

# Macintosh OS X Basics

## for Kentucky Datastream Initiative Teachers



Version 10.4  
Tiger

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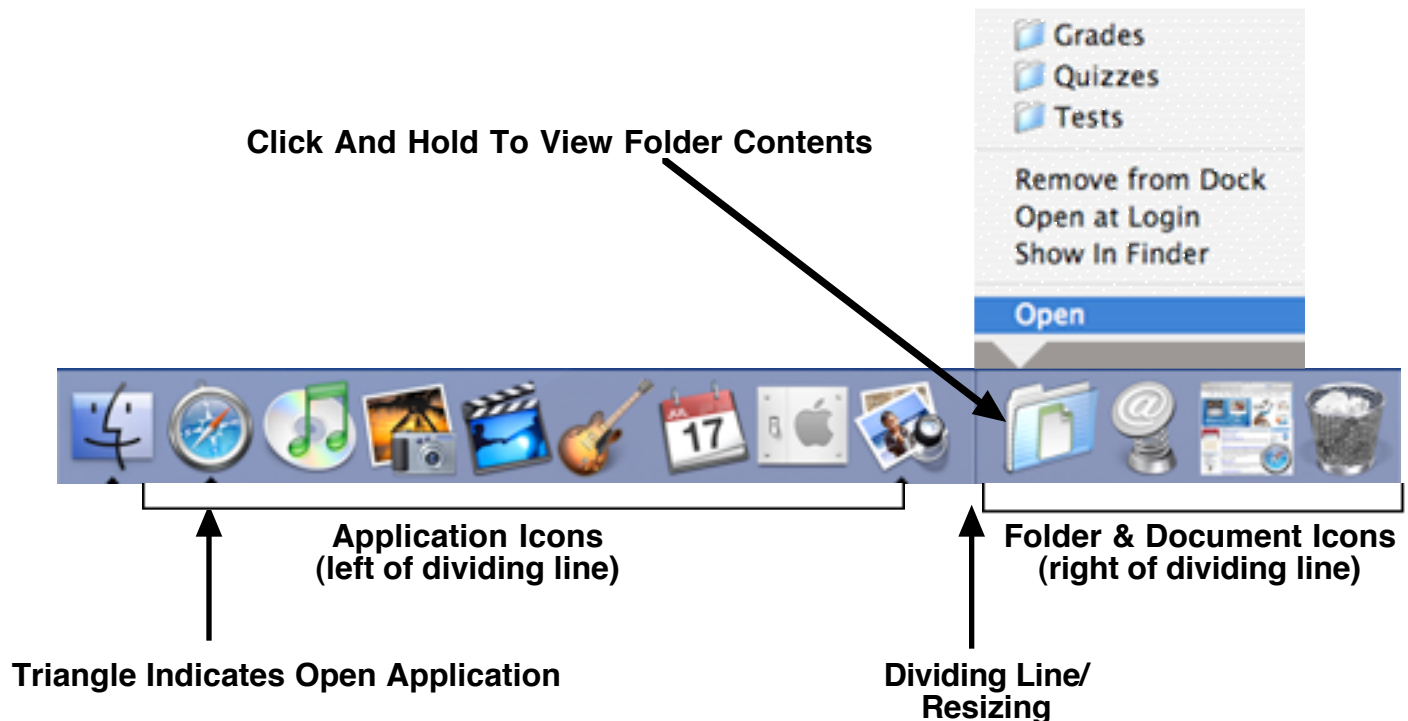
Some material used with permission from "Introduction to Macintosh OS X"  
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Apple Distinguished Educator

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# The Dock

The **Dock** is an easy way to access your favorite applications, folders, documents, or even websites. When you roll the mouse over an item in the Dock, the name of that icon is displayed.



## Opening an item on the Dock:

- To launch an application, click its icon one time. It will bounce as it opens (if this is set in the Dock Preferences). Once open, a **small black triangle** will appear under the icon to indicate that the application is running.
- To view the contents of a folder, click the folder one time and a window opens displaying the contents. To quickly access a particular item in the folder, click, hold, and drag the mouse up to the item you are trying to open and release the mouse. This will open or launch whatever icon you chose.
- To open a website, click one time on the spring-loaded @ symbol that represents the URL you wish to open.

## Adding an item to the Dock:

- Locate the item you wish to add (application, folder, document, etc.).
- Click, hold, and drag the item to the Dock. Keep in mind, the **left side** of the Dock is reserved for applications and the **right side** for everything else. The Dock will automatically adjust its size to accommodate the new icon.
- To add a website to the Dock, drag the @ symbol to the left of the URL from the address or location line of your browser to the Dock. It will show as a spring-loaded @ symbol.

\*Note\* If you add a folder to the right side of your Dock (such as your Documents folder), you can then drag items from your Desktop on top of the folder icon on your Dock to quickly place items inside of that folder.

### Removing an item from the Dock:

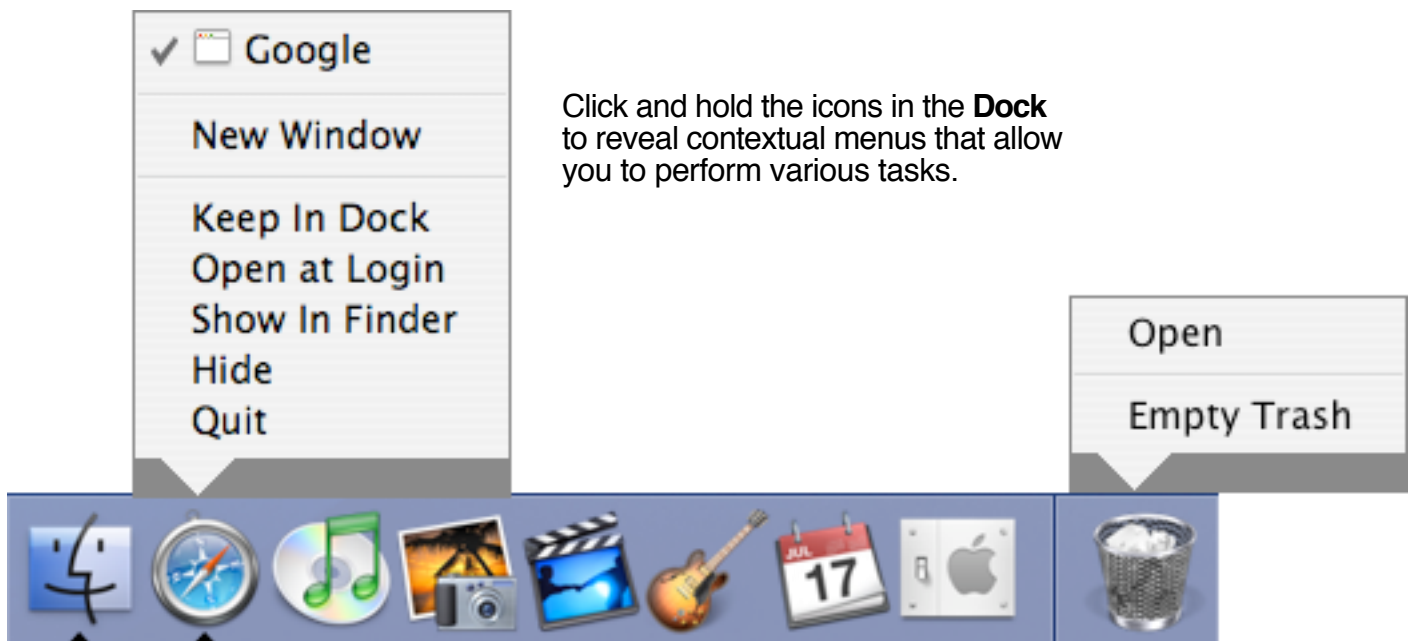
- Click, hold, and drag the item from the Dock to the Desktop. The item will disappear in a **puff of smoke**. It is not gone forever nor deleted from your computer. You simply removed the shortcut to access it from the Dock. The Dock squeezes all remaining icons closer together to close up the space vacated by the removed icon.

### Rearranging items on the Dock:

- Click, hold, and drag an icon to move it to the desired location. Icons will move left or right to make room for the placement of the moved item.  
**NOTE:** You cannot move items from one side of the vertical dividing line to the other. Application icons go on the left side of the line and all other icons go on the right side of the line.

### Maximizing minimized icons:

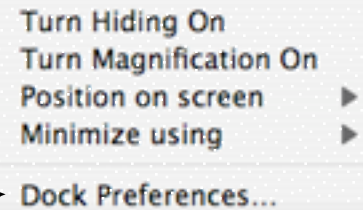
- The Dock is a holding place for windows that have been minimized in OS X (**yellow button on any window**).
- To display a minimized icon full size, click the icon one time.  
**NOTE:** While minimized, the right side of the Dock will show the minimized icon and display a miniature picture of the application that created it.



## Dock Preferences

These controls can be accessed in a couple of different ways. **Dock Preferences** are found under the **Apple** menu or through **System Preferences**. However, a faster method is shown below.

Hold the **Control** key and click the dividing line in the **Dock** to show a contextual menu that allows you to turn magnification and hiding on or off, change the position of the **Dock** on the screen, and change the minimization effect. Choose **Dock Preferences** to see more options.

A screenshot of the contextual menu that appears when you right-click the dividing line in the Mac OS X Dock. The menu is light gray with a thin border and contains the following items: 'Turn Hiding On', 'Turn Magnification On', 'Position on screen' (with a right-pointing arrow), 'Minimize using' (with a right-pointing arrow), and 'Dock Preferences...' (highlighted with a darker background).

Turn Hiding On  
Turn Magnification On  
Position on screen ►  
Minimize using ►  
Dock Preferences...



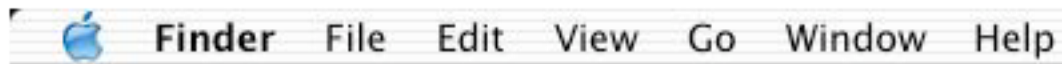
To quickly resize the **Dock**, place your mouse on the dividing line. Click and hold your mouse button and drag **up** to make the **Dock** larger or **down** to make it smaller. Holding the **Option** key while dragging the **Dock** dividing line up or down resizes the **Dock** to common sizes (128x128, 64x64, 32x32, 16x16).

Press the **Shift** key and drag the **Dock** dividing line to move the **Dock** to the left, bottom, or right of the screen.

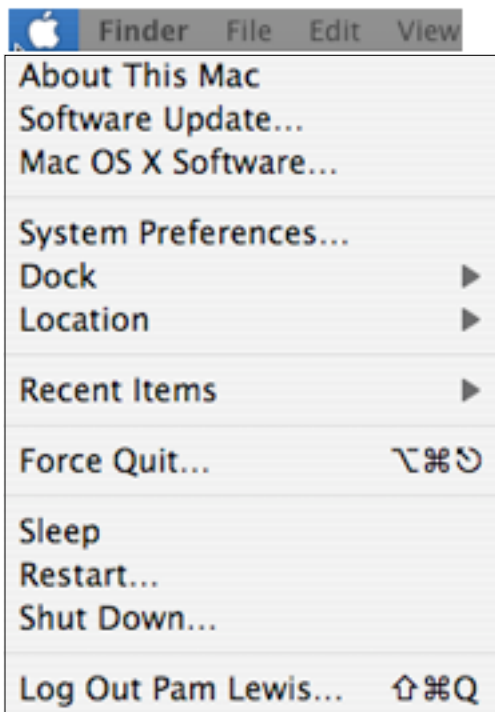
A quick way to hide or show the **Dock** is to hold **Apple**, **Option**, and **D** while in the **Finder**.

# Menus

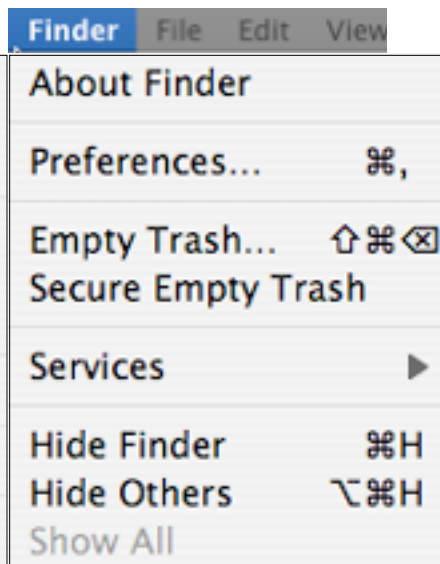
The pictures below represent the **Finder** menus in OS X.



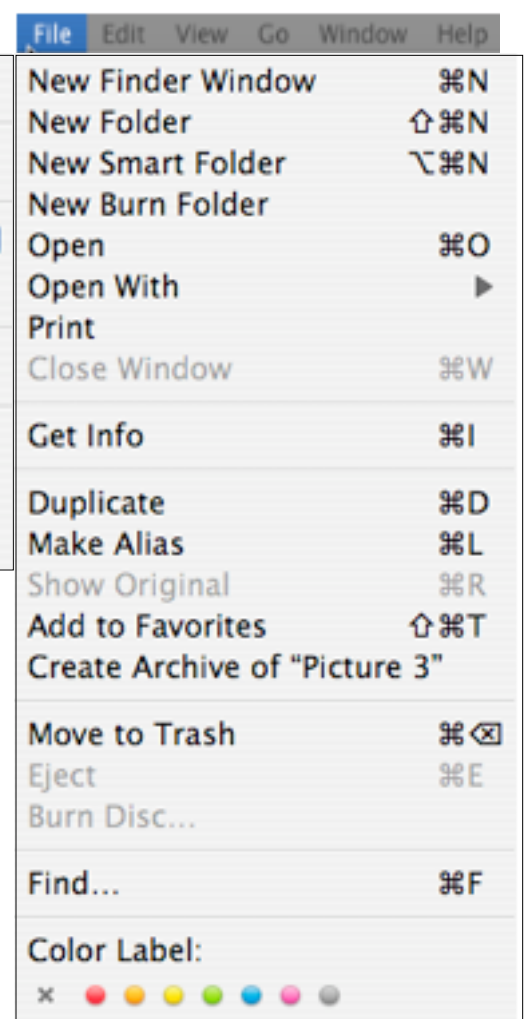
Apple Menu



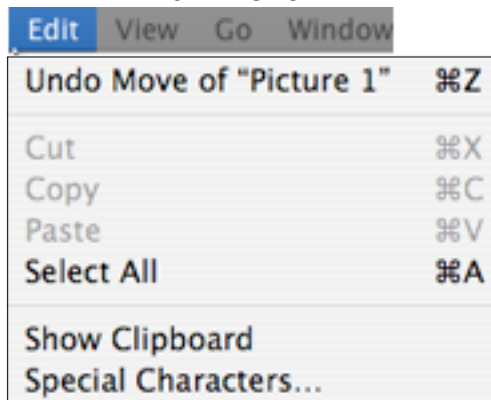
Finder Menu



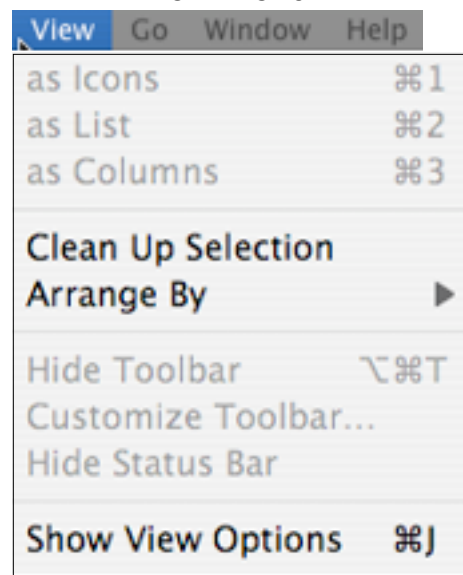
File Menu



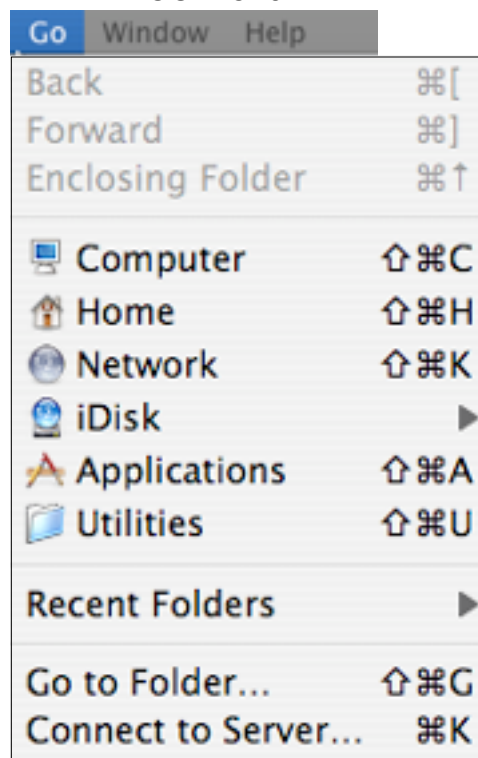
### Edit Menu



### View Menu

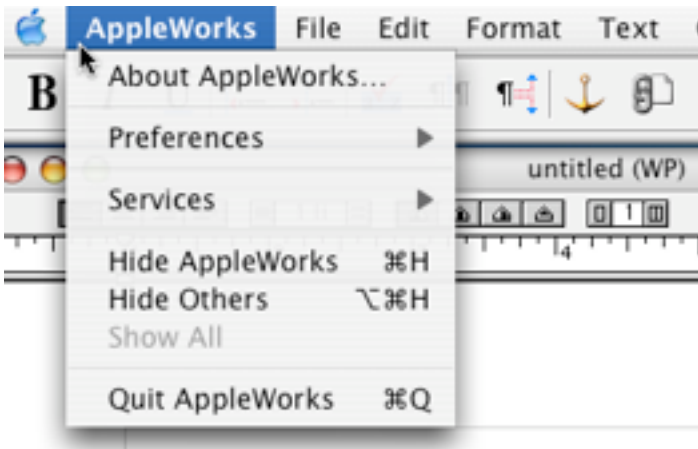


### Go Menu

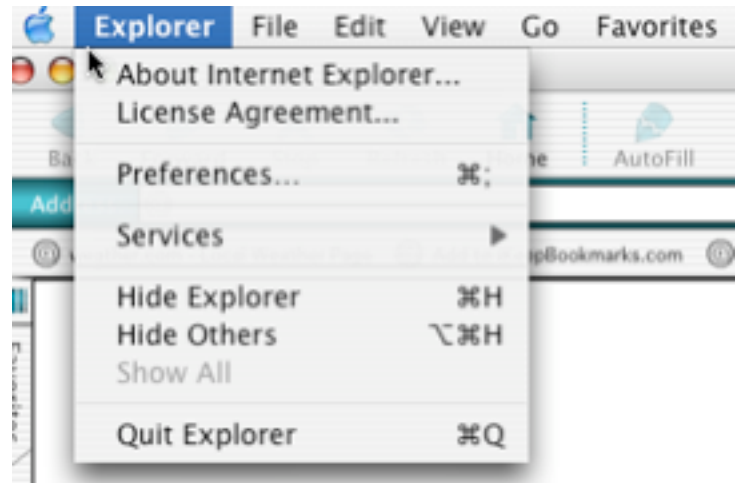


**NOTE:** The menu to the right of the Apple will change based on the application you are using at the time. For example, when you are in the **Finder**, it will say “**Finder**”. When you launch **AppleWorks**, it changes to an “**AppleWorks**” menu with special functions and commands unique to that application. The picture below shows two popular applications and their respective Application Menus.

**AppleWorks Application Menu**



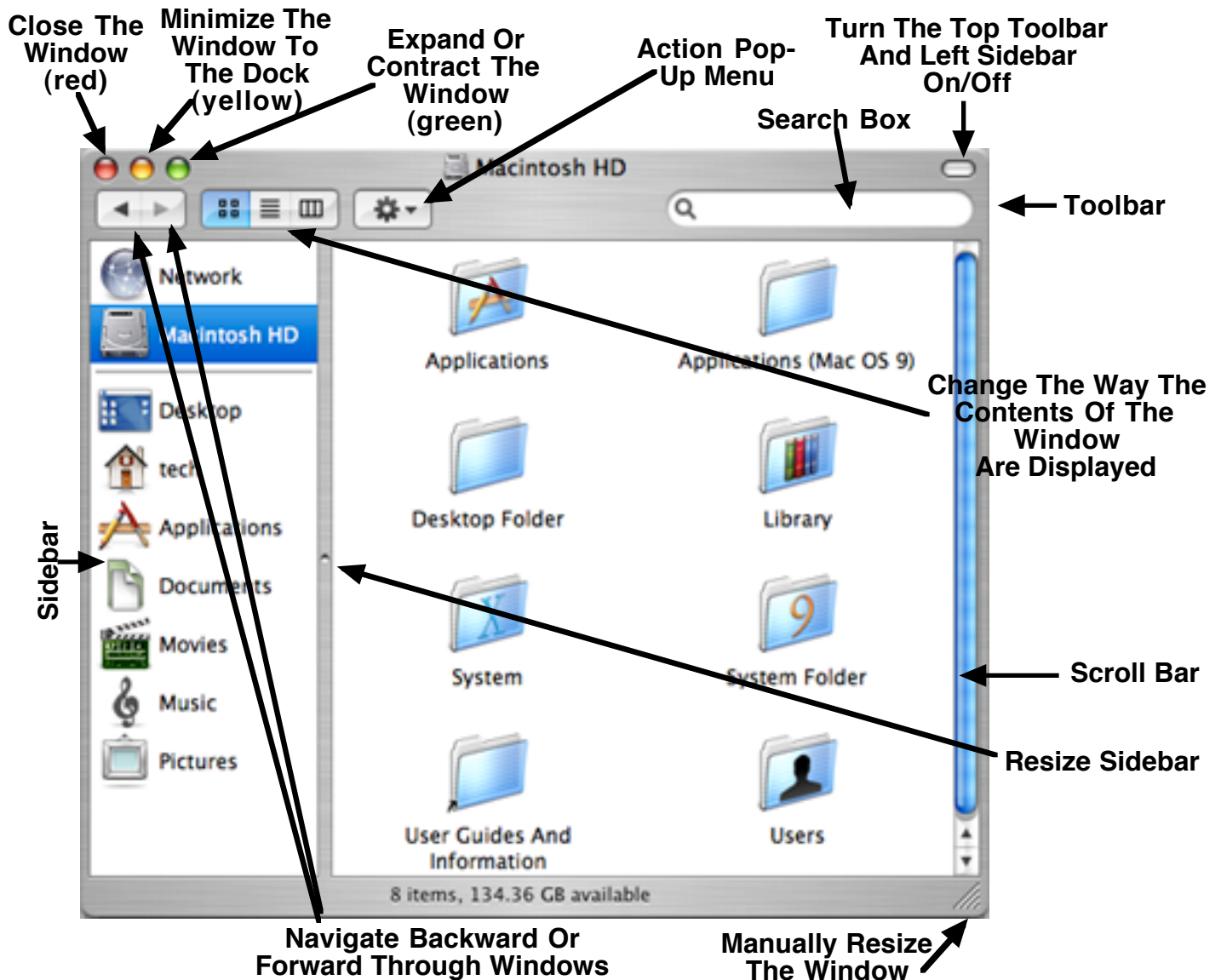
**Internet Explorer Application Menu**





# Windows

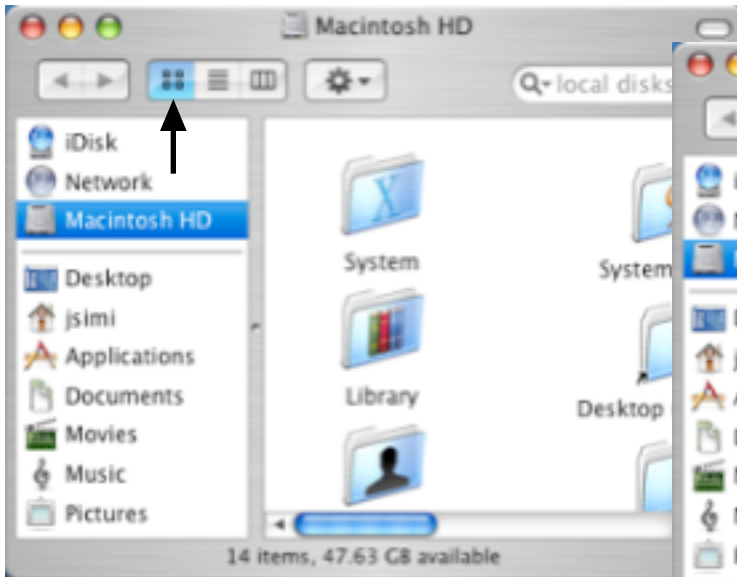
When a window is opened in OS X, it not only displays the contents of whatever icon you opened but also gives you some options for viewing and navigating in an area at the top of the window called the **Toolbar**. The left side of the window shows an area called the **Sidebar**. This helps you easily navigate to storage volumes or frequently accessed folders.



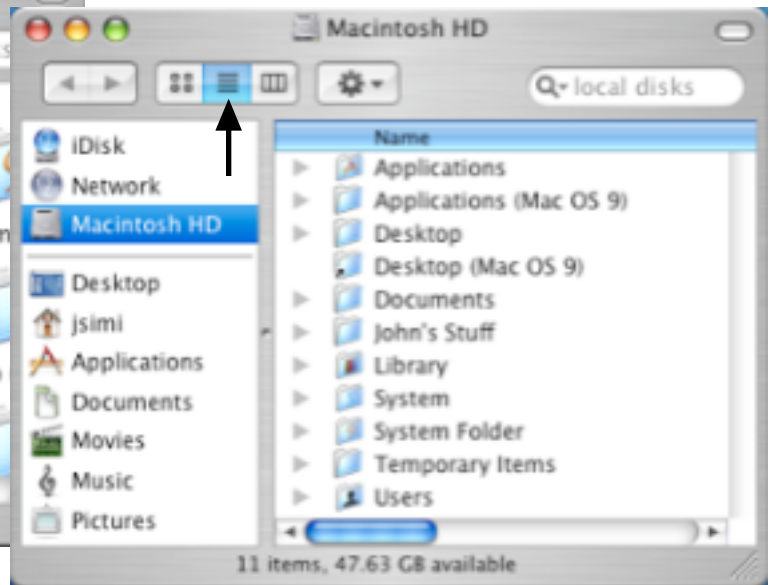
## Views

OS X allows you to choose three different ways to **View** your windows. There are the standard **Icon** and **List** Views, and a different way of looking at things called **Column** View. Selecting which View to use is as easy as clicking on the View icons at the top of any window. These pictures represent the three different Views.

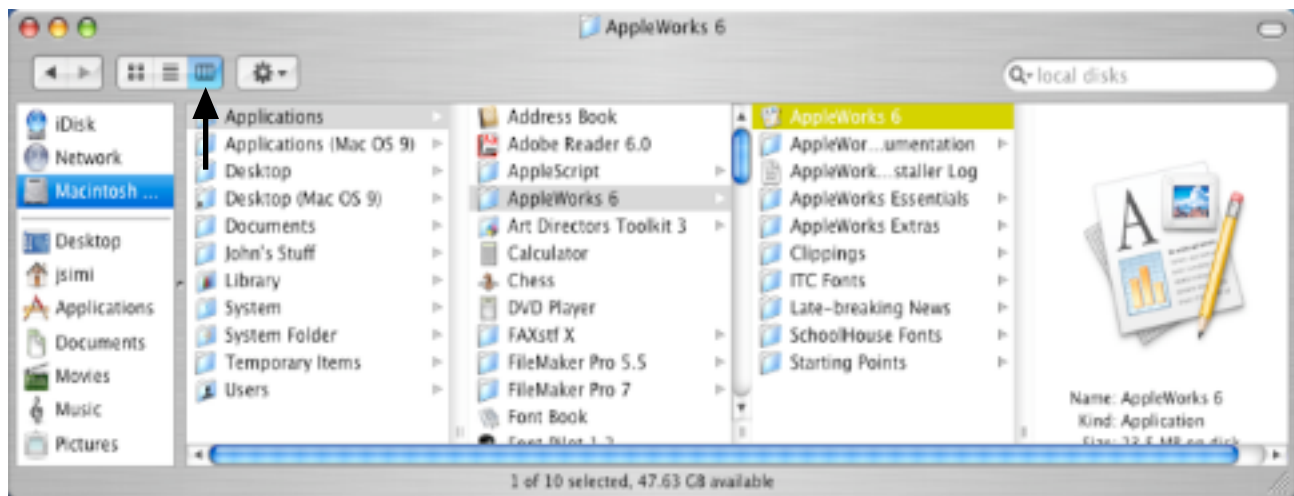
**Icon View**



**List View**



**Column View**



In addition to changing views using the buttons in the **Toolbar**, with a **Finder** window open you can press Apple and the number 1 for **Icon** view, Apple and the number 2 for **List** view, and Apple and the number 3 for **Column** view.

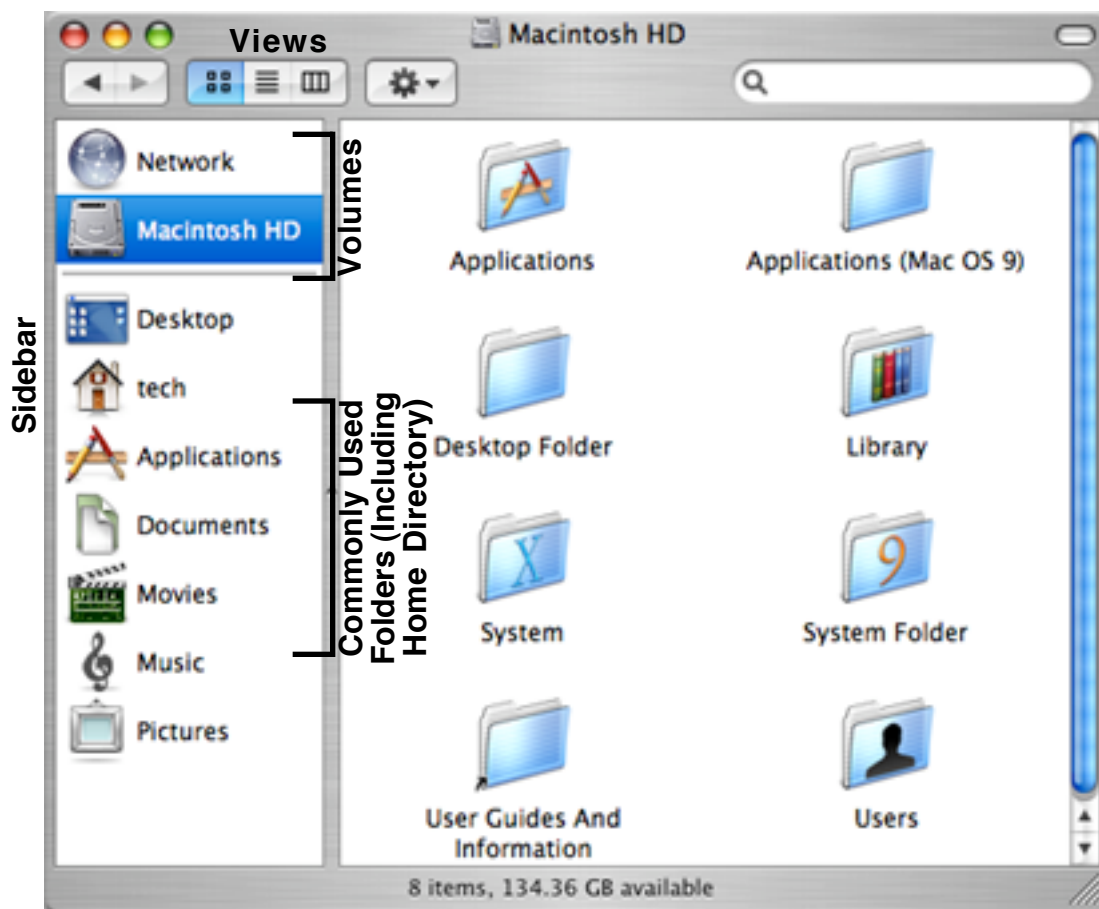
# Getting Organized

OS X is a multi-user operating system which allows each user of the computer to have his or her own work area. Each person can have his or her Desktop, Dock, Windows, etc. customized to the look, feel, and functionality he or she prefers without interfering with those same preferences for another user. Also, each user has his or her own set of storage folders to help keep files and documents organized as well as private from the other users.

To see the contents of your computer, double-click the hard disk icon on your Desktop or click once on the **Finder** icon (blue smiling face) in the **Dock**.



In the new **Finder** window that opens, you will see a **Sidebar** on the left that displays any mounted and accessible volumes (hard disk, iDisk, network, CD, DVD, iPod, flash drive) in the top portion. The bottom portion of the **Sidebar** shows your Home folder, folders inside your Home folder, and the Applications folder.

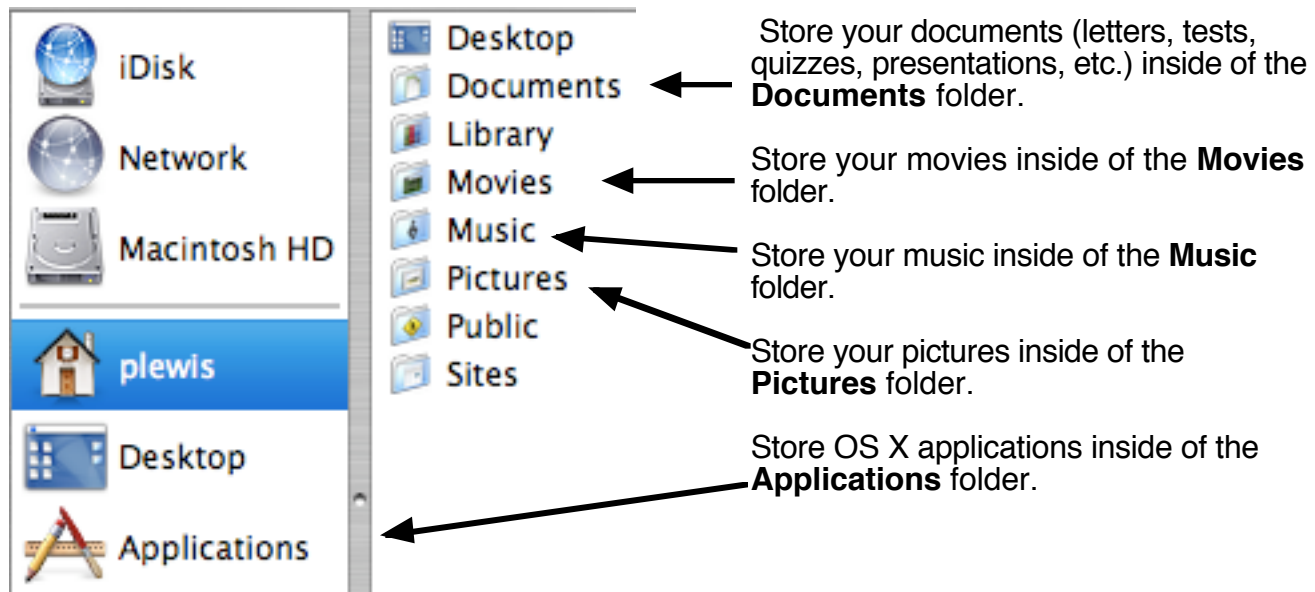


You **single-click** any item on the left side (**Sidebar**) of your computer to view its contents. However, once the contents are displayed in the right side of the window, depending on which **View** you are using to display the contents of your folders, you do the following:

- **Icon View** - double-click
- **List View** - double-click
- **Column View** - single-click

The contents in the right side of the window will continue to change as you navigate through your computer.

It is best to use the folders inside your **Home** for the purpose in which they were intended. This will keep you organized and will allow you to take advantage of the powerful OS X multi-user operating system.



A user may create any additional folders needed at any time. User-created folders need to be made **INSIDE** any of the eight predefined folders (most often your **Documents** folder) of the Home folder. Just use the **New Folder** command under the **File** menu.

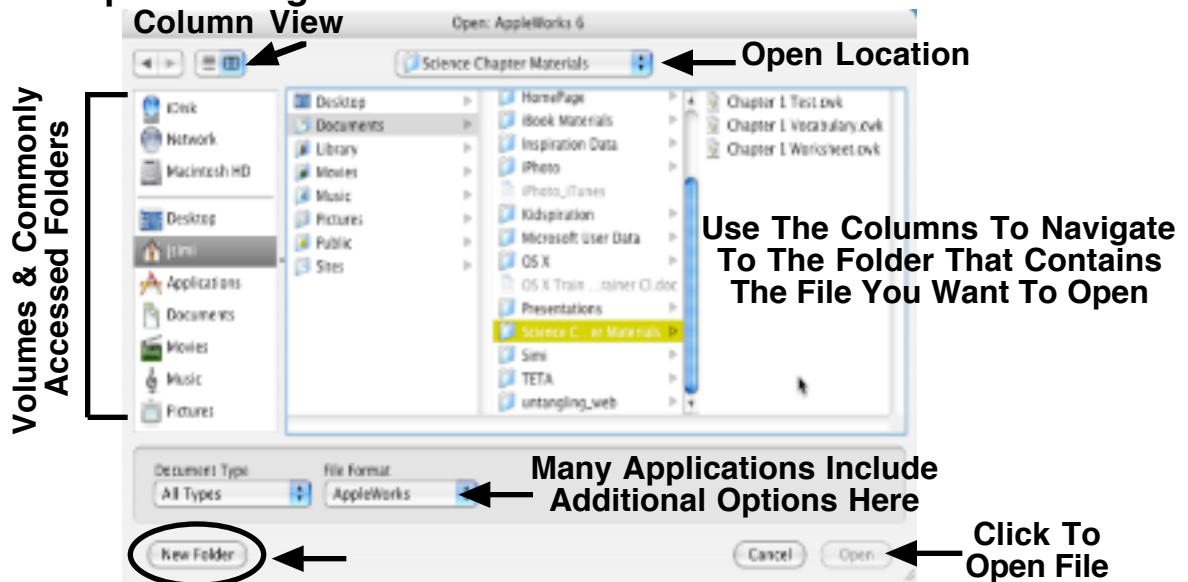
You can also add commonly used folders to the sidebar. Locate the folder you wish to add, and then click, hold, and drag it to the sidebar underneath the dividing line.

# Opening & Saving Files Within Applications

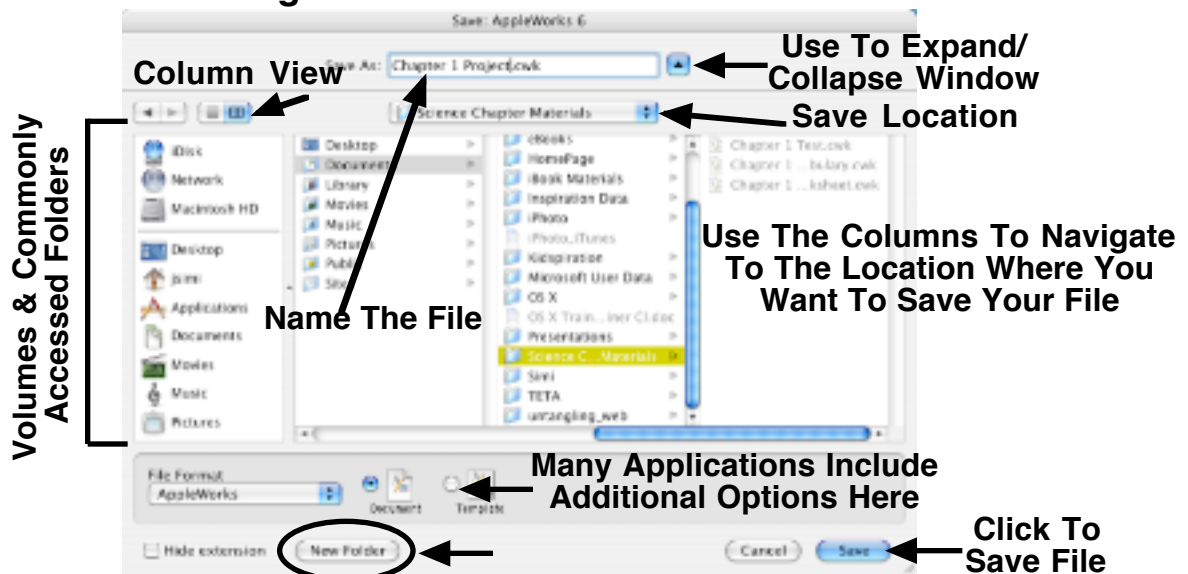
The **Open** and **Save** dialog boxes within applications are easy to navigate in OS X. These dialog boxes show you the same view as you see in any Finder window making it simple to navigate to any volume, network, your **Home** Directory, or even your **Documents** folder. There is also a **New Folder** button which allows you to create folders to further organize your files.

**NOTE:** These illustrations show AppleWorks windows but all applications have similar looking screens. Also, there is an area where additional options might be available for specific applications.

## AppleWorks Open Dialog Box



## AppleWorks Save Dialog Box



# Spotlight

Spotlight is a permanent fixture of the menu bar in OS X.4 that allows you to quickly search your computer for files, images, calendars, applications, and more.

**To use Spotlight, click the magnifying glass in the top right corner (or press Apple and H while in the Finder).**

**Begin typing what you are looking for in the search box and the results are displayed below in a categorized list. Spotlight scours the content of documents as well as filenames.**

**The path to the item is displayed in a pop up box.**

**To open an item, select it from the list.**

**Select Spotlight preferences for more options, including setting privacy preferences to prevent Spotlight from searching specified locations.**



# Getting Help

Getting help on Mac OS X is just a click away. Using the **Help** menu in the Finder, launch **Mac Help**. An interactive screen appears that allows you to ask questions about unfamiliar topics. Type your question in the box and press **Return**. A listing of topics is displayed. Choose one from the list and double click its link in the list that appears.



Other Help screens are available within specific applications. They operate similarly to the Mac Help screen.