

a Mac mind

SHORT CUTS GALORE

how did you do that so quickly... you didn't even touch your mouse



I heard back from a lot of people after the last newsletter. The biggest question was “do you have a list of keyboard shortcuts” to get the job done quicker? The answer is yes. First off, on every mac keyboard there is the APPLE key. Also known as COMMAND Key. It’s always to the left of the space bar. Sometimes, it’s also to the right. In these keyboard short cuts you will hold down the APPLE key while you press the letter or symbol one time. This will trigger an event that you normally would have done by using your mouse. Why do this? Using keyboard commands speeds up your use of your computer and keeps you away from accidental clicks with your mouse. I promise once you practice these, the mouse will be something you only use to scroll and click links in web pages. In the examples “Apple” refers to keyboard key. Try them all. Enjoy!

- Apple + P = Print
- Apple + S = Save
- Apple + Z = Undo last action
- Apple + C = Copy
- Apple + V = Paste
- Apple + X = Cut
- Apple + Q = Quit Program
- Apple + A = Select All
- Apple + W = Close Window
- Apple + N = New Document
- Apple + O = Open Document
- Apple + B = Bold selected text
- Apple + U = Underline Text
- Apple + I = Italicize Text
- Apple + F = Find Text
- Apple + Tab = Switch Apps
- Apple + T = Show Fonts
- In Finder Only
- Apple + 1 = Icon View
- Apple + 2 = List View
- Apple + 3 = Column View

IPOD TOUCH instead of an IPHONE?

So you have a phone already and you would rather just get the functionality of the iphone without the phone part... Have you heard about the TOUCH... its everything the iphone is without the camera and the cell service. You can put your music on it, sync your contacts, calendar, photos, check weather, stocks, and surf the web. This thing has it all. Best of all unlike the PALM, or Blackberrys, it works with your mac without any special software. Finally you can get your whole address book, your calendar and all of its notes. It has an alarm clock, a stopwatch, and a timer for your pot roast. You can watch TV shows and Movies and sync Podcasts and Audio Books. Apple sells it in 8, 16, and 32 GIGABYTE sizes.



[ITOUCH ON APPLE SITE](#)

QUICK TIP OF THE BI-WEEK

Did you know on most macs (as old as 4 years) you have an extensive dictionary and thesaurus as an application hiding out in your Application folder? Most people still resort to the yellow pages of their trusty Dictionary to look up words. It's time to toss the paperback. To find it, go to your Hard drive - usually called Macintosh HD. Double click. Then look for Applications Folder. Double click. Then go to Dictionary. Double Click. You will see a simple window. In the upper right hand corner. Type in a word. Press Return. Try the word DOG you will get a list of all types of dogs. Type in GOOD and you will get definitions, and a Thesaurus of other words. Marvelous, First Rate, Phenomenal !!



PROGRAM OF THE BI-WEEK **IPHOTO** - [CHECK IT OUT HERE](#)



Iphoto is a photo and video organizational tool installed on most macs in recent years. Iphoto is like a shoebox of all your photos. The only difference is you can do so much more with the organization of your photos with Iphoto. If you have ever used Iphoto you probably used it to load photos from your camera to your computer. Most people only use it to this extent. Someone asks you if they can see a photo of your new cat and you open it up. Scroll through your trip to Hawaii, past the graduation of your daughter, further past the day you took pictures of your house for insurance purposes.... and then to the day you got your new cat. Sounds like the box all over again. A pile you always have to look through to find what you want. Iphoto makes things easier. Every time you load in pictures you should do a few simple steps that will make your photo finding easier in the future. Learn where is the info window. In the bottom left of all iphoto programs you will see a button with the letter "i" on it. Clicking the "i"

reveals bits of info about the photo you have selected. Pick a photo and click the "i" and you will see right above it a box with the title of the picture, the date it was taken, the time, the rating, keywords, Size, and Comments or Description. The Description area is a box where you can type in notes about a photo. If you click on the title of the photo you can name it something that makes sense. "Skittles the Cat". Then on the next photo, "Skittles plays with Yarn." Now when you want to find Skittles. You type in the search box just to the right of this window - Skittles. Low and behold your whole library gets filtered down to just the photos that have Skittles in the title. What if you don't have much time. Hold down your Apple Key (Command) and click on every photo you want to add Skittles to the title. You will see a highlight on all photos you have selected. Go under the PHOTOS menu and pick BATCH CHANGE. Pick TITLE and type in SKITTLES. Then pick Append a Number. Click OK, and you have named all your Cat photos in 2 easy steps! If you want to see more go [to this video](#) I made to demonstrate what I described here. - CW

WEBSITE OF THE BI-WEEK - ASKVILLE.COM - [CLICK TO GO HERE](#)



How often have you been in a conversation with friends or family and you find yourself not being able to answer a question? Questions like who was the actress in that horror film that was also in the last episode of Grey's Anatomy? You know that you have had that question before!! In all seriousness Askville is here to help you answer those questions bothering you. Log into Askville and on the front page type in a question. Click ASK COMMUNITY. The site

then takes you to a page where you can add extra info on your question. It will also offer up possible questions that have similar content that have been answered already. Once you do the the final submission you can put in your Email address. Putting in your email address allows up to five answers per question to automatically sent to you as soon as they are answered. The answers are researched by anyone using the site. There are some downsides to this... Don't use this as a make or break answer. In my experience the info has been dead on. Ask now!!

Other Answer Sites

- [Yedda.com](#)
- [Yahooanswers.com](#)
- [Answerbag.com](#)



FINAL THOUGHTS



I just wanted to say thank you to everyone for sending such nice comments regarding the last issue. If you're ever in need of more information feel free to visit my site at www.channingwork.com You will find videos, articles, and commentary on all things technical and mac. You can always write me at me@channingwork.com . Until next time... Cheers C