

# MACINTOSH OS X

A Class companion document created for NIEHS by  
SCL Computer Training



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Last Updated: September, 2003



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Environmental Health Sciences**  
National Institutes of Health  
Department of Health and Human Services



# MACINTOSH OS X

The course is designed to provide an experienced Mac user or an experienced Windows user with enough information to use the new operating system efficiently.

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# Accounts



One of the new features of the Macintosh OS X is the use of accounts. Accounts will allow your computer to be used by more than one person.

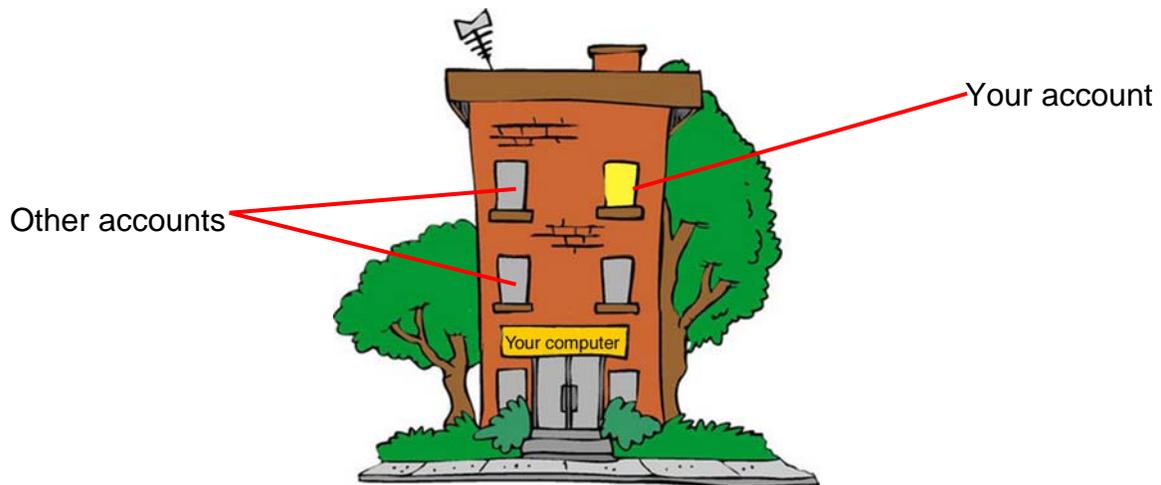
?

What is an account?

Your computer can be compared to an apartment building.



When you **log in** to your computer, you only have access to your account; you cannot access anyone else's account. For more information about logging out of your account, see page 15.

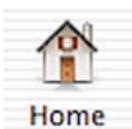


Once you log in to your account, you can make changes (to the desktop image or the Dock, create files, save files) to make the computer look the way you want. These changes only affect your account, not the other accounts on the computer.

When you **log out**, your account is locked.

- This allows others to access their own accounts.
- Your confidential files and data will **not** be accessible to any other user.

What this means is that although multiple users are accessing one computer, you can still customize the machine to make it look and behave the way you want it to, while keeping your private data safe from others.



**NOTE:** To see the files stored in your account, you can click the **Home** icon in a Finder Window. For more information about Finder Windows, see page 39.



## EXERCISES:

Exercises on page 13

# Modifying your Dock

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Place an application icon on the left side of the Dock
- ◆ Place a Folder icon on the Right side of Dock
- ◆ Remove an icon from the Dock
- ◆ Reorganize the Application icons on the Dock
- ◆ Use the Contextual menu to view other options the icon provides

## CONCEPTS:

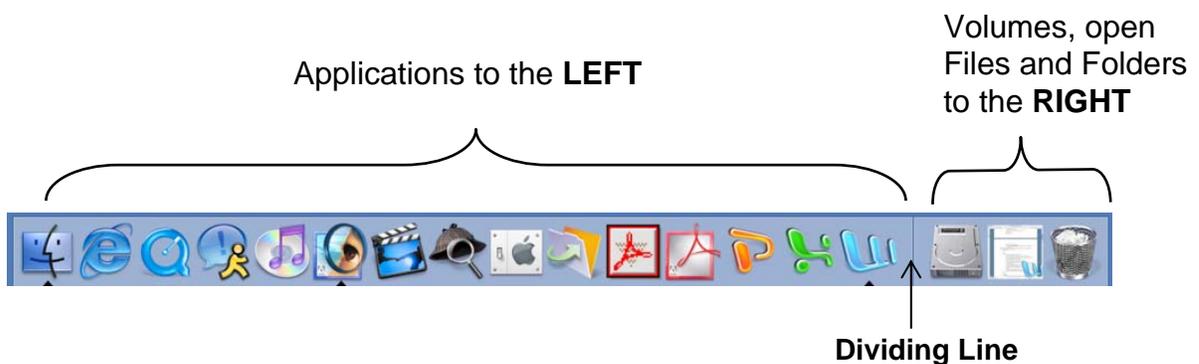
The Dock is very flexible. You can:

- ◆ Add
- ◆ Remove
- ◆ Reorganize

## Add icons to the Dock

Click and hold the icon, and drag it to the Dock.

As a rule, **applications** (Word, Excel, etc) go on the **left** of the dividing line, and everything else goes to the right



## Add an Open Application's Icon to The Dock

A temporary icon will disappear when the application closes. To make an icon remain in The Dock after the application closes:

### **Mouse**

Click and hold the icon on The Dock. A small window will appear.



Select the option that says "Keep in Dock"

### **Contextual Menu**

While holding down the control button, click the icon on The Dock. A small window will appear.



Select the option that says, "Keep in Dock"

**OR**

Right-click the icon on The Dock. A small window will appear.



Select the option that says, "Keep in Dock"

## **Remove icons from the Dock**

**Quit Application** before removing its icon from Dock

**Click** and **hold** the icon, and **drag** the icon off the Dock.

The icon disappears in a puff of smoke if successful.

## **Rearrange the icons on your Dock**

**Click** and **hold** the icon on the Dock, and **drag** it to its new location like tiles of a puzzle.

As you move the icon down the line on the Dock, the other icons will get out of its way.

## **Extra Dock options and information**

**Contextual Menu:** A menu that offers commands or information for an icon.

There are three ways to access this information:

1. Hold the mouse button down over the icon
2. Hold the Control button, click the icon
3. Right Click on icon

### **NOTES:**

### **EXERCISES:**

Exercises on page 13

# Trash: Getting rid of documents

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Move an Item to the Trash using two methods
- ◆ Empty the Trash to permanently delete a item
- ◆ Retrieve an item from the Trash

Use the **Trash** to permanently delete a document from your computer.

### Step 1: Move the item to the Trash Can

#### MOUSE

Click and drag the icon to the **Trash Can**

#### KEYBOARD

Click once on the icon to select it

Hold down the **Command** key and press **Delete** ( ⌘ + ⌫ )

#### MENU

Click once on the icon to select it

From the **File** menu choose **Move to Trash**

#### CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the **Menu**, choose **Move to Trash**



Nothing in  
Trash

### Step 2: Empty the Trash Can to permanently delete.

Items placed in the Trash Can will be held there forever until you tell the computer to **Empty the Trash Can**.

#### MOUSE

**Click** and **hold** on the Trash Can



Full Trash

When menu appears, select **Empty Trash**

### **KEYBOARD**

Hold down the **Shift** and **Command** keys and press **Delete**  
( **⇧** + **⌘** + **⌫** )

### **MENU**

From the **Finder** menu choose **Empty Trash**

### **CONTEXTUAL MENU**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the **Menu**, choose **Empty Trash**

### **NOTES:**

### **EXERCISES:**

Exercises on page 13

## **Change the Appearance and Behavior of the Dock**

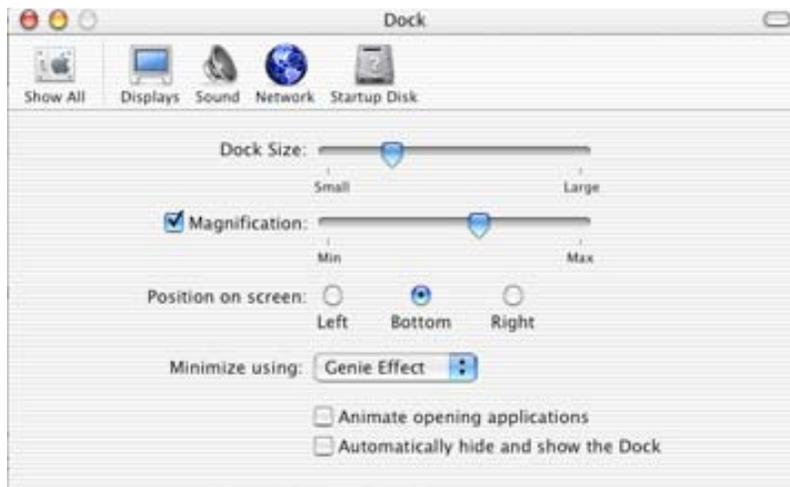
### **OBJECTIVES:**

At the end of the section the user will be able to:

- ◆ Open the Dock preferences from the System Preferences
- ◆ Change the Dock's Size
- ◆ Adjust the Dock's Magnification
- ◆ Change the Dock's screen position

### **CONCEPTS:**

The System Preference Window has a category dedicated to the Dock.  
For more information on System Preferences see page 79



## Open the Dock Controls

All the Dock Preferences are located in the same window.

### MOUSE

Method 1:

Click on the **System Preferences** icon on the **Dock**



### KEYBOARD

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

Hold the **Control** key and press **D**

Use the **arrow keys** to move across the Dock

Press the **Space bar** when the **System Preferences** icon is selected.



### MENU

From the Apple menu  select **System Preferences**

From the **Personal** section of the System Preferences window **Click** once on the **Dock** icon.

## Change the Dock's size

Use the System Preference to find the Dock controls. You can shrink or enlarge the Dock to any size you wish

### MOUSE

Method 1:

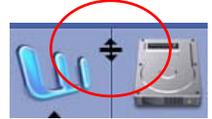
**Open** Dock Controls. See **Open** instructions above.

**Slide** the **triangle** left or right to adjust the **Dock Size**

Method 2:

Place Cursor on the **Dividing line** on Dock so that it becomes a **Double-headed arrow**.

Click hold and Drag **Up** or **Down** to increase and decrease Dock size.



## KEYBOARD

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

**Open** Dock Controls. See **Open** instructions above.

**Slide** the **triangle** left or right to adjust the **Dock Size**

## MENU

**Open** Dock Controls. See **Open** instructions above.

**Slide** the **triangle** left or right to adjust the **Dock Size**

## Change the Magnification of the Icons

When you scroll over the icons, they will swell. If you would like them to magnify more or less you can change the magnification following these steps:

### MOUSE

**Open** Dock Controls. See **Open** instructions above.

**Slide** the **triangle** left or right to adjust the **Magnification**

### KEYBOARD

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

**Open** Dock Controls. See **Open** instructions above.

**Slide** the **triangle** left or right to adjust the **Magnification**

### MENU

**Open** Dock Controls. See **Open** instructions above.

**Slide the triangle** left or right to adjust the **Dock Size**

**NOTE:** If you do not want any magnification, deselect the box to the left of the **Magnification** bar.

## **Change the Position of the Dock**

The Dock does not have to stay on the bottom of the screen. You can move it to the left or right side of the screen.

### **MOUSE**

**Open** Dock Controls. See **Open** instructions above.

From the **Position on Screen** choice, select either **Left** or **Right**.

### **KEYBOARD**

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

**Open** Dock Controls. See **Open** instructions above.

From the **Position on Screen** choice, select either **Left** or **Right**.

### **MENU**

**Open** Dock Controls. See **Open** instructions above.

From the **Position on Screen** choice, select either **Left** or **Right**.

## **Minimizing Effects**

You can decide how a window is minimized, which means how the window goes from full view to its place on the Dock. For more information on **HOW** to minimize see page 35.

There are **Two** Choices

1. **Scale Effect**, the window will **shrink** down to the **Dock**, maintaining the same, yet shrinking, shape.
2. **Genie Effect** The window will appear to be **Pulled** onto the **Dock**.

## **Other Options**

**Animate opening applications:** The icons “bounce” when selected.

**Automatically hide and show the Dock:** the Dock will disappear until you place the cursor near it, at which point it will reappear.

### **NOTES:**

### **EXERCISES:**

Exercises on page 13

## **Dock Exercises:**

Locate the Finder application on the Dock

Use your cursor to reveal the name of an Application.

Launch an Application from the Dock

Drag a Folder from any location onto the Dock. Which side of the Dividing line does it belong?

Remove the Folder from the Dock.

Reorganize the Application icons

Activate the Contextual menu for the Home and Trash icons to view different options.

Use two different methods to move a File or Folder to the Trash

Use the Contextual Menu to Empty the Trash.

Use two methods to launch the System Preferences

Open the Dock preferences

Move the Dock to the right side of the screen and make it smaller

Increase the amount of magnification that occurs to an icon when the cursor hovers.

# Desktop

The Desktop is what you see on the screen that includes:

- ◆ Desktop Menu
- ◆ Icons

## Desktop Menu:

### System level Commands

#### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ When prompted for Operating System level actions such as Shutdown, Restart, System Preferences and Log Out, the user will choose the  menu.
- ◆ After locating a menu command that has a keyboard shortcut, the user will be able to describe and employ the shortcut to activate the same menu command.

#### CONCEPTS:



The menus are located in the upper left of the desktop



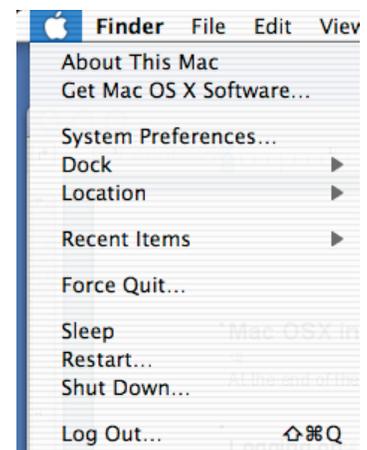
The **Apple Menu** contains the **System Level Commands**. Commands that effect the entire operating system and not just one application.

**About this Mac:** provides information about:

Operating System version

Amount of memory and the processor.

The **More info** button provides more detail about the machine and its hardware.



**System Preferences** is discussed in detail on page 79

**Restart** and **Shut Down** are near bottom.

**Log Out:** This is a new concept for Macintosh. It relates to computers that have multiple users. If you want to leave the computer on and ready for another user, you must **Log Out**. This deactivates your session, protects your folders but leaves the computer running.

**NOTES:**

?

**Why Log Out?**

Closes your session so the next user cannot see your files or email.  
Quicker to log on than it is to restart the computer

?

Which menu contains the Shut Down, Restart, Log Out or System Preferences commands?

**EXERCISES:**

Exercises on page 20

## Application menu

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ When prompted for Application level actions such as Preferences, Hide or Quit, the user will choose the Application menu
- ◆ After locating a menu command that has a keyboard shortcut, the user will be able to describe and employ the shortcut to activate the same menu command.

### CONCEPTS:

The menu to the right of the  menu. It changes to reflect the active application.



In this example, Finder is the active application.

This menu contains commands that effect the application only.

**Preferences:** adjust the application's settings.

**Hide Finder:** Hide all Finder windows so other open applications or the desktop will be visible

**Hide Others:** Hides all other open windows so only Finder Window is visible

**Show All:** Reveals all open windows

(notice the keyboard shortcuts for the **Hide** commands located to the right of the command.)



**Note:** For other applications the **Quit** command will be available on the **Application menu**.

### NOTES:

### EXERCISES:

Exercises on page 20

## The Other Application Menus

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Use the File menu to create a New window or File
- ◆ Use the File menu to Open an existing file
- ◆ Use the Edit menu to Undo an action
- ◆ Use the View menu to Show View Options
- ◆ Use the Go menu to access a Recent Folder
- ◆ Use the Window menu Zoom a window.

### CONCEPTS:

The **File Menu** The menu contains the commands that affect the file or window you have active.

**Open** or **Close** a new window or file.

The commands change to reflect the application that is active. In this case it is the Finder.

There are many useful commands on this menu.

Create a **New Finder window**

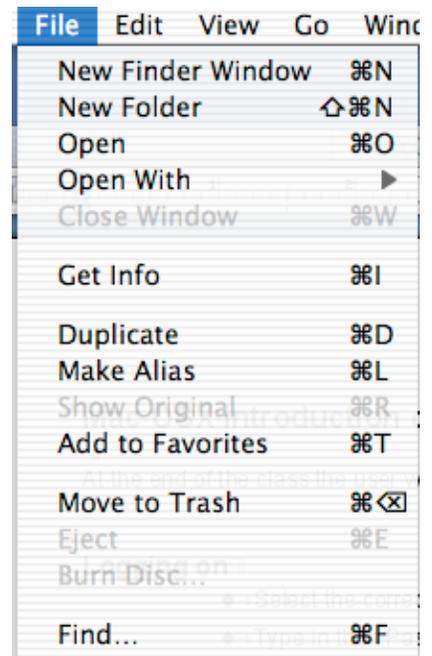
Create a **New folder**

**Duplicate** or make an **Alias** of a selected file.

Add a file to your **Favorites**

**Move** a file to the **Trash**

**Find** a File on your Hard Drive



### NOTES:

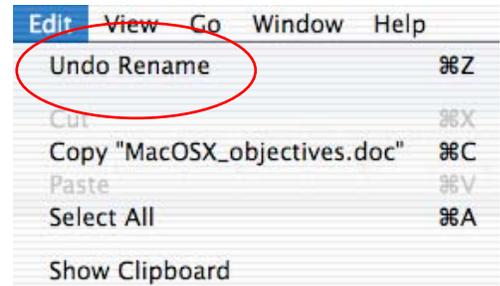
## The Edit menu

The **Edit** menu still contains the different editing commands such as **Copy**, **Cut** and **Paste**.

**New Feature:** The system level **Undo**.

**Undo** actions you perform on files and folders just like working in Word or Excel.

In this figure the last action performed was Renaming of a file. The **Undo** command allows you to remove that action.



If you move a file and change your mind the **Undo** command returns it to the original folder.

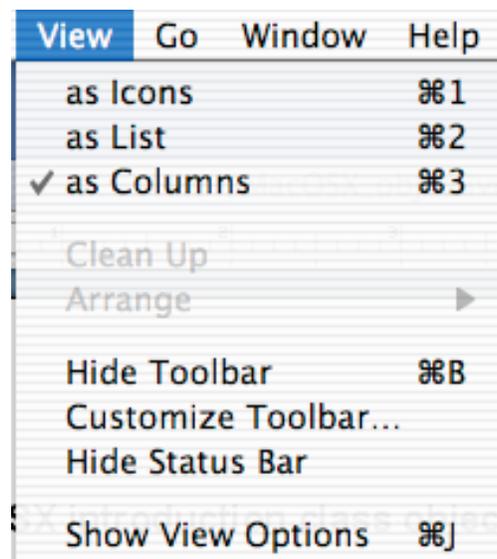
**NOTES:**

## The View Menu

View Files and Folders in different ways. The difference between these views is discussed on page 47.

You can **Hide** or **Customize** the **Toolbar**, which is discussed in more detail on page 41

The **Show View Options** allows you to set the size and look of your icons. This is discussed in more detail on page 31.



**NOTES:**

## The Go menu

This menu allows you to locate a specific folder.

There are default folders such as:

- Computer** This folder shows you all **volumes** available; such as your **Hard Drive**, a **CD** or **Server**
- Home** Contains most of your personal folders and documents
- Applications** Contains the Program applications that run on OS X.
- Favorites** Contains a list of aliases to Folders and Files that you add

These shortcuts can also be available on your **Toolbar** as discussed on page 41.

Use the **Recent Folders** to locate a folder you opened previously.

This is also where you **Connect** to a **Server**. You no longer use the Chooser. This is discussed in more detail on page 91.

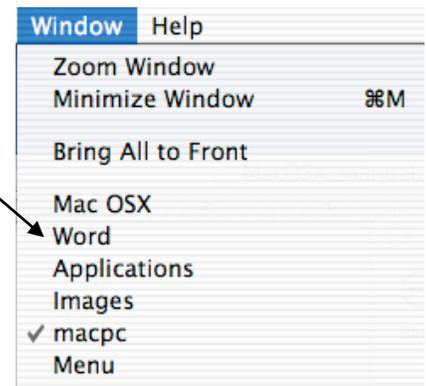
### **NOTES:**

## The Window menu

Use when you have many windows open.

All open windows are listed and you bring the window to the front by selecting it.

The window that is currently active is checked.



**New Feature:** Windows activate individually not by application or all at once. For Example: If you have many windows open and select one. Only that one will come to the front. To bring them all to the front choose the **Bring All to Front** command.

### NOTES:

## Desktop Menus Exercises

Use a Menu to locate the version of OS X installed on your computer

Use a Menu to Log Out of your session

Use a Menu to Restart our computer

Use a Menu to open the System Preferences.

Use a Menu to identify which open Application is active.

Use a Menu to open the Application Preferences

Use a Menu to Hide the Application

Use a Menu to Quit the Application

With the Finder Application active, use a Menu to Create a new Folder and name it. Place it on the Desktop.

Rename your folder. Then use a menu to change the folder name back to the original name.

Use a toolbar to change the size of your desktop icons.

Use a Menu to show all the volumes and applications available on your computer. Which volume is active? How do you know?



# Desktop Icons

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ When presented with a series of different icons the user will be able to identify the icon types: document, folder, server, hard drive, CD and Zip.
- ◆ Explain the difference between a File, Folder, and Volume
- ◆ Eject a Zip or CD and disconnect from a server

## CONCEPT:

Identify the different icons

### Folder icon

The **Folder name** is visible below. A folder is a container that holds other folders and files.

**One Click** selects the Folder

**Double Click** opens the Folder



### Document or File icon

The icon image indicates the application that created the

**File**

**One Click** selects the document.

**Double Click** opens the file in the appropriate application.



### Unrecognized File

Happens when the Computer doesn't recognize the application that created the file

How to open Unknown File?

If you know what application is needed,

**MOUSE**

Method 1

**Double Click** on icon



When warning window opens, select **Choose Application**.

From the next window select the application needed. Change the **Show:** field to view other applications.

Method 2

**Right Click** on the icon.

Select **Open With**

From the list of applications, choose the one you want.

## **MENU**

Open the Application needed.

From the **File** menu choose **Open**

Find the Unknown File and select it.

## Volumes

A **volume** is an item that stores other Folders/Files. Much like an **Encyclopedia** that is information stored in many volumes, so your computer is information stored in many volumes.

**Hard Drive** Contains all the information stored on your computer



**CD** Removable item that contains information



**Zip Drive** Removable item that contains information



**Floppy Disk** Removable item that contains information



**Server** A volume located on another computer that you can access across a network.



**One Click** to select the **Volume**

**Double Click** to open or activate the **Volume**

**NOTES:**

**EXERCISES:**

Exercises on page 33.

## The Contextual Menu

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Use either method to activate the Contextual menu.
- ◆ Apply a Command from the contextual menu to a File

### CONCEPTS:

Not something new to Macintosh, but with OS X's ability to use a two button mouse **it is more practical.**

The **Contextual menu** reveals some basic commands concerning the item you have selected.



### Open the Contextual menu

There are **2** ways to open a Contextual menu

Method 1

Put the cursor over the item and **Right Click**

Method 2

Hold down the **Control** key and **Click** on the item.

### Select a command from the Contextual menu

Once the Contextual menu is open

#### MOUSE

Move the cursor over the command and **Click**

#### KEYBOARD

Use the **Arrow keys** to navigate through the **Contextual menu**

Press **Return** when the command is highlighted.

### NOTES:

## EXERCISES:

Exercises on page 33.

# Select, Move and Open an Icon

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Use a chosen method to Select an Icon
- ◆ Use a chosen method to Move an Icon
- ◆ Use a chosen method to Open an Icon

## CONCEPTS:

### Select an icon

Select an icon from the **Desktop** or from a **Finder Window**

#### MOUSE

Use the **Cursor** and **Click once** on the icon

#### KEYBOARD

Make the **Finder** active by clicking on the **Desktop** or open the folder in a **Finder Window**.

**Type** the first letter of icon name. If there is more than one icon sharing the same first letter type the second letter and third, if necessary, until the desired icon is selected.

#### OR

Use **arrow keys** to move among the icons on the **Desktop**

### Move an icon

#### MOUSE

Click, hold and drag the icon.

Let go of the mouse when the icon is in the correct place.

### Open an icon

#### MOUSE

**Double Click** on the icon

### **KEYBOARD**

Select the icon' hold down the **Command** key and type **O.** ( **⌘ + O** )

### **MENU**

Select the icon and from the **File** menu choose **Open.**

### **CONTEXTUAL MENU**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Choose **Open.**

### **NOTES:**

### **EXERCISES:**

Exercises on page 33.

## Eject a Removable Volume (Floppy, Zip, CD)

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Eject a CD using two different methods
- ◆ Disconnect from a Server using two methods
- ◆ Delete and icon using two methods

### CONCEPTS:

#### MOUSE

Click hold and drag icon to the **Trash**.

The **Trash** can will be replaced with the **Eject** symbol.

Let go of the icon when it is over the **Eject** symbol on the **Dock**



#### KEYBOARD

Select the icon

Press the **Eject** button on the upper right of the keyboard

**OR**

Press the **Command** key + **E** to eject the server ( **⌘ + E** )



#### CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over the icon and **Right Click**.

Select **Eject**.

## Disconnect from a server

**Note:** How to **Connect** to a server is discussed on page 91

A **Server Icon** looks like this.



**Remember:** Throw away (eject) your connection to a server when you are finished.

## MOUSE

Click hold and drag the Icon to the **Trash**.

The **Trash** can will be replaced with the **Eject** symbol.

Let go of the icon when it is over the **Eject** symbol on the **Dock**



## KEYBOARD

Select the icon.

Press the **Command** key + **E** to eject the server. ( **⌘ + E** )

## MENU

Select the icon by clicking once on it.

From the **File** menu choose **Eject**

## CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu choose **Eject**

## Delete an Icon (if Possible)

Deleting an Icon is the same as **Moving** it to the **Trash**.

**Files, Folders** and **Applications** are examples of icons you can delete.

So **Volume** icons, such as Server, CD, ZIP, Floppy etc., cannot be deleted only ejected as discussed above.

**Note:** Deleting an item **Moves** it to the **Trash**. The item is not gone from your computer until you **Empty** the Trash. See page 7 for more details on the **Trash**

## MOUSE

Click hold and drag to the **Trash**.

Let go of the icon when it is over the **Trash** symbol on the **Dock**

## KEYBOARD

Click once on the icon to select it

Hold the **Command** key and press the **Delete** key. ( **⌘ + delete** )

## MENU

Click once on the icon to select it.

From the **File** menu choose **Move to Trash**

## CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Choose **Move to Trash**

## NOTES:

## EXERCISES:

Exercises on page 33.

## Duplicate or copy file, folder or volume

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Make a Duplicate File, Folder or Volume and move it to a new location
- ◆ Copy a File, Folder or Volume and paste it in a new Folder
- ◆ Open the Show View Options window and adjust Icon look

## CONCEPTS:

### MOUSE

Hold down the **Option** key

Click and drag the icon

A grayed out version of the icon will



appear with a green circle with a white plus sign.

**Place** this new icon where you want and let go.

The word **COPY** will be added to the name.

**Rename** the icon if you want

## KEYBOARD

Click once on the icon to select it

Hold down the **Command** key and press **D** ( **⌘ + D**)

**Rename** the icon if necessary

## MENU

Click once on the icon to select it

From the **File** menu choose **Copy “file name”**

**Select** the Folder where you want the new copy

From the **Edit** menu choose **Paste Item**

**Rename** the icon if necessary

## CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Choose **Duplicate**

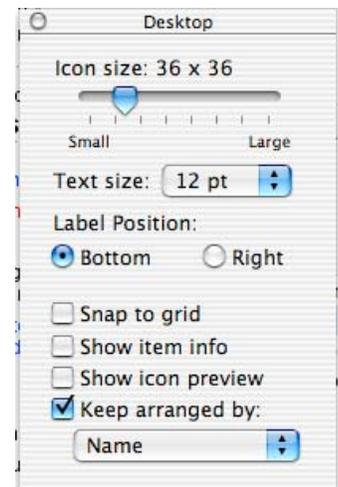
**Note:** Topics such as moving an icon onto or off the Dock or a Folder and Aliases will be handled in other sections.

## Change Viewing options for Icons.

You can change the font and icon size, label location and other aspects.

## Open the View Options window

### KEYBOARD



Hold the command key and press J ( **⌘ + J** )  
Make adjustments to Viewing Options

## **MENU**

From the VIEW menu choose Shoe View Options

**Note:** The **View Options** window shown here is for the **Desktop**. You will have different choices and limitations depending on the location of the icon you selected before opening the **Show View Options**.

## **NOTES:**

## **EXERCISES:**

Exercises on page 33.

## Desktop Icons Exercises

Identify a File icon either on the Desktop or in a Finder window.

Identify a Folder icon either on the Desktop or in a Finder window.

Insert a CD into the computer and locate the icon on the desktop.

View the contents of the CD

Eject the CD

Use both methods to view the Contextual menu of a File or Folder

Use the Contextual menu to Move a File or Folder to the Trash

Delete a File or Folder

Make a Duplicate of a File. Move the File to a new location

Copy an File and paste it in a new location

Open the View Options window and make the icon larger with the label on the right.

Disconnect from a Server (see page 91 for directions to connect to a server)

# Windows

There are some changes in how the basic application window works and some old techniques that survived.

## Working with Windows

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Correctly identify the active window
- ◆ Use the correct window controls to achieve the requested result.
- ◆ Use the Mouse to move a window to a new position on the screen
- ◆ Activate a window from the background
- ◆ Retrieve a minimized window from the Dock

### CONCEPTS:

#### Which window is Active?

The window with the red, yellow and green control buttons.



The window control buttons are now on the upper left.

**RED:** Closes the window.

**YELLOW:** Minimizes the window. It will go to the right side of the Dock. See page 1 for more information about the Dock

**GREEN:** Maximizes the window

#### Close a Window

##### MOUSE

Put Cursor over **Red** circle. It is active when an **X** appears  or

you may see a Dot. . The **Dot** means that changes have occurred to the file and must be saved.

**Don't Worry:** If you click the **Red** circle now the application will prompt you to save.

## KEYBOARD

Make sure the target window is active. If not, click it once.

Hold down the **Command** key and press **W** to close the window.  
( ⌘ + W )

The application will prompt you to save if needed.

## MENU

From the **FILE** menu choose **Close**.

## Minimize or Dock a window

**Note:** You can also Hide an application so all of its windows (open documents) are moved out of your way. Hold down the **Command** key and press **H**. ( ⌘ + W )

## MOUSE

Put Cursor over **Yellow** circle. It is active when the **minus** sign

appears. . **Click** to **minimize** the window, which will move to the right side of the Dock

## OR

Minimize by putting Cursor over the **Title bar** and **Double clicking**.

**Note:** The **Title bar** is the top area of the window that contains the Document title in the middle and the window control buttons to the left.

## KEYBOARD

Make sure the target window is active. If not, click it once.

Hold down the **Command** key and press **M** to minimize the window. ( ⌘ + M )

## MENU

Make sure target window is active. If not, click it once.

From the **Window** menu choose **Minimize Window**

**Note:** Click once on the **File** icon, which is on the **Dock**, to expand and work with the file.

## **Hide an Application**

You can **Hide** an Application and all its open windows. It will still be running (the black triangle under its Dock icon)

**Click** the Dock Icon to **activate** the application. It will appear quicker than starting up the application again.

### **KEYBOARD**

Make sure target application is active. If not, click it once.

Hold the **Command** key and press **H** ( **⌘ + H** )

### **MENU**

Make sure target application is active. If not, click it once.

From the **Application** menu, choose **Hide**.

## **Zoom the window**

To make the window fit the screen and move it to the left most position

Return it to its former position and size

### **MOUSE**

Place cursor over the **Green** circle. It is active when the **plus** sign appears. 

**Click** to **Zoom** window. This action makes it bigger and moves it to the left side of monitor.

Return to original size and position by clicking the **Green** circle again.

### **MENU**

Make sure target window is active. If not, click it once.

From the **Window** menu choose **Zoom Window**.

**Repeat** process to return window to former size and position.

## Moving a Window

### MOUSE



Place the cursor over the **Title bar**.

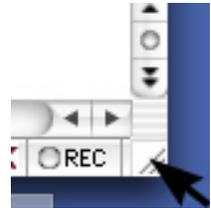
**Click, Hold** and **Drag** the window to the desired location.

## Resizing a window

### MOUSE

Place cursor in **lower right corner** of window.

**Click, Hold** and **drag** to resize the window.



## Activate a window in the background.

### MOUSE

If the window is visible in the background, put **Cursor** over the window and **Click**. It will change from shaded to bright colors to indicate it is active.

### MENU

**Is the window you are looking for the same application you are using now?**

From the **Window** menu choose the name of the window you want activated.

The **list** will be at the **bottom** of the menu

**Is the window you are looking for in a different application?**

**Activate** the application first by **clicking** its icon on the Dock. For more information on the Dock refer to page [1](#).

If the window is still not visible?

From the **Window** menu choose the name of the window you want activated.

The **list** will be at the **bottom** of the menu

## Are you looking for a Finder window?

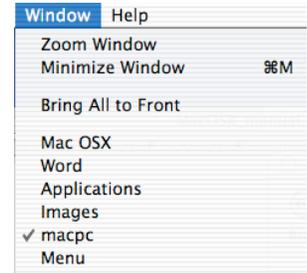
Place the **Cursor** over any open area of the **desktop**

**Click** once on the **background** of the desktop.

From the **Window** menu, choose the name of the window you want to view.

The **list** will be at the **bottom** of the menu.

The checked on is currently active.



## CONTEXTUAL MENU

Put the Cursor over **Any running application** Icon on the Dock

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

**Choose** the window you wish to view

## Retrieve a Window from the Dock.

When a Document/File is **minimized** it rests in the **Dock**. For more information on the Dock refer to page 1.

The Document icon shows a small symbol of the application it belongs too in the lower right.



## MOUSE

**Click** the **Document** icon on the **Dock**

When your Cursor is over an icon, the Icon will **magnify** and the **document title** will appear above the icon.

## KEYBOARD

**Method 1:** Open a New Finder Window

The **Finder** must first be **active** before you can open a new window.

Look in the upper left of the screen

The word next to the blue apple  is the active application.

If it is not the Finder then with your Mouse click anywhere on the desktop

Now the word Finder should be to the right of the blue apple.



Hold down the **Command** key and press **N**. ( **⌘ + N** )

### **Method 2:** Open a New Finder Window

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

Hold the **Control** key and press **D**

Use **Arrow** keys to move along **Dock**

Press **Space** key when the correct icon is selected

Hold down the **Command** key and press **N**. ( **⌘ + N** )

### **NOTES:**

### **EXERCISES:**

Exercises on page 55.

# Finder Window

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Open a Finder window using two methods
- ◆ Identify the parts of the Finder window
- ◆ Identify the parts of the Finder Toolbar
- ◆ Open the Customize Toolbar window
- ◆ Add and remove icons from Toolbar

## CONCEPTS:

The window that shows you the Folder structure of a **Volume** (the Hard drive, a CD, Zip, Server, etc.)

Allows you to look through your **Directories** and locate a file or folder.



## Open a Finder Window.

### MOUSE

Click on the **Finder** Icon on the Dock



Click on the **Home** Icon on the Dock



Double Click on a Folder icon



Double Click on a Volume icon.



## KEYBOARD

Only possible with **Full Keyboard Access** turned on. It is turned **OFF** by default. See page 101 for instructions.

Hold the **Control** key and press **D**

Use **Arrow** keys to move along **Dock**

Press **Space** key when the correct icon is selected

## MENU

The **Finder** must first be **active** before you can open a new window.

Look in the upper left of the screen

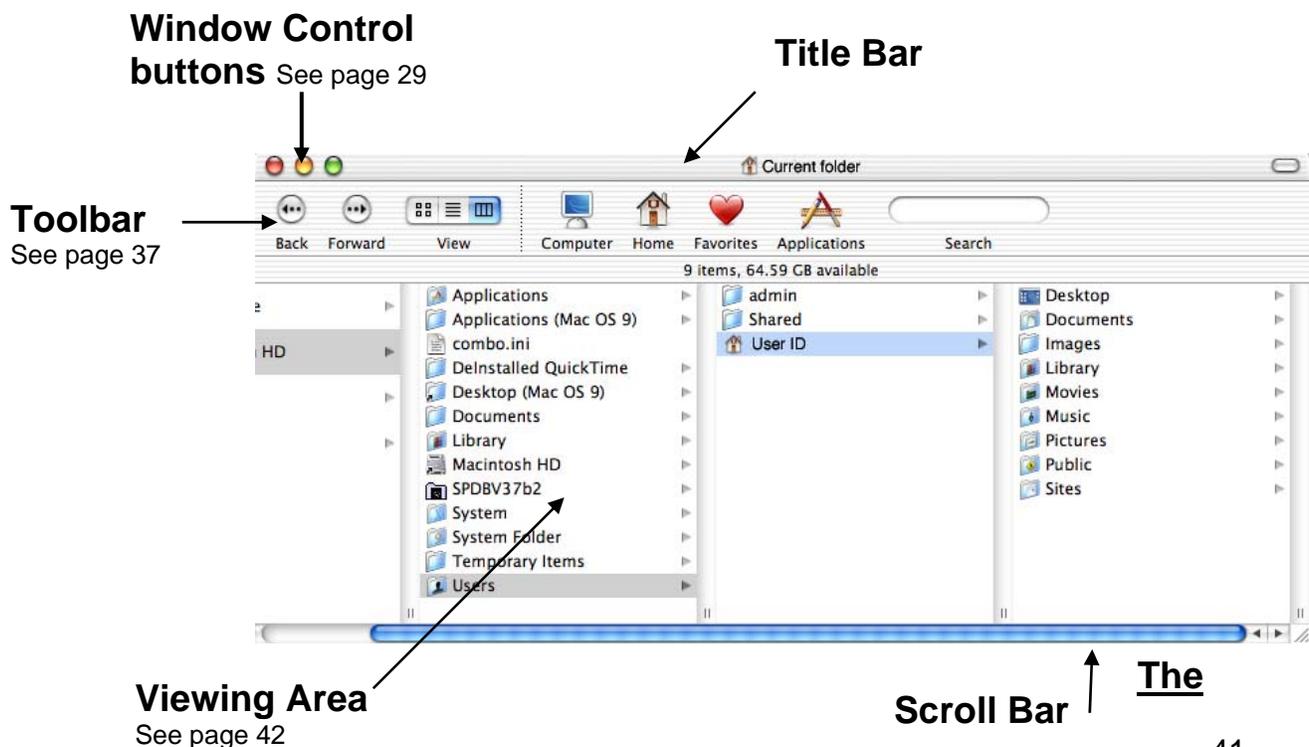
The word next to the blue apple  is the active application.

If it is not the Finder then with your Mouse click anywhere on the desktop

The word **Finder** should be to the right of the blue apple.  **Finder**

From the **File** menu choose **New Finder Window**

## What are the parts of the Finder Window?



## Toolbar

The toolbar is located at the top of the Finder window.

## Hide or Reveal the Toolbar.

### MOUSE

Locate the **clear button** on **top right** of Finder window.



**Click** this button to reveal or hide Toolbar

### KEYBOARD

Hold down the **Command** key and press **B**. ( **⌘ + B** )

## The Back and Forward Buttons

These button work like a Web browser. They move you back a step or forward a step in the directory.

### Back button

Takes you back to the last folder you viewed.

### MOUSE

Click on the **Back** button.



### KEYBOARD

Hold the **Command** key and type [, ( **⌘ + [** )

### MENU

From the **Go** menu, choose **Back**

### Forward Button

The Forward button is only active after you have used the Back button.

It takes you to the window you just backed out from.

### MOUSE

Click on the **Forward** button.



## KEYBOARD

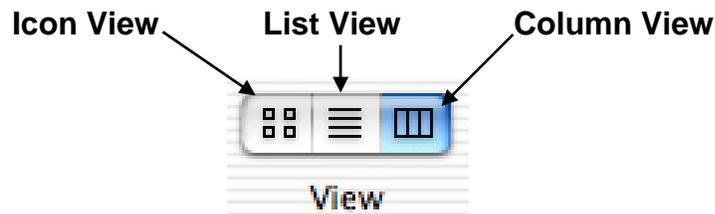
Hold the **Command** key and type **]**. ( **⌘ + ]** )

## MENU

From the **Go** menu, choose **MENU**

## View controls

The view controls allow you to change the view of the current window.



For more information on **View** options see page 47

## MOUSE

Click on the **View** Control that will give you the desired view

## MENU

From the **View** menu, choose **Icon**, **List** or **Column**

## KEYBOARD

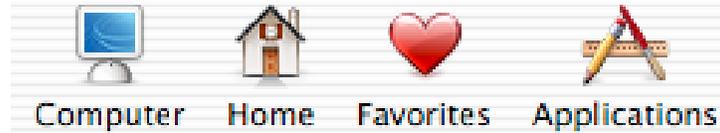
**Icon** view: Hold the **Command** key and press **1** ( **⌘ + 1** )

**List** view: Hold the **Command** key and press **2** ( **⌘ + 2** )

**Column** view: Hold the **Command** key and press **3** ( **⌘ + 3** )

## Shortcut Icons

These icons take you to specific folders directly.



To go to the folder indicated click once on the icon.

- Computer:** The same as double clicking the **Hard Drive** icon on the desktop. It shows you the main folders on your machine
- Home:** Takes you to your **personal** folder that contains all of your folders/files. Including your desktop folder
- Favorites:** This is a list you create that contains folders/files you want to access frequently and quickly
- Applications:** Opens the folder that contains the programs. You would go here to find a program to launch or to find a program icon to move it to the Dock. See page 1 for more on adding an icon to the Dock.

## Add/delete a shortcut on the Toolbar.

Customize using the shortcuts provided on the **Customize Toolbar** window.



## **Open the Customize Toolbar window.**

### **MENU**

Activate the **Finder** by clicking the icon on the **Dock**.

From the **View** menu, choose **Customize Toolbar**

### **CONTEXTUAL MENU**

Activate a Finder Window

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Select **Customize Toolbar**

## **Add a shortcut**

Click and drag the desired shortcut to a place on the toolbar

## **Delete a shortcut**

### **MENU**

Click and drag the shortcut off the toolbar

Release the button.

## **CONTEXTUAL MENU**

Place Cursor over Shortcut icon.

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Select Remove Item.

## **Change the view of the Toolbar**

### **MOUSE**

Open the **Customize Toolbar** window. See Open the Customize Toolbar above.

In the lower left is a drop down menu titled **SHOW**.

Choose the viewing style:       **Icon Only, Icon & Text, Text Only**

### **CONTEXTUAL MENU**

Place Cursor over Toolbar.

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Choose the viewing style:       **Icon Only, Icon & Text, Text Only**

## **Search**

This Search field is for searching the active folder. You can see which folder is active by reading the titlebar or looking at which folder is highlighted in your window viewing area

### **NOTES:**

### **EXERCISES:**

Exercises on page 55.

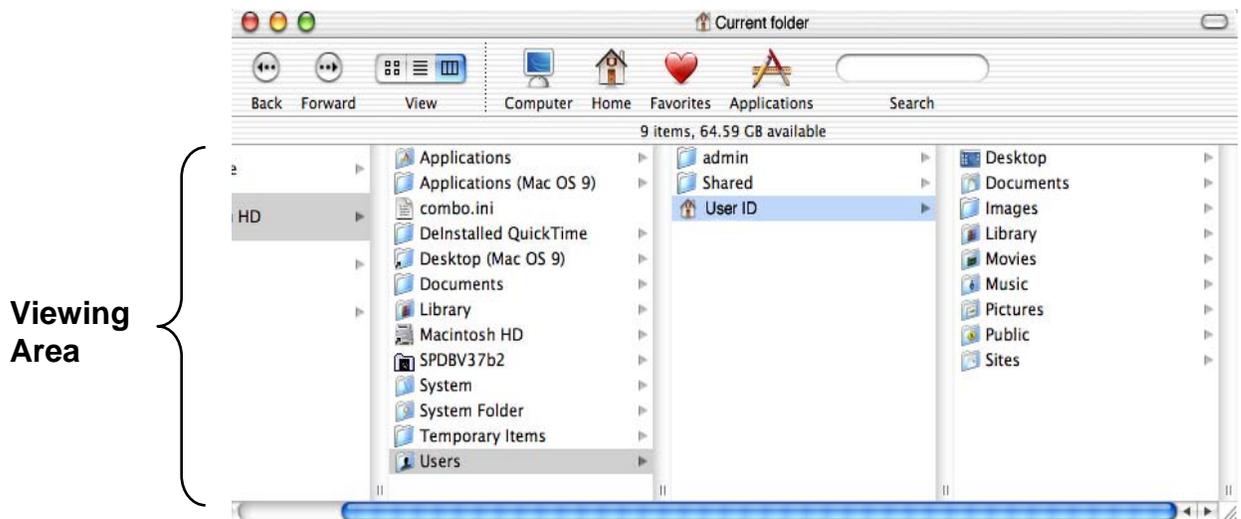
## Viewing area of the Finder Window.

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Change the Finder window to Icon, List and Column view when prompted
- ◆ Select an item in each view
- ◆ Open a Folder in each view

### CONCEPTS:



**Column View is shown here.**

The viewing area is the large open area of the Finder window

Here you can follow your directory structure and locate/create folders for storage.

The View buttons discussed earlier will change the view from Icon to either list or Column.

### The Three Views

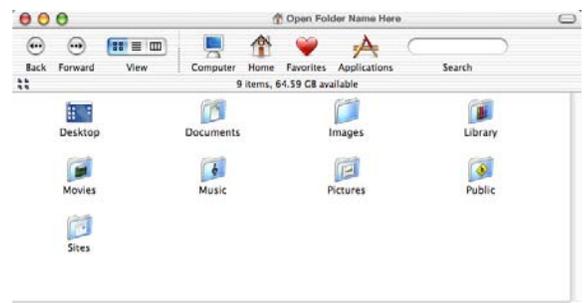
Icon see page 47

List see page 48

Column see page 52

#### **Icon**

You see each item in the folder



as a separate icon. You can only look at the contents of one folder at a time.

### Select/Open an Icon

#### MOUSE

Place Cursor over icon and click once to Select.

**Double click** to **Open**

#### KEYBOARD

##### Method 1:

Type the first letters of the item until it is selected

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

##### Method 2:

Use the **TAB** key to move forward through folder items alphabetically

Hold the **SHIFT** key and type the **TAB** key to move backward through the folder items alphabetically

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

##### Method 3:

Use the **Arrow** keys to move in any direction within the folder

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

#### CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

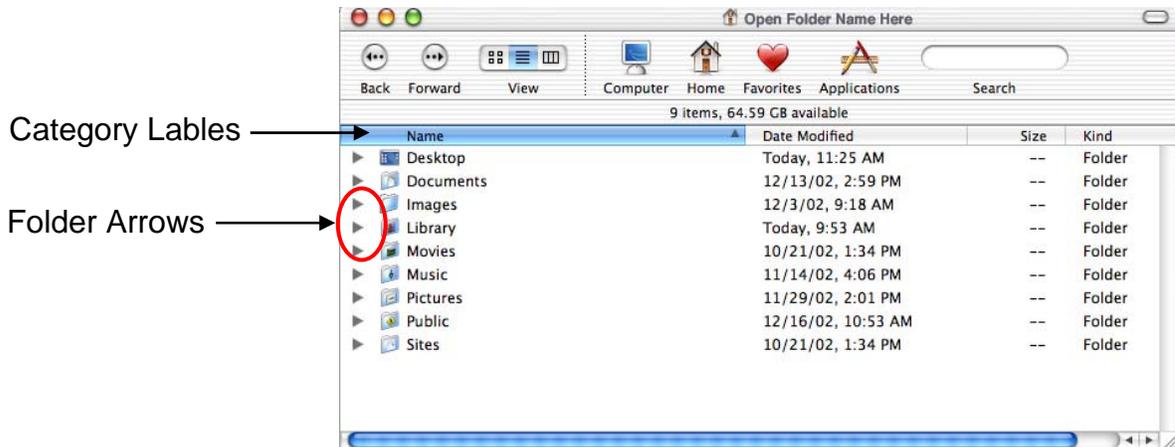
Place **Cursor** over icon and **Right Click**

Choose **OPEN** from the choices.

Note: choose **Open With** from the **CONTEXTUAL** menu if the computer does not recognize the item and you know what application should be used.

## List

This view shows a much smaller icon and all the items are stacked alphabetically

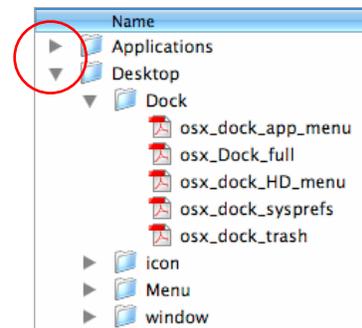


## Folder Arrows

There is an arrow that appears to the left of any folder that contains more items.

The arrows can be turned to reveal (expand) the contents of the folder.

Using the arrows will allow you to view the contents of more than one folder at a time.



## Turn a Folder Arrow to Open/Close a folder

## MOUSE

Click once on the Arrow to the left of the folder you wish to view.

The arrow will turn downward (expand) and the contents of the folder will be shown. They are indented to show the parent folder to which they belong.

Click again on the Down Arrow to close (collapse) the Folder

Double Click on a folder to Open in its own window. Only the contents of that folder will be visible.

Use the Back button to return to the last folder.

## MENU

Select an item

From the FILE menu, choose Open

## KEYBOARD

### Method 1:

Type the first letters of the item until it is selected

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

### Method 2:

Use the **TAB** key to move down through a folder's items alphabetically

Hold the **SHIFT** key and type the **TAB** key to move backward through the folder items alphabetically

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

### Method 3:

Use the **UP** and **DOWN Arrow** keys to move through the list.

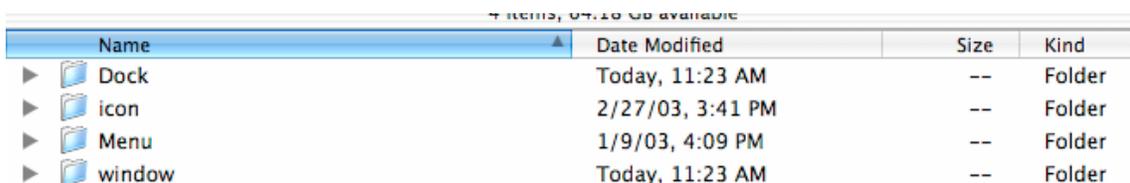
Use the **RIGHT Arrow** key to turn a Folder Arrow down to see (expand) what is in a folder.

Use the **LEFT Arrow** key to turn a Folder Arrow up and close (collapse) the folder

To **Open** hold down the **Command** key and type **O** ( **⌘ + O** )

## Category Labels

These are the labels at the top of each list: NAME, DATE MODIFIED, SIZE, KIND, etc..



Name	Date Modified	Size	Kind
▶ Dock	Today, 11:23 AM	--	Folder
▶ icon	2/27/03, 3:41 PM	--	Folder
▶ Menu	1/9/03, 4:09 PM	--	Folder
▶ window	Today, 11:23 AM	--	Folder

These labels are also **Sort** buttons.

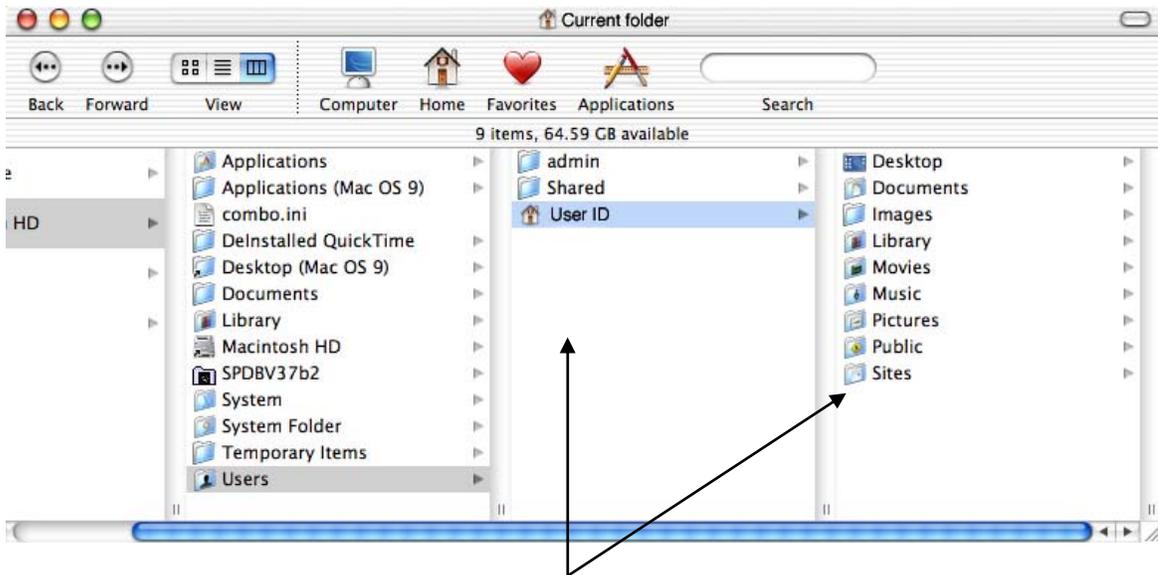
The window is sorted by the column with the blue label. In the figure above the window is sorted by **NAME** from **A to Z**.

Clicking the **blue** label again reverses the sort order  
Clicking any label to sort by that category.

## Column

This is the new view added to OS X.

This view allows you to move through the levels of the directory without leaving a collection of overlapping windows.



The window is divided into vertical panes (sections). When you select an item the pane (section) to the right will show everything contained in that item.

## Move from Pane to Pane

### MOUSE

Click on any item you want to select. The next pane to the right will change to show the contents of your selection.

Use the **scroll bar** to view columns or items that are no longer visible.

**Double click** to open a document/File.

Click on a shortcut icon on the Toolbar to go directly to that folder. See page 41 for more information on Toolbar

Click on the **Back** or **Forward** Buttons to move from one pane to another. These choices trace the same path you took to reach the folder.

### MENU

From the **GO** menu, choose **Back** to move one pane (section) to the left.

From the **GO** menu, choose **Forward** to return one pane (section) toward where you started. Forward is only available if you have gone Back already.

The Toolbar Shortcuts are available from the **GO** menu: Computer, Home, Favorites, Applications, etc.

## KEYBOARD

Use **TAB** key to move one pane to the right.

Use **SHIFT** and **TAB** to move one pane to the left

Use **RIGHT** or **LEFT** arrows to move from one pane to another.

Use **UP** or **DOWN** arrows to move through the items within a pane.

To go **Back** hold down the **Command** key and press [ ( ⌘ + [ )

To go **Forward** hold down the **Command** key and press ] ( ⌘ + ] )

The Toolbar Shortcuts have keyboard combinations;

**Computer:** SHIFT + Command + C ( ⬆ + ⌘ + C )

**Home:** SHIFT + Command + H ( ⬆ + ⌘ + H )

**Favorites:** SHIFT + Command + F ( ⬆ + ⌘ + F )

**Applications:** SHIFT + Command + A ( ⬆ + ⌘ + A )

To Open a File/Document hold down the **Command** key and press O ( ⌘ + O )

Or

hold down the **Command** key and press the **DOWN** Arrow.

**Note:** You can open an item from any pane visible not just the one where you are currently located.

## Adjusting the Column View

Change the Width of the panes.

At the bottom of each column divider there are two small vertical



lines.

Place Cursor over these two lines

Click Hold and Drag to the left or right to adjust the column width.

To adjust **ONE** column width only.

Place Cursor on two small vertical lines.

Hold the Option key

Click, Hold and Drag to the left or right to adjust the column width

### **View Preferences**

To set preferences for a type of **View** (icon, list or column).

### **MENU**

With the window active and in the desired type of view

From the **VIEW** menu, choose **Show View Options**

### **KEYBOARD**

With the window active and in the desired type of view

Hold down the **Command** key and press **J** ( ⌘ + J )

### **NOTES:**

### **EXERCISES:**

Exercises on page 55.

## **Window Exercises**

Identify which window is active.

Use a Window control button to Minimize a window

Retrieve the same file from the Dock.

Use a Window control button to Close the window. (Can you tell before clicking the button if the document needs to be saved?)

Use your mouse to move a window to the side.

Activate one of the windows in the background

Use your mouse to resize the window.

Open a New Finder window from the Dock

Use another method to open a New Finder window

Identify the Toolbar and Viewing area of the window

Reveal and Hide the Toolbar

Use a Toolbar icon to view the Applications folder

Open the Customize Toolbar window

Add the Delete icon to the Toolbar

Change the View to Column

Use the Mouse to locate, select and open a file

Use the Keyboard or contextual menu to locate, select and open a file

Change the View to List

Use the Mouse to reveal the contents of a folder

Use the Mouse to hide the contents of a folder

Sort the window by Date Modified A to Z

Sort the window by Name Z to A

# File Management

## Work with an item.

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Move an item from any location on the system to another
- ◆ Copy an item using two methods
- ◆ Move the copy to a new location
- ◆ Rename a File or Folder

### CONCEPTS:

An item can be a Folder, File, Volume, Alias etc.,.

#### Move an object from the desktop to the Hard Drive

To move any object to the Hard Drive:

**Click** and **hold** the icon for the item and **drag** it on top of the Hard Drive icon.

When the Hard Drive turns dark, let go of the icon

#### Move an object from the Hard Drive to another folder

**Open** the Hard Drive by **double-clicking** it. The contents of the Hard Drive will be displayed.

**Open** the folder you wish to place the item currently stored on the Hard Drive.

**Click** and **hold** the icon for the item and **drag** drag it into the new folder.

#### Move an object from the Hard Drive to the desktop

**Open** the Hard Drive by **double-clicking** it. The contents of the Hard Drive will be displayed.

**Click** and **hold** the icon for the item and **drag** it anywhere on the desktop.

## Move an object from the Hard Drive to an External Storage Medium

External storage medium (ZIP disk, Super Disk, JAZ disk, CD)

Locate the Icon that represents the External Storage.

To **open** the storage medium, **double-click** it.

**Open** the Hard Drive by **double-clicking** it.

**Click** and **hold** the icon for the item and **drag** it into the window of the storage medium. The item will appear in the window.

## Copy and move an item

### MOUSE

Hold down the **Option** key

Click and drag the icon

A grayed out version of the icon will appear with a green circle with a white plus sign.



**Place** this new icon where you want and let go.

The word **COPY** will be added to the name.

**Rename** the icon if you want

**Move** the copy to new location

### KEYBOARD

Click once on the icon to select it

Hold down the **Command** key and press **D** ( **⌘ + D**)

**Rename** the icon if necessary

**Move** the copy to new location

### MENU

Click once on the icon to select it

From the **File** menu choose **Copy** "**file name**"

**Select** the Folder where you want the new copy

From the **Edit** menu choose **Paste Item**

**Rename** the icon if necessary

**Move** the copy to new location

## **CONTEXTUAL MENU**

### **Method 1:**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

Choose **Duplicate**

**Rename** the icon if necessary

**Move** the copy to new location

### **Method 2:**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Copy “file name”**

Open folder where you want to move the copy

Hold down the **Control** key and **Click** on the folder

**OR**

Place **Cursor** over folder and **Right Click**

Form the menu, choose **Paste item**

## **NOTES:**

## **EXERCISES:**

Exercises on page 69

## Copy or Alias?

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Create an Alias of a Folder on the Computer
- ◆ Create an Alias of a Folder on a Server
- ◆ Given a certain scenario, choose whether an Alias or Copy is the best choice

### CONCEPTS:

A Copy and an Alias are **NOT** the same.

This Folder Icon  
opens the Folder  
called **Original**.



This Folder Icon  
opens the Folder  
called **Original copy**.



**Alias** makes an icon that links to the original item. If you open the Original or the Alias you get the same Folder

**Copy** makes a new separate item that is exactly the same as the original.

### Create an alias for a document

An alias is usually placed on the desktop or on the Dock. For more information about placing an item on the Dock, see page 1.

#### MOUSE

Hold the **Option** and **Command** keys. (⌥ + ⌘)

**Click, Hold** and **Drag** the selected item

Let go where you want the alias

#### KEYBOARD

Select the item

Hold the **Command** key and press **L (⌘ + L)**

**Move** the alias to the desired location

## **MENU**

Select the item

From the **File** menu, choose **Make Alias**

**Move** the alias to the desired location

## **CONTEXTUAL MENU**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Make Alias**

**Move** the alias to the desired location

## **NOTES:**

## **EXERCISES:**

Exercises on page 69

## **Delete, rename, Get info and set permissions**

### **OBJECTIVES:**

At the end of the section the user will be able to:

- ◆ From within a Finder window, Delete an item
- ◆ From within a Finder window, Rename an item
- ◆ Open the Get Info window for an item
- ◆ Adjust the permissions of the item to Read Only

### **CONCEPTS:**

#### **Delete an object**

##### **MOUSE**

**Click, Hold** and **Drag** the selected item to the **Trash can**

## KEYBOARD

Select the item

Hold the **Command** key and press **Delete** (⌘ + ⌫)

## MENU

Select the item

From the **File** menu, choose **Move to Trash**

## CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Move to Trash**

## Rename an item

### **Method1:**

Select the item

Press the Return key

The item name becomes highlighted

Type new name and it replaces old one.

Press the Return key or Click somewhere else

### **Method2:**

Click once on item . . . Pause. . .Click a second time on item.

The item name becomes highlighted

Type new name and it replaces old one.

Press the Return key or Click somewhere else

### **Method3:** (Desktop, Icon view and List view only)

Click once on the item . . . Pause

The item name becomes highlighted

Type new name and it replaced old one

Press the Return key or click somewhere else.

## Get more information

OS X allows you to get additional information about an item all in one location.

### KEYBOARD

Select the item

Hold the **Command** key and Press **I** (for Information)      (**⌘ + I**)

### MENU

Select the item

From the **File** menu, choose **Get Info**

### CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Get Info**

### Some General Information

The **full name** (including **extension**) of the item

Who **owns** the item, and who has **permissions** to the item



## Set permissions to a folder

You can set permissions on an item to limit how much another person can change the item.

Use a method discussed above to access the **Get Info** window.

Select the **Ownership & Permissions** tab

To make changes **unlock** the window, by clicking the **padlock** icon

**Group:** select the group of people you want to grant access to this file.

### Access or Permissions

**Read and Write** –you can look at the information on the screen, and you can add or delete. You can think of this as “Full Access”.

**Read only** – This will allow people to look at the contents of the folder without adding information.

**Write only (Drop Box)** – This option will allow the folder to behave like a “Drop Box”. People can write documents and place them inside the folder, but they cannot open the folder to view the contents.

**No Access** – No one can add information or view contents.



### NOTES:

### EXERCISES:

Exercises on page 69

## Locate or Search for a File or Folder

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Open the Find window
- ◆ Correctly set the Search In field
- ◆ Provide a Search Criteria

### CONCEPTS:

**Locate:** If you know what volume the item is in you can use a Finder Window.

Open a Finder window. See page 47 for help using a Finder window.

Navigate through the directory until you locate the item.

**Search:** Use the **Find** feature if you do not know the location of the item.

**Open** Find window

## KEYBOARD

Activate the **Finder** (click on desktop or Finder icon on Dock)

Hold the **Command** key and Press **F** (for Information) (**⌘ + F**)

## MENU

Activate the **Finder** (click on desktop or Finder icon on Dock)

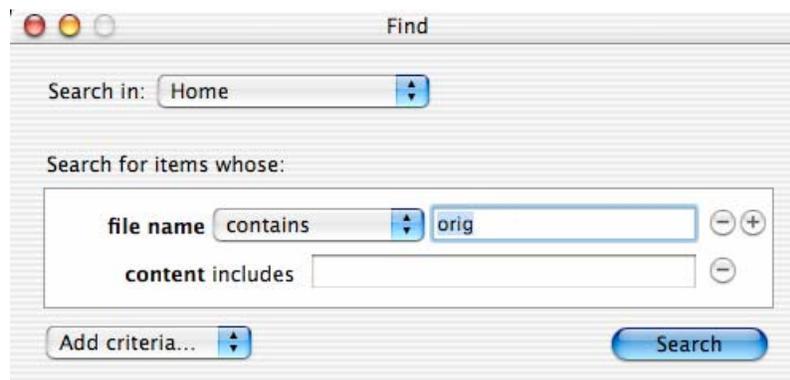
From the **File** menu, choose **Find**.

Once window is open

Use **Search in:** to select the target folder/volume

Provide the name or content words

**Click** the **Search** button



## Search Results

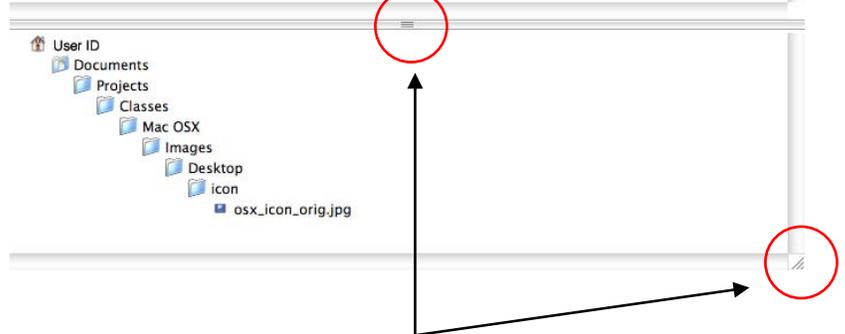
The search results window shows you where all the items are that meet your search criteria.

The Search window has **Two (2) sections**

**Section 1:** List of Files/Folders

Name	Date Modified	Size	Kind
Original alias	3/13/03, 3:22 PM	4 KB	Alias
Original copy	3/13/03, 3:21 PM	--	Folder
osx_icon_orig.jpg	3/13/03, 3:28 PM	52 KB	Adob...EG file
osx_icon_origalias.jpg	3/13/03, 3:29 PM	56 KB	Adob...EG file
osx_icon_origcopy.jpg	3/13/03, 3:30 PM	56 KB	Adob...EG file

**Section 2:** Location of File/Folder selected in section 1



**Note:** Use these two places to adjust the **window** or **Section size**

Select an item in Section 1 to view its location in Section 2.

Double click an item in Section 2 to open

## Retrieve objects from the Trash

Double-click the Trash Can icon on the Dock to open

**Click, hold** the item and **drag** the item onto the Desktop or any other location.

Once the item appears in the new location it has been retrieved.

## The UNDO feature

A new feature that works like the regular undo action in an application, **BUT** it only remembers one action.

If you perform an action and **immediately** want to take it back, use **UNDO** before doing anything else.

**Examples:** If you send a file or Folder to the Trash and want it back.

If you drop a File or Folder into the wrong folder.

If you move the wrong file to a folder and want it returned.

If you change the name of a file and want the original name back.

## KEYBOARD

Hold the **Command** key and press **Z (⌘ + Z)**

The item will be placed in the exact state it was in before being changed.

## MENU

From the **Edit** menu, choose **Undo “last action”**

The item will be placed in the exact state it was in before being changed.

**Remember:** the **UNDO** feature only remembers **one (1)** action at a time.

## Favorites folder

This folder holds an alias of a folder or file that you use often

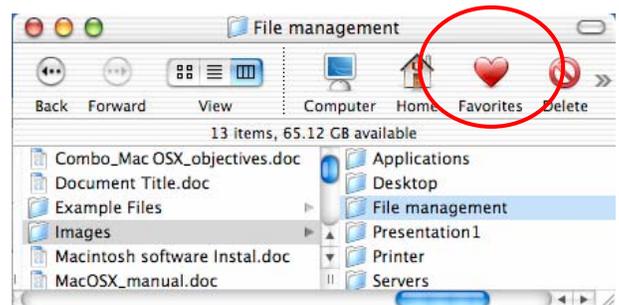
### Find a item in the Favorites list

## MOUSE

From the toolbar of a Finder Window, click the **Favorites** icon.

See page 41 for more information on a Finder window.

Double click to open the file or folder you want.



## KEYBOARD

Hold the **Shift** and **Command** keys and press **F (⇧ + ⌘ + F)**

Double click to open the file or folder you want.

## MENU

**Method 1:** From the **GO** menu, choose **Favorites**

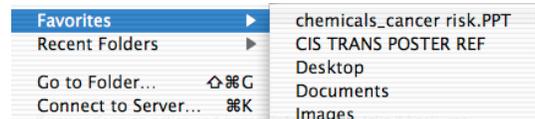
**Results:** Favorites folder opens in a Finder Window

Double click to open the file or folder you want.



**Method 2:** From the **GO** menu, choose **Favorites**

Slide over and select the item you wish to use.



**Results:** Opens the file or folder immediately

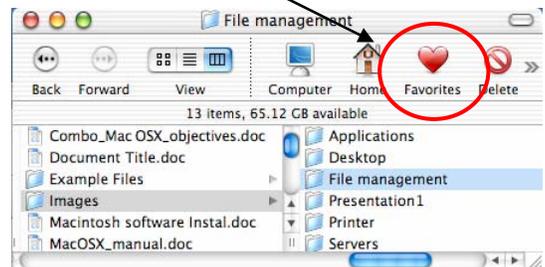
## Add a file or Folder to the Favorites list

### MOUSE

Locate the item in a Finder Window

Drag the item to the Favorites icon on the Toolbar.

Drop the item on the icon.



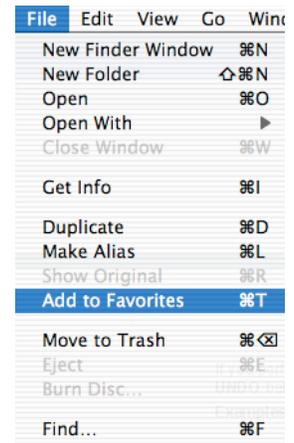
**Note:** If you pause too long the **Favorites** folder will open. If you drop an item in the open **Favorites** folder directly the item will change locations. Instead of an alias, the **Favorites** folder will have the actual file or folder.

### KEYBOARD

Hold the **Command** key and press **T** ( **⌘ + T** )

## MENU

Locate the File or Folder in a Finder Window  
From the **File** Menu, select **Add to Favorites**.



## NOTES:

## EXERCISES:

Exercises on page 69

## **File management exercises:**

Create a Folder on the Desktop

Move it to your Documents Folder

Make a duplicate and move it back to the desktop

Copy and Paste the folder into the Images folder

Create an alias for the folder

Move alias to another folder

Use alias to open folder

In this situation, we want to launch the SAME file from different locations on the Hard Drive. Decide whether to make a copy or an alias to solve this situation.

Select a Folder and use the Get Info feature to set permissions

We want people to only see what the item contains so change the Permissions.

We want people to only be able to put files into the folder but Not see the contents so change the Permissions.

We want people to only see and change what the item contains so change the Permissions.

Open a Finder Window and search for a Folder.

Expand the Search result window for a clear view of both sections of the window

Move the Folder to the Trash

Use the UNDO to move the Folder back from the Trash

Rename the Folder

Use the UNDO to return the Folder's original name

Add the Folder to your Favorites

Use the Favorites command to open the Folder

# Applications

Applications are the software programs you use on the computer.

## Start an application.

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Start an Application from the Dock
- ◆ Locate the Applications Folder
- ◆ Start an Application from the Applications Folder
- ◆ Use an existing File to launch an Application

### CONCEPTS:

There are many ways to start an application.

#### From the Dock

Locate Icon on Dock and click once.

For more information on the Dock see page 1.

See page 4 to add an application icon to the Dock

#### Applications Folder

##### MOUSE

##### Method1: Use a Finder window

Activate a Finder Window by clicking the icon on the Dock

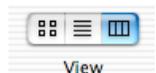
On the Toolbar, click the **Application** Icon.

For more information on the Toolbar see page 41

Choose the **Column** view for the window.

Within the View area of the window, Use either the **mouse** or **arrow** keys to Select Folders.

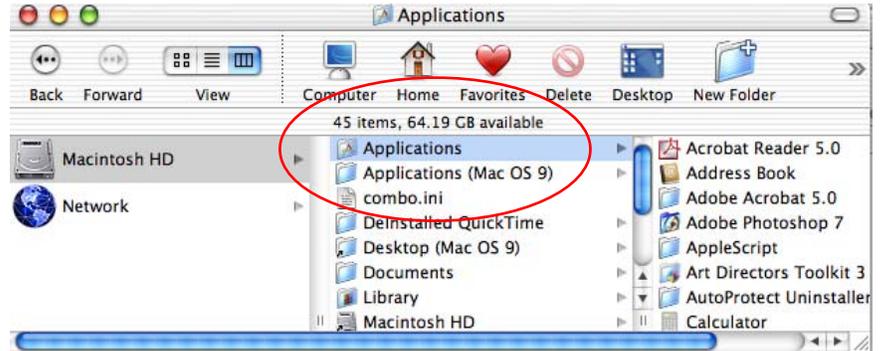
Move to the **left**



The **Application** folder will appear, usually at top of list.

**Applications** folder is for OS X programs.

**Applications (Mac OS 9)** is for programs that run on the classic OS. They work on your computer.



The Applications folder is on the Root level (first level) of your Hard Drive.

### Method 2: Using a Document/File icon.

Double Click on a document icon that was created by the application you want to use.

### MENU

#### Method 1:

Activate the Finder (click on the Finder Icon on Dock or Click on the desktop behind your open applications)

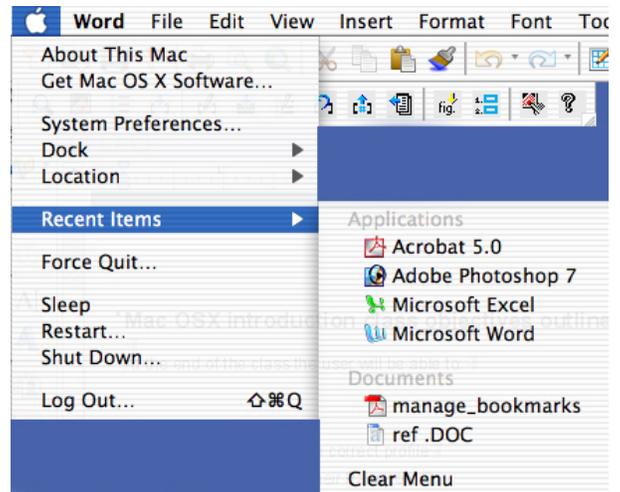
From the Go Menu, choose Applications

#### Method 2:

If you know the application was used recently then try this.

From the Apple Menu located in upper left of screen, Select **Recent Items**.

From the list choose either an Application or Document.



## KEYBOARD

Activate the **Finder** (click on the Finder Icon on Dock or Click on the desktop behind your open applications)

Hold down the **Shift** and **Command** key and press **A.** (⇧ + ⌘ + A)

## CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Open**

**Note:** If you want to **Open** a document with a different or specific program choose **Open With**. A list of applications will appear, select the one you want.

## NOTES:

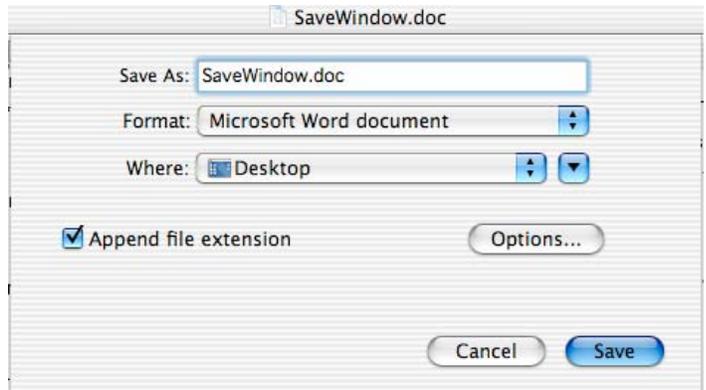
## EXERCISES:

Exercises on page 78.

# Save As window

When you save a file the Save As window will appear.

The default window resembles this figure



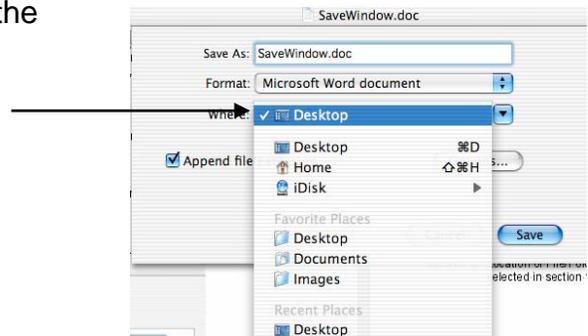
**Save As:** Type in the name of the file

**Format:** Change the type of file if it is not correct

The most important step usually is the **Where** field.

**Where:** Decide the location where the file will be saved.

The **double arrow** to the right of the field reveals a menu of locations.



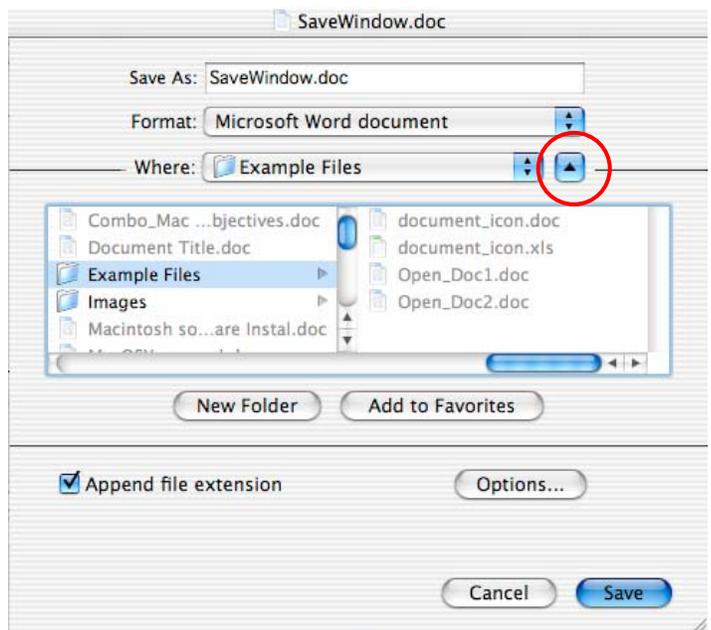
## Need more choices?

The **down arrow** farther to the right opens a **Finder** window in the **Save As** window and allows you to navigate anywhere.

Navigate in these panes as normal. This is discussed on page 52

Use the buttons provided to create a **New Folder** to store the file or **Add** this file to your **Favorites** list.

To hide the **Finder** Window click the arrow again.



# Sherlock

**Warning!** Sherlock no longer searches for files on your computer. Sherlock now searches for information on the Internet (just like Google™ or Yahoo!®). There is a search window located in every Finder Window. For more information on Finder Windows, refer to page 36.

## Launch Sherlock

You have two options for launching Sherlock:

### **MENU**

Open the Applications folder.

Double-click Sherlock to launch the application.

### **MOUSE**

Click the **Sherlock** icon on the Dock. For more information on the Dock, refer to page 1.



## Using Sherlock

The screenshot shows the Sherlock search engine interface. At the top, there are search categories: Channels, Internet, Pictures, Stocks, Movies, Yellow Pages, eBay, Flights, Dictionary, Translation, and AppleCare. A search bar contains the text "NIEHS" and a magnifying glass icon. Below the search bar, a list of search results is displayed, including "National Institute of Environmental Health" and "NIEHS - National Institute of Environmental Health". A red arrow points to the magnifying glass icon, and another red arrow points to the search bar. A third red arrow points to the search results list. A fourth red arrow points to the first result in the list.

**A. Specific Search Categories (optional)**

**B. Type in Search Subject**

**C. Click magnifying glass, or press Enter**

**D. Results**

Preview of highlighted result

Using Sherlock follows this procedure:

### A. Identify your specific Search Category (optional)

Sherlock calls these channels. You can search a wide variety of categories ranging from the Internet to Flight Information. The default category is Internet.

**B. Enter your search subject.**

In the example diagram, we used NIEHS.

**C. Once you have typed in your subject, click the magnifying glass or press Return.**

**D. The results of your search will be displayed, with the most relevant at the top.**

There is even a preview of the selected result.

## Quit an Application

### OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Quit an Application using two methods
- ◆ Force Quit an Application
- ◆ Close a window without quitting the Application

### CONCEPTS:

#### Quit

If the Application freezes or misbehaves try the regular quit first

#### MENU

From the **Application** Menu (the menu next to the Apple menu that says the name of the Application) Choose **Quit**

#### KEYBOARD

Hold the **Command** key and press **Q**. (**⌘ + Q**)

#### Use Force Quit when normal Quit does not work

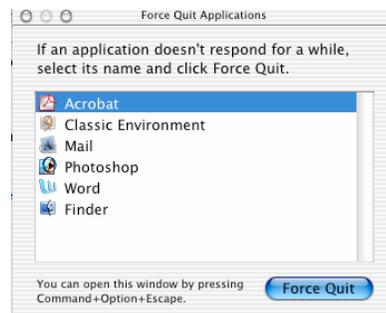
#### Force Quit

#### MENU

From the **Apple** Menu,  Select **Force Quit**.

This brings up the Force Quit window.

From this list, select the application you want



Press the **Force Quit** button in lower right.

**Note:** To close this window without Force Quitting click the button in upper left of window.

## KEYBOARD

Hold down the **Option** key and **Command** key and press the **Esc** key. (**⌘ + ⌥ + esc**)

This activates the Force Quit window (shown above).

From this list, select the application you want

Press the **Force Quit** button in lower right.

## Close a document but keep Application Open

### MENU

Ensure that the active window is the document you want to close.

From the **File** menu, choose **Close**

### KEYBOARD

Ensure that the active window is the document you want to close.

Hold down the **Command** key and press **W**. (**⌘ + W**)

### NOTES:

### EXERCISES:

Exercises on page 78

## Application Exercises

Launch Word from the Dock

Create a document and save it to the Desktop

Close Word

Locate the Applications folder and launch Word from the Microsoft Office folder

Launch a Classic application from its folder

Launch Word using the document icon on the Desktop.

Choose Save As and save this document as a Text file and put it in the Documents folder

Close the Document without quitting Word

Quit Word

Open Word and Quit using Keyboard commands

Open Word and Force Quit

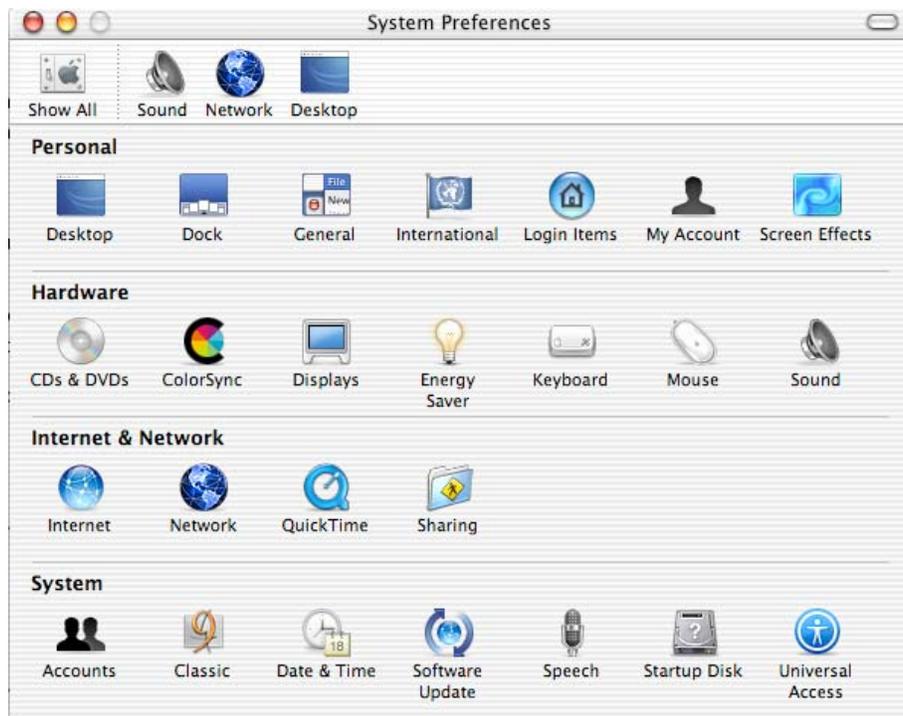
# System Preferences

## OBJECTIVES:

At the end of the section the user will be able to:

- ◆ Open the System Preferences window
- ◆ Choose a Preference category
- ◆ Show all the categories
- ◆ Change the background image
- ◆ Change the color scheme of the Appearance
- ◆ Add an Application to the Start Up routine
- ◆ Change the Account Icon visible at Log In
- ◆ Set a screen saver with password
- ◆ Set a Hot Spot to activate the screen saver

## CONCEPTS:



The **System Preferences** is the equivalent of the Control Panels from the old Macintosh systems. The majority of all aesthetic customization you can do with your new system will be in the **System Preferences**.

# Open the System Preferences

**Method 1:** Click the **System Preferences** icon from the Dock.

**Method 2:** From the **Apple** menu  choose **System Preferences**.

**Method 3:** Open the **Applications** folder and **Double Click** the System Preferences application.



## Select a System Category

Click once on the icon

Window becomes dedicated to that choice

All other Categories hide.

**Note:** To get back to the full list of System Preferences, click the **Show All** button in the top left of the window.

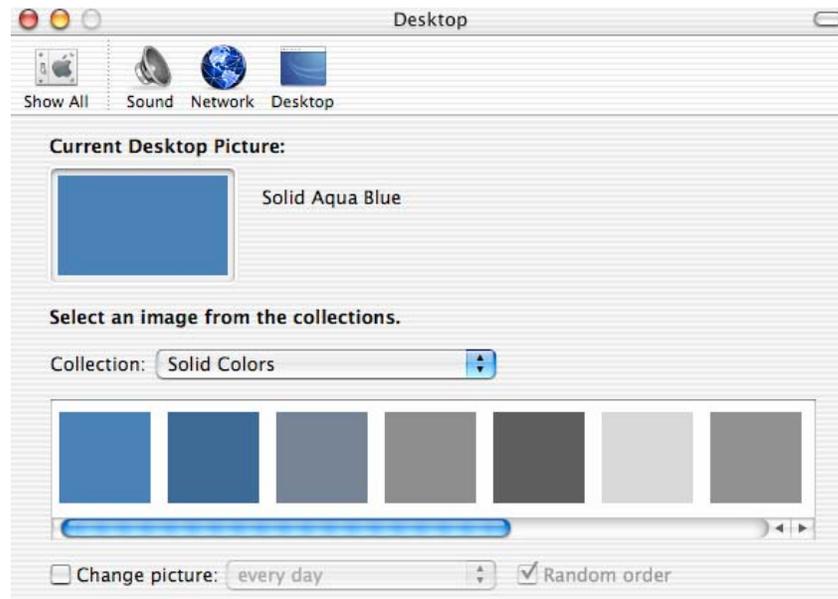
## Changing the background image

Use a default (included) background

Use a picture from your personal images folder.

Open the System Preferences window by using a method discussed above.

Select **Desktop** from the **Personal** row of icons. You will see the Desktop properties window open, showing you the current desktop picture at the top.



From the **Collection** prompt, you can choose one of the preset folders from the list, or you can choose your own folder if you have a specific photo you would like to use.

Once the folder is selected, the pictures in the selected folder will appear below. You can use the scroll bar to see all the photos if necessary.

Select the **Change Picture** box if you want to have a different picture appear in your background

### **Modifying the Dock**

The Dock is the ribbon of almost photographic icons at the bottom of the screen. By selecting **Dock** from the **Personal** row of icons, you can modify the behavior and appearance of your Dock. This is explained in detail on page 1

#### **NOTES:**

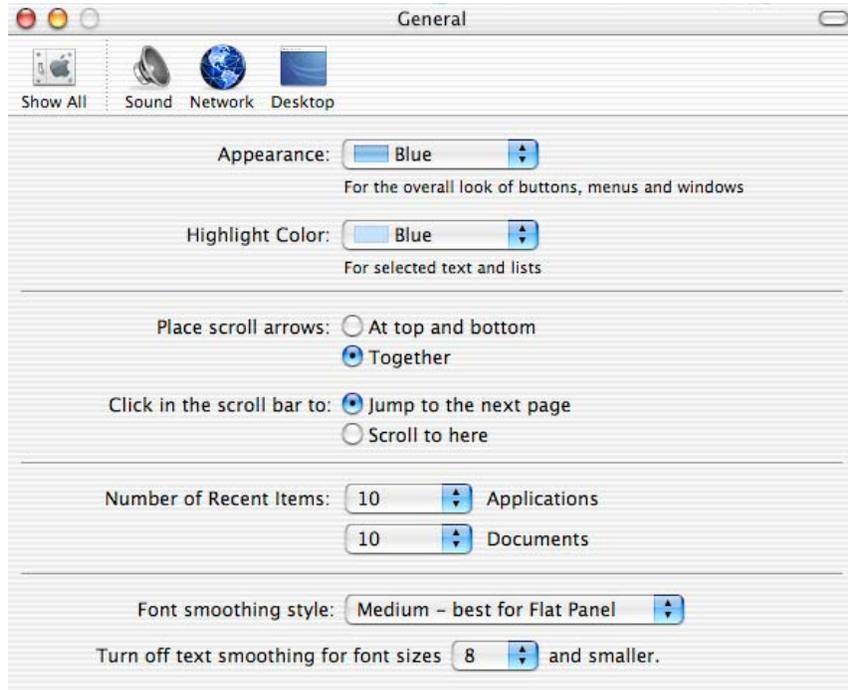
#### **EXERCISES:**

Exercises on page 90

## Changing the overall appearance of the computer

The **General** panel allows you to change the look and performance of the buttons, windows, menus, scroll bars, and fonts.

To access these changes, click on the **General** icon from the **Personal** row. The General window will appear.



### Appearance

**Appearance:** refers to the bubble-shaped scroll bars, pulsing OK buttons, and the green, yellow, and red buttons in the corner of every window. You can change the setting from the default **Blue** to **Graphite**

**Highlight Color:** The prompt will allow you to choose which color you see when highlighting.

**Scroll arrows:** Place the scroll arrows together at one end of the scroll bar or put them at separate ends of the scroll

**Scroll bar:** Have click in scroll bar move as page up and down or go to the actual location of the click (i.e. if you click in the center of the scroll bar of a 10 page document, you will go to page 5).

**Recent Items:** Set the number of Documents and Applications in the Recent Items list

**Font smoothing:** Allows you to enhance the Mac's text-smoothing features.

**NOTES:**

**EXERCISES:**

Exercises on page 90

## Modify the Startup Routine



Select **Login Items** to **Launch** applications automatically at **startup**.

**Add** or **Remove** any application, document, or networked disk

## Modify User Account

Every person authorized to log into your computer will have to have an account. This account may be called Administrator for your CSP, or it may have your name for your own personal account.



From the System preferences, Select the **My Account** icon

The My Account window will open.

Click the **Change** button to change your password.

**My Picture:** This is the image displayed at **Login**. If you have saved a picture you like better, you can click the **Choose Another**. . . button to browse through your files and select a different picture.

**Address Book Card:** **Edit** your information by clicking the button. This information will be used in v-cards attached to email.

### **NOTES:**

### **EXERCISES:**

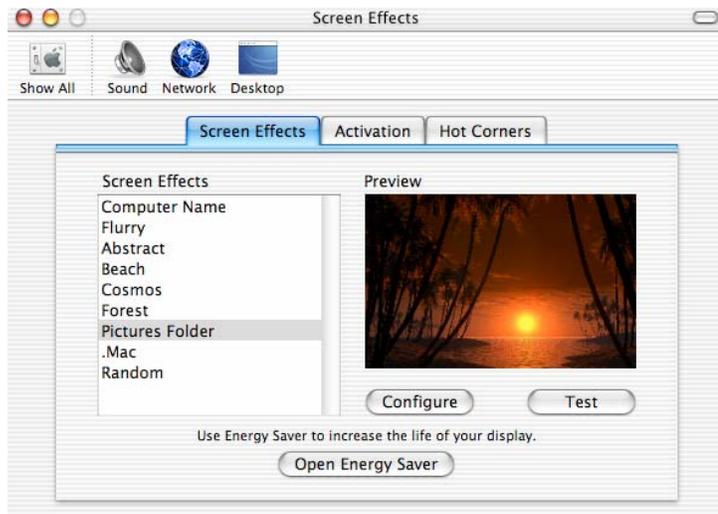
Exercises on page 90

## Screen Savers

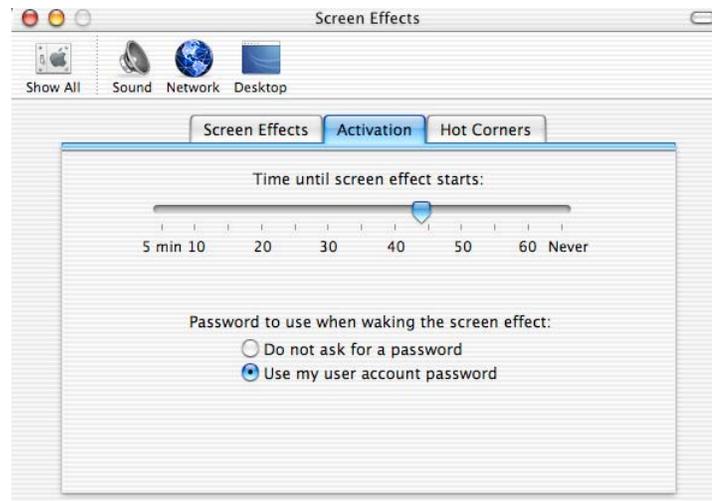
From the System preferences, choose **Screen Effects**

The Screen Effects window has three tabs: **Screen Effects**, **Activation**, and **Hot Corners**.

**Screen Effects:** Allows you to choose which series of pictures your Mac will display. Use the **Pictures Folder** to include your personal pictures in the screen saver series.

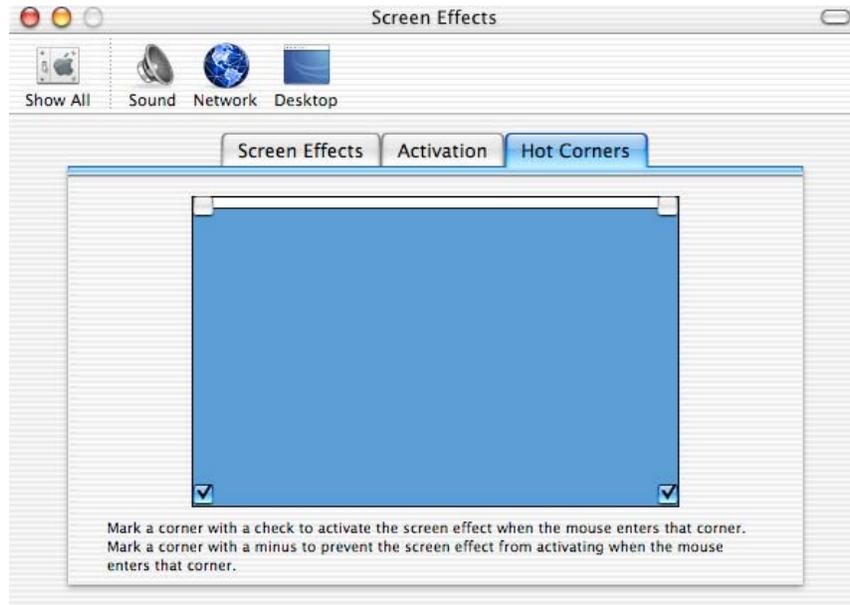


**Activation:** Determine how many minutes the computer will wait until the screen saver starts. You can password protect the screen saver.



**Hot Corners:** Activate the screen saver immediately. Select a corner to make it “Hot”. Pull cursor into that corner and the screen saver will start.

**NOTES:**

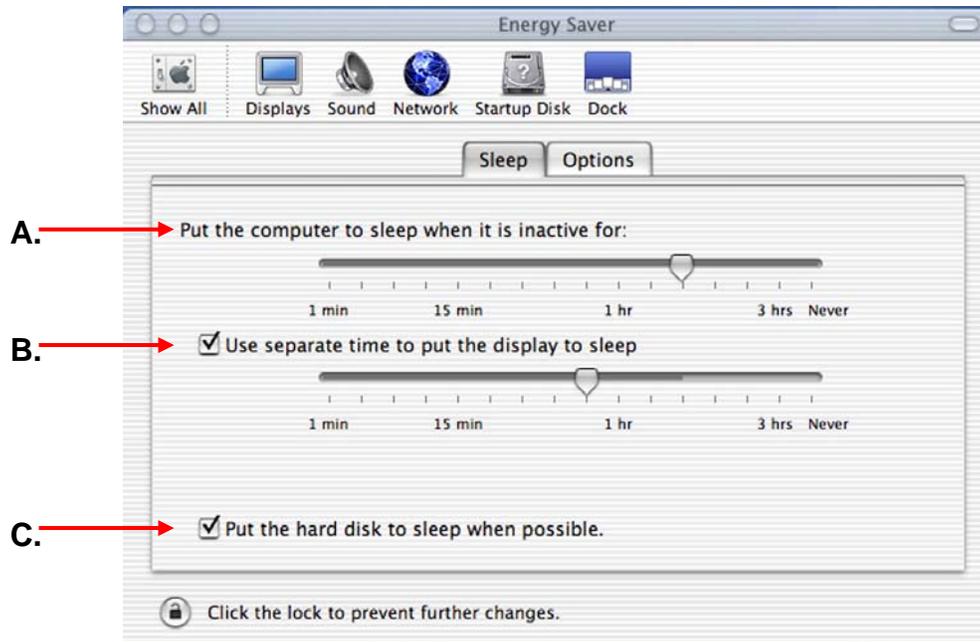


**EXERCISES:**

Exercises on page 90

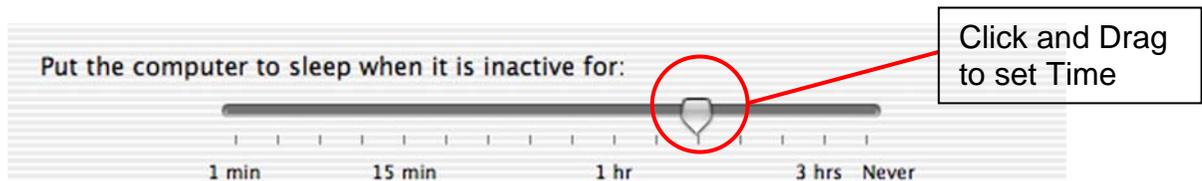
## Changing the Energy Saver Settings

The **Energy Saver** will allow you to change how soon the computer screen fades, and how soon the computer waits before going into Sleep mode.



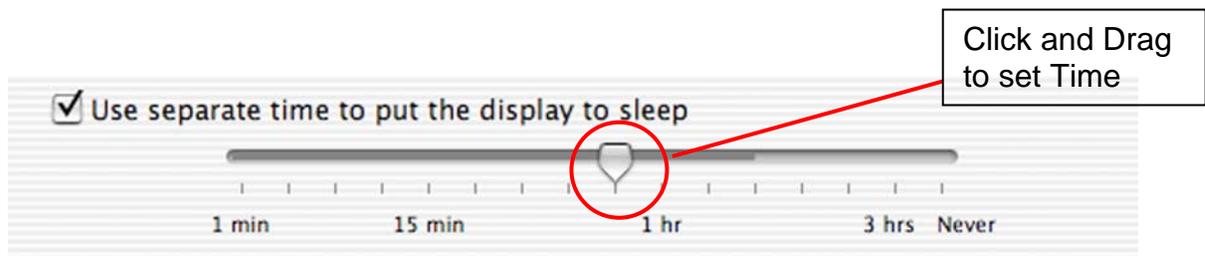
### A. Put the Computer to Sleep:

The first slider dictates the time until the **computer** goes to sleep.



### B. Put only the Computer Screen to Sleep:

The second slider dictates the time until the computer **screen** shuts off. The less time your screen is sitting idle with the same picture on it, the better.



**C. Put the hard disk to sleep when possible:**



**Checked**, the hard drive will sleep whenever possible

- Saves energy
- Longer wake up time



**Unchecked**, the hard drive will not sleep until the computer sleeps

- Uses more energy
- Shorter wake up time

•

## **System Preference exercises**

Open the System Preferences.

Choose the correct category and change the background image

Choose the correct category and turn off the Genie effect for the Dock.

Choose the correct category and change the overall appearance

Choose the correct category and increase the number of recent items remembered by the computer

Choose the correct category and Add a program to launch automatically at Startup

Change your Log In image.

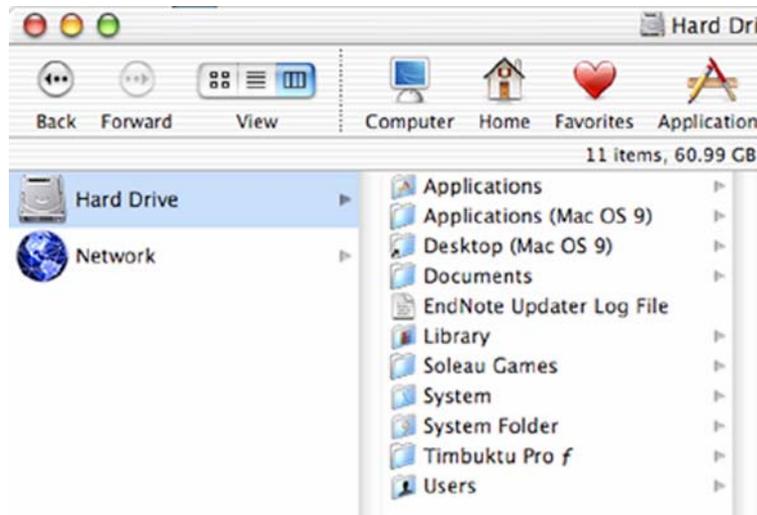
Change the Screen Saver so that it uses a group of images

Establish a Hot corner and test it.

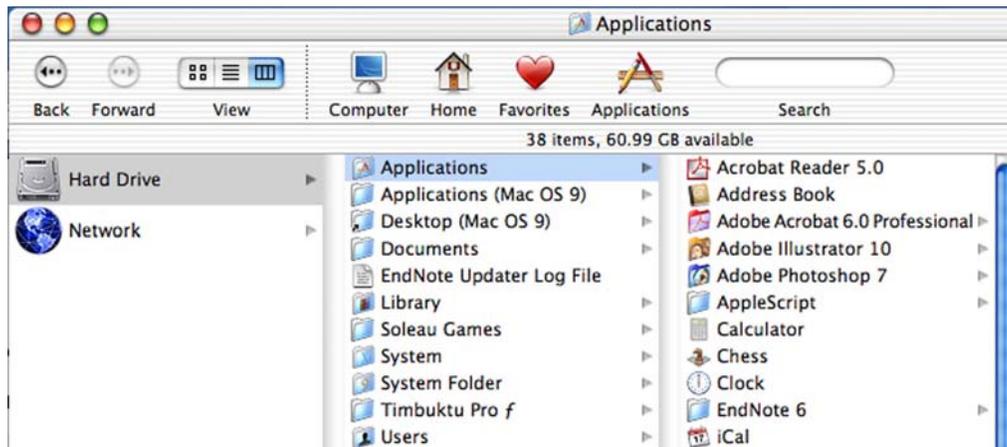
# Adding Printers

To add a printer for your use, follow these steps:

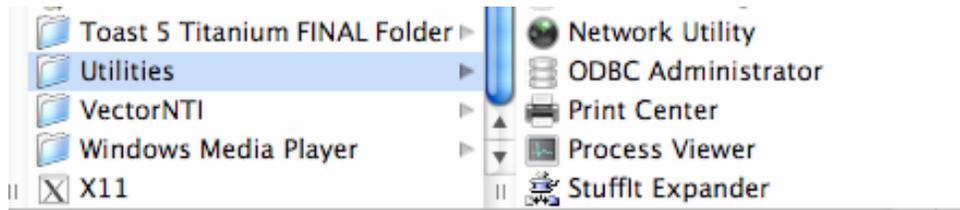
1. Launch a new **Finder window**. If you need help with launching a new finder window, refer to page 40.



2. Open the **Applications** folder.

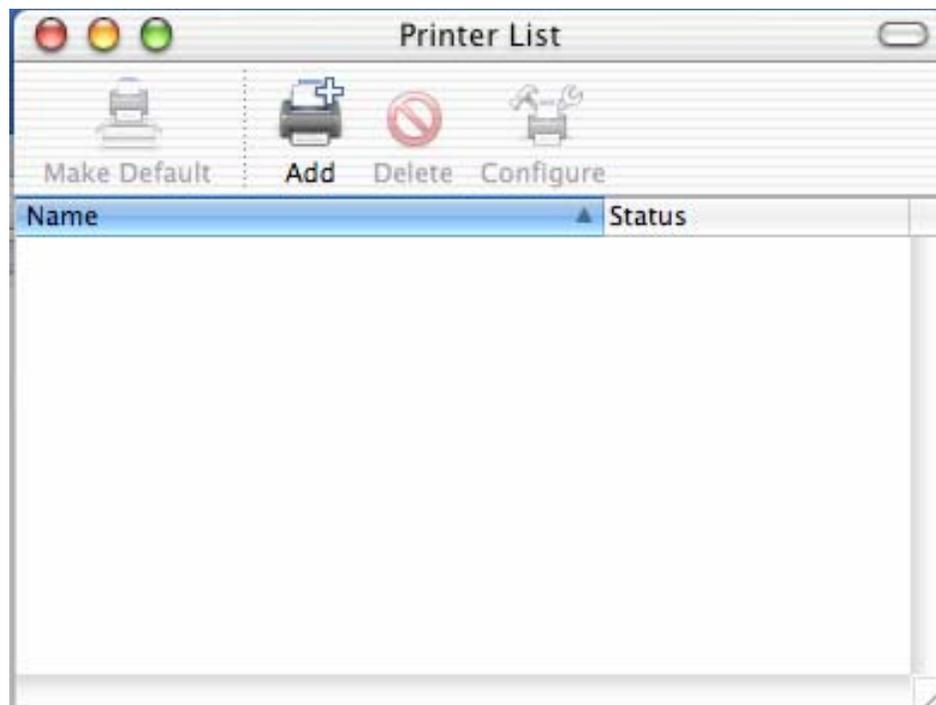


3. Scroll down and open the **Utilities** folder.

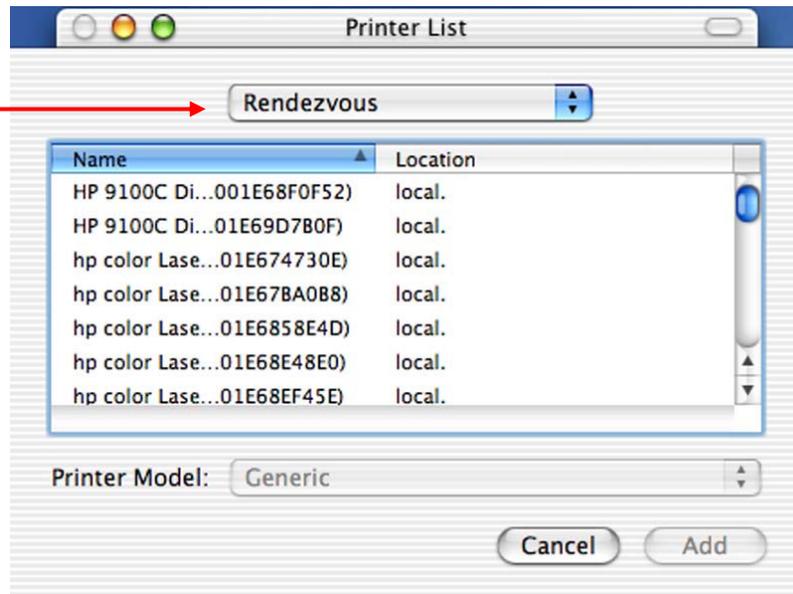


4. Double-click the **Print Center**.

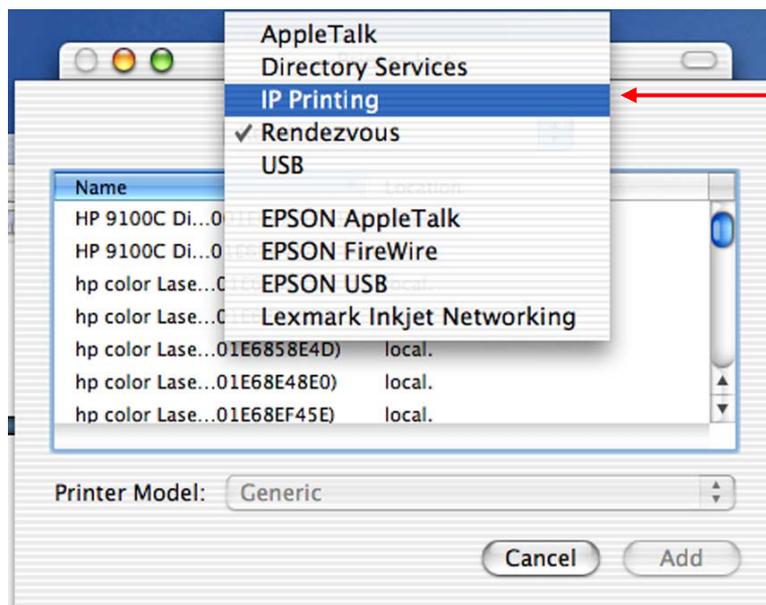
At this point, you will see a list of all the printers to which you can print. If there are no printers in your list, you will get another message stating that you don't have any printers available.



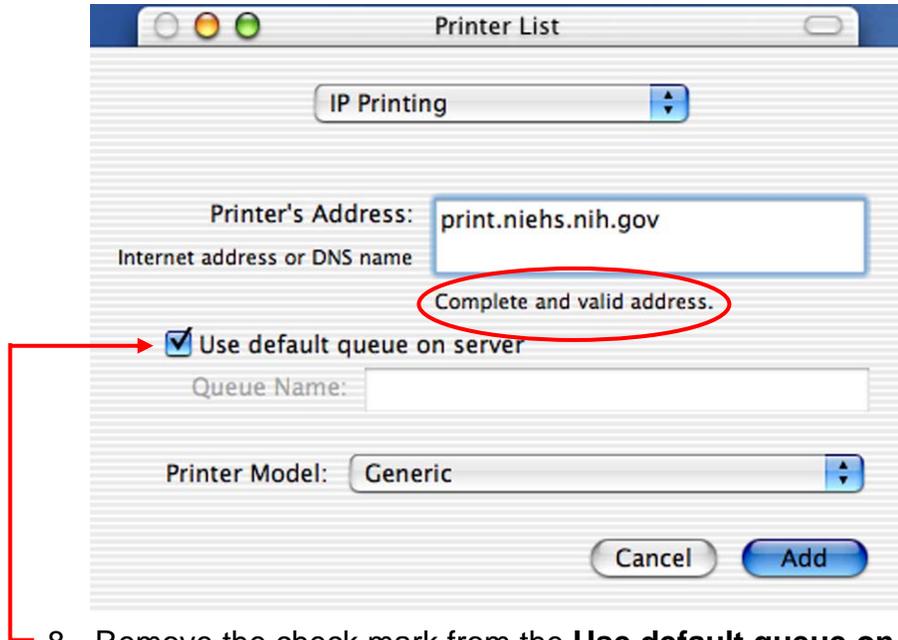
5. Click on the **Add** icon at the top of the window. The following window will appear.



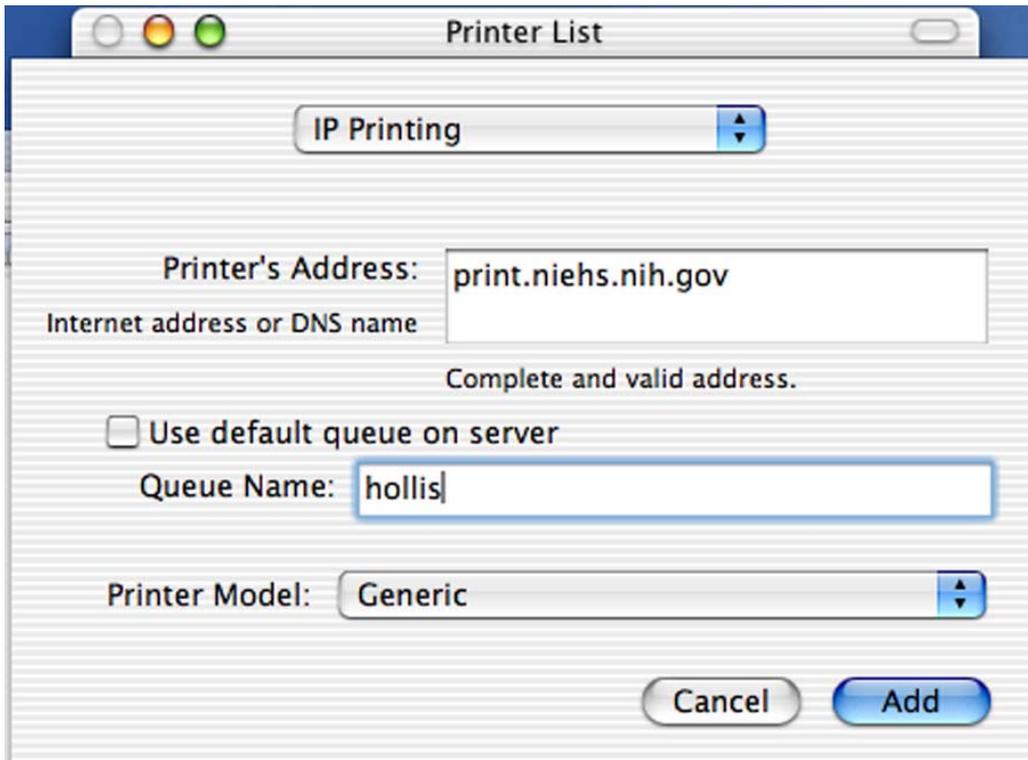
6. Change the first option to **IP Printing**.



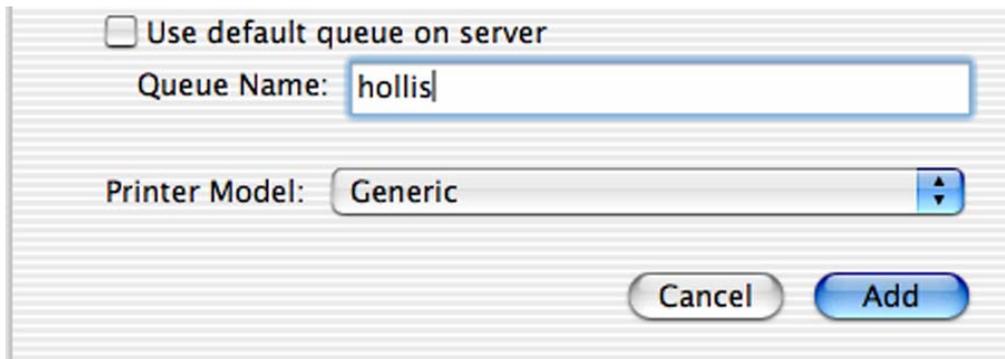
- The Internet **address or DNS name** for all printers is: **print.niehs.nih.gov**. If you enter it correctly, the phrase “Complete and Valid Address” will appear right below the box.



- Remove the check mark from the **Use default queue on server** prompt.
- In the **Queue Name** prompt type the name of the printer (i.e. hollis).

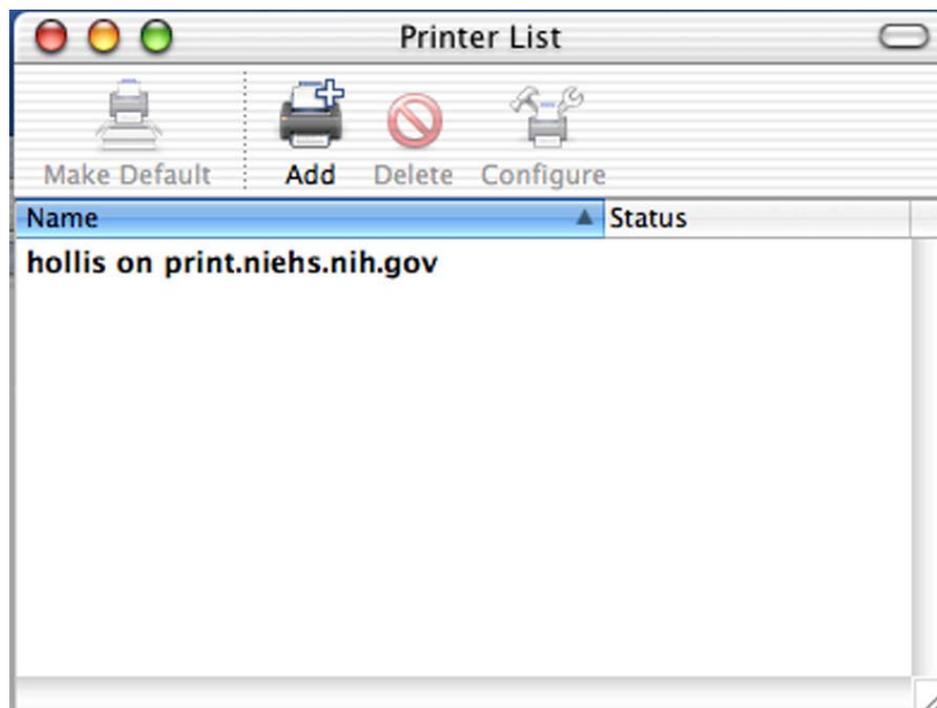


10. Click the **Add** button to complete the process.



A screenshot of a printer configuration dialog box. At the top, there is a checkbox labeled "Use default queue on server" which is currently unchecked. Below this, there is a text input field labeled "Queue Name:" containing the text "hollis". Underneath that is a dropdown menu labeled "Printer Model:" with "Generic" selected. At the bottom right of the dialog, there are two buttons: "Cancel" and "Add".

At this point, you should see the printer you just added in your printer list.



If you need to add another printer, simply repeat steps 5 – 10 until all the desired printers have been added.

# Servers or Volumes

## **OBJECTIVES:**

At the end of the section the user will be able to:

- ◆ Open the Connect to Server Window
- ◆ Select the Group containing the desired volume
- ◆ Connect to the Volume
- ◆ Make an Alias of the Volume or Folder

## **CONCEPTS:**

A Server is a volume on the network that is used to store information.

## **Information needed before connecting.**

Before attempting to connect to a network volume there is some information that will make the task easier. Contact your **CSP** if you cannot find this information.

### **Name of volume**

Volumes have identification names.

### **Location of Volume**

The location or address is important for finding the volume. What domain, group or often the volume is one of many on a single Server computer

Or

The IP address of the Server

### **User ID and password**

In most cases your regular User ID and password will allow access.

In some cases you will need a unique password or ID.

For example: If you need permissions to work on a DIR lab's web site you will first submit a request for a web account ID and password.

Use this URL: <http://dir.niehs.nih.gov/restrict/webacnt.htm>

# Connect to Volume

## Open the Connect window.

### MOUSE

This is only available if you have created an alias to the Volume or folder on the network.

Double Click on **Volume Alias**

### KEYBOARD

Hold down the **Command** key and press **K** (**⌘ + K**)

### MENU

From the **Go** menu choose **Connect to Server**

### CONTEXTUAL MENU

This is only available if you have created an alias to the Volume or folder on the network.

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Open**

## Choose the Server

From the left pane of the window choose the **Group** where the server lives.

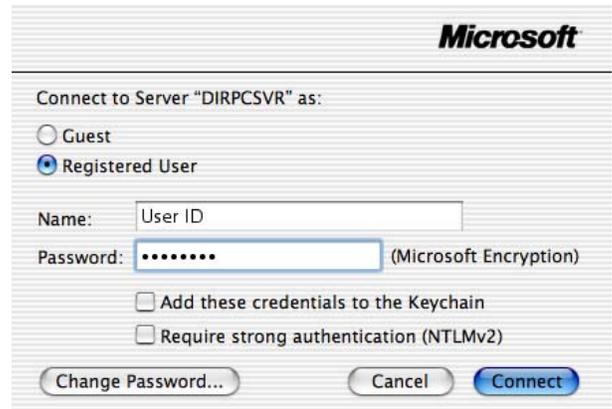


From the Server list that appears, choose the **Server** you want.

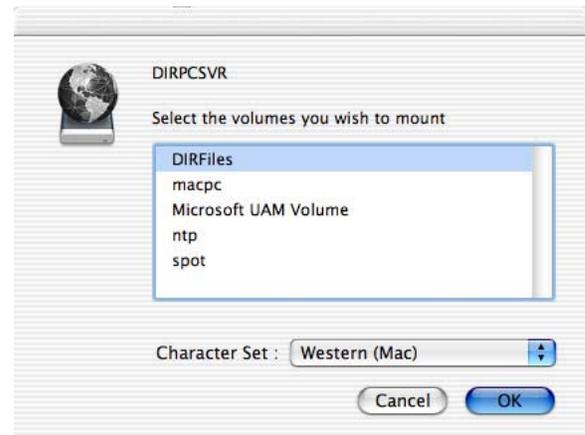
**Note:** Click the **Add to Favorites** button once the server has been selected. This will allow quicker access next time. See page 66 for more information on Favorites.

A Login window will appear, unless the volume is not protected.

Use the **User ID** and **Password** you collected earlier.



If the server has **multiple Volumes** a window appears asking you to select.



Once selected a **Server Volume** Icon will appear on your desktop.



Access the **Volume** like any other from your desktop.

## Make an Alias to a Volume folder

An alias is usually placed on the desktop or on the Dock. For more information about placing an item on the Dock, see page 1.

### MOUSE

Select the Volume or Folder

Hold the **Option** and **Command** keys. ( $\text{⌥} + \text{⌘}$ )

**Click, Hold** and **Drag** the selected item

Let go where you want the alias

### KEYBOARD

Select the Volume or Folder

Hold the **Command** key and press **L** ( $\text{⌘} + \text{L}$ )

**Move** the alias to the desired location

### MENU

Select the Volume or Folder

From the **File** menu, choose **Make Alias**

**Move** the alias to the desired location

### **CONTEXTUAL MENU**

Hold down the **Control** key and **Click** on the icon

**OR**

Place **Cursor** over icon and **Right Click**

From the menu, choose **Make Alias**

**Move** the alias to the desired location

### **NOTES:**

### **EXERCISES:**

Exercises on page 100

## **Server exercises**

Connect to a Server

Disconnect from the Server

Use the Keyboard command to launch the Server connection window

Use an IP address to reach a Server

Create an alias to the server volume

Move a file from your machine to the Server.

# Appendix A

## Keyboard Access ON

This option allows extended control of OS X environment through the Keyboard. You can control the Menus and Dock without using the mouse.

### Open System Preferences

**Method 1:** Click the **System Preferences** icon from the Dock.

**Method 2:** From the **Apple** menu  choose **System Preferences**.

**Method 3:** Open the **Applications** folder and **Double Click** the System Preferences application.

### Select Keyboard Category

Select the Full Keyboard Access tab.

Turn on the **Access**

Select **Key Control** options

Key assignments here will change to reflect the control option selected.



**Close** Window when finished.

Hold down the **Control** key and press the key assignment you chose.

Use **Arrow** keys to navigate the Dock or Menu

Use the **Tab** key and **Shift + Tab** keys to navigate the Dock, Menu or Toolbar

Press **Return** or **Space Bar** to **Open** or **Activate** the selection

# Appendix B

## Solutions to Exercises

### Desktop

#### Desktop menu

1. Go to the apple menu. Select About this Mac
2. Go to the apple menu. Select Log Out. Confirm Log Out.
3. Go to the apple menu. Select Restart. Confirm Restart.
4. Go to the apple menu. Select System Preferences.
5. Look at the menu directly to the right of the apple menu. That is the current open application.
6. Select the menu of the currently open application (to the right of the apple). Select Preferences.
7. Select the menu of the currently open application (to the right of the apple). Select Hide *application name*.
8. Select the menu of the currently open application (to the right of the apple). Select Quit *application name*.
9. Go to the File menu. Select New folder. It is placed by default on the desktop.
10. Click the name of the folder once. When the bar surrounding the name of your folder turns blue, you can rename it. To change the name back to the original, go to the Edit menu. Select Undo Rename.
11. Go to the View menu. Select Show View Options. Use the bar at the top of the window to alter the size of your icons.
12. Go to the Window menu. The volume or application that is active will have a check mark by its name.