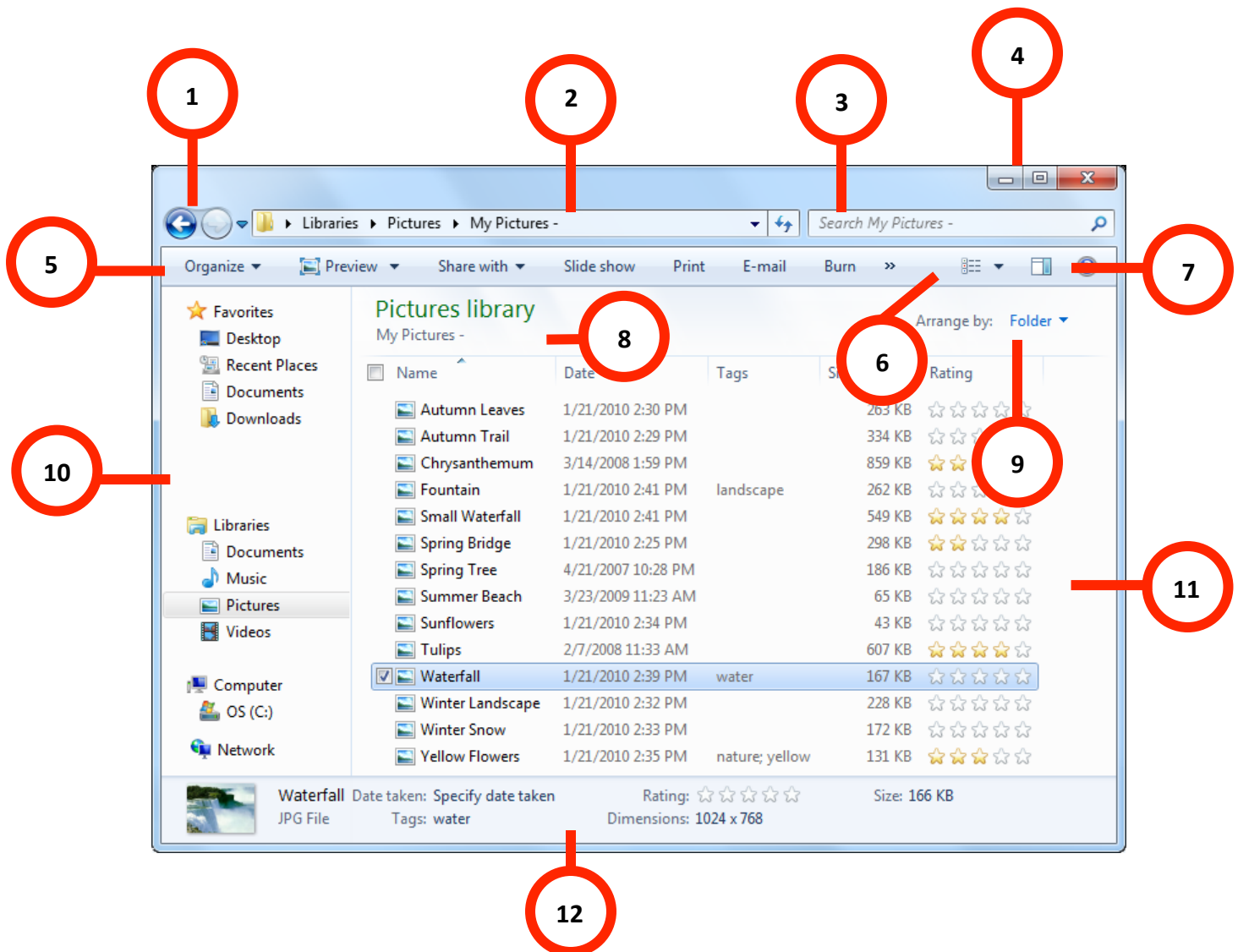


PARTS OF A WINDOW

Handout 2a



- 1. Navigation Buttons:** Use the **Back and Forward** buttons to navigate between folders.
- 2. Address Bar:** Use the **Address bar** to see the path of the current folder.
- 3. Search Bar:** Use the **search bar** to search for specific files or folders.
- 4. Window Buttons:** Use the Window Buttons to **minimize** (hide), **maximize** or **restore down** and **close** the window.
- 5. Toolbar:** Commands will appear in the **toolbar** depending on the item types in the Library pane.
- 6. View Button:** Click to change the way items are **displayed**.
- 7. Show Preview Pane Button:** Click to see a **preview** of items in your folders.
- 8. Library Pane:** Items are organized by **Libraries**.
- 9. Arrange By:** Depending on the Library, you can **arrange** content by month, day, rating, and more.
- 10. Navigation Pane:** You can access folders in the traditional way using tiered stacks of content in the **Navigation pane**.
- 11. View or Content Pane:** Shows the **files** for the location in the **address bar**.
- 12. Details Pane:** The **Details pane** allows you to view additional information and add tags and ratings to the currently selected item.