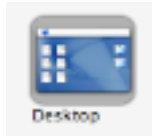
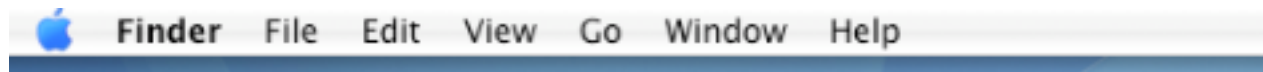


Review - Just a few terms and basics:

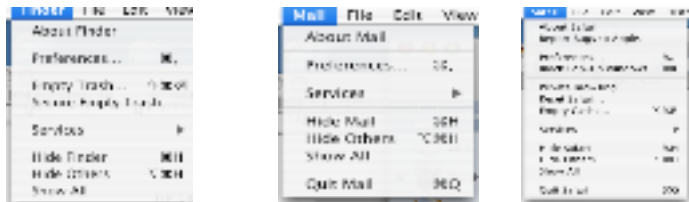


The **Desktop** is the background screen you see when you first start up your computer. All of the windows and icons show on the desktop. You can change look of the desktop by using different backgrounds or pictures. But that's for a later lesson.

The **Menu Bar**, at the top of the desktop, shows options for the application that is currently running.



The blue **Apple** has Menu items for the computer in general. Next to it are a number of drop down menus.



The first item right of the Apple shows the name of the application currently open on the desktop. If no other application is open, it will be the **Finder** that is running. This is the application used to navigate and organize files and folders. The other items to the right are the names of drop-down menus to access various commands. These commands lines will be different for each application but have a lot in common. Similar commands will be located in the same place on most applications.

The last drop-down menu for open applications is **Help**. Learn to use this one. After that are a few more items, some optional, the computer clock display, and at the very right, if you are running OS 4, is *Spotlight*, indicated by a "Q" inside a blue circle. Select (or click on) this to locate anything on the computer.

The **Dock** is along the bottom of the screen and holds icons for applications used regularly.

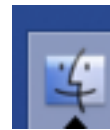


By the way, all those little pictures you see on the dock and on the desktop are called *icons*, and represent an application, document or folder.

You can change the size or position of the dock or hide it. To do so, select the *Blue Apple* choose *dock* and make a choice. If you select *hide* the dock will not show on the desktop until you move the mouse right close to the position. For instance, by default the dock is on the bottom of the desktop. When you choose *hide*, the dock will disappear, but show up when you move the mouse close to the bottom of the screen.



When you see an arrow underneath an Application Icon on the Dock, it means the application is running.



On the left side of the Dock is the **Finder Window**

Select it to open the current user files. (i.e. The folders storing documents, music, and pictures for the current user.)

To open (start up) an application, select (click once on) the Icon in the dock.

To add more applications to the dock, locate them in the Applications folder and drag the icon to the dock:

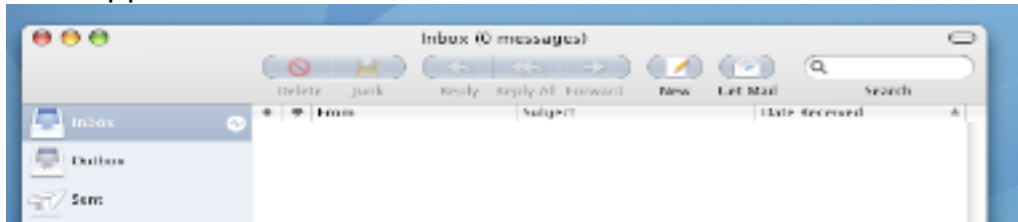
steps:

- select the *finder* or *Hard drive*
- select *applications*
- select the icon for the application you want to add and drag it to the dock.

To delete from dock, click on and hold the application icon, drag it off the dock and release.

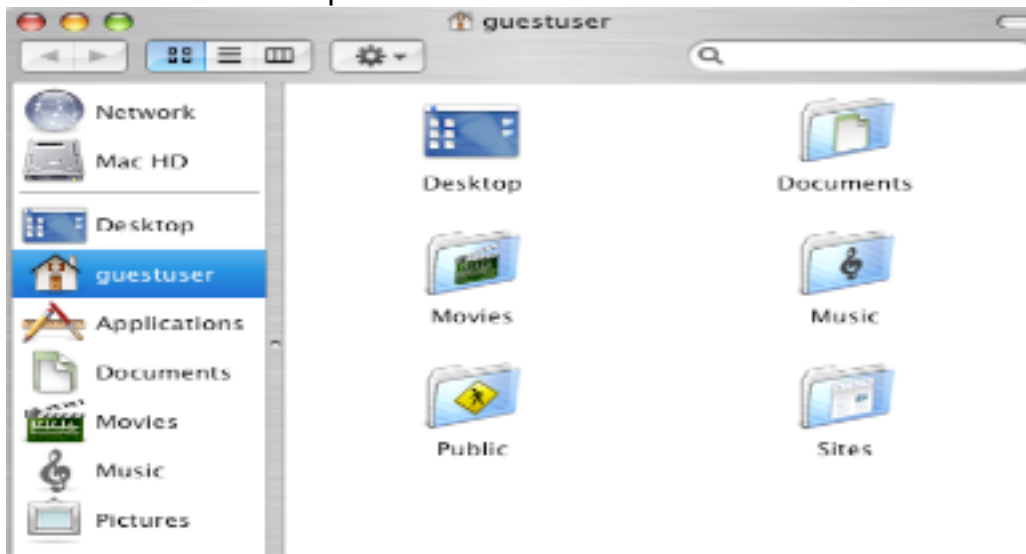
When you start an application, it opens in a **Window**.

Mail application window:



Using Folders to keep things organized.

Some applications (Mail, iTunes, iPhoto for example) allow you to organize related files using the respective the applications. However, if you are making copies, don't just store them on the desktop, as is sometimes done. It's best to locate them in folders on your hard drive. Select the *finder*. A window opens.



The left column lists some of the basic areas in the hard drive. For now, just look at the icon that looks like a house, and those below it. The "house" indicates which user is currently signed in and using the computer. Very likely it will be your name. Our sample shows "guest user". Below it are quick links to each of the folders listed on the right side of the window. Our sample shows the right side as icons as well.

This is a good start at organizing your files. There are separate folders already set up for Documents, Pictures, Music, and even Movies. As mentioned earlier, some applications will automatically place things in these folders. For instance, when you add pictures to iPhoto, they will go into a folder inside the Pictures folder. iTunes places music in the Music folder and so on.

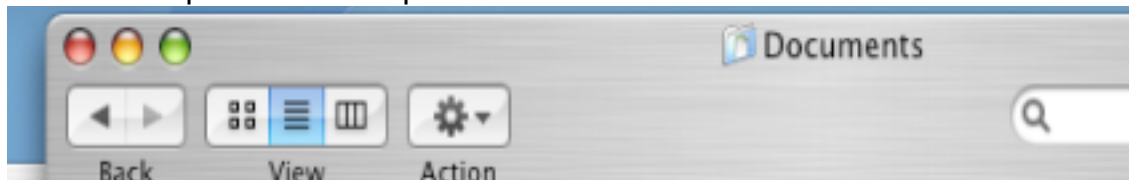
For now we will just concern ourselves with the *Documents* Folder.

Here we will cover how to make a new folder inside the Documents folder. Think of it this way. You have several file cabinets. The first cabinet is for Documents. When you start getting more than a few documents, you may want to organize them in order to find them easily.

There are several ways to make another folder inside the documents Folder. We will show you one way here.

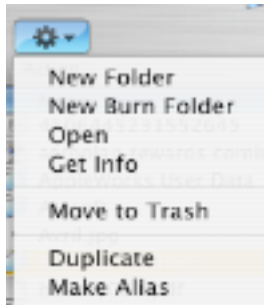
Click on: *finder / documents*
(Click on or select the *finder*, then click on the *documents* folder in the *finder*.)

A *window* opens.. The top looks like this:



Select *Action* ,

a drop-down menu appears:



Select *New Folder* -- shows up as "untitled folder"

Rename the folder to a name you want, by clicking on the line "untitled folder" and highlighting it. Then type in a new name.

If you want an **alias** on your desktop, (that is, an icon linked to the location of the real folder), click once on the folder while holding down the **control key**. You will notice a drop down menu appear.

Select *Make Alias*

(notice the arrow in the bottom left corner)



Drag the new Alias folder to the desktop.

When you drag files to this folder, they will be stored in the documents folder section of the hard drive, and not on your desktop.

Safari

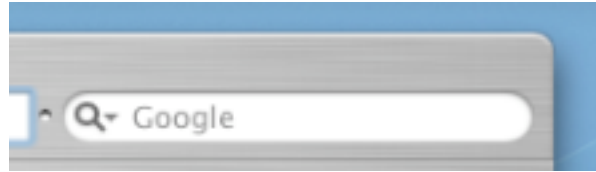
There is a lot that can be learned about using this web browser. These simple steps will get you started. For our example, we will find **Mac 101** on Apple's Website using **Google Search**.

- **Open Safari**

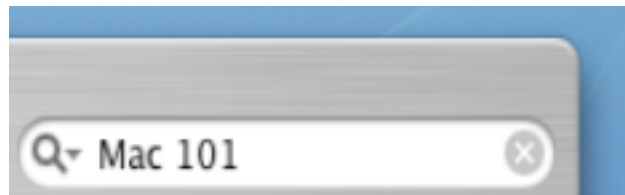


by clicking on the icon on the dock.

- Look for the *Google Search Bar* in the tool bar at the top of the window.

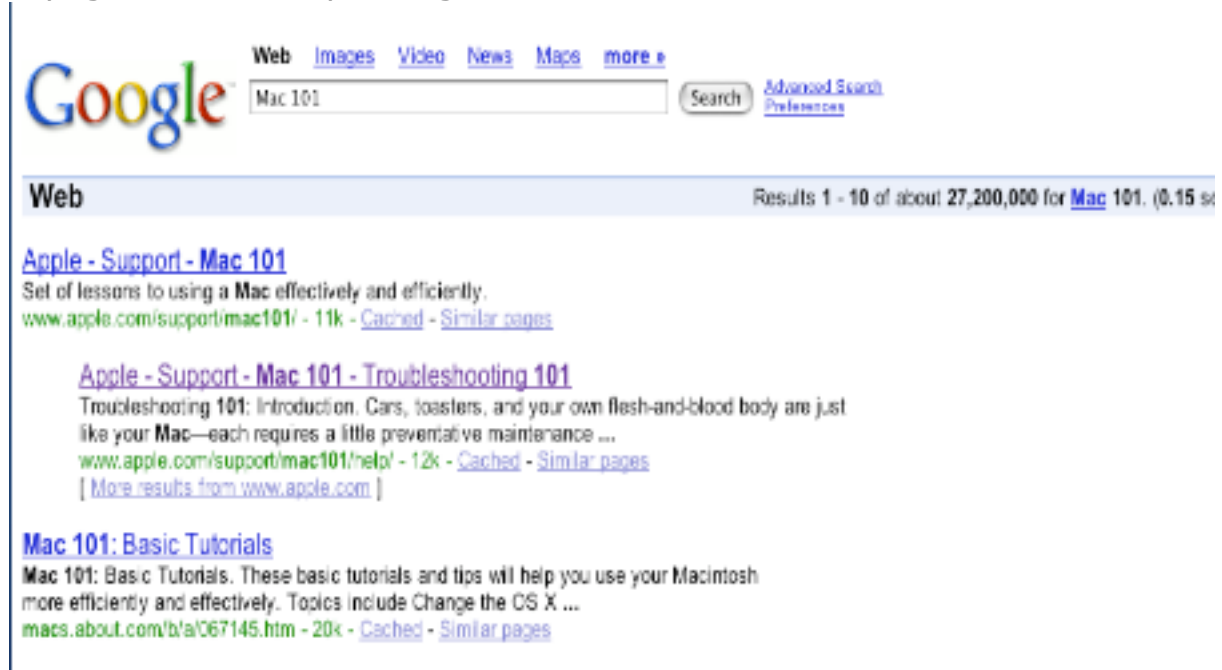


- **Type:** "Mac 101"



- **Press:** enter/return on your keyboard

A page will come up listing various sites that match the words.



Click on the first site.

(move mouse over the line: [Apple - Support - Mac 101](#)
the mouse will turn into a hand, then click)

Safari will now go to the site where this page is located and you will see it in the window.

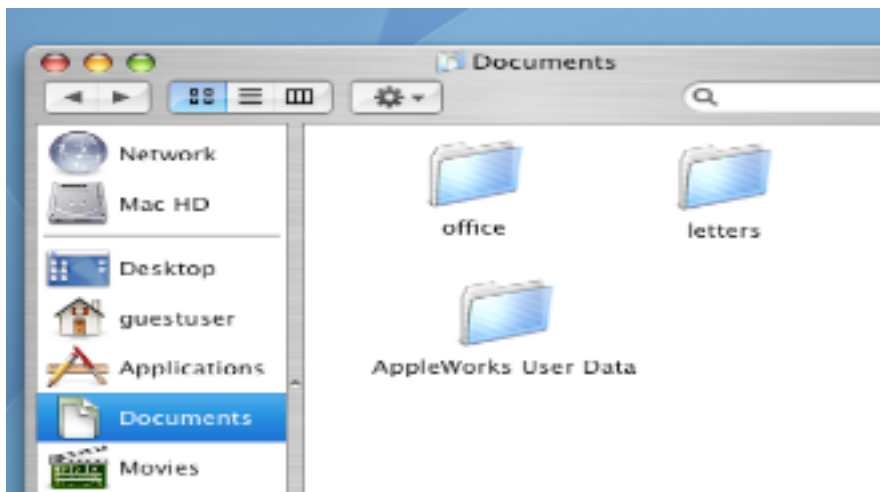
You can use this method to look for anything, any topic found on the internet. Just replace the Mac 101 words with the ones you want.

A few folks asked for the
Steps to move files, & folders around.

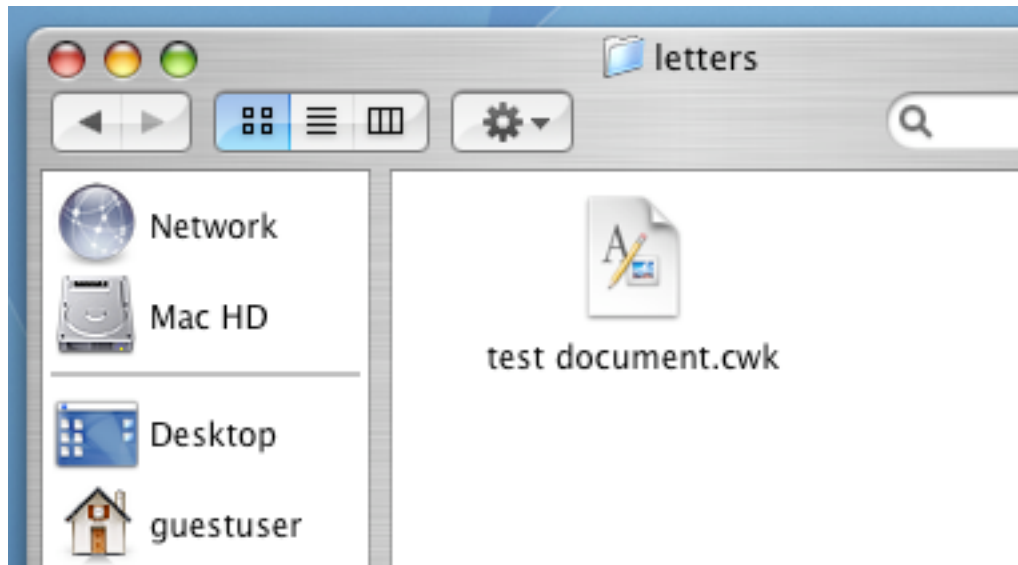
Almost everything can be done simply by dragging and dropping. You can drag text, graphics, and pictures easily from one folder or window to another. Keep in mind if you choose to drag a file into an email, the size may be large and take a long time to send or receive. when emailing pictures, for example, use iPhoto, that way the file will be sized for easy mailing.

For our example, we will move a file called *test document* which is located in a folder called *letters* and move it into the folder called *office*.

Open the *Finder* and choose *Documents*.



Locate the next folder you want to open. In our case it is called *letters*.



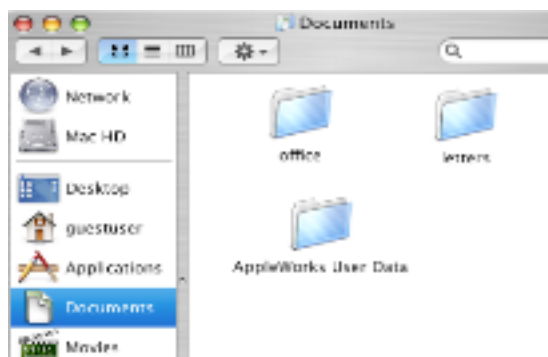
If the window you have open right now takes up a lot of desktop space, make it smaller by dragging the bottom right corner in towards the middle.



Notice the diagonal lines in the corner. Be sure to place the mouse right on those lines.

Now that you have more space, open the Finder again. Or open any other folder you want to drag a file to. We will open the *Documents* folder again.

Now you should have two windows open. The first shows the file you want to move, the second the location you want to move it to.



Click on the file you want to move, and drag it over top the icon for *office*. Then let go. The file will drop into the *office* folder.