

Apple
iPhone
 Quick Reference Card

New
for
iOS 7

Your iPhone Hardware



Built-in Apps

Messages: Send and receive texts and iMessages.	Game Center: Access games and interact with other users.
Calendar: Manage your schedule, events, and reminders.	Newsstand: Collect magazine and newspaper apps.
Photos: View and manage your photo collection.	iTunes Store: Find, buy, and download new music and videos.
Camera: Take, edit, and share photos.	App Store: Find, buy, and download new apps for your iPhone.
Weather: Check hourly and daily forecasts.	Passbook: Store boarding passes, coupons, and tickets.
Clock: Set Alarms, World Clock, Stopwatch, and Timer.	Compass: Use the Compass or Level tool.
Maps: Find nearby locations and get directions.	Settings: Manage all the settings on your iPhone.
Videos: Watch movies, TV shows, and video podcasts.	Phone: Place phone calls, access contacts, and check voicemail.
Notes: Take, save, and access your notes.	Mail: Send, receive, and manage email.
Reminders: Create to-do lists with notifications.	Safari: Browse the internet on multiple tabs.
Stocks: Check the market and view charts and articles.	Music: Play music and create playlists.

CustomGuide

Interactive Learning

Buttons

Home Button

- **Return to the Home Screen:** From any app, press the **Home button** once.
- **Multitask:** Quickly press the **Home button** twice.
- **Siri:** Hold the **Home button**.

Sleep/Wake Button

- **Lock your iPhone:** Press the **Sleep/Wake button** once to lock your iPhone.
- **Unlock your iPhone:** Press the **Sleep/Wake button** (or the **Home button**). Swipe across the **Slide to Unlock slider** that appears.
- **Power Off your iPhone:** Press and hold the **Sleep/Wake button**, then swipe across the **Slide to Power Off slider**.
- **Power On your iPhone:** Press and hold the **Sleep/Wake button** until the Apple logo appears.
- **Force Restart your iPhone:** Press and hold both the **Sleep/Wake button** and the **Home button** until the screen turns black and the Apple logo appears.
- **Screen Capture:** Press both the **Sleep/Wake button** and the **Home button** to save a screenshot to the Camera Roll.

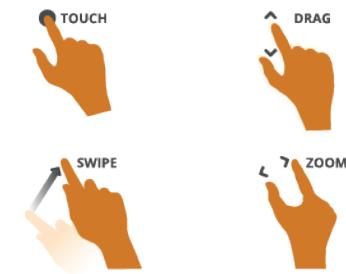
Volume Buttons

- **Adjust Volume:** Press the **Volume Up button** or the **Volume Down button** to increase or decrease the volume.
- **Snap a Photo:** Press either of the **Volume buttons** to snap a photo when using the camera.

Side Switch

- **Mute Volume:** Flip the **Side Switch** down.
- **Unmute Volume:** Flip the **Side Switch** up.

Gestures



Home Screen

- **Open an App:** Simply tap an app icon with your finger to open the app.



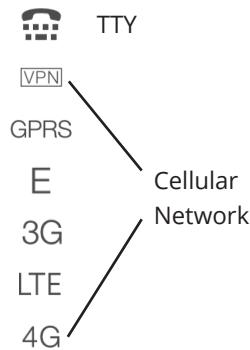
- **Navigate Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between screens.

- **Rearrange the HomeScreen:** Tap and hold your finger on an app icon until the app icons begin to wiggle. Drag the app icon to a new location on the Home Screen (or to the side of the screen to move it to another screen), then release it. Press the **Home button** when you are done moving the icons.
- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The Dock can hold up to four apps and/or folders. To add an app or folder to the dock, simply drag it to the dock while rearranging.
- **Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete button** that appears in the upper-left corner of the icon (you cannot delete apps that came with the iOS).
- **Create an App Folder:** To create a folder, drag one app onto another and hold until a folder is created. Then, drag the app icon into the folder and release. Once a folder has been created you can add more apps to it and rename it.

Status Bar

The Status Bar displays status information for your iPhone and is visible in all apps and on the Home Screen.

.....	Cell Signal
Wi-Fi	Wifi Signal
...	Network Activity
Airplane Mode	Airplane Mode
Syncing	Syncing
Alarm	Alarm
Personal Hotspot	Personal Hotspot
Location Services	Location Services
Portrait Orientation Lock	Portrait Orientation Lock
Bluetooth	Bluetooth
Do Not Disturb	Do Not Disturb
Battery	Battery
Call Forwarding	Call Forwarding

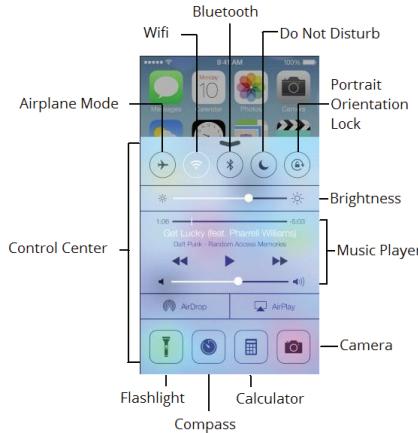


Keyboard

- **Insert Numbers and Punctuation:** Tap the **Numbers and Punctuation key** to change the on-screen keyboard to the Numbers and Punctuation keyboard, which displays numbers as well as commonly-used punctuation. From the Numbers and Punctuation keyboard, tap the **Symbols key** to change the keyboard to the Symbols keyboard.
- **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character, then swipe to the character you would like to add.
- **International Keyboards:** Tap the **International key** to switch between any international keyboards you have set up (**Settings > General > International > Keyboard > Add New Keyboard**). Tap and hold the **International key** to display a popup menu so that you can switch directly to your desired international keyboard.
- **Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Copy** or **Select all button** in the popup that appears. If you want to select multiple words, drag the blue selection dots to the beginning and end of the text you want to select. To paste text, tap and hold where you want to place the text then select **Paste** from the popup menu.



iPhone Management



- **Use the Control Center:** Swipe from the bottom of the screen up towards the top. The Control Center gives you quick access to common settings and apps. When you are finished, swipe downwards towards the bottom of the screen to close it.

- **Multitask:** Quickly press the **Home button** twice to open the Multitask view. Here you can scroll through all the open apps. To reopen an app, simply tap the app or its thumbnail. To close an app, swipe the thumbnail towards the top of the screen so that it disappears.

- **View the Notification Center:** Swipe down from the top of the screen. The Notification Center appears showing a summary of your day. Click the **All** or **Missed** tabs to view app notifications.





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Built-in Apps

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Camera: Take, edit, and share photos.	App Store: Find, buy, and download new apps for your iPad.
Weather: Check hourly and daily forecasts.	Settings: Manage all the settings on your iPad.
Clock: Set Alarms, World Clock, Stopwatch, and Timer.	Mail: Send, receive, and manage email.
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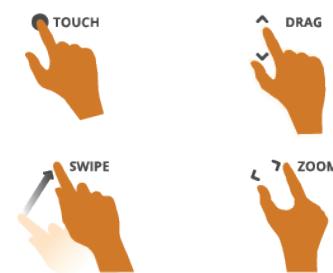
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Gestures



Home Screen

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- **Navigate Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between screens.

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- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The Dock can hold up to six apps and/or folders. To add an app or folder to the dock, simply drag it to the dock while rearranging.

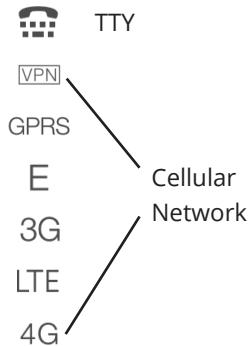
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Wi-Fi	Wifi Signal
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Airplane	Airplane Mode
Syncing	Syncing
Clock	Alarm
Personal Hotspot	Personal Hotspot
Location Services	Location Services
Portrait Lock	Portrait Orientation Lock
Bluetooth	Bluetooth
Moon	Do Not Disturb
Battery	Battery



Keyboard

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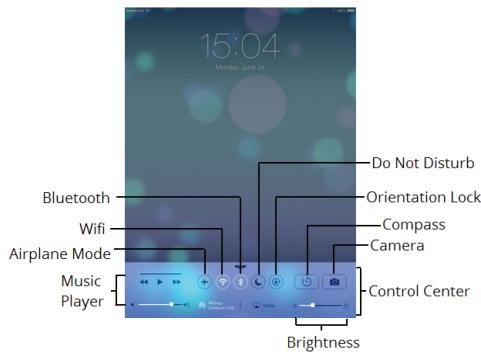
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- **International Keyboards:** Tap the **International key** to switch between any international keyboards you have set up (**Settings > General > International > Keyboard > Add New Keyboard**). Tap and hold the **International key** to display a popup menu so that you can switch directly to your desired international keyboard.

- **Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Copy** or **Select all button** in the popup that appears. If you want to select multiple words, drag the blue selection dots to the beginning and end of the text you want to select. To paste text, tap and hold where you want to place the text then select **Paste** from the popup menu.



iPad Management



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Your iPhone Hardware



Home Screen Apps

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Photos: View and manage your photo collection, and create slideshows.	Music: Play music on your iPhone and create playlists.
iMessage: Send and receive messages from other phones and iOS devices.	Calendar: Create events, manage your schedule, and set event reminders.
Contacts: Manage your contacts and their contact information.	Notes: Take quick notes on your iPhone that can be synced to an email account.
Maps: Find nearby locations and get directions.	Videos: Watch movies, TV shows, and video podcasts on your iPhone.
YouTube: Browse, view, and rate YouTube videos.	iTunes Store: Find, buy, and download new music and videos.
App Store: Find, buy, and download new apps for your iPhone.	Game Center: Connect with other iOS device users for multiplayer gaming.
Newsstand: Collects magazine and newspaper apps into one place.	Camera: Take photos on your iPhone front and rear cameras.
Reminders: Create a to-do list with notifications.	Settings: Manage all the settings on your iPhone in one place.
Phone: Place phone calls to others as well as access your voicemail.	

Gestures

- Tap:** The most basic gesture, simply tap your finger on what you want to interact with.
 - Open an app:** Tap an app icon on the Home Screen.
 - Issue a command:** Tap a button.
 - Follow a hyperlink:** Tap a link in Safari.
 - Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.

- Drag:** Place your finger on the iPhone's screen, then drag it across the screen.
 - Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
 - Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
 - Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.

Buttons

Home Button

- Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- Open Search:** From the Home Screen, press the **Home** button to open the Search screen.
- Multitask:** Press the **Home** button twice quickly to open the Multitask Bar.

Sleep/Wake Button

- Lock your iPhone:** Press the **Sleep/Wake** button once to lock your iPhone.
- Unlock your iPhone:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- Power Off your iPhone:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- Power On your iPhone:** Press and hold the **Sleep/Wake** Button until the Apple logo appears.
- Force Restart your iPhone:** Press and hold both the **Sleep/Wake** button and the **Home** button until the screen turns black and the Apple logo appears.
- Screen Capture:** Press and hold the **Sleep/Wake** Button then press the **Home** button once to save a screenshot to the Camera Roll.

Volume Button

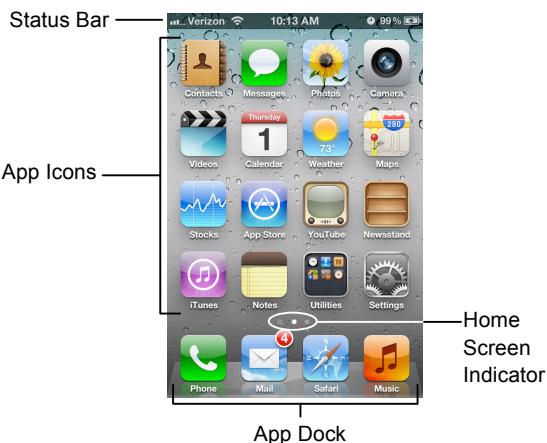
- Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
- Mute Volume:** Press and hold the **Volume Down** button.
- Snap a Photo:** Press the **Volume Up** button to snap a photo when using the camera in either portrait or landscape position.

- Flick:** Place your finger on the iPhone's screen, then drag it across the screen quickly and release.

- Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.

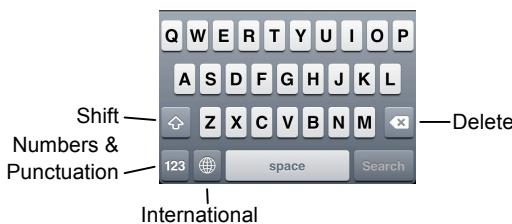
- Pinch Zoom:** Place two fingers on your iPhone's screen and pinch them **apart** to zoom in, and pinch them **together** to zoom out.

The Home Screen



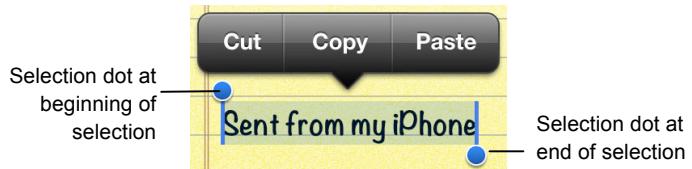
- View Status Information:** The Status Bar displays status information for your iPhone, visible in all apps and on the Home Screen.
 - Wi-Fi icon: The iPhone is currently connected to a Wi-Fi network.
 - Battery icon: Displays the iPhone's battery status, accompanied by the percentage of battery charge remaining.
 - Lock icon: The iPhone is currently locked.
 - Location services icon: The iPhone is using location services to determine your location.
 - Speaker icon: The iPhone is currently playing audio.
 - Bluetooth icon: The iPhone is connected to a bluetooth device.
 - Airplane Mode icon: The iPhone is in Airplane Mode, disabling all of the wireless radios.
- Open an App:** Each app is represented by its icon. Simply tap an app icon with your finger to open the app.
- Navigate Between Home Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between Home Screens.
- Rearrange the Home Screen:** Tap and hold your finger on an app icon until the icons begin to wiggle. Drag the app icon to a new location on the Home Screen, or to the side of the Home Screen to move it to another Home Screen, then release it. Press the **Home** button when you're finished moving app icons around.
- Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The dock can hold up to four apps and/or folders. Drag an app or folder icon onto the dock while rearranging to add it to the dock.
- Create an App Folder:** Folders can hold up to 12 apps each. To create a folder, drag one app icon onto another and hold until a folder is created. Then, drag the app icon into the folder and release.
- Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete** button (⊖) that appears in the upper-left corner of the icon to delete an app from your iPhone. Apps which are included as part of iOS cannot be deleted.
- Switch Between Apps Quickly:** Press the **Home** button twice quickly to reveal the Multitask Bar. Recently-used apps will be displayed here. Tap an app icon in the Multitask Bar to go back to that app.
- Close Apps:** Returning to the Home Screen from an app doesn't close the app, just suspends it in memory. To completely close an app, bring up the Multitask Bar, tap and hold an app icon until the icons begin to wiggle, then tap the **Quit** button (⊖) that appears in the upper-left corner of the icon.

The On-Screen Keyboard



- Insert Numbers & Punctuation:** Tap the **Numbers & Punctuation** key (123) to change the on-screen keyboard to the Numbers & Punctuation keyboard, which displays numbers as well as commonly-used punctuation such as ; (). Tap the **Symbols** key (#+=) to change the keyboard to the Symbols keyboard, with more options such as # % < > .
- Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character.
- Enable International Keyboards:** Tap the Settings app icon, then tap the **General** button to open the General settings pane, then tap the **International** button in the General settings pane. Tap the **Keyboards** button, then tap the **Add New Keyboard** button. Select a language from the list to add that keyboard.
- View International Keyboards:** Tap the **International** key (🌐) to switch between any international keyboards you have set up. Tap and hold the **International** key (🌐) to display a popup menu so that you can switch directly to your desired international keyboard.

Copy and Paste



- Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Select** or **Select All** button in the popup that appears. If you want to select multiple words, drag the blue selection dots (●) to the beginning and end of the text you want to select.
- Copy Text:** Select the text you want to copy, then tap the **Copy** button in the popup that appears.
- Paste Text:** Tap and hold where you want to paste text, then release after a second and tap the **Paste** button.

Networking your iPhone

- Join a Wi-Fi Network:** Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.
- Enable Airplane Mode:** Tap the Settings app icon, then tap the **Airplane Mode** switch to On. While Airplane Mode is enabled, wireless radios (Wi-Fi and Bluetooth) are disabled. Tap the **Airplane Mode** switch again to Off to turn the wireless radios back on.

Apple® iPad® Quick Reference Card

Your iPad Hardware



Home Screen Apps

Safari: Browse pages on the internet. Use tabs to open multiple pages at a time.	Mail: Send, receive, and manage email from one or more of your email accounts.
Photos: View and manage your photo collection, and create slideshows.	Music: Play music on your iPad and create playlists.
iMessage: Send and receive messages from other iPad, iPhone, and iPod users.	Calendar: Create events, manage your schedule, and set event reminders.
Contacts: Manage your contacts and their contact information.	Notes: Take quick notes on your iPad that can be synced to an email account.
Maps: Find nearby locations and get directions.	Videos: Watch movies, TV shows, and video podcasts on your iPad.
YouTube: Browse, view, and rate YouTube videos.	iTunes Store: Find, buy, and download new music and videos.
App Store: Find, buy, and download new apps for your iPad.	Game Center: Connect with other iOS device users for multiplayer gaming.
FaceTime: Place video calls with your contacts with compatible devices.	Camera: Take photos on your iPad front and rear cameras. (iPad 2 only)
Photo Booth: Take photos with fun photo booth effects. (iPad 2 only)	Settings: Manage all the settings on your iPad in one place.
Reminders: Create a to-do list with notifications .	Newsstand: Collects magazine and newspaper apps into one place.

Gestures

- Tap:** The most basic gesture, simply tap your finger on what you want to interact with.
 - Open an app:** Tap an app icon on the Home Screen.
 - Issue a command:** Tap a button.
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 - Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.

- Drag:** Place your finger on the iPad's screen, then drag it across the screen.
 - Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
 - Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
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Volume Button

- Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
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Side Switch

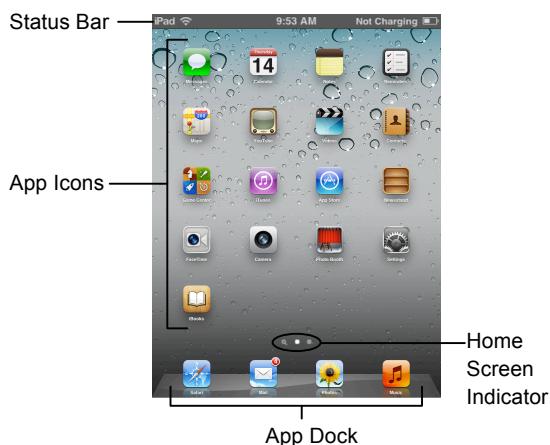
- Mute Volume:** Toggle the **Side Switch** to On. Toggle the **Side Switch** to Off to disable mute.
- Change Function:** Configure the Side Switch to by opening the Settings app, accessing the General settings, and selecting Lock Rotation under the **Use Side Switch to:** heading.

Flick: Place your finger on the iPad's screen, then drag it across the screen quickly and release.

- Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.

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The Home Screen



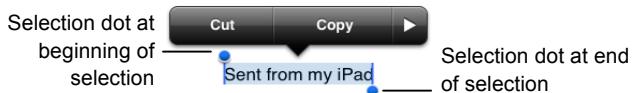
- **View Status Information:** The Status Bar displays status information for your iPad, visible in all apps and on the Home Screen.
 - : The iPad is currently connected to a 3G network.
 - : The iPad is currently connected to a Wi-Fi network.
 - : Displays the iPad's battery status, accompanied by the percentage of battery charge remaining.
 - : The iPad is currently locked.
 - : The iPad is using location services to determine your location.
 - : The iPad is currently playing audio.
 - : The iPad is connected to a bluetooth device.
 - : The iPad is in Airplane Mode, disabling all of the wireless radios.
 - : The iPad's screen orientation is locked.
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 - **Hide Keyboard:** Tap the **Hide Keyboard** key (✉) to hide the on-screen keyboard.
 - **Split Keyboard:** Tap and drag the **Hide Keyboard** key (✉) upwards to undock the keyboard from the bottom of the screen and split it into two parts, making it easier to type with your thumbs while holding your iPad with two hands. Tap and drag the **Hide Keyboard** key (✉) back down to the bottom of the screen to dock and merge the keyboard.
 - **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character.
 - **Enable International Keyboards:** Tap the Settings app icon, then tap the **International** button in the General settings pane. Tap the **Keyboards** button, then tap the **Add New Keyboard** button. Select a language from the list to add that keyboard.
 - **View International Keyboards:** Tap the **International** key (🌐) to switch between any international keyboards you have set up. Tap and hold the **International** key (🌐) to display a popup menu so that you can switch directly to your desired international keyboard.

Copy and Paste



- **Select Text:** Tap and hold your finger over a word until it is highlighted. If you want to select multiple words, drag the blue selection dots (●) to the beginning and end of the text you want to select.
 - **Copy Text:** Select the text you want to copy, then tap the **Copy** button in the popup that appears.
 - **Paste Text:** Tap and hold where you want to paste text, then release after a second and tap the **Paste** button.

Networking your iPad

- **Join a Wi-Fi Network:** Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.
 - **Join a 3G Network:** Tap the Settings app icon, then tap the **Cellular Data** button in the left pane. Turn the **Cellular Data** switch to On. If you haven't set up a 3G data account yet, you will need to enter your personal information, select a data plan, enter your billing information, and agree to a purchase and license agreement.
 - **Enable Airplane Mode:** Tap the Settings app icon, then turn the **Airplane Mode** switch in the left pane to On. While Airplane Mode is enabled, wireless radios (Wi-Fi, 3G, GPS, and Bluetooth) are disabled. Turn the **Airplane Mode** switch to Off to turn the wireless radios back on.

Apple®
iPod Touch
 Quick Reference Card

CustomGuide
 Online Learning
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Your iPod Touch Hardware



Home Screen Apps

Safari: Browse pages on the internet. Use tabs to open multiple pages at a time.	Mail: Send, receive, and manage email from one or more of your email accounts.
Photos: View and manage your photo collection, and create slideshows.	Music: Play music on your iPod Touch and create playlists.
iMessage: Send and receive messages from other iPod, iPhone, and iPad users.	Calendar: Create events, manage your schedule, and set event reminders.
Contacts: Manage your contacts and their contact information.	Notes: Take quick notes on your iPod that can be synced to an email account.
Maps: Find nearby locations and get directions.	Videos: Watch movies, TV shows, and video podcasts on your iPod Touch.
YouTube: Browse, view, and rate YouTube videos.	iTunes Store: Find, buy, and download new music and videos.
App Store: Find, buy, and download new apps for your iPod Touch.	Game Center: Connect with other iOS device users for multiplayer gaming.
FaceTime: Place video calls with your contacts with compatible devices.	Camera: Take photos on your iPod front and rear cameras.
Newsstand: Collects magazine and newspaper apps into one place.	Settings: Manage all the settings on your iPod Touch in one place.
Reminders: Create a to-do list with notifications.	

Gestures

- Tap:** The most basic gesture, simply tap your finger on what you want to interact with.
 - **Open an app:** Tap an app icon on the Home Screen.
 - **Issue a command:** Tap a button.
 - **Follow a hyperlink:** Tap a link in Safari.
 - **Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.
- Drag:** Place your finger on the iPod's screen, then drag it across the screen.
 - **Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
 - **Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
 - **Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.
- Flick:** Place your finger on the iPod's screen, then drag it across the screen quickly and release.
 - **Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.
- Pinch Zoom:** Place two fingers on your iPod's screen and pinch them **apart** to zoom in, and pinch them **together** to zoom out.

Buttons

Home Button

- **Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- **Open Search:** From the Home Screen, press the **Home** button to open the Search screen.
- **Multitask:** Press the **Home** button twice quickly to open the Multitask Bar.

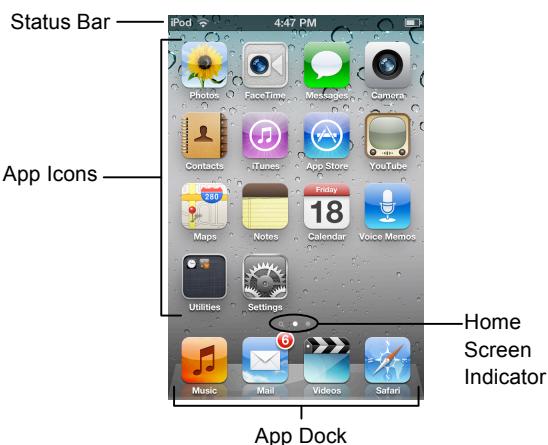
Sleep/Wake Button

- **Lock your iPod Touch:** Press the **Sleep/Wake** button once to lock your iPod Touch.
- **Unlock your iPod Touch:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- **Power Off your iPod Touch:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- **Power On your iPod Touch:** Press and hold the **Sleep/Wake** button until the Apple logo appears.
- **Force Restart your iPod Touch:** Press and hold both the **Sleep/Wake** button and the **Home** button until the screen turns black and the Apple logo appears.
- **Screen Capture:** Press and hold the **Sleep/Wake** button then press the **Home** button once to save a screenshot to the Camera Roll.

Volume Button

- **Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
- **Mute Volume:** Press and hold the **Volume Down** button.
- **Snap a Photo:** Press the **Volume Up** button to snap a photo when using the camera in either portrait or landscape position.

The Home Screen



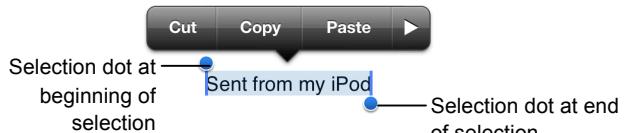
- View Status Information:** The Status Bar displays status information for your iPod Touch, visible in all apps and on the Home Screen.
 - Wi-Fi icon: The iPod is currently connected to a Wi-Fi network.
 - Battery icon: Displays the iPod's battery status, accompanied by the percentage of battery charge remaining.
 - Lock icon: The iPod is currently locked.
 - Location Services icon: The iPod is using location services to determine your location.
 - Speaker icon: The iPod is currently playing audio.
 - Bluetooth icon: The iPod is connected to a Bluetooth device.
 - Airplane Mode icon: The iPod is in Airplane Mode, disabling all of the wireless radios.
- Open an App:** Each app is represented by its icon. Simply tap an app icon with your finger to open the app.
- Navigate Between Home Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between Home Screens.
- Rearrange the Home Screen:** Tap and hold your finger on an app icon until the icons begin to wiggle. Drag the app icon to a new location on the Home Screen, or to the side of the Home Screen to move it to another Home Screen, then release it. Press the **Home** button when you're finished moving app icons around.
- Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The dock can hold up to four apps and/or folders. Drag an app or folder icon onto the dock while rearranging to add it to the dock.
- Create an App Folder:** Folders can hold up to 12 apps each. To create a folder, drag one app icon onto another and hold until a folder is created. Then, drag the app icon into the folder and release.
- Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete** button (⊖) that appears in the upper-left corner of the icon to delete an app from your iPod Touch. Apps which are included as part of iOS cannot be deleted.
- Switch Between Apps Quickly:** Press the **Home** button twice quickly to reveal the Multitask Bar. Recently-used apps will be displayed here. Tap an app icon in the Multitask Bar to go back to that app.
- Close Apps:** Returning to the Home Screen from an app doesn't close the app, it suspends it in memory. To completely close an app, bring up the Multitask Bar, tap and hold an app icon until the icons begin to wiggle, then tap the **Quit** button (⊖) that appears in the upper-left corner of the icon.

The On-Screen Keyboard



- Insert Numbers & Punctuation:** Tap the **Numbers & Punctuation** key (123) to change the on-screen keyboard to the Numbers & Punctuation keyboard, which displays numbers as well as commonly-used punctuation such as ; (). Tap the **Symbols** key (#+=) to change the keyboard to the Symbols keyboard, with more options such as # % < > .
- Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character.
- Enable International Keyboards:** Tap the Settings app icon, then tap the **General** button to open the General settings pane, then tap the **International** button in the General settings pane. Tap the **Keyboards** button, then tap the **Add New Keyboard** button. Select a language from the list to add that keyboard.
- View International Keyboards:** Tap the **International** key (🌐) to switch between any international keyboards you have set up. Tap and hold the **International** key (🌐) to display a popup menu so that you can switch directly to your desired international keyboard.

Copy and Paste



- Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Select** or **Select All** button in the popup that appears. If you want to select multiple words, drag the blue selection dots (●) to the beginning and end of the text you want to select.
- Copy Text:** Select the text you want to copy, then tap the **Copy** button in the popup that appears.
- Paste Text:** Tap and hold where you want to paste text, then release after a second and tap the **Paste** button.

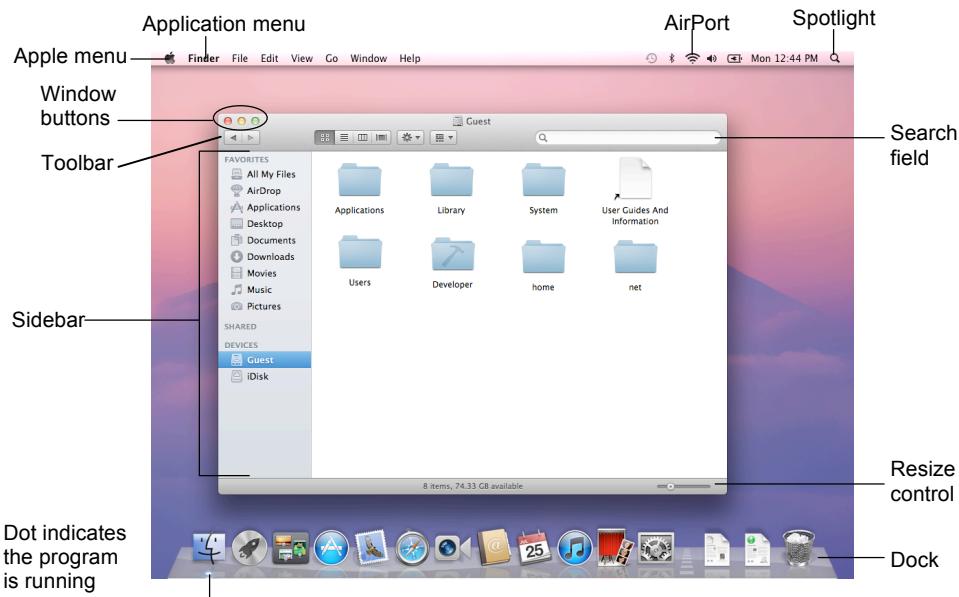
Networking your iPod Touch

- Join a Wi-Fi Network:** Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.
- Enable Airplane Mode:** Tap the Settings app icon, then tap the **Airplane Mode** switch to On. While Airplane Mode is enabled, wireless radios (Wi-Fi and Bluetooth) are disabled. Tap the **Airplane Mode** switch again to Off to turn the wireless radios back on.

Mac OS X Lion

Quick Reference Card

The Mac OS X Lion Desktop



Mac OS X Dock Items

	Finder: The gateway to your computer. Use Finder for easy access to all your files, applications and folders.
	System Preferences: Control how your computer works: display settings, networking, language, hardware/software settings & more.
	Mail: Send, receive and manage e-mail from other accounts, sort junk mail. Infused with iChat instant messaging technology.
	iChat: Keep in touch with instant messaging and audio and visual conferencing over the Internet or a local network.
	Safari: Browse pages on the Web. Use tabs to open and mark multiple pages at a time while surfing.
	Launchpad: View and access all of the apps on your Mac.
	Address Book: Store, organize, sort contact information using different views and groups. Import/export data to or from the Address Book.
	iCal: Powerful planner. Organize events, set reminders, invite Address Book contacts to events, create a to-do list, publish iCal on Web.
	iTunes: Manage your music files. Create playlists, burn CDs, buy music from the online music store, listen to online radio channels.
	App Store: Purchase and download new applications for your Mac. Receive updates for downloaded applications.
	Mission Control: View and access the Dashboard and everything currently open on your Mac.
	Photo Booth: Take pictures with your computer's built-in webcam or another device. Apply effects to captures pictures.
	Time Machine: Back up your important files. Also will back up your Mac system settings. Restore settings and files.
	Trash: Temporarily stores deleted files and folders. Click and drag to the trash icon, or press <⌘> + <Delete> to delete a file.

Using the Desktop

- The Apple menu:** The Apple menu is your Mac's control center. Use the Apple menu to open System Preferences, change the way the Dock works, access recent documents you've worked with, shut down, restart or log out of your computer.
- Application menus:** The menus for the active application appear at the top of the Desktop, next to the Apple menu.
- To Add an Item to the Dock:** Click and drag the folder or application into the Dock.
- To Remove an Item from the Dock:** Click and drag the item out of the Dock.
- Minimized windows** are kept in the Dock. Click a window in the Dock to expand it to its original size.

Shortcuts

General

Minimize Window	<⌘> + <M>
Delete a File	<⌘> + <Delete>
Open a File	<⌘> + <O>
Close a Window	<⌘> + <W>
Select All	<⌘> + <A>
Duplicate File	<⌘> + <D>
Make Alias	<⌘> + <L>
Search for a File	<⌘> + <F>
Quit Application	<⌘> + <Q>
Force Quit	<⌘> + <Option> + <Escape>
Eject Disk	<⌘> + <E>
Empty Trash	<⌘> + <Shift> + <Delete>
Mac Help	<⌘> + <?>
Hide Application	<⌘> + <H>
Show/Hide Dock	<⌘> + <Option> + <D>
View all windows	<Fn> + <F9>

Go to a Folder

Computer	<Shift> + <⌘> + <C>
Home	<Shift> + <⌘> + <H>
Network	<Shift> + <⌘> + <K>
Applications	<Shift> + <⌘> + <A>

Trackpad Gestures

Tap to Click:	Tap the trackpad when cursor is over the object.
Double-click:	Quickly tap the trackpad twice when cursor is over the object.
Drag:	Tap and hold object with the trackpad, drag it to the desired location, and release your finger.
Scroll:	Move two fingers along the trackpad.
Rotate Objects:	Rotate two fingers along the trackpad.
Pinch Open & Close:	Move two fingers together or apart to zoom in or out.
Screen Zoom:	Press and hold the Control key and move two fingers up or down the trackpad to zoom in or out.
Swipe to Navigate:	Move three fingers horizontally across the trackpad.
Swipe Up/Down for Exposé:	Move four fingers vertically across the trackpad to view open applications.
Swipe Left/Right to Switch Applications:	Move four fingers horizontally across the trackpad to switch to other open applications.

Using the Desktop |continued|

- **To Connect to a Server:** If you know the server address, select **Go** → **Connect to Server** from the menu, or press **<⌘> + <K>**. To browse for the server, click **Network** in the Finder Sidebar. Double-click the server you want to connect to.
- **To Change Dock Preferences:** Click the **Apple menu**, select **Dock**, and choose what you want to change.
- **To Get Help:** Select **Help** → **Help Center** from the menu. Type the topic you want help with in the Search box and press **<Return>**. Click a link to view the help topic.
- **To Organize Desktop Icons:** Select **View** → **Clean Up** from the menu and select how you want to clean up the icons (by Name, Kind, Date Modified, Date Created, Size, or Label).
- **To Arrange Desktop Icons:** Select **View** → **Arrange** from the menu and select how you want to arrange the icons (by Name, Kind, Date Modified, Date Created, Size, or Label).
- **To Connect to a Wireless Network:** First make sure AirPort is turned on: click the **AirPort** icon and select **Turn AirPort On**. When AirPort is turned on, it automatically connects to the strongest network signal, unless the network is password-protected. The AirPort icon shows the strength of the network signal you're connected to.
- **To Search the System:** Click the **Spotlight** icon and enter your search terms. Spotlight searches your system's file names and file contents for the terms you search.

Customizing Your Mac

System Preferences



- **Personal:** Specify how you want to work with the computer. Change the window appearance, the desktop and screen saver effects, the dock, Mission Control settings, language & text preferences, computer security, and search settings. Changes only affect the current user account.
- **Hardware:** Specify how the computer's hardware devices act. Change how the computer responds to input disks, monitor settings, energy saving, keyboard, mouse, and trackpad settings, printer settings, and sound.
- **Internet & Wireless:** Control how you work online. Manage your Mail, Contacts, and Calendars apps, MobileMe account, network settings, Bluetooth devices, and sharing preferences.
- **System:** Change how the computer system works. Create new accounts, change Date & Time, manage parental controls, update software, change Speech and Startup Disk settings, manage backups, and Accessibility options (change a setting for computer operation tasks you may have trouble with).

Working with Files and Folders

The Finder Toolbar



- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **File** → **New Folder** from the menu, or press **<Shift> + <⌘> + <N>**.
- **To Rename a File or Folder:** Click the folder, press **<Return>** and type the new name of the file or folder.
- **To Delete a File or Folder:** Select the file or folder and press **<⌘> + <Delete>**. Or click and drag the file or folder into the Trash.
- **To Restore a File from the Trash:** Double-click the **Trash** icon in the Dock to open it and drag the item from the Trash.
- **To Empty the Trash:** In Finder, select **Finder** → **Empty Trash** from the menu. Or, press **<⌘> + <Shift> + <Delete>**.
- **To Move a File or Folder:** Select the file or folder you want to move. Click and drag the item to another file or folder. To open a window for the new folder location, hold the item over the folder and a new window will appear.
- **To Copy a File or Folder:** Select the file or folder you want to copy. Press and hold the **<Option>** key as you click and drag the item to another file or folder. Or, select the item and select **Edit** → **Copy** from the menu, go to the new location and select **Edit** → **Paste** from the menu.
- **To Change Window Views:** In Finder, click **View** and select the view you want to use. Or, click the **View** button on the toolbar:
 - **Icon:** All items in the folder are represented by a large or small icon with the item's name.
 - **List:** Items in the folder are listed top to bottom with details for each item, such as file size and date modified.
 - **Column:** Folder levels and folder contents are broken up into columns.
 - **Cover Flow:** Icons can be flipped through like album covers in iTunes.
- **To Find a File or Folder:** Click in the **Search** box on the toolbar. Type the name of the file or folder you're looking for and press **<Return>**.
- **To Go To a Folder:** Select **Go** → **Go to Folder** from the menu, or press **<⌘> + <Shift> + <G>**. Type the location and press **<Return>**.
- **To Go to a Location:** Click the icon in the Sidebar. Or, select **Go** and select the location: Computer, Home, Network, iDisk, Applications, or Utilities.

Maintenance and Repair

- **To Repair or Test a Disk:** Open the **Applications** folder. Go to the **Utilities** folder, double-click **Disk Utilities**, and select the disk or volume you want to test or repair in the left column. Click the **First Aid** tab. You cannot repair the Startup Disk unless you start the computer on a different volume or from an installation disc.
- **To Uninstall an Application:** Click and drag its icon into the Trash.

Mac OS X Snow Leopard

Quick Reference Card

Visit: cheatsheet.customguide.com

The Mac OS X Snow Leopard Desktop



Mac OS X Dock Items

	Finder: The gateway to your computer. Use Finder for easy access to all your files, applications and folders.
	System Preferences: Control how your computer works: display settings, networking, language, hardware/software settings & more.
	Mail: Send, receive and manage e-mail from other accounts, sort junk mail. Infused with iChat instant messaging technology.
	iChat: Keep in touch with instant messaging and audio and visual conferencing over the Internet or a local network.
	Safari: Browse pages on the Web. Use tabs to open and mark multiple pages at a time while surfing.
	Dashboard: The Dashboard keeps you up to date with widgets, mini applications, which provide information and perform common tasks.
	Address Book: Store, organize, sort contact information using different views and groups. Import/export data to or from the Address Book.
	iCal: Powerful planner. Organize events, set reminders, invite Address Book contacts to events, create a to-do list, publish iCal on Web.
	iTunes: Manage your music files. Create playlists, burn CDs, buy music from the online music store, listen to online radio channels.
	App Store: Purchase and download new applications for your Mac. Receive updates for downloaded applications.
	Preview: View any image. Offers basic image correction tools. Can view PDF documents.
	Photo Booth: Take pictures with your computer's built-in webcam or another device. Apply effects to captures pictures.
	Time Machine: Back up your important files. Also will back up your Mac system settings. Restore settings and files.
	Trash: Temporarily stores deleted files and folders. Click and drag to the trash icon, or press <⌘> + <Delete> to delete a file.

Using the Desktop

- The Apple menu:** The Apple menu is your Mac's control center. Use the Apple menu to open System Preferences, change the way the Dock works, or select a network location. You can also update software, shut down, restart or log out of your computer. A menu for recently-used applications and documents is also available.
- To Begin Working:** Click the Finder icon on the Dock and click an icon in the Sidebar to find the file(s) you want to work with, or click an application icon in the Dock.
- Application menus:** The menus for the active application appear at the top of the Desktop, next to the Apple menu.
- To Add an Item to the Dock:** Click and drag the folder or application into the Dock.
- To Remove an Item from the Dock:** Click and drag the item out of the Dock.
- Minimized windows** are kept in the Dock. Click a window in the Dock to expand it to its original size.

Keystroke Shortcuts

General

Minimize Window	<⌘> + <M>
Delete a File	<⌘> + <Delete>
Open a File	<⌘> + <O>
Close a Window	<⌘> + <W>
Select All	<⌘> + <A>
Duplicate File	<⌘> + <D>
Make Alias	<⌘> + <L>
Search for a File	<⌘> + <F>
Switch Between Open Applications	<⌘> + <Tab>
Quit Application	<⌘> + <Q>
Force Quit	<⌘> + <Option> + <Escape>
Eject Disk	<⌘> + <E>
Empty Trash	<⌘> + <Shift> + <Delete>
Connect to Server	<⌘> + <K>
Mac Help	<⌘> + <?>
Hide Application	<⌘> + <H>
Show/Hide Dock	<⌘> + <Option> + <D>
View all windows	<F9>
View windows of the current application	<F10>
Hide all windows	<F11>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Document	<Home>
End of Document	<End>

Go to a Folder

Computer	<Shift> + <⌘> + <C>
Home	<Shift> + <⌘> + <H>
Network	<Shift> + <⌘> + <K>
Applications	<Shift> + <⌘> + <A>

Using the Desktop |continued|

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- To Organize Desktop Icons:** Select **View → Clean Up** from the menu. To organize a few icons, select them.
- To Arrange Desktop Icons:** Select **View → Arrange** from the menu and select how you want to arrange the icons (by Name, Date Modified, Date Created, Size, or Kind).
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The Finder Toolbar



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- To Create a Folder:** Select **File → New Folder** from the menu, or press **<Shift> + <⌘> + <N>**.
- To Rename a File or Folder:** Click the folder, press **<Return>** and type the new name of the file or folder.
- To Delete a File or Folder:** Select the file or folder and press **<⌘> + <Delete>**. Or click and drag the file or folder into the Trash.
- To Restore a File from the Trash:** Double-click the **Trash** icon in the Dock to open it and drag the item from the Trash.
- To Empty the Trash:** In Finder, select **Finder → Empty Trash** from the menu. Or, press **<⌘> + <Shift> + <Delete>**.
- To Move a File or Folder:** Select the file or folder you want to move. Click and drag the item to another file or folder. To open a window for the new folder location, hold the item over the folder and a new window will appear.
- To Copy a File or Folder:** Select the file or folder you want to copy. Press and hold the **<Option>** key as you click and drag the item to another file or folder. Or, select the item and select **Edit → Copy** from the menu, go to the new location and select **Edit → Paste** from the menu.
- To Change Window Views:** In Finder, click **View** and select the view you want to use. Or, click the **View** button on the toolbar:
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- To Go To a Folder:** Select **Go → Go to Folder** from the menu, or press **<⌘> + <Shift> + <G>**. Type the location and press **<Return>**.
- To Go to a Location:** Click the icon in the Sidebar. Or, select **Go** and select the location: Computer, Home, Network, iDisk, Applications, or Utilities.

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- To Uninstall an Application:** Click and drag its icon into the Trash.

Mac OS X Tiger

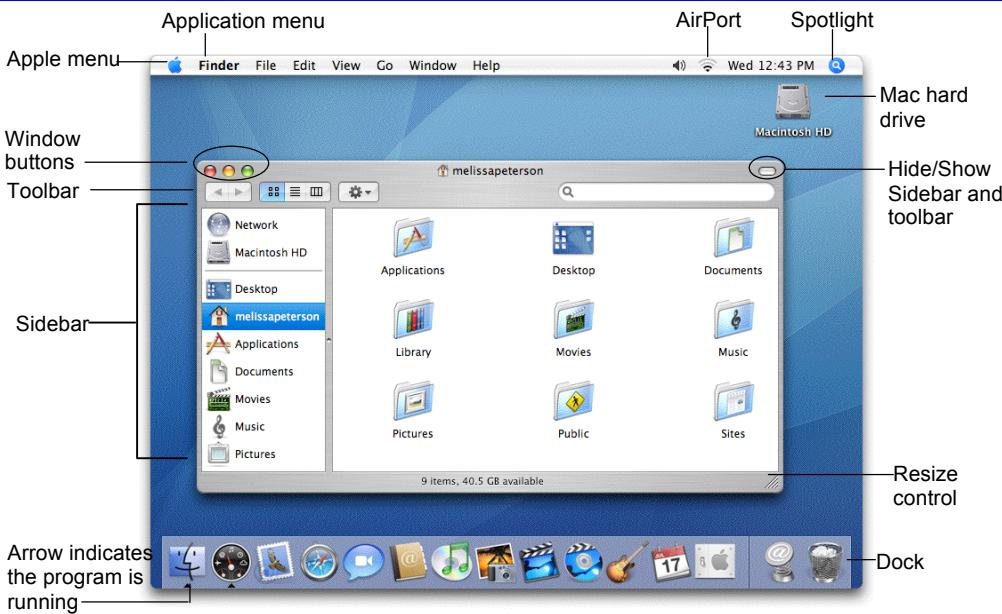
Quick Reference Card



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The Mac OS X Tiger Desktop



Mac OS X Dock Items



Finder: The gateway to your computer. Use Finder for easy access to all your files, applications and folders.



System Preferences: Control how your computer works: display settings, networking, language, hardware/software settings & more.



Mail: Send, receive and manage e-mail from other accounts, sort junk mail. Infused with iChat instant messaging technology.



iChat: Keep in touch with instant messaging and audio and visual conferencing over the Internet or a local network.



Safari: Browse pages on the Web. Use tabs to open and mark multiple pages at a time while surfing.



Dashboard: The Dashboard keeps you up to date with widgets, mini applications, which provide information and perform common tasks.



Address Book: Store, organize, sort contact information using different views and groups. Import/export data to or from the Address Book.



iCal: Powerful planner. Organize events, set reminders, invite Address Book contacts to events, create a to-do list, publish iCal on Web.



iTunes: Manage your music files. Create playlists, burn CDs, buy music from the online music store, listen to online radio channels.



iPhoto: Manage your photo files. Import and print photos, order prints or books online, e-mail photos, create slides, or burn onto a CD.



iMovie: Produce a movie. Edit and cut clips, integrate photos, use special and transition effects, integrate audio, create a DVD.



iDVD: Create a DVD. Create a menu and organize DVD contents for movies, photo slideshows and more.



GarageBand: Record and create your own music. You can also record and publish your own podcasts using this application.



Trash: Delete files, documents, eject disks, or disconnect from a server. Click and drag to the trash icon, or press <Delete> to delete a file.

Using the Desktop

- **The Apple menu:** The Apple menu is your Mac's control center. Use the Apple menu to open System Preferences, change the way the Dock works, or select a network location. You can also get new software, shut down, restart or log out of your computer. A menu for recently-used applications and documents is also available.
- **To Begin Working:** Click the Finder icon on the Dock and click an icon in the Sidebar to find the file(s) you want to work with, or click an application icon in the Dock.
- **Application menus:** The menus for the active application appear at the top of the Desktop, next to the Apple menu.
- **To Add an Item to the Dock:** Click and drag an the folder or application into the Dock.
- **To Remove an Item from the Dock:** Click and drag the item out of the Dock.
- **Minimized windows** are kept in the Dock. Click a window in the Dock to expand it to its original size.

Shortcuts

General

Minimize Window	<⌘> + <M>
Delete a File	<⌘> + <Delete>
Open a File	<⌘> + <O>
Close a Window	<⌘> + <W>
Select All	<⌘> + <A>
Duplicate File	<⌘> + <D>
Search for a File	<⌘> + <F>
Switch Between Open Applications	<⌘> + <Tab>
Quit Application	<⌘> + <Q>
Force Quit	<⌘> + <Option> + <Escape>
Eject Disk	<⌘> + <E>
Empty Trash	<⌘> + <Shift> + <Delete>
Connect to Server	<⌘> + <K>
Mac Help	<⌘> + <?>
Hide Application	<⌘> + <H>
Show/Hide Dock	<⌘> + <Option> + <D>
View all windows	<F9>
View windows of the current application	<F10>
Hide all windows	<F11>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Document	<⌘> + <Home>
End of Document	<⌘> + <End>

Go to a Folder

Computer	<Shift> + <⌘> + <C>
Home	<Shift> + <⌘> + <H>
Network	<Shift> + <⌘> + <K>
Applications	<Shift> + <⌘> + <A>

Using the Desktop |continued|

- **To Connect to a Server:** If you know the server address, select **Go → Connect to Server** from the menu, or press **<⌘> + <K>**. To browse for the server, click **Network** in the Finder Sidebar. Double-click the server you want to connect to.
- **To Change Dock Preferences:** Click the **Apple menu**, select **Dock**, and choose what you want to change.
- **To Get Help:** Select **Help → Mac Help** from the menu. Type the topic you want help with in the Search box and press **<Return>**. Click a link to view the help topic.
- **To Organize Desktop Icons:** Select **View → Clean Up** from the menu. To organize a few icons, select them.
- **To Arrange Desktop Icons:** Select **View → Arrange** from the menu and select how you want to arrange the icons (by Name, Date Modified, Date Created, Size, or Kind).
- **To Connect to a Wireless Network:** First make sure AirPort is turned on: click the **AirPort** icon and select **Turn AirPort On**. When AirPort is turned on, it automatically connects to the strongest network signal, unless the network is password-protected. The AirPort icon shows the strength of the network signal you're connected to.
- **To Search the System:** Click the **Spotlight** icon and enter your search terms. Spotlight searches your system's file names and file contents for the terms you search.

Customizing Mac

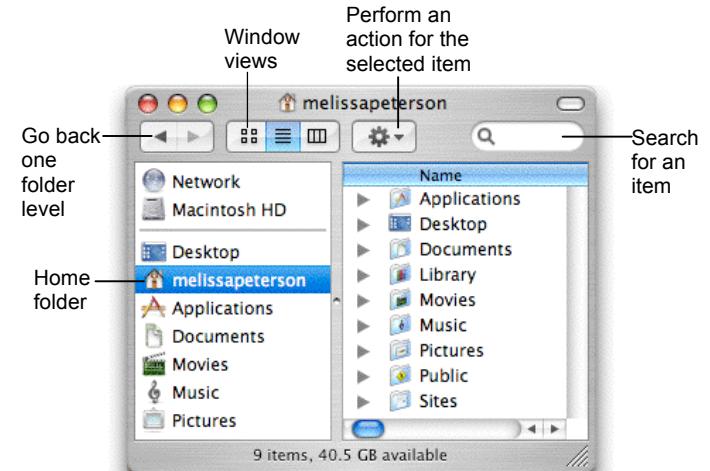
System Preferences



- **Personal:** Specify how you want to work with the computer. Change the Desktop or Dock, window appearance, International preferences, applications, login preferences, account settings, and screen saver effects. Changes only effect the current user account.
- **Hardware:** Specify how the computer's hardware devices act. Change how the computer responds to input disks, monitor settings, energy saving, keyboard and mouse settings and sound.
- **Internet & Network:** Control how you work online. Set a default Internet browser and home page, Network and QuickTime options, and Sharing preferences.
- **System:** Change how the computer system works. Create new accounts, run OS 9 programs in Classic environment, change Date & Time, update software, change Speech and Startup Disk settings, and Accessibility options (change a setting for computer operation tasks you may have trouble with).

Working with Files and Folders

The Finder Toolbar



- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **File → New Folder** from the menu, or press **<Shift> + <⌘> + <N>**.
- **To Rename a File or Folder:** Click the folder, press **<Return>** and type the new name of the file or folder.
- **To Delete a File or Folder:** Select the file or folder and press **<⌘> + <Delete>**. Or click and drag the file or folder into the Trash.
- **To Restore a File from the Trash:** Double-click the **Trash** icon in the Dock to open it and drag the item from the Trash.
- **To Empty the Trash:** In Finder, select **Finder → Empty Trash** from the menu. Or, press **<⌘> + <Shift> + <Delete>**.
- **To Move a File or Folder:** Select the file or folder you want to move. Click and drag the item to another file or folder. To open a window for the new folder location, hold the item over the folder and a new window will appear.
- **To Copy a File or Folder:** Select the file or folder you want to copy. Press and hold the **<Option>** key as you click and drag the item to another file or folder. Or, select the item and select **Edit → Copy** from the menu, go to the new location and select **Edit → Paste** from the menu.
- **To Change Window Views:** In Finder, click **View** and select the view you want to use. Or, click the **View** button on the toolbar:
 - **Icon:** All items in the folder are represented by a large or small icon with the item's name.
 - **List:** Items in the folder are listed top to bottom with details for each item, such as file size and date modified.
 - **Column:** Folder levels and folder contents are broken up into columns.
- **To Find a File or Folder:** Click in the **Search** box on the toolbar. Type the name of the file or folder you're looking for and press **<Return>**.
- **To Go To a Folder:** Select **Go → Go to Folder** from the menu, or press **<⌘> + <Shift> + <G>**. Type the location and press **<Return>**.
- **To Go to a Location:** Click the icon in the Sidebar. Or, select **Go** and select the location: Computer, Home, Network, iDisk, Applications, or Utilities.

Maintenance and Repair

- **To Repair or Test a Disk:** Open the **Applications** folder. Go to the **Utilities** folder and double-click **Disk Utilities**. Click the **First Aid** tab. In the left column, select the disk or volume you want to test or repair. You cannot repair the Startup Disk unless you start the computer on a different volume, but repairing or verifying permissions improves performance.
- **To Uninstall an Application:** Click and drag its icon into the Trash.

AppleWorks 6

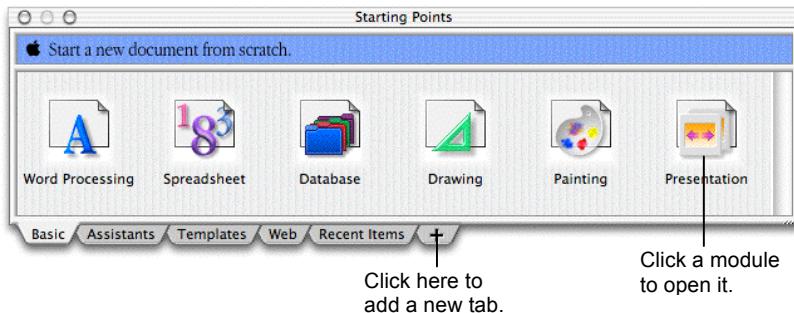
Quick Reference Card

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The Fundamentals

The Starting Points Window



- To Open AppleWorks:** Select **Go → Applications** from the menu, double-click the **AppleWorks 6** folder, and double-click the **AppleWorks 6** icon.
- To Open an AppleWorks Module:** In the Starting Points Window click the **Basic** tab and click the module.
- To Open a Document:** Select **File → Open** from the menu, or press **<⌘> + <O>**.
- To Save a Document:** Select **File → Save** from the menu, or press **<⌘> + <S>**.
- To Format Selected Text:** Change the style of text by clicking the **B Bold** button or **I Italics** button on the Button Bar. To change font type, click the **Font** pop-up on the text ruler and select a font type from the menu. To change font size, click the **Font Size** pop-up on the text ruler and select a font size.

Word Processing

- To Correct a Spelling Error:** Click the **Check Spelling** button on the Button Bar, select the correct spelling and click **Replace**.
- To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify) on the text ruler.
- To Indent a Paragraph:** Drag the **Left Indent marker** on the ruler or select **Format → Paragraph** from the menu and enter the indentation in the **Left Indent** text box.
- To Create a Bulleted or Numbered List:** Select the paragraph(s) you want to bullet or number. Select **Format → Paragraph** from the menu, click the **Label** pop-up, and select **Bullet** or **Numeric** from the menu. Click **OK**.
- To Adjust or Remove a Tab Stop:** Click and drag the **tab stop** to the new position on the ruler. Drag the tab stop from the ruler to remove.

- To Get Help:** Select **Help → AppleWorks Help** from the menu and select the type of help you want to use.
- To Quit AppleWorks:** Select **AppleWorks → Quit AppleWorks** from the menu.
- To Cut:** Select the text or object and select **Edit → Cut** from the menu.
- To Copy:** Select the text or object and select **Edit → Copy** from the menu.
- To Paste:** Place the insertion point and select **Edit → Paste** from the menu.
- To Preview a Document:** select **File → Print** from the menu and click **Preview**.
- To Print a Document:** Select **File → Print** from the menu or press **<⌘> + <P>**.
- To See a Button Description:** Point to the button and a brief description will appear.

Shortcuts

General

Open a Document	<⌘> + <O>
Save a Document	<⌘> + <S>
Print a Document	<⌘> + <P>
Close a Document	<⌘> + <W>
Undo/Redo	<⌘> + <Z>
Get Help	<⌘> + <?>
Hide AppleWorks	<⌘> + <H>
Quit AppleWorks	<⌘> + <Q>
Switch Between Applications	<⌘> + <Tab>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Document	<⌘> + <Home>
End of Document	<⌘> + <End>
Open the Go To Dialog	<⌘> + <G>

Editing

Cut	<⌘> + <X>
Copy	<⌘> + <C>
Paste	<⌘> + <V>
Delete text or an object	<Delete>
Find/Change text	<⌘> + <F>

Formatting

Bold	<⌘> +
Italics	<⌘> + <I>
Underline	<⌘> + <U>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Line or Sentence	Click the line or sentence three times.
A Paragraph	Click the paragraph four times.
Everything	<⌘> + <A>

Spreadsheet

- **Cell References:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find an address of a cell by looking at the  Name Box.
- **To Select a Cell Range:** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Edit a Cell's Contents:** Select the cell, click the **Formula** bar, edit the cell contents, and press **<Return>** when you're finished.
- **To Copy Using Fill:** Select the cell and cell range you want to copy into, and select **Calculate** → **Fill Down** from the menu.
- **To Total a Cell Range:** Select the cell range you want to sum, along with a blank cell at the end of the range (so that AppleWorks has a place to put the result). Select **Calculate** → **Auto Sum** from the menu.
- **To Enter a Formula:** Select the cell where you want to insert the formula, press = (the equals sign), and enter the formula using values, cell references, operators, and functions. Press **<Return>** when you're finished.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, "B5") or simply click the cell you want to reference. To use an absolute cell reference, type the address of the cell with \$ (dollar signs) before every reference heading. (For example, \$B\$4.)
- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, AppleWorks performs the operations in this order: (), :, %, ^, *, /, + and -, = <> <=>. You can change this order by enclosing the part of the formula you want to calculate first in parentheses.
- **To Format Values:** Select the cell or cell range you want to format and select **Format** → **Number** from the menu. Select the type of format you want to work with: **Number**, **Date**, or **Time**, and specify your settings.
- **To Create a Chart:** Select the cell range that contains the data values and labels you want to chart. Select **Options** → **Make Chart** from the menu. Make any desired modifications in the Modify area. Click **OK**.
- **To Format a Chart:** Double-click the chart and select the options you want to use. Click **OK**.
- **To Change Chart Type:** Double-click the chart and click a chart type option in the Gallery area. Apply chart formatting and add labels, as desired. Click **OK**.

Drawing and Painting

- **To Draw a Shape:** In the Tools window, click the button for the shape that you want to draw. Click and drag on the document until the shape reaches the desired size. Hold down the **<Shift>** key as you draw to draw a perfect shape.
- **To Change the Fill Color of an Object:** Select the object whose fill color you want to adjust. Click the **Fill Formatting** button in the Tools window, then click the **Color** button. Select a color from the Color palette.
- **To Change the Line Color of an Object:** Click the **Pen Formatting** button in the Tools window, click the **Color** button, and select a color from the Color palette.
- **To Make an Object Transparent:** Select the object, Click the **Fill Formatting** button in the Tools window and then click the **Pattern** button. Select the **transparent pattern** from the Pattern palette.
- **To Use the Paintbrush or Pencil:** Click the **Paintbrush** button or the **Pencil** button in the Tools window. Click once to paint or draw a spot, or drag to paint or draw a stroke. Hold down the **<Shift>** key to paint or draw straight lines.

Database

- **To Create a New Database Field:** Select **Layout** → **Define Fields** from the menu, enter the field name in the Field Name text box and click **Create**. Or, enter the fields after creating a new database document.
- **To Modify a Database Field:** Select **Layout** → **Define Fields** from the menu. Select the field you want to modify from the Field list. Make your changes in the Define Database Fields dialog and click the **Modify** button when you're finished.
- **To Insert a New Record:** Select **Edit** → **New Record** from the menu or click the **New Record** button on the Button Bar, or press **<R>**.
- **To Delete a Record:** Select the record and select **Edit** → **New Record** from the menu, or click the **Delete Record** button on the Button Bar.
- **To Move to a Specific Record:** Select **Organize** → **Go To Record** from the menu.
- **To Search for Records:** Select **Layout** → **Find** from the menu. Enter the information you want to find in the appropriate field(s). Click **Find**. To omit the specified data, click the **Omit** check box, then click **Find**.
- **To Save a Find Request:** Click the  **Search** button in the Status panel and select **New Search**. Enter a name for the search, click **OK**, and specify the search criteria. Click the **Store** button.
- **To Search for Records Using a Formula:** Select **Layout** → **List** from the menu and make sure all of the records in the database are displayed. Select **Organize** → **Match Records** from the menu and enter the formula.
- **To Sort Records:** Select **Organize** → **Sort Records** from the menu and click the field you want to sort by. Click **Move**, and add additional fields if you want to sort by, and click **OK**.

Presentation

- **To Insert a Slide:** Click the  **Slide** tab in the Controls window. Click the thumbnail image of the slide that you want the new slide to appear after. Click the  **Insert Slide** button.
- **To Delete a Slide:** Click the thumbnail image of the slide that you want to delete and click the  **Delete Slide** button.
- **To Rearrange Slides:** Click and drag the slide you want to move until it reaches the desired location. Release the mouse button to "drop" the slide in the new location.
- **To Edit the Master Slide:** Click the  **Master** tab in the Controls window and format the slide as necessary.
- **To Change the Master Slide Background:** Select **Options** → **Edit Background** from the menu. Click the  **Fill Formatting** button in the Tools window, and then click the  **Color palette** button in the Tools window and select a color from the Color palette and draw a rectangle that covers the slide.
- **To Insert a Clip Art Graphic:** Select **File** → **Show Clippings** from the menu and search for the type of image you want to insert.
- **To Insert a Picture:** Select **File** → **Insert** from the menu. Click the **File Format** pop-up and select **All Available** from the menu. Navigate to the location where the file is saved, select the file you want to insert, and click **Insert**.
- **To Add Slide Transitions:** In the Controls window, select the slide. Click the **Transition** pop-up and select an effect from the menu.
- **To Present a Slide Show:** Select **Window** → **Slide Show View** from the menu, or click the **Start Show** button on the Button Bar.