



Note: The following descriptions and illustrations are were made using OS 10.4 Tiger. They are generally also applicable to people using Mac OS 10.5 Leopard.

THE Finder and the Desktop

The Finder

The Finder is the Software Program that is always running in the background in Mac the Mac OS. It is always available to help you find and use everything on your system. The Finder is the primary way of accessing organizing and managing all of the files and applications.

The Desktop

The main feature of the Finder is the Mac OS X User Desktop. The Desktop is graphically depicted like a desk in an office where you would sit to work. You can place files or folders containing items such as things that you have downloaded from the Internet, or almost anything else that you use on your computer on the Desktop. The Desktop is a good temporary storage place for items that you are currently using. It is up to you whether you leave things on the Desktop, or file things away in order to maintain a neat working environment. The Finder creates an organized and simple way of maintaining an orderly filing system.

The Desktop is a screen view that contains four key pieces of the MAC Finder

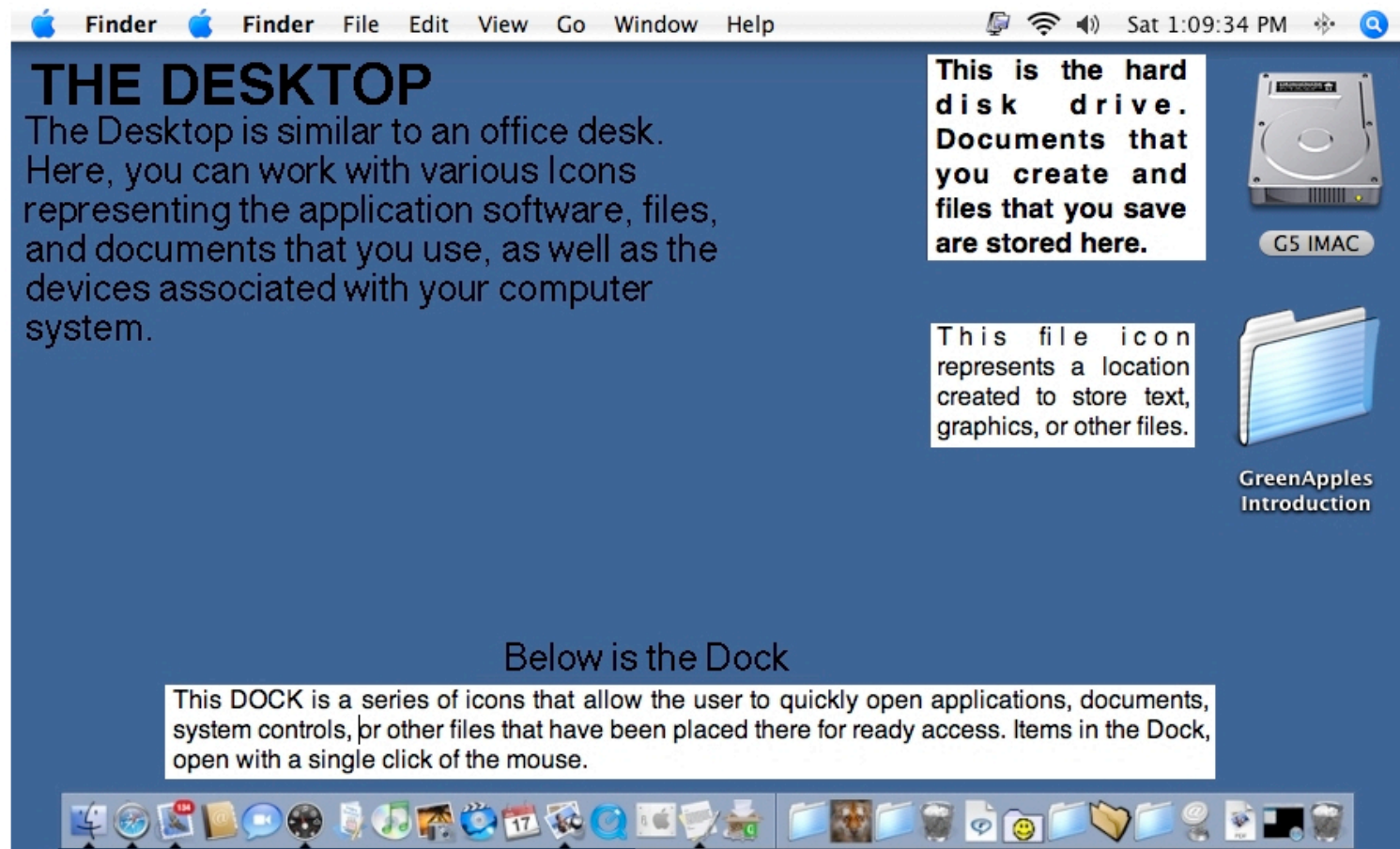
- **Volume Icons** such as the Hard Disk Default to the upper right hand corner of the screen. File Icons include both file folders or document icons that have been left on the Desktop or in other Finder Windows.
- **The Dock** In OS X appears at the bottom of the screen, by default. However the user may move the Dock to the left, or the right side of the screen. The user may also choose to "Hide the Dock" from view. This leaves additional screen "real estate" available to use for other purposes.



This Dock is the Default that is displayed when OS X Software is first installed

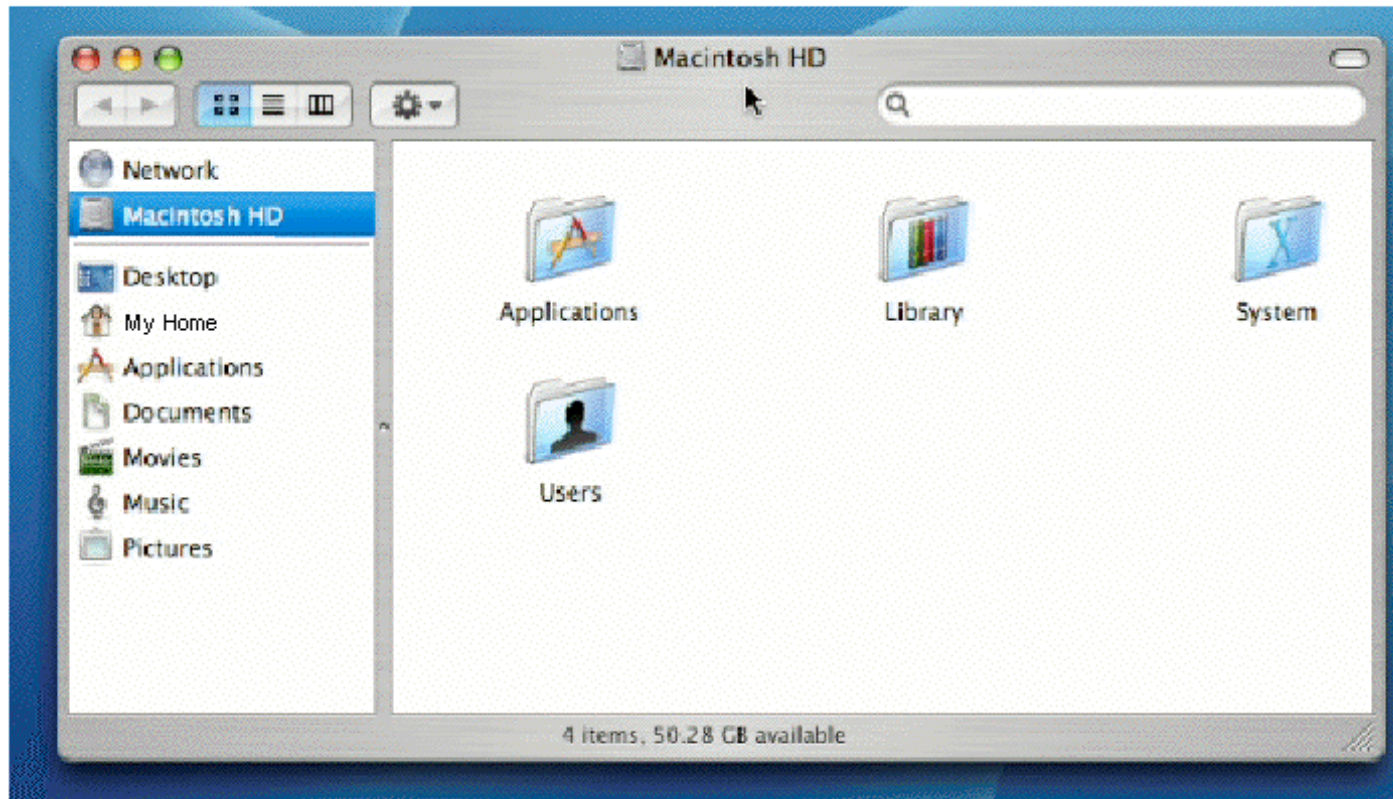
- **The Menu Bar** is located the the top left side of the screen. The menu bar may contain different options depending upon the software being used. (See Menu Bar detail illustrations below.)
- **The Other Tools Located at the right end of the Menu Bar** are some icons for such things as the Clock and date. Other items may appear there also depending upon how certain preferences are set up. Spotlight was first introduced in OS 10.4. We will discuss this powerful new search tool in depth.

The main screen that appears when a Mac is started up is the Desktop.



Finder Windows - Opening a Finder Window is like opening a drawer in a filing cabinet. A Finder Window may be opened in various ways. One way is to double click on the Hard Drive icon, located in the upper right corner of the screen (See Desktop illustration above).

Finder Window in "Icon View"



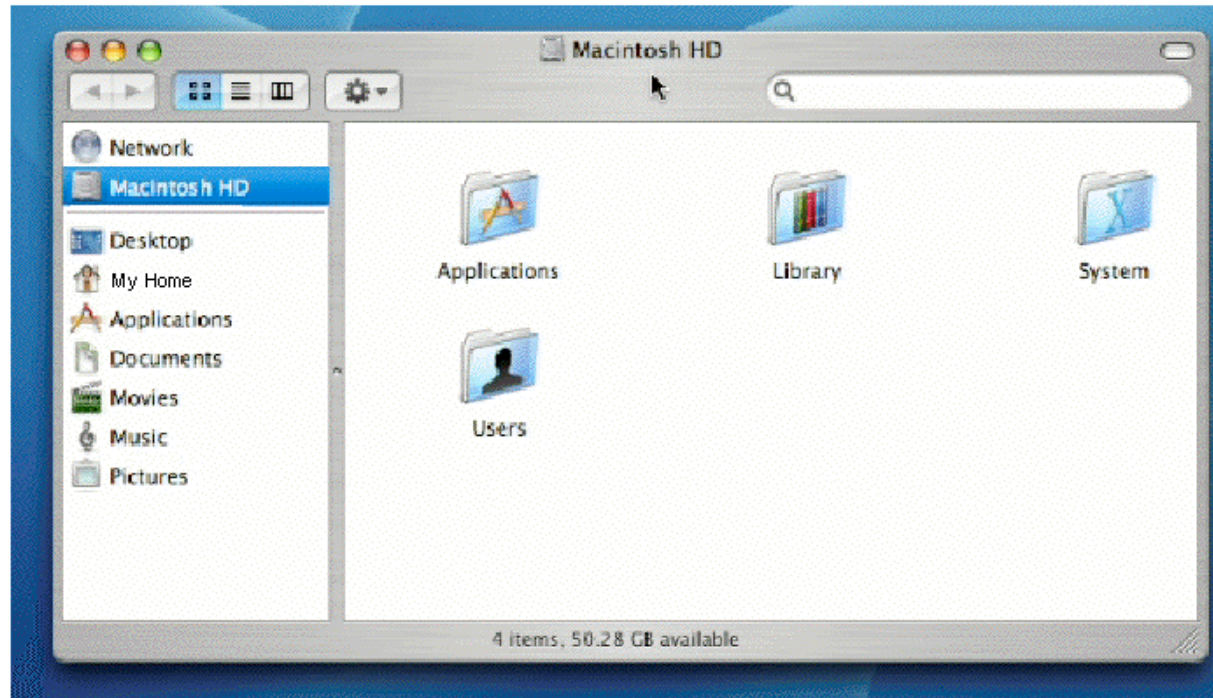
The Sidebar

Contents of the Hard Drive Folder Window.

The area in the right side of the window shows the contents of the Hard Drive folder. The four folders are labeled to indicate the content of each.

The area on the left side of this window is the SideBar. It has much smaller icons than the icons in the "contents side of the window. The Sidebar is divided into two sections. In this illustration, the upper section has two icons. The top icon represents the Network connection. The icon labeled Macintosh Hard Drive (at the top of the window) represents this computer's Hard Drive.

Finder Window in "Icon View"



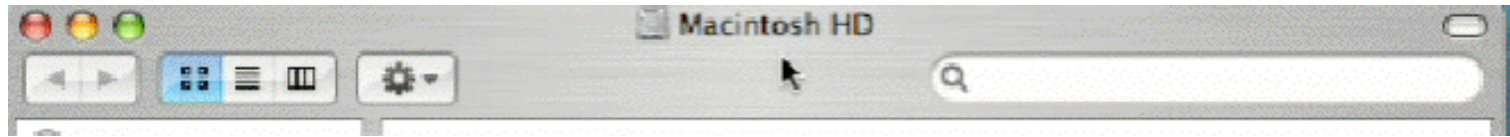
The Sidebar

Contents of the Hard Drive Folder Window.

Below the Separator Line is seven more icons, each representing a Directory for each of the named icons. In this case, the icons are the default Directories for Mac OS X.

These icons are not the actual files or folders. They are a shortcut (alias) that provide quick access to things that you use frequently. The Sidebar can be customized to suit each user.

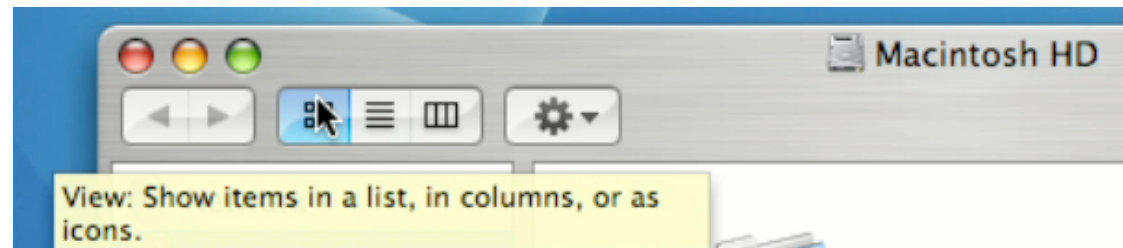
Note the "Desktop" icon in the Sidebar. If you click on this icon, you will see a "Directory" folder of everything that is present on the Desktop. This is another example of a Finder Window.



Above the Sidebar is a Toolbar Area

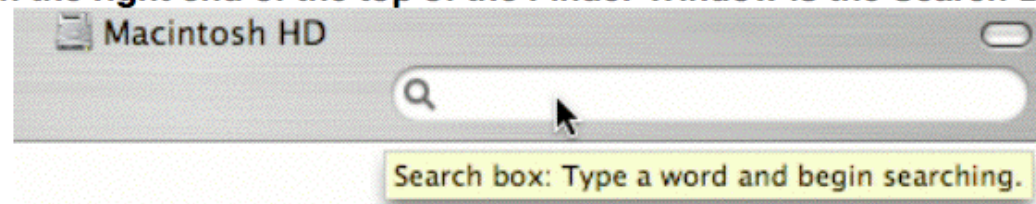
Below, the two arrows are grayed out and unavailable for use, that we will discuss later. All of the other tool icons are bold, and are available for use.

This is the top left side of the Finder Window.



By holding the mouse over an icon, a tool tip appears describing what each tool does.

On the right end of the top of the Finder Window is the Search Box.



If you hover the cursor over the box it shows this instruction.

MENU BAR

The Menu Bar is located next to the Blue Apple Icon at the very top of the screen. The Menu Bar lists each of the pull-down menus that are associated with the application that is currently active. The Menu Bar is always available, and some menu items are always present. However, the columns may vary in different software applications.

When the application Finder is the active application, the following Menu items are in it's Menu Bar. Finder File Edit View Window Help

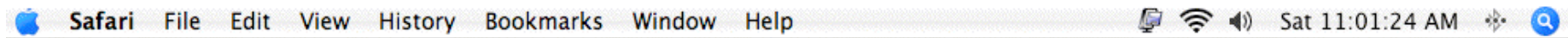
Pressing the mouse on a menu bar item makes its pull-down menu appear. To access an item in the menu, continue to press the mouse and drag the cursor down to the desired item, then release the mouse.

Compare the Menu Bars below. Notice the consistency in each Bar.

FINDER MENU BAR MAC OS-10



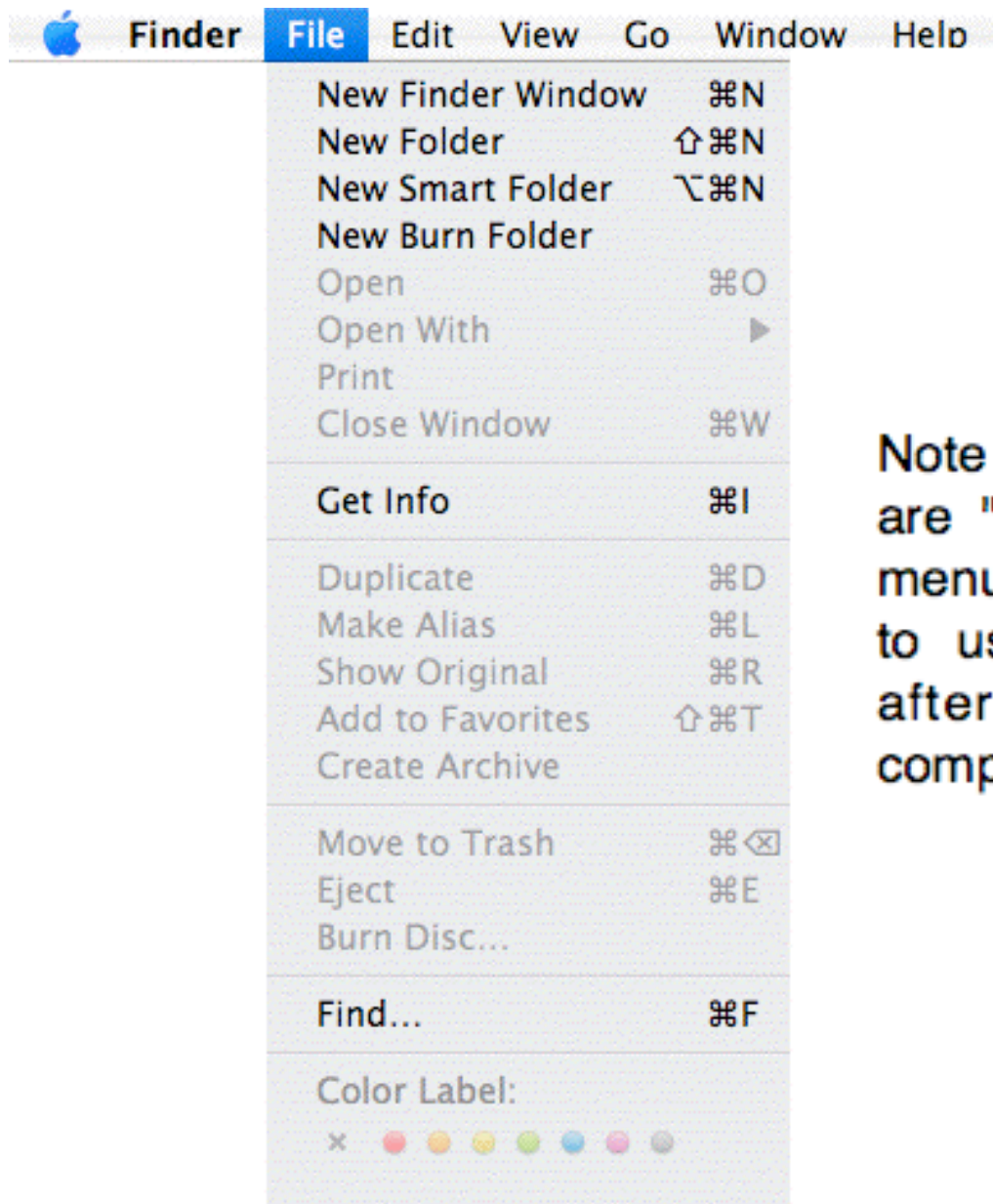
SAFARI MENU BAR MAC OS-10



TextEdit MENU BAR MAC OS-10



This illustrates the File drop-down menu in the Finder.



Note that some of the items are "grayed" out. Grayed out menu items are not available to use. Items may be available after some processes are completed.

The Macintosh Operating System (Mac OS).

Simply defined: The system software is the series of applications, controls, and related files that are required for any computer to start-up and operate. System software recognizes and controls the user software that performs the tasks for the computer user.

Icons

Icons are the graphic images on the screen that allow the user to visually navigate between various software applications and files to in order to operate the computer. This is done thru the use the user's mouse.

Mouse

- A pointing device that is used to move a cursor on the computer screen, and make various operations possible such as typing, drawing, editing text and/or graphics, opening and closing files, and giving other commands.**
- The original wire connecting it to the computer or keyboard looked like a mouse's tail. The mouse has a button which the user clicks or holds down to select on-screen items with the cursor.**
- Some mouse models have more than one button.**

A Two-Button Mouse allows the user to perform other functions that would otherwise require pressing another key on the keyboard.

Mouse Clicking

The mouse is used in different ways depending on the action that is desired.

Single Click

Some actions only require a single click of the mouse.

- To open an item associated with any icon located in the Dock.
- To activate the name of a file so that it can be renamed you click on the file icon and then press the return-key on the keyboard. The file name is highlighted so that the file can be renamed using the keyboard.
- You can also open Menu's by single clicking on the Menu column that you need. You can then "mouse down" to the desired action and single click the menu item that you want. (See MENU above)

Double Mouse Click

Opening an application, document, graphic or file icon located on the Desktop or in a File Folder requires two quick clicks of the mouse.

Click and Drag - Moving an Item to another Location

The mouse is also used to move icons representing items, from one location to another. For example, icons, located on the Desktop, can be moved to a file folder, to the user's hard drive on the computer, or to other storage devices.

This is done by using the mouse, move the cursor (pointer) on the screen until is directly over the icon to be moved. Press and hold-down the mouse button and drag the icon to its new location. Release the mouse button to complete the move action.

Double Mouse Click

Opening an application, document, graphic or file icon located on the Desktop or in a file folder requires a double click (**two quick clicks**) of the mouse. The double click speed is adjustable in the System Preferences window.

Click and Drag - Moving an Item to another Location

The mouse is also used to move icons representing items, from one location to another. For example, icons, located on the Desktop, can be moved to a file folder, to the user's hard drive on the computer, or to other storage devices. This is done by using the mouse, move the cursor (pointer) on the screen until is directly over the icon to be moved. Press and hold-down the mouse button and drag the icon to its new location. Release the mouse button to complete the move action.



Colored Radio Buttons in Finder Windows

There are three colored Radio Buttons located at the top left side of most Finder and many document windows. They do not normally have a symbol inside the button. But when you hover the cursor near them, symbol appears on each button. (See below).



These buttons are also activated with a single mouse click, as follows:

Red Button

The Red Button closes the this an window

Yellow Button

The Yellow Button moves the open Finder or Application Window to the Dock. It does not quit that application, or Save the Document.

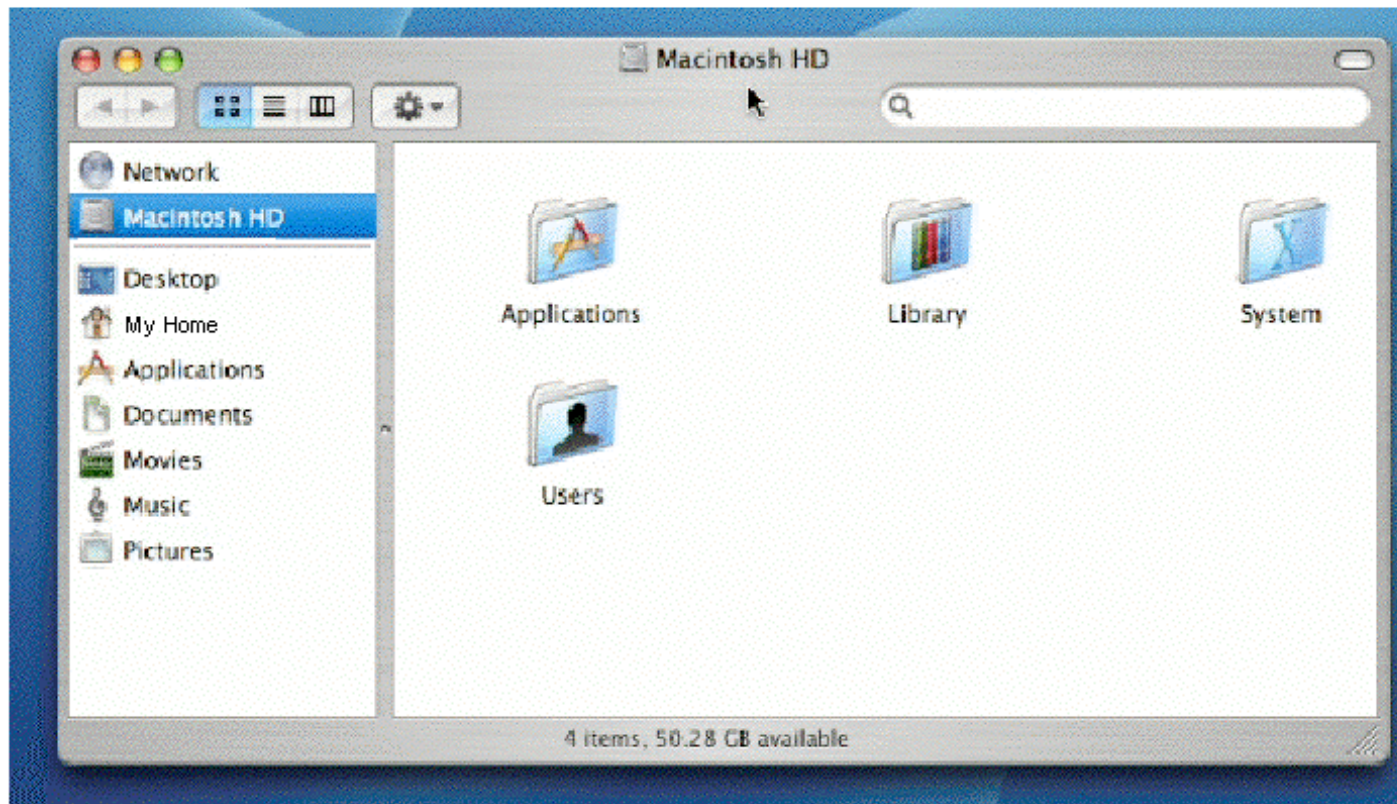
Green Button

The Green Button resizes the window to fit the screen.

These buttons will be discussed in more detail, later.

A Closer look at the Sidebar

Finder Window in "Icon View"



The Sidebar

Contents of the Hard Drive Folder Window.

The small button in the middle of the vertical separator bar is to allow this bar to be moved either direction. The user may click on this button and drag the Separator Bar to make the Sidebar wider or narrower, or may completely hide it from view. You can double click the bar to close it completely.

The icons also expand or contract as you resize the window. (demo)

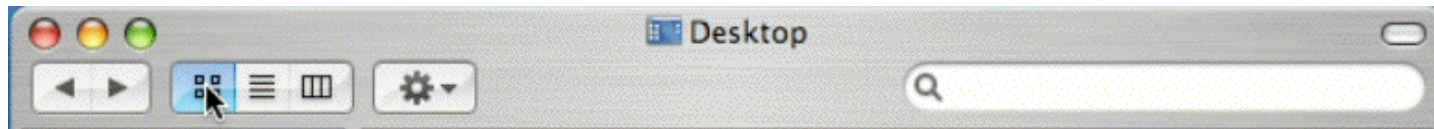
Other Items on the Desktop

In addition to the Macintosh HD volume icon, there may be other icons representing mounted volumes.

A mounted volume may be a partition of an individual hard drive, a removable disk like a DVD or CD ROM, the disk itself is hardware. The region on the disk that is defined and formatted is a volume. A disk may contain more than one volume.

An iPod is also a volume that you can connect to the Mac, and it shows up on the Desktop. You can double click any volume to look inside of it to see the items that are inside. An iPod will also work like a removable hard drive. You can store music, pictures, files and folders in an iPod. This is handy if you travel and want to connect to other computers that you may use along the way.

Finder Views Buttons



There are three different views for viewing the folders and files in the Finder.

- Icon View
- Folder View
- Column View



Note: in OS 10.5 Leopard another viewing tool (Spaces) appears.