

TOURING THE MAC

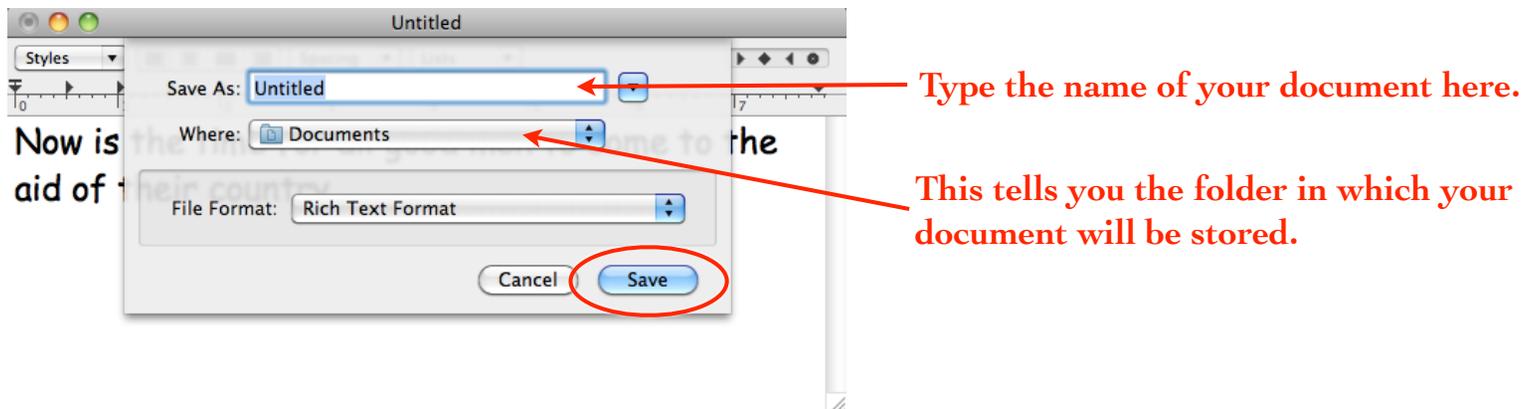
SESSION 4: SAVE, PRINT, CLOSE & QUIT

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

To store your document for later retrieval, you must **save** an electronic file in your computer.

Save your document with a meaningful name or title. Give your document a title you will remember.

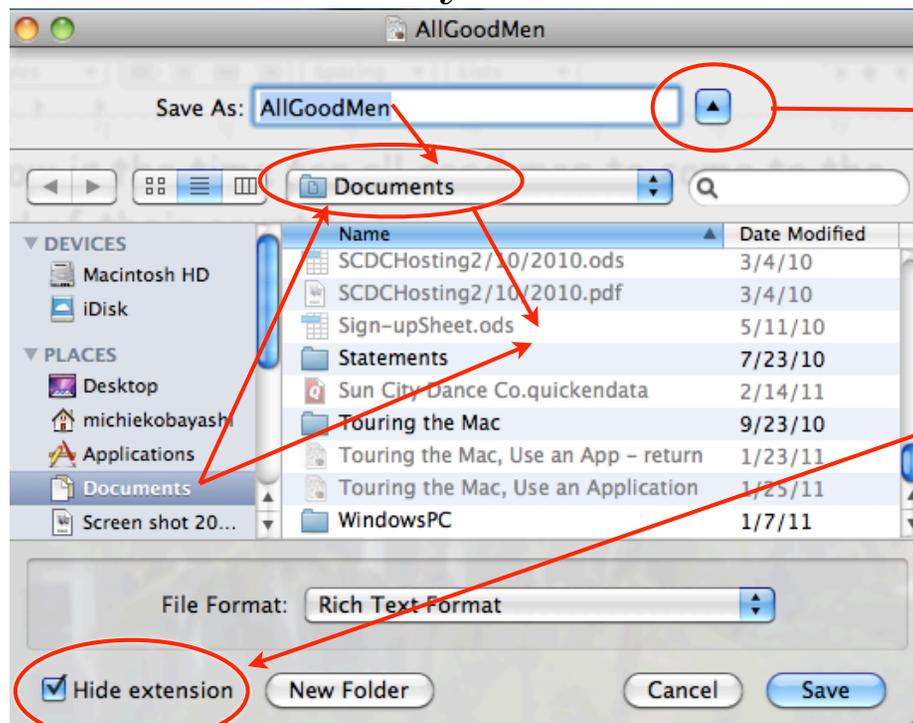


- From the File menu, choose “Save As...” This will open the “Save As” dialog box, shown above. When you want to save a document for the **first time**, use “Save As” because the application needs to know the name of the file, where to put the file and what kind or type of file it is. If you select “Save” instead of “Save As” for a brand new document, you will still get the “Save As” dialog box.

SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

- Type the name of your file in the “Save As” field and click the Save button (or hit the Return or Enter key).

The Mac has saved your file into the Documents folder.



The disclosure triangle shows or hides the rest of the dialog box, as seen here.

This window shows you exactly where your file is going to be stored---you can see that this file will go into the Documents folder.

An extension is the dot and three-letter abbreviation that appears at the end of a file name, such as .pdf or .jpg. It tells the Mac what kind of file it is.

Do not type an extension yourself---the Mac will automatically add the correct one for you. But you can choose whether or not you want to see the extension.

Do not ever remove an extension and do not change it.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

You don't have to wait until your document is finished before you save it. In fact, you should title it and save it as soon as you start, and then keep saving the changes along the way. If you don't save regularly and something happens like the power goes out for a split second, you have lost forever whatever was not saved.

To **save** your changes or updates to your originally stored document, press **Command S** every few minutes. This ensures that if something happens, you won't lose more than a couple of minutes of work.

Make several versions of the same document. Sometimes you might want to create changes in a document, but you still want to keep a **copy of the original without the changes**. That's when you'll use "Save As..." a **second time** to give the document a **new name**, which actually creates a new, separate file and leaves the original file intact.

This automatically puts the original document safely away in your folder and **creates a new one on the screen**. The name in the title bar of your document changes to the new name. **Any changes to the new document will not affect the original.**

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

Print your document. This presentation will cover the briefest of directions for printing your pages. It assumes that the printer has been added to your computer, is plugged into the wall and into the computer, there is paper in the printer, and the printer is turned on and warmed up.

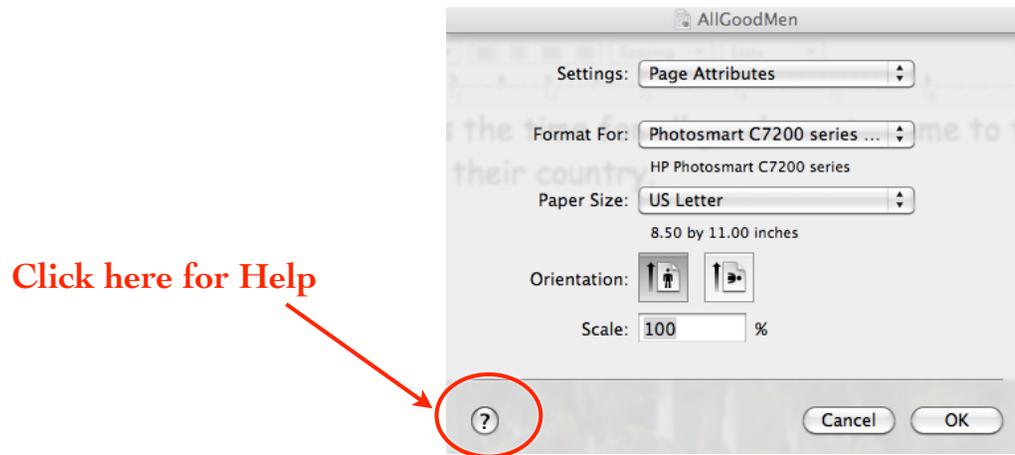
- Open the document that you want to print.
- From the File menu, choose “Print....”
- Click the “Print” button (or hit the Return key).



If you click “PDF” and choose “Save as PDF...,” your Mac makes a PDF file of this document for you, which is a special type of file that you can send to anyone on any kind of computer and it will look just like it does on your Mac. The other person doesn’t need to have the fonts or applications you used or anything.

SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

Page setup opens a dialog box where you can set specifications for printing the document---use these in conjunction with the individual **Print** dialog box specifications. Features of the Page setup dialog box may change with different applications.



- **Paper Size:** This refers to the size of the paper that the document will be printed on, not the size of the page you are typing on. If you have other-sized paper to use, choose it from this menu.

- **Orientation:** Should the document be printed normal (8.5 x 11) or sideways (11 x 8.5); also known as Portrait or Landscape, Tall or Wide.

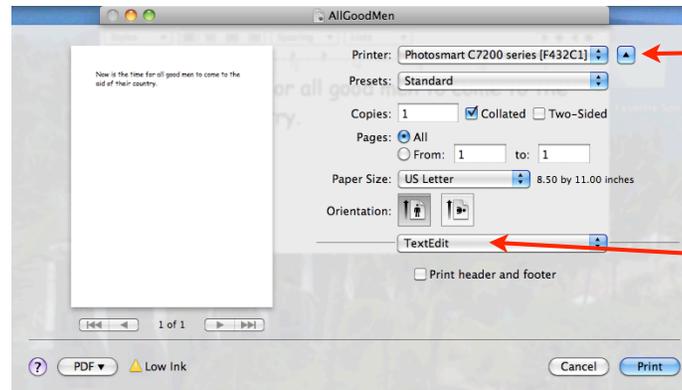
SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

•**Scale:** Enter a number here to enlarge or reduce the printed page. For instance, enter 50% to print your work at half size. Remember, half of an 8.5 x 11 is 4.25 x 5.5---you must halve both directions. On paper, this looks like the image is 1/4 the original size; it isn't---it's half of both the horizontal and the vertical.

Print specifications: You will see different print dialog boxes depending on which printer you are connected to, and the dialog boxes within different applications will look slightly different but basically all you need to do is answer the questions asked.

Most applications have a special menu option for specifications particular to that application. For this presentation, we are using the options for printing from TextEdit.

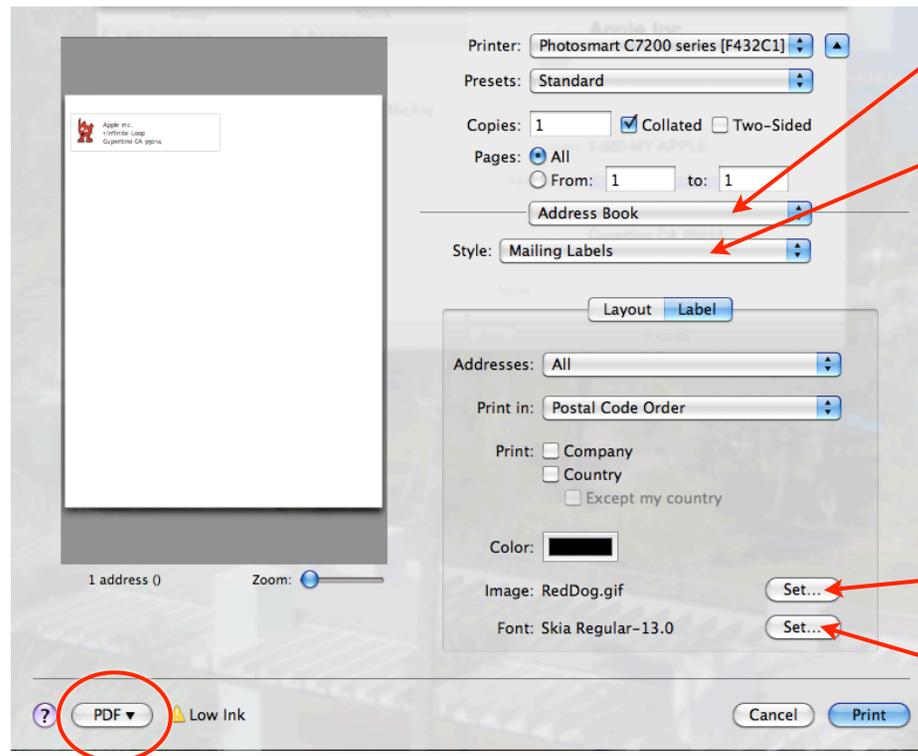


Click this blue disclosure triangle to view all the options for printing your document.

This shows the name of the application; press this menu to get other standard printing features.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)



Name of the application.

Under "Style," you'll find Mailing Labels, Envelopes (all sizes), Lists, and Pocket Address Book pages for putting into your daytimer.

Each of those styles gives you more options of what to include, how to set up the layout, color of ink to print, and so much more.

Add a graphic or photo to each label.

Change the font on the labels.

See a preview. You might want to see a full-sized preview of all the pages of your job before you print, especially if you've made some specific settings.

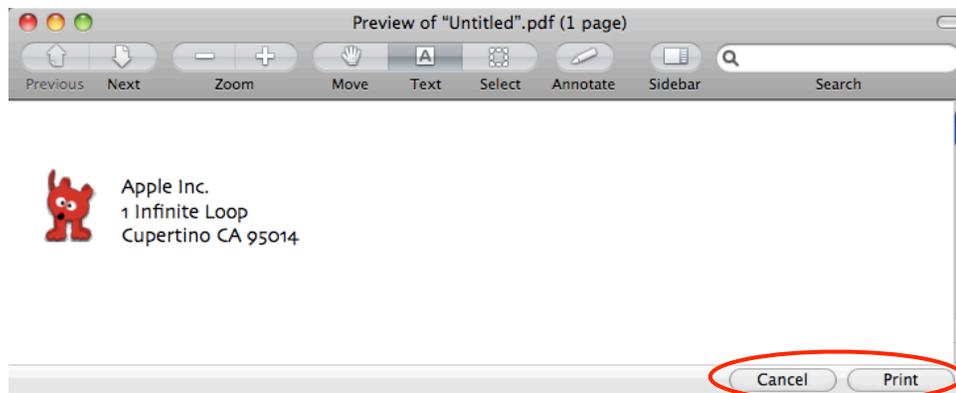
- Click the "PDF" button in the bottom-left of the Print dialog box, shown circled above.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

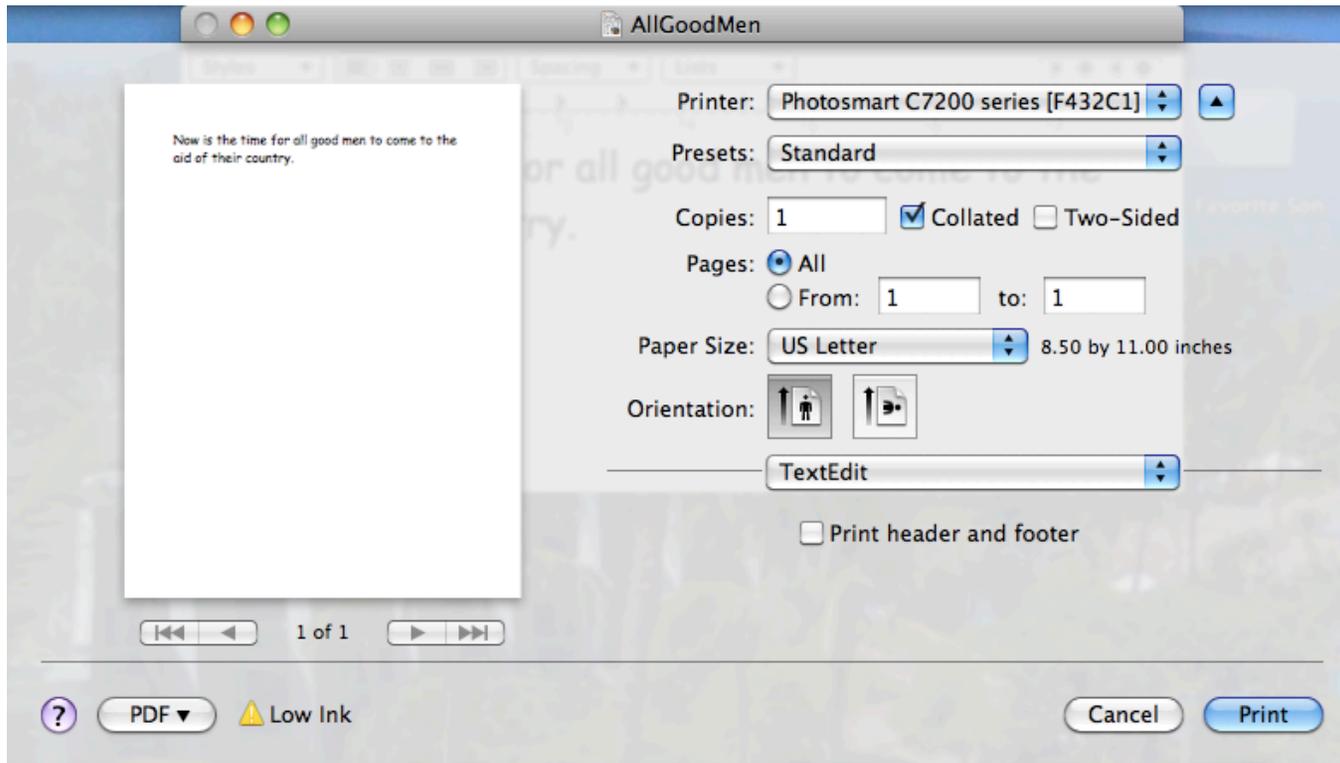
SAVE & PRINT (CHAPTER 7)



- Choose “Open PDF in Preview” from that menu. This opens your document in the application called Preview and shows you what it will look like when printed.
- If the job looks great, just click the “Print” button in the bottom-right of the Preview window. Click the “Cancel” button to make changes.



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)



Very often you will not need to go beyond this first dialog box, where you can always choose **how many copies** to print and which **pages to print**.

- **Copies:** type in the number of copies you want to print.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

•**Collated:** If you're printing more than one copy of a multi-page document, you can make the printer collate the copies---it will print all the pages of one set, then print the next set. If you don't click collate, you will get, for instance, five copies of page 1, five copies of page 2, five copies of page 3, etc. It takes a bit longer for the printer to collate than to print multiple copies of one page at a time.

•**Pages: All or From ___ to ___:** You can choose to print all of the pages contained in your document, or just pages X through Y.

If you want to print just page 3, for example, type 3 in both boxes.

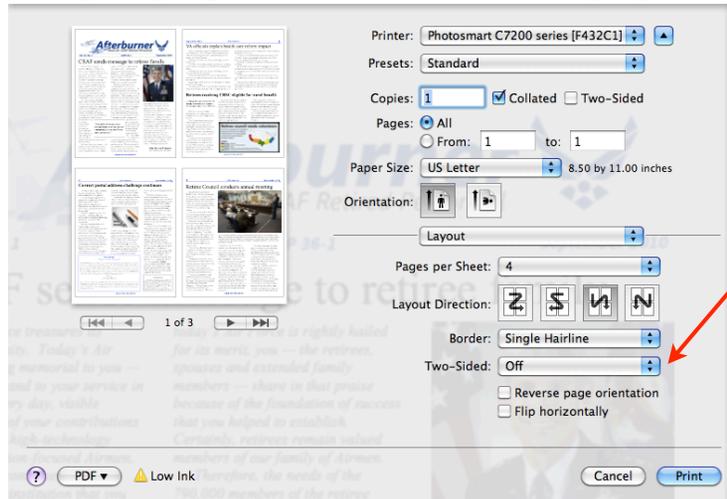
Choose **All** to override any numbers in the **From/to** boxes.

In this dialog box, you cannot print non-consecutive pages, such as pages 3, 7, and 11 (you'll have to print those pages individually). If you use a page layout or other more sophisticated application, you will have the option to print non-consecutive pages.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

Layout: Choose **Layout** (from the menu below) when you want to print multiple pages on one sheet of paper.



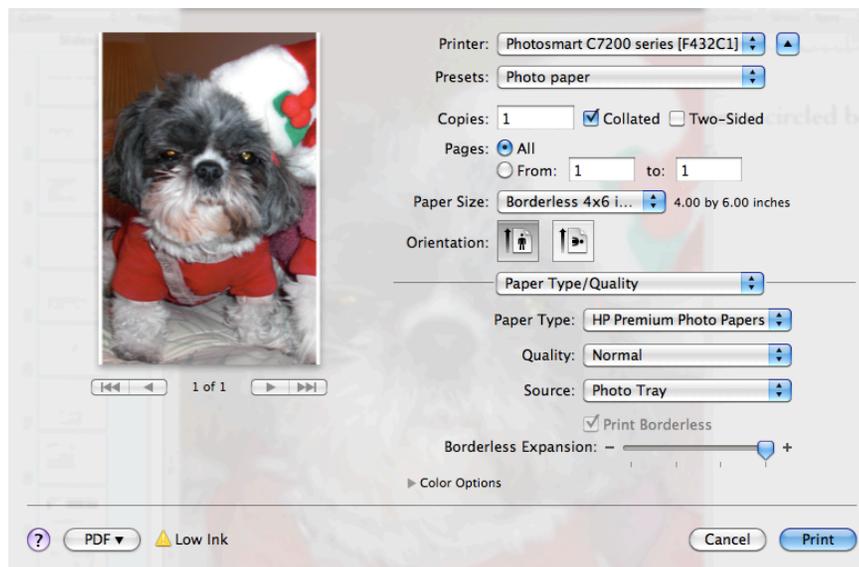
You can only print two-sided (automatically) if you have a two-sided printer and installed its software. The option is grayed-out if the printer is not capable.

- **Pages per sheet:** Choose how many pages of your document you want to see on each printed sheet of paper. Every page will be reduced to fit.
- **Layout Direction:** Click a layout to determine how the pages are arranged on the sheet.
- **Border:** Choose one of the four border options so each page will be clearly defined on the printed sheet.

SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

In **color inkjet printers**, the type of paper you specify and put in the printer makes a remarkable difference in the finished image. Photo-quality paper with a high-quality mode can make an image look like a photograph you had enlarged at a photo studio. Use the **Print Settings** to specify the paper (“Media Type”) you have in the printer, plus the quality of your finished product.

Your “Print Settings” might not look exactly like the one shown below.



Tips for printing photographs:

- Use “photo quality” paper.
- From the “Media Type” or “Paper Type” menu, choose the paper that best describes the type you put into the printer.
- Choose the highest quality printing option.
- Reference your printer manual to help you choose specifications for the best printing.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

Using the print queue window: You have a **print queue window** for each printer that you have added to your Printer List. A “print queue” is a lineup or sequence of jobs waiting to print. With this window you can control your print jobs, delete jobs, cancel them, queue them up for printing later, and more.

To get the printer job window (the print queue) at any time, even if you’re not printing yet, do the following:

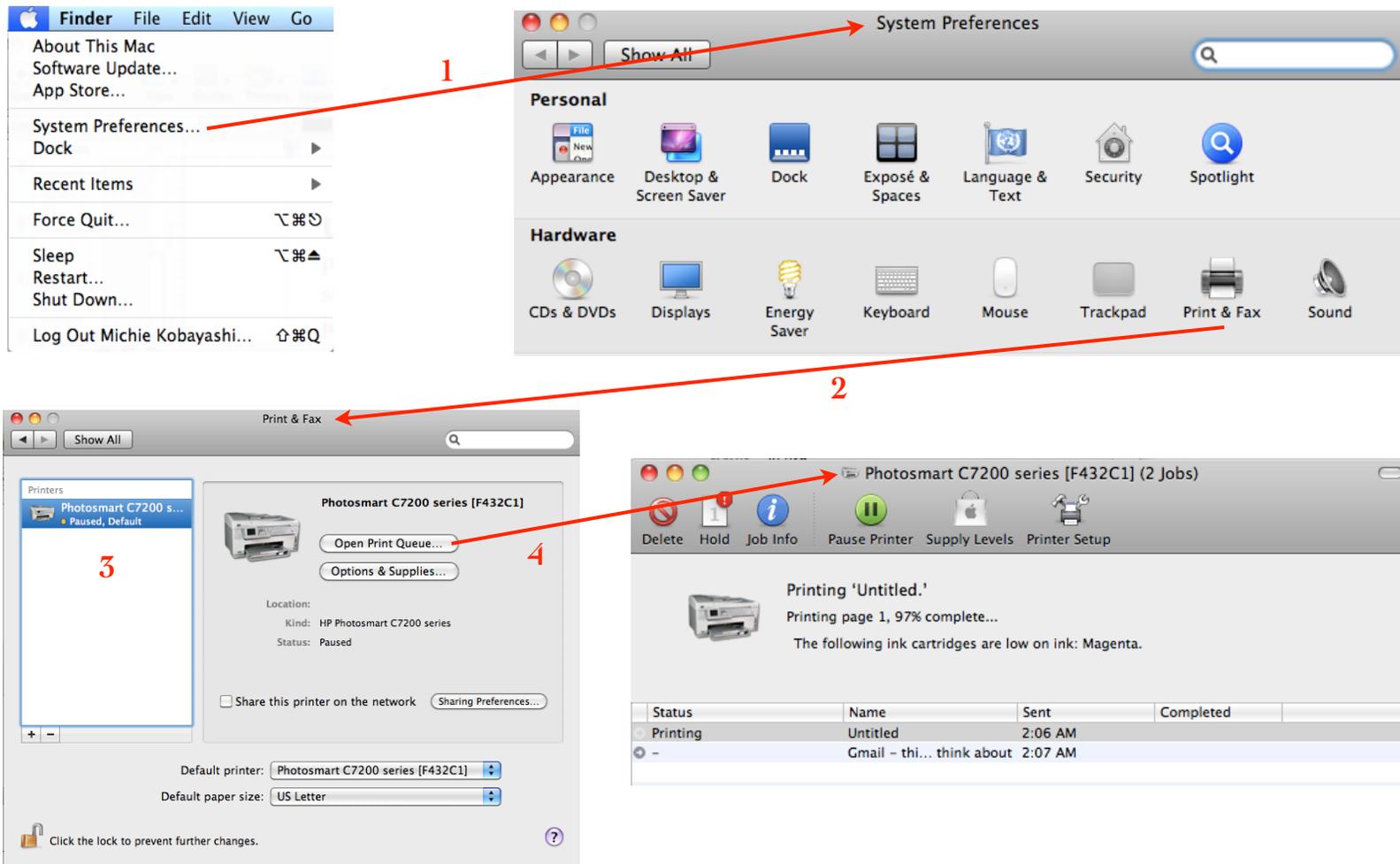
- From the Apple menu, choose “System Preferences....”
- Single-click the “Print & Fax” icon.
- Choose a printer from the left-hand pane.
- Click the button to “Open Print Queue....”

The print job window, or print queue, will appear.

SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

You can open the print queue window at any time through the System Preferences:



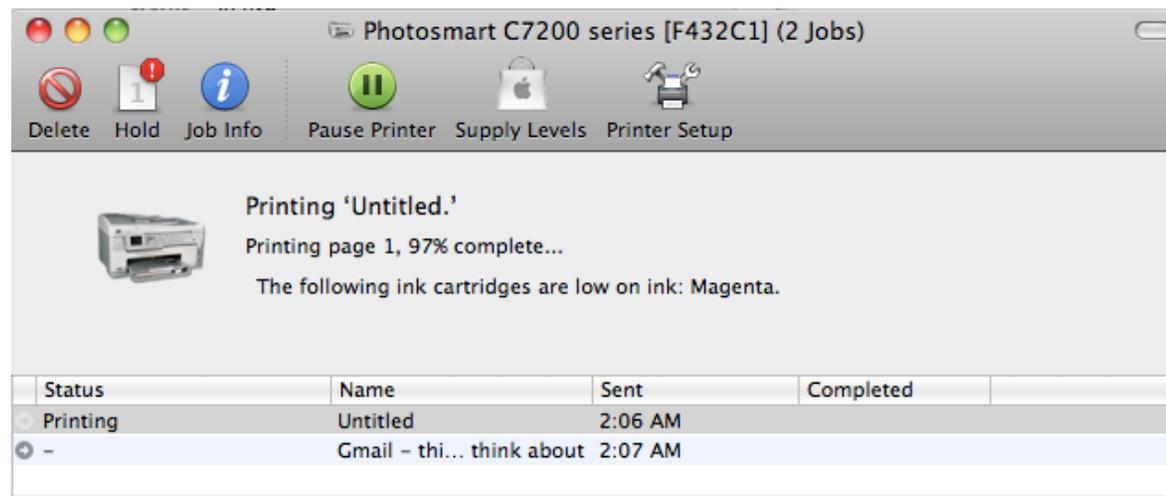
SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

To display the print queue window while printing:

- As soon as you click the “Print” button, a printer icon appears on the right side of the Dock.



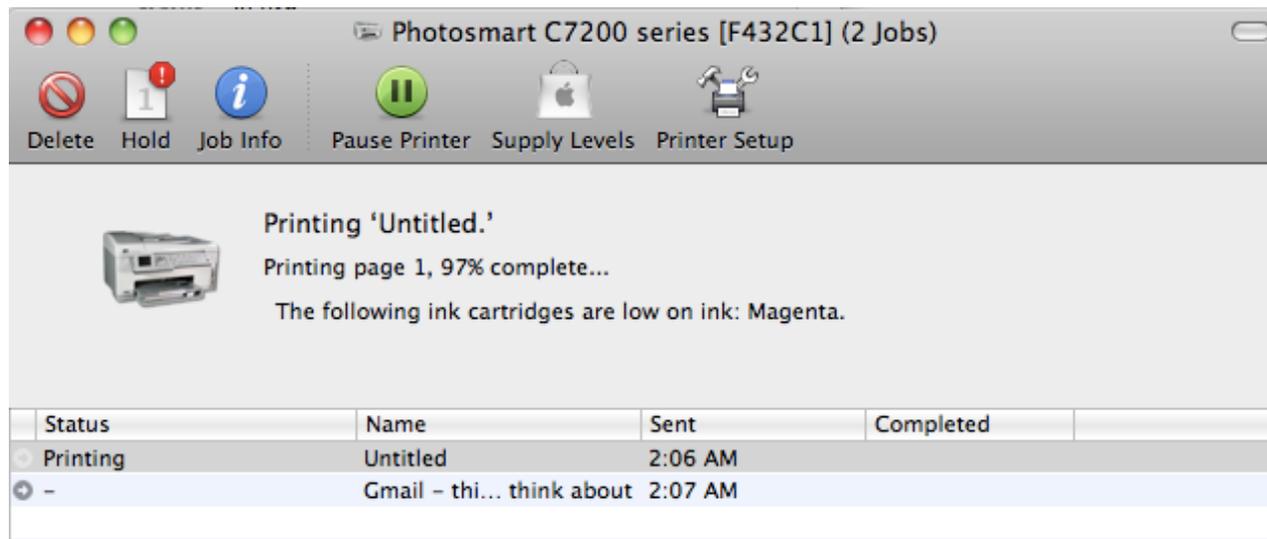
- Single-click that icon to get the printer job window.



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

Control your print job: Below is the print queue window where you manage your printing.

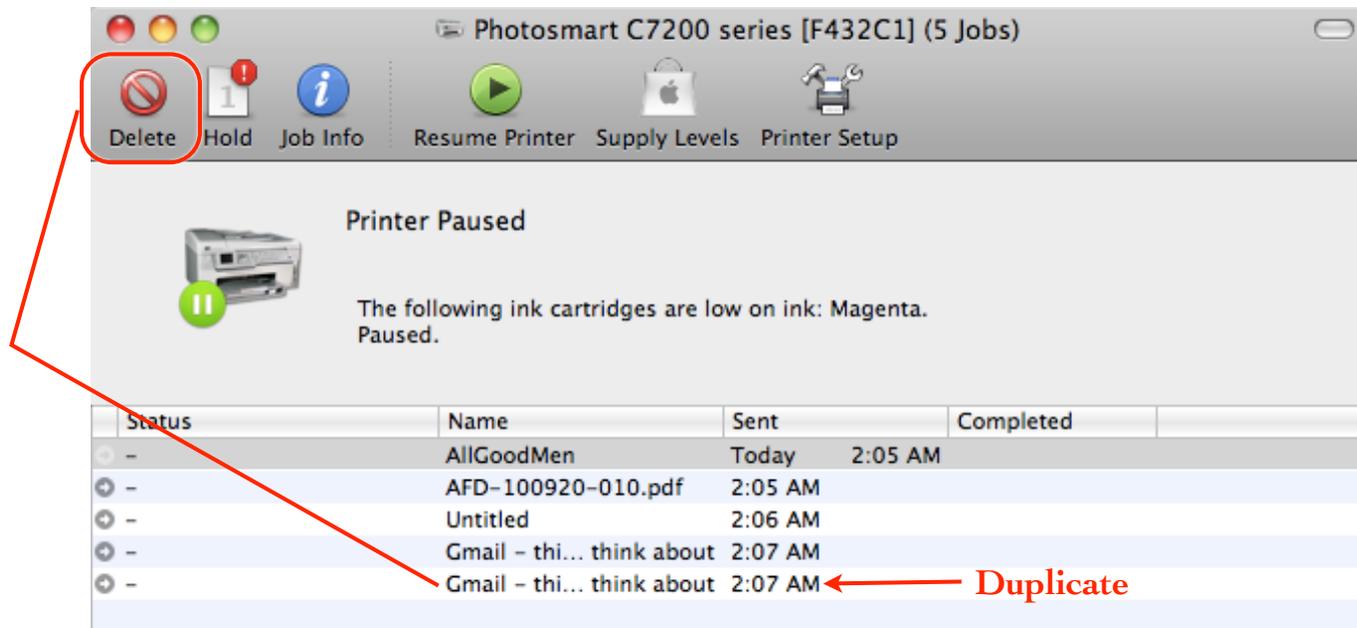
The name in the title bar of the window is the name of the printer that is printing these particular files. You have menu items in the menu bar at the top. The following describes things you can do using the menus or the icons in the toolbar.



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

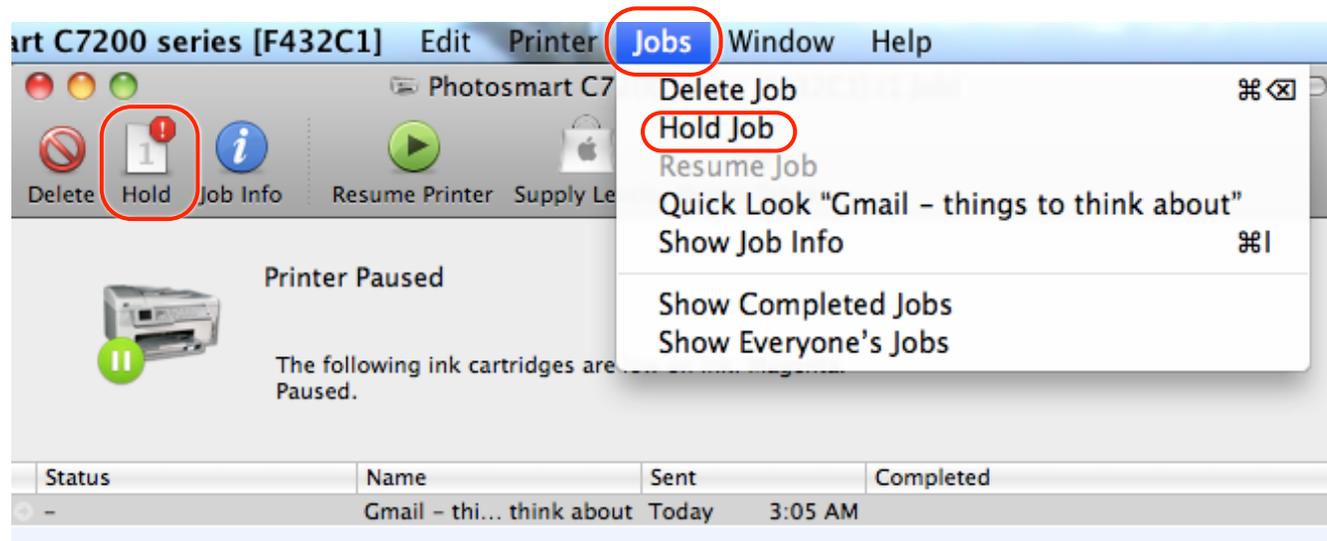
To control printing of individual documents and also of the entire printer:

- If you tell a document to print and it doesn't print and you keep telling it to print over and over again, open the print queue window and you'll see all of those documents waiting in line to print, just like you told them.
- To fix the queue, first select the duplicate job names and click the "Delete" button, then determine the cause of problem. When you have fixed the problem, print the document again.



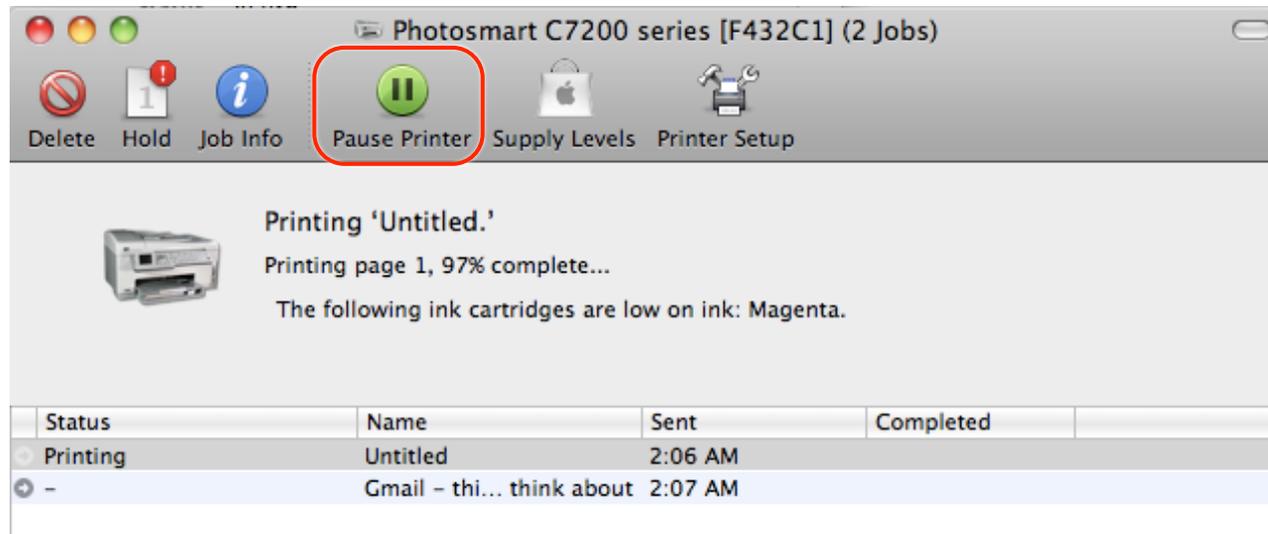
SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

STOP ONE JOB from printing: In the print queue window, click once on the name of a document in the list, then click the “Hold” button (or go to the Jobs menu at the top of the screen and choose “Hold Job”). This does not delete the job from the queue---it just puts it on hold.



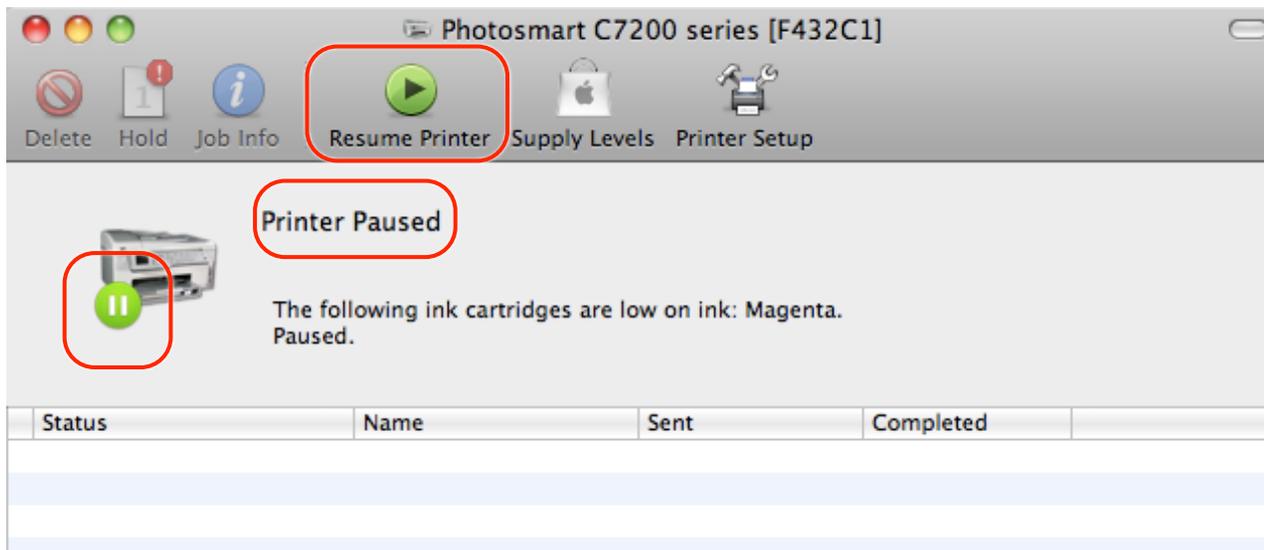
SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

STOP ALL THE DOCUMENTS from printing: If the jobs are in the process of printing, find the icon in the toolbar labeled “Pause Printer.” Single-click it to stop the entire lineup of documents waiting to print. While it is stopped, you can delete jobs, print an individual job, do something else, etc.



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

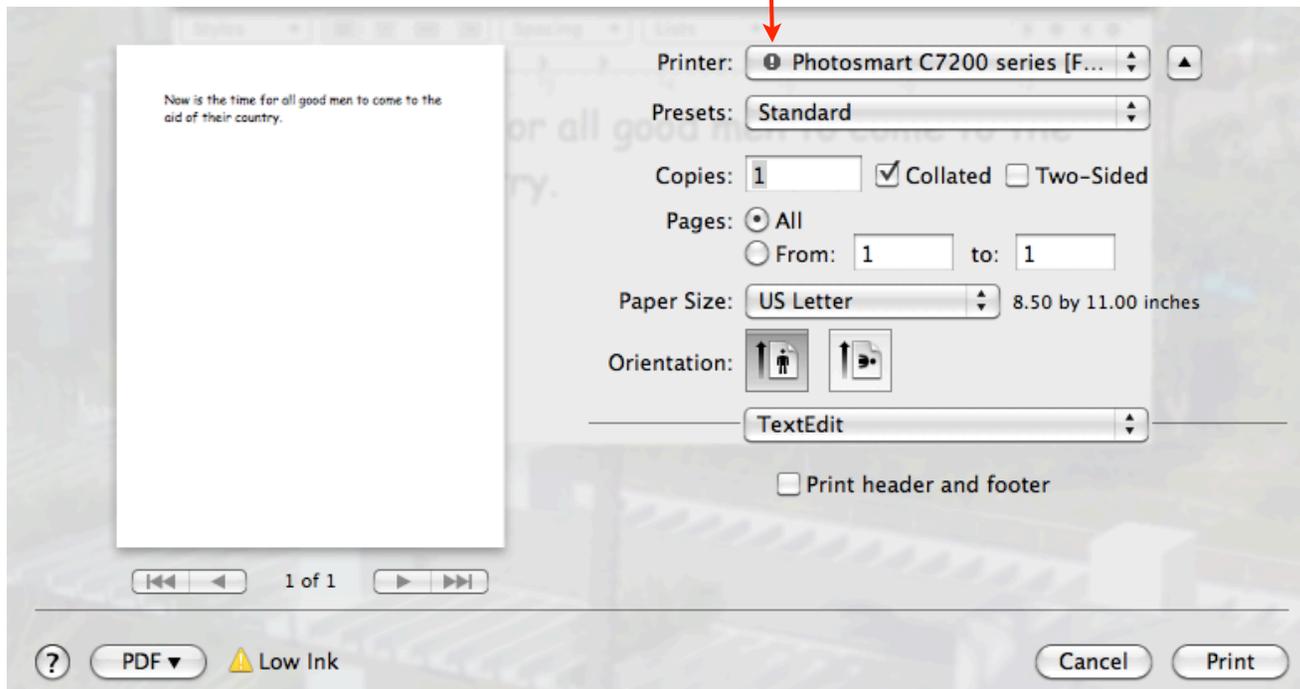
If you try to print several times and nothing goes through, check to make sure the jobs have not been paused. You'll know the queue has been paused because the icon in the toolbar will be labeled "Resume Printer."



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

Plus, if you see an exclamation point in the Print dialog box, that means the queue has been paused.

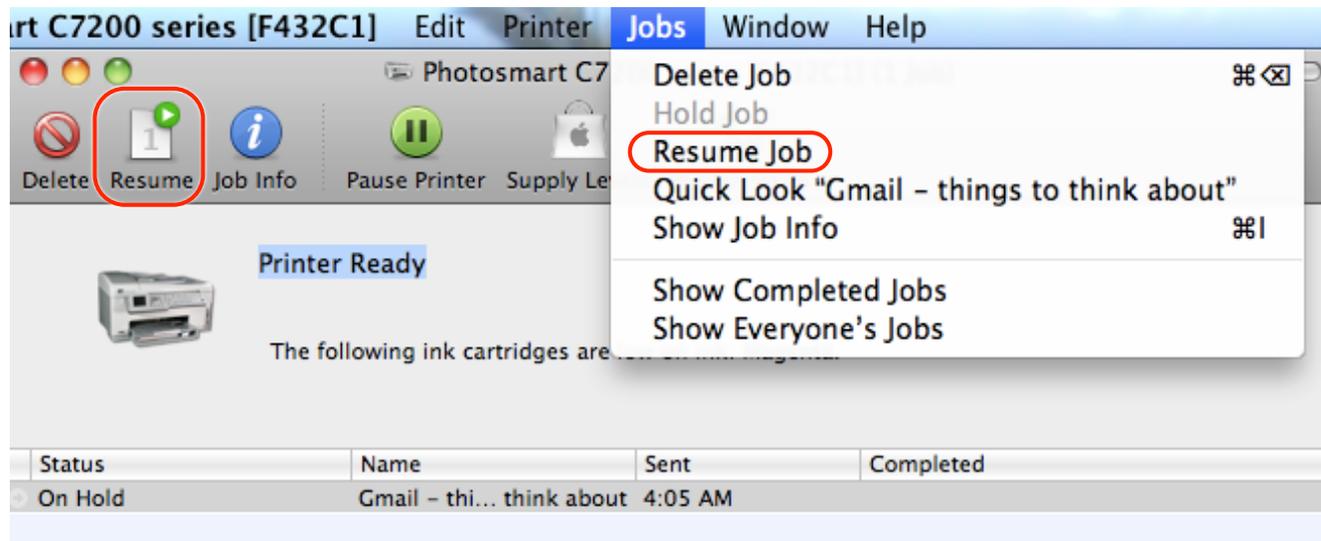
This tiny exclamation point means the print queue has been stopped or paused and your job will not print.



SESSION 4: SAVE, PRINT, CLOSE & QUIT

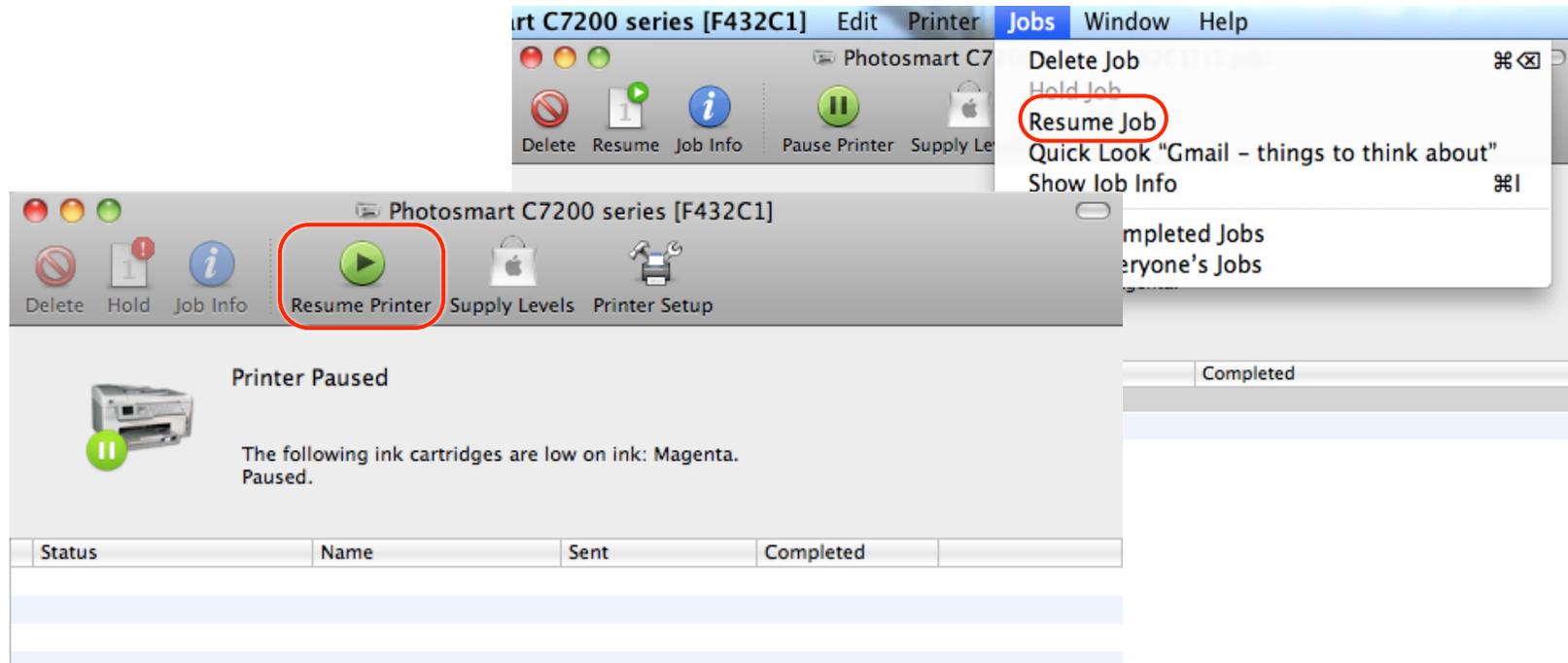
SAVE & PRINT (CHAPTER 7)

- **RESUME printing one job:** If a job has been put on hold, select its name in the job window. Then click the “Resume” button (or go to the Jobs menu and choose “Resume Job”).



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

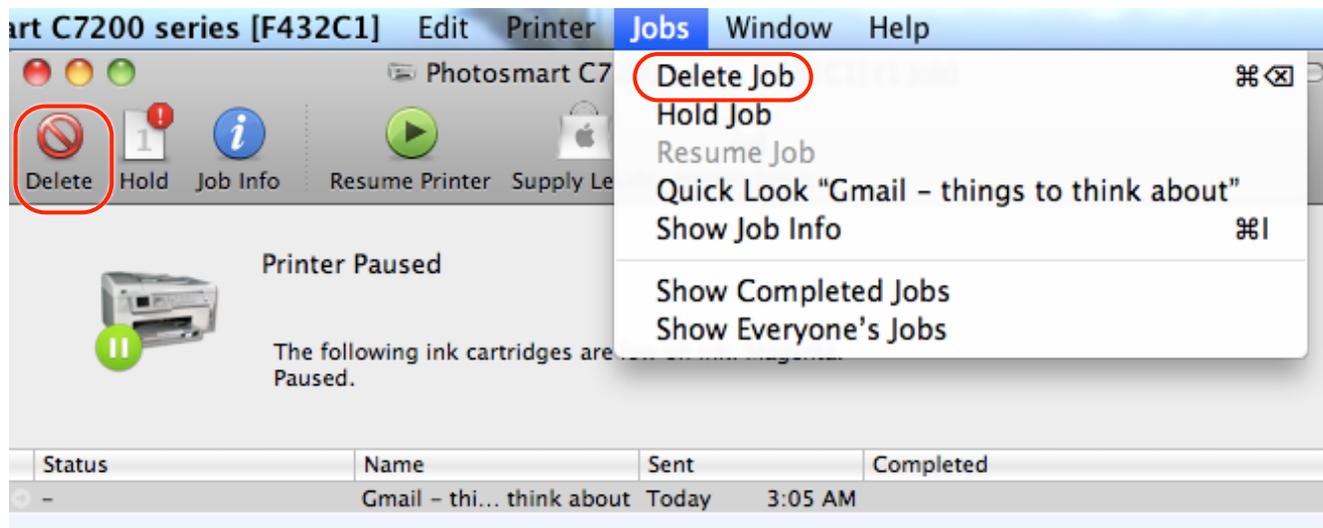
- **START ALL THE DOCUMENTS to print:** If the queue has been paused, the icon in the toolbar is labeled “Resume Printer.” Single-click this icon to start the printing process for the entire lineup of documents. Or select one or more documents, to the Jobs menu, and choose “Resume Job.”



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

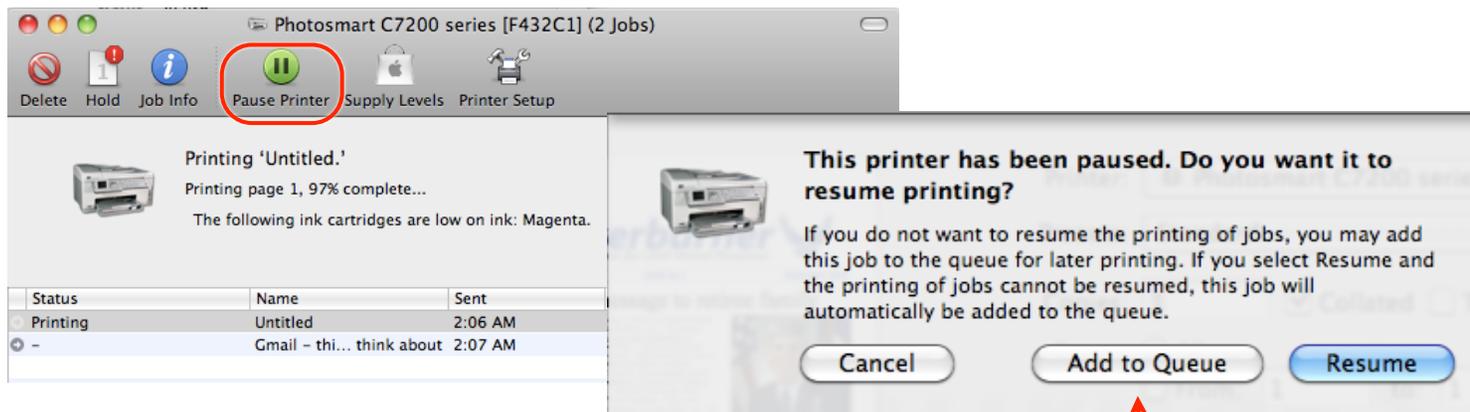
•**CANCEL a print job:** In the print queue window, click once on a document name to select it, then hit the Delete button in the toolbar (or go the Jobs menu and choose “Delete Job”).

You can select more than one job to delete: Hold down the Command key and click each document name you want to delete. Then hit the Delete button.



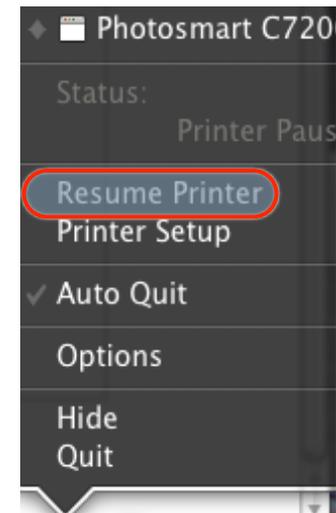
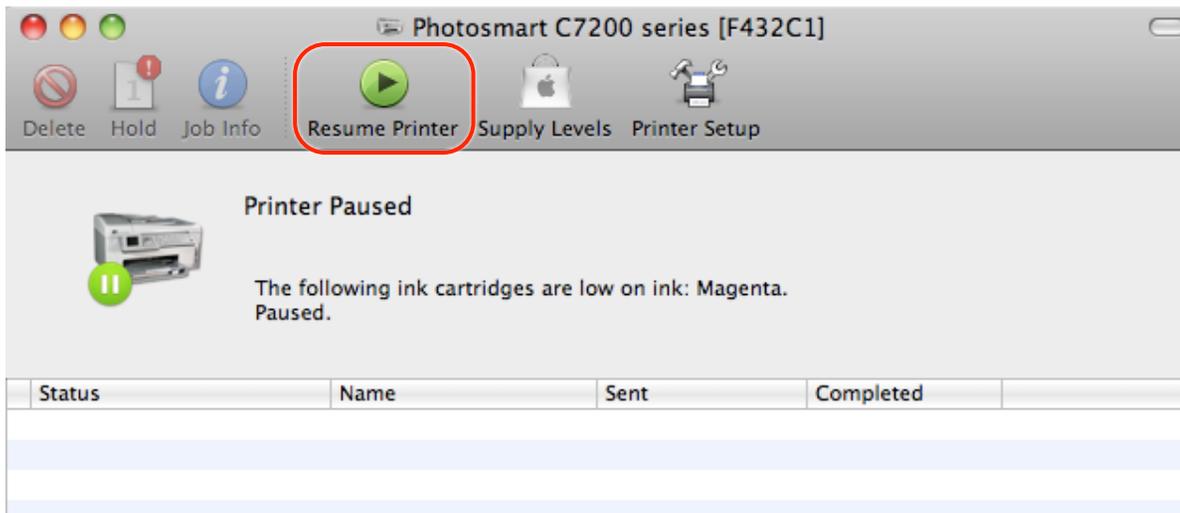
SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

•**CREATE A QUEUE:** If you want to send several print jobs to the printer, but you don't want to print them right now, put them in a queue: First open the print queue window and click the icon to "Pause Printer." Then, in your application, send as many jobs as you like to print. Each one will tell you that printing has been stopped and ask if you want to put this job in the queue. Click "Add to Queue."



SESSION 4: SAVE, PRINT, CLOSE & QUIT SAVE & PRINT (CHAPTER 7)

Later, when you're ready, click the button to "Resume Printer" (or use the Dock menu, Control-click or right-click on the icon) and they will all print one after the other.

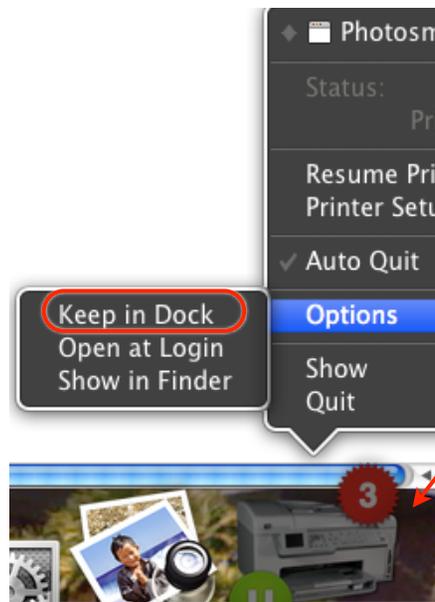


SESSION 4: SAVE, PRINT, CLOSE & QUIT

SAVE & PRINT (CHAPTER 7)

While you're printing, a **printer icon** appears in the **Dock**, then disappears when the job is finished. If you print regularly, it comes in handy to have the printer utility more easily accessible---you can keep it permanently in the Dock.

One way to make the icon stay in your Dock is to wait until the next time you print. You'll see the icon in the Dock. While it's there, press it (don't click) and you'll get the menu shown below. Choose "Keep in Dock," and the printer utility will stay there even after the printing is done.



Press on the icon and hold for a full second to pop up the menu. Click "Options" to display the list of options.

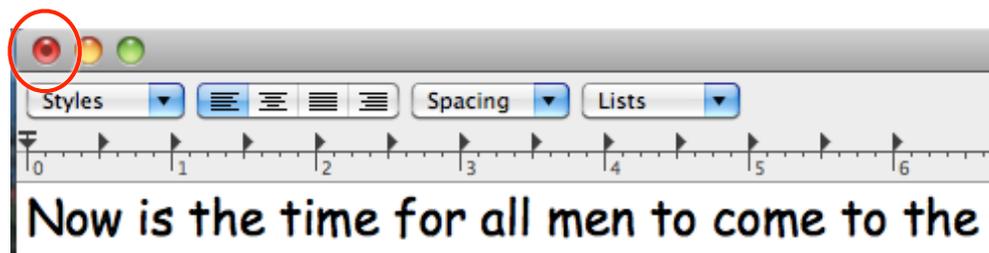
SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

There are three tasks you will constantly repeat while working on your Mac: You will **close documents** you have created or opened; you will **quit applications**; and you'll **trash files** you don't need anymore.

Close vs. Quit When you choose “Close” from the File menu, you are closing just the active window or document; it does not close the application. The command to **Quit** will quit the active application. If you have unsaved documents still open, you will be asked if you want to save them first.

Unsaved changes: If a document window has a dot in the middle of the red button, that means it has unsaved changes, meaning you made changes to the document since the last time you saved it (if ever). Perhaps you wrote more, fixed a typo, or changed the typeface. If you don't save those changes before you close, you'll get a message warning you.



SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

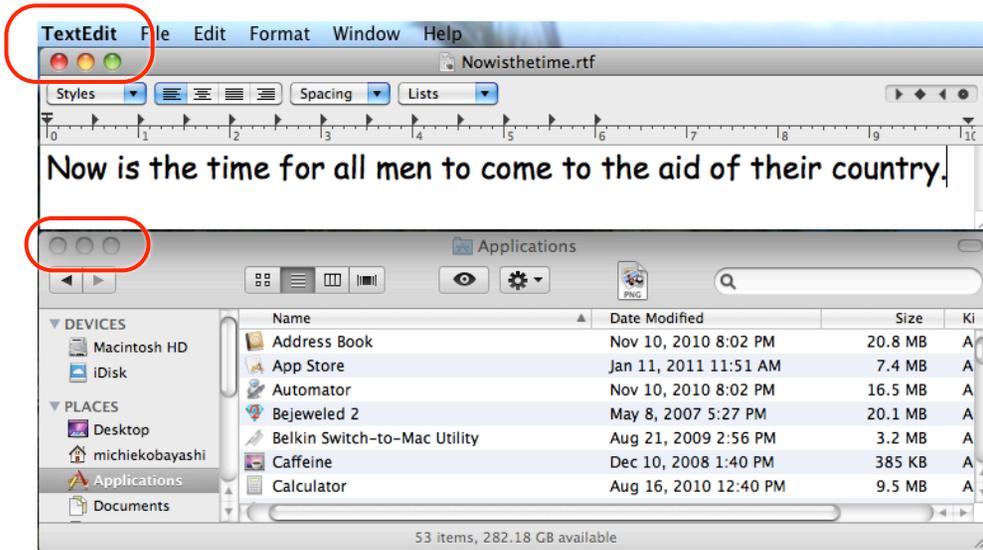
Close a document: When you are finished working on a document, you can close that document window in number of ways.

- **Either** click the red button in the upper-left corner of the document window.
- **Or** choose “Close” from the File menu.
- **Or** in most applications, the keyboard shortcut to close a document is **Command W**, just like closing a Finder window.

Remember, you are simply closing the **document** window and the **application** is still open. You still see the menu belonging to the application, even though the rest of your screen may look just like your Desktop, and you might even see windows that belong to other applications or to the Desktop.

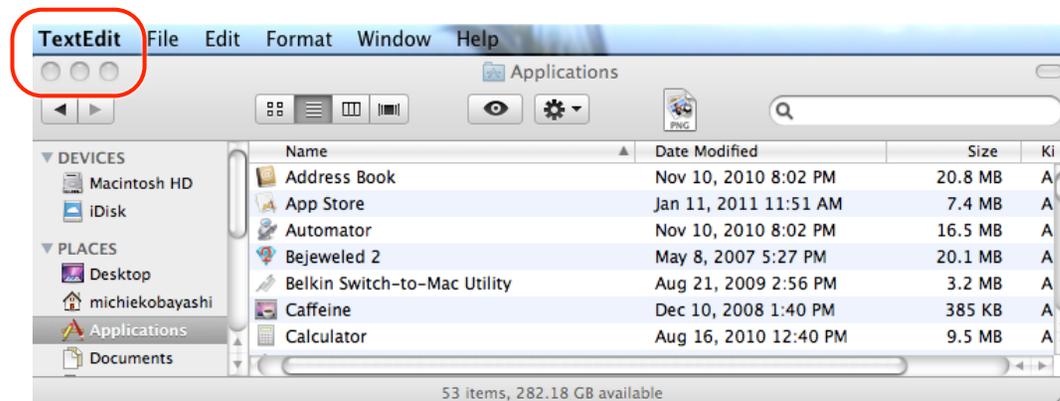
SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)



This TextEdit document is open and is the active window. The three buttons in the upper-left are in color.

This Finder window is open but is not active. The three buttons in the upper-left are grayed out.

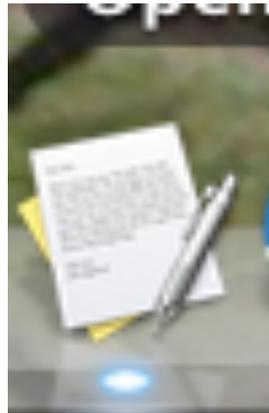


The TextEdit document is closed but the TextEdit application is still active.

The Finder window is still open but is not active.

SESSION 4: SAVE, PRINT, CLOSE & QUIT CLOSE & QUIT (CHAPTER 8)

The TextEdit icon in the Dock has a blue bubble beneath it; that's because it's still active even though you can't see any TextEdit documents or windows.

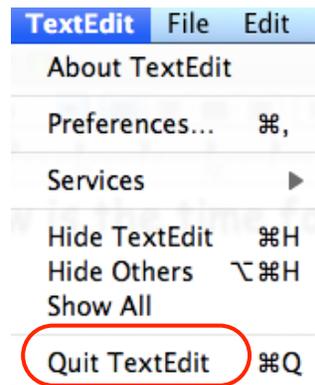


TextEdit icon in the Dock has a blue bubble beneath it. This indicates that the application is active.

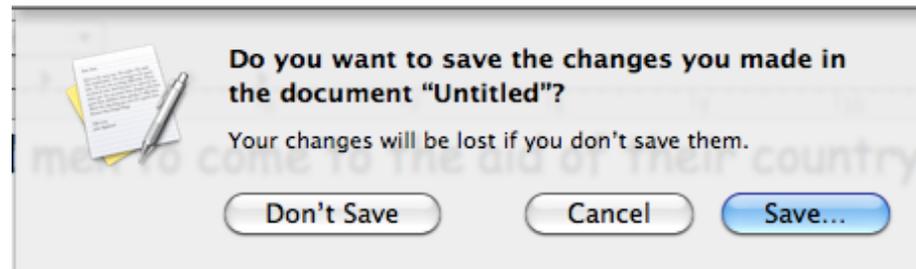
SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

Quit an application: To quit an application, you must choose the **Quit** command. This command is always in the application menu (the one with the name of the active application), and “Quit” is always the very last item.



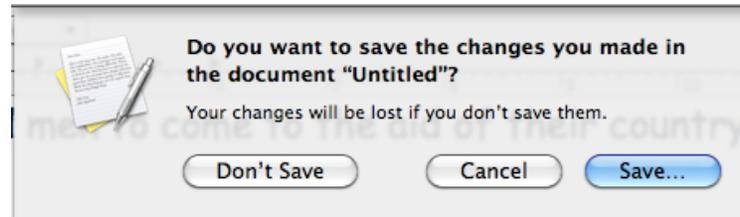
If you haven't saved all of your changes in any of the open documents when you choose to quit, the Mac will ask if you want to save them at this point (it also asks when you close an unsaved document).



SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

This is what each button in the dialog box below will do:



- Single-click the **Don't Save** button if you decide at this point that you don't want to save the latest changes (or the entire document if you've never named it).

You can use the keyboard shortcut Command D instead of actually clicking the "Don't Save" button. In some applications, you can just hit the letter D.

- Single-click **Cancel** (or press Command Period) to return to your document without saving any changes or quitting.

- If you single-click **Save** and you haven't yet saved the document with a name, you'll get the "Save As..." dialog box to name the document before quitting.

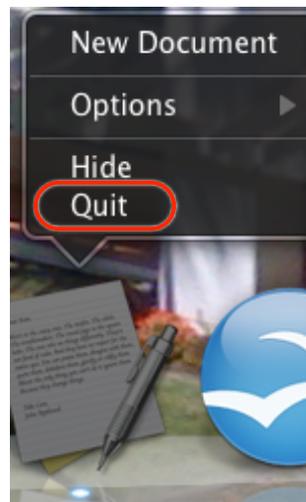
You can hit the Return or Enter key instead of clicking the Save button; in some applications you can hit the letter S.

SESSION 4: SAVE, PRINT, CLOSE & QUIT CLOSE & QUIT (CHAPTER 8)

Quit when you are finished working in the application for the day. Once you quit, the application is removed from the computer's memory. The blue bubble under the TextEdit icon in the Dock is no longer there.

Shortcut to quit: You don't even have to open the application to do this. Just press (don't click) the application's icon in the Dock. In the pop-up menu that appears, choose "Quit."

You can also **Control-click** the application's icon in the Dock (or right-click, if you have a two-button mouse).



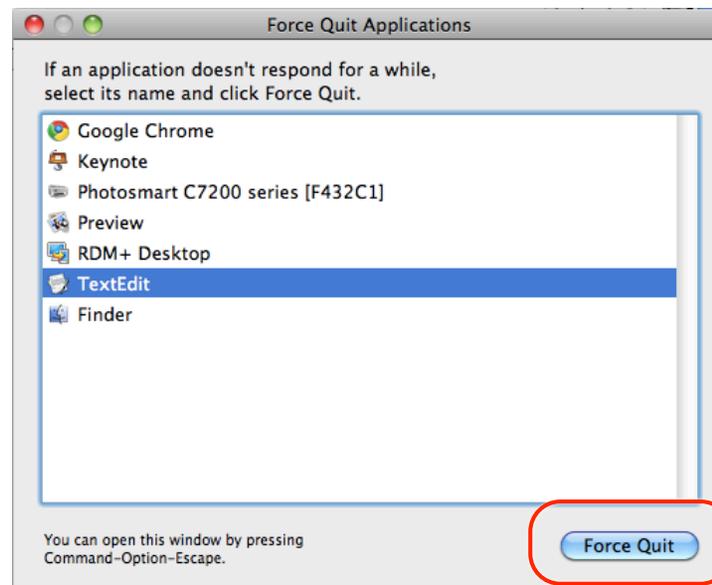
SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

Force Quit: Sometimes an application acts so goofy that you have no choice but to **force quit**. For instance, you might see the spinning ball for much too long, or things just stop working in the application, or other weird stuff. And then when you try to quit, you can't.

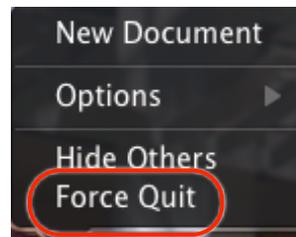
If you have to force an application to quit, do one of these things:

- Press Command Option Escape (esc). A small dialog box appears; make sure the application name is chosen, then click the blue button to “Force Quit.”



SESSION 4: SAVE, PRINT, CLOSE & QUIT CLOSE & QUIT (CHAPTER 8)

- Hold down the Option key and press (don't click) the Dock icon. The command "Quit," as shown below, turns in to "Force Quit."



- You can't force quit the Finder, but you can "Relaunch" the Finder, which sometimes helps clean things up a bit if it starts exhibiting puzzling behavior.



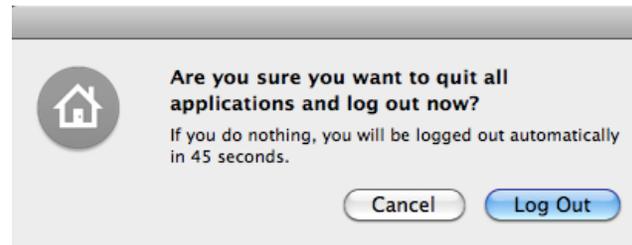
**Hold down the Option key and
press the Finder icon in the Dock.**

SESSION 4: SAVE, PRINT, CLOSE & QUIT

CLOSE & QUIT (CHAPTER 8)

Quit applications upon Log Out, Restart, and Shut Down: When you choose to Log Out, Restart, or Shut Down (all from the Apple menu), the Mac will **automatically quit** all open applications for you (unless you have enabled “fast user switching” and logging out so another user can log in).

If you have documents still open that have changes that need to be saved, you’ll get a message for each one, giving you the opportunity to save them. This is a great option if you tend to leave lots of applications open---at the end of the day, instead of taking the time to quit each individual application, just Shut Down and they will all quit anyway.



This is the message you’ll get if you choose to Log Out (from the Apple Menu) while applications are still open. Click the “Log Out” button to start the process.

SESSION 4: SAVE, PRINT, CLOSE & QUIT CLOSE & QUIT (CHAPTER 8)

Take note! If you have a lot of applications open, don't choose "Shut Down" or "Log Out" or "Restart" and then walk away from your computer. Wait until you see the blue screen, because if there is an unsaved document anywhere on your Mac, a message will pop up asking you to save it. If you aren't there to deal with it, the Shut Down process (or Log Out or Restart) times out and your computer just sits there, patiently waiting for you to come back, which might be days.

The End