

Mac OS X.2 Tips

Classic

- ❖ Having Platinum sounds turned on will slow the Classic environment, so turn them off in the Appearance panel in System 9.
- ❖ If an application is a Classic app, then its Get Info box will say Classic under Kind.

Dock

- ❖ **Control** click on your Apps Folder in the Dock and a pop-up list of the Aliases will appear.

Finder

- ❖ Change the Finder preferences so that New Finder window shows "Home" instead of "Computer" for a shortcut to your Home directory.
- ❖ Shift **Command** H will take you to your Home directory.
- ❖ Labels are gone, but you can add comments to any Get Info window and then sort By Comments in a List view. This does require you to set Comments to show in the Folder's View preferences.
- ❖ **Control** click in an open space on the Desktop or window to get a pop-up with a New Folder option.
- ❖ The **More Info** button in the About This Mac window will launch the System Profiler application.
- ❖ If sharing files with MS Windows users be sure to checkmark the Finder preferences for "Always show file extensions".
- ❖ Holding the **Option** key down when choosing Shutdown will stop the system from asking you if you are sure you want to shutdown.

Icon

- ❖ **Control** click an icon to get to the icon's task pop-up menu fast.
- ❖ **Command** L for a selected icon will create an alias of that icon.
- ❖ Using **Option Command** and drag from an original will create an alias without the word alias.

Saving Files

- ❖ If you decide not to save a document when the Save sheet pops down, press the **Esc** key to cancel the action.
- ❖ By default all file are saved in your Documents Folder (directory). To change the "Where" in the Save As sheet, press **Command** D to save to the Desktop or press **Shift Command** H to save to your Home Folder.
- ❖ Clicking the blue with an arrow button in the Save As sheet will expand the Save As sheet to Column view.

- ❖ The Open and Save sheets are resizable. The Save sheet will remember previous sizes and views the next time they appear.

Screen Capture

- ❖ To put screen captures where you want them, you can make an alias of the folder you prefer and place it into your Pictures Folder. The alias will then appear in the Snapz Pro's Send to pop-up menu.
- ❖ **Shift Control Command 3** (or **4**) will save a screen capture to the Clipboard.

Searches

- ❖ In the Finder preferences, select only the languages you want for searches to speed up search times.
- ❖ To index your files, launch a Get Info box on their Folder, click the triangle for Content Index, and click the **Index Now** button.

Stickies

- ❖ Turn selected text into a Stickie by pressing **Shift Command Y**.
- ❖ **Shift Command F** on a selected Stickie will float it above your active application windows.
- ❖ **Shift Command T** on a selected Stickie will make the Stickie translucent.

Troubleshooting

- ❖ Prior to a problem, go to the Console preferences and checkmark "Enable crash reporting" and "Automatically display crash logs".
- ❖ Additional help can be found at the following URLs:
 - www.macminute.com
 - www.macosxhints.com
 - www.osxfaq.com

Windows

- ❖ Customize your window's toolbar by adding a New Folder and/or a Delete icon for handy shortcuts.
- ❖ Pressing **Command B** will toggle the windows toolbar off and on.
- ❖ Pressing the **Command** key and clicking the window's title bar will show the hierarchy of the window in a pop-down menu.
- ❖ Pressing **Command 1, 2, or 3** will toggle the window's view between the three choices (Icon, List, or Column).
- ❖ In List view the first column is always the Name, but the order of the others can be changed. Click one of the column headers and drag it horizontally to move the other columns.
- ❖ Pressing the **Command** key and double-clicking on a folder will open a new window.
- ❖ Use the **Tab** key to jump from the Name field to the Column view.