

COMPUTING WITH BIFOCALS
Tips, Hints, and Solutions For
Seasoned Beginners Using Apple
Macintosh Computers With OS 10.4 and 10.5

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SAMPLE PAGE

| FONTS | |
|---|--|
| Font Types | <p>There are two types of fonts.</p> <p>TrueType fonts are those that most of us use on a daily basis. They are relatively readily available and often available free as downloads from the internet. Detailed technical definitions can be found on the internet for those who are interested.</p> <p>PostScript fonts are high quality fonts that meet specific publishing requirements. They are more difficult to create than many of the TrueType fonts and more expensive to purchase.</p> |
| <p>Font Shortcut:</p> <p>This shortcut will let you quickly find a specific kind of font. For instance one that is script or one that automatically prints in bold.</p> | <p>Open the font book (it is in your Application Folder)</p> <p>Enter the appropriate descriptor in the search field. </p> <p>Hit return and all the fonts that meet your specific criteria will be displayed.</p> |
| <p>The Wonders of The Character Palette</p> <p>The Character Palette offers all kinds of cool things that you will enjoy if you like to work with different fonts.</p> | <p>Choose System Preferences > International > Input Menu > Character Menu.</p> <p>Put check marks by your Language, Keyboard Viewer, and Character Palette.</p> <p>Close the window. The flag that represents your country is visible in the Finder toolbar, to the right of your name and the date and time (if include that in your tool bar).</p> <p>Click on the flag icon and, when the menu opens, select Show Character Palette.</p> <p>Make a language selection from the View menu. Open the Character Info arrow and Font Variation arrow.</p> |
| In Leopard - Print out comprehensive previews of your fonts | <p>Select font book > fonts</p> <p>Choose File menu > Print > and select report type</p> |

| FORCE QUIT | |
|--|---|
| Force Quit an Application | <p>⌘ key + Option + Escape (for Tiger)</p> <p>Or</p> <p>Select Force Quit from the Apple Menu and click on the appropriate application</p> <p>Or</p> <p>Hold the mouse button down over the application icon in dock.</p> |
| Open Force Quit While an Application is Active | <p>Press Option + ⌘ key + Escape</p> |