# Mac: Beyond Basics

## Working with windows

When you open a file or application, you will see a "window." This window is your working area.

It is possible to have many windows open at the same time. This allows you to switch between tasks, or work between multiple files.

The image below shows an open Microsoft Word window layered on top of an open folder window. If you wanted to listen to music in iTunes while writing in Microsoft Word, you could click the iTunes icon in the Dock. A new iTunes window would open on top of the Microsoft Word window.

When you have 2 or more windows open, click anywhere on a window to bring it to the front.

## Moving windows

You can move windows around to make them easier to see and use. To move a window:

- Place your pointer on the top bar of the window you'd like to move.
- Click the mouse button and hold it down.
- While still holding the mouse button down, move your mouse pointer. The window will move with your pointer.
- When the window is where you want it, release the mouse button to place the window.
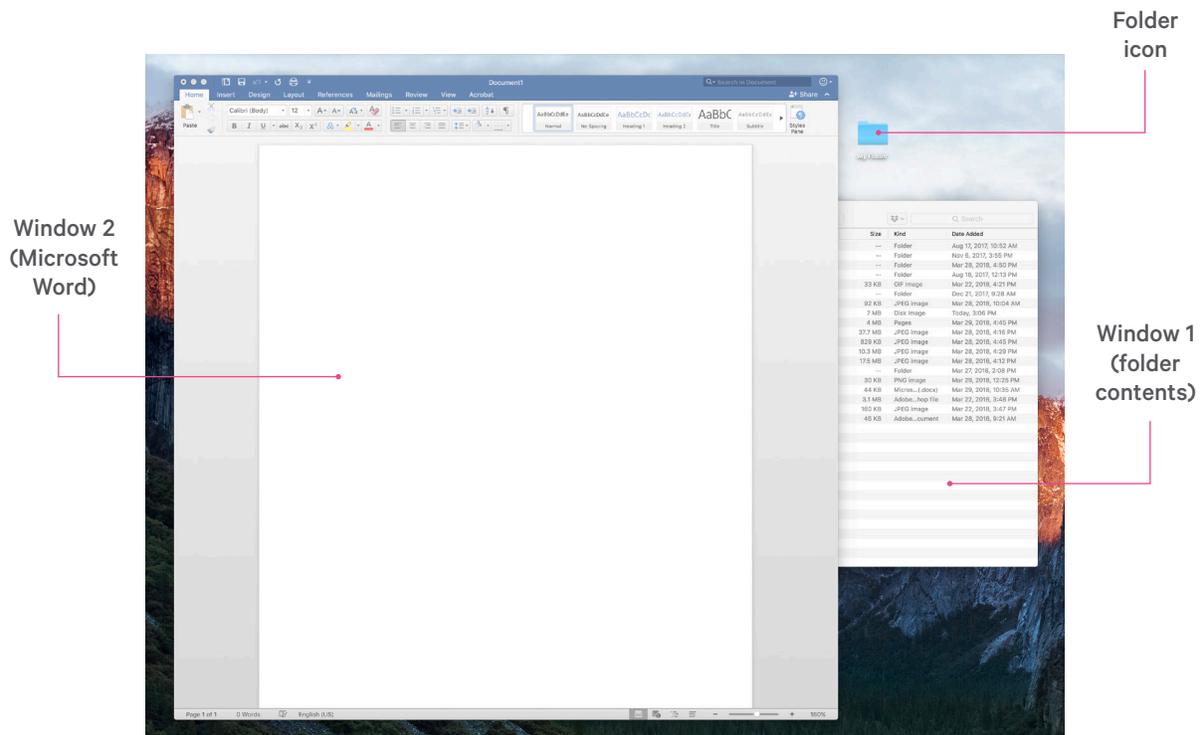
**Folder icon**

**Window 2 (Microsoft Word)**

**Window 1 (folder contents)**



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## Resizing windows

You can resize windows to use them more easily. To resize a window:

- Hover your pointer over a border or a corner of the window you'd like to move. The pointer will become a double-headed arrow ( $\leftrightarrow$ or $\nwarrow$ ).

- Click and hold the mouse button to "grab" the edges of the window.

- Drag the arrow to change the size of the window.

- Release the mouse button when the window is the desired size.



Top bar of iTunes window

Border of iTunes window
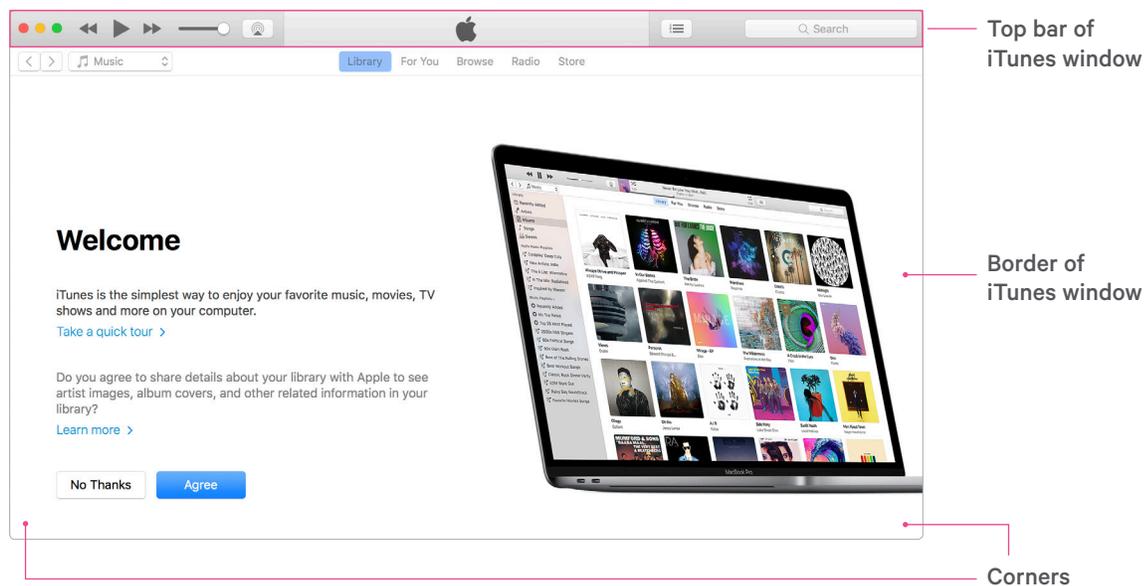
Corners

## Zooming, minimizing, and closing windows

Buttons for zooming, minimizing, and closing a window are found in the top left corner of the window.

This is different from the Windows operating system, where these buttons are located in the upper right corner. Another small difference is that these buttons are round on a Mac and rectangular on a Windows PC.



**Zoom (+)**
Expands the window to fill the entire screen

**Minimize (-)**
Hides the window without closing it

**Close (x)**
Closes the window

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## Scrolling

You can scroll up and down within a window to display different content. This is similar to turning the pages of a book. By default in OS X, scroll bars are hidden when you're not actively scrolling.

### To make the scroll bar appear:

Hover your cursor over the right border of the window.

### To scroll up or down:

**If using a mouse:** Click on the scroll bar and hold the button down while sliding the mouse toward you (to scroll down) or away from you (to scroll up).

**If using a trackpad:** Place two fingers on the trackpad and slide them toward you or away from you.



Scroll bar in Microsoft Word
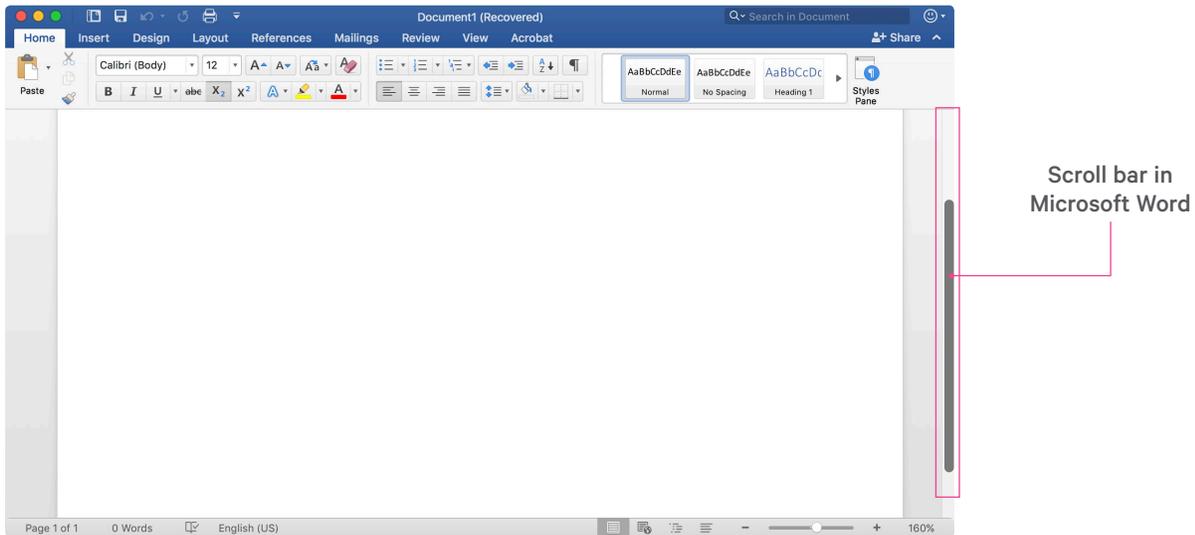
## Working with files and folders

### What are files?

A file is a package of information. If an application is a tool for making something, a file is a package containing the finished product.

When you use a writing application like Microsoft Word to create a text document like a resume, the document is saved and stored in a file.

Files can include many different types of information such as text, photographs, videos, or music. Different types of files are represented by different icons.

### Common file types and icons:

**MP3**
iTunes or another music application

**DOC or DOCX**
Microsoft Word or another writing application

**PDF**
Adobe Acrobat

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## Opening files

You can open a file by double clicking on it.

Different types of files work in different applications. For example, text files work in writing software like Microsoft Word; music files work in music software like iTunes; and picture files work in photo viewers like iPhoto or photo editors like Photoshop. When you double click on a file, it will open in the correct application for that file type.

## Saving files

When you are working with a file and you want to keep the changes you've made, you will want to save your work. This section will show you how to save a file in the Microsoft Word application. These steps will work in most other applications as well.

You will notice that the menu bar is specific to the application you are using. You can tell which application the menu is using by the name next to the Apple icon. In this example, we are in the application called Microsoft Word.

Application name

Menu bar
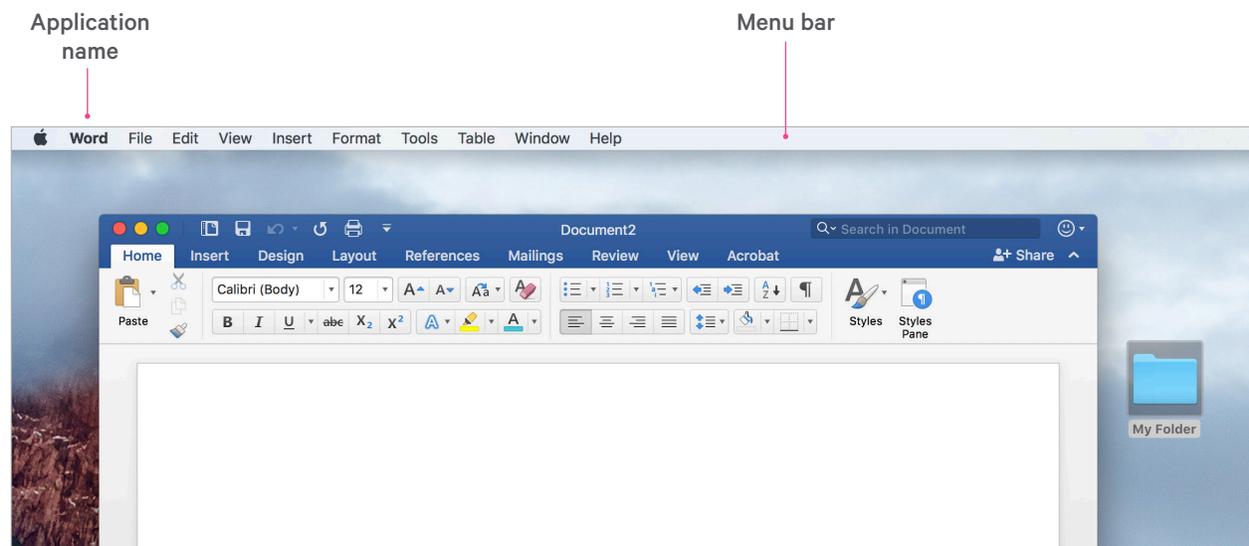


File menu

## The file menu

On the top bar, click on **File** to open a drop-down menu. The **Save** and **Save As...** options appear in the drop-down menu.



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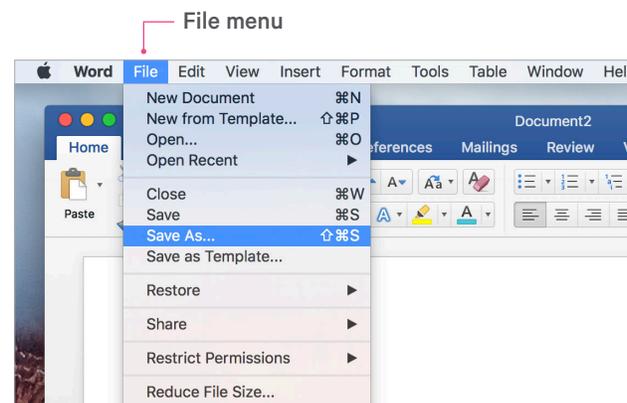
## Save vs. Save As…

So what's the difference between **Save** and **Save As…**?

**Save**

- Updates the file you are working with to match the current version on your screen.
- You will lose older copies of the file because they will be replaced by the current version.

**Save As…**

- Allows you to save a new version of the file you're working with without affecting older versions of the same file as long as you rename the file.
- Is useful when you want to keep multiple versions of the same document, such as a draft, a revised copy, and a final version.
- Is also helpful when you want to change the name or location of a file for any reason.
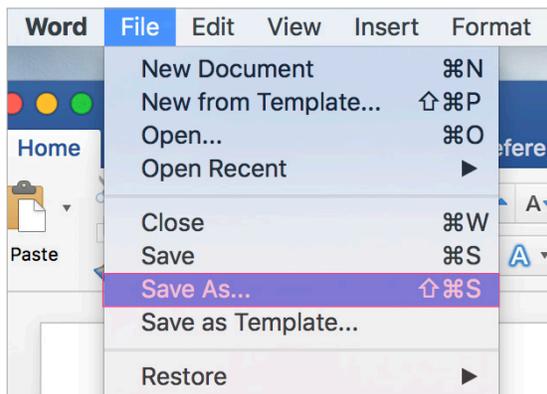


## Using Save

- Select **Save** from the **File** menu.
- The file will automatically save to its current name and location, overwriting previous versions of the same file.
- Click the red button at the top left of the window to close the file.

## Using Save As…

- Select **Save As…** from the **File** menu.
- A new window will open.
- Type a name for the file and type it in the **Save As…** field.
- Select the location where you want to save the file.
- When saving files, choose a location you will remember.
- If you are using a public computer, such as a library computer, there may be limits on where you can save files. Seek help from a staff person for more information on saving on a public computer.
- Click the **Save** button to close the window and save your file.
- Click the red button at the top left of the window to close the file.

Sometimes when you click the red button to close a file, you will see the message "**Do you want to save changes you made to this document?**" You will see the options **Save**, **Don't Save**, and **Cancel**. This message appears when you've made changes to the file since it was last saved. Those changes will be lost if you choose not to save.

- If you click the **Save** button, the application will save and close the file.
- If you click the **Don't Save** button, the application will close without saving the file.
- If you click the **Cancel** button, the application will leave the file open and unsaved.

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## Folders

Folders on your computer are like folders or binders on your wooden desk.

Folders contain groups of items. You can organize them by type or purpose. For example, one folder might contain MP3s of your favourite music, another might contain copies of your tax returns, and another might contain photographs from your family vacation.

## Opening folders

Double clicking the folder will open a window that shows the files in the folder, just as opening a paper folder allows you to sort through its contents.
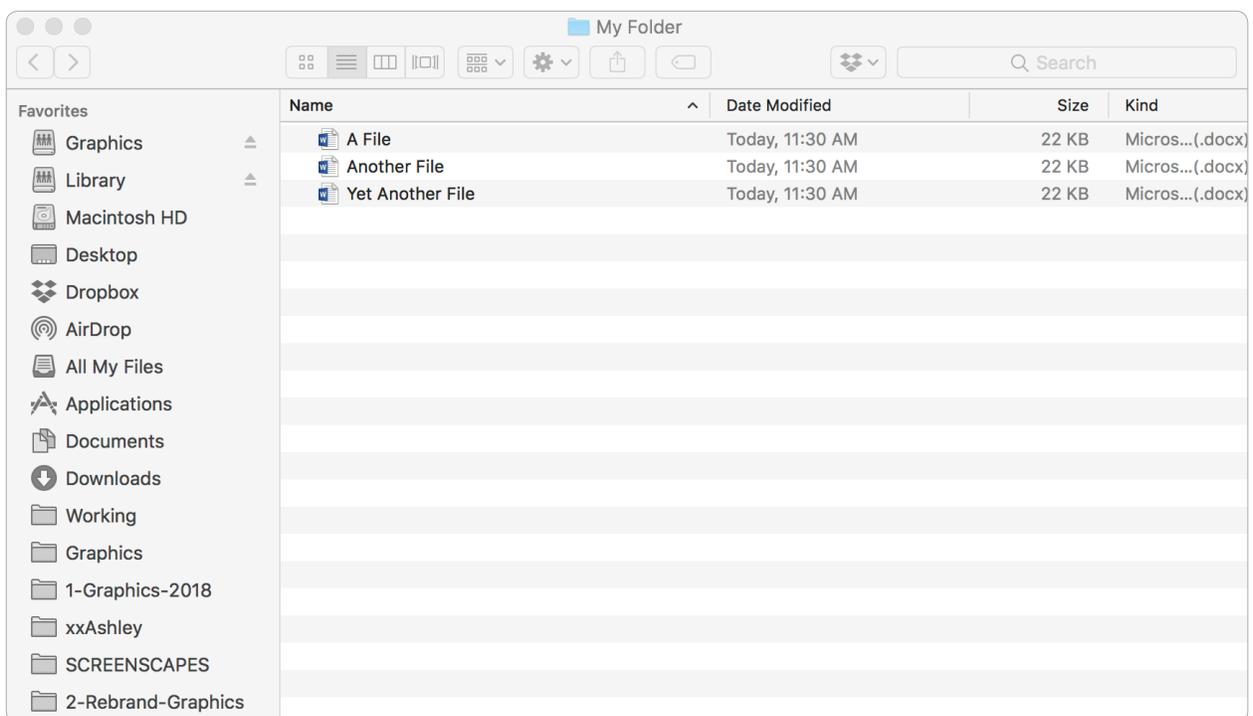
The image below shows the window that appears when you double click a folder on the desktop.

The folder in this image is named "My Folder." It contains 3 files named "A File," "Another File," and "Yet Another File." You can see from the icons that all 3 files will open in Microsoft Word.

## How are folders organized?

Folders are often nested inside of other folders. Learning to organize and navigate files and folders is a challenge for many new computer users.

Mac users often find that the easiest way to keep track of files and folders is to always save them to the desktop.

| Name | Date Modified | Size | Kind |
| --- | --- | --- | --- |
| A File | Today, 11:30 AM | 22 KB | Micros...(.docx) |
| Another File | Today, 11:30 AM | 22 KB | Micros...(.docx) |
| Yet Another File | Today, 11:30 AM | 22 KB | Micros...(.docx) |

Favorites: Graphics, Library, Macintosh HD, Desktop, Dropbox, AirDrop, All My Files, Applications, Documents, Downloads, Working, Graphics, 1-Graphics-2018, xxAshley, SCREENSCAPES, 2-Rebrand-Graphics

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## Deleting files and folders

If you are completely done with a file or folder and won't need it again, you can delete it. To delete things, you will move them to the trash can, which is located on the Dock at the bottom right of the screen. When there's nothing in the trash, the icon will appear empty.

### To delete a file or folder from your computer:

- Click on it and hold down the mouse button.
- Without letting go of the button, drag it to the trash bin located on the right of the Dock.
- Once there are items in the trash, the icon will appear full.

An **empty** trash bin in the Dock



A **full** trash bin in the Dock
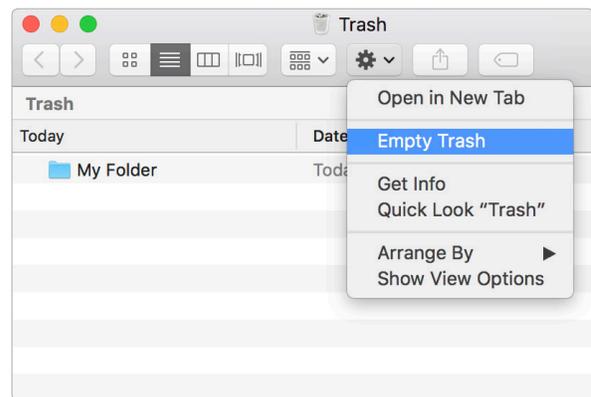


## Emptying the trash

When you're sure you are done with everything in the trash, you can empty it and the files in there will be gone permanently. This frees up storage space on your computer.

### To empty the trash:

- Right click on the **trash bin** icon.
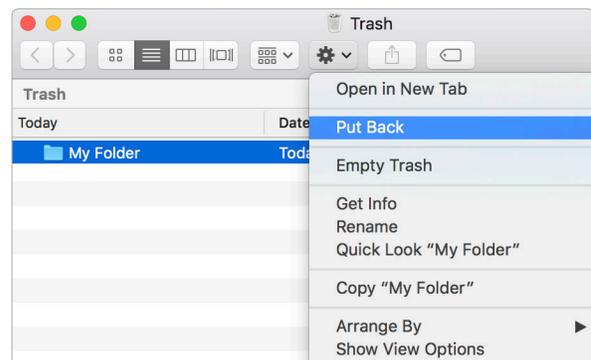- Select "**Empty Trash**" from the menu that appears.

**OR**

- Click on the trash bin to open it.
- Click the **gear-shaped icon** in the top bar.
- Select "**Empty Trash**" from the menu that appears.



## Retrieving files from the trash

Like the trash bins in your home, things stay in your computer's trash until you empty it out. This means you can still recover a file that you've placed in the trash, as long as you haven't emptied the bin.

When you click on the trash icon, a window showing the contents of the trash will open. To get an item back out of the trash:

- Right click on the item you'd like to remove from the trash.
- Select **Put Back** from the menu that appears.

## Installing applications

**To install an application from your computer:**

- Click on the price located beneath the app's star rating. If an app is free, the button will read **Get**.
- Click on the green **Install App** button that appears. Enter your Apple ID password if prompted.
- The app you just downloaded from the Mac App Store should automatically show up in Launchpad, ready for you to open with a single click.

## Uninstalling applications

**To uninstall an application from your computer:**

- Click the Launchpad icon in the dock (a silver rocket ship).
- Click on the application you'd like to uninstall and hold the mouse button down for a couple of seconds, until the icons start to jiggle.
- If the application can be uninstalled, an (X) will appear next to the icon.
- Click the (X) to uninstall the application.

*Note: Some applications come bundled with OS X and cannot be removed from your computer.*

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