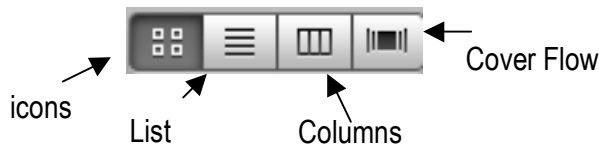




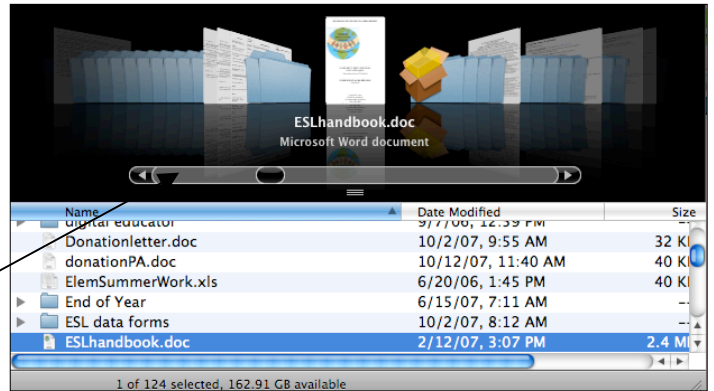
OSX Leopard - a few new features

Cover Flow -

It is possible to view items on the computer in four ways:



Click on Cover Flow to view your files as images.
Drag the bar to move between documents.




To set your documents folder to always open in Cover Flow:

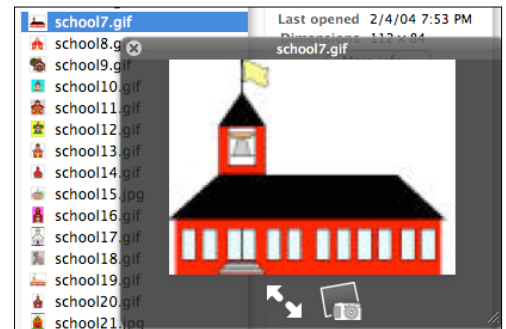
- Click on the documents folder.
- From the View Menu > select As Cover Flow.



Quick Look

Preview, play, and read files in preview without having to open them.

- Highlight one or more items (document, picture, or other file) to preview,
- Click the Quick Look button , or press the Space bar.
- A Quick Look window opens with the item displayed as the actual document.
- Use the tools at the bottom of the image to move between files or make the image full screen.



About Spaces

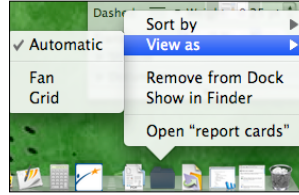
Use Spaces to organize your windows into groups and banish clutter. create a set of desktops with specific applications

- When you're working in a space, your desktop contains only the windows for the work you're doing in that space.
- To set up Spaces, use the Exposé & Spaces System Preferences.





Stacks

- Unclutter your desktop with stacks. Create a folder in your dock to "fan" out the documents for easy viewing.
- Folders in the Dock are called "stacks." A stack can be a handful of documents, a group of applications, or a set of folders—anything you need to use frequently.
- When you click a stack, it springs open in an arc or a grid, depending on the number of items.
- To change the stack, hold down the Control key and click on the folder in your dock. Select View as and choose Fan or grid.



Dashboard

Dashboard is a feature of Mac OS X. With Dashboard you get many small programs, called "widgets," that have a wide variety of uses such as finding local or global weather information, looking up words in the dictionary, and so on.

- To open widgets, click on the  in the dock or press the F12 key.
- Some widgets are already in place. You can change the settings, such as time zone, by clicking on the I button on each widget.
- To see more widgets, click on the  in the dock when widgets are open. Drag the desired widget to your desktop area.
- To put the widgets away, simply click on the desktop area.

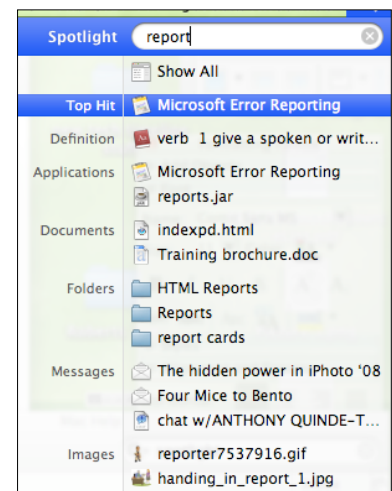
Spotlight

Spotlight searches your computer to find virtually anything on your computer (documents, photos, movies, music, events, etc.)

- Click on the Spotlight icon in the upper right corner (or press Apple and space bar)




- Type in a search term.
- Spotlight will find any item on your computer than contains the search term. It checks not only the name of the file, but the contents.
- Hover the mouse over one of the found files and it will tell you where on the computer it is saved.
- Double click on any of the file names to open it.





Universal Access

If you have difficulty seeing, hearing, or controlling your computer, use the Universal Access preferences to make your computer easier to use.

- From the Apple Menu at the top left corner, click on the System Preferences.
- Click on Universal Access. 
- From this screen you can control the size of your cursor (go to mouse tab)
- Zoom in on the screen image to make it appear larger. This is useful when demonstrating things to the students.
- Turn on VoiceOver to hear descriptions of items on your computer screen and to use the keyboard to control your computer.
- There are many other adaptations to make the Mac adapt to specific needs.