

Macintosh Learning Center--- *Shell Weinberg*

Third Floor, Southeast corner

Laguna Woods Village Community Center

Laguna Woods Town Centre

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics:

Finder and the Desktop (*when using OS X*)

Today's column will be the third of a series that I intend to randomly write dealing with the very Fundamentals & Basics of Mac computer operation.

The subject today is the often used **Finder**.

Interestingly, when you boot the Mac you will always see **Finder** in 2 locations on the screen. Each presents information, or commands, that can be used to navigate within the computer system. However, even though the word **Finder** is the same, there is actually a different reason for using one or the other.

Look at the upper left corner of your Menu Bar... next to the Apple is an area referred to as the *Application menu* and this is where the word **Finder** may be showing. (*Note: The **Application menu word** will change according to the Application you have launched or activated.*)

When you drop this menu you will see the **commands** available to you, some of them appear black (*available*) and some of them are grayed (*this means not available and will not function in the mode on your screen*). A single click on a command will activate or open that item. Notice that these commands deal with management of the Operating System.

Because the word **Finder**, as it appears on the Menu Bar, always shows when you are in the **Desktop** mode, it sort of makes these two words interchangeable. So, when you are active in the Finder you are also at the Desktop, and vice versa. Fact is, there really is a technical difference between the two words but for simplicity I prefer to think of them as interchangeable. You will never see the word Desktop on the Menu Bar.

Now, the second location for **Finder**, is the icon in the first position on the Dock. Same word, different use. A single click on this icon **opens a window** which will show you the applications, programs, folders, and files

that are stored on your Hard Drive. A double click on one of these icons will launch the program or open a window.

And now you know the difference... when you want Finder **commands** you go to the **Finder on the Menu Bar**.

When you want to see the Finder **window**, showing where your various files are stored, you go to the **Finder on the Dock**.