

Jamie's Finder Tips and Shortcuts

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Some of the tips that follow are basic, some not so. Either way, it's probably worth your time to make sure you know them, even if you choose not to use them. I see people everyday who would save time, energy and angst if they knew this stuff. Plus, it's fun!

- The Apple (⌘) key is referred to as the Cloverleaf or the Command key. (Maybe it should have the word printed on it like the rest.)

- Shift-Command-3 takes a screen shot of the entire screen and saves it on the hard disk as Picture 1 (or a higher number if 1 already exists).

- Shift-Command-4 takes a screen shot of whatever you choose. Your cursor becomes crosshairs. Just click-hold and pull, release. Very useful!

- Pop-up windows. View most commonly used folders as Pop-up windows which stay at screen's bottom. (To Do: Open window/folder \ Views - Pop-up Window.)

- View as Buttons. Great when in a Pop-up window for true one-click ease of use. (To Do: Open window/folder \ Views - Buttons.)

- Make aliases: Select \ Command-M.

- Make aliases without the word "alias" in the file name: Select \ drag to another folder or to the Desktop while holding down Option-Command.

- Leave an alias of the Launcher on the Desktop.

- Use the keyboard shortcut when possible. In the Finder, you should know Command-N, M, D, F, O, A, Z, X, C, V, E by heart.

- To Shut Down, tap the Power Key, then Enter.

- To Force Quit: Option-Command-Esc.

- To Force a Restart: Control-Command-Power.

Keyboard shortcuts

You should at least know these by heart:

Command-A Select All
Command-C Copy
Command-D Duplicate
Command-E Eject
Command-F Find/Sherlock
Command-M Make Alias
Command-N New Folder (create)
Command-O Open
Command-V Paste
Command-X Cut
Command-Z Undo

- Hold down the modifying keys like Control, Option or Command with one hand, while pressing on the other key with your other hand. Trying to use only one hand often results in messes and general confusion to your computer. Remember, computers don't Paste-Multiply; people do.

- Tear-off the Applications Menu. It floats. It's great for keeping track of which applications are open and provides an easy way to switch between them. (To Tear-off: Click on the Finder—it is the farthest right icon on the main menu bar—and hold while passing through the bottom of the Applications Menu. It'll follow.)

- Option-Clicking on any visible part of the desktop hides the application you are working in and puts you at the Desktop/Finder.

- Use the two previous tips in conjunction, i.e.: in the tear-off Applications Menu, Click on an icon to unhide your work in that application. Very efficient.

- Click on the time in the Menu Bar for today's date.

- Command-Tab toggles between open applications.

- *Working with Nested Folders:*

- ♦ Command-Click-Hold on the Title in the Title Bar of a nested folder to see the hierarchical list of folders which precedes the one you're in.

- ♦ Continue Command-Hold and Slide to another of the listed Folder Titles and Release. This opens a different folder in the hierarchical list.
- ♦ Or, Option-Command-Click-Slide-Release opens another folder on the list while closing the current folder.

- Option Double-Clicking opens the target folder while closing the one you're in. Reduces clutter immensely.

- Command-D within a Save or Open dialog box chooses the Desktop as a destination.

- Select a document or folder within a Finder window by typing the first letter(s) in the item's name.

- In System 8, you can adjust whether the application's name or just the icon shows in the slideable Application Menu, (top right). You choose: wide with name or just the icon.

- Use aliases of applications as a way to see if documents can be opened by those applications (format compatibility). I have a folder of just aliases I go to when I receive a file I can't open. I drag the un-openable document over the aliases (in a list view window) to see which get highlighted as the document passes over. If an alias highlights, it might be able to open the document in question.

- Put an alias of your Hard Disk in your Apple Items Menu. Great way to go deep. (To Do: Put an alias of the hard disk in the Apple Menu items folder, which is in the System Folder.)



Macs can be more fun when you use Jamie's Finder Tips

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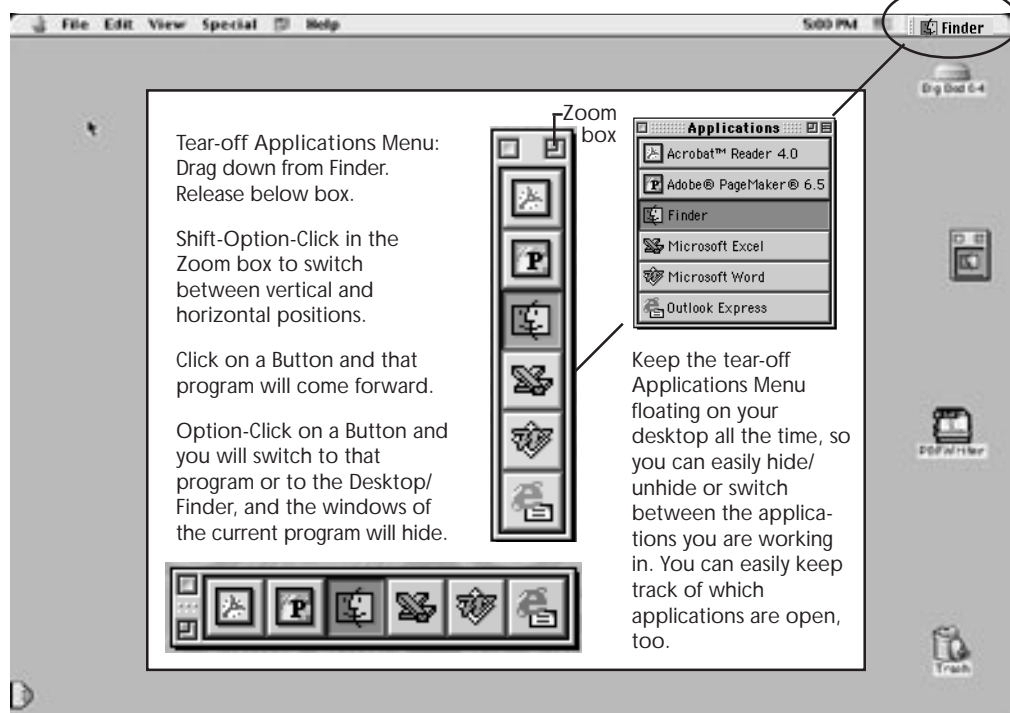
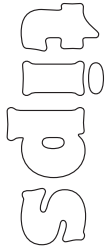
- One can easily see what's being held on the Clipboard from any Copy or Cut by adding an alias of the Clipboard to the Apple Menu. (It can be found in the System Folder. Make an alias. Be sure not to move the original.)
- Similarly, an alias of the Trash in the Apple Menu allows contents of Trash to be viewed from the Apple Menu.
- Reorganize the Apple Menu items by adding spaces to the front of file names to "Alphabetize Different." (To Do: open the Apple Menu Items folder in List view; it is contained in the System Folder.)
- Command-Delete sends a selected item to the Trash.
- Don't get confused by a desktop item disappearing when a floppy (or other removable media) is ejected, it was never really there. (Instead, it was on the Desktop file of the removable. The same can be said of the Trash file of a removable.) Odd concept initially, I know.

- The space a file occupies on the hard disk is not really free for other uses until that item has been put into the Trash and the Trash has then been emptied. The metaphor of a toilet is something everyone understands. I often tell people to "Flush" the Trash. (But then maybe no one would want to retrieve anything once it's in there.)
- Double-Clicking on the Title Bar collapses windows (must be set to do so in: Control Panel \ Appearance \ Options). I love this.

And some general tips—

- Option-8 results in a "•" (a bullet) in most fonts. And Shift-Option-8 produces "°" (a degree mark).
- Option-Y results in a "¥" (yen) in most fonts.
- Live with others? Start up sounds can annoy when booting up a Mac at odd hours. An easy solution is to buy a short headphone jack to quell the start-up sound. Just plug it into the headphone jack. It'll make for silent start ups.
- If you have DSL or RoadRunner, set your Date & Time control panel to synchronize itself daily with a Network Time Server.
- Get DSL or RoadRunner. Both make the entire Internet experience much closer to what it's supposed to be.
- Make sure your browser is at least a version 4. (Internet Explorer 5 is cool).

- Understand that word processors, spreadsheets and databases are fundamentally the same no matter who makes them. Don't make the mistake of thinking Excel is the only spreadsheet and Access the only database.
- If AppleWorks came on your Mac, learn the Word Processing, Drawing, Spreadsheet and Database modules. They are lean and intuitive tools that get the job done.
- Don't dismiss Outlook Express 5 and Internet Explorer 5 as an e-mail client or browser. They are very, very good.
- Show new Mac users the "About The Finder..." picture and encourage them to "explore within." It can be seen by holding down Option and going to the Apple Menu. The first choice is "About The Finder..." instead of "About This Computer."



FINDER and DESKTOP are terms which are commonly inter-changed, but actually, the Desktop is what you see (left back-ground), and the Finder is the system software, which controls it.