

# CHAPTER

# 1

## Mac OS X Tiger Fundamentals

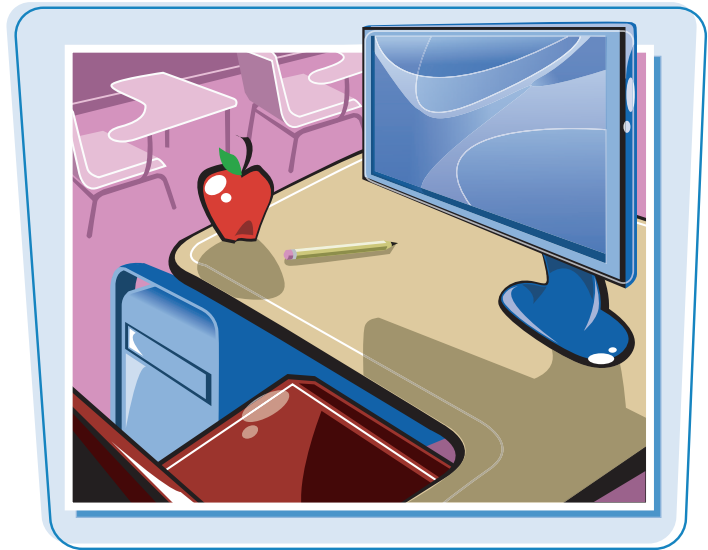


The Macintosh operating system, often abbreviated Mac OS, is the software that makes your Macintosh computer run. It gives you the ability to work with a mouse, a keyboard, windows, files, and can even offer help when you run into trouble.

|  |           |
|--|-----------|
| <b>Mac OS Introduction .....</b>           | <b>4</b>  |
| <b>Click the Mouse Once or Twice .....</b> | <b>6</b>  |
| <b>Control the Mac with Menus .....</b>    | <b>8</b>  |
| <b>Work with Finder Windows.....</b>       | <b>10</b> |
| <b>Change Window View Options.....</b>     | <b>12</b> |
| <b>Understanding Applications .....</b>    | <b>14</b> |
| <b>Using the Dock .....</b>                | <b>16</b> |
| <b>Toggle Applications .....</b>           | <b>18</b> |
| <b>Logging In and Out .....</b>            | <b>19</b> |
| <b>Put Your Mac to Sleep .....</b>         | <b>20</b> |
| <b>Restart or Shut Down the Mac.....</b>   | <b>22</b> |
| <b>Get Help.....</b>                       | <b>24</b> |

# Mac OS Introduction

The Macintosh Operating System is a collection of programs that makes your computer run. It is responsible for opening and saving files, displaying graphics on the screen, printing documents on a printer, and accepting input from the mouse and keyboard. The Mac OS is what makes your computer work for you.



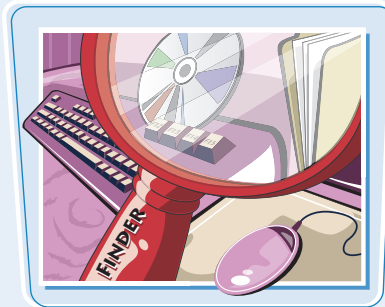
## Interact with the Computer

The Mac OS is the part of the computer responsible for reading the information that you send to it by pressing keys on the keyboard, clicking the mouse, or using the trackpad. You can customize the settings for the keyboard and mouse in System Preferences.



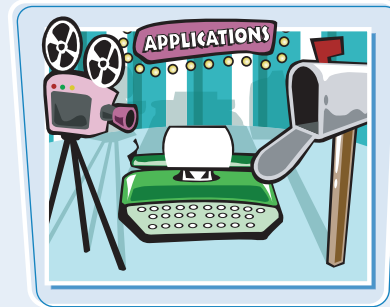
## The Finder

The Finder is an application that is always running. It displays the Desktop and windows where you can work with files, folders, and disks.



## Run Applications

You can use the Mac OS to run applications. Applications are tools on your computer that help you perform particular tasks. A word processing application helps you create text-based documents. A painting application helps you to create images. An email application permits you to send and receive email.



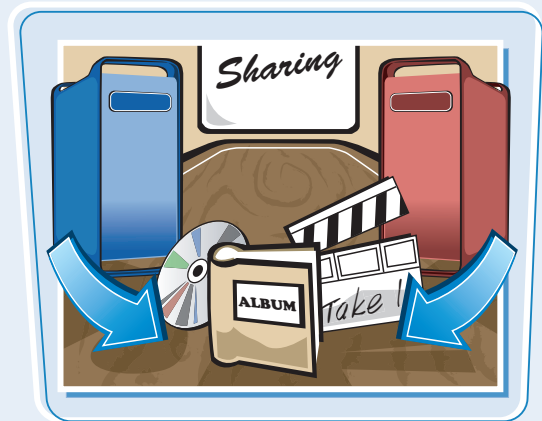
### Surf the Internet

The Mac OS provides you with everything you need to surf the World Wide Web. You can locate information with search engines, read articles, communicate with people from around the world, watch movies, do research, or even play games. The Safari Web browser gives you the means to view Web pages. Mail gives you access to the world of email.



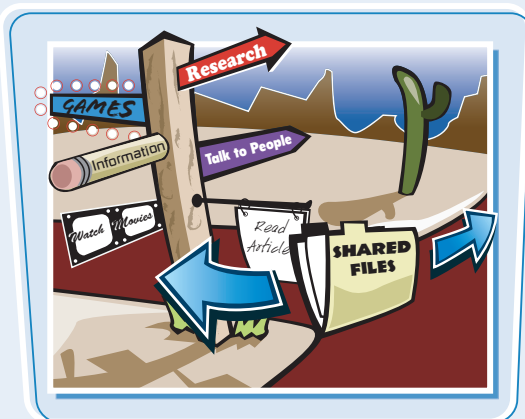
### Listen to and View Media

The Mac OS gives you a complete toolbox to use with multimedia files. You can listen to music in iTunes, catalog and view photos in iPhoto, create your own movies in iMovie, build and burn DVDs in iDVD, and even create your own music in GarageBand.



### Share Files and Hardware with Others

The Mac OS helps you connect to computers anywhere on a local network or the Internet. You can share information and hardware on a network. You can share files with others or print using the same printer.



### Interface with Other Equipment

The Mac OS is proficient at working with a variety of computer hardware. From a keyboard, mouse, and joystick to the iPod, video cameras, and cell phones, the Mac OS gives you the opportunity to connect your equipment to and interact with the digital hub. Your Mac can talk to all of these types of equipment and more.





# Click the Mouse Once or Twice

Although it has only one button, a Mac mouse or trackpad can perform many different functions. You can click the mouse once or twice to achieve different results. Click once to select a file or folder for use with any Finder menu. Double-click a file or folder to select and open it. You can also modify a mouse click by pressing the **Control** key. This usually causes a contextual menu to appear.



## Click the Mouse Once or Twice

### SINGLE-CLICK

- 1 Click the **Finder** icon in the Dock.

A Finder window opens if one is not already open.



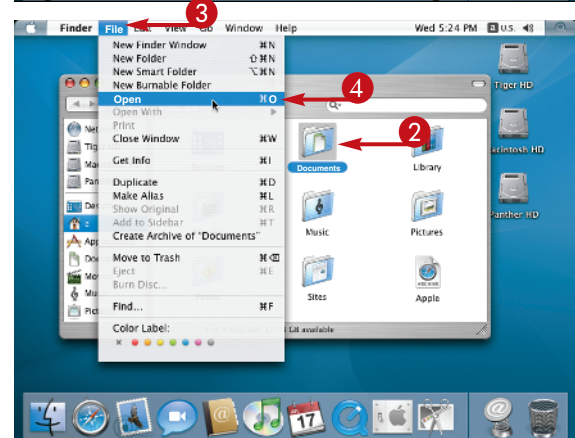
- 2 Click a folder to select it.

The icon darkens to indicate that you have selected it.

- 3 Click **File**.

- 4 Click **Open**.

The folder opens, revealing its contents.



**DOUBLE-CLICK**

- 1 In the Finder, double-click a folder icon.  
The folder opens immediately.

**CLICK WITH A MODIFIER**

- 1 Press **Control** and click once on the Finder Desktop.  
A contextual menu opens revealing different functions applicable to the Desktop.

**TIPS****Are there any single-click shortcuts I can use?**

You can rename a file or folder by clicking its name in the Finder. After a brief pause, the name appears highlighted and waits for you to type a new name. When you finish typing the name, press **Return** to complete the change. If you press **Return** a second time, you can edit the file name again just as if you had single-clicked it. If you press **⌘**, you can click multiple files in the Finder to select them. This helps when you want to perform an action on multiple items at once.

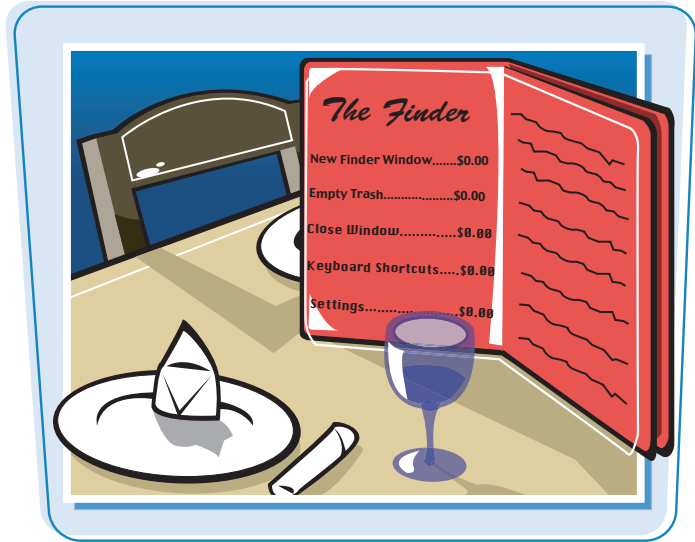
**What double-click shortcuts will help me?**

Press **⌘** when you double-click a folder to open the folder in a new Finder window. Press **Option** and double-click a folder to open it in a new window and to close the previous window.



# Control the Mac with Menus

One of the main tools in the Mac OS interface is the menu. Apple designed the Mac interface with continuity in mind. You can click and use menus in any application and expect to see similar results. Menus also have similar keyboard shortcuts to trigger their actions in many applications. This helps you maintain a sense of cohesion as you work with different applications. Sometimes menus contain hidden functions that you can reveal by pressing a special modifier key.



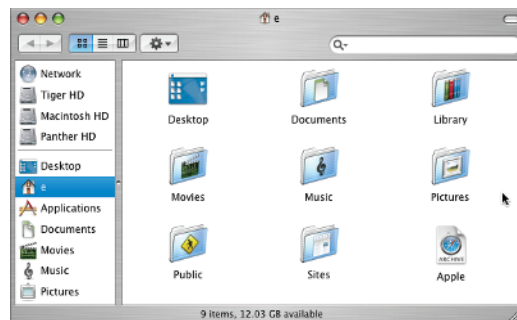
## Control the Mac with Menus

### CLICK A MENU

- 1 In the Finder, click **Go**.
- 2 Click **Home**.



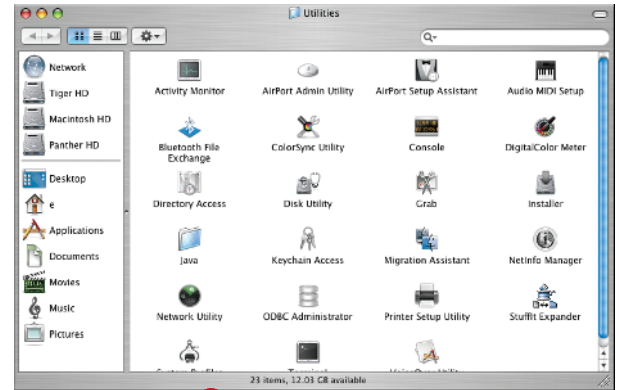
A window opens, displaying the contents of your Home folder.



**SELECT MENU ITEMS WITH THE KEYBOARD**

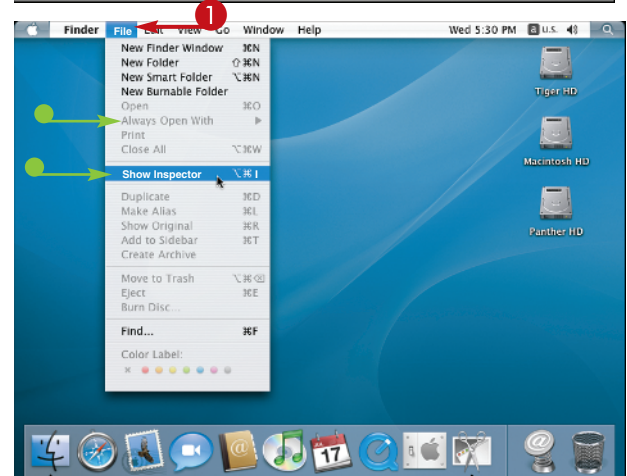
- 1 In the Finder, press **⌘** + **Shift** + **U**.

A window opens listing the contents of the Utilities folder.

**USE HIDDEN MENU CHOICES**

- 1 Click **File**.
- 2 Press **Option**.
  - The appearance of the **File** menu changes and reveals hidden functions.
- 3 Release **Option** with the menu still open.

The standard **File** menu items reappear.

**TIPS****Where do I find keyboard shortcuts for menus?**

Keyboard shortcuts for all menu items appear in the menus themselves. A menu item displays its shortcut to the right of its title. For example, in the Finder you can open a new window by pressing **⌘** + **N**. The keyboard shortcut appears as the first item in the File menu with symbols for **⌘** and **N**.

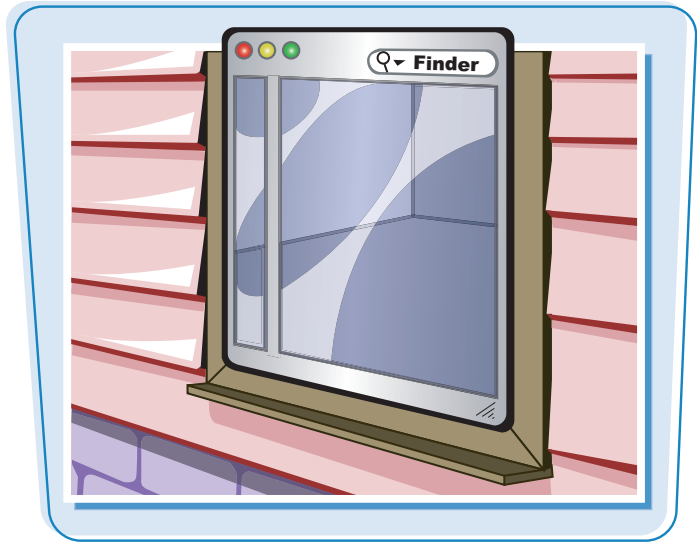
**Are there any keys that produce hidden functions in the Finder menus?**

You can also press **Option** and **Shift** to reveal hidden menu functions. Hidden menu items appear in place of the usual menu items when you press either the **Option** or **Shift** key modifiers. The keyboard shortcut icons in the menu also change to reflect the keys in the keystroke.



# Work with Finder Windows

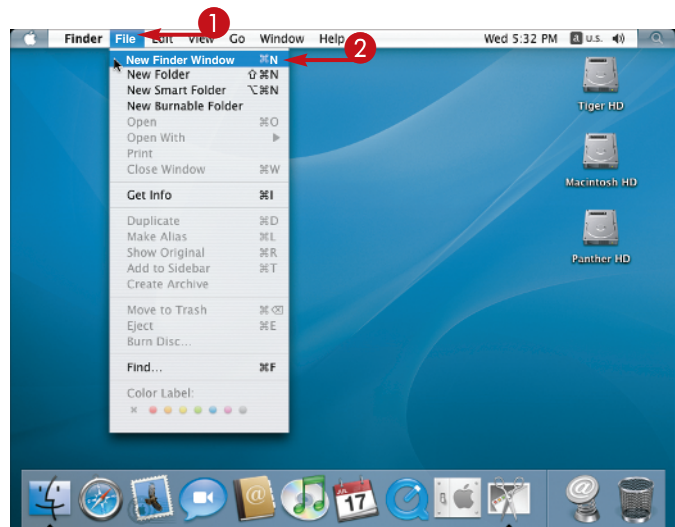
Along with menus, windows are among the most important parts of the Mac OS interface. Finder windows are containers for organizing your files. You can customize windows to match your needs precisely. You can resize a window to reveal something behind it or to see more files in it. If a window gets in the way, you can minimize it, which tucks the window nicely away in the Dock for one click access later. Finally, when you are finished using a window, one simple click closes it.



## Work with Finder Windows

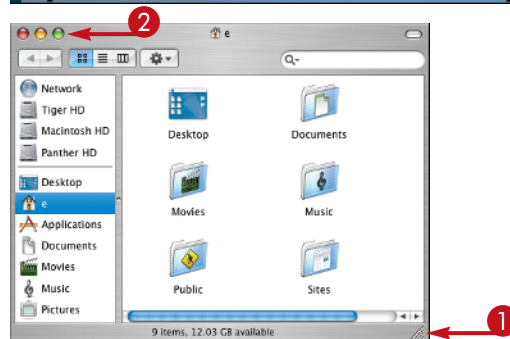
### OPEN A NEW WINDOW

- 1 In the Finder, click **File**.
  - 2 Click **New Finder Window**.
- A new Finder window opens.



### RESIZE A FINDER WINDOW

- 1 Click and drag the bottom-right corner of the window.  
The window resizes as you drag.
- 2 Click the **Zoom** button (⌕).  
The window zooms to full size.
- 3 Click (⌕) again.  
The window returns to its original size.

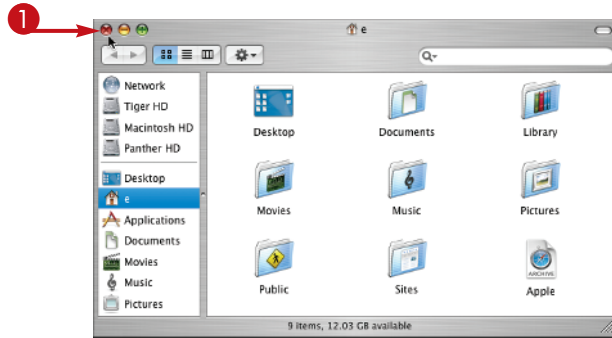




**CLOSE A FINDER WINDOW**

- 1 In an open Finder window, click the **Close** button (⏏).

The Finder window closes.

**MINIMIZE A FINDER WINDOW**

- 1 In an open Finder window, click the **Minimize** button (⏏).

The window minimizes, appearing in the dock.

- 2 Click the icon in the Dock.

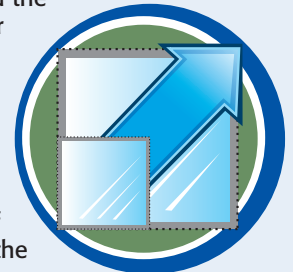
The window returns to normal size.

**TIPS****Are there any shortcuts that I can use with windows?**

If you press and hold **Option** while clicking the close button in a Finder window, all open Finder windows will close. You can cycle through the open windows of most applications by pressing **⌘ + ~** repeatedly. Press **⌘ + Shift + ~** to cycle through the open windows in reverse order. Pressing the **⌘ + M** keyboard shortcut causes the foremost window to minimize in the Dock.

**Why do I need to resize windows?**

When you make a window larger, you can view more of the files within that window. When you make a window smaller, you see less of the files and the size of the scrollbar changes relative to how much of the window contents you cannot see. Making a window smaller also helps you to see more of other windows or the desktop behind it.



# Change Window View Options

You are not restricted to viewing Finder windows in one format. You can customize the look and feel of your Finder windows to help you work more efficiently. You can change the size of icons and text in Finder windows to suit your needs. The Finder gives you several different choices for displaying information about files. You can customize these choices to change the amount of information that appears in a window.



## Change Window View Options

### OPEN VIEW OPTIONS

- 1 In the Finder, click **View**.
- 2 Click **Show view Options**.




The View Options window opens, displaying settings for the foremost window. If no window is open, the settings for the Desktop appear in the View Options window instead.



**ARRANGE ICONS AUTOMATICALLY**

- 1 In the View Options window, click **Keep Arranged By** (☐ changes to ☒).

Make sure that the window is in Icon or List view, or you will not see these settings.


- 2 Click  and select **Kind**.

The icons in the window automatically sort themselves according to file type. The Finder maintains this automatic sorting even when you resize a window or add and remove files.

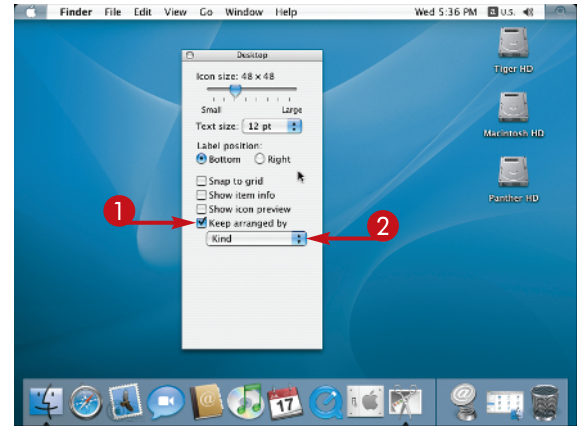
**CHANGE ICON AND TEXT SIZE**

- 1 In the View Options window, drag  left to **16x16**.

The icons appear at 16x16, the smallest size. Make certain that the window is in Icon or List view, or you will not see these settings.

- 2 Click  and select **16 pt**.
- 3 Click **Right** (☐ changes to ☒.

The Finder updates the window to reflect the changes.

**TIPS****What does the Show Icon Preview option in the View Options window do?**

For graphics files like JPG, TIF, and PNG, the Finder displays a preview of the image as an icon for each file. That way, you can tell what the image contains without opening the file to see. You merely glance at its preview icon. Note that this only works for the Icon and List views.

**Can I change the white background of my Finder windows?**

You can set the background of Finder windows using the settings that appear at the bottom of the View Options window. Click **Color** to select a color for the background. Click **Picture** to choose a picture file to use as the window background. If you click **All Windows**, the window background color or image appears on any Icon view windows that you open thereafter.





# Understanding Applications

Applications are the main workhorses of the Mac OS. They are functional units that help you perform tasks with the computer. Some applications play music, some display images, and others create documents or even play games. You can launch an application either by clicking its icon in the Dock or double-clicking its icon in the Finder.

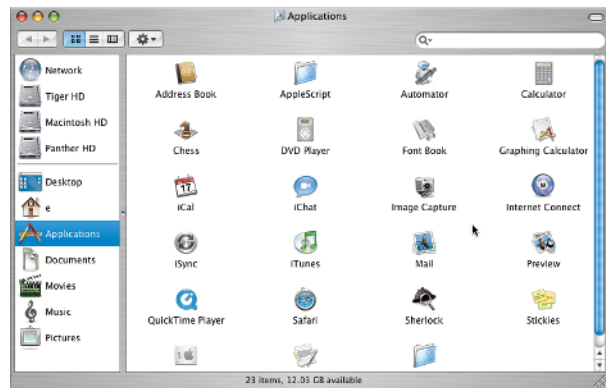


## Understanding Applications

### OPEN THE APPLICATIONS FOLDER

- 1 In the Finder, press **⌘ + Shift + A**.

The Applications window opens, showing all applications installed in the Applications folder.



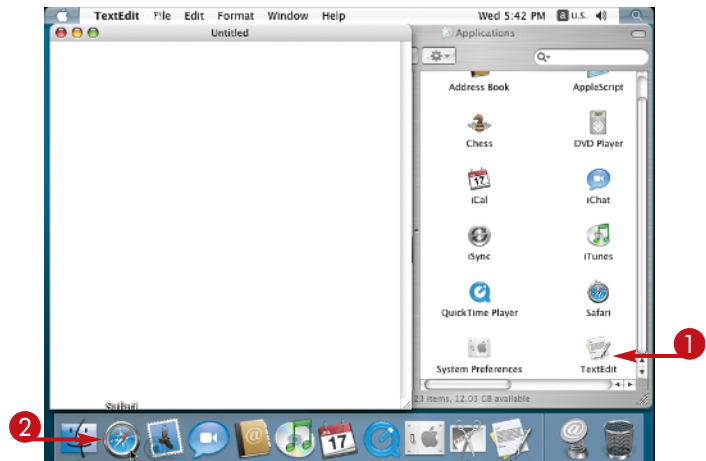
### LAUNCH AN APPLICATION

- 1 In the Applications folder, double-click **TextEdit**.

The TextEdit application launches and opens a new document where you can type text.

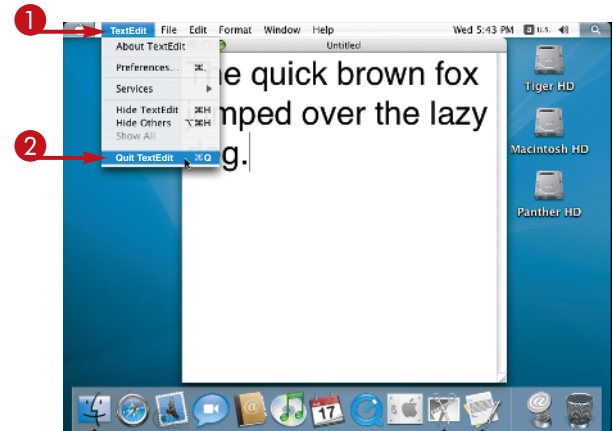
- 2 Click the **Safari** icon.

The Safari Web browser launches.



**QUIT AN APPLICATION**

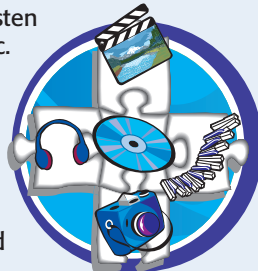
- 1 From any running application, click the application menu.
- 2 Click **Quit**.  
The application stops.

**LOCATE RUNNING APPLICATIONS**

- 1 In the Dock, locate the small black triangles that appear beneath running applications.
- 2 Click an icon of a running application.  
The application comes to the foreground.

**TIPS****What kinds of things can I do with the applications that come installed with Mac OS and iLife?**

You can perform a wide variety of tasks with the applications that accompany OS X. You can listen to, catalog, and record music. You can organize, edit, and share photos, create word processing documents, keep track of addresses, email friends, surf the Internet, watch and create movies, make calendars, and play chess.

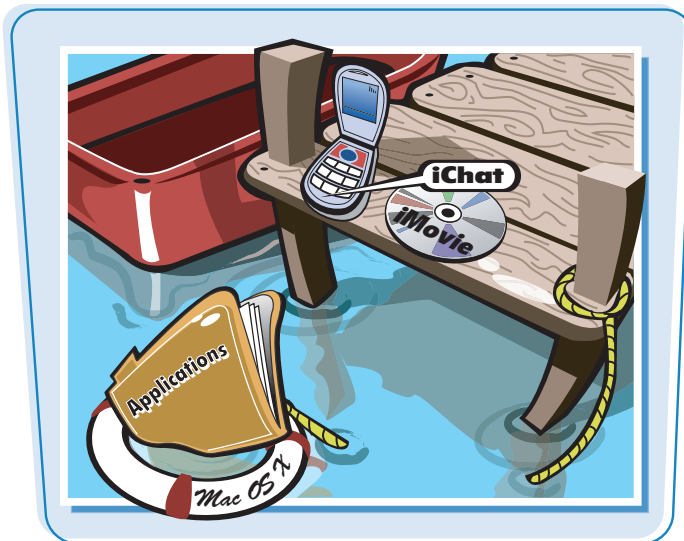
**Are there other applications available to me in case the applications in OS X do not provide what I need?**

You can download literally thousands of applications on the Internet, many of which are free or available for a small fee. There are applications to perform almost any task imaginable. With applications, you can track your music and book collection, play a game of golf, draw a picture, balance your checkbook, or even learn to juggle. Two of the most popular software download sites are [www.versiontracker.com](http://www.versiontracker.com) and [www.macupdate.com](http://www.macupdate.com).



# Using the Dock

The Dock is a one-stop utility that performs different tasks. You can launch applications from the Dock, see which applications are running, and give yourself one-click access to commonly used files. You can quit applications by clicking icons in the Dock. You can also add folders to the Dock, so you can access all of its contents with a single click.



## Using the Dock

### LAUNCH AN APPLICATION FROM THE DOCK

- 1 In the Dock, click **Safari**.

The Safari Web browser launches.



### QUIT AN APPLICATION FROM THE DOCK

- 1 In the Dock, click the icon of a running application and continue holding the mouse button.

● A pop-up menu lists functions for the application.

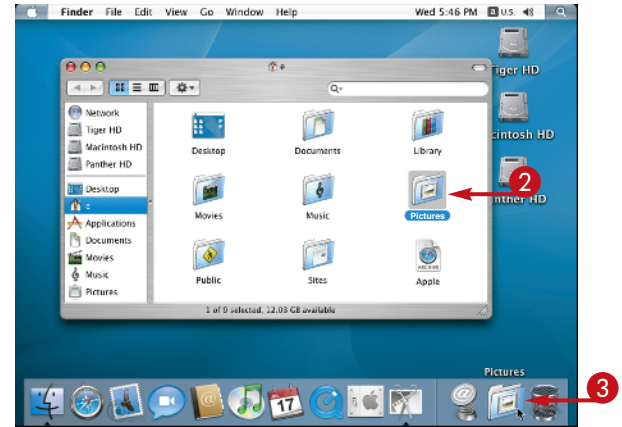
- 2 Click **Quit**.

The application stops.



**ADD A FOLDER TO THE DOCK**

- 1 In the Finder, press **Control** + **Shift** + **H** to open your Home folder.
  - 2 Click and drag the **Pictures** folder from the Home folder to a position on the Dock.
- An icon appears in the Dock.
- 3 Click the **Pictures** folder icon in the Dock to open the **Pictures** folder.

**REMOVE A FILE FROM THE DOCK**

- 1 Click and drag an application, document, or file icon from the Dock to the Desktop.
- The icon disappears from the Dock in an animated puff of smoke.

**TIPS****If I remove an icon from the Dock, does it erase that item from the hard drive?**

No. The elements in the Dock are simply pointers to applications, files, or folders that those icons represent. Removing the icons from the Dock does nothing more than remove the icon from the Dock. It does not affect any application, file, or folder.

**Why is there a vertical line on the Dock?**

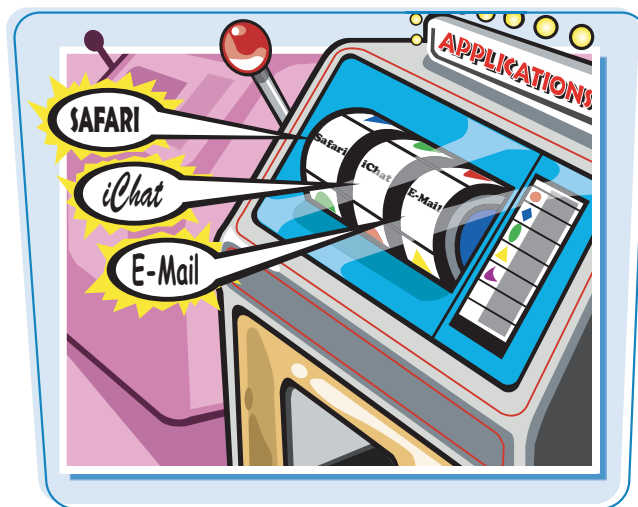
The vertical line in the Dock separates applications from the files and folders that you place in the Dock.





# Toggle Applications

You can switch between all running applications with one keystroke. The Application Switcher takes care of switching applications when you press the keystroke. You can also control the Application Switcher with the keyboard to make switching even easier.



## Toggle Applications

### SWITCH TO ANOTHER APPLICATION

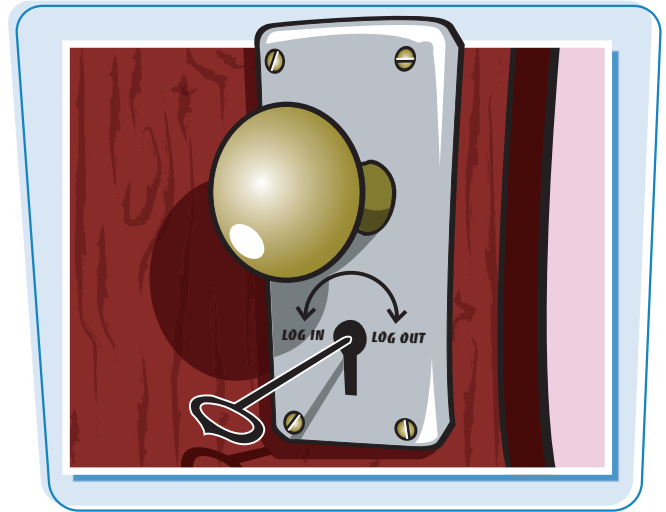
- 1 Press **⌘ + Tab**.  
The Application Switcher displays all running applications.
- 2 While holding down **⌘**, press **Tab** again.
  - The Application Switcher highlights the next icon in the list.
- 3 When the application you want to launch is highlighted, release **⌘**.  
The highlighted application comes to the foreground.
- 4 While holding down **⌘ + Shift**, press **Tab**.  
The Application Switcher highlights the previous icon.

### SWITCH APPLICATIONS WITH ARROW KEYS

- 1 Press **⌘ + Tab**.  
The Application Switcher appears, displaying icons of all running applications.
- 2 While holding down **⌘**, press **→**.
  - The Application Switcher highlights the next icon in the list.
- 3 While holding **⌘**, press **←**.  
The Application Switcher highlights the previous icon in the list.
- 4 When the icon for the application you want to launch is highlighted, release **⌘**.  
The highlighted application comes to the foreground.



Mac OS is a multiuser operating system, which means that more than one user can use the same computer with personalized settings that each user determines and controls. To use the computer, you must login using your user name and password. Logging in can prevent other users from changing your settings or using your account.



### Logging In and Out

#### LOG OUT

- 1 Click the **Apple** icon ().
- 2 Click **Log Out Username**.

A window appears asking you to confirm your logout operation.

- 3 Click the **Logout** button.

Your account logs out and displays the Login dialog box.



#### LOG IN

- 1 Click a user icon.
- 2 Type your password into the password field that appears.
- 3 Click **Login**.

The computer logs you in.



# Put Your Mac to Sleep

You can put your computer to sleep instead of shutting it down. A sleeping Mac uses very little energy and has the benefit of allowing instant-on access to your computer. These features are especially useful for laptops, which rely on battery power that you need to conserve.



## Put Your Mac to Sleep

### MAKE THE MAC GO TO SLEEP

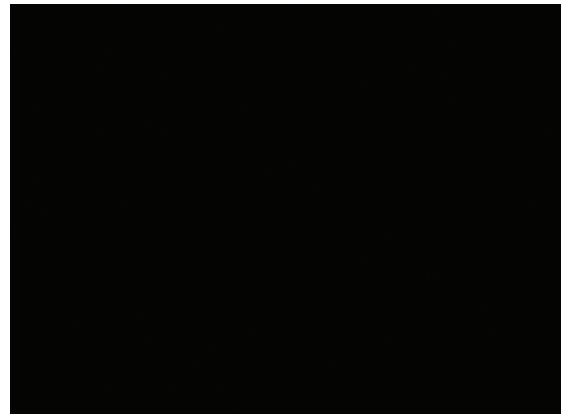
1 Click .

2 Click **Sleep**.

The Mac goes to sleep and displays nothing on the screen.

3 Press any key, or click the mouse or trackpad.

The computer awakens instantly, permitting you to pick up where you left off when you put the computer to sleep.



**MAKE A LAPTOP SLEEP**

- 1 To put an iBook or PowerBook to sleep, simply close the laptop lid.

The computer goes to sleep, and on some models a pulsating light appears on the outside cover indicating sleep.



- 2 Open the laptop, and press any key or click the trackpad.
- The computer awakens to where you last worked.

**TIPS****What happens when a Mac is in sleep mode?**

When you put a Mac to sleep, it disables the network settings and puts the computer in a low-power mode. It will remember unsaved documents that you were working on, but it will not permit file sharing on the network.

**Do I have to worry about the battery running out while sleeping?**

Although the computer uses a low-power mode during sleep, it is still using battery power that can cause the battery to drain. When a laptop battery gets below a certain level of remaining power, the Mac shuts off automatically, which means that you could lose unsaved data.





# Restart or Shut Down the Mac

Although a Macintosh can run nonstop for days and weeks on end, there are times when you may need to shut down or restart a Mac. It is useful to shut down a computer when you need to move the machine, when there is an electrical storm, or when you want to install new hardware. Restarting a Mac is required after some software installations and also sometimes helps fix an errant machine.



## Restart or Shut Down the Mac

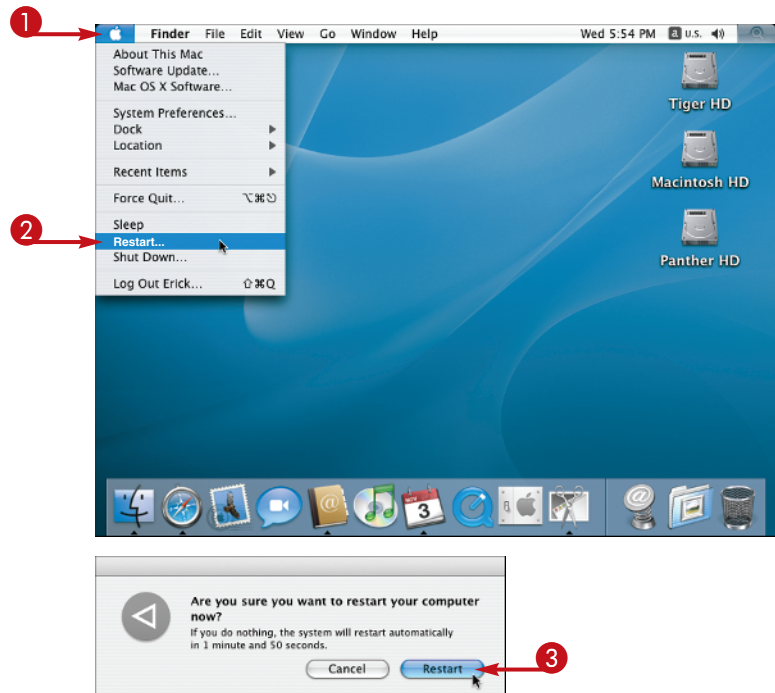
### RESTART A MAC

- 1 Click the **Apple** icon.
- 2 Click **Restart**.

A dialog box appears asking you to approve the restart.

- 3 Click **Restart**.

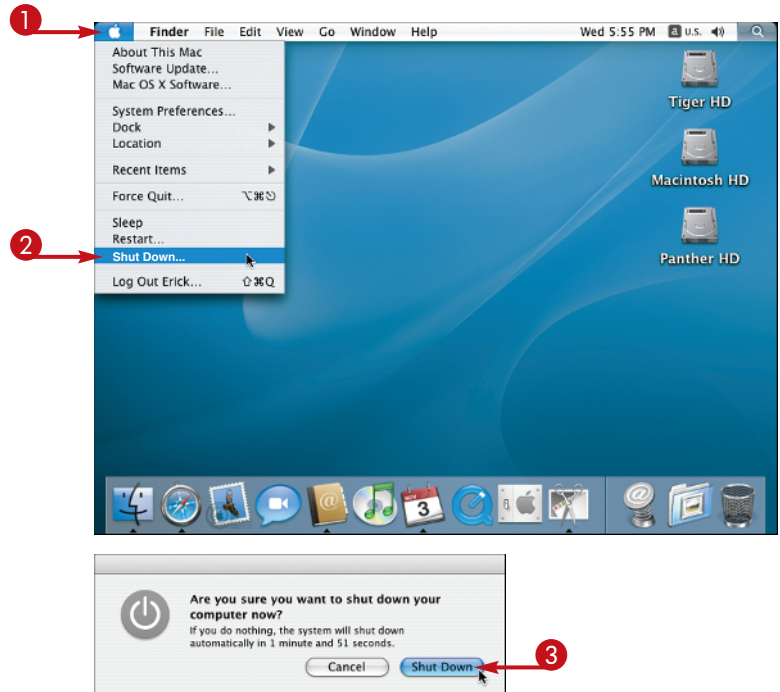
The computer restarts.



**SHUT DOWN**

- 1 Click .
- 2 Click **Shut Down**.

A dialog box asks you to approve the shutdown process.



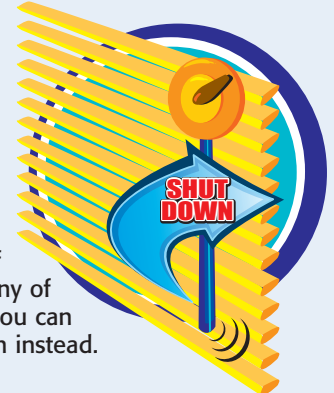
- 3 Click **Shut Down**.
- The computer shuts down.

**TIPS****What happens when my computer restarts?**

If you have the default single-user settings in the Users pane of the System Preferences, your computer restarts and your Desktop appears. If you use a computer in a multiuser environment, you may have to provide a login username and password when you restart the computer.

**When should I shut down a computer instead of put it to sleep?**

You should shut down a Mac before physically moving it or disconnecting its power source. It is also probably a good idea to shut down and disconnect the power to a computer during an electrical storm. If you do not plan on doing any of the aforementioned tasks, you can safely use the sleep function instead.



# Get Help

If you get stuck while using your Mac, you can sometimes get out of a jam by consulting the Finder's built-in Help system. The Help system contains valuable information about using both hardware and software related to the Mac.



## Get Help

### LAUNCH HELP FOR THE FINDER

- 1 In the Finder, click **Help**.
- 2 Click **Mac Help**.

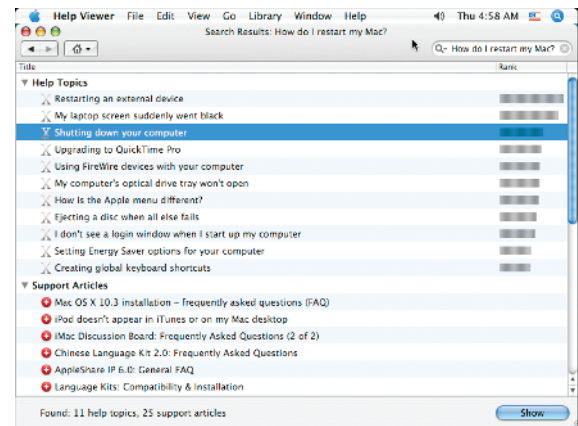
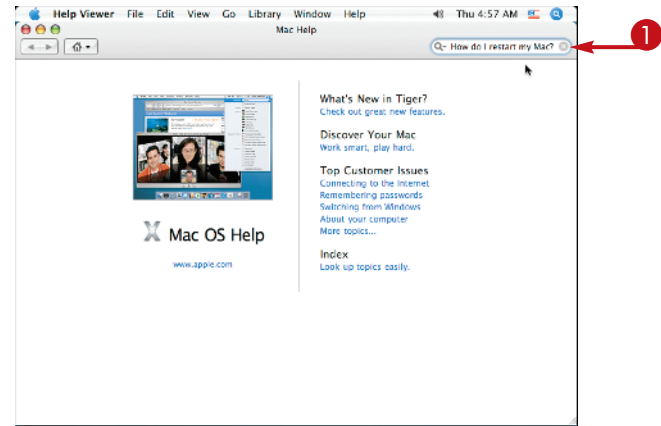


The Help Viewer launches and displays helpful information about the Finder.

## FIND ANSWERS

- 1 In the Help Viewer, type a question into the **Search** field.
- 2 Press **Return**.

The Help Viewer finds answers to your question and displays the results.



## TIPS

### I know how to use the Finder. Can I locate help for other applications too?

The Help menu in all applications is context-specific. When you click **Help**, the Help Viewer application displays information specific to the current application.



### Is the Help system limited to information for Apple applications only?

The Help menu can display useful information for any application that includes built-in Help. You can search any installed Help modules just as you would search the one for the Finder.

