



MAC OS

The desktop Operating System for Macintosh computers.

The Desktop...

The Apple Menu holds frequently used items. It lists items in alphabetical order and is available in almost every program. You can **customize** the Apple menu so it gives you immediate access to programs, documents, or folders.

You put an item in the Apple menu by dragging its icon into the **Apple Menu Items** folder in the **System Folder**. The item becomes instantly available in the Apple menu -- there is no need to restart your Macintosh. To remove an item from the Apple menu, drag its icon out of the **Apple Menu Items** folder.

Getting On-Screen Help is easy. Open the icon of the question mark in the balloon. Choose **Show Balloons** from the **Guide** menu, which is always located near the right end of the menu bar. This action turns on balloon help, which works from any application. There is also an interactive help system, called **Apple Guide**, that shows you how to get things done while you actually do them. Step-by-step instructions appear in a guide window, which floats above all other windows. **Apple Guide** watches what you do and can adjust its steps if you work ahead or make a mistake. It can even perform a step for you such as opening a control panel.

The **Trash** can has several purposes. If you drag the icon of a diskette into the **Trash**, the diskette will eject. But when you drag a file icon into the **Trash**, you are deleting the file. Items you drag into the **Trash** remain there indefinitely. You must empty the **Trash** manually by using the **Finder's Empty Trash** command found in the **Special** menu.

The System Folder...

This folder is filled with many different types of files that control everything from sounds, keyboard layouts, printerdrivers, programs, documents, and folders to be opened during startup.

Working with Windows...

Dark gray horizontal bars across the top of a window indicate the "active" window on the screen.

Clicking the window's close box (in the upper left hand corner) makes the window go away.

Clicking a scroll arrow, clicking in the gray area of a scroll bar, or dragging a scroll box brings other parts of the window's contents into view (if there are other parts to see).

You can move a window by dragging its title bar.

Clicking the zoom box (in the upper right hand corner) expands the window to be as large as it needs to be, up to the size of the screen.

Windows Continued...

Clicking again makes the window resume its previous size and location. You can adjust the size of a window manually by dragging the window's size box on the lower right hand corner.

Tips and Secrets...

Undoing an accidental name change...If you rename an icon by mistake, choose Undo from the **Edit** menu to restore the original name.

Copy/Paste icon names... While editing a name, you can use the **Undo, Cut, Copy, Paste, and Select All** commands in the **Edit** menu. You cannot undo your changes to a name after you finish editing it, only while it is still selected for editing.

Retrieving Trash... To put items that currently are in the Trash back where they came from, open the Trash, select the items, and choose **Put Away** from the **Finder's File** menu. The **Finder** returns each selected item to its previous folder, although not necessarily to the same place in the folder window.

Discarding items from one disk... To remove items from only one disk, try putting away the icons of the disks whose trashed items you want to retain. To put away a disk icon, either select it and then choose **Put Away** from the **Finder's File** menu, or drag the disk icon to the Trash. Alternatively, you can open the Trash, drag the items that you want to save to the desktop or to another folder and then use the **Empty Trash** command.

Rescuing items... Sometimes, the Trash contains a folder named **Rescued Items**. This folder usually contains formerly invisible temporary files that were found when you started your Macintosh. The **Rescued Items** folder may appear after a system crash, and you may be able to recreate your work up to the time of the system crash from the contents of the **Rescued Items** folder.

Aliases for favorite folders... Putting aliases of your favorite folders on the desktop enables you to open a favorite folder quickly instead of working your way down through layers of windows. Make an alias by selecting a folder, then choosing **Make Alias** from the **File** menu.

Folder switching... If you find that you frequently go back and forth between two folders, put an alias of each folder in the other. Whichever folder you are in, you can go to the other in one step by opening its alias.

Sidestepping a double click... As usual, you can open an item in the directory window by double-clicking it. If, before you release the mouse button, you realize that you double-clicked the wrong item, continue holding down the mouse button and drag the pointer to the item that you want to open. When you release the mouse button, the currently selected item opens.

Canceling an opening... If you have fast fingers, you can cancel the accidental opening of an application. You must press the **APPLE key + the PERIOD** within a few seconds of opening the application.

Hiding windows while switching... To hide the active program's windows as you switch to a particular program, press **Option** while choosing the other program from the **Application** menu, or press **Option** while clicking another program's window. You hide windows and switch to the **Finder** by pressing **Option** while clicking the desktop or a **Finder** icon.

Shut Down...

It's a good habit to get into to close down the applications you have been using by quitting the programs. Be sure to shut down your Macintosh properly as well. Go to the Special menu selection and choose **Shut Down**. The Macintosh will then turn itself off.

Computing Services can be reached...

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