GS/OS 6.0.1: Shortcuts in Various Dialog Boxes (6/93)

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TOPIC ---

System 6 for the Apple IIGS often prompts you with dialog boxes. Dialog
boxes are windows containing additional information, warnings, or
instructions that ask you to provide additional commands to perform a
certain function. This article presents a number of tips for working with
the various dialog boxes.

DISCUSSION --

Directory Dialog Boxes (Standard File)

You can type one or more beginning letters of an item to select that item.
You have to type a key every two-thirds of a second or faster to do this.

Pressing the Tab key no longer selects the next disk. In dialogs where you
enter a file name, Tab chooses between the edit line and the file list.
Keystrokes go to the one that's active.

Command-Right Arrow or Command-Tab moves to the next disk, and Command-Left
Arrow moves to the previous disk.

Command-Period is the Cancel button (Esc isn't).

Esc and Command-Up Arrow are equivalent to the Close button (moving up one
level).

Command-Esc, Command-D (for Disks), or Command-Shift-Up Arrow jump to the
Disks level (like clicking Close repeatedly or clicking the Disks button).

Clicking on the path item (the triangle in a box, or the text next to it)
displays a pop-up menu with one item for every level in the current path,

all the way up to Disks. Choosing an item takes you up one or more levels.

Command-O and Command-Down Arrow do the same thing as the Open button (not always the same as the bold-outlined button).

AlertWindow Dialog Boxes

AlertWindow handles many dialog boxes. There will be some text, one or more buttons, and usually an icon in the top left. In these dialogs:

• Esc and Command-Period do the same thing as the Cancel button, if one is available.
• Return is the bold-outlined button, if there is one.
• For other buttons, you can type the first letter of a button name to go to that button. If two buttons have the same first letter, typing that letter does nothing. This feature works with or without the Command key.

Font Selection Dialog Box

This dialog is the one that appears in Teach when you Choose Font... from the Font menu. Note that the same dialog appears in many other applications, sometimes in response to a menu item with a different name, like Attributes...

Use Tab (or the mouse) to move between the font family list, the size list, and the size box. In the family list, you can use arrows and letters to choose a family. In the size list, you can use the up and down arrows (typing a letter takes you back to the family list automatically).

Command -P, -B, -I, -U, -O, and -S toggle the six Style checkboxes (Plain, Bold, Italic, Underline, Outline, Shadow).

Tabbing Between Controls

Tab advances to the next targetable control. In many dialogs, Command-Tab moves in the opposite direction, to the previous targetable control.

Checkboxes and Radio Buttons

You can almost always toggle a checkbox or select a radio button by clicking in the description beside it. You don't have to click inside the square or circle.

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