Basic Mac OSX Navigation

Logging In
OS X is a multi-user environment. Each user may be given a separate login identity and home directory. The computer may be set up with an auto-login user or it may be set to present a standard login screen when the computer starts. If you see a login screen you will need to enter a username and password that are valid for that computer. Logins on Mac OS X computers are local and are not connected to the Windows login usernames and passwords employed at Furman.

The Apple Menu
The apple menu at the top left of the screen contains many useful items including Logout, Restart/Shutdown, and the System Preferences utility. It is one of the first places you should look when navigating the operating system.
The Dock
The Dock appears by default at the bottom of your screen. You use it to open application, documents, folders, servers, Web sites, and much more. To open an item in the Dock, click its icon. To open a document using an application in the Dock, drag the document icon to the application icon in the Dock. There is more about configuring the Dock later in this document.

OS X Finder Window
The OS X Finder Window will give you three views, and Icon View, a List View, and a Directory Tree View.

Icon View
The Icon view gives you a simple view of folder files.
**List View** - The List view gives you a sorted list with information on modification date and file size.

![List View](image1.png)

**Tree View** - The Tree view lets you easily trace the path to files.

![Tree View](image2.png)
Finder Toolbar Shortcuts
Each finder window has a toolbar at the top and navigation shortcuts at the left shortcuts and navigation tools. The 'Back' button lets you return to the previous folder. The 'View' buttons let you switch among the icon, list and tree views. The other icons are shortcuts to frequently accessed directories. The four shortcut icons are:

1. **Network Icons** - These let you browse the network for shared folders. You must set up browsing in the "Directory Access" utility.

2. **Hard Drive Icon** - Takes you to the system drive's root directory. This area may also show icons for network shares and virtual hard drives.

3. **Desktop** - Lets you view your desktop as a folder.

4. **Home Icon** - Takes you to the user's home directory. In this example the user's name is 'genericuser.'

5. **Applications** - Takes you to the OS X Applications folder.

6. **Other Icons** - Takes you to the folders where frequently used files are stored. You may also drag your own folders to this area and create a shortcut if desired.
1. **Red, Yellow, Green Buttons** - Red closes the window; yellow minimizes the window; green maximizes the window.

2. **Forward and Back Buttons** - These let you move forward and back through previously accessed directories in this window.

3. **Actions Button** - Lets you perform various operations on the folder or items in the folder.

4. **Magnifying Glass** - Lets you search for files or text within the folder.

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**Macintosh Online Help**

Extensive Macintosh OS X documentation is available from the Help menu on the top menu bar.

To access Help click anywhere on the desktop or on the finder icon in the Dock, then click on Help --> Mac Help. You may then browse the help topics or perform a keyword search.