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The Beginners SIG MacOS-X For The Average Mortal

by Steve Parker

Double Click, Inc.
January-March 2005

OS-X Tips - Keyboard Control



Panther

Mac OS X Version 10.3

An Occasional Publication of Double Click
The Macintosh Users Group of Milwaukee • Since 1985



The Macintosh Users Group of Milwaukee

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Newsletter Submissions

All members are welcome to submit original articles about Macintosh use, tips and techniques, reviews of software or hardware you use, or of books, or even geek humor,

To submit material as:

ASCII, plain text, or RTF
TIFF, JPEG, EPS, or PDF

- 1.E-mail <News@Double-Click.org >
- 2.Or provide dead-tree copy to the editor at a meeting, or mail to:

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Steve Parker

Beginners SIG

2005 Panther

Keys to Control Panther January - March 2005

System Profiler

At the December meeting, we discussed more of the features built into Mac OS X that allow you to use the keyboard to control your Mac. We

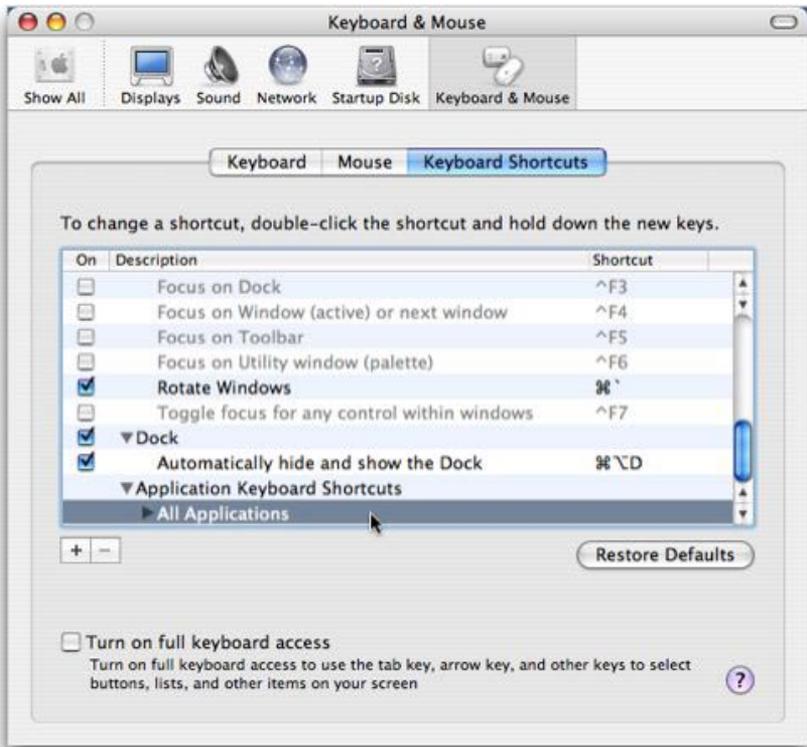
focused on how to use the Keyboard & Mouse preference panel to add keyboard shortcuts to control menu items in applications. During the January meeting, we finished with a review of some additional keyboard shortcuts that are available.



As we've come to learn, you access the keyboard control capability on your Mac through the <i>Keyboard & Mouse system preference--- found in the Hardware group in the System Preferences application). Open this preference and select the <i>Keyboard Shortcuts} tab. Here you will see a list of keyboard shortcuts that are arranged into five groups. The last group is called *Application Keyboard Shortcuts*.

keyboard shortcut to a menu item.

To be fair, this feature seems like a work in progress. If you were at the Beginners SIG presentation, you'll recall that adding keyboard shortcuts didn't always work out as planned when trying to make some changes to the TextEdit application. The keyboard shortcut would show up next to the menu item, but sometimes it wouldn't work when the shortcut keys were pressed. Although it wasn't



Application Keyboard Shortcuts

This Mac OS X feature could easily be called, "Adding a Menu Command" or "Changing a Menu Command" because the keyboard shortcuts that are created allow you to assign a

demonstrated, adding and changing keyboard shortcuts for Address Book did work as expected.

The *Application Keyboard Shortcuts* group can have many subgroups,

each corresponding to a particular application for which new keyboard shortcuts have been created. When the <i>Application Keyboard Shortcuts</i> group is first opened, there is only one subgroup, <i>All Applications</i>. Here keyboard shortcuts for menu items that apply to all applications are created.

Adding a Keyboard Shortcut

Located just under the scrolling list in the <i>Keyboard Shortcuts</i> window are two square buttons labeled plus [+] and minus [-]. Click on the [+] button to define shortcuts within applications.

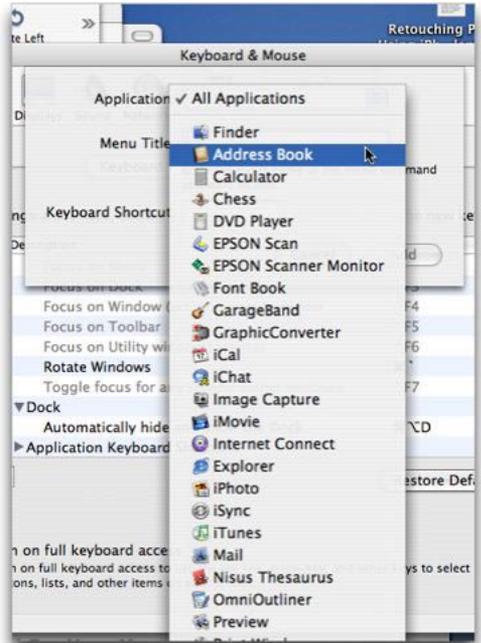
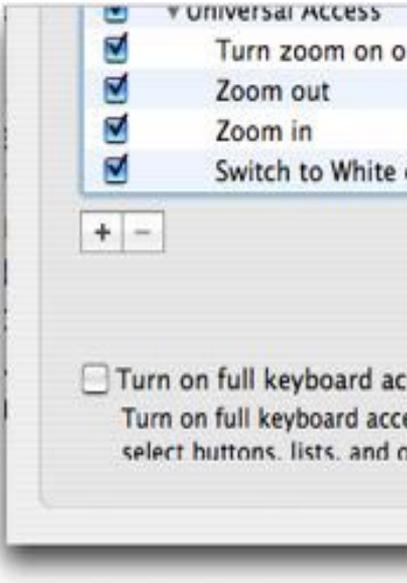
This will cause a sheet to drop down from the top of the window to enter the information needed to define the shortcut. (Note that if you “hover” the mouse cursor over the button, a “tool tip” will display to explain what will happen when you

click on the button.

Click on the pop-up list button at the top of the sheet to choose the application where the keyboard shortcut will be added. The list defaults to



the *All Applications* selection, but the other applications found in the Applications folder are listed as well.



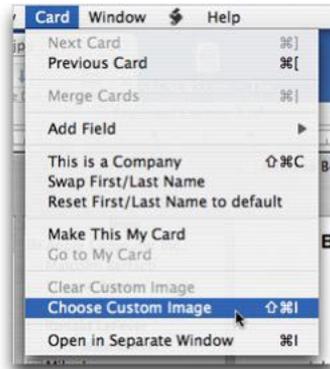
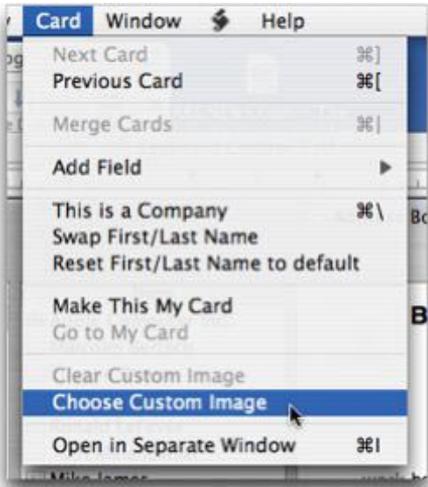
We'll choose the Address Book application in which to make some keyboard shortcut changes.

First, let's add a keyboard shortcut for a menu item that doesn't have one: `_Choose Custom Image` found under the `_Card` menu. Here's what it looks like before making a change:

be exactly as shown on the dropdown menu, including capitalization), and choosing the keyboard shortcut.



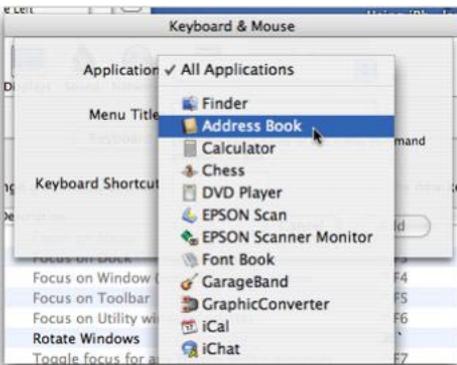
If you had Address Book open when you defined the shortcut, close and then reopen it for the keyboard shortcut to become effective.



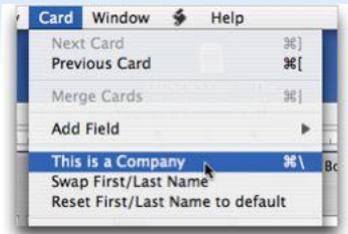
Define the shortcut (we'll use *Command-Shift-C*) by selecting the Address Book application, filling in the name of the menu selection (must

Changing a Keyboard Shortcut_

Existing keyboard shortcuts for menu item selections can be changed, too. As an example, we'll change the keyboard shortcut in Address Book for the *This is a Company* menu item under the `_Card` menu.



Here's what it looks like before the change (Command-\):



Now define the shortcut to be *Command-Shift-C*:



The *This is a Company* menu item under the *Card* menu in Address Book is now changed:



Removing Keyboard Shortcuts

You can remove individual keyboard shortcuts (or even all of them) that you've added or changed in an application, but you can't remove those that are native to the application. To remove a keyboard shortcut, or

to remove all shortcuts for an application, use the square [-] button found under the scrolling list in the Keyboard Shortcuts window. Select the individual keyboard shortcut on the application name for which you wish to remove all added or changed shortcuts, and click the [-] button.

Other Ways to Add Keyboard Shortcuts

There are several third party utilities that perform the same function as the keyboard shortcuts feature, and more, in Mac OS X.

QuicKeys X, \$100

(<http://quickeys.com>)

QuicKeys, published by Startly Technologies (formerly CE Software), has been around since the early days of the Mac and is now in its third major release for Mac OS X. It's the ultimate automation utility for the Mac. It can take tasks that would normally require many steps (menu selections, button clicks, typing, etc.) and turn them into a macro that's triggered by single keyboard shortcut. QuicKeys provides a wide range of ways to trigger your shortcuts, including hot keys, timers, date & time, application events, time range, toolbars, USB device, and speech triggers. At \$100, this utility isn't cheap. Typically, major version upgrades cost \$30 while version updates are posted free.

Keyboard Maestro, \$20

(<http://www.keyboardmaestro.com>)

Keyboard Maestro is a productivity enhancer with three main functions.

First, it allows you to design your own macro shortcuts with keyboard shortcuts and activate them at any time. Second, it can navigate through running applications and open windows with **ProgramSwitcher**. Finally, you can work with an unlimited number of clipboards using **ClipboardSwitcher**.

Menu Master, \$10

(<http://unsanity.com/haxies/menumaster>)

Menu Master is a haxie (a hack to Mac OS X to provide additional features) that allows you to change or remove menu shortcut keys in any application.

Additional Keyboard Shortcuts

These were reviewed at the January meeting.

There are some additional keyboard shortcuts that are available in Cocoa-based programs. (Cocoa is the programming language offered by Apple for developers to use in developing programs that take full advantage of the features in Mac OS X.) They are derived from the Unix core of Mac OS X, and all except one of them use the Control key.

Important Notice

Beginning with the February 20, 2005, meeting the Beginners SIG discussions will become part of the main Double Click meeting and will lead off our meeting agenda. We'll continue to focus on basic topics for using the Macintosh and its operating system Mac OS X.

Mnemonic: *An adjective: of or relating to or involved the practice of aiding the memory; "mnemonic device"*

Control-A: *Moves insertion point to the beginning of the paragraph.*

Mnemonic: *A = beginning of the A_lphabet.*

Control-E: *Moves insertion point to the end of the paragraph.*

Mnemonic: *E = E_nd.*

Control-D: *Forward delete (deletes the letter to the _right_ of the insertion point).*

Control-K: *Deletes all text from the i_nsertion point to the right end of the line.*

Mnemonic: *K = K_ills the rest of the line.*

Control-O: *Inserts a paragraph break, much like a Return, but leaves the insertion point where it was, above the break. This is handy for breaking a paragraph in half when you've thought of something that you would like to add to the first part.*

Control-T: *Moves the insertion point one letter to the _right_ and along with it, drags whichever letter was to its left.*

Mnemonic: *T = T_ranspose letters.)*

Option-Delete: *Deletes the entire word to the left of the insertion point. (Sometimes its handier to correct an error in the previous word by simply deleting it and retyping rather than moving the insertion point or using the mouse to select the error and then retyping to make the correction.)*

Additional Mac Information on the Web

At the January meeting, we also looked at a couple of web-based information sources about the features of Mac OS X.

Apple Pro Training: Mac Basics

http://www.apple.com/pro/training/macosx_basics/index.html

This is a series of 11 modules, with an introduction and summary, where the information is presented through QuickTime movies.

Atomic Learning/Macintosh Tutorials

<http://atomiclearning.com/macintosh>

Atomic Learning offers web-based software training and support. Although it is a subscription service (about \$80/year), Atomic Learning offers a number of free tutorials. In its Macintosh section you'll find numerous 1- to 3-minute QuickTime tutorials on a variety of Mac subjects.

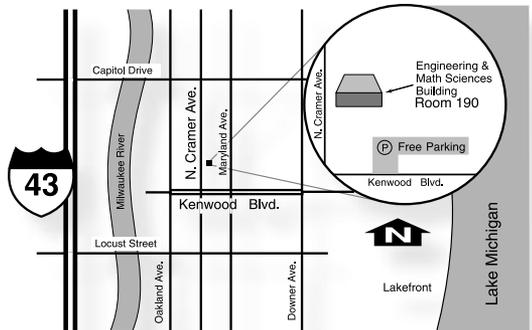
—Steve Parker ©2005

Main Meetings

UW-M Engineering & Math Sciences Building - EMS - Room E190.

Free surface parking is available in the lot south of the building, and north of Kenwood Boulevard

Milwaukee County Transit bus routes 30 and 62 stop at the Student Union one block to the east, and route 15 stops on Oakland Avenue, two blocks west of the EMS building.



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