

The Little Mac Book

Tiger Edition



The World-
Rob

Sample Chapter

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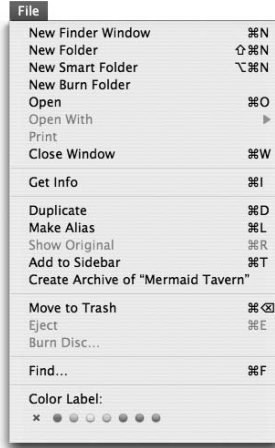
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Keyboard shortcuts

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, 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
- ⌘ Control key
- ⌥ Option key
- ⌫ Escape key
- F1–F15 Fkeys
- ← ↑ ↓ Arrow keys
- ⌫ Delete key
- ⌘ PageUp key
- ⇩ PageDown key

(In AppleWorks, the ⌘ symbol refers to the Enter key, not the PageUp 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 on a file to select it and then press ⌘O, the selected file will open just as if you had chosen that command from the File menu with the mouse. Thoughtfully, many of the keyboard shortcuts are alliterative: ⌘O **o**pens files; ⌘P **p**rints; ⌘D **d**uplicates a selected file; ⌘W **w** closes **w**indows; 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:

1. Single-click on 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 on 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.
If there is a Finder window open, single-click on it 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:

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.

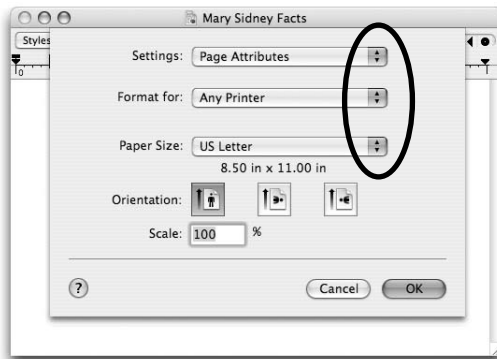
How to use a keyboard shortcut

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?

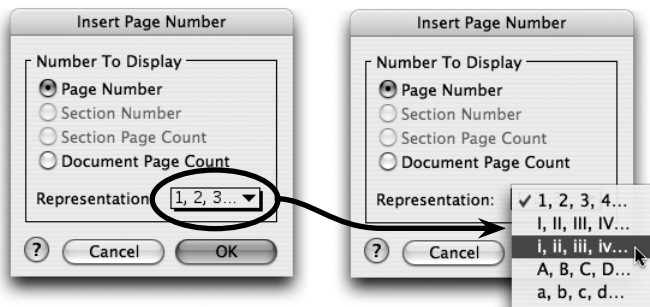
Double arrows **Double arrows** are one visual clue that a dialog box contains a menu. Whenever you see that double arrow, as shown below, you can click anywhere in that horizontal bar and a menu will pop up or down.

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



Single arrows and shadows In the example below, the box next to "Representation" has a little shadow behind it, as well as an arrow. Even without the arrow, that little shadow is your visual clue that if you press or click on the word, you will get a pop-up menu, as shown. Look for that shadow!

See this little shadow behind the box? That indicates a menu.



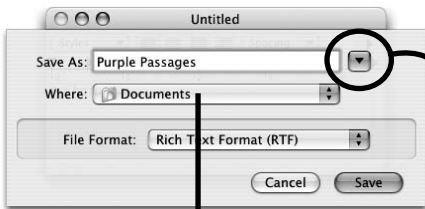
This is an example of what happens when you press on a menu in a dialog box.

A **single** downward-pointing **arrow** or **triangle** as a button all by itself *does not* indicate a menu! A disclosure triangle typically expands a dialog box to present more information, as shown below. 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.

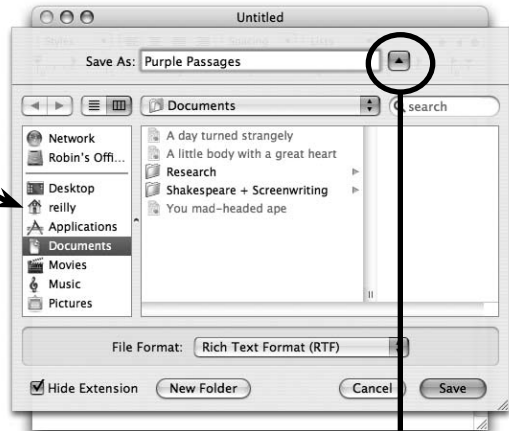
Single arrows or triangles on buttons

Below is a typical dialog box in which you save your new document with a name. The **default** (the automatic choice) 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 to the right.

Do you see the two menus in this little dialog box? Look for the double arrows.



*This is the **default**, or the choice automatically made for you.*



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