

Brad Miser

Sams **Teach Yourself**

**Mac OS<sup>®</sup> X**

**Lion<sup>™</sup>**

in **10**  
**Minutes**

**SAMS**

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in **10 Minutes**

**SAMS**

800 East 96th Street, Indianapolis, Indiana 46240

## **Sams Teach Yourself Mac OS® X Lion™ in 10 Minutes**

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# About the Author

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Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at [bradmiser@me.com](mailto:bradmiser@me.com).

# Dedication

*To those who have given the last full measure of devotion so the rest of us can be free.*

# Acknowledgments

A special thanks to Laura Norman, Acquisitions Editor extraordinaire, for involving me in this project. I appreciate the efforts of Charlotte Kughen, Development Editor, for ensuring the content of this book is meaningful and does allow you to learn Mac OS X Lion in 10 minutes. Thanks to Paul Sihvonen-Binder, the Technical Editor who made sure this book is accurate and “tells it like it is.” Megan Wade deserves special mention for transforming my gibberish into readable text. And Sandra Schroeder and Mandie Frank deserve kudos for the difficult task of coordinating all the many pieces, people, and processes that are required to make a book happen. Last, but certainly not least, to the rest of the important folks on the team, including Heather McNeill, Cindy Teeters, Gary Adair, Mark Shirar, and the rest of the top-notch Sams staff, I offer a sincere thank you for all of your excellent work on this project.

# **We Want to Hear from You**

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books stronger.

Please note that I cannot help you with technical problems related to the topic of this book, and that due to the high volume of mail I receive, I might not be able to reply to every message.

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# Introduction

Mac OS X, now in the Lion release (version 10.7 for those of you who aren't crazy about big cats), is the software that runs all Macintosh computers from the top-of-the-line Power Mac to the extremely popular MacBook laptops. This software provides the desktop from which all your activities start, enables you to configure and personalize your Mac, and controls all the applications and the many processes that are required to make your Mac do all the great things it can do. Along with the operating system itself, Mac OS X Lion includes many applications that you can use to surf the Web, email, chat (text, audio, and video), keep track of your time and contacts, and much more. Learning how to use Mac OS X Lion enables you to get the most fun and productivity from your Mac; this book helps you tame this lion (sorry, I had to make a bad pun with this at some point so I figured I'd get it out of the way early).

## About This Book

Similar to the other books in the *Sams Teach Yourself in 10 Minutes* series, the purpose of this book is to enable you to learn how to use Mac OS X Lion quickly and easily; hopefully, you'll even enjoy yourself along the way! This book is composed of a series of lessons. Each lesson covers a specific aspect of using Mac OS X Lion. For example, Lesson 4, "Touring Lion's Applications," teaches you how to work with applications, and Lesson 8, "Working with Mice, Trackpads, and Keyboards," shows you how to use all sorts of input devices.

The lessons generally build on each other starting with the more fundamental topics covered in the earlier lessons and moving toward more advanced topics in the later lessons. In general, if you work from the front of the book toward the back, your Mac OS X Lion education will progress smoothly (of course, if a specific topic is of interest to you, you can jump ahead to get there first).

The lessons include both information and explanations along with step-by-step tasks. You'll get more out of the lessons if you perform the steps as you read the lessons. Figures are included to show you what key steps look like on your computer's screen.

## Who This Book Is For

This book is for anyone who wants to get the most out of Mac OS X Lion; Mac OS X Lion is widely recognized as the most intuitive and easy-to-use operating system, but even so, you'll learn much faster with this guide to help you. If you've never used Mac OS X Lion, this book can get you started and help you move toward becoming a Mac OS X Lion guru. If you've dabbled with Mac OS X Lion, this book helps you go beyond basic tasks to be able to use all of Mac OS X Lion's amazing functionality. If you've spent a fair amount of time using Mac OS X Lion, this book provides lessons to round out your Mac OS X Lion expertise.

## What Do I Need to Use This Book?

The only technical requirement to be able to use this book is a computer with Mac OS X Lion installed on it. Much of Mac OS X Lion's functionality requires an Internet connection, so you'll have a much better experience if you can connect your computer to the Net (you'll learn how to do this, too).

In addition to the basic technical requirements, you need a sense of adventure and curiosity to explore all this book offers you. Mac OS X Lion is fun to use and, with this guide to help you, it should be fun to learn as well.

## Conventions Used in This Book

Whenever you need to click a particular button or link or make a menu selection, you see the name of that item in **bold**, such as "Click the **Save** button to save your document." You'll also find three special elements (Notes, Tips, and Cautions) throughout the book.

**NOTE:** A note provides information that adds to the knowledge you gain through each lesson's text and figures.

**TIP:** Tips offer alternative ways to do something, such as keyboard shortcuts, or point out additional features.

**CAUTION:** You won't find many of these in this book, but when you do come across one, you should carefully read it to avoid problems or situations that could cause you grief, time, or money.



## LESSON 2

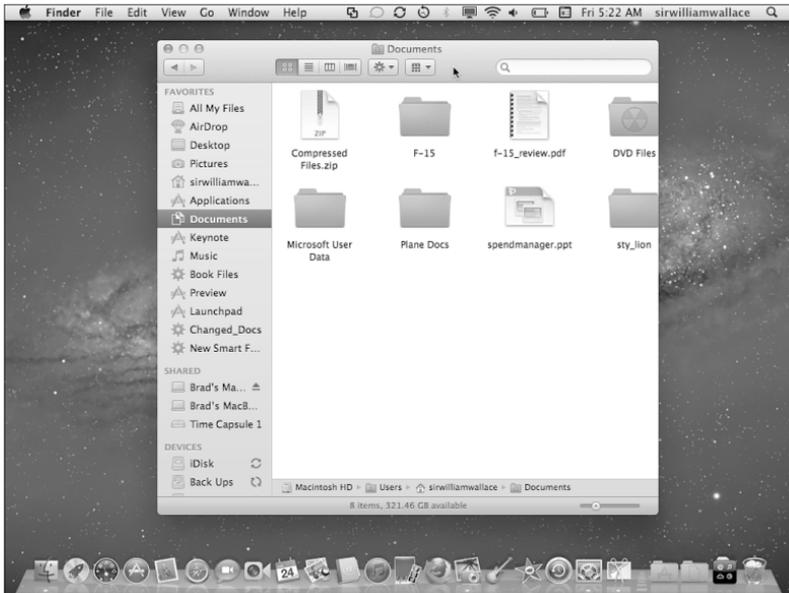
# Working on the Lion Desktop

*In this lesson, you learn how to use the Lion desktop so you can work efficiently with your Mac.*

## Navigating the Desktop

The desktop is where all your Mac activities start; the Finder is the Mac application that provides the desktop and controls what you can do there. Figure 2.1 shows a typical desktop. The major elements with which you work are described in the following list:

- ▶ **Apple menu.** In the upper-left corner of the desktop is the Apple menu. As you learned in Lesson 1, “Getting Started with Mac OS X Lion,” this menu is always on the far left end of the menu bar and contains system-level commands, such as those you use to shut down your Mac.
- ▶ **Menu bar.** At the top of the desktop is the menu bar. The first section of this (starting from the left side) is the menu bar for the application you are using. When you are working on the desktop, this is the Finder menu. When you are working with other applications, this menu is the name of the application. You learned how to use menus in Lesson 1.
- ▶ **Configurable menus.** Toward the middle and right side of the menu bar are configurable menus; these are configurable because you can determine whether they appear. For example, you can show or hide the Wi-Fi menu; when shown, you can use this menu to manage your Wi-Fi network connection.



**FIGURE 2.1** The desktop is the starting point for all your Mac activities.

- ▶ **Spotlight.** At the far right end of the menu bar is the Spotlight search tool, which has the magnifying glass icon. You learn about this later in this lesson.
- ▶ **Dock.** By default, the Dock is located on the bottom of the window (as you learn in Lesson 5, “Personalizing Lion,” you can change its location). You learn about the Dock later in this lesson.
- ▶ **Finder window.** Finder windows show you the contents stored on your Mac; these include applications, folders, documents, and other files. You use Finder windows to move to, view, and take action on files and folders.

To perform a task, such as opening a document, you follow a similar pattern, which is the following:

1. Open a Finder window (if there isn't one open already).
2. Select the starting point.
3. Navigate to the end point.
4. Take action.

Sometimes, there are fewer steps. For example, if what you want to use is on the Dock, these steps collapse into one, which is to click the icon for what you want to open. And sometimes you start with a search instead of choosing a starting point, but the general flow of performing tasks is similar.

As you navigate, you move into and around in folders to get to the specific item with which you want to work. How you do this depends on the Finder window view you are using; you read more on these later in this lesson.

## Working with Finder Windows

Because all the tasks you do start with the desktop and Finder application, it's important to understand how to work with Finder windows. Finder windows work a bit differently than other kinds of windows, such as those for applications and documents.

### Using the Sidebar

Located on the left side of Finder windows, the Sidebar lets you easily get to specific locations. It comes with a number of default locations, but you can add items to or remove them from the Sidebar so that it contains the items you use most frequently.

The Sidebar is organized in sections as described in Table 2.1.

**TABLE 2.1** Sidebar Sections

Section	Description
FAVORITES	This section contains locations on your Mac that you visit most frequently. FAVORITES includes a number of folders and other locations by default, but you can change the contents of this section to customize it. The contents of this section remain as you configure it.
SHARED	This section contains items you are accessing on a network, such as a shared hard disk or Time Capsule. The contents of this section change as you use different shared items.
DEVICES	This section contains hard disks, disk images, your iDisk, and so on that are mounted on your Mac. Like the SHARED section, the contents of this section change as the items with which you are working change.

To use an item on the Sidebar, click it. What happens when you click depends on the kind of icon you clicked. Examples of outcomes are provided in Table 2.2.

Each type of item of the Sidebar has a distinctive icon, making distinguishing what each icon represents easy.

You can show or hide the contents of each section. Point to the section's title and click Hide. The section is collapsed so you only see its title. Click Show to expand a section.

You can change the contents of the Sidebar using the following steps:

1. Select **Finder, Preferences**. The Finder Preferences window appears.
2. Click the **Sidebar** tab.
3. Check the check box for each item that you want to appear on the Sidebar.
4. Uncheck the check box for any items that you don't want to appear on the Sidebar.
5. Close the Finder Preferences window.

**TABLE 2.2** Sidebar Icons

<b>Icon</b>	<b>Action</b>
All My Files	This icon causes all the files you've worked with to be shown in the Finder window. You can use the view and browse tools to access any file you want to work with.
AirDrop	When you click this icon, any Mac (running Mac OS X 10.7 or higher) that your Mac can communicate with using Wi-Fi appears with the icon of its current user. You can send files to other users by dropping them on the related icon; people can share files with you in the same way.
Devices	When you click a device, the contents of that device are displayed in the Finder window. For example, when you click a hard drive's icon, you see its contents.
Shared folder or drive	When you select a shared network resource, you either see the tools you can use to log in to that resource or you see the contents of the resource if your Mac is configured to log in to it automatically.
Folder	When you click a folder, you see its contents in the Finder window.
Document	Clicking a document's icon opens the associated application and you can see and work with the document's contents.
Application	If the icon is for an application, the application launches.
Search	If you click a search icon, the search runs and you see the results of the search in the Finder window.

You can also change the contents of the FAVORITES section by doing the following:

1. Open a Finder window.
2. To remove an item, perform a secondary click (one way is to hold the control key down while you click) on it and select **Remove from Sidebar**. The icon disappears. Of course, when you remove something from the Sidebar, it's not removed from the computer. The item remains in its current location on your Mac, but it is no longer accessible from the Sidebar.

3. To add something to the Sidebar, drag it from a Finder window or desktop onto the FAVORITES section. As you move the item onto the Sidebar, a blue line appears on the Sidebar at the location to which you've moved the item.
4. When you're over the location in which you want to place the item, release the button. The item's icon is added to the Sidebar, and you can use it just like the default items.
5. To change the order of items, drag them up or down the list. As you move an item, other items slide apart to show you where the item you are moving will be.

## Using the Toolbar

The toolbar appears at the top of Finder windows and contains buttons and pop-up menus that you can use to access commands quickly and easily. It includes a number of default buttons and pop-up menus, but you can configure the toolbar so that it contains the tools you use most frequently. The default icons on the toolbar are described in Table 2.3 (from left to right).

**TABLE 2.3** Toolbar Icons

Icon	Action
Back/Forward buttons	These buttons move you along the chain of Finder windows that you've moved through, just like Back and Forward buttons in a web browser.
View buttons	Use these to change the window view (more on this later in this lesson).
Action pop-up menu	This menu contains a number of useful contextual commands. These commands are the same as those that appear when you perform a secondary click on an item.
Arrange menu	This menu enables you to arrange the contents of the window. For example, you can group items by name, date last opened, size, and so on. Select None to remove the arrange settings.
Search bar	Use this to search for items with which you want to work.

**TIP: Customizing the Toolbar**

You can change the icons on the toolbar. Select **View, Customize Toolbar**. Remove icons by dragging them off the toolbar, or add items by dragging them onto the toolbar. Use the Show menu to change the toolbar's appearance. Click **Done** to save your changes.

## Working with Finder Window Views

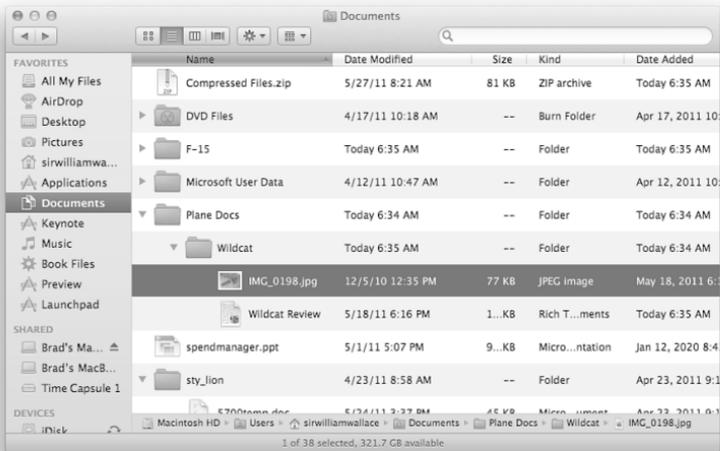
Finder windows offer different views of their contents. Each view works a bit differently and has advantages. To change views, open the view menu and select the view you want to use or click a view's icon on the toolbar (the view buttons are in the order as they are described from left to right on the toolbar). The views are as follows:

- ▶ **Icon.** In this view, contents appear as icons (refer to Figure 2.1) on which you double-click to open the related item (folder or file). The Icon view is the most pleasing to look at but offers the least information and functionality.

**TIP: Customizing Views**

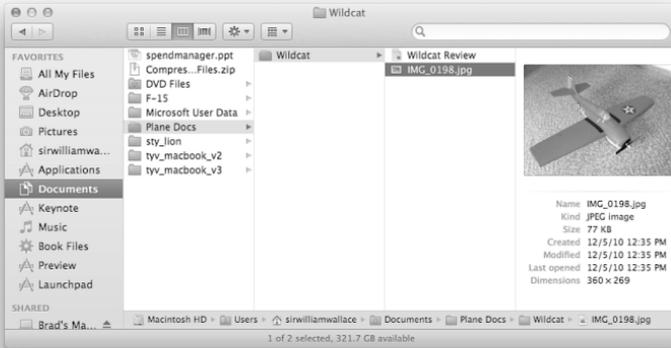
Each view has options you can customize to suit your preferences. For example, you can change the size of icons shown in the Icon view. To customize a view, select **View, Show View Options**. Use the resulting dialog box to set the options for the view. If you click the **Use as Defaults** button, your customized view is used when you open new windows in that view.

- **List.** When in List view, contents of a window are shown in a list. You can sort items by clicking the column heading by which you want to sort the list; click it again to reverse the order. You can also expand or collapse the contents of folders by clicking the triangle that appears next to the folder's icon. Using the View Options, you can determine which columns of information appear. You can also drag columns to the left or right to change the order in which they appear. The List view is extremely useful because of the information it provides (see Figure 2.2).



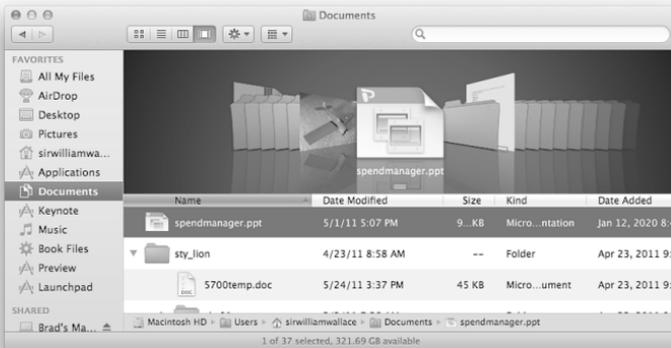
**FIGURE 2.2** The List view provides lots of information about the items you are viewing.

- **Columns.** The Columns view, as shown in Figure 2.3, is the best one for quickly navigating to any location on your Mac. In this view, contents appear in columns, so when you select a folder, its contents appear in a column to the right of the folder. Folder icons have a right-facing triangle on the right edge of the column. When you select a file, you see information about it, including a preview, if the file's contents can be shown in a preview. The path you are browsing is indicated by the shaded bar. You can change the width of columns by dragging their right edges to the left or right.



**FIGURE 2.3** The Columns view provides the most efficient navigation.

- ▶ **Cover Flow.** The Cover Flow, as shown in Figure 2.4, sort of combines the Icon and List views. At the top of the window are thumbnails of the folders and files in the folder you are viewing. You can flip through these by dragging across them, clicking on the left or right side, or using the scrollbar that appears just below the thumbnails. The bottom section of the view is in List view, and this section works much like a window in that view. The thumbnail directly facing you is in focus and is highlighted on the list.



**FIGURE 2.4** The Cover Flow view shows a stack of files and folders you can flip through.

Whichever view you choose, you can open an item to view its contents if it is a folder or to work with it in its associated application. Experiment with the various views to find the ones most useful to you.

## Searching with Finder Windows

You'll end up with lots of files and folders on your Mac. Navigating directly to something of interest to you is not always easy. Fortunately, you can use Finder windows to search for items of interest to you. Here's how:

1. In the Search bar, located on the right edge of the Finder window toolbar, type what you want to search for. As you type, the Finder presents a menu of items that meet your search; these are organized by type of search, such as Filenames, Kinds, and so on. The results of the search are shown in the Finder window.
2. If the menu shows you what you want, you can jump directly to an item by clicking it on the list; if not, keep typing until you've entered all that you want to search for. As you type, the Finder continues to narrow the results shown in the window to match what you've typed.
3. You can change the location you are searching by clicking the buttons on the left side of the Search toolbar that appears when you perform a search. Options include This Mac, the folder currently selected, Shared, and so on.
4. To make what you are searching for more specific, click the **Add button** (+) located just under the Search bar. A new row appears in the Search toolbar.
5. Use the menus, text boxes, and date boxes to make your search more specific. For example, select Kind on the first menu and Document on the second menu to search for document files. The options that appear change based on what you select on the first menu.
6. Repeat steps 4 and 5 to add more search criteria. As you continue to refine your search, the content of the window is further reduced to show only those items that match your search.

**TIP: Saving Searches**

You can save a search by clicking the Save button just under the Search bar. Name the search and select the location in which you want to save it (the default is the Saved Searches folder). If you want the search to be placed on the Sidebar, check the **Add To Sidebar** check box. Click **Save** to save the search. You can perform the search again by clicking its icon on the Sidebar or moving to it in a Finder window and double-clicking on it.

**NOTE: Defaults**

The information on the Dock, Launchpad, Dashboard, and Mission Control in the following sections is based on default configurations. You can customize each of these elements to suit your preferences. For example, you can change the location of the Dock on the screen. Customizing these elements is explained in Lesson 5. Learn to use them as described in this lesson, and once you get comfortable, tailor them to work according to your own preferences.

## Using the Dock

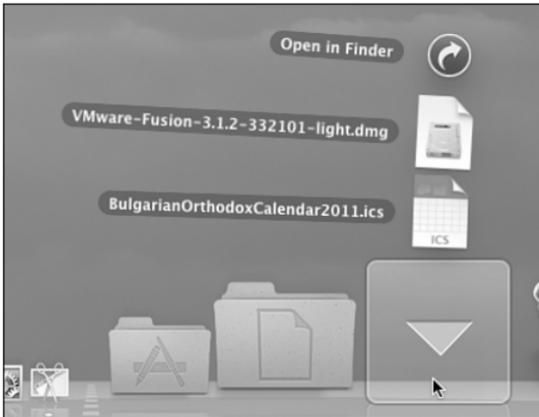
The Dock, as shown in Figure 2.5, provides one-click access to applications, folders, documents, and the Trash.

The Dock is an important part of your desktop. It is organized in two general sections. The area to the left of the application/document separation line (the white, dashed line that looks like a highway dividing line that is a few icons to the left of the Trash icon) contains application icons. On the right side of this line are icons for documents, folders, and minimized Finder or application windows and the Trash/Eject icon.

When folders appear on the Dock, by default they become stacks. When you click a stack, it pops up into a fan or appears as a grid (depending on how many items are in the folder) so that you can work with items it contains; an example is shown in Figure 2.6.



**FIGURE 2.5** The Dock enables you to access applications, folders, and files with a single click.



**FIGURE 2.6** When you click a folder icon on the Dock, it expands on the desktop.

This has many purposes, including the following:

- ▶ Shows open applications (some applications are installed on the Dock and you always see their icons there). Application icons also provide information about what is happening with those applications. For example, when you receive email, the Mail application's icon changes to indicate the number of messages you have received since you last read messages.
- ▶ Enables you to open applications, folders, minimized windows, and documents quickly by clicking the related icon.
- ▶ Enables you to quickly switch among open applications and windows by clicking the icon for the item you want to bring to the front.
- ▶ Gets your attention. When an application needs your attention, its icon bounces on the Dock until you move into that application and handle whatever the issue is.
- ▶ Enables you to control an application and switch to any windows open in an application. When you perform a secondary click on the icon of an application, a pop-up menu appears. When the application is running, this menu lists commands as well as all the open windows related to that application. When the application isn't running, you see a different set of commands, such as the Open command you can use to open the application.
- ▶ Enables you to customize its appearance and function. You can store the icon for any item (applications, folders, and documents) on the Dock. You can control how the Dock looks, including its size; whether it is always visible; where it is located; and which applications, folder, and documents appear on it.

Two icons on the Dock are unique and are always on the Dock: the Finder and the Trash. When you click the Finder icon (anchored on the left end of a horizontal Dock or at the top of a vertical one), a Finder window opens if none is currently open. If at least one Finder window is open, clicking the Finder icon brings the Finder window you used most recently to the front.

The Trash icon stores the folders and files you delete. When the Trash contains files or folders, its icon includes crumpled paper so that you know the Trash is full. When you select an ejectable item, such as a DVD, the Trash icon changes to the Eject symbol. You can drag a disc or other ejectable item onto that icon to eject the disc, disk, or volume.

Unless an application is permanently installed on the Dock (in which case the icon remains in the same position), the icon for each application you open appears on the right (or bottom) edge of the application area of the Dock.

Unlike open applications, open documents don't automatically appear on the Dock. Document icons appear on the Dock only when you add them to the Dock manually or when you have minimized a document's window.

When you minimize a window, by default, the window becomes a thumbnail that moves onto the Dock. Minimized windows are marked with the related application's icon in the lower-right corner of the Dock icon so you can easily tell from which application the windows come.

When you quit an open application, its icon disappears from the Dock (unless you have added that application to the Dock so that it always appears there). Minimized windows disappear from the Dock when you maximize them or when you close the application from which a document window comes.

## Using the Launchpad

The Launchpad provides one-click access to your applications. Click the Launchpad icon on the Dock (it is located just to the right of the Finder icon). The Launchpad fills the desktop and icons appear on the current page, as shown in Figure 2.7. To move to a different page, drag to the left or to the right or click on a page's dot at the bottom of the screen. As you drag, the page "flips" to the next page or to the previous page; if you click a dot, you jump to its page.



**FIGURE 2.7** The Launchpad provides quick access to any application.

To open an application, click its icon. The Launchpad closes and you move into the application on which you clicked.

To access applications stored in a folder, click the folder. It expands so you can see the icons it contains. Click the icon you want to use.

**TIP: Launchpad Gestures**

If you use a trackpad, you can set a preference so you can open or close the Launchpad by pinching or unpinching on the trackpad with your thumb and three fingers. You can flip pages by dragging two fingers across the trackpad.

## Using the Dashboard

The Dashboard contains widgets, which are small, single-purpose applications. The Dashboard is always running, so its widgets are always available to you. You can open the Dashboard in the following ways:

- ▶ Press Fn+F12 (default if you are using an Apple keyboard).
- ▶ Click the Dashboard's icon on the Dock (it looks like a gauge).
- ▶ Double-click the Dashboard's icon in the Applications folder.
- ▶ Open Mission Control and move all the way to the left.

When you open the Dashboard, the widgets that are configured to open when it is activated appear. You can then use those widgets or see their information.

When you finish using widgets, close the Dashboard again by pressing Fn+F12 (Apple keyboards) or by clicking the right-facing arrow in the lower-right corner of the window.

## Using Mission Control

Mission Control is a tool that enables you to see and access anything on your desktop. When you open Mission Control, thumbnails are displayed at the top of the screen for the following items, as shown in Figure 2.8:

- ▶ Dashboard.
- ▶ Your desktops, named as Desktop *X*, where *X* is a sequential number; spaces are collections of applications and windows that you can create.
- ▶ Applications open in Full screen mode.

In the center part of the screen, all the windows open in the applications are shown on the current desktop. Windows are organized by application and the application's icon and name appear with its group.



**FIGURE 2.8** Mission Control shows you everything that's happening on your Mac.

**TIP: Mission Control Gestures**

If you use a trackpad, you can open Mission Control by dragging three or four fingers (depending on your preference, which you learn how to set in Lesson 5, “Personalizing Lion”) up the trackpad; drag them down to close it. You can change spaces by dragging to the left or right.

To open Mission Control, open the Launchpad and then click the Mission Control icon, or, if you use a mobile Mac or Apple Wireless keyboard, press F3. To change what you are viewing, click its thumbnail. If you click a desktop, its windows appear in the center of the screen, and you can click on one to move into it. If you click the Dashboard, it opens. If you click an application in Full Screen mode, you move into it.

To move into a specific window, open the desktop in which it resides by clicking it and then click on the window into which you want to move.

Mission Control helps you manage screen clutter from open windows. It has three modes:

- ▶ **Hide all open windows.** This mode is useful when your desktop is so cluttered that you are having a hard time finding anything. Press the keyboard shortcut (the default is Fn+F11 if you are using an Apple keyboard). All the windows are moved off the screen, leaving an uncluttered desktop on which you can work. At the sides of the screen are the edges of the windows that have been moved off to the side. Press the keyboard shortcut or click anywhere in the shaded borders of the desktop to cause the windows to slide back onto the visible part of the desktop where you can use them again.
- ▶ **Open Mission Control to reduce all open windows to thumbnails.** This technique (which you learned about earlier) is useful when you have a lot of open windows and want to move into a specific one. You can reduce all your windows to thumbnails and then move into the window you want to use by clicking it. Press the keyboard shortcut (Fn+F9 by default), and all the windows in the current desktop appear. If you have more than one desktop defined (you learn how in Lesson 5), click the desktop on which the window you want to use appears and then click on the window you want to use.
- ▶ **Reduce an application's windows to thumbnails.** This mode is similar to the previous one, except that instead of showing all the open windows as thumbnails, it shows only the windows in the current application as thumbnails. Use this mode when you are working with multiple windows within the same application and want to jump to a specific one. Press the keyboard shortcut (Fn+F10 by default) to shrink all open windows for the current application so that they all fit on the desktop. The windows that are currently open appear as thumbnails toward the top of the screen. If you have closed windows (such as documents you are

no longer using), they appear as smaller thumbnails toward the bottom of the screen. When you point to a window, it is highlighted in blue to show it will become active when you click. To move into a window, click it. The window becomes active (if you click the window for a closed document, it opens) and moves to the front so that you can use it, and the rest of the open application windows move into the background.

## Searching with Spotlight

Spotlight enables you to search your Mac a bit more completely than using the Search bar in Finder windows. The results are more organized, too. Do the following to use Spotlight:

1. Click the Magnifying glass icon in the upper-right corner of the window. The Spotlight tool opens.
2. Type what you want to search for. This can be literally anything, including text, dates, and so on. As you type, Spotlight shows the results of the search, organized in sections based on the types of results you've found. Results can include documents, emails, webpages, contacts, and so on.
3. Keep typing until you find the results for which you are looking.
4. Click a result to open it.
5. To move back to your results, press cmd+spacebar.

**TIP: Web Search**

You can move from searching your Mac to searching the Web by selecting one of the options shown in the Web Searches section.

## Summary

In this lesson you learned how to manage the Lion desktop. In the next lesson, you learn how to install, use, and manage applications.

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