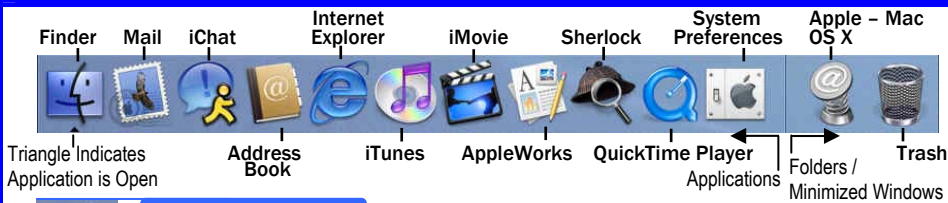


Mac OS X Dock At A Glance



Finder

File Management. Use to view contents of your disks, automatically sort items by name, type, date and other criteria (sort ascending or descending). This is also where files are renamed, new folders are created, items are backed up or shared or deleted, disks are mounted and ejected and CD's burned.



Mail

E-Mail Management. Manage, add, delete e-mail accounts; write letters, create templates, manage correspondence in files. Use Instant Messaging to send instant message to pre-selected list. Use Junk Mail Filter to filter spam automatically (or change appearance). Use <Ctrl> + Click on objects for menu.




iChat

Instant Messaging. Requires additional purchase of either AOL (to get AOL Instant Messaging – AIM) – or Mac.com (with many added Mac benefits). Use Rendezvous messaging to chat or exchange files over a network. NOTE – If using an AirPort or modem, keep Rendezvous message off to ensure security.



Address Book

Manage Contacts. Quickly sort, organize and contact multiple recipients by assigning them to Groups. Use Search to find a contact. Store phone numbers, company name, street addresses, notes and more. Click on the  "Add New..." button to add group or contact. Click on "Edit" to edit contact information.



Internet Explorer

Connect to the Internet. Handy Tabs help to organize Favorite sites, view History of recently visited Web Sites, use Search to find information, Use Scrapbook to easily copy images, and Page Holder makes following links (and staying on your page) a snap. Click Explorer, then Preferences, to customize.



iTunes

Manage Audio Files. Configure to have iTunes handle internet audio for better performance. If internet connection is through a phone line, make sure to have it "ask BEFORE connecting" to avoid call interrupts. Configure playlists, adjust audio preferences, even shuffle or repeat songs easily.



iMovie

Manage Video and Picture Files. Organize clips and create movies directly on your Mac! Create Still Frames, isolate Audio, Play Movies in Reverse, add new Clips at Scene Breaks, and export files to others via the internet, e-mail or burn to a CD and more. Click iMovie and then Preferences to customize.



AppleWorks 6

Document Creation and Management. Create Word Processing, Spreadsheets, Databases, Drawings, Paintings and Presentations easily. Use Assistants to create specialized documents, use and create document templates, Click the Web tab to get convenient updates and retrieve recent files quickly.



Sherlock

Powerful Internet Searches. Use Channels to find on the web: Sites, Pictures, Stock Quotes, Movie Times, Phone Numbers, Flight Times, Word Definitions (and translations), even Auctions and an easy KnowledgeBase for support for your Apple product. Click Sherlock, Preferences to adjust settings.



QuickTime Player

The Media Playback Standard. Video Files – and how they're played back – are controlled here. Loop, Open in New Player, find recently played media and more. Click QuickTime Player, Preferences: Then Player Preferences to set Playback and QuickTime Preferences to set how the Mac manages QuickTime.



System Preferences

Computer Settings Here. Make Adjustments to how the computer boots up, adjust Screen settings, Power Management, Hardware and Software settings and much, much more. Choose which OS starts up, easily update software, add a second monitor, change sounds, adjust dock, set language, lots more.



Apple – Mac OS X

When connected to the Internet, Click to be connected directly to the Apple – Mac OS X site. Here are updates, fixes, support, latest news and information, as well as new product availability. Click on the Support tab to find the latest product drivers and updates – and AppleCare for unparalleled support.



Trash

Delete Documents, Files, or Eject Disks. Click <Delete> on your keyboard to send a file to the Trash. To quickly eject a CD or other removable media, click and drag it to the Trash (which will change to an Eject icon.) To empty the trash quickly, click and hold on the icon and a balloon will offer to empty trash.

DeskCardHints

OS X Appearance

Change Dock Preferences by Clicking Apple, then System Preferences, then Click the Dock icon. Here size, magnification, animations and more can be changed. Quickly resize Dock by: Click and Drag Vertical Divider Bar up or down **OR** press <Option> key to jump to standard or non-interpolated sizes.

Change Views in Finder Windows to Suit the computer user's preference:



Icon List Column

- **Icon** – displays contents as small or large icons
- **List** – displays contents as a sorted list – Click on List Headers – Name, Date, Size, etc. to sort by that criterion. Click again to toggle between ascending/descending sorting (triangle indicator).
- **Column** – displays contents with format showing currently selected disk or folder and items within.

Customize Stickies for Easier Finding: Make finding Work "Stickies" (like those ubiquitous sticky notes all over your desk right now) easier. Try making Work Stickies Yellow, Personal Stickies Blue, Family Stickies Green and so on. Click Color on the Menu Bar to change color for current note. You can also adjust font type (Click Note on the Menu Bar), check spelling and search across multiple notes.

OS X Performance

Clean Up Mailboxes Automatically by having Mail automatically (and permanently) remove deleted items. To Set, Click Preferences from the Mail menu, then Click Accounts. Select desired account and Click Edit, then Click the Special Mailboxes tab. Choose interval for removing deleted messages. NOTE: Once deleted messages folder has been emptied those messages CANNOT be recovered.

To Easily Change a User Password Login as Administrator. Choose Apple Menu from the Menu Bar and Click System Preferences. Click View, then Users. If the locked button appears locked, click it. Select the User Name whose password you wish to change. Click Edit User. Delete current password (or type in password if requested), then enter new password in Password and Verify fields. Click OK.

Use the Go Menu to Quickly Navigate: Click Go on the Menu Bar, and on the drop-down Menu:

- **Back** – opens parent folder for current window.
- **Forward** – return after pressing Back
- **Computer** – opens top level window of the Mac
- **Home** – opens current user's home folder
- **iDisk** – offers storage over the internet (.Mac)
- **Applications** – opens installed OS X applications
- **Favorites** – opens submenu of favorite locations
- **Recent Folders** – opens a submenu of recently opened folders
- **Go to Folder...** – lets user open any folder computer has access to
- **Connect to Server...** – enables user to open a server accessible via network.

Keyboard & Mouse Shortcuts

Quit Application	<⌘> + <Q>	Open Application Folder	<⌘> + Click
Logout	<⌘> + <Shift> + <Q>	Toggle to Application	<Option> + Click
Cycle Open Applications	<⌘> + <Tab>	Minimize All & Switch to New Application	<Option> + <⌘> + Click
Reverse Cycle Open Applications	<⌘> + <Shift> + <Tab>	New Finder Window	<⌘> + <N>
Hide / Show Dock	<⌘> + <Option> + <D>	Open File	<⌘> + <O>
Cut Item	<⌘> + <X>	Close Window	<⌘> + <W>
Copy Item	<⌘> + <C>	Show Info	<⌘> + <I>
Paste Item	<⌘> + <V>	Show Original Info	<⌘> + <R>
Select All	<⌘> + <A>	Add To Favorites	<⌘> + <T>
Undo / Redo	<⌘> + <Z>	Move to Trash	<⌘> + <Delete>
Duplicate File	<⌘> + <D>	Eject Disk	<⌘> + <E>
Make Alias	<⌘> + <L>	Menu Back	<⌘> + <[>
View / Hide Toolbar	<⌘> + 	Menu Forward	<⌘> + <]>
View As Icons	<⌘> + <1>	Computer Directory	<⌘> + <Shift> + <C>
View As List	<⌘> + <2>	Home Directory	<⌘> + <Shift> + <H>
View As Columns	<⌘> + <3>	Go to iDisk	<⌘> + <Shift> + <I>
Show View Options	<⌘> + <J>	Favorites Directory	<⌘> + <Shift> + <F>
Find	<⌘> + <F>	Applications Directory	<⌘> + <Shift> + <A>
Show / Hide Finder	<⌘> + <H>	Go to Folder	<⌘> + <Shift> + <G>
Empty Trash	<⌘> + <Shift> + <Delete>	Connect to Server	<⌘> + <K>
Open Parent Folder	<⌘> + <↑>	Minimize Window	<⌘> + <M>
New Folder	<⌘> + <Shift> + <N>		
Mac Help	<⌘> + <?>		

System Preferences



Show All	Restores View to main System Preferences Screen
Displays	Change Screen Settings (Default Recommended)
Sound	Change Default Sound Settings and input Devices
Network	Controls Network Settings and Modem Preferences
Startup Disk	Control which Installed OS or Network will load at Startup
Personal	These settings, when adjusted, affect settings for current computer user only. Desktop, Effects, Dock Preferences and more can be set here.
Hardware	Set Hardware Configuration preferences such as how computer responds to inserted disks, conserves power, manages displays and more here.
Internet & Network	Control how computer connects to the internet, use iDisk to make backups, control network access to your drives and files and more here.
System	Manage Accounts, Startup Preferences, automatic Software Updates and more. These settings affect ALL users (requires Administrator privileges.)

TheHelpDesk

Understanding Disk Organization

Once the Hierarchical Filing System (HFS) is understood, finding and sharing files, applications, etc. is easier. At the top level is the Computer Level Window. Click the Computer icon found in the toolbar of any finder window. This shows the computer drive and any other accessible drives or networks. The next level down is the computer's hard disk. Open by clicking the Drive icon found in the computer icon window or desktop. OS X App's are contained in **Applications**. **Applications (Mac OS 9)** holds applications that run under the classic environment. **System** and **Library** contain the OS X system files. **Users** contains individual folders for each user, as well as a **Shared** folder. **System Folder** contains OS 9.x system files for running the classic environment. **Documents** contains documents you saved before upgrading to OS X. **Desktop (Mac OS 9)** contain OS 9.x desktop items.

To Share A Document or Other Item place it in the "Shared" folder, rather than the User's folder (only Administrators have access to all folders). Install new OS X-compatible applications in Applications and OS 9.x-compatible in the Applications (Mac OS 9) folder.

Use Disk Utility to Repair and Improve Disk: Click Drive, Open Applications, Open Utilities and Click Disk Utility. Choose Disk to Repair or Verify. To Verify or Repair the Startup Disk, boot up from the Mac OS X Install CD and verify the disk using Disk Utility from the Installer Apple Menu.

Remove Items by Sending to Trash: Drag item, then Empty trash by holding down the mouse button over the basket and selecting Empty. Until Trash is emptied, items may be recovered and restored. NOTE: Dragging a drive (CD, Floppy, etc.) to the trash won't erase it – only unmount (eject) it.

Folders Organize Files (and other Folders) to better organize – or your hard drive will become like a filing cabinet without any folders in it – only paper! Create a new folder by pressing <⌘> + <N> and a new, untitled folder will appear in the active window.

Easily Copy or Move Icons: to quickly copy an icon, select it and Click Edit on the Menu Bar and then Copy. Click on the Desktop or any other Folder where copy is desired and Click Edit on the Menu Bar and then Paste. The copy is pasted. To move an item within the same disk, simply click and drag the item to its new location. To copy an item onto a different disk, simply click and drag it to a new disk.

Neatly Arrange Icons in Icon View by opening window that needs cleaning, Click View on the Menu Bar and Click Clean Up. Icons can also be arranged by name, date modified or other factors by Clicking View, Arrange and choosing the desired method.