

# Drag and Drop

Drag and Drop is one of the most powerful features of your Mac. You've used it lots of times when sorting files and moving icons on the desktop. Perhaps you never knew what it was called.

Here's how Drag and Drop works. Let's say

that you want to move a document from the desktop to a folder. First, you position your mouse arrow on the document's icon. Next, you click the mouse

button and hold the button down. Now, you Drag the icon across the desktop and, when the mouse arrow touches the target folder, *the folder turns dark*. Now, release the mouse button and the document disappears into the folder (that's the Drop).

You can also Copy this way, all you need to do is to hold down the Option key on your keyboard, while you Drag and Drop your document. This works equally well for one icon or 1000 icons.

One of the best uses for Drag and Drop is when you are given a document made with software that you don't have.

We've all had this nasty experience. A friend sends you a picture in proper .jpg format, but when you download it the icon is blank and generic. Right off, because the icon is blank and generic, you know that the picture document was created by an application that you don't have (if you did have it, the icon would display a fancy design). When you double-click on the icon to get it to open, you get a message

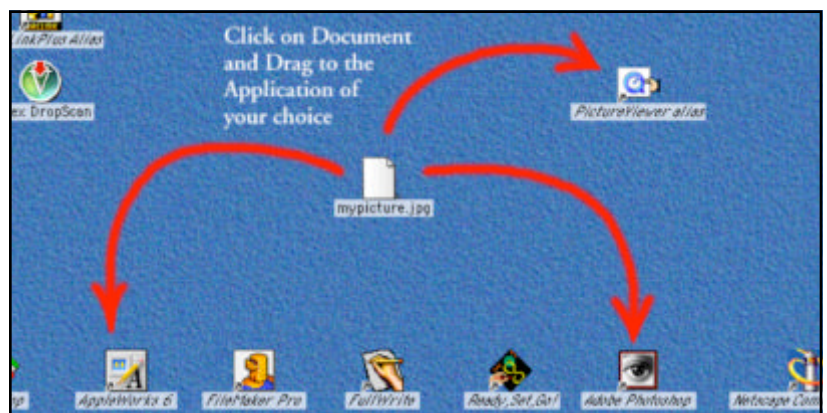
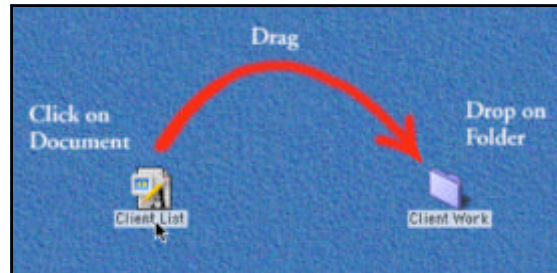
from your Mac that says the application cannot be found. This message may also tell you that you have several applications that MAY be able to open the document, and asks: please tell me which one to use. If you accidentally click on the wrong option, you may

find that not only will the picture not open, but it will always fail when you double-click. Ouch!

Here's the solution. Good old Drag and Drop to the rescue.

When you get a document that doesn't know where to open, tell it where by Dragging and Dropping it on the application that you want to do the job.

In the example shown below, the document *mypicture.jpg* shows a generic icon and doesn't know which application to use. On my desktop, I keep aliases to three applications that know how to open .jpg (JPEG) documents. All I need is to determine what I want to do.



If I want to change the picture, I'll Drag it to *Adobe Photoshop*. If I just want to see and print the picture, I'll Drag it to *PictureViewer*. If I want to add it to an *AppleWorks* document, I'll Drag it to *AppleWorks*. Once I make my decision, I Drop the document on the chosen application, and there it is!

## CCC Price Increase

The costs of business increase. Gas, shipping, insurance, taxes and even lunch cost more than they did a year ago. Reluctantly, I must increase the prices of CCC services.

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## July Tip—

### Don't Close—Quit!

When you finish using an application, **DO NOT** close the last window, **QUIT!** Nothing could be simpler and more important to keep you out of trouble.

This addresses the most common mistake made. In most applications, closing the last visible window does not quit the application, it just removes the most obvious clue that the application is still running. In time you may have five, six or more applications running without being aware of them. Unless you have a super fast Mac and tons of RAM, this will slow you down and eventually cause "out of memory" messages and crashes. Plus, you will be surprised the next time you open one of these applications and no window appears on screen. "Why didn't that work?" you ask. It *did* work, only you earlier told the application NOT to show you a window, so none is there to greet you. Remember, don't close, choose Quit from the File menu instead.

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