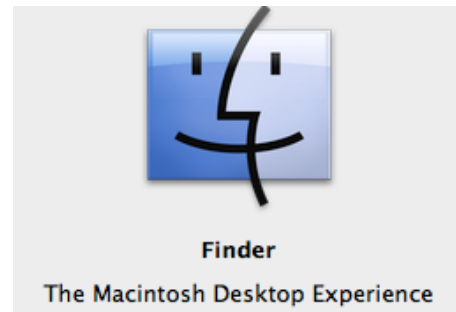


## What is the Finder?

[Show the Finder QT Movie on The Finder](#)

The Finder is an application to view, organize, find and manage everything on the Mac. It is the face on the left side of the Dock



When you Mac opens you see the Finder. The Menu Bar is at the top, and the Dock at the bottom, usually. In between is the desktop. In the upper-right corner of the desktop is the icon for your computer's internal disk, usually named "Macintosh HD".



**The Menu Bar.** On the far left is the Apple Menu, designated by the Apple logo. When you are in the Finder you will see the Apple logo. When when you are in another application you will see its name here. You can click the desktop anytime to get back to the Finder and the Finder Menu.



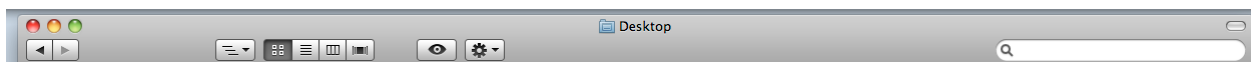
the Apple logo. When you name Finder next to the in another application you will

**The Dock.** By default, the Dock is at the bottom of the screen. You can move the Dock to either side of the screen and customize it in other ways. The Dock contains icons for applications, such as Mail, that you may use frequently. To open an application, click its icon.

If you click the Finder (smiling face) icon in the Dock, a window opens and you see the organization of the folders and files on your computer.

**The Desktop.** Most of the work you do on the desktop is in Finder windows, or in windows for applications you use, such as Mail or the Safari web browser. You can also work directly on the desktop. You can organize and customize windows and the desktop to create a comfortable working environment.

**The Internal Disk.** Your computer's internal disk is a storage device that contains the software and information used by your computer. You can organize your disk into partitions, check the amount of storage space you have, and perform other tasks.



## How Your Computer is Organized

### The Finder Window

What's on the **Top Bar (grey)**.

Red, yellow and green buttons.

Back and Forward arrows

The Four Views of the Finder

The Quick View "Eye"

Actions Window

Your current location is in the middle of the top bar

The Spotlight search window

The white "minimize/maximize" window

### The Sidebar

[Show the Apple video on the Sidebar](#)

**The Sidebar consists of Devices, Shared, Places and Search For**

Mac OS X organizes items on your computer in folders. Your internal disk, which is named "Macintosh HD," contains many important folders. To view the folders, double-click the **Macintosh HD** icon. Some of the folders are described below.

**IMPORTANT:** It is best not to rename or move the folders that came with your computer. Many of these folders have special uses and are necessary for your computer to function correctly. Do not attempt to rename your home folder.

### Places



#### 1 - Home

Your home folder has the same name as your user account, and is represented by a house icon when you are logged in to your account. It contains folders that hold your personal files, including your unique Desktop (which includes anything you keep on your desktop), Documents, Pictures, and more. These folders may also appear in the Finder window sidebar, if you choose to keep them there.

Your home folder has its own Library folder containing data specific to your account (such as Mail account information or certain preference settings). It also contains a Public folder for items you want to share with others.

#### 2 - Applications

This icon takes you to your applications, including Mail, iCal, Safari, and many others.

**3 - Desktop** Just what it says, it takes you to your Desktop.

#### 4 - Documents

This is a place where you can store your documents and folders

#### 5 - Utilities (May not be on all Sidebars)

This takes you to that Utilities Folder that lives within your Applications Folder.

This folder contains fonts, Internet plug-ins, and other items used by applications that are available to all users of your computer. Don't use this folder to store files and folders you create; instead, use the Documents folder or desktop.

### **Some Folders within your Home Folder**

Most Home folders will have these subfolders: Desktop, Documents, Downloads, Library, Movies, Music, Pictures, Public and Sites. Your Library Folder contains data specific to your account (such as Mail account information or certain preference settings). Unless you know what you are doing you should not play around with files and folders in your Library Folder. Your Pictures, Music, Music and other folders located in your Home Folder, make it easy to organize your files. For example, iTunes keeps any music files you add to your computer in the Music folder.

### **Devices**

Macintosh HD. Your Mac's hard drive and essential files live here. Unless you know what you are doing you should not work with anything in the System, System Folder or Library. For example the contains the Mac OS X operating system. You should not change the name or location of the System Folder or the items within it.

**Users** This folder contains the home folders of all the people who have user accounts on your computer. When you're logged in, the icon for your home folder looks like a house, and the other home folders have folder icons. If you log out and someone else logs in, that person's home folder changes to a house icon. The Users Folder folder also contains the Shared folder. Items in the Shared folder are available to anyone who has an account on the computer.

### **Search for**

We will discuss these folders at another time.

Remember you can create additional levels of folders to organize information as needed. This would usually be done in your Documents Folder

### **The Dock**

Most items on the Dock are aliases (PC users = Shortcuts) and can be safely thrown away. Items brought to the Dock are also alias, the original application, file or document stays in its original location. NOTE: You cannot remove the Trash or the Finder.

The Dock appears at the bottom of your screen, although you can move it to the right or left side if you prefer. The Dock provides quick access to applications, documents, and folders.

In Operating System OS X 10.5 and later folders in the Dock are called "stacks." A stack can be a handful of documents, a group of applications, or a set of folders—anything you need to access frequently. When you click a stack, it springs open in an arc (fan) or a grid, depending on the number of items. The Dock comes with a Downloads stack, which saves files you download from the Internet, a Documents stack, for quick access

to anything you keep in the Documents folder, and an Applications stack, to help you find applications easily.

### **Adding Items to the Dock**

To add a document or folder, drag its icon to the Dock, and drop it to the right of the Dock's separator line.

To add an application, drag its icon to the Dock, and drop it to the left of the Dock's separator line. Or, if the application is open, Control-click its icon in the Dock and choose Options > "Keep in Dock" from the pop-up menu.

### **Using the items in the Dock**

To perform various actions on an application in the Dock (such as opening or quitting the application or removing it from the Dock), Control-click the application's icon in the Dock, and choose an option from the menu that appears.

To just open an item, click its icon. You can also open a file that isn't in the Dock by dragging its icon to the Dock icon of the application you want to use to open the file.

### **Customizing the Dock**

To change the size or position of the Dock, or set other options, choose Apple menu > Dock > Dock Preferences.

### **Open Dock preferences**

To rearrange icons, drag them into the order you prefer.

To remove an item, drag it out of the Dock.

You can also change some Dock settings by Control-clicking the Dock's separator line and choosing an option from the menu that appears.

### **Customizing The Dock**

Under the Apple local in the Menu Bar select Dock. Options:

Turn Hiding On/Off

Turn Magnification On/Off

Position f, Boom, Right

### **Dock Preferences**

Size Slider

Magnification Slider

Position on Screen, left, bottom, right

Minimize windows using: Genie effect, Scale effect

Minimize windows into application icon

Animate opening applications

Automatically hide and show Dock. Use the mouse to bring back the Dock temporarily

## **Special features of the Dock**

The use of the Command-Option-D keys to temporarily hide and restore the Dock.

How to tell if an Application is running, unseen in the background. Look for the small white dot under the Application icon.

You can customize the Dock using the Control Key and the dotted line between “Programs” on the left and “everything else” on the right.

To change the size of the Dock position the cursor over the Dock’s divider line to get a double-headed arrow and drag up or down to enlarge or shrink the Dock.

Quick move of the Dock. Use the Shift key and the Mouse and click on the separator bar to move.

If you see a question mark on the Dock it is a broken Alias. Get rid of it.

Force Quit a running (but stuck) application. Control Plus the Option keys and click the icon you want to force quit.