

# 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*



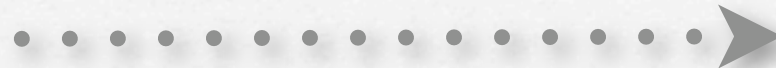
# Startup Key Strokes



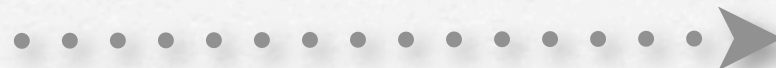
# Startup Keystrokes

## Keys to Hold Down

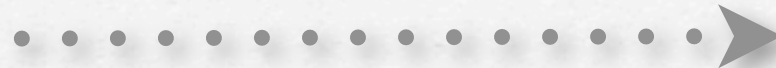
## Effect



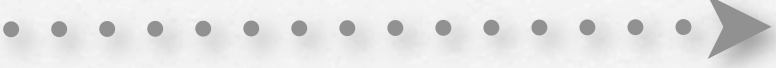
Starts Up From a CD



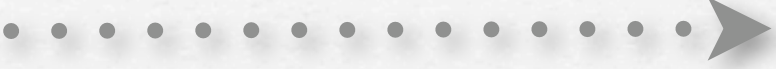
Starts Up From the first partition



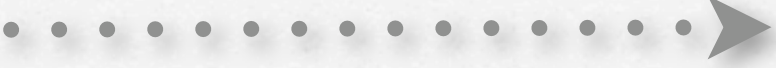
Starts Up From network server



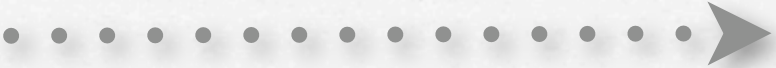
Resets the Laptop Screen



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

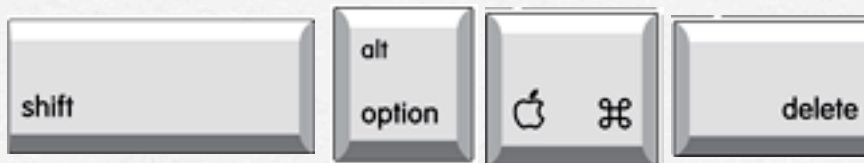
Home



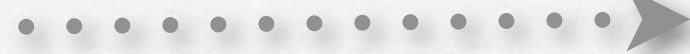
# Startup Keystrokes

## Keys to Hold Down

## Effect



Starts Up From external drive or (CD)



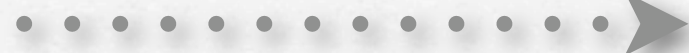
Zaps the parameter RAM (PRAM). (Hold down until you hear the second chime)



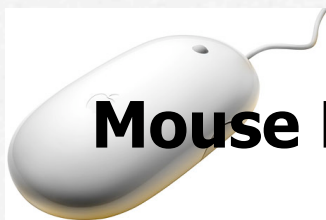
Brings up Open Firmware screen (pre-intel Macs).



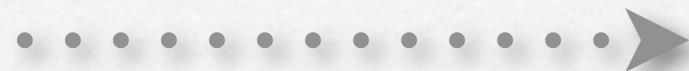
Shows Unix console messages during startup, logout, and shutdown



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



**Mouse Down**



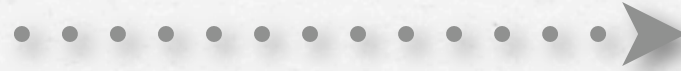
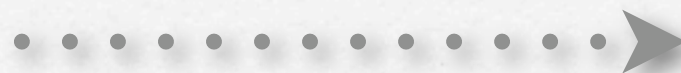
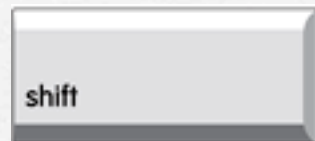
Ejects a stuck CD or DVD

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.)

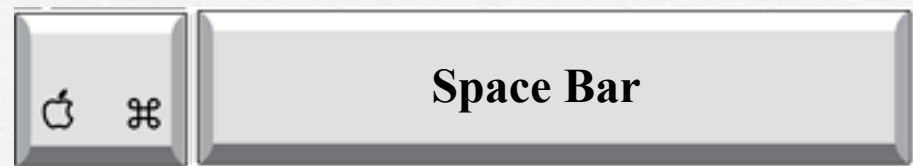
Home



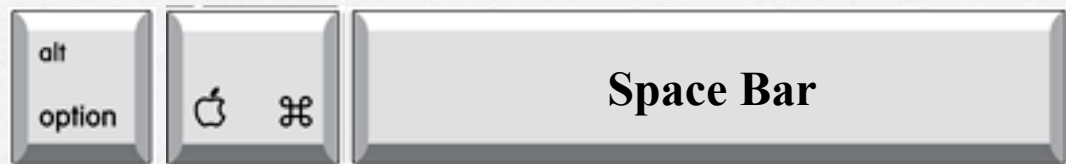
# In the Finder



# 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



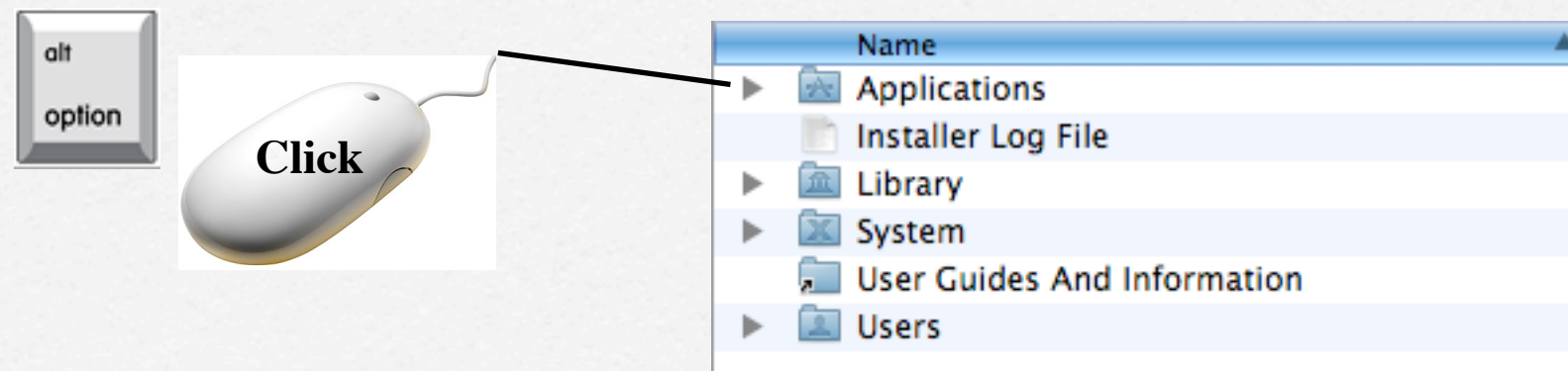
.....>

Selects the Desktop

Home

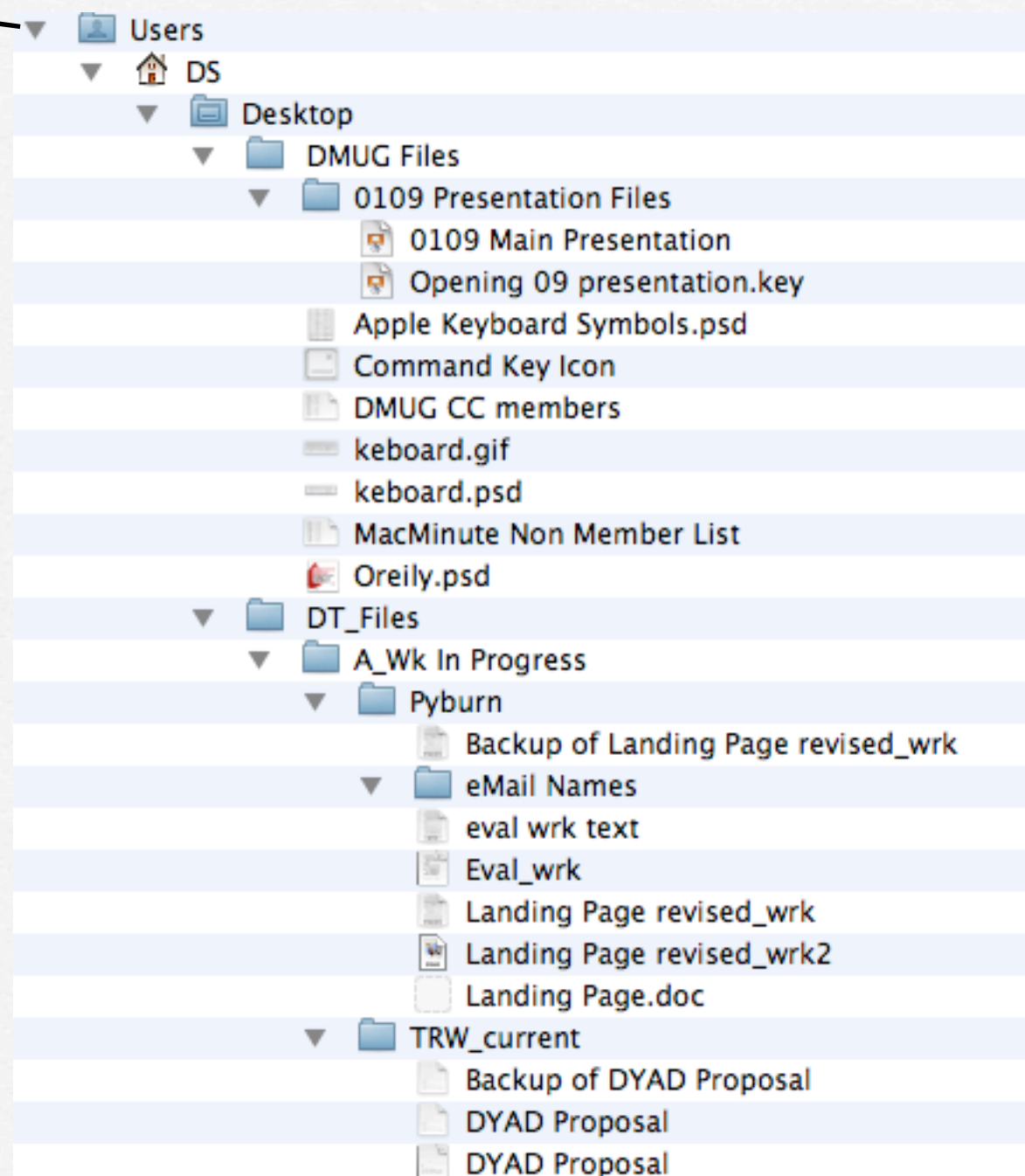


# In the Finder



Home

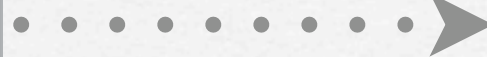
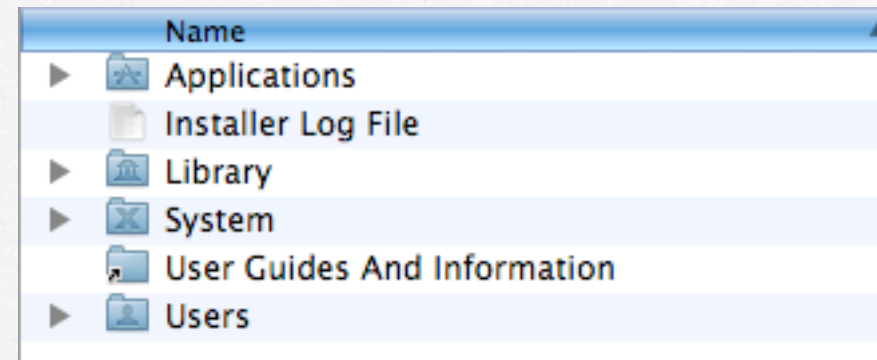




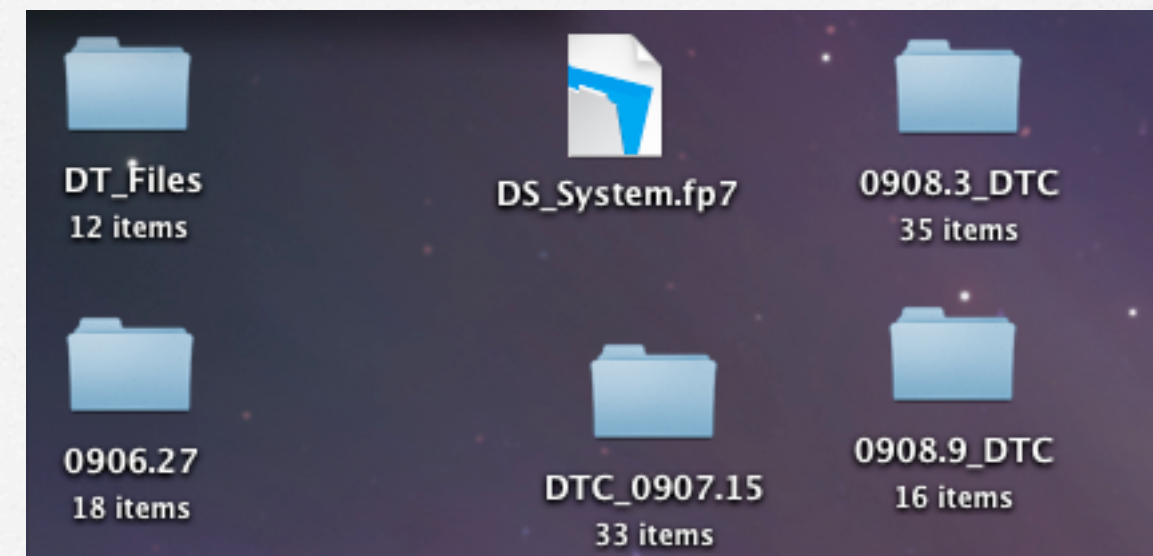
Home



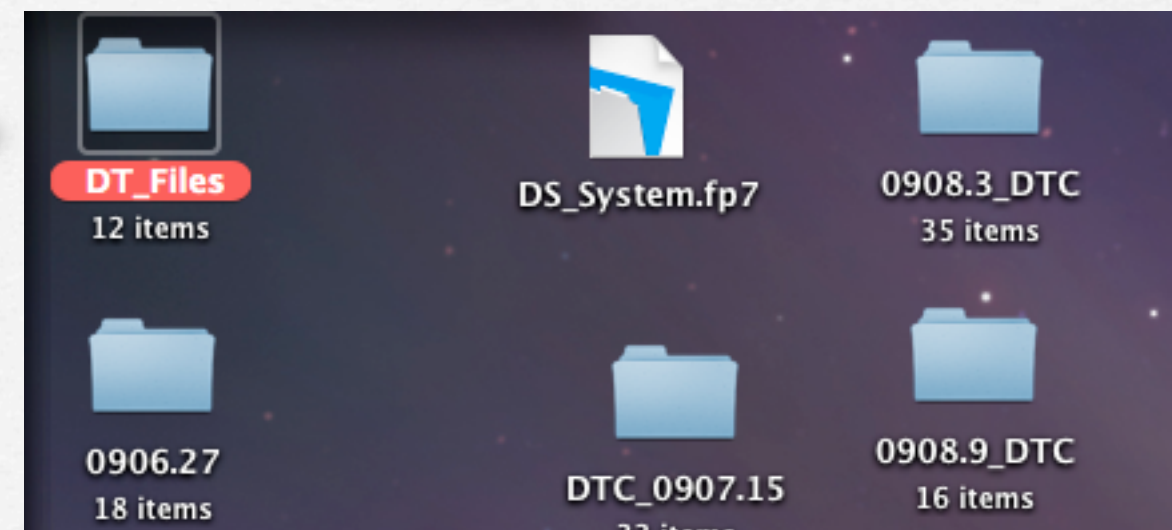
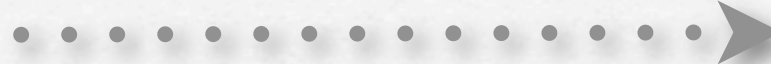
# All folders collapsed



Selects the next icon  
alphabetically



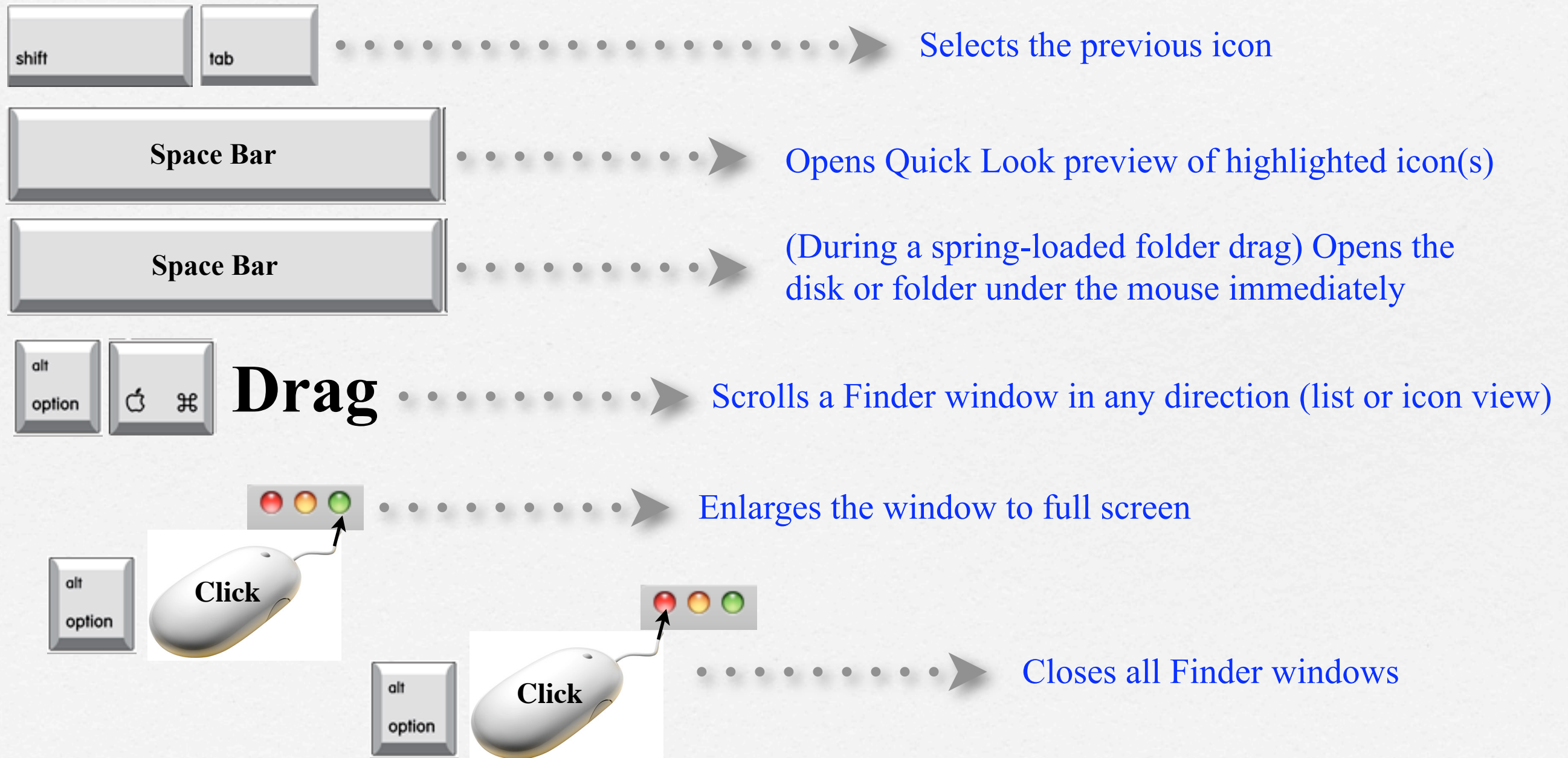
Selects the next icon  
alphabetically



Home



# In the Finder



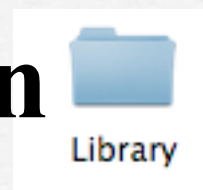
Home



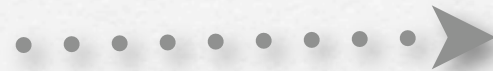
# In the Finder



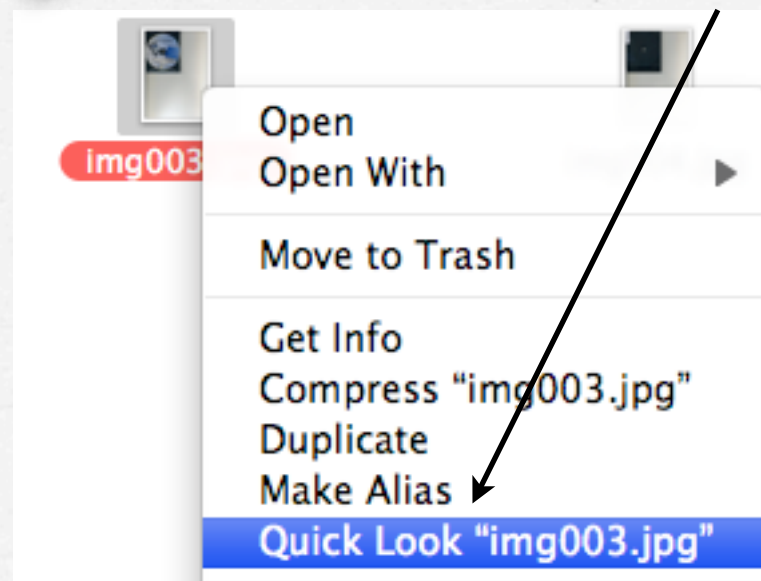
**Drag an icon**



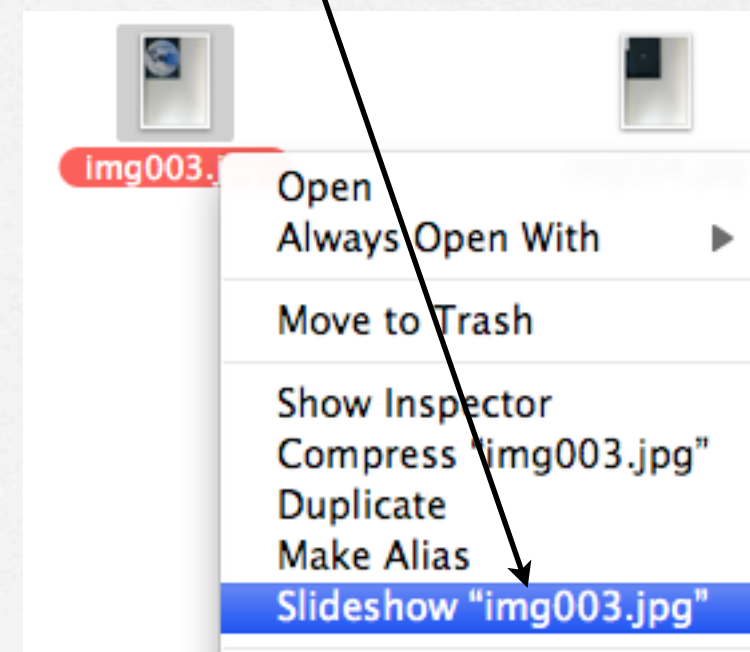
Moves it into, or out of, the System folder  
(administrator password required)



Changes Quick Look button



to Slideshow button



Home



# In the Finder

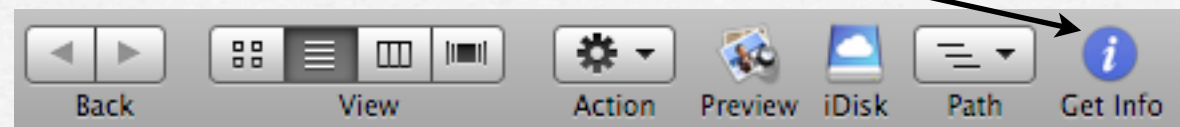


**Drag**

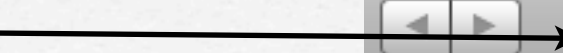


Rearranges or removes menulets or toolbar icons

Result of



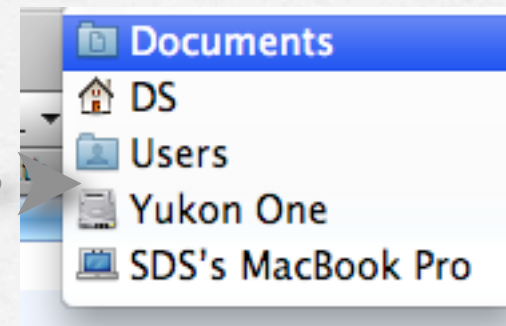
**Drag**



Window title



**Result**



Home



# In the Finder



Home

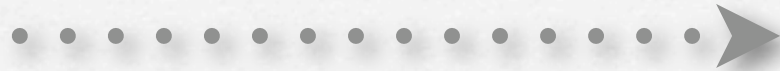




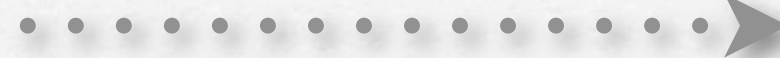
# Menu



# Apple Menu



Changes “About This Mac” to “System Profiler”



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

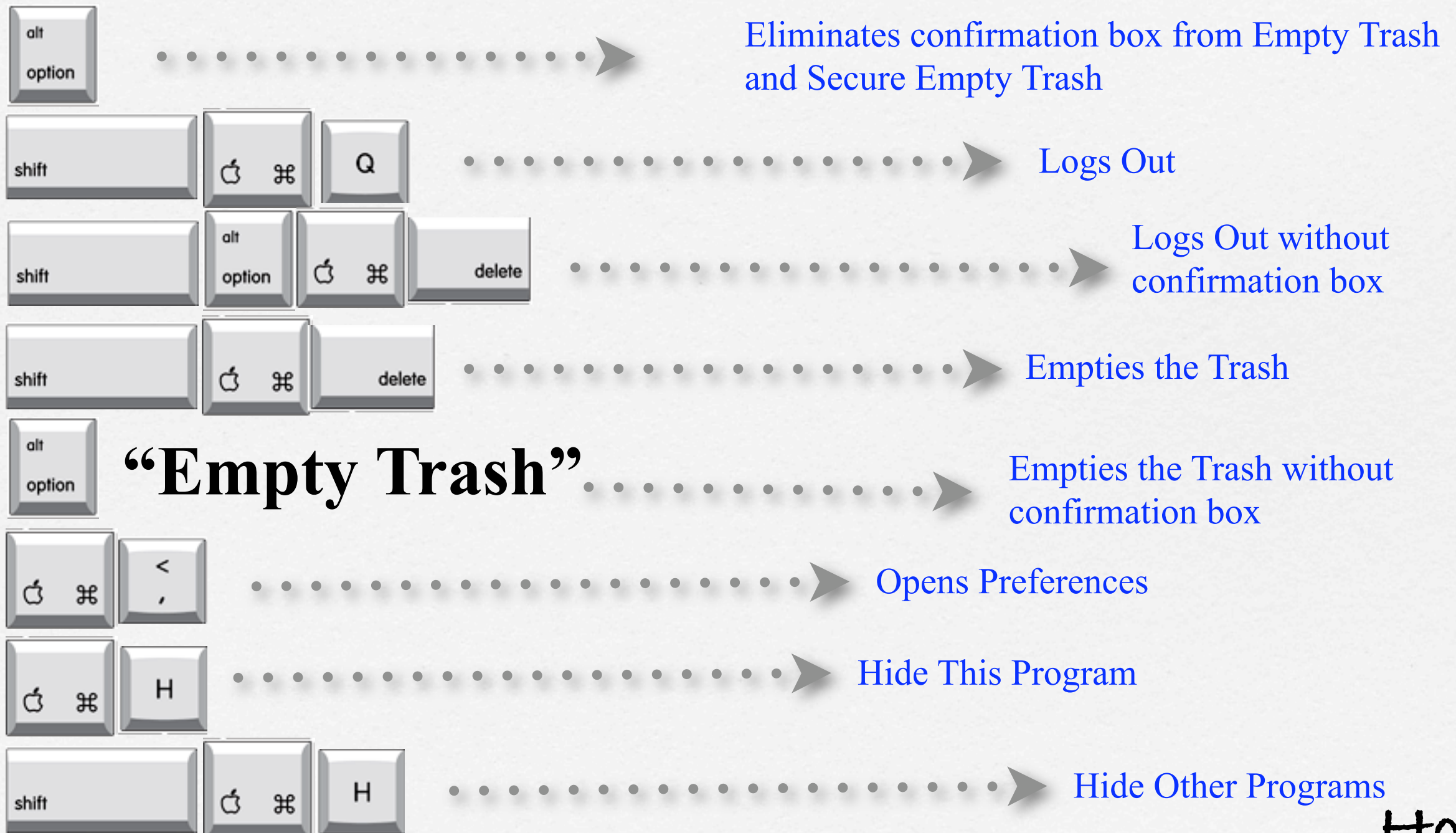
Home



# Finder Menu



# Finder Menu



Home



# File Menu



# File Menu

  N ..... ➔ New Finder Window

  N ..... ➔ New Folder

  N ..... ➔ New Smart Folder

  **or**   ..... ➔ 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)



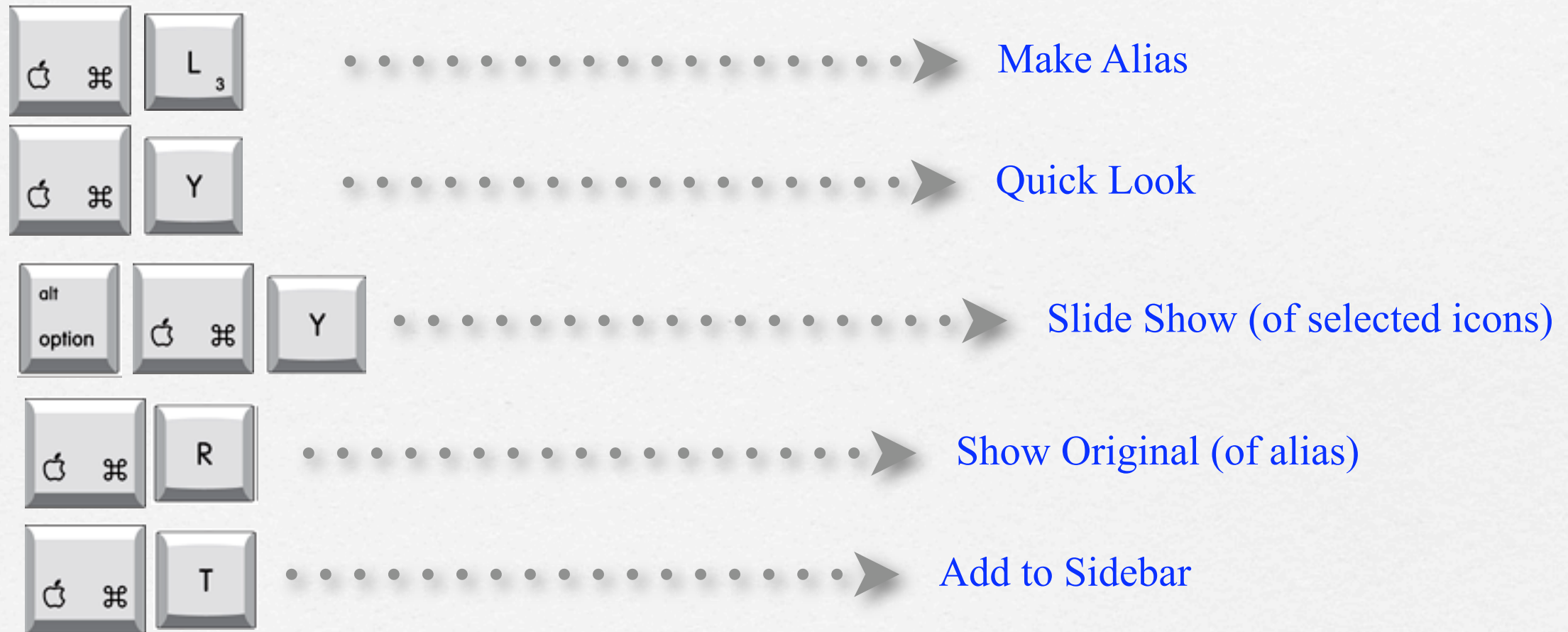
.....

Duplicate

Home



# File Menu



Home




# File Menu

   ..... ➔ Add to Favorites

  ..... ➔ Move to Trash

  ..... ➔ Eject

  ..... ➔ Find

   ..... ➔ Find by Name

Home



# Edit Menu



# Edit Menu



Home







# View Menu



# View Menu

  A ..... ➔ Deselect Select All

  ! 1 @ 2 # 3 \$ 4 ..... ➔ Icon, List, Column, Cover Flow views

  ! 1 @ 2 # 3 \$ 4 % 5 ^ 6 c ..... ➔ 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

  ..... ➤ Show/Hide View Options palette

  { ..... ➤ Back, Forward

  ..... ➤ Enclosing Folder

   ..... ➤ Enclosing Folder in new window

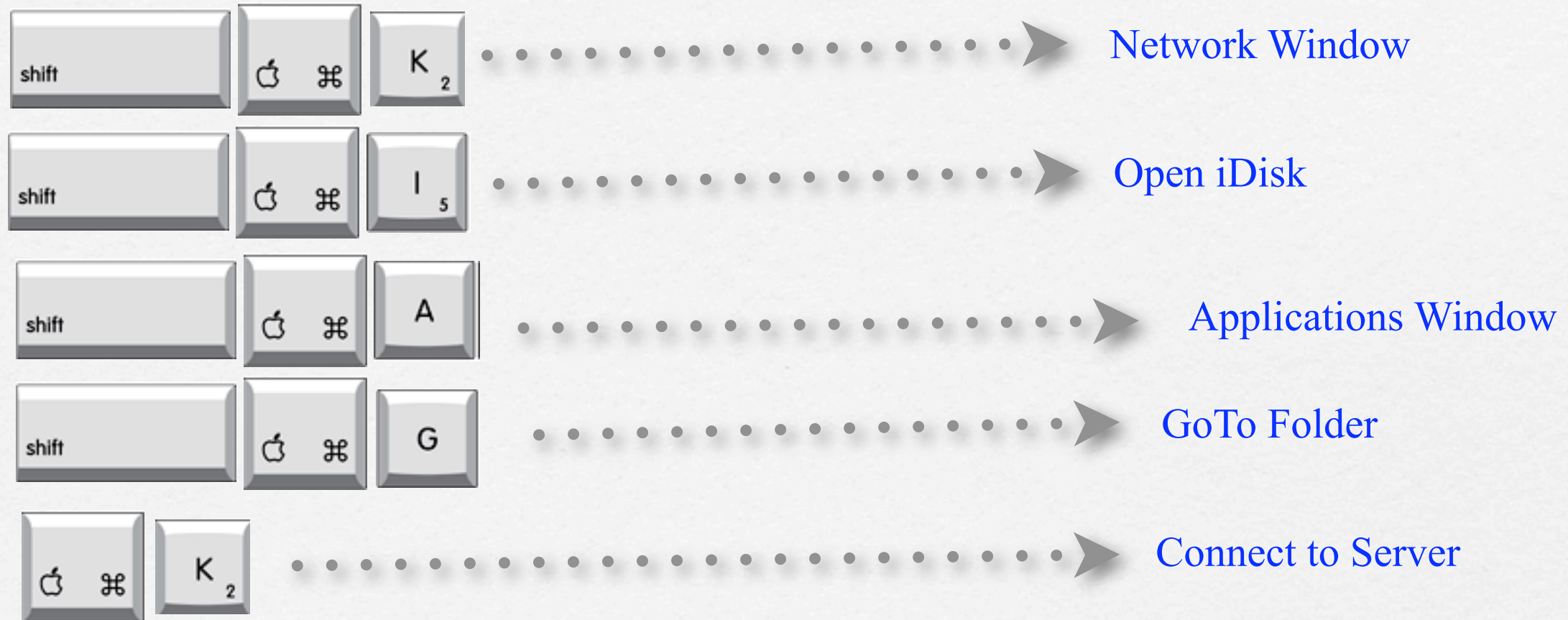
  C ..... ➤ Computer Window

  H ..... ➤ Home Window

Home



# Go Menu



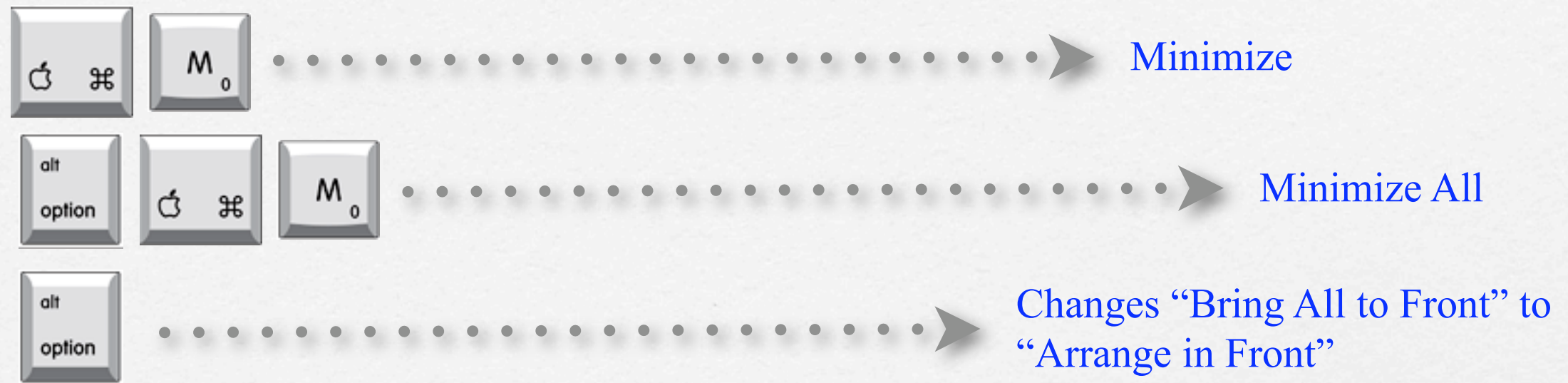
Home



# Window Menu



# Window Menu



Home



# Help Menu



# Help Menu



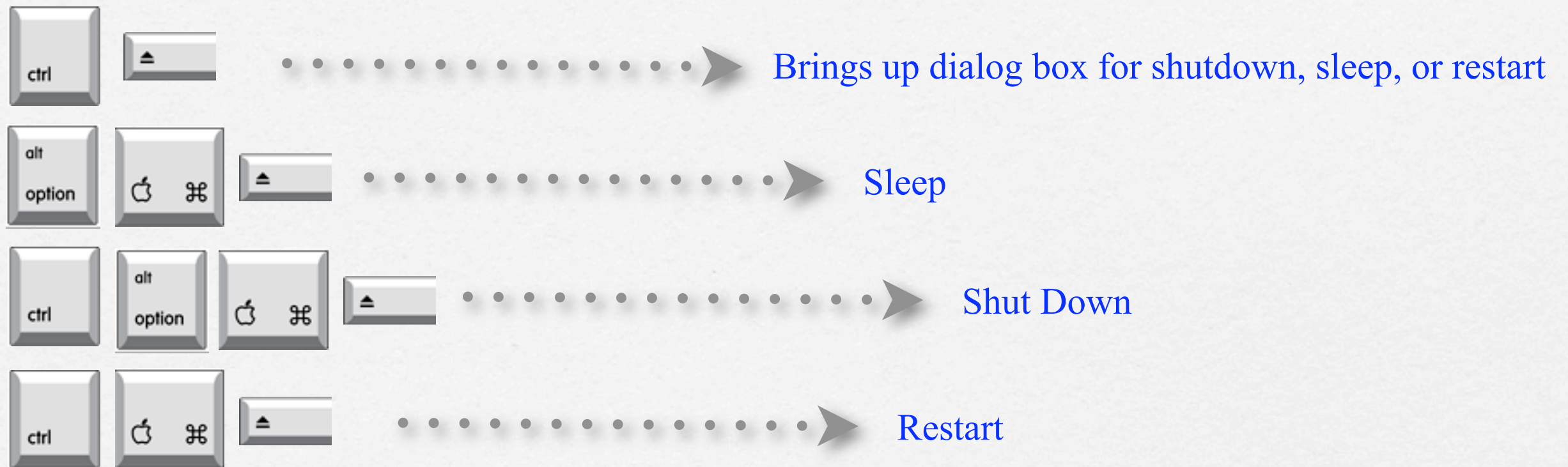
Home



# 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

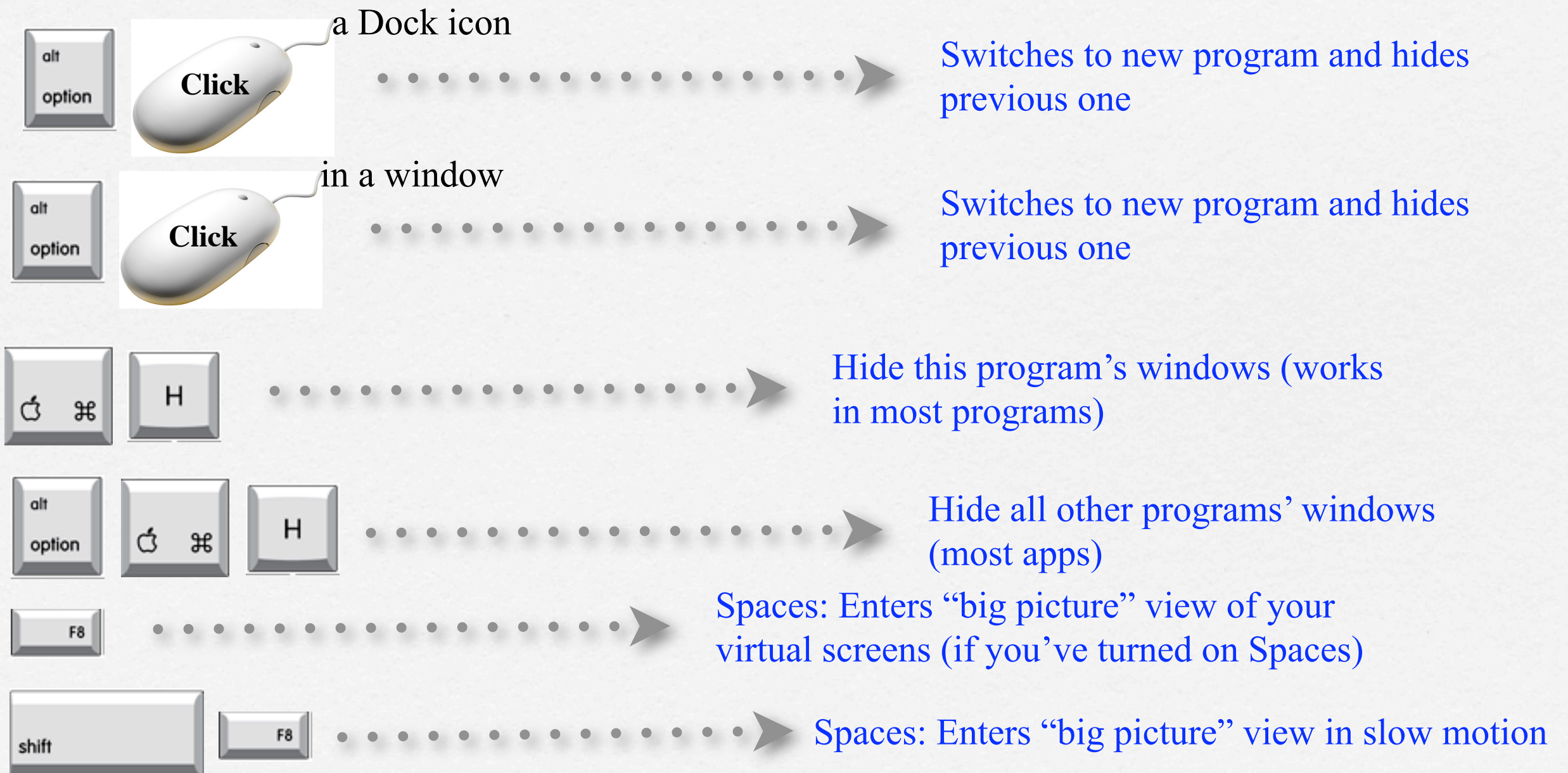




# Managing Programs



# Managing Programs



Home



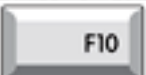
# Managing Programs

 ..... ➤ 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

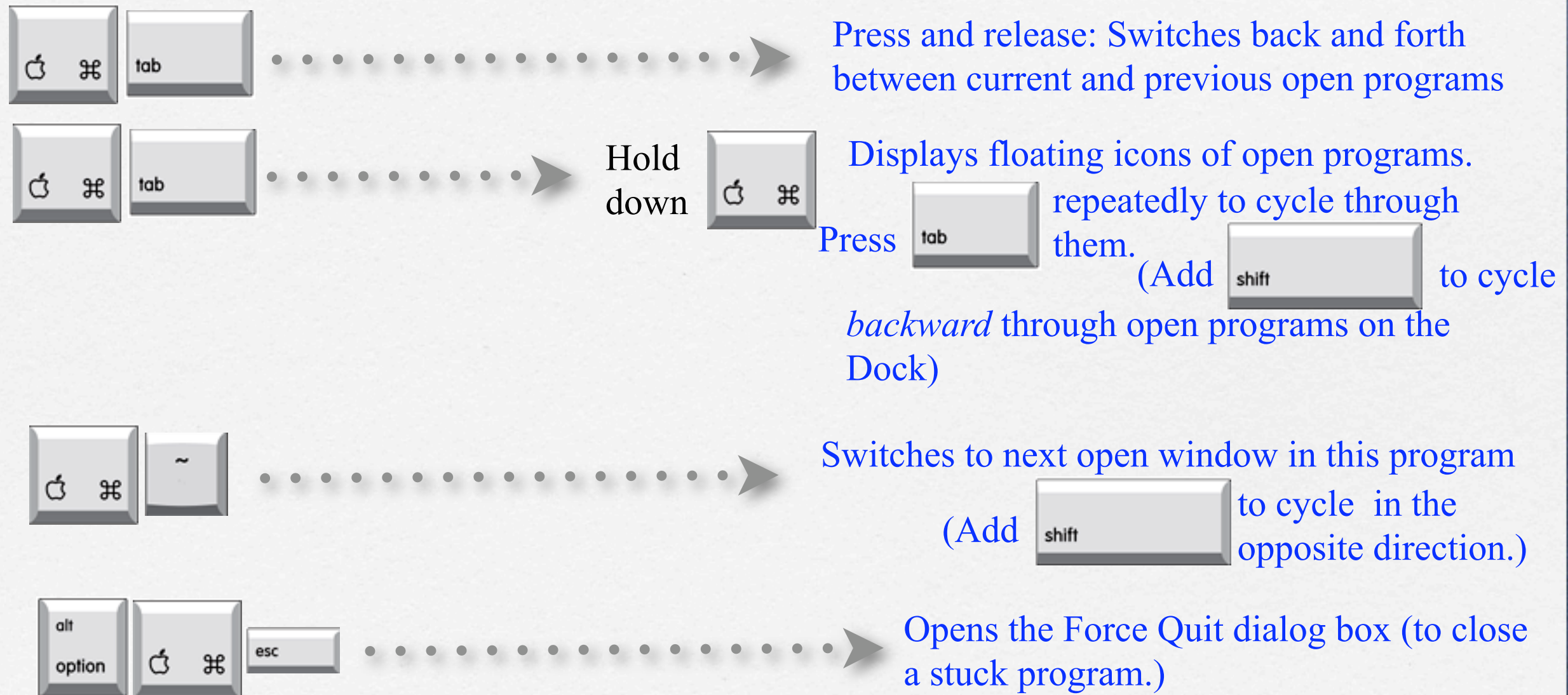
 ..... ➤ Exposé: Flings all windows in all programs to edges of screen, revealing desktop

 ..... ➤ Dashboard widgets

Home



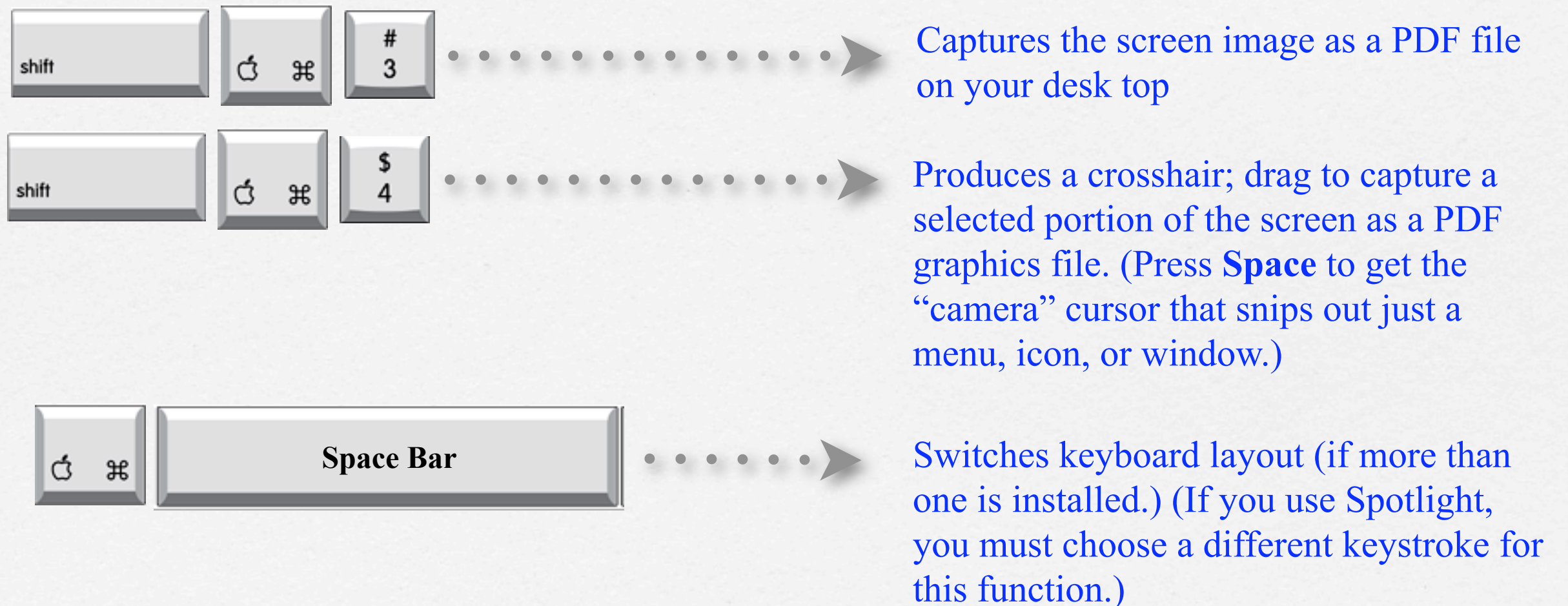
# Managing Programs



Home



# Managing Programs



Home



# Dialog Boxes










# Dialog Boxes

  .....  Opens Preferences dialog box (any Apple program.)

 .....   Clicks the Cancel button in a dialog box

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

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

    .....   Clicks the Don't Save or Replace button

Home



A blue spiral-bound notebook with the text "That's all" written in the center.

That's all