

Mariner Software

Portal > Knowledgebase > General Troubleshooting + Tips > Tips - Mac OS > How do I find a menu command in any Mac OS app?

How do I find a menu command in any Mac OS app?

Customer Service - 2019-04-23 - in Tips - Mac OS

You might want to find a command but not know exactly:

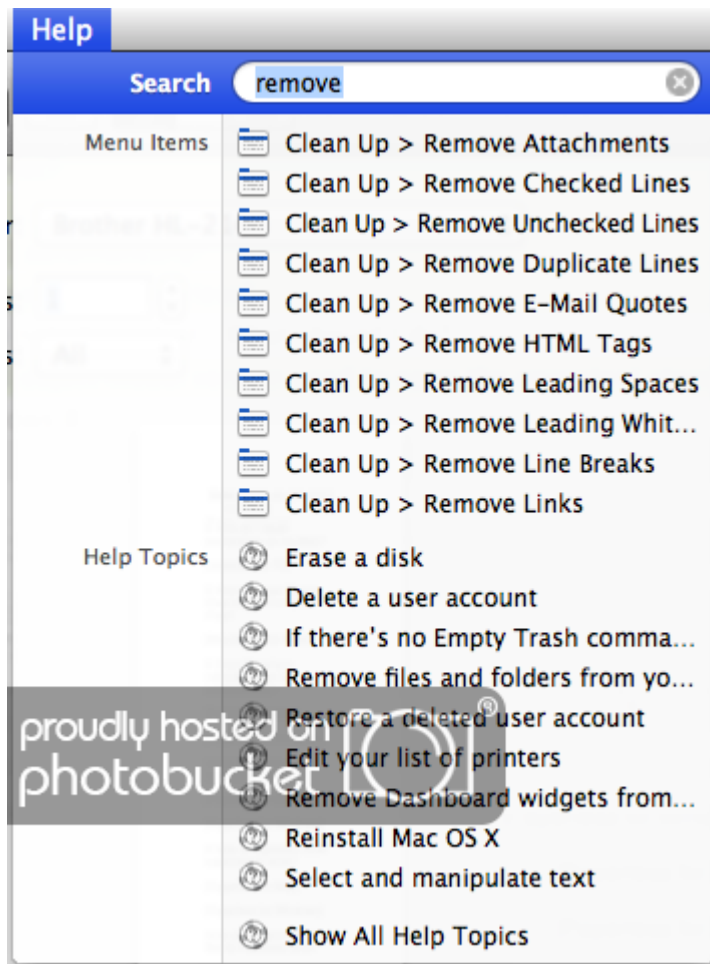
- What the name of the command is
- Where the command is located in the application

You might also want to find commands related to a specific topic. For example, you might want to find commands in MacJournal that make it possible to remove things like attachments, hyperlinks, and styles from an entry, and although you may remember that there are menu items that make this possible, but you might not remember either the names of the menu items or that they are located (in MacJournal 6) under **Format > Clean Up**.

The search field in the Help menu makes it possible to locate and use commands by searching for them.

To find any command in an app on Mac OS, follow these instructions:

1. Display the Help menu. Notice that a search field displays at the top of the Help menu.
2. Type any part of the name of the menu command into the search field.



The Help menu will display any matches it's able to find under the heading **Menu Items**. If you hover over one of these options with the mouse (or use the arrow keys to select an option), the menu option's containing menu (such as the File menu or the Format menu) will open and the corresponding menu item will be highlighted.

Once the menu option is highlighted in this manner, you can use the menu option by either clicking on the search result (in the Help menu).

Please note that if the menu option is unavailable (grayed out) in its original location, it will not be possible to use it by selecting it from search results in the Help menu.