

Welcome to  
**The Mac**  
OS X Leopard Edition



## Lesson 3: Keeping Organized and Finding Things

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# Lesson Objectives

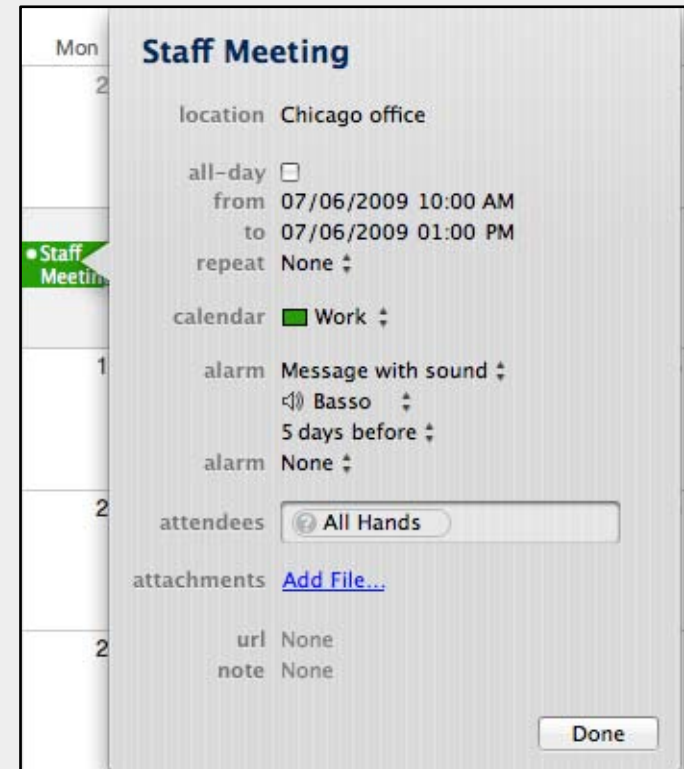
- After studying this lesson, you will be able to:
  - ▲ Keep track of daily events
  - ▲ Maintain contact information
  - ▲ Use Dictionary
  - ▲ Work more efficiently with Spaces
  - ▲ Get help when you need it
  - ▲ Find important items with Spotlight
  - ▲ Get system information

# Lesson Content

- Using iCal for Scheduling
- Working with Address Book
- Accessing Dictionary
- Finding Help
- Making the most of Spaces
- Getting system information

# Using iCal for Scheduling

- Entering appointments by creating an event
  - Events can be created by double-clicking on a date or by using the File menu.
- Editing and deleting an event
- Printing an event

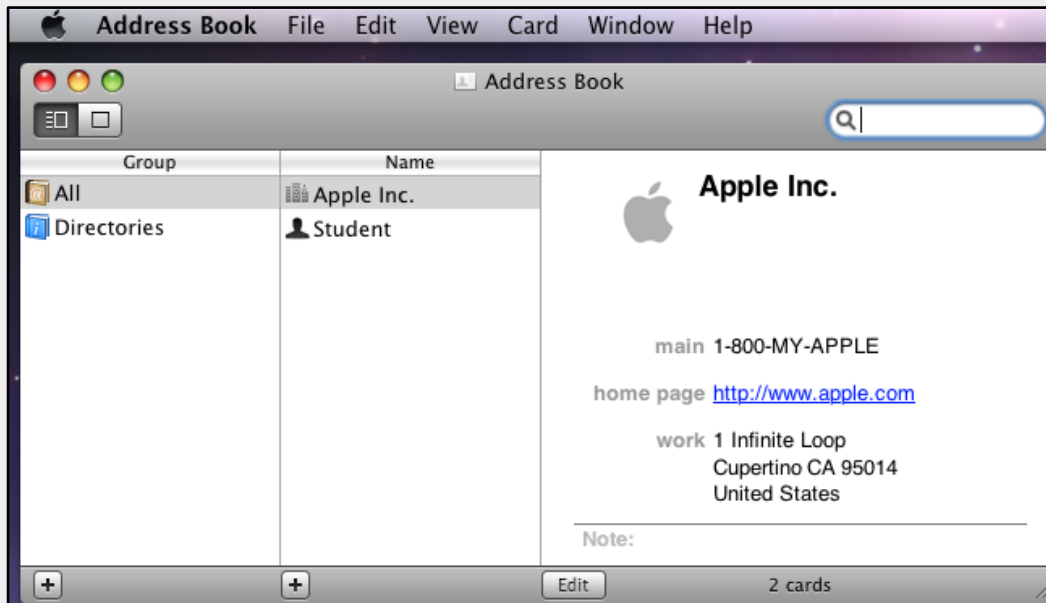


The screenshot shows the 'Staff Meeting' event details in iCal. The event is scheduled for Monday, July 6, 2009, from 10:00 AM to 01:00 PM. The location is 'Chicago office'. The event is not all-day, and the repeat setting is 'None'. The calendar is set to 'Work'. The alarm is set to 'Message with sound' with a 'Basso' sound and a '5 days before' trigger. The attendees list includes 'All Hands'. There are no attachments, and the URL and note fields are empty. A 'Done' button is located at the bottom right of the window.

Mon	<b>Staff Meeting</b>
2	location Chicago office
	all-day <input type="checkbox"/>
	from 07/06/2009 10:00 AM
	to 07/06/2009 01:00 PM
	repeat None ↕
	calendar <input checked="" type="checkbox"/> Work ↕
	alarm Message with sound ↕
	< ) Basso ↕
	5 days before ↕
	alarm None ↕
	attendees <input type="text" value="All Hands"/>
	attachments <a href="#">Add File...</a>
	url None
	note None
	<input type="button" value="Done"/>

# Working with the Address Book

- Creating contact cards with Address Book
- Editing, deleting, and printing contact cards
- Creating a group



# Accessing Dictionary

- Dictionary uses the *Oxford American Dictionary* and the *Oxford American Writer's Thesaurus*.
- Four references used to find information:
  - Dictionary
  - Thesaurus
  - Apple
  - Wikipedia
- Spotlight search is the search engine

# Making the Most of Spaces

- Spaces keeps your workspace free of clutter by expanding your Desktop
- Spaces preferences
- Navigating Spaces
- Moving items among Spaces

# Finding Help

- Finding help with Leopard
- Finding help with applications
- Things you can find with Help
- Differences between Help and Spotlight

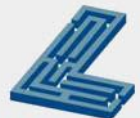
# Getting System Information

## ■ About This Mac

- Operating system version
- Processor
- Memory
- Startup disk

■ Software update will check for the latest software updates

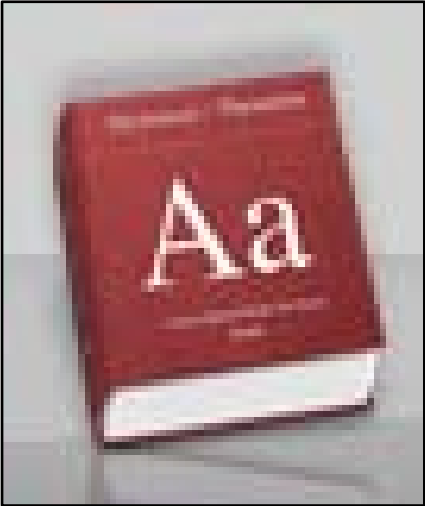
■ System Profiler displays system and device information



# Summary

- In this lesson, you:
  - ▲ Used iCal for scheduling
  - ▲ Created contact cards and groups with the Address Book
  - ▲ Found definitions and information with Dictionary
  - ▲ Found help with applications and Leopard
  - ▲ Set up Spaces to work more efficiently
  - ▲ Retrieved system information – easy!

# Questions

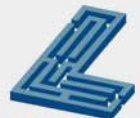


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