

Hints and Tips for Macs:

- **Finder>Applications = Start> Programs** on PC---Shows programs on Mac example Adobe, iWorks etc.
- **Always close out of Safari or Web Browser by File Exit.**
- **Always drag flash drive icon to the trash can before removing or it could harm your data and the flash drive.**
- **Empty Browser History and Cache regularly to improve Infinite Campus performance.** *If everything on your Mac works except Grade Book (it just spins or nothing comes up), simply clearing the history and cache in your browser usually corrects the problem. 99.9% of Grade Book issues can be avoided by following this simple procedure at least once a week.*
- **Shut down your machine at least once per week to improve performance.**
- **iWorks has your programs like Microsoft Office.**
 - Numbers = Excel
 - Pages = Word
 - *These can be found by clicking on Finder>Applications>iWorks*
 - *When creating and saving documents with a Mac consider un-checking the box for Hide Extension and save document as Word or Excel etc. Otherwise when sending as attachment non-Mac users will be unable to open your attachments.*
- **Safari is Apple/Mac preferred web browser.**
 - Safari is comparable to Internet Explorer or Mozilla Firefox.
 - Safari icon looks like a compass.
- **When changing locations (wireless) from McCracken to Home etc.** Click the Apple icon>scroll down to Location change to Automatic for anywhere other than in district. ***Be sure to change accordingly or you will not be able to access internet (wi-fi).***
- **Check for Software updates**---click Apple (🍏) icon in top left corner>Software Updates. If update is needed it will show here. You simply click on the update to process. This will usually require plugging in.
- **It is best to only charge computer when icon on your Tool Bar (at top of the screen) shows red.** This will help battery life.

Hints and Tips for Macs:

- To find the IP address for your Mac: Click on Airport>Open Network Preferences>Your IP will be listed and usually begins with a 10.16.....etc. (If we need to “remote” into your machine, we will need this information.)