

Introduction to OS X (10.4)



Parts of OS X

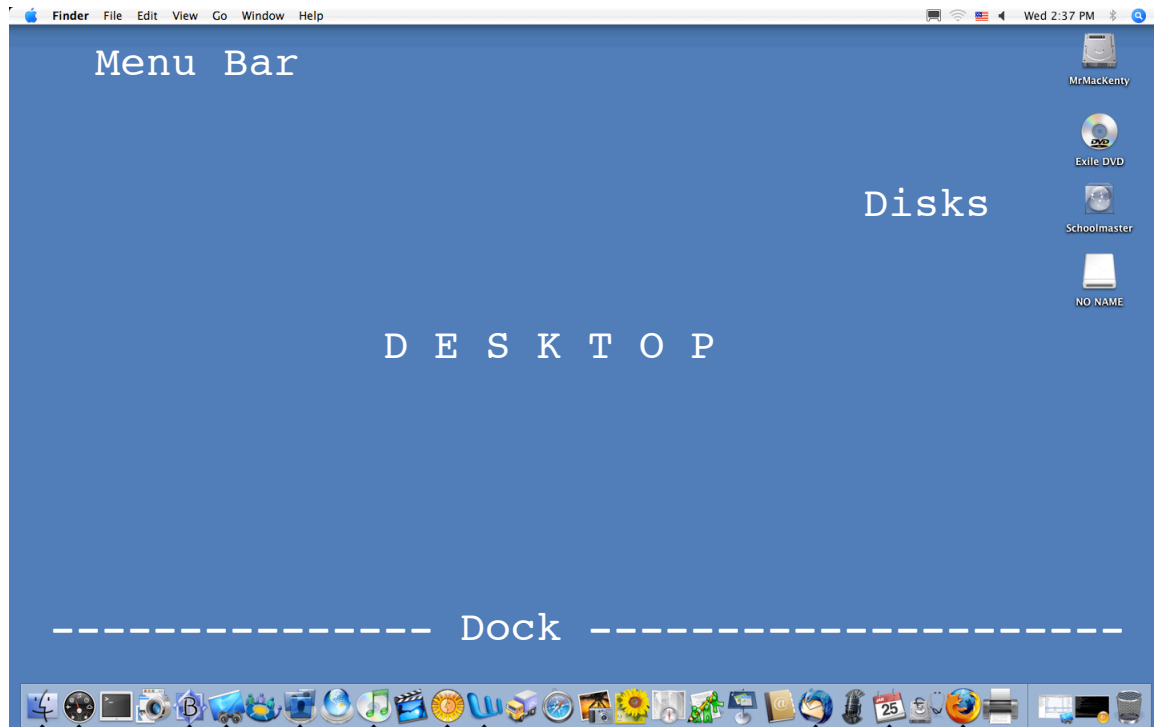
Desktop, menu bar, disks, dock
Home: documents and desktop
Apple Menu and the active application
How things are organized in OS X

Things you should know

Labels
Spotlight
Finder views
Local accounts vs networked accounts
Making and renaming folder
Deleting stuff in OS X

Parts of OS X

Desktop, menu bar, disks, dock



The menu bar changes depending on the program you are using.

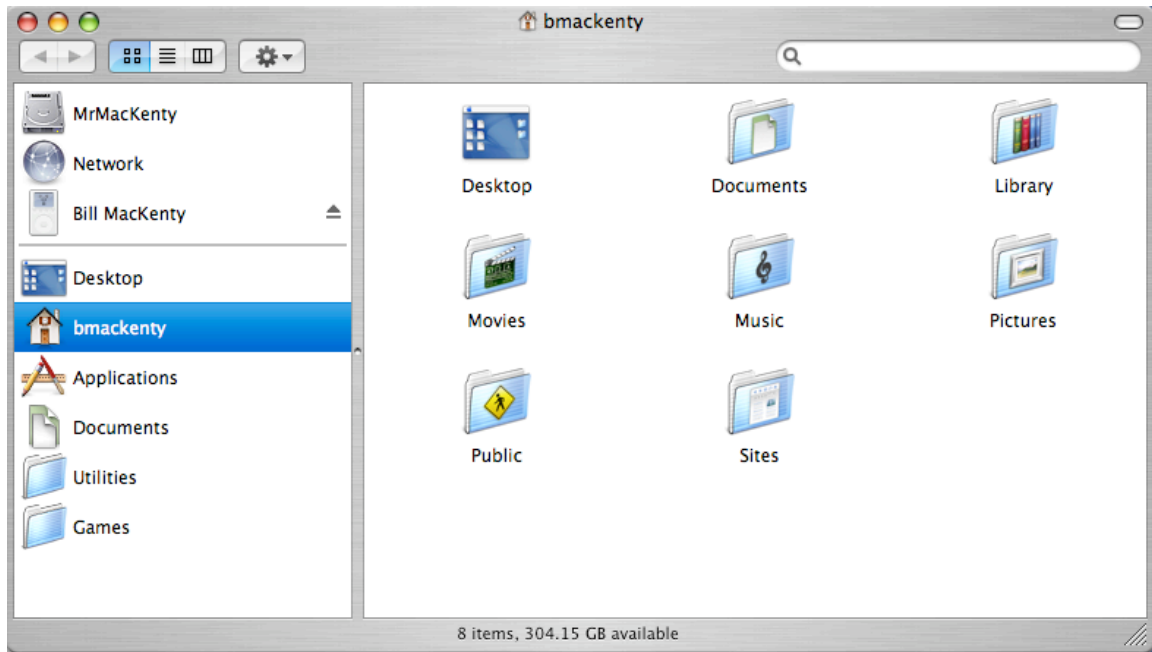
The disks change depending which disks you have.

The dock holds **shortcuts** to your programs.

The desktop is where you will do most of your work.

Parts of OS X

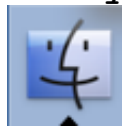
Home: documents and desktop



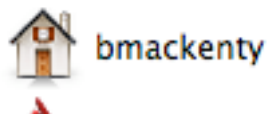
Everyone has a home.

Your home has many important folders in it. You will **most commonly** use your desktop and documents folder.

You can quickly get to your home by clicking on the **finder** icon on your dock.



...and then clicking on the home icon.

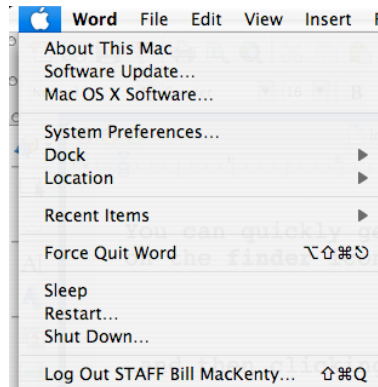


Parts of OS X

Apple Menu and the active application

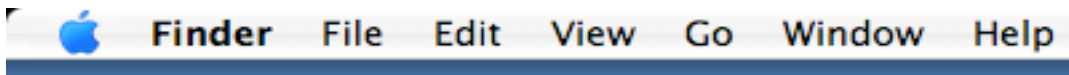


The Apple menu is on the very top-left corner of your screen.

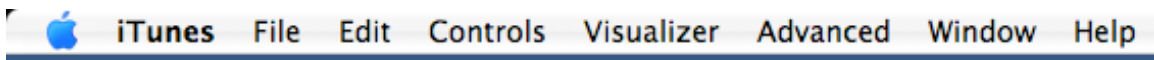


We use the apple menu to **log out**, **shut down**, **open system preferences**, and **open recent items**. Pretty handy, eh?

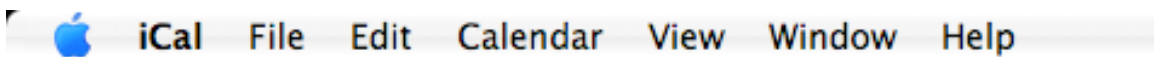
The **active application** is an important concept. The **active application** tells you which program is "active".



The **finder** is the active application.



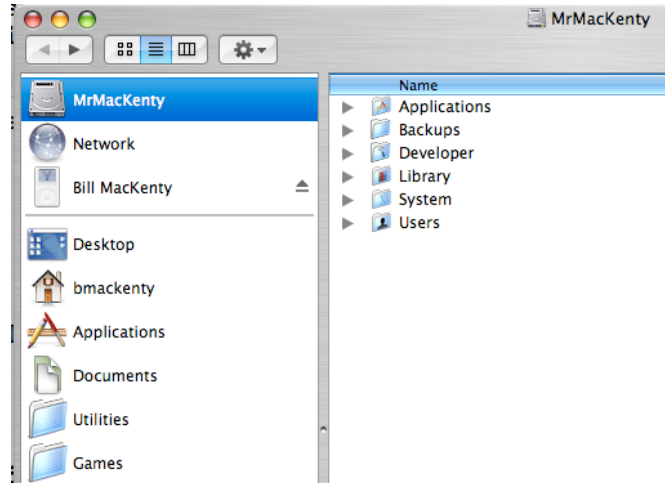
Here we see **iTunes** is the active application.



...and here, we see **iCal** is active.

Parts of OS X

How things are organized in OS X



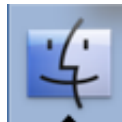
This is **really simplified** but may help you to find stuff.

Your programs are in your Applications folder. If you ever "lose" an application, this is where you should look.



Applications

Getting to your Application folder is easy as pie. Click on the finder icon,



and click on the  Applications icon.

Things you should know

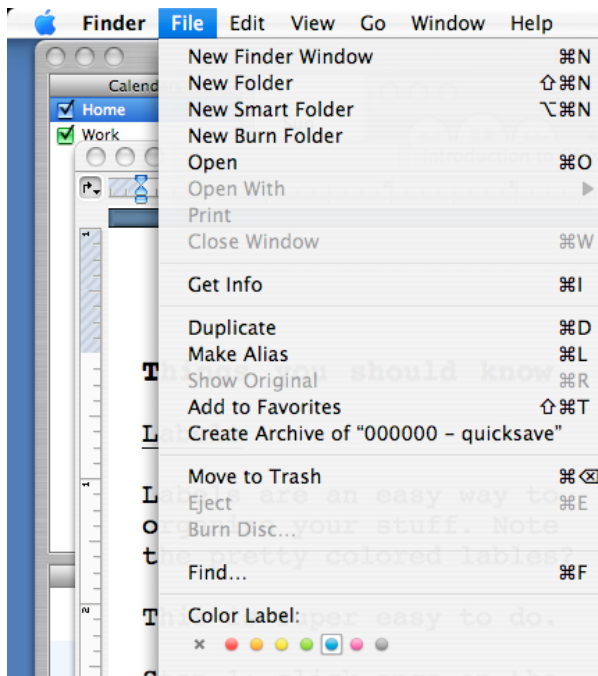
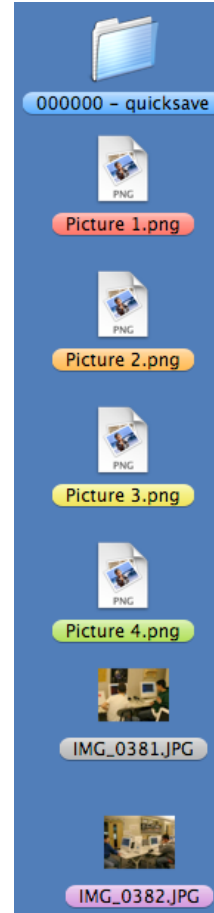
Labels

Labels are an easy way to organize your stuff. Note the pretty colored labels?

This is super easy to do.

Step 1: click **once** on the thing you want to label.

Step 2: simply go to the **file** menu, and at the bottom, you'll see color labels! Just click on the label.



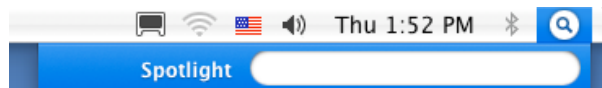
Things you should know

Spotlight aka *mega-cool-find*

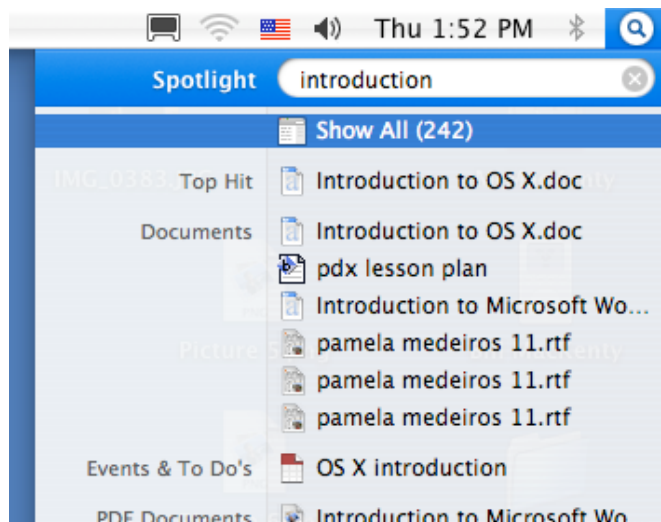


Spotlight is a very quick tool to find your stuff. The first time you use spotlight, it might be a little slow.

Using spotlight is as easy as simply clicking on the spotlight icon (very top right corner) and typing in whatever you are looking for.



Spotlight looks INSIDE any files with the words you are looking for. Look below for an example.



Things you should know

Finder views



There are three ways to view your files and folders. As icons, lists and columns.

Each view let's you see your files and folders differently.

Here's why we like the LIST view.

Name	Date Modified	Size	Kind
Introduction to OS X.doc	Jan 26, 2006, 1:55 PM	664 KB	M
paradox	Jan 26, 2006, 9:30 AM	4 KB	S
modern Command	Jan 26, 2006, 9:27 AM	4 KB	S
Mushy	Jan 25, 2006, 2:42 PM	4 KB	S
pdx lesson plan	Jan 25, 2006, 8:03 AM	8 KB	E
job log	Jan 25, 2006, 7:31 AM	4 KB	E
blogging.key	Jan 25, 2006, 7:21 AM	--	K
resume3.doc	Jan 22, 2006, 2:50 PM	48 KB	M
PopCap Games - Typer Shark.webloc	Jan 20, 2006, 2:03 PM	8 KB	V
facultvlist	Jan 19, 2006, 9:51 AM	60 KB	T

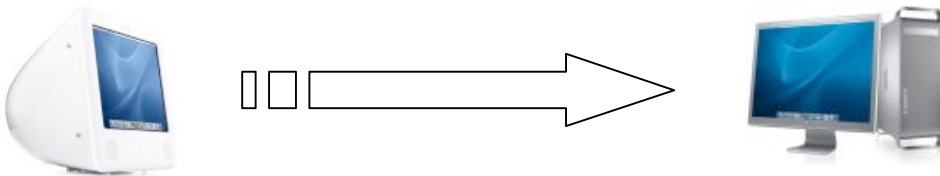
It is extraordinarily easy to **sort** your stuff. Simply clicking on the column name will sort your files! As you can see, I've clicked on Date Modified. All my files are sorted by date. If I clicked on Name, my stuff would be sorted alphabetically.

Things you should know

Local accounts vs networked accounts

You should know if you have a local or a network account. It's just helpful, conceptually.

Network Account



- 1) Your stuff is saved on a **separate computer** (called a server).
- 2) You can log on to other computers connected **to the same network**, and get your stuff.

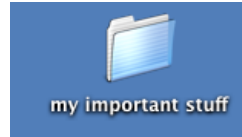
Local Account



- 1) Your stuff is saved on the **computer you are working on**.
- 2) You can only log in to **YOUR** computer.

Things you should know

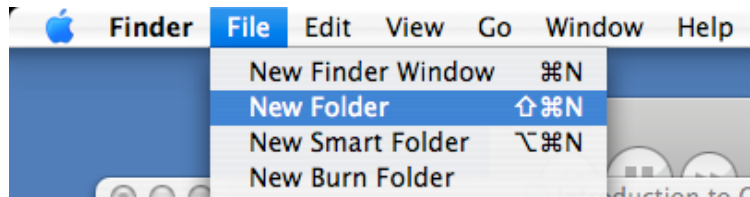
Making and renaming folder



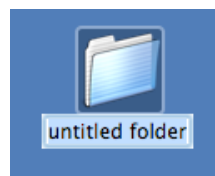
Folders are great ways to keep your stuff organized.

To make a folder, make sure the **finder** is the **active application**.

Simply click on the file menu and go to new Folder -> new folder



You'll see an untitled folder. Simply click on the "untitled folder" and type a name!



To use your new folder, simply drag a file into it. You can also **double click** on your folder, and drag your files into it.

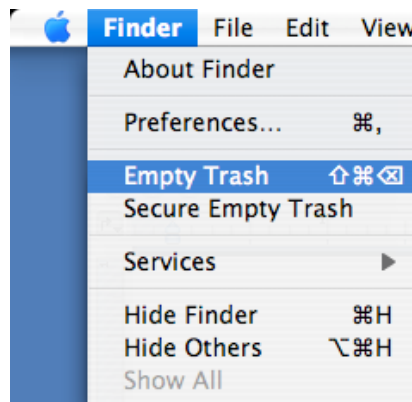
Things you should know

Deleting stuff in OS X



Deleting something in OS X is reasonably easy. Simply drag the file or folder into the trash.

When you are ready to empty your trash, simply go to the finder menu and click on Empty Trash.



go to the finder and click on Empty