

Understanding Lion Application Menus and Shortcuts

In this chapter, we will cover the menus and shortcuts included in a few of the more useful applications that ship with your Lion operating system: the **Finder**, **Safari**, and **iTunes**. Lion ships with many applications, but these three are the ones you'll use most often to enhance your overall desktop experience.

General Application Menus

Nearly all apps for your Mac—and that includes those that ship with Lion—include a menu system that allows you to navigate through their various features. Menu categories commonly included with most apps include **File**, **Edit**, **View**, **Go**, **Window**, and **Help**. To illustrate how you can use menus to get more out of the Lion OS, we'll begin by taking a look at the menu system of the **Finder** (see Figure 3–1).

The Finder

The **Finder**'s menus exhibit a lot of the traits you will see in just about every other program you will use on the Lion OS. Notice that the application's name—**Finder**—is shown in the leftmost menu category. All Lion applications follow this convention. All Lion applications also employ a common menu placement for some menu options. For example, the first few items that appear under the menu that contains the application's name generally provide similar functionality. Specifically, they provide information about the app; they let you tailor the program to suit your needs and preferences; or they let you adjust certain aspects of the program to improve its performance and functionality, based on the type of Mac that you have. In the case of the **Finder**, the first item listed

under the **Finder** menu is **About Finder**; selecting this option reveals important information about the **Finder**.

NOTE: Remember that we are using the **Finder** because it nicely illustrates how to use menus in Lion. And while it does show many common features you should expect to see in other applications, the **Finder** may show more or fewer options than you'll see in those other applications. Let's take a look at some of the menu features commonly found in the leftmost menu that contains the application name (use Figure 3-1 as a guide for this section).



Figure 3-1. *The Finder app's Finder menu options*

You can see that there are several options available under the **Finder** menu (see Table 3-1 for a detailed explanation of each menu option).

Table 3–1. What the *Finder* Menu Options Do

Menu Option	Description
About Finder	Selecting the About [program name] option will let you know in detail what version of a program you are working with. This option will often list the authors of the program, copyright information, and where you can find support or contact information. Often, software authors will release updates and patches to improve the functionality of their software. For example, they might release a security patch to address the latest threats over the Internet. In many cases, the software developers will request that the user check the current version of the program that is running to determine whether the available patch or upgrade is necessary. Selecting the About [program name] option is where you go to figure out whether you have a version of the software that needs updating.
Preferences...	Almost all of the software that runs on Lion includes a Preferences... option. Selecting this option lets you turn various program features on or off, so you can change the way the program works to better suit your style of computing. The Preferences... option often provides a broad view of a program's options, telling you at a glance how changing the value of a particular option will affect the way the program runs or operates. This is a valuable submenu item, one that you will find yourself using time and time again. It is helpful to remember that, if you don't like the way a given program behaves, you might be able to use this menu option to change its behavior more to your liking.
Empty Trash...	You will not see this option in every application; however it is very common, and it does exactly what you would expect it to do. That is, it allows you to empty your computer's Trash Bin, thereby freeing up space on your hard disk. You will learn more about the Secure Empty Trash... option later in this book.
Services	Clicking the Services submenu item will reveal an entire list of options for you to choose from. This list can consist of application- and/or Lion-specific options. The particular options you see will depend greatly on the application you're using, so it is best that you simply explore what is available here as you use different programs. This is a good place to find hidden gems like <i>text to speech</i> , which allows you to highlight text in a word processing application and have your computer say that text aloud to you! Powerful options like these are often found only in the Services menu; keeping your eye on the functionality exposed here can significantly enhance your productivity.
Hide	<p>The Hide submenus let you do one of three things:</p> <p>Hide [application name] (i.e., Hide Finder in this example): This menu item allows you to hide the application you are currently using completely from view.</p> <p>Hide Others: This menu item allows you to hide all other applications from view, so you can concentrate on the app you're using. This is a common feature, one that is available in almost every application. This feature works system-wide, allowing you to manipulate the position and appearance of the windows you are using to interact with various applications.</p> <p>Show All: This brings back all of the items you have previously chosen to hide.</p>

Reviewing the File Menu

Most applications that run on Lion also include a **File** menu; the **Finder** app is no exception. This menu allows you to perform many basic actions, such as save files, open new files, and perform various other actions related to file maintenance (see Figure 3–2). The options in this menu will vary greatly from application to application; however, you will also see many similarities between the items listed here in most applications.

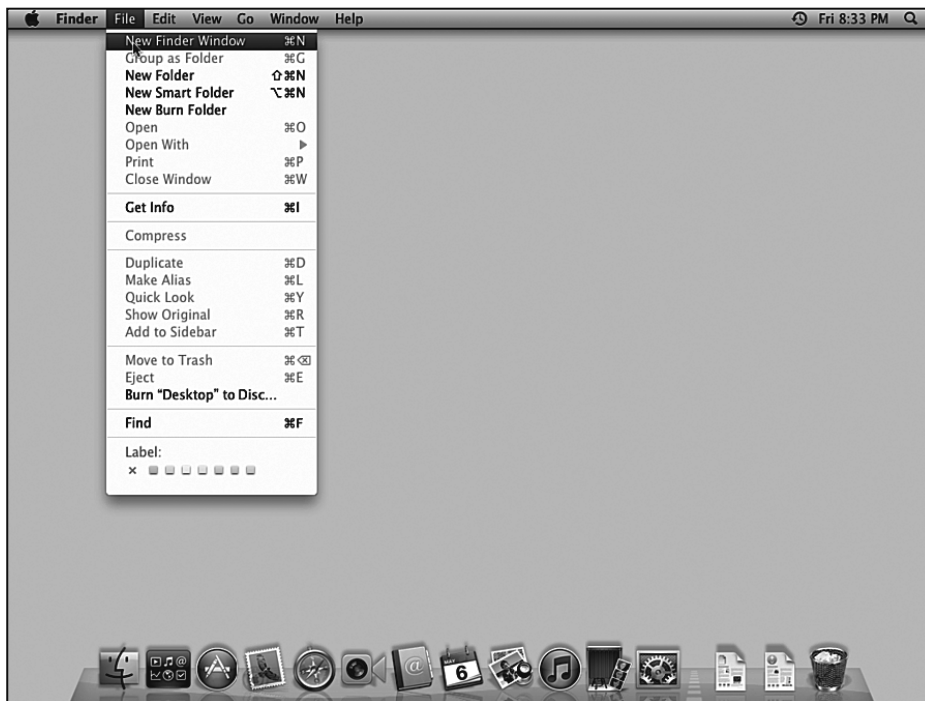


Figure 3–2. *The Finder's File menu options*

As is commonly the case, the **Finder** includes a wealth of items under its **File** menu. I recommend that you take the time to review an app's **File** menu before you begin to use the app in earnest; this will ensure that you know your options for manipulating an app's files from the outset.

Drilling Down on the Edit Menu

An app's **Edit** menu allows you to perform system actions such as **Cut**, **Copy**, and **Paste** (see Figure 3–3). Most applications allow you to do some type of copying and pasting, either within the application itself or between that application and other applications you might have open. This extremely useful feature can significantly

increase your productivity because it allows you to share information between various, often unrelated applications. For example, assume you want to copy text from a **Microsoft Word** document to an **Adobe Photoshop** document. The **Copy** and **Paste** features exposed by the **Edit** menus in those apps enable you to accomplish that task.



Figure 3–3. *The Finder's Edit menu options*

Exploring the View Menu

An application's **View** menu enables you to manipulate that app's visual options. For example, the **Finder's View** menu lets you arrange the icons and file items you see in the **Finder** in various ways (see Figure 3–4). We covered a few of these options in Chapter 2: "Getting Around in Lion"; however, the **View** menu gives you an additional way of accessing the **Finder's** visual options. The number and scope of the options you see in this menu can differ dramatically from application to application. For example, **Microsoft Word's View** menu lets you select between different page-layout views, such as **Outline** and **Print Layout**.



Figure 3-4. The Finder's View menu options

Zippering Around the Finder's Go Menu

The **Finder's Go** menu provides the ultimate list of shortcuts. Note that the **Go** menu is only visible when you have the **Finder** application selected. This menu allows you to jump to many sections of your Mac quickly, reducing the time it takes to navigate from one part of your system to another. The options you see listed in this menu also serve as a great introduction to the idea of application shortcuts.

NOTE: *Shortcuts* give you a fast, interactive way of navigating the Lion OS, letting you use your keyboard to access items and places on your system. This is a much faster way of navigating your system than relying solely on your mouse. For example, shortcuts let you jump from Point A to Point B instantly, whether Points A and B are applications or file areas on your computer.

There are thousands of available shortcuts; however, we will ease into the subject by concentrating on only a few, so you aren't overwhelmed by the sheer number of them available on Lion. Let's start with the shortcuts available from the **Finder's Go** menu (see Figure 3-5).

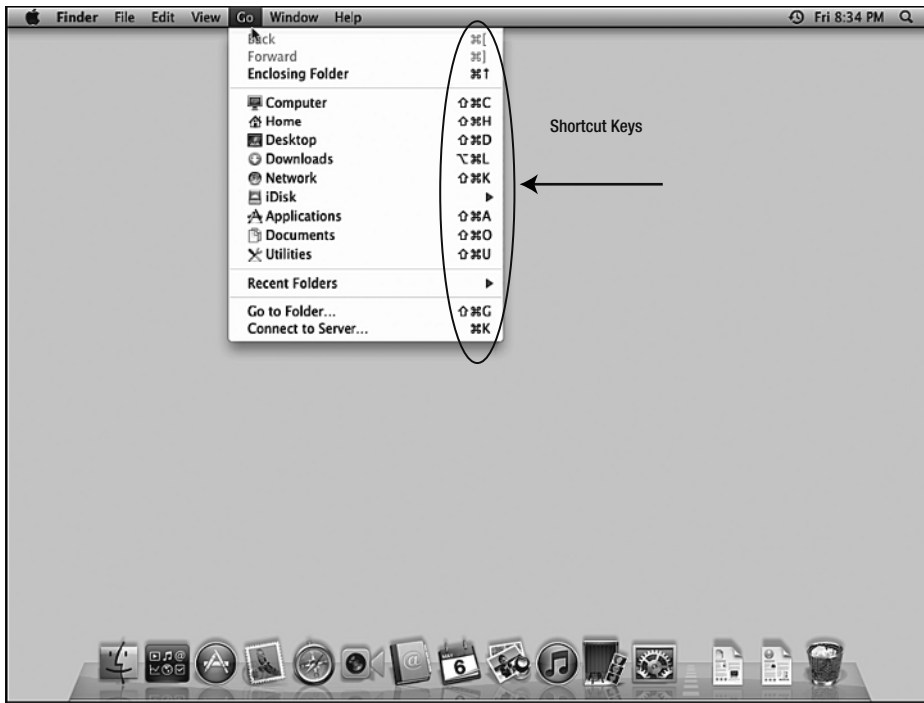


Figure 3–5. The Finder app's Go menu options

If you look closely at the circled area in Figure 3–6, you will notice that there are various symbols shown to the right of most menu options.

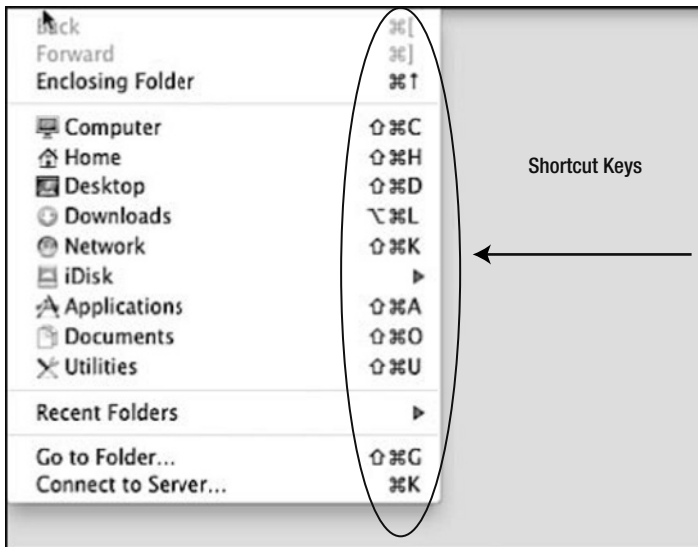











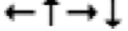






Figure 3–6. The Go menu's shortcut key combinations

The symbols shown in this figure indicate various key combinations you can press to execute the menu options. Of course, before you can use these shortcuts, you must first learn what each symbol represents and how it corresponds to the keys on your keyboard. Table 3–2 describes what each symbol is and how it maps to your keyboard.

Table 3–2. *The Mac Menu Symbols and How They Map to Your Keyboard*

Symbol	Description	Symbol	Description
	The Command/Apple key (equivalent to the Control key on a PC)		The Escape key
	The Option key (like Alt on a PC)		The Page Up key
	The Shift key		The Page Down key
	The Control key (Control-click = Right-click)		The Home key
	The Tab key		The End key
	The Return key		The Left Arrow , Up Arrow , Right Arrow , and Down Arrow keys
	The Enter key (on the Number Pad)		The Delete Left key (like the Backspace key on a PC)
	The Eject key		The Delete Right key (also called the Forward Delete key)

Using these keys in combination with the appropriate letters will yield some pretty interesting results. There are many other key shortcuts available; however, you will find yourself using the ones associated with the **Finder** application more often than those of any other application. For this reason, I am providing you with the complete list of **Finder** shortcuts available for Lion (see Table 3–3 for a list of these shortcuts).

Table 3–3. *The Finder–Specific Shortcut Key Mappings*

Keystroke Combination	Action
Cmd-click the item	Open a Sidebar item in a new window
Cmd-1, Cmd-2, Cmd-3, Cmd-4	Switch Finder views (Icon , List , Column , and Cover Flow)
Right Arrow	In List view, expand a folder
Left Arrow	In List view, collapse a folder
Return (or Enter)	Rename the selected file/folder
Cmd-Down Arrow	Go into the selected folder or open the selected file
Cmd-Up Arrow	Go to the parent folder
Cmd-[(the left square bracket)	Go back
Cmd-] (the right square bracket)	Go forward
Tab (Shift-Tab reverses direction)	Select the next icon in Icon and List views
Tab (Shift-Tab reverses direction)	Alternate columns in Column view
Hold down the Option key while mousing over long filenames	Instantly show the long file name (for names condensed with a "...")
Double-click the column Resize widget	Resize the current column to fit the longest file name
Option-double-click the Resize widget	Resize all columns to fit their longest file names
Cmd-C , then Cmd-V	Copy, then paste a file
Cmd-drag file to disk	Move a file instead of copying it (i.e., this copies the file to the destination, and then removes it from the original location)
Cmd-Delete	Move the selected files to the Trash Bin
Cmd-Shift-Delete	Empty the Trash Bin (with a warning dialog)
Cmd-Opt-Shift-Delete	Empty the Trash Bin (without a warning dialog)

Keystroke Combination	Action
Esc	Cancel a drag-and-drop action while dragging
Cmd-Opt-I	Show the Inspector (a single, live refreshing information window)
Cmd-Z	Undo the last action (e.g., rename file, copy file, and so on)
Cmd-Opt-T	Hide/show the Sidebar (on the left)
Cmd-drag	Move or remove an item in the toolbar (at the top of the window). This works in most programs.
With a file selected, tap the Spacebar key (or Cmd-Y)	Open Quick Look
Cmd-+ (hold down the Command key and press the Plus key)	Zoom in on a Quick Look Preview
Cmd-- (hold down the Command key and press the Minus key)	Zoom out from a Quick Look Preview
Cmd-F	Find by file name

As you can see, there are a lot of options for getting around in the **Finder**. And believe it or not, there are even more general options, which we will touch on later in the chapter. For now, let's move onto the menu options in another important application: **Safari**.

Safari

You will find yourself using the **Safari** web browser constantly. For example, you will use **Safari** in conjunction with other applications to reference information or gather resources. **Safari** is Lion's primary web browser; and though there are others, such as **Firefox** and **Google Chrome**, you will find that **Safari** has the tightest integration with the Lion operating system. What does this mean? In practical terms, it means that many of the shortcuts and menu items you use in Lion will also be available to you in **Safari**. These shortcuts provide you with time-saving ways to get around in the application, simplifying the act of web browsing. We will explore **Safari** in depth in Chapter 8: "It's a Jungle in Here: Safari and the Internet"; for now, let's take a look at some **Safari** basics, like its primary menu (see Figure 3-7).



Figure 3–7. Safari's primary menu options

As you can see, many of **Safari's** menu categories are identical to those of the **Finder**; however, you can also see a couple new menu categories (see Table 3–4).

Table 3–4. Safari's menu categories not found in the Finder

Menu Item	Description
History	The History menu displays information about the web sites you have visited (see Figure 3–8). This menu allows you to control the degree to which Safari keeps track of your browsing habits, including how long records of the sites you visit should be retained. This menu makes it easy to keep track of where you have been on the Web; but it is also makes it easy to protect your privacy by restricting how much information about your browsing habits is retained.
Bookmarks	The Bookmarks menu allows you to <i>bookmark</i> , or save, locations for later viewing (see Figure 3–9). This is similar to the functionality provided by the History menu; however, there are also some notable differences. When you bookmark a website, you have the option to name and organize that bookmark according to your preferences. This is different from records of your browsing history, where items are automatically saved in chronological order. Bookmarks allow you to store and recall web links that you visit often, so that you do not have to type in the entire web address each time you visit. Bookmarks can save you a lot of time when using your web browser .

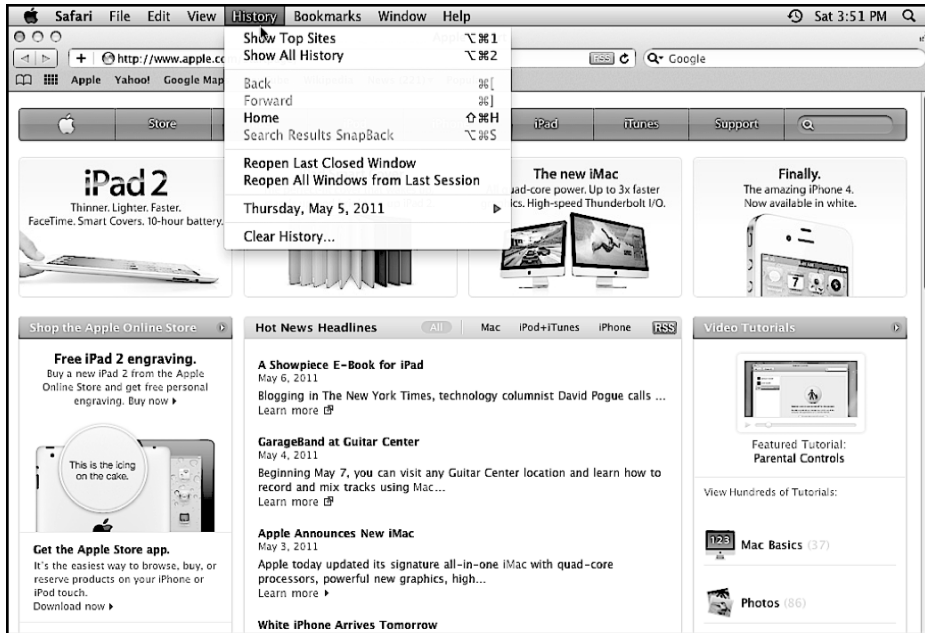


Figure 3–8. Safari's History menu



Figure 3–9. Safari's Bookmarks menu

Tables 3–5 through 3–7 list some shortcuts you may find useful when surfing the Web.

Table 3–5. *Some Useful Shortcuts While Surfing in Safari*

Keystroke Combination	Action
Up Arrow	Scroll up a page by a small amount
Down Arrow	Scroll down a page by a small amount
Left Arrow	Scroll left on a page by a small amount
Right Arrow	Scroll right on a page by a small amount
Option-Up Arrow	Scroll up a page by a full screen, minus a small overlap
Option-Down Arrow	Scroll down a page by a full screen, minus a small overlap
Cmd-Up Arrow	Scroll to the top-left corner of a web page
Cmd-Down Arrow	Scroll to the bottom-left corner of a web page
Spacebar	Scroll down a page by a full screen, minus a small overlap
Delete	Go back to the previous page in your browsing history
Shift-Delete	Go forward to the next page in your browsing history
Page Up	Scroll up a page by a full screen, minus a small overlap
Page Down	Scroll down a page by a full screen, minus a small overlap
Home	Scroll to the top-left corner of web page
Cmd-Home	Go to the Home page
End	Scroll to the bottom-left corner of the web page
Esc	If location field selected, restore viewed the URL
Cmd-click a link	Open a link in a new window
Cmd-Shift-click a link	Open a link in a new tab
Option-click a link to a file	Download a file
Shift-click the Add Bookmark button	Add a bookmark directly to the Bookmarks menu

Keystroke Combination	Action
Cmd-Return in an address field	Open a page in a new window
Cmd-Shift-Return in an address field	Open a page in a new tab
Cmd-Return in a search field	Show search results in a new window
Cmd-Shift-Return in a search field	Show search results in a new tab
Press and hold Safari's Back button	Pop up a menu showing up to ten back entries by page title
Press and hold Safari's Forward button	Pop up a menu showing up to ten forward entries by page title
Press and hold Safari's Back button while holding down the Option key	Pop up a menu showing up to ten back entries by page URL
Press and hold Safari's Forward button while holding down the Option key	Pop up a menu showing up to ten forward entries by page URL

Table 3–6. *Shortcuts in Safari's Bookmarks Menu*

Keystroke Combination	Action
Delete	Delete the selected bookmarks
Return	Start or finish editing the name of the selected bookmark
Tab	When editing, move to the next editable cell
Spacebar or double-click	Open the selected bookmark
Cmd-double-click	Open the selected bookmark in a new window
Option-click the New Folder button	Put the selected items in a new folder

Table 3–7. *Other Useful Shortcuts in Safari*

Keystroke Combination	Action
Cmd-A	Select All
Cmd-B	Show/Hide Favorites Bar
Cmd-C	Copy
Cmd-D	Add Bookmark...
Cmd-E	Use Selection for Find
Cmd-F	Find...
Cmd-G	Find Again
Cmd-H	Hide Safari
Cmd-J	Jump to Selection
Cmd-K	Block Pop-up Windows
Cmd-L	Open Location...
Cmd-M	Minimize
Cmd-N	New Window
Cmd-O	Open File...
Cmd-P	Print
Cmd-Q	Quit Safari
Cmd-R	Reload Page
Cmd-S	Save As
Cmd-T	New Tab
Cmd-V	Paste
Cmd-W	Close Window or Close Tab
Cmd-X	Cut

Keystroke Combination	Action
Cmd-Z	Undo
Cmd-Shift-A	AutoFill Form
Cmd-Shift-B	Send File To Bluetooth Device... or Bookmark this group of tabs
Cmd-Shift-D	Add Bookmark to Menu
Cmd-Shift-F	Full Screen
Cmd-Shift-G	Find Previous
Cmd-Shift-H	Go to the Home page
Cmd-Shift-L	Search with Google
Cmd-Shift-N	Add Bookmark Folder
Cmd-Shift-P	Page Setup...
Cmd-Shift-W	Close Window
Cmd-Shift-Z	Redo
Cmd-Option-A	Activity
Cmd-Option-B	Show All Bookmarks
Cmd-Option-E	Empty Cache...
Cmd-Option-F	Google Search...
Cmd-Option-H	Hide Others
Cmd-Option-K	Mark Page for SnapBack
Cmd-Option-L	Downloads
Cmd-Option-M	Minimize All
Cmd-Option-P	SnapBack to Page
Cmd-Option-S	SnapBack to Search

Keystroke Combination	Action
Cmd-Option-V	View Source
Cmd-Option-W or Cmd-Option-Shift-W	Close All Windows
Cmd-D	Add Safari Bookmark
Cmd-S	Save Browser Window...
Cmd-1 to Cmd-9	Jump to First Nine Bookmarks (Not Folders) in the Bookmarks Toolbar
Cmd-?	Safari Help
Cmd-[Back
Cmd-]	Forward
Cmd-.	Stop
Cmd-,	Preferences...
Cmd-/	Show/Hide Status Bar
Cmd- 	Show/Hide Address Bar
Cmd-\	Show Page Load Test Window
Cmd-;	Check Spelling
Cmd-Shift-:	Spelling...
Cmd--(Cmd-Minus key)	Make Text Smaller
Cmd-+	Make Text bigger
Cmd-Shift-*	Get Result of AppleScript
Cmd-Shift-Right Arrow	Select Next Tab
Cmd-Shift-Left Arrow	Select Previous Tab
Cmd-Option->	Send to...

As the preceding tables illustrate, **Safari** includes an almost endless number of shortcut options to enhance your browsing experience. It is not necessary to try to commit all of the shortcuts shown to memory. Instead, I advise you to begin by finding the shortcuts that you feel would benefit you the most in your day-to-day use of **Safari**. Once you feel proficient with the shortcuts that you have decided are most important to you, you can gradually pick up other shortcuts over time. One of the hallmarks of the Lion operating system is its flexibility, its ability to adapt to your computing style. The more you use the seemingly endless array of shortcut options in **Safari** and the **Finder**, the easier you will find it to do things like surf the web and navigate the your files on your system.

iTunes

iTunes will likely be your media application of choice. This application integrates nicely with the Lion OS, letting you shop for digital media, listen to music, and watch videos, among many other actions. Like **Safari** and the **Finder**, **iTunes** is easy to use, not least because its built-in shortcuts improve the user experience significantly. For example, you can **iTunes**' shortcuts to switch quickly from song to song or to begin watching a movie instantly. In this section, we'll take an in-depth look at the menus for **iTunes** and how they help make the already easy-to-use app even easier and more enjoyable to use (see Figure 3–10 for a detailed view of the contextual **File** menu for iTunes).



Figure 3–10. iTunes' File menu options

NOTE: iTunes' **Edit** and **View** menus contain exactly the options you'd expect, based on this chapter's earlier discussion of the **Finder** app's **Edit** and **View** menus. For this reason, I do not include them in my discussion of iTunes' menus.

Exploring iTunes' File Menu

iTunes' **File** menu includes several options for manipulating your playlists and media libraries. As mentioned previously, each Lion application has its own set of items listed under general menus like **File** and **Edit**. For example, comparing Figures 3–2 and 3–10 reveals that the options listed under the **File** menu for the **Finder** and **iTunes** differ significantly. iTunes' menus are very self-explanatory, but Table 3–8 provides some additional details for two of the most important items listed under iTunes' **File** menu.

Table 3–8. Breaking Down a Couple Options in iTunes' File Menu

Menu item	Description
New Playlist	This option allows you to create new playlists from various media items you have purchased or downloaded into iTunes . This is a great way to listen to music you would like to take with you on the go, and it can tremendously reduce media clutter when dealing with thousands of songs and videos.
Add to Library	iTunes maintains a media library database of all of your songs and videos. This database is constantly being updated, depending on whether you are adding or deleting media. This option lets you import media into your iTunes for playback. Selecting this option brings up a wizard that walks you through the steps required to put your new media where you would like it to be.

Using the Controls Menu

iTunes' **Controls** menu also includes some interesting options (see Figure 3–11).

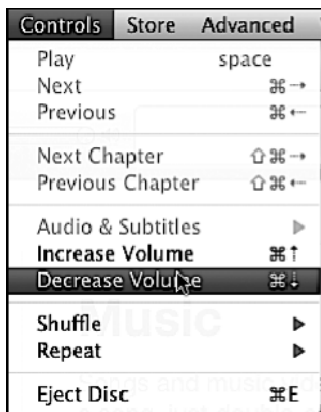


Figure 3–11. iTunes' Controls menu options

The **Controls** menu provides several options (with associated shortcuts) for manipulating and navigating the media you play with **iTunes**. For example, it includes options to increase or lower the volume, as well as to skip back and forth between the chapters of your videos and movies.

Accessing the iTunes Store via the Store Menu

As you might guess, the **Store** menu gives you access to the iTunes store (see Figure 3-12). The iTunes store is similar in spirit to the Mac App Store; however, the iTunes store only sells media like music and videos, not applications. You might visit the iTunes store to find your favorite song, rent or buy your favorite movie, watch an episode of your favorite television show, or view the various podcasts that you have subscribed to. In this section, we'll break down the most important option on the **Store** menu: **Authorize This Computer**.

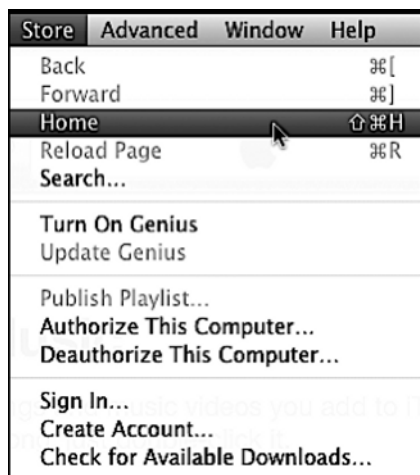


Figure 3-12. *iTunes' Store menu options*

The **Authorize This Computer** option enables your specific computer to download and play music and videos that you purchase from the iTunes store. The iTunes service allows you to authorize up to five other iTunes-compatible devices that you can use as playback devices for the media you have purchased. Authorizing a computer device indicates that you permit that device to use personal information like your credit card and iTunes user information. For this reason, you should be cautious when authorizing devices for friends or family, doing so only when trust is not an issue.

Manipulating Resources with the Advanced Menu

Finally, let's look at **iTunes' Advanced Menu**, which allows you to perform several tasks related to streaming and sharing resources with **iTunes** (see Figure 3-13).

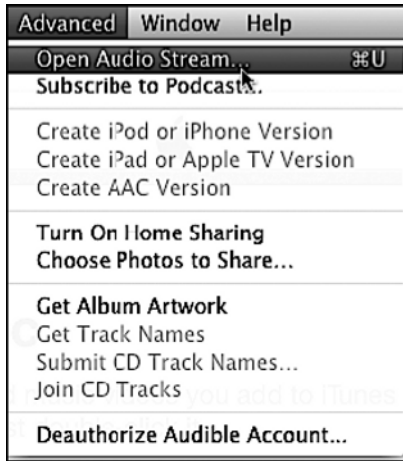


Figure 3–13. iTunes' Advanced menu options

Table 3–9 lists some of the more significant options in iTunes' **Advanced** menu and what they do.

Table 3–9. Breaking Down Significant Options in iTunes' Advanced Menu

Menu Option	Description
Open Audio Stream...	This option allows you to insert the web addresses used to stream Internet radio content. Doing so enables you to stream that content manually. Note you don't need to use this option unless you're trying to access a resource on the Web or your local computer that does not automatically launch iTunes .
Subscribe to Podcasts...	This option allows you to subscribe to a podcast of your choosing. Note that this option is only necessary when you're browsing the iTunes store or the Web, and clicking a podcast subscription link doesn't work. This isn't an option you'll use very often, but it's good to know where to find it.
Create	The Create options allow you to export your media into various formats, so that you can play them on different devices such as an iPhone or Apple TV.
Turn on Home Sharing	This option allows you to share your music and other media with other users on your network. Thus, users on your network can listen to or view the content you've purchased the rights to without having to download it themselves.
Deauthorize Audible Content...	This option is used in conjunction with your audible.com account. It allows you to deauthorize purchased audio books, so that they can be transferred from one device to another, and then reauthorized on that new device.

Like the **Finder** and **Safari**, **iTunes** comes with many useful shortcut commands that can significantly improve the overall app experience. Table 3–10 lists some general shortcuts for **iTunes**, while Table 3–11 lists some shortcuts that are useful for manipulating your libraries and playlists.

Table 3–10. *Significant General Shortcuts in iTunes*

Keystroke	Action
Return	Play the selected song immediately
Option-Right Arrow (or Option-click the Skip Forward button in the upper-left corner of the iTunes window)	Listen to the next album in a list
Option-Left Arrow (or Option-click the Skip Backward button in the upper-left corner of the iTunes window)	Listen to the previous album in a list
Cmd-Right Arrow (or click the Skip Forward button in the upper-left corner of the iTunes window)	Fast-forward to the next song in a list
Cmd-Left Arrow (or click the Skip Backward button in the upper-left corner of the iTunes window)	Rewind to the previous song in a list

Table 3–11. *iTunes' Library and Playlist Shortcuts*

Keystroke	Action
Shift-click the Add (+) button (you can also drag the songs to the white area of the source list)	Create a playlist from a selection of songs
Option-click the Add (+) button	Create a new Smart Playlist
Option-click the Shuffle button	Reshuffle the current playlist
Cmd-Delete	Delete the selected playlist from your source list without bringing up a confirmation dialog
Option-Delete a selected playlist	Delete the selected playlist and all the songs it contains from your library
Option-Delete a selected song	Delete the selected song from your library and all other playlists that contain the song

Summary

In this chapter, we covered how to use the menus and keyboard shortcuts built into most apps to get the most out of the Lion OS. We also looked at how to zip around your Lion OS by leveraging the shortcuts built into the **Finder**. This chapter looked specifically at the menu options and shortcuts available in three apps that ship with Lion: the **Finder**, **Safari**, and **iTunes**. However, the lessons learned are applicable to just about any Lion application you might use. There are literally thousands of shortcuts available for Lion, and these can be combined in an infinite number of ways to make using Lion both easier and more satisfying. I strongly recommend that you practice using the keyboard shortcuts described in this chapter; doing so will make you a much more productive user, not just when using the Lion OS and the apps that come with it, but when using any of the applications installed on your computing system.