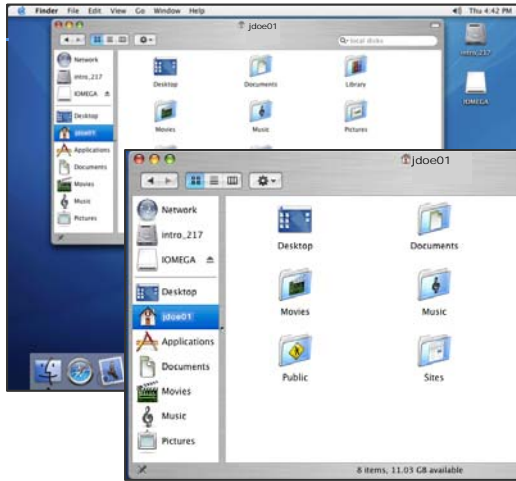


# Macintosh: Getting Around

Leopard Update, Fall 2008

## 1. The Home Folder



After you log in, the home folder of your Macintosh Intranet account overlays the desktop.


The sidebar on the left of the window provides quick access to internal and/or to removable media, as well as to frequently used folders.

The right side of the window displays the contents of the selected folder.

Your Home folder is selected in the sidebar, so the contents of the Home folder appear on the right.

At the foot of the screen, the Dock has been expanded to include shortcut icons to the common applications.


You may customize *your* Dock by deleting shortcuts and/or adding shortcuts to applications of your choosing found in the Applications folder, for example.

Click the Applications folder  Applications on the sidebar to access the Applications Folder; or select the *Go* option in the *Finder* menu to access the *Applications* and the *Utilities* folders. Click on the icon of an application you want to add and drag it to your Dock.



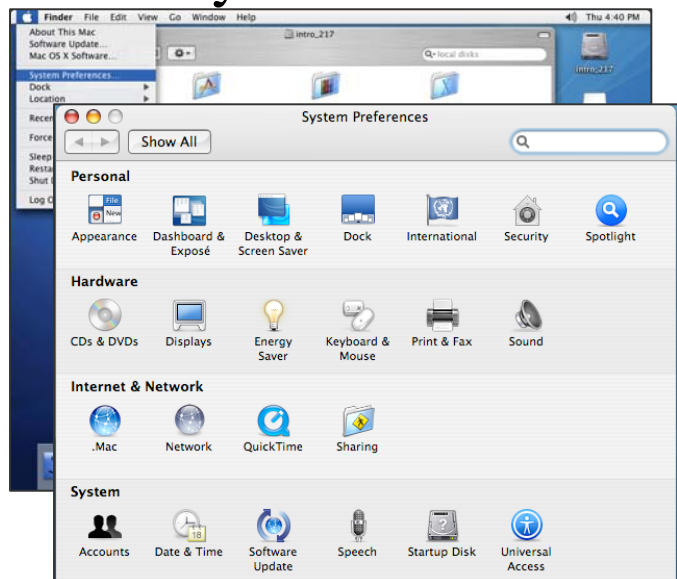
Programs in the System Preferences folder allow you to customize the appearance of your Desktop and the configuration of your computer.

To access the System Preferences folder, click the Apple logo on the far left side of the menu bar. From the *Apple* menu, select *System Preferences*.

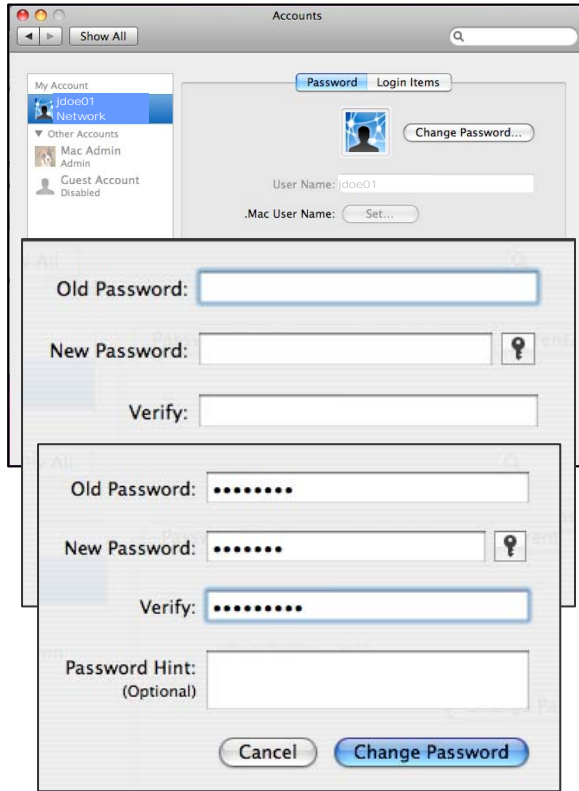
One example of a system preference is a customized password. If you ever want to change your password, for example, click on the *Accounts* icon  in the *System Preferences* folder.

The *Accounts* dialog box appears, as shown on the next page.

## 2. System Preferences



### 3. The Optional Password Change



To change the password, use the *Accounts* dialog box (opened in 2. *System Preferences* on page 1):

1. Click on the *Password* tab below the toolbar.
2. Click the *Change Password* button.
3. Type your current password in the *Old Password:* box. (Display is masked.)
4. Strike the *Tab* key to advance to the *New Password:* box, or mouse click in the *New Password:* box.
5. Type your new password in the *New Password* box. (Display is masked.)
6. Strike the *Tab* key to advance to the *Verify:* box, or mouse click in the *Verify* box.
7. Type your new password again, in the *Verify:* box, for confirmation. (Display is masked.)

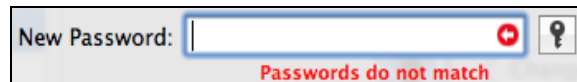
Strike the *Enter* key to change the password, or click the *Change Password* button.

If the *Old Password:* entered is not your current password, a red error message and an outlined arrow flag the *Old Password* box.



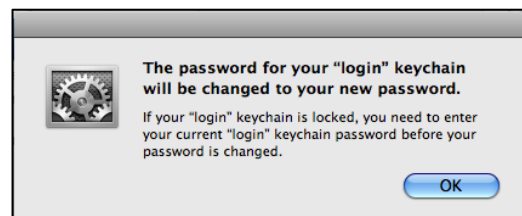
To proceed, type the correct current password in the *Old Password:* box. Then click the *Change Password* button.

If the entries typed in the *New Password:* and the *Verify:* boxes do not match, a red error message and an outlined arrow flag the *New Password:* box where you must attempt the password change again.



Repeat Steps 5-6-7 above.

When the entry in the *Old Password:* box is correct and the entries in the *New Password:* and *Verify:* boxes match, your password change is confirmed with the message shown here on the right.



8. After the password change has been confirmed, close the *Accounts* window by clicking the round red (*Close*) button in the upper left corner.

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### 4. Online Tutorials

Indexed tutorials are available online to help answer questions about Macintosh OS X. Access the Apple website at URL <http://www.apple.com/findouthow/leopard.html>