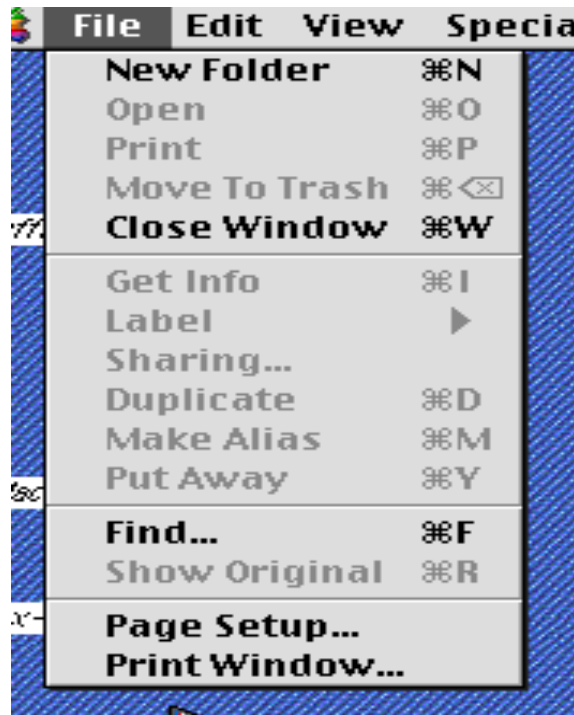


Pull Down Menu Basics

1. Click on the word “File” in the Menu bar and drag down. Here’s what you will see:



2. In each Macintosh application (software program) there is a File menu. It will be slightly different in each different application, but essentially contains the same Items.
3. Note that some words in the menu are dark, others are light gray. The darkened items are the ones available, the light gray ones will become available as you as you perform other functions and open other windows or applications.
4. Alongside some of the items you will see a notation like this:
New Folder ⌘N

The ⌘N notation is a keyboard shortcut. By pressing the Apple key and the letter “n” you will get a new empty untitled folder on your desktop.

Note the line in the window: Find... ⌘F

The ellipse (...) after the word Find means that a dialog box will appear when you select this function.

Alongside other items you will see a notation like this:

Label ◆

The ◆ notation means clicking this item will result in the appearance of another menu.

5. Pull down each of the menus in the Menu Bar and select one at a time. Examine each of the many functions you find. Go ahead “play” with it. You WON’T hurt anything!

Each pull down menu in the Menu Bar is the topic of a separate Nitty-Gritty.