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Cool Techniques
for CCC Members

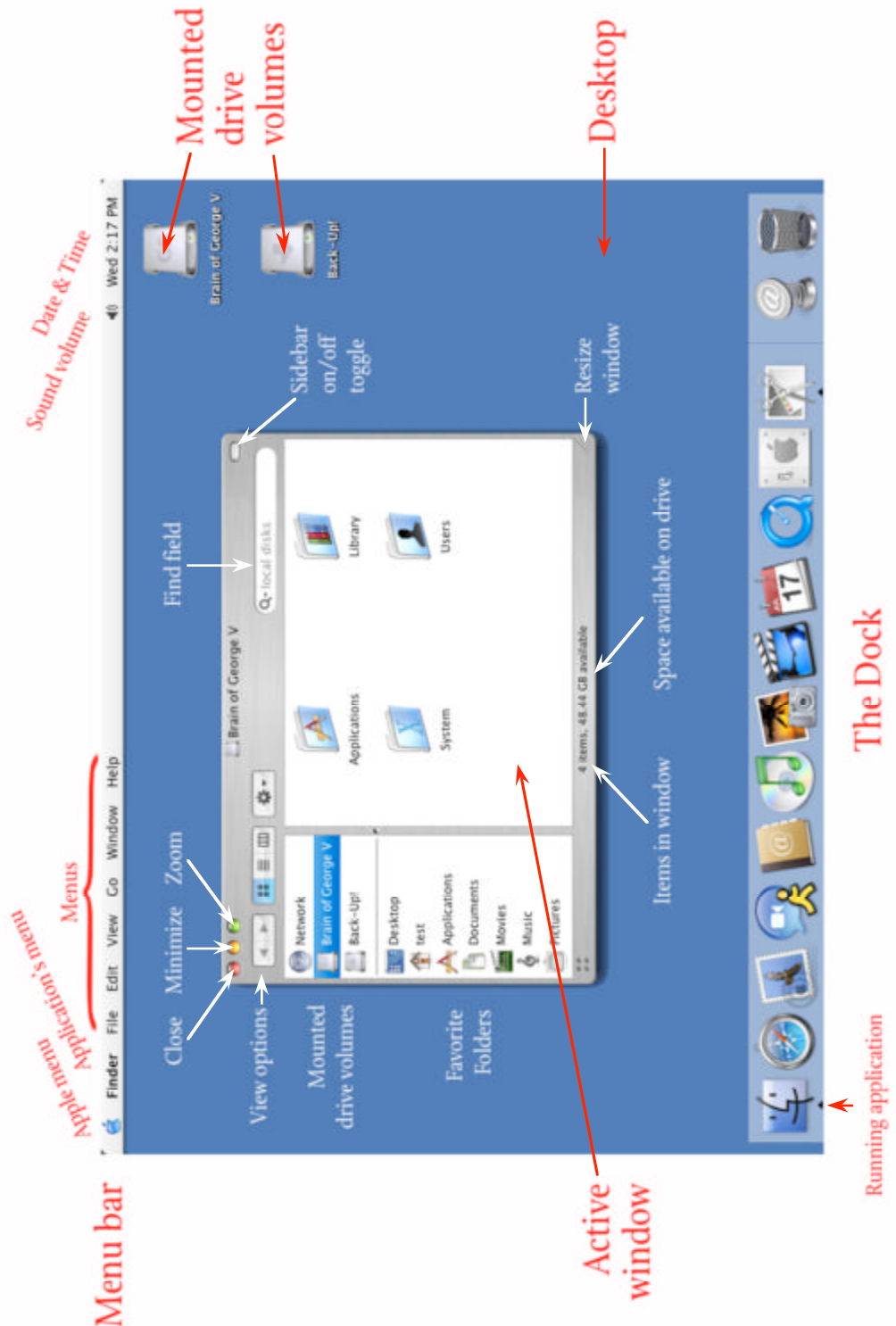
October 2004
Vol. VI, No. 9

We
speak
Geek,
so you
don't
have to.

Anatomy of the OS X Finder

You interact with your Mac by using the *Finder* application. The *Finder* is your Mac's traffic cop and map. Knowing the names of some of the *Finder's* parts will help you to use its many functions. Below is an illustration of the major parts of the *Finder*.

This is the *Finder* for Mac OS X 10.3. The Mac OS X 10.2 and 10.1 *Finders* are a little different, but basically the same. To learn about the Mac OS 9 *Finder*, see *CCC News*, *October 1999*. Back issues are available at <http://www.calcompcare.com/news>



A Finder Glossary

Here's a little Geek-speak for those of you who want a dose of *Jargon101*. These definitions refer to the *Anatomy of The OS X Finder* illustration on page 1.

Active Window: The currently chosen Window is active and is the place where any *Commands* will apply. Active Windows sit on top of all other *Windows* and prominently display their titles and contents. Inactive *Windows* are gray in appearance and sit behind Active Windows.

Alias: An Alias is a signpost pointing to the real item. Clicking on an Alias is the same as clicking on the actual *Application* or *Document*. However, the Alias is NOT the original and contains NO CONTENT. The icons in The Dock are Aliases.

Application: A computer program that does work and interacts with you. *AppleWorks*, *MS Word* and games are Applications.

Application's Menu: The menu that appears between the Apple menu and the File menu. This menu is always titled for the *Application* that is currently in use. This *Menu* contains *Commands* that affect the entire *Application* such as Preferences, Hide and Quit.

Command: The items listed in *Menus* are Commands. Choose a Command to tell your Mac what you want it to do. Some Commands have sub-menus that pop out when the Command is chosen. Sub-menus are indicated by a triangular arrowhead that appears to the right of the Command.

The Desktop: The colorful background pattern that fills your screen. All *Windows* sit on The Desktop. Consider The Desktop to be a real desk's top and the *Icons* and *Windows* to be tools, file folders and papers sitting on your desk.

The Dock: Usually found at the bottom of the screen, The Dock contains *Aliases* to *Applications* and the Trash Can. You can also place *Drive Volumes*, *Folders* and *Documents* into The Dock. Simply drag an *Icon* to The Dock to add an *Alias* to it. *Applications* need to be added to the left of The Dock's vertical dividing line. All other *Icons* belong to the right of the dividing line. Remove *Aliases* from The Dock by dragging them onto *The Desktop* where they will vanish without harming the original.

Document: All *Icons* that contain information are Documents. Word processing *Files*, pictures, *Quicken Data Files* and more are Documents. Everything that you create is a Document.

Drive Volume: Mac OS X distinguishes hard drive or disk (CD, DVD, Zip, etc.) hardware from the information that they contain. That information is referred to as a Drive Volume. All *Applications* and *Documents* exist on a Drive Volume. Double-click on a Drive Volume to access the *Files* stored within.

File: All *Icons* that you see are generically referred to as Files except *Aliases* and *Folders*. *Documents* and *Applications* are both Files.

Folders: These icons appear as tiny file folders. Use them like real world file folders to organize your *Applications* and *Documents*. Folders can be placed within folders for more complex filing.

Icon: Small pictures that represent *Files*, *Disks* and occasionally *Commands*.

Menu: Menus are lists of *Commands* that you use to tell your Mac what to do. Menus are shown in the *Menu Bar*. Click on a Menu's heading to drop it down so that the *Commands* may be used.

Menu Bar: The light colored band that runs across the top of your screen. The Menu Bar holds the headings of *Menus*.

Sidebar: All *Finder Windows* feature a left-hand column that shows *Aliases* for available (mounted) *Drive Volumes* and the *Folders* in your User folder. You can hide the Sidebar by clicking on the clear, oval pip in the *Window's* upper right corner.

Window: The rectangular boxes that float about on *The Desktop*. All work is done within *Windows*. *Windows* are movable, re-sizable, stackable, openable and closable so that you can arrange *The Desktop* in any way that you like.

October Tip —

You can close all open windows simultaneously by holding down the Option key, on your keyboard, while closing any one window.

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