

# a Mac mind

## The “FINDER”

*Why is it called the finder... I don't know ... but I will show you how to use it...*



If you don't know where to look for a file you can always make your way over to the finder. It's a lovely place where the computer can help you see all of your files nicely organized. How do you get there? Click on the happy face on your dock. A finder window should pop open and you will see a list, icons, or columns of your files before your eyes. The finder window is separated into 3 parts. Along the top you have your menus, on the left you have your sidebar, and on the right the bulk of the window is comprised of your files. If you don't see a menu bar, or a sidebar. Click on the see through  gel button in the upper right hand corner that looks like this. Clicking it will reveal the sidebar and the menu bar if they are hidden, or hide them if they are visible. The menu bar has a sprocket icon that looks like this . Click on any file in your window you have open, then go under the sprocket. You can find all kinds of options. You can change the color of the file so it is highlighted in your list. A file can be moved to the trash, duplicated, aliased, or info can be gotten on it. Getting info is the same as clicking on a file and clicking APPLE + I. This allows you to see how big a file is, when it was created or modified, and a whole list of other important info too. On the menu bar you will also see a grouping of icons... on Leopard you will see four, on Tiger Systems and below you will see three. The first icon is 4 little squares. This is icon view. It shows you all of your files in picture form. You can move things around like you do on your desktop in this view. The next is four lines. This is list view. This is a nicely organized view in list form that allows you to click on the headings of each to organize by name, date modified, kind, or size. The final in Tiger, is Column view and looks like 3 rectangles side by side. This is a great view for moving files around, and you can see the hierarchy of your files. The final view in Leopard, is Cover Flow view. This shows pictures of your files. You can scroll through them using your arrow keys or by dragging the little slider. In the menu bar on the right is a box for starting a search. Type a word in the box and click return, you are off and away searching your whole computer. When you initiate a search you will notice some extra words drop down below the menu bar and just above your files. These are filters to narrow down your search. For instance, say I am in documents and I want to find my guest list I made for a party. If I know I saved it in documents, why search the whole computer? First, using the sidebar I would click on the DOCUMENTS folder. Then in the search field I would type “Party”. Once the search begins, I would click on the SEARCH in DOCUMENTS button, instead of the THIS COMPUTER button. This will return a list of documents from your documents folder only. Keep looking on my Web site for more videos showing how to use the finder. -CW

### IPOD NANO

*“It's WAFER Thin...”*

If you are that one person out there that has yet to buy their third ipod... Well the time is now! The new Ipod Nano is amazing. You can watch movies on it, Tv Shows, listen to podcasts, keep your address book, calendar, a stopwatch, timer, alarm clock, and all sorts of games. Oh, Did I mention you can also listen to music and audio books as well as store some of your favorite pics of your family on it? You get 5 hours of battery life when you watch movies. You get 24 hours when you just listen to sound, whether music, radio, or audiobooks. They come in two sizes. The 4GB which comes in silver for \$149.00 or the 8GB which comes in 6 colors (including [PINK](#)) for \$199.00. The thickness of this thing is .26 inches. WOW!! [APPLE NANO](#)



PROGRAM OF THE BI-WEEK **ICHAT** - [CHECK IT OUT HERE](#)



ICHAT is basically AOL INSTANT MESSENGER. The difference between the two is [Apple design](#). Ichat is done with style. You can use Ichat to do text chats, video chats, and audio chats. The best part is its pre-installed on most Macintoshes in recent years. You can find it in your Application folder. Most people when they hear about this program say "I would never do text messaging; that is what all the [young-ins](#) do!!!". What the young-ins are doing is saving money. Have you ever been in a foreign country, or had a friend or family member in a foreign country and all you can think of while talking to them on the phone is "[OH MY GOD!!](#) This is costing a fortune." Well, enter ICHAT. You and your family can sign up for a free account at [www.aim.com](#) Plug in your username and password. Start up your ICHAT. In the bottom left corner click "+" sign and type in your family members username. You will then see on most macs a list of names you can talk with. A little green phone icon or a green camera icon will appear next to some names. The phone means you can do an audio chat with that

person. The camera means you can do a video conference. Clicking on these icons sends a notification to the other person you want to start an audio chat with. When they accept, you get a floating window that allows you to control the volume of the audio of the phone call. It is best to plug in headphones when you do an audio or video chat. You can also do a video chat with anyone who has a camera. This is both audio and video and is very fluid on most connections. In Leopard (and as a pay for add-on in Tiger) you can add special effects to your video chats. To the left you see me as a [cowboy](#). (Yes my head is that small) Ichat can be very useful as well. Often you want to send a file to someone that is either needed right away, or is too big to send via email (see Web site below). You can drag the file to the name of the person in your ichat list. It will pop up with a window on the other person's computer asking them to accept the incoming file. When they click accept the file will be sent through ichat. - CW



WEBSITE OF THE BI-WEEK - [TINYURL.COM](#)



Tiny Tim

Tinyurl is a small solution to a big problem. Have you ever gone to a Web site and seen something you want someone else to see. You highlight the web address to copy and paste into an email. When you paste it, it looks like a paragraph. When the email gets to its destination it doesn't work correctly. Tinyurl takes that crazy url and turns it into something like this - <http://tinyurl.com/2yo7hs> . To use, copy the long url, go to <http://tinyurl.com> and paste it into the box they provide. Hit return and you will get a page with a new easy to use short link. Copy that and paste into your email. When your friend gets the email they can click on it and it will forward them to the ridiculously long address you didn't want to show them anyways!

Other Utility Sites

[yousendit.com](#) - go here to send files that are super large. The recipient gets an email with a download link.

[definr.com](#) - go here for a great quick online dictionary. Great for when you're not on your mac.

[allergycards.com](#) - have you ever had an allergy that you thought was important to point out? You can make cards here to print and put in your wallet or purse.



FINAL THOUGHTS



In the coming months I will be entering into a phase where I will be adding in new writers, new [podcasts](#), how-to videos on my site, and a whole bevy of fun. Keep checking [channingwork.com](#) and see the fun materialize. Happy Spring Break!!! Channing