

Keyboard Shortcuts

command +A	select all
com. + C	copy
com. + D	duplicate a file
com. + N	opens a new blank page also opens a new email message in Mail
com. + P	print
com. + Q	quit
com. + S	save
com. + V	paste
com. + W	close window
com + opt.+W	closes all open windows
com + Z	undo
com + delete	throws thing in trash

But did you know?

To put the Mac to sleep com + opt + eject.

To shut down com + opt + control + eject.

The Mac shuts down with no questions asked.

You can select a letter in a window and you will get to the first file beginning with that letter. For example in your application folder, if you are looking for super duper, you can type in an S and it will scroll down to the first application beginning with the letter S.

This trick also works in your iTunes library. First click on the song, or artist column, then type the first letter of the song or artist you are looking for.

To send a link to a website, in Safari, go to file - share in the menu bar.

Hold down the shift key and a new email will be created with the link inside.

Otherwise the entire page will be copied into an email.

Firefox has a separate menu item which says "email link".

If a CD will not eject, restart and hold down the mouse when powering up.

To find the backwards path of a folder or file in a finder window press com up arrow. It will trace the folders all the way back to the hard drive. This is like a search in reverse.

Screen Shot

To take a screen shot of entire screen

com + shift + 3

To copy only a portion of the screen com + shift + 4, then drag over the area you want.

In a document

com + right arrow goes to end of line

com + left arrow goes to beginning of line

com + Up arrow goes to top of document

com + down arrow goes to bottom of document.

Mail

com + R reply to message

com + Opt + J deletes all messages in junk mailbox without opening them.

Command L will make an alies of anything in the finder window.

You can sort files in a finder window with these shortcuts:

Com. + Cont.	+1	by name
Com + Cont.	+ 2	by kind
	+3	by date last opened
	+4	by date added
	+5	by date modified
	+6	by size

To change an icon's image:

Select the new image and copy com + C. Then highlight the icon, click com +I to get info. And paste the new image over the old one. Com + V.

You can also lock a file in the info window to prevent any changes. This will also work with a photo from iPhoto.

If you want to hide a file, you can put it in your library. The library folder is now hidden. You must hold down the option key while in the Go menu in the finder to open it.

Preview Hints

You can add text to a pdf file in preview by going to the tools menu, clicking on annotation, then text. Then add your text.

You can also highlight text, underline or cross out text, and make check mark rectangles by going to Tools annotation and checking the appropriate term.

To add your signature to a document, sign your name on a small piece of white paper. Go to preferences/signature. Place your signature on the blue line in front of your camera. Then choose accept. When you need a signature, choose anotate/signiture and add your signature.

To print large tables in Numbers

Numbers often splits tables horizontally and or vertically. To print your table or spreadsheet on one sheet open it in Numbers, go to the upper left hand corner, click on the dragging square, Press Com + C. Open preview and press Com + N. Your table will be on one sheet of paper for easier printing.

Mail Merge

In Pages insert a merge field where you would like it in your document Dear insert first name. Then do a mail merge from the edit menu. Choose your spreadsheet, and merge.

To do an envelope, choose your envelope template in Pages then do a mail merge. You will probably have to change the field names.

Dictation

Dictation let's you talk to your Mac instead of typing. It works in all of the Apple software as well as many other applications.

Make sure it is turned on in system preferences, set a key combination to start it. The more you use it, the better it becomes as it gets used to your voice.

It understands all marks of punctuation, numbers, paragraph indentation, etc. But you can only talk for 30 seconds at a time. You must proof read what is typed because there are often some really weird things. To find all of the marks of punctuation which it can understand, I did a search for dictation commands.

Dictionary Tricks

In most Apple applications Safari, Pages, Mail, Text edit, Just position your cursor over the word and press com +Control+ D. A pop up window will appear with the definition, synonym and any Wikipedia entry.

You can make the Mac speak the pop up dictionary window by checking “speak selected text when this key is pressed” in the dictation and speech section of system preferences. By default the keys are option + escape, but you can change that. When you want the speech to stop, press option + escape again. This does not work in Safari on the dictionary selection. Highlighting any text and pressing Option + Esc. will read it to you.