

MacBook Quick Commands

Save Time, Use Key Strokes!!



1. dbl finger pull/push = hyperpad acts as “web-wheel”
2. F3 = viewing all your open windows
3. ⌘ + F3 = clearing all windows to view desktop
4. ctrl + F3 = showing all open windows in specific application
5. ⌘ + shift + 4 = snagging images to your desktop
6. ⌘ + shift + 4 + ctrl = snagging images to your clipboard
7. ⌘ + shift + 3 = screen capturing
8. Click-Drag-Drop = moving items (files/images/text) quickly
9. ⌘ + TAB = switching software
10. ⌘ + ~ = switching between windows of an application
11. ctrl + ⌘ + power = restart to get rid of beach ball from hell
12. fn + home = beginning of line when typing
13. fn + end = end of line when typing
14. fn + delete = forward delete while word processing
15. ⌘ + Z = undo
16. ⌘ + C **or** ⌘ + V = copy **or** paste
17. ⌘ + Q = quit program
18. ⌘ + P = print
19. ⌘ + W = closes the active window
20. ⌘ + M = minimizes active window to dock
21. ⌘ + I or U or B = italics or underline or bold
22. F10, F11, F12 = mute, lower, raise your speakers
23. opt + TAB = tab within a table
24. ⌘ + L = highlights the URL address when on the net
25. F5 = refreshes your screen while on the net