



Because we didn't have anything in our Trash, the Empty Trash commands are dimmed in the Finder menu.

Every application you use will have a set of menus with menu items—some more than others. You'll notice that many applications share the same common commands, such as Save, Select All, Copy, Paste, and Undo. Most applications also use their own set of specialized commands. For example, iTunes (the music-playing application included with Leopard) features Controls, Visualizer, and Advanced menus that contain many functions and commands for controlling iTunes play.

As you learn how to use applications or read any of our how-to articles we publish on our Service & Support site, you will more than likely come across some instructions that have you choosing items from menus, like this:

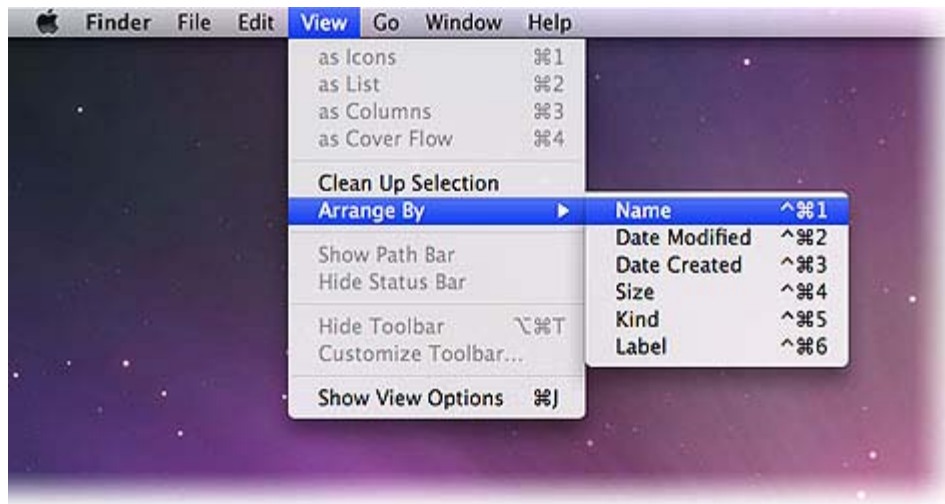
From the **File** menu, choose **Save**.

This means that you need to click on the word "File" in the menu bar to display the menu, and then click "Save" from the menu. Some menus contain submenus. For example, in the Finder, the View menu has the menu item "Arrange By," which has a right facing triangle to its right. When you move your arrow over Arrange By, its submenu opens with more items to choose.

Cleaning Up A Messy Desktop

To help get you familiar with how menus and menu commands work, here's how to clean up your desktop using Finder menu commands.

1. To tidy up your files and folders so that they all line up in nice, neat rows, click on the desktop to make the Finder active.
2. From the **View** menu, choose **Clean Up**.
3. If you want to organize files and folders by name, kind, or other criteria do this: From the **View** menu, choose **Arrange By**, then choose **Name** or **Kind** or another choice in the submenu.



By choosing Name, all items on our desktop were rearranged in alphabetical order, to make finding things easier.

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