Touring The Mac

Session 2: Finder Highlights, Menus and Shortcuts
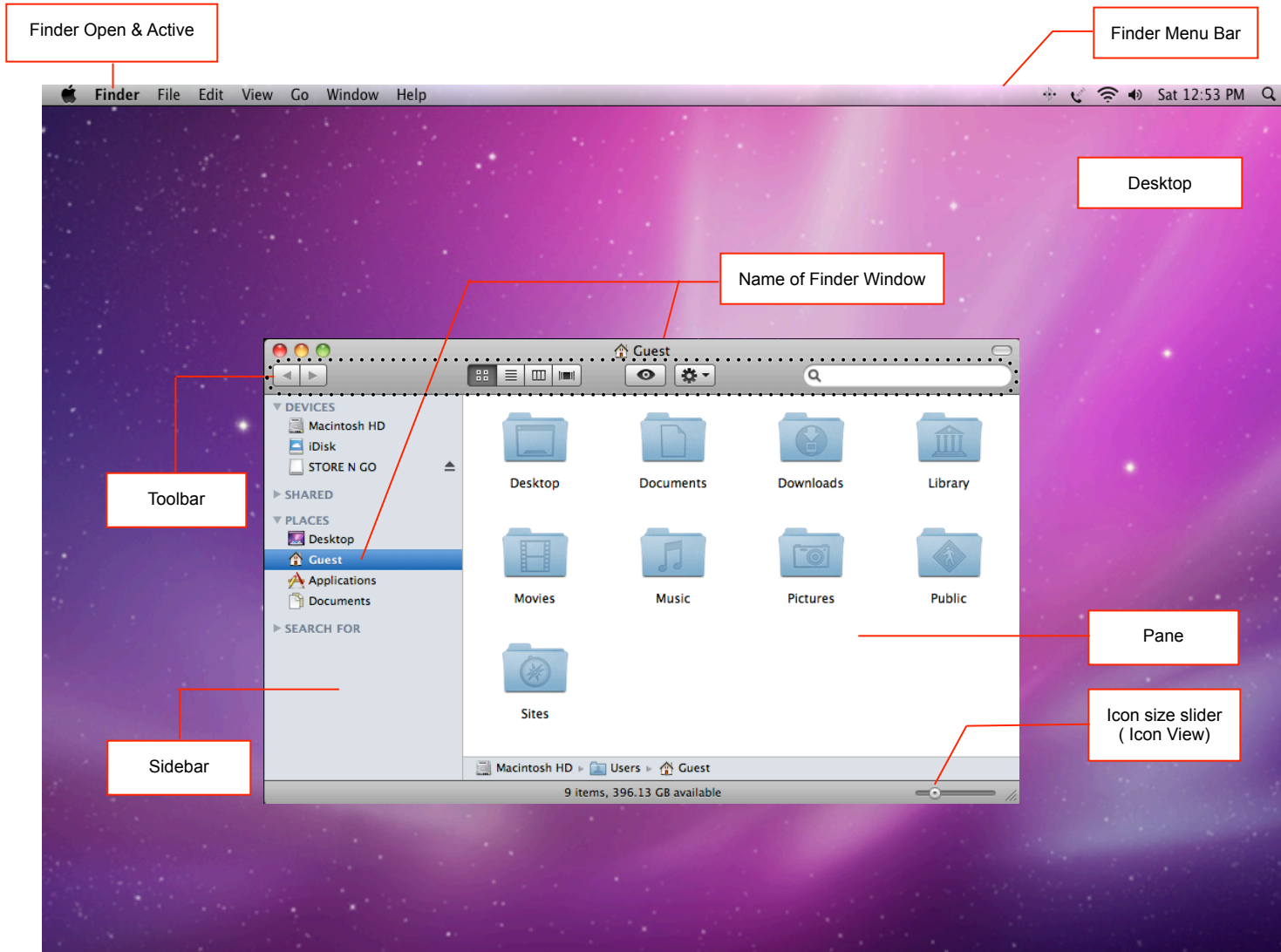
October 26, 2010

Finding Your Way Around Your Mac With Finder
(Chap 4)

※ Finder topics

    ※ Finder basic window

    ※ Tailor Finder window views

    ※ Resize window, scroll through a window

    ※ Quick Look, Slideshow

    ※ The Sidebar

    ※ Window buttons - close, zoom, minimize

    ※ Create, rename, organize and remove folders

    ※ Open two Finder windows

Finder Basic window

✺ Finder is the first thing you see after log-in and startup

✺ Finder provides functions to manage the contents of your hard disk

✺ Background behind Finder's window is called the Desktop

✺ Finder elements - Menu bar at top of screen, Toolbar at top of Finder window and Sidebar on the left panel of the window

BASIC WINDOW

Finder Open & Active

Finder Menu Bar

Desktop

Name of Finder Window

Toolbar

Sidebar

Pane

Icon size slider
(Icon View)

 Finder   File   Edit   View   Go   Window   Help

🏠 Guest

▼ DEVICES
   💾 Macintosh HD
   💿 iDisk
   ⬜ STORE N GO ⏏
▶ SHARED
▼ PLACES
   🖼 Desktop
   🏠 Guest
   🅰 Applications
   📄 Documents
▶ SEARCH FOR

Desktop   Documents   Downloads   Library

Movies   Music   Pictures   Public

Sites

💾 Macintosh HD ▶ 📁 Users ▶ 🏠 Guest

9 items, 396.13 GB available

Tailor Finder Window Views

※ Different views of files/folders provided to improve efficiency

※ Finder in Snow Leopard provides the user with four window views. They are Icon View, List View, Column View and Cover Flow.

   ※ Icon View - file, folder and disk shown as sizable icons

   ※ List View - sortable table of files' names, sizes, dates, etc.

   ※ Column View - each column is a list view, column to the right contains "children" of folder to the left. Children can be file or folder

   ※ Cover Flow View - flip through large document icons

※ Graphical example shown on next slide

Tailor Finder Window Views
## Icon, List, Column, Cover Flow

Icon View

List View

Column View

Cover Flow View
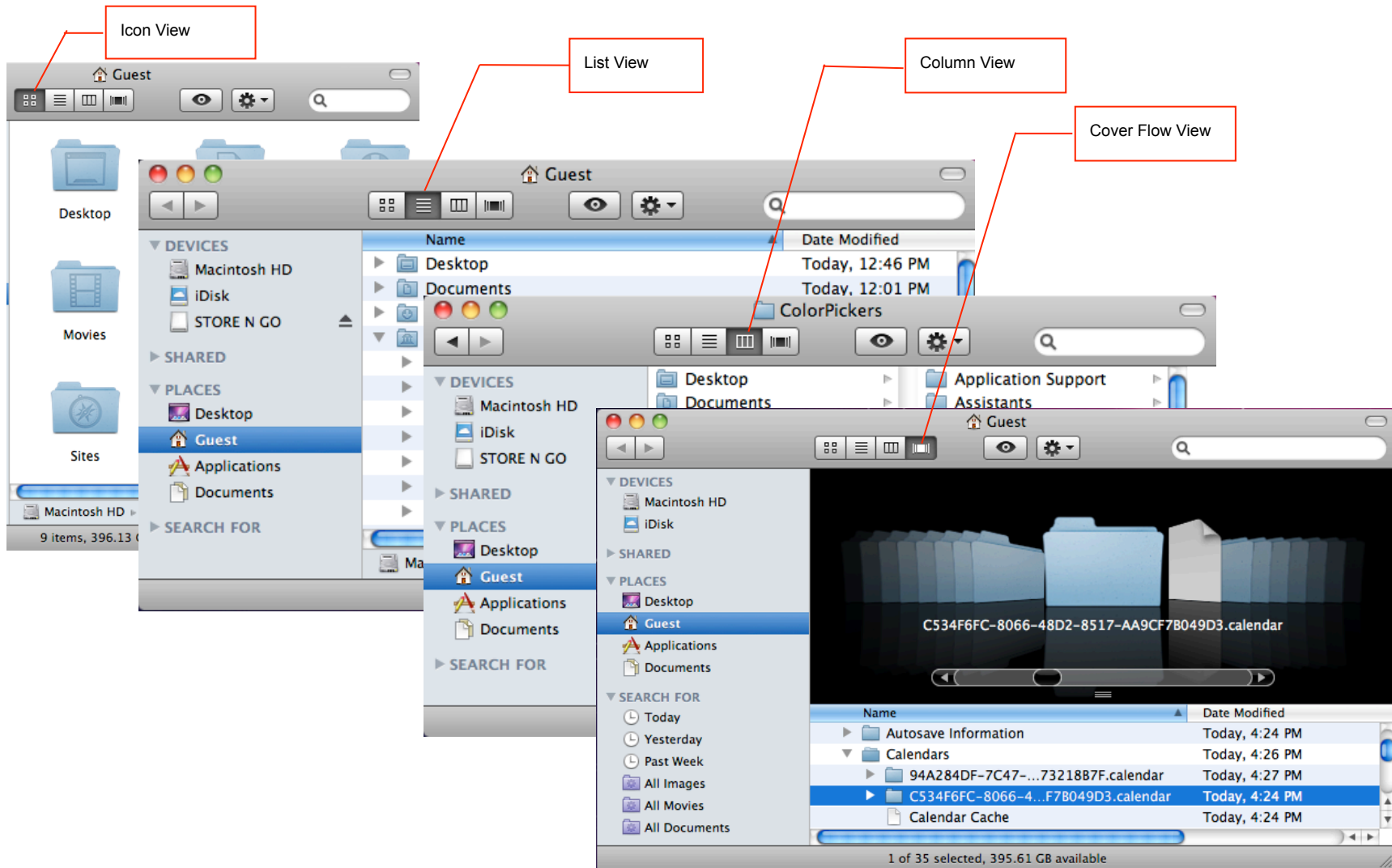
Resize and Scroll Through a Window

* Different window views helpful, but

  * Times when names and file info truncated

  * Overall window or columns needs resizing

 * Overall window or columns still too small, need to scroll through a window

RESIZE WINDOW

✳ Resize window

  ✳ Note hash marks on bottom right corner

  ✳ Place mouse cursor on hash mark, press mouse button and drag
     to size

Column View
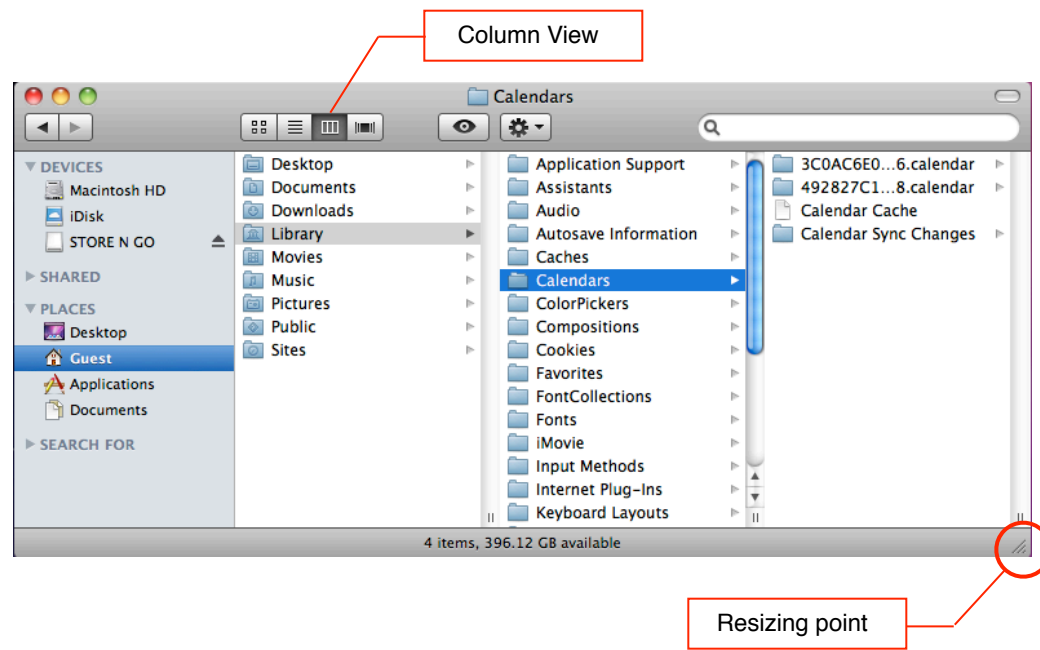
Resizing point

RESIZE COLUMNS IN LIST VIEW

✳ Resize columns in List View

    ✳ Move mouse pointer over vertical line beween columns.

    ✳ Mouse pointer will become a double headed arrow. Press mouse button, drag left or right.

List View

Resizing points

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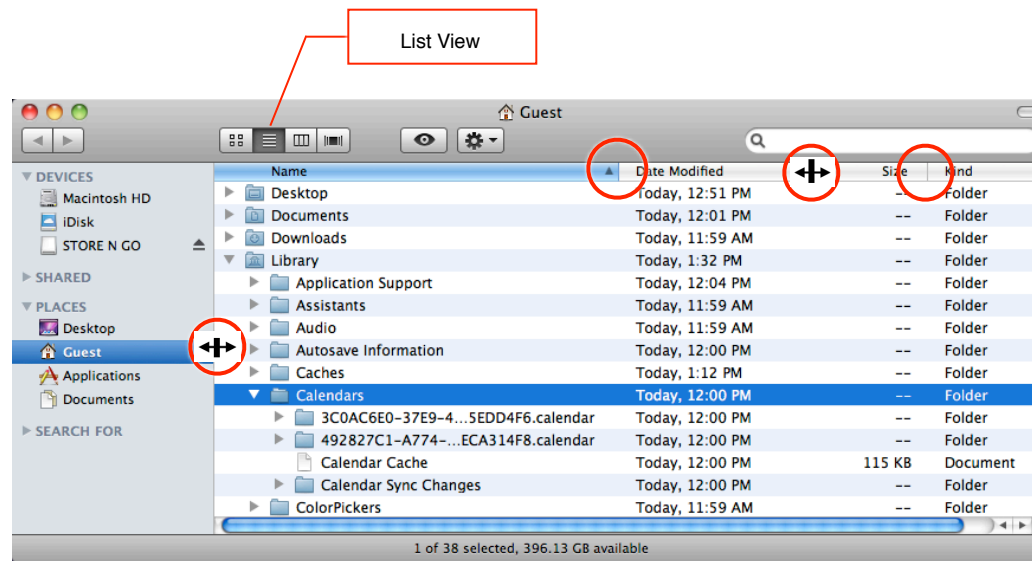
Resize Columns in Column View

- Resize columns in Column View
  - Two vertical bars at bottom of column divider is called "thumb"
  - Resize one column at a time
    - Move mouse button over "thumb"
    - Press mouse button and drag left or right
- Resize all columns at once
  - Press Option key
  - Press mouse button over thumb, drag left or right
- Resize Sidebar's column width. Move mouse pointer to right boundary. Mouse pointer will change to a double headed arrow. Press mouse button, drag left or right.


Column Thumb

Resize points
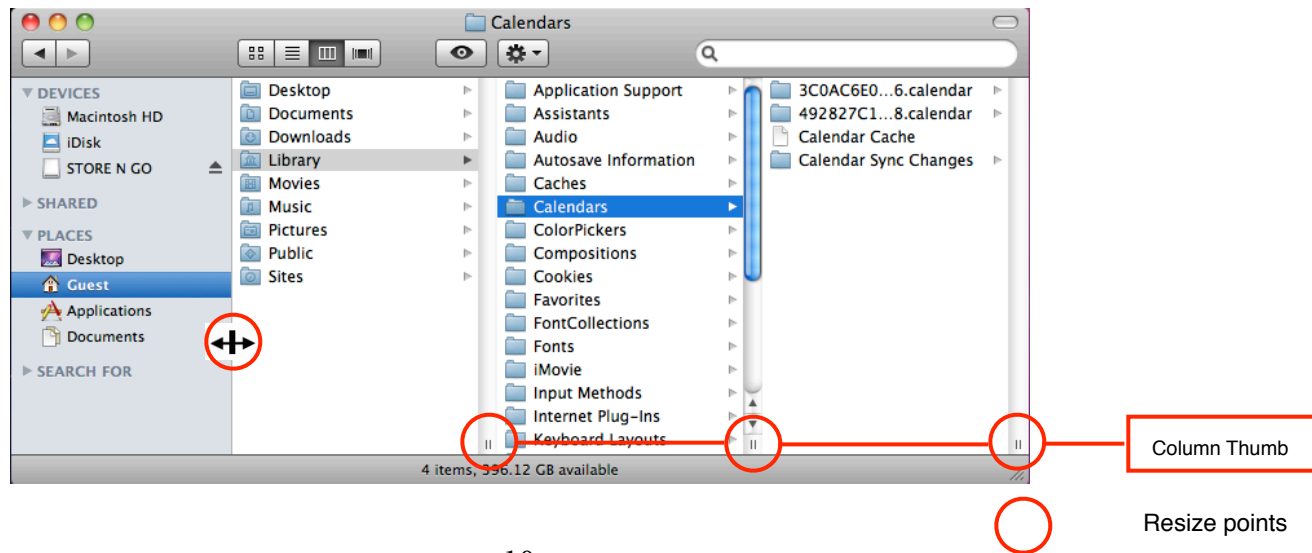
Scroll Through a Window

☀ Window too small to display selected contents

☀ When scroller/arrows visible, all items in window are not shown

☀ Scroll through any window, any view

    ☀ Scroll bars - vertical scroll, horizontal scroll

    ☀ Scroll arrows - scroll up/down, scroll left/right

☀ Graphical example on next slide

Scroll Through a Window
(Continued)

* Scroll using Scroller
  * Scroll up/down - move mouse cursor onto blue scroller on right side of window, press mouse button, drag the mouse up or down
  * To scroll left/right - move mouse cursor onto blue scroller on the bottom of the window, drag the mouse left or right
* Scroll using scroll arrows
  * Scroll up/down - place mouse cursor on the up/down arrow on the bottom right side of window, click or press and hold
  * Scroll right/left - move mouse cursor onto the right/left arrow on the bottom of the window, click or press and hold
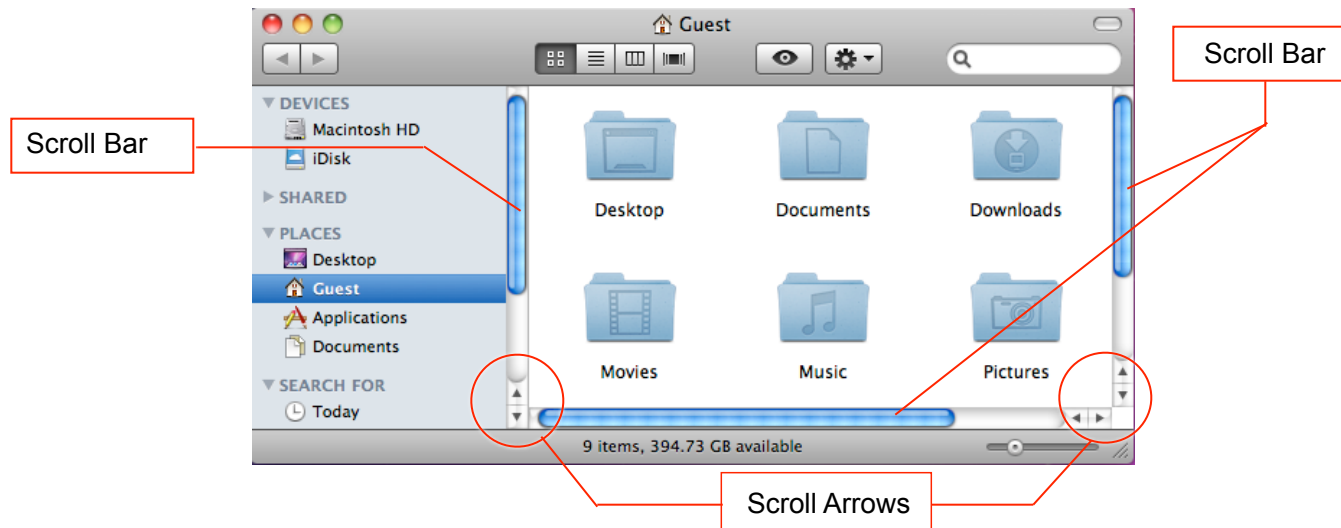
Quick Look, Slideshow

✳ Quick Look provides instant preview of any file.

   ✳ Select/click on desired preview item or items, then click the Quick Look icon on the title bar - the eyeball button to right of Cover Flow View icon.

   ✳ If there's more than one page, back and forth arrow buttons will be provided.

✳ To put Quick Look away, click the "X" on the upper left corner of the Quick Look window.

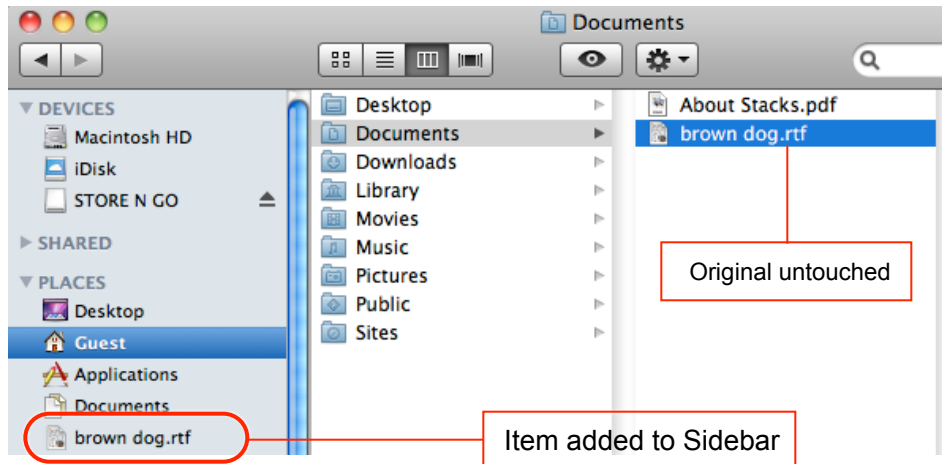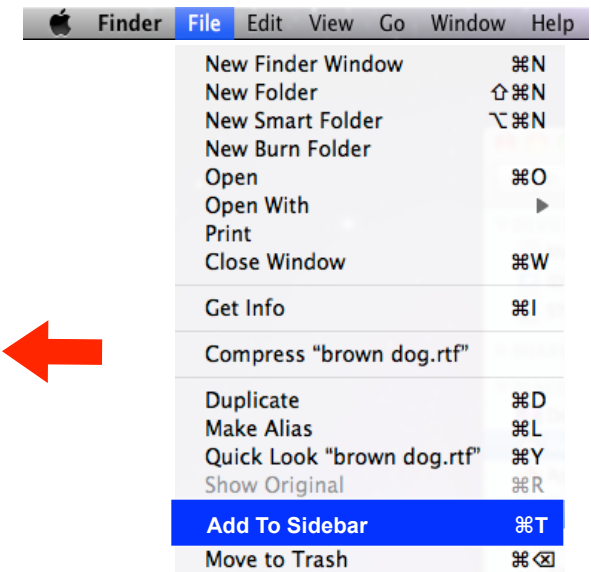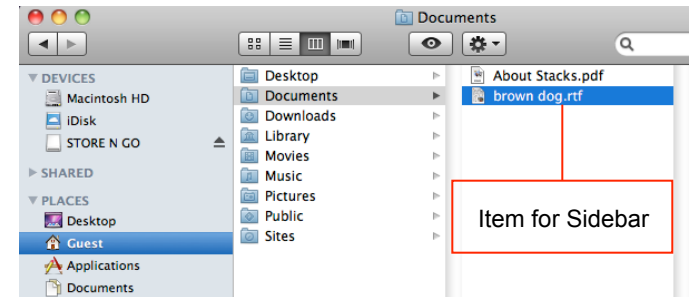One at a time

Quick Look Icon

Items selected
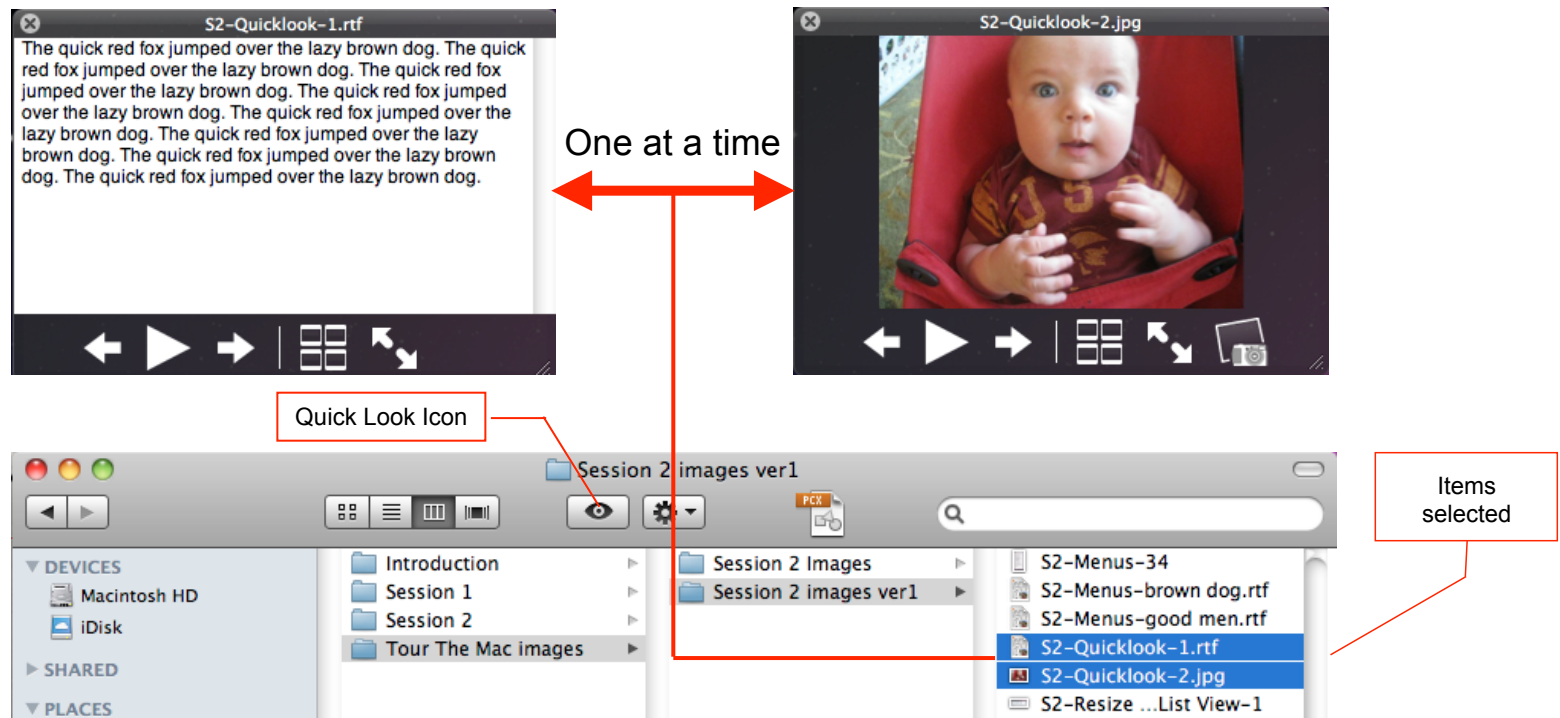
SIDEBAR

☀ Panel on left side of Finder window

   ☀ Sidebar not visible - click the clear button in the upper right window corner

☀ Shortcuts to many places on your computer

   ☀ Common folders

   ☀ Saved searches

   ☀ Hard disks

   ☀ Your own project files/folders often used for quick access
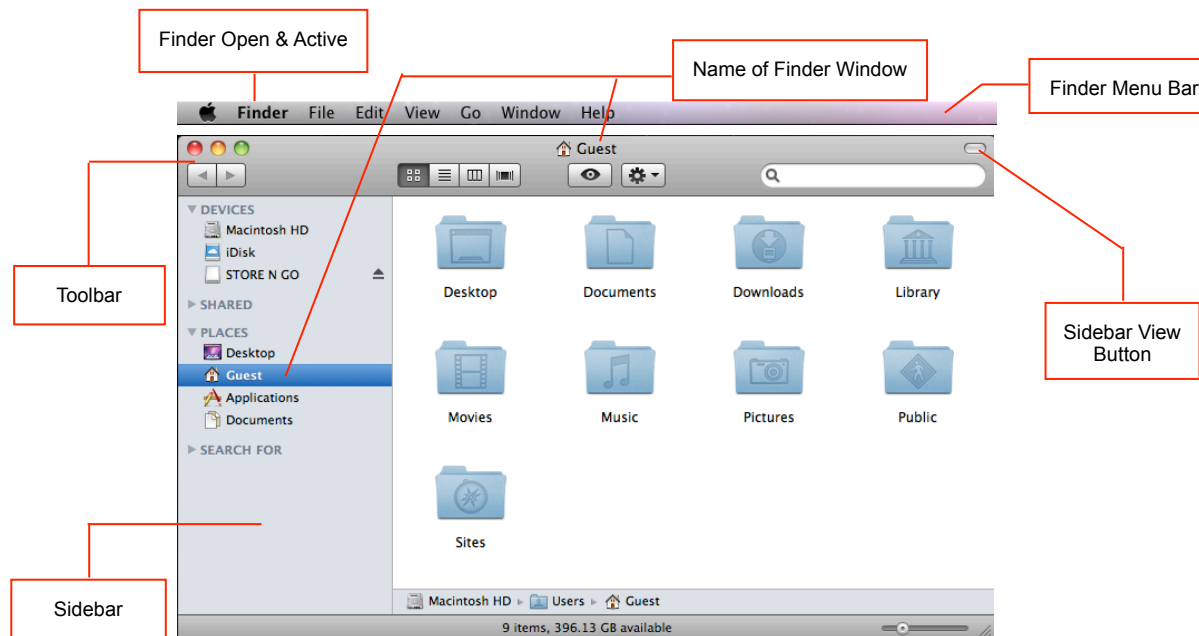
Sidebar
(Continued)

- Adding item to Sidebar
    - Locate and select (click) item you want on Sidebar
    - Click on Finder menu "File"
    - Slide down and click on "Add To Sidebar"
- An alternative method to add an item to Sidebar
    - Not recommended, but if you must
    - Locate item you want on Sidebar
    - Press and hold on item's icon
    - Drag item's icon to any position under Sidebar "Places"
- Removing item from Sidebar - drag item icon to Desktop

Example - Add "brown dog.rtf to Sidebar

Item for Sidebar

Finder File Edit View Go Window Help

New Finder Window   ⌘N
New Folder   ⇧⌘N
New Smart Folder   ⌥⌘N
New Burn Folder
Open   ⌘O
Open With   ▶
Print
Close Window   ⌘W
Get Info   ⌘I
Compress "brown dog.rtf"
Duplicate   ⌘D
Make Alias   ⌘L
Quick Look "brown dog.rtf"   ⌘Y
Show Original   ⌘R
Add To Sidebar   ⌘T
Move to Trash   ⌘⌫

Original untouched

Item added to Sidebar

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Windows Buttons
Close, Zoom, Minimize

✳ Graphical illustration shown on slide 19

✳ Three buttons at top-left of window

  ✳ Red - Close window

  ✳ Yellow - Minimize window

  ✳ Green - Zoom

✳ Close button (Red)

  ✳ Clicking on red button closes window

  ✳ Window collapses back into an icon

  ✳ Note: If working on a document, a tiny dot in the center of the red button indicates that the open document has not been saved. Dot clears when document saved

WINDOWS BUTTONS
CLOSE, ZOOM, MINIMIZE
(CONTINUED)

✺ Minimize button (Yellow)

  ✺ Click the yellow button to minimize/shrink any Mac window into an icon on the right end of the Dock

  ✺ Window minimized is not closed, just out of the way till restored

✺ Double clicking Title Bar will minimize window to right side of the Dock

✺ Click the Dock icon to restore a minimized window

✺ Minimizing is a handy method to see what's behind the window

WINDOWS BUTTONS
CLOSE, ZOOM, MINIMIZE
(CONTINUED)

✸ Zoom button (Green)

　✸ Click Zoom button to make window large enough to show all icons

　✸ If monitor not large enough, window is resized to show as many icon as possible

　✸ Click Zoom button again to restore window to previous size

WINDOW BUTTONS
(CONTINUED)

Red Button   Close
Green Button   Zoom

Alternate method
Double click Title Bar
minimize window

Yellow Button   minimize window

CREATE, RENAME, ORGANIZE AND REMOVE FOLDERS

※ The Home folder name is the account name used at log in. The Finder window opens with many folders already in place.

※ You are not restricted to use just these folders. Snow Leopard allows you to the customize your filing system by adding folders, arranging them, renaming and deleting them.

※ Start by opening the Finder window. Click the Finder icon on the left side of the Dock (little blue/white smiling face).

※ When the window opens, select the Home folder in the Sidebar, then select Column View. See all the folders in the Pane to the right of the Sidebar

Finder Window

Home Folder

Column View

Finder Icon

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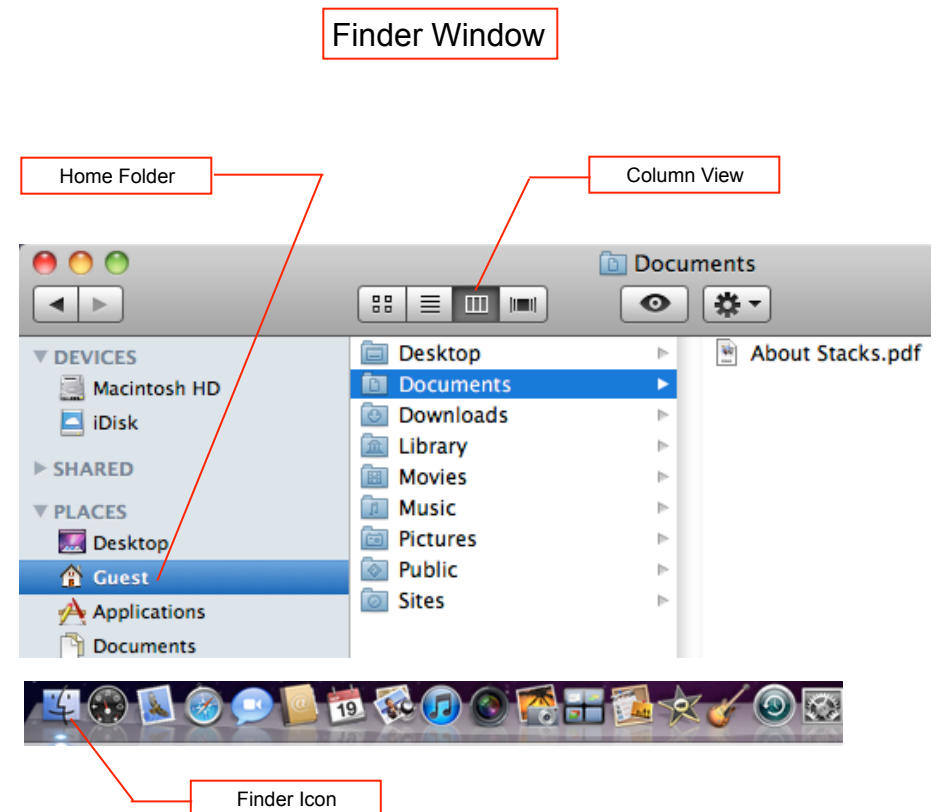
CREATE AND RENAME A FOLDER

* To **create a folder** inside the Documents folder, select Home folder, click the Documents folder in the left column of the Pane. Click Menu Bar "File" at the top of the screen, then slide down, click "New Folder". The new "untitled folder" will be highlighted. Type the name of the new folder. "My Recipes" is used in the example. The bottom snapshot shows the new folder named. To finish, click mouse on a blank area on the Desktop.

* If you change your mind and would like to **change the name** of the new folder, select the folder, then tap the "enter" or "return" key to highlight the folder name. When the name is selected, there will be a border around the name. Type the name desired, or use the "delete" key to back space to delete characters. To finish, click mouse on a blank spot on the window or Desktop.
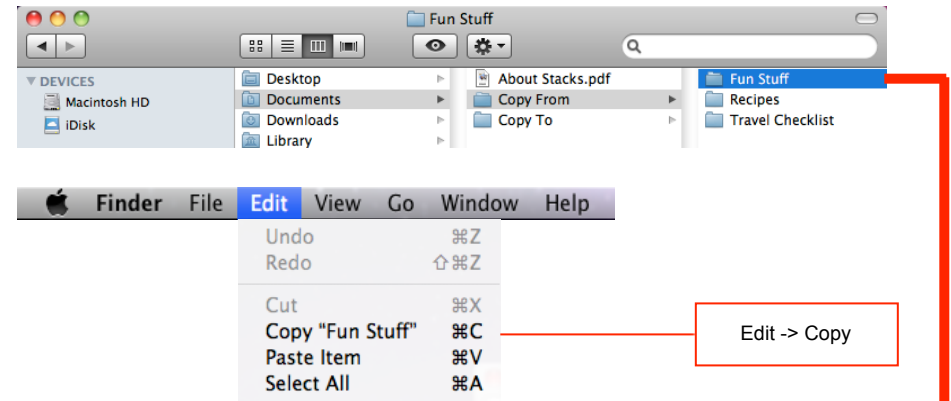
Finder Menu Bar

Home Folder

Column View

Finder Window
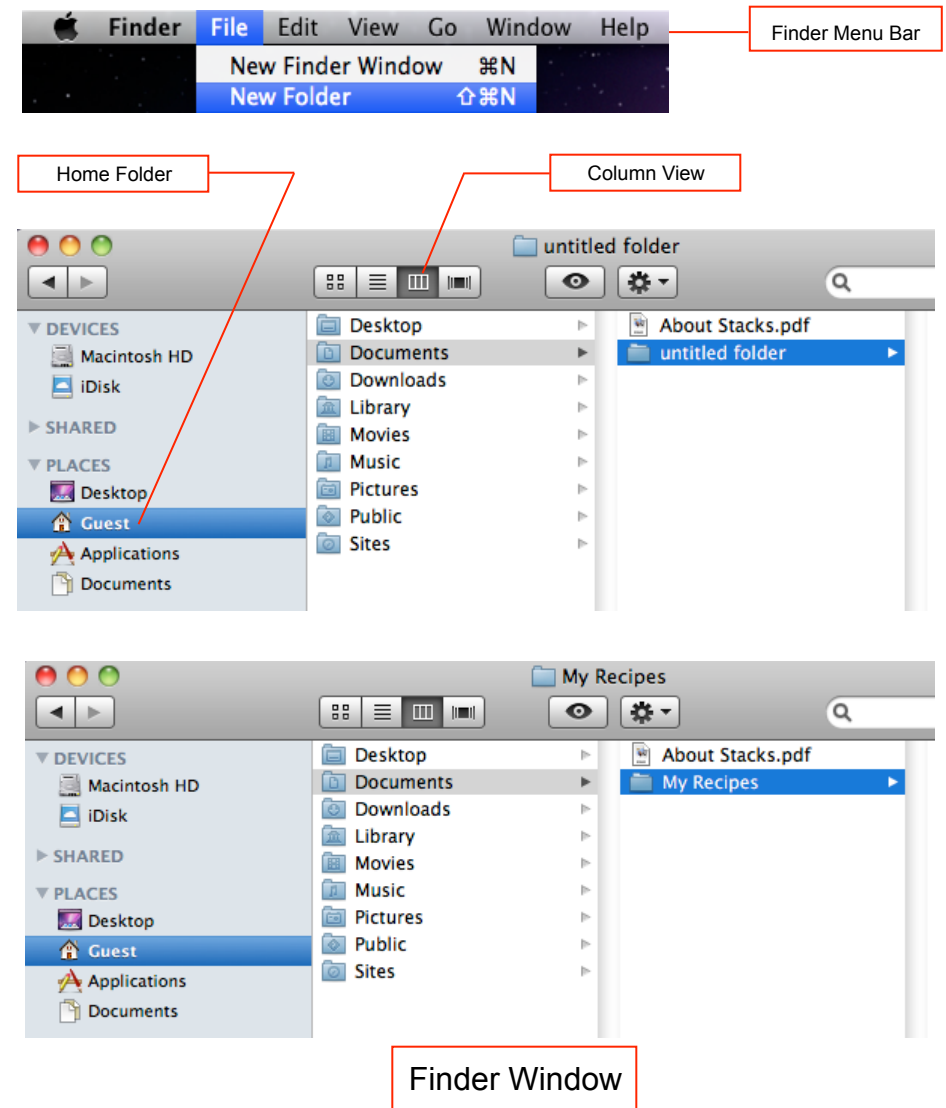
Organize and Remove Folders

* There are **two methods** to move or copy folders from one place to another

    * You can Drag the folder

    * You can Copy/Paste the folder

* Move and copy an item

    * When an item is "Moved," it is copied to the destination and deleted from the source

    * If you drag a folder, it will be moved if the source and destination locations are on the same disk

    * If you drag a folder between different disks, the folder will be copied

    * Finder menu command "Copy" and "Paste" allows one to copy a document, folder or file to another location. The copy and paste does not remove the original from the source location.

* Another term used when moving an item is "cut". Item is removed from source location and pasted in at the destination location. It should be noted that you can not cut Mac icons out of a window. You'll notice that "Cut" is grayed out on the following slide graphics.

Organize and Remove Folder
(Continued)

Example Copy/Paste operation is shown to the right. The Finder window View is set to Column View. Within the Documents folder are "Copy From" and "Copy To". Within "Copy From" are three folders: "Fun Stuff", "Recipes" and "Travel Checklist". In this example we copy folder "Fun Stuff" to folder "Copy To".

Copy and Paste - Click on the folder "Fun Stuff". "Fun Stuff" should be highlighted. Go to the Finder Menu Bar at the top of the screen and click Edit. Slide the mouse pointer down and click on 'Copy "Fun Stuff"'. Next click on the folder "Copy To". "Copy To" should now be highlighted. Go to the Menu Bar and click on Edit, slide down to "Paste Item" and click. Folder "Fun Stuff " is now within folder "Copy To".

Remove a Folder - To remove a folder within the Documents folder, locate and click on the folder to be deleted. Click "File"on the Menu Bar, slide down to "Move To Trash" and click.

Select "Copy From" Folder

Select "Copy To" Folder
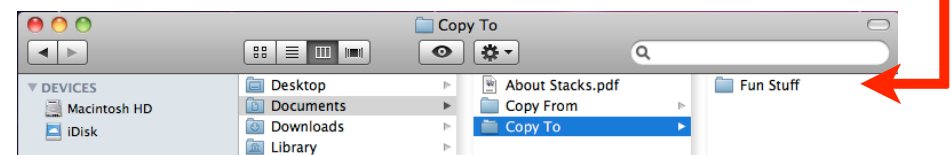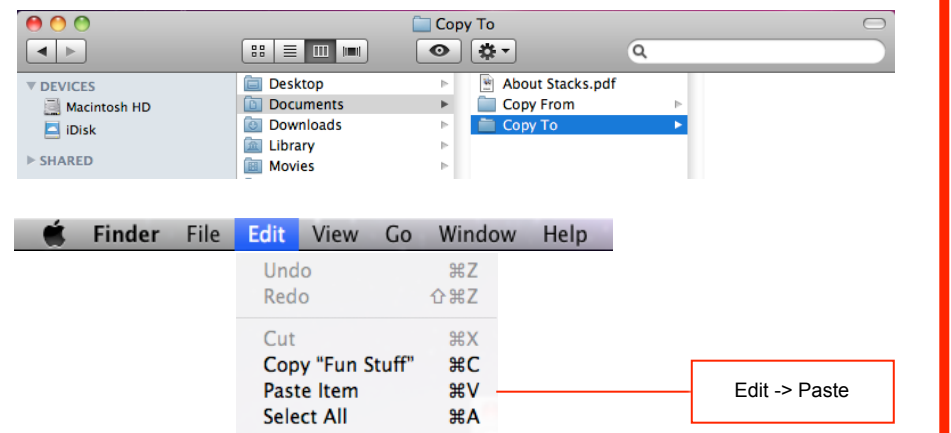
Open Two Finder Windows

* Single click the smiley face icon on the left side of the Dock. If a Finder window is open, it will now be on top, if not, a new Finder window will open.

* Click the Finder window or the Desktop.

* On the Finder Menu Bar at the top of the screen, click "File".

* Slide down to "New Finder Window" and click.

* The second window will open. It will be on top.

* What remains to be done is to resize and position the windows. For now, the process of creating a second Finder window is complete.

* On the top most window, click the red Close button on the left side of the Tool Bar, then do the same on the remaining Finder Window.

Menu Bar

Finder Windows
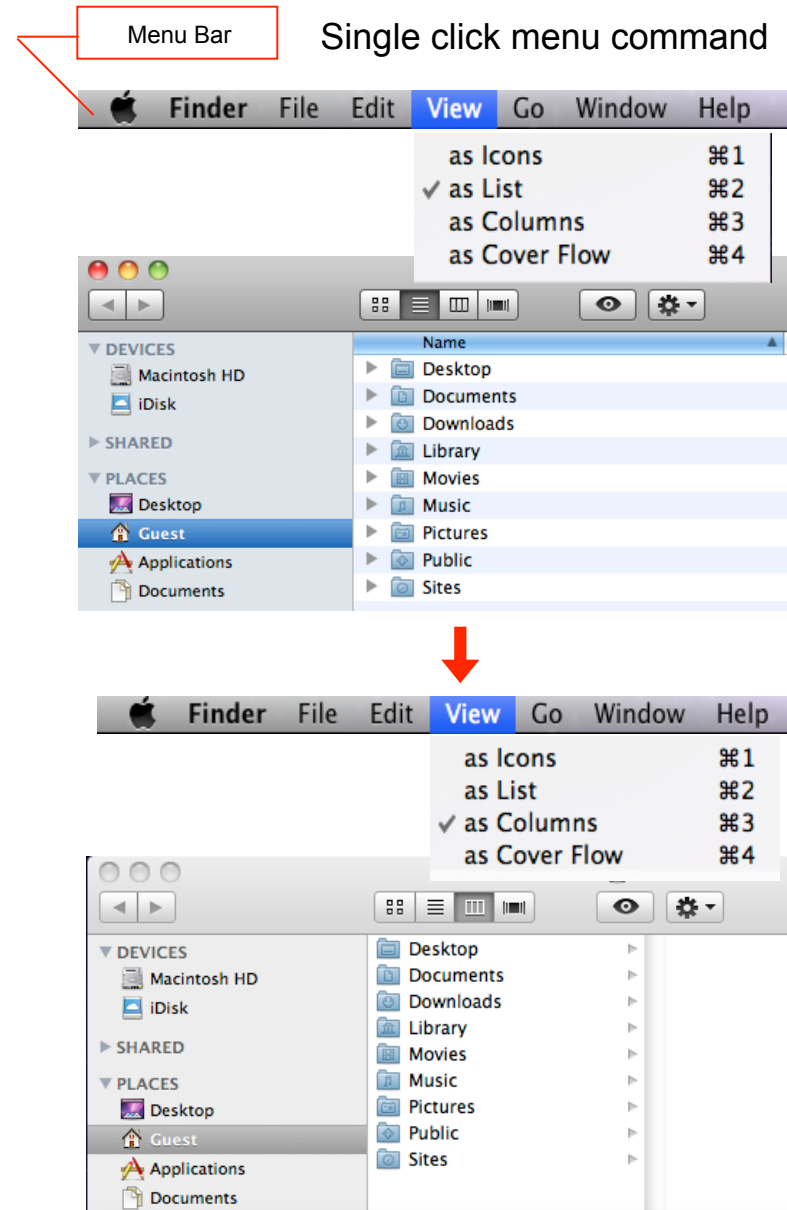
Dock
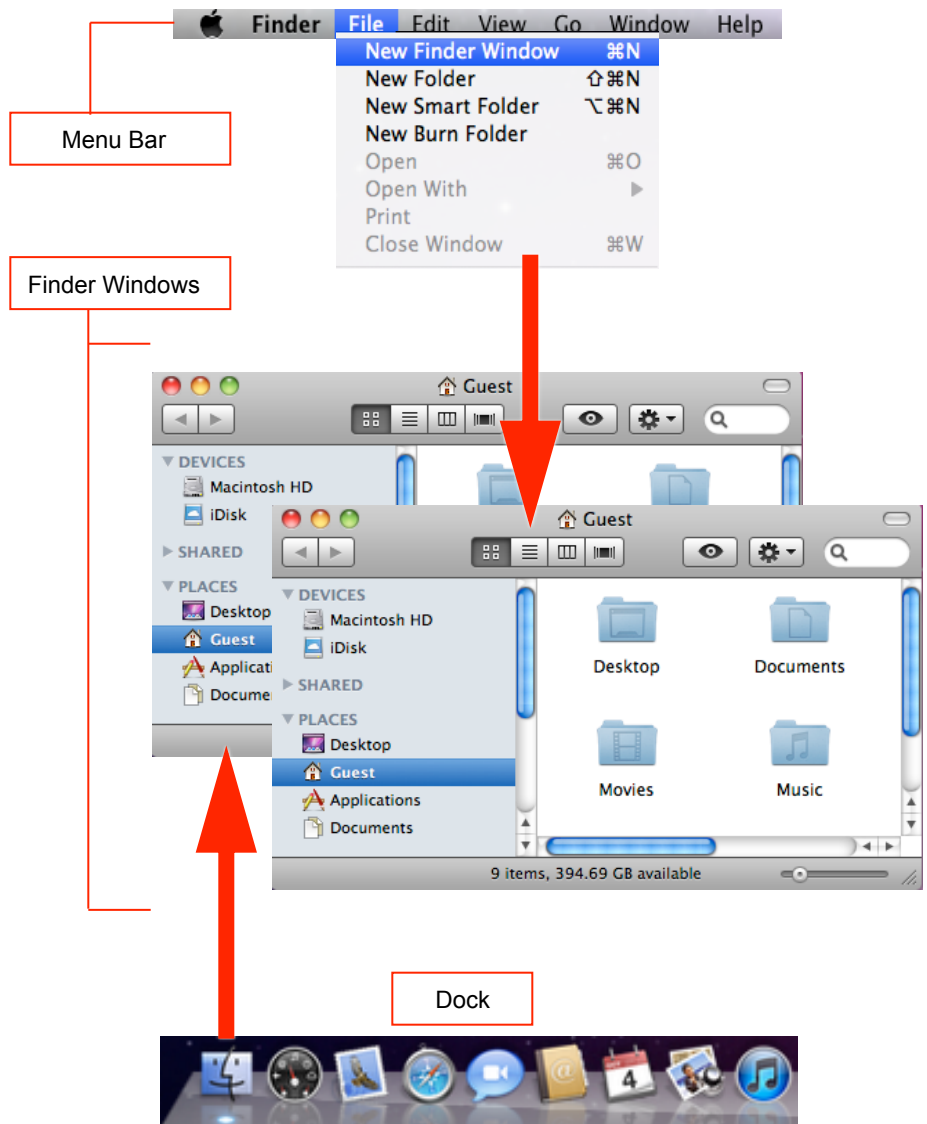
Menus and Shortcuts
(Chapter 5)

* Menu and Shortcut topics

  * Choose a menu command

  * Hierarchical menus

  * Ellipses in menus

  * Contextual menus

  * Keyboard shortcuts

Choose a Menu Command
Single Click

Menu Bar

Single click menu command

- There are 2 ways to select a command from the menu bar

  - Single-click, slide, single-click

  - Press, hold, release (See next slide)

- Single click example

  - See the graphics to the right

  - Click Menu Bar "View" at the top

  - Slide down to "as List", click

  - "as List" should be checked

  - Select View on Menu Bar

  - Slide down and select "as Columns".

  - "as Columns" should be checked
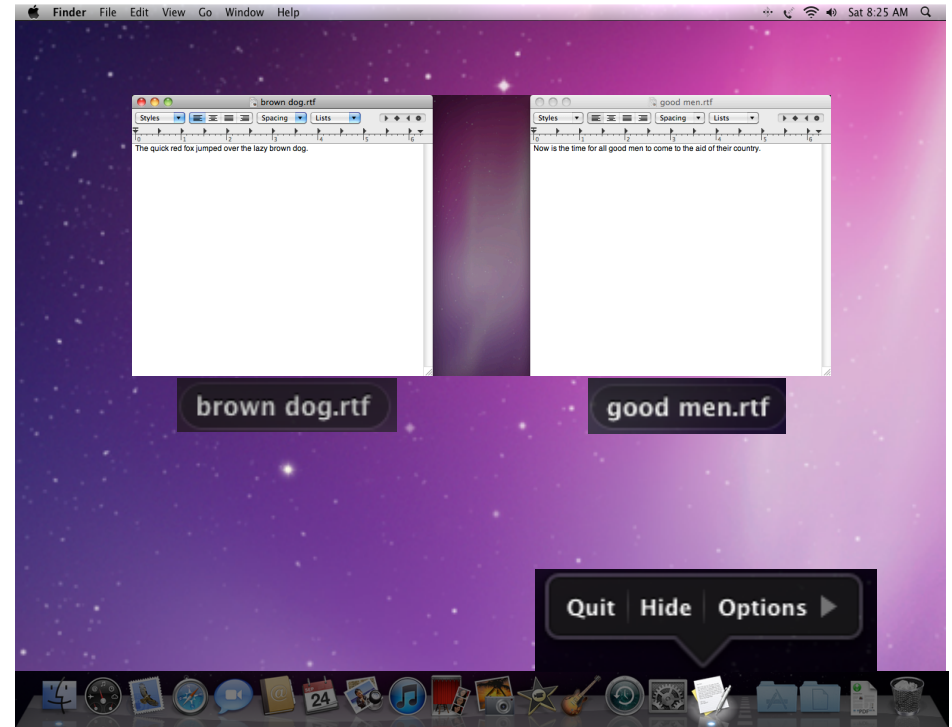
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Open a Dock menu

❋ **Press and hold** example to open a Dock menu

    ❋ Example shows two TextEdit documents that are open

    ❋ Press and hold the mouse on the TextEdit Dock icon

    ❋ A Dock menu appears and the two open windows in an Exposé view, in this example, "brown dog.rtf" and "good men.rtf"

   ❋ To close the menu, drag the mouse off the menu and release

TextEdit - 2 Open Docs

Choose a Menu Command
Control Click

Open a Dock menu

- **Control click** example to open a Dock menu

  - Example illustrates two TextEdit documents that are open

  - Press the "control" key, then click on the TextEdit icon on the Dock

  - A Dock menu appears and the two open windows are listed, in this example, "brown dog.rtf" and "good men.rtf"

  - To close the menu, drag the mouse off the menu and release

- **Right click** on a two button mouse will produce the same results as control click on a one button mouse
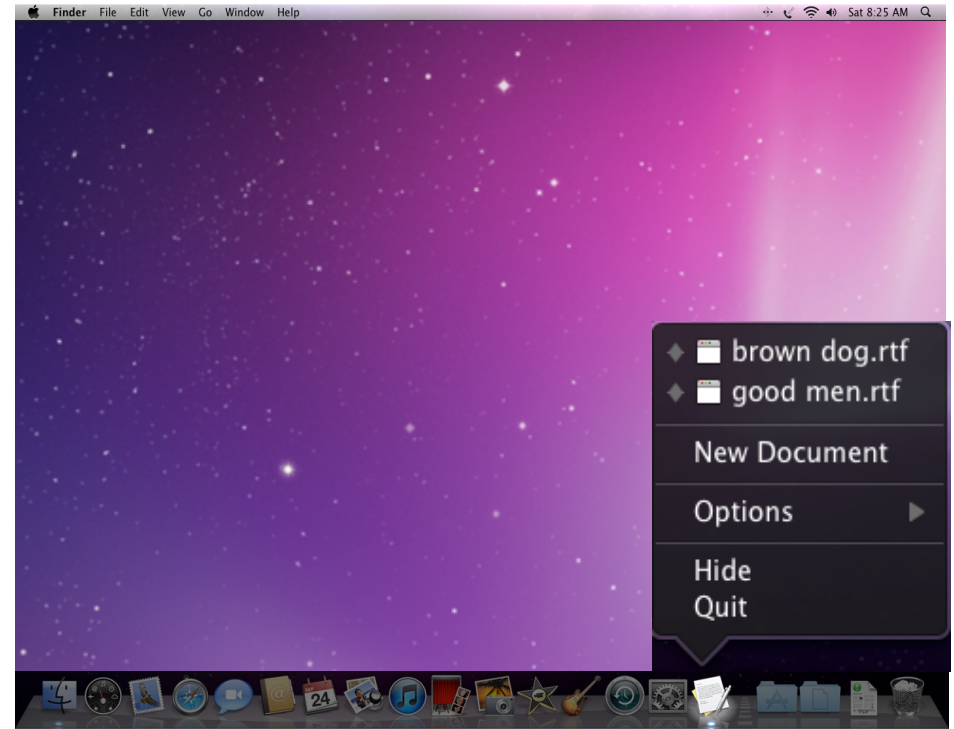
TextEdit - 2 Open Docs

CHOOSE A MENU COMMAND
GRAY VERSUS BLACK COMMANDS

✷ There are two types of commands listed on the Menu: **Gray and Black**. The following may seem obvious, but many are struck that the gray commands will not function. Don't panic, the computer needs more information before it can perform the gray command. For example, if you want to copy a file, the computer needs to know what file it needs to copy. Once the file is selected, the Copy under menu item Edit turns black. Now the Copy command is active.

✷ Example to the right illustrates a TextEdit document named "brown dog.rtf" that needs to be copied to another location.

Gray versus black commands

Copy command not active, item must be selected

TextEdit document selected

brown dog.rtf

Copy command now black & active

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Hierarchical Menus

* An example of an Hierarchical menu structure is illustrated by the figure on the right.

* To replicate this figure, click the Apple Menu. Slide down to "Dock", slide to the right past the arrow to the Hierarchical menu, then slide down to "Position on Bottom" and click. A check mark will appear to indicate selection. The Dock will now appear at the bottom of the screen.

* If you would like it in another position, repeat the process and click on a different position.
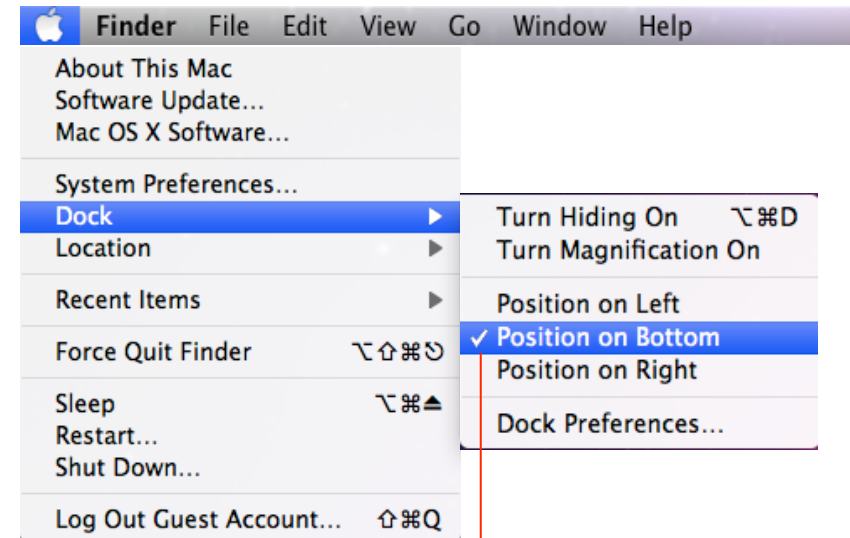
Check mark indicates the selected item

Ellipses In Menus

Example Ellipses Menu

An example of Ellipses in the menu is illustrated by the figure on the right. Refer to page 54 of the Touring the Mac text book for further description.

Open a Finder window and select Icon View at the top of the Finder window.

Click View on the menu bar at the top of the screen. Slide down to "Customize Toolbar..." Note the Ellipse notation of three dots which indicates that this is not a command, but will bring up a dialog box/window. (Continued on next slide).
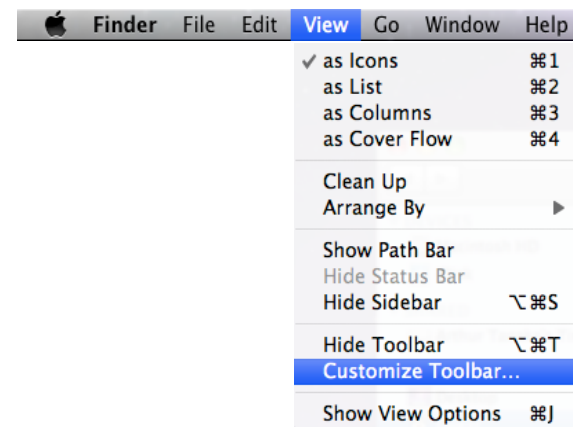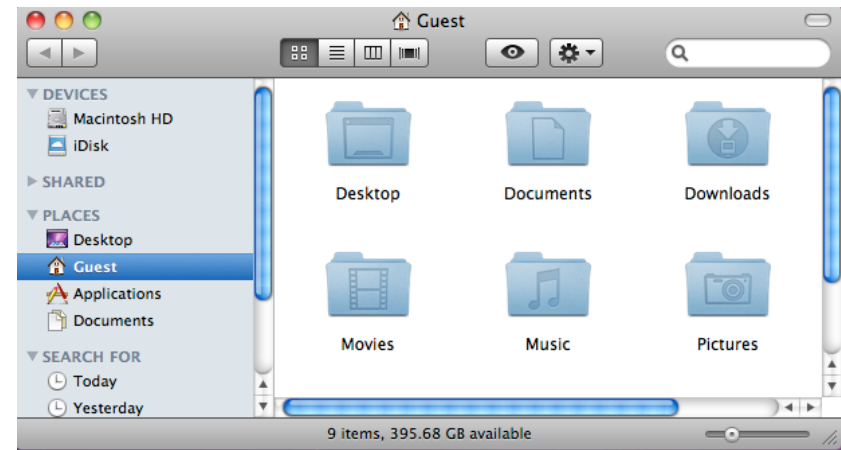
Ellipses In Menus
(Continued)

Example Ellipses Menu

❋ Click on "Customize Toolbar...". A dialog box full of icons is presented for selection and can be dragged onto the toolbar.

❋ Mentally review the available icons for future use. When you are finished, click the blue "Done" button on the bottom right corner.

Contextual Menus
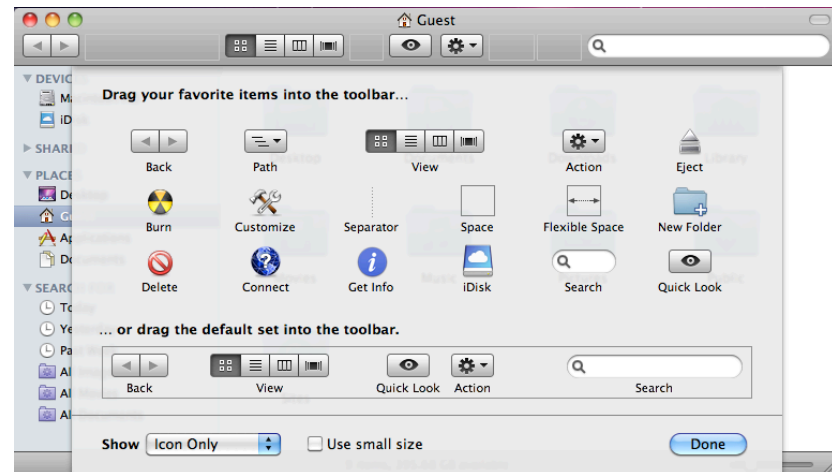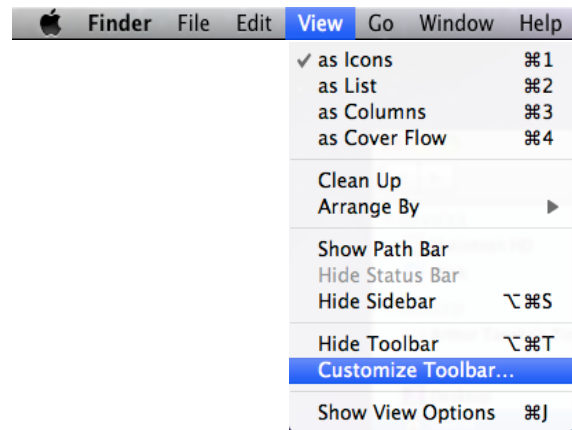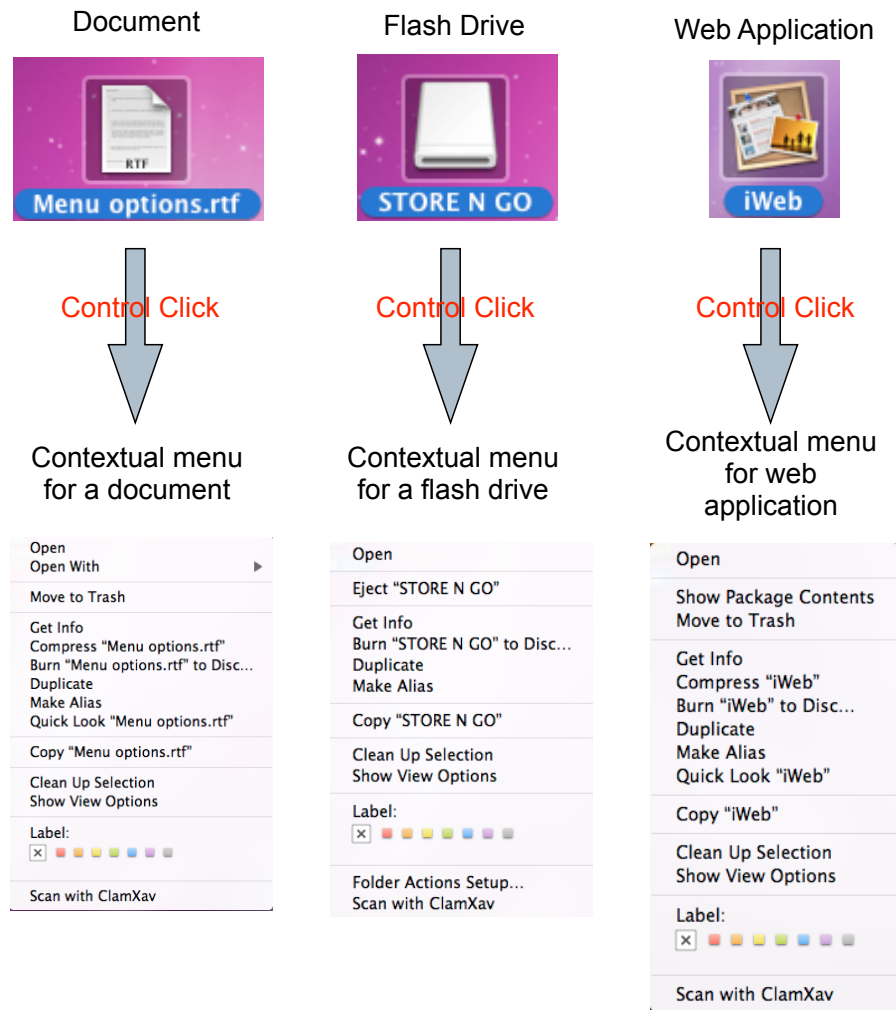
Example Contextual Menus

* Control clicking an item will open up a menu. It's a smart menu in that the menu commands varies on what you click. The menu will show the things you can do to the item.

* Control clicking means to press and hold the Keyboard "Control" key, then click on the item icon.

* In the illustration to the right, contextual menus are shown after control clicking a document, Flash drive and a web application. Notice the different menu commands for the three items.

Document

Flash Drive

Web Application

Menu options.rtf

STORE N GO

iWeb

Control Click

Control Click

Control Click

Contextual menu for a document

Contextual menu for a flash drive

Contextual menu for web application

Open
Open With   ▶
Move to Trash
Get Info
Compress "Menu options.rtf"
Burn "Menu options.rtf" to Disc...
Duplicate
Make Alias
Quick Look "Menu options.rtf"
Copy "Menu options.rtf"
Clean Up Selection
Show View Options
Label:
⊠ ▪ ▪ ▪ ▪ ▪ ▪ ▪
Scan with ClamXav

Open
Eject "STORE N GO"
Get Info
Burn "STORE N GO" to Disc...
Duplicate
Make Alias
Copy "STORE N GO"
Clean Up Selection
Show View Options
Label:
⊠ ▪ ▪ ▪ ▪ ▪ ▪ ▪
Folder Actions Setup...
Scan with ClamXav

Open
Show Package Contents
Move to Trash
Get Info
Compress "iWeb"
Burn "iWeb" to Disc...
Duplicate
Make Alias
Quick Look "iWeb"
Copy "iWeb"
Clean Up Selection
Show View Options
Label:
⊠ ▪ ▪ ▪ ▪ ▪ ▪ ▪
Scan with ClamXav

KEYBOARD SHORTCUTS

⁂ Shortcuts consist of a special key used in conjunction with other keys or mouse. The special key is called "modifier key". Nothing happens when you press a modifier key alone, but pressing it with other keys or mouse makes things happen.

⁂ There are four primary modifier keys that you will be using in shortcuts. These are Command key, Control key, Shift and Option.

⁂ When a menu is opened, for example "Edit", keyboard equivalent shortcuts will be listed on the right side of the menu.

⁂ To execute the shortcut, press and hold the modifier key or keys, then **tap** the letter key.

⁂ When keyboard shortcut is provided in text form, do not type the +, - or ->. For example, to execute a copy, use Command+C. Press and hold **⌘, then tap C.** **Do not press and hold C.**

Common shortcut symbols seen in menus

1	**Command key**	⌘
2	**Control key**	⌃
3	Escape	⎋
4	Arrow keys	→ ← ↓ ↑
5	**Shift**	⇧
6	**Option**	⌥
7	Delete back	⌫
8	Delete forward	⌦
9	Caps lock	⇪
10	Clear	⌧
11	Page up	⇞
12	Page down	⇟
13	Home	↖ , ↖
14	End	↘ , ↘

Wireless keyboard

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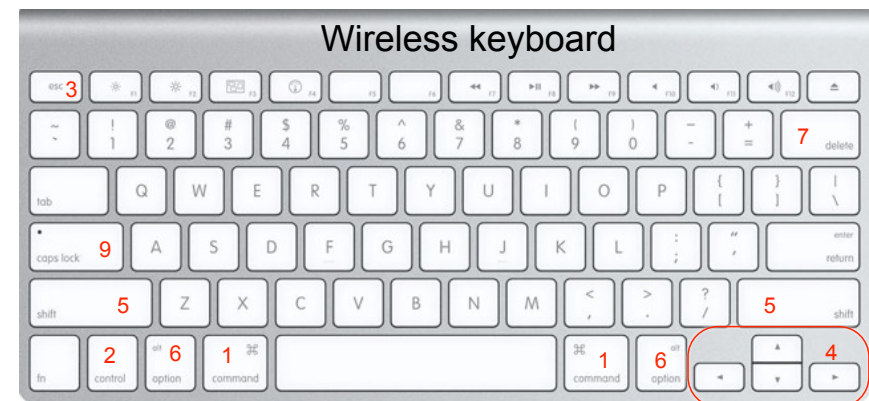
Keyboard Shortcuts
(Continued)

Keyboard with numeric pad

Shortcut symbols commonly seen in menus

1	Command key	⌘	8	Delete forward	⌦
2	Control key	^	9	Caps lock	⇪
3	Escape	↺	10	Clear	⌧
4	Arrow keys	→ ← ↓ ↑	11	Page up	⇞
5	Shift	⇧	12	Page down	⇟
6	Option	⌥	13	Home	↖ , ↖
7	Delete back	⌫	14	End	↘ , ↘

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THE END