Apple®

Mac OS X Tiger

Quick Reference Card

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The Mac OS X Tiger Desktop

Mac OS X Dock Items

Finder: The gateway to your computer. Use Finder for easy access to all your files, applications and folders.

System Preferences: Control how your computer works: display settings, networking, language, hardware/software settings & more.

Mail: Send, receive and manage e-mail from other accounts, sort junk mail. Infused with iChat instant messaging technology.

iChat: Keep in touch with instant messaging and audio and visual conferencing over the Internet or a local network.

Safari: Browse pages on the Web. Use tabs to open and mark multiple pages at a time while surfing.

Dashboard: The Dashboard keeps you up to date with widgets, mini applications, which provide information and perform common tasks.

Address Book: Store, organize, sort contact information using different views and groups. Import/export data to or from the Address Book.

iCal: Powerful planner. Organize events, set reminders, invite Address Book contacts to events, create a to-do list, publish iCal on Web.

iTunes: Manage your music files. Create play lists, burn CDs, buy music from the online music store, listen to online radio channels.

iPhoto: Manage your photo files. Import and print photos, order prints or books online, e-mail photos, create slides, or burn onto a CD.

iMovie: Produce a movie. Edit and cut clips, integrate photos, use special and transition effects, integrate audio, create a DVD.

iDVD: Create a DVD. Create a menu and organize DVD contents for movies, photo slideshows and more.

GarageBand: Record and create your own music. You can also record and publish your own podcasts using this application.

Trash: Delete files, documents, eject disks, or disconnect from a server. Click and drag to the trash icon, or press <Delete> to delete a file.

Shortcuts

General

Minimize Window	**<⌘> + <M>**
Delete a File	**<⌘> + <Delete>**
Open a File	**<⌘> + <O>**
Close a Window	**<⌘> + <W>**
Select All	**<⌘> + <A>**
Duplicate File	**<⌘> + <D>**
Search for a File	**<⌘> + <F>**
Switch Between Open Applications	**<⌘> + <Tab>**
Quit Application	**<⌘> + <Q>**
Force Quit	**<⌘> + <Option> + <Escape>**
Eject Disk	**<⌘> + <E>**
Empty Trash	**<⌘> + <Shift> + <Delete>**
Connect to Server	**<⌘> + <K>**
Mac Help	**<⌘> + <?>**
Hide Application	**<⌘> + <H>**
Show/Hide Dock	**<⌘> + <Option> + <D>**
View all windows	**<F9>**
View windows of the current application	**<F10>**
Hide all windows	**<F11>**

Navigation

Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
Beginning of a Line	**<Home>**
End of a Line	**<End>**
Beginning of Document	**<⌘> + <Home>**
End of Document	**<⌘> + <End>**

Go to a Folder

Computer	**<Shift> + <⌘> + <C>**
Home	**<Shift> + <⌘> + <H>**
Network	**<Shift> + <⌘> + <K>**
Applications	**<Shift> + <⌘> + <A>**

Using the Desktop

- **The Apple menu:** The Apple menu is your Mac's control center. Use the Apple menu to open System Preferences, change the way the Dock works, or select a network location. You can also get new software, shut down, restart or log out of your computer. A menu for recently-used applications and documents is also available.
- **To Begin Working:** Click the Finder icon on the Dock and click an icon in the Sidebar to find the file(s) you want to work with, or click an application icon in the Dock.
- **Application menus:** The menus for the active application appear at the top of the Desktop, next to the Apple menu.
- **To Add an Item to the Dock:** Click and drag an the folder or application into the Dock.
- **To Remove an Item from the Dock:** Click and drag the item out of the Dock.
- **Minimized windows** are kept in the Dock. Click a window in the Dock to expand it to its original size.

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Using the Desktop |continued|

- **To Connect to a Server:** If you know the server address, select **Go** → **Connect to Server** from the menu, or press **<⌘>** + **<K>**. To browse for the server, click **Network** in the Finder Sidebar. Double-click the server you want to connect to.
- **To Change Dock Preferences:** Click the **Apple menu**, select **Dock**, and choose what you want to change.
- **To Get Help:** Select **Help** → **Mac Help** from the menu. Type the topic you want help with in the Search box and press **<Return>**. Click a link to view the help topic.
- **To Organize Desktop Icons:** Select **View** → **Clean Up** from the menu. To organize a few icons, select them.
- **To Arrange Desktop Icons:** Select **View** → **Arrange** from the menu and select how you want to arrange the icons (by Name, Date Modified, Date Created, Size, or Kind).
- **To Connect to a Wireless Network:** First make sure AirPort is turned on: click the **AirPort** icon and select **Turn AirPort On**. When AirPort is turned on, it automatically connects to the strongest network signal, unless the network is password-protected. The AirPort icon shows the strength of the network signal you're connected to.
- **To Search the System:** Click the **Spotlight** icon and enter your search terms. Spotlight searches your system's file names and file contents for the terms you search.

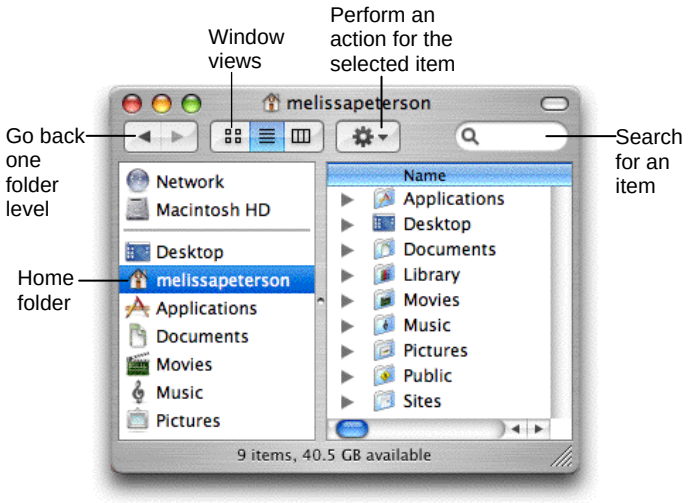
Customizing Mac

System Preferences

- **Personal:** Specify how you want to work with the computer. Change the Desktop or Dock, window appearance, International preferences, applications, login preferences, account settings, and screen saver effects. Changes only effect the current user account.
- **Hardware:** Specify how the computer's hardware devices act. Change how the computer responds to input disks, monitor settings, energy saving, keyboard and mouse settings and sound.
- **Internet & Network:** Control how you work online. Set a default Internet browser and home page, Network and QuickTime options, and Sharing preferences.
- **System:** Change how the computer system works. Create new accounts, run OS 9 programs in Classic environment, change Date & Time, update software, change Speech and Startup Disk settings, and Accessibility options (change a setting for computer operation tasks you may have trouble with).

Working with Files and Folders

The Finder Toolbar



- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **File** → **New Folder** from the menu, or press **<Shift>** + **<⌘>** + **<N>**.
- **To Rename a File or Folder:** Click the folder, press **<Return>** and type the new name of the file or folder.
- **To Delete a File or Folder:** Select the file or folder and press **<⌘>** + **<Delete>**. Or click and drag the file or folder into the Trash.
- **To Restore a File from the Trash:** Double-click the **Trash** icon in the Dock to open it and drag the item from the Trash.
- **To Empty the Trash:** In Finder, select **Finder** → **Empty Trash** from the menu. Or, press **<⌘>** + **<Shift>** + **<Delete>**.
- **To Move a File or Folder:** Select the file or folder you want to move. Click and drag the item to another file or folder. To open a window for the new folder location, hold the item over the folder and a new window will appear.
- **To Copy a File or Folder:** Select the file or folder you want to copy. Press and hold the **<Option>** key as you click and drag the item to another file or folder. Or, select the item and select **Edit** → **Copy** from the menu, go to the new location and select **Edit** → **Paste** from the menu.
- **To Change Window Views:** In Finder, click **View** and select the view you want to use. Or, click the **View** button on the toolbar:
  Icon: All items in the folder are represented by a large or small icon with the item's name.
  List: Items in the folder are listed top to bottom with details for each item, such as file size and date modified.
  Column: Folder levels and folder contents are broken up into columns.
- **To Find a File or Folder:** Click in the **Search** box on the toolbar. Type the name of the file or folder you're looking for and press **<Return>**.
- **To Go To a Folder:** Select **Go** → **Go to Folder** from the menu, or press **<⌘>** + **<Shift>** + **<G>**. Type the location and press **<Return>**.
- **To Go to a Location:** Click the icon in the Sidebar. Or, select **Go** and select the location: Computer, Home, Network, iDisk, Applications, or Utilities.

Maintenance and Repair

- **To Repair or Test a Disk:** Open the **Applications** folder. Go to the **Utilities** folder and double-click **Disk Utilities**. Click the **First Aid** tab. In the left column, select the disk or volume you want to test or repair. You cannot repair the Startup Disk unless you start the computer on a different volume, but repairing or verifying permissions improves performance.
- **To Uninstall an Application:** Click and drag its icon into the Trash.

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