

# Setting Up Your Dashboard



## What is the dashboard?

The dashboard is a place where you can quickly access information you use daily, like weather, flight information, currency conversions, etc. You can add a variety of mini applications, called widgets to your dashboard.

## How do I get to my dashboard?

There are a variety of ways to get to your dashboard:

1. Open your Application folder and find the dashboard. Once you find it in your application folder, you can drag it to your dock for quick access.
2. Click the F3 key (Mission Control). This will show all windows and you can click on the dashboard.
3. Use the shortcut key - fn F12.
4. Use the spotlight and search for dashboard.

## How do I get back to my desktop?

You can return to your desktop in a few ways:

1. Click on the arrow in bottom right corner.
2. Click the F3 key (Mission Control). This will show all windows and you can click on the window you want to see.
3. Use the shortcut key - fn F12 again

## How can I add more widgets to my dashboard?

1. Click on + sign in bottom left corner.
2. This will show you the widgets you currently have available.
3. Click on the widget you would like to add and then drag it to the location when it appears on your dashboard.

\*\*You can individualize the widget by clicking on the *i* located somewhere on the widget.

\*\*You can add more than one of each widget.

## What if I don't see a widget that I would like to add?

There are thousands of widgets just waiting for you. To find more widgets:

1. Click on + sign in bottom left corner.
2. Click on "More Widgets".
3. This will take you to the Dashboard Widget Browser - <http://www.apple.com/downloads/dashboard/>
4. Look through the available categories and widgets and when you find the widget you would like, click on "download". This will add it to your downloads folder.
5. You will get a pop-up window that says the widget won't open because of our security settings. Click ok.
6. Find the widget in your downloads folder and right click on the widget. Select "open".
7. You will get a pop-up window. Click on Open and then click Install at the next pop-up window. This will install the widget to your dashboard.
8. Now you can add the widget by clicking on it.

## How can I delete a widget from my dashboard?

1. Click on the - sign on the bottom left corner.
2. Click on the X that is attached to the widget you want to delete. The widget will still be on your widget search page.
3. To delete the widget from your widget search page, click and hold on the widget and click on the X.