

## MAC LESSON #3

### USING MENUS SPEED TIP

Once you open a menu, getting to the menu item you want quickly can save you loads of time. Wouldn't it be great if you didn't have to scroll up and down the menu to highlight your selection? Here's how you can avoid the scroll routine.

Once you have opened a pop-down menu, just press the first letter of the command you want to use, and that command becomes selected (highlighted.) Now just press the Return key.

If two menu items start with the same letter, just type in the first two letters to select the item you want.

