



### Reference!

When you select an icon, it darkens, indicating the icon is selected. Remember, one click selects things. Two quick clicks opens a folder, file, or application.



### Tip!

If you tend to select more items than you want, it is probably because you are pressing on the mouse too hard. Lift up and try to move the mouse as lightly as you can even when you press on the mouse button.




### Reference!

Click-Shift-Click is useful when you need to copy, move, or trash certain items and not all the items.

## Explore the Desktop

1. When the computer first comes on, the desktop appears. It may have several small pictures on it (icons), or it may only show the icon for the internal hard drive (usually named "Macintosh HD") and the Trash can.

2. The Desktop (Finder) has its own menu:  File Edit View Special Help

- **Apple Menu**  contains programs that come with the Macintosh.
- **Edit** copies, cuts, pastes, and selects items.
- **View** allows the look of windows to change so that items in windows can be viewed in a list or by icon.
- **Special** lets the user empty the trash can and shutdown the computer.
- **Help** provides a contents and index when you need help.

## Use Good Mouse Techniques

1. Hold the mouse lightly with the palm of your hand.
2. Rest your first two fingers on the mouse button.
3. Without pressing on the mouse button, move the pointer around the desktop in small circles. Notice its movement on the screen.
4. Lift the mouse off the table and move it in circles in the air. What happens? (Answer - Nothing! The mouse needs to move on something for it to show movement on the screen.)
5. Click on an icon and keep the mouse button down. Drag the mouse to left or right and see the icon move. Release the mouse button.



## Select Icons

1. Click once on one of the icons on the desktop to select it.
2. Click anywhere on the desktop to deselect that item. The icon is no longer darkened or selected.
3. Press the tab key to select icons alphabetically.
4. Type a letter on the keyboard – the icon with a name that begins with the closest letter will be selected.
5. To select more than one icon at a time use SHIFT-click actions. Click once on one icon, hold down the SHIFT key, and click again on another icon.



Microsoft Word alias



Acrobat™ 4.0 alias