

The Archive Palette and Archive Menu

The Archive Palette and Archive menu provide quick access to the most common operations that you will be performing on an archive. The Archive Palette is a convenient way to access the commands found in the Archive menu. This chapter will refer to the Archive Palette and menu synonymously.

For the buttons in the Archive Palette to be active, you must have an open archive. Some of these items are only active if there is an item selected in the archive. These operations are the same as the ones invoked by the matching items in the “Archive” menu and will always affect the current archive. Just click one of the five buttons in the palette to quickly invoke that operation. The retile box in the upper right corner of the palette will re-orient the palette from horizontal to vertical and back again.

A unique ability of the Archive Palette (and a major difference between it and the Archive menu) is the ability to drag items from an archive window onto a button to execute that command. Here is how you could UnStuff an item by dragging it onto the “UnStuff” button

ere are explanations of the operations associated with each command of the Archive Palette and menu.

“Stuff...” displays a dialog that allows you to select the files, folders, or disks you would like to Stuff into the current archive. The keyboard equivalent for “Stuff...” is Command-S.

“UnStuff...” will UnStuff the currently selected item(s). A dialog will be displayed to allow you to select where to UnStuff and also allow you to rename the item(s) being UnStuffed. The keyboard equivalent for “UnStuff...” is Command-U.

“New Folder” creates a new folder in the current level of the current archive. The keyboard equivalent for “New Folder” is Command-F.

“Delete” will permanently remove the selected item(s) from the archive. The keyboard equivalent for “Delete” is Command-D.

“Get Info...” displays a window containing information about the currently selected item(s). The keyboard equivalent for “Get Info...” is Command-I. This is a “Get Info” window for a file. The “Get Info” window for a folder is similar.

