

Opening **F**olders and **F**iles may look differently on a Mac. The following will help guide you to open documents at your workstation.

Jump-Drive and Floppy-drive *Double-click* on either the jump drive icon or the floppy drive icon when it appears on the desktop and navigate to the document you wish to open.

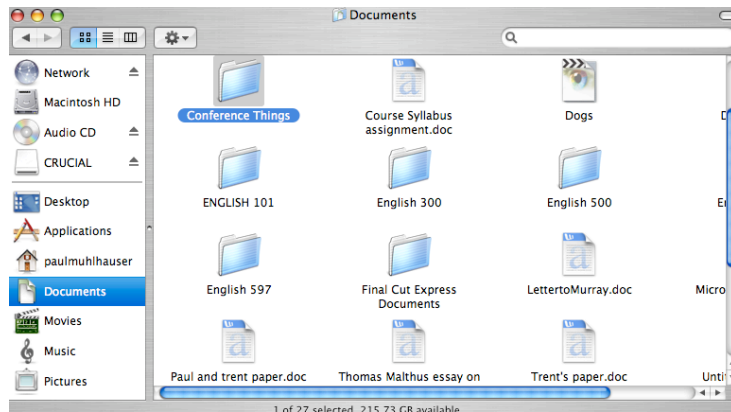


Jump-drive icon



Floppy-drive icon

Documents Folder *Single-click* on your documents folder in the dock or *click* on the finder icon and *select* documents in left menu as shown here.

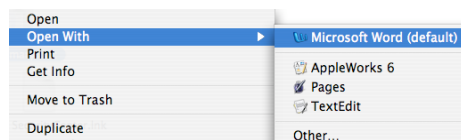


Navigate to your documents and *double-click* the files and folders you wish to open.

Troubleshooting If you are having difficulty opening documents with a certain program, you may try to convert the documents to another format and resave before attempting to reopen. The following are some possible solutions to your problems.

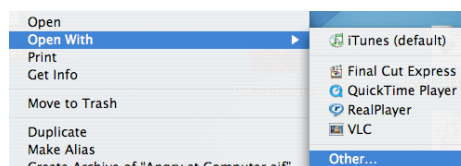
Word Processing Document not opening—

1. Highlight (do not open) the file/document in question.
2. *Right-click* this file and *select* "Open With." You should see a window like this



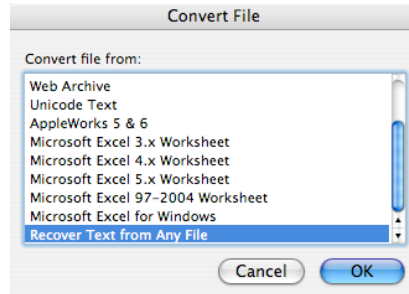
Select Microsoft Word

3. If Microsoft Word is not the default browser *select* "Open With." And then *select* "Other."



Select Microsoft Word.

4. In the new window, *select* “Recover Text From Any File.” It is at the bottom so you’ll have to scroll down.




5. *Click* “OK.”

Note: There may be some nonsense data leftover and your text will probably be unformatted. To avoid this problem in the future, remember that when you are using programs other than Microsoft Word (WordPerfect, MS Works), if you plan on printing in the AML you should save these documents as Rich Text Format (RTF) or plain text files. Instructions for saving in a different format are located in the **S**aving section of the **S**tudent **M**anual.

Note: New MS Word 2007 documents don’t load well on later versions of word. To open these documents, use *NeoOffice* to open the document

HTML Tags—Documents from email that have HTML tags may be completely *copied* and *pasted* into the code section of a Dreamweaver web page. When viewing the document in WYSIWYG (What You See Is What You Get), it will show the document without the tags or at least with fewer tags. Then you can *re-copy* and *paste* into a document program.

PDF opening—If a PDF file does not open, try opening with Adobe Reader. *Single-click* on the document, *right-click* or *command-click*, *select* “Open with”, *choose* “Other” and then “Adobe Reader” or just *select* “Adobe Reader”.

Internet Browser Trouble—If **Safari** is not letting you open a particular page or is generally giving you trouble, try opening it with **Internet Explorer**—. Open the applications folder and *single-click* on the Internet explorer icon.
