

## Aw, darn, I'm stuck...

So there you are, working along just fine on your Mac when suddenly you stop. Maybe you don't know how to do the next thing that you want to do or maybe you've forgotten how. It doesn't matter because you're stuck!

Before you dredge up the help files, fall back on what you already know.

What you know...

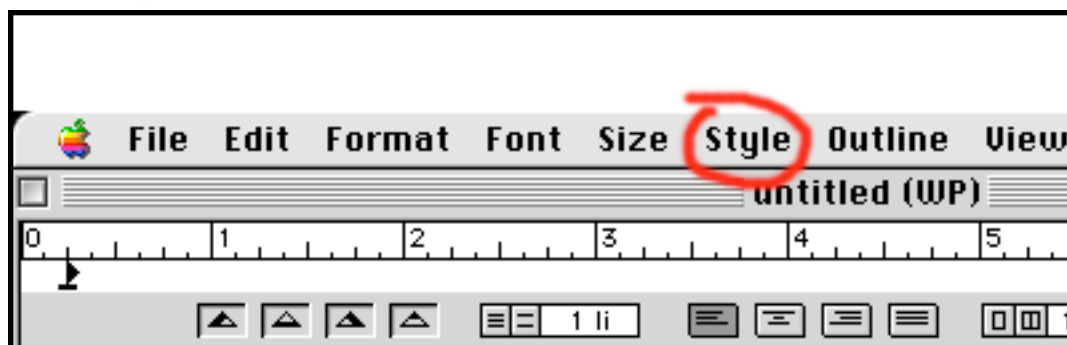
- 1) The bar across the top of the screen is the **Menu Bar**.
- 2) The Menu Bar shows themed menus full of **Commands**.

- 3) The Commands from the menus are the way that you tell your Mac what to do.
- 4) A Command is useless if it doesn't know what to apply to. (You'd have a hard time getting your dog to sit if you shout "Sit!" at the walls of your livingroom; you've got to get Fido's attention first.)
- 5) Selecting an object (icon, picture, word, etc.) prepares it to receive a Command.

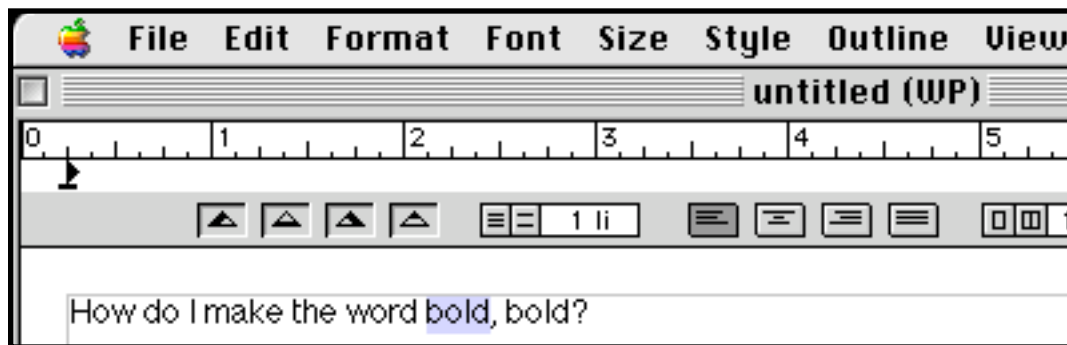
This boils down to *Curt's Macintosh Mantra*: **First You Choose It, Then You Use It.**

Now, repeat after me: *First You Choose It, Then You Use It. First You Choose It, Then...*

### An Example Problem—

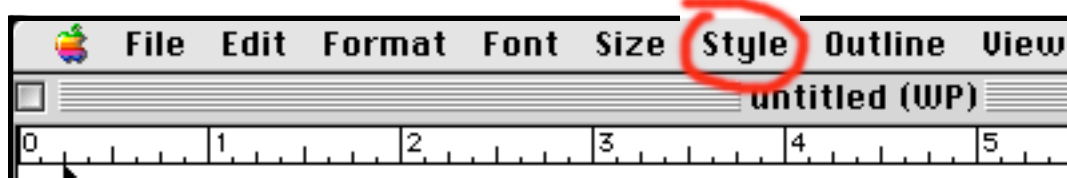


### First You Choose It—

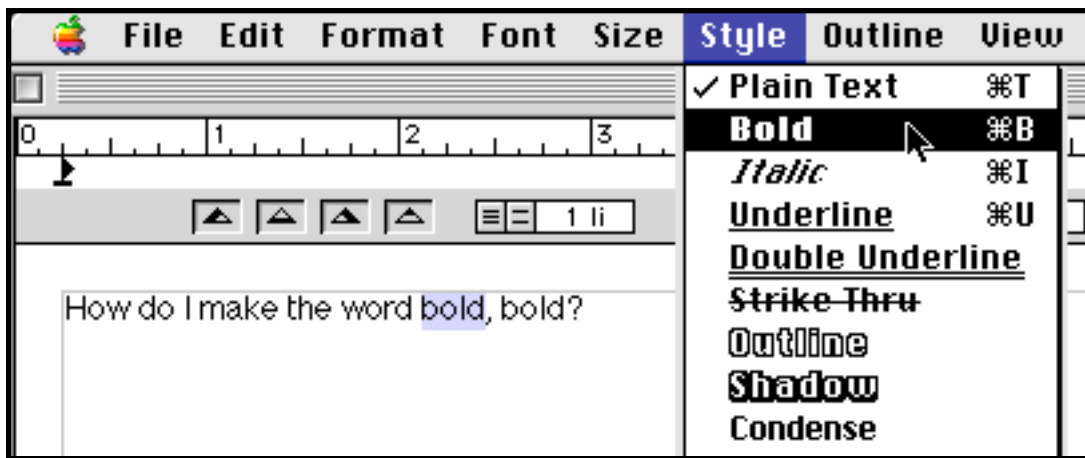


### Now, Study the Menus—

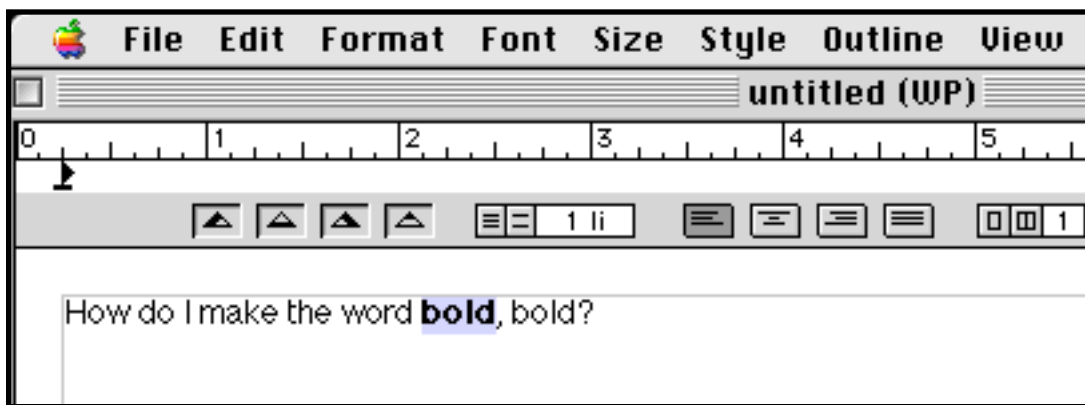
Do you want to change the whole **File**? No, just one word. Do you want to change the **Font**? No, you want the design of the letters to be the same, just bolder. Bolder? Isn't that a change in style? Try the **Style** menu.



## Then You Use It—



## Problem solved—



## Keep In Mind—

**Menus change** to reflect the context of the current situation. For example, Font and Style choices will not be available if no letters or words are chosen.

**Menus change** from application to application. Menu names and contents will change

to be appropriate for the application you are using. It makes no sense to give you menu commands to change paragraph indents when you are playing solitaire.

**Menus are themed.** The File menu always contains commands that deal with files: Opening, Closing, Saving, Printing, etc.

## November Tip—

Ouch! You just popped in a backup floppy, Zip or CD and your Mac has responded:

*This disk is unreadable by this Computer. Do you want to initialize the disk?*

No, you don't. If you choose to initialize the disk, you will erase everything on it.

### What to do?

- 1) Eject the disk and try again. If that doesn't help...
- 2) Eject the disk. Next:
  - Find and launch the *Disk First Aid* application (it usually resides in your Utilities folder).
  - After the *Disk First Aid* window appears, insert the damaged disk.
  - If the disk shows up in the *Disk First Aid* window, click the Repair button.

If the disk is fixed, quit *Disk First Aid* and go back to work. If the disk fails to be repaired, contact me.

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