



Keyboard Shortcuts & Hints

System 7.5





Introduction

This document presents many key combination shortcuts that will increase your productivity when working on a Macintosh. You can also choose Shortcuts from the Balloon Help menu when in the Finder on your computer to see some of these keyboard shortcut instructions. The keyboard shortcuts are organized in tables for quick reference.

Following the tables are simple procedures for organizing information on your computer, some of the keyboard shortcuts, as well as more detailed explanations.





Keyboard Options Table: Startup

You can select different options by holding down certain keys while starting up the computer. Hold down the keys until you get the cue indicated in parentheses.

Result (after Startup)	Key(s) Pressed
Turn off system extensions	Shift (until Welcome screen message)
Rebuild desktop files	Command-Option (until alert)
Zap Parameter RAM (PRAM)	Command-Option-P-R (until second tone)
Bypass startup device (except Quadra 700)	Command-Option-Shift-Delete (until Welcome screen message)





Result (after Startup)	Key(s) Pressed
Eject disk	Mouse button (until disk ejects)
Close all windows	Option (during desktop build)
Disable virtual memory only	Command (until Welcome screen message)
Disable startup items only	Shift (during desktop build)
Open Extension Manager	Space bar





Keyboard Options Table: Finder

During a session of working on your computer, you can use several keyboard shortcuts to make some tasks easier. You must be in the Finder (rather than in some application) when you use these keyboard shortcuts.

Task	Key(s) Pressed
Create a new folder	Command-N
Close an open window	Command-W
Close all open windows	Option-Command-W
Open parent window	Option-Up Arrow
Open a highlighted icon	Command-O (letter) or Command-Down Arrow
Select the next alphabetical icon	Tab





Task	Key(s) Pressed
Select the previous alphabetical icon	Shift-Tab
Select an icon to the left	Left Arrow (in icon view only)
Select an icon to the right	Right Arrow (In icon view only)
Select an icon above	Up Arrow
Select an icon below	Down Arrow
Duplicate a selected item	Command-D
Close View on/off	Command-Option-O (letter)
Easy Access: Sticky Keys Mouse Keys on Mouse Keys off Slow Keys	Shift 5 times Command-Shift-Clear Clear Return





Keyboard Options Table: Work-in-Progress

You can use some keyboard shortcuts while in an application or in the Finder.

Task	Key(s) Pressed
Eject internal floppy disk	Command-Shift-1 or Command-E
Eject external floppy disk	Command-Option-2
Select (highlight) all items in an active window	Command-A
Cancel print or copy job	Command-. (period)
Cut selected item to Clipboard (applications only)	Command-X





Task	Key(s) Pressed
Undo last edit	Command-Z
Copy selected item to Clipboard	Command-C
Paste item from the Clipboard (applications only)	Command-V
Print file (application only)	Command-P
Quit (application)	Command-Q
Snapshot of screen	Command-Shift-3





Keyboard Options Table: Quitting

Sometimes an application might freeze. Then you must close the application, save changes to files in other applications, and restart the computer. You can use some keyboard shortcuts for performing these tasks.

Task	Key(s) Pressed
Force quit application (see Note)	Command-Option-Escape
Force interrupt application	Command-Power key
Save changes to a file	Command-S (while file is open)
Cancel application	Command-. (period)
Warm restart	Control-Command-Power key





Note: Use the “force quit” feature with extreme caution. You definitely should not rely on this feature as a usual way to quit an application. This feature is useful in the event that you have unsaved work in other applications when your current application hangs. By using this feature, you can return to the Finder and save the work in your other applications. Restart your computer after using this feature.





Keyboard Options Table: Diacritical Marks

You can apply diacritical marks to almost any character. The correct sequence is to press the Option key and the key that activates the accent mark. Release the Option key sequence, and type the desired letter. The accent mark is applied to the typed letter.

Note: The cedilla is an exception that is typed as soon as you press the Option key sequence.

Diacritical Mark	Key(s) Pressed
Grave Accent (for example, lèvre)	Option-`
Acute Accent (for example, école)	Option-e
Umlaut (for example, Böblingen)	Option-u





Diacritical Mark	Key(s) Pressed
Circumflex (for example, maître)	Option-i
Tilde (for example, mañana)	Option-n
Cedilla (for example, façade)	Option-c





Window Management

You can arrange icons in specific orders, close and move windows with shortcuts.

Alphabetize Icons in a Window

Follow these steps to view icons arranged in alphabetical order from left to right in a window.

- 1 Activate the window you want to alphabetize.
- 2 Choose By Name from the View menu.
- 3 Choose Select All from the Edit menu.
- 4 Drag all files to the active window's icon.
- 5 Choose By Icon from the View menu.





Move All Icons to Nearest Point on the Grid

Use one of these methods:

- Choose Clean Up Window from the Special menu.
- Hold down the Option key and choose Clean Up By Name from the Special menu. This function alphabetizes and aligns icons to the grid and to each other.

Note: Available in by Icon views only.

Move Icon Independent of Grid

Follow these steps to avoid the automatic grid alignment when you move an icon.

- 1 Hold down the Command key.
- 2 Drag and then release the icon.
- 3 Release the Command key.





Change Window Size

Use one of these methods:

- Drag the size box in the lower right corner.
- Click the zoom box in the upper right corner to expand or reduce the size of a window.

Close Active Window

Use one of these methods:

- Choose Close from the File menu.
- Click the active window's close box in the upper left corner.
- Press the Command-W keys.





Close All Windows

Use one of these methods:

- Hold down the Option key and choose Close from the File menu
- Hold down the Option key and click the active window's close box.
- Press the Command-Option-W keys.

Move Inactive Window

Hold down the Command key and drag on the inactive window's title bar.

Return to the Finder With No Windows Open

Hold down the Option key while starting or quitting an application.





Using Dialog Box Functions

You can navigate a long scroll box more quickly by using keyboard shortcuts.

Scroll Through List in Open Dialog Box

Use one of these methods:

- Click on the up or down arrow in the scroll bar.
- Use the Up or Down Arrow keys on the keyboard.

Find a File Quickly in an Open Dialog Box

Type in the name of the file.

Note: The Delay until Repeat control in the Keyboard control panel determines how many characters may be entered for a File search.





Select the First File in an Open Dialog Box

Use the Left Arrow or Right Arrow keys on the keyboard.

Select the Last File in an Open Dialog Box

Press the tilde (~) key.

Move Up File Hierarchy in an Open or Save Dialog Box

Click the current disk icon, or click the directory name icon at the top of the dialog box, to display the file hierarchy.

Select the file you want. Use one of these methods to navigate the hierarchy:

- Press the Command-Up Arrow keys to move closer to the top-level directory.
- Press the Command-Down Arrow keys to open a selected folder.





Switch Drives in an Open or Save Dialog Box

Use one of these methods:

- Click Drive in the dialog box window
- Press the Tab key.





Easy Access

Easy Access is a function designed especially for the disabled. This function lets you lock modifier keys (Command, Control, Option, Shift, Clear) without having to hold them down. Easy Access must be installed in the Control Panels folder of the System Folder.





Activate Easy Access

To use Easy Access, follow these steps:

- 1 Without moving the mouse, press the Shift key five (5) times.
- 2 Choose one of these options:
 - Press the modifier key(s) you want to use. (Do not press modifier keys simultaneously unless you want to deactivate Easy Access.)
 - Press a nonmodifier key to activate a function.
 - Press the modifier key once to activate it for one function. The U icon should now appear with an arrow above it.
 - Press the modifier key twice to lock it down for more than one function. The U icon should now be filled with an arrow above it.





Deactivate Easy Access

To leave Easy Access, follow these steps:

- 1 Without moving the mouse, press the Shift key five (5) times.
- 2 Press any two modifier keys simultaneously.

Note: If a modifier key is locked, pressing it again unlocks it.





Eject Floppy Disk

To eject a floppy disk, use one of these methods:

- Press the Command-Y keys, or choose Put Away from the File menu.
- Drag the floppy disk icon to the Trash.
- Choose Restart or Shut Down from the Special menu.
- Start or restart the computer, and hold down the mouse button.
- Press the Command-Shift-1 keys to eject internal floppy drive 1.
- Press the Command-Shift-2 keys to eject internal floppy drive 2 or an external floppy drive.
- Press the Command-Shift-0 keys to eject any other floppy disk drives.





- Press the Command-E keys, or choose Eject Disk from the Special menu. If no disks are selected, these functions eject all floppy disks. These functions leave a grayed out floppy disk icon on the desktop.
- As a last resort, if the disk will not eject, you can insert a straightened paper clip into the hole located on the right front of the floppy drive. However, this may damage the floppy drive.





Switch Keyboard Layout

Press the Command-Option keys. This causes the keyboard control panel under System 7 to switch between different keyboard layouts. System 7.5 automatically installs many international keyboard layouts when an Easy Install is performed.





Change “About This Macintosh”

To change the menu entry from “About this Macintosh” to “About the Finder” hold down the Option key while choosing the “About This Macintosh” option under the Apple menu in the Finder.





Erase Disk

The Erase Disk command under the Special menu erases any selected disk except a write-protected (locked) disk, or the disk that contains the active operating system.

Erase Floppy Disk

To erase a selected floppy disk, use one of these methods:

- Select Erase Disk from the Special Menu.
- Hold down the Command-Option-Tab keys while inserting the disk.





Get Info (Using Functions)

Information

Select the icon, and then use one of these methods:

- Choose Get Info from the File menu.
- Hold down the Command-I keys.

Lock Item

Check or uncheck the Locked box in the lower-left corner Get Info dialog box.





Change Application Memory Size

Click the box located next to Preferred Size in the Get Info dialog box and enter the desired memory size.

Note: This function sets the amount of RAM allocated to an application when it is launched. It should not be set below the Suggested Memory Size number.





Hiding Application When Switching

To hide the current application when you switch to the next application, hold down the Option key while switching applications.





Keypad Mouse (Activate/Deactivate)

To set the keypad to control mouse movement, press the Command-Shift-Clear keys.

- The 1, 2, 3, 4, 6, 7, 8, and 9 keys control movement and direction of the pointer.
- The 5 key is the mouse button.
- The 0 key locks the mouse button.
- The decimal point key unlocks the mouse button.

Press the Clear key to deactivate keypad mouse control.

Note: This function does not work on a PowerBook without the Mouse Keys extension (because there is no keypad).





Open a File or Folder

Click the item you want to open, and use one of these methods:

- Choose Open from the File menu.
- Double-click the item you want to open.
- Press the Command-O keys.
- Press the Command-Down Arrow keys.





PostScript File Dump

This function lets you dump PostScript files to disk rather than sending a job to the printer. The PostScript Files are labeled as Postscript X (where X is a number from 0 to 9). Background Printing must be turned off.

Note: This function is for LaserWriter drivers previous to version 6.3. Version 6.3 and later support printing to a PostScript file.

Postscript File Dump With Laserprep

Use one of these methods:

- Choose Print from the File menu.
- Press Command-P.

When the print dialog box appears, click Print, and immediately press the Command-F keys.





Postscript File Dump Without Laserprep

Use one of these methods:

- Choose Print from the File menu.
- Press Command-P.

When the print dialog box appears, click Print, then immediately press the Command-K keys.





Rebuild the Desktop

When troubleshooting system problems (especially odd directory or desktop behavior), you may be able to resolve the problem by rebuilding the desktop.

Hard Drive

Start or restart the computer while holding down the Command-Option keys.

Floppy Disk

Insert the floppy disk while holding down the Command-Option keys.

Note: If the floppy disk is the startup disk, start or restart the computer while holding down the Command-Option keys.





Screen Dump

When capturing the contents of a screen, the files are saved to disk as Picture X (where X is a number from 0 to 9).

PICT File Screen Dump

Press the Command-Shift-3 keys.

Screen Dump to ImageWriter

Press the Command-Shift-4 keys.

Dump of Active Window to Imagewriter

Press the Command-Shift-Caps Lock-4 keys.

Note: The Imagewriter dumps do not work on networked ImageWriters.





Start Up From CD-ROM

Hold down the letter c key (lowercase only).

On a Power Macintosh or Macintosh 630 family computer (Performa 630, Performa 635, Performa 636, Performa 637, Performa 638, LC 630, and Quadra 630), this sequence directs the computer to start up from the CD-ROM drive instead of from the hard drive or floppy disk.





Switch Startup Disk

To change the disk your computer starts from, follow these steps:

- 1 Open the Startup control panel.
- 2 Select the device you want to use as your startup device.





Move Files To the Trash

To move files to the trash, drag the selected file to the Trash.

To delete files without warning or to delete locked files, hold down the Option key and drag a file to the Trash.





Turn Off Extensions

Hold down the Shift key at startup until you see the message, “Welcome to Macintosh; Extensions Off.”

This disables (for this startup only) any items that load at startup (such as system extensions, control panels, or chooser extensions). This procedure also disables virtual memory and background printing with PrintMonitor. The procedure decreases the Disk Cache to 16K (the minimum). and prevents the launching of any items in the Startup Items folder.





Zap the Parameter RAM (PRAM)

This operation resets parameters stored in Parameter RAM (PRAM).

Hold down the Command-Option-P-R keys during the restart sequence. Your computer beeps for a normal startup, and then beeps again. When you hear the second beep, you may release the keys.

Many default settings for the Macintosh (such as serial port speeds, default application font, mouse scrolling rate, and so on) are stored in PRAM. It is sometimes useful to zap the PRAM to clear these settings and reset them to default values. Reselect any customized values for these settings.

After this operation, you may want to check the General control panel settings. If you have more than 8 MB RAM, also check the Memory control panel settings.

