

Macintosh Learning Center--- Shell Weinberg

*Third Floor, Southeast corner
Laguna Woods Village Community Center
Laguna Woods Town Centre
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday*

Reviewing Fundamentals & Basics: the Mac window.

Today's column will be the first of a series that I intend to randomly write dealing with the very Fundamentals & Basics of Mac computer operation.

The idea is to present information that will be useful to the Beginner, new user... and a review for users that have owned their Mac computers for a while but have never really focused on the basics related to using it.

The subject today is the ever present **Mac window**, not to be confused with the "Windows" application used by fellow PC computer users.

There are actually only three kinds of **window** that you will see as you navigate the Operating System:

- the **Finder window**
- the **Application window**
- the **Dialog window**

The **Finder window...** always, and only, shows you the **files and folders** you have stored on your Hard Drive. You have three options on how to view the items in this window: **as Icons, as List, as Columns**. These settings can be changed by dropping the **View menu**, or click on one of the three related buttons on the open window's toolbar. For additional optional settings drop the **View menu**, select **Show View Options**.

The **Application window...** could also be called the "working window", because this is where you do your computer work. It could be a word processing document, a spreadsheet, a drawing or painting, an iMovie window, an iTunes listing, an iPhoto image, or any window in which you do actual computer work. You will always have to launch a program (*application*) to open this kind of window.

The **Dialog window...** and I guess I am taking certain liberties to explain this because you may not find the same reference in manuals or books about Mac computer operation. I refer to it as **Dialog** because it always offers you words of instruction, warning, or other written text information. It looks very much like any other window frame, especially with the 3 colored buttons in the upper left corner, but it does not have the features found in other windows. Its purpose is to either inform you, or suggest you take action, or ask you for, or provide you with, some information. This kind of window also offers you preferences and setting change options.

All Mac windows in OS X show you the three colored buttons in upper left corner. Click on **RED** to close, **AMBER** to minimize (*drops into Dock*), **GREEN** to zoom, makes the size of a window larger or smaller... this button is most helpful when a window opens and does not show the Scroll Bars or bottom of the window. If you click on the Green button the complete window frame will then appear on your screen.

As for the windows you see when navigating on the Internet or using email, OS X presents

them in a standard format with the familiar frame, regardless of the browser you might be using. In most cases, dropping the **View menu** will allow you options to change the window characteristics, and also offers options to change the size of type in the window.