

Macintosh System OSX #2

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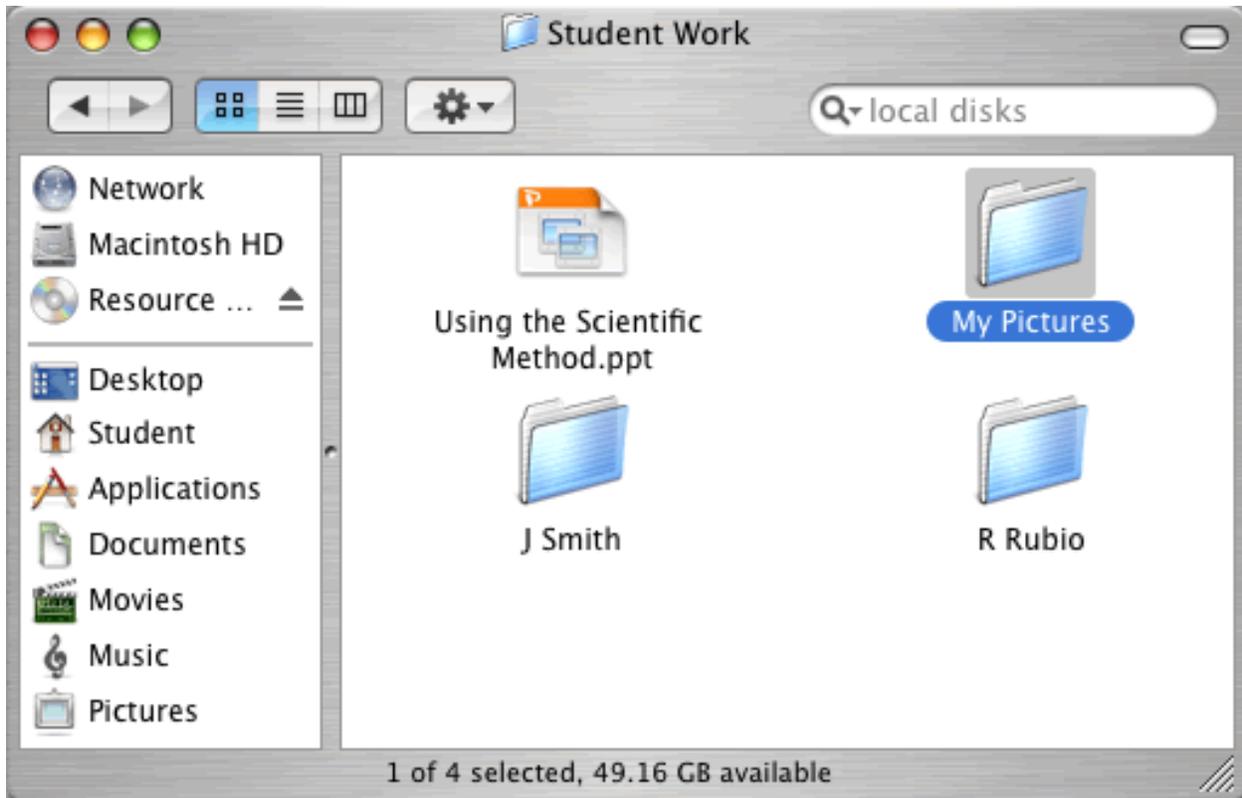
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Copy a File OS X 10.4

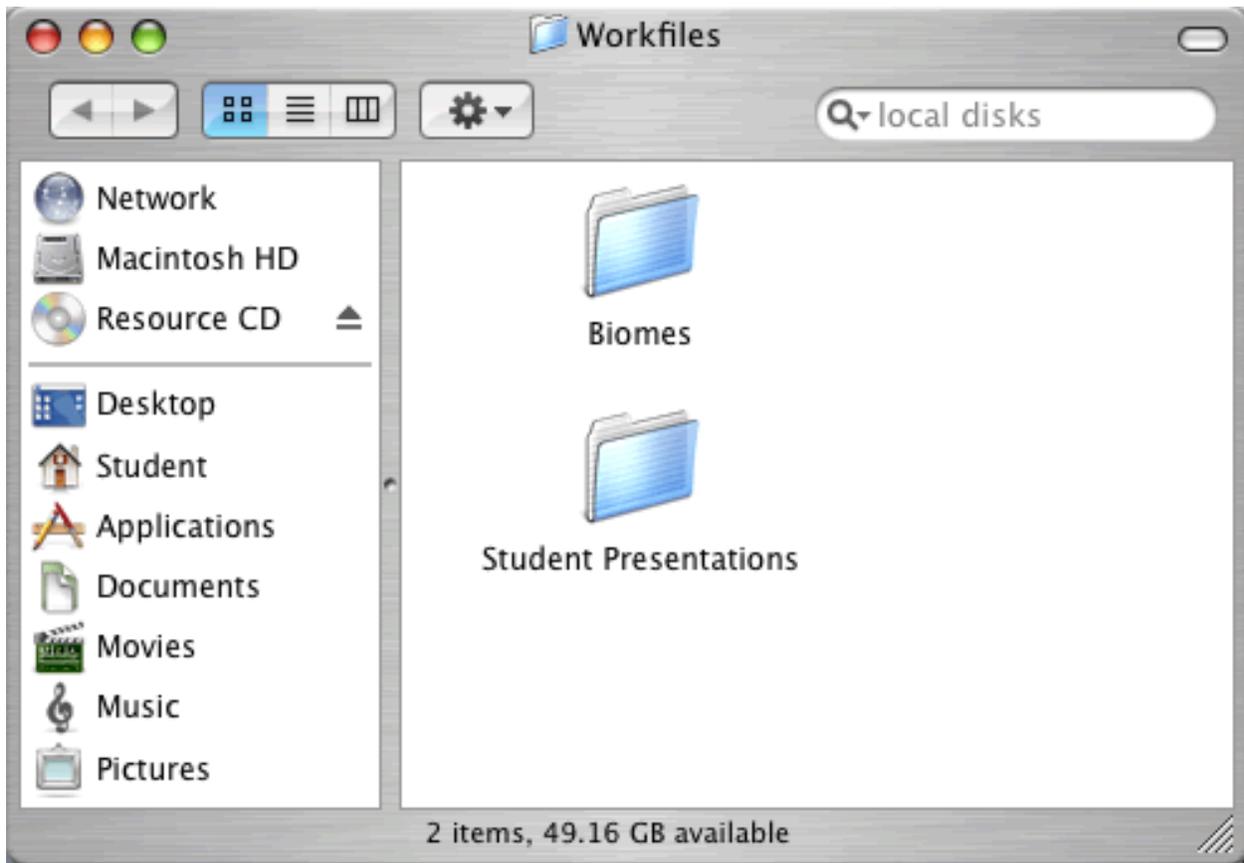
Open a folder or the Macintosh HD.

Click the file or folder that you want to copy.



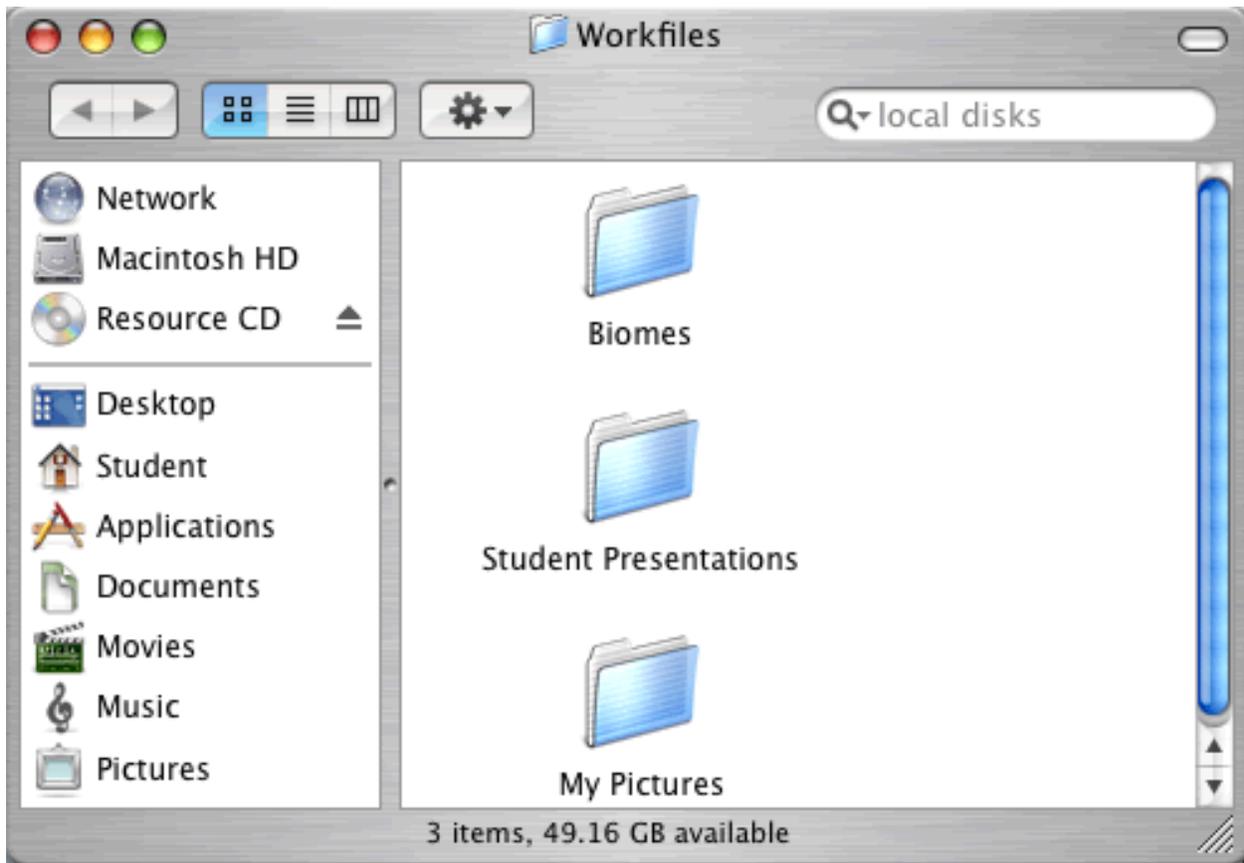
Go to the Edit menu and choose Copy.

Go to the place where you want to copy the folder.



Go to the Edit menu and choose Paste item.

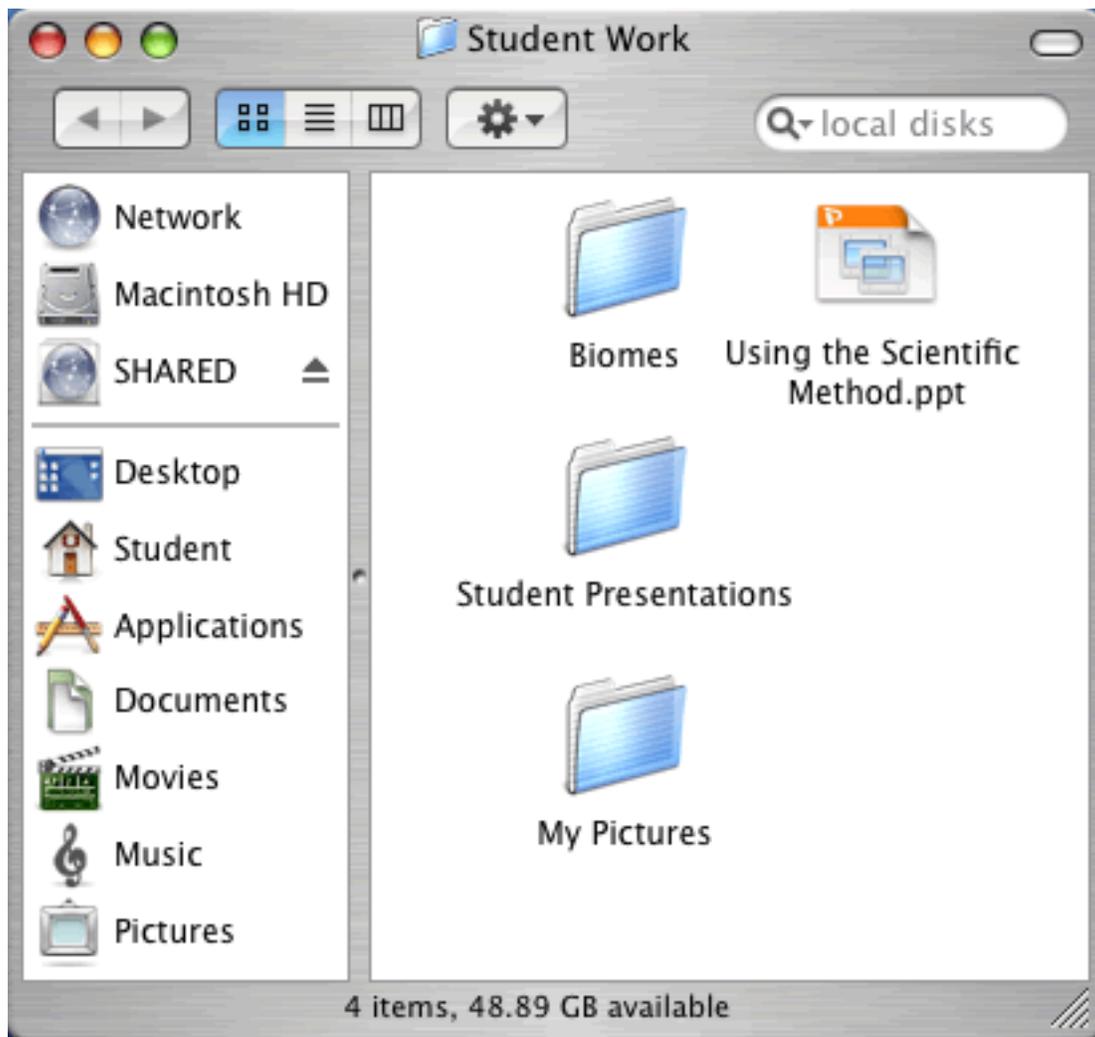
You will see the item copied into the folder.



Create an Alias OS X 10.4

You can create an alias to open a file or folder.

Find a file or folder you want to create an alias for.



Click the file or folder.



Go to the File menu and choose Make Alias.

You will now see an alias for the item in the same folder.



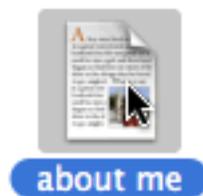
Drag this icon to a folder or the Desktop.



Double-click the alias to open the original file or folder.

Delete a File or Folder OS X 10.4

Click a file or folder you want to delete.



Go to the File menu and choose Move to Trash.

You can empty the Trash from the Finder menu.

Go to the Finder menu and choose Empty Trash.



You will see a warning dialog.



Click the OK button to empty the trash.

Eject a CD-ROM OS X 10.4

Click the CD icon on the desktop.



You will see the Finder menu.



Go to the File menu and choose Eject.

The CD will be ejected.