

Macintosh Learning Center

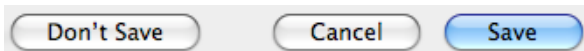
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Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: Fun to peruse for more clues...

The dictionary definition of the word “**clue**” includes: “*a fact or idea that serves as a guide or aid in a task or problem*”.

A previous column about **clues** was so well received that I thought we would look for a few more to help you understand and use in your Mac computer activities.

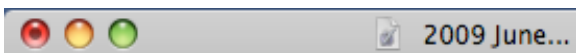
One of the most often seen dialogs is the one showing buttons: **Don't Save, Cancel, Save**. One button is always **blue** (or **highlighted**).



The blue is a visual clue that you can press the **return** or **enter** key to activate that blue button, instead of doing a mouse click on it. FYI, this works throughout the System.

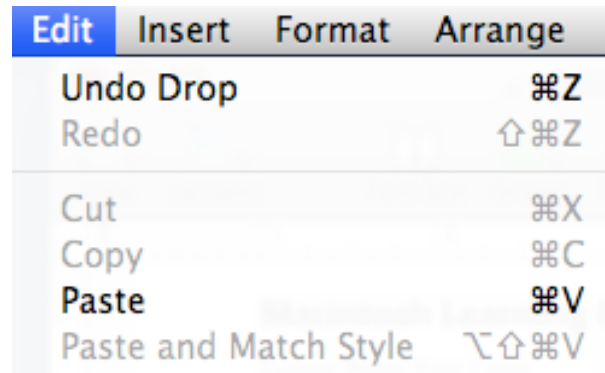
Also, although it is not a typical clue, it is worth knowing about... the **Cancel** button can be activated by pressing the keyboard **esc** key.

If you are using the latest **Pages** app, when viewing the Title bar in an open window look at the red **Close** button. If it has a **dot inside**



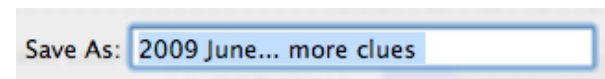
it means you have not yet saved the work, or changes, on this document. The dot will disappear when you **Save** the document.

Re **Menus**, when commands in a menu are **gray** instead of **black**, the Mac is giving you an important visual clue. Menu commands that are gray cannot be activated at that time. Those commands that are black are **available** and can be activated with a single click.



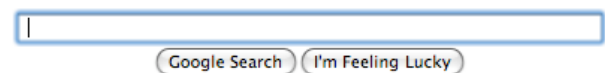
When looking at a dropped menu you should also notice the characters on the right side of the column. These are clues of a sort and are called **keyboard shortcuts**. They are useful when you prefer not to point&click with the mouse. An example... to **Paste** something simply press **command v** keys.

Clues related to **text entry areas...** although this example may be showing black&white, on your screen it will show a **blue border** around the area and the data is **highlighted**.



This is telling you it's ready for you to start typing. Your typing will **automatically** delete the highlighted data and put in the new data.

This is another typical **text entry area** with the **blue border**, however it is showing a flashing **Insertion Point**. This clue is also telling you it's ready for you to start typing.



It is a good idea to keep an eye out for the many **visual clues** the Mac gives us. They are designed to offer us help and guidance. Sometimes our eyes will glaze over because there is so much visual stimulation presented on the computer screen, however, if we will be patient and take the time to actually look and read the information provided it will help us to be more proficient and have more fun.