# Apple® Mac OS 9 **Quick Reference Card**



General **Quit Application** 

Print a File

Open a File Close a Window

Select All

Eject Disk

to Trash

Mac Help

Hide Finder

Navigation

Up One Screen

End of a Line

Beginning of

Next location

End of Document

Previous location

in navigation history

in navigation history

Document

Empty Trash

Redo or Repeat Switch Between

**Open Applications** 

Reverse Between

Cancel Operation

Close all Disk and

Folder Windows

Open Applications + <Tab>

Send File or Folder <%> + < Delete>

Down One Screen <Page Down>

Beginning of a Line <Home>

Undo

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Shortcuts

<%> + <Q>

<\$\$> + <P> <%> + <0>

<\$\$> + <W>

<\$\$> + <A>

<\$\$> + <Z> <\$\$> + <Y>

<%> + <Tab>

<%> + <Shift>

<%> + <Shift> + <Delete>

<\$\$> + <E>

<\$\$> + < . >

<\$\$> + <?>

<%> + <H>

<Page Up>

<\$\$> + <Home>

<\$\$> + <End>

<೫> + <↔>

<%> + <→>

<End>

Box>

<Opt> + <Close

### The Mac OS 9 Desktop

Application menu ba		Mac window			Application menu		
Apple menu-	😽 File Edit View Window Sp	ecial 📴 Help			Finder Mac bard		
	4 4	-41	-41	-4	Had hard		
		la Macintosh H	D	08			
		16 items, 19.64GB ava	ilable		Browse the Internet		
	Name	Date Modified	Size	Kind 🔺	( 🔅		
	Applications	Wed, Jul 23, 2003, 3:4	3 PM -	folder	Get me on the Internet		
	Applications (Mac OS 9)	Thu, Jul 24, 2003, 4:5	3 PM –	folder	la		
	A spps Install files	Mon, Jul 14, 2003, 12:	24 PM -	folder	102		
	D 🔾 automount	Wed, Jun 11, 2003, 9:0	18 AM -	folder	1110/10		
	Desktop (Mac 05 9)	Thu, May 29, 2003, 10	:11 PM 4 K	Mac OS X alias			
March Lines	Documents	Fri, Jul 11, 2003, 12:2	28 PM -	folder	iTunes		
Mac Hard —	] etc	Mon, Mar 24, 2003, 1:	46 PM 4 K	Mac OS X alias			
Drive	D Library	Wed, Jan 15, 2003, 9:1	6 PM -	folder			
contents	iniacii	Vesterday, 9:09 AM	4 K 602 K	decurrent	7/8/1		
contenta	mach kernel	Thu Mar 1 2003 11/2	072 N	document	<u>a</u>		
		Tue Jun 10, 2003, 9:1	2 PM -	folder	QuickTime Player		
	b R System Folder	Yesterday, 9:08 AM		folder	0		
	T tmp	Tue, Jun 24, 2003, 9:4	0 AM 4 K	Mac OS X alias	Shardarde 2		
					Contract 2		
		100	200		<b>10</b>		
		341	3-1		Trash		
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Mac

#### **Desktop Items**



Finder: Default program used to operate the computer. Access files, applications and folders, shut down, and much more.



**Explorer:** Browse pages on the Web. Use side tabs (Favorites, History, Search, Scrapbook, Page Saver) to enhance surfing.



Connect to Internet: Connect to the Internet to browse pages on the World Wide



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



**é** 

iTunes: Manage and listen to music files. Create play lists, burn CDs, buy music from the online music store, listen to online radio.





QuickTime Player: Standard media playback for audio, video, graphics, and virtual reality (VR) movies.

Sherlock: Perform advanced Web searching on a channel (search movie times, bid on eBay, check stocks or flight times, etc.) or search site.

Macintosh HD: The gateway to your computer. Easy access to all your files, applications and folders.



## Using the Desktop

About This Computer Carlot Apple DVD Player Apple System Profiler Calculator Carlotor Carlotser	The <b>Apple menu:</b> The Apple menu is your Mac's control center, the gateway to using your computer. Some items you can find in the Apple menu include:				
Control Panels         Favorites         Key Caps         Retwork Browser         Recent Applications         Recent Documents         Recent Servers	<b>Control Panel:</b> Change any of your computer's settings, such as monitor resolution, desktop appearance, power settings, sound and more. <b>Chooser:</b> Navigate network items, such as printer, drive or folder.				
<ul> <li>☐ Remote Access Status</li> <li>☑ Scrapbook</li> <li>✓ Sherlock 2</li> <li>⊘ SimpleText</li> <li>☑ Speakable Items</li> </ul>	Applications: Access some of Mac's free applications, such as Stickies, Sherlock or Key Caps.				
🖗 Stickies	Folders: Save items in the Favorites folder, or create a shortcut to another folder.				
<b>Uctom</b>					

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• To Begin Working with your Mac: Click the Apple menu and select a program, folder or file from the list. Or double-click the C Macintosh Hard Drive icon and navigate to the program, folder or file you want to use.

- To Shut Down, Restart, or Sleep: In the Special menu, select Sleep, Restart, or Shut Down from the menu. Or, press < #> + < Opt> + < Power> to restart the computer.
- To Open an Application: Double-click the Macintosh Hard Drive icon. Click the Applications folder and double-click the application.
- To Use Application Menus: The menus for the active program appear in the menu bar at the top of the desktop.
- To Switch Between Open Applications: Click the Application menu and select the application you want to use from the drop-down list. Or, press < \$ > + < Tab > to switch between open applications.

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#### **Using the Desktop**

- To Add an Item to the Apple menu: Open the Apple Menu Items folder in the Systems Folder folder. Drag and drop the item (folder or application) into the folder.
- To Remove an Item from the Apple menu: Drag and drop the folder or application out of the Apple Menu Items folder (in the Systems Folder folder).
- To Organize Desktop Icons: Select View → Clean Up from the menu. To organize a few icons, select them and repeat the process.
- 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 Server: Click the Apple menu. Select Chooser from the menu and select the network folder or drive you want to access.
- Using Stickies: Stickies are the electronic version of Post-It<sup>®</sup> notes. Any sticky notes you create remain on the Mac desktop until you close or delete them. Notes are available in different colors to remind you of tasks in different categories (home, office, family, etc.)

#### Customizing Mac

#### Control Strip



- To Add a Control Module to the Control Strip: Only existing modules can be added. Open the Control Strip Modules folder in the Systems Folder folder. Drag and drop the item into the Control Strip Modules folder window.
- To Remove a Module from the Control Strip: Drag and drop the module from the Control Strip Modules folder (in the Systems Folder folder).
- To Open and Close the Control Strip: Click the tab at the end of the strip.
- To Show or Hide the Control Strip: Click the Control Strip Control Panel, select show or hide from the dialog box.
- To Change Computer Settings: Click the control you want to change on the Control Strip and make changes in the control's dialog box. Or, select **Apple**  $\rightarrow$  **Control Panels** from the menu and select the setting you want to change from the list of controls.

#### Maintenance and Repair

- To Repair or Test a Disk: Open the Macintosh Hard Drive. Open the Utilities folder in the Applications folder. Double-click **Disk First Aid**. Select the disk or volume you want to test or repair and click the Verify or Repair button.
- To Find More Support: Open Sherlock. Open the Apple channel and search for information on a topic. Or, in Mac Help click the link in the Support area.
- To Uninstall an Application: Drag and drop the application icon into the Trash.
- To Restart a Frozen Computer: If the computer is buggy or is having problems, to restart the computer press <\%> + <Opt> + <Shift> + <Power kev>.
- To Force a Program to Quit: If a program is unresponsive, force the program to quit. Press < #> + < Opt> + < Escape>.

## **Working with Files and Folders**

ise (		Window title bar	Restore		
		🛋 Macintosh HD			巴巴
		90 items, 19.57 GB available	1.0		-
1	Name	Date Modified	Size	Kind	1
	System Folder	Today, 12:06 PM	-	folder	
Þ	appearance	Tue, Mar 18, 2003, 4:06 PM	-	folder	
Þ	🛐 Apple Menu Items	Wed, Jul 30, 2003, 8:37 AM	-	folder	
Þ	Application Support	Fri, Jul 25, 2003, 3:35 PM		folder	
	Classic	Mon, Jul 14, 2003, 1:29 PM	3 MB	file	
	Classic Support	Thu, Nov 21, 2002, 2:00 PM	208 K	file	
	Classic Support UI	Thu, Nov 21, 2002, 2:00 PM	272 K	document	
	O Clipboard	Today, 11:53 AM	12 K	file	
Þ	ColorSync Profiles	Fri, Jul 11, 2003, 12:21 PM	-	folder	
Þ	👸 Contextual Menu Items	Fri, Jul 11, 2003, 12:21 PM	-	folder	
D	Control Panels	Fri, Jul 11, 2003, 12:21 PM	3-	folder	
				1	1

- 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 <**%**> + <**N**>.
- To Rename a File or Folder: Click the folder name, wait a moment, and type the new name of the file or folder.
- To Delete a File or Folder: Select the file or folder and press the <**#>** + **<Delete>** key. Or drag and drop the file or folder into the Trash.
- To Restore a File from the Trash: Double-click the Trash to open it. Drag the file you want to restore onto the desktop or into an open window.
- To Empty the Trash: In Finder, select Special  $\rightarrow$  Empty Trash from the menu. Or, press **<%> + <Shift> + <Delete>**.
- To Move a File or Folder: Select the file or folder you want to move. Drag and drop the item to another file or folder. Or select the item and select Edit  $\rightarrow$  Cut from the menu, go to the new location and select Edit  $\rightarrow$ Paste from the menu.
- To Copy a File or Folder: Select the file or folder you want to copy. Press and hold the **<Option>** button as you drag and drop the item to another file or folder. Or select the item and select **Edit**  $\rightarrow$  **Copy** from the menu, go to the new location and select Edit  $\rightarrow$  Paste from the menu.
- To Change Window Views: In Finder, click View and select the view you want to use.

Icon: All items in the folder are represented by a large or small icon with the item's name.

Button: Items in the folder are represented as buttons with the item's icon. Items only need to be clicked once to open.

List: Items in the folder are listed top to bottom with details, such as file size and date modified, on each item.

- To Change a Window View's Appearance: In Finder, select **View**  $\rightarrow$  **View Options** from the menu, or press **< + <<b>J**>.
- Minimized windows: Click the Minimize button of a window to view only the title bar of the window. Click the button again to view the entire window.
- To Find a File or Folder: Select File  $\rightarrow$  Find from the menu and enter the item to search for in Sherlock.
- To View the Clipboard: In Finder, select Edit → Show Clipboard from the menu. A new window with the clipboard's contents appears.

• To Move Up One Level in the Folder Hierarchy: Press < #> +

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