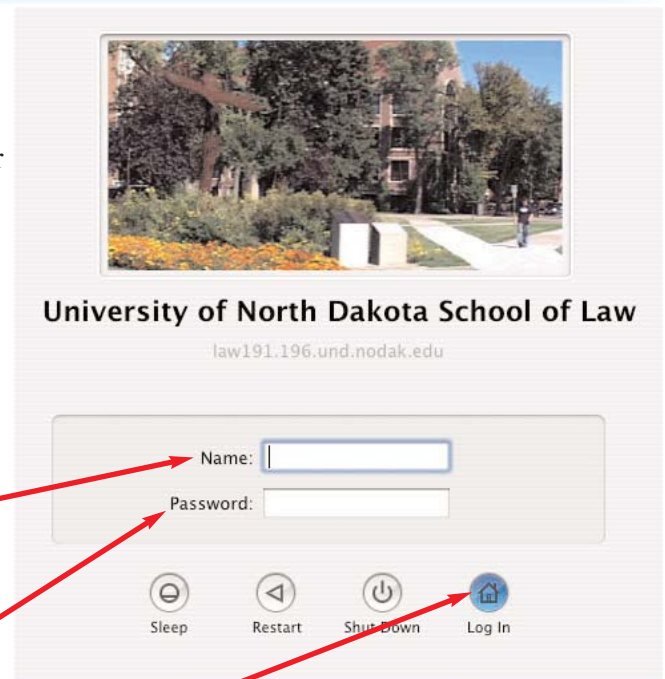


# Login and Finder

For authenticated users\* to log into system:

\*An authenticated user is a student, faculty, or staff member at the UND School of Law. School of Law visitors who wish to use the lab or kiosk computers must:

- Enter the word “lab” into the **Name** box.
- DO NOT enter a password into the **Password** box.
- Click the **Log in** button in the lower right-hand corner of the login box.



• First type in your username into the **Name** box. Take all spaces out of the first and/or last name and separate the two with a dot. It should look similar to: `firstname.lastname`

• Then type in your password into the **Password** box.

• Last, click the **Log In** button that looks like a house at the lower right-hand corner of the login box.

After successfully logging in, you may access your documents and applications.

Each window you open has three buttons in the upper left corner. The **red** button closes the window, the **yellow** one minimizes it to the Dock, and the **green** one resizes the window.

Click **Home** to access your documents, pictures, and music.

Click **Applications** to access your programs.

The **Dock** can hold shortcuts to applications, folders, documents and the trash. Simply drag icons onto or off of the dock to customize it. Click on the desired application or document to use it.



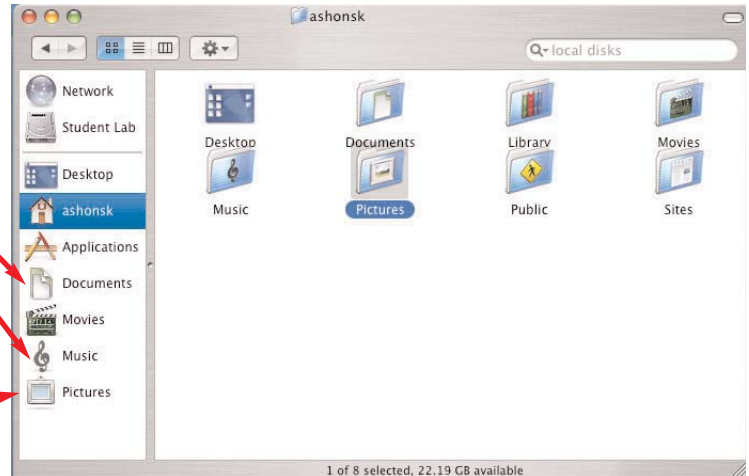
# Login and Finder

The **Home** folder contains your documents, music, pictures, and library files.

The **Documents** folder contains files like Microsoft Word and PowerPoint files and email settings.

The **Music** folder contains all the music that iTunes has imported from your CDs.

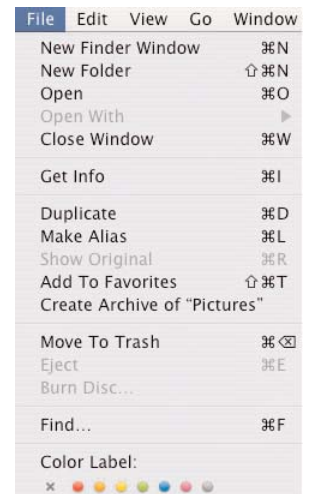
The **Pictures** folder contains the images you have downloaded from your digital camera or images you have downloaded from the internet.



The **Apple** menu contains recently used items, **Sleep**, **Restart**, **Shut Down**, **Log Out**, and information **About This Mac**. It also contains the **System Preferences** which are discussed in another tutorial.

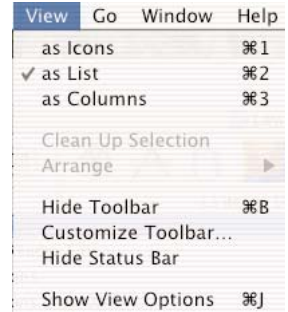


The **Finder** menu contains the Finder specific **Preferences**, **Empty Trash**, and **Hide** items.



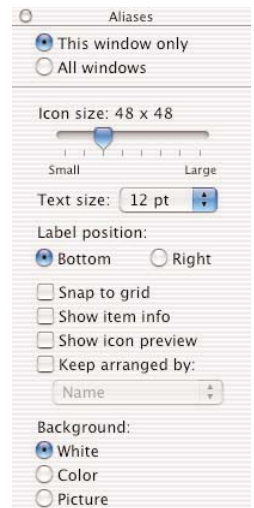
# Login and Finder

From the View menu, you may change the layout of the window, Arrange the items in a specific order, **Hide Toolbar**, **Hide Status Bar**, and **Show View Options**.

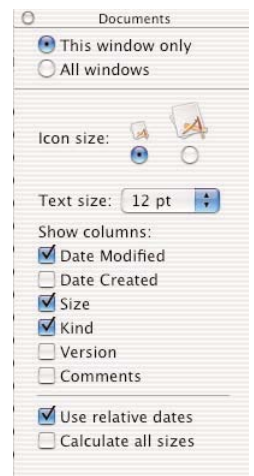


Depending upon the layout of the window (as Icons or as List; you may not change the Column view layout), the **View Options** differ slightly. Each offer users the ability change icon size, position, and to apply the changes to the current window or all windows.

## Icon View



## List View



\*\*\*If you have further questions, contact Computer Services.