






Macintosh Learning Center


--- Shell Weinberg
Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: Look for the clues, Sherlock...

The dictionary definition of the word “**clue**” includes: “*a fact or idea that serves as a guide or aid in a task or problem*”.

If you are a Beginner or new user, knowledge about the **visual clues** that appear on screen will help to assist and inform you while doing work on the computer. Today’s column is being written to focus your attention on how useful these clues can be, and also encourage you to look for them as you navigate the system and other software programs.


For example, when you see a little dot in a **divider bar**  this clue tells you you can make the viewing area larger or smaller by **dragging** the dot. Place the **tip**  of the arrow cursor over the dot, hold the  mouse button down and **drag**... then release the mouse button. When you position the cursor correctly you will also see another clue, the **double-arrow cursor**... it looks like  or  telling you the divider bar can be dragged up or down, or sideways left or right.




When **online**, and in some software programs also, any type with an **underline beneath it is a clue** that says you can click on it to go to that link. Also **online**, when your cursor changes to a hand with a pointing finger  (*another clue*) it means what you are pointing to can be clicked on to open that link.



When typing and you see a word with a line of tiny red dots beneath it, this is a clue that you have misspelled a word. Although the red line does not show when printing, it is best to correct the mistake to remove the red line.



When you look at the Dock, the clue that you are **open in an application**, even though you may not have a related image showing on the screen, is the **white dot** beneath the icon. When you **Quit** the program the dot will be removed (*the Finder dot is always showing*).

When working in a **word processing mode**, the cursor changes to become an **I-beam**.  The I-beam is the clue telling you that you are in a typesetting environment. This can appear when typing in the **Google home page** research entry area, or when typing in a new **www address**, or when active with any typesetting. You use the I-beam to control the position of the **flashing Insertion Point**. | Your typing will start at this Point.

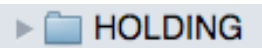
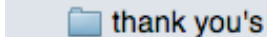
When working with objects or graphics, a **selected item** will show **handles**  as a clue indicating selection.  You can drag a handle to change  the **object’s size**. (*using Pages app*) By the way, handles do not print.

Notice when **Trash** shows an obvious clue. This Trash is full and should be emptied so it looks empty and normal.  

You can identify an **alias** by looking for the **small arrow** clue in lower left corner of icon.

original   **alias**

Notice the **small gray triangle** that likely shows in your **Mail application window MAILBOX list**. It is a clue telling you there are items inside that particular Mailbox... click on the triangle, it now points downward and reveals the items.

 **HOLDING**  **HOLDING**
 **thank you's**

This gray **triangle** may show up as **black** in some listings. Simply click it to show items.