

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!

Check Your Fast

High speed internet is great! With it you can watch videos, listen to radio shows, download pictures and podcasts and play games with people thousands of miles away.

Sometimes, though, that high speed connection you've bought feels a little slow. Is it you? Is it your service? Is it just a bad day for the internet?

If the slowdown abates in a day or less, it was probably just a bad day (technical problems, tons of web traffic, sunspots, who knows?). However, if the problem persists, you'll want to see if the problem is local to your setup or with your internet service provider.

Go to this web site:

<http://www.dslreports.com/speedtest>

Click on the Sun Java link. You will be given several choices of test location. Choose the location nearest to you. For most of us the San Francisco (Megapath) or Palo Alto (Speakeasy) location will be best.

Make sure that you quit all internet activity, then go to the web site and run the test at least three times. Average the results. When you have done this, compare your results to these ap-

proximations (DSL comes in three tiers of increasing expense, Comcast only has one tier):

Low cost DSL:	700Kbps download 200Kbps upload
Medium DSL:	1500Kpbs download 400Kpbs upload
Top Line DSL:	5000Kbps download 600Kpbs upload
Comcast cable:	8000Kbps download 1000Kbps upload

If you are getting less than these figures, your internet service provider is not giving you what you are paying for. Contact them to have it fixed.

If you are getting these figures or better, but the internet still feels slow, please contact California Computer Care and I'll help you find out what is slowing you down.

Vacation Time!

**I'LL BE AWAY ON VACATION
SEPTEMBER 22
THROUGH SEPTEMBER 27**

*Please contact me through email
curt@calcompcare.com*

September Tip

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

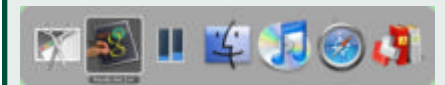
Mac OS X makes it possible to have many applications running at the same time. Right now I have 8 running and I usually have 10 or more.

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 *Command* key on your keyboard.
- 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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Like an
auto club
for your
computer.