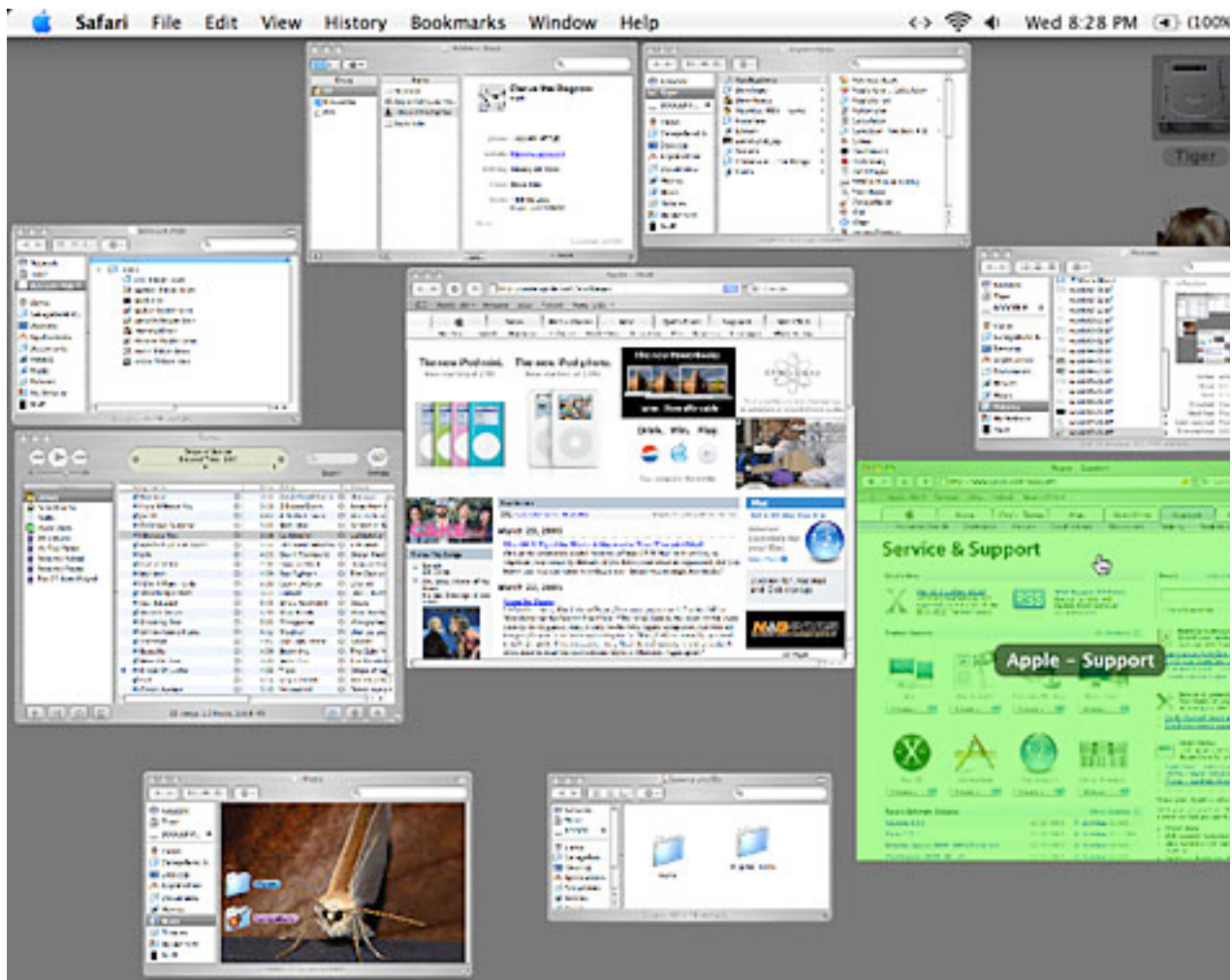


Exposé

When you're heavily involved in your tasks, it's easy to clutter your Desktop with an array of Finder and application windows. Rather than hunt and click through the pile to find the one you're looking for, use Exposé instead.



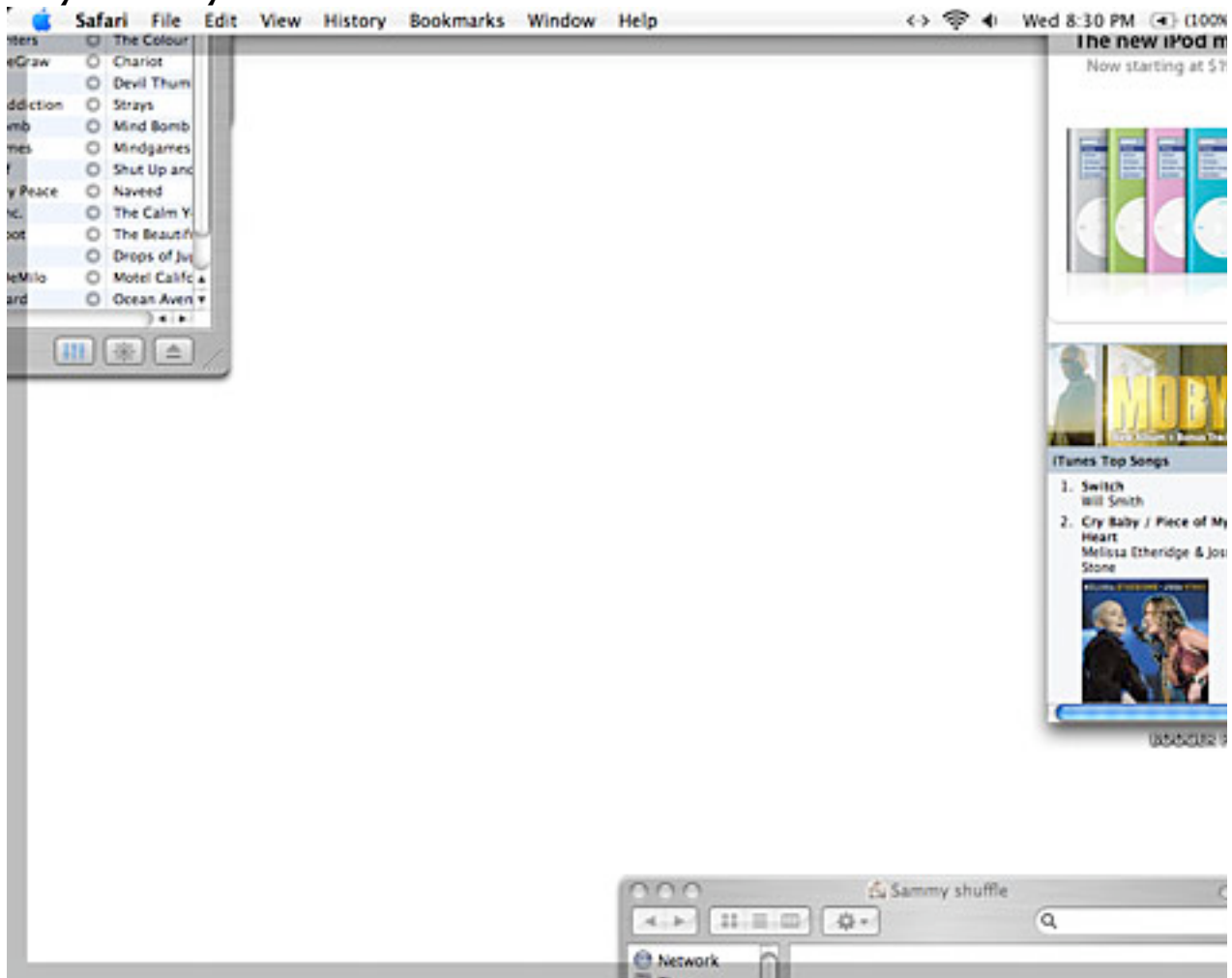
Exposé allows you to easily navigate through your window clutter by highlighting certain windows, giving you an overview of all open windows (shown above), or clearing everything away.

Exposé is a built-in feature that can give you fast access to any open window with a few keystrokes, temporarily hide all open windows, or scale all windows down so you can get an overview of all of them.

Here's how to use Exposé.

- If you currently don't have any windows open (other than your web browser window), open a few so you can see Exposé in action.
- To show windows by application, press F10; Exposé highlights one application's open window (or windows) while dimming everything behind it. To toggle through other application windows, press the Tab key. Click a window to select it, or press F10 to return everything back as it was.
- To view all your open windows, press F9. To select a window, click it. To return your view back to normal, press F9 again.
- To hide all windows so you can see your Desktop, press F11. Press the key again to display the clutter.

Now that you know how to use Exposé, you're probably wondering why would you want to use it? Here are a few reasons.



Need to temporarily clear the clutter? Press F11 and watch all your windows scamper away.

- When you want to drag something from a Finder window into a folder on your Desktop but can't see that folder, start dragging the item, press F11 to hide all windows, and drop the item in the folder.
- If you need to drag a file from one window to another, start dragging the item, press F9 to see all windows, drag the item over the target window until the window becomes active (or press F9 again), and drop in your item.
- When you need to access something on your Desktop, press F11 to hide all windows for an unobstructed view.
- If you need to copy elements between two windows in the same application, start dragging the item you wish to copy, press F10 to display all open windows for that application, drag the item over the target window until it becomes active (or press F10 again), and drop it.



My Classic windows disappear in Exposé

To remain compatible with Mac OS 9 graphics operations, Classic windows are implemented differently from other windows. **As a result, Exposé cannot display them.**



Setting a hot corner for Dashboard

A "hot corner" lets you activate a feature by moving your pointer into the corner of your screen. You can specify a hot corner for Dashboard in the Dashboard & Exposé pane of System Preferences.

1. Open System Preferences and click Dashboard & Exposé.
2. In the Active Screen Corners section, choose Dashboard from the pop-up menu next to the screen corner you want to use.

You can also set hot corners for Exposé or Screen Saver features in the Dashboard & Exposé preference pane.



Setting shortcuts for Dashboard and Exposé

Using the Dashboard & Exposé pane of System Preferences, you can change the shortcut keys that you use to open Dashboard or activate Exposé.

You can also assign "hot corners" on your screen to open Dashboard and activate Exposé. To use a hot corner, move your mouse to the corresponding corner of your display.

If you have a Mighty Mouse, you can assign mouse buttons to open Dashboard or activate Exposé. The mouse comes configured with the scroll-ball button set to open Dashboard.

1. Open System Preferences and click Dashboard & Exposé.
2. To select actions for hot corners, choose them from the Active Screen Corners pop-up menus.
3. To change a keyboard shortcut, choose one from the corresponding pop-up menu. To modify the shortcut, hold down the Shift, Command, Option, or Control keys--or a combination of these keys--then choose a shortcut from the menu.
4. If you have a Mighty Mouse, you will see two columns of pop-up menus in "Keyboard and Mouse Shortcuts." Use the menus on the right to assign mouse buttons to open Dashboard or activate Exposé. To modify the shortcut, hold down the Shift, Command, Option, or Control keys--or a combination of these keys--then choose a shortcut from the menu. Button 3 refers to the scroll-ball button and Button 4 refers to the pair of side buttons on the Mighty Mouse.

You can also assign a hot corner to control the screen saver in Dashboard & Exposé preferences.



Seeing all your windows at once

Exposé provides three ways to temporarily arrange windows on your computer to help you find things. You can show all of your open windows at once, show just the windows in the application you're using, or hide all the windows so that you can see the desktop.

The default methods for temporarily arranging windows are:

- To see all your open windows, press the F9 key.
- To see all the open windows in your current application, press the F10 key. As you're viewing the miniaturized windows, you can switch which application's windows you're viewing by pressing Tab.
- To hide all the open windows so that you can see the desktop, press the F11 key.

When you press and hold the keys to activate Exposé, the windows return to normal as soon as you release the keys. If you press the activation keys quickly instead of holding them down, Exposé stays activated until you choose a window or press the key again.

While using Exposé to view open windows, point to a window to see its name, then click in the window or press the Space bar to bring it to the front. You can also use the arrow keys to highlight individual windows. Press Command+Accent (`) to cycle through open applications and display only the windows for a single application at a time. (When Exposé is not activated, use Command+Accent (`) to switch between the open windows of the active application.)

You can change the keys used to show or hide windows using the Dashboard & Exposé pane in System Preferences. You can also use the Active Screen Corners pop-up menus to choose to show or hide windows when you move the pointer to certain corners of the screen.

If you have a Mighty Mouse, you can assign mouse buttons to activate Exposé. You can configure the mouse buttons in the Mouse pane of Keyboard & Mouse preferences or in Dashboard & Exposé preferences. Button 3 refers to the scroll-ball button and Button 4 refers to the pair of side buttons of the Mighty Mouse.



Moving and copying items using Exposé

Exposé can help you move or copy items between different windows in an application and from one application to another. Here are some examples.

- To move an item to the desktop, start to drag the item, then press F11 to hide all windows and release the item on the desktop. To copy the item, press the Option key before releasing the item on the desktop. To make an alias, press Command-Option before releasing the item.
- To attach a file to email you're writing, start dragging the file you want to attach, then press F9 to show all windows. Drag the file over the email window where you want to drop the file, and press F9 again to make that the active window. Release the file you're dragging to add it to your email message.
- To copy text or graphics between windows in the same application, start dragging the selected item, then press F10 to show all the application's windows. Drag the item over the window where you want to drop it, and press F10 again to make that the active window. Release the item you're dragging to add it to the document.



Setting a keyboard shortcut to open Dashboard

You can press the F12 key to show or hide Dashboard. If you want, you can change the shortcut key.

1. Open System Preferences and click Dashboard & Exposé.
2. Choose a key from the Dashboard pop-up menu.
3. For more choices, press the Shift, Control, Option, or Command keys--or a combination of these keys--while the menu is open.

You can also change this and many other keyboard shortcuts using the Keyboard Shortcuts pane of Keyboard & Mouse preferences. If you have a Mighty Mouse, you can assign a mouse button to open Dashboard. (The mouse comes configured with the scroll-ball button set to open Dashboard.) You can configure the buttons in the Mouse pane of Keyboard & Mouse preferences or in Dashboard & Exposé preferences. (In Dashboard & Exposé preferences, Button 3 refers to the scroll-ball button and Button 4 refers to the pair of side buttons of the Mighty Mouse.)



Copying between documents

You can copy text, pictures, and movies from one document to another by dragging. You can copy between documents in the same application or in different applications.

- Select the text, picture, or movie, and drag it to the other document window.
- If you can't drag an item from a document window, select the item and choose Copy from the application's Edit menu. Then click the other document and choose Paste from the Edit menu.

You can use Exposé to help reveal all the windows you need to see while copying documents.



Moving a window out of the way

If you need to move a window out of the way, you can minimize it, which puts the window in the Dock. You can minimize any window without making it active first.

To minimize a window, click the middle (-) button in the top-left corner of the window.

To open the window again, click its icon in the Dock.

You can also minimize a window by double-clicking its title bar. To enable this feature, choose Apple menu > System Preferences and click Appearance. Make sure "Minimize when double-clicking a window title bar" is selected.

You can use Exposé to temporarily move all windows out of the way.