

As you browse around Mac OS X, you'll find familiar items in very unfamiliar places. As well as a complete OS structure re-think, Apple have re-thought the placing of commands in menus. This creates a certain amount of confusion for the old Mac hands to start with, but pretty soon it becomes very logical. Here's our guide to where you'll find what.

The Apple Menu

About This Mac

In Classic Mac OS, this was where you found out how much memory was allocated to each program, and whether you had virtual memory switched on or not. As Mac OS X manages memory itself now, this has become redundant. In Mac OS X, the About This Mac box contains the version of OS X you are running, how much memory is installed in your Mac, and what processor your Mac is based on.

Get Mac OS X Software...

This item automatically launches *Internet Explorer* (or whatever your default browser is) and takes you to Apple's website where you can buy new Mac OS X applications online.

System Preferences

The equivalent of the Control Panels folder in the Classic Mac OS, System Preferences is where you set your Mac up to your liking. System Preferences can also be opened from the Dock.

Dock sub-menu

This is where you configure the preferences for the Dock. You can turn icon magnification on or off, change the size of the Dock, and choose to hide it when not required.

Location sub-menu

This enables you to change your network settings based on previously configured sets. Effectively, this does the job of Mac OS 9's Location Manager Control Panel.

Force Quit...

Included in a menu for the first time, the Force Quit item enables you to shut down any application running on your Mac – including the Finder. When chosen, a window appears displaying all of the currently running applications and asks you which one you'd like to force quit, with the foremost one selected as default. In Classic Mac OS, force quit was something of a last option that would usually crash your Mac, but in UNIX, and thus Mac OS X, it's an indispensable feature when it comes to terminating an unruly program without adverse consequences. The traditional $\text{⌘}+\text{⌥}$ -Escape keyboard short cut also invokes the Force Quit dialog box.

Sleep

Puts your Mac to sleep in order to save energy.

Restart

Does the obvious.

Shut down

Also the obvious...

Log Out ($\text{⌘}+\text{⌘}+\text{Q}$)

This logs out of the current user's session, enabling a different user – with different applications, documents and system preferences – to log on without restarting the whole Mac OS X environment.

The Finder menu

About the Finder

Displays a dialogue box showing the version number of the currently installed Finder. Not as useless as it might sound, seeing as individual components of the Mac OS can be updated without affecting any other part of the system. In other words, useful for technical support further down the line.

Preferences...

This opens the Finder Preferences window where you can change your Desktop pattern, set the size of Desktop icons, force icons to snap to a grid (or not), show disk icons on the Desktop, and whether you want a new window to open when you double-click on a folder icon.

Empty Trash ($\text{⌘}+\text{⌘}+\text{Delete}$)

No longer under the Special menu, which itself doesn't exist any more.

Hide Finder ($\text{⌘}+\text{H}$)

Hides the Finder from view and switches to the foremost application.

Hide others

Hides all open applications except the Finder.

Show all

Shows all open applications.

The File menu

New Finder Window ($\text{⌘}+\text{N}$)

This enables you to open a new window in the Finder, which by default shows your mounted disks. As Mac OS X doesn't normally open a new window each time you double click on a folder, you will find this feature useful when moving files around.

New folder ($\text{⌘}+\text{⌘}+\text{N}$)

Creates a new folder in the active window or on the Desktop.

Open ($\text{⌘}+\text{O}$)

Opens the highlighted file or application.

Close window ($\text{⌘}+\text{W}$)

Closes the active window.

Show Info ($\text{⌘}+\text{I}$)

The Mac OS X equivalent of Get Info. This displays a box giving information on the currently selected file, application or window.

Duplicate ($\text{⌘}+\text{D}$)

Makes a copy of the currently selected item.

Make alias ($\text{⌘}+\text{L}$)

Creates an alias of the currently selected item.

Show Original ($\text{⌘}+\text{R}$)

With an alias highlighted, this shows the original item the alias points to.

Add to Favorites ($\text{⌘}+\text{T}$)

Adds the currently active file, window, or application to your Favorites list for quick access within dialogue boxes.

Move to Trash ($\text{⌘}+\text{Delete}$)

Puts the currently selected item into the Trash.

Eject ($\text{⌘}+\text{E}$)

Ejects the currently selected disk (CD, Zip, other removable media).

Find ($\text{⌘}+\text{F}$)

Opens Sherlock so you can search for documents on your Mac, subjects on the Internet, people's email addresses, or the price of the latest Fat Boy Slim CD.

The Edit menu

Undo/Redo ($\text{⌘}+\text{Z}$)

Undoes (or redoes) the last action you performed in the Finder. This only applies to important stuff like copying or moving files.

Cut ($\text{⌘}+\text{X}$)

Cuts the currently selected text or picture and places it in the Clipboard.

Copy ($\text{⌘}+\text{C}$)

Copies the currently selected text or picture and places it in the Clipboard.

Paste ($\text{⌘}+\text{V}$)

Pastes the item in the clipboard into the active document or file name.

Select all ($\text{⌘}+\text{A}$)

Selects all files in the currently active window.

Show Clipboard

Shows the contents of the Clipboard in a window.

The View Menu

...As Columns

Shows the active window in column view with each column displaying one level of the folder hierarchy.

...As Icons

Shows the contents of the active window as large unsorted icons.

...As List

Displays the active window in List view with files sorted in alphabetical order by default (can be resorted by any file attribute).

Clean Up

Snaps icons in the active window to the invisible grid.

Arrange by name

Resorts files in Icon view by alphabetical order.

Show/Hide toolbar ($\text{⌘}+\text{B}$)

Shows or hides the toolbar in the active window.

Customise Toolbar

This enables you to change the settings for the toolbar that appears at the top of every Finder window. By default, the toolbar contains Back (back up the folder hierarchy), View (view by icon, list, or column), Computer (displays currently mounted disks and the Network icon), Home (the user's Home folder containing their documents), Favorites (a list of favourite storage locations, as it was in Mac OS 9's Navigation Services), and Applications (a list of currently installed programs). You can choose to display these items by icon only, by name only, or both. The default is to display both. You can also add your own shortcuts to the toolbar, such as application, document, or folder aliases.

Show/Hide Status bar

Shows or hides the status bar in the active window. This contains an item count, available disk space, and whether or not the folder or disk is locked.

Show View Options (⌘-J)

Enables you to customise the view in the active window such as showing creation and modification dates, label, and so on.

The Go menu

Computer (⌘-⇧-C)

Opens a Finder window containing the top folder hierarchy (meaning currently mounted disks).

Home (⌘-⇧-H)

Opens a Finder window showing the user's Home folder containing their documents.

iDisk (⌘-⇧-I)

This opens your personal iDisk on Apple's servers so you can back up your essential documents.

Favorites

Displays a sub-menu showing the user's list of favourite files, folders, and applications. The Go to Favorites (⌘-3) option opens the Favorites folder so you can add aliases to it.

Applications (⌘-⇧-A)

Opens the Applications folder.

Recent Folders

Displays recently opened folders.

Go to Folder... (⌘-↵)

Opens a small dialogue box in which you can specify a pathname to a folder in the format "Disk name/Folder name/Sub-folder name... etc". For example, *Internet Explorer's* folder would be something like Macintosh HD/Applications/Internet Explorer.

Connect to Server... (⌘-K)

Opens a dialogue box where you can choose from a list of servers on your network, type a server's IP address, or select an available Web server.

The Window Menu

Minimise Window (⌘-M)

Shrinks the active window down into the Dock with a rather funky animation.

Bring All to Front

Brings all the open Finder windows in front of any running application windows.

Window list

At the bottom of the Window menu is a list of windows currently open. This feature is also present in Mac OS 9.1.

The Help menu

Mac Help

Opens the Mac Help files to assist you in performing tasks within the Finder or an application. As you open other programs, their help files should become available in this menu.