

Macintosh Learning Center

--- Shell Weinberg
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:

A few useful shortcuts, tips and tricks...

If **open in a Finder window**, hold down the **option key** when double clicking on a file icon... *Finder window will disappear.*

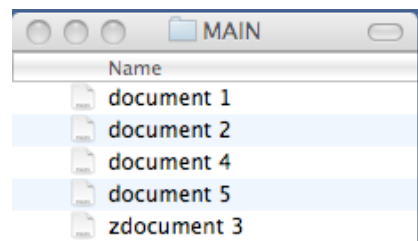
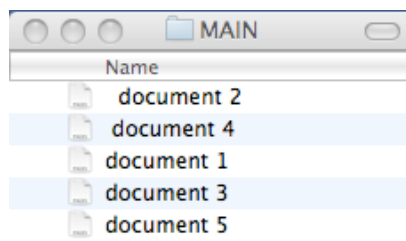
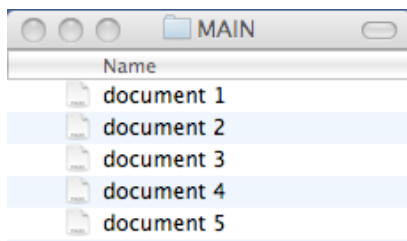
If **several windows are open**, and you want to close them all at the same time, hold down the **option key**, position the pointer over a **red close button** and mouse click one time... *all windows will close.*

Use your **contextual menu** for a shortcut to access many helpful commands. Position the pointer over any area or any icon, hold down the **control key** and push mouse button down. *A pop-up menu appears, select a command.*

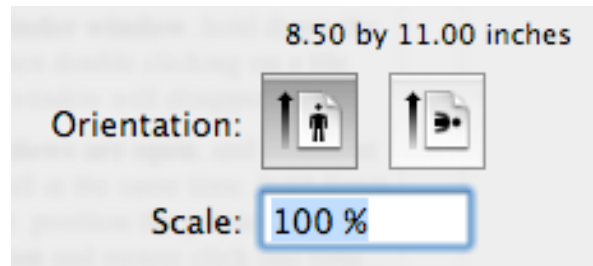
Shortcut to **Empty Trash**, position pointer over Trash basket, push/hold down mouse button, wait a few moments and menu will pop-up, drag to select Empty Trash and then release mouse button... *trash is emptied.*

To **change the Title** of a file or folder, click once on the **Title** (*not the icon*), wait a moment and then click again. The Title will highlight and is now ready for your typing. After typing, move pointer to neutral area and mouse click... *this will set the new Title.*

When files are shown in a list, and you want to **change the listing order**, do the above to **change Title** and make a **word space** the first character typed to put that item at top of list. For another level, use 2 word spaces. To send an item to bottom of list, type **z** in Title.



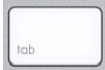
When **printing**, you may sometimes find the image goes beyond the 8½ x 11 boundaries of your paper or printer... the result is a second sheet, or Page 2, is printed with the overrun. A possible tip to avoid this is click on **File menu**, select **Page Setup**, will show dialog:



Change the **Scale** to a smaller percent, maybe **80%**, and then try printing again. **All images** in the document will be **reduced** accordingly.

Another option... change the **Orientation** to 11 x 8½ before printing. This will print your images same size as your original document, however, paper will be printed the long way (11 x 8½ is *Landscape*, 8½ x 11 is *Portrait*).

Re a feature called **Background Printing...** when using Mac OS X, this multitasking function lets you do routine computer work at the same time the printer is doing its printing. So, if you are printing out a large document, say about 25 pages or more, you can continue to work at your Mac **doing other tasks** while the printer is **also printing**.

Helpful suggestion when **filling out forms...** press **tab key** to move to next text entry area. You'll see a blue border  around the area and a flashing insertion point inviting you to type or paste in your data.

Login ID
Password