

Reunion for the Mac

June 2013

Bits of Reunion Magic

No one told me that my Mac could do magic tricks. I have had to learn each of these things, one at a time by word of mouth or as a driving need. Most of these have made my work life easier, some have made it more fun, but all have made it more efficient. The more I use each of these features, the faster and more productive I become. At some point, I will have time to do my genealogy!



Reunion Tricks

My favorite: **Cmd + "R"** (Number 1, below)

1. Quick Sourcing

With an Event or Fact selected, **Cmd + "R"** (will insert the MOST RECENTLY USED Citation)

2. Copy/Paste

This one is great for entering information in a Will, Obituary or Census where there are lots of names to document.

- Enter the date, place, memo and **Source Citation** for an Event,
- Highlight the entire line for the Event, **Cmd + "C"** or **Edit + Copy** Click **Done**
- Go to the next person mentioned in the Obituary, select the Event just before the date of this Event: **Cmd + "V"** or **Edit + Paste** All information is copied into each person's record. For Obituaries, just change the residence or relationship.

3. Favorite Menu

Lose the itty-bitty triangle on a Person's View,

Anywhere in a Person's Box: **Ctrl + Click (or right-Click your mouse)**

Select *Search the Web*, *Treetops*, or find a person's *Spouse(s) and Children*

4. Special Characters

Hold down a letter key to show a menu of Special Characters. **"e" > "è"**



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In addition to the above Reunion tricks, there are lots of system-wide fun features that make life easier and workflow quicker.



Dictionary Tricks

http://www.macworld.com/article/2038420/five-dictionary-tricks-i-cant-live-without.html#tk.nl_mwbest

My favorite: Place your cursor over a word, **WITH THREE FINGERS, TAP ONCE** on the MagicPad! Pure Magic if there ever was any.

1. Misspellings

Position your cursor over a misspelled word, **Cntrl + Click**

Word choices will appear in the menu.



2. Use Pop-Up Definitions

Position your cursor over a word, **Cmd + Ctrl + D**

Click on *Dictionary*, *Thesaurus*, or *Wikipedia* to open Dictionary.

3. Contextual Menus

Select a word, **Ctrl + Click (or right-Click your mouse)**

Select *Writing Tools*, or *Look up in Dictionary* to open Dictionary.

4. Use Spotlight

Open Spotlight, **Cmd + Spacebar**

Type in the word. Hover your cursor over *Look up*. Full definition appears.

5. Make the Dictionary Talk

Go to **System Preferences > Dictation & Speech > Text to Speech > Voice**

The Dictionary will talk when you select a word and,

Ctrl + Click (or right-Click your mouse) > Speech > Start Speaking

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6. Dictionary Sources

Go to **Dictionary > Preferences**

You can reorder or delete any dictionary resources from this menu. Add a French dictionary or and English Thesaurus.

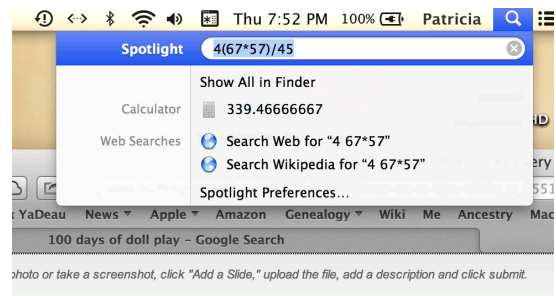


Other Tricks

http://www.huffingtonpost.com/2011/05/03/mac-os-x-tips-tricks_n_855102.html#s270739title=Tap_To_Click

1. Simple Calculations

No Calculator needed, just open **Spotlight (Cmd + Space)** and type in your basic math.



2. Screen Shots

Entire Screen: **Cmd + Shift + 3** (the click sound means it has been saved on your Desktop)

Selections from your Screen: **Cmd + Shift + 4** (crosshairs for selecting a portion of your screen)

3. Where did I save that file?

Open File: **Cmd + Click (or right-Click)** on Icon at the top of your program.

Find a File: Spotlight (**Cmd + Space**) > **type in FileName** > **Highlight FileName** > **Hold down Cmd** (the path will display at the bottom of the new menu)



If the rabbit is still in the hat.....

1. Screen Zoom

Enable Screen Zoom, **System Preferences > Universal Access > Zoom "On"**

For trackpads: **Cntrl + Two fingers up/down**

For scrollwheels: **Cntrl + up/down**

For keyboards: **Cmd + Option + "+" or "-"**



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2. Startup With Your Favorites

Start off on the right foot: **System Preferences > Users & Groups > Login Items** Add the programs you want to have open when you start your computer.

3. Make Your Icons Bigger (or Smaller)

In Finder: **Cmd + "J"** or **View > Show View Options**



THE FOLLOWING PAGE IS FROM MARTHA WALLACE AND INCLUDES HER FAVORITE TRICKS.

Mouseless Mac Favorites

Command Space – start typing the name of the program – when it shows highlighted, hit Return/Enter. Do not move the mouse.

Command [– goes back to the previous page (in Safari, perhaps other programs)

Command] – goes forward

When the Save or Close button is highlighted, hitting Return/Enter without clicking will Save or Close.

Mouseless Reunion Favorites

Command r – to repeat the last source that you used

Command apostrophe – to repeat the last entry you used (when entering places in events, or the last name)

Command 1 – to return to the Name screen

Command 2 – to go to the Events screen

Command 3 – to go to the Facts screen, and so on.

In the first 3 screens, hitting Enter/Return will close and return to the Family View.

When you are in Notes (Screen 4), hitting return, just puts in a carriage return in the text you are writing. So, hit

Command 2 and Return to close and return to the Family View

If you are in any of the items other than Family View in the top part of the left sidebar, hitting Escape returns you to the Family View.

The right hand sidebar

Shift Command h – to open and close the sidebar

To open items on the right, use Shift-Command and the first letter of the item – this works for People, Sources, Multimedia, Relatives, Ages, Bookmarks, Treetops, Clipboard.

For the others use Shift-Command and

Places – l (think location), Results – f (find), Calendar – d (date), Reminders – e (Events?), or Contacts – o (no clue why this letter)

Command [– moves back to last Family View

Command] – moves forward to next family view – if you've moved back from it. These work like the arrows on either side of the home button at the bottom.

Tab – moves cursor to the next field

More

These items are standard mouseless shortcuts on a Mac (except the last one)

Command b – bold

Command c – copy highlighted area

Command x – cut highlighted area

Command v – paste what you copied

Command z – undo

Command i – italics

Command u – underline

Command a – select all

Command n – opens new window in most programs

Command w – close window

Option.Command w – closes all finder windows

Command a – select all

Command y – repeat previous action

Command f – opens a window to search your whole computer

Place cursor at the beginning of a line, pointing to the line, and mouse click to select that line.