How Do I Get Started with Mavericks?

You are about to embark on the world's most advanced operating system experience, courtesy of Apple. In this chapter, I show you how to get OS X Mavericks up and running, as well as how to navigate Mavericks using the Finder application, which helps you find just about anything on your Mac. I also cover how to view a file without opening its parent application, how to find items on your Mac, easy ways to manipulate numerous open windows, and the latest and greatest method for launching your applications.

System Requirements for Installing Mavericks

As eager as you probably are to get started, make sure that your Mac meets all the necessary hardware requirements for properly installing and running Mavericks. Table 1.1 lists the requirements.

Table 1.1 Requirements for Installing Mavericks

Requirement	Minimum Specifications
Processor	Intel Core 2 Duo processor or better.
Memory	2GB is needed to run all the bells and whistles at a decent speed.
Media	Internet access is required to upgrade your Mac to Mavericks. You also must be running Mac OS X Snow Leopard 10.6.8 or higher to install Mavericks from the Mac App Store.
Hard drive or solid-state storage	At least 8GB of free space.

What's New in Mavericks?

Apple has been busy: Mavericks adds more than 200 new features to OS X! But it's not the quantity of features that impresses — it's the quality. Check out some of the more prominent Mavericks goodies:

- **Finder.** Apple has made a few improvements to the Finder that enhance what's already a sturdy staple of every Mac user's experience. Mavericks adds the convenience of tabs to Finder windows, along with an enhanced tagging system to better organize files.

- **iCloud Keychain.** iCloud Keychain keeps all your passwords, and even credit card information, current and protected across all devices that you authorize for its use. This makes it a breeze to keep up with the multiple passwords and card numbers that most of us have.

- **Safari.** Safari has experienced significant improvements, particularly in terms of speed and simplicity. Even features we're familiar with have been streamlined for greater functionality; see Top Sites in Chapter 9, for example.

- **Calendar.** Calendar has been given a new look and a simpler interface, along with the ability to make changes to events in a snap. Find more on Calendar in Chapter 8.

- **Notifications.** When you receive something new on your Mac (e-mail messages, reminders, and so on), Notifications now allows you to respond to them from within the notification pop-up, without having to leave the app you're currently in. Also, this new version of Notifications allows you to receive alerts from websites without needing Safari.

- **Maps.** If you're familiar with Apple's iPhone or iPad, you've most likely used the Maps app. Well, Mavericks brings the Maps app to OS X. Find out more in Chapter 5.

- **iBooks.** iBooks has been everybody's favorite e-reader on the iPhone and iPad for quite a while, and now Mavericks brings its magic to Macs everywhere.

- **Lots of under-the-hood enhancements.** Mavericks has numerous features that average users don't want to read about, but they're thankful when these features positively affect the daily use of their Mac. Technologies such as Compressed Memory, App Nap, and Timer Coalescing team up to make your Mac much speedier and more efficient, which we all can appreciate.

Upgrading to Mavericks

Let's get started with your upgrade to the latest from Apple. Follow these steps:

1. **Make sure you are connected to the Internet.**

Caution

Back up your files before performing the upgrade to Mavericks! Years of experience have taught me not to make a major leap (such as an operating system upgrade) without backing up first. If you don't, Murphy's Law dictates that something will erase Grandma's recipes that have been passed down for generations.

2. **Check the version of OS X you currently have installed by choosing Apple menu ⇨ About This Mac in the upper-left corner of your screen.** You must have at least Mac OS X 10.6.8 to install Mavericks (10.9).

3. **Open the App Store, and type** Mavericks **into the search field in the upper-right corner.**

4. **Select and buy Mavericks from the App Store.** You must have an Apple ID to do so. If you don't have one, click the Create an Apple ID button when prompted.

5. **After Mavericks downloads, it begins the installation process.** Follow the on-screen instructions to complete your upgrade. You are now fully Mavericksized!

Working with the Finder

After your Mac boots or when you first log in, look at that smiley-face guy grinning at you near the bottom-left corner of your screen. That's the Finder, as shown in Figure 1.1, and it's one of the most important items in OS X Mavericks.

The Finder is an application that always runs in Mavericks, and it has been a part of Mac OS since its inception. The Finder is what Mac fans have used for decades to browse their computer drives and discs.

It has evolved into a great tool that I can't imagine not having (especially because you can't view the contents of your hard drive without it). For Windows converts, think of the Finder as the OS X equivalent to Windows Explorer. In this section, I show you how to use the basic features in Finder, and I give you tips to make it even easier and more productive to use.
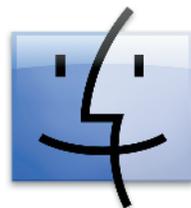
1.1 The Finder icon.

The Mavericks desktop at a glance

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

Figure 1.2 should mirror your own Mac screen very closely after you log in. It shows the major parts that you see when the Finder first comes up.

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

Table 1.2 Finder Items

| Item	Function
Apple menu	This menu provides quick access to functions, such as Sleep, Restart, Shut Down, Recent Items, and System Preferences. Windows users find that it functions similarly to the Start menu.
Menu bar	Use the menu bar in the Finder and in other applications to print, copy and paste, and change application preferences.
Desktop	This functions like the desktop on your desk. It's where everything else (such as documents and applications) sits while you are working. You can easily change the desktop picture; see Chapter 2 for more details.
WiFi Status	This displays the signal strength of your wireless network connection.
Volume	This adjusts the Mac volume.
Clock	This displays the current date and time.
Users menu	This shows the user currently logged in, as well as a list of other users.
Spotlight	This searches your Mac for files and folders. I discuss this more later in the chapter.

Item	Function
Notification Center	View new and pending notifications by clicking this icon.
Dock	This houses icons that link to applications and other items that you use most frequently. You can modify the Dock, as explained later in this chapter.
Trash	This 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	This provides fast access to items in your home folder's Downloads folder.
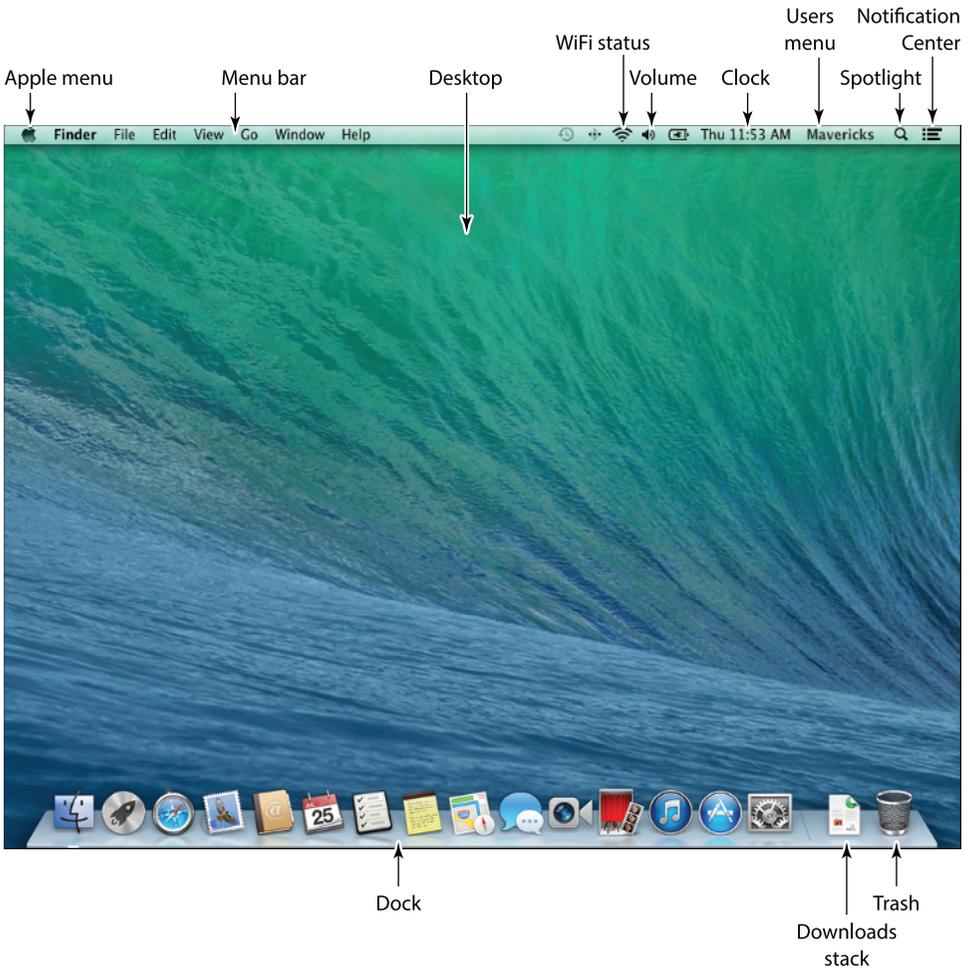
1.2 The Finder desktop in all its default glory.

Now that you are more familiar with the features of the desktop, you can examine a Finder window, which is the mechanism you need to view files and folders on your drives. Figure 1.3 shows a default Finder window.

Table 1.3 gives a brief breakdown of each noteworthy item in the Finder window.
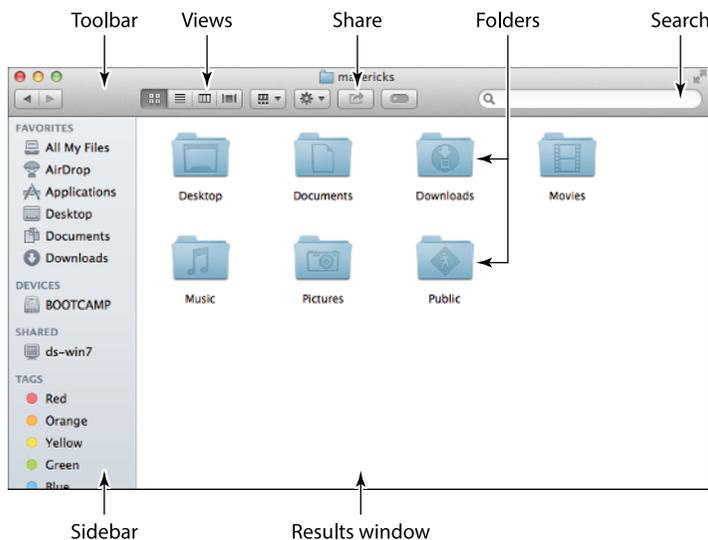
1.3 Finder windows are used for browsing your drives, files, and folders.

Table 1.3 Finder Window Components

Component	Description
Folders	These store files and other subfolders.
Toolbar	This contains tools for accessing files and folders.
Sidebar	This provides quick links to drives, favorite folders, shared folders, and pre-configured searches.
Search	Type a search term to look for it in the current folder.
Share	Click the Share button to share a selected item.
Full screen	This icon toggles between windowed and full-screen viewing modes.
Results window	This shows the files and subfolders that reside in a folder and displays search results.

Setting the Finder preferences

You'll notice throughout this book that you can modify most things in Mavericks 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; see Chapter 2 for lots of Finder customization tips. To access its preferences, choose Finder ⇨ Preferences or press ⌘+,. Let's look at the preferences that the Finder allows you to control.

General

The options listed in the General tab of the Finder Preferences window, as shown in Figure 1.4, are fairly self-explanatory, with the exception of spring-loaded folders and windows, which are so cool that they get their own sidebar.

The available options allow you to do the following:

- ● **Show certain items (such as hard or external disks, CDs, DVDs, iPods, or servers) on the desktop.**

- ● **Choose which folder automatically opens when you open a new Finder window.**

- ● **Decide whether to always open folders in tabs or new (separate) windows.** I discuss tabs a bit more later in this chapter.

1.4 Options available in the General tab.

Spring-Loaded Folders and Windows

Spring-loaded folders and windows are a neat feature of the Finder, but they're foreign to many Mac users, especially new recruits. Enabling spring-loaded folders and windows allows you to move items between folders and drives 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 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 releasing the mouse button. Reading a description of this feature can be pretty boring, so give it a try on your own to master this nifty little trick.

Tags and Sidebar

The Tags tab of the Finder Preferences window allows you to assign color and/or label tags to categories that you determine. You can decide which tags appear in the Finder sidebar from here, as shown in Figure 1.5, as well as delete and rename tags.

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 available in the Advanced tab of the Finder Preferences window.
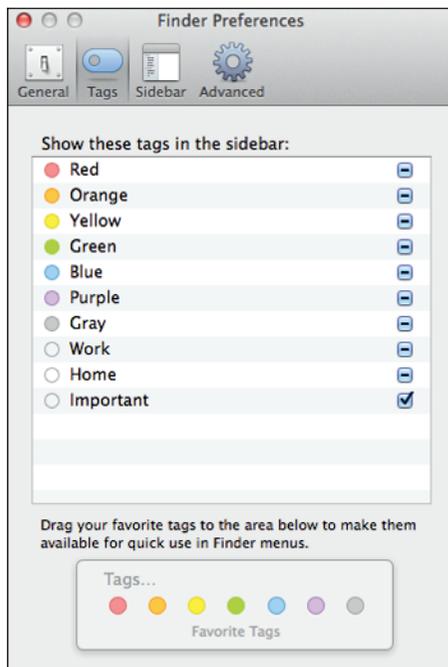
1.5 Determine which tags are available in the Finder's sidebar.

> **Genius**
>
> 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.

Table 1.4 Advanced Tab Options

Option	Function
Show all filename extensions	Each file has an extension at the end of its name that is hidden by default. This extension helps Mavericks know what type of document it is and with which application it is associated. Unless you understand these extensions, it is best to leave this option deselected.
Show warning before changing an extension	Mavericks warns you that you are about to change the extension of a file. This warning is beneficial so that you don't accidentally change an extension, which could cause your document to open in a different application than intended, or not open at all.
Show warning before emptying the Trash	Mavericks prompts you to confirm that you mean to empty the Trash before allowing you to do so. This option is designed to help prevent accidental deletions of important info.

| Option	Function
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 love, but it prevents you from ever recovering any files you may have accidentally deleted. Use this option with caution.
When performing a search	Determine the default location for searches by selecting an option from this pop-up menu.

Moving around in Finder

OS X employs the same basic navigation techniques as any other graphical operating system. Double-clicking opens files and folders, while right-clicking (or Control-clicking) items opens contextual menus with which you can alter or perform an action on an item. You can also click and drag items to move them to and fro. I'm sure you're experienced at the basics of mouse operations, so I'll move on to more Finder-centric tasks and options.

Utilizing Finder tabs

Tabs have become the norm in web browsers, but they are making their debut as a Finder navigation and organization tool in Mavericks. Tabs, shown in Figure 1.6, allow you to have multiple folders open at once, without the clutter of open window after open window mucking up your screen—not to mention confusing your eyes. Tabs allow you to keep a team of folders open within one neat, uncluttered window, all while freeing up tons of screen real estate. Here's how to utilize tabs within a Finder window:

- Press ⌘+T to open a new tab.
- Right-click or Control-click a folder to open it in a new tab.
- Rearrange tabs by simply clicking and dragging a tab from its current location to the preferred one in the tab bar.
- Close a tab by hovering your mouse pointer over the left corner of it and clicking the X that appears. You can do this whether or not you're viewing the contents of the tab.
- You can use any view you like within tabs. One tab can be in Cover Flow, another can use columns, and so on.
- Move items from one tab to another by simply dragging it from its current tab and dropping it onto the new one. If you want to place the item into a folder within another tab, use spring-loaded folders to do the job: Hold the item you're moving over the new tab until it opens, and then drop the item onto the folder you want it to occupy (drill as far down into the subfolders as you need to go).
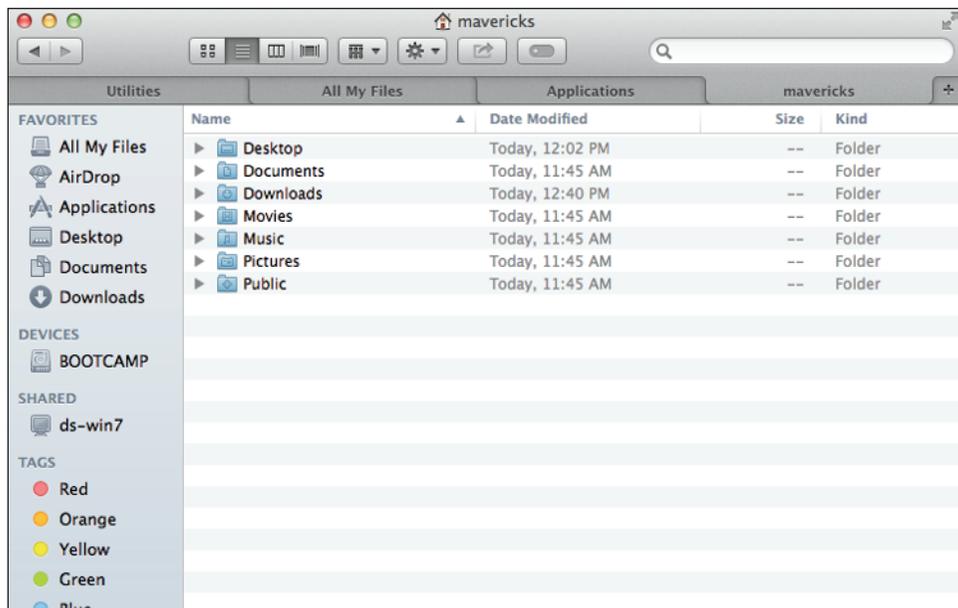
1.6 Tabs keep your desktop from getting cluttered with multiple windows.

Organizing files with tags

Tags allow you to organize your files and folders by assigning them labels and colors of like items. For example, if you're working on a personal financial plan, you may have several documents (such as budgets and bank account records) that you use to put together and administer your plan. Tagging these documents with the same tags will make it simple to find and bring them all together, whether on your Mac or using iCloud.

To assign a tag to a file or folder:

1. **Right-click or Control-click a file or folder to open the contextual menu.**

2. **Select Tags from within the menu.**

3. **When the Tags pop-up opens, as shown in Figure 1.7, select the tags you want to assign to the file or folder.** You can choose as many as you deem appropriate.

Genius

You can create your own tags instead of relying on the few supplied by Mavericks. When the Tags pop-up menu appears, simply type the custom text for your new tag. If you want this new tag to appear in the Finder sidebar, don't forget to make that change in the Finder Preferences.
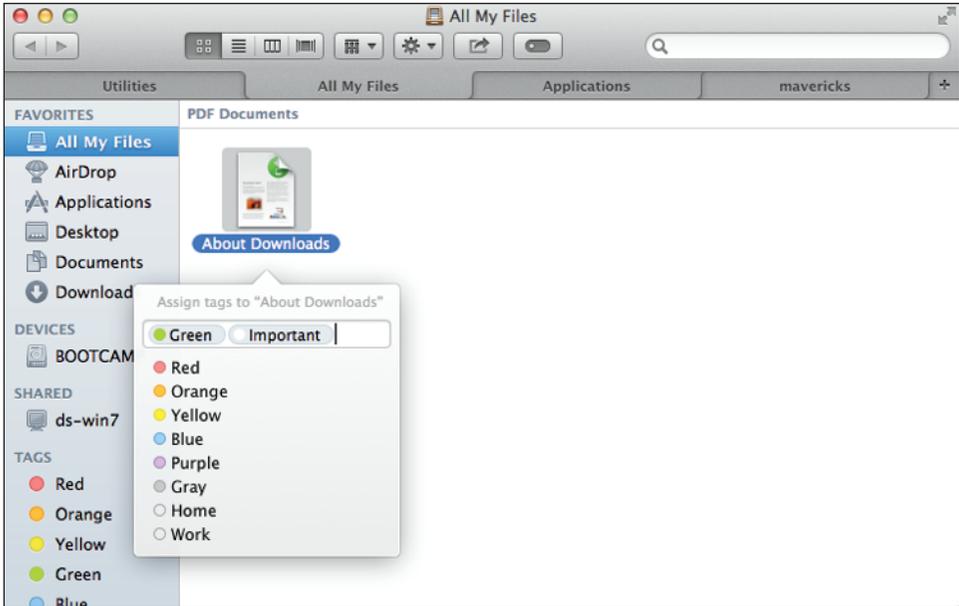
1.7 Assigning tags to like files and folders keeps them organized and easy to find.

You can quickly find items by clicking the appropriate tag in the Finder sidebar or by typing the tag name in the Search field of the Finder window.

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: icon, list, columns, or Cover Flow. Let's look at how each option displays the contents of the same folder so that you can clearly see the differences between the views.

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, which you see in the menu bar when the Finder is active. The Go menu gives you instant access to the most commonly used folders in Mavericks, but I overlooked it for years. Click the Go menu to quickly go to the Applications or Utilities folders, your Network, and more.

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

Icon view

Icon view shows each file and folder as large icons in the window, as shown in Figure 1.8.

1.8 A folder in icon view.

List view

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 view

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. The final column shows a preview of any item you have selected.

Cover Flow view

Cover Flow is hands down the coolest viewing option at your disposal. As shown in Figure 1.9, 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.

1.9 Click and drag the slider back and forth in Cover Flow view to see how effortlessly the Finder zooms through the files in the folder.

Getting Information on Files and Folders

You can never have too much information, and OS X is happy to provide you with what you need to know about the files and folders on your computer. To find out what there is to know about an item, click the file or folder you want information about, and then press ⌘+I, or choose File ➪ Get Info. Figure 1.10 shows a typical Info window.

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

1. **Open a folder that contains the items about which you want to see information.**

2. **Press ⌘+Option+I to open the Inspector window. It looks just like a standard 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.

Table 1.5 explains the categories that are available in the Info window.
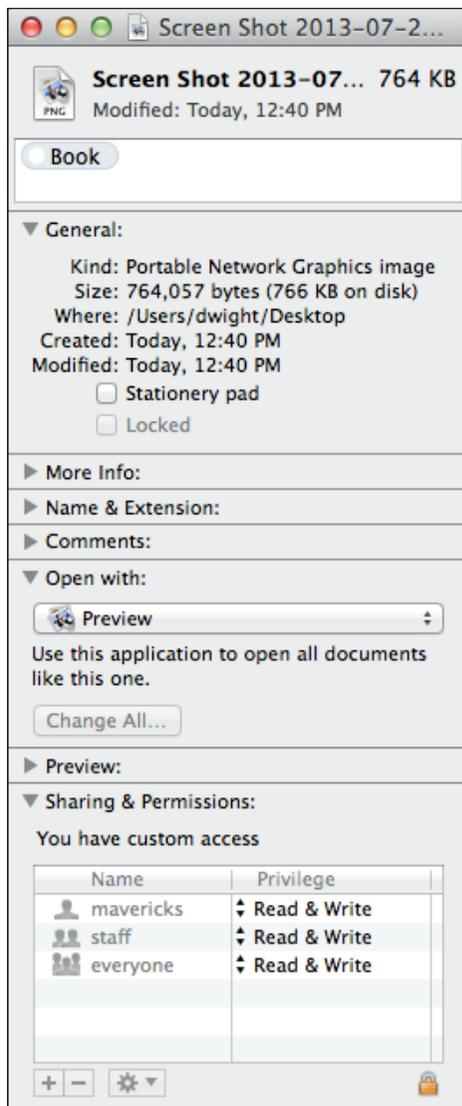
1.10 An Info window with several categories expanded.

Table 1.5 Information Categories

Category	Information Displayed
Tags field	This lists the tags assigned to the file or folder.
General	This 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 information shown here varies depending on the type of item this is. If the file is an image, you might see its dimensions and color space.
Name & Extension	This allows you to change the name and extension of the file, and to hide the extension.
Comments field	Type information about the file that helps you find it using a Spotlight or Finder search. I discuss this more later in the chapter.
Open with	Select the default application that you want to use to open this type of file. This option displays only when getting info about a file.
Preview	This shows a small thumbnail version of the file.
Sharing & Permissions	This allows you to change access permissions for the item. Click the lock icon in the bottom-right corner to change the permissions. Click the plus (+) or minus (–) sign to add or remove users from the permissions list.

Using Quick Look

Quick Look is one of the best features in Mavericks. 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 wait for Photoshop to load. To use Quick Look, follow these steps:

1. **Find the file you want to view, and click it once to highlight it.**

2. **Press the spacebar to open the file in Quick Look view, an example of which is shown in Figure 1.11.**

3. **To see the item in Full Screen mode, click the diagonal arrows at the top right of the window.** To exit Full Screen mode, click the arrows again.

4. **To open the item in its default application, click the Open button in the upper-right corner of the window.** In Figure 1.11, it says Open with Preview.

5. **Click the Share button to instantly share the file with friends, family, and colleagues.**

6. **If the file contains multiple pages, you can scroll through them by using the sidebar on the right side of the window.**

7. **Close the Quick Look window by clicking the X in the upper-left corner or by pressing the spacebar again.**

1.11 A file being viewed in Quick Look.

Working with Removable Media

When you insert or connect removable media, such as CDs, DVDs, external hard drives, and USB flash drives, Mavericks automatically mounts and makes them immediately available for use. The media icon appears on your desktop, in a Finder window, or both, depending on how you configure your Finder preferences. Figure 1.12 shows a flash drive (KINGSTON) and a DVD (RETURN_OF_THE_KING) in the sidebar of the Finder window under Devices. You can also double-click the icon on the desktop to see the media contents, just as you would any other drive or folder.
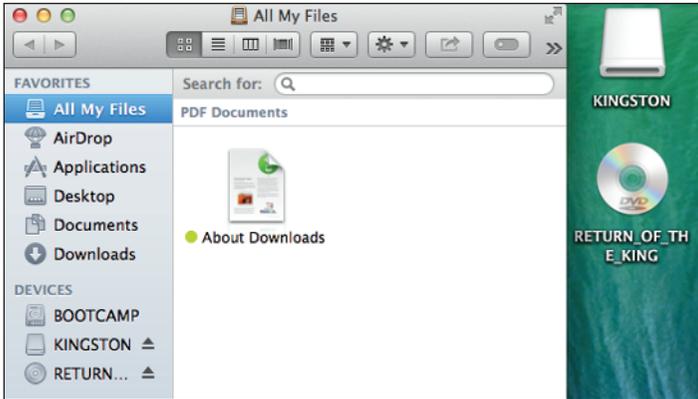
1.12 A DVD and a flash drive appear on the desktop and in the sidebar of the Finder window.

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

- **Click the Eject icon to the right of the media in the sidebar of the Finder window.**

- **Click and drag the media icon from the desktop, and drop it on the Trash icon in the Dock.**

- **Right-click (or Control-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.**

Searching for Items

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 could if you were poking around every file and folder. In fact, it's the quickest way I've ever seen to find things on a computer.

When you first log in to your Mac, OS X creates an index of every file and folder it contains. Mavericks knows everything there is to know about every single thing that occupies your Mac, whether or not the item is visible. Mavericks 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), Mavericks updates its index files, thereby keeping all your searches up-to-the-minute accurate.

With all this information to look through, you might think a search could take forever, but that's not true. 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. Here's how to use this amazing feature:

1. **Click the Spotlight icon (the magnifying glass) in the upper-right corner of the Mac window to reveal the Search text field, as shown in Figure 1.13.**

1.13 Type 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 type 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 typed in Step 2.**

4. **Scan the list for the item you want, and click it to open it in its default application.** Spotlight shows only the top matches in each category. To see all the matches, click Show All at the top of the list.

> **Genius**
>
> Did you notice that Spotlight doesn't show you only 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 if they have file sharing enabled.

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 to access the Spotlight preferences pane, as shown in Figure 1.14.

Figure 1.14 shows the Search Results section of the preferences pane. This section lists the categories of files that appear in the search results window. Select the check box next to those categories you want Spotlight to search, and deselect those you want it to leave alone.

For example, if you don't want Spotlight to check your e-mail when performing a search, simply deselect the Mail & Messages check box. You can also click and drag the categories into the order in which you prefer the results to be displayed.
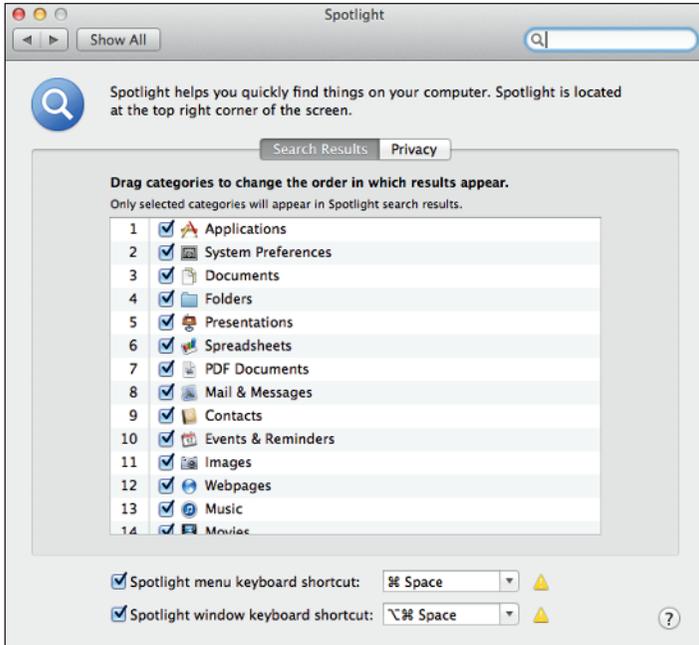
1.14 The Spotlight preferences let you search the way you want.

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, follow these steps:

1. **Click the plus sign (+) under the bottom-left corner of the list.**

2. **Browse your Mac for the folder you want to exclude from searches, highlight it, and click Choose.** The folder is now shown in the Privacy list.

3. **You can remove a folder from the list by highlighting it and clicking the minus sign (–) 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 with the stroke of a couple of keys, as shown in Table 1.6. You can also select which keys perform these functions by choosing a key combination from the pop-up menus next to each option.

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

Table 1.6 Spotlight Keyboard Shortcuts

| Function	Keys
Open the Spotlight menu	⌘+spacebar
Open the Spotlight (Finder) window	⌘+Option+spacebar
Jump to the first item in the next heading	⌘+Down arrow
Jump to the first item in the prior heading	⌘+Up arrow
Show an item in the Finder	Click the item while holding down ⌘.

Searching within a Finder window

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, follow these steps:

1. **Open a Finder window by pressing ⌘+N while the Finder is activated.** If the Finder isn't the activated (or foremost) application, click the Finder icon on the left side of the Dock.

2. **Browse your Mac for the folder that includes the files you are looking for (or through), and click it to highlight it.**

3. **Type the search criteria into the Search text field in the upper-right corner of the Finder window.** Your results are displayed in the Finder.

Any search utility worth using allows lots of flexibility to narrow searches, and Spotlight is as flexible as they come.

Figure 1.15 shows a Finder search window that has been assigned several search attributes to act as filters for your search results. These attributes allow you to specify the type of file you want, including its name, when it was last opened, and many other specifications.
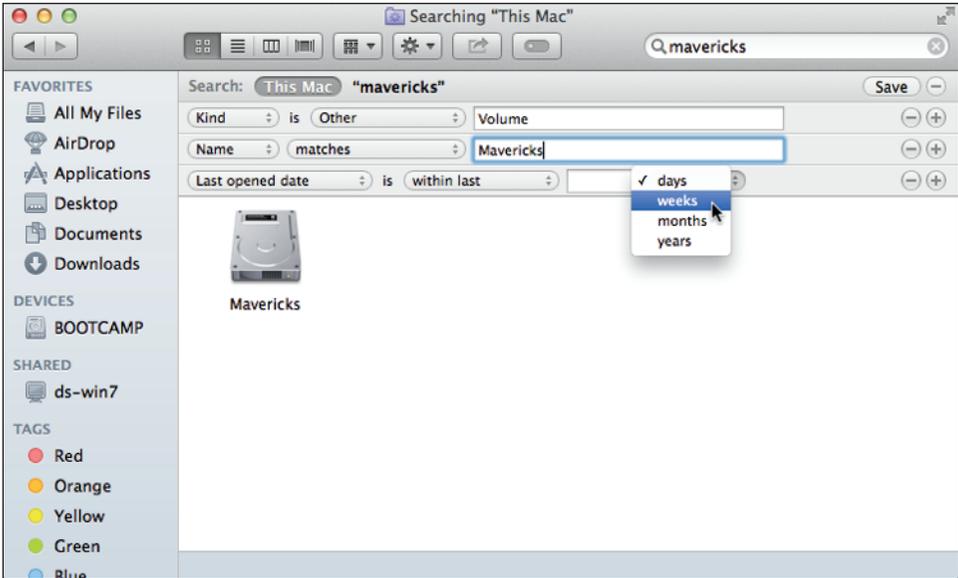
1.15 Customize your searches in Spotlight.

To add attributes to a search, follow these steps:

1. **Click the plus sign (+) next to Save in the upper-right area of the Finder window to add the first attribute.**

2. **Choose the type of attribute to use by clicking the pop-up menu (refer to Figure 1.15).** 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 key while clicking the plus sign (+). Also, some attributes have several pop-up menus that you can change to customize them.

3. **Make any setting changes to the attribute to narrow your search. Your new filtered search results are displayed almost instantly after you add an attribute.**

4. **Continue to add or remove (by clicking the minus sign) as many attributes as necessary.**

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 the exact order you typed them.

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Managing Windows with Mission Control

Mission Control is a feature that allows you to see every open window, Dashboard, and all your Spaces (more on those later in this chapter). Individual windows are grouped according to the application to which they belong. Figure 1.16 shows Mission Control in action.

1.16 Mission Control shows every open window and other items, such as Dashboard, all in one location.

Manipulating open windows

You can launch Mission Control in several ways:

- **Swipe up on your trackpad or Magic Mouse using three fingers.**
- **Click the Mission Control icon in the Dock.**
- **Press the Mission Control key on your keyboard, or press F9 (or fn+F9 for laptops) if you don't have a Mission Control key.** Consult the documentation for your Mac to find out if you have a Mission Control key.

Now that Mission Control is running, you can use it to move or copy files from location to location.

Moving a file from a folder to the desktop

You can easily move files from a folder to the desktop using Mission Control. Follow these steps:

1. **Find the file you want to move to your desktop, and click to select it.**

2. **Start dragging the file while simultaneously pressing ⌘+Mission Control (use F11 if you don't have a Mission Control key or fn+F11 on a laptop) to hide all windows.**

3. **To move the file, just drop it onto the desktop.**

    To copy the file to the desktop, press Option before dropping it.

    To create an alias for the file, press ⌘+Option before dropping it onto the desktop.

Copying text and graphics to the desktop

You can use Mission Control to quickly copy text or graphics from another item, such as a document or website. To do so:

1. **In the window that you want to copy from, select the text or graphics you want to copy to the desktop.**

2. **Start dragging the text or graphics, and press ⌘+Mission Control at the same time.**
    If you don't have a Mission Control key, use F11 (or fn+F11 on a laptop).

3. **Drop the text or graphics onto the desktop by releasing the mouse or trackpad button.**

Copying text and graphics from one window to another

Mission Control affords the flexibility to copy text and graphics from one open window to another. The window could be a folder, a website, or a document. To copy from one window to another, follow these steps:

1. **Open the window containing the text or graphics you want to copy, and then select the material.**

2. **Start dragging the text or graphics by performing one of these options:**

    - **If copying the text or graphic into another window in the same application, press Control+Mission Control (F10 if you don't have a Mission Control key, or fn+F10 for laptops).**

    - **If copying the text or graphics into a window from another application, press Mission Control (F9 if you don't have a Mission Control key, or fn+F9 on a laptop).**

3. **Hold the text or graphics over the window to which you want to copy them, and press the same keys you used in Step 2.**

4. **Copy the text or graphics to the other window by releasing the mouse or trackpad button.**

Setting Mission Control preferences

You can control several behaviors of Mission Control through the use of preferences. I'm big on preferences because they let you control more of the action.

Open the Mission Control preferences, shown in Figure 1.17, by choosing Apple menu ⇨ System Preferences and selecting the Mission Control icon.
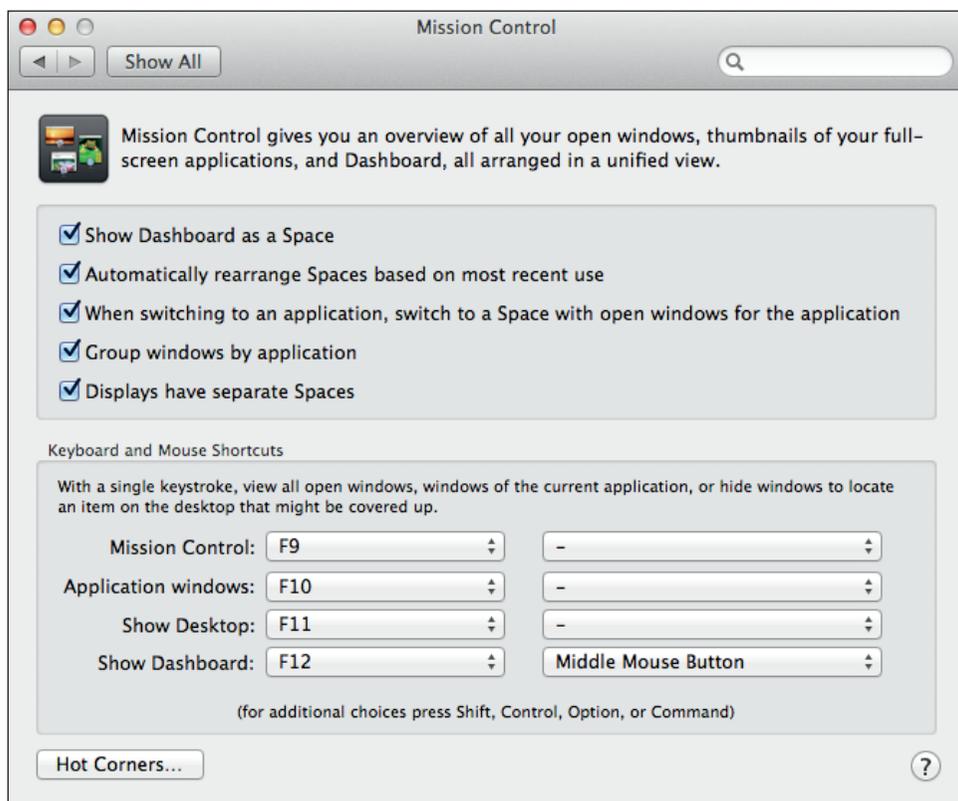
1.17 Configure the Mission Control preferences to suit your needs and work habits.

The preferences allow you to do the following:

- **Determine whether to show the Dashboard as a space**
- **Arrange spaces automatically according to which ones you used most recently**
- **Switch to a space automatically when choosing an application that has a window open within it**
- **Configure keyboard and mouse shortcuts for launching Mission Control, switching to application windows, showing the desktop, or showing Dashboard**

Managing Windows with Exposé

Exposé is a great feature for helping 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. You've actually already used Exposé in conjunction with Mission Control if you performed any of the Mission Control tasks earlier in this chapter.

Note As with Mission Control, if you have a laptop you must press and hold the fn key in conjunction with the F9, F10, and F11 keys for them to function correctly with Exposé.

Press F9 to arrange the open windows so they can all be seen. Move the mouse pointer over the windows to see which applications they belong to. Click the window you want to bring to the forefront, or press F9 to return the Finder to its previous state.

Press F10 to bring all the open windows for the current application to the forefront. Press F11 to make all the open windows scram out of the way so you can see the desktop. To return the windows to their previous position, press F11 again.

Using Multiple Desktops with Spaces

Spaces 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 on.

Adding and removing spaces

You can have as many as 16 spaces at one time. There's nothing magical about adding or removing spaces:

1. **Launch Mission Control.**

2. **Move your mouse pointer to the upper-right corner of the screen. A plus sign (+) appears, as shown in Figure 1.18.**

3. **Click the plus sign (+) to add a new space to the top of the Mission Control window.**

You can remove spaces just as easily as you add them:

1. **Launch Mission Control.**

2. **Move your mouse pointer to the upper-left corner of the space you want to remove. A small circle containing an X appears, as shown in Figure 1.19.**

3. **Click the X to remove the space.**

Moving between spaces

You can jump from space to space in several ways:

- **Launch Mission Control, and click the space to which you want to move.**

- **Press Control and the corresponding number key of the space to which you want to jump.** For example, if you want to move to the fourth space, press Control+4.
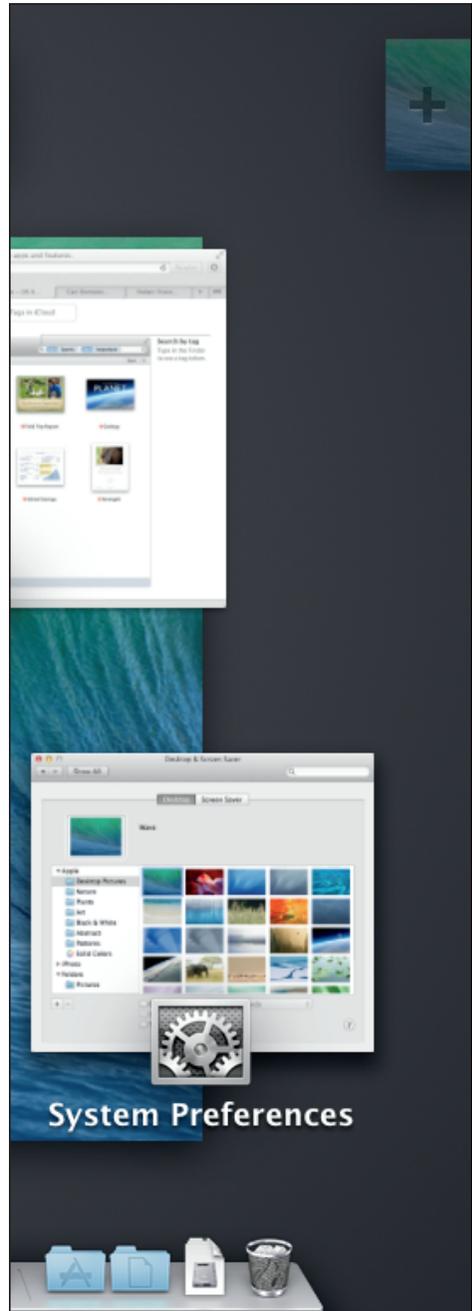
1.18 Click the plus sign (+) to add new spaces.

- **The coolest way is to swipe three fingers to the left or the right to scroll through your spaces.**

- **Press Control and the right or left arrow key to scroll from space to space.**

1.19 To remove a space, click the X.

Moving windows between spaces

You can easily move a window from one space to another:

- **Launch Mission Control from within the space that contains the window to which you want to move.** Drag and drop the window into the space you want it.

- **Place the mouse pointer over the window you want to move.** Press Control and the corresponding number key of the space to which you want to move the window, or press the right or left arrow key to find the desired space. Release the keys to drop the window into its new space.

- **Drag the window you desire to move all the way to the edge of the screen, and hold it there for a moment.** Mavericks detects that you want to move the window to another space and automatically switches to the next space. When you get to the space to which you want the window moved, release the mouse or trackpad button.

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, click and hold the application icon in the Dock to open the shortcut menu. If you don't see the application icon, open it so the icon appears in the Dock.

Select one of the following options to assign an application to a space (or all spaces):

- **Assign the application to open in one assigned space.** Choose Options ⇨ This Desktop, as shown in Figure 1.20. The application now opens only in the assigned space.

- **Assign the application to open in all spaces.** Choose Options ⇨ All Desktops. When you open the application, it opens and is available across all the spaces you have in Mission Control.

1.20 Choose the space in which your applications are assigned to open.

- **Assign the application to open only in the space in which you are currently working.** Choose Options ⇨ None.

Managing Applications with Launchpad

Launchpad is an application launcher instantly familiar to folks who've used an iPhone, iPad, or iPod touch because of its obvious tie to iOS (the operating system used by those devices).

Launchpad displays all the apps installed on your Mac in full-screen mode, as shown in Figure 1.21.

Launching installed applications

Launching an application in Launchpad doesn't get much easier than this: Simply click the icon of the application you want to open. That's it!

If you don't see the application you want to open in the initial Launchpad window, it may be because you have so many applications installed that they cannot all fit into one window. If that's the case, notice the dots at the bottom of the Launchpad window (refer to Figure 1.21); these indicate that there is more than one Launchpad window. Swipe the trackpad or Magic Mouse with

two fingers to see the contents of the other Launchpad windows. You can also type the name of the application you're looking for in the Search window at the top of the Launchpad screen to quickly find it.

1.21 Launchpad affords a quick, easy solution to finding and launching applications.

Grouping applications with folders

You can group applications according to their type to help you organize them in the Launchpad window. For example, Launchpad automatically groups your utilities in a Utilities folder, as shown in Figure 1.22.

To group apps into folders, follow these steps:

1. **Click and drag the application you want to add to a folder on top of another application that you want to add to the same folder.**

2. **Drop the first application onto the icon of the second to create a new folder.**

3. **Click the name of the folder once to highlight it, and type a descriptive name.**

To access the applications in a folder, click the folder and then click the app icon to launch it. To remove applications from a folder, click the folder and drag the app icon from the folder to the Launchpad window.

1.22 In Launchpad, you can group similar applications into folders.