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GS/OS 6.0.1: Finder Shortcuts (6/93)

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TOPIC -----

This article describes the Finder shortcuts you can use when you have GS/OS 6.0.1 installed on your Apple IIGS computer. Also, look under Finder Help for a list of many Finder shortcuts.

DISCUSSION -----

Icons

Use the arrow keys to move from one icon to another, or use Keyboard navigation commands for selecting icons easily. Here are Keyboard navigation commands and other icon commands:

- Press the Tab key to select the next icon alphabetically.
- Press Shift-Tab to select the previous icon alphabetically.
- Press the Esc key to deselect all icons on the desktop and move the keyboard-select keys to the icons in the front window.
- Press Command-Esc or Command-Shift-Up Arrow to deselect all icons in the front window and move the keyboard-select keys back to the desktop.
- The File menu Put Away command (Command-Y) now works on disk icons as well as files and folders. Putting away a disk ejects the selected disk, or disconnects the selected shared disk. Dragging a disk icon to the trash does the same thing.
- The Finder automatically selects a disk's icon when you insert the disk. Also, when you close a window, the Finder automatically selects the disk or folder icon where the window closed, unless you selected other icons.

The Finder assumes that if you selected icons in another window or on the desktop, it should leave them selected.

- You can double-click on a control panel icon to open that control panel, even if it isn't in your startup disk's System:CDevs folder.

Note: You must keep control panels that do special things at system startup time in the System:CDevs folder.

- You can drag a control panel icon onto the desktop for convenience. If you drag it from the System:CDevs folder, the system still sees the control panel as though it's stored in the CDevs folder.

Windows

These are keyboard commands for window manipulations:

- Press Command-Keypad-0 to cycle through open windows. Command-Shift-Keypad-0 cycles through the windows the other way.
- Control works with Command-W and Command-Option-W to temporarily reverse the Save Finder information setting.
- Use Command-Period to stop the calculate in Icon Info windows.
- When an Icon Info window is in front and the General card is visible, typing I toggles the Inactive checkbox (if present) and L toggles the Locked checkbox. You can inactivate several kinds of files, including Finder Icon files that you don't want to use. You can also use Command-K to activate the calculate icon.
- Command-1 through Command-4 select various Icon Info cards, left to right. Not all cards are present for all icons. The four cards are: General, Where, Comment, and Access.
- Command-W always closes the front System window (NDAs and Control Panels, for example), even if the application you're in doesn't support the standard Command-W equivalent for Close in the File menu.
- If you already have NDA windows open, you can bring them in front of some dialog boxes (for example, Finder Preferences, and EasyMount Connect As), just by clicking in the NDA window.

Documents

Holding down the Option key while double-clicking a document (or while choosing Open from the Finder's File menu) presents the directory dialog box. You can specify what application to associate with the desired document for a one-time launch. Holding down Option-Control while double-clicking a document does the same thing, but the Finder makes a note to launch that application whenever you open a document of that same kind.

Folders

You can hold down the Option key and choose Control Panels from the Apple menu to open the System:CDevs folder.

You can also drag folders onto the desktop. This wasn't allowed in previous versions of the Finder.

Dialogs

In the Shut Down dialog, you can type S, R, or Q to select the Shut Down, Restart, or Quit radio buttons, and you can use the Up and Down arrow keys to select different buttons.

In the Preferences dialog, 1, 2, 3, and 4 toggle the four checkboxes grouped under List Views, and S, H, W, and C toggle the other four items, which begin with those letters. These work with or without the Command key.

Keyboard Navigation in Lists

Whenever you see a List control with a bold frame, you can use the Up and Down arrows to select various items in the list. You can also type the first one or more letters of an item to select it. When typing the first several letters of an item, you have to type a key every two-thirds of a second or faster. You can also press the Clear or Delete key to clear the existing string of letters instead of waiting two-thirds of a second. Some lists without bold frames work this way too.

Working with Disks

When initializing or erasing a disk (in the Initialize dialog), Command-Return works for the Initialize or Erase button.

When you insert a formatted disk, but not for a file system you can use, you get an alert that identifies the disk's format as best it can and asks "Do you want to initialize it? Eject/Initialize." If you hold down the Option key when you click Initialize, the system offers to erase the disk instead.

Note: Erasing saves time, since it won't physically reformat the media. On the other hand, the system doesn't verify that all blocks on the disk are usable. Use Erase instead of Initialize only if you're sure the disk is properly formatted.

Command-Period now works like Esc to terminate Verify or Validate.

EasyMount

If the EasyMount Finder extension is installed, then "Make Alias..." appears in the Extras menu. Select any disk, folder, or application icon and choose "Make Alias..." from the Extras menu. EasyMount will ask you where to save the EasyMount document.

You can double-click on an EasyMount document to open the original item. That is, double-clicking on an EasyMount document opens a disk window, opens

a folder window, or launches an application.

If the original item is a shared disk, or is on a shared disk, EasyMount automatically connects to the shared disk before opening the item. A "Connect as" dialog will appear if a password is required but not recorded.

If the password is recorded, but you want the "Connect as" dialog anyway, hold down the Option key while double-clicking the alias. You can change the Guest/Registered User setting or enter a different user name. In the "Connect as" dialog, Command-G and Command-R select the Guest and Registered User radio buttons.

To skip opening a disk or folder window, hold down the Control key while double-clicking the EasyMount document.

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