

Intermediate Mac OS

Copying Items to a Disk

1. Find the item(s) you want to save to a disk. Resize the window so you can see the right side of the desktop,
2. Place the disk you want to copy the items to into the computer (the icon of the disk should appear on the right side of the desktop),
3. Select the item(s) you want to copy and drag it to the disk icon on the right side of the desktop and release when disk is highlighted,
4. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the disk.

Copying from Disk to Hard Drive

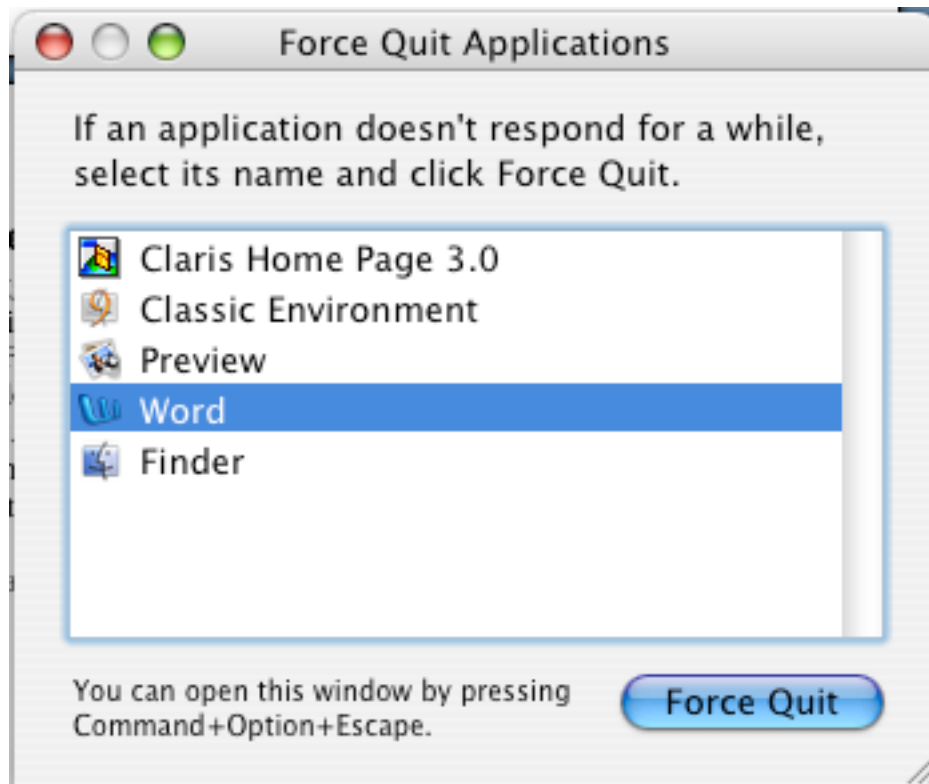
1. Place disk into the computer,
2. Open the disk by double clicking on it,
3. Select the item(s) you want to copy and drag them to the Hard Drive icon in the upper right of the desk top until it is highlighted then release,
4. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the disk.

Copying from Disk to Server or Server to Disk

1. Sign on to the server,
2. Open the server and open your folder,
3. Close all other windows except your folder window,
4. Place your disk in the computer,
5. Open the disk by double clicking on it,
6. Move and/or resize the windows on the desktop so you can see the contents of both windows at the same time on the desktop,
7. Select the item(s) you want to copy and drag them to the other window and release,
8. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the window.

How to recover from a computer freezing?

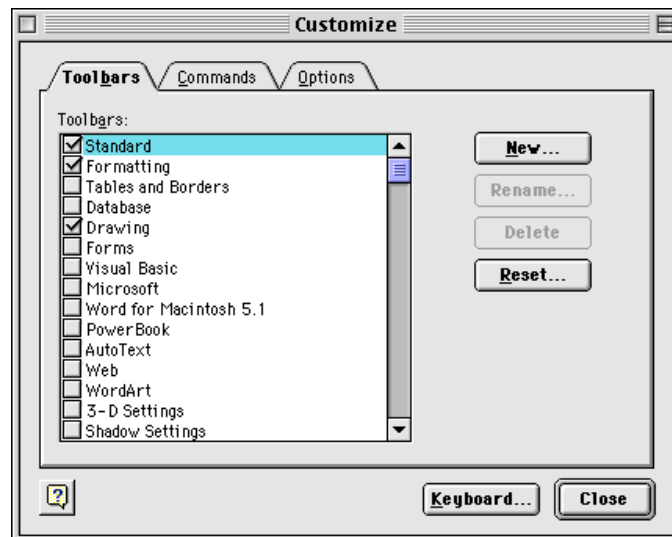
1. Check to see that everything is plugged in correctly (mouse, keyboards, etc.),
2. Try to Force Quit the program causing the problem. Mac like the PC now has a three key combination to use to bring up the Force Quit Manager. The three keys to press in unison are apple + option + esc. In the dialog box that appears select the program that is causing you problems and chose Force Quit.



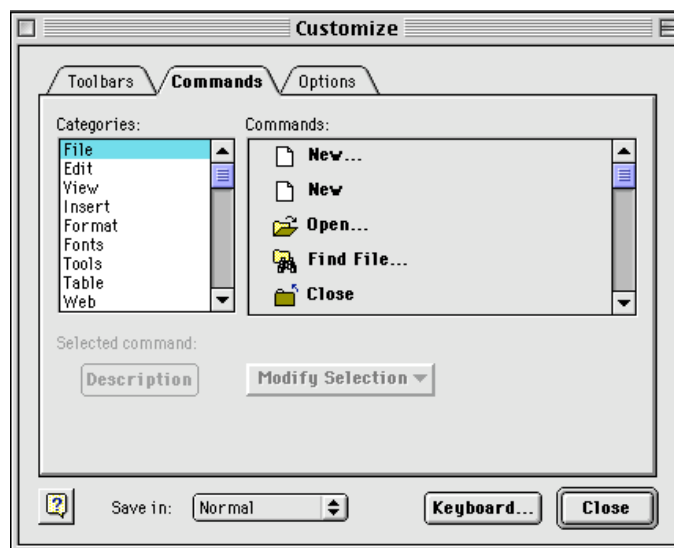
3. If that does not work try to restart the computer. This is done by pressing and holding the power button in until the computer turns off. Then you can power up again after about 10 seconds.
4. If the above did not work then the last resort is to pull the plug. Again wait about 10 seconds to turn it back on again.

How to Modify the Toolbars in Microsoft Word

1. With Microsoft Word application open, go to **View** menu and pull down to **Toolbars** and the submenu **Customize**,
2. A window will appear looking like to one below:



3. Click on the **Commands** tab at top of dialog box and a window should look similar to:



4. Look for the command you would like to add to the toolbar. The commands are listed by the menu that they appear in Word,
5. Once you find the command you want to add to the toolbar, simply click on it and drag it to one of the above toolbars. An icon of the command will now appear in the toolbar,
6. To delete an item from the toolbar:
 - a. Click on the item you want to remove,
 - b. Click on the **Modify Selection** pull down menu in the dialog box in #3 above and release on delete.