
Increased Independence at Your Fingertips!

Increased independence is at your fingertips! Learn to use the search and help tools built into the operating systems of Macintosh and Windows to help you take control of your computer. Master new tips and tools to be on your way.

1) Use the search tools

Search on Mac

Search Icon

OR 

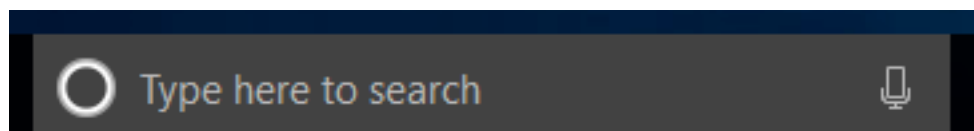
Search with key strokes

Command key is this symbol on the Mac

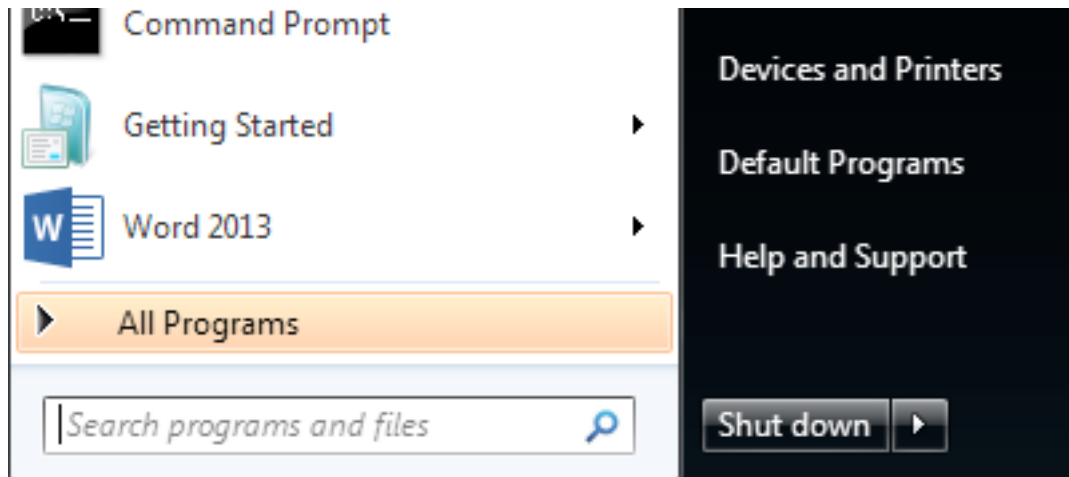
Command - Space bar = search on a Mac

Search on Windows 10

Search input box on main screen

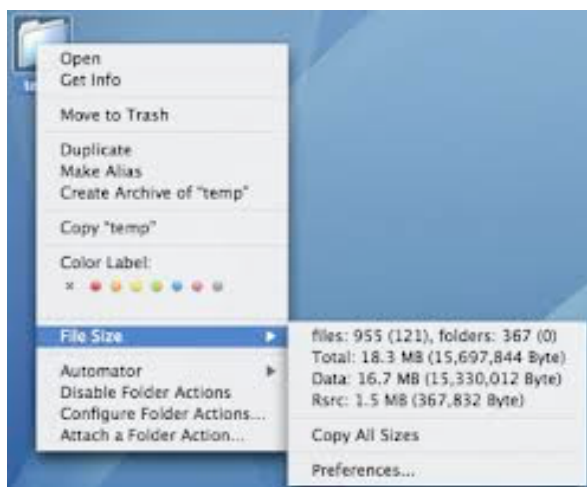


Search on Windows 7 from Start Menu Search input box



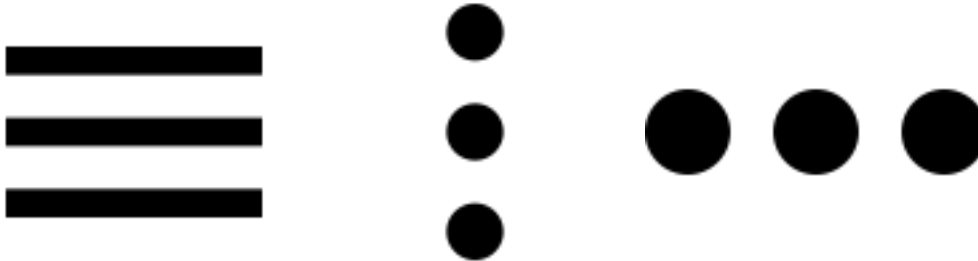
2) Contextual menus

A context menu (also called contextual, shortcut, and pop up or pop-up menu) is a menu in a graphical user interface (GUI) that appears upon user interaction, such as a right-click mouse operation. A context menu offers a limited set of choices that are available in the current state, or context, of the operating system or application to which the menu belongs. Usually the available choices are actions related to the selected object.

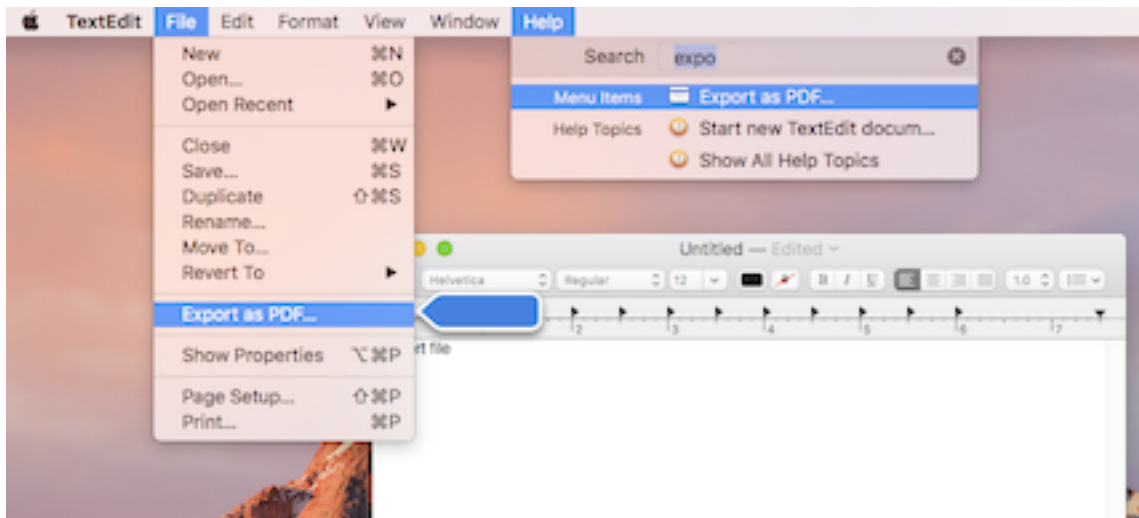


3) Look for the hamburger bun - used for options and hidden features in software

Three different views of the hamburger buns are below.



**4) Use the help tool on the Mac. (NOT ON WINDOWS)
Type what you need help with and you will get help on which menu to use.**



5) Google search a solution to your problem on, Mac, Windows 7 or Windows 10