

The Desktop in Mac OS X is easier to navigate than in previous operating systems due to the “Dock,” where aliases of favorite applications, utilities, and documents can be placed. And “Finder” window toolbars containing buttons that can be clicked to perform tasks like “burn” data on a CD, launch an application, quickly jump to a particular folder, etc. To suit your personal preferences, learn how to change a window’s “view” and set its attributes, how to quickly access your “Home” folder, review the folders that are already there and, how to create and organize folders to store your work and discard those you no longer need.



Check it out!

Need more information on working with windows and views in OS X? See the Mac OS X Basics guide.



Reference!

In OS X, four folders are put on the hard drive for you: Applications, Library, System, and Users. Applications, you install, are put in the “Applications” folder; the “Library” and “System” folders contain things the Mac needs to run properly, and the “Users” folder contains “Home” folders in which each individual using a Mac, can store personal files.



Tip!

Icon view is better suited to windows having few icons.



Tip!

After opening a window in icon view, if the icons are in disarray in the window, go to the **View** menu and choose Clean Up.

Choose a View—Icon, List or Column—How to Set View Attributes

Icon View



When “Keep arranged by:” is selected, this icon is displayed.



When “Always snap to grid” is selected, a grid icon is displayed.



1. To display a window in “Icon” view, click the icon button in the toolbar.
2. To set attributes for icon view, go to the **View** menu and choose Show View Options (Command-J). An icon view dialog box is displayed.
3. If the settings are to be used for the active window, click the “This window only” radio button, otherwise click “Global.”
4. Use the slider to set Icon Size. Note: At the smallest setting, icon names are displayed to the right of icons rather than beneath them.
5. Choose an icon arrangement. If “Keep arranged by:” is selected, make a choice from its popup menu.
6. Choose a background color (default is white) or picture. Caution: Icons on a picture background may be hard to see.
7. In icon view, double-click icons to open them.

