

Dashboard and Widgets

These items were extracted from Mac Help Files

From the Finder, Open the Help Menu.

Enter the Word Dashboard

These topics are all available there.

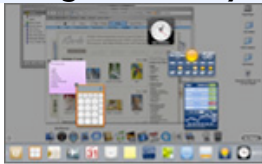
This extraction file is provided to include this information in one file :>)



Discover Dashboard

Your Dashboard is a convenient way to access helpful applications called "widgets." A widget might provide information from the Internet or perform simple tasks.

Widgets when you need them



Dashboard is all about convenience. You can show or hide Dashboard with the click of a mouse, and you can choose which widgets you want to see or use.

Some widgets provide quick information such as definitions or stock quotes, and others help you with everyday tasks. For example, you can browse through songs on an iTunes playlist, find a contact in your Address Book, or jot down a quick reminder on a Stickies note without having to open multiple applications or manage a lot of open windows on your desktop.

A terrific group of widgets are included with Mac OS X, and you can download additional widgets for your collection from the Dashboard website.

- [Mac OS X Dashboard widgets](#)
- [Download more widgets](#)

Organize and Customize



Click the Dashboard icon in your Dock to open Dashboard. To see your collection of widgets, click the Open (+) button to reveal the Widget Bar at the bottom of your screen. You can easily organize your favorite widgets on your Dashboard by dragging them where you want them.

You can also open more than one of any widget, and certain widgets may have features you can customize. For example, you can change the note color or font on a Stickies note or use more than one World Clock to keep track of the time in different cities.

When you want to put a widget away, click its close button (if you don't see one, press the Option key and move your pointer over the widget). Click on the Desktop to dismiss Dashboard.



Customizing a Dashboard widget

Certain widgets may have a variety of features you can customize. For example, in a Stickies note, you can change the font style or color of the note.

- To find out if a widget has options you can customize, move your mouse over the widget. Widgets you can customize will have a small Info (i) button in one corner.
-
- Click the Info (i) button to reveal settings you can change.

Features in a specific widget vary depending on the widget's purpose. You may see search fields, places to type text, Back and Forward buttons, or other interactive elements. Explore each widget to find out more about what it can do.



Downloading and installing additional widgets

Mac OS X comes with a number of widgets already installed. If you are connected to the Internet, you can download additional widgets.

1. Click the Dashboard icon in the Dock or press the F12 key to open Dashboard.
2. Click the Open (+) button to reveal the widget bar.
3. Click Manage Widgets to open the Widgets Dashboard widget.
4. Click More Widgets to go to the Dashboard Widgets website.
5. Follow the instructions on the website to select and download the widget you want.

6. When the Widget Installer opens, click Install. If the installer doesn't open automatically, go to where you download files on your computer and open the widget. If the file is archived (for example, the name includes the ".zip" extension), you'll first need to open the archive to retrieve the widget.
7. Click Keep to keep the widget. You can use the widget before you decide whether to keep it. If you decide not to keep the widget, click Delete to delete the widget from Dashboard and move the widget to the Trash.

You can also access the Dashboard Widgets website by Control-clicking the Dashboard icon in the Dock and choosing More Widgets from the contextual menu that appears.

When you install a widget you've downloaded, the widget is moved to the Widgets folder in your home Library folder.

If the Widget Installer doesn't open automatically when you download a widget, you may want to change your browser preferences. For more information about making this change in Safari, choose Help > Safari Help, and search for "downloading files."

If you close Dashboard without choosing Keep or Delete, Dashboard keeps the widgets for you.

You can find even more Dashboard widgets by searching the Internet. **As with any software available on the Internet, make sure you trust the source before you download and install a widget on your computer.**



Making widgets available to all users

If you are an administrator user, you can make Dashboard widgets that you've downloaded available to all users of the computer.

To make a widget available to all users:

Move or copy the widget to the Library/Widgets folder on your hard disk (not the Library folder in your home folder).

To delete the widget from everyone's Dashboard, remove the widget from the Library/Widgets folder. You must be an administrator of the computer to do this.

Warning: The Library/Widgets folder is where the standard Mac OS X widgets are located. If you delete a widget that came with Mac OS X, you may need to reinstall Mac OS X in order to reinstall the widget.



Managing widgets

The Widgets Dashboard widget lets you disable or enable widgets to hide or show

them in the widget bar; remove widgets that you've installed in Dashboard; and open the Dashboard Widgets website to download and install additional widgets.

To open the Widgets Dashboard widget:

1. Open Dashboard.
2. Click the Open (+) button to reveal the widget bar.
3. Click Manage Widgets.
4.
 - To disable a widget, deselect the checkbox in front of the widget's name.
5. All open copies of the widget are closed and the widget is removed from the widget bar.
6.
 - To enable a widget again, select the checkbox in front of the widget's name.
7. The widget appears in the widget bar.
8.
 - To remove widgets that you've installed in Dashboard, click the Remove (-) button after the widget's name.
9. The widget is deleted from Dashboard and the widget is moved to the Trash. You cannot remove the standard Mac OS X widgets that come with Dashboard.
10.
 - To open the Dashboard Widgets website to download and install additional widgets, click the More Widgets button.

You can also open the Widgets Dashboard widget by clicking it or by dragging it from the widget bar. The Widgets icon is always the first icon in the widget bar.

When you choose "Sort by Date" in the pop-up menu at the top of the Widgets Dashboard widget, widgets appear in the order in which they were installed, with the most recently installed widget at the top.

To close the Widgets Dashboard widget, click the Close (x) button.

**Removing widgets**

If you've downloaded and installed additional widgets in Dashboard, you can later remove them.

1. Open Dashboard, then click the Open (+) button to reveal the widget bar.
2. Click Manage Widgets to open the Widgets Dashboard widget. Widgets that can be removed have a red Remove (-) button after their names.
3. Click the Remove (-) button to remove the widget.
4. Click OK to confirm that you want to move the widget to the Trash.

You cannot remove the standard Mac OS X widgets that come with Dashboard, only widgets that you've added.



Setting a hot corner for Dashboard

A "hot corner" lets you activate a feature by moving your pointer into the corner of your screen. You can specify a hot corner for Dashboard in the Dashboard & Exposé pane of System Preferences.

1. Open System Preferences and click Dashboard & Exposé.
2. In the Active Screen Corners section, choose Dashboard from the pop-up menu next to the screen corner you want to use.

You can also set hot corners for Exposé or Screen Saver features in the Dashboard & Exposé preference pane.



Setting a hot corner for Dashboard

A "hot corner" lets you activate a feature by moving your pointer into the corner of your screen. You can specify a hot corner for Dashboard in the Dashboard & Exposé pane of System Preferences.

1. Open System Preferences and click Dashboard & Exposé.
2. In the Active Screen Corners section, choose Dashboard from the pop-up menu next to the screen corner you want to use.

You can also set hot corners for Exposé or Screen Saver features in the Dashboard & Exposé preference pane.



Using Dashboard

Mac OS X comes with several widgets already installed, including a calculator, calendar, address book, and more. You can download and install more widgets from the Internet.

To use Dashboard:

1. Click the Dashboard icon in the Dock or press the F12 key to open Dashboard.
2. You can change the keyboard shortcut for Dashboard in the Dashboard & Exposé pane of System Preferences.
3. If you have a Mighty Mouse, you can assign a mouse button to open Dashboard. (The mouse comes configured with the scroll-ball button set to open Dashboard.) You can configure the mouse buttons in the Mouse pane of Keyboard & Mouse preferences or in Dashboard & Exposé preferences. (In Dashboard & Exposé preferences, Button 3 refers to the scroll-ball button and Button 4 refers to the pair of side buttons of the Mighty Mouse.)
4. Click the Open (+) button to reveal the widget bar and access your widgets. Click the Close (x) button to hide the widget bar.
5. To open a widget, click its icon or drag it out of the widget bar. Use the arrow buttons on the widget bar to see other available widgets. You can leave widgets open for quick access or click a widget's Close (x) button to put it away. If you don't see a Close button, press the Option key and move the pointer over the widget you want to close.
6. To return to your desktop, press the F12 key or click the desktop.

To use some widgets, you must be connected to the Internet.

You can display several widgets in Dashboard at once. You can also display more than one of the same widget. For example, you might want to use several World Clock widgets, each showing the time in a different city. Drag widgets to organize them on your screen.

To enable or disable widgets, remove widgets that you've installed, or open the Dashboard Widgets website to download additional widgets, click the Manage Widgets button when the widget bar is open.

To display Dashboard for just a moment, press and hold the F12 key until you're done. (Note: This method won't work if your computer uses the F12 key to eject a disc.)

To change the keyboard shortcut for displaying Dashboard, open Dashboard & Exposé preferences.



Using the Address Book widget

The Address Book widget provides easy and instant access to the contacts in your Address Book.

1. Open the Address Book widget in Dashboard.
2. Use the Back and Forward buttons to browse through contacts.
3. Type in the search field to search for contacts.
4. To add new contacts, click the red button at the bottom of the widget to open the

Address Book application.

Use the Address Book application to manage contact information for friends, family, coworkers, and more.



Using the Business widget

Use the Business widget to look up addresses and phone numbers of local businesses in many cities in the United States.

1. Open a Business widget in Dashboard.
2. Choose a business category from the pop-up menu, type a complete or partial business name in the Search field, and then press Return.
3. Click the arrow buttons to view the next or previous set of results.
4. To view more information, you can do the following: Click the address to view a map in your web browser. Click the phone number to display it in a larger format on your screen. Click the business name to view more information. Click the Add (+) button to add the business to your address book.

To change the current city, click the Info (i) button and type new information in the "City, State:" field.

Use the "Items per page" pop-up menu to change how many results are listed.

You must be connected to the Internet to look up information using the Business widget.



Using the Calculator widget

Dashboard provides a Calculator widget available at the touch of a key. You can perform simple calculations quickly, and memory functions are available.

1. Open the Calculator widget in Dashboard.
2. Use your mouse or the numeric keypad on your keyboard to perform calculations.

For a fully functional calculator with options including a scientific mode, programmer mode, and printable Paper Tape window, use the Calculator application included with Mac OS X.



Using the Calendar widget

The Calendar widget conveniently displays the current date and monthly calendar.

1. Open the Calendar widget in Dashboard.
2. Click the large date display to show or hide the monthly calendar.
3. When the monthly calendar is visible, click the left or right arrow next to the month to go to the previous or next month.
4. To go back to the current day, click the name of the month.

For more extensive personal calendar and datebook features, use the iCal application included with Mac OS X.



Using the Dictionary widget

The Dictionary widget is a fast, convenient way to search for words.

1. Open the Dictionary widget in Dashboard.
2. Type a letter, word, or phrase in the search field and press Return. The closest matching entry is displayed.
3. Click Dictionary to view the definition for a word, or click Thesaurus to see information about related words.
4. Click the Index letter button to see a list of more words for that letter.
5. Use the Back and Forward buttons to see previously viewed items.

To change the size of the font in the Dictionary widget, click the Info button (i) in the lower-left corner of the widget, then use the pop-up menu to choose the font size.

For additional word-finding features, use the Dictionary application in Mac OS X.



Using the Flight Tracker widget

The Flight Tracker widget lets you quickly get information about flights for specific airlines or destinations.

1. Open the Flight Tracker widget in Dashboard.
2. Use the pop-up menus to help identify the flight you want to find. You can choose the airline, departure city, and arrival city.
3. Click Find Flights.
4. Select a flight and click Track Flight to see a map and flight information. You can

click the map to zoom in or out.

You must be connected to the Internet in order to look up flight information.
Current flight information may be delayed up to 30 minutes.



Using the iTunes widget

You can use the iTunes widget to browse and play songs in your favorite iTunes playlist.

1. Open the iTunes widget in Dashboard.
2. Press Play to begin playing music. Click Pause to stop.
3. Drag the click wheel to adjust the volume.
4. Click the Forward or Back double-arrows to skip to the next or previous song.
5. Shuffle songs or repeat the current playlist by clicking the icons on either side of the time display.
6. Drag the progress indicator to rewind or fast-forward through the current song.
7. To change the playlist, click the Info (i) button and make your selection.

Use the iTunes application to change playlists and access the iTunes Music Store to download more music.

See also

[Dashboard](#) and [iTunes](#)



Using the Stickies widget

Keep notes and reminders handy with the Stickies widget.

1. Open the Stickies widget in Dashboard.
2. Click the widget, then type your note.
3. To customize the color, font, and font size for the note, click the Info (i) button.

Sticky notes in your Dashboard remain available until you close them. You can copy and paste items in sticky notes, but you cannot save your notes.

For a wider range of features, you can use the Stickies application included with Mac OS X. You'll find it in your Applications folder.

See also

[Dashboard](#)

**Using the Stickies widget**

Keep notes and reminders handy with the Stickies widget.

1. Open the Stickies widget in Dashboard.
2. Click the widget, then type your note.
3. To customize the color, font, and font size for the note, click the Info (i) button.

Sticky notes in your Dashboard remain available until you close them. You can copy and paste items in sticky notes, but you cannot save your notes.

For a wider range of features, you can use the Stickies application included with Mac OS X. You'll find it in your Applications folder.

See also

[Dashboard](#)

**Using the Stickies widget**

Keep notes and reminders handy with the Stickies widget.

1. Open the Stickies widget in Dashboard.
2. Click the widget, then type your note.
3. To customize the color, font, and font size for the note, click the Info (i) button.

Sticky notes in your Dashboard remain available until you close them. You can copy and paste items in sticky notes, but you cannot save your notes.

For a wider range of features, you can use the Stickies application included with Mac OS X. You'll find it in your Applications folder.

See also

[Dashboard](#)



Using the Translator widget

The Translator widget can help you quickly translate words or phrases from one language to another. You have over a dozen different languages to choose from.

1. Open the Translator widget in Dashboard.
2. Choose the starting language from the "Translate from" pop-up menu.
3. Choose a different language from the "To" pop-up menu.
4. Type the word or phrase you want to translate in the upper text field. The translation appears in the lower text field.
5. Click the Switch button to reverse the translation from the second language to the first.

Translator is automatic and works best with brief, simple text that uses proper spelling and grammar. Mistakes or complex wording may result in inaccurate translations.



Using the Unit Converter widget

With Unit Converter, you can quickly calculate equivalent values for a variety of sizes and measurements. For example, you can find out how miles equal 500 kilometers.

1. Open the Unit Converter widget in Dashboard.
2. Choose a category (such as Length) from the Convert pop-up menu.
3. Choose a measurement (such as Miles) from the left pop-up menu, and choose a different measurement (such as Kilometers) from the right pop-up menu.
4. Type a value for one of the measurements in the text field, and the equivalent value will appear beneath the other measurement.

To convert currency values, you must be connected to the Internet.



Using the Weather widget

The Weather widget lets you check the current weather in many cities around the world. You can also view a 6-day forecast.

1. Open the Weather widget in Dashboard.
2. Click large weather icon at the top of the widget to show or hide the 6-day forecast for the current city.

3. To customize information displayed, click the Info (i) button
4. To change the city, type the city, city and state, or zip code in the text field and press Return. Then, choose the city from the list of results and press Return.
5. Choose either Fahrenheit or Celsius temperature from the Degrees pop-up menu.
6. If you want to see low temperature predictions in the forecast, select "Show 6-day lows."
7. When you are finished, click Done.
- 8.

You must be connected to the Internet in order to get weather information.

To open the AccuWeather.com website showing a detailed weather forecast for the current location, click the city name on the widget.



Using the World Clock widget

Need to keep track of the time here, there, or anywhere? You can display one or more clocks in Dashboard to show the current time in your favorite cities across the globe.

1. Open the World Clock widget in Dashboard.
2. To display a different city, click the Info (i) button. Choose a continent and then a city from the pop-up menus.
3. Click Done to finish.

To set the clock for your computer, use the Date & Time pane in System Preferences.

See also

[clock Dashboard](#)



What is a widget?

Widgets are fun, useful mini-applications that help you do everyday tasks. Dashboard comes with many widgets already installed. If you are connected to the Internet, you can download additional widgets.

Some widgets (such as Address Book) are linked with their full-featured applications in Mac OS X and let you quickly access essential information. With other widgets (such as Weather), you have information at your fingertips without having to open a web browser or other application.

See also

[widgets Dashboard](#)

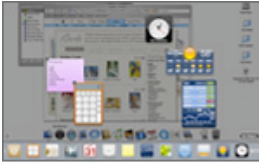
Dashboard



Discover Dashboard

Your Dashboard is a convenient way to access helpful applications called "widgets." A widget might provide information from the Internet or perform simple tasks.

Widgets when you need them



Dashboard is all about convenience. You can show or hide Dashboard with the click of a mouse, and you can choose which widgets you want to see or use.

Some widgets provide quick information such as definitions or stock quotes, and others help you with everyday tasks. For example, you can browse through songs on an iTunes playlist, find a contact in your Address Book, or jot down a quick reminder on a Stickies note without having to open multiple applications or manage a lot of open windows on your desktop.

A terrific group of widgets are included with Mac OS X, and you can also download additional widgets for your collection from the Dashboard website.