

MAC LESSON #89

KEYBOARD YOUR WAY TO SYSTEM PREFS AND MORE

If you like time savers, this lesson is for you. A quick way to access various system preferences (sound, display, volume, etc) is to hold the Option key while pressing one of the Function keys. This will bring up the System Preferences dialog box for the selected function key.

For example, holding option while pressing the "Volume Up" function key will launch the System Preferences for sound.

A quick way to answer a prompt that comes up as you work is to press the first letter of the word on the button you would be clicking.

For example, if a prompt needs a yes, no or cancel answer, I could just type Y for yes, N for no or C to Cancel. It's fast because you don't have to take your hand off the keyboard to grab the mouse.

This doesn't work all of the time on all prompts, but if the highlighted button is the button you want, just hit the Enter key to press that button. You can also use the escape key to cancel out of prompts with a cancel button.

