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Macintosh System OSX #5

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Contents

Open a File or Folder)
Resize a Window	
Print a File)
Quit a Program	

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.



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.



$\bigcirc \bigcirc \bigcirc \bigcirc$	Macintosh HD			
		Q-local disks		
Metwork	Applications (Mac OS 9)	Documents		
 Desktop Student Applications Documents 	Applications	Library		
Movies	9		<u> </u>	
Pictures	System Folder	Users	7	
18 items, 49.17 GB available				

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.

Macintosh System OSX #5





Print a File OS X 10.4

Open or create a document you want to print.



Go to the File menu and choose Print.

File Edit Fo	ormat Wi
New	ЖN
Open	жo
Open Recent	{
Close	жw
Save	ЖS
Save As	ĉ₩S
Save All	
Revert to Sav	/ed
Page Setup	. 企 策P
Print	🔈 ЖР

You will see the Print dialog.

Printer:	Dell Laser Printer 1700n	•
Presets:	Standard	•
	Copies & Pages	•
Copies:	1 Collated	
Pages:	All From: 1 to: 1	7
? PDF ▼ Pre	view Supplies	Cancel Print

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.

Explorer	File		View (
About Internet Explorer License Agreement				
Preferen	ces		Ж;	
Services			►	
Hide Exp	lorer		жн	
Hide Oth	ers		∖сжн	
Show All				
Quit Exp	lorer	R R	ЖQ	

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.

