

- Hold the option key down when the File menu is chosen to change the Process a TEXT File... and Browse a TEXT File... menu items to Process Any File... and Browse Any File... that allow any kind of file to be selected. However, only TEXT information (the data fork) is manipulated or displayed; resource information is always simply copied to the output file during processing.
- Hold down the shift key when choosing the Process a TEXT File... (or Process Any File...) menu item to repeatedly display the file picker, process chosen documents using exactly the same settings, and then redisplay the file picker until the Cancel button is selected or processing is aborted.
- Hold down the option key when selecting a file to process to automatically name and place the output file in the same folder. Be aware that if a file with the same name as the output file already exists in the folder, it will be overwritten with no warning.
- Make the most commonly used settings the default values by choosing Save as Default or save them as separate files. Opening a settings file launches A/S, loading the values contained in that file.
- To process many files using EXACTLY the same settings, move all files to be manipulated into a folder and process that folder.
- Consider processing a file 2 or more times (with different settings) to achieve the desired effect.