

## COMMAND KEYS

- ⌘ A Select all objects in a window
- ⌘ B Bold text
- ⌘ C Copy a highlighted item
- ⌘ D Duplicate a highlighted file or folder
- ⌘ F File a file or search the web
- ⌘ I Italicize text or Get Information on a file
- ⌘ M Make an alias
- ⌘ N New folder or document
- ⌘ O Open a file
- ⌘ P Print a file
- ⌘ Q Quit a program
- ⌘ R Find original from an Alias
- ⌘ U Underline text
- ⌘ V Paste a copied item
- ⌘ W Close a window
- ⌘ X Cut a highlighted item
- ⌘ Y Remove Server or Eject CD or disk
- ⌘ Z Undo the previous command
- ⌘ (delete) Throw file in Trash
- ⌘ (period) Cancel a command
- ⌘ ? Help
- ⌘ (control) (power key) Restart the computer
- ⌘ (option) Hold down at start-up to Rebuild Desktop

### How to recover from a computer freezing?

1. Check to see that everything is plugged in correctly (mouses, keyboards, etc.),
2. Try to restart the computer.  
(On iMac) – hold in the power button on front of computer until the screen goes blank, then press button again to Restart computer.  
(On older Macs) - This is done by pressing the following keys together: the apple key, control key and power key (upper right of keyboard). A startup sound should be made and the computer will restart. If you were working on something and did not have a chance to save it then you will have to do it over again.
3. If the above two did not work then :  
(On Older Mac) - switch off the computer in the back. Wait ten seconds then turn it back on again (you need to wait so you do not destroy the hard drive inside the computer).  
(On iMac) – press the little button with the arrow on it on the right side of computer or pull plug.

## **Copying Items to a Disk**

1. Find the item(s) you want to save to a disk. Resize the window so you can see the right side of the desktop,
2. Place the disk you want to copy the items to into the computer (the icon of the disk should appear on the right side of the desktop),
3. Select the item(s) you want to copy and drag it to the disk icon on the right side of the desktop and release when disk is highlighted,
4. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the disk.

## **Copying from Disk to Hard Drive**

1. Place disk into the computer,
2. Open the disk by double clicking on it,
3. Select the item(s) you want to copy and drag them to the Hard Drive icon in the upper right of the desk top until it is highlighted then release,
4. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the disk.

## **Copying from Disk to Server or Server to Disk**

1. Sign on to the server,
2. Open the server and open your folder,
3. Close all other windows except your folder window,
4. Place your disk in the computer,
5. Open the disk by double clicking on it,
6. Move and/or resize the windows on the desktop so you can see the contents of both windows at the same time on the desktop,
7. Select the item(s) you want to copy and drag them to the other window and release,
8. A dialog box will appear telling you that it is copying the item(s). If it did not appear you most likely missed dragging the item(s) on top of the window.

### **Making an Alias of Your Folder on the Server.**

1. Sign on to the Admin and Teacher Server.
2. Find your folder on the server and click once on it to highlight it.
3. Go to the File menu and pull down to Make Alias. You will get a warning that will tell you do not have privileges to write a file to server. Click OK. Do not worry the icon of you folder will appear on the computer desktop.
4. Place the file in the Apple Menu folder in the System folder.

### **Switching Between Applications.**

If you want to work in two applications at the same time and move freely from one application to the next use the Application Menu in the upper right hand corner or use the command key and the tab key.

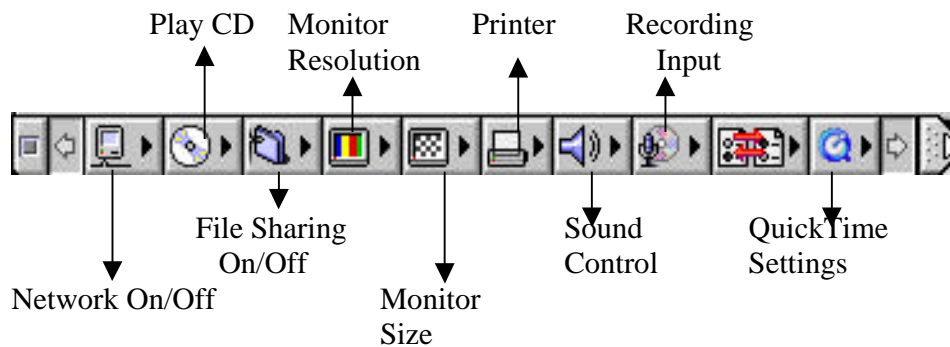
### **Creating Folder Tabs**

1. Open the window for the folder you want to create a tab for.
2. Drag the window to the bottom of the screen. A tab should appear at the bottom of the screen.
3. Click on the tab at the bottom to access the contents.
4. To remove a tab simply drag the tab up until it is removed from the bottom of the screen.

### **Navigating the Screen without a Mouse**

Use the Arrow keys, tab keys or type the first letter or file name of file you want.

### **Control Strip**



### **Printing a File without Opening Application**

Simply Drag the file you want to print to the Printer Icon on the desktop.