

MacOSX Tricks & Shortcuts ~ Part Deux

note - see the PDF handout for lots more!

Keyboard & Mouse Stuff

You can find, add and modify keyboard shortcuts from

System Preferences -> Keyboard & Mouse -> Keyboard Shortcuts

Also, see the handout provided. Some highlights:

- o To show a full long filename (with "...") in them, hold Option with a mouseover
- o To move a file instead of copy (like from /temp), Cmd-drag
- o Move file(s) to Trash, Cmd-Delete
- o Undo last action, Cmd-z
- o Find a file by name, Cmd-Shift-f
- o scrolling on newer laptops, 2-finger scroll
- o right click on newer laptops, 2-finger click on trackpad

Applications

- o Cmd-tab
- o To open Force Quit, Cmd-Option-Escape
- o Find any menu item, Cmd-Shift / and then start typing
- o Cmd click on the pillbox of an application will scroll through different visual toolbars of the application.

Dock & Windows

- o Hide everything but a single application on a busy screen, Cmd-Option click on app
- o Find an application on your dock in Finder, Cmd-click on the docked icon
- o Find where a file lives, in Menu Bar, Cmd-click on the filename

Screenshots

- o Picture of entire screen, Cmd-Shift-3
- o Picture of selected area, Cmd-Shift-4 and drag over area
- o Copy above to clipboard instead of file, Hold Control while doing the keystrokes

Text Editors

- o Definition of a word, Cmd-Control-d while mousing over the word
- o Copy and Pasting Styles, Cmd-Option c and Cmd-Option v
- o Increasing/decreasing text size, Cmd-+ and Cmd--

Mail

- o Reply, 1) double click message or 2) Cmd-r
- o Adding hyperlinks, Mail->Edit->Link (add) after highlighting text
- o Listing order of emails

Terminal

Go over all the options.

Stuff

- o /Applications/Utilities/Activity Monitor.app
- o Playing with Universal Access can allow you to zoom, notify you of an alert w/ a flash of screen if listening to loud music, etc.
- o Bodhi Gerfen's Night Vision, [Cmd-Option-Control 8](#)
- o AddressBook - hover over any light grey area and click to do a bunch of things.