

Mouse Basics

The Basics actions on a mouse are the following: *click*, *click-hold*, *click-hold-drag*, *double-click*, *control-click-hold*, *command-click*, *shift-click*. Also in conjunction with these we can use the option key: option-click, click-hold-option-drag, control-click-hold-option, command-option-click.

It is very important to practice these: especially using the control key. Many Mac users never use some of the basic keys, and they can save you 30 seconds about 50 times a day if you take the time to try them out. Just experiment and see what happens!

Click

This usually selects something, but if the object is like a button it may perform an action.

Click-hold

In the dock(and in other places), this pops up a menu

Click-hold-drag

Move something, draw a marquee to select many things.

Double-click

Open a file or a folder

Control-Click-Hold

Very important. Pops up a useful contextual menu. Always, check this out!! It can save you a lot of time.

Command-Click and Shift-Click

These are useful for selecting many things.

Option Key

If you add the option key to many mouse actions, it will make a small change to the basic action. For example, click-drag moves something, but click-option-drag copies something. Click on a menu, then press option and the menu often changes to something useful. For example, option-click on an application in the dock, and you will see the option “Force Quit” instead of “Quit”. This means that you can quit a program that has crashed. Very useful!

Using the Keyboard

You can use the keyboard instead of the mouse for many actions and commands.

Command (apple key)

This is an extremely important key which will save you a lot of time. Beginners often use the mouse when it is much quicker to use the command key. When you look at a menu, you can see alternative ways to do the same thing with the command key - called ShortCuts.

For example, command-S saves a document, and command-delete moves a selected file to the trash. This is much quicker than dragging a document to the trash. Important commands are:

Command - s, a, p, z, n, h, o, x, c, v, w, which are **S**ave, select **A**ll, **P**rint, Undo **Z**, make **N**ew window, **H**ide, **O**pen, Cut **X**, Copy, Paste **V**, close **W**indow

Tab

Jumps between boxes. Very useful.

Command-Tab

Jump between Applications, and then click where you want.

F9, F10, F11

