

SCSCC Macintosh User Group

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Copying and moving files and folders

- Using the mouse
 - Dragging a file or folder on the same device (internal drive, external drive, thumb drive), moves the file or folder. It shows up in the destination location and is removed from the source location. The file or folder is *moved*.
 - Dragging a file or folder from one device to another, copies it. The file or folder will show up in both places. The file or folder has been *copied*.
 - To copy a file or folder on the same device, hold down the *Option* key while dragging.
 - To move a file or folder between devices hold down the *Command* (⌘) key while dragging.
- Using the *Edit* menu.
 - Select the file or folder (click once) Click on Edit -> Copy
 - Go to the destination, click on Edit -> Paste
 - To copy or move multiple items, hold down the *Command* (⌘) key and click on each item. Then drag the items or use the edit menu.

Using iDVD to make DVDs that are playable in a set-top DVD player (attached to a TV)

- Create an album in iPhoto
- Drag and arrange the photos for your DVD in the newly created iPhoto album
- Start iDVD and select *New Project*
- Click on the *Map Button*
- Click on *Media* and *Photos*
- Drag the previously created iPhoto album on the _____
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