

PTSLUG Introduction to the Macintosh Workshop (SIG)

Workshops Two & Three Notes for Workshop Participants
Presented at WSU Jefferson County Extension
April 23 & May 28, 2010
Optional Textbook: *The Little Mac Book* by Robin Williams

Class Outline

How to Use the Finder Windows

(Textbook Lesson 4)

The Basic Window

Three Window Views of the same Folder

Resizing a Window

Scrolling through a window

The Sidebar

Window Buttons

Enlarging the icons or text

How to Use Menus and Shortcuts

(Textbook Lesson Chapter 5)

Choosing a menu command

(by a single-click, slide and single-click and press,drag and let go)

Gray vs. black command line in menus

Hierarchical Menus

Contextual Menus

Keyboard shortcuts

(Modifier keys and their symbols and how to use shortcuts. See page 3.)

How to Open and Use an Application (Textbook Lesson Chapter 6)

Opening an Application (TextEdit)

Opening a blank document (New vs. Open)

The I-Beam

Delete (or Backspace)

One space after periods

Select (highlighting) text and replacing the highlighted text

Changing Fonts (typefaces) and type size

Alignment (left, center, full justification and right)

Cut

Copy

Paste

Undo

Keyboard shortcuts

Delete or Clear the Clipboard

Access Special Characters

Use real accent marks

Document windows

Double spacing an entire document

Removing a Return

Mastering the five (key) symbols

⌘ is the Command or Apple Key

⌥ is the Option Key

⌘ is the Control Key

⌫ is the Escape Key (ESC)

⇧ is the Shift Key

Important Keyboard Shortcut keys

Two-Key Shortcuts

Save ⌘-S

Copy ⌘-C

Paste ⌘-V

Cut ⌘-X

Undo (Typing) ⌘-Z

Select All ⌘-A

New ⌘-N

Open ⌘-O

Print ⌘-P

Quit (An Application) ⌘-Q

Close (A window or file) ⌘-W

Duplicate (a document, folder or application) ⌘-D

Find ⌘-F

Bold (Typeface) ⌘-B

Underline ⌘-U

Italics ⌘-I

Show Type Font Window ⌘-T

Three-Key Shortcuts

Lookup in Dictionary (Click somewhere within the word) ⌘ - ^ - D

Complete any word with likely words ^ - ↶

Check Document or Selection Spelling ⌘ - ⌘ - :

Hide or Show the Doc ⌘ - ⌘ - D

Screen Print (Entire Desktop) ⌘ - ⌘ - 3

Screen print (Selected Screen Print or Selected View) ⌘ - ⌘ - 4

Zoom In or Out ⌘ - + (laptops add Fn Key) or ⌘ - -

Show Colors ⌘ - ⌘ - C

Get Character Palette ⌘ - ⌘ - T

Where do you find them?

- 1) Go to the Apple (Finder) Help Menu. do a search for "Symbols for special keys", or
- 2) Open a drop-down menu in any application program, e.g.the TextEdit "Edit" and "Format - Font" drop-down windows and looks at its shortcut keys, or
- 3) open System Preferences go to ⇨ Keyboard & Mouse then to ⇨ Keyboard Shortcuts. (in OS X 10.6 Snow Leopard go to the Mouse Preference)

