LION EDITION

THE LITTLE MAC BOOK

ROBIN WILLIAMS

The World-Famous Guide for Mac Newcomers
The
Little Mac Book
Lion Edition

Robin Williams

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To my mother, Patricia Williams,
who made it possible,
and to my father, Gerald Williams,
who would have been proud.
Thank you! Many, many thanks to John Tollett, Nikki McDonald, and David Van Ness!
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The Little Mac Book used to be really little—way back in 1989. In 100 pages, it told you everything you needed to know. The Mac itself was also little in those days.

Over the years, as the Mac got bigger and more powerful, The Little Mac Book got bigger and heavier—it finally morphed into an 850-page behemoth, and that didn’t even include information on iTunes, iPhoto, and the other cool Mac applications!

But here is a “little” book again with just the very basic information to get you started using your new Macintosh. Of course, being little means there is a lot less information! This book should get you started. When you feel the need to know more, check out Mac os x Lion: Peachpit Learning Series. Peachpit also has lots of other great books on individual applications such as iPhoto, GarageBand, and much more.

Here’s to a Grand Adventure!

Robin
A **Finder window** is a basic, fundamental element of your Mac. When you open any **folder** or **disk**, including your hard disk, the Mac displays the contents of the folder in a **Finder window**. This chapter walks you through a number of short exercises so you’ll feel comfortable using these windows.

I assume you did the exercises in Chapter 2 so that you know how to click, press, press-and-drag, and maybe even Option-drag!
The basic window

Below you see a **Finder window**, sometimes called a **Desktop window**, the kind you’ll see when you open a folder or disk on the Desktop.

Later you’ll work with a **document window**, the kind you’ll see when you are using an application in which you create your work. The two types of windows are similar, but Finder windows have a few specific features.

You can tell this is a Finder window because when you click on it, the menu bar across the top of the monitor, just to the right of the apple, shows the word “Finder.” The Finder is the software that runs the Desktop, so all of the windows on the Desktop are considered Finder windows. Don’t let that confuse you—just think of the Desktop and the Finder as the same thing, for all practical purposes.

The items inside a Finder window might be shown as icons, as a list, or in columns, as explained on the following pages.
You can change how you view the contents of a Finder window. Some people like to see their windows’ contents as icons in Icon View; some prefer a list of names in List View; others prefer columns showing the contents of multiple folders at once in Column View; and some like the graphic Cover Flow View. In the short exercises that follow, you’ll experiment with viewing the windows in different views.

Exercise 1: Experiment with views and with Icon View.

1. If you don’t have a Finder window open, single-click the “Finder” icon (shown to the right).
2. In the Sidebar of the window, single-click “Applications.” The contents of the Applications folder appear in the window pane, as shown above.
3. Now click the View buttons one at a time to see how the contents appear in each of the different views.
4. Go back to the Icon View: Single-click the far-left View button, as shown above.
5. When in Icon View, single-click another item in the Sidebar to view its contents. The view is probably different in another window.
6. Single-click “Applications” in the Sidebar to view the Applications window again.
List View

Below you see a Finder window in **List View**. Notice there are little triangles to the left of each folder icon. You can single-click any number of triangles to display the contents of folders. This way you can see the contents of more than one folder at a time.

**Exercise 2: Experiment with List View.**

1. The **List View** button (circled, above) is second from the left in the row of four View buttons.
2. When in List View, single-click any “disclosure” triangle next to a folder to display its contents in a sub-list in this same window.

You can open more than one folder in this way; try it.

3. **To see the contents of just one folder**, double-click any folder icon; the contents of that folder you double-click will *replace* the contents you see at the moment.
4. **To go back** to the previous window pane of contents, single-click the Back button, the triangle in the upper-left corner of the Toolbar.

Single-click the triangle pointing to a folder to display a sub-list of what is contained in that folder. Or double-click a folder icon to display its contents in this same window.
Exercise 3: Resize the columns in List View to suit yourself.

1. Position the pointer directly on the dividing line between columns of information. When you are positioned correctly, the pointer changes into a two-headed arrow, as shown circled below.

2. When you see the two-headed arrow, press-and-drag left or right to resize the column. The column to the left of the two-headed arrow is the one that will be resized.

Exercise 4: Arrange the items in List View to suit yourself.

When an arrangement is applied to a window, it organizes things in a particular way, but it also limits what else you can do. For instance, you can’t resize or rearrange the columns or the items in the window. An arrangement can be a great solution for a window; just be aware of how it impacts other features.

1. From the Arrange by menu, circled below, choose an arrangement.

2. This can be very useful, but notice that you cannot resize the columns, nor rearrange them (by dragging the column names left or right).

3. Change the arrangement to “None” for now. Then try dragging a column heading left or right to rearrange it. The “Name” column cannot be moved.
**Column View**

Below is a Finder window in **Column View**. Notice there are little triangles to the right of each folder icon. The triangles indicate that the contents of those folders will appear in the column to the right when you single-click the folder name.

The name in the title bar is the name of the **selected folder** (not the name of the document that may be selected within that folder).

The “Documents” folder is selected, so its contents are shown to the right.

“John’s art” folder is selected, so its contents are shown to the right.

A file is selected, and a preview is shown to the right.

If this file is a document with many pages, or if it is a movie clip or presentation or music file, you can play the movie, watch the presentation, listen to the music, or skim through the document pages, right here in Column View.

**Exercise 5: Experiment with Column View.**

1. Single-click the Column View icon in the Toolbar, as circled above.
3. In the first column of files, single-click any folder icon to see its contents displayed in the next column.

   If you see another folder to the right, single-click that one to display its contents in yet another column.

   Your Mac will keep making columns to the right until you select a **document** of any type (as opposed to a **folder**) or an application **package**, at which point a small preview will be displayed in the last column.
You can resize the columns in Column View using the vertical column dividers. Position the pointer on top of a dividing line, and the pointer changes shape to indicate it will now adjust columns.

**Resize the columns in Column View**

If you’re using a mouse that cannot use gestures, you’ll see scroll bars on the dividing lines and at the bottom of the lines, little “thumb” marks. Position the cursor on the thumb mark to follow these directions.

- Drag to resize one column, the column to the left.
- Option-drag to resize all columns.
- Double-click to resize one column so the text is fully displayed.
- Option–double-click to resize all columns to all text is displayed.

**Exercise 6: Resize the columns in Column View.**

1. **To resize one individual column at a time,** just press-and-drag left or right on any divider. This resizes the column to the left of the selected divider.
   
   If you’re using a wired mouse, drag the thumb marker.

2. **To resize all columns at once,** hold down the Option key while you drag the divider or the thumb marker left or right. This makes all columns proportionally larger or smaller as you drag.

3. **This is the most useful technique of all:** Double-click on the dividing line or thumb marker to _widen the column so you can see the complete file names of all files._

This window in Column View has an arrangement applied, by “Kind.”
Cover Flow View  Below you see a Finder window in **Cover Flow View**. This is quite different from the other views in that it shows you a graphic image of each item in a folder.

- To skim through the images in the upper preview, use one finger to swipe across a Magic Mouse, or two fingers to swipe across a trackpad. With a non-gesture mouse, “press-and-toss” on either side of the center image to flip through them (try it!), or drag the slider that appears beneath the images.

Quick Look/Slideshow  The Spacebar on your keyboard acts as a **Quick Look/Slideshow** button, showing you an instant preview of any file. Select an icon (click it once), then tap the Spacebar.

You can show an instant preview of a document, even if the selected file contains multiple pages. If you select more than one item, you’ll see slideshow buttons (left and right arrows) to go back and forth between documents.

**Exercise:** **Experiment with Quick Look/Slideshow.**

2. Tap the Spacebar to view it.
3. To view another file, single-click it, or select several files.
4. To put the Quick Look away, tap the Spacebar again or click the X in the upper-left corner of the preview.
You have used the **Sidebar** a number of times already. Here are a couple of extra tips, as well as a press-and-drag practice.

You can **remove any item** from the Sidebar. This doesn’t destroy anything! You are only removing an icon that represents the original file—you are not deleting any original files at all.

**Exercise: Delete an item from the Sidebar.**

- To remove any item from the Sidebar, hold down the Command key and drag the item to the Desktop. It disappears in a puff of smoke, as shown below.

You can **add other items to the Sidebar.** You might want to add files or folders that you use the most often. You might want to put a current project folder here or, if your Dock is getting overcrowded, a favorite application.

1. Find the item that you want to add to your Sidebar.
2. Drag that item’s icon to any position under the “Favorites” heading (you aren’t allowed to put it anywhere else).

As you drag an item to the Sidebar, a blue, horizontal line appears. This line indicates where the item will be placed when you let go. If this isn’t where you want it to be placed, drag up or down in the list until the horizontal line is in the position you want.
**Window buttons**  
In the upper-left corner of each window are **three little buttons**: red, yellow, and green. These are in color in the active window (the one in front) and gray in all other windows behind that one.

From left to right, the buttons Close, Minimize, and Zoom.

When the pointer is positioned near the buttons, tiny symbols appear inside the buttons.

**Close a window**  
**Use the red button,** the Close button, to close a window.  
1. If you don’t have a window open, single-click the Finder icon in the Dock to open one.  
2. To close the window, single-click the red button. This puts it away, back into the folder or disk it came from.

**Zoom a window**  
**Use the green button,** called the Zoom button, to zoom a window larger or smaller. How large or small the window becomes depends on what is in the window and how large or small it was before you clicked the button.

1. If you don’t have a window open, single-click the Finder icon in the Dock to open one.  
2. Single-click the green button to zoom the window large enough to see everything, or to zoom it smaller.
When you **minimize a window**, you send a tiny icon of that window down to the Dock, to the right side of the dividing line. Whenever you want to see that particular window again, you can open it straight from the Dock.

**Exercise 1: Minimize the window and open it again.**

- Single-click the **yellow** button to **minimize** the window, which sends the window down into the Dock, as shown below.

  ![Minimize button](image)

  When a window is minimized, it floats down into the Dock as an icon, out of the way until you need it again. When you want it back, simply single-click its icon.

- To **open a minimized window**, single-click its icon in the Dock.

If you’re feeling comfortable with minimizing windows, try this—make minimized windows hide behind the application icon in the Dock so they don’t take up space. Just set this preference, below, and then watch the windows minimize behind their Dock icons.

**Exercise 2: Minimize windows into application icons.**

1. From the Apple menu, choose “System Preferences....”
2. Single-click the “Dock” icon.
3. In the pane (shown to the right), check the box to “Minimize windows into application icon.”
4. Close the preferences (click the red button, upper left).

**Useless-But-Fun Tip:** To minimize an open window in slow motion, hold down the Shift key when you click the yellow button or when you click a window icon in the Dock.
You can make as many folders as you need to organize your files, and you can move the folders, put files inside of them, take files out, rename the folders, etc.

**Exercise 1: Create your own folder.**

1. Open the Finder window in which you want the new folder to appear; for instance, open the Documents folder.
2. Go to the File menu and choose “New Folder,” or press Command Shift N. A new folder appears in the selected window (or on the Desktop, if no window was selected).
3. While the new folder is highlighted, type its name. Click any blank spot on the screen when you’re finished.

**Exercise 2: Rename a folder.**

1. Single-click the folder to select it.
2. Hit the Return or Enter key (or single-click directly on the name) to highlight the name.
3. Type to replace the existing name. (You don’t need to delete the original name first.)
4. Hit Return or Enter to set the name, or just click in any blank spot in the window or Desktop.

- **To put files into a folder,** press-and-drag the file over to the folder; when the folder highlights, let go.
- **To move a folder,** just drag it into another window or drop it onto another folder.
You can **customize** many things about the windows. Each view has its own options for customizing. When you’re ready, check these out.

To change a window’s **View Options**, click a Finder window, then go to the “View” menu and choose “Show View Options.”

If the selected window is in Icon View, the pane shown on the right opens. *The options shown in this pane are different when the selected window is in List View or Column View; check them out.*

- Drag the **Icon size** slider to make icons larger or smaller.
- Resize the text names under icons with the **Text size** pop-up menu: Single-click the little menu bar (the one that now says “12”), then single-click a larger or smaller number.
- Choose a **Label position** of “Right” if you want to make icon labels (names) display to the right of icons instead of centered below them.

The changes you make will affect only the *open* window. If you want these changes to apply to all windows in this view, click the button at the bottom to **Use as Defaults.**

- **To put the View Options away**, single-click the tiny round button in the upper-left corner of the title bar.

If your folder full of icons starts looking messy, experiment with the options in the View menu: “Clean Up” and “Arrange By.” Remember that an “arrangement” forces items into specific places and doesn’t allow any flexibility; if you find you have trouble moving files into certain places, check to see if an arrangement has been applied. If so, choose an arrangement of “None,” and you will be able to move files wherever you want.
You will eventually figure out which view you like best for your windows. You might discover that you like some windows best in a list and some as icons, and sometimes you’ll want to switch into Column View or Cover Flow View.

Everything in a Finder window uses a single click, except when you want to open a folder icon into its own window pane.

Make your own folders to keep your files organized.
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