At Ease 2.0: Menus, Commands and Shortcuts (8/95)

Article Created: 7 September 1993
Article Reviewed/Updated: 14 August 1995

TOPIC ---

This article discusses:
• the location and function of At Ease menus and commands
• keyboard equivalents for menu commands.

DISCUSSION --

INTRODUCTION

The menus are located in a bar across the top of the screen.

Depending on what menus were selected for you when you were registered to use
At Ease, you will either have minimal menus or full menus.

• Minimal menus contain the only commands that are always available in almost
  any situation, like Close, Quit, and Restart. They do not include the ones
  marked "optional" in the following list.

• Full menus include all of the commands discussed here.

The keyboard equivalents allow you to execute the commands without pulling
down menus. They require that you hold down the indicated keys simultaneously.

(In this article, the key used to activate keyboard equivalents is called the
Apple key because the keycap is labeled with the Apple logo. It is sometimes
referred to as the Command key.)

THE FILE MENU

If you have access to full menus, you will see a menu with ten items in it. If
you have access to minimal menus, you will see a menu with two items, Close
and Quit.

New Folder (optional)

• Keyboard Shortcut: Apple-key, N

This command allows you to create new folders on your user panel. After a new

folder is created, you can save new documents to it, but you can't move any
documents that were previously created into the new folder.

To create a new folder:

1) If necessary, click the tab of your user panel to bring it to the
   foreground.

2) Choose New Folder from the File menu.

3) Type in a name for the new folder, then click New Folder. A button for the
   new folder will appear on your user panel.

Open Other (optional)

• Keyboard Shortcut: Apple-key, O

This command allows you to open programs or documents. If you have access
privileges to open items anywhere, you can open any item on any disk using
this command. If not, this command lets you open only those items on your user
panel.

To open an item:

1) Choose Open Other from the File menu.

2) If necessary, use the pop-up menu (above the window with the list of items)
   to move to a different level or a different disk.

3) Click on the item you want to open, then click Open. The Open Other screen
   disappears and the window of the selected item appears.

Close

• Keyboard Shortcut: Apple-key, W

This command allows you to close any window that is currently open. It does
not close the At Ease Items panel or the User Items panel.

Rename (optional)

• Keyboard Shortcut: Apple-key, R

This command allows you to rename any document or folder on your user panel.

1) If necessary, click the tab of the user panel to bring it to the
   foreground.

2) Choose Rename from the File menu.

3) Click on the item you want to rename, then click Rename.

4) Type a new name for the item in the text box, then click Rename.

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Delete (optional)
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• Keyboard Shortcut: Apple-key, D
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This command allows you to delete any document or folder on your user panel. Deleting a folder also deletes its contents permanently.

To delete an item:

1) If necessary, click the tab of the user panel to bring it to the foreground.

2) Choose Delete from the File menu.

3) Select the item you want to delete by clicking on it.

4) Click Delete.

5) To permanently delete the item, click delete again.

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Get Info (optional)
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• Keyboard Shortcut: Apple-key, I
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This command give you information about any item on either At Ease panel. To get information about an item:

1) Click the tab of the panel that contains the item you want information about.

2) Choose Get Info from the File menu.

3) Select the item you want information about by clicking it, then click Get Info. An information box appears for you to read.

4) Click OK when you're done reviewing the information.

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Find (optional)
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• Keyboard Shortcut: Apple-key, F
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This command helps you find items on either At Ease panel. To find an item:

1) Choose Find from the File menu.

2) Type the name (or part of the name) of the item you're looking for in the text box. Be sure, if you type the whole name, to type it exactly, including spaces and punctuation.

3) Click Find.

4) Select the name of the item you're looking for from the list shown.

Information about the item will appear below it, and the Go To button will
    become active.

5) Click Go To, and the Find screen disappears. You will see the panel where
   the item is located, and its button will flash.

Copy to Floppy (optional)

• No Keyboard Shortcut

This command allows you to copy items from your user panel onto a floppy disk.
To copy onto a floppy disk:

1) If necessary, click the tab of the user panel to bring it to the
   foreground.

2) Choose Copy to Floppy from the File menu. If there is not a floppy disk in
   the drive, At Ease will prompt you to insert one.

3) Select the item you want to copy. To select more than one item, hold down
   the shift key while you click each name.

4) Click Copy. At Ease will show you the progress of the copying process. When
   the message disappears, the process is complete.

Copy From Floppy (optional)

• No Keyboard Shortcut

This command allows you to copy items from a floppy disk onto your user panel.
To copy from a floppy disk:

1) If necessary, click the tab of the user panel to bring it to the
   foreground.

2) Choose Copy From Floppy from the File menu.

3) Select the item or items you want to copy.

4) Click Copy. A message appears showing the progress of the copying process.
   When the message disappears, the process is complete.

Quit

• Keyboard Shortcut: Apple-key, Q

This command returns you to the At Ease Welcome screen. From there you can
shut down the computer, or another user can start up with At Ease. (If there
is only one At Ease user, this command does not appear.)

THE EDIT MENU

• Keyboard Shortcuts:

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  Undo:        Apple-key, Z
  Cut:         Apple-key, X
  Copy:        Apple-key, C
  Paste:       Apple-key, V
  Select All:  Apple-key, A
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All users see the same Edit menu commands. The commands work the same as those
in an application's Edit menu. They are available when you have selected a
command that asks you to enter text (such as Rename or Find in the File menu).

THE VIEW MENU

• No Keyboard Shortcuts

You will only have access to the View commands if you have full menu access
privileges. These commands let you change the way items on either At Ease
panel are organized. To change your view:

1) Click the tab of the panel whose organization you want to change.

2) Choose a view from the view menu. There are four options:

    • By Name -- organizes the items alphabetically.

    • By Size -- organizes the items according to size, starting with the
      largest. When the pointer moves over an item in the View By Size mode,
      the item's size is displayed below its name.

    • By Kind -- organizes the items in alphabetical order by category
      (application, document, etc.). Also documents are organized by the
      application in which they were created. When the pointer moves over an
      item in the View By Kind mode, the item's kind is displayed below its
      name.

    • By Date -- organizes items by the date they were last modified, starting
      with the most recent. When the pointer moves over an item in the View
      By Date mode, the date the item was last modified is displayed below its
      name.

THE SPECIAL MENU

What commands you may see depends on your menu access privileges.

Turn Sound Off

• No Keyboard Shortcut

This command lets you turn off the sounds At Ease makes when executing tasks
like turning a page, clicking a button, etc. When you select Turn Sound Off,
the menu command becomes Turn Sound On.

Eject Disk

• Keyboard Shortcut: Apple-key, E

This command lets you eject a floppy disk. If there is more than one disk
present, you will see a list of disks to choose from. If there is only one
disk, the command will read "Eject <disk name>".

Go To At Ease Setup (may require a password)

• No Keyboard Shortcut

This command takes you to the At Ease Setup program, where access privileges
can be set. If the At Ease owner has set an administrator password, you will
need to enter it to gain access.

Go To Finder (optional)

• No Keyboard Shortcut

This command is available if you have the access privileges to switch to the
Finder. Choosing this command brings the Finder forward; At Ease will still be
running in the background. You can go back to At Ease by selecting Go To AT
Ease from the File menu of the Finder.

Restart

• No Keyboard Shortcut

This command restarts the computer. Any floppy disks are ejected in this
process, and applications are automatically quit. The first thing you will see
when the computer restarts is the At Ease welcome screen.

Shut Down

• No Keyboard Shortcut

This command shuts down the computer so that it is safe to switch off the
power. Any disks are ejected and applications quit.

Article Change History:
14 Aug 1995 - Corrected minor typo.
08 Aug 1995 - Added keyword and reviewed for technical accuracy.

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Keywords: katease

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19960215 11:05:19.00

Tech Info Library Article Number: 13190