Touring The Mac

Session 5: Trash and Handy Tips

March 22, 2011

Session 5: Trash (Chapter 8) and Handy Tips

This session will cover several ways to trash and retrieve files and why we would want to periodically empty the trash. In addition, several tips will be provided.

Working with the Trash

- ✳ Trash a file

- ✳ Retrieve file from trash

- ✳ Empty the trash

Tips

- ✳ Another Use for the Trash

- ✳ Information about my Mac

- ✳ Force Quit and Quick Web Shortcut

- ✳ Delete forward or backward

- ✳ Few keyboard shortcuts

Working with the Trash
Trash a File
(Chapter 8)

Several methods are available to trash a file. Dragging an icon to the Trash can is a commonly used method. Additionally, an item can be trashed using the menu system and keyboard shortcuts. These methods are described by the following.

Drag item(s) to Trash can

(1) Press on the item's icon

(2) Drag the item(s) to the Trash can. Note that the source icon will remain (until trashed) and the dragged icon will become dimmed.

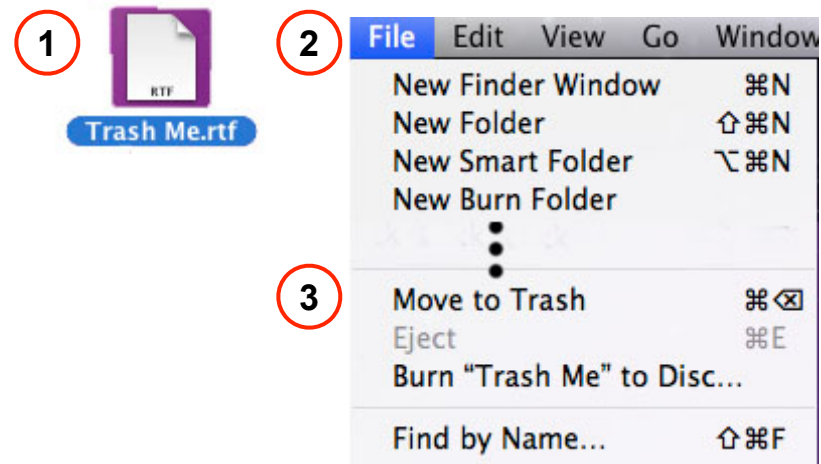(3) When the tip of the cursor hoovers over the trash can, the can becomes dark. Release the item(s).

W o r k i n g   w i t h   t h e   T r a s h
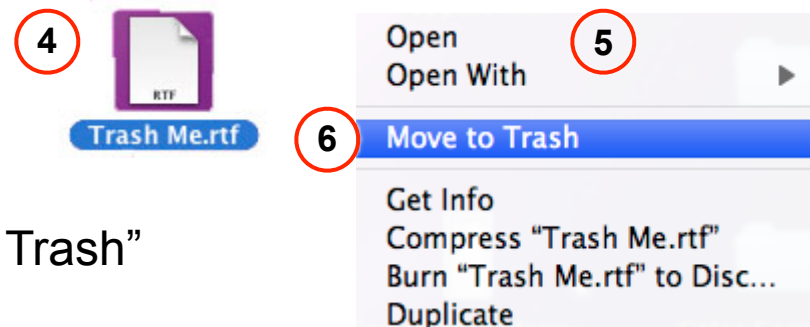## T r a s h   a   F i l e
(C h a p t e r   8)

Move to Trash via File menu

(1) Select (click) the item's icon

(2) Click "File" on the Menu bar

(3) Select "Move to Trash" from the

drop down menu

Move to Trash via Context Menu

(4) Press and hold the "control" key,

then click on item to be trashed

(5) A contextual menu will pop up

(6) From the menu, select "Move to Trash"

Move to Trash via keyboard

Click on the item, then press the keys "command" and "delete"

Working with the Trash
Retrieve File from Trash
(Chapter 8)

There are several ways to retrieve/remove trashed items from the Trash basket. It's important to note that restoring a trashed file can only be performed if the Trash basket has not been emptied after the item was trashed. One can remove a file from the Trash basket as follows.
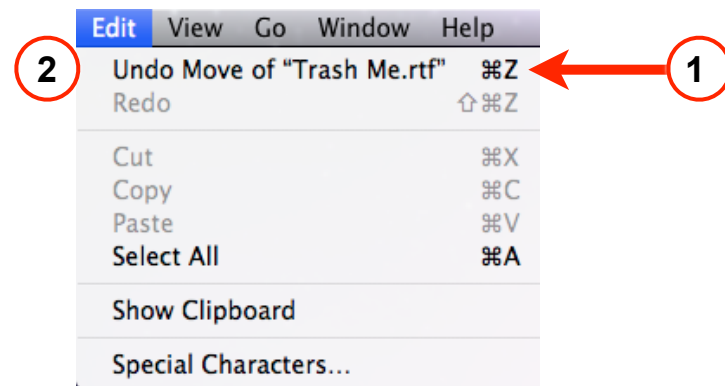
Use shortcut "Undo" command

If you deleted an item in error or changed your mind after you deleted the item, use the "Undo" command before you perform another action. Execute the "Undo" command as follows:

(1) Press and hold the "command" (⌘) key, then tap "Z"

Notice the right column has the ⌘Z shortcut equivalent for the "Undo" command.

Edit	View	Go	Window	Help
Undo Move of "Trash Me.rtf"				⌘Z
Redo				⇧⌘Z
Cut				⌘X
Copy				⌘C
Paste				⌘V
Select All				⌘A
Show Clipboard				
Special Characters…				

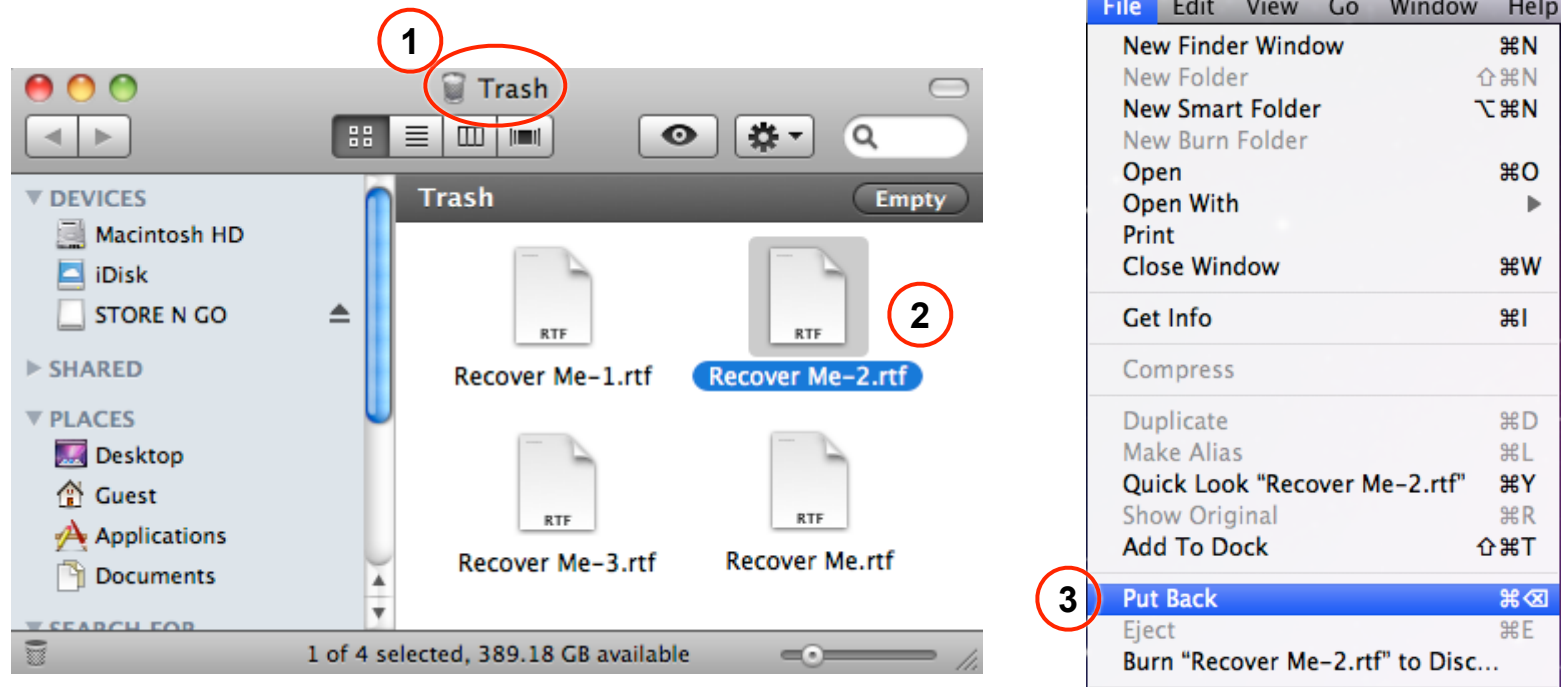(2) "Undo" can also be executed from menu bar "Edit".

Working with the Trash
Retrieve File from Trash
(Chapter 8)

Use File menu from Trash window

(1) Single click the Trash icon on the Dock to open the Trash window

(2) Select item(s) in the Trash window to put back.

(3) From the "File" menu, select "Put Back" or optionally press "command" (⌘) key and tap "delete"
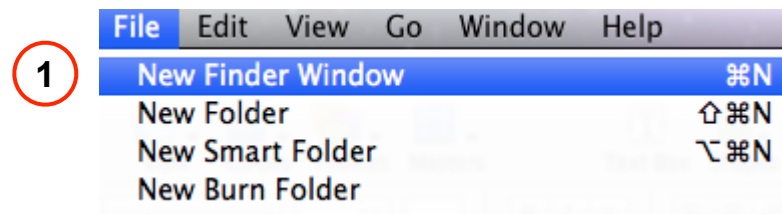
Working with the Trash
Retrieve File from Trash
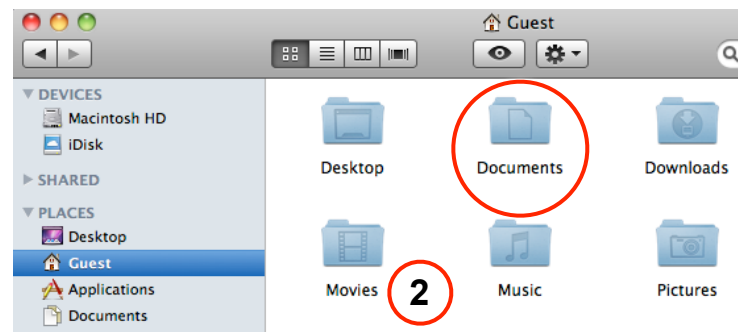## (Chapter 8)

Drag file from Trash window to where it belongs

(1) Click on the Desktop. From the Finder menu bar, select "File", "New Finder Window".

Finder Menu Bar

File	Edit	View	Go	Window	Help

(1) New Finder Window   ⌘N
New Folder   ⇧⌘N
New Smart Folder   ⌥⌘N
New Burn Folder

(2) Locate the original parent folder in the Finder window. In this example, the parent folder is "Documents". Note - if the original location can't be determined, use the "File" menu, "Put Back" method from the Trash window shown on the previous page

Finder Window

🏠 Guest

▼ DEVICES
  Macintosh HD
  iDisk
▶ SHARED
▼ PLACES
  Desktop
  Guest
  Applications
  Documents

Desktop   Documents   Downloads

Movies **(2)** Music   Pictures

(Continued on next page)

Drag file from Trash window to where it belongs (continued)

(3) Open the Trash window - single click the Trash icon on the Dock

(4) Locate and select the item(s) to be returned to their original location.

(5) Drag item(s) from the Trash window to their parent folder in the Finder Window. In this example, parent folder is "Documents"
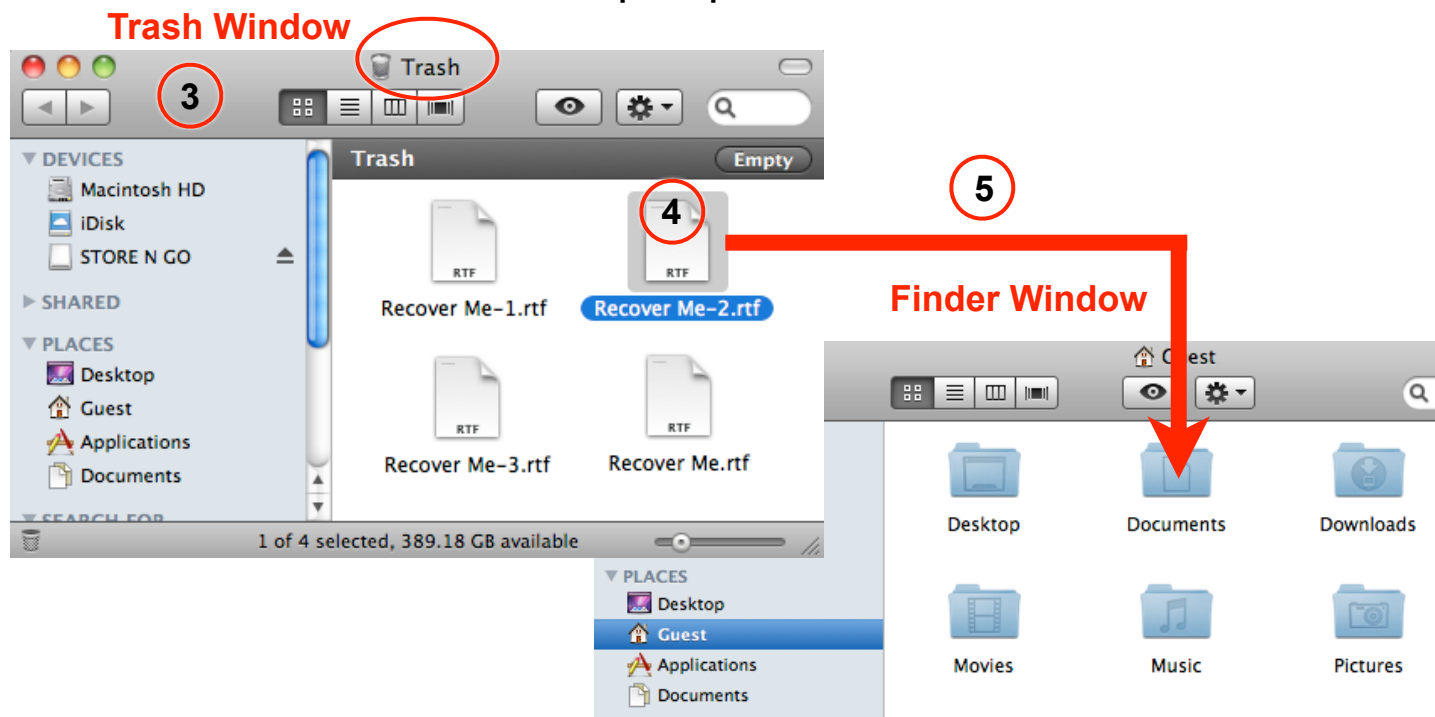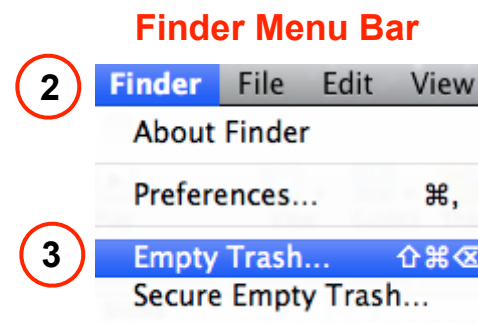
Working with the Trash
Empty the Trash
(Chapter 8)

The Trash basket behaves in a manner similar to the trash can in your house. Deleted items remain in the basket until it is emptied. Since the deleted items are not removed from the trash basket, the space that the items occupy continues to increase. The Trash basket should be emptied periodically to the recover the hard disk space that it occupies.

Two ways are provided to empty the Trash Can. The default method deletes the file by releasing the area for reuse. However, the data is still on the hard drive. Special application recovery software can revive the deleted data. The second method securely empties the Trash by releasing the area for reuse and writing random data over the locations.

To empty the Trash Can normally using the Finder menu, perform the following:

Finder Menu Bar

① Click the Desktop

② Click "Finder" on the Finder menu bar

③ Select "Empty Trash..."

Finder	File	Edit	View
About Finder			
Preferences...			⌘,
Empty Trash...			⇧⌘⌫
Secure Empty Trash...			

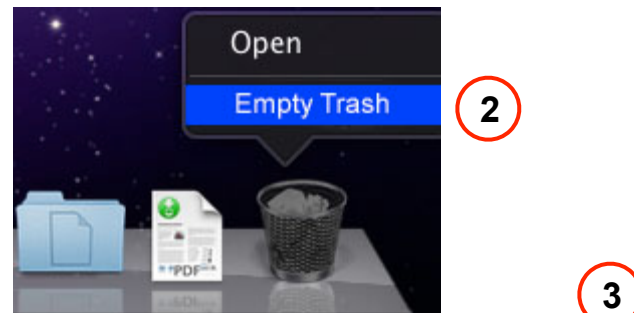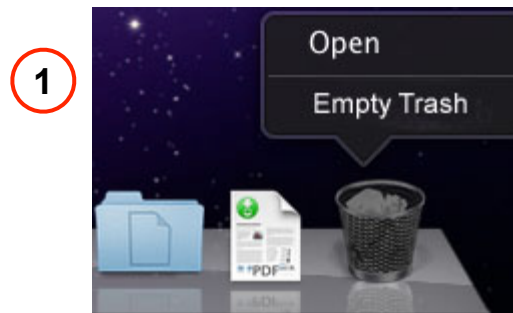# Working with the Trash
Empty the Trash
(Chapter 8)

To empty the Trash Can using the keyboard shortcut equivalent for the Finder menu "Empty Trash...", perform the following:
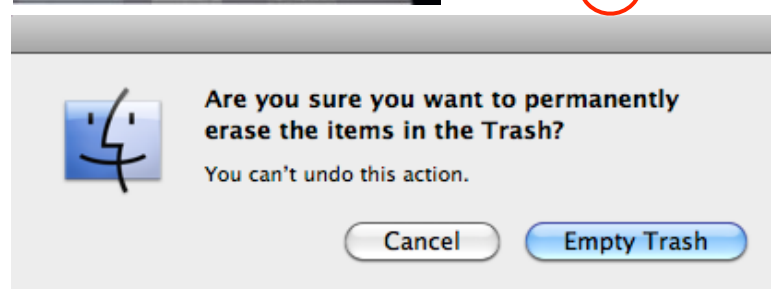
Press and hold "shift" and "command" (⌘) then tap the backward delete key

Another method one can use to empty the Trash is as follows:

(1) Press "control" then click the Trash Can on the Dock

(2) From the pop-up contextual menu select "Empty Trash"

(3) In the pop-up confirmation window, click "Empty Trash

Working with the Trash
Empty Flash Drive Trash

When the Trash basket is emptied, the space occupied by the deleted items is recovered. However, when the Trash is emptied, it is normally performed without the flash drive connected. Over time the space taken by the deleted items on the flash drive will increase to the point where the flash drive will run out of space, especially if the drive capacity is small. The flash drive also needs to have it's Trash emptied.

On examining the drive information, it will be noted that there's adequate space remaining for more files, but the drive says "no more". The solution: empty the Trash with the flash drive mounted. The flash drive also needs to have it's Trash emptied.

Empty the flash drive Trash Can as follows:

Connect the flash drive to the computer and wait till the flash drive icon appears on the Desktop.

Press "control" key, then click the Trash Can on the Dock.

From the pop-up contextual menu select "Empty Trash".

In the pop-up confirmation window, click "Empty Trash".

When done, close all windows.

Eject the flash drive (Important Step) before removing.
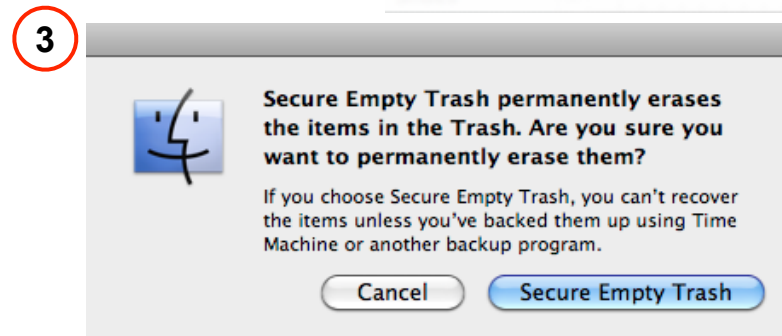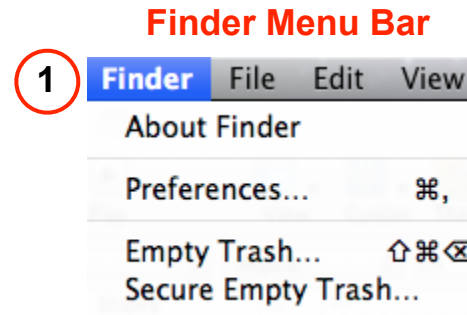
Working with the Trash
Empty the Trash
(Chapter 8)

For those having sensitive data, a feature to securely empty Trash is provided. When the Trash is emptied, the Trash area containing sensitive information is released for reuse, but this time the location will have random data written over the area. This provides personal security, but does take additional time to empty the trash.

To Securely Empty the Trash Can using the Finder menu, perform the following:

Click the Desktop

Finder Menu Bar

1. Click "Finder" on the Finder menu bar

2. Select "Secure Empty Trash..."

Finder	File	Edit	View
About Finder			
Preferences...			⌘,
Empty Trash...			⇧⌘⌫
Secure Empty Trash...			

Secure Empty Trash permanently erases the items in the Trash. Are you sure you want to permanently erase them?

If you choose Secure Empty Trash, you can't recover the items unless you've backed them up using Time Machine or another backup program.

Cancel   Secure Empty Trash

3. After selecting "Secure Empty Trash..." you'll be greeted with a

"Are you sure" confirmation window. Click on "Secure Empty Trash" button

Handy Tips
Another Use for the Trash
Ejecting a Disk

Ejecting a disk, for example, a CD, DVD or USB flash drive can be performed with the aid of the Trash can.

Before the disk is ejected, close open documents and terminate applications that use files on the disk.

To eject the disk, press on the disk icon and drag it to the Trash basket. As the disk icon is dragged to the Trash can, the Trash icon will change into the Eject (⏏) icon.

Handy Tips
Information About My Mac
About This Mac

1 To see infomation About My Mac, click on the "Apple" in Apple menu bar.

2 Click on "About This Mac". "About This Mac" window will appear which shows the Mac OS X version, the processor and amount of memory.

3 Click the "Version x.x.x" several times and you'll see the Serial Number. Click again and you'll return to "Version x.x.x"

4 In addition, detailed summary information about the Hardware, Network and Software is provided when the "More Info..." button is selected.
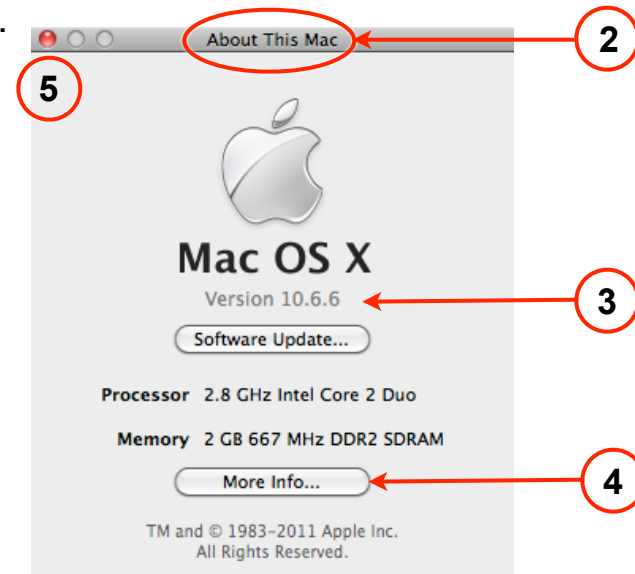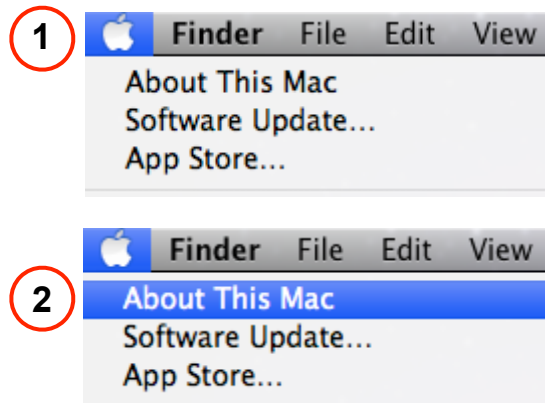
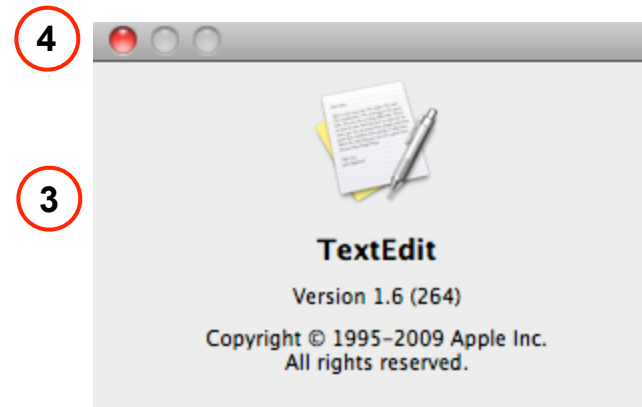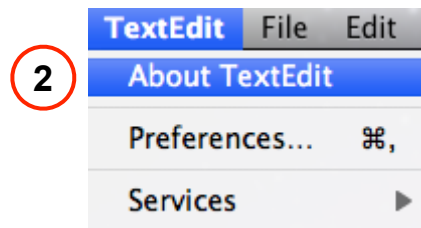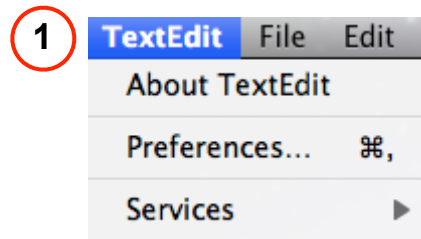**5** When done, click the red close button.

Apple provides a "My Mac Cheat Sheet" to assist in documenting information about your Mac. The web address for this form is http://support.apple.com/kb/HT2471

Handy Tips
Information About My Mac
About This Program

(1) To see infomation about TextEdit, for example, start the program then click "TextEdit" on the left side of the menu bar.

(2) Click on "About TextEdit".

(3) "TextEdit" window will appear which shows the Program name, version and copyright information.

(1)
TextEdit	File	Edit
About TextEdit		
Preferences...	⌘,	
Services	▶	

(2)
TextEdit	File	Edit
About TextEdit		
Preferences...	⌘,	
Services	▶	

(4) (3)

TextEdit

Version 1.6 (264)

Copyright © 1995–2009 Apple Inc.
All rights reserved.

(4) To close the About TextEdit window, click on the red Close button.

H a n d y T i p s
F o r c e Q u i t a n d Q u i c k W e b S h o r t c u t

Force Quit Menu, easy access

> To perform a Force Quit, press and hold the Option key, then press (do not click) on the offending application icon on the Dock. Select "Force Quit" from the pop-up menu. Note: if the Option key is released, the pop-up menu will show "Quit".

> Alternatively, use keyboard shortcut ⌥⌘⎋ (press "option" and "command", then tap "esc") to open the "Force Quit Applications" dialog box. Select the offending application, then click the "Force Quit" button.

Quick Web Bookmark (Safari)

> Suppose you've been browsing and found a site of interest, but have to terminate what you're doing.

(1) Before you quit, you can quickly save the web address by pressing the little icon on the left side of the address bar and dragging it to the Desktop.

(2) When you return to your computer, double click the icon. Safari will start and open at the saved page.

(3) When done, delete the icon on the Desktop to minimize Desktop clutter.
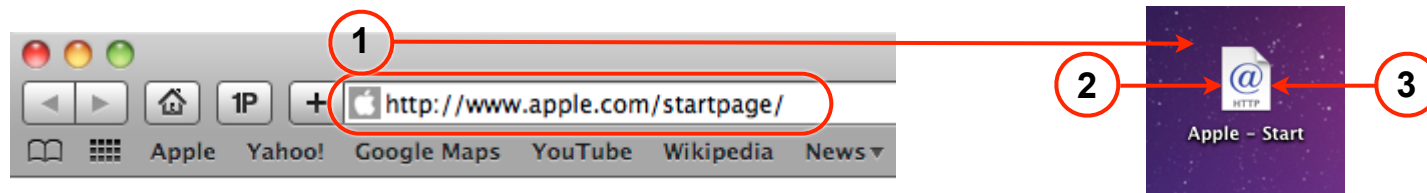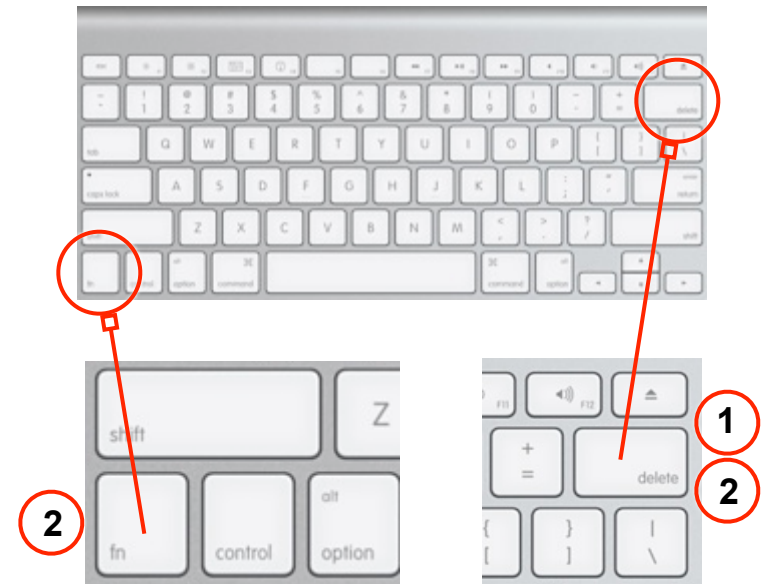
Handy Tips
Delete Forward or Backward

Small Mac Keyboard

Small Mac keyboard (without numeric pad)
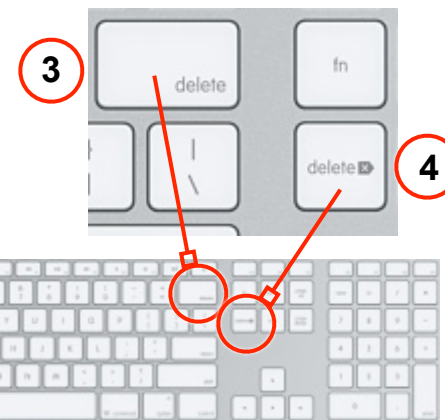
(1) backward delete => delete key,

(2) forward delete => fn+delete

    Press and hold fn, then tap delete

Fullsize keyboard (Desktop Mac)

(3) backward delete => delete key,

(4) foward delete => del or delete (⌦)

Full Size Mac Keyboard

17

H a n d y   T i p s
F e w   K e y b o a r d   S h o r t c u t s

Screen Capture

The ability to capture information on the Mac screen is a very useful capability, especially when one requires help. One can capture the whole screen or a section of the screen, then save the results to a file. You can include the captured image as a email attachment, placed in a document or save it for future reference.

Capture the whole screen (Shift-⌘-3)

Press and hold the "Shift" and "Command" (⌘) keys, then tap "3". A copy of the entire screen will be saved to the desktop as a ".PNG" (Portable Network Graphics") file.

Capture a Section of the Screen (Shift-⌘-4)

This applies to the capture of a menu, window and dialog box. Make sure that the element that is to be capured is visible.

Press and hold the "Shift" and "Command" (⌘) keys, then tap "4". The mouse pointer will turn into two crosshairs. Move the crosshairs to the upper left corner of the desired rectangle to be captured. Press the mouse and drag the crosshairs to the bottom right corner of the rectangle to be captured. If you are not pleased with the outline while dragging, tap the "esc" (↺) key to cancel. When satisfied, release the mouse button. The camera will emit a sound of a camera taking a picture. A copy of the image will be saved to the desktop as a ".PNG" file.

H a n d y   T i p s
F e w   K e y b o a r d   S h o r t c u t s

Screen Capture - menu, window or dialog box (Shift-⌘-4, followed by spacebar)

This method does not require dragging the mouse to define a rectangular area to be captured. This applies to the capture of a menu, window and dialog box. Make sure that the element that is to be captured is visible.

Press and hold the "Shift" and "Command" (⌘) keys, then tap "4". The mouse pointer will turn into two crosshairs. Instead of dragging the crosshair to define the area to be captured, tap the Space bar. The crosshairs will change into a small camera. Move the mouse/camera to the menu, window or dialog box of interest. The element to be captured will be highlighted by a misty blue color. If you decide not to complete the screen capture tap the "esc" (↺) key. When the desired item is highlighted (selected), click the mouse. A copy of the element selected will be saved to the desktop as ".PNG" file.

Handy Tips
Few Keyboard Shortcuts

Preference Dialog Box for Apple Programs (Command-Comma)

Some users prefer to use keyboard shortcuts rather than a menu and mouse. The shortcut that's provided opens the Preference Dialog window for Apple programs. Non Apple programs may or may not respond.

To open the Preference Dialog window for Apple applications, perform the following:

Start the application or click on the application's window if it is already open. Press and hold the Command (⌘) key, then tap the comma (",") key. This is sometimes shown as "⌘-," Command-Comma without the dash. The window that opens will be the Preference window for the application identified on the menu bar to the right of the Apple. When done, close the Preference window by clicking on the red Close button.

The End