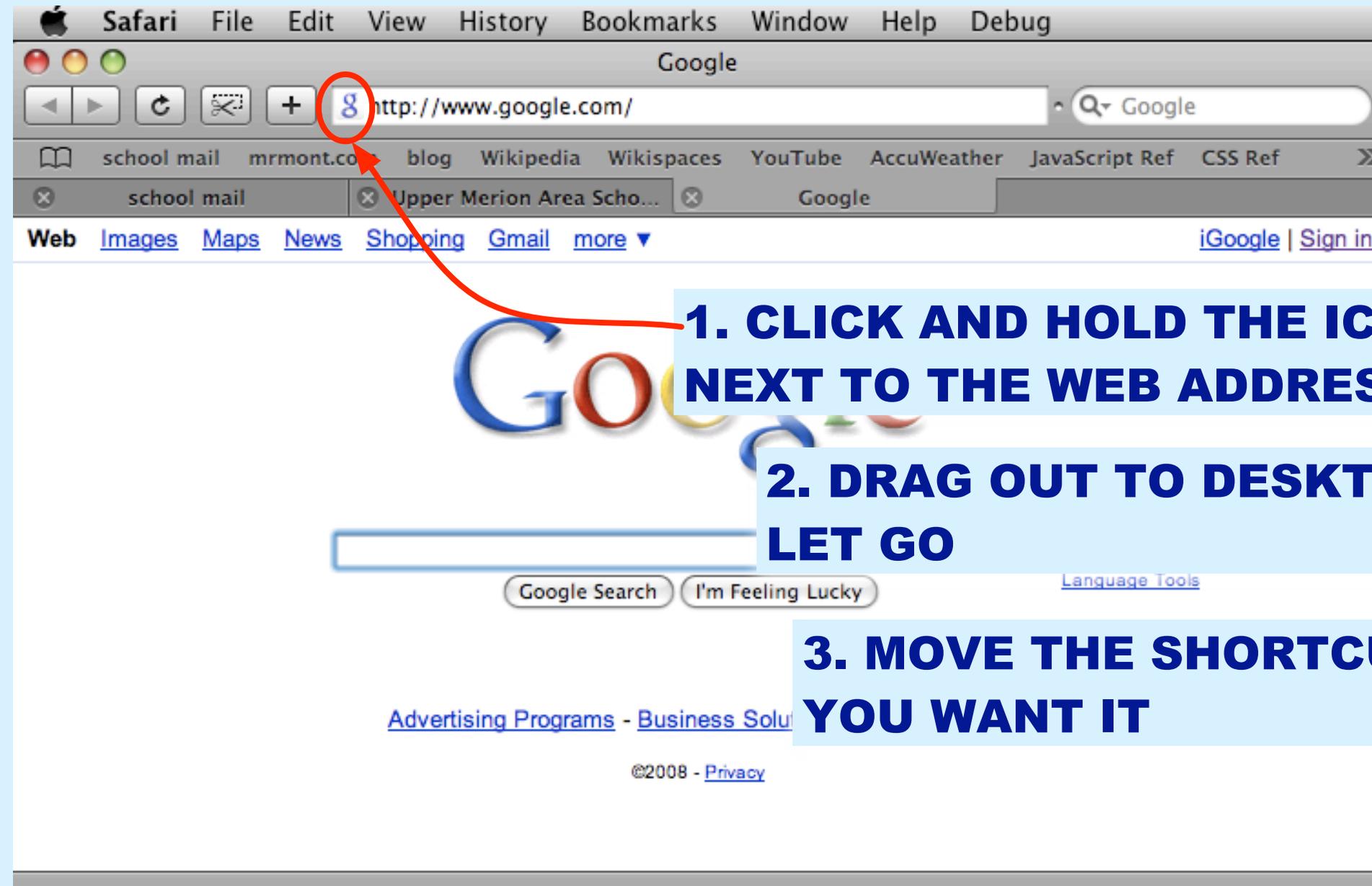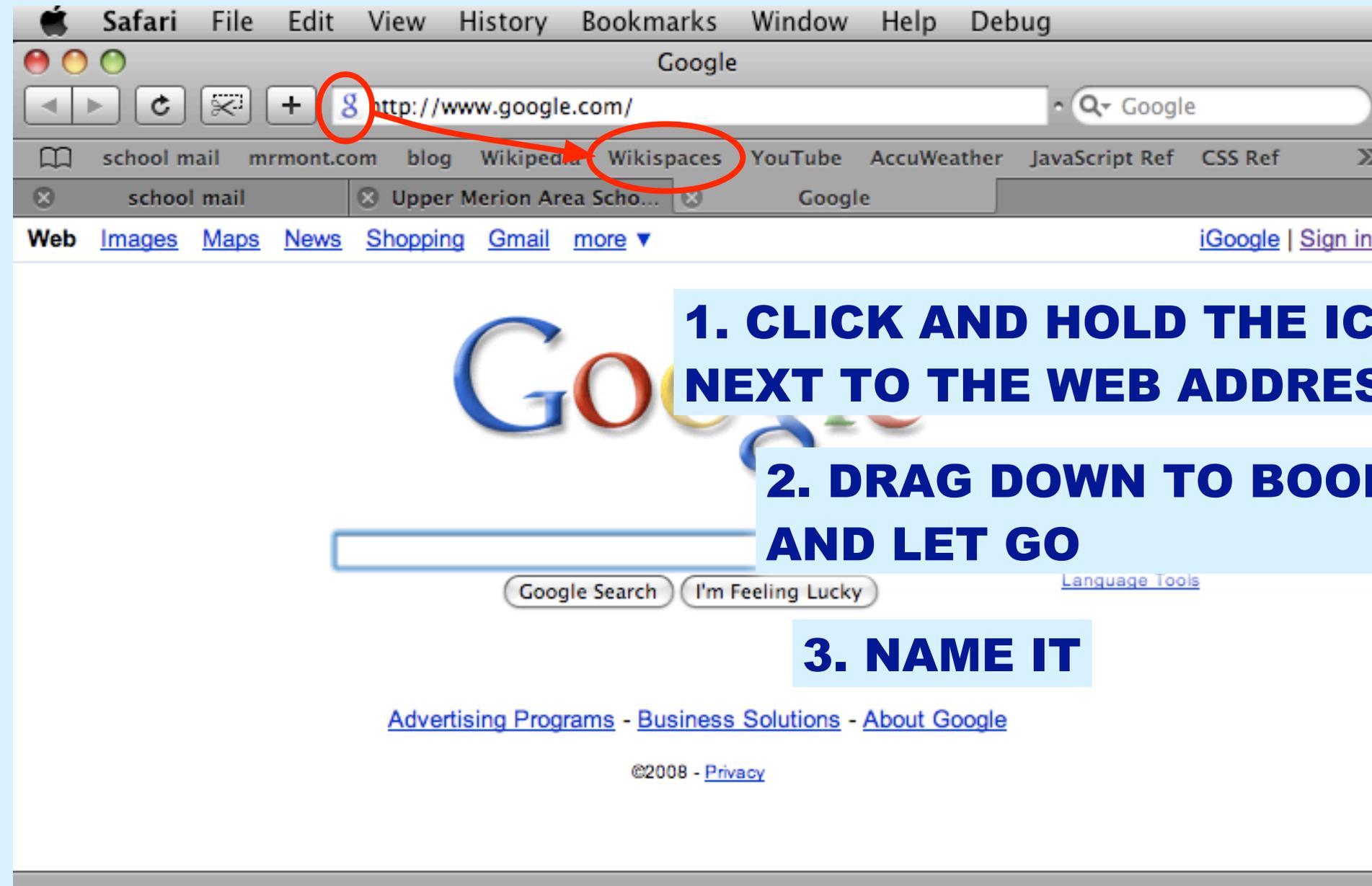
BOOKMARKS MENU

CLICK TO ADD BOOKMARK TO MENU
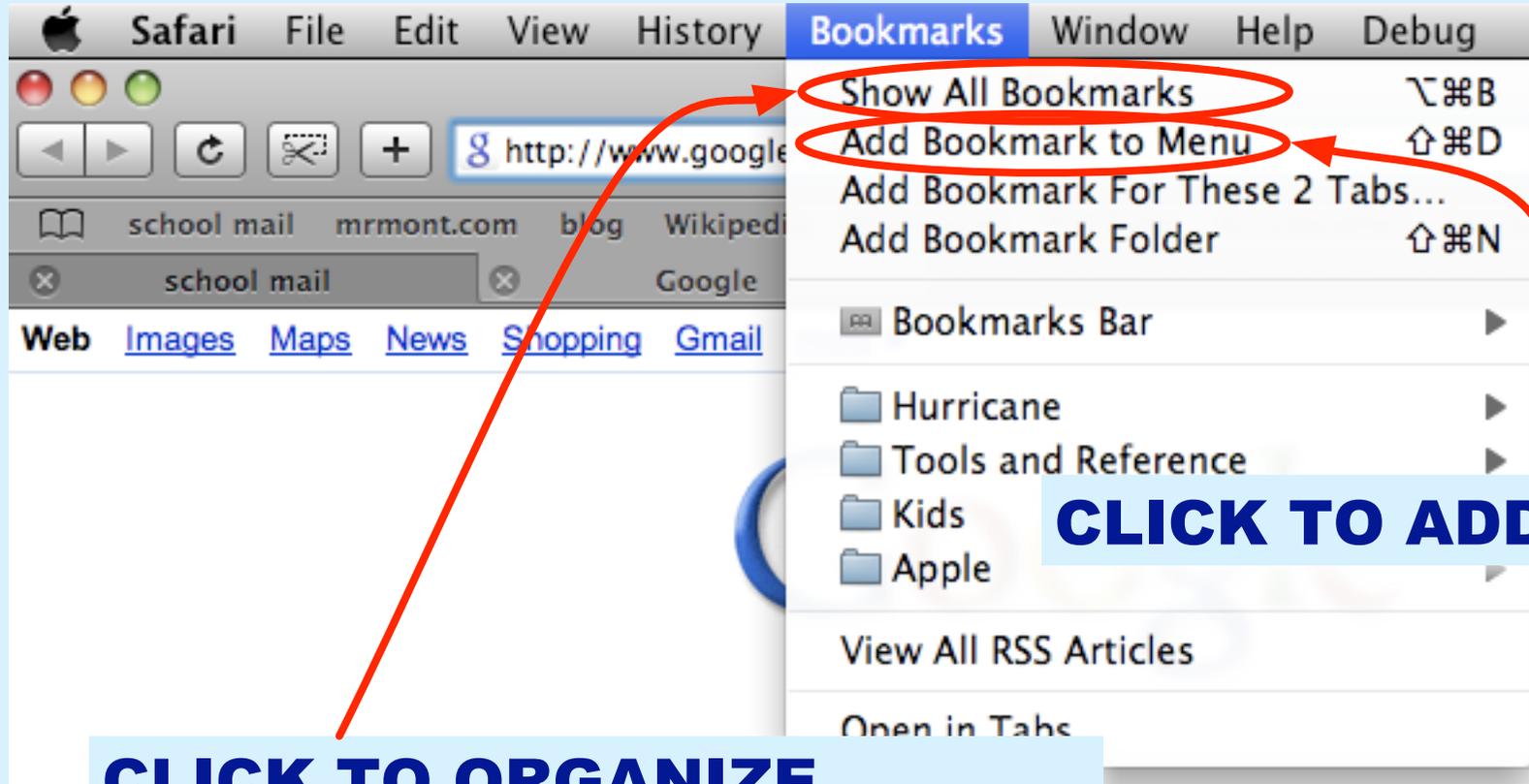
CLICK TO ORGANIZE BOOKMARKS INTO FOLDERS

CAN'T FIND THAT WEBSITE YOU WENT TO YESTERDAY?

USE YOUR BROWSER HISTORY!

BROWSER HISTORY (SAFARI)

| Safari | File | Edit | View | History | Bookmarks | Window | Help | Debug |

History	
Back	⌘[
Forward	⌘]
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Search Results SnapBack	⌥⌘S
Reopen Last Closed Window	
Reopen All Windows From Last Session	

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Welcome to Dover Publications
Welcome to Dover Publications

Earlier Today
Tuesday, July 8, 2008
Monday, July 7, 2008
Sunday, July 6, 2008
Thursday, July 3, 2008
Wednesday, July 2, 2008
Tuesday, July 1, 2008

WEBSITES YOU'VE BEEN TO VERY RECENTLY

WEBSITES YOU'VE BEEN TO IN THE LAST WEEK (OR MORE)

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school mail

Web   Images   Maps   News   Shoppin

Master 1   page 63

Canvas 441
Master 1   page 64

BROWSER HISTORY (FIREFOX)

🍎 **Firefox** File Edit View **History** Bookmarks Tools Window Help

Back ⌘[
Forward ⌘]
Home

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Page Not Found
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SurveyMonkey.com –... software made easy!
SurveyMonkey – Survey Results
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Mr. Mont's Sched   Random quote

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CLICK TO GET TO WEBSITES YOU'VE BEEN TO IN THE LAST WEEK (OR MORE)