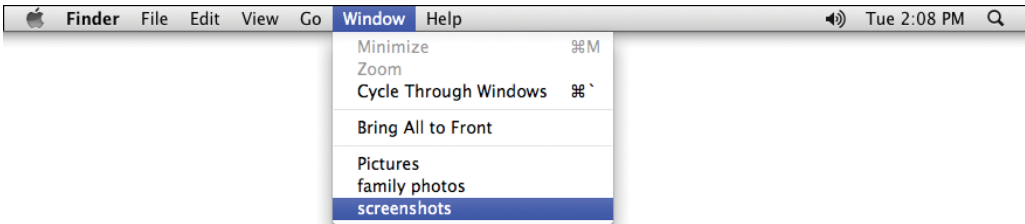


Menus & Shortcuts

Wherever you are on your Macintosh, you'll see a **menu bar** across the top of the screen, as shown below. Also shown below is a **menu**: When you single-click a word in the menu bar, a list of *menu commands* drops down. This chapter discusses various sorts of menus, the commands, and how to use them.



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Choosing a menu command

There are two ways to **choose a command** from a menu. Both are explained below.

The method used in Exercise 1 is basically *single-click, slide the mouse, then single-click*.

The method you'll practice in Exercise 3 is *press-and-hold, then let go*.

Single-click, slide, single-click

Exercise 1: Display and put away menus.

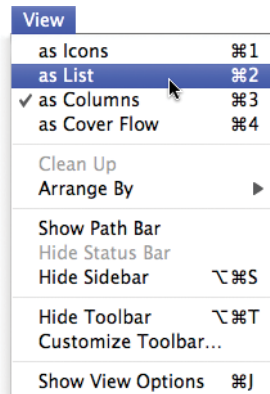
- 1 Single-click any of the choices along the menu bar at the top of the screen. The menu pops open for you.
- 2 As you did in Chapter 2, slide your mouse (don't *press* the mouse button down!) along the menu bar horizontally and you will see each menu drop down.
- 3 On one of the menus, slide your mouse down the list of commands (don't *press* the mouse button down). As the pointer passes over the different choices, each one *highlights*, or becomes selected.
- 4 **To put the menu away** *without* selecting a command, slide your mouse off to the side and single-click a blank area of the Desktop.

Exercise 2: Choose a menu command.

If there is no Finder window open, single-click the Finder icon in the Dock.

- 1 Single-click any blank spot in the window to select that window.
- 2 **Single-click** the "View" menu name in the menu bar.
- 3 There is a checkmark next to one of the first four items in the View menu, indicating the chosen view for that particular window. **Slide** your pointer down the menu and **single-click** a different view.

Notice the menu disappears as soon as you click, and the view of the window has changed.



Choose another view for your window.

Some menus pop up, not with a single-click, but with a *press-and-hold-for-two-seconds*. Different menus pop up depending on whether you click or you press-and-hold.

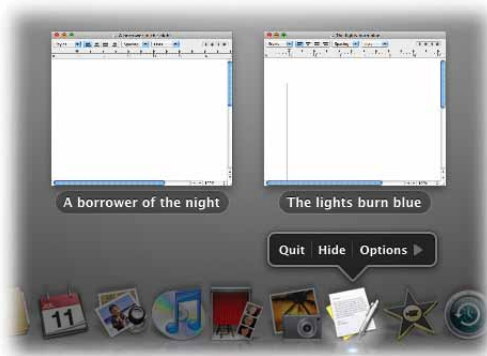
Press, hold, let go

In the Dock, for instance, you already know that a single-click *opens* that Dock item. But if you *press-and-hold* on a Dock item, you get a *menu* and an Exposé view, in which you see all the open windows belonging to that application on which you clicked.

Exercise 3: Open a Dock menu and Exposé view.

- 1 **Press** any icon in the Dock; *keep the mouse button down*.
- 2 A Dock menu pops up. You don't need to choose anything right now—this is just an exercise so you'll know how to do it when necessary.
If there were any open windows, you would see them neatly arranged on the screen.
- 3 To put a Dock menu away, just **drag** your mouse off of the menu and **let go**.

Exposé is a Mac feature that can hide *all* your windows, hide *certain* windows, and make items *visible* that might otherwise be hiding behind other open windows.



Exercise 4: Open a Dock menu with more options.

- 1 Control-click (or right-click if you have a two-button mouse) on a Dock menu to see more options.

Instead of an Exposé view, as above, you'll get a menu that lists all your open documents.

What you see in any Dock pop-up menu depends on the item on which you click and what you have been working on in that application.



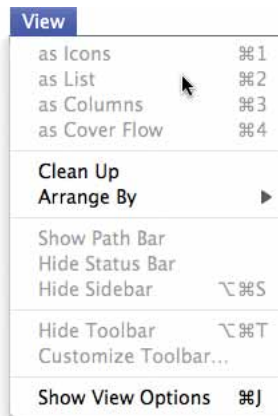
Gray vs. black commands

In a list of menu commands, some **commands** are in **black** letters and some commands are in **gray**. When a command is gray, it means that particular command is not available at that moment.

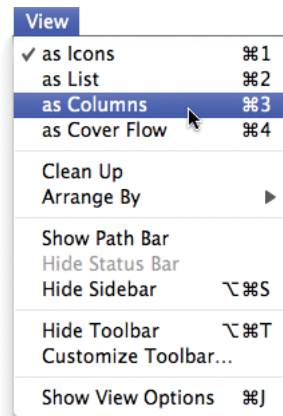
The most common reason a command is unavailable is because you did not *select* something *before* you went to the menu. For instance, you cannot choose “Open” from the File menu until you *select* a folder or file as the item to be opened. You cannot “Duplicate” a file unless you first *select* the file you want to duplicate.

Rule Number One
(Save Often, Sweetie)
is on page 84.

Rule Number Two on the Mac is this: **Select first, then do it to it.** Typically you select something with a single click.



Some commands are gray; some are black. In this example, the different views are gray because no window is selected. If no window is selected, the Mac has no idea what to do with those commands.



This is the same menu as shown to the left, but this time I selected a window. Now I am able to change the view of the selected window.

Exercise 1a: Check the commands in the View menu.

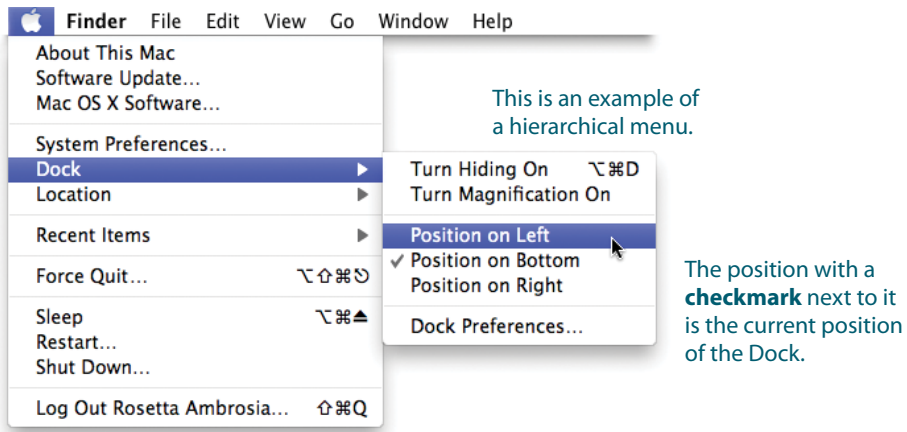
- 1 Single-click a blank area on the Desktop so nothing is selected, not even a folder or window.
- 2 Single-click on the “View” menu and notice how many items are gray and thus unavailable.

Exercise 1b:

- 1 If a Finder window is not open, open one now (single-click the Finder icon in the Dock).
- 2 Single-click anywhere in a Finder window to *select* it.
- 3 Single-click the “View” menu and notice how many items are now black and available.

In some programs the menu itself contains a pop-out menu where you not only slide down, but also out to the side, usually in the direction of the arrow. These are known as **hierarchical menus**, or **h-menus**.

Hierarchical menus



Exercise: Use a hierarchical menu.

- 1 Single-click the Apple menu, as shown above.
- 2 Slide down to “Dock.” Notice it has an arrow to its right, indicating it has a hierarchical menu.
- 3 Slide your mouse right *across* the blue line (it can be tricky!) until you get to the h-menu, then slide *down*.
- 4 Single-click a different position for your Dock.

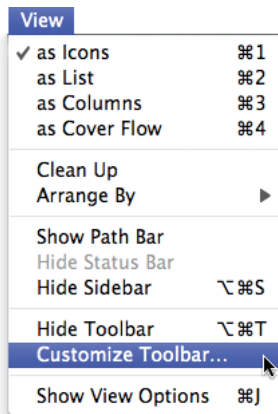
To put your Dock back where you want, repeat the steps above and choose the position you like best.

Ellipses in the menus

Often you will see an **ellipsis** (the three dots ...) after a menu command such as “Open...” or “Save As...” The ellipsis indicates that you will get a **dialog box** when you choose that command. *If there is no ellipsis, that command will activate as soon as you select it.*

There are different varieties of dialog boxes, such as alert boxes, message boxes, and edit boxes, plus dialog “sheets” that drop down from the title bar, but basically they all are meant to communicate with you *before* they activate a command.

A good dialog box will usually give you a **Cancel** button to make sure that anything you touched will not actually go into effect. If there is no Cancel button, click the **red close button** in the upper left of the window, or click the blue “Done” button.



This menu command has an ellipsis, which means something will appear when you choose it.

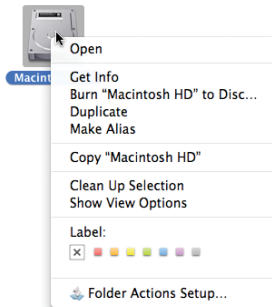
Exercise: Experiment with ellipses in menus.

- 1 Open a Finder window, if one isn't already open (single-click the Finder icon in the Dock). Single-click anywhere on the window to make sure it is *active*, or *selected*.
- 2 Single-click the “View” menu.
- 3 Notice the command “Customize Toolbar...” has an ellipsis. Single-click this command.
- 4 From the selected window, a “sheet” drops down out of the title bar. Pretty cute, huh. Play around with the options in this sheet.
- 5 When you're finished, single-click the blue “Done” button.

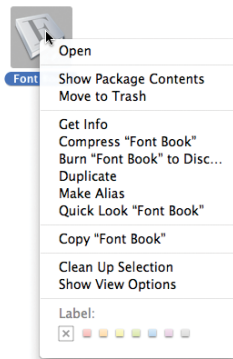
All over your Mac you'll find what are called **contextual menus**, menus that vary depending on what you click upon. You'll find different contextual menus in different icons, on a blank spot inside a window, a blank spot on the Desktop, in different applications, etc.

Contextual menu

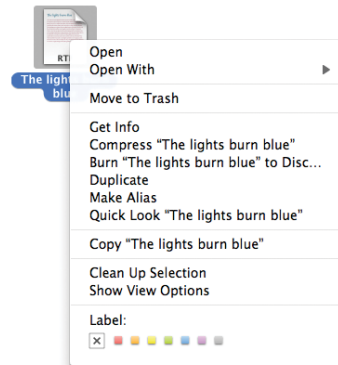
To get a contextual menu, hold down the Control key (the key in the far-left or far-right corner of the main part of the keyboard), then click anything and see what pops up.



This is a contextual menu for a disk.



This is a contextual menu for an application.



This is a contextual menu for a document file.

Exercise: Use contextual menus.

- 1 Hold down the **Control key** and click a folder, *or* a blank spot in a window, a disk icon, a document, *or* an application.
- 2 For now, just take a look at the options in the different contextual menus.
- 3 **To put away a contextual menu**, let go of the Control key and click an empty spot on the Desktop or in a window.

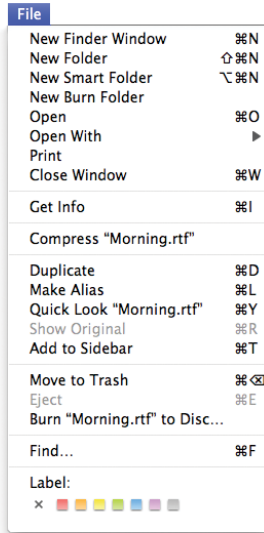
If you have a **two-button mouse**, you can use the right-hand button to open contextual menus *without* holding down the Control key! Try it.

Two-button mouse

If you have an Apple mouse that is *supposed* to be two-button but it doesn't seem to be working, go to the System Preferences (from the Finder menu) and choose "Mouse." Make sure the right-hand button is labeled "Secondary Button." See page 170 for more information about the System Preferences in general.

Keyboard shortcuts

To the right of the commands in the menus you often see a little code, such as **⌘N** (pronounced “Command N”). This is a **keyboard shortcut** you can use *instead* of using the menu. You memorize the shortcut, then the next time you need that command you use the shortcut *instead* of picking up your mouse and pulling down the menu.



Often a keyboard shortcut includes other symbols representing other keys besides the Command key, as described below.

Modifier keys and their symbols

A **modifier key** is a key that doesn’t do anything when you press it all by itself. For instance, when you press Shift, nothing happens; when you press the Command key, nothing happens. A modifier key makes *other* keys perform special functions. For instance, when you hold down the Shift key and type the number “8,” you get an asterisk (*).

These are the **symbols** that represent the keys you will see in the menus for shortcuts.

- ⌘ Command key
- ⇧ Shift key
- ⇧ or ⌃ Control key
- ⌥ Option key
- ⌫ Escape key
- F1–F15 Fkeys
- ← ↑ ↓ Arrow keys
- ⌫ Delete key
- ⇧ PageUp key
- ⇩ PageDown key

To use a keyboard shortcut instead of the menu command, hold down the **modifier key** or **keys** you saw in the menu. While you *hold down* this key or keys, type the **letter key** you also saw in the menu—*just tap the letter, don't hold it down!* The computer reacts just as if you had chosen that command from the menu.

For instance, if you single-click a file to select it and then press ⌘O, the selected file opens just as if you had chosen that command from the File menu with the mouse. Thoughtfully, many of the keyboard shortcuts are alliterative: ⌘O opens files; ⌘P prints; ⌘D duplicates a selected file; ⌘W closes windows; etc.

You'll often see keyboard shortcuts spelled out with a hyphen, a plus sign, or perhaps a comma between the keys. **Don't type** the hyphen, plus sign, or comma! Just press the keys!

For instance, if you see a shortcut written as:

Command + Shift + B

ignore the plus signs—just *hold down* the Command and Shift keys, then *tap* the letter B.

Exercise 1: Use a keyboard shortcut.

- 1 Single-click the “File” menu in the Finder. Notice that Command N is the shortcut to create a **n**ew Finder window, and Command W closes a **w**indow. Single-click the Desktop to put the File menu away.
- 2 If there is no Finder window open on your Desktop, single-click the Finder icon in the Dock. Once there is a Finder window open, single-click the window to select it (remember, keyboard shortcuts only work on *selected* items).
- 3 *Hold down* the Command key and *tap* the letter W once. The selected window will close.



Exercise 2: Use more keyboard shortcuts.

- 1 You already learned that to make a new Finder window, the keyboard shortcut is Command N (N for New, of course). So simply hold down the Command key and tap the letter N once.
- 2 To make more Finder windows, hold down the Command key and tap the letter N several times in a row.
- 3 **To close all open windows**, use Command Option W: hold down both the Command *and* Option keys, then tap the letter W just once.

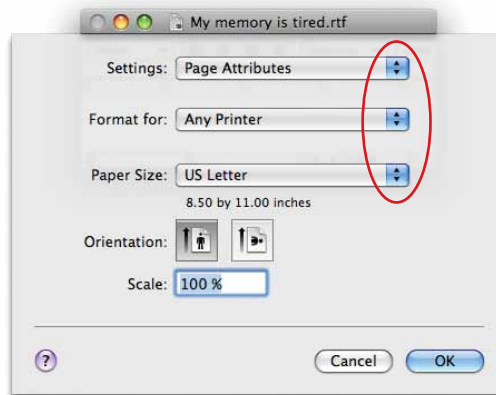
How to use a keyboard shortcut

Also Try This

Other menus You'll find other menus in all kinds of odd places. Well, they won't seem so odd once you become accustomed to the **visual clues** that indicate a menu is hiding. In the dialog box below, can you see the menus?

Double arrows **Double arrows** are one visual clue that a dialog box contains a menu. Whenever you see that double arrow, as shown below, you can click anywhere in that horizontal bar and a menu will pop up or down.

Do you see the three menus in this dialog box? You recognize them by the double arrows.



Single arrows or triangles on buttons

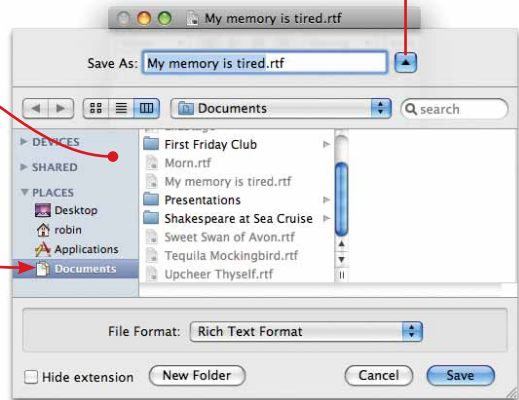
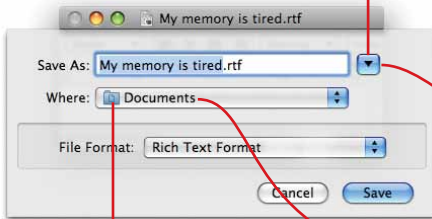
A **single** downward-pointing **arrow** or a **blue triangle** in a button all by itself *is not* a menu! This is called a **disclosure triangle** and typically expands a dialog box to present more information, as shown opposite. The fact that this information is hidden indicates that it is not necessarily critical at all times—you only pop open that information when you need it. As you are learning to use your Mac, click that arrow or triangle whenever you see it so you become familiar with the options, whether you use them or not.

On the opposite page is a typical dialog box in which you'll save your new document with a name. The **default** (the automatic choice that Apple makes for you) is to save your document in the

folder called “Documents.” This is perfectly fine. But if you’d rather save the file into a *different* folder, click the downward triangle and find the folder of your choice, as shown below-right.

Single-click the disclosure triangle to display the rest of the dialog box.

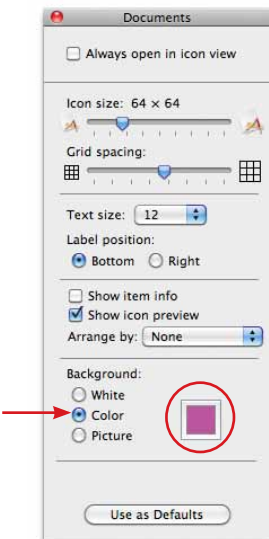
To hide the extra information, single-click this triangle again.



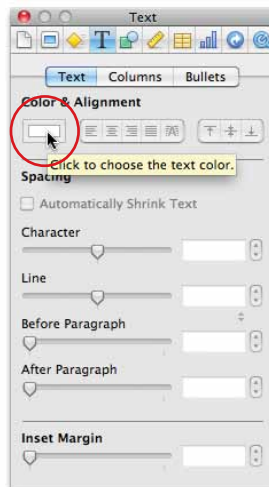
This is the default. A default is the choice automatically made for you, but you can always change it.

You will regularly see little **color wells** (shown circled, below left and center) in places where you can choose to change the colors of things. Whenever you see one, simply single-click it to make the “Colors” palette appear.

Color wells



This is the View Options for a Finder window. You can change the background color of the window.



In the application called Keynote, click the color well to change the color of **selected** text.



When you click a color well, this Colors palette appears. Above, the crayon box icon in the toolbar is chosen. You can choose another icon in the toolbar for different options for choosing colors.

Remember

- Before you choose something from a menu, make sure you **select the item** to which you want the command to apply.
For instance, if you want to close a window, first single-click the window you want to close. If you want to make a duplicate of something, first single-click the item you want to duplicate.
- Take advantage of the **keyboard shortcuts**. Check the menu to first find out what the shortcut is, then later use that shortcut *instead* of going to the menu.
- Did you notice in the contextual menus on page 55 that there is an option called **Label** with colored dots? You can choose one of those colors and it will make the selected icon that color. This can be a handy organizing tool—color all your love letters red, all tax files mustard, all research papers blue, etc. Later, you can search for files of a particular color of label (see pages 174–177 about searching).

