

## **"Tricks of the Trade"**

**from *MacNews*, July 1986.**

A summary of tidbits you may have overlooked in the past or forgotten, and maybe some that are new. Courtesy of *MacNews*.

### **Startup (Booting)**

Holding the mouse button down after turning on the machine causes the internal floppy disk to eject. • Holding down the COMMAND and OPTION keys while booting will reduce the size of the invisible desktop file (on MFS it will erase "Get Info" messages and change the names of files to Untitled #1, Untitled #2, etc.; on HFS folders retain their names). • If the COMMAND, OPTION, and TAB keys are all held down, the computer gives the option of initializing the disk. • An error of 0F000D at startup usually means the Programmer's Switch is stuck; 0F0064 means the System file is missing.

### **DeskTop (finder)**

To select multiple icons, hold down the SHIFT key while clicking on them. A faster way is to use the mouse arrow to draw a marquee around the items to be selected. • Holding down the OPTION key when moving icons to TRASH will prevent the "Are You Sure..." window and will also allow locked files to be trashed. If you wish this to be active all the time, toggle it on in the Finder's LAYO resource with ResEdit. • For applications that allow several windows to be open (for example, Draw, Excel, Qued), select multiple files on the desktop and select OPEN. • To change startup disks, hold down the OPTION-COMMAND keys while double clicking the finder on the second disk, or hold down the OPTION key while opening an application on the second disk. • If the OPTION key is held down while the CLEAN UP menu item is selected, icons will align to an invisible grid. If the COMMAND key is depressed while icons are being moved, they will align to the grid. If you wish the grid alignment to remain active all the time, open the Finder's LAYO resource with ResEdit and change the toggle for this feature to on. • Eject a disk, other than the startup disk, by dragging its icon to the trash; this also clears all open windows from that disk. • If you can see any portion at all of an inactive window or of the trash can, you can drag icons to them by touching them with the tip of the arrow.

### **File Dialog Boxes (Save As, Open)**

Typing a letter on the keyboard moves you to the first file name beginning with that letter. Typing more than one letter (very fast) moves you even closer. • In HFS, cursor keys move you up and down the list, and, while pressing COMMAND, cursor keys move you up and down through HFS folders. • Pressing ENTER or RETURN when an item is selected, or double clicking the item, is the same as selecting the item and choosing OPEN or SAVE. (However, in ALERT dialog boxes ENTER or RETURN normally cancel the operation). • Pressing the TAB key is the same as clicking the DRIVE button. • To force certain files to show up at the top of a selection window, begin their names with a symbol such as an asterisk.

### **Font/DA Mover**

Holding down the OPTION key: (1) When launching allows you to enter Desk Accessory mode without going through Font mode, (2) When in either the font or DA mode while clicking OPEN allows you to select from all files on the disk and install fonts and DAs within applications, (3) while clicking CLOSE causes the disk to be ejected, (4) while clicking QUIT causes all disks but the startup disk to be ejected.

### **HD20**

When the HD20 is self-starting (as it is with the 128K ROM) and you want a floppy to be the start up disk, insert the floppy and hold down the Option key during booting. • To turn off the Mac when a self-booting HD20 is attached, hold down the mouse button immediately after selecting "shut down" — this prevents booting. • Unless you're going to be away for at least several days, don't turn off the HD20.

### **Launching**

A COMMAND-Period just after clicking (if you're fast) will abort a launch.

### **MacDraw**

Hold down the OPTION key while moving objects in order to see them. • For detailed work, try drawing on four times the number of pages needed, then printing at 50 percent reduction. When printing on multiple sheets with no margin breaks, plan ahead to reduce cutting and pasting by having as much of the drawing as possible cross the vertical perforations between sheets (and don't forget the WIDE printing option when planning the layout).

To patch MacDraw so fonts will scroll, use the hex search and write tools of Fedit to make the following changes (on a copy, of course):

41ED FAD6 TO 41ED F360 (9 TIMES)  
0000 0C60 TO 0000 0CA0 (ONCE)  
0014 6F02 7C14 TO 001F 6F02 7C1F (ONCE)  
000B FACE TO 0016 FACE (TWICE)  
70E1 TO 709B (3 TIMES)  
0001 00E1 TO 0001 009B (3 TIMES)  
10E1 TO 109B (ONCE)  
0C47 0015 TO 0C47 0020 (ONCE)  
4E56 FFBE TO 4E56 FF9E (ONCE)

(One thing to be aware of, if you use a font that isn't visible without scrolling, save the document, and later reopen it, you will find the font has changed to one that is visible without scrolling)

To return to a tool from the grabber, hold down the Command key while pressing the mouse button. To prevent the selection from leaving a tool, hold down the Command key when the mouse button is released.

### **MacPaint**

Hold down the OPTION key to: draw lines with selected pattern, to duplicate objects (select object with marquee or lasso and drag while holding down OPTION key), to turn the pencil into a grabber. • To erase large areas, select the full page view and move the area to be erased off the page (a rectangular area can be chopped very rapidly by repeating this procedure at two opposite corners of the page).

### **MacWrite**

Delete text quickly by holding down the OPTION key while selecting it. • If there's not enough memory to print a document, print a few pages at the time. MacPaint pictures that have been imported into MacWrite print better if TALL ADJUSTED is selected from the PAGE SETUP menu. • The font style of the page number, date, and or time in the header is that of the first character of the header (even if a blank space); same for the footer. • OPTION-SPACE produces an invisible "bond" between words that prevent their being separated at page breaks. • To return to the cursor after scrolling, press ENTER (CAUTION, if text is selected, this will erase it). • To avoid repetitive typing of a word or phrase, substitute a combination of letters that are easy to type but that do not naturally occur — such as ZXC, ASD, QWE, or QAZ — then later use SEARCH and CHANGE to put in the correct word or phrase.

## **MiniFinder**

Holding down the option key when quitting from an application causes the MiniFinder to be bypassed. • While in MiniFinder, pressing the ENTER key returns you to the finder. • Pressing the TAB key toggles which disk is active (which finder you will return to).

## **Printing**

COMMAND-SHIFT-FOUR will print the active window on the Imagewriter. With CAPS-LOCK it will print the entire screen. To do the same thing on a Laserwriter, perform a COMMAND-SHIFT-THREE, which produces an image of the screen in a MacPaint file, then print the file. In any of these procedures, if the mouse button is being held down, the response will be delayed until the button is released, and this is the way to take "snapshots" of open menus (except with the new ROM this won't work; use the Camera DA). • To dump a text Postscript file when connected to a Laserwriter, select PRINT and press COMMAND-F when the dialog box appears. To print several files, select them all on the desktop and select PRINT; they will be printed in the order selected. • These ribbons will fit the Imagewriter: NEC 8023, C.Itoh 8510, DEC LA50.

## **Windows**

Resize, move, or scroll an inactive window while keeping it inactive by holding down the COMMAND key. • If you hold down the OPTION key when quitting an application, all windows will be closed when you get back to the desktop. • If it's held down when a window is opened, that window will be closed the next time the desktop is reconstructed. Holding down the OPTION key when a window is closed results in all windows closing.

## **Miscellaneous**

Press SHIFT-COMMAND-ONE to eject the internal floppy and SHIFT-COMMAND-TWO to eject the external. • Turn the screen brightness down to make it easier on both the eyes and the power supply (the weakest component of the Mac hardware).

## **About *MacNews***

**MacNews** is a monthly publication directed toward the small to medium business user, home/personal/hobbyist programmer, Mac/MIDI musician, Graphics users, and Macintosh users of all varieties.

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### ***MacNews***

324 W Lockeford Suite 3  
Lodi, CA 95240

209/333-0700