Recipes4Success®

Macintosh System OSX #7

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Contents

Switch Between Open Programs
OS X 10.4

You will see an arrow below all open Programs on the Dock.
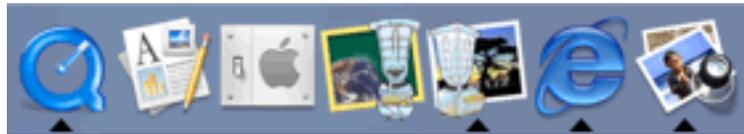
Click the program icon for the program you want to make active.

This will make the chosen program active. You will now be able to work in that program.

Use the Documents Folder
OS X 10.4

Many programs will automatically save files into the Documents folder.

When you save a file, you will see the location it is being saved to in the Where pull-down menu.
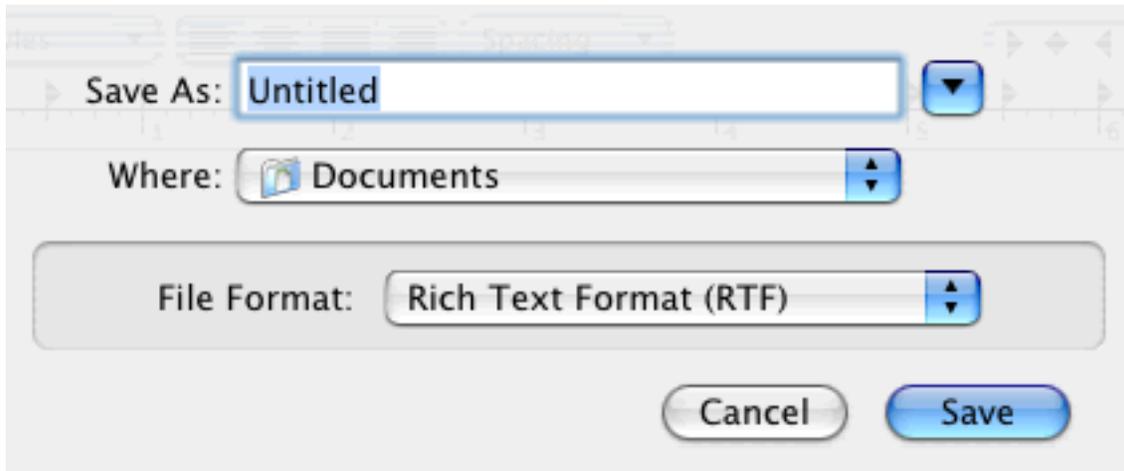
To see your Documents folder double-click the Macintosh HD icon.

You will see the Macintosh HD window.
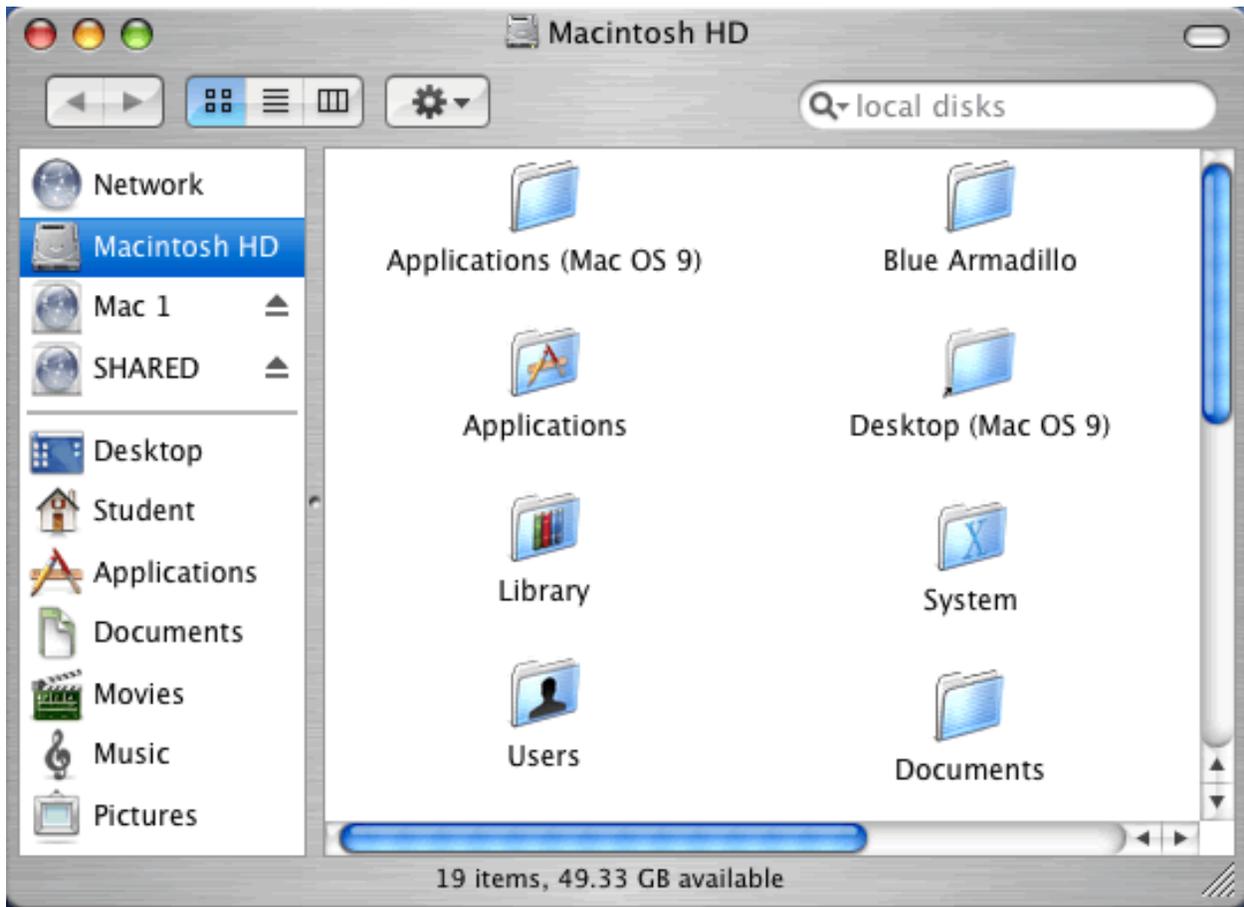
Click the Documents button on the Folder toolbar.
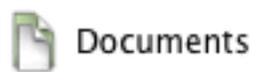
You will see your files and folders in the Documents folder.
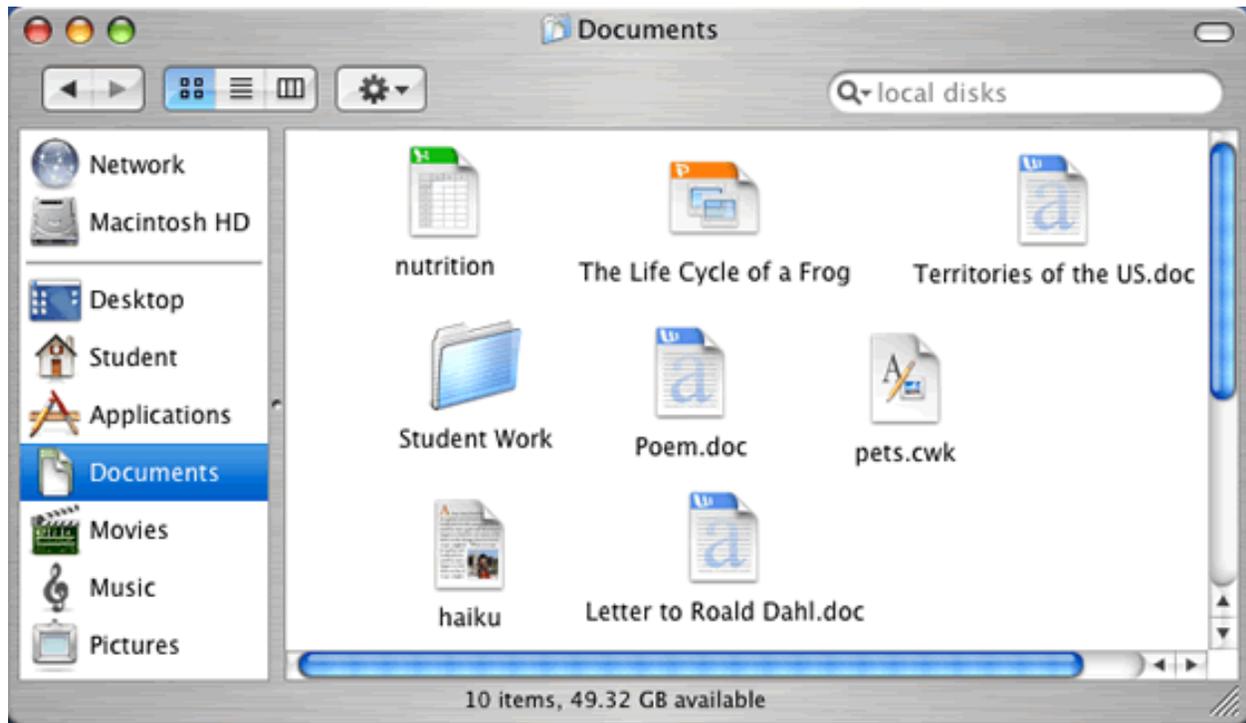
You can now open, move, copy, or delete your files.

Use the Mac Help System
OS X 10.4

You can use the Finder menu to access Mac Help.

If another program is active, you may not see the Finder menu.

Click an open area on the desktop.

You will see the Finder menu.

Go to the Help menu and choose Mac Help.

You will see the Mac Help window.
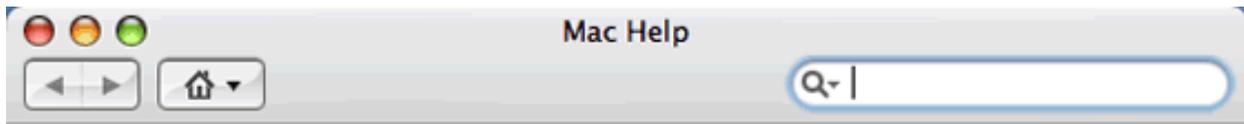
Click a link in the left pane to see information on that topic.

Click in the Ask a Question field and type the subject you want help with.
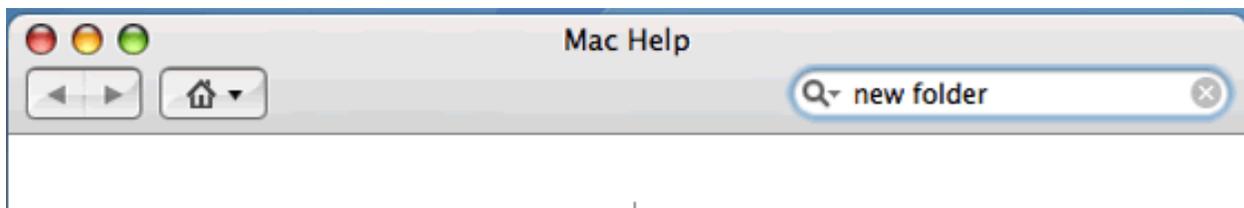
Press the Return key on the keyboard.

You will see a list of matching topics.

Double-click a topic to learn more about that topic.

You will see a page of information for that topic.

Mac Help

Q▾ new folder
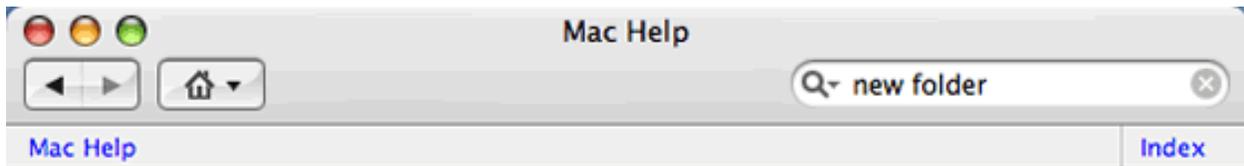
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Creating a folder

You can create folders to organize your files and applications.

> 1. In a Finder window, open the location where you want to create the new folder.
>
> 2. Choose File > New Folder.
>
> 3. To give the folder a new name, select it, then click its current name. Type a name for the folder and press Return.

If the New Folder command is dimmed, you do not have permission to create a folder inside the folder you opened.

Click the Close button in the Mac Help window when you are finished.