

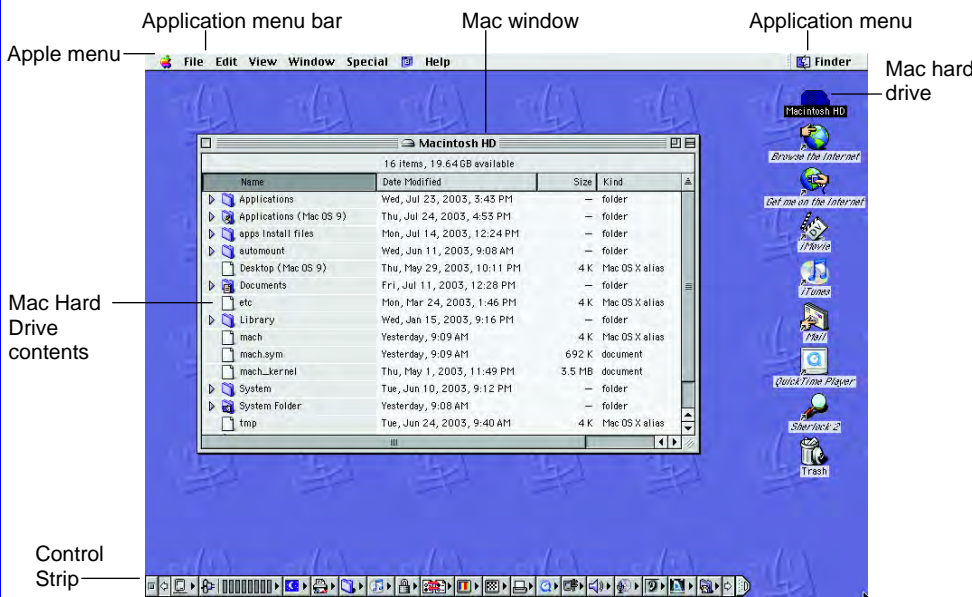
Apple® Mac OS 9 Quick Reference Card



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The Mac OS 9 Desktop



Shortcuts

General

Quit Application	⌘ + <Q>
Print a File	⌘ + <P>
Open a File	⌘ + <O>
Close a Window	⌘ + <W>
Select All	⌘ + <A>
Undo	⌘ + <Z>
Redo or Repeat	⌘ + <Y>
Switch Between Open Applications	⌘ + <Tab>
Reverse Between Open Applications	⌘ + <Shift> + <Tab>
Eject Disk	⌘ + <E>
Empty Trash	⌘ + <Shift> + <Delete>
Send File or Folder to Trash	⌘ + <Delete>
Cancel Operation	⌘ + <. >
Mac Help	⌘ + <?>
Close all Disk and Folder Windows	<Opt> + <Close Box>
Hide Finder	⌘ + <H>

Desktop Items

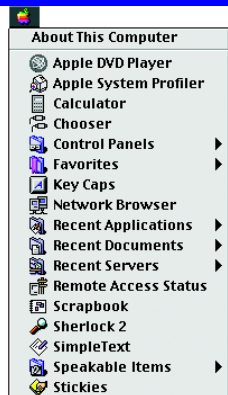
- Finder:** Default program used to operate the computer. Access files, applications and folders, shut down, and much more.
- Explorer:** Browse pages on the Web. Use side tabs (Favorites, History, Search, Scrapbook, Page Saver) to enhance surfing.
- Connect to Internet:** Connect to the Internet to 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.
- iTunes:** Manage and listen to music files. Create play lists, burn CDs, buy music from the online music store, listen to online radio.

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

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>
Previous location in navigation history	⌘ + <←>
Next location in navigation history	⌘ + <→>

Using the Desktop



The Apple menu: 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 Panel:** Change any of your computer's settings, such as monitor resolution, desktop appearance, power settings, sound and more.
- Chooser:** Navigate network items, such as printer, drive or folder.
- Applications:** Access some of Mac's free applications, such as Stickies, Sherlock or Key Caps.
- Folders:** Save items in the Favorites folder, or create a shortcut to another folder.

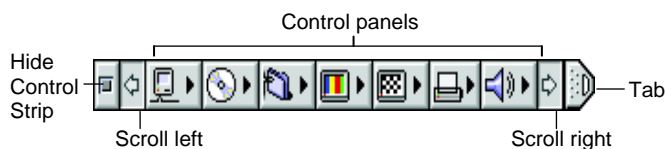
- **To Begin Working with your Mac:** Click the Apple menu and select a program, folder or file from the list. Or double-click the **Macintosh Hard Drive** icon and navigate to the program, folder or file you want to use.
- **To Shut Down, Restart, or Sleep:** In the **Special** menu, select **Sleep**, **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.

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® 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



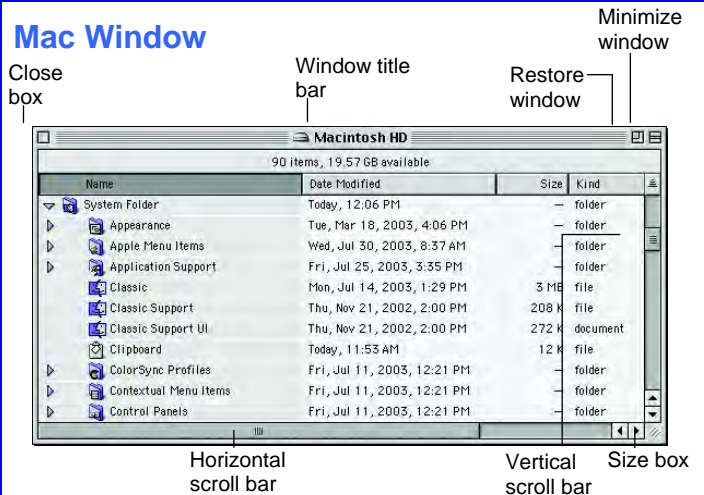
- **To Add a Control Module to the Control Strip:** Only existing modules can be added. Open the Control Strip Modules folder in the Systems Folder folder. Drag and drop the item into the Control Strip Modules folder window.
- **To Remove a Module from the Control Strip:** Drag and drop the module from 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** → **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 key>**.
- **To Force a Program to Quit:** If a program is unresponsive, force the program to quit. Press **<⌘> + <Opt> + <Escape>**.

Working with Files and Folders

Mac Window



- **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** → **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** → **Cut** from the menu, go to the new location and select **Edit** → **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** → **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.
 - 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** → **View Options** from the menu, or press **<⌘> + <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** → **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 **<⌘> + <↑>**.

