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# Mac OS® X Lion™

1 2 3 4 5 6 7 **on Demand**

What you need, when you need it!

que

Steve Johnson, Perspection, Inc.

# Mac OS® X Lion™

1 2 3 4 5 6 7 on Demand

**Steve Johnson**

**Perspection, Inc.**

## Mac OS® X Lion™ On Demand

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Library of Congress Cataloging-in-Publication Data is on file

ISBN-13: 978-0-7897-4819-5

ISBN-10: 0-7897-4819-3

Printed and bound in the United States of America

First Printing: July 2011

14 13 12 11                    4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

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### Associate Publisher

Greg Wiegand

### Acquisitions Editor

Laura Norman

### Managing Editor

Steve Johnson

### Author

Steve Johnson

### Technical Editor

Beth Teyler

### Page Layout

James Teyler

### Interior Designers

Steve Johnson

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### Photographs

Tracy Teyler

### Indexer

Katherine Stimson

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# Acknowledgments

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*Mac OS X Lion On Demand* has been created by the professional trainers and writers at Perspection, Inc. to the standards you've come to expect from Que publishing. Together, we are pleased to present this training book.

Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively in order to communicate, make decisions, and solve problems. Perspection writes and produces software training books, and develops multimedia and Web-based training. Since 1991, we have written more than 100 computer books, with several bestsellers to our credit, and sold over 5 million books.

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## Acknowledgments

The task of creating any book requires the talents of many hard-working people pulling together to meet impossible deadlines and untold stresses. We'd like to thank the outstanding team responsible for making this book possible: the writer, Steve Johnson; the technical editor, Beth Teyler; the production editor, James Teyler; proofer reader, Beth Teyler; and the indexer, Katherine Stimson. We'd also like to thank Alan Greth for his contributions to the book.

At Que publishing, we'd like to thank Greg Wiegand and Laura Norman for the opportunity to undertake this project, Cindy Teeters for administrative support, and Sandra Schroeder for your production expertise and support.

*Perspection*

## About the Author

**Steve Johnson** has written more than 60 books on a variety of computer software, including Adobe Photoshop CS5, Adobe Flash CS5, Adobe Dreamweaver CS5, Adobe InDesign CS5, Adobe Illustrator CS5, Microsoft Windows 7, Microsoft Office 2010 and 2007, Microsoft Office 2008 for the Macintosh, and Apple Mac OS X Snow Leopard. In 1991, after working for Apple Computer and Microsoft, Steve founded Perspection, Inc., which writes and produces software training. When he is not staying up late writing, he enjoys playing golf, gardening, and spending time with his wife, Holly, and three children, JP, Brett, and Hannah. Steve and his family live in Pleasanton, California, but can also be found visiting family all over the western United States.

A large, light blue lowercase letter 'a' is positioned in the bottom left corner of the page, partially overlapping the light blue vertical bar.

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As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an associate publisher for Que, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

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Mail: Greg Wiegand  
Que Publishing  
800 East 96th Street  
Indianapolis, IN 46240 USA

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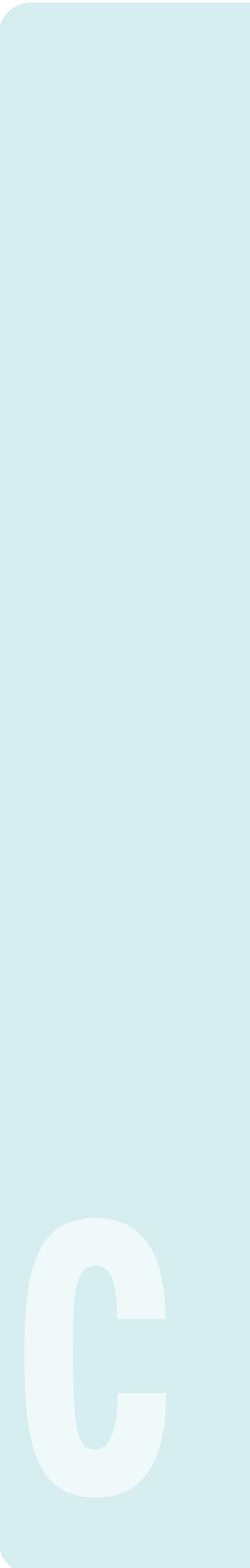
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# Introduction

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Welcome to *Mac OS X Lion On Demand*, a visual quick reference book that shows you how to work efficiently with Apple Mac OS X Lion. This book provides complete coverage of basic to advanced Mac OS X skills.

## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

## What's New

If you're searching for what's new in Mac OS X Lion, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Lion. A complete description of each new feature appears in the New Features guide in the back of this book.

## Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as +P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at [www.perspection.com](http://www.perspection.com).



## How You'll Learn

**How This Book Works**

**What's New**

**Keyboard Shortcuts**

**Step-by-Step Instructions**

**Real World Examples**

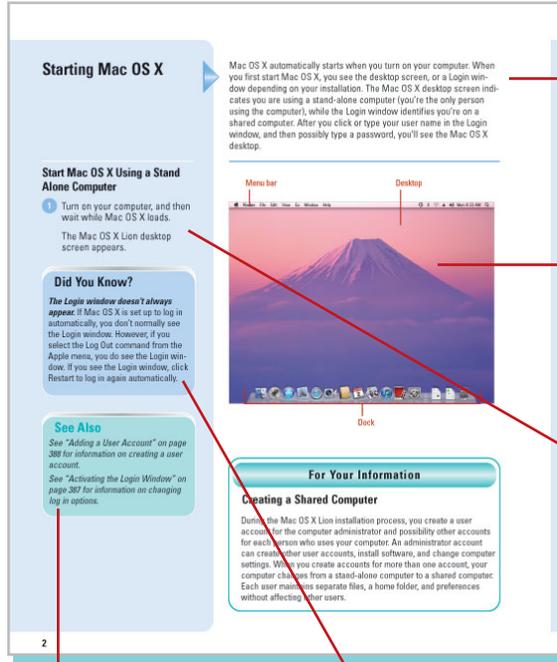
**Workshop**

**Get More on the Web**



# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

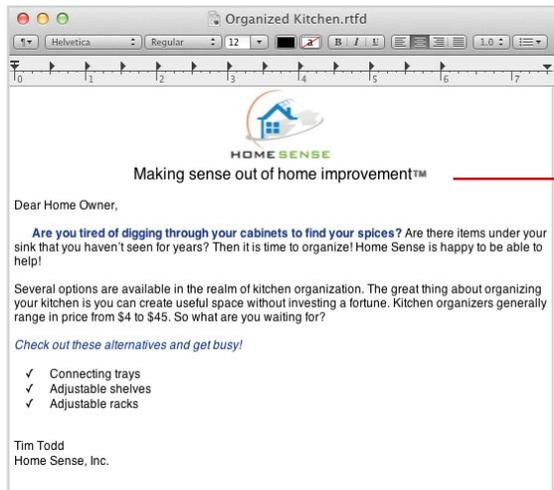
Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

# Real World Examples

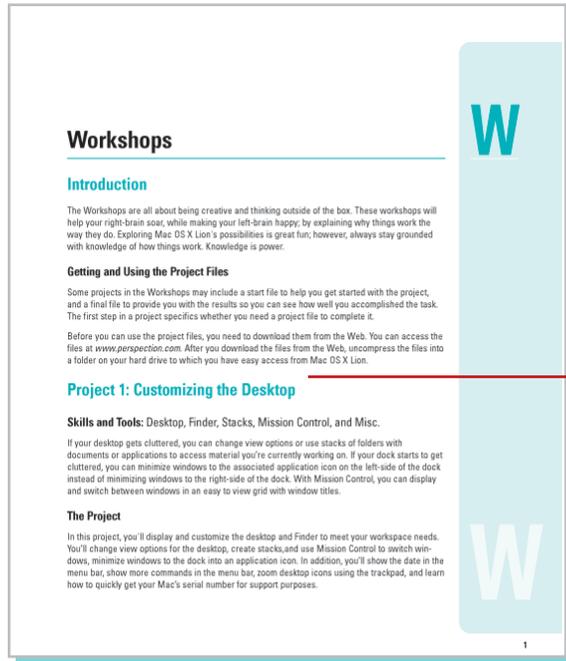
This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at [www.perspection.com](http://www.perspection.com).



Real world examples help you apply what you've learned to other tasks.

# Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects and associated files are available on the Web at [www.perspection.com](http://www.perspection.com).



The **Workshops** walks you through in-depth projects to help you put the Mac OS X Lion to work.

# Get More on the Web

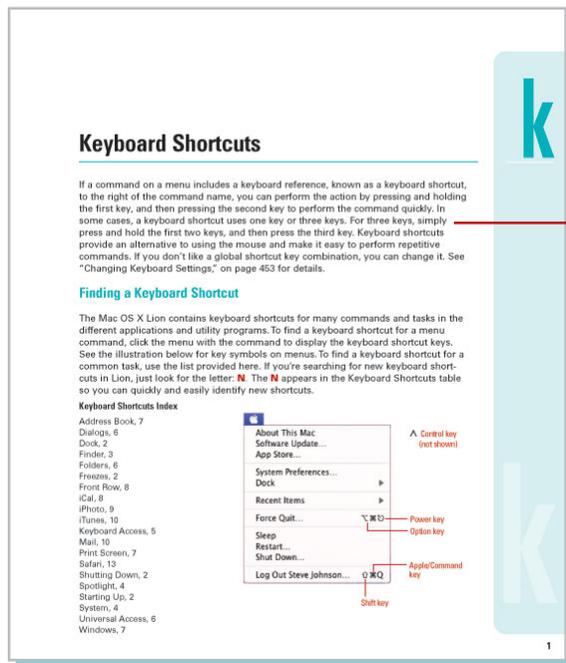
In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Mac OS X. Some of the information includes:

## Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

## Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.



**Additional content** is available on the Web.

## More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at [www.perspection.com](http://www.perspection.com).



Download and use **Photographs** to help you add impact to your documents.

# Finding What You Want with Spotlight

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## Introduction

If you're looking for specific content on your computer or network and you don't know where to find it, you can use Spotlight to help you locate it. Spotlight not only searches the names of your files and folders, it also searches their content. In addition, Spotlight searches other information stored in files, known as **metadata**, which describes how and when and by whom a particular set of data was collected, or how the data is formatted. Examples of metadata include authors, page size, creation and modification dates, duration of music and movies, dimensions of graphics or PDF documents, exposure time of a camera lens for photographs, and names of layers in Photoshop.

Spotlight is conveniently located on the right side of the menu bar on your Mac screen. You can identify Spotlight by the blue icon with a magnifying glass. Spotlight performs a live search of your Home folder on your computer using the information you know. As you type in Spotlight, a menu appears displaying a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes. Spotlight searches for everything on your computer that matches what you've typed, which includes every file, folder, program, e-mail message, address book entry, calendar appointment, picture, movie, PDF document, music file, Web bookmark, Microsoft Office document, and System Preferences panel, and lists the 20 best matches divided into categories, which you can customize later.

When you start Mac OS X for the first time, Spotlight automatically starts collecting search information about your Home folder, known as **indexing**. The indexing process initially takes about 15 to 30 minutes to perform (the Spotlight icon pulses) and then updates take place as needed. Indexing the information on your computer reduces the time it takes to perform a search.

# 3

## What You'll Do

**Find Information Using Spotlight**

**Find Information in the Spotlight Window**

**Filter Spotlight Results**

**Group and Sort Spotlight Results**

**Work with Spotlight Results**

**Set Spotlight Preferences**

**Search for Files Using the Find Window**

**Search for Hard to Find Information**

**Work with Find Window Results**

**Create and Use Smart Folders**

**Get Help While You Work**

**Get Help Using Spotlight**

# Finding Information Using Spotlight

If you're looking for specific content on your computer and you don't know where to find it, you can use Spotlight to help you find it. Even if you can only remember part of the content. Spotlight performs a live search of your Home folder on your computer using the information you know. As you type in Spotlight, a menu appears displaying a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes. If you type two words, Spotlight finds items that contain both words. Spotlight searches for everything on your computer that matches what you've typed, which includes every file, folder, program, e-mail message, address book entry, calendar appointment, to-do item, picture, movie, PDF document, music file, Web bookmark, document, and System Preferences panel, and lists the 20 best matches divided into categories, which you can customize later. Spotlight not only searches the names of your files and folders, it also searches their content, and displays a preview of the material (**New!**) from the menu. In addition, you can drag items from the Spotlight menu (**New!**) for use in folder or on the desktop. You can search by typing phrases or metadata attributes, and using boolean operators.

## Find Information Using Spotlight

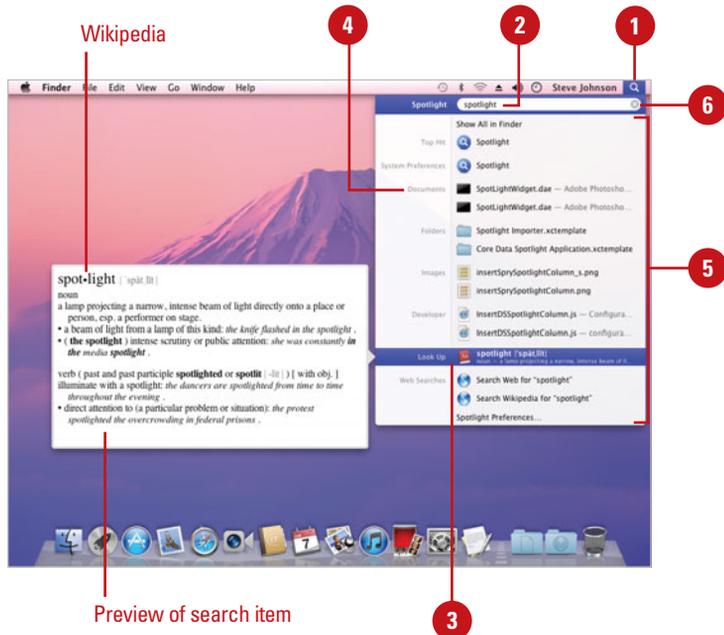
- 1 Click the **Spotlight** (magnifying-glass) icon on the right side of the menu bar.

**TIMESAVER** Press **⌘+Space** bar to open Spotlight.

- 2 In the Spotlight field, start to type what you want to find. To find a specific phrase, place quotes around it.

As you type, a menu begins to display a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes.

- 3 To preview an item (**New!**), point to the item in the list.
- 4 To copy an item (**New!**), drag the item off the Spotlight list.
- 5 To open an item, click the item or use the arrow keys to scroll down the list, and then press Return.
- 6 To clear or stop a search, click the **Close** button (x) in the Spotlight field.



## Find Information with Metadata Using Spotlight

- 1 Click the **Spotlight** (magnifying-glass) icon on the right side of the menu bar.

**TIMESAVER** Press +Space bar to open Spotlight.

- 2 In the Spotlight field, type *code:keyword*. Use quotation marks around text to search for an exact phrase.

Where the code is a category, such as *kind*, *date*, *modified*, or *author*, and keyword is a specific type of category.

Here are some examples:

- ◆ ***kind:preference network*** displays the network system preference on your computer.
- ◆ ***kind:contact steve*** displays all the contacts with the name steve on your computer.
- ◆ ***kind:music by:"Bruce Springsteen"*** displays all music by Bruce Springsteen.
- ◆ ***date:today kind:email*** displays all the email for today on your computer.

### Did You Know?

**You can quickly cancel a Spotlight search.** Press the Esc key to close the Spotlight menu and erase what you've typed. Now, you can type a new search. Press the Esc key again to cancel the entire search. To cancel the entire search in one step, press +Space bar again, +period, or +Esc.

## Find Code and Keywords

Find	Code:Keyword
Program	kind:app, kind:application
Address book contact	kind:contact
Folder	kind:folder
Mail message	kind:email, kind:mail message
iCal appointment	kind:event
iCal task	kind:to do, kind:todo
Image, picture	kind:image
Movie	kind:movie
Music or Sound	kind:music, kind:audio
PDF file	kind:pdf
System Preference	kind:preference, kind:system preference
Safari bookmark	kind:bookmark
Font	kind:font
Presentation	kind:presentation
Week	date:this week, date:next week
Month	date:this month, date:next month
Year	date:this year, date:next year
Today	date:today
Tomorrow	date:tomorrow
Yesterday	date:yesterday

## For Your Information

### Using Boolean Operators to Help Your Search

If you can't find the information you are looking for using the Spotlight field or Search field, you can use boolean operators (AND, OR, NOT, and dash (-) for AND NOT to exclude items) to refine your help search. For example, typing **report AND proposal** finds both words, typing **report OR proposal** finds either *report* or *proposal*, while typing **report NOT proposal** finds *report*, but excludes *proposal*. If you type **report - proposal**, Spotlight finds *report* but not *proposal*. You can also use keywords in your search with boolean operators. For example, typing **kind:pdf report AND kind:presentation proposal**, finds PDF documents with *report* and presentation files with *proposal*.

# Finding Information in the Spotlight Window

## Open and View the Spotlight Window to Locate Information

- 1 Click the **Spotlight** (magnifying-glass) icon on the right side of the menu bar.

### **TIMESAVER** Press

Option+⌘+Space bar to open Spotlight window directly.

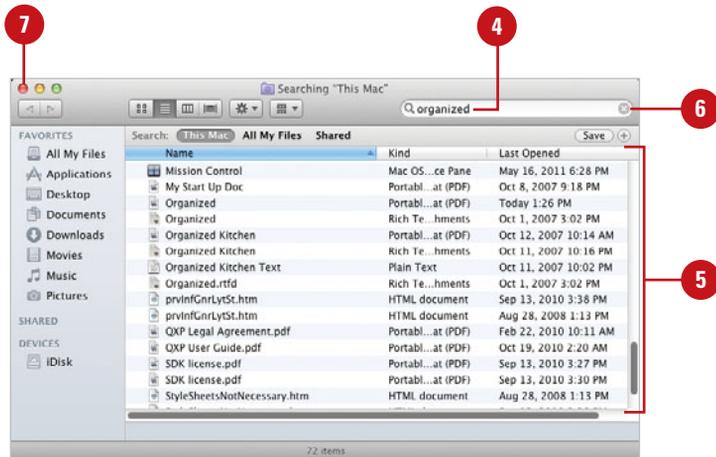
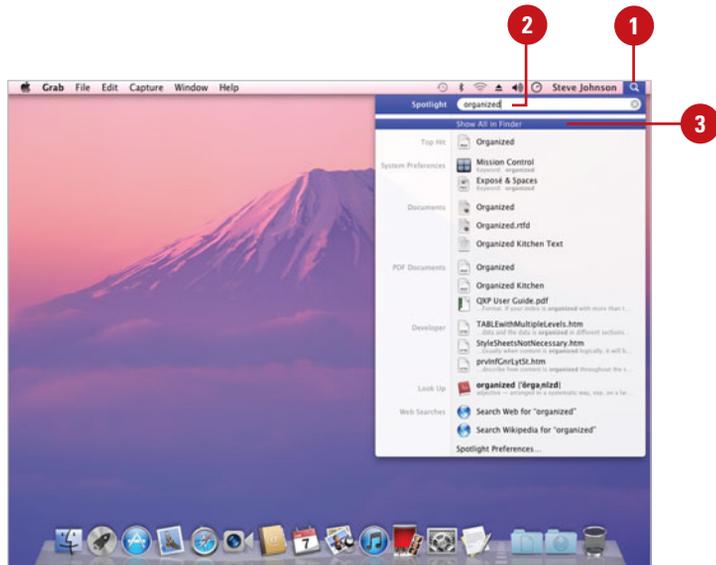
- 2 In the Spotlight field, start to type what you want to find.
- 3 Click **Show All in Finder** on the Spotlight menu.

The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left window corner.

- 4 To narrow or change the search, type the text you want to find in the Search field.
- 5 To open an item, double-click the item or use the arrow keys to scroll down the list, and then press Return.
- 6 To clear or stop a search, click the **Close** button (x) in the Search field.
- 7 When you're done, click the **Close** button.

If you can't find what you're looking for on the Spotlight menu with the 20 most likely matches, you can click the Show All in Finder command at the top of the Spotlight menu to open the Spotlight window and view the complete list of matches organized by category. The Show All in Finder command displays the results of your search by retrieving content on your entire computer that matches the criteria. The Search bar, located below the toolbar, indicates the search location and type, which is "This Mac," folder or disk name, such as "Documents" or "All My Files" (**New!**), and "Shared" by default. You can search your entire computer (This Mac), your Home folder (All My Files), or shared network computer by the file name and the contents of a file.



## Narrow Results in the Spotlight Window

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window.

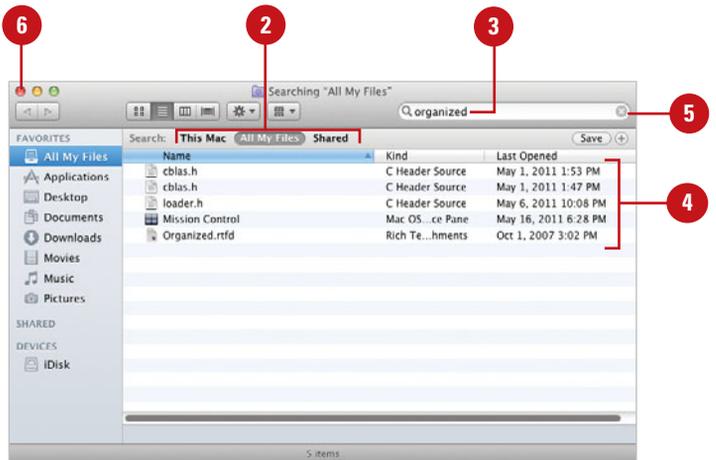
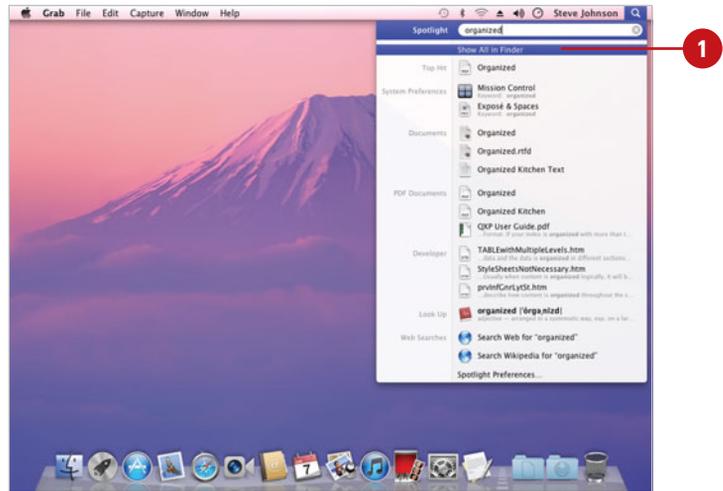
The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left corner of the window.

- 2 In the Search bar, click the button with the search location you want:

- ◆ **This Mac.** Searches all the disks on your computer.
- ◆ **All My Files.** Searches your Home folder.
- ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
- ◆ **Shared.** Searches shared folders on disks and computer.

- 3 To narrow or change the search, type the text you want to find in the Search field.
- 4 To open an item, double-click the item or use the arrow keys to scroll down the list, and then press Return.
- 5 To clear or stop a search, click the **Close** button (x) in the Search field.
- 6 When you're done, click the **Close** button.



### For Your Information

#### Searching Made Easy

You can add text to the Spotlight Comments field in the Get Info dialog for a specific file or folder that you can quickly search for using Spotlight later. Control-click a file or folder, click Get Info, and then type the text you want in the Spotlight Comments field.

# Filtering Spotlight Results

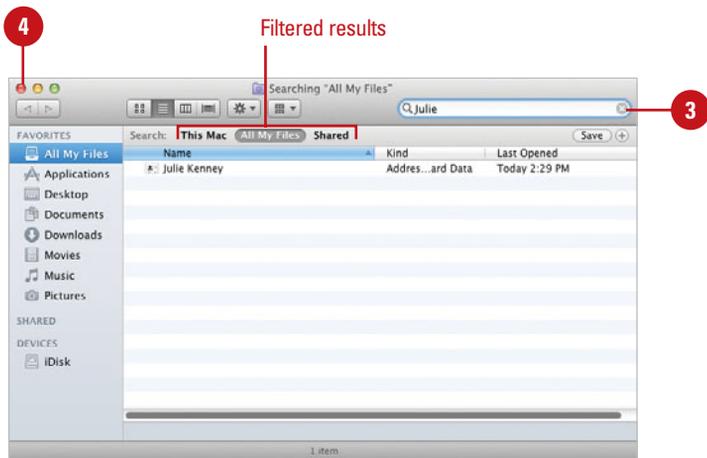
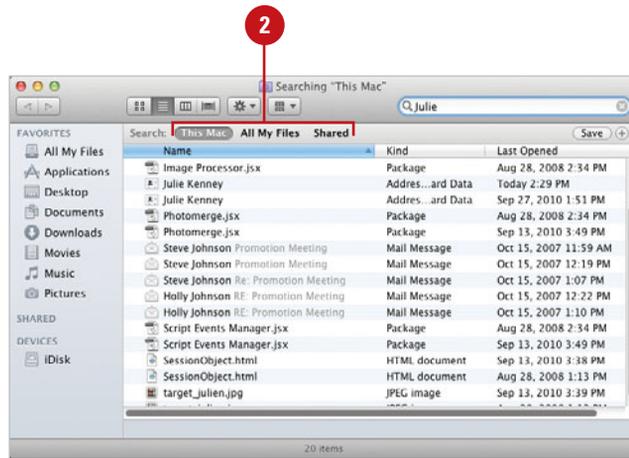
## Filter Spotlight Results

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.

The Spotlight window displays the results of your search by category.

- 2 In the Search bar, click the button with the search location you want:
  - ◆ **This Mac.** Searches all the disks on your computer.
  - ◆ **All My Files.** Searches your Home folder.
  - ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
  - ◆ **Shared.** Searches shared folders on disks and computer.
- 3 To clear a search, click the **Close** button (x) in the Search field.
- 4 When you're done, click the **Close** button.

If the list of Spotlight results is too long to find the results you want, you can revise your search text in the Search field or use the Search bar to filter, or narrow down, the list. The Search bar allows you to filter down the Spotlight results by location and type. The left side of the Search bar provides buttons to filter the search results by where the information is stored, such as This Mac (your entire computer), All My Files (your Home folder), or Shared (your networked computers), if available. After you select where, you can select how. You can filter the result by whether the search criteria is in the content of a file or the file name of the results. If you want to further narrow down the Spotlight results, you can add other search criteria using file attributes.



## Change Spotlight Criteria in the Spotlight Window

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window.

The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left corner of the window.

- 2 Click the **Action** button, and then click **Show Search Criteria**.

The Spotlight items option appears in the first Search pop-up, indicating Spotlight results in the window.

- 3 Click the **Add (+)** button, and then specify the criteria you want.

- 4 Click the first **Search** pop-up of the second criteria item, and then select or type the search criteria.

- ◆ Select **Other** on the pop-up to display a complete list of searchable attributes.

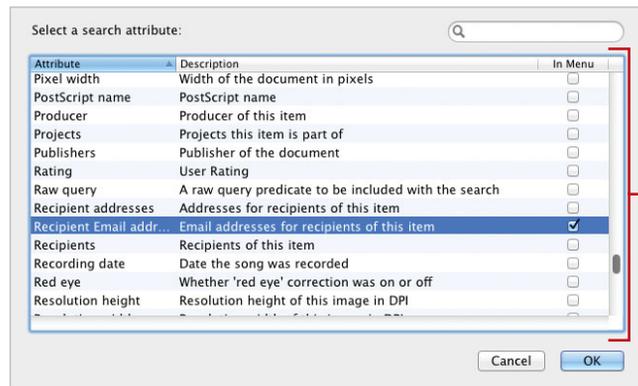
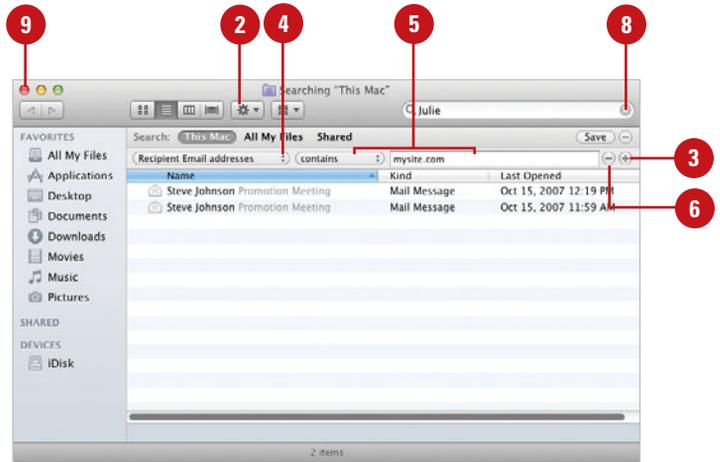
- 5 Click the second **Search** pop-up of the second criteria item, and then select or type more specific search criteria.

- 6 To remove search criteria, click the **Remove (-)** button.

- 7 Click the **Action** button, and then click **Hide Search Criteria**.

- 8 To clear or stop a search, click the **Close** button (x) in the Search field.

- 9 When you're done, click the **Close** button.



Other available search criteria

# Grouping and Sorting Spotlight Results

## Group and Sort Spotlight Results

- 1 Press Option+⌘+Space bar and click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.

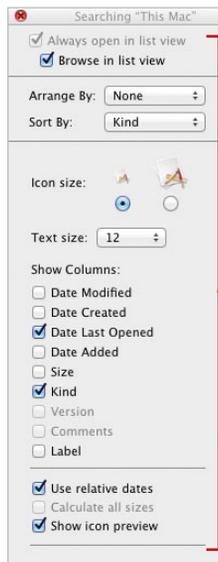
The Spotlight window displays the results of your search by category.

- 2 Click the **List View** or **Cover Flow** button on the toolbar to display the search results in list form.
- 3 Click a column header name (default shown) to sort the file and folder in ascending or descending order:

- ◆ **Name.** List in alphabetical order by element name.
- ◆ **Kind.** List by kind of item, including applications, documents, or images.
- ◆ **Last Opened.** List by the date you last opened it.

- 4 To change the view options, click the **Action** button, click **Show View Options**, select options, and then click the **Close** button.
- 5 When you're done, click the **Close** button.

After you perform a search using the Spotlight window, you can use the Arrange By button, Arranged By submenu on the Action menu or the column header button in List or Cover Flow view to group and sort the results of your search to make it easier to find what you're looking for. Clicking on one of the column header buttons—such as Name, Kind, or Last Opened (default options)—in the search result window in either List or Cover Flow view, sorts the files and folders by the type of information listed in the column. If the columns are not organized in the order you want, you can use the mouse to quickly drag a column header to rearrange them.



Select view options for Spotlight search results

# Working with Spotlight Results

## Work with Spotlight Results

- 1 Press Option+(⌘)+Space bar and click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.

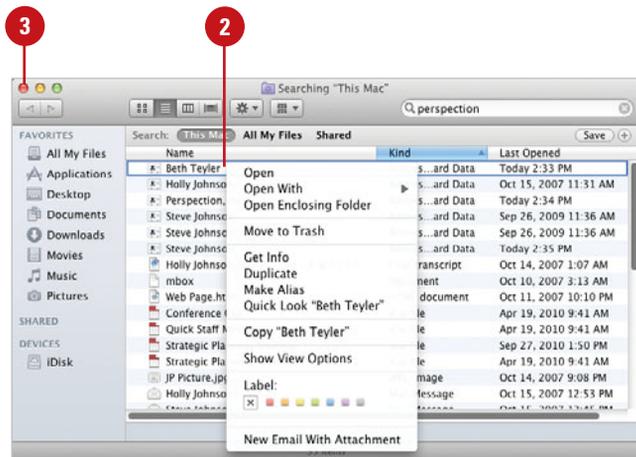
The Spotlight window displays the results of your search by category.

- 2 Control-click or right-click the item(s) you want, and then click the option you want:

- ◆ **Open.** Opens the selected item(s).
- ◆ **Open With.** Opens the selected item(s) with a specified application. Point to Open With, and then select an available application.
- ◆ **Open Enclosing Folder.** Displays the selected item(s) in a Finder window.
- ◆ **Get Info.** Opens the Get Info dialog box with basic file information for the selected item(s).
- ◆ **Quick Look.** View the contents of a file or folder without opening it.

- 3 When you're done, click the **Close** button.

After you perform a search using the Spotlight window, you can Control-click an item to display a shortcut menu and get more information about an item in the Spotlight results. When you Control-click an item, the shortcut menu allows you to open the item, get information about the item from the Get Info dialog box, locate the item in the Finder, display a slide show for graphic items, or create an e-mail with attachments using Mail.



# Setting Spotlight Preferences

## Set Spotlight Search Results Preferences

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.

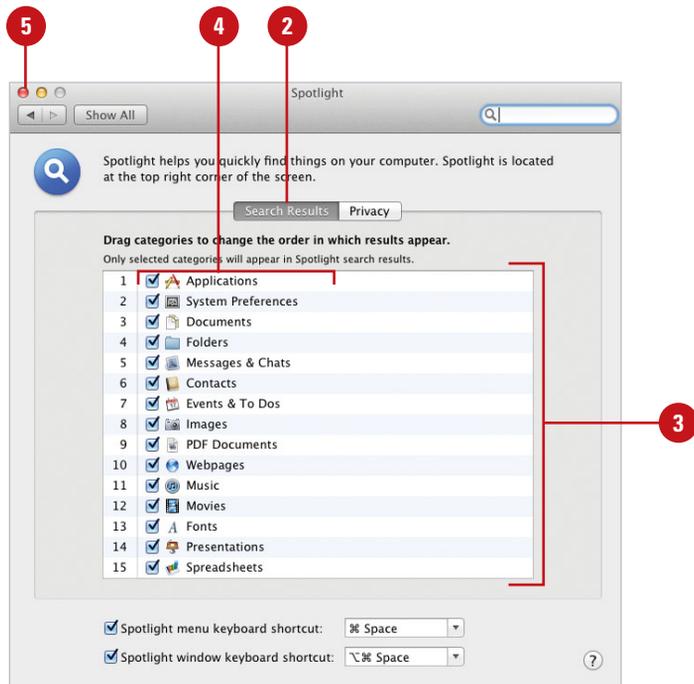
**TIMESAVER** Click *Spotlight preferences* at the bottom of the *Spotlight menu* (after you've started a search).

- 2 Click the **Search Results** tab.
- 3 Select the check boxes you want to include in the search results or clear the check boxes you don't want to include in the search results.
- 4 To change the order to the search results categories, drag the categories to the location you want.
- 5 Click the **Close** button.

### Did You Know?

You can use *Spotlight everywhere (almost)*. The Spotlight Search field is also available in the Finder, Mail, System Preferences, and Open and Save dialogs to name a few.

You can change Spotlight preferences to customize the way you use Spotlight. You can specify the categories, such as Applications, Documents, Folders, and so on, you want or don't want to include in a Spotlight search. In addition, you can change the order of the categories to prioritize the way the results appears. If you prefer different shortcut keys to display the Spotlight menu or open the Spotlight window, you can change them. When Spotlight performs a search, it looks every where on your computer (except for someone else's Home folder). If you want to keep certain disks, partitions, or folders private, you can add them to your privacy settings in Spotlight preferences. When you add an item to the privacy list, Spotlight removes them from the Spotlight index.



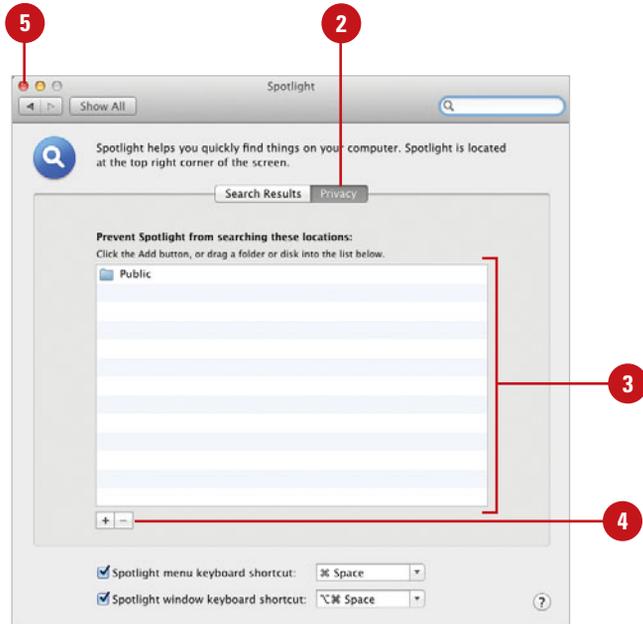
### For Your Information

#### Selecting the Default Search Location

You can specify the default search location for Spotlight. Click the Finder menu, click Preferences, click Advanced, click the When performing a search pop-up, then click Search This Mac, Search the Current Folder, or Use the Previous Search Scope.

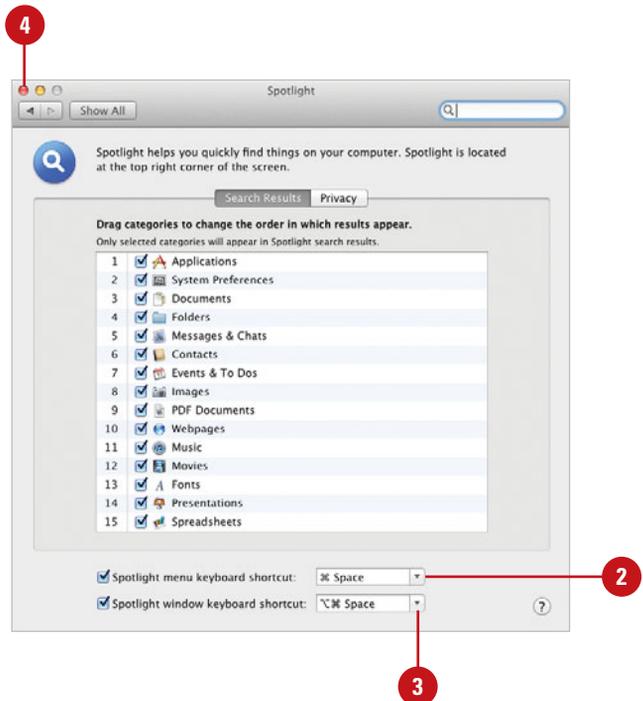
## Set Spotlight Privacy Preferences

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.
- 2 Click the **Privacy** tab.
- 3 Drag the items (disks, partitions, or folders) to the list of non-searchable items from the desktop, or click the **Add (+)** button, navigate to the item, and then click **Choose**.
- 4 To delete an item, click the item, and then press Delete or click the **Remove (-)** button.
- 5 Click the **Close** button.



## Set Keyboard Shortcuts for Spotlight

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.
- 2 Select the **Spotlight menu keyboard shortcut** check box, click the list arrow, and then select the shortcut you want.
- 3 Select the **Spotlight window keyboard shortcut** check box, click the list arrow, and then select the shortcut you want.
- 4 Click the **Close** button.



# Searching for Files Using the Find Window

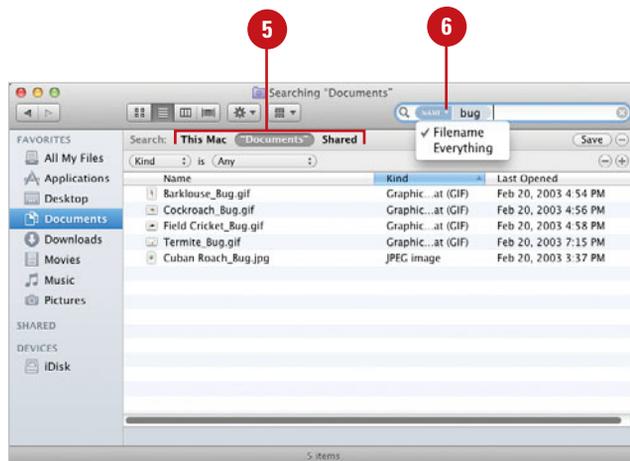
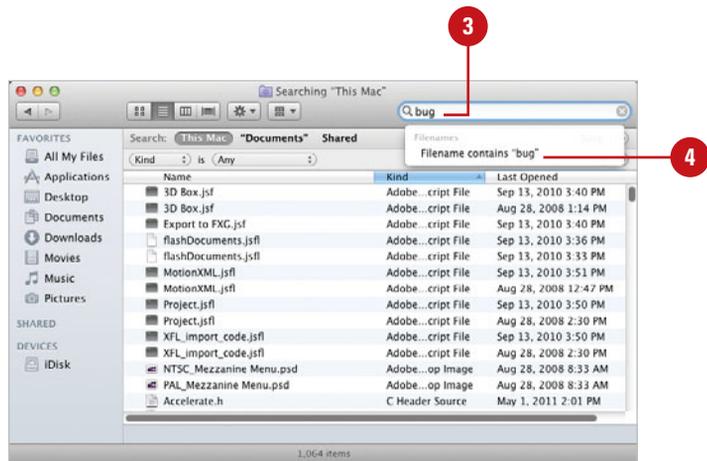
## Search for Files Using the Find Window

- 1 Open a Finder window.
- 2 Click the **File** menu, and then click **Find**.

**TIMESAVER** Press  $\text{⌘} + \text{F}$  to open the Find window.

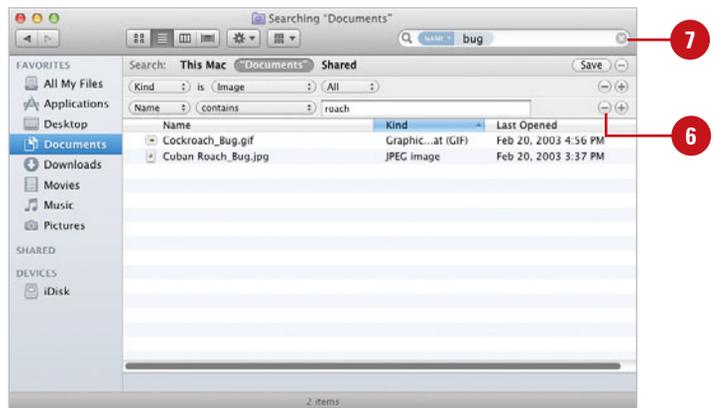
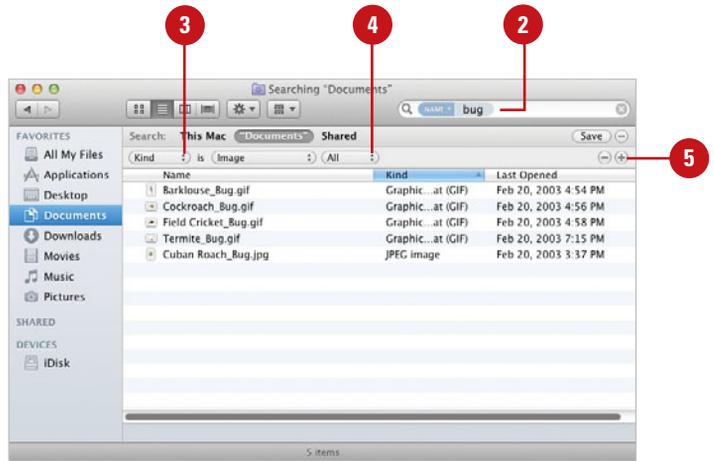
- 3 In the Search field, type the text in which you want to search.
- 4 On the Search menu, select a suggestion, such as Filename contains “text” to narrow the search as desired. (**New!**)
- 5 Click the button with the search location you want:
  - ◆ **This Mac.** Searches all the disks on your computer.
  - ◆ **All My Files.** Searches your Home folder.
  - ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
  - ◆ **Shared.** Searches shared folders on disks and computer.
- 6 To change the search, click the drop-down button, and then click **Filename** or **Everything**.

Spotlight provides a quick and easy way to search for files, but if you need to perform a more specific search, the Find window can help you search for what you need. The Find window lets you specify where and how you want to search—This Mac, All My Files or “folder or disk name,” or Shared—with either file contents or name and make relevant suggestions as you type (**New!**). You can narrow your search by selecting or typing a specific list of criteria—such as name, location, size, or kind—available in the Find window. For example, you can search for all graphic files with the *.jpg* extension you created last month that contain *web*. After you complete a search, a separate results window opens. Unlike the Spotlight, you can change the criteria and perform a new search, and then compare the results.



## Narrow Search for Files Using the Find Window

- 1 Click the **File** menu, and then click **Find**.
  - 2 In the Search field, type the text in which you want to perform an initial search.
  - 3 Click the first **Search** pop-up, and then select or type the search criteria; options vary depending on the criteria.
    - ◆ **Kind.** Finds files that are or aren't a certain kind.
    - ◆ **Last Opened Date.** Finds files that you last opened.
    - ◆ **Last Modified Date.** Finds files according to the date modified.
    - ◆ **Created Date.** Finds files according to the date created.
    - ◆ **Name.** Finds all or part of a file name (capitalization doesn't matter); select another option, such as **Contains**, **Starts With**, **Ends With**, or **Is**.
    - ◆ **Contents.** Finds words inside your file; handy if you don't remember the name.
    - ◆ **Other.** Finds files based on other selected attributes.
  - 4 Click the second **Search** pop-up, and then select or type more specific search criteria.
  - 5 To add search criteria, click the **Add (+)** button, and then specify the criteria you want.
  - 6 To remove search criteria, click the **Remove (-)** button.
- The search results appear in the window.
- 7 To pause or stop a search in progress, click the **X** button.



### For Your Information

#### Setting a Search Location Preference

In the Finder Preferences dialog, you can specify a search location preference. You can select any of the following options: **Search This Mac**, **Search the Current Folder**, or **Use the Previous Search Scope**. Click the Finder menu, click **Preferences**, click **Advanced**, click the **When performing a search pop-up**, and then select the option you want.



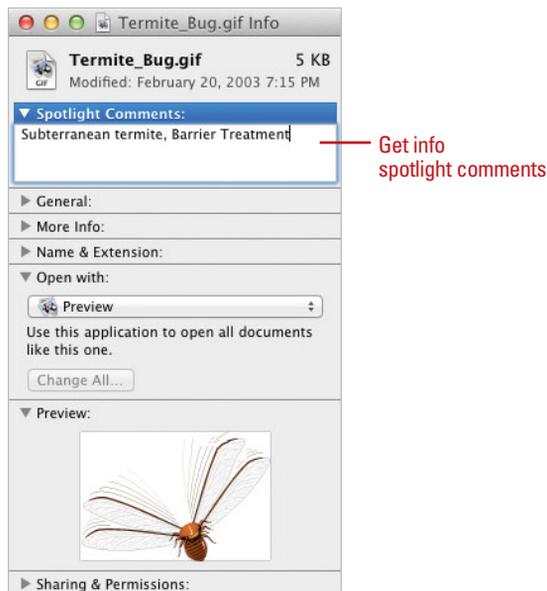
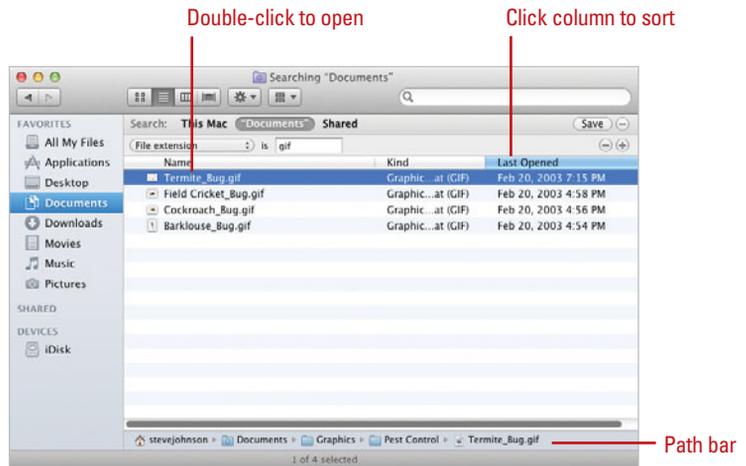
# Working with Find Window Results

## Work with Find Window Results

After you perform a search with the Find window, you can use the following options to work with the results:

- ◆ **Find the location of a file.** Click a file to display the location in the Path bar at bottom of the window.
- ◆ **Open the location of a file.** Click the **File** menu, and then click **Open Enclosed Folder**.
- ◆ **Open a file.** Double-click the file icon.
- ◆ **Move or delete a file.** Drag the file to a new location or the Trash.
- ◆ **Rename a file.** Click its name, select the text, and then type a new name.
- ◆ **Copy a file.** Use the **Copy** and **Paste** commands on the **Edit** menu.
- ◆ **Get file information.** Click the **File** menu, and then click **Get Info**. Add criteria to Spotlight Comments for use in Spotlight searches.
- ◆ **Sort the result by category.** Click the column header.
- ◆ **Start a new search.** Change the text in the Search field, or click the Close (x) button in the Search field and type a new search.
- ◆ **Close the search.** Click the **Close** button or press **⌘+W**.

After you perform a search with the Find window, you can perform a variety of file management operations directly with the Find window results, which are similar to the ones you can perform in the Finder. For example, you can get file information, and move, copy, rename, or delete a file directly in the search results window. In addition, you can display the location of a file in the search results window, and then open its folder location or open the file.



# Creating and Using Smart Folders

## Create and Use a Smart Folder

- 1 Click the **File** menu, and then click **New Smart Folder**.
- 2 Use the **Add (+)** button to specify the search criteria you want to save as a Smart folder.
- 3 Click the **Save** button.
- 4 Type a name for the Smart folder.
- 5 Specify the location where you want to save the Smart folder.

The default location is the Saved Searches folder.

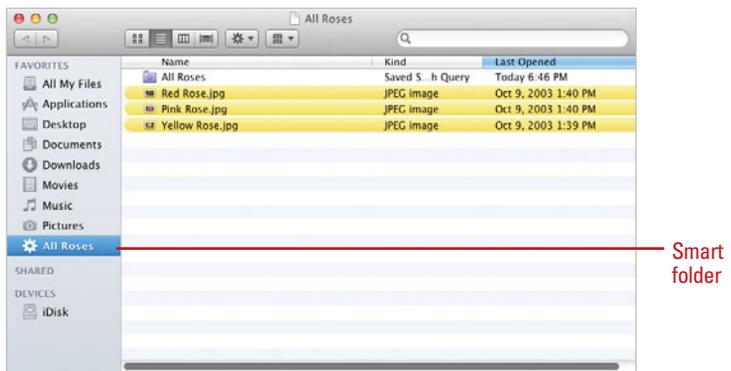
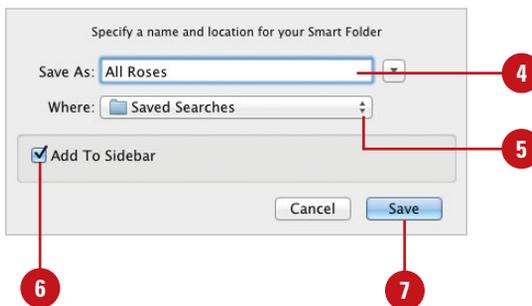
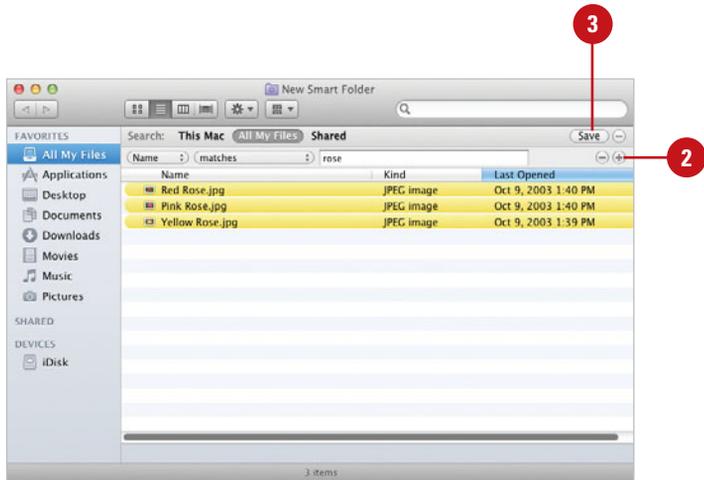
- 6 Select or clear the **Add To Sidebar** check box to either add or not add the Smart folder to the sidebar.
- 7 Click **Save**.
- 8 To use a Smart folder, click the Smart folder icon on the Sidebar, or navigate to the Saved Searches folder, and then double-click it.

◆ The Saved Searches folder is located in the Library folder, which is located in the Home folder.

## Did You Know?

**You can open a recent item.** Click the Apple menu, point to Recent Items, and then click the recently used document you want to open.

A Smart folder is a self-updating folder that performs a search based on the search criteria you set and save in the Search dialog box. You can create a Smart folder by specifying a search in the Search dialog box and then saving it as a saved search. For example, if you set up a search for *Last Opened* and *This week*, and saved it as a Smart folder. In the Sidebar, you can click the Smart folder to perform the smart search, or Control-click it and click Show Search Criteria to edit it.



## Edit a Smart Folder

- 1 Navigate to the Smart folder you want to edit; you can click Smart folder in the Sidebar to select to display it.
- 2 Click the **Action** menu, and then click **Show Search Criteria**.
- 3 Change the search criteria you want to modify.
- 4 Click **Save**.
- 5 Click the **Action** menu, and then click **Hide Search Criteria**.

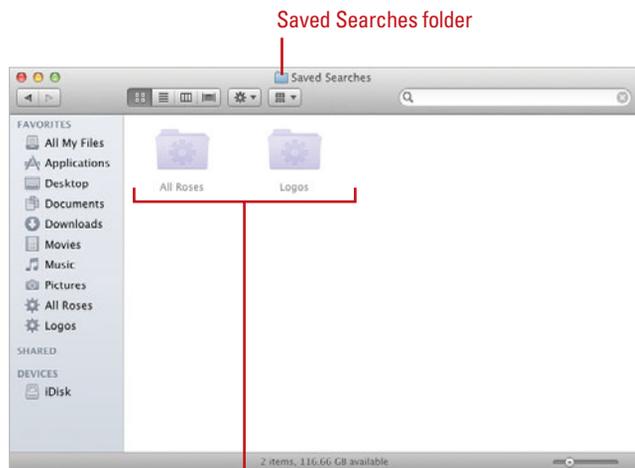
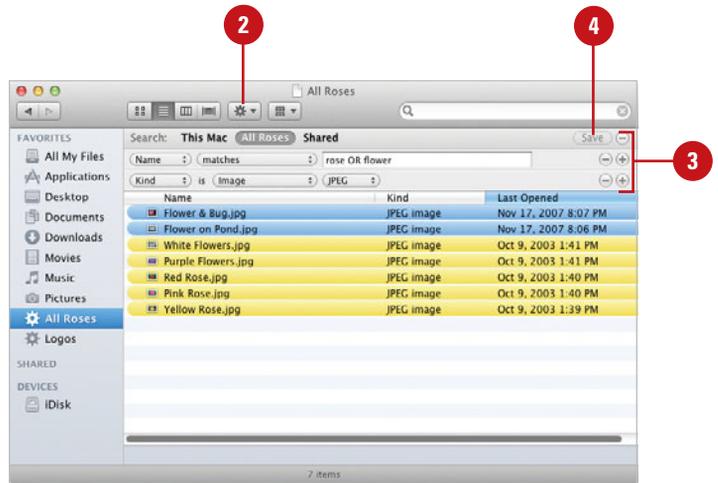
### Did You Know?

**Where's the Smart folder?** The Smart folder is located in the Saved Searches folder in the Library folder, which is located in the Home folder.

**You can delete a Smart folder.** Control-click the smart folder in the Sidebar, click Open Enclosing folder, and then drag the Smart folder you want to delete to the Trash icon.

**You can remove a Smart folder from the Sidebar.** Control-click the smart folder in the Sidebar, and then click Remove from Sidebar. The folder is removed from the sidebar, however it remains in the Save Searches folder.

**You can add a Smart folder or other folder to the Sidebar.** Select the folder in a Finder window or desktop, click the File menu, and then click Add To Sidebar.



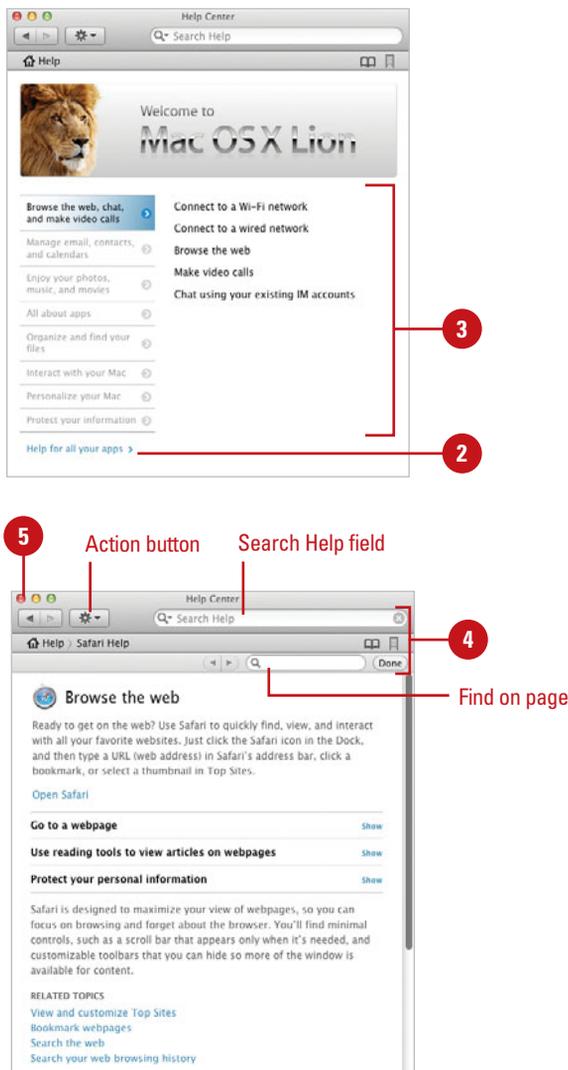
Items grayed out, not accessible.  
Drag to trash to delete.

# Getting Help While You Work

## Browse for Help Information

- 1 In the Finder, or any other application, click the **Help** menu, and then click **Help Center** or **<application name> Help**.
- 2 To select another Help, click the **Help for all your apps** link, and then click a help library.
- 3 Click a link in the Help window until you find the topic with the information you're looking for.
- 4 Use the Help toolbar to navigation help topics:
  - ◆ Click the **Back** and **Forward** button to view previously viewed topics.
  - ◆ Click the **Action** button to change text size, find and highlight text on current page, or print current topic.
  - ◆ Click the **Home** button to return to the first page of the help.
  - ◆ Click the **Add Bookmark** button to add the current help topic to bookmarks. Click **Bookmarks** button to display the bookmark list to open, remove or email.
- 5 Click the **Close** button to quit Help.

When you have a question about how to do something in Mac OS X, you can usually find the answer with several clicks of your mouse. Mac OS X Help is a resource of information to help you use Mac OS X. The Mac OS X Help Center is like an online book with a table of contents, complete with a search feature, and additional links to the Internet to make finding information a little bit easier. You can access help from the Help menu in the Finder as well as many other Mac OS X applications, such as Safari and iChat; you can even switch between the different help libraries using the Home button. If you see the Help button (question mark) in a window or dialog, you can click it to get feature related help. If you have an Internet connection, Help retrieves online updates to Mac OS X Help content as necessary. For additional help and support information, visit the Apple Web site at [www.apple.com](http://www.apple.com).



## Search for Help Information

1 In the Finder, or any other application, click the **Help** menu, and then click **Help Center** or **<application name> Help**.

2 Click the magnifying glass in the Search field, and then click **Include Product Support Results** to check or uncheck it.

3 Click in the Search field.

**TIMESAVER** Press the **Tab** key to quickly go to the Search field.

4 Type the words you want to find in the help topics, and then press **Return**.

A list of matches appears with a Relevance column ranking the results by percentage.

5 Double-click the topic you want to read in the search results list.

6 Use the navigation buttons (**Back** and **Forward**) on the Help toolbar to move between help topics.

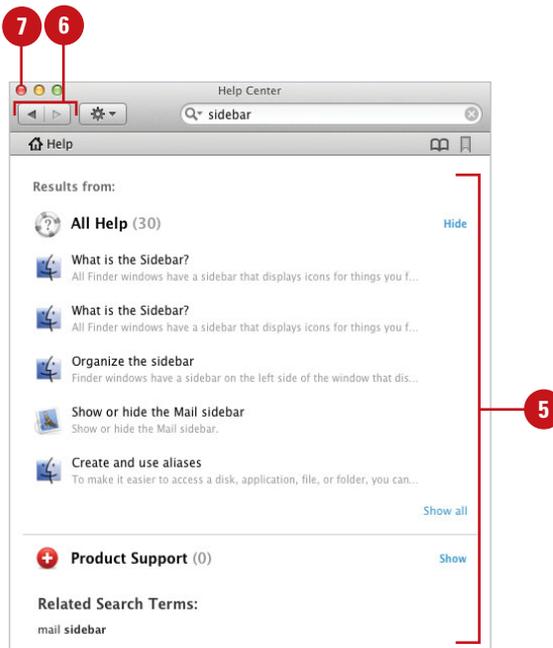
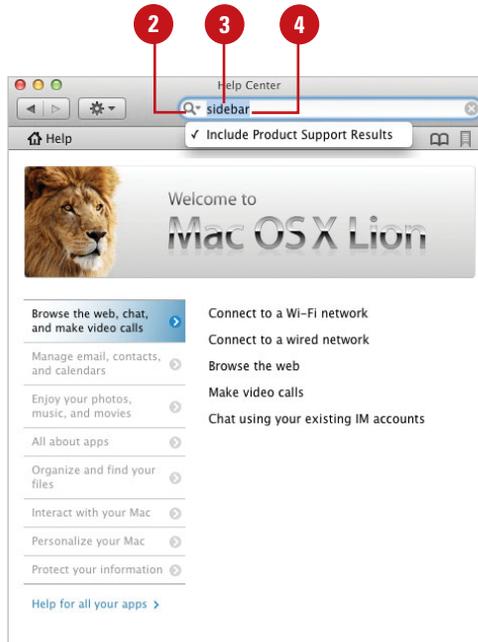
7 Click the **Close** button to quit Help.

### Did You Know?

**You can start a new search in a new window.** Click the **File** menu, click **New**, and then perform a new search.

**You can print a help topic.** Display the help topic in the Help window, click the **Action** button on the Help toolbar, click **Print**, and then click **Print** again.

**You can change the size of Help text.** Click the **Action** button on the Help toolbar, click **Make Text Smaller** or **Make Text Bigger**.



# Getting Help Using Spotlight

## Get Help Using Spotlight

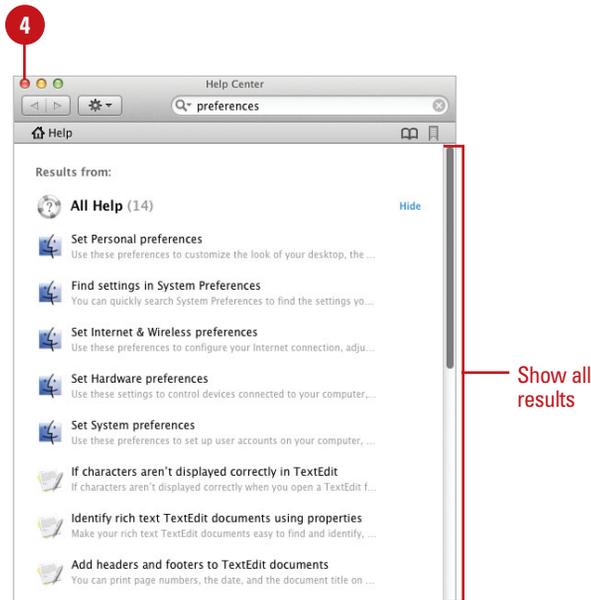
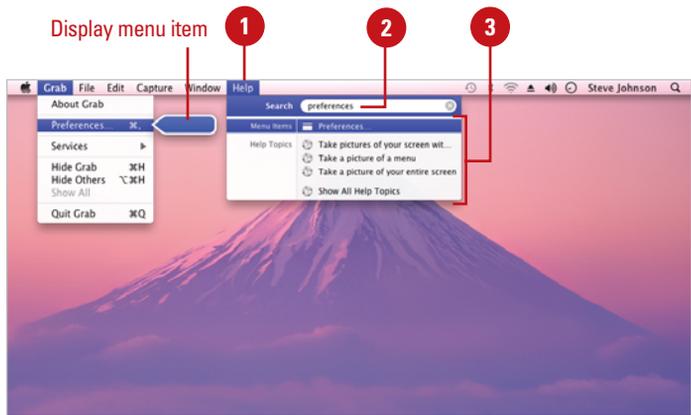
- 1 Click the **Help** menu.
- 2 In the Spotlight Search field, start to type what you want to find. To find a specific phrase, place quotes around it. For example, "Preferences"

As you type, a menu begins to display a list of everything Spotlight can find in Help to match what you've typed so far. As you continue to type, the list changes.

- 3 On the Help menu, select one of the following options:
  - ◆ **Display a Help Topic.** Click the Help topic item or use the arrow keys to scroll down the list, and then press Return to open the Help window.
  - ◆ **Show All Help Results.** Click **Show All Help Results** to display the search results for help topics, and then double-click the topic you want to open the Help window.
  - ◆ **Display a Menu Item.** Point to the Menu item name to display a blue arrow pointing to the location of the menu item.

- 4 Click the **Close** button to quit Help.

In addition to using Spotlight to find files and other information on your computer, you can also use Spotlight to quickly find help information. When you click the Help menu, the Spotlight Search field appears at the top, where you can type the help information you want to find and display. You can access help from the Help menu in the Finder as well as many other Mac OS X applications, such as Safari and iChat. When you select a help topic from the Help menu, the Help window appears displaying the topic. If you want to display all the related help topics, click Show All Help Results. A complete search results appears, where you can double-click a topic to display it. If available, menu items appear on the Help menu, where you can select it to display a blue arrow pointing to the location of the menu.



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