

On-line Tutorials

If you would like to suggest a tutorial to be reviewed for inclusion, please contact Peter DeGroot, ashlandpete@mac.com

Topic/Title	Author/Presenter	Description/Sub-Topics	Format/Length	Content Level Novice, Beginner, Intermediate, Advanced	Created/ Updated	Link- Click to Access	Cost	Comments	Recommended by	Last Checked
<b>Computer Literacy for Mac</b>	Garrick Chow	What goes on inside a computer. How to choose between a laptop and a desktop computer. Open, create, edit, and save files. Connect printers, scanners, external storage devices. Connecting to a network for Internet access. Sending and receiving email. Searching for content on the Internet. Brief tour of some common computing tasks, such as word processing, working with data in spreadsheets, photo editing, and file sharing.	Video 3h 28m (with transcripts) Course and video divided into topics.  Optional practice lessons	Novice, Beginner	2/2/2015	<a href="https://www.lynda.com/Mac-OS-X-tutorials/Computer-Literacy-Mac/196799-2.html">https://www.lynda.com/Mac-OS-X-tutorials/Computer-Literacy-Mac/196799-2.html</a>	\$25-\$35/month	10 day free trial. Monthly fee gives unlimited access to this and all other lynda.com tutorials.	Peter DeGroot	1/3/17
<b>Essential Guide to A Mac: How to Use Apple Mail</b>	Adam Bomb	Adding email account, receiving and reading mail, composing mail, attachments, sending mail	Video 24m One continuous video.	Novice, Beginner	1/2/17	<a href="https://www.youtube.com/watch?v=3RSs3ONaE_E">https://www.youtube.com/watch?v=3RSs3ONaE_E</a>	Free, Donations accepted	All the essentials presented clearly and logically.	Peter DeGroot	1/4/17
<b>Essential Guide to A Mac: Key User Interface Elements and System Preferences</b>	Adam Bomb	The Dock, Apple Menu, System Preferences, About this Mac, App Store, Force Quit, Restart, Top Menu Bar, Spotlight	Video 11m One continuous video.	Novice, Beginner	12/22/16	<a href="https://www.youtube.com/watch?v=Lf1MuK1dZwI">https://www.youtube.com/watch?v=Lf1MuK1dZwI</a>	Free, Donations accepted	Brief overview of what these items are and what they do.	Peter DeGroot	1/4/17
<b>Essential Guide to A Mac: Finder and LaunchPad</b>	Adam Bomb	Default Finder window, Finder window sidebar, Creating and naming folders, Different Finder views, moving files, file previews, Applications in the Dock, closing or quitting Apps, Launchpad	Video 11m One continuous video.	Novice, Beginner	12/23/16	<a href="https://www.youtube.com/watch?v=TGtcegal1Ho">https://www.youtube.com/watch?v=TGtcegal1Ho</a>	Free, Donations accepted	Basics of Finder - doesn't go into Finder preferences in any detail.	Peter DeGroot	1/4/17
<b>Backing Up Your Mac</b>	Joe Kissell	The whys and hows of backing up your Mac, including Time Machine and several other methods. See website for more information.	PDF EPUB or Mobi, 210 pages	Beginner Intermediate Advanced	12/13/16	<a href="https://www.takecontrolbooks.com/1ot-backing-up">https://www.takecontrolbooks.com/1ot-backing-up</a> Can also be purchased in the iBooks store.	\$15	Very comprehensive. A cross between a User Manual and a tutorial. Easily searchable, can add bookmarks and notes. Minor updates free, major updates discounted.	Peter DeGroot	1/5/17
<b>Take Control of 1Password</b>	Joe Kissell	Using the 1Password password manager to create and use secure passwords, securely store and use credit card information and more. See website for more information.	PDF EPUB or Mobi, 184 pages	Beginner Intermediate Advanced	12/20/16	<a href="https://www.takecontrolbooks.com/1password">https://www.takecontrolbooks.com/1password</a> Can also be purchased in the iBooks store.	\$15	Very comprehensive. A cross between a User Manual and a tutorial. Easily searchable, can add bookmarks and notes. Minor updates free, major updates discounted.	Peter DeGroot	1/6/17
<b>Photos: A Take Control Crash Course</b>	Jason Snell	This book helps you enjoy the features in Apple's Photos app in macOS 10.12 Sierra and iOS 10, as well as on the Apple TV and Apple Watch. It explains Photos' new machine-learning features like Categories and Memories, as well as how to import old libraries, best set up iCloud Photo Library, organize and edit photos, share photos online, create projects such as cards and calendars, and more. See website for more information.	PDF EPUB or Mobi, 74 pages	Beginner Intermediate Advanced	10/5/16	<a href="https://www.takecontrolbooks.com/photos-crash-course">https://www.takecontrolbooks.com/photos-crash-course</a> Can also be purchased in the iBooks store.	\$10	Very comprehensive. A cross between a User Manual and a tutorial. Easily searchable, can add bookmarks and notes. Minor updates free, major updates discounted.	Peter DeGroot	1/7/17