

Hints & Shortcuts

Every second counts

In today's ultra rapid/busy/chaotic world, distractions are part of the norms and it is bad news for productivity. It's no surprise that it takes us for ever to refocus and recenter on the task at hand. And way too many times a day. Even worst when you are on a deal-line and must create something.

Time to reset things and get back to basics

In order to maximize your productivity while minimizing physical necessary mouse movement needed to reach the window's controls and change in your eyes focus to reach those controls, you must learn and start using mouse & keyboard shortcuts. It has been proven again and again that fewer distractions helps maintain focus and velocity. We believe that this one change in your work habits can yield big improvement. To the point where it becomes muscle reflexes, and that's where you win.

Getting Started, again!

Using the Mouse

To get started or restarted, you need to know a few basic techniques for using the mouse and working with icons.

- To **select an icon**, place the cursor over the icon, then click the left mouse button. Icons turn yellow or red (based on your preference) when they are selected.
- To **select several icons**, press the **Ctrl** key while selecting the icons or press the left mouse button and drag the mouse. All icons touched by the box you create are selected.
- To **open an icon**, place the cursor over the icon, then double-click the left mouse button. When you open an application icon, you run the application; when you open a folder icon, you open a window that shows the contents of that directory.
- To **drag and drop icons**, place the cursor on an icon, then press the left mouse button and move the mouse.

Release the mouse button to drop the icon. Application and folder icons turn blue when they are ready to accept an icon. A drop pocket also turns blue when it is ready to accept an icon. This drag-and-drop technique lets you move icons from one directory to another, launch applications with a particular file, and place icons in drop pockets.

- To display a **pop-up menu that contains commands from the Selected menu**, place the cursor over a window or on the desktop background, then press the right mouse button.

Manipulating Windows

Most of the windows that appear on your screen have standard fixtures. Below is picture of an **Icon View** window. You open an Icon View whenever you open a directory—for example, when you double-click a folder icon.

An Icon View Window with Common Fixtures Labeled

You can use the fixtures labeled in Figure above to manipulate windows in a variety of ways.

Note: Occasionally you see a window that is missing the border and title bar. Such a window is called a border-less window.

Window Menu Button

Path Bar

Pathname Field

Title Bar

Minimize Window Button

Maximize Window Button

Recycle Button

Drop Pocket

The Title Bar

The title bar allows you to move, raise, and lower windows.

- Place the cursor in the title bar, then press the **left mouse button** and drag to move the window.
- Place the cursor in the title bar, then click the **left mouse button** to raise the window to the top of the stack of windows.

Border

The Window Menu Button

The Window menu button lets you access the Window menu and provides a shortcut for closing windows.

- Place the cursor over the button and press **the left mouse button** to see the Window menu.
- Double-click the button with the left mouse button to close the window.

The Minimize Button

Click the **Minimize** button with the **left mouse button** to turn the window into a small, square icon. This does not close the window or stop any of the programs that are running. It turns it into an icon that takes up less screen space.

The Maximize Button

Click the **Maximize** button with the **left mouse button** to make the window as large as it can be. Some

windows become as large as the screen; others change only slightly. If a window does not change or becomes smaller when you click the Maximize button, the window was already at its largest size.

To restore a maximized window to its original size, click the Maximize button again.

The Border

You can use the border in conjunction with the mouse buttons and keyboard keys to manipulate the window in a variety of ways:

- Place the cursor on the border, then press the **right mouse button** to open the Window menu.
- Place the cursor on the border. When you see a **resize cursor**, drag the mouse to resize the window.
- Place the cursor on the border, then press the **middle mouse button** and drag to move the window.
- Place the cursor on the border, then press the **left mouse button** to raise the window.
- Place the cursor on the border, then press the **CTRL key** and left mouse button simultaneously to lower the window.

Window Interaction Shortcuts

Function	Keyboard + Mouse Shortcuts
Move a window	ALT + left mouse button ALT+F7 Middle mouse button on the Window's titlebar or border (like on IRIX)
Resize a window	ALT + right mouse button ALT+F8
Minimize a window	CTRL + SHIFT + left mouse button ALT+F9
Maximize a window	CTRL + SHIFT + right mouse button ALT+F10
Restore a window	CTRL + SHIFT + middle mouse button ALT+F5
Raise on top of all windows	ALT+F1
Lower down to the bottom	ALT+F3
Close window (application)	AFT+F4
Circle up overlapping windows	ALT + TAB

Circle down overlapping windows	SHIFT +ALT + TAB
Next window up	CTRL + TAB
Next window down	CTRL +ALT + TAB

Notes:

Must click inside the window area, excluding the the window's titlebar and frame. This doesn't apply for Circle and Next functions.

Desktop Interaction Shortcuts

Function	Keyboard + Mouse Shortcut
Start a new Winterm	SUPER + w
Start a new Adminterm	SUPER + a
Start a new Text Editor	SUPER + t
Open Home Directory	SUPER + h
Open Download Directory	SUPER + d
Open a Firefox Window	SUPER + f
Open a Google Chrome Window	SUPER + c
Start Slack Application	SUPER + s

Notes:

The above shortcuts works from anywhere.

The SUPER key is also known as the Windows or Apple key on the bottom section of you keyboard.

File Manager Interaction Shortcuts

Function	Keyboard + Mouse Shortcut
Select an Item	left mouse button

<p>Select multiple Items (2 options)</p>	<p>- Hold CTRL key and make selection with left mouse button.</p> <p>- Use the rubber-ban by left mouse button and dragging the mouse to make your selection. Release button when done.</p>
<p>Adding to current selection</p>	<p>While holding the CTRL key make additional selection using one or the above methods.</p>
<p>Delete selected item(s)</p>	<p>CTRL + k. Warning, this function doesn't move the item(s) to the dumpster, it permanently delete them.</p>
<p>Drag selected item(s) to another location</p>	<p>You can drag selected item(s) with left mouse button down and dragging to either another File Manager window or by using the UP or Home icons in the top-left menu icon bar. Release the selection at their new destination. You will be asked if you want to move or copy them.</p>
<p>Send selected items to an application all at once</p>	<p>You can send your current selection of items to a predefined application by right mouse click on one of the selected item, then select the Send To... menu option from the new popup menu and select the receiving application.</p> <p>You can add or customize the list of options by clicking on the "customise" option on the Send To... popup menu</p>
<p>Start a Terminal from the current directory</p>	<p>To start a Winterm session from the current locatio by pressing the key once found on the upper left section of your keyboard. Right below the ESC</p>
<p>Start a File Manager window from the current directory in Winterm</p>	<p>To start a File Manager window from the current location inside Winterm, enter the command fm and press ENTER</p>
<p>Use interactive keyboard navigation</p>	<p>To start the interactive keyboard navigation from within a File Manager window by pressing key once and navigate via the keyboard. Auto complete can assist you by pressing the TAB key.</p>

Note:

The above shortcuts works only inside a File Manager window, except starting a File Manager from outside a File Manager :)

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