

Recipes4Success®



Macintosh System OSX #5

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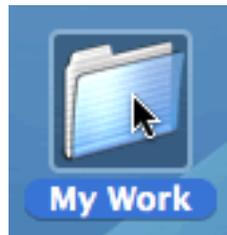
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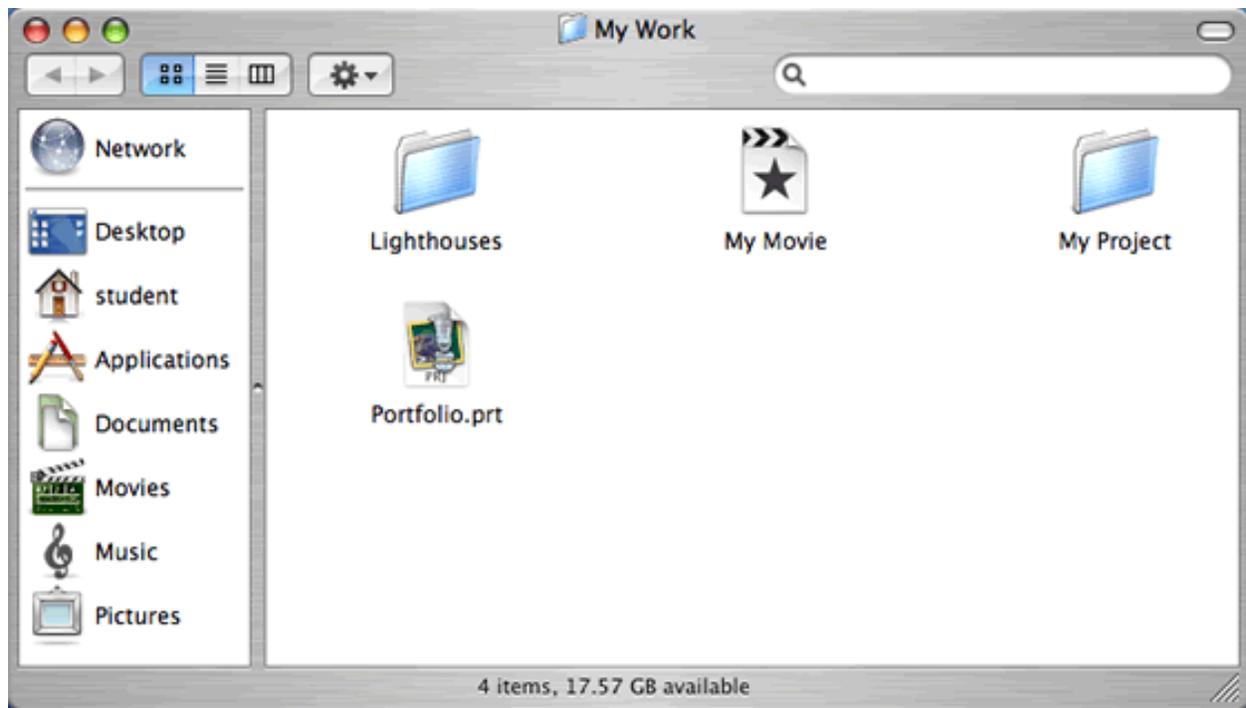
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Open a File or Folder OS X 10.4

To open a folder, double-click it



You will see the items in the folder.



To open a file, double-click it.



The file will open in the program that created it.

Resize a Window OS X 10.4

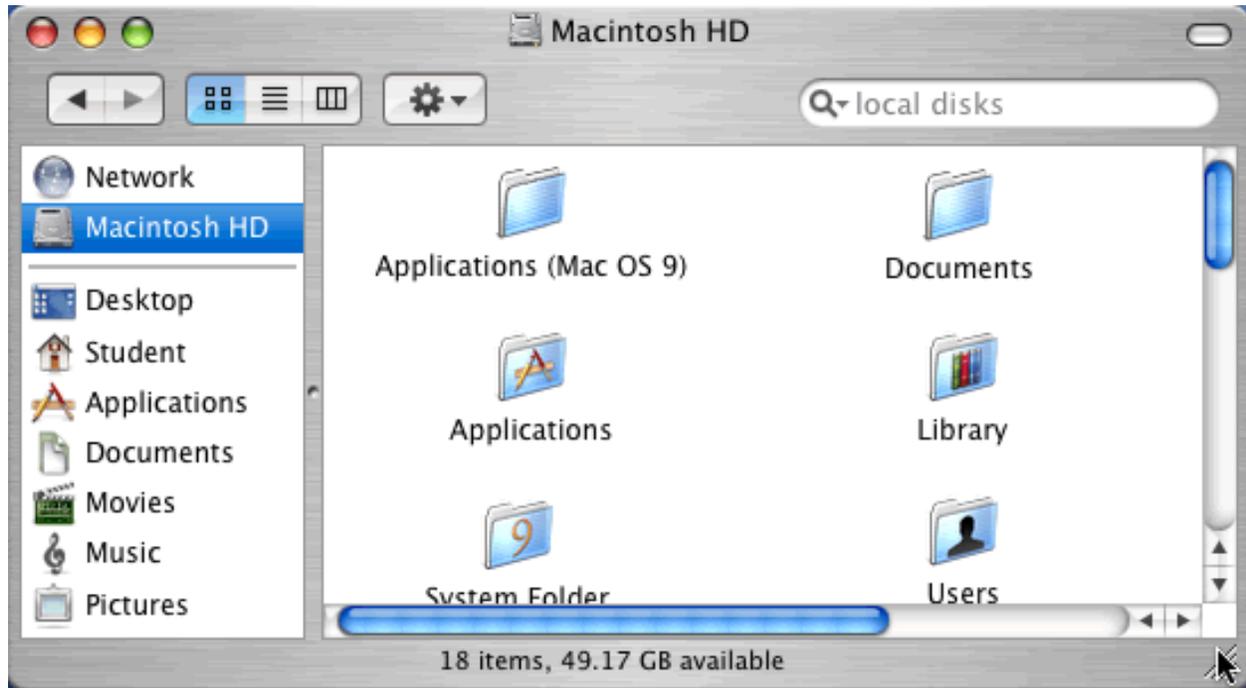
Double-click a drive or folder to open a window.



You can resize a window using the resize box in the lower right corner of the window.



Click and drag the resize box to make the window a new size.



Drag towards the center of the window to make it smaller.

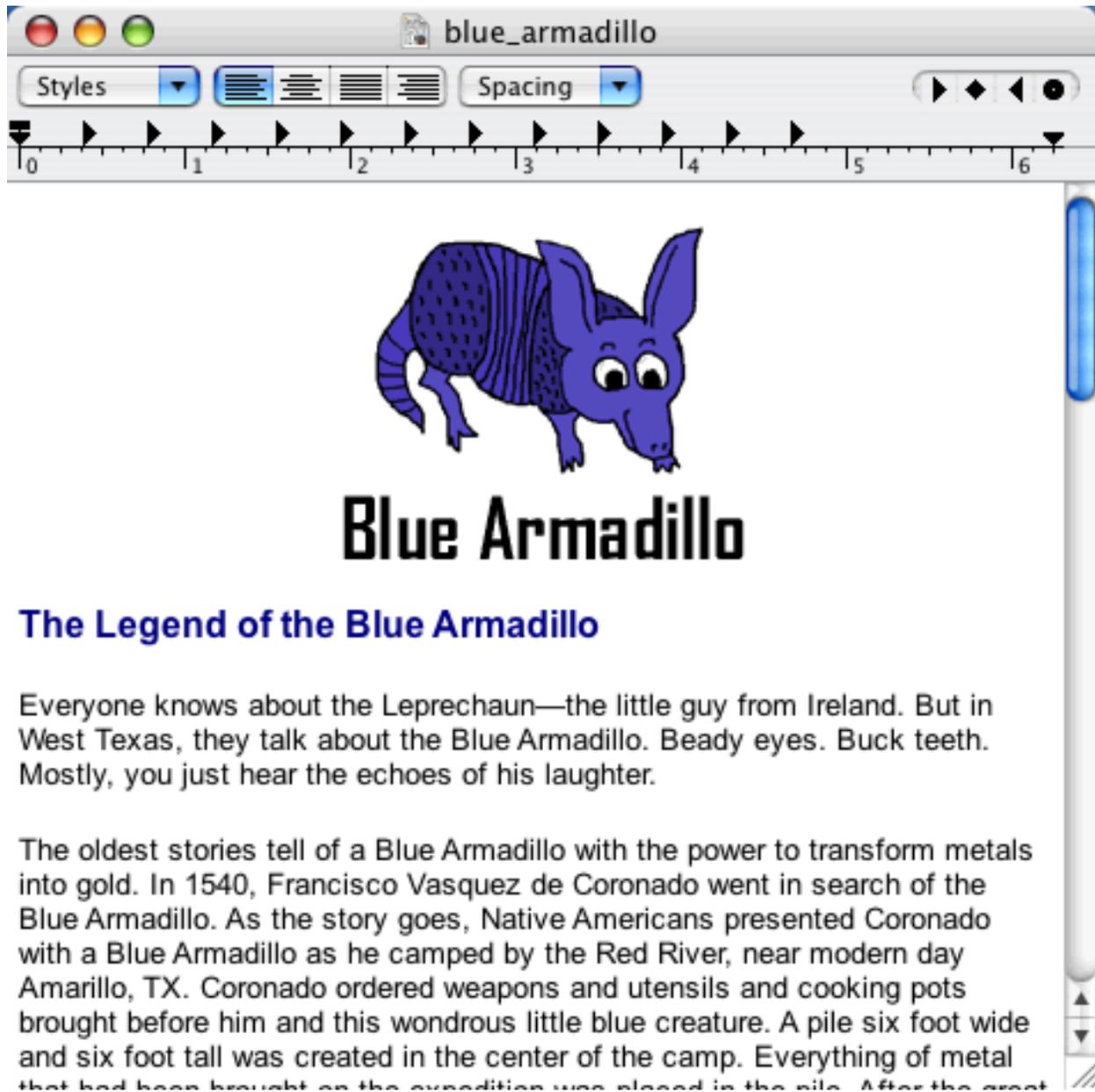
Drag away from the center of the window to make it larger.

When you release the mouse button, the window will be a new size.

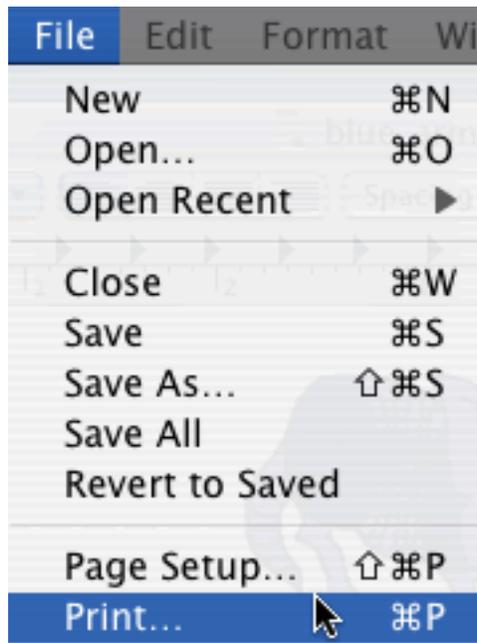


Print a File OS X 10.4

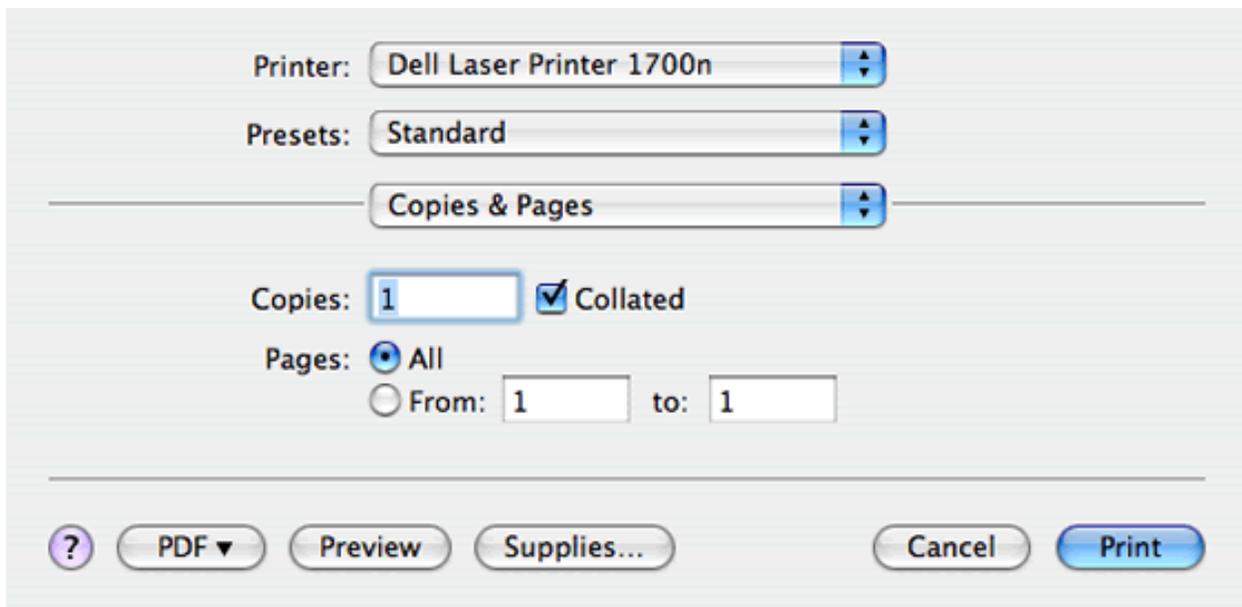
Open or create a document you want to print.



Go to the File menu and choose Print.



You will see the Print dialog.



Type the number of copies you want in the Copies field.

To print specific pages, click the From radio button. Type the pages you want to print in

the From and to fields.

Click the Print button.

The document will print.

Quit a Program OS X 10.4

Go to the Application menu and choose Quit. The Application menu has the name of the program you are working in on the menu bar. This example shows the Explorer menu bar.



You may be asked if you want to save your work.



Click the Save button if you want to save your work.

Click the Don t Save button if you do not want to save.

Click the Cancel button if you want to keep working in the program.

Some programs may not have an Application menu. Close these programs by clicking the Close button in the Application window.

