

Recipes4Success®



Macintosh System OSX #3

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Macintosh System OSX #3

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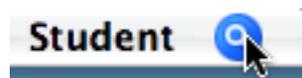
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Find Files OS X 10.4

Click an open area on the Desktop to activate the Finder menu.



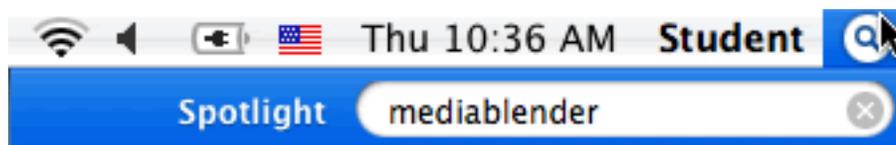
Click the Spotlight icon on the menu.



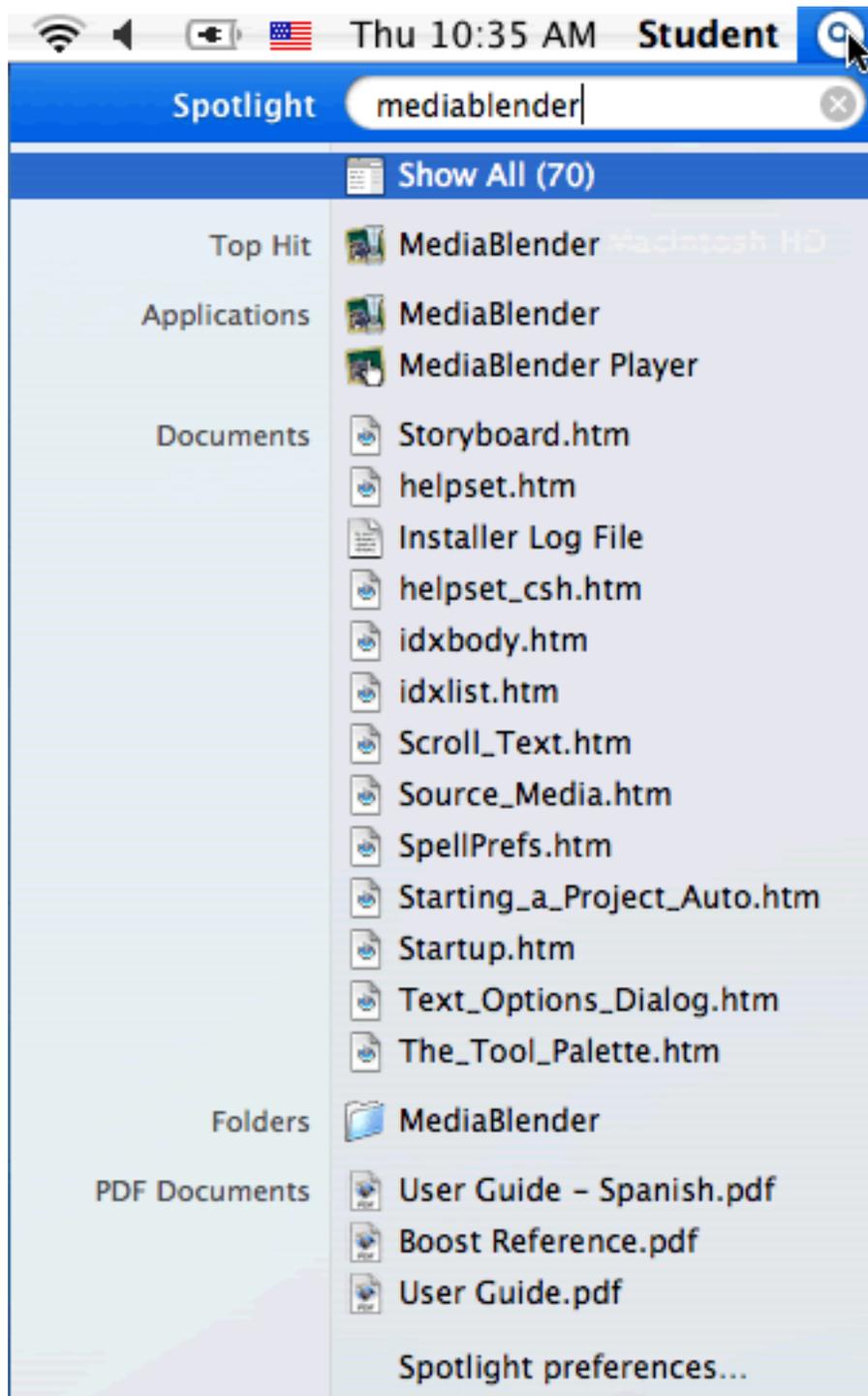
You will see the Spotlight search field.



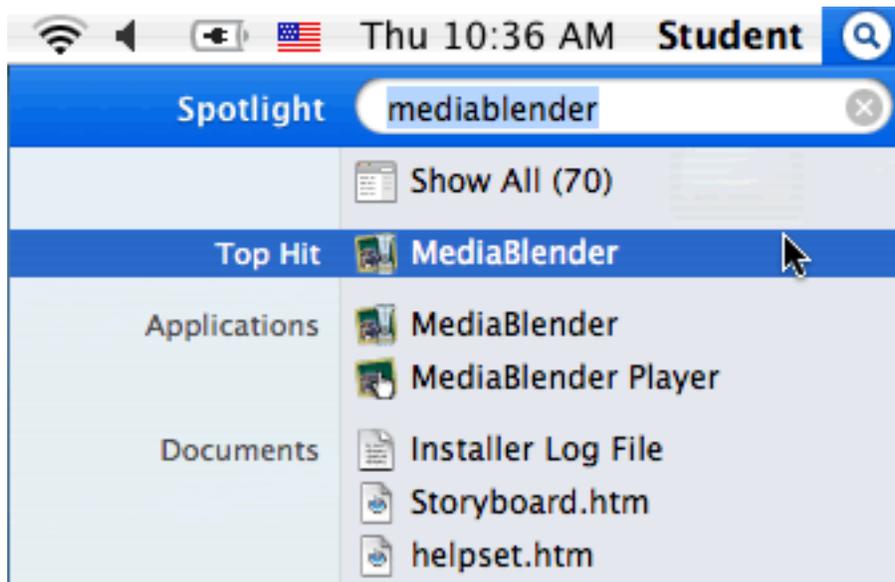
Type a keyword for the file you are looking for.



As you type, you will see a list of files and folders that match the keyword.



Click the item you want to see.



The file will open in the program that created it.

Finder OS X 10.4

You will see the Finder icon on the Dock.



The arrow below this icon lets you know that the program is open.

You can use the Finder menu to access many Operating System functions.

If another program is active, you may not see the Finder menu.

Click an open area on the desktop.

You will see the Finder menu.

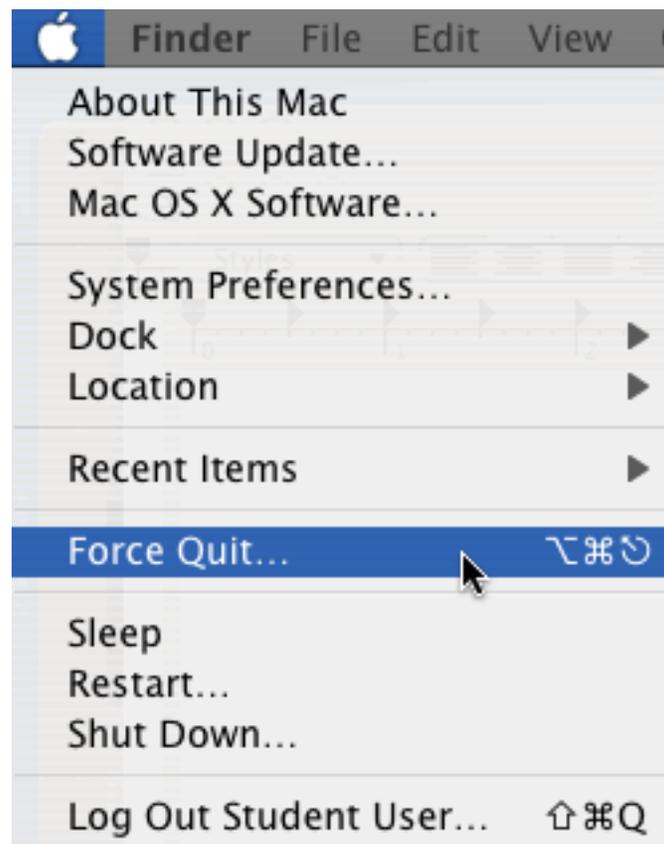


Force Quit a Program OS X 10.4

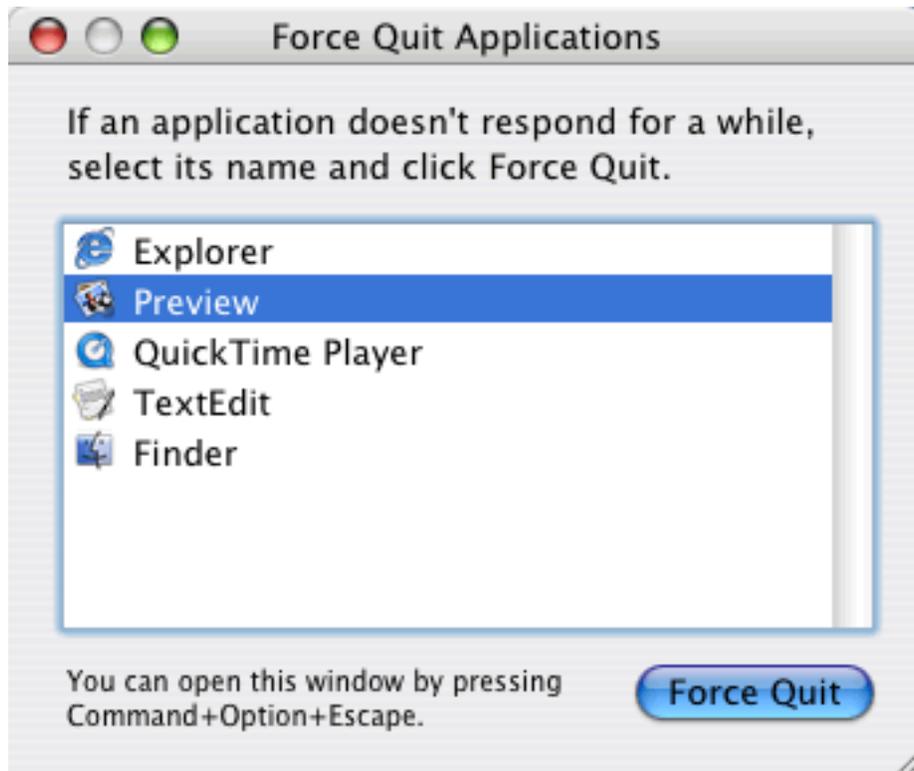
To quit a program, go to the Application menu and choose Quit.

If this does not quit the program, you can try to force quit.

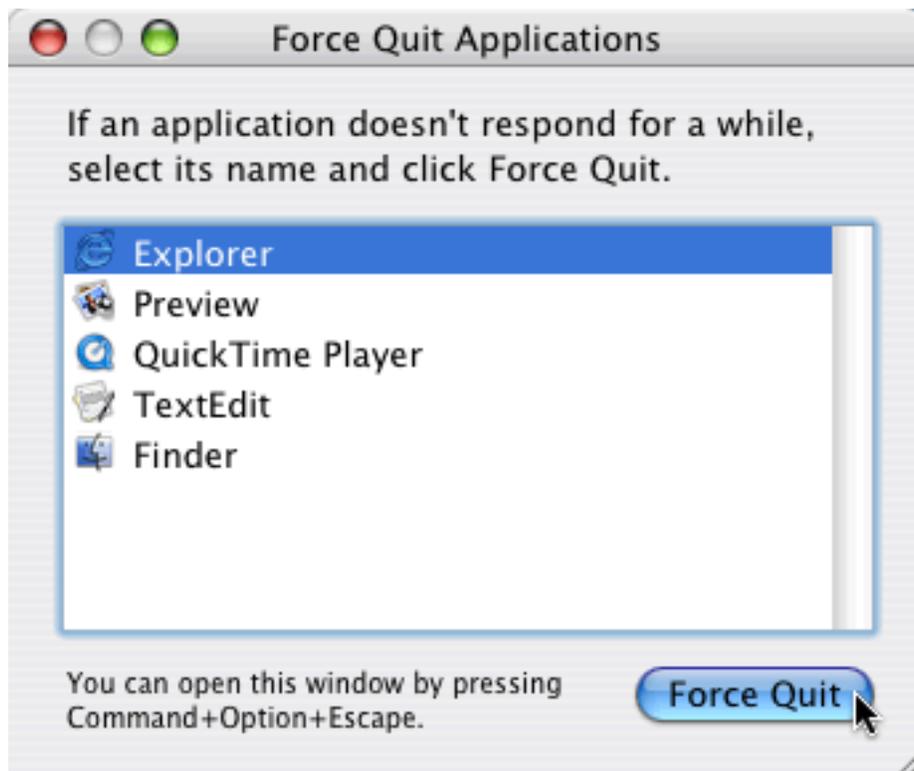
Go to the Apple menu and choose Force Quit.



You will see the Force Quit Applications dialog.



Click a program that you want to force quit.



Click the Force Quit button to close the program.

Click the Close button on the Force Quit Applications dialog when you have finished.



Icons and File Formats

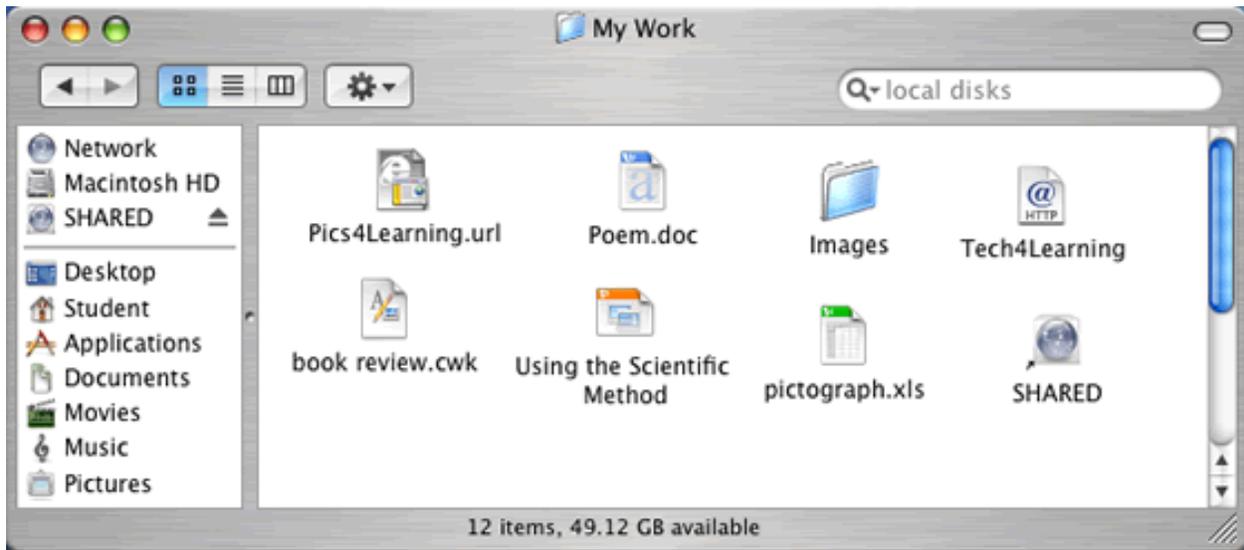
OS X 10.4

You can look at files in a folder as icons.

To change how files look in a folder, click the View as Icons button on the Finder toolbar.



Icons view shows a file icon with the file name underneath.



Some icons for common programs are:



Poem.doc

A Word document.



Using the Scientific Method

A PowerPoint presentation.



pictograph.xls

An Excel spreadsheet.



book review.cwk

An AppleWorks document.



Pics4Learning.url

An Internet Explorer HTML document.



SHARED

A network server.



Tech4Learning

A Safari Internet shortcut.