

MAC LESSON #103

CONTROL YOUR SIDEBAR IN TIGER

Mac OS X brings you a feature called the Sidebar, located on the left side of a finder window.

The Sidebar was designed to give you quick access to things you frequently use. You can customize your Sidebar by removing existing items or adding new ones. Here's how it's done.

On the Finder Menu and then on Preferences. Click on the Sidebar icon, and then click to remove the check marks next to Sidebar items to remove them. Removing an item from the Sidebar does not restrict your ability to use that item.

To add files or folders to the Sidebar, just drag and drop them on the Sidebar. Bingo - you've got it.

Before Mac OS X Tiger, there was no shortcut that let you close the Sidebar and then open it up again. If you use Tiger, here's how it's done.

Press and hold the Ctrl + Option + Command keys, and then press the letter T to close the Sidebar. Repeat the same keystroke sequence to bring the Sidebar back.

