

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:

Icons...the little pictures you see on the screen

In the early days of computer use, when you wanted to open an application or document, you would type in a code using the keyboard and memorized key combinations. Then **Apple Computer Corp.** came up with an easier, user friendly, way to communicate with the computer by showing a little picture image (**icon**) on your screen and an interface of mouse and cursor to allow the point and mouse click we use today.

When the icon is showing on your *desktop*, a **single click** will **highlight** (*select*) it; a **double click** will **open** the window or **activate the application**.

When the icon is showing in your *dock*, a **single click** will **open** the window or **activate the application**.

There is a variety of icon images and these little pictures are designed to give you a clue as to what they represent. **Folder** icons look like the typical manila folders you would see in an office. **Document** icons actually look like small pieces of paper with the top-right corner turned down. **Application** (*program*) icons are typically the most graphic and colorful because they represent significant software programs.

To move an icon, position the cursor over the icon and simply **press-and-drag**. You can put any icon into, or drag any icon out of, any Folder icon. Moving an icon **on the same disk** moves it from one location to another. When dragging an icon from **one disk to another disk**, the original stays put and the dragged icon is **copied** to the other disk.

You can **rename** any icon... just position the tip of the arrow cursor over the **name** (*not over the graphic*) and click once, count to 3, then click once again. This will **highlight the name**, now



start typing. If you click a third time, before typing, you will set the *Insertion point*, just like in word processing.

Icon **names** can also be colored for labeling and as an organizational tool. Locate the icon you intend to Color... and then single click on it to **highlight** it. Now go to the File menu, look for **Color Label:** and select a color.

If you should want to customize your icons by changing the graphic (*picture*), there are many images offered through Freeware and Shareware programs. In addition, you can also create your own by following this numbered path:

1. Open a graphic program like *AppleWorks* (*paint or draw*), or use any kind of clip art.
2. In the graphic program create the image you want for your icon. Size does not matter.
3. Copy the image. (*Edit menu, Copy*)
4. Locate the icon you intend to change... and then single click on it to **highlight** it.
5. Go to **File** menu, select **Get Info**.
6. Dialog window appears... single click on the icon showing in the **upper left corner**.
7. Go to **Edit** menu, select **Paste**. Task is done.

To **change back to the original icon...** select icon in the Get Info window, press **command key** and then the **X key**.

The **icon size** and **name size** can be changed by first **highlighting** the icon(s)... then go to **View menu**, select **Show View Options**. This presents a dialog offering you various options. Any change will effect the icon(s) you have highlighted and becomes the default setting.