

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. Next, the discussion is followed by a practice that leads you step-by-step through an example of how to use the command. You will perform the steps in the practices on the computer using ClarisWorks. 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.

This chapter introduces System, which is used to run ClarisWorks. You will also learn how to use the mouse, windows, and dialog boxes. Proper handling and initializing of a diskette, and making backups of files are also introduced.

2.1 Operating Systems

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 is called *System*. System is a special kind of program known as a *graphical user interface*, or GUI (pronounced "gooey"). When System is running, the screen displays the System Desktop. The Desktop includes a menu bar, icons, and other features discussed in Section 2.4.

2.2 Applications Software

Applications software is written by professional programmers to perform a specific application or task. In this text, you will be using ClarisWorks. System and applications software use dialog boxes and windows to help the user communicate with the computer. A *dialog box* allows the user to choose and enter information that is needed to complete an action. A *window* is the area on the screen that contains an open program or file. Through the use of windows, multitasking is possible. *Multitasking* allows the user to have more than one application running at a time. For example, you can run both the word processor and spreadsheet applications simultaneously.

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 Guide menu (?) in the upper-right corner of the Desktop. The Desktop is introduced in Section 2.4.

mouse pointer

moving the mouse pointer

pointing

selecting

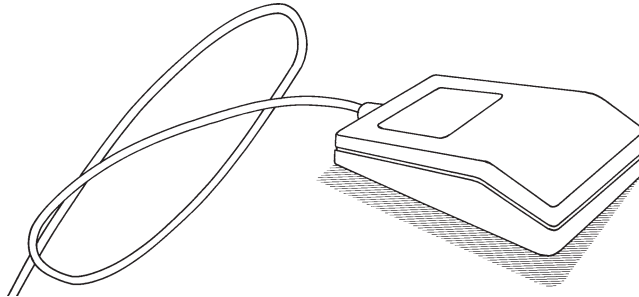
clicking

double-clicking

dragging

2.3 Using the Mouse

The computer comes equipped with a special input device called a *mouse*. A mouse 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.

Sliding the mouse on the top of a desk 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.

Moving the mouse to place the pointer on an object on the screen 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.

An object on the computer screen can be *selected* by pointing to it and pressing the mouse button and 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.

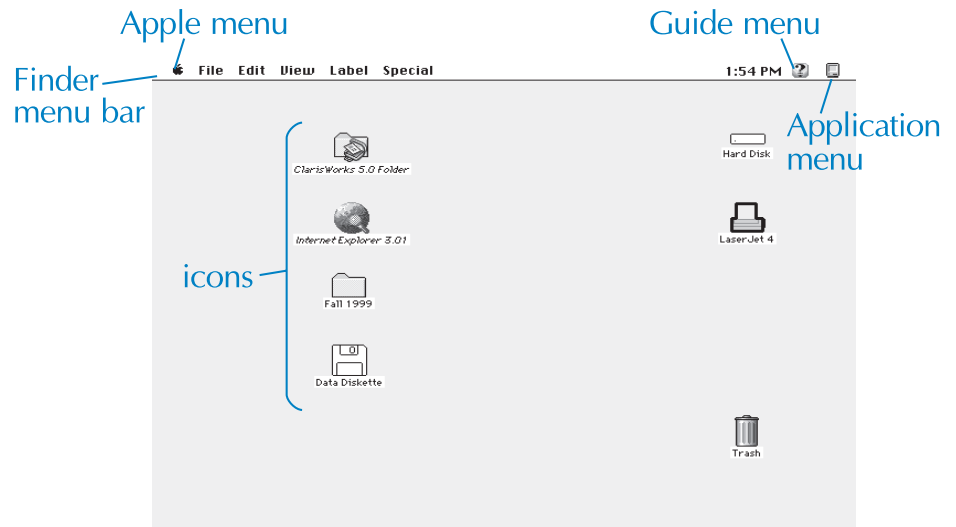
A special form of clicking is *double-clicking*. As the name implies, double-clicking means to point to an object and then press the mouse button twice in rapid succession.

The last mouse technique is called *dragging*. When we say to drag, we mean to 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.



2.4 The Desktop

System displays the *Desktop*, which contains features that allow you to easily use System and applications software:



The Desktop

- **Apple menu** (🍏) contains a list of available applications.
- **Finder menu bar** contains the names of pull-down menus and is discussed in the next section.
- **Guide menu** (❓) is used to get online help with System and open applications.
- **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.

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.

2.5 Using Finder

System contains 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.

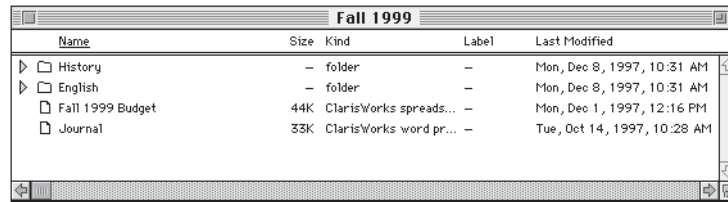
At the top of the Desktop is the Finder menu bar which contains the names of pull-down menus. Pointing to a menu name and holding down the mouse pointer displays commands. *Commands* perform specific tasks and actions. Dragging the mouse pointer down the menu highlights a command. Releasing the mouse pointer when a command is highlighted selects that command.

A *file* is simply a collection of data stored on a disk, such as a hard disk or diskette, in a form the computer can read. *Folders* store and organize related files and are represented by an icon and its corresponding name, similar to:

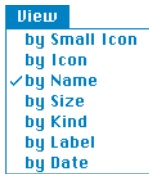


A folder icon is displayed with its name underneath it

Folders can also contain other folders. For example, you could create a folder with the name “Fall 1999” that stores all files related to your classes for the 1999 Fall semester. 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

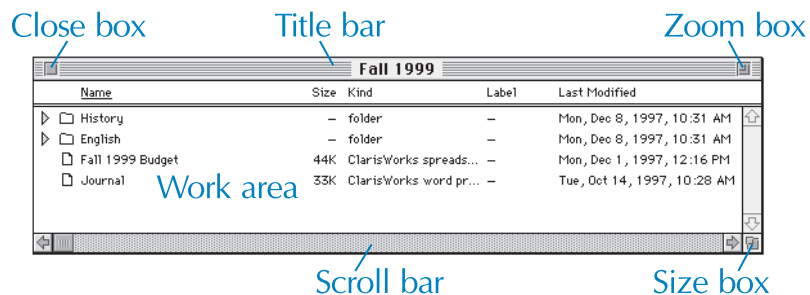


Additionally, you could have subfolders for each class that semester stored in the Fall 1999 folder. In the window shown above, History and English are two subfolders that each contain files. The contents of a folder can be displayed in different ways. As in the example above, information about a file or folder such as the size, kind, and the date it was last modified is helpful. This is done by selecting the by Name command from the View menu on the Finder menu bar. The contents are displayed as individual icons by selecting the by Icon command from the View menu.

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

2.6 Using Windows

The ClarisWorks applications you will be using, as well as all documents, are displayed in their own windows. Windows have similar features:



This window has the same features as application and document windows

- **Title bar** displays the name of the application or document.
- **Work area** is where information is displayed and entered.
- **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.
- **Scroll bar** is used to bring the unseen parts of the Work area into view.
- **Size box** (☐) is dragged to resize the window.

Because numerous windows can be open at the same time, a window may need to be moved. A window is moved by dragging its Title bar.

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Practice 1

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

1) BOOT THE COMPUTER

Turn on the computer and the monitor. After a few seconds, the computer automatically loads System and Finder.

2) IDENTIFY THE PARTS OF THE DESKTOP

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

3) VIEW THE APPLE AND APPLICATION MENU

- Point to the Apple menu (🍏) in the upper-left corner of the Desktop.
- Press and hold down the mouse button. A menu is displayed.
- Release the mouse button. The menu is no longer displayed.
- Point to the Application menu (☐) in the upper-right corner of the Desktop.
- Press and hold down the mouse button. Notice that the menu displays a check mark by Finder because the Finder application is running and displayed.
- Release the mouse button. The menu is no longer displayed.

4) DISPLAY A WINDOW

- Double-click on the icon for the hard disk.
- A window is displayed. Locate the features of a window.

5) MANIPULATE THE WINDOW

- Drag the Size box (☐) in the lower-right corner of the window up and to the left. The window is resized smaller.
- 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.
- Click on the Zoom box again to return the window to the size it was before the Zoom box was first clicked.

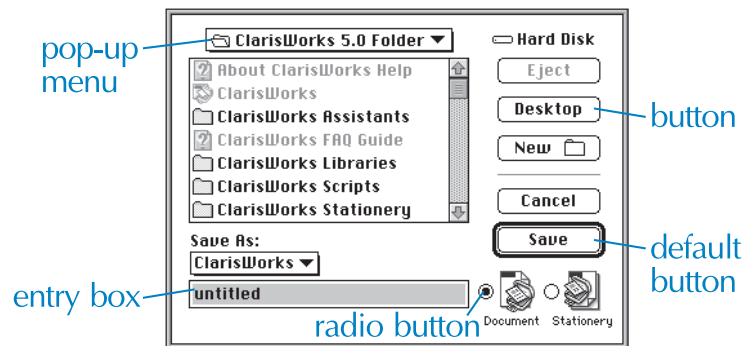
6) CLOSE THE WINDOW

Click on the Close box (☐) in the upper-left corner of the window to close the window.

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2.7 Using Dialog Boxes

A dialog box offers options to choose from that supply the information needed to execute a command. Dialog boxes have several features:



This dialog box contains common dialog box features

- **Pop-up menu** displays a list of options to choose from by clicking and holding down the mouse button on its down arrow (▼).
- **Button** initiates an action when it is clicked.
- **Entry box** is used to type information that may be needed by a command.
- **Check box** (☒) is used to select an option; usually any number of the set of check box options may be selected at the same time.
- **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 above 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.

Eject Disk Command

The Eject Disk command from the Special menu should not be used to remove a diskette from the drive. Selecting this command does remove the diskette from the drive but the computer believes that it is still there, which may cause problems later on.



2.8 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 the diskette's icon.

A diskette is removed from the drive by dragging its icon to the Trash icon. When the Trash icon is highlighted, releasing the mouse button removes the diskette's icon from the window and ejects the diskette.

proper handling of diskettes

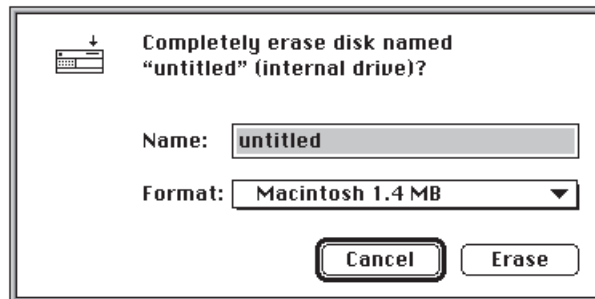
Files are often stored on diskette. Handling diskettes carefully is important because they store files in a magnetic format that is vulnerable to dirt and heat. Observing the following rules will help to ensure that your diskettes give you trouble-free service:

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, as doing so can damage it and destroy valuable data.

2.9 Initializing Diskettes

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

1. Place the diskette to be initialized into the drive.
2. Point to the Special menu on the Finder menu bar and hold down the mouse button.
3. Drag the mouse pointer down the commands until the Erase Disk command is highlighted. Release the mouse button to select the Erase Disk command. A dialog box is displayed:



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

4. Type a descriptive name for the diskette in the **Name** entry box.
5. Select the Macintosh 1.4 MB option from the **Format** pop-up menu if it is not already selected.
6. 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.
7. Remove the diskette by dragging its icon to the Trash icon.

Practice 2

In this practice you will initialize a diskette. The following instructions assume that you have a diskette containing data that can be overwritten.

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, point to the Special menu.
- d. Click and hold down the mouse pointer on the Special menu.
- e. Drag the mouse pointer down the menu until the Erase Disk command is highlighted.
- f. Once the command is highlighted, release the mouse button to select the command.
- g. In the **Format** pop-up menu, click and hold the mouse button down on the down arrow (▼) to display a list of options. Drag the mouse button to highlight “Macintosh 1.4 MB.” Release the mouse button once it is highlighted.
- h. In the **Name** entry box, type your first and last name.
- i. Click on the **Erase** button. Initializing the diskette may take a few seconds to a few minutes.

2) REMOVE THE DISKETTE

- a. Drag the icon for the diskette over the Trash icon until the Trash icon is highlighted.
- b. Once the Trash icon is highlighted release the mouse button. The diskette is ejected.



2.10 File and Folder Management

System 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.

copying a file



A file is copied from one location to another location on the same drive (i.e. 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 (i.e. from the hard disk to a diskette), then only dragging the file to its new location is necessary.

moving a file

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

copying and moving folders

Folders 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.

File	
New Folder	⌘N
Open	⌘O
Print	⌘P
Close Window	⌘W
Get Info	⌘I
Sharing...	
Duplicate	⌘D
Make Alias	⌘M

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

A new folder is created by selecting the existing folder or disk drive that is to contain the new folder and then selecting the New Folder command from File menu. A new folder icon with the highlighted name “untitled folder” is displayed on the Desktop. An appropriate name can then be typed to replace the highlighted text.

creating read-only files

An important file can be made *read-only* to prevent it from being altered. A read-only file cannot have changes made to it. This means that any edits made to the file cannot be retained. A file is made read-only by first selecting its icon and then selecting the Get Info command from the File menu. Selecting the **Locked** check box in the Info window makes the file read-only. The Info window may then be closed by clicking on its Close box. A file can be unlocked by deselecting the **Locked** check box in the Info window.

deleting a file or folder

A file or folder is deleted by dragging it to Trash.

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. A read-only file cannot be renamed.

creating an alias

Creating an *alias* to a file or program is simply placing an icon on the Desktop that, when double-clicked, will display the file or start a program. An alias to a file or program is created by selecting the icon which represents the desired file or program and then selecting the Make Alias command from the File menu. An icon with the program or file name is displayed with the word “alias” after it.

Practice 3

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

1) CREATE A FOLDER

- a. Insert the diskette into the drive.
- b. Double-click on the icon for the diskette.
- c. From File menu on the Finder menu bar, select the New Folder command. A new folder icon is displayed in the diskette’s window.
- d. 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 the file’s icon to the Temporary folder you created in the steps above.
- c. Release the mouse button when the Temporary folder icon is highlighted. 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. 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 file’s icon to select it if it is not already highlighted.
- b. From the File menu, select the Get Info command. A window is displayed.
- c. Click in the **Locked** check box. The file is now read-only and no changes may be saved.
- d. Close the Info window by clicking on its Close box.

5) TRY TO RENAME A READ-ONLY FILE

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

6) DELETE A FILE

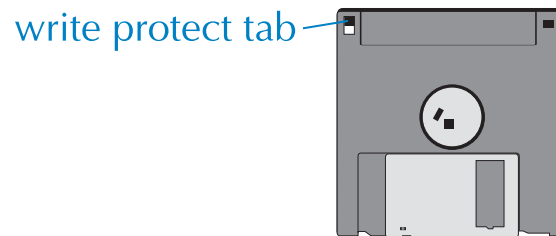
- a. Drag the file's icon over the Trash icon until the Trash icon is highlighted.
- b. Release the mouse button. The file is deleted.

7) CLOSE ALL OPEN WINDOWS

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.

Because any data on a diskette can be overwritten, diskettes containing backups should be *write-protected* so that the data it contains cannot be changed. A diskette is write-protected by turning to the back side of the diskette and sliding the write protect tab upward. The write protect tab is located in the upper-left corner of the diskette:



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

Keeping backup diskettes in a different location than the original copies is important because then the chances of both copies being destroyed are low. For example, if you keep your ClarisWorks data diskettes in the computer lab, keep the backup copy at home. Businesses often store their backup copies in special fireproof safes, in safe deposit boxes at a bank, or with 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 it stores.

2.12 Recovering Deleted Files

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



When files are dragged to the Trash icon it appears full

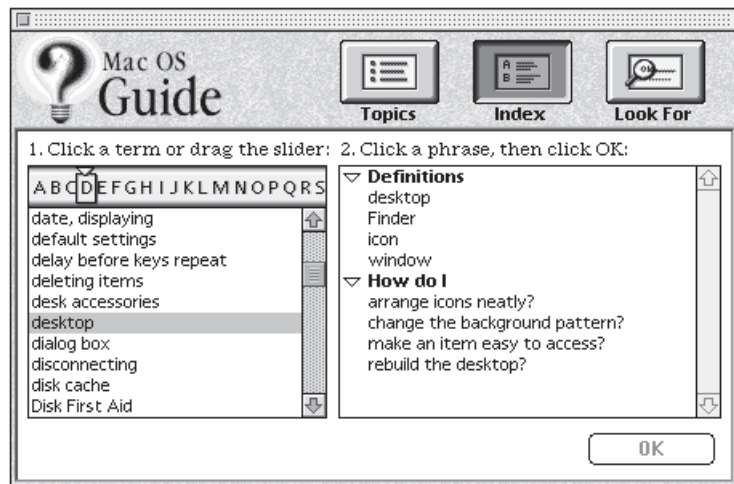
Therefore, deleted files can be recovered. A file is undeleted by double-clicking on the Trash icon on the Desktop to display a window with recently deleted files. Dragging a file to the Desktop or to a folder undeletes the file.



Because deleted files are moved to Trash, the deleted files are still taking up space on the computer's hard disk. If you want to permanently delete the files to have more space on the hard disk, select the Empty Trash command from the Special menu. System will display a dialog box asking if you really want to delete the files. Selecting the **OK** button will permanently delete the files stored in Trash and free up space on the computer's hard disk. Selecting **Cancel** leaves the files in Trash.

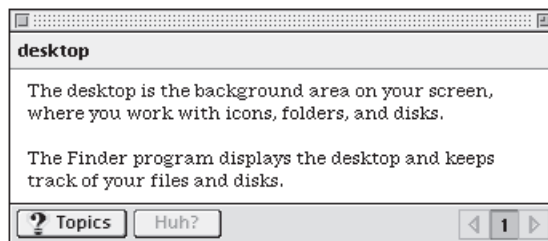
2.13 Using Online Help

Online help can be used to explore the features of System. Selecting the Mac OS Guide command from the Guide menu displays a dialog box:



Information on the Desktop is displayed by selecting the Index option and then clicking on the letter D

Selecting the **Index** button in the dialog box and then clicking on a letter which begins the topic you want information on displays a list of topics to choose from. Selecting one of the topics in the list and then the **OK** button displays a dialog box with information:



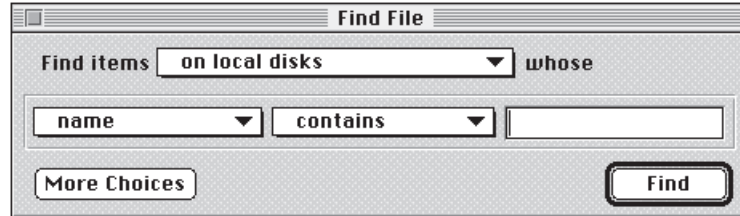
Selecting desktop under the Definitions section in the Mac OS Guide displays this dialog box

Clicking on the Topics button returns to the Mac OS Guide. Clicking on the Close button closes the online help.

2.14 Finding Files

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 display a dialog box where information is entered to find a file's location:

File		
New Folder	⌘N	
Open	⌘O	
Print	⌘P	
Close Window	⌘W	
Get Info	⌘I	
Sharing...		
Duplicate	⌘D	
Make Alias	⌘M	
Put Away	⌘Y	
Find...	⌘F	
Find Again	⌘G	
Page Setup...		
Print Desktop...		



The location of a file is found using this dialog box

The location of a file is found by entering the complete filename or partial filename in the entry box and then clicking on the **Find** button. The contents of the computer is searched and the location is displayed. Different search criteria can be specified using the pop-up menus.

Practice 4

In this practice you will view recently deleted files and use the online help and Find command. The diskette used in the previous practice should still be in the drive.

1) RECOVER A DELETED FILE

- Double-click on the Trash icon on the Desktop. A list of recently deleted files is displayed.
- Drag the name of the file you deleted in the last practice over the icon for the diskette. You may need to move the Trash window by dragging its Title bar to see the diskette icon.
- When the diskette icon is highlighted, release the mouse button.
- Close the Trash window.
- Remove the diskette from the drive.

2) START ONLINE HELP AND VIEW INFORMATION ON FINDER

- From the Guide menu (🔍), select the Mac OS Guide command.
- Click on the **Index** button.
- Click on the "F" in the alphabet list.
- Click on "Finder" in the list.
- Click on "Finder" under the Definitions options on the right side of the dialog box.
- Select the **OK** button. A dialog box is displayed with information about Finder.
- After reading the information, close the dialog box.

3) FIND A FILE

- From File menu, select the Find command.
- From the three pop-up menus in the dialog box, select the "on all disks," "name," and "contains" options if they are not already selected.
- Type Read Me in the entry box.
- Click on the **Find** button. The contents of the disks are searched, and the location of any file with Read Me in its name is displayed.
- Close any open dialog boxes and windows.

4) SHUT DOWN THE COMPUTER

From the Special menu on the Finder menu bar, select the Shut Down command.

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Chapter Summary

This chapter introduced System, which is the Macintosh operating system used to run ClarisWorks. System is a graphical user interface (GUI) that provides the user with icons, windows, and dialog boxes.



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.



Once System is loaded, the Desktop is displayed. The Desktop contains the Finder menu bar and icons that represent items in the computer. The Apple, Guide, and Application menus are all located at the top of the Desktop.



The Finder application maintains the Desktop and the files and folders in the computer. It is always running when the computer is on. Folders are used to store and organize related files.

Applications and documents are all displayed in their own windows. All windows have similar features. The Close, Zoom, and Size boxes are used to manipulate a window.

Dialog boxes are used to supply information needed to execute an action. Common elements 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.



Data Diskette



Trash

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 icon. Diskettes should always be handled carefully to avoid problems.

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

System 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. Alias can be created on the Desktop to display a file or start a program.

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.



When a file is deleted it is moved to Trash. Therefore, deleted files can be recovered from Trash. Files are permanently removed from Trash to make more space on the hard disk.

Online help and the Find command 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.

Applications software Software written to perform specific tasks.

Backup A copy of a file or diskette.

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

Button Used to initiate an action when clicked.

Check box A dialog box option.

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

Close box Used to remove a window from the screen. Located in the upper-left corner of a window.

Commands Perform specific tasks and actions.

Copying Places an exact copy of the original file or folder in a new location.

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

Desktop The computer screen displayed when System is running and contains the Finder menu bar and icons.

Dialog box Allows information to be entered that is needed to complete an action.

Double-clicking Placing the mouse pointer on an object and then 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 is used to type information needed by a command.

File A collection of data stored on a disk in a form the computer can read.

Finder An application that maintains the Desktop and organizes files and folders.

Folder Used to organize and store related files.

GUI (Graphical User Interface) Using icons to communicate with the computer.

Icons Represent items in the computer and are double-clicked to run programs and perform tasks.

Initializing Preparing a diskette to receive data. Also called formatting.

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 Removing a file or folder from its present location and placing it in a new location.

Multitasking Running more than one application at a time.

Operating System Software that allows the user to communicate with the computer.

Pointing Placing the mouse pointer on an object located on the screen.

Pop-up menu A dialog box option that displays a list of choices by clicking on the down-arrow.

Radio button A dialog box option.

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 the Work area into view.

Selecting Clicking on an object on the screen.

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

System The operating system for Macintosh computers.

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 where an open program or document is displayed.

Work area Where information is displayed and entered in a window.

Write protect Making a diskette unable to receive data.

Zoom box Used to automatically resize a window. Located in the upper-right corner of a window.

System Commands and Buttons

By Icon command Used to display the contents of a folder as icons. Found in the View menu.

By Name command Used to display the contents of a folder in alphabetical order by the filename and also displays the size, kind, and date of the file. Found in the View menu.

Empty Trash command Used to remove the contents of Trash and free up hard disk space. Found in the Special menu.

Erase Disk command Used to initialize a diskette. Found in the Special menu.

Find command Used to locate files in the computer. Found in the File menu.

Get Info command Used to make a file read-only. Found in the File menu.

Mac OS Guide command Used to find information about the operating system. Found in the Guide menu (🔍).

Make Alias command Used to create an alias to a file or program. Found in the File menu.

New Folder command Used to create a new folder in the currently selected folder or disk drive. Found in the File menu.

Shut Down command Used to turn off the computer. Found in the Special menu.

Review Questions

Sections 2.1 — 2.7

1. a) What is an operating system?
b) What is applications software?
2. What is a GUI?
3. a) What is a mouse?
b) What is pointing?
4. a) What is clicking?
b) What is double-clicking?
5. List the steps required to drag an object.
6. a) What is the Desktop?
b) What do icons represent?
c) What is the Application menu used for?
7. a) What are folders?
b) How are the contents of folders displayed?
8. List the features found in a window and describe them.
9. a) What is a dialog box?
b) List four options found in a dialog box and describe them.
c) What are default options?
14. List the steps required to create a subfolder named Letters in a folder named "1999 Documents."
15. a) What is a read-only file?
b) List the steps required to make a file read-only.
16. List the steps required to delete a file.
17. a) List the steps required to rename a file.
b) List five valid filenames.
c) What character cannot be used in a filename?
18. What is an alias?
19. List the steps required to write protect a diskette.
20. Why should backups of important data be created?
21. Why is it important to keep backup diskettes in a different location than the originals?
22. a) What is stored in Trash?
b) Is it possible to recover deleted files?
23. What command is used to permanently remove the contents of Trash?

Sections 2.8 — 2.14

10. a) How is a diskette removed from a drive?
b) Why is it important to take good care of a diskette?
c) What should be avoided when handling or storing a diskette?
11. a) What does initializing a diskette do?
b) List the steps required to initialize a diskette.
12. a) What is the difference between copying and moving a file?
b) List the steps required to use the drag and drop method to copy a file from the hard disk to a diskette.
13. What happens to a folder's subfolders and files when it is moved?
24. List the steps required to display information on diskettes in the online help.
25. List the steps required to find the location of a file named Ivy University.

