

DMUG August Program

Mastering the Mac's Keyboard

GoTo - Keyboard Categories

Master Your Keyboard



There are 14 different types of keyboard commands

Master Mac's Keyboard

- Startup Keystrokes*
- In the Finder*
- Apple Menu*
- Finder Menu*
- File Menu*
- Edit Menu*
- View Menu*
- Go Menu*
- Window Menu*
- Help Menu*
- Power Keys*
- The Dock*
- Managing Programs*
- Dialog Boxes*

Startup Key Strokes

Startup Keystrokes

Keys to Hold Down

Effect



Starts Up From a CD



Starts Up From the first partition



Starts Up From network server



Resets the LapTop Screen



Puts the Mac into Firewire Target Disk mode



Starts up in Mac OS X (if 9 is on the same disk)



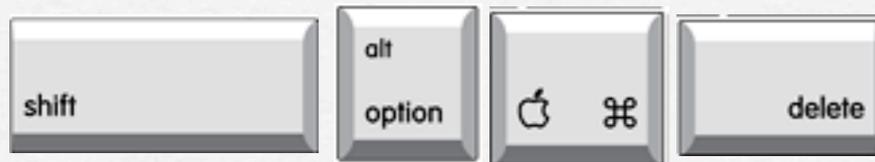
Shows Icons of all Startup disks and partitions,
so you can choose one for starting up

Home

Startup Keystrokes

Keys to Hold Down

Effect



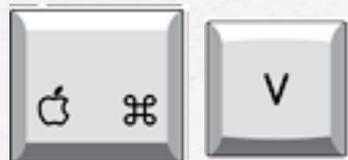
Starts Up From external drive or (CD)



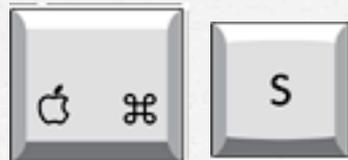
Zaps the parameter RAM (PRAM). (Hold down until you hear the second chime)



Brings up Open Firmware screen (pre-intel Macs).



Shows Unix console messages during startup, logout, and shutdown



Starts up in single-user (Unix command-line) mode



Mouse Down

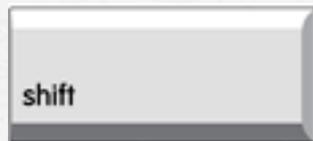
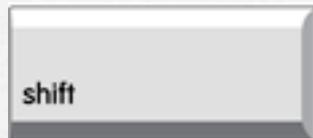


Ejects a stuck CD or DVD

Home

Startup Keystrokes

Keys to Hold Down



Effect

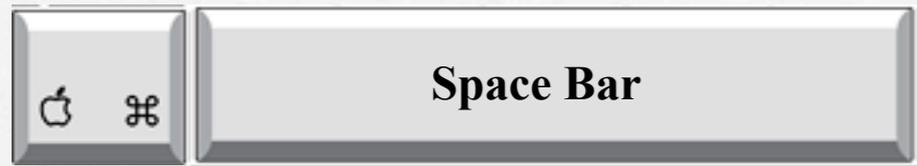
Just after powering up: Turns off all kernel extensions

Just after logging in: Prevents Finder windows and startup items from opening.)They'll return the next time you startup.)

Home

In the Finder

In the Finder



.....> Highlights Spotlight box



.....> Opens Spotlight window



.....>

Expands or collapses a selected folder in list view



.....>

Expands a folder in list view and all folders inside it



.....>

Collapses folder and all folders inside it



.....>

Opens parent folder

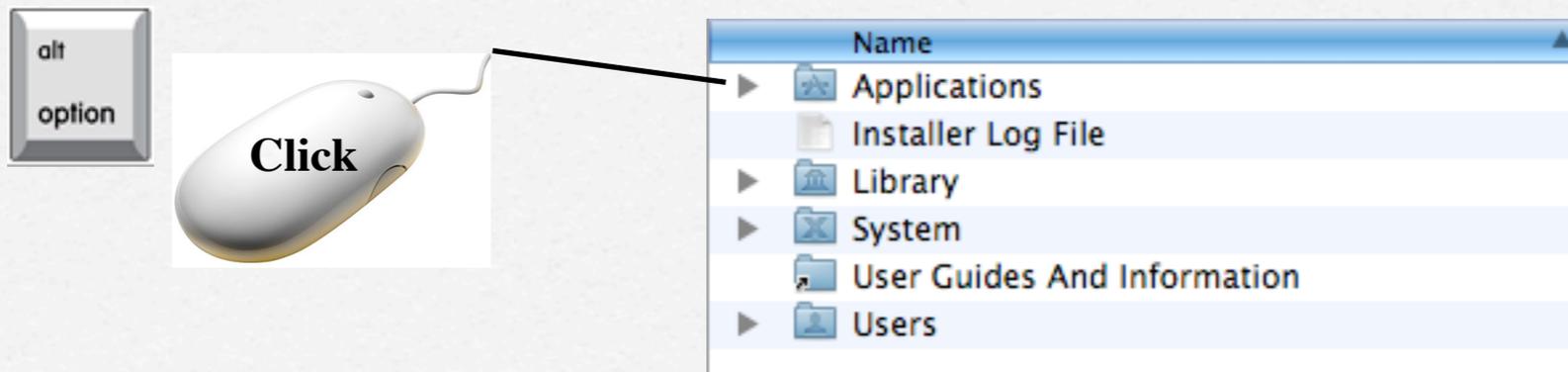
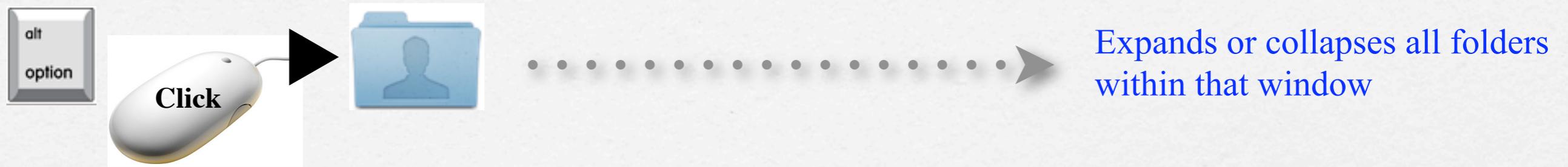
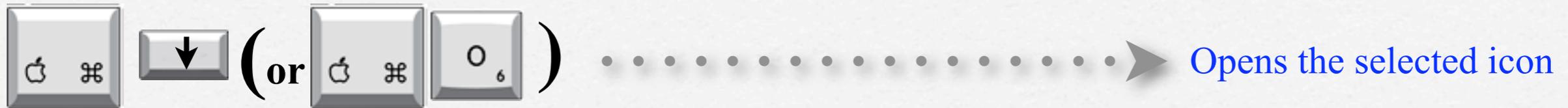


.....>

Selects the Desktop

Home

In the Finder



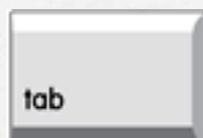
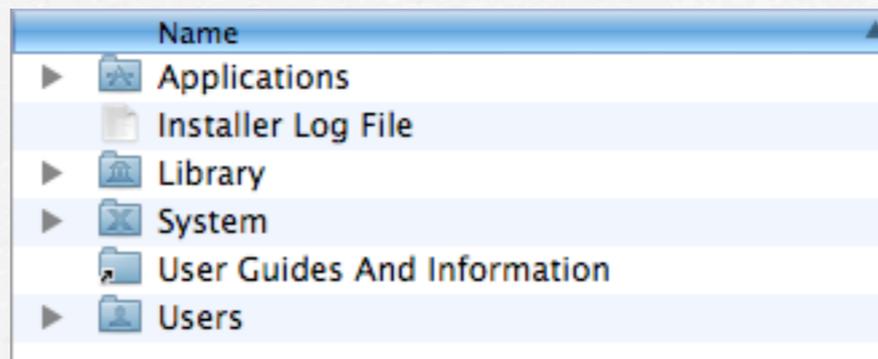
Home



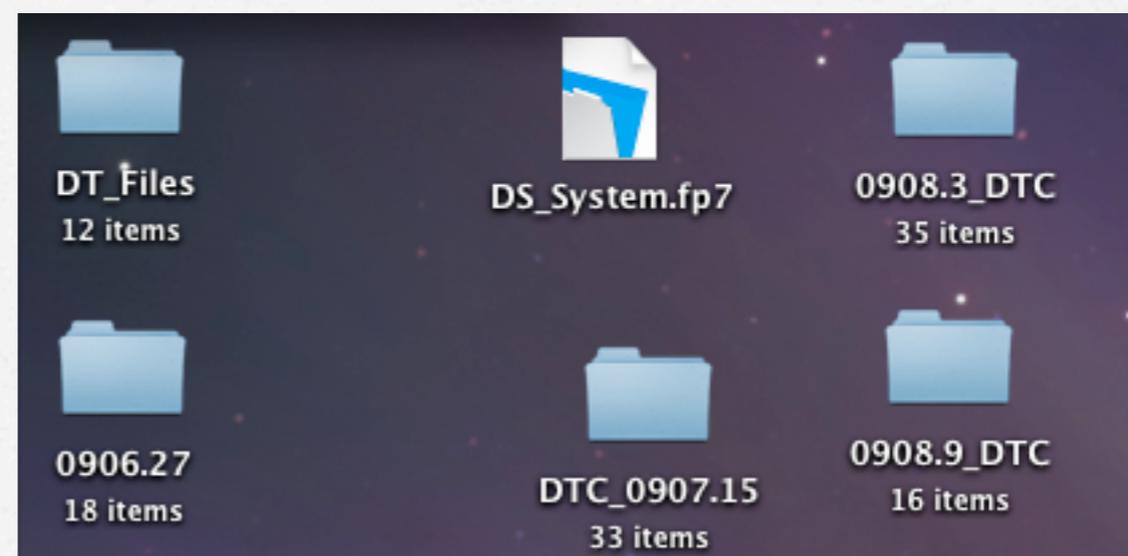
- Users
 - DS
 - Desktop
 - DMUG Files
 - 0109 Presentation Files
 - 0109 Main Presentation
 - Opening 09 presentation.key
 - Apple Keyboard Symbols.psd
 - Command Key Icon
 - DMUG CC members
 - keyboard.gif
 - keyboard.psd
 - MacMinute Non Member List
 - Oreily.psd
 - DT_Files
 - A_Wk In Progress
 - Pyburn
 - Backup of Landing Page revised_wrk
 - eMail Names
 - eval wrk text
 - Eval_wrk
 - Landing Page revised_wrk
 - Landing Page revised_wrk2
 - Landing Page.doc
 - TRW_current
 - Backup of DYAD Proposal
 - DYAD Proposal
 - DYAD Proposal

Home

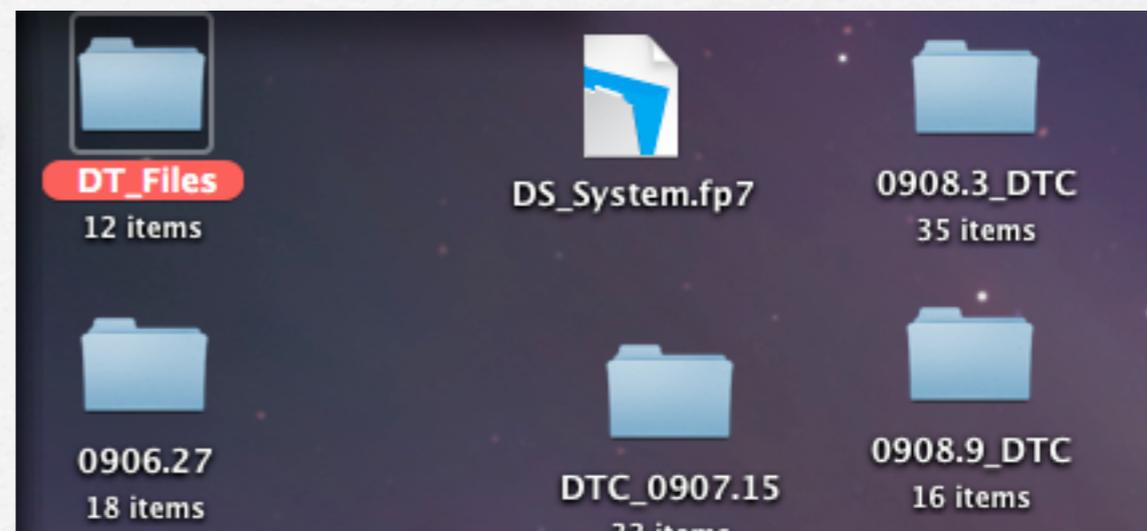
All folders collapsed



Selects the next icon alphabetically



Selects the next icon alphabetically

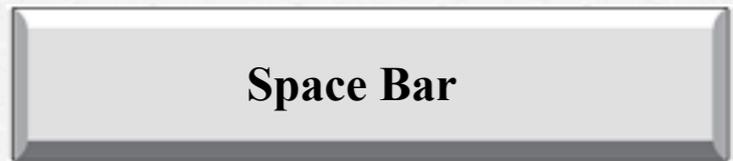


Home

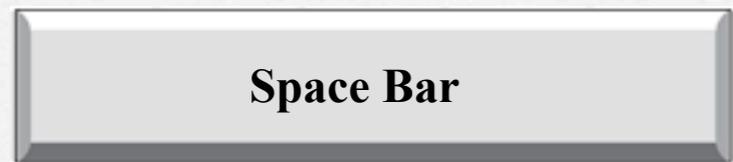
In the Finder



Selects the previous icon



Opens Quick Look preview of highlighted icon(s)



(During a spring-loaded folder drag) Opens the disk or folder under the mouse immediately



Drag



Scrolls a Finder window in any direction (list or icon view)



Enlarges the window to full screen



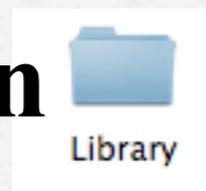
Closes all Finder windows

Home

In the Finder



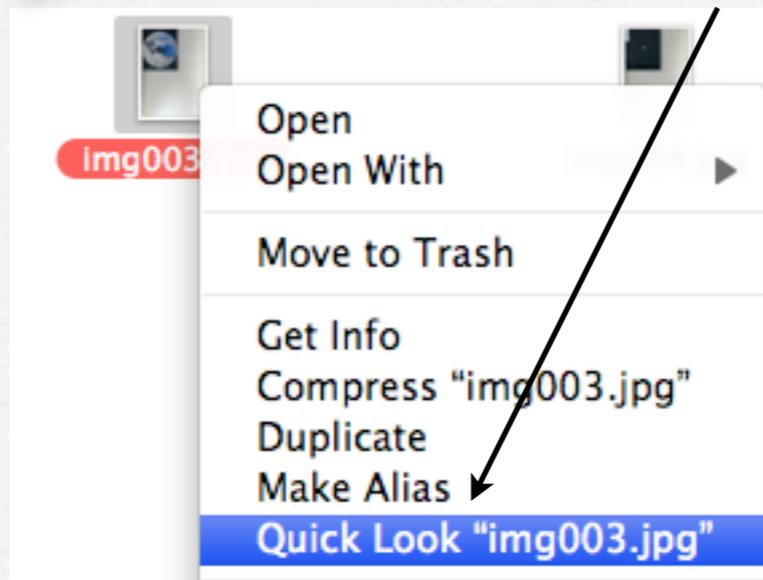
Drag an icon



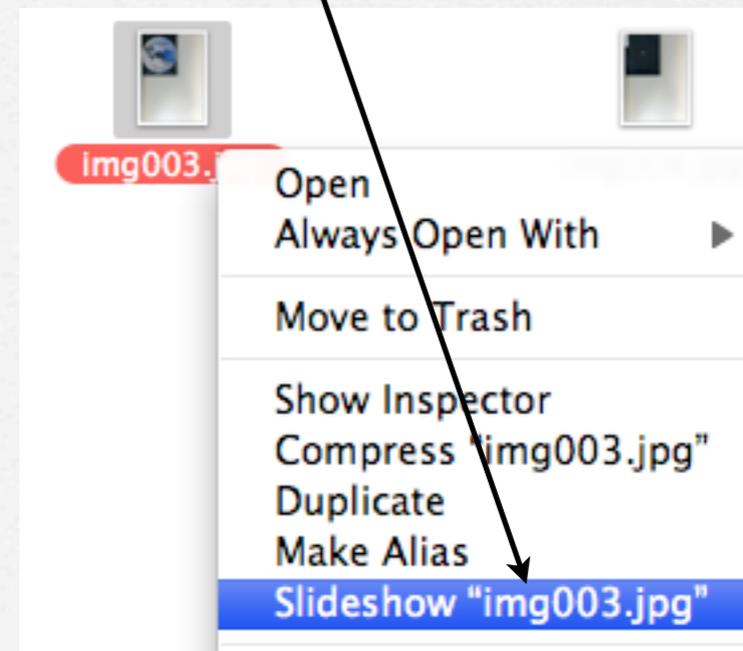
Moves it into, or out of, the System folder
(administrator password required)



Changes Quick Look button



to Slideshow button

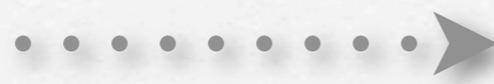


Home

In the Finder



Drag



Rearranges or removes menulets or toolbar icons

Result of



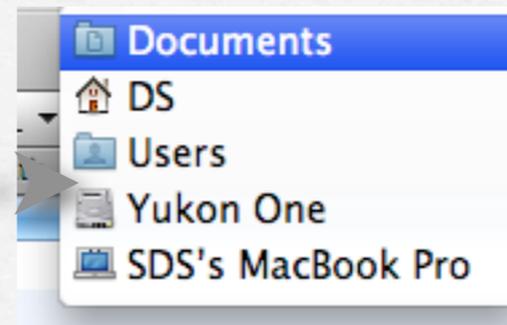
Drag



Window title



Result

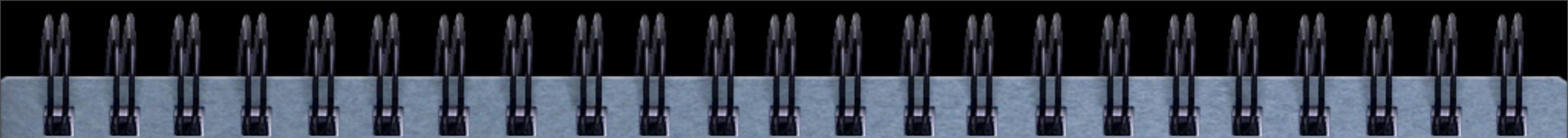


Home

In the Finder



Home



 **Menu**

Apple Menu



Changes “About This Mac” to “System Profiler”



Eliminates confirmation box from Restart, Shut Down, and Log Out

Home

Finder Menu

Finder Menu



Home

File Menu

File Menu



New Finder Window



New Folder



New Smart Folder



Open



Open in New Window

Home

File Menu



-Click "File menu"

Changes "Open With" to "Always Open With"



Close Window



Close All



Get Info



Show Inspector



Summary Info (of selected icons)



Duplicate

Home

File Menu



.....> Make Alias



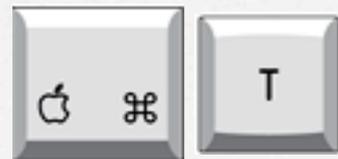
.....> Quick Look



.....> Slide Show (of selected icons)



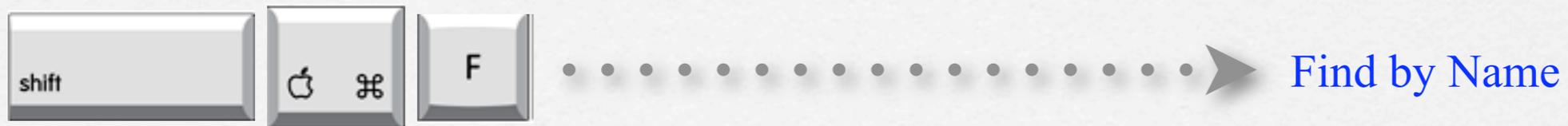
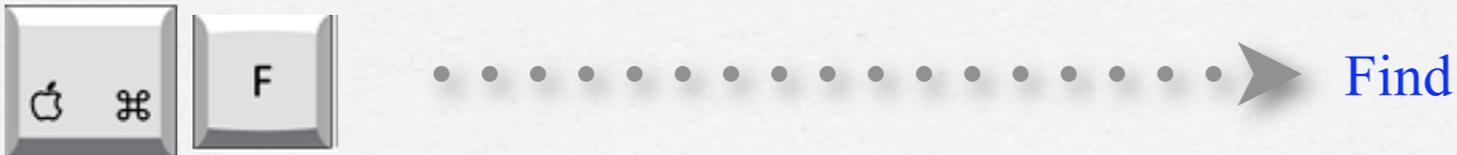
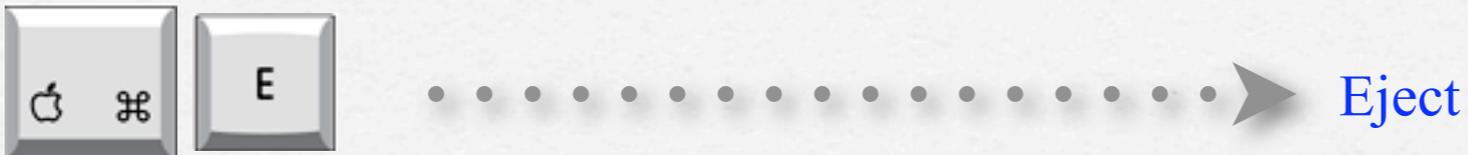
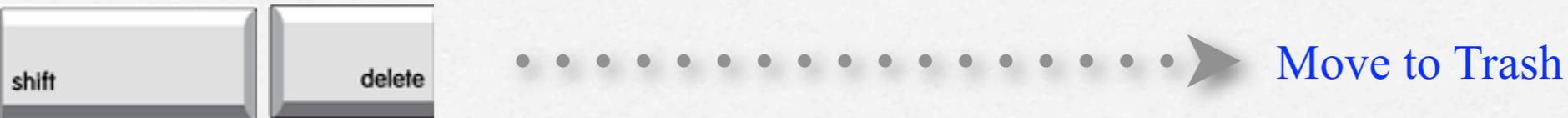
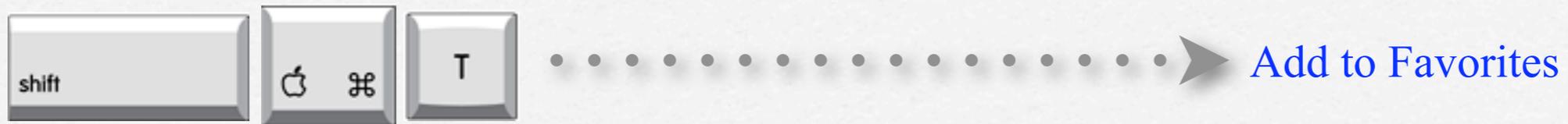
.....> Show Original (of alias)



.....> Add to Sidebar

Home

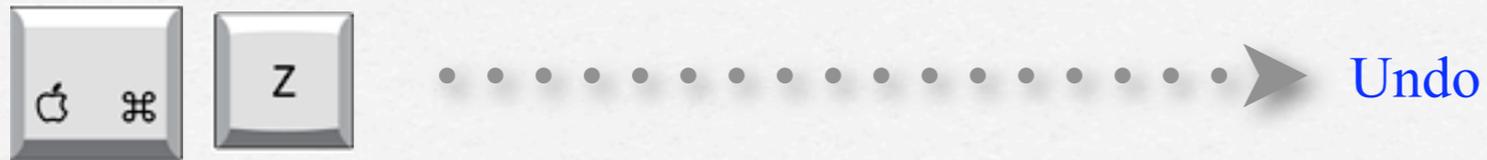
File Menu



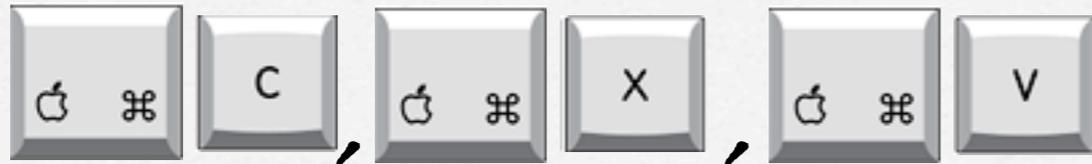
Home

Edit Menu

Edit Menu



Undo



Copy, Cut, Paste



Select All



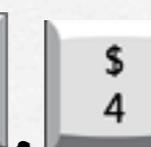
Deselect Select All

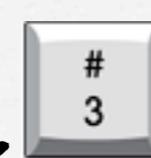
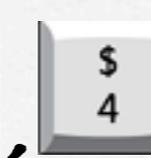
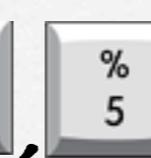
Home

View Menu

View Menu

  A ➔ Deselect Select All

     ➔ Icon, List, Column, Cover Flow views

        ➔ Arrange by Name, Date Modified, Date Created, Size, Kind, Label

 ➔ Changes “Clean Up Selection” to “Clean Up”

 ➔ Changes “Keep Arranged By” to “Arrange By”

  T ➔ Show/Hide Toolbar

 J ➔ Show/Hide View Options palette

Home

Go Menu

Go Menu

  J, ➔ Show/Hide View Options palette

 { [ }] ➔ Back, Forward

 ↑ ➔ Enclosing Folder

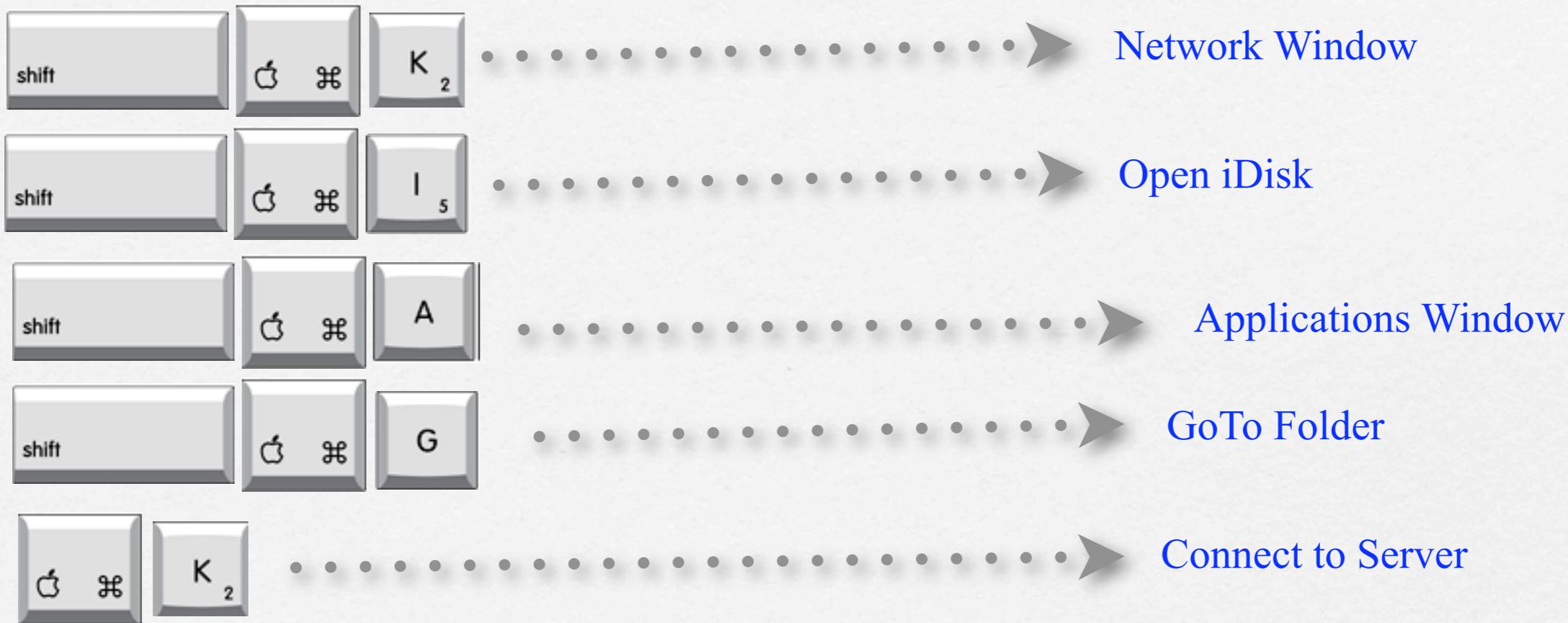
  ↑ ➔ Enclosing Folder in new window

  C ➔ Computer Window

  H ➔ Home Window

Home

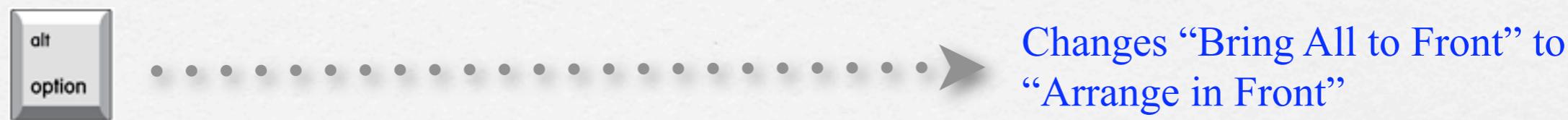
Go Menu



Home

Window Menu

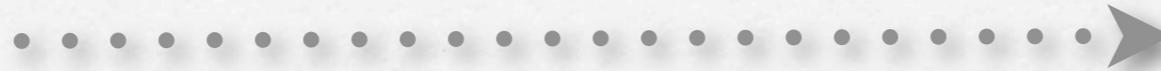
Window Menu



Home

Help Menu

Help Menu

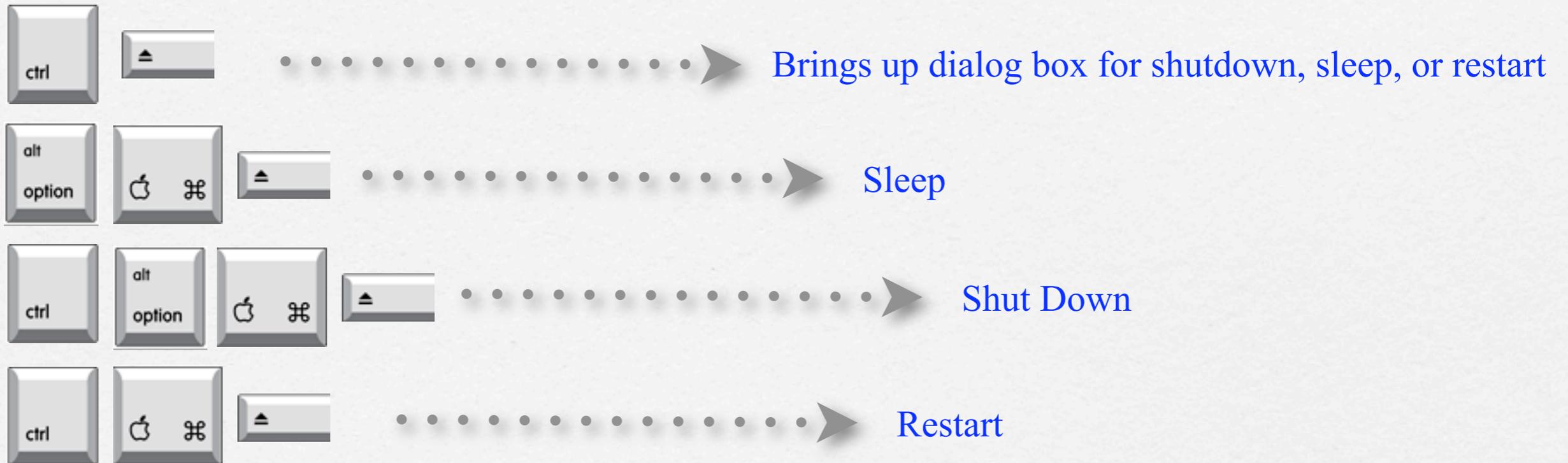


Opens Help Search Box

Home

Power Keys

Power Keys



Home

The Dock

The Dock



a Dock icon



Switches to new program and hides previous one



Hides/Shows the dock



a Dock or Stacks icon



Reveals its actual Finder icon



a Dock icon



Switches to this program and hides all others

Home

The Dock

  a Dock icon ➔ Opens a shortcut menu

 **Drag** a Dock icon onto a Dock icon ➔ Prevents Dock icons from moving, so you can drop your icon onto one of them

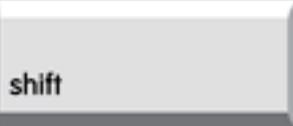
 **Drag** a Dock icon ➔ Drags the actual item

  **Drag** an icon onto the Dock ➔ Forces Dock Program icon to open the icon you're dropping

Home

Managing Programs

Managing Programs

-   a Dock icon
.....> Switches to new program and hides previous one
-   in a window
.....> Switches to new program and hides previous one
-   H
.....> Hide this program's windows (works in most programs)
-    H
.....> Hide all other programs' windows (most apps)
- > Spaces: Enters "big picture" view of your virtual screens (if you've turned on Spaces)
-  > Spaces: Enters "big picture" view in slow motion

Home

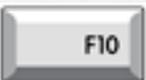
Managing Programs

 ➔ Jump to a specific Spaces screen

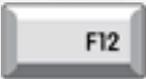
 ➔ Next Spaces screen in this direction

 ➔ Exposé: Shrinks and tiles all windows in all programs

 ➔ Exposé: Shrinks and tiles all windows in slow motion

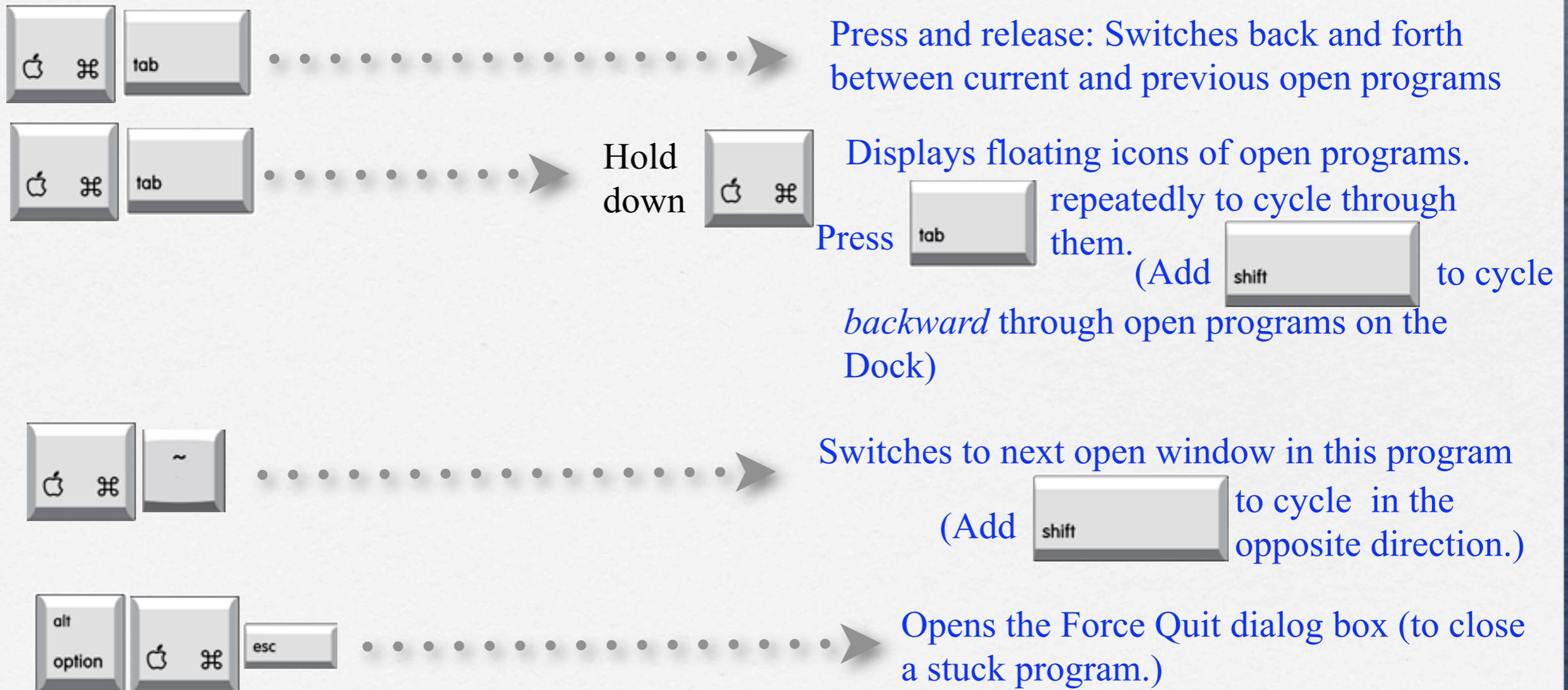
 ➔ Exposé: Shrinks and tiles all windows in frontmost program

 ➔ Exposé: Flings all windows in all programs to edges of screen, revealing desktop

 ➔ Dashboard widgets

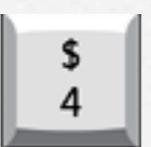
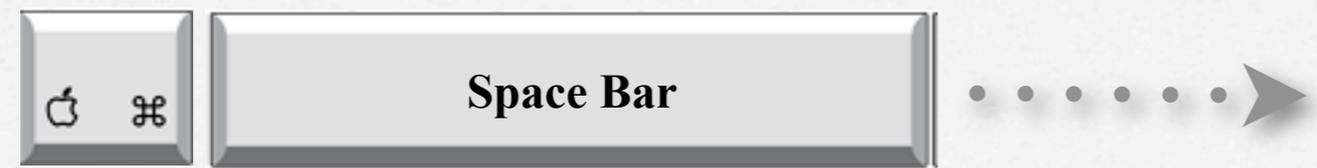
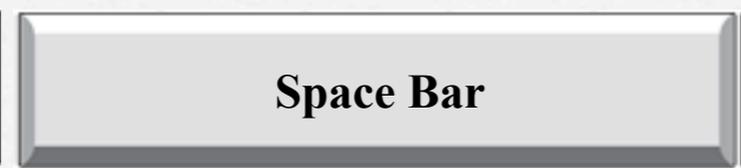
Home

Managing Programs



Home

Managing Programs

-  **shift** +  +  ➔ Captures the screen image as a PDF file on your desk top
-  **shift** +  +  ➔ Produces a crosshair; drag to capture a selected portion of the screen as a PDF graphics file. (Press **Space** to get the “camera” cursor that snips out just a menu, icon, or window.)
-   +  ➔ Switches keyboard layout (if more than one is installed.) (If you use Spotlight, you must choose a different keystroke for this function.)

Home

Dialog Boxes

Dialog Boxes



Opens Preferences dialog box (any Apple program.)



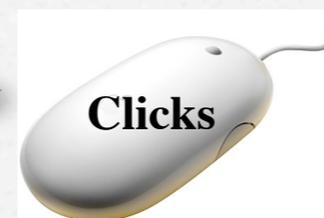
the Cancel button in a dialog box



the OK button (or other blue, highlighted button) in a dialog box



Moves the insertion point to the Search box in most Apple programs



the Don't Save or Replace button

Home

That's all