

# Introduction to MacOS X 10.2 - “Jaguar” At First Glance

Beginning January 1, 2003, Apple will no longer ship computers capable of starting up in MacOS 9. At this time, all new Macintoshes will run the new MacOS X. OS X offers many new features, improved stability, and better performance. However, the user experience in X is significantly different from OS 9, presenting the user with a steeper-than-usual learning curve for an OS upgrade. In this session, we will take a look at the basics of getting around in the latest version of MacOS, OS X 10.2, also called “Jaguar.”

## *The Dock*



### **The Basics**

One of the most noticeable new aspects of the Macintosh interface that was introduced with MacOS X was the Dock. The Dock is a translucent bar that lives on the edge of your screen and contains icons for applications, documents, and open windows. The Dock replaces all of the application shortcuts in your MacOS 9 Apple Menu, and adds quick access to commonly used documents and folders as well. Also, whenever you minimize a window, it stays in the dock until you access it again.

### **Using the Dock**

The Dock is divided into two sections, with a thin black line dividing them. The left section contains application icons, and the right document, website, and folder shortcuts, minimized windows, and the Trash. The divider can be used to re-size the Dock by clicking and dragging up or down, to increase or decrease the size of the Dock.

If you use the divider to shrink your Dock, you may find some of the icons harder to make out. For this reason, Apple included a Magnify feature. This increases the size of the piece of the Dock that is directly under your mouse, allowing you to easily distinguish icons. Magnification can be turned on or off, and the percentage change can be set in the Dock preferences. Also in the Dock preferences, you can choose to keep your Dock on the left, right, or bottom edge of your screen. Finally, you can choose for the Dock to “auto-hide.” This means that the Dock will disappear entirely when your mouse is not at its edge of the screen.

To add an application, document, or folder shortcut to your Dock, just drag and drop the icon onto the appropriate section of the Dock. To remove it, drag it off the Dock onto the desktop. You will notice that there are sometimes more applications on the Dock than the ones you placed there. This is because all currently running applications appear in the Dock, thereby replacing the Classic Applications Menu (top right corner of the screen in MacOS 9). A currently running application can be distinguished from a ‘dormant’ shortcut by a small black triangle that appears below it. If any application wants to get your attention, it will bounce its icon in the Dock.

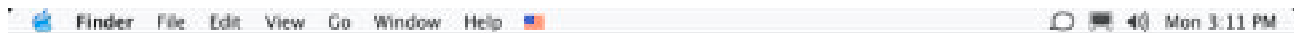
By clicking and holding (or control-clicking) on certain applications in the Dock, you can access extra commands. For example, you can access Play, Stop, Pause, etc in iTunes this way. You can

also access the contents of folders on your Dock by the same method. This can be good for storing commonly used documents, for displaying more programs than comfortably fit on your Dock, or for storing server aliases and web shortcuts.

### The Trash

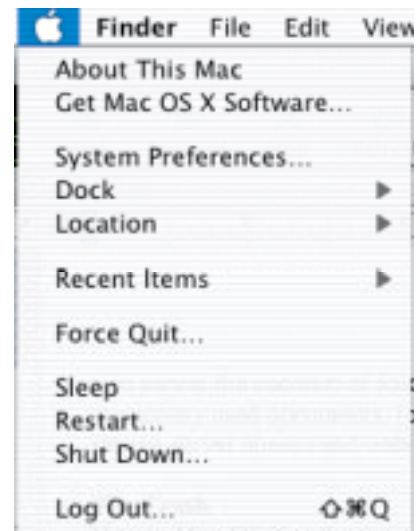
New to Mac OS X is the magical morphing Trash can. Drag a document over the trash and it looks like a trash can. Now, try it with a disk. It appears as an 'Eject' symbol. If you drag a CD-R to be burned over it, the Trash morphs into a Burn symbol. Apple did this to try to alleviate some of the confusion caused by the many uses for the trash.

### The Menu Bar



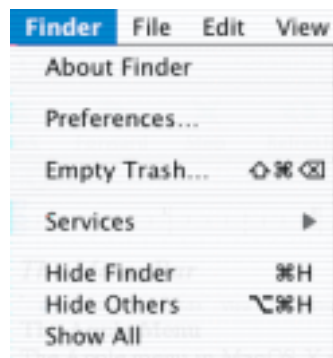
#### The Apple Menu

The Apple menu in MacOS X is quite different than it was in MacOS 9. Gone are all of the application shortcuts – they live on the Dock, now. Gone as well is the Chooser, with its duties broken up and distributed elsewhere. In their place, you will find many old familiars from the OS 9 Special menu. Also, the Apple menu now provides easy access to Location Manager and Dock preferences, as well as the Force Quit command (formerly only accessible by pressing Apple-Shift-Escape). Recent Applications and Recent Documents have been combined and renamed “Recent Items,” while Recent Servers has been offloaded to the Go menu and renamed Recent Folders (it now also contains recently accessed local folders). Finally, control panels can still be accessed via the Apple menu, through the System Preferences... application.



#### The Application Menu

In MacOS X, the first menu you see to the right of the Apple is named after the active Application.

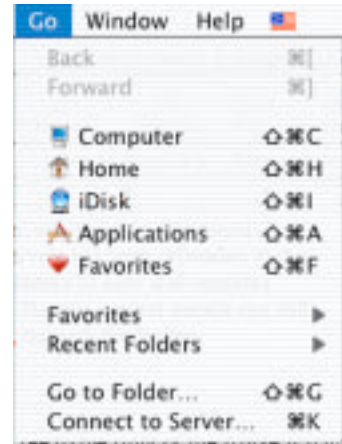


This is no different if the Finder is active. The Finder menu contains quick access to Finder preferences, as well as the Services submenu. The Services submenu contains sets of commands from certain applications that can be directly accessed from the finder. This includes things such as Open File in TextEdit or Send File in Mail. Also, the Finder menu contains a second Empty Trash function, and the old Hide/Show commands found in the Classic Application menu. Other Applications have other items in their Application menu, but constants are the Quit command, the Services submenu, and the Hide/Show functions. Preferences specific to that application are generally accessed through this menu as well.

#### The Go Menu

Another new menu in the MacOS X Finder is the Go menu. This menu contains navigation-oriented commands and shortcuts. The same items that are accessed through the shortcut bar in a Finder window can be accessed through the Go menu. This is particularly useful if you prefer to

hide the shortcut bar. Also on the Go menu are the Go to Folder, Connect to Server, Recent Folders, and Favorites options. Recent Folders contains aliases to recently accessed folders, be they local or on network volumes, while Favorites contains aliases to frequently-accessed folders of your choice. Go to Folder lets you open a Finder window directly to a specific folder, saving navigating time to find a deeply-buried item. Connect to Server replaces the AppleShare options in the old Classic Chooser. Connect to Server allows you to connect to any server on your network with file sharing abilities. In the Connect to Server menu, TCP/IP servers (MacOS X, UNIX, and Windows) are in the Local group, while MacOS 9 servers are in the AppleTalk group.



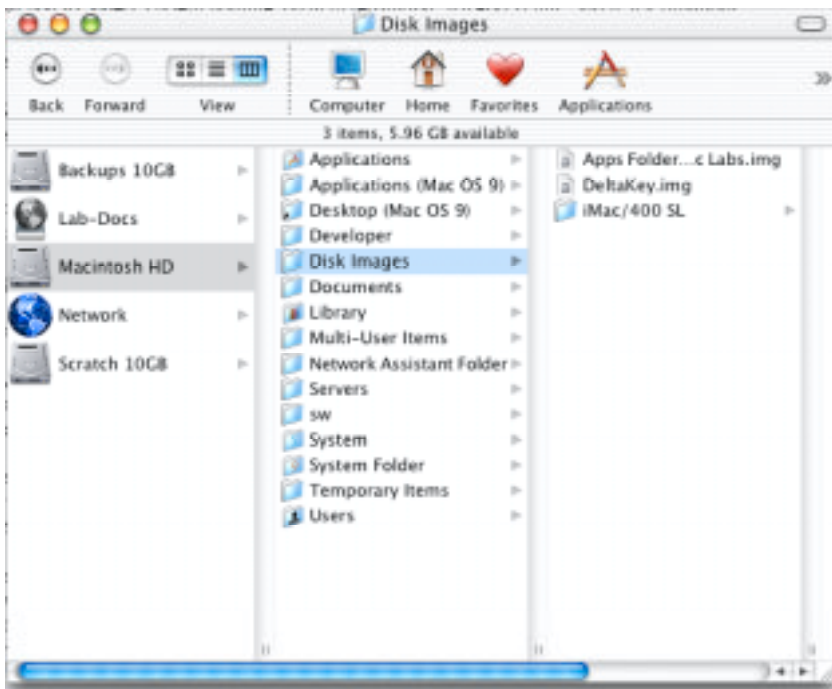
### The Menu Bar

The contents of other menus on the menu bar are largely unchanged from OS 9, or are self-explanatory.



However, there are a few new options at the right end of the bar. Clicking on the menu bar clock now offers quick access to the Date & Time control panel. Directly to the left of the clock are a few quick menus that replace some of the functionality of the MacOS 9 Control Strip. These menus allow you to access system volume, display resolution, AirPort status, and iChat functions.

### The Finder



#### A New View

The MacOS X Finder still has the same navigation functionality as the Classic Finder (although spring-loaded folders were not added to OS X until version 10.2). In addition to the familiar Icon and List views, however, OS X adds the Column view. This view divides your finder window into columns, allowing you to navigate right-to-left through levels of folders. This can be used for many of the same purposes you used the triangle button in the Classic List view, without growing unnecessarily long and difficult-to-navigate lists. Also, opening a folder in

the Icon or List view no longer opens a new Finder window. Instead, it opens that folder in the same currently active Finder window, and you have the option of navigating with Forward and Back buttons like you would find on a web browser. This feature will be particularly familiar to Windows users.

## Keyboard Shortcuts

A couple of commonly-used keyboard shortcuts have been changed with the advent of MacOS X. Most importantly, and confusingly, Apple-N no longer creates a new folder in the Finder. Pressing that combination will now spawn a new Finder window, at the Computer level. Shift-Apple-N takes over the role of folder creation. Also, Apple-F will no longer launch Sherlock. Instead, a file searching utility similar to the Find utility found in System 7. Sherlock can be accessed like any other application, and has much added functionality in Jaguar.

## The Finder Window

The MacOSX Finder window has changed somewhat from its OS 9 counterpart. First, the buttons used for closing, minimizing, and maximizing the window are now located on the top left corner of the window. The red x is used to close, the yellow – to minimize, and the green + to maximize the window. At the top right is another button – this one is used to show or hide the shortcut bar. This new bar sits at the top of the finder window, and contains several very useful buttons:

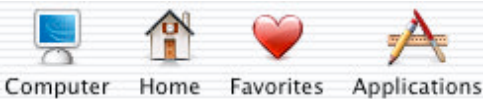
*The Forward & Back Buttons:* The Forward and Back buttons are used very similarly to the corresponding buttons in a web browser window. As you navigate through the Icon and List views, you may find that you want to get back out to a previous folder. This can be achieved through the use of the Back button. The forward button will take you forward again only after you have gone back.



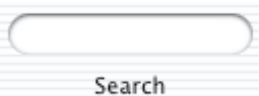
*The View Buttons:* These buttons let you easily switch between Icon, List, and Column views in the window. The left button is for Icon, the middle for List, and the right for Column.



*The Shortcut Buttons:* The four buttons in the middle of the bar offer one-click access to important folders. The Computer, Home, Favorites, and Applications folders are on the bar by default, but you can add others by dragging and dropping their icon onto the bar.



*The Search Field:* The inline search field found in the shortcut bar is a quick way to find a particular document in a crowded folder. It will search for the filename you enter (you need not enter a complete name) within the folder that you are currently browsing.



## Root-Level Special Folders

At the root, or top, level of your hard drive, there are several important folders that serve special functions in MacOS X. They are:

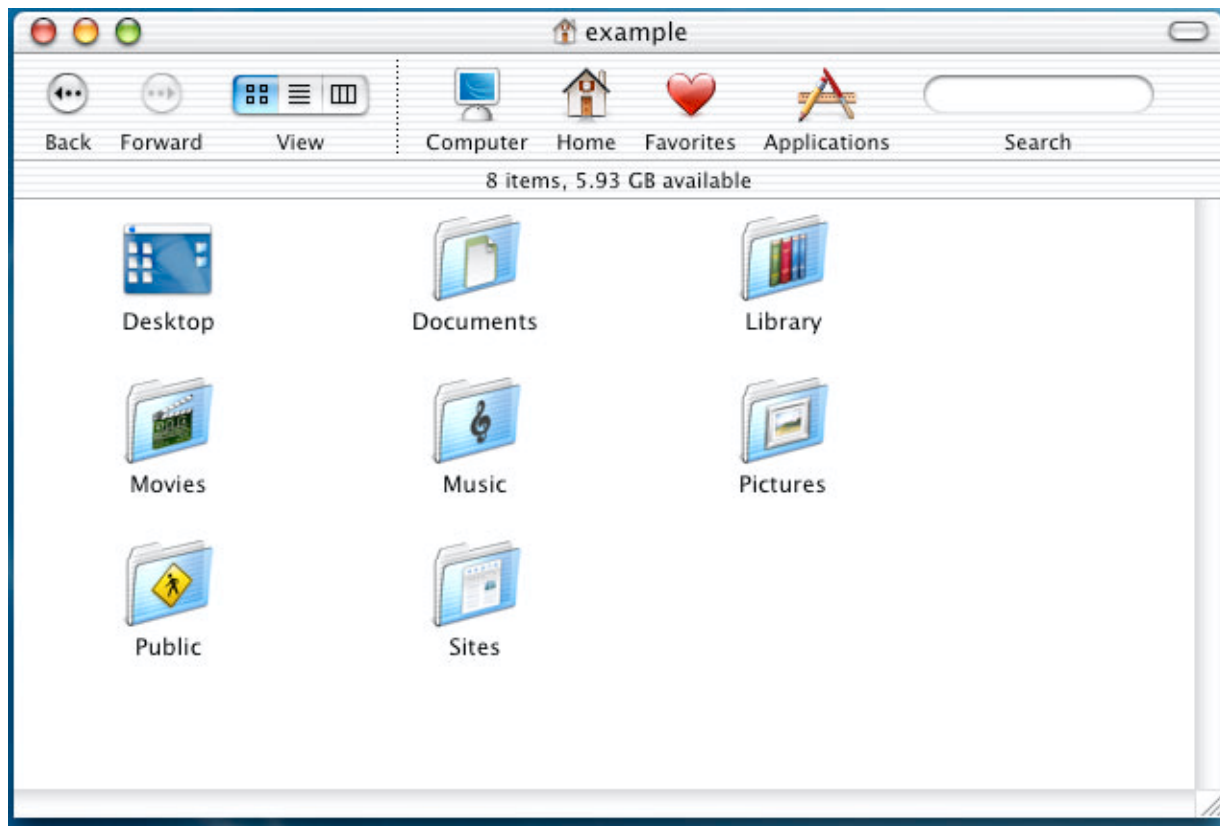
- *Applications:* The Applications folder contains all of your MacOS X applications, as well as the Utilities folder, which contains important system utilities that come with MacOS X, such as the Print Center (which replaces the printing functions of the Chooser).
- *Applications (Mac OS 9):* This folder contains all of the applications that run in the Mac OS 9 “Classic” emulation environment.
- *Desktop (Mac OS 9):* If you do choose at some time to boot your computer directly in to MacOS 9, you may want to be able to access the items that are on your OS 9 desktop from within OS X. This alias will take you to the OS 9 Desktop Folder.
- *Library:* Along with System, this folder contains the guts of MacOS X. The Library Folder is closest to your old Preferences folder. You should generally not need to access anything in this folder directly.

- *System:* This folder contains MacOS X. Generally, you should never need to directly access anything in this folder, unlike in MacOS 9 when the user was often asked to interact with the contents of the System Folder.
- *System Folder:* This is the MacOS 9 System Folder. This folder is used by MacOS X to launch and run the Classic environment. It can also be used to boot the computer directly into MacOS 9.
- *Users:* This folder contains the Home folder for each user of the computer.

## The Home Folder

The Home folder is where, according to MacOS X's organizational scheme, you are meant to store all of your documents, movies, pictures, etc. All data that is specific to you, as a user of the computer, should live here. Your Home directory comes with several sub-folders for different types of files or for special purposes. Generally, applications will look here first when opening or saving a document. The Documents, Pictures, Movies, Music, and Sites folders are meant to store the types of files they are named after (Sites is for web sites that you create). The folders with special uses are:

- *Desktop:* This folder contains everything that you store on your desktop. Items that you store on the desktop are not accessible to other users, and items that they store on the desktop do not appear on yours. Therefore, each user's desktop must be stored separately.
- *Library:* This folder, much like the root level Library Folder, contains user-specific preferences. Application-specific preferences that you set do not apply to other users, who can set their own preferences different from yours.
- *Public:* This folder is accessible by other users, and can be made available over the network to Guest users.



## ***Other Resources***

There are many other places you can look for information on MacOS X. Books, magazines, and websites abound with instructions, tips, and tricks for all users — from the most advanced UNIX- and Mac-lovers to the first-time computer user. Here are a few suggestions:

### **Books**

MacOS X – The Missing Manual, by David Pogue. Published by O'Reilly/Pogue Press.

MacOS 10.2: Visual Quickstart Guide, by Maria Langer. Published by Peachpit Press.

MacOS X Advanced: Visual QuickPro Guide, by Maria Langer. Published by Peachpit Press.

MacWorld MacOS X Bible, by Lon Poole & Dennis R. Cohen. Published by John Wiley & Sons.

Learning UNIX for MacOS X, by Dave Taylor & Jerry Peek. Published by O'Reilly.

### **Magazines**

*MacWorld* – The last several issues of *MacWorld* have been devoted to OS X, the latest to Jaguar.

*MacAddict* – This magazine has also been publishing more and more articles and information related to OS X.

### **Web Sites**

[www.apple.com/macosx/](http://www.apple.com/macosx/) - Apple's official Jaguar site.

[www.osxfaq.com](http://www.osxfaq.com) - a site aimed at UNIX users running MacOS X

[www.macosxhints.com](http://www.macosxhints.com) - a repository for tips & tricks for OS X.

[www.osxguide.com](http://www.osxguide.com) - another community-based tips & tricks site.

[www.macworld.com](http://www.macworld.com) - website for the magazine, contains some articles on using OS X.

[http://dir.yahoo.com/Computers\\_and\\_Internet/Software/Operating\\_Systems/Macintosh\\_OS/Mac\\_OS\\_X/](http://dir.yahoo.com/Computers_and_Internet/Software/Operating_Systems/Macintosh_OS/Mac_OS_X/) - Yahoo's listing of MacOS X related sites.