

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 Menu Bar and the Dock. *(when using OS X)*

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

The subject today begins with the **Menu Bar**. Always present (*very few exceptions*) and always located at the top of your screen. Left side shows an **Apple** and also some single words related to the active **Application** you are working in.

The word positioned next to the Apple always displays the **active** Application and this is referred to as the "**Application menu**" (*this word changes as you change Applications*). All other words, such as File, Edit, View, are referred to as the **File menu, Edit menu, View menu**, etc. These words are default set and cannot be altered, but notice the computer will automatically change them according to the Application you are working in.

However, the right side of the Menu Bar can be customized by adding or removing certain items. An example: to **add Clock icon...** drop Apple menu, select System Preferences, look for System, select Date & Time, click on **Clock** tab, **Show the date and time** should be checked, look for **View in:**, then click on the **Menu Bar** button.

Another example: to **remove Displays icon...** (*assuming this is already on your Menu Bar*) drop Apple menu, select System Preferences, look for Hardware, select Displays, click on **Display** tab, then click to uncheck **Show displays in menu bar**. You can add or remove other items using the above information for guidance.

Purpose of the Menu Bar is to offer you convenient drop-down menus showing available commands that will help you navigate and operate your computer.

Purpose of the Dock is to offer you efficient access to your most often used Applications, programs and files.

Normally when you boot your Mac (*using OS X*), and it presents the Desktop as your opening screen, it will be showing **the Menu Bar** and **the Dock...** and the Dock is the second part of today's discussion.

The **Dock** offers much more flexibility. By default it will be seen at the very bottom of your screen. This position can easily be changed to view at right, left, or bottom of the screen. Drop the Apple menu, move cursor over **Dock** to highlight, move cursor over **sub-menu**, select **Position** and click. There are many other viewing options available as well... using the above path, in the sub-menu select **Dock Preferences**.

Some basic information about the Dock:

Actually it is two sections, the larger section shows the **Finder, Application & program icons**; the smaller section shows **documents, folders and web page icons** only... plus the **Trash icon**.

Single click on any icon to make it active... compared to an icon on the Desktop that requires a double click.

An icon can be **added** by first locating the original icon, stored somewhere on your HD, and then simply **drag & drop** onto the Dock. Icons will move aside to allow for this. Icon (*if not active*) can be **deleted** by drag & drop onto the Desktop... *poof!* This does not remove the original from your HD, but it does remove the icon that's representing the original from the Dock.

Rearranging position of an icon can easily be done by simply dragging icon to another position in its section.

The **Finder** icon is always in first position on the Dock and the **Trash** icon is always in last position on the other end. A small **black arrow** next to an Application icon means the program is **active**. When you **quit** the program the arrow will disappear. (*Note: **Finder** and **Dashboard** icons always show the black arrows, this is by default and cannot be changed.*)

When you slide the cursor over an icon in the Dock a title for the icon will appear. When you position the cursor over an icon and press/hold down the mouse button a pop up menu will offer you some commands. Simply drag over a command to highlight and then release the mouse button to activate. Try this on the Trash icon for fastest shortcut way to **Empty Trash**.

Remember, trashing a file is a **two-step operation**. First, drag the item into Trash, then Empty Trash... otherwise the file remains in your HD memory.

Regarding the **Finder**... notice the word **Finder** does actually appear in two places when in Desktop mode. The name is the same but the result will be different. A single click on the Finder you see on the Dock will open the **HD window to reveal items stored there**. A click on the Finder that appears on the Menu Bar will **drop a menu offering various commands**.