

Macintosh

Screen Elements



Introduction

In this Quick Sheet, you will learn about the elements of the Mac OS-X landscape. If you have used a computer before, many of the objects you see are no different than what you are already familiar with.

Process Summary

Introduction

Screen Elements

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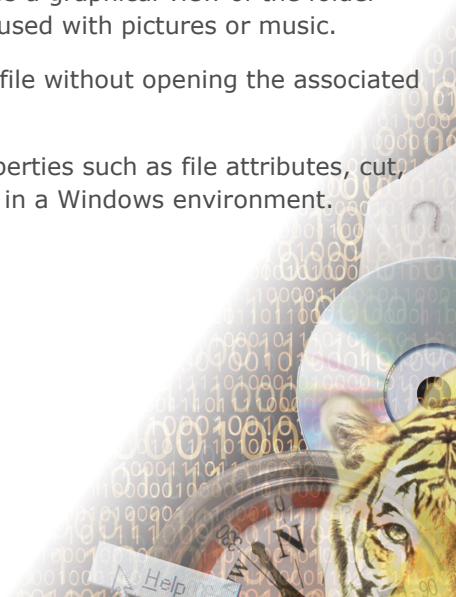
Screen Elements

Every Macintosh screen has a consistent look and feel and is comprised of standard **Screen Elements**. Understanding the functions of each element will help a new user adjust to using a Mac for the first time.

Below is a definition of each element and its location on the desktop (Fig 1).

Definitions

1. **The Apple Menu:** Click here to access **System Preferences**, to put the computer to sleep and to log off or shut down the computer.
2. **The Menu Bar:** Contains drop down menus for the current application. When no applications are in use, it will display the **Finder** menu which allows connections to servers, location of files, **Finder** preferences and search.
3. **Window Action Buttons:** Will close, minimize or maximize a window. When a window is maximized, it will be sized to a footprint that best represents the data in the window.
4. **View Buttons:** Allows a user to choose from four different view styles. **Icon view** will show all files and folders as small pictures (icons). **List view** will display a sequential list of files and folders. **Column view** displays a hierarchical view of files and folders that expands the contents of each folder in an adjacent column. **Cover Flow** view shows a graphical view of the folder "Now Playing" similar to that of a Jukebox. This view is best used with pictures or music.
5. **Quick Look:** Allows a user to quickly view the contents of a file without opening the associated application.
6. **Action Button:** Designed to provide quick access to file properties such as file attributes, cut, copy and paste; similar to what a right-click action would do in a Windows environment.



Definitions (continued)

7. **Spotlight/Search Field:** Will search for anything in the file and folder structure that matches the contents of the search item input. This includes text inside an email or document.
8. **Menulets:** The location of small TSR (temporary or stay resident) programs such as the system clock, volume control, spotlight and wireless airports available. Note, this is one of only two locations by which you can eject a disk on a newer model Macintosh.
9. **Back/Forward Buttons:** Allows navigation backward or forward through the folder structure within Finder.
10. **Sidebar:** An organizational structure that allows for grouping of like categories. The **Sidebar** shows all devices connected to the computer, all shared network places, commonly used folders and chronological search categories.
11. **Disk Icons:** All hard drives, portable drives, CD's, DVD's and shared folders automatically appear on the desktop for easy file search and navigation.
12. **The Finder Icon:** **Finder** automatically launches upon startup and is the engine that powers the desktop and dock.
13. **The Dock:** Allows quick access to frequently used applications. Any application can be stored on the dock. A white light underneath an application shows that the application is in use.
14. **Folders and Minimized Windows:** All remaining applications, downloaded files and documents are placed to the right hand side of the dock for easy access. Clicking a folder will expand the contents of the folder in a stacked view.
15. **Trash:** Where deleted files are stored until you empty the trash can. This is also another way to eject a CD or DVD by dragging it from the disk icon location on the desktop (see: 11) to the trash can.

Screen Objects

Figure 1

