

This chapter introduces the Macintosh operating system, which is used to run AppleWorks. How to use the mouse, windows, and dialog boxes are discussed. Proper handling and initializing of diskettes and making backups of files are also introduced.

2.1 Operating Systems

Mac OS 9

This chapter briefly introduces the Macintosh operating system, *Mac OS 9*. Many of the concepts and procedures introduced in this chapter are compatible with older versions of the Macintosh operating system, often referred to as *System*. AppleWorks 6 requires System 8.1 or later.

iMac

Apple introduced its newest computer, the iMac, in August of 1998. The iMac's monitor and base unit are combined into one translucent unit that comes in a variety of vibrant colors. One of the iMac's key features is its easy setup which allows users to connect to the Internet in just a few minutes after plugging the iMac in. The iMac has become a huge success and is used by millions of personal computer users today.

All microcomputers run software that allow the user to communicate with the computer using the keyboard and mouse. This software is called the *operating system*. When the computer is turned on, the operating system software is automatically loaded into the computer's memory from the computer's hard disk in a process called *booting*.

The operating system for Macintosh computers, simply referred to as *Mac OS*, has a *graphical user interface*, or GUI (pronounced "gooey"). The Mac OS GUI uses icons, menus, windows, and dialog boxes to allow the user to work with applications software, such as AppleWorks. *Icons* are small pictures on the screen that represent items in the computer and perform various tasks. *Menus* contain a list of *commands* that are used to perform specific tasks and actions. A *window* is the area on the screen that contains an open application or document. A *dialog box* allows the user to choose and enter information that is needed to complete an action. A *document* is the material that you create using an application, and a document stored on disk is called a *file*.

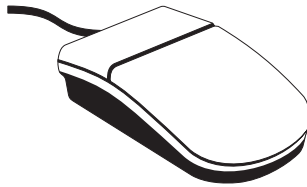
Through the use of windows, multitasking is possible. *Multitasking* allows for more than one application to run at the same time. For example, word processor and spreadsheet applications can run simultaneously. Mac OS also supplies applications that allow you to easily work with the operating system.

2.2 Using the Mouse

Balloons

When pointing to an object that performs an action and pausing for a few seconds, a balloon may appear near the pointer. The *balloon* provides information about the object and often describes what action(s) the object can perform. Balloons can be shown or hidden using the **Show Balloons** or **Hide Balloons** commands from the **Help** menu at the top of the Desktop. The Desktop is introduced in the next section.

A GUI program requires an input device called a *mouse*, which is used to perform a variety of tasks and looks similar to:



The mouse

When the mouse is in use, the *mouse pointer* is displayed on the screen. One common shape of the mouse pointer is an arrow:



The mouse pointer

The mouse pointer may change shape depending on the current operation being performed. For example, a watch shape (🕒) is displayed when the computer is performing a task and cannot accept additional input at that time.

moving the pointer

Sliding the mouse on a flat surface causes the mouse pointer to move on the screen. Slide the mouse to the left and the mouse pointer moves to the left; slide the mouse to the right and the mouse pointer moves to the right.

pointing

Moving the mouse to place the pointer on an icon or other object is called *pointing*. In this text, when we say to point to an object on the screen, we mean to move the mouse until the mouse pointer is placed on the object.

selecting

An object on the computer screen can be *selected* by pointing to it, pressing the mouse button, and then releasing it quickly. This type of selection is called *clicking*. When we say to select, or click on, an item, we mean to point to it and then press and release the mouse button.

clicking

double-clicking

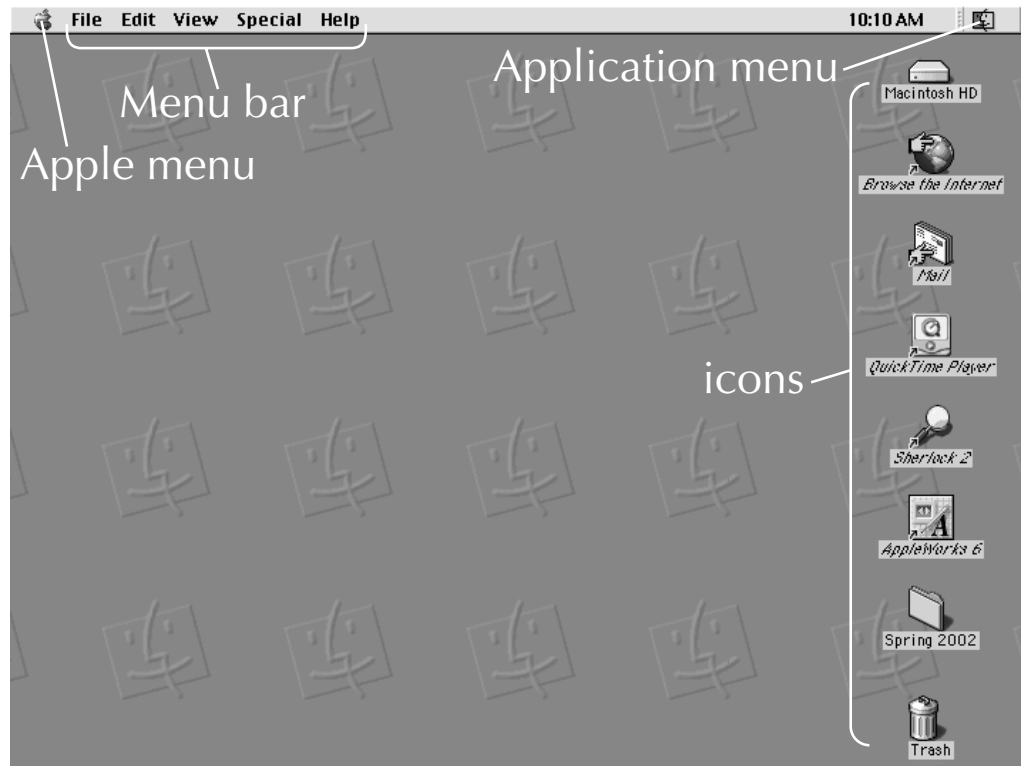
A special form of clicking is double-clicking. As the name implies, *double-clicking* means to point to an object and then press the mouse button twice in rapid succession.

dragging

The last mouse technique is called *dragging*. When we say to drag, we mean to press and hold the mouse button while moving the mouse. In some cases, an object can be moved by dragging it. When we say to drag an object, we mean to point to it and then hold down the mouse button while moving the mouse. When the object is in the desired location, release the mouse button.

2.3 The Mac OS GUI

The Mac OS GUI contains features that allow you to easily use the operating system and applications software. When the Mac OS is running, the computer screen is referred to as the *Desktop*:



The Mac OS Desktop

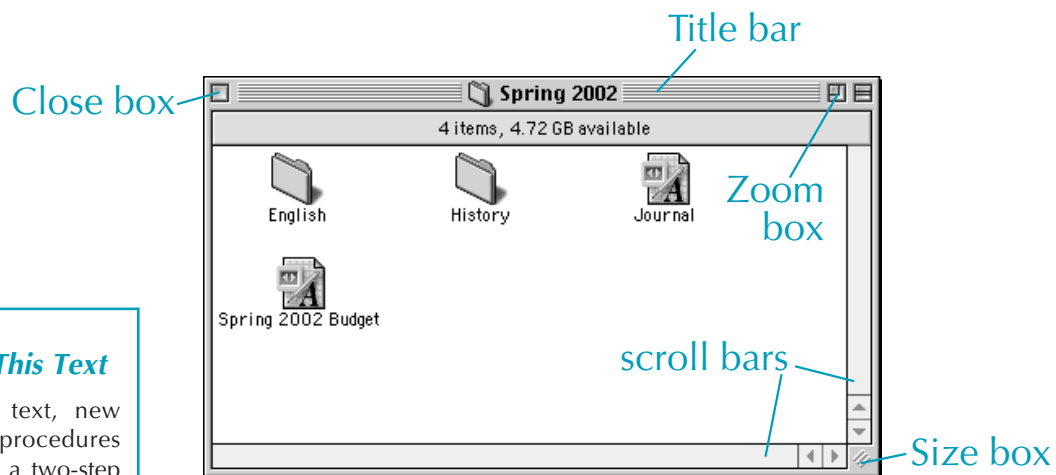
Arranging Icons

Icons on the Desktop can be dragged to new locations. This allows you to arrange the objects on the Desktop the way you want them to appear.

- **Apple menu** (🍏) contains a list of available Mac OS applications.
- **Menu bar** contains the names of pull-down menus. Pointing to a menu name and clicking the mouse pointer once displays the menu's commands. Pointing to a command highlights that command. Clicking the pointer while the command is highlighted selects that command.
- **Application menu** (📂) is used to switch between open applications.
- **Icons** are used to represent items in the computer, such as hard disks, files, and programs. Icons are double-clicked to perform tasks and run programs.

2.4 Using Windows

Applications, as well as most documents, are displayed in their own window. Most windows have similar features:



How to Use This Text

Throughout this text, new commands and procedures are introduced in a two-step process. First, a command or procedure is discussed. The discussion is then followed by a practice that leads you step-by-step through an example of how to use the command or procedure. You will perform the steps in the practices on the computer. When performing a practice, do every step in order as directed. Also, do not skip any practices because many of them build on previous practices. Skipping a practice may mean that you do not get the correct result at the end of the next practice.

- **Title bar** displays the name of the application or document. A window can be moved by dragging its Title bar.
- **Close box** (☐) closes a document window or ends the application and removes the window from the screen.
- **Zoom box** (🔍) automatically resizes the window so all of the contents are displayed (if possible) or returns the window to its original size after it has been resized larger.
- **Collapse box** (≡) collapses the window so that only its Title bar is displayed. If the window is already collapsed, clicking this button will again display the entire window.
- **Scroll bar** is used to bring the unseen parts of the document into view.
- **Size box** (▨) is dragged to resize the window.

Practice 1

In this practice you will view the Desktop and resize a window.

① BOOT THE COMPUTER

Turn on the computer and, if necessary, the monitor. After a few seconds, the computer automatically loads the Mac OS.

② IDENTIFY THE PARTS OF THE DESKTOP

- Identify the icons on the Desktop. How many icons appear on your Desktop?
- Locate the Menu bar at the top of the Desktop.

③ VIEW THE APPLE MENU

- Point to the Apple menu (🍏) in the upper-left corner of the Desktop.
- Click once on the Apple menu. A menu is displayed.
- Click once on a blank portion of the Desktop. The menu is no longer displayed.

④ DISPLAY A WINDOW

- a. Double-click on the icon for the hard disk:



A window is displayed.

- b. Locate the features of a window.

⑤ MANIPULATE THE WINDOW

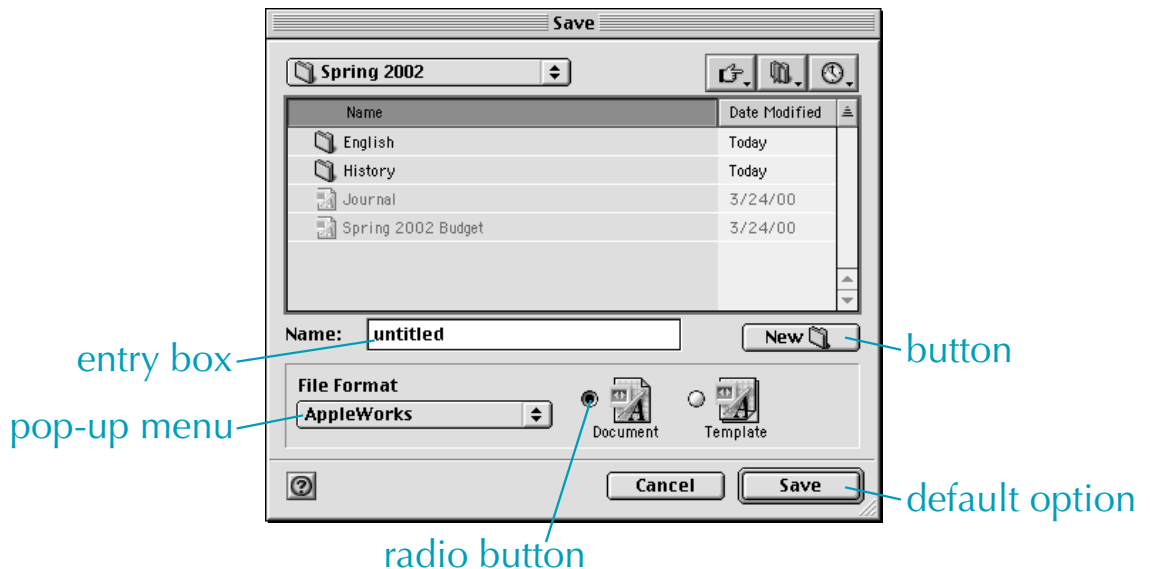
- a. Drag the Size box (▨) in the lower-right corner of the window upwards and to the left. The window is resized smaller.
- b. Click on the Zoom box (⏏) in the upper-right corner of the window. The window is automatically resized larger so that all (if possible) of the contents are displayed.
- c. Click on the Zoom box again. The window returns to the size it was before the Zoom box was first clicked.

⑥ CLOSE THE WINDOW

Click on the Close box (⌵) in the upper-left corner of the window. The window is closed.

2.5 Using Dialog Boxes

A dialog box is used to supply the information needed to execute a command. Dialog boxes have several options:



- **Pop-up menu** displays a list of options to choose from by clicking on the arrows (⏵).
- **Button** initiates an action when it is clicked.
- **Entry box** is used to type information that may be needed by a command.
- **Radio button** (●) is used to select an option; usually only one of the set of radio button options may be selected at a time.



- **Default option** is an entry or option that has already been selected for you. For example, the **Save** button in the dialog box on the previous page is the default button and has a thick solid outline. If no other options are selected, the default options are used when the Return key is pressed.
- **Cancel button** removes a dialog box without applying any options.
- **Check box** () is used to select or deselect an option; usually any number of the set of check box options may be selected at the same time. Note that there is no check box option in the dialog box shown on the previous page.

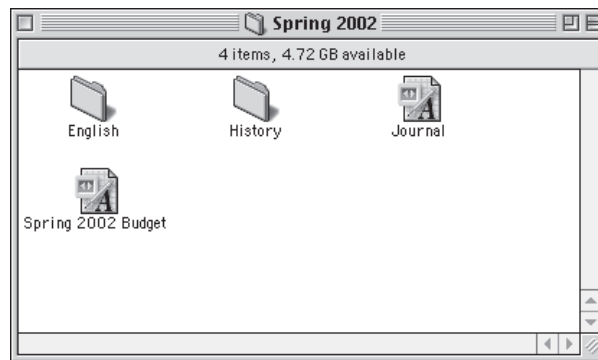
2.6 Finder

Included with the Mac OS is an application called *Finder* that maintains the Desktop and the files and folders in the computer. The Finder application is always running when the computer is on.

Folders store and organize related files and are represented by an icon with the folder's name:



Double-clicking on a folder icon displays the contents of the folder in a window:



The contents of a folder are displayed by double-clicking on the folder icon

The contents of a folder can be displayed in different ways using the commands from the **View** menu on the Finder Menu bar. The folder window on the previous page displays the contents of the folder as icons. Selecting the **as List** command displays information about files and folders in a list that includes the size and kind of document.

When you are finished working with the computer, it can be turned off by selecting the **Shut Down** command from the **Special** menu on the Finder menu bar.

Folders

Folders can contain other folders. For example, you could create a folder with the name "Spring 2002" that stores all files related to your classes for the 2002 spring semester. Additionally, you could have subfolders for each class that semester stored in the Spring 2002 folder.



2.7 File and Folder Management

Finder simplifies the tasks of copying, moving, creating, and deleting files and folders. Files and folders can be copied and moved using a method called *drag and drop*. *Copying* a file leaves the original file in its present location and places an exact copy in a new location. *Moving* a file removes it from its present location and places it in a new location.

drag and drop

copying a file



A file is copied from one location to another on the same drive (e.g. from a folder on the hard disk to another folder on the hard disk) by holding down the Option key and dragging the file's icon to the new location. When copying a file to a different drive (e.g. from the hard disk to a diskette), then the Option key does not need to be pressed when dragging the file to its new location.

moving a file

A file is moved from one location to another by dragging the file's icon to the new destination. This method can only be used to move a file within the same drive.

copying and moving a folder

A folder can also be copied and moved using the drag and drop methods described above. All of the subfolders and files in the folder are also copied or moved.

Commands from the **File** menu on the Finder Menu bar can be used to create a new folder, make a file read-only, and create an alias.



creating a folder

A new folder is created by selecting the **New Folder** command from the **File** menu. A new folder icon with the highlighted name "untitled folder" is displayed. An appropriate name can then be typed to replace the highlighted text.

creating a read-only file

A file can be made *read-only* to prevent it from being altered. A read-only file cannot have changes made to it. A file is made read-only by first selecting its icon and then selecting the **General Information** command from the **Get Info** submenu in the **File** menu. Selecting the **Locked** check box in the Info dialog box makes the file read-only. The Info dialog box may then be closed by clicking on its Close box. A file can be unlocked by deselecting the **Locked** check box in the Info dialog box.



deleting a file or folder

A file or folder is deleted by dragging its icon over the Trash icon until the Trash icon is highlighted, and then releasing the mouse button.

renaming a file or folder

Renaming a file or folder replaces an existing name with a new name. A file or folder is renamed by clicking once on its name, typing a new name, and then pressing the Return key. Files and folders can have names up to 31 characters including spaces. The colon (:) is not allowed in a file name. A read-only file cannot be renamed.

creating an alias

Creating an *alias* to a file or application means to place an icon on the Desktop that, when double-clicked, will display the file or start an application. An alias to a file or application is created by selecting the icon which represents the desired file or application and then selecting the **Make Alias** command from the **File** menu on the Finder Menu bar. An icon with the application or file name is displayed with the word "alias" after it.

2.8 Recovering Deleted Files

Trash

When a file is deleted it is not really removed from the hard disk; it is stored in a location on the hard disk called *Trash* and the Trash icon appears filled:



When files are dragged to the Trash icon, it appears full

Therefore, deleted files can be recovered. A file is recovered by double-clicking on the Trash icon on the Desktop, which displays a window with recently deleted files. Dragging a file to the Desktop or to a folder undeletes the file.

Files in the Trash are still taking up space on the computer's hard disk. Files can be permanently deleted so that there is more space on the hard disk by selecting the **Empty Trash** command from the **Special** menu on the Finder Menu bar. Finder will display a dialog box asking if you really want to remove the file(s) permanently. Selecting **OK** permanently deletes the files stored in the Trash and frees up space on the hard disk. Selecting **Cancel** leaves the files in the Trash.



2.9 Using Diskettes

After inserting a diskette into the drive, an icon for the diskette is shown on the Desktop:



The contents of the diskette can then be viewed by double-clicking on the diskette's icon.

A diskette is removed from the drive by dragging its icon to the Trash. When the Trash icon is highlighted, releasing the mouse button removes the diskette's icon from the window and ejects the diskette (alternatively, a dialog box may be displayed with instructions to manually eject the diskette).

proper handling of diskettes

Files are often stored on a diskette. Handling diskettes carefully is important because they store files in a magnetic format that is vulnerable to dirt, heat, and magnets. Observing the following rules will help to ensure that your diskettes give you trouble-free service:

1. Keep diskettes away from electrical and magnetic devices such as computer monitors, television sets, speakers, and any type of magnet.
2. Do not expose the diskette to either extreme cold or heat.
3. Store diskettes away from dust, dirt, and moisture.
4. Never touch the diskette's magnetic surface.

Practice 2

In this practice you will create a folder, copy a file, rename a file, make a file read-only, delete a file, and recover a deleted file. The following instructions assume that you have a diskette that contains files.

① CREATE A FOLDER

- a. Insert the diskette into the drive. After a few seconds, an icon for the diskette is displayed.
- b. Double-click on the diskette's icon.
- c. On the Finder Menu bar, click on the **File** menu. The File menu is displayed.
- d. Point to the **New Folder** command. The command is highlighted.
- e. With **New Folder** highlighted, click the mouse button to select the command. A new folder icon is displayed in the diskette's window.
- f. Type the name Temporary to replace the default name and press Return. The diskette now contains a folder named Temporary.

② COPY A FILE

- a. Locate a file in the diskette's window.
- b. While holding down the Option key, drag (do not release the mouse button) the file's icon over the Temporary folder icon until the folder icon is highlighted. Notice the plus sign next to the pointer as you drag the icon. This indicates that the file will be copied.
- c. Release the mouse button. A dialog box is temporarily displayed saying the file is being copied. A copy of the file now exists in the Temporary folder on the diskette.

③ RENAME THE COPIED FILE

- a. Double-click on the Temporary folder icon. The icon for the file copied in the last step is displayed in a window.
- b. Click once on the file's name (not the icon) to select it. After a moment, a box appears around the name and the name is highlighted.
- c. Enter a new name for the file and then press Return.

④ CREATE A READ-ONLY FILE

- a. Click on the new file's icon to select it if it is not already highlighted.
- b. On the Finder Menu bar, click on the **File** menu and then point to the **Get Info** command. A submenu is displayed.
- c. Click on the **General Information** command. A dialog box is displayed:
 1. Click in the **Locked** check box. The file is now read-only and no changes may be saved.
 2. Close the Info dialog box by clicking on its Close box (□).

⑤ TRY TO RENAME A READ-ONLY FILE

Click on the file's name. Notice that a box does not appear around it. The file cannot be renamed because it is read-only.

⑥ DELETE A FILE

- a. Drag the file's icon over the Trash icon on the Desktop until the Trash icon is highlighted.
- b. Release the mouse button. The file is deleted.

⑦ RECOVER A DELETED FILE

- Double-click on the Trash icon. A window with recently deleted files is displayed.
- Drag the icon of the file you deleted in the previous step over the diskette's icon. You may need to move the Trash window by dragging its Title bar to see the diskette icon.
- Once the diskette icon is highlighted, release the mouse button. The file is moved from the Trash to the diskette.
- Close all open windows.

⑧ REMOVE THE DISKETTE

- Drag the diskette icon over the Trash icon.
- Once the Trash icon is highlighted, release the mouse button. The diskette is ejected. If a dialog box is displayed with instructions to manually eject the diskette, select **OK** in the dialog box and then manually eject the diskette from the drive.

2.10 Initializing a Diskette

formatting

A new diskette may need to be initialized before it can be used. *Initializing* a diskette, also called *formatting*, prepares it to receive data. The steps for initializing a diskette are:

- Place the diskette to be initialized into the drive.
- Select the **Erase Disk** command from the **Special** menu on the Finder Menu bar. A dialog box is displayed:



A name for the diskette and a format type are entered in this dialog box

- Type a descriptive name for the diskette in the **Name** entry box.
- Select the **Macintosh OS Standard 1.4 MB** option from the **Format** pop-up menu if it is not already displayed.
- Select the **Erase** button. When the initialization process is complete, the dialog box is removed from the screen and the diskette's icon on the Desktop reflects its new name.
- Remove the diskette by dragging its icon to the Trash.

Practice 3

In this practice you will initialize a diskette. This practice assumes that you have a diskette for initializing. Note that any data on the diskette will be lost.

① INITIALIZE A DISKETTE

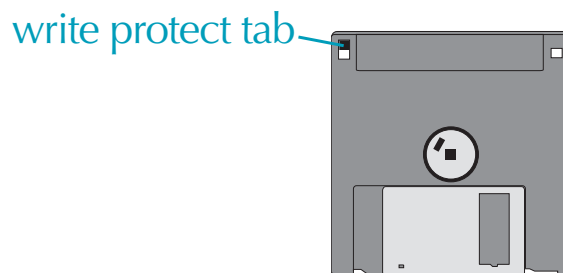
- a. Place the diskette into the drive. After a few seconds an icon for the diskette is displayed.
- b. Click on the diskette's icon to select it if it is not already highlighted.
- c. On the Finder Menu bar, select the **Erase Disk** command from the **Special** menu. A dialog box is displayed:
 1. In the **Name** entry box, type your first and last name.
 2. In the **Format** pop-up menu, click once on the arrows (↕) to display a list of options.
 3. Click on the **Macintosh OS Standard 1.4 MB** option.
 4. Click on the **Erase** button. Initializing the diskette may take a few seconds to a few minutes.

② REMOVE THE DISKETTE

2.11 Creating Backups

A *backup* is a copy of a file or diskette. Although it is easy to create backups of a file or diskette, many people do not take the time to do so. However, the few minutes it takes to backup a file could save hours if the file is damaged or deleted and must be recreated.

write-protected Because any data on a diskette can be overwritten, a diskette that contains backup files should be *write-protected* so that the data cannot be changed. A diskette is write-protected by sliding the write protect tab on the back of the diskette upward:

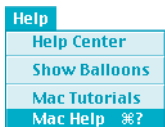


This diskette has been write protected because the write protect tab has been pushed up

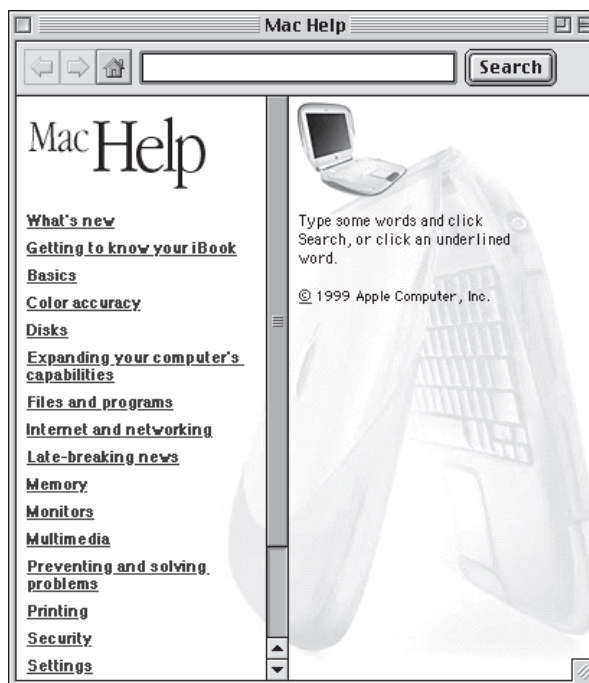
storing backups Keeping backup diskettes in a different location than the original copies is important because it lowers the chance of both copies being destroyed. For example, if you keep your AppleWorks data diskettes in the computer lab, keep a backup copy at home. Businesses often store their backup copies in fireproof safes, safe deposit boxes at a bank, or at a company that provides safe “off-site” storage for computer data.

Moving the write protect tab to its original position removes write-protection allowing for changes to be made to the data.

2.12 Using Online Help



Online help can be used to explore the features of the Mac OS. Selecting the **Mac Help** command from the **Help** menu on the Finder Menu bar displays the Mac Help window:



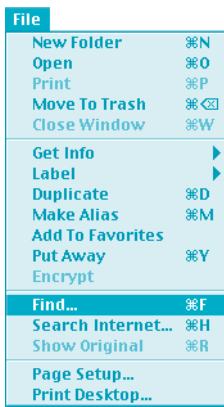
The left side of the window displays a list of topics to choose from. Selecting a topic displays a list of subtopics in the right side of the window. Clicking on one of the subtopics displays the information about that item.

If the topic you are looking for is not in the list, you can type a word to search for in the entry box at the top of the window and then select the **Search** button. Clicking on the Close box closes the Mac Help window.

2.13 Finding Files

Sherlock 2

At times you may not know which folder a file is in, or you may only know partial information about a file's name. When this occurs, you can use the **Find** command from the **File** menu to start the *Sherlock 2* application that comes with the Mac OS:



The location of a file is found using this dialog box

A file can be found by entering the complete file name or a partial file name in the entry box at the top of the window and then clicking on the Search (🔍) button. The contents of the computer is searched and the location is displayed. Clicking once on a found file displays its location in the bottom of the window. Double-clicking on a found file displays that file.

It is also possible to find a file when the entire name is unknown, if some of the text contained in the file is known. For example, a word processor file with an unknown file name that contains the text “March 18, 2002 Meeting Agenda” can be located by entering the text in the entry box at the top of the window, selecting the **Contents** radio button, and then selecting the Search (🔍) button.

Practice 4

In this practice you will use the online help and Sherlock 2.

① START ONLINE HELP AND VIEW INFORMATION ON ICONS

- On the Finder Menu bar, select the **Mac Help** command from the **Help** menu. The Mac Help window is displayed.
- Click on **Basics** in the list. A list of subtopics is displayed in the right side of the window.
- Click on “About icons and the Desktop” subtopic. The requested information is displayed.
- After reading the information, close the window.

② FIND A FILE

- On the Finder Menu bar, select the **Find** command from the **File** menu. The Sherlock 2 application is started and its window is displayed.
- Type Read Me in the entry box at the top of the window.

- c. Click on the Search (🔍) button. The contents of the hard disk is searched, and the location of any file with Read Me in its name is displayed.
- d. Close all open windows.

③ SHUT DOWN THE COMPUTER

On the Folder Menu bar, select the **Shut Down** command from the **Special** menu.

Chapter Summary

<i>Mac OS</i>	This chapter introduced the Macintosh operating system and some of its applications. Mac OS is an operating system with a graphical user interface (GUI).
<i>GUI</i>	
<i>mouse clicking</i>	A mouse is an input device used to select an object on the screen by pointing to the object and then pressing the mouse button once (clicking). Some objects are selected by double-clicking, which is pressing the button twice in rapid succession. Dragging is the technique of holding down the mouse button while moving the mouse.
<i>double-clicking</i>	
<i>dragging</i>	
<i>Desktop</i>	Once the Mac OS is running, the Desktop is displayed. The Desktop contains the Finder Menu bar and icons that represent items in the computer. The Apple and Application menus are located at the top of the Desktop.
<i>Finder Menu bar</i>	
<i>Apple menu, Application menu</i>	
<i>window features of a window</i>	Applications and documents are displayed in their own windows. All windows have similar features such as a Title bar and the Close, Zoom, Collapse, and Size boxes.
<i>dialog box options in a dialog box</i>	Dialog boxes are used to supply information needed to execute a command. Common options found in dialog boxes are buttons, entry boxes, check boxes, radio buttons, and pop-up menus. A default option is an entry or option that has already been selected for you. If no other options are selected, the default options are used when the Return key is pressed.
<i>Finder</i>	The Finder application maintains the Desktop and the files and folders in the computer. It is always running when the computer is on.
<i>folder</i>	Folders are used to store and organize related files. The contents of a folder are displayed by double-clicking on its icon.
<i>turning off the computer</i>	The Shut Down command from Finder's Special menu should always be used to turn off the computer when you are finished working with it.
<i>copying, moving</i>	Finder allows files and folders to be copied and moved using a method called drag and drop. Folders are created using the New Folder command from Finder's File menu. Read-only files cannot have changes made to them. Files and folders are deleted by dragging them to the Trash icon. An alias can be created on the Desktop to quickly display a file or start a program.
<i>drag and drop</i>	
<i>read-only files</i>	
<i>deleting files and folders</i>	
<i>alias</i>	
<i>recovering deleted files</i>	When a file is deleted it is moved to the Trash. Deleted files can be recovered from the Trash. Files are permanently removed from the Trash using the Empty Trash command from Finder's Special menu making more space on the hard disk.

using a diskette

A diskette icon is displayed on the Desktop when a diskette is inserted in the drive. Double-clicking on the icon displays the contents of the diskette. A diskette is ejected by dragging its icon to the Trash. Diskettes should always be handled carefully to avoid problems.

initializing a diskette

The **Erase Disk** command from Finder's **Special** menu is used to initialize a new diskette. Initializing a diskette prepares it to receive data.

*backups
write protecting*

Backing up a file is important because it could save hours of extra work if the file is damaged or deleted and must be recreated. Write protecting backup diskettes keeps the data on the diskette from being overwritten. Backup diskettes should always be stored in a different location than the original copies.

*MAC OS online help
Sherlock 2*

Online help and the Sherlock 2 application provides information about the operating system and locates files on the computer, respectively.

Vocabulary

Alias An icon on the Desktop used to display a file or start a program when double-clicked.

 **Apple menu** Displays a list of available Mac OS applications.

Application menu Used to switch between open applications.

Backup A copy of a file or diskette.

Booting The process by which Mac OS is loaded into the computer's memory from the hard disk.


Button A dialog box option that initiates an action when clicked.

Cancel button A dialog box option used to remove the dialog box without applying any options.

Check box A dialog box option used to select or deselect an option.

Clicking Placing the mouse pointer on an object and quickly pressing and releasing the mouse button once.

Close box Removes the current window from the screen, closes an application, or removes a dialog box. Found in the upper-left corner of a window or dialog box.

 **Collapse box** Collapses the window so that only its Title bar is displayed. Found in the upper-right corner of a window.

Command Performs specific tasks and actions.

Copying Leaves the original file or folder in its present location and places an exact copy in a new location.

Default option A typical entry or option that has already been selected for you.

Desktop The computer screen that is displayed when the Mac OS is running and contains the Finder Menu bar and icons.

Dialog box Allows the user to choose and enter information that is needed to complete an action.

Document The material that you create using an application.

Double-clicking Placing the mouse pointer on an object and pressing the mouse button twice in rapid succession.

Drag and drop A method of copying or moving objects by dragging them to a new location.

Dragging Holding down the mouse button while moving the mouse.

Entry box A dialog box option that accepts typed information that may be needed by a command.

File A document that is stored on disk.

Finder A Mac OS application that maintains the Desktop and organizes files and folders in the computer.

Folder Stores and organizes related files.

Formatting See Initializing.

GUI (Graphical User Interface) A program that uses icons, menus, windows, and dialog boxes to allow the user to work with applications software.

Icon A small picture on the screen that represents the items in the computer and are double-clicked to run applications and perform tasks.

Initializing Preparing a diskette to receive data.

Mac OS The operating system for Macintosh computers.

Menu A list of commands.

Menu bar A horizontal bar located at the top of an application's window that displays the names of pull-down menus that contain commands.

Mouse Input device that is used to move the mouse pointer and perform a variety of tasks.

Mouse pointer A shape displayed on the screen when the mouse is in use.

Moving Removes a file or folder from its present location and places it in a new location.

Multitasking Running more than one application at a time.

Online help Used to explore the features of the Mac OS.

Operating System Software that allows the user to communicate with the computer using the keyboard and mouse.

Pointing Moving the mouse to place the pointer on an icon or other object located on the screen.

Pop-up menu A dialog box option that displays a list of choices to choose from.

Radio button A dialog box option used to select an option from a group of options.

Read-only A file that cannot be changed.

Renaming Replacing an existing file or folder name with a new name.

Scroll bar Used to bring the unseen parts of a document into view.

Selecting Clicking on an object on the screen.

Sherlock 2 A Mac OS application that is used to find the location of files in the computer.

Size box Used to change the size of a window. Found in the lower-right corner of a window and

Title bar Located at the top of a window and displays the name of the application or document.

Trash Stores deleted files so that they may be recovered.

Window The area of the screen that contains an open application or document.

Write protect Moving the write protect tab on a diskette so it cannot receive data.

Zoom box Expands the window so that all of its contents (if possible) are displayed. Found in the upper-right corner of a window.

Mac OS Commands and Buttons

as Icons command Displays the contents of a folder as icons. Found in Finder's **View** menu.

as List command Displays the contents of a folder in a list that indicates the size and kind of the document. Found in Finder's **View** menu.

Empty Trash command Permanently removes the contents of the Trash and frees up hard disk space. Found in Finder's **Special** menu.

Erase Disk command Initializes a diskette. Found in Finder's **Special** menu.

Find command Starts the Sherlock 2 application that is used to locate files in the computer. Found in Finder's **File** menu.

Get Info command Displays the **General Information** command which is used to dialog box with an option to make a file read-only. Found in Finder's **File** menu.

Mac Help command Displays information about the Mac OS. Found in Finder's **Help** menu.

Make Alias command Creates an alias to a file or application. Found in Finder's **File** menu.

New Folder command Creates a new folder in the currently selected folder or disk drive. Found in Finder's **File** menu.

Shut Down command Turns off the computer. Found in Finder's **Special** menu.

Review Questions

Sections 2.1 — 2.6

- What is an operating system?
 - What does GUI stand for?
 - What is a GUI?
- What is a mouse?
 - What is pointing?
 - What is dragging?
 - What is double-clicking?
- What is the Desktop?
 - What do icons represent?
- What is a window used for?
 - List the features found in a window and describe them.
- What is a dialog box used for?
 - List the features that can be found in a dialog box and describe them.
- What is Finder?
- What is a folder used for?
 - How are the contents of a folder displayed?
- What command is used to turn off the computer?
- What is an alias?
- What is the Trash used for?
 - What command is used to permanently remove the contents of the Trash?
- How are the contents of a diskette displayed?
 - How is a diskette removed from a drive?
- Why is it important to take good care of a diskette?
 - List the four rules for handling diskettes discussed in the text.
- What does initializing a diskette do?
 - List the steps required to initialize a diskette.
- Why should backups of data be created?
 - Why is it important to keep backup diskettes in a different location than the originals?
- List the steps required to write protect a diskette.
- List the steps required to display information on diskettes using the online help.
- What is the Sherlock 2 application used for?
 - List the steps required to find the location of a file named Harold Pinter Thesis.

Sections 2.7 — 2.13

- What is drag and drop used for?
 - What is the difference between copying and moving a file?
 - List the steps required to copy a file from the hard disk to a diskette.
- What happens to a folder's subfolders and files when the folder is moved?
- List the steps required to create a subfolder named Letters in a folder named 2002 Documents.
- Can changes be made to a read-only file?
- List the steps required to delete a file.
- List the steps required to rename a file.
 - List three valid file names.
 - What character cannot be used in a file name?