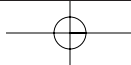


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You are about to embark on the world's most advanced operating system experience, courtesy of Apple Inc. In this chapter, I show you how to get Mac OS X Leopard up and running, as well as how to navigate Leopard using the Finder application, which helps you find just about anything on your Mac.

System Requirements for Installing Leopard	4
Choose an Installation Method	4
Upgrade to Leopard	5
Custom Installations	6
Advanced Installation Options	8
Explore the Finder	10
Moving Around in the Finder	16
Utilizing the Dock	22
Exposé	23
Spaces	25
Spotlight	27
Searching with the Finder	30

System Requirements for Installing Leopard

As anxious as you probably are to get started, make sure that your Mac meets all the necessary hardware requirements for properly installing and running Leopard. Table 1.1 lists the requirements, which are straight from Apple.

Table 1.1 Requirements for Installing Leopard

Requirement	Minimum Specifications
Processor	Intel processor or a PowerPC G4 (867 MHz or faster) or G5 processor
Memory	512MB of RAM just to get Leopard up and going 2GB is needed to run all the bells and whistles at a decent speed
Media	DVD drive
Hard disk space	At least 9GB of free space

Choose an Installation Method

Only you can decide how to install Leopard. Should you upgrade or wipe everything clean on your hard drive and start all over with a fresh OS install? Let's look at the options.

Upgrading from a previous version of the Mac OS has its advantages, to be sure:

- **There is no need to create new user accounts for every user.**
- **You don't have to reload all of your applications and documents.**
- **The Leopard installer does all the difficult work, migrating user account information such as passwords, e-mail accounts, and Safari bookmarks.**

These are compelling reasons to simply upgrade and be done with it. However, there are also a couple of good reasons not to upgrade:

- **If you have Mac OS X 10.2 or earlier, you can't upgrade to Leopard.** You must have 10.3 or 10.4.
- **If your Mac has been exhibiting some weird behavior lately, it is most likely system-related.** It's best to start over if this is the case.

- **You may want to simply start over, especially if your Mac has become bloated with extraneous application and documents that you've forgotten about or neglected to maintain.**

Weigh the six points I've just listed and decide for yourself whether to upgrade or not. If you choose to upgrade, simply continue on to the next section. Should you decide to wipe the drive clean and start fresh, skip to the "Custom Installations" section to get going quickly.

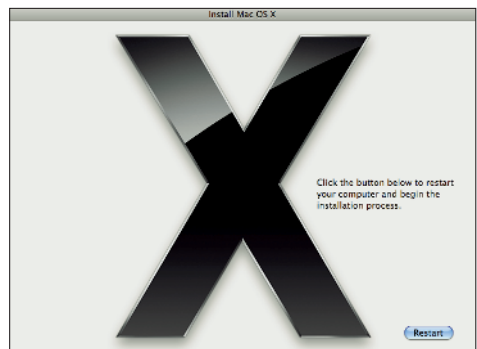
Upgrade to Leopard

Let's get started with your upgrade to the newest feline from Apple:

- 1. Insert the Leopard installation disc into your Mac.**
- 2. When the disc mounts, the Mac OS X Install DVD automatically opens, as shown in figure 1.1.**
- 3. Double-click the Install Mac OS X icon.**
- 4. Click the Restart button in the Install Mac OS X window, shown in figure 1.2.**
- 5. Once your Mac reboots, select the language you want to use for the installation process and click the forward arrow.**
- 6. Click Continue at the Welcome screen.**
- 7. Agree to the software license agreement.**
- 8. Choose the hard drive on which you want to install Leopard and click Continue.**
- 9. Click the Install button in the Install Summary window.**



1.1 The Leopard DVD window



1.2 Press the Restart button to begin the installation process.

- 10. Sit back, get a cup of your favorite beverage, read the Welcome to Leopard manual that came in the Mac OS X Leopard retail box, and when the installation is finished, you will be fully Leopardized!**



Caution

If you are installing Leopard on your startup disk, do not stop the installation process! If the process doesn't finish, you may not be able to start up from your hard drive. If you are installing on a laptop, make sure the power supply is connected before beginning the installation so that the process isn't stopped due to low battery power.

Custom Installations

Should you decide to completely start over with your Mac, you've come to the right section of this chapter. To "start over" means to completely install a fresh operating system and not upgrade over an existing one. There are two ways to start over with your Mac: archive installations and erase installations.

Archive and install

When you perform an archive installation, the Mac OS X Installer creates an archive of your existing system software and then installs an entirely new system. This prevents you from completely erasing the previous system, which will allow you to retrieve items from the archived system later if you need to. For example, you may want to find an old Safari bookmarks file and import it into Safari or some other Web browser that you use with Leopard.

The best thing about the archive installation is that you can have the Mac OS X Installer preserve all of your user accounts and their home folders, along with your network settings, and import them into Leopard. This alone can save you massive amounts of time.

To perform an archive and install:

- 1. Insert the installation disc into your Mac and restart the computer.**
- 2. Immediately after you hear the startup sound, hold down the C key to boot from the installation disc.** Continue to hold the C key until you see the gray Apple logo on the screen.
- 3. Choose the language you want to use for the installation process and click the forward arrow.**

4. **Click Continue at the Welcome screen.**
5. **Agree to the software license agreement.**
6. **Choose the hard drive you want to install Leopard on and then click the Options button in the lower-left corner.**
7. **Select Archive and Install.** I whole-heartedly recommend that you check the Preserve Users and Network Settings check box.
8. **Click OK and then click Continue on the Select a Destination screen.**
9. **Click the Install button in the Install Summary window.**

Erase and install

The erase and install option does exactly what it states: It completely erases your entire hard disk and installs a completely new copy of Leopard.



Caution

Back up your files before performing this kind of installation! You will lose all the data on your drive when you choose an erase and install. It is almost inevitable that after the process is complete, you will slap your forehead in disgust, realizing you just erased Grandma's recipes that have been passed down for generations.

To perform an erase and install:

1. **Insert the installation disc into your Mac and restart the computer.**
2. **Immediately after you hear the startup sound, hold down the C key to boot from the installation disc.** Continue to hold the C key until you see the gray Apple logo on the screen.
3. **Choose the language you want to use for the installation process and click the forward arrow.**
4. **Click Continue at the Welcome screen.**
5. **Agree to the software license agreement.**
6. **Choose the hard drive you want to install Leopard on and then click the Options button in the lower-left corner.**
7. **Select Erase and Install.**
8. **Select Mac OS Extended (Journaled) for the Format disk as option.**
9. **Click OK and then click Continue on the Select a Destination screen.**
10. **Click the Install button in the Install Summary window.**

Advanced Installation Options

There are a couple of other things I want to show you that can help customize your Leopard installation.

Partition your hard drive

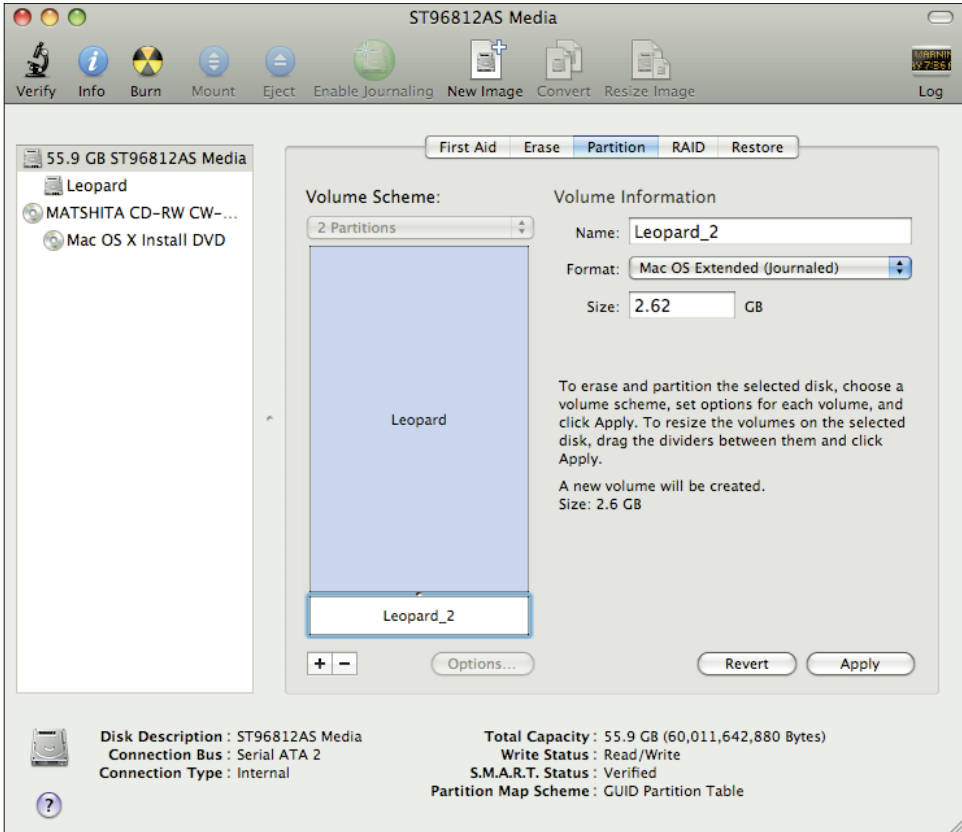
If you have a large hard drive, you can partition it, meaning that you can divide the physical drive with software to make the drive appear and even operate as if it were multiple disks. This is advantageous if you plan to install Windows on your Mac using Boot Camp (see Chapter 16), using part of your drive for the OS and other parts for storing your documents and information, or if you want to install multiple versions of Mac OS X on one computer. Of course, there are many more reasons you would partition your drive, but you get the idea.

To partition your drive:

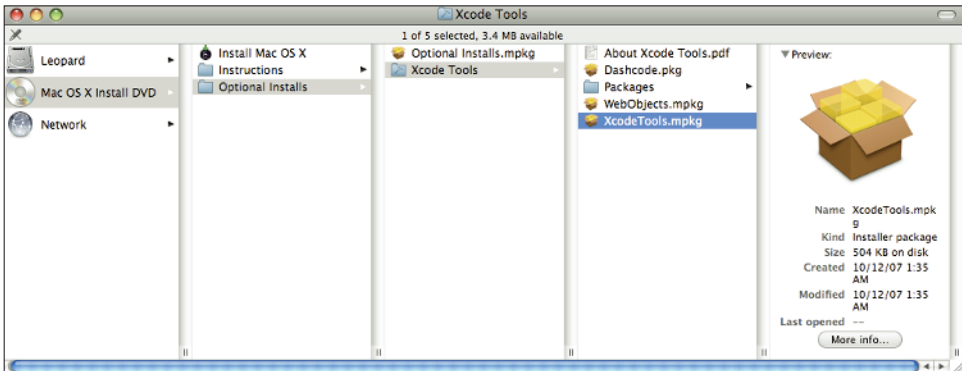
- 1. Insert the installation disc into your Mac and restart the computer.**
- 2. Immediately after you hear the startup sound, hold down the C key to boot from the installation disc.** Continue to hold the C key until you see the gray Apple logo on the screen.
- 3. Select the language you want to use for the installation process and click the forward arrow.**
- 4. Choose Utilities → Disk Utility from the menu.**
- 5. Select the disk in the volume list on the left side of the Disk Utility window, as shown in figure 1.3.**
- 6. Click the Partition tab in the window and then click the + button in the lower-left corner to begin adding partitions to the Volume Scheme.**
- 7. Select a format for each partition using the Format menu.**
- 8. You can resize each partition by typing a size into the Size box.**
- 9. Click Apply when you are ready to partition the drive.**

Install the Xcode Developer Tools

The Leopard installation disc comes with all the tools that application developers need to get started with programming for Mac OS X. These tools, called Xcode developer tools, can easily be installed from the Mac OS X Install DVD. They are found in the Optional Installs folder on the disc; the path to the installer is shown in figure 1.4.



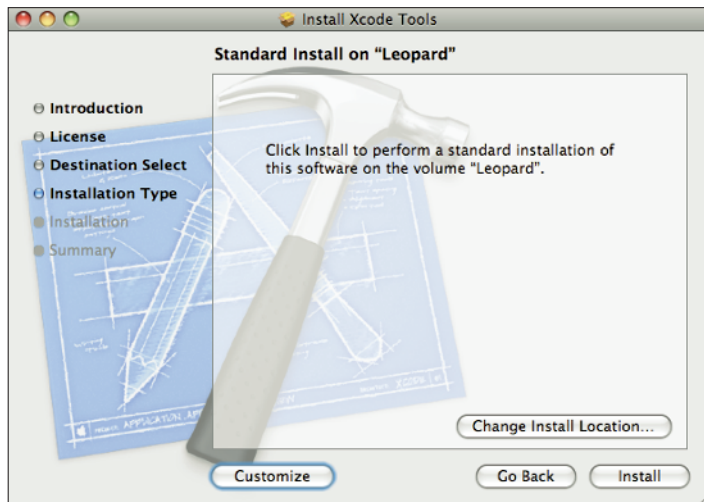
1.3 Partitioning a drive with Disk Utility is a breeze.



1.4 You have to search a little to find the Xcode installer on the DVD.

To install the Xcode developer tools:

1. **Double-click the XcodeTools.mpkg file to launch the installer and click Continue.**
2. **Click Continue again in the Software License Agreement window and then agree to the license agreement.**
3. **Click the Install button in the Standard Install on “Leopard” window to begin the installation (see figure 1.5).**



1.5 Click Install to begin the Xcode developer tools installer process.

Explore the Finder

Once your Mac has booted or when you first log in, take a look at that smiley-face guy grinning at you near the bottom-left corner of your screen. That's the Finder, and it's one of the most important items in all of Mac OS X Leopard.

The Finder is an application that always runs in Leopard, and it has been a part of the Mac OS since its inception. The Finder is what Mac fans have used for decades to browse their computers' drives and discs, and it has evolved into a great tool that I can't imagine not having (especially as you can't view the contents of your hard drive without it!). For the Windows converts in the audience, think of the Finder as the Mac OS X equivalent to Explorer (Windows Explorer, that is, not Internet Explorer). In this section, I show you how to use the Finder's basic features, and I also give you tips that I've learned to make the Finder even easier and more productive to use.

The Leopard Desktop at a glance

The Desktop is what you see when you first start up or log in to your Mac; this area is where all the action in your applications takes place. The Desktop is a major part, and is actually the starting point, of the Finder.

Desktop

Figure 1.6 should mirror your own Mac's screen very closely after you've logged in; it lists the major parts that you see when the Finder first comes up.



1.6 The Finder's Desktop, in all its default glory.

Now that you know the names of the items you see in the Finder, let's use Table 1.2 to decipher what functionality they provide.

Table 1.2 Finder items

Item	Function
Apple menu	Provides quick access to functions such as Sleep, Restart, Shut Down, Recent Items, and System Preferences. Windows users will find that it functions similarly to the Start menu that they are used to.
Menu bar	Use the menu bar in the Finder and in other applications to print, copy and paste, and change application preferences.
Desktop	Functions like the desktop on your desk; it's where everything else (such as documents and applications) sits while you are working on it. You can easily change the Desktop picture; see Chapter 10 for more details.
Volume control	Adjusts your Mac's volume.
Clock	Displays the current date and time.
Spotlight	Searches your Mac for files and folders. See this chapter's section "Spotlight" for more information.
Disk icon	The particular icon shown in figure 1.6 is that of my hard drive, but if you have more than one disk on your Mac, you will also see them listed here.
Dock	Houses links to applications and other items that you use most frequently. You can modify the Dock, as you'll see later on in this chapter.
Trash	Contains files and folders that you want to remove from your Mac. Former Windows users will find it similar to the Recycle Bin.
Downloads stack	Provides fast access to items in your Home folder's Downloads folder.
Documents stack	Provides fast access to items in your Home folder's Documents folder.

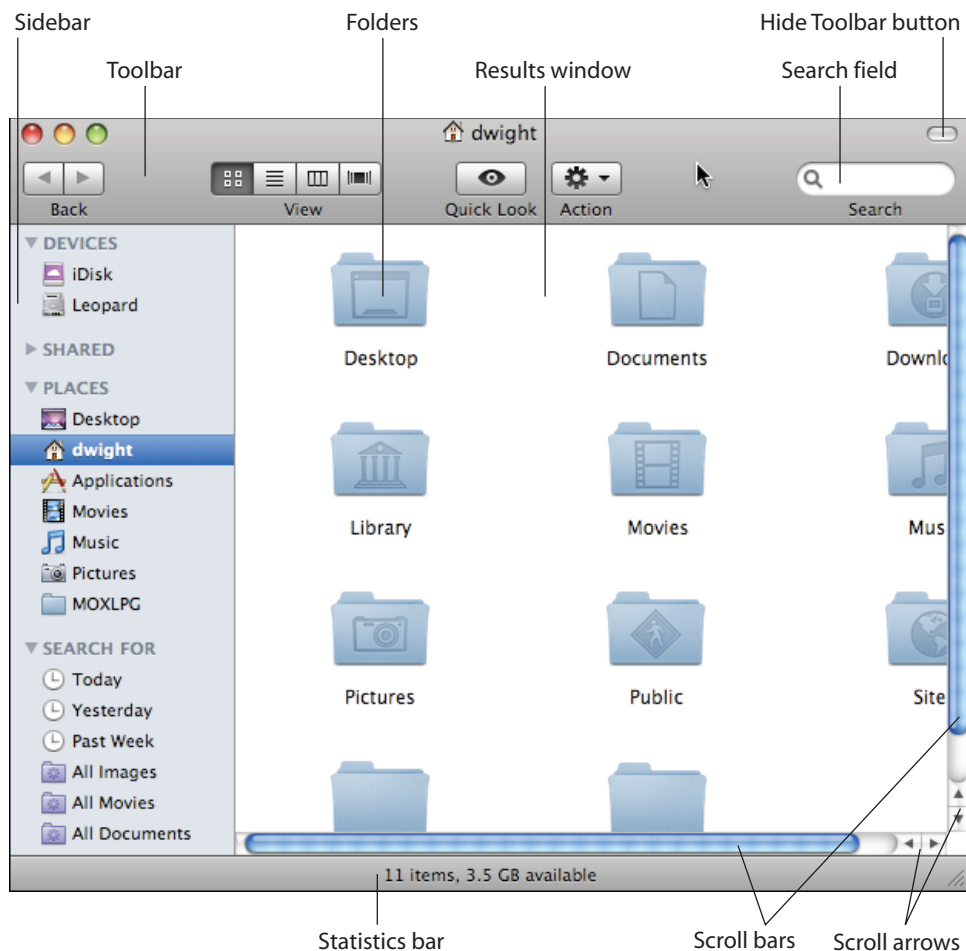
Finder windows

Now that you are more familiar with the features of the Desktop, let's examine a Finder window, which is the mechanism you will need to view files and folders on your disks. Figure 1.7 shows a default Finder window, and Table 1.3 gives a brief breakdown of each noteworthy item.

Table 1.3 Finder window components

Component	Description
Folders	Used to store files and other subfolders.
Toolbar	Contains tools for accessing files and folders.
Sidebar	Provides quick links to disks, favorite folders, shared folders, and preconfigured searches.
Statistics bar	Displays information about the current folder.
Hide Toolbar button	Click to hide the toolbar and sidebar from view; click again to bring the toolbar and sidebar back.
Search field	Enter a search term to look for the item in the current folder.

Component	Description
Results window	Shows the files and subfolders that reside in a folder, and also displays search results.
Vertical/Horizontal scroll bar and arrows	Drag the bars or click the arrows to navigate to areas of a window that are hidden from view.



1.7 Finder windows are used for browsing your disks, files, and folders.

Set the Finder preferences

As you'll notice throughout this book, you can modify most things in Leopard to match your personal preferences and tastes (to one degree or another), and that's the way I like it. The Finder is no

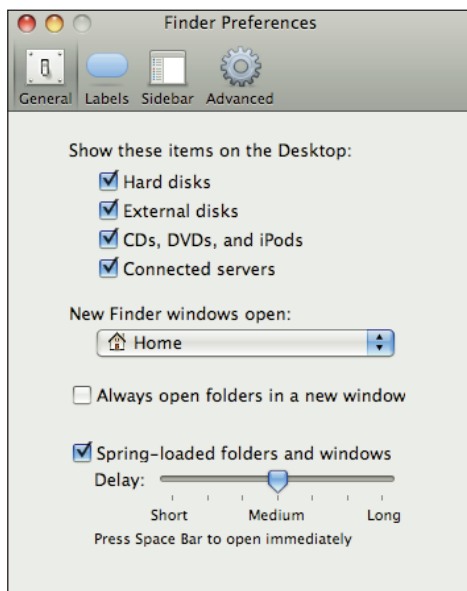
exception to this rule (see Chapter 10 for a lot of Finder customization tips), giving you access to its preferences by choosing Finder ⇨ Preferences, or by pressing **⌘+,**. Let's take a look at the preferences that the Finder allows us to control.

General

Figure 1.8 shows the General tab of the Finder Preferences window.

The General tab options are fairly self-explanatory, with the exception of Spring-loaded folders and windows, which are so cool that they get their own sidebar. The other three options allow you to:

- **Show certain types of items on the Desktop.**
- **Choose which folder to automatically enter when you open a new Finder window.**
- **Decide whether to always open folders in new (separate) windows.** I do not recommend that you use this feature, unless you are someone who just can't get enough open windows on their Desktop.



1.8 Options available in the General tab.

Spring-Loaded Folders and Windows

Spring-loaded folders and windows are a neat feature of the Finder but are foreign to many Mac users, especially the new recruits, so I'll take a minute to mention them separately. Enabling spring-loaded folders and windows lets you move items between folders and disks with minimal effort. With this feature enabled, you can drag an item over any folder, hold it there for just a split second, and the folder automatically opens. Continue to hold the mouse button down while you position the item over each subfolder, and they will all behave accordingly, automatically opening and allowing you to drill down into the subfolders as far as you need to. Finally, drop the item into the folder you want to move it to by letting go of the mouse button. Reading a description of this feature can be pretty boring, so give it a try on your own so that you can master this nifty little trick.



You can securely empty the Trash on a case-by-case basis instead of enabling it all the time. To do so, place the item you want to permanently delete in the Trash, and then choose Finder → Secure Empty Trash from the menu.

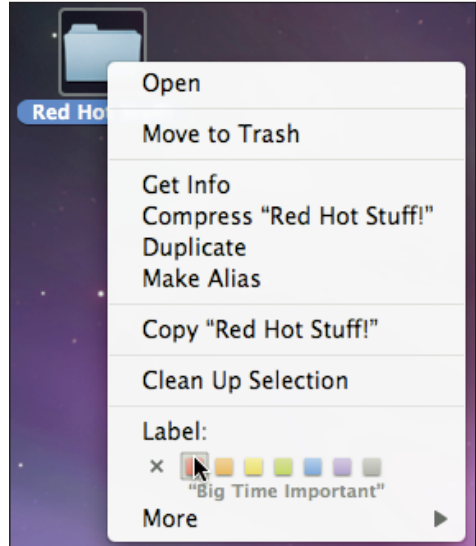
Labels and Sidebar

The Labels tab allows you to assign colored labels to categories that you determine. You can then assign these labels to files and folders by right-clicking them (or Ctrl+clicking if you don't have a two-button mouse), and then selecting a label from the list, as shown in figure 1.9.

The Sidebar tab of the Finder Preferences window simply lets you choose which types of items to display in the Sidebar of every Finder window.

Advanced

Table 1.4 explains the options that are available in the Advanced tab of the Finder Preferences.



1.9 Assigning a label to a folder.

Table 1.4 Advanced Tab Options

Option	Function
Show all file extensions	Each file has an extension on the end of its name that is hidden by default. This extension helps Leopard know what type of document the file is, and what application it is associated with. Unless you understand these extensions, it is best to leave this option unchecked.
Show warning before changing an extension	Leopard warns you that you are about to change the extension of a file. This warning is beneficial so that you won't accidentally change an extension, which could cause your document to open in a different application than intended, if at all.
Show warning before emptying the Trash	Leopard prompts you to confirm that you mean to empty the Trash before allowing you to do so.
Empty Trash securely	Select this option to make certain that all traces of a file are removed from the hard drive when you empty the Trash. This is a feature security nuts will love, but it prevents you from ever recovering any files you may have accidentally deleted. Use this option with caution.

Moving Around in the Finder

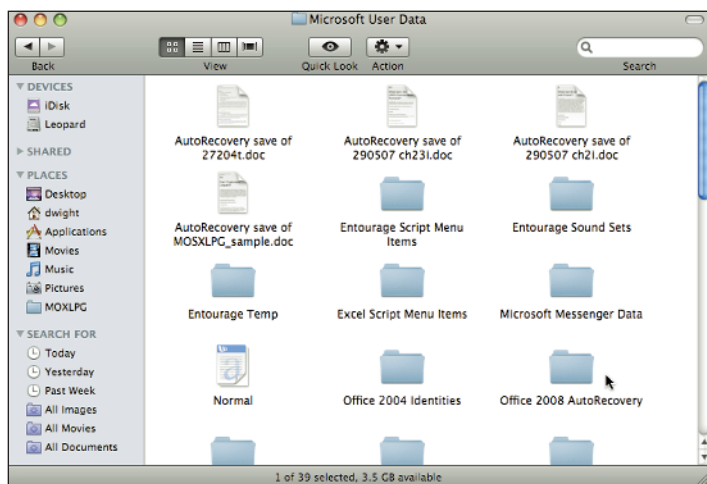
Mac OS X employs the same basic navigation techniques as any other graphical operating system, such as double-clicking to open files and folders, right-clicking (or Ctrl+clicking) items to see contextual menus that can alter or perform an action on an item (like the Labels example you saw earlier in this chapter), and clicking-and-dragging items to move them to and fro. I'm sure you're all experienced at the basics of mouse operations, so I'll move on to more Finder-centric tasks and options.

Finder viewing options

You can change the way files and folders are displayed in Finder windows by choosing one of the four View options in the toolbar. Let's look at how each option displays the contents of the same folder so that you can see the clear differences between each view.

Icons

Icons view shows each file and folder as large icons in the window, as shown in figure 1.10.



1.10 A folder as seen in Icons view.



Genius

Are the default icons too large or small for your liking? Change them by pressing **⌘+J** to open the viewing options window. Drag the Icon size slider to enlarge or reduce the icon sizes in the current folder.

List

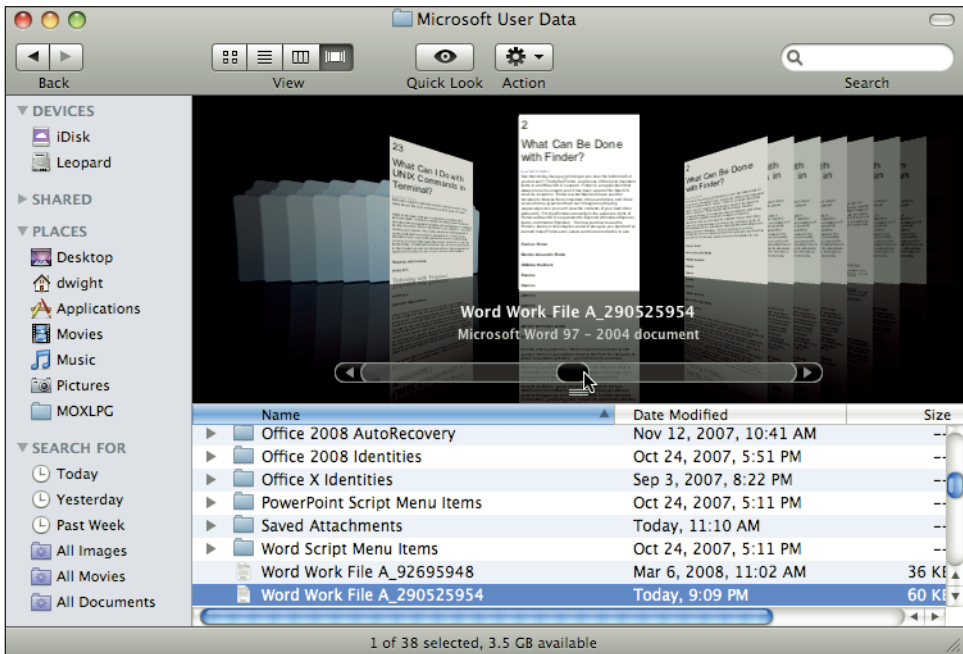
List view does just what it says: It displays the files and folders in a list. You can arrange the list by filenames, the date the files were modified, the size of the file or folder, and the kind of item it is.

Columns

My personal favorite is Columns view. This view arranges the contents of a folder into columns, with each column displaying the contents of the subsequent folder.

Cover Flow

Cover Flow is hands-down the coolest viewing option at your disposal. Figure 1.11 shows that the files and folders are displayed as they really appear when opened in an application, which can be a great help when searching for a particular document or picture.



1.11 Cover Flow is really neat to use. Drag the slider back and forth to see how effortlessly the Finder zooms through the files in the folder.

Get information on files and folders

You can never have too much information, and Mac OS X is more than happy to provide you with what you need to know about your computer's files and folders. To find out what there is to know about an item:

Quickly Open Commonly Used Folders

I can't speak for other Mac users, but the Finder menu that I most wish I had discovered years ago is the Go menu. The Go menu gives you instant access to the most commonly used folders in Leopard, but for some reason I overlooked it for most of the eight-plus years I've used Mac OS X. Click the Go menu to quickly go to the Applications folder, the Utilities folder, your Network, and more.

Better yet, familiarize yourself with the keyboard shortcuts that are used to access those items (the keyboard shortcuts are listed to the right of each command in the Go menu). If an item you want to jump to isn't in the Go menu, press **⌘+Shift+G** to open the Go to Folder window; then type the path of the folder you want, and click the Go button to jump over to it.

1. **Click (once) the file or folder you want information about.**
2. **Press **⌘+I**, or choose **File ⇨ Get Info** from the menu.**

Figure 1.12 shows you a typical Info window, and Table 1.5 explains the categories that are available in the window.

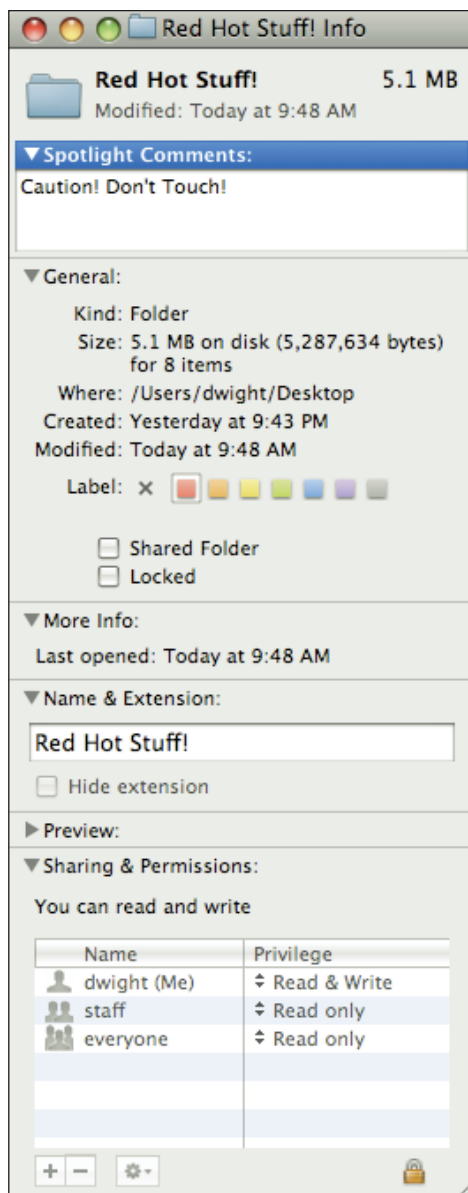
Table 1.5 Information Categories

Category	Information displayed
Spotlight Comments	Enter information about the file that will help you find it using a Spotlight search (see this chapter's section "Spotlight" for more information).
General	Tells you information such as what kind of item you're viewing, its size, where it's located, and when it was created and/or modified.
More Info	The additional information shown here will vary, depending on the type of item this is. For example, for the folder in figure 1.12, you can see when the folder was last opened. If the file were an image, you might see its dimensions and color space.
Name & Extension	Allows you to change the name and extension of the file, and to hide the extension.
Open with	Select the default application that you want to open this type of file with. This option only displays when getting info about a file.
Preview	Shows a small thumbnail version of the file.
Sharing & Permissions	Allows you to change access permissions for the item. Click the lock icon in the bottom-right corner to change the permissions. Click the + or – buttons to add or remove users from the permissions list.

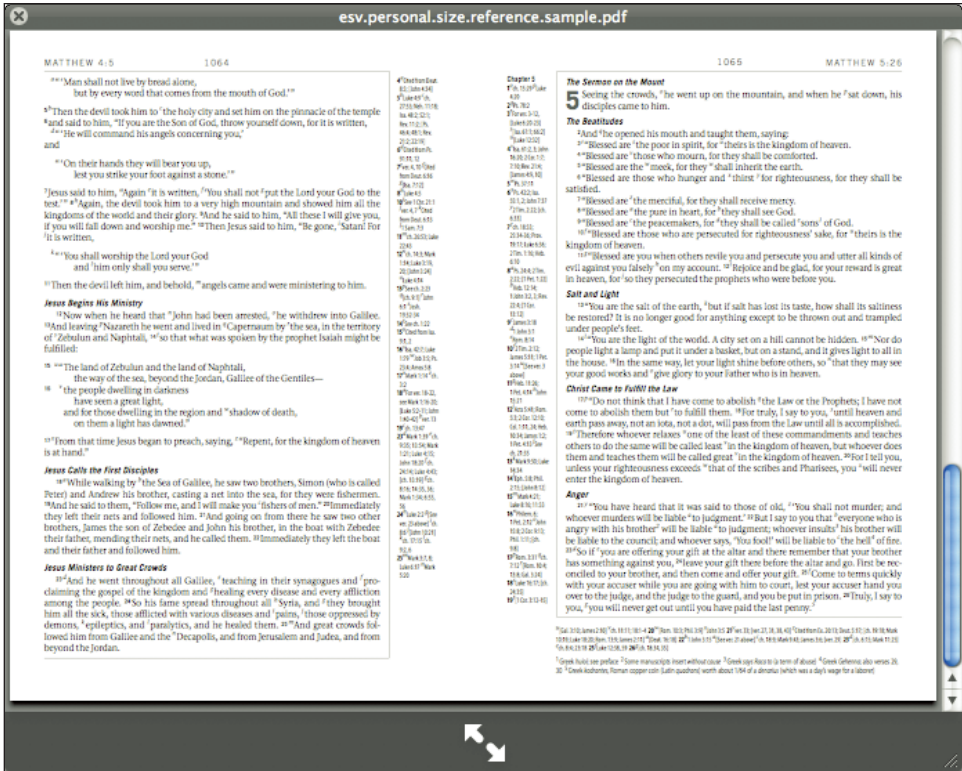
Using Quick Look

Quick Look is one of the best new features in Leopard. It allows you to see the contents of a file without actually opening it in its native application. For example, you can see every page of a Word document without having to open Word itself. This makes it really easy to find a document if you've forgotten its name but know the content that you're looking for, or when you're looking for just the right image but don't want to have to wait for Photoshop to load. To use Quick Look:

1. **Find the file you want to view and click it once to highlight it.**
2. **Click the Quick Look button or press the space bar to open the file, as shown in figure 1.13.**
3. **To see the item in Full Screen mode, click the arrows at the bottom of the window.** To exit Full Screen mode, click the arrows again.
4. **Close the Quick Look window by clicking the X in the upper-left corner.**



1.12 A Get Info window with most of the categories expanded.



1.13 A document previewed using Quick Look.

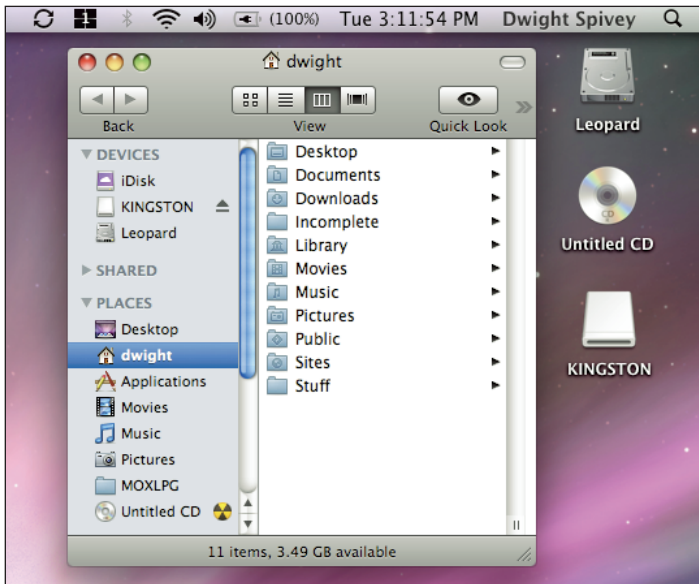
Examine Files with the Inspector

You can use the Inspector, which is a floating version of the Get Info window, to quickly get information on multiple items without having to open separate Get Info windows for each one. To do this:

1. **Open a folder that contains the items you want to see information about.**
2. **Press $\text{⌘}+\text{Option}+\text{I}$ to open the Inspector window (it looks just like a standard Get Info window).**
3. **Click each file in the folder to see its information in the Inspector window.** The Inspector changes information for each file you select. You can move between files by using the arrow keys on the keyboard.

Working with removable media

When you insert or connect removable media, such as CDs, DVDs, external hard disks, and USB flash drives, Leopard automatically mounts them, making them immediately available for use. The media's icon appears on your Desktop, in a Finder window, or both, as shown in figure 1.14, depending on how you have configured your Finder preferences. Double-click the icon to see the media's contents, just as you would any other hard disk or folder.



1.14 A CD and a flash drive as they appear on the Desktop and in the Sidebar of the Finder window.

Perform one of the following steps to disconnect or eject removable media:

- **Click the Eject icon to the right of the media icon in the Sidebar of the Finder window.**
- **Drag the media icon from the Desktop and drop it on the Trash icon in the Dock.**
- **Right-click or Ctrl+click the media icon on the Desktop or in the Sidebar, and then select Eject from the contextual menu.**
- **Click the icon for the media once to highlight it and press ⌘+E.**

Utilizing the Dock

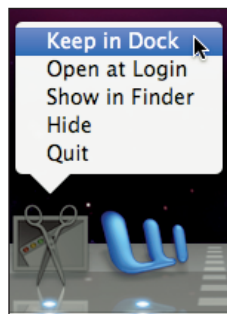
Ah, the Dock: loved by most, tolerated by some, and loathed by a few. Regardless of how you feel about the Dock (personally, I can't imagine working without it), it is an integral part of your Leopard experience. The Dock is where you keep aliases, or shortcuts, to applications, utilities, and folders that you use or access more frequently than others. It also displays icons for all your currently running applications, and even some processes, like print jobs. Currently running applications have a bright dot underneath their icons.

The Dock is divided into two sections by a divider line. Applications and utilities reside on the left side of the divider line, while folders reside on the right with the Trash icon. Right-click, or Ctrl+click, the divider line to see display options for Dock.

Adding and removing items

You can add and remove items to and from the Dock as you please, and it's really easy to do:

- **To add an item to the Dock, simply drag its icon to the Dock and drop it in where you want it to go.** You can reposition an item in the Dock by simply dragging-and-dropping it to its new location.
- **If you have an application open that you'd like to keep in the Dock, click and hold its icon (as shown in figure 1.15), and select Keep in Dock from the contextual menu that appears.**
- **To remove an item, drag its icon from the Dock and let go of the mouse button.** The icon disappears in a puff of smoke! Don't worry: the original item is still in its location; you've only removed the alias for the item.



1.15 Keep an icon in the Dock if you need to use it often.

Set the Dock's preferences

You can tame the Dock by setting its preferences to meet your needs. Open the Dock's preferences by right-clicking, or Ctrl+clicking, the divider line, and select Dock Preferences.

The Dock preferences window lets you make several changes:

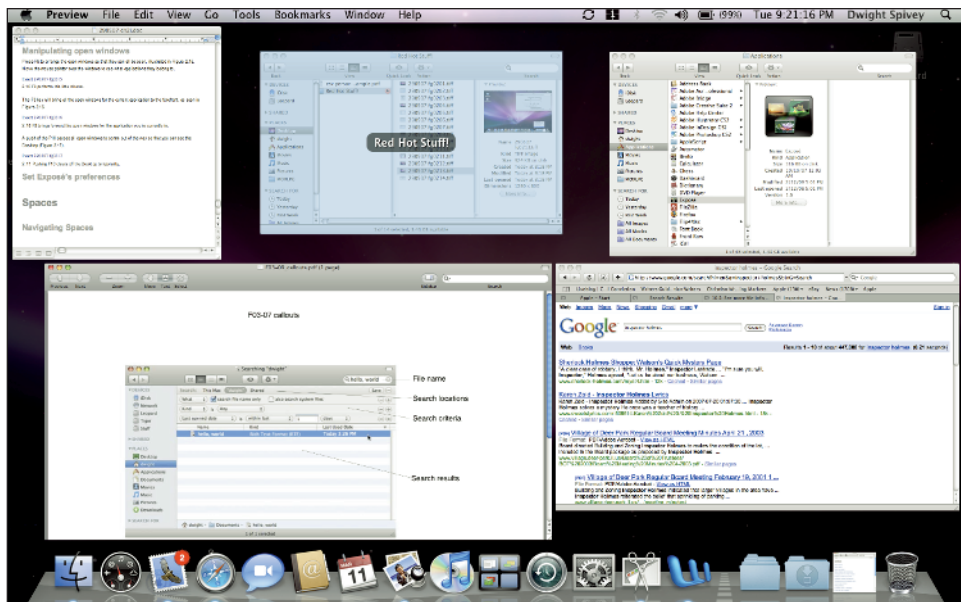
- **Increase or decrease the size of the Dock by moving the Size slider.**
- **If your icons are too small to see clearly, check the Magnification check box and adjust the slider to increase or decrease the amount of magnification.**
- **The Dock can be positioned on the left or right side of the window, or at the bottom, which is its default setting.**
- **The Minimize using option lets you choose the special effect that occurs when you minimize a window into the Dock.** To minimize a window, click the yellow button in its upper-left corner.
- **Check the Animate opening applications check box to cause the icon of an item you are opening to bounce up and down in the Dock.** I leave this option unchecked; the bouncing annoys the heck out of me.
- **If you don't like the Dock cramping your style — or your Desktop space, for that matter — you can hide it from view by checking the box next to Automatically hide and show the Dock.** When you inevitably have to use the Dock again, hold your mouse pointer at the very bottom of your window for just a second, and the Dock will temporarily pop back up into view, only to go back into hiding when you're finished.

Exposé

Exposé is a great feature for helping to clear up the jumbled mess of windows that can grind your productivity to a halt. Exposé arranges your windows in one of three ways using three of the function keys at the top of your keyboard: F9, F10, and F11.

Manipulating open windows

Press F9 to arrange the open windows so that they can all be seen, as shown in figure 1.16. Move the mouse pointer over the windows to see what applications they belong to. Click the window you want to bring to the forefront, or press F9 to return to the Finder's previous state.



1.16 Pressing F9 performs this little miracle.

The F10 key brings all the open windows for the current application to the forefront. A push of the F11 key causes all open windows to scam out of the way so that you can see the Desktop. Press F10 or F11 respectively to return the Finder to its previous state.

Set Exposé preferences

Open the Exposé preferences by choosing Apple menu ⇧ System Preferences, and then selecting the Exposé & Spaces icon. Table 1.6 explains the options available in the Exposé tab of the Exposé & Spaces preferences window.

Table 1.6 Exposé Preferences Explained

Section	Options
Active Screen Corners	Click any of the four pop-up menus to choose what actions Leopard takes when you move your mouse pointer to a corner of your screen.
Exposé	Customize the keys or key combinations that perform Exposé actions.
Dashboard	Choose which function key will cause Dashboard to open and close.

Spaces

Spaces is a new addition to Mac OS X. It is an organizational tool that lets you create multiple spaces for certain tasks. Spaces are essentially additional desktops. You could have a space for surfing the Web and checking e-mail, another space to watch your stocks, a third space to work on a spreadsheet, and so forth.

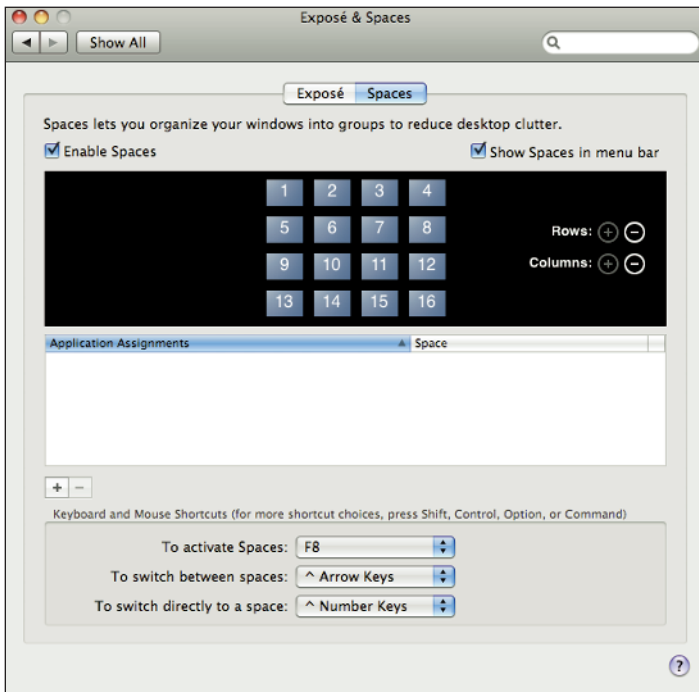
Set Spaces preferences

Choose the Apple menu, select System Preferences, and then click the Exposé & Spaces icon. Click the Spaces tab to see the Spaces preferences, as shown in figure 1.17.

To use the Spaces feature, you must enable it by checking the Enable Spaces check box in the preferences window.

Adding and removing spaces

You can have as many as 16 spaces at any one time. There's nothing magical about adding or removing spaces: Just click the + or – buttons next to the Rows and Columns options.

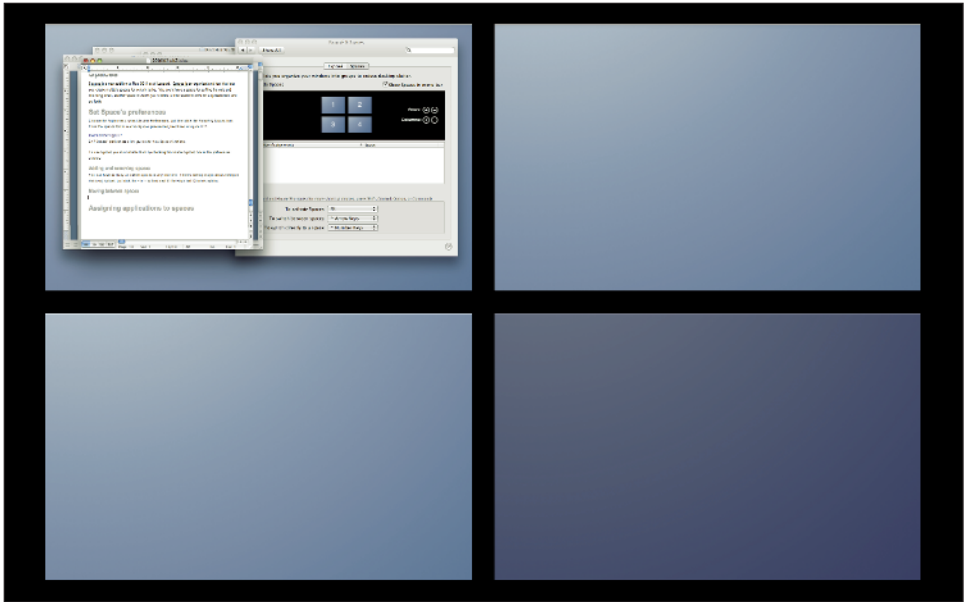


1.17 Spaces preferences allow you to alter how the Spaces feature functions.

Moving between spaces

There are a few ways to jump from space to space:

- **Press F8 and click the space you want to move to, as shown in figure 1.18.**
- **Check the Show Spaces in menu bar check box in the Spaces preferences; then click the Spaces icon in the menu bar and choose the number of the space you want to jump to.**
- **To scroll through the spaces, hold down the control key and press one of the arrow keys.**
- **I find that the easiest method is to simultaneously press the control key and the number key that corresponds to the space I want to navigate to.**



1.18 Jumping to another space.



Genius

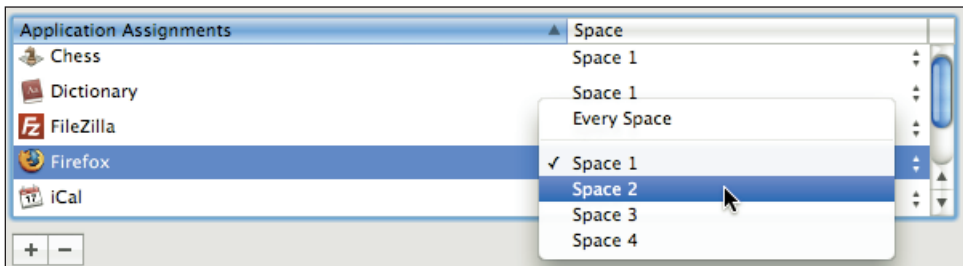
You can press F8 and then quickly move windows from one space to another by dragging them from their current space and dropping them onto the desired one. You can also rearrange spaces by clicking the blue area of a space and moving it to the location of the space you want it to trade places with.

Assigning applications to spaces

One feature I love in Spaces is the ability to assign applications to always open in a specific space.

To assign applications to spaces:

1. Click the **+** button under the **Application Assignments** window in the **Spaces** tab of the **Exposé & Spaces** preferences.
2. Browse your hard drive for the applications or utilities you want to assign, select them, and click the **Add** button.
3. You can change the space that an application opens in by clicking the space selection column for that application, as shown in figure 1.19.



1.19 Choose the space that your applications are assigned to open in.

Spotlight

Apple introduced Spotlight in Mac OS X Tiger and instantly changed the way Mac users look for items on their computers. Spotlight finds things on your Mac much faster than you or I could if we were poking around every file and folder, and it's the quickest way to find things that I've ever seen on a computer.

When you first log in to your Mac, OS X creates an index of every file and folder it contains; Leopard knows everything there is to know about every single thing that occupies your Mac's space, whether the item is visible or invisible. Leopard stores this information, or *metadata*, and Spotlight uses the information, along with filenames and content, to find what you are looking for. Every time you add or remove an item, or add or remove something within that item (like text within a document), Leopard updates its index files, thereby keeping all your searches up-to-the-minute accurate.

You might think that with all this information to look through a search could take forever, but that's not the case at all. Spotlight can find items containing your search words almost as quickly as you can type them.

Searching with Spotlight

Chances are good that no matter how long it's been since you've seen the file you're looking for, Spotlight can dig it up for you again. Let's see how to use this amazing feature:

1. **Click the Spotlight icon (the magnifying glass) in the upper-right corner of your Mac's window to reveal the Search text field, as shown in figure 1.20.**



1.20 Enter your search words into Spotlight.

2. **Type your search criteria in the text field.** Some applications have Spotlight Search fields in their toolbars, which you can use to enter search words when specifically searching for items within that application (for example, when searching for an e-mail within Mail).
3. **Spotlight immediately begins searching your Mac, and displays the information it finds that matches the criteria you entered in step 2.**
4. **Scan the list to find the item you are specifically looking for and then click to open it in its default application.** Spotlight only shows the top matches in each category; in order to see all the matches click Show All at the top of the list.



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Did you notice that Spotlight isn't just showing you items such as documents and folders that contain your search words? Spotlight literally searches every file on your Mac for your search criteria, including e-mails, Web pages you've visited, contacts, music, movies, images, and PDF files. Spotlight can even search other Macs on your network that you have connected to, if they have file sharing enabled.

Setting Spotlight preferences

You can easily modify Spotlight to search where and how you want it to, using its preferences. Choose Apple menu ⇨ System Preferences, and then click the Spotlight icon in the Personal section to access the Spotlight preferences pane, as shown in figure 1.21.

Figure 1.21 shows the Search Results section of the preferences pane. This section lists the categories of files that will appear in the search results window. Check the check box next to those categories you want Spotlight to search in, and uncheck those you want to leave alone. For example, if you don't want Spotlight to check your e-mail when performing a search, simply uncheck the check box next to the Mail Messages category. You can also click-and-drag the categories into the order you prefer the results to be displayed in.

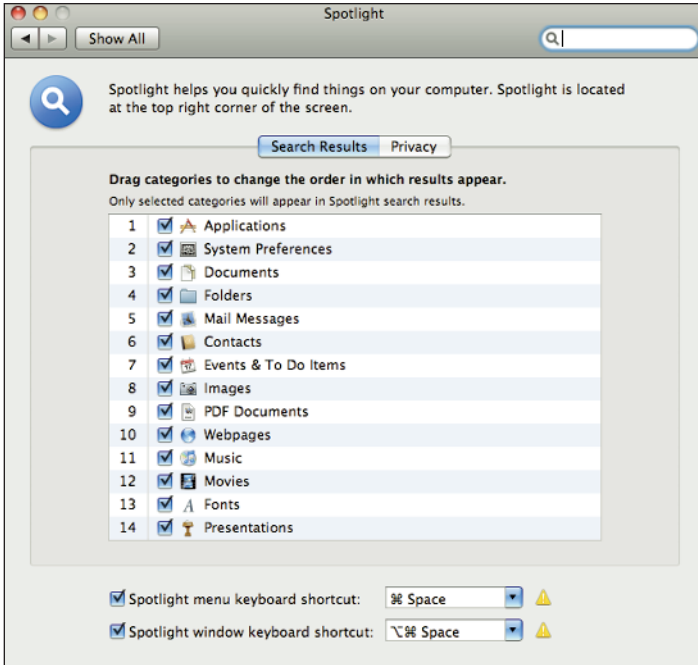
Click the Privacy tab at the top of the preferences pane to reveal the Privacy list. This section allows you to specify directories (folders) on your Mac that you want to exclude from any searches.

To modify the Privacy list:

- 1. Click the + button under the bottom-left corner of the list.**
- 2. Browse your Mac for the folder you want to exclude from searches, highlight the folder, and then click Choose. The folder is now shown in the Privacy list.**
- 3. You can remove a folder from the list by highlighting it and then clicking the – button under the bottom-left corner of the list.**

The two check boxes at the bottom of the preferences pane allow you to enable Spotlight keyboard shortcuts for opening a Spotlight menu or window (more on Spotlight windows in the next section of this chapter) at the stroke of a couple of keys. You can also select which keys perform these functions. See the sidebar at the end of this chapter for more on Spotlight keyboard shortcuts.

Searching with the Spotlight menu is certainly fast and easy, but it doesn't always yield the best results, as it may give you so many results that you could never realistically search them all in a reasonable amount of time. To remedy this situation, Spotlight brings in our trusty friend, the Finder.



1.21 The Spotlight preferences let you search the way you like.

Searching with the Finder

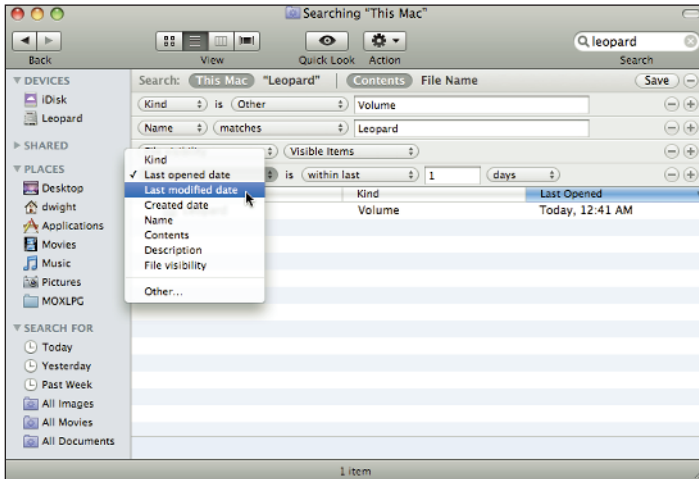
The Finder gives you much more leverage to enhance your search beyond the Spotlight menu's capabilities.

To perform a basic Spotlight search within a Finder window:

1. **Open a Finder window by pressing $\text{⌘}+\text{N}$ while the Finder is activated (click the Finder icon on the left side of the Dock if you aren't sure the Finder is the activated, or foremost, application).**
2. **Browse your Mac for the folder that you know includes the files you are looking for or through, and click the folder to highlight it.**
3. **Type the search criteria into the Search text field in the upper-right corner of the Finder window, and you see your results displayed in the Finder.**

Any search utility worth using will allow a lot of flexibility to narrow searches, and Spotlight is as flexible as they come.

Figure 1.22 shows a Finder search window that has been assigned several search attributes, which act as filters for your search results. These attributes allow you to specify the type of file you want, when it was last modified, whether the file is visible or not, and many, many other attribute types.



1.22 Attributes narrow a search in a big way.

To add attributes to a search:

1. Click the **+** button next to the **Save** button in the upper-right area of the Finder window.
2. Choose the type of attribute to use by clicking the pop-up menu on the left side of the search window, as shown in figure 1.22. There are many more attributes preconfigured by Apple that you can access by choosing **Other** from the attribute list. You can also add other conditions (specifically, the “All, Any, or None of the following are true” criteria) to the search by holding down the **Option** button while clicking the **+** button.
3. Make any setting changes to the attribute to narrow your search.
4. Your new filtered search results are displayed almost instantly after you add an attribute.
5. Continue to add as many attributes as necessary, or remove attributes by clicking the **-** buttons to their far right.

**Genius**

Use Boolean operators such as AND, OR, and NOT to logically narrow your search. You may also use quotes around text to specify that the words in the quotes must be found in exactly the order you typed them.

Making Spotlight Even Faster

Spotlight is already amazingly fast, but you can still give it a further speed boost by using keyboard shortcuts. The keyboard shortcuts in Table 1.7 will make searching for items even easier than using Spotlight with your mouse.

Table 1.7 Spotlight Keyboard Shortcuts

Function	Keys
Open the Spotlight menu	⌘+space bar
Open the Spotlight (Finder) window	⌘+Option+space bar
Open the top search result	⌘+Return
Jump to the first item in the next heading	⌘+Down arrow
Jump to the first item in the prior heading	⌘+Up arrow
Jump to the first item in the menu	Ctrl+Up arrow
Jump to the last item in the menu	Ctrl+Down arrow
Show an item in the Finder	Click the item while holding down ⌘

