

California Computer Care

News,
Views,
Tips and
Cool Techniques
for CCC Members

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We
speak
Geek,
so you
don't
have to.

Keyboard Shortcuts

They've been staring you in the face from the first day that you've had your Mac and, if you are like most folks, you haven't even noticed them. They're called *Keyboard Shortcuts* and they're there to make your life easier (or a bit more confusing until you get used to them!).

In the right hand column you see the File menu from *AppleWorks 6*. Take a look at the odd characters that occupy the right edge of the menu. These are the *Keyboard Shortcuts*. Note that there are different *Shortcuts* next to each of the most used commands. This is to show you, for instance, that holding down the **Command** key on your keyboard and then tapping the letter **P** key is exactly the same as choosing *Print* from the menu.

Likewise, **Command S** equals the *Save* command, **Command O** equals the *Open* command and **Command W** equals the *Close* command.

But, what about *Save As*? The *Save As...* command has an extra, mystery symbol. The up-pointing arrow represents the **Shift** key on your keyboard. So, to use the *Keyboard Shortcut* for *Save As...*, you'll need to hold down the **Shift** and **Command** keys before tapping the **S** key. The **Shift** and **Command** keys are known as *modifier keys* because they change the behavior of a key that is tapped when they are held down. There is a third, often used modifier key: **Option**.

Modifier Key Symbols:

⌘ = Command key

⇧ = Shift key

⌥ = Option key

⌫ = Delete key

File	
New	
Open...	⌘O
Show Starting Points	⌘1
Close	⌘W
Save	⌘S
Save As...	⇧⌘S
Revert	
Properties...	
Insert...	
Show Clippings	⌘2
Mail Merge...	
Page Setup...	
Print...	⌘P
Open Recent	

The Most Popular Keyboard Shortcuts:

⌘P = Print

⌘S = Save

⌘Q = Quit

⌘X = Cut

⌘C = Copy

⌘V = Paste

Study your favorite application's menus to learn its *Shortcuts*. When you do, you'll see that *Keyboard Shortcuts* can be real time savers. Use your *Keyboard Shortcuts* whenever they are more convenient than grabbing the mouse. With them you will work more quickly and break your concentration less. Plus, you can't accidentally click on the wrong menu and command!

CCC Price Increase

The costs of business increase. Gas, shipping, insurance, taxes and even lunch cost more than they did a year ago. Reluctantly, I must increase the prices of CCC services.

Below is a listing of prices old and new. Member benefits will not change. You still get the first half hour free on every

Service Call, at least 10% off on all regular services, 30 minutes of free phone calls each month and unlimited free email help. Also, as members you, save money by not having to pay full hour minimums, as non-members do. Instead, you are billed for the actual time on site (rounded to the nearest tenth of an hour). Please contact me if you have any questions. Thanks.

California Computer Care Services and Pricing (per hour)

New Prices Effective October 1, 2003

Service	CCC Member Rates	
	Old Price	New Price
On-site Consulting, Repair, Installation, Upgrades*	\$63.00	\$67.50
Phone and Email support*	\$63.00	\$67.50
• Members receive ½ hour free phone support and unlimited free email support each month.		
BackUp Basic per visit, media extra	\$35.00	\$40.00
Scheduled per visit, media extra	\$30.00	\$35.00
Off-site storage per year	\$25.00	\$25.00
MacCleaning—flat rate non-members \$400.00	\$299.00	\$325.00
On-site Training*	\$55.00	\$60.00
Research and Purchase assistance*	\$40.00	\$45.00
CD-ROM burning (recording) non-members \$15.00	\$10.00	\$12.50
Equipment transport*	FREE	FREE
Travel (outside of Sonoma and Marin Counties) mileage computed from CCC office in Santa Rosa	75¢/mi	80¢/mi

* New non-Member rate \$75.00 per hour

August Tip

Here's a neat, hidden trick in Mac OS X: Command-Tab switching.

Mac OS X makes it possible to have many applications running at the same time. Right now I have 8 running and I usually have 10 or more. (In Mac OS 9, this is asking for a crash!)

Having so many applications running is great, but with any new capability come new problems. How do you easily switch between your open applications?

Sure, you can do it the obvious way: grab your mouse, nip on down to the Dock and click on the application you want. But why, when you can simply do this:

- 1) Hold down the *Apple* key on your keyboard (officially called the *Command* key).
- 2) Tap the *Tab* key.

Notice that with each tap of the *Tab* key, the active application changes to the next one running (as shown in the Dock). Tap enough times, and you're back where you started.

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