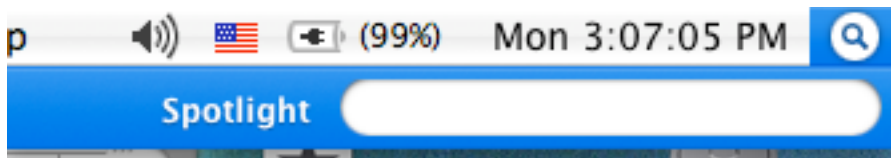


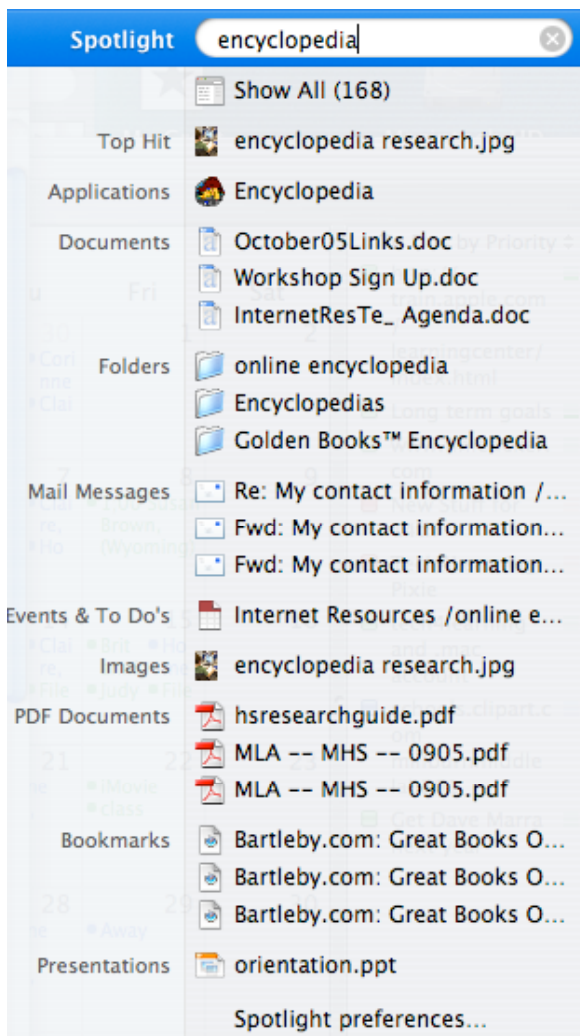
## Spotlight

### Finding Files in X.4 (Tiger)

Apple's new search tool searches documents, bookmarks, address book, email, calendar and more. When OS X.4 is first installed, Spotlight begins indexing your hard drive. This means that it is categorizing text and metadata to be used in future searches. During the initial indexing, Spotlight is not available for use. Once the initial indexing is completed, Spotlight is continually updated as files are added and modified.



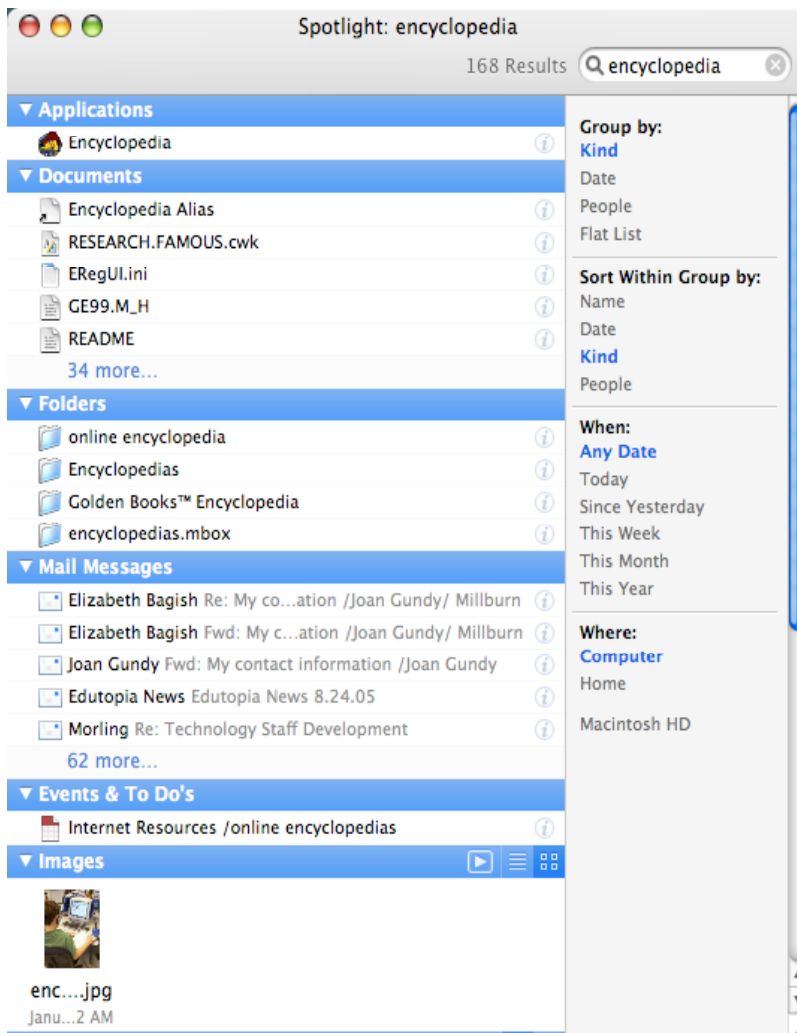
- To access Spotlight, click the magnifying glass in the upper right hand corner of the screen



- Begin typing the search terms
- As you type, Spotlight will create a list of hits categorized by type
- Double click or drag down to an item to open it

In the image on the left, Spotlight has listed just a few of the items it has found including iCal events, presentations, bookmarks and mail messages. Notice that Spotlight not only searches titles, but it also searches text.

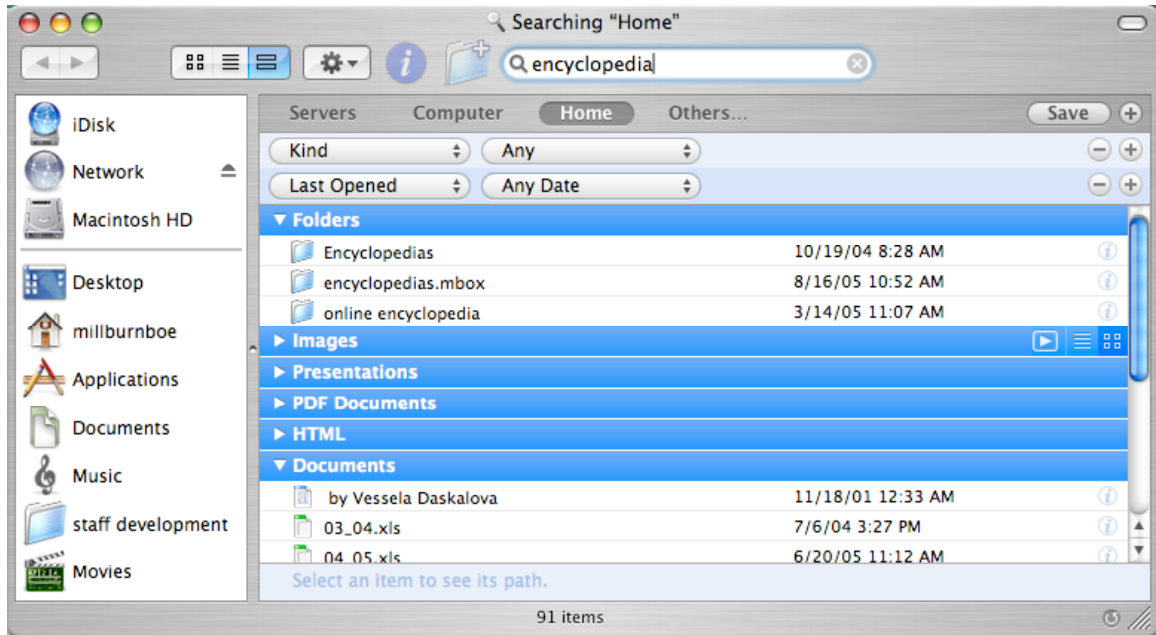
- Clicking Show All will access the window below



- The column on the right side of the Spotlight window groups and sorts the results
- Click the ⓘ to access more information on a result
- Double click an item to open it
- Hold down the control key and click an item to access a contextual menu

Spotlight's system preferences allow you to set hot keys, choose categories and specify folders to be left out of a spotlight search.

Another way to find files is to click the Desktop and select Find from the File Menu.



- Use the drop down menus to limit your search
- Use the grey bar under the Spotlight field to limit a search to a specific hard drive or folder (Server, Computer, Home Folder, Other)
- Select an item to see its path
- Double click an item to open it
- Clicking the Save button (top right) will create a Smart Folder
  - "When you search for something in the Finder (such as images), you can save the resulting search as a Smart Folder. This makes it easier to find and work with items stored in multiple locations." Apple Help Menu
  - For more information on Smart Folders, go back to [www.millburn.org/techtraining/handouts.html](http://www.millburn.org/techtraining/handouts.html) and click Smart Folders

\*\*\*Look for the Spotlight in all your applications. Some of the places you will find it are:

- Open and Save dialog boxes
- System Preferences
- Address Book
- Apple Mail
- Safari Bookmarks
- Browsing the Web (Safari): control-click selected text to search for it in Spotlight, Google, or the dictionary