

Welcome to
The Mac
OS X Leopard Edition



Lesson 2: Working with Files and Maintaining Users

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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Create a text file
 - ▲ Use Finder to keep your files and folders organized
 - ▲ Identify the different types of storage media
 - ▲ Share files with other computers
 - ▲ Back up and recover files
 - ▲ Set up and maintain user accounts

Lesson Content

- Creating documents with TextEdit
- Using Finder and Spotlight
- Backing up files with Time Machine
- Setting up User Accounts

Creating Documents with TextEdit

■ Elements of TextEdit

- Menus
- Toolbar
- Ruler
- Scroll bar

■ Shortcut Keys

- Cut
- Copy
- Paste

■ Storing your exercise files

Document Actions

- Saving your file
- Opening existing files
- Closing TextEdit

Using Finder and Spotlight

■ Elements of Finder

- Folder name
- Toolbar
- Sidebar
- Path
- Folder info

■ Working with the Toolbar

■ Finding files with Spotlight

File and Folder Actions

- Opening
- Copying
- Moving
- Deleting
- Labeling
- Renaming
- Creating folders

Backing Up Files with Time Machine

- Backing up your system with Time Machine is automatic
- Time Machine preferences
- Time Machine window
 - Folder window
 - Timeline
 - Restore button
 - Cancel button

Setting Up User Accounts

- User accounts help to keep information private
- Allows users to select specific programs to meet their needs
- Allows individual users to customize their profile to meet their computing needs
- System Preferences Accounts let administrators set up user accounts

Summary

- In this lesson, you:
 - ▲ Created a document with TextEdit
 - ▲ Used Finder and Spotlight
 - ▲ Backed up files with Time Machine
 - ▲ Set up user accounts

Questions

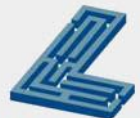


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