GET ON-LINE HELP

Open an application's Help panel by clicking what you want help with.


Hold down F1 to get the question mark cursor. Then click the command, window, or panel you want help with. (If you don't have an F1 key, try holding down Control-Alternate.)

SELECT NAMES IN A LIST

Try these tips in lists where you can make multiple selections—in the File Viewer, a mailbox window, an Open or Fax panel, and so on.

Add a name to a selection or remove it from one	Shift-click the name
Add a range of names to a selection, or remove them from it	Shift-drag over the names
Extend a selection by a range of names	Alternate-click a name
Make selections in the icon view of the File Viewer	Shift-click icons or Shift-drag around them
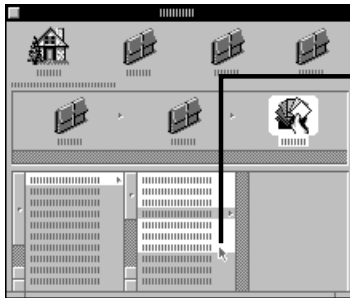
Shift-dragging adds a range of names to your selection.

SELECT TEXT IN CHUNKS

Select a word	Double-click it
Select a paragraph	Triple-click it
Select a range, extending from the insertion point or current selection	Alternate-click (or Shift-click)
Select text by a word or paragraph at a time	Double- or triple-click, hold down the mouse, and drag
Extend a selection to the nearest word or paragraph boundary	Double- or triple-click, then Alternate-click (or Shift-click) to extend the selection
In Edit, select text and surrounding delimiters— ( ), { }, [ ], or ≪ ≫	Double-click one of the delimiters

HANDY WAYS TO SCROLL

Try these tips in addition to clicking or pressing a scroll button or dragging the scroll knob.

Scroll by a "page"	Alternate-click a scroll button
Scroll more gradually (useful in long documents)	Alternate-drag the scroll knob
Scroll to an approximate location	Click in the scroll bar

Scroll button   Scroll knob   Scroll bar
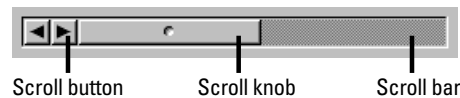
TRICKS WITH MAIL MESSAGES

Try these tips in Mail when sending a message in a Compose window or when deleting or searching for messages in a mailbox window.

Archive the message you're sending in the Outgoing mailbox	Alternate-click the Deliver button in a Compose window
Don't archive the message (if you've set a preference so you normally do)	Control-click Deliver
Delete a message without opening the next one	Control-click the Delete button in a mailbox window
Search for an unread message in the summary area of a mailbox window	Click Summaries in the Find panel, type a bullet (Alternate-7) in the panel, press Return
List only ("focus" on) message summaries that result from a search	Alternate-click the Find All button in the Find panel
Stop a search before it's complete	Type Command-period (.)

FINGER SAVERS IN MAIL, LIBRARIAN, & WEBSTER

Try these tips in Mail when typing an address in a Compose window, the Addresses panel, or the Send Options panel. Try them in Digital Webster when defining a word, and in Digital Librarian when searching an indexed target.

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Type part of an address or word and let the computer type the rest	Type the first few characters and press Escape
Cycle through other addresses or words that begin the same	Keep pressing Escape

To: Duke_Conley

Type **Duke** in an address field and press Escape.

Mail fills in the address with a match from the Addresses panel.

FONT PANEL TRICKS

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Lock the Preview button "on" (or turn previewing off)	Shift-click the Preview button
Set one font property for a text selection	Double-click a family, size, or typeface
Preview your own text in the Font Panel	Type in the top of the panel; delete your text to have font names reappear
Change the relative size of selected text	Type **+** or **-** in the Size field followed by a number of points to increase or decrease sizes
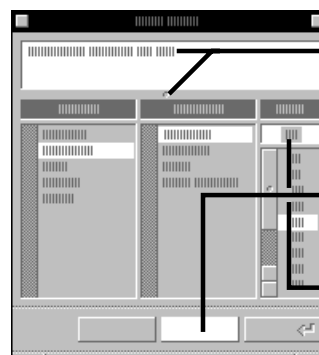
Type the text you want to preview, here. Drag the knob to resize the area you type in.

Shift-click to lock the Preview button "on" and preview subsequent font selections.

Type **+5** here to increase the size of each character in your selection by 5 points.

TRICKS WITH THE COLORS PANEL

Open the Colors panel	Click the border of a color well
Adjust the saturation of a hue	Shift-drag in the color wheel

Background Color
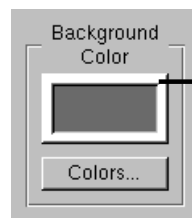
Colors...

Clicking the border of a color well that's not in the Colors panel opens the Colors panel.