

## Working with Icons

### Types of Icons:

With any graphical operating system, icons are usually designed to help you navigate and recognize what sort of item you are dealing with. This is true of OSX as well, visual clues let you quickly know what sort of icon you are dealing with.

Two major types of icons are used for organizing and storing all other icons: disks and folders.

### Disk Icons:

This type of icon will appear on the desktop, when any removable disks or network disks are recognized and mounted by the Mac OS. When a CD-ROM, DVD-ROM, or Zip disk is inserted in the appropriate drive the icons appear on the desktop below the HD icon. Folder icons represent directories on your HD or on the network disks. Folders are used to store and organize other items such as documents, applications, and system files. Within these Folders all items are also represented by icons.



### Document Icons:

This type of icon generally looks like a piece of paper with the corner turned over or a variation on that theme. Most of these icons represent application files (such as Quark or Illustrator documents) and will look like the application that created them or the application they are associated with. Document icons can also be files that the Mac OS uses, such as fonts, preference files, and other items stored in the System or Library folder on your HD. Never delete or move these document's used by the Mac OS X—this will lead to a kernel panic, meaning major problems, yikes!!!



### Application Icons:

This type of icon represents specific software applications and generally are the most creative because the applications' authors are free to make these icons look the way they want them to look.



### Alias Icons:

This type of icon represents an empty file that points to another file. You can use aliases for convenience, to access files that are stored elsewhere. Alias icons generally look like the item it points to such as a disk, documents, applications, or system components—you know it is an alias because it has a small curved arrow in the icon. You can create a icon by clicking once on an item go to File (on Menu Bar) – Make Alias or use the keys Command key-L, an icon will appear and can be moved to where you want for easy access.



## Selecting and Activating Icons

### Select Icons:

- move your mouse over the item you wish to select and click once, the item will become highlighted, now you can apply a menu command.

### Drag Icons:

- if you click on an icon and continue to hold the mouse down you can then drag the item to another place on the screen.
- using the drag and drop function works differently throughout the interface; for instance, you can pick up an icon and drag and drop it onto the Trash icon to designate it for deletion. Likewise you can drag and drop a document icon onto a program icon to open the work using that program.

### Select Multiple Icons:

- you can select multiple icons that are contiguous (all items are in a row or alphabetical order). quickly, by click and hold the mouse down, while you drag a box around the block of items.

### Select Non-Contiguous Icons:

- if your items are not next to one another then you can still select multiple items
- use your modifier keys; Shift or Command key held down while selecting items.
- add as many items as you want this way and then issue a command that will affect all of them such as Command O

### Activate Icons:

- generally a double click will activate an icon.
- a single click is only required in the dock to launch programs.
- clicking text in Mac OSX windows works slightly different as listed below:
  - double-clicking text will generally select an entire word.
  - triple-clicking often selects entire sentences or paragraphs.
  - occasionally a program may support a quadruple-click (four quick clicks in a row) to select a large group of text.
  - Shift+Click will select a entire paragraph—click once at the start of a paragraph and then shift+click the end of it.

### Shift+Click Icons

- holding down the shift key while clicking an item in a window will select all items between the currently highlighted item and the item you shift+click, if those items are arranged in a list or column.

### Option+Drag:

- in the Finder windows or on the desktop, you can Option+drag an icon or icons in order to copy or duplicate that item.
- this is done to keep from simply moving the icon, which is the default action when an item is simply dragged.
- the mouse pointer will gain a plus (+) sign to indicate that a duplicate command has been given.
- when you drag an item from one disk to another disk, you will see the plus (+) sign regardless of whether you hold the Option key while dragging because the Mac OS X's default behaviour is to copy between disks.
- you can choose to move a file by simply holding down the Command key as you drag.
- Option+Command Drag will create an alias of the item you dragged—the curved arrow will show up on the icon.

## Apple Menu:

### About This Mac:

This will give you an overview of your computer, the current version of Mac OS X, the amount of RAM you have installed, and the type of processor that's installed.

### Get Mac OS X Software:

This command will launch your web browser and load a special website that Apple has designed to help you locate and download software and software updates for Mac OS X.

### System Preferences:

Use this command to launch the System Preferences application, where you can make basic decisions about how your Mac will operate and behave.

### Dock:

Note that the Dock command has a small black triangle next to it; this indicates a fly-out menu with further options to execute.

- Turn Magnification On/Off
- Turn Hiding On/Off
- Position On
- Dock Preferences

### Locations:

The Location menu is used to change between different saved location sets of Network and Internet settings.

### Recent Items:

This command is used to give you quick access to the five applications and five documents that you have worked with most recently. You can change the number of items the Recent menu will keep track of in the General pane of System Preferences.

### Force Quit:

This command launches the Force Quit palette window, which you can use to cause an errant application to shut down immediately. You should only do this when an application in question has frozen, hung or crashed, because the Force Quit command causes that application to quit immediately without saving any changed data.

- The keyboard short cut for this command is **Command +Option +esc** keys.

A Force Quit should be tried first before ever forcing a restart of the entire computer, usually just quitting the offending program will allow you to get out of a freeze. Simply relaunch the program after quitting any other unused programs. You may have exceeded the amount of RAM your machine has installed to use, therefore the machine will freeze because there is no more RAM to distribute.

### Sleep:

The Sleep command is used to put your Mac into the special Sleep mode. Sleep is a low-power mode that keeps the power trickling to some of the components, including RAM. Anything you are working on can be left active while the Mac is in sleep mode. The Mac can be awoken by pressing the spacebar or clicking the mouse.



### Restart:

The Restart command in the Apple menu is used to shutdown your Mac OS X and then immediately run your Mac through the start up process again, without actually powering down your hardware. all applications are shut down when this command is used, you should be given the opportunity to save all work first.

Try always to go through the Apple menu to restart, only after trying a force quit and a severe crash should you use the reset button on the front of your Mac.

Restart is useful after you install new driver or utility software that needs a restart to be recognized, or when you wish to start from a different startup disk such as OS 9 or a repair utility. The Startup disk can be changed through the Startup pane in the System Preferences.

you can also restart you Mac from the login screen. Choose Log Out from the Apple menu and you'll see the login screen. Then, click the Restart button to restart you Mac.

### Shut Down:

If you will be gone for a long period of time it is a good idea to shutdown your Mac. You choose Apple–Shutdown or Apple–Log Out and then click Shut Down. after the Log out the mac will shut itself down to start up again press the power key or power button depending on the machine you have.

#### Advantages of Shutting Down the Mac OS X:

- you won't be using electricity
- no one will be able to access your machine while you are away
- your machine will not be on in the event of a thunderstorm, be sure to unplug you machine if you are going to be away for an extended period of time to protect it from any lightning strikes. If you have a dial up modem unplug the modem as well.

#### Disadvantages of Shutting Down the Mac OS X:

- no low-level applications—such as maintenance tasks and applications that respond to phone call detected by the modem—will run on a Mac that's shut down.
- erasing of log files cannot be done behind the scenes—usually run during inactive periods or at night.
- if you are only leaving your machine for a few hours then allow it to go into sleep mode, if on a network then leave you machine on to allow the behind the scenes maintenance to be run.

If you encounter problems with the Shut Down timing out then a program may still be waiting for input—such as a save or dialog box that needs a response before the application can be closed. The Shut Down process will always time out if a program does not quit. You may have to use Force Quit on the program if it does not quit on it's own.

### Notes: