



Getting Started

The Mac OS X Leopard Desktop



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|---------------|------------------|
| 1 Apple Menu | 5 Menu Bar |
| 2 Folder Icon | 6 Hard Disk Icon |
| 3 Alias Icon | 7 Stack |
| 4 Dock | 8 Trash |

Working with Windows

Each window has a **Title Bar** containing the name of the active window, folder, or item, and the **Close**, **Minimize**, and **Zoom** buttons.

- Close** – Click to close the active window.
- Minimize** – Click to minimize the window into an icon on the Dock.
- Zoom** – Click to toggle between the small and large window size.

Note: To resize the window, you can also click and drag the bottom right corner of the window. Not all windows can be resized.

Using the Dock

The Dock display icons for applications on the left side and other icons, such as stacks, open windows, and Trash, on the right side.



- To open an item in the Dock, click on its icon.
- To open a file using an application on the Dock, click and drag the file icon to the application icon on the Dock.
- To add an open application to the Dock, click and hold the Dock icon for the application and select **Keep in Dock** from the shortcut menu.
- To add a file, folder, or application to the Dock, drag its icon to the Dock.
- To select options for the Dock, select **Dock** from the **Apple** menu and select an option from the resulting menu.
- To change preferences for the Dock, select **Dock** from the **Apple** menu and select **Dock Preferences** from the resulting menu.
- To remove an item from the Dock, drag the item off the Dock onto the Desktop.

Arranging Icons on Your Desktop

1. Click on the **View** menu.
2. Do one of the following:
 - To arrange the icons on your Desktop, select **Arrange By** and select an arrangement from the resulting menu.
 - To align the icons on your Desktop, select **Clean Up** from the resulting menu.

*Note: For more Desktop icon options, select **Show View Options** from the **View** menu or press $\mathbb{H} + J$.*

Using Exposé

Exposé provides instant access to any window on your Desktop.

- To display all open windows, press **F9**.
- To display all open windows for the current application, press **F10**.
- To hide all open windows, press **F11**.

*Note: When you rest your mouse pointer on a window after pressing **F9** or **F10**, the window is highlighted and the name is displayed. To make the window active, click the highlighted window or press **F9** or **F10** again.*

Using Stacks **NEW!**

A stack is a collection of files, a group of applications, or a set of folders on the Desktop. When you click on a stack, it opens in an fan, grid, or list.

- To open an item in a stack, click on the stack and click the item.
- To create a new stack, drag a folder to the right side of the Dock and drag items to the folder.
- To specify options for a stack, **Ctrl + click** the stack and select options from the shortcut menu.



Starting an Application

- To start an application in a **Finder** window or from the Desktop, double-click the application icon or alias.
- To start an application from the Dock, click the icon for the application on the Dock.
- To start a recently used application, select **Recent Items** from the **Apple** menu and select the application from the resulting menu.

Switching Between Open Applications

1. Press and hold the \mathbb{H} key and press the **Tab** key to scroll through open applications.
2. Release the keys to switch to the selected application.



Quitting an Application

- Select **Quit "Application"** from the **"Application"** menu. (For example, to quit Safari, select **Quit Safari** from the **Safari** menu.)
- **Ctrl + click** the application's icon on the Dock and select **Quit** from the shortcut menu.
- Press $\mathbb{H} + Q$.

*Note: This guide was written using Mac OS version 10.5.2. Some features may vary with different OS X versions. The **NEW** **NEW!** symbol denotes items that are new in version 10.5.2.*