



## Getting Started

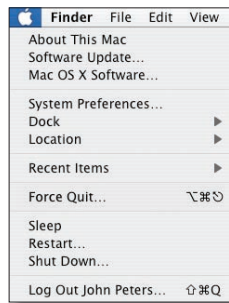
### The Mac OS X Desktop



- |                |                  |
|----------------|------------------|
| 1 Apple Menu   | 5 Menu Bar       |
| 2 Alias Icon   | 6 Hard Disk Icon |
| 3 Login Window | 7 Folder Icon    |
| 4 Dock         | 8 Server Icon    |

### Using the Apple Menu

- **About This Mac** – displays information about your computer.
- **Software Update** – checks for new software and allows you to download and install updates for your computer.
- **Mac OS X Software** – takes you to Apple's home page for Mac OS X where you can download Mac OS X software updates.
- **System Preferences** – allows you to make changes to system preferences.
- **Dock** – allows you to make changes to **Dock** settings.
- **Location** – allows you to make changes to network preferences.
- **Recent Items** – allows you to quickly open recently-used applications and documents.
- **Force Quit** – allows you to force quit an application.
- **Sleep** – allows you to put your computer to sleep.
- **Restart** – allows you to restart your computer.
- **Shut Down** – allows you to shut down your computer.
- **Log Out** – allows you to log out the current user.

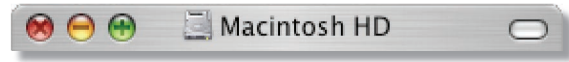


### Arranging Icons on Your Desktop

1. Click on the **View** menu.
2. Do one of the following:
  - To arrange the icons on your desktop, select **Arrange** and select an arrangement from the resulting menu. (You can arrange your icons by name, date modified, date created, size, kind, or label.)
  - To align the icons on your desktop, select **Clean Up** from the resulting menu.

Note: For more desktop icon options, select **Show View Options** from the **View** menu or press **⌘ + J**.

### Working with Windows

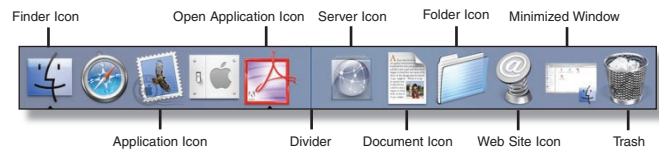


Each window has a **Title Bar** containing the name of the active window, folder, or item, and **Close**, **Minimize**, and **Zoom** buttons.

- **Close** – Click the **Close** button to close the active window.
- **Minimize** – Click the **Minimize** button to minimize the window into an icon on the **Dock**.
- **Zoom** – Click the **Zoom** button to change the size of the window.

Note: You can also click and drag the bottom-right corner of the window to resize the window; however, not all windows can be resized.

### Using the Dock



The **Dock** is a new feature for OS X. The **Dock** displays application icons, folders, Web sites, servers, links, and other items. The **Dock** is divided into two sections by a line, called the **Divider**. Icons for applications are displayed on the left side of the **Divider**, while all other icons are displayed on the right side. To open an item on the **Dock**, click on the item's icon.

### Adding Items to the Dock

- To add an open application to the **Dock**, click and hold the **Dock** icon for the application and select **Keep in Dock** from the pop-up menu. (Open applications are marked with a black triangle at the bottom of the icon.)
- To add applications or other items to the **Dock**, drag the icon from the desktop or from a **Finder** window onto the **Dock**. (Place application icons on the left and all other icons on the right side of the **Divider**.)

Note: To remove an item from the **Dock**, drag the item off of the **Dock** onto the desktop. You cannot remove open application icons.

### Using Exposé

**Exposé** allows you to have instant access to any window on your desktop.

- To display all open windows, press **F9**.
- To display all open windows for the current application, press **F10**.
- To hide all open windows, press **F11**.

Note: When you rest your mouse pointer on a window after pressing **F9** or **F10**, the window is highlighted and the name is displayed. To make the window active, press **F9** or **F10** again or click on the highlighted window.



Note: This guide was written using Mac OS version 10.3. Some features may vary with different OS X versions. The **New** icon denotes items that are new in version 10.3.