What you'll learn in this lesson:

- Navigating the file and folder structure
- Multiple ways to view files
- Searching for files and folders on your computer
- The purpose of the Home folder

Navigating and Organizing in Snow Leopard

This lesson will guide you through the different components of the Mac OS X interface while explaining how to customize the interface to make it your own.

Starting up

Because this lesson is about copying and moving files, you'll perform this step later in the chapter as part of the lesson. Make sure you have the Digital Classroom DVD that came with this book near by to use when needed. If you are upgrading to Snow Leopard and do not have it installed on your Mac, jump ahead to Lesson 12, "Installing Snow Leopard and Applications," and then return to this lesson once the installation is complete.

See Lesson 1 in action!

Use the accompanying video to gain a better understanding of how to use some of the features shown in this lesson. The video tutorial for this lesson can be found on the included DVD.

The Finder

The core user interface component of Mac OS X is the Finder. The Finder is the visual connection between you and the computer. Without the Finder, you'd be relegated to a cryptic, code-based method of interacting with your computer—entering commands and instructions by typing instead of using your mouse.

The Finder provides windows for navigating files on your hard drive, looking at the files, and a number of ways for interacting with your Mac. It also displays any hard drives, CDs, DVDs, and external drives you have connected to your computer. Let's take a closer look at the Finder.

A. Hard drive. *B*. Finder. *C*. Dashboard. *D*. Mail. *E*. Safari. *F*. iChat. *G*. Address Book. *H*. iCal. *I*. Preview. *J*. iTunes. *K*. Time Machine. *L*. System Preferences. *M*. Dictionary. *N*. Applications. *O*. Documents. *P*. Downloads. *Q*. Trash.
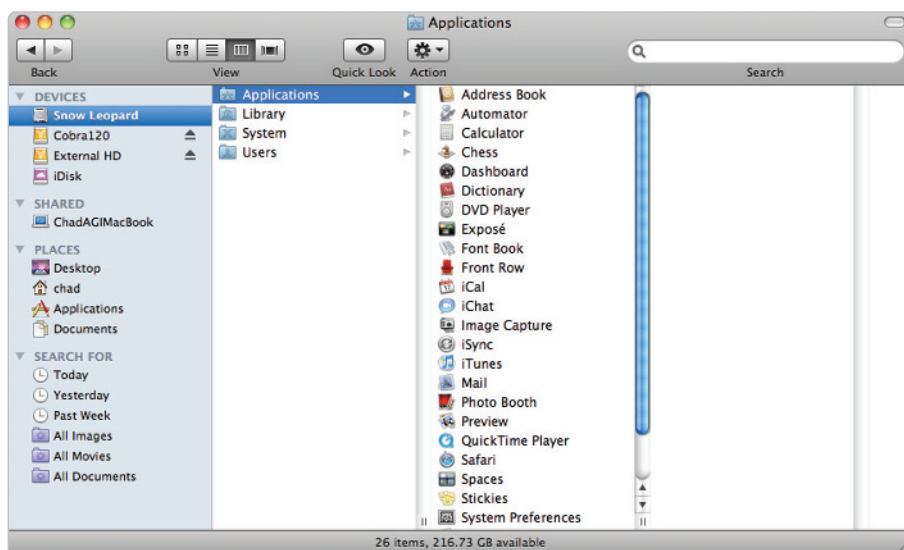
Finder windows

The primary way of navigating and working with files and folders on your Mac is through
Finder windows. As the name implies, a Finder window allows you to see all the files and
folders that are stored on your computer. Let's take a look at how Finder windows work.

1   Open a new Finder window by double-clicking the hard drive icon in the upper-right
     corner of your desktop screen. A new Finder window appears on your screen. When you
     open a Finder window in this manner, it shows you the contents of the hard drive that
   you double-clicked to create the Finder window.

     Think of your hard drive as a filing cabinet. Within your hard drive (or filing cabinet)
     are files and folders containing things like photos, songs, and word processing documents.
     Think of a folder as an organizational component where you can store files of varying
     types. Everything that you see on the hard drive is either a file or a folder. In the Finder
     window that you just opened, you should see four folders: Applications, Library, System,
     and Users. These are the four main folders that are used by Snow Leopard. You will rarely
     work with the System and Library folders, as they are reserved for the operating system.
     Now let's look a little deeper into the folder structure of your hard drive.

2   Press the Column view button (▥) at the top of the Finder window and select the
     Applications folder in the first column of folders that are displayed in the Finder window.
     In the second column of the Finder window, all the application files are displayed.
     The Applications folder is the main folder where all your application files are stored in
     Snow Leopard.

The Finder window displaying the Applications folder and all the application files within that folder.

3 Scroll down to the bottom of the second column and click Utilities. Again, the Finder window displays a new column with the contents of the Utilities folder. You can also tell what folder you are currently viewing by looking at the name of the Finder window at the top of the window. For example, after clicking the Utilities folder, you see that folder's name displayed at the top of the window.

4 Click the lower right corner of the Finder window where there are three small diagonal lines, and drag to the left. This allows you to resize the Finder window, and controls how much content is displayed. If you make your Finder window too small, a scroll bar appears at the bottom of the window that allows you to scroll from one column to the other.
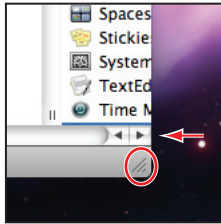
Resizing a Finder window that is too small to display all the content generates a scroll bar at the bottom of the Finder window to make navigating your files and folders easier.

5 There are three buttons in the upper left corner of each Finder window: the Close button (●), the Minimize button (●), and the Zoom button (●).

Press the green Zoom button to resize the Finder window to fit all its content. Sometimes, if you are very deep into your folder structure, the Finder can only zoom your window as big as your screen. In these cases, you still have a scroll bar at the bottom of the Finder window to assist with navigating your folders and files.

6 Press the green Zoom button again, and your window returns to its previous size.

7 Press the yellow Minimize button (⊖). Your Finder window does a fun genie effect that minimizes the Finder window to a small icon in the Dock at the bottom of your screen. You'll learn more about the Dock in the next lesson.

Clicking on the yellow Minimize button minimizes the Finder window to the Dock using Mac OS X's genie effect.

To get a really good look at the effect that Mac OS X uses to minimize windows, hold down the Shift key on your keyboard while you click on the yellow Minimize button.

8 Move your cursor to the right side of the Dock. As you hover over each icon, it displays the icon's name. When you see the Utilities window, click that icon and the window is maximized on the screen.

9 Press the red Close button (⊗) to close the Utilities window.

The toolbar

Every Finder window that you open contains a toolbar at the top of the window that is, by default, divided into five areas. Let's explore the toolbar in more detail.

Navigating files and folders

1   Double-click the hard drive icon to open a new Finder window. Select the Library folder in the first column, then the Preferences folder in the second column, then the Audio folder in the third column.

From this point forward in this book, to direct you to a specific folder, the following path annotation will be used /Library/Preferences/Audio. The first forward slash indicates the main or root level of your hard drive. You navigate to the Library folder, then the Preferences folder inside the Library folder, then the Audio folder inside of the Preferences folder. You'll often see this type of annotation used when describing a folder path in Mac OS X.

2   The first area of the toolbar you'll work with includes the navigation buttons, indicated by a left (◂) and right arrow (▸). Click the left arrow, and you are taken to your previous view; now the focus is on the Preferences folder.

The toolbar contains buttons that assist in navigation, viewing files, previewing files, and searching files.

3   Click the left arrow again to move back one more level in your viewing order. The current folder that you should be working in is the folder that is currently highlighted.

4   From the menu bar at the top of your screen, choose View > Show Path Bar. This displays the path bar at the bottom of each Finder window, which assists you when navigating files and folders, and allows you to easily identify your current folder path.

5   Click the right arrow button in the toolbar to move forward in your view history. This button is only available when you've already used the back button because the Finder already knows the last folder that was viewed. Otherwise, the Finder doesn't know where you want to go.

6   Click the right arrow button again. You are now back to your original location of /Library/Preferences/Audio. This is easily identifiable in the path bar at the bottom of the Finder window. Think of this as a trail that allows you to find your way back to where you started.
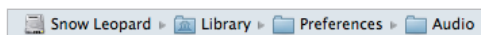
The path bar is a useful tool that allows you to quickly view your current path structure.

7   Press the red Close button (⊗) to close this window.

Changing how files and folders are displayed

Snow Leopard's default view is the column view. It is the view that you've been working with, so far throughout this lesson. Let's explore other viewing methods that Snow Leopard offers.

1   Double-click the hard drive icon to open a new Finder window.

2   Press the first button (▦) in the view section of the toolbar to display the files as icons. This view is a simpler method of viewing files and folders, and is useful for viewing files that have a preview; such as photos.

3   Navigate to /Library/Application Support/Apple/iChat Icons/Planets. A folder of photos exemplifies the benefit of the icon view because you get a nice preview of each icon and of what the file looks like.

4   In icon view, you see a slider in the lower right corner of the Finder window. Click and drag the slider to the right to make the file icons larger; click and drag the slider to the left to make the file icons smaller. Another benefit of the icon view is that whatever size you set these icons to using the slider becomes the default size whenever you choose this view in Snow Leopard.

*In icon view, you can adjust the size
of the icons by dragging the slider.*

5   Press the second button (▤) in the view section of the toolbar to change the view of the files to list view. This view displays the icons at a much smaller size than icon view but reveals pertinent information about each file, such as the date that the file was last modified and the file's size and kind.

By default, files are sorted alphabetically when viewing them in list view. You can easily change this order by clicking any of the categories above the list of files in the Finder window.

6   Click the Name category, and the arrow to the right of Name changes direction, indicating that the sort order has been changed from ascending to descending.

7   Click the Name category again to switch back to ascending order. You can also sort by Date Modified, Size, and Kind by clicking any of the header categories.

8   In the path bar at the bottom of the Finder window, double-click the hard drive icon to navigate to that location, then open the Applications folder.

9 Press the fourth button (▥) in the view section of the toolbar to change the view of the files to Cover Flow view. Cover Flow view is a very dynamic way of viewing files, allowing you to quickly browse through a folder to see the contents of each file. This is a very useful view when working with a folder full of images.

Cover Flow view provides a dynamic method for browsing files within a folder.

Click the right arrow (▸) in the main area of the Cover Flow view to browse the various files within the Applications folder.

For a quicker method, click the slider in the main area of the Cover Flow view to browse the files.

10 Scroll through the list of files below the main area of the Cover Flow view and click a file to select it. The file is displayed in the main area of the Cover Flow view.

Moving and copying files

The Finder is the primary location where you will be moving and copying (organizing) files on your computer. What is the difference between moving and copying? Well, moving a file relocates that file to a different area on your computer, and the file no longer exists in its original source location. Copying, on the other hand, duplicates the file to a different area on your computer, and the file exists in both the source and destination locations. How the Finder determines whether a file is copied or moved depends on a couple of factors. To further understand copying and moving files, you'll copy files from the enclosed DVD.
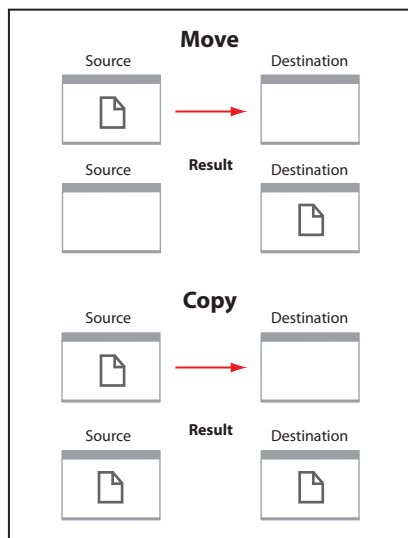
Moving a file causes the original file to be removed from the source location.
*Copying a file leaves the file in both the source and destination locations.*

Copying files

In this section, you will copy files from the DVD supplied with this book to understand the process of copying files.

1   Insert the included DVD into your computer's DVD drive.

2   When the DVD disc icon appears on your desktop (the main viewing area), double-click it to view the contents of the DVD.

3   Press the third button (▥) of the view section of the toolbar to display the files using column view; then select the sllessons folder to display its contents.

4   Drag the sl01lessons folder from the Finder window to the desktop. You'll notice a cursor that displays a green circle with a plus sign (⊕), indicating that the folder you are dragging will be copied.
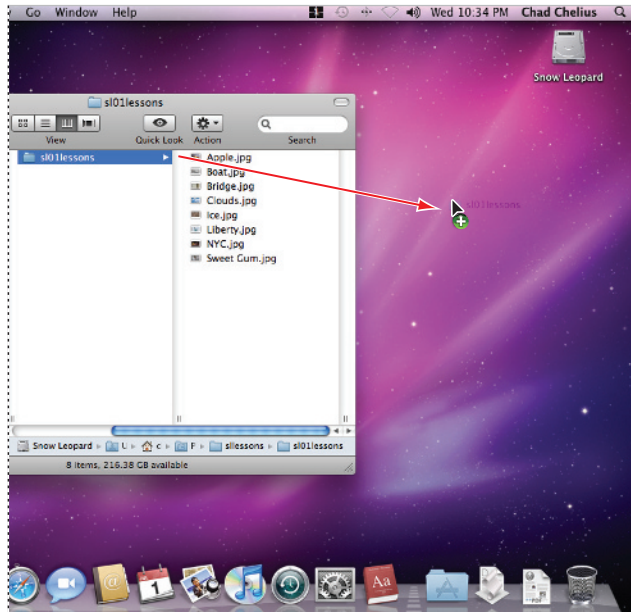
Dragging a file or folder from one volume to another makes a copy of that file or folder.

At this point, it's important to understand that the sl01lessons folder was copied, not moved. The reason for this is that the sl01lessons folder was copied from a volume that is separate from your hard drive, a volume being defined as a single, accessible storage area. In this case, the DVD is that separate storage volume. Whenever a file or folder is dragged from one volume to another, the file or folder is automatically copied, not moved. Notice that the sl01lessons folder still resides on the DVD from which it was dragged.

5   Close all open Finder windows by pressing the Close button (⊗) in each Finder window.

You can also close Finder windows using the keyboard shortcut Command+W.

What is a shortcut?

As you are beginning to see, there are many ways to do the same thing within Snow Leopard. Shortcut keys are a way of performing repetitive tasks more efficiently. You perform shortcut keys by holding down a modifier key, then pressing other keys on the keyboard. For example, to close an open Finder window using a shortcut key, hold down the Command key on your keyboard with one finger (preferably your thumb), then press the W key. The combination of these two keys tells Mac OS X to close the active Finder window.

Click the File drop-down menu in the menu bar at the top of your screen. If you chose the item Close Window, you'll notice a shortcut key listed to the right of the menu item. This is that command's shortcut key. You'll notice a multitude of shortcut keys listed next to each menu command, and you'll notice even more of those shortcuts as you continue working with Snow Leopard and with other applications. Does that mean you need to know all of these shortcut keys? Absolutely not! If you find that you are continually going to the menu bar to perform the same action over and over again, learn the keyboard shortcut. You'll find yourself becoming a much more efficient user by doing so.

Double-click the sl01lessons folder on your desktop to open it. You see a number of pictures inside the sl01lessons folder. If you look at the very bottom of the Finder window, you can see more detailed information about the sl01lessons folder. Specifically, you see that there are eight items within the folder and the amount of space remaining on the volume where this folder resides.
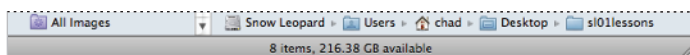

The bottom of the Finder window displays valuable information about the contents of a folder and the amount of space left on the volume.

Moving files

Files are moved whenever they are dragged to a different location within the same volume or disk. During a move, the file is relocated and no longer exists in its original location.

1   Close any Finder windows that are currently open on your screen.

2   Double-click the hard drive icon on your desktop to open a new Finder window.

3   Make sure that your view is set to column, and navigate to /Users/Home folder/ Pictures, where Home folder is the icon within the Users folder that has a house icon (⌂) next to it. The Home folder will be discussed in more detail later in this lesson.

4   Select the sl01lessons folder on your desktop with your mouse, then drag and drop it onto the Pictures folder in the Finder window. This time, you'll notice that the sl01lessons folder is moved to the Pictures folder and is no longer available on the desktop. This is because the Pictures folder and the desktop are on the same volume. When a file or folder is moved from one location to another on the same volume, the file or folder no longer resides in the source location.
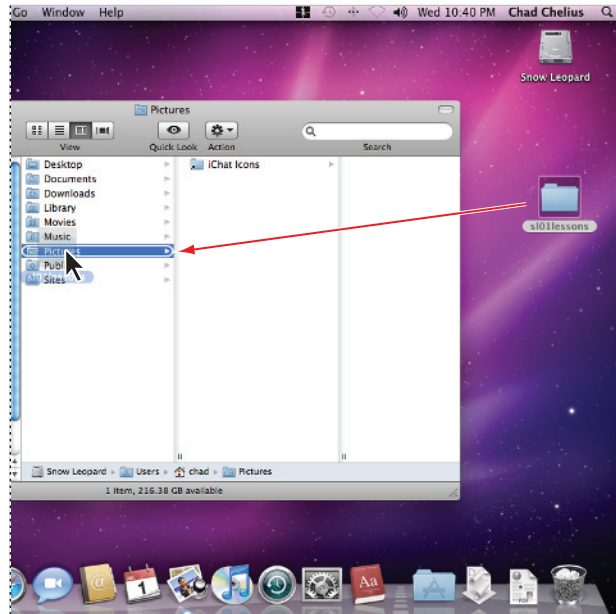
Dragging the sl01lessons folder from the desktop to the Pictures folder moves the folder because both the source and destination locations reside on the same volume.

If you need to copy a file from one location to the other within the same volume, you can do so by clicking on the file or folder in the source location and choosing Edit > Copy from the menu bar. Then click the destination folder and choose Edit > Paste. For an even faster method, simply hold down the Option key on your keyboard while your drag a file or folder from one location to the other; instead of moving the file or folder, the system copies it.

Organizing files and folders

As you work with files and folders in Snow Leopard, you'll want to stay organized by grouping files into folders that represent a category where files will be stored.

1 Make sure you are still viewing the Pictures folder within your Home folder and are in Column view.

2 Click the Pictures folder to highlight it, then choose File > New Folder. The folder name defaults to *untitled folder* and is highlighted, meaning that you can change the name of the folder by simply typing. Type **Nature** and press Return on your keyboard. Pressing Return commits the name change.

3 Click the Pictures folder again to highlight it and choose File > New Folder. Name this folder **Creative**.

4 Repeat step 3 to create a **New York** folder.

5 Click the sl01lessons folder within the Pictures folder. Drag the Boat.jpg file and drop it onto the Creative folder. Repeat this for the Bridge.jpg file.

6 With the sl01lessons folder still selected, hold down the Command key and click the Apple.jpg, Clouds.jpg, Ice.jpg, and Sweet Gum.jpg files. Drag any of the highlighted files to the Nature folder.

Holding down the Command key when selecting files allows you to non-contiguously select more than one file at a time.

7 With the sl01lessons folder still selected, hold down the Shift key and click Liberty.jpg and NYC.jpg. Drag any of the highlighted files to the New York folder. The sl01lessons folder is now empty.

Holding down the Shift key when selecting files allows you to select a range of contiguous files.

8 Click each of the folders that you created earlier in this exercise to see the files that you have moved. Each folder now contains files related to each category.

9 The sl01lessons folder is now empty and is no longer needed. Click the sl01lessons folder, drag it to the bottom of your screen, and drop it on the Trash icon at the right side of the Dock. The Trash icon now appears full, meaning that it contains a file.

When you drag files to the Trash icon, the icon changes to a full trash can.

10 Dragging a file to the Trash icon moves it from its current location but doesn't actually delete the file. If you double-click the Trash icon in the Dock, you can see the sl01lessons folder within the Trash folder.

11 Close the Trash folder.

12 In the menu bar at the top of the screen, choose Finder > Empty Trash.

13 You'll receive a dialog box asking if you are sure you want to permanently erase the items in the Trash. Press the Empty Trash Button. This permanently removes the contents of the Trash folder.
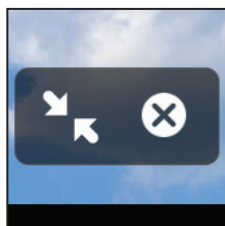
Quick Look

So far in this lesson, you've seen how easy it is to change the different viewing options within a Finder window, which allows you to see your files and folders in different ways. There will be times, however, when you have a folder that contains pictures where you'd like to see those files in more detail without opening them with another program. That's where Quick Look comes in. Although Quick Look is not new in Snow Leopard, it is a welcome tool that allows you to preview files on your computer quickly and easily.

1 Open a new Finder window, if there isn't one already open, and navigate to the Nature folder within the Pictures folder that you created in the previous exercise.

2 Select the file called Apple.jpg and press the Quick Look button (◉) in the toolbar. The Finder displays a full-sized preview of the file for you to examine.

Quick Look allows you to quickly see a preview of a file without opening it in a separate application.

3 When you are finished, press the Close button (⊗) in the upper left corner of the Quick Look window.

4 Select the Clouds.jpg file and this time, press the spacebar on your keyboard. Pressing the spacebar is the shortcut to quickly open a file using Quick Look.

5 Press the double-arrow button (⤢) at the bottom of the Quick Look window to view the file at full screen.

6 Let go of your mouse for a few seconds; all navigation tools temporarily disappear, giving you an unobstructed view of the image.

7 Move your cursor on screen; a navigation bar appears, giving you two options, Exit Full Screen and Close. Choose Exit Full Screen, then press the Close button to close the Quick Look window.

Moving your cursor back onto the Full Screen view displays the navigation bar, allowing you to Exit Full Screen, or Close the window.

8 Close any open Finder windows.

When you are in Full Screen mode in Quick Look, you can also exit Full Screen mode by pressing the Esc key on your keyboard.

As you can see, Quick Look can be an extremely useful tool when browsing visually relevant files such as photos and other graphics. Experiment on your own with Quick Look by viewing some of your own images that you've copied to your hard drive.

The sidebar

In addition to the toolbar, every Finder window also has a sidebar. The sidebar is an area that contains available resource locations on your computer, including hard drives, shared network drives, frequently visited locations, and popular searches. Let's examine how the sidebar can make easy work of navigating your computer.

1 Double-click the hard drive icon on your desktop to open a new Finder window.

2   Notice that the hard drive of your computer is selected in the sidebar and its contents are displayed in the main area of the Finder window. This is what the Devices section is for. You can see in the following figure that any external hard drives that you plug into your computer also show up in this category. Clicking any of these drives in the sidebar displays that drive's contents.
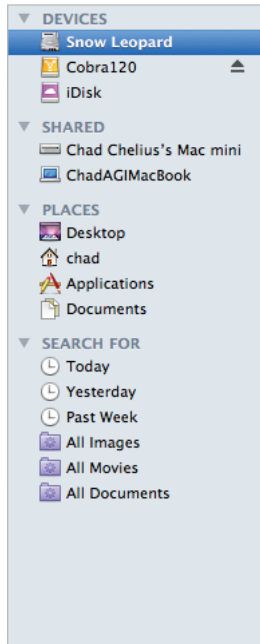
The sidebar displays available resource locations, as well as commonly accessed areas of your computer.

The Shared section of the sidebar displays any computers on the same network as yours that have File Sharing enabled. If you don't see this section on your screen, it's because there are no shared computers on your network to display.

3   Click the Applications entry under the Places section of the sidebar. You are immediately taken to the Applications folder on your computer, the same location that you've been manually navigating to thus far in this lesson. The Places section of the sidebar displays commonly accessed areas of your computer for quick navigation.

4 Select the Today entry in the Search For section of the sidebar. This displays all files that were opened today, including applications. This can be useful when trying to locate files that you just opened and need to quickly access again. The files listed on your computer will most likely be different than the following example.
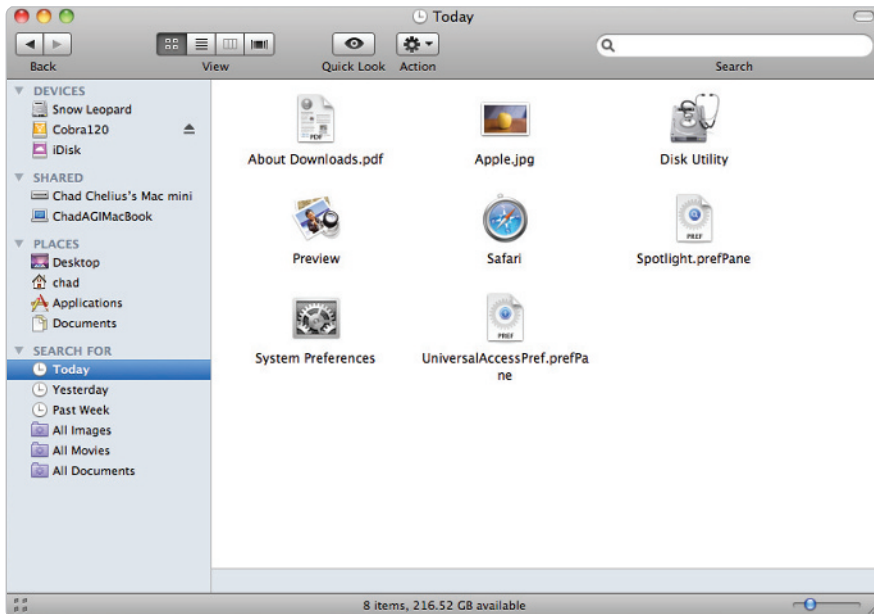
The Search For section allows you to quickly see files that have been opened within a specific time frame or within a certain category.

5 Click the All Images entry in the Search For section of the sidebar. This displays all the images on your computer. Although not particularly useful in itself, it does demonstrate the power of Smart Folders, which you'll learn about later on in this lesson. Smart Folders can be customized to suit your particular needs.

The Home folder

Probably the most important folder to you as a Snow Leopard user is the Home folder. The Home folder is a central storage location for all your files and is designated by a house icon (⌂); it protects your information from other users of your computer, and organizes your information for quick access. The Home folder is also what allows each user on a computer to have a customized working environment that complements the way they like to work. Every user account created on your computer has its own Home folder where that user can store his or her information. Let's explore the Home folder in more detail.

1   Choose File > New Finder Window or press Command+N on your keyboard. When you create a new Finder window in this manner, your Home folder is displayed automatically by default.

2   Set the view method to List view. There are nine folders created inside of your Home folder automatically, although you are certainly not limited to those nine. You can add as many as you like, but you'll find that most categories that you need are covered within the default folders that are provided.

Desktop

The Desktop of your computer—the area where your hard drives are displayed and the large space image is visible by default— can also be accessed as a folder. There are actually two desktop folders, let's take a look at how you access them.

1   Navigate to the Applications folder on your computer.

2   Find the application called TextEdit and double-click it to launch the application. TextEdit is a basic text-editing application provided with Snow Leopard, in which you can type documents.

3   In the Untitled window that appears, type **This is my first file**.
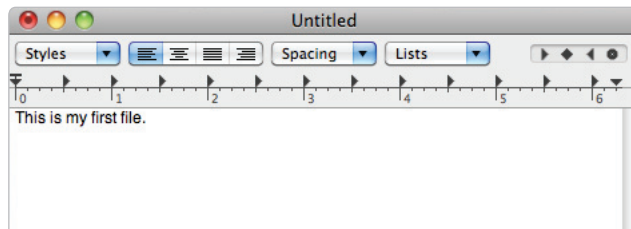
Creating a file using TextEdit.

When an application is opened in Snow Leopard, the name of the application appears in the menu bar in the upper left corner of your screen. This tells you that the application is currently active. If, by chance, you click on the desktop of your computer, *Finder* appears in the upper left corner of your screen, indicating that the Finder is now the active application. If you've done this, be sure to click the TextEdit window to make TextEdit the active application.

4   Choose File > Save. Because this file has never been saved, Mac OS X automatically opens the Save As dialog box, which asks for a name for the file. Type **My File** in the Save As text field.

5   Choose Desktop from the Where drop-down menu.

6   Click the arrow to the right of the Save As text field to display the standard Save As dialog box, which provides more options than the ones available in the Where drop-down menu.

7   Press Save. The file is saved to your Desktop folder.
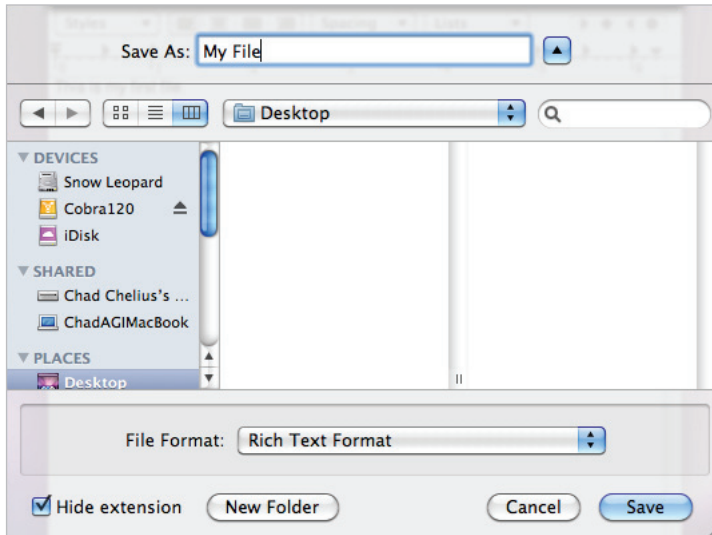
Clicking the arrow to the right of the Save As field displays an expanded window that allows you to save your file in a specific location.

8   Quit TextEdit by choosing TextEdit > Quit TextEdit.

This is where the concept of the Desktop folder becomes more evident. If you look on your computer's desktop, you see the file that you just saved, My File. However, if you navigate to the Desktop folder using a Finder window, you see that My File also resides there. It's important to understand that these are not two separate locations; they are one and the same. Anything that you copy to the main desktop of your computer always appears in the Desktop folder of your Home folder as well.
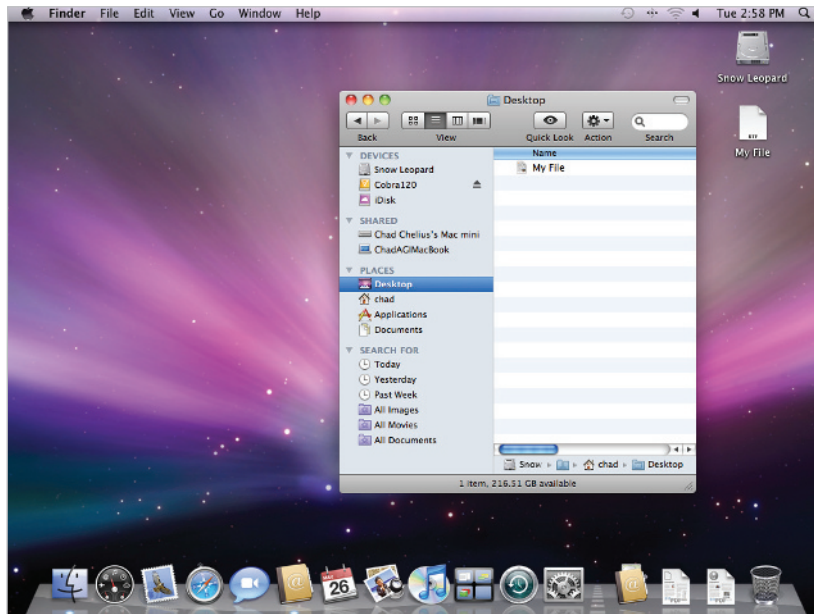
The main desktop and the Desktop folder are one and the same.

Documents

The Documents folder is a catchall for the majority of documents that you create on your computer. Word documents, TextEdit documents, and any other application files that you create can be stored here. Some programs even automatically use your Documents folder to store the support files required by the application.

Downloads

This folder can be used to store files that you have downloaded from the Internet and other locations. Safari, the Web browser supplied with Snow Leopard, uses this folder any time you download a file from the Internet.

Library

This folder is reserved for system files that are specific to your user account. You will spend the least amount of time in this folder, and it's actually recommended that unless you are directed to modify this folder by a support professional, or you are an advanced user, you should leave this folder alone.

Movies

Simply stated, this folder is an area to store movies. Applications such as iMovie, which is a movie-editing program created by Apple as part of the iLife suite of applications, uses this folder to store imported movie files and editing information about your movies.

Music

This folder can be used to store all the digital music that you've downloaded to your computer. You probably won't spend too much time directly in this folder. The free iTunes music player uses this folder to store all music imported using iTunes or downloaded from the iTunes Music Store. If you're already using iTunes, you'll notice that an iTunes folder already exists in this location. Another application that uses this folder is GarageBand, which is also an application that Apple provides as part of the iLife suite of applications.

Pictures

Earlier in this lesson, you moved a folder of images into the Pictures folder as an organizational step. The Pictures folder is a central repository where you can store all the images that you copy to your computer. The iPhoto application, which is an application created by Apple as part of the iLife suite of applications, uses your Pictures folder to store your photos as well as information about them. If you're already using iPhoto, you'll notice that there is an iPhoto Library located within your Pictures folder. The Photo Booth application, which ships with Snow Leopard, also stores files within the Pictures folder for easy organization.

Public

The Public folder allows you to share files with other users, and vice versa. File Sharing is discussed in Lesson 3, "Using Snow Leopard with a Group."

Sites

Every copy of Snow Leopard ships with powerful, fully functional web server software, allowing you to create and share web pages with anyone on your network and potentially anywhere in the world! Although sharing web pages beyond the boundaries of your network is beyond the scope of this book, Lesson 7, " Creating and Using Your Own Network," discusses how to enable the web server software on your computer and how to share a basic web page.

When writing out a folder path for files in your Home folder, you often see it written like this: ~/Pictures/Christmas Vacation. The tilde (~) indicates your Home folder. So to access the folder, you would open your Home folder, the Pictures folder, then the Christmas Vacation folder.

Now that you understand the concept behind the Home folder and what each folder is used for, you can begin storing files in their appropriate locations. Don't forget that within each folder, you can create subfolders to further organize your files. For instance, in the Documents folder, you may create a subfolder called recipes where you store all the recipes that you've typed out on your computer for later retrieval.

Finding your files

No matter how careful or experienced you are as a computer user, you're bound to move, copy, or save a file in a location that you hadn't intended to. Or maybe you do know where you saved the file, but there are so many files displayed that it's difficult to find the file you're looking for. Regardless of the reason for your frustration, Snow Leopard offers a number of useful methods that make finding your files easier and faster than looking for them manually. Let's explore some of the different methods that can be used to find your files.

Smart Folders

Smart Folders in Snow Leopard are, well, smart! They are different from the standard folders that you created earlier in this lesson, which are basically storage locations where you can organize your files. Smart Folders add a level of intelligence that allows you to work more efficiently and find files with ease by establishing criteria by which the folder automatically displays those files.

So far, in the Pictures folder of your Home folder, you've organized some photos into logical categories. This will make it easier to find a photo in the future. Let's say, however, that you can't remember what category you filed your photo in and you want to just look at all the images in your Pictures folder. That would be rather difficult to do, as everything is filed inside one of several folders within the Pictures folder. In the following steps, you'll create your own Smart Folder to find all the images in your Pictures folder.

1 Open a new Finder window and navigate to the ~/Pictures folder.

2 Choose File > Find. This changes your Finder window into a Search window.

3 In the Search bar below the toolbar, click Pictures to limit the search to only the Pictures folder.

4 In the criteria bar below the Search bar, choose Kind from the first drop-down menu, Image from the second drop-down menu, and JPEG from the third drop-down menu. You are now finding all images that are in the JPEG format inside of the Pictures folder.
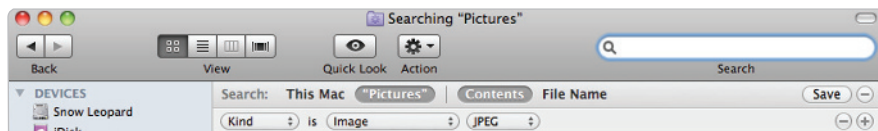
Smart Folders allow you to define search criteria for each folder.

5 At the far right of the Search bar, press the Save button. A dialog box appears, asking where you would like to save your Smart Folder.

6 Type **Images** in the Save As text field.

7 You can save this Smart Folder anywhere you'd like. In this example, leave it set to the Saved Searches folder and leave the *Add To Sidebar* checkbox selected.

Specify a name and location for your Smart Folder

Save As: Images

Where: Saved Searches

☑ Add To Sidebar

Cancel   Save
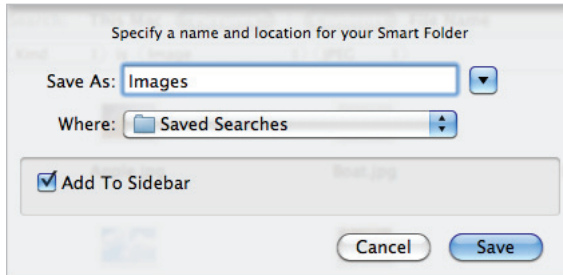
Selecting the Add To Sidebar check box causes the Smart Folder to appear in the sidebar of every Finder window for easy access.

8 Press Save. If you look at the sidebar of any Finder window, you now see your Smart Folder called Images. If you click this Smart Folder in the sidebar, you see all the JPEG files that exist in the Pictures folder.

9 Click the Apple.jpg file to select it. Note the path in the path bar at the bottom of the Finder window.

It's important to understand that none of the files that appear within a Smart Folder actually reside in that Smart Folder. It simply displays images that match the criteria that are defined by the Smart Folder. You'll notice that this image actually resides in the ~/Pictures/Nature folder. The exact same file can appear in multiple Smart Folders if it meets the criteria of all those Smart Folders, but the actual file only resides in one location.

What makes Smart Folders so powerful is that they are dynamic. This means that as you add pictures to the different categories of your Pictures folder or even add new categories, Smart Folders that you have created display those new images automatically because the images match the search criteria defined within the Smart Folders.

Let's create another Smart Folder to see how more than one criterion can be used to find applications that have been opened within the last two days.

11 Open a new Finder window and navigate to the Applications folder.

12 Press Command+F on your keyboard to display the search window.

13 Click Applications in the Search bar.

14 In the criteria bar, choose Kind from the first drop-down menu, and Application from the second drop-down menu. This displays all applications in the Applications folder.

15 Click the plus sign (+) to the right of the criteria bar to add another criterion by which to filter the applications. Choose Last opened date from the first drop-down menu, within last from the second drop-down menu, type **2** in the text field, and choose days from the last drop-down menu.
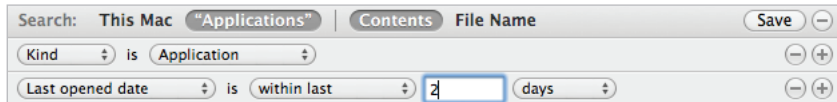
Defining multiple search criteria in a Smart Folder refines what the Smart Folder displays.

16 Press the Save button to the right of the Search bar to save these settings as a Smart Folder.

17 Name this folder **Recent Applications**, save it in the Saved Searches folder, and leave the *Add To Sidebar* checkbox selected.

18 Press Save.

Now that you've seen the capabilities of Smart Folders, your only limit is your imagination. Smart Folders can simplify your computing experience and save you a lot of time by displaying what you want to see in one folder.

Burn Folders

Burn folders are another special type of folder that allow you to prepare files to be burned to a CD or DVD disk. Depending on which computer you own, your ability to write CDs and DVDs will depend on which model Mac you purchased. All recent Macs have the ability to write to or *burn* a CD but not all models can write to or burn a DVD.

1 Make sure there are no Finder Windows open on your screen. Choose File > New Burn Folder. A folder is created on your Desktop. You can name this folder whatever you like but for this exercise, you'll leave the name as Burn Folder.
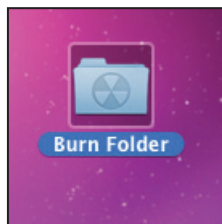
*A burn folder allows you to copy files to this folder and later be written to a CD/DVD.*

2 Choose File > New Finder Window and open the Pictures folder in the Home folder.

3 Drag the Nature, Creative, and New York folders onto the Burn Folder on the Desktop.

4   Double-click the Burn Folder to display its contents. Note that each folder has an arrow in the lower left corner of each folder's icon. This indicates that each folder is an alias, which is a pointer to the original folders. The original folders still reside in the Pictures folder. Aliases are covered in more detail in Lesson 2, "Customizing the OS X Interface to Suit Your Needs."

5   With the current Finder Window displaying the contents of the Burn Folder, you'll notice a Burn button in the upper right corner of the Finder Window. Press the Burn button to initiate writing to a CD or DVD. Don't worry, you won't actually burn a disk here, you'll just walk through the steps.
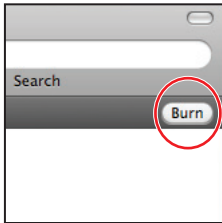
The burn button in the upper right corner of the Finder Window initiates the writing of files to a CD or DVD disk.

6   A Burn Disc dialog box is displayed indicating that it is ready to burn the files to a disc. If you insert a blank disc at this point, the files will be written to that disc. Press the Cancel button to abort the process.
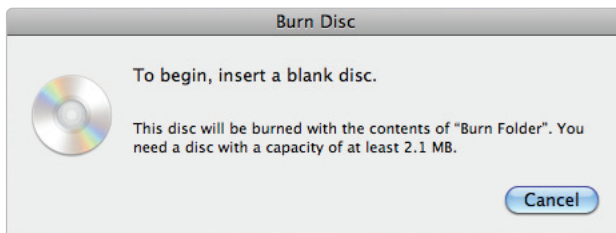
The Burn disc dialog box asks for a blank disc to begin burning the files to a CD or DVD.

7   Close any open Finder windows and drag the Burn Folder to the Trash.

Spotlight

Spotlight is a search tool built into Snow Leopard that allows you to search and find files on your computer or other computers on your network with unbelievable ease. You're bound to encounter a situation where you've saved a file somewhere on your computer, but simply can't recall where you saved it. But unless you remember what you named the file, the process of finding that file can be lengthy.

Spotlight solves that problem by providing an extremely powerful tool for finding files on your computer. It is to your computer what Google is to the World Wide Web. Although Spotlight is not new in Snow Leopard, its functionality has been enhanced to provide you, the user, with a simple and elegant method for finding files on your computer. You already used Spotlight in the previous exercise when you created a Smart Folder. Although Spotlight can be accessed using the Search field in any Finder window, you'll access Spotlight directly in the following steps. Let's see how easy it is to find files using Spotlight.

1   Click the Spotlight icon (🔍) in the upper right corner of your screen, or use the keyboard shortcut, Command+spacebar, to launch Spotlight.

Let's say that you remember saving a file called Clouds.jpg (you did this in a previous exercise) somewhere on your computer, but can't remember where.

2   In the Spotlight search text field, type **clouds**. Immediately, under the Top Hit section of the search results, you see that the Clouds.jpg file is listed.

Notice that you didn't even have to type the entire name of the file; Spotlight automatically searched your computer for files that contained the word Clouds in the name and displayed the results.

3   Hover your cursor over the Clouds.jpg entry in the search results, and notice that the file path is displayed, showing you exactly where the file is stored.
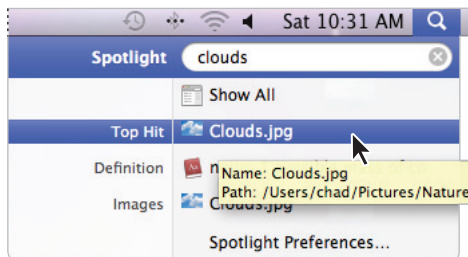

Hover your cursor on an item in the search results list and the file path is displayed.

4   Click the item in the search results, and Spotlight opens the image using the Preview application.

5   Choose Preview > Quit Preview to close the application.

Beyond filenames

You've just seen how quickly you can find a file on your computer by using Spotlight, and typing in the name of the file in Spotlight's search field. However, what happens if you can't remember the filename? This is where Spotlight's power reveals itself. You see, whenever you copy, save, update, or delete a file on your computer, the Spotlight Store goes to work. The Spotlight Store is a database stored on your computer that keeps track of a file's content and metadata. What's metadata? Let's ask Spotlight.

1   Click the Spotlight icon (Q) in the upper right corner of your screen and type **metadata** in the search text field.

2   In the search results, click the Definition entry for a description of metadata. The Dictionary application on your computer is launched and the definition of Metadata is displayed in a new window.
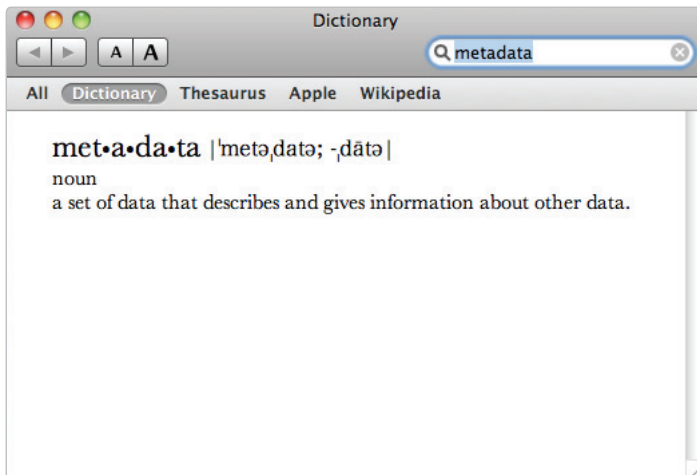

Spotlight also displays word definitions.

As you can see, Spotlight searches much more than just a file's name. As a matter of fact, it searches more than files; it also searches definitions and even web pages. As the Dictionary reveals, metadata is data that describes other data. For example, images often contain metadata describing what type of camera was used to capture an image, as well as keywords about the image that may have been entered by the photographer. In the following steps, you'll search for photos on your computer that were taken using a Canon camera.

3   Press Command+spacebar on your keyboard and type **Canon** in the search text field. A number of files are displayed in the search results, all categorized neatly in a list.

4 Look under the Images category. You see all the images that you copied to the Pictures folder.
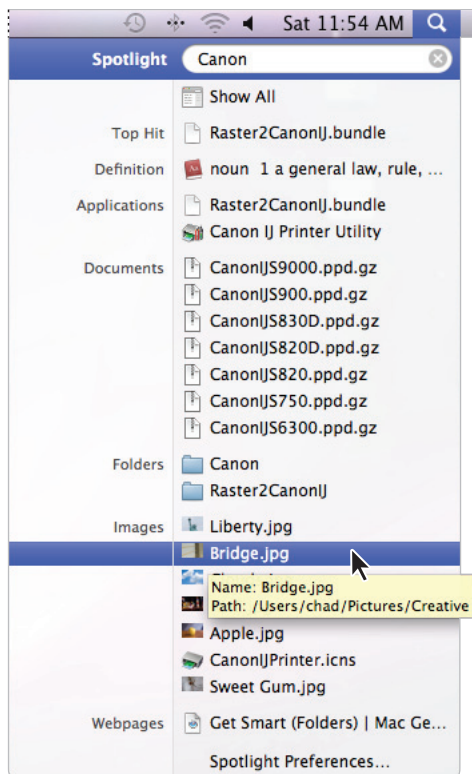
A search for "Canon" yielded many results for files that did not contain the word in the filename but did contain the word within the metadata.

How did Spotlight know that these files should be listed when a search for Canon was performed? Metadata. Metadata is embedded within each file by the digital camera that took the picture, and Spotlight recognized that *Canon* was contained within that metadata.

5 Click the Bridge.jpg file to open it with the Preview application.

6 Choose Tools > Show Inspector to display information about the file.

7 Click the More info button (◉), then click the TIFF button to display the Metadata information for that category; you can see the make and model of the camera that was used to capture this image.

8 Choose Preview > Quit Preview to exit the application.

In addition to metadata, Spotlight also indexes the contents of each file automatically. Remember the file called My File that you created earlier in this lesson? Let's say that you can't remember what you named the file, but you remember maybe a sentence or two from the content that was typed within that file. Spotlight can search for that information as well.

9 Press Command+spacebar on your keyboard and type **this is my** in the search text field. The first file listed under the Documents category is My File, the file that you created earlier.

Now you can begin to understand how powerful Spotlight's search capabilities are and how you can put them to use in your daily computing experiences. Spotlight also searches your e-mail messages, contacts, calendar events, and much more, which enhances your ability to find what you need.

Self study

Practice what you've learned in this lesson by copying your own files to your computer. Use the relevant categories within your Home folder to make finding your files easier. Then use Spotlight's search capabilities to find specific files based on their content or metadata. Practice navigating the folder structure of your hard drive. Try to become more comfortable with the Finder windows and the different views that allow you to browse your files in different ways.

Review

Questions
1 How do you force a file to be copied when moving that file within the same volume?

2 What is the purpose of the Home folder?

3 What type of folder can filter files on your computer based on specific search criteria?

Answers
1 Hold down the Option key on your keyboard while moving the file.

2 The Home folder provides a location for you to store your files where they are not accessible to other users on the computer. It also allows each user on a computer to have his or her own personalized working environment separate from everyone else.

3 A Smart Folder.