

Shortcuts and Tips for Leopard/Windows XP on the Intel Mac

The user's Leopard account is given admin rights until all software installs are done, then rights are reduced to user access. The administrator login on the Windows XP side is used to handle all software installations for Windows XP. When the iMac is delivered, the system is set to automatically login to the user account on both the Leopard and Windows XP operating systems.

Devices

*Only one side at a time (either Leopard or Windows XP) can control the **CD/DVD** drive or **USB** slots.* To control the CD/DVD drive or USB slots on the Windows side, press **Control Option (Alt)**. to bring up the Parallels menus. Go to the **Devices** menu, select either **CD/DVD-ROM 1**, and select **Connect to Default CD/DVD ROM**; or **USB**, and select the particular USB item. This will provide the Windows OS with control of the drive or slot. When done, return to the **Devices** menu and select either **CD/DVD-ROM 1**, and select **Disconnect**; or **USB** and deselect the particular USB item to return control to the Mac OS side.

Leopard – MAC OS X.5

The user's Leopard account is setup with Fast-Switching. This allows both the user account and the administrator account to be logged in at the same time. Use the administrator login to handle all software installations. To login as Administrator for the Leopard operating system, you can select the Administrator account from the Upper right corner of the desktop. Simple click on the user's name and select Administrator from the list. This will leave the user account logged in, while you are in the Administrator account.

NOTE: *If your activities in the Administrator account will require the computer to reboot, then be sure to close all work before doing Fast-Switching.*

Create a folder inside the Applications folder and name it – **APPS FOLDER**. Use the **APPS FOLDER** to store all program aliases. Drag the **APPS FOLDER** to the Dock and display it as a folder. Arrange the Dock by dragging/deleting so the following items display as the recommended minimum set: **Finder, Dashboard, Firefox, Safari, Eudora, Meeting Maker** (when the new version arrives), **Fetch, Word, APPS FOLDER, Document folder, Download folder, and Trash**.

Parallels and applications running in Windows XP will appear on Leopard's – Mac OS x 10.5 Dock with a small Parallels icon to remind you what the other OS is running.

NOTE: Clicking one of these application icons will return you to the application in Windows XP.

Keyboard Viewer

Leopard has a keyboard viewer available under the **International** icon in **System Preferences**. To reach it from the International window, click on the **Input Menu** button. Click a checkmark in the box adjacent to **Keyboard Viewer** and close the International window. From your Desktop menu bar, click on the **Flag** icon and select **Show Keyboard Viewer**. The viewer window is displayed on the Desktop and by holding one of the modifier keys, users can see the alternative inputs that standard keys can produce in conjunction with the **Option** key or a combination of the **Shift Option** keys. Returning to the **Flag** icon, you can select **Hide Keyboard Viewer** to remove it from the Desktop.

Printing

The Printer will not automatically quit after it prints in Leopard. Well, all you have to do is **right click** on the printer icon in the Dock, and select the **Auto Quit** option. This will automatically quit the printer after a print job is complete.

NOTE: All printers added to the Leopard side are added via Line Printer Daemon protocol.

Spaces

To move between Spaces, use the **Command** key and the arrow keys. Spaces are as follows:

- Space 1 is Upper left
- Space 2 is Upper right
- Space 3 is Lower left
- Space 4 is Lower right

This may be problematic, if you are using this key combination in another Mac program. It can be changed or eliminated under Expose/Spaces in System Preferences. *Alternative* -- To move to a specific Space, use the **Command** key and the specific number for the Space (**1, 2, 3 or 4**)

For a birds-eye view of Spaces with all 4 Spaces on the screen at once, press the **fn** and **F8** keys.

To collect all open windows into a single Space with a nice effect, press **Shift C** keys when you are in the birds-eye view of Spaces and it will happen in slow motion. Just the **C** key will do the same faster. Press either set of keys to return the open windows to their original Space.

To quickly send a window to another Space, drag your window to the edge of your screen, and wait a second. The window will fly over to the adjacent space.

Common keyboard shortcuts

- **Command Shift H** to open the current user's home directory
- **Command Shift I** to mount the user's iDisk if they subscribe to .Mac
- **Command Shift A** to open the system's application folder
- **Command Shift N** to create a new folder
- **Command N** to open a new Finder window
- **Command K** to open a remote disk using AFP, WebDAV, FTP, and SMB
- **Command T** to add a file or folder to the Favorites list
- **Command I** to get information on a file or folder
- **Command L** to make an Alias of a file or folder
- **Command R** to find the original file of an alias
- **Command Delete** to move selected files and/or folders to the trash

Taking Screenshots with keyboard shortcuts

The following keyboard shortcuts provide additional options, when taking screenshots in Leopard - Mac OS X 10.5:

- **Command Shift 3**: Take a screenshot of the screen, and save it as a file on the desktop
- **Command Shift 4**, then select an area: Take a screenshot of an area and save it as a file on the desktop
- **Command Shift 4**, then space, then click a window: Take a screenshot of a window and save it as a file on the desktop
- **Command Control Shift 3**: Take a screenshot of the screen, and save it to the clipboard
- **Command Control Shift 4**, then select an area: Take a screenshot of an area and save it to the clipboard
- **Command Control Shift 4**, then space, then click a window: Take a screenshot of a window and save it to the clipboard

In Leopard - Mac OS X 10.5, the following keys can be held down while selecting an area (via **Command Shift 4** or **Command Control Shift 4**):

- **Space**, to lock the size of the selected region and instead move it when the mouse moves
- **Shift**, to resize only one edge of the selected region
- **Option**, to resize the selected region with its center as the anchor point

Grab and **Preview** Alternatives:

1. Instead of using the keyboard shortcuts above, screenshots can be taken by using the **Grab** application included with Mac OS X systems. It is located at `/Applications/Utilities/Grab`.
2. Since Tiger - Mac OS X 10.4, the **Preview** application can also be used to take screenshots, by using the **Grab** submenu in the **File** menu.

Viewing/Accessing

Go to the **View** menu of the Finder and select *Customize Toolbar*. Add the Path icon to the toolbar. Then go to the **View** menu of the Finder and select **Show Path Bar**.

Both of these provide additional information on the location of your files by allowing you to see the hierarchy of where your file is either at the top or bottom of a Finder window.

For a fast way to Zoom PDFs and Images in Quick Look, press the **Option** key and click the window to zoom in, or press **Shift Option** and click the window to zoom out.

To quickly access System Profiler, hold down the **Option** key while clicking the **Apple** menu. The *About This Mac* will turn to *System Profiler*.

If you want to quickly share a particular folder with someone on your local network, click the folder, and press **Command I** to bring up the **Get Info** window. From there, simply checkmark the **Share Folder** button, and others will be able to access it over the network.

To clear the desktop of all open application windows, press the **fn** and **F11** keys. This is a quick way to get to items stored on the desktop. Or once you've cleared the desktop, you can quickly bring just one window up by clicking on a running application in the Dock.

Zippping a File

Leopard allows users to compress files into a Zipped format. To zip a file, **Control click** the file. Select the **Compress** option from the drop-down menu. Leopard will compress the selected file, add a .zip extension, and place the zipped file along side the original file.

To open the zipped file, **Control click** the file. Select the **Open with** option from the drop-down menu. Then from the next drop-down menu, select either **Archive Utility** (default application), **Stuffit Expander**, etc. to extract the file (or folder).

Windows XP (via Parallels 3.0)

To login as administrator on Windows XP, you must force the Novell Login Window to appear:

- ❖ At the user's Windows desktop, press the **Control Alt Delete** key combination.
- ❖ Press the **Right Arrow** key once.
- ❖ Press the **Return** key twice.
- ❖ The *Novell Login Window* should appear on the screen.
- ❖ At the *Novell Login Window*, click the **Workstation Only** box.
- ❖ Type in **Administrator** for the username.
- ❖ Type the admin password.
- ❖ Press the **Return** key.

OR you must hold down the shift key when booting Windows XP from Parallels to reach the Novell Login Window.

To shrink from the Full Screen Windows XP to the single windowed mode for Windows XP on the Leopard – Mac OS X 10.5 desktop, press **Option (Alt) Enter**. To return to the Full Screen Windows XP, click on the blue screen icon with 4 arrows on right side of the Parallels window.

To hide the Full Screen Windows XP and return to the Leopard – Mac OS X 10.5 desktop, press **Command H**. Click on the Parallels application in the Dock, to return to the Full Screen Windows XP.

To show the Leopard – Mac OS X 10.5 desktop menus and dock in the Windows XP desktop, press **Control Option (Alt)**. Clicking inside the Windows XP desktop will hide the Leopard – Mac OS X 10.5 desktop menus and dock.

To hide the Windows desktop (looks like a slide to the left), but leave the Windows applications as individual windows on the Mac desktop, go to Parallels application, **View** menu, and select **Coherence**. Or press **Shift Control Option (Alt)**.

If your primary OS is Mac OS X 10.5, you may encounter problems when trying to use **F8** key, or **Ctrl** and **Arrow** keys combinations in your Windows desktop. In Mac OS X 10.5, the **F8** key, or **Ctrl** and **Arrow** key combinations are reserved for the Spaces utility. Possible solutions for using the **F8** key in your Windows desktop:

1. Choose Parallels' **Actions** menu, select **Send keys**, and select **F8**.
2. Change the Leopard – Mac OS X 10.5 Spaces utility hotkeys settings to something else.

Beware of the Command key in Windows XP

The **Command** key combinations do not work the same in Windows XP that they do in Leopard:

Keys	Windows Action	Leopard Action
Command L	Locks workstation	Views FileMaker in layout mode
Command S	Opens sort options in FileMaker	Saves a file in any application
Command P	Opened the Print Schedule in Meeting Maker	Prints a file in any application
Command D	Minimizes application to the tool bar	Duplicates a record in FileMaker

To end a Windows XP program, press **Control Q**. **Do NOT use Command Q** to end a Windows XP program, because it will close Parallels instead. If you do this, click to start Parallels again. It should return to your previous program activity before you did **Command Q**.

Zippping a File

Window XP has a system utility that will compress files into a Zipped format. To zip a file, right click on the file. Select **Send to** option and **Compressed (zipped) Folder** option on the pop-out menus.

You may receive a message – *For Compressed (zipped) Folder to handle zip file(s) correctly, the application associated with them must be Compressed (zipped) Folder. Currently this is not the case. Do you want to designate Compressed (zipped) Folder as the application for handling Zip files?* If so, select the **Yes** button. The system utility will compress the file and put a Zip icon on the file to show it has been zipped.

To open a zipped file, right click on the file and choose the **Open with** option from the pop-out menu. Then select **Compressed (zipped) Folder** to extract the file.