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Macintosh System OSX #4

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Macintosh System OSX #4

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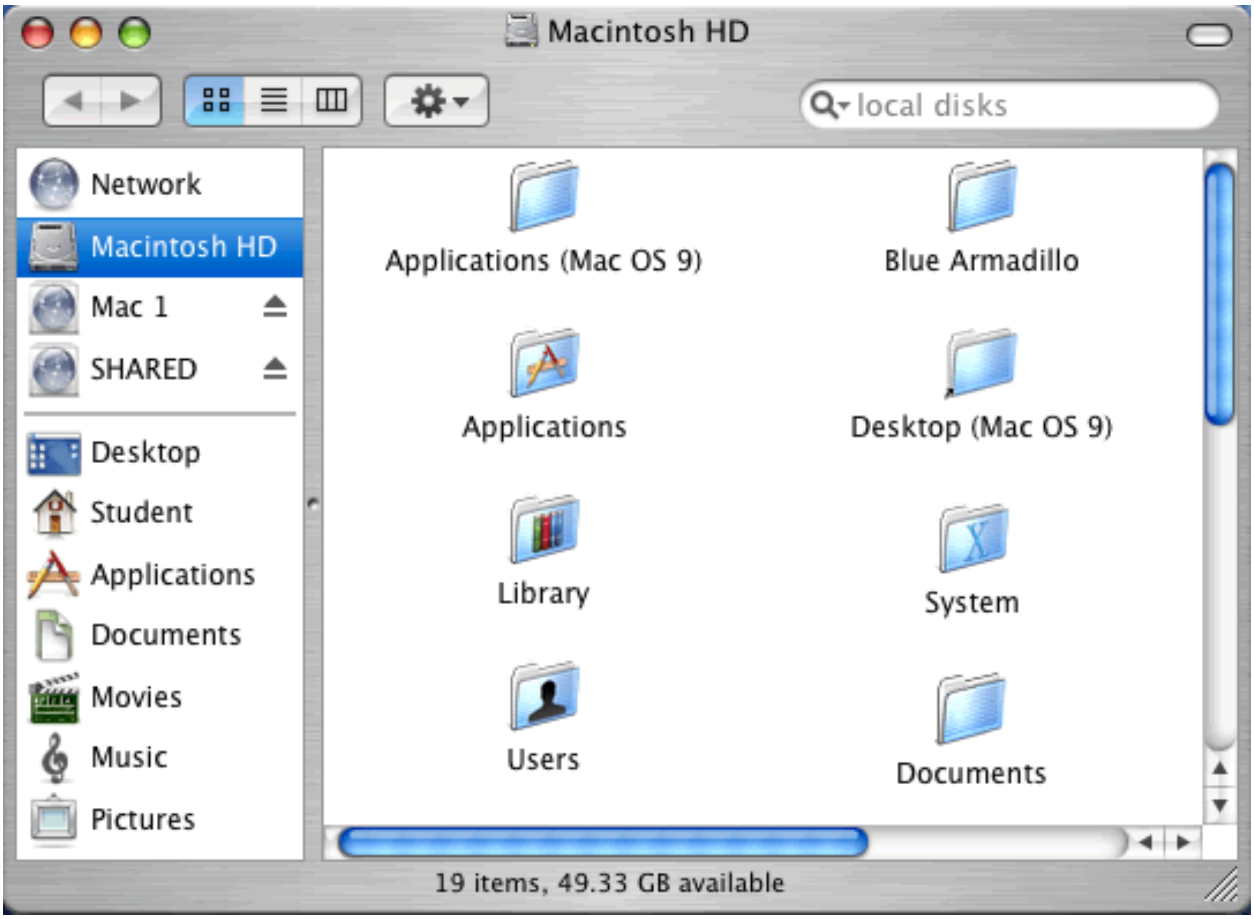
Macintosh HD
OS X 10.4

The name of this item may be changed.

Double-click the Macintosh HD icon to see everything on the computer in a new window.



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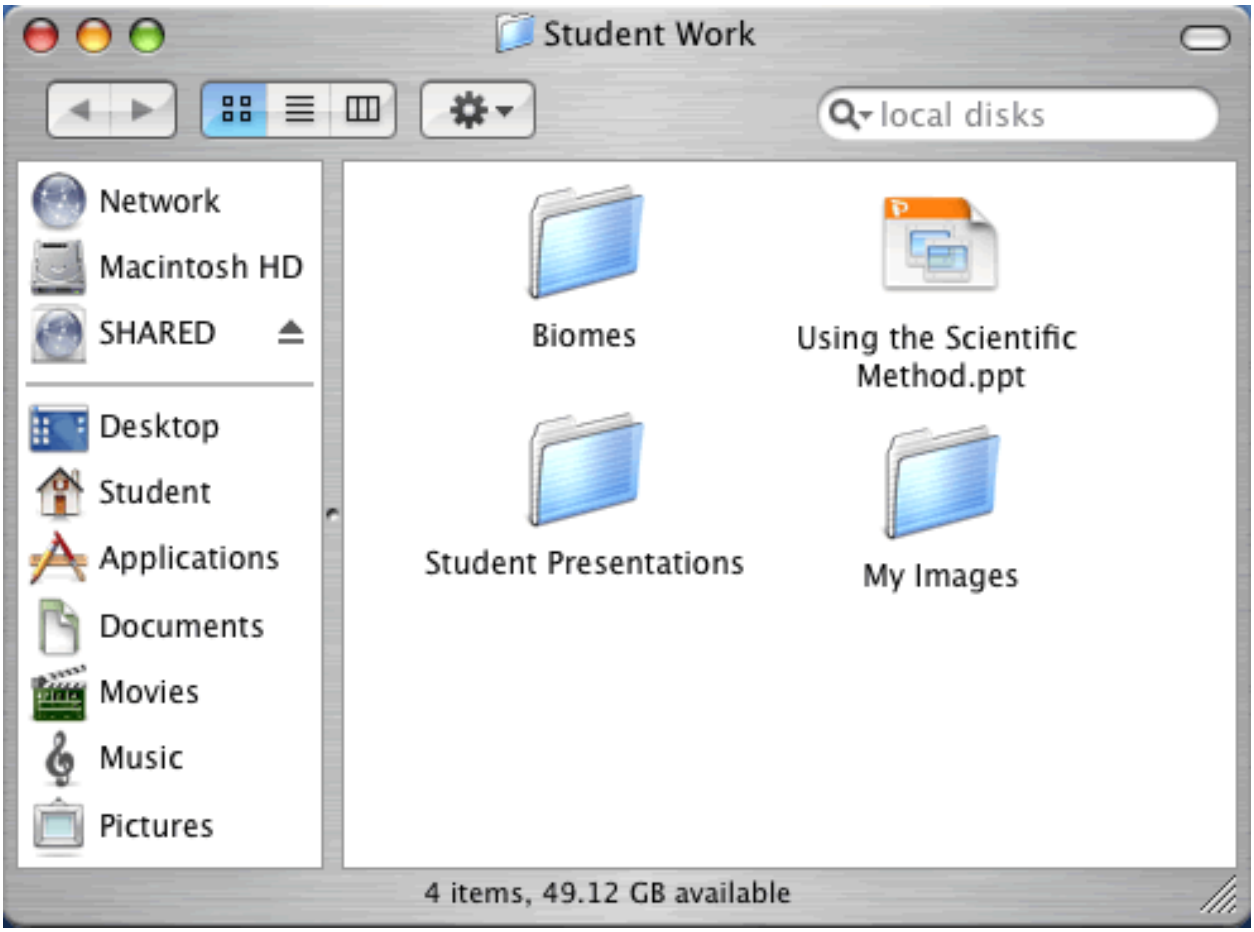
Double-click a file or folder to open it.

Make a New Folder

OS X 10.4

You can add folders to the Desktop or to an existing folder on the computer.

Open a folder where you want to add a new folder.



Go to the File menu and choose New Folder.

This will create a new untitled folder.

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The folder name will be highlighted.

Type a new name for the folder while it is selected.

Click outside the folder to finish.

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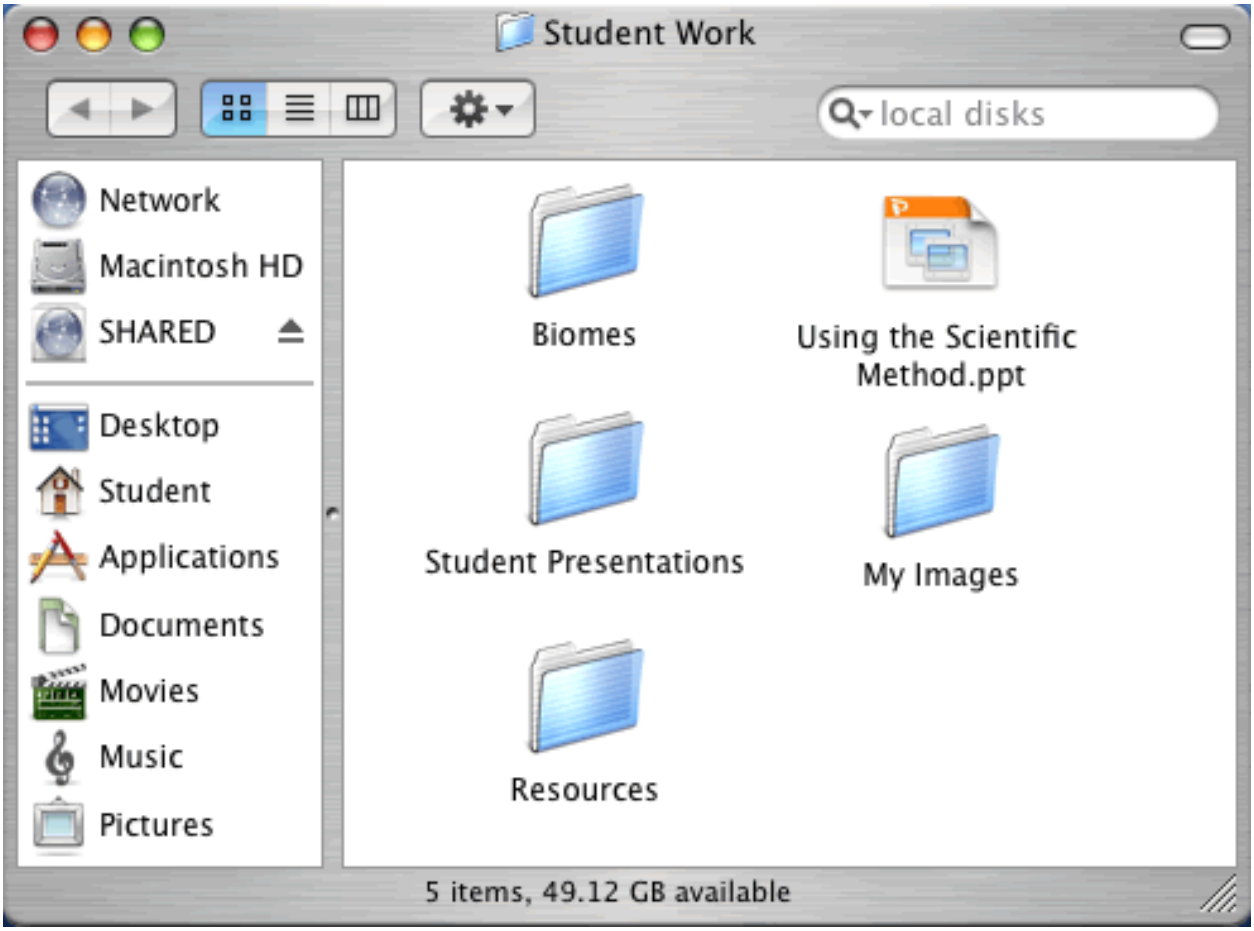

Minimize a Window

OS X 10.4

A minimized window is still open, but you cannot see it on the Desktop.

You can open minimized windows from the Dock.

To minimize a window, click the orange button at the top left corner of the window.

This will send the window to the Dock.

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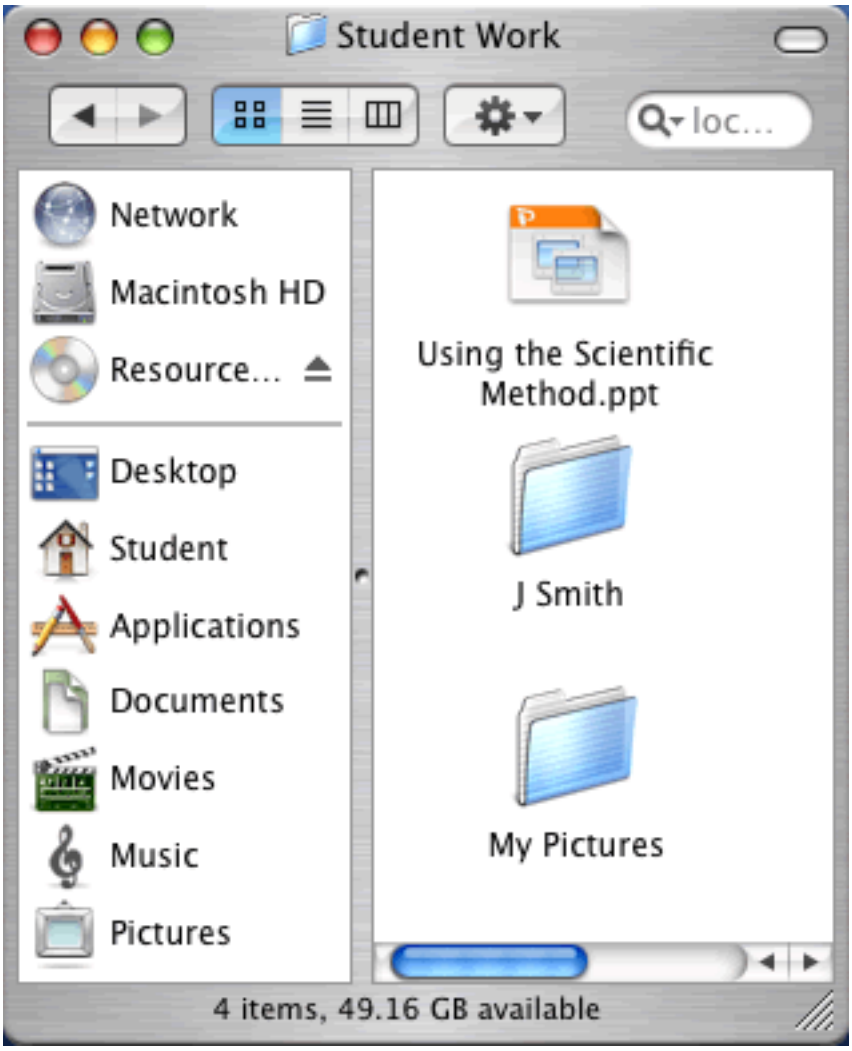
Click the window icon on the Dock to show the window.

Move a File or Folder

OS X 10.4

Locate a file or folder you want to move.



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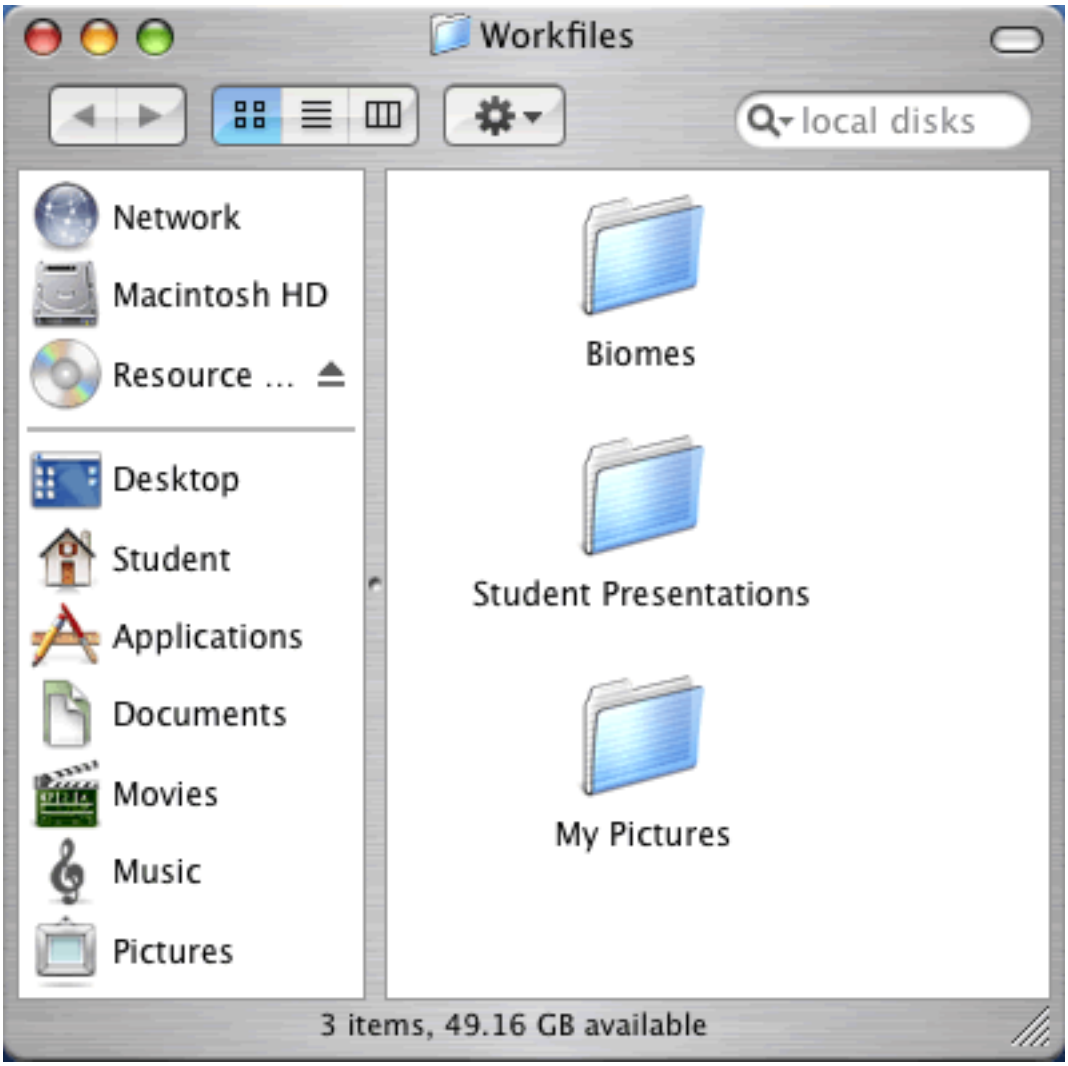
Open the folder or location you want to move the item to.



Click the first folder to make it active.

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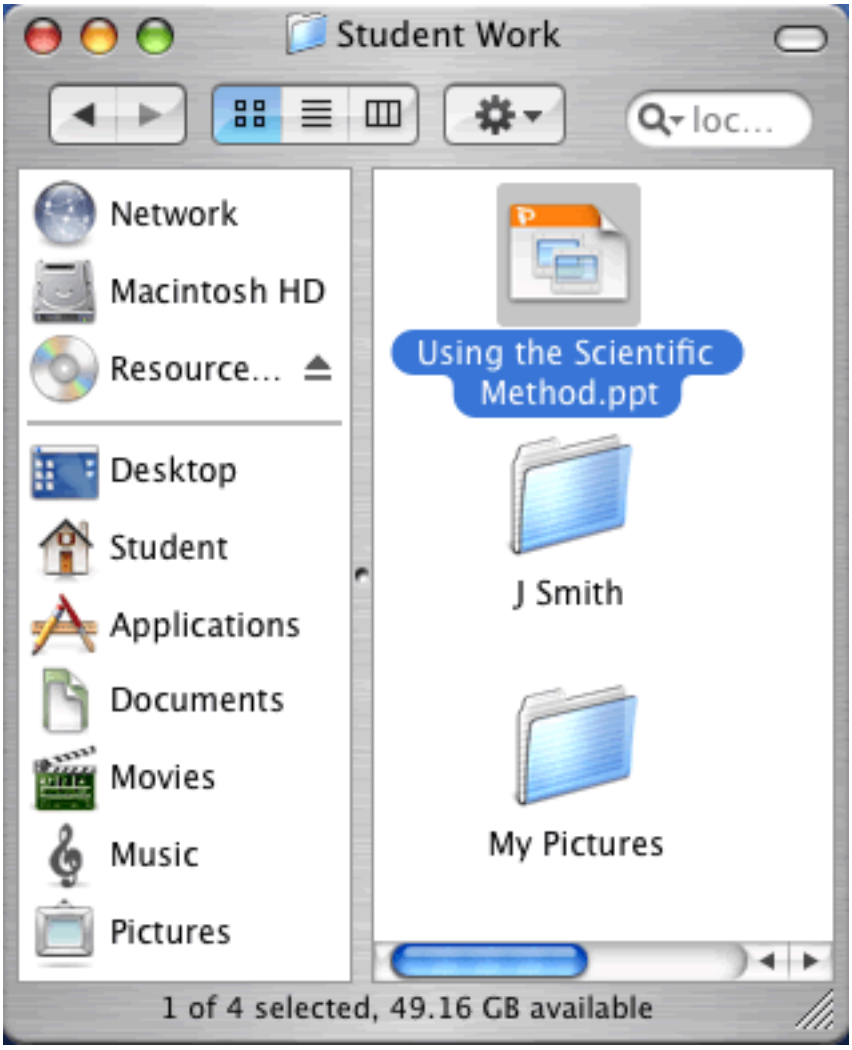

Click and drag the file or folder to the new location.

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When you release the mouse button, the file will be in the new location.

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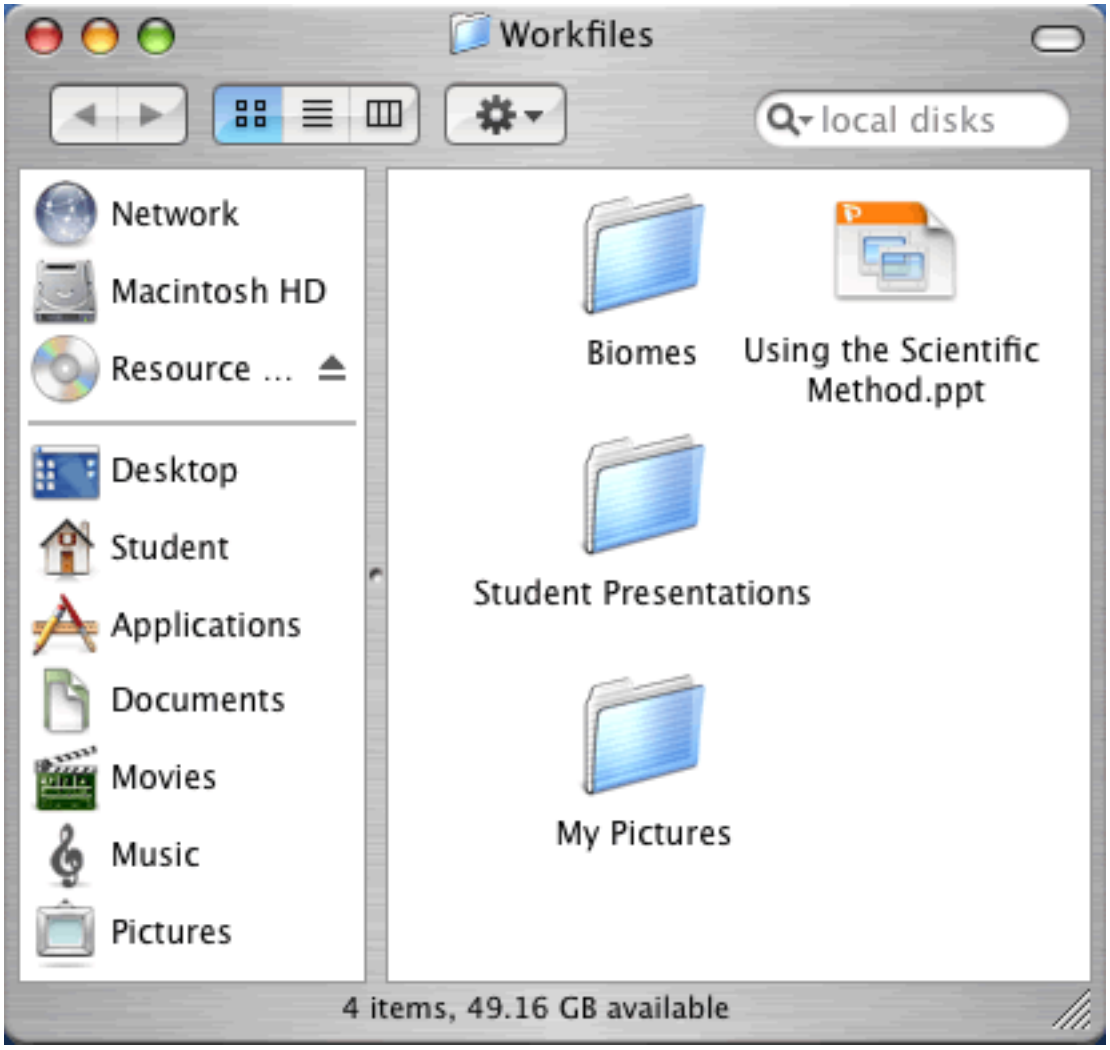

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