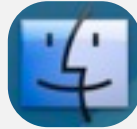


## 10 Mac OS X KB shortcuts you really ought to know

It's a fact\* - you spend longer with your computer operating system than you do with your spouse.

Isn't it time you wore the trousers in your relationship with your Mac? (\*probably)



With this in mind, here is the first in an irregular series of lessons for the light user to improve their Mac life.

Please try them out, pass them on to your friends, and let me know what you think! (see footnote for contact details).

### 1. Switching apps

*Running more than 1 application at once?*

**Of course you are. OS X is great at Multitasking.**

To swop between your open apps quickly, learn the 'application switcher' shortcut. Press and hold '⌘' and tap 'tab'. Try it now. Then leave you finger on 'tab' and tap '~' (tilde) - see how the selection square goes the other way? Let go of both keys and you are in the new application. If you only learn one thing on this list, learn that.



*Switching apps*

## 2. Switch windows in your open apps

### **Bringing order from chaos - great in the finder.**

So, not only are you running many applications, but multiple windows in each of those. Use '⌘' and '~' to cycle between them. A vital tip.

## 3. Hide your apps

### **Want fewer distractions?**

Simple. Learn '⌘' + 'h', which leaves your application open but hides all the windows from the desktop. You can even combine this with tip N<sup>o</sup>.1 when switching apps (and can quit them this way, too).

If you want to hide all the other distractions except for the application you are in, try '⌘' + '⌘' + 'h'. Invaluable. If only I could do it in real life...

## 4. Jump to your application folder lickety-split

### **You're never going to fit all your applications in your dock.**

If you are in the finder (did you use the app switcher?) tap 'shift' + '⌘' + 'a' to quickly reach your applications folder. Use '⌘' + 'shift' + 'u' to access you utilities, and '⌘' + 'shift' + 'h' to goto your home folder. Cool, eh?

*Also consider installing a great (free) app called '[Quicksilver](#)', which people much more talented than myself have written. It is the ultimate keyboard control helper. Search the web for the tutorials, there are some excellent ones around.*

## 5. Swop your letters around (a bit like Scrabble®!)

### **Typing errors?**

If the application you are typing in is written in 'Cocoa' (don't ask me) then you can correct embarrassing spelling mistakes with this awesome shortcut.

Try it now - open TextEdit and type 'teh'. Put the cursor (the Claret) between the 'e'+ 'h' and tap '⌘' + 't'. Great stuff, isn't it? (NB: No, MS Word is not written in Cocoa, but Safari, TextEdit, Pages, Keynote, Numbers, Mail, and many others are)

## 6. Use '↵' (enter) to rename files in finder

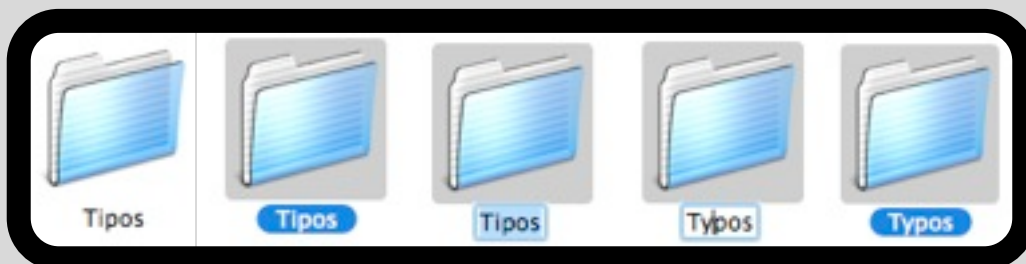
### Called a file or folder the wrong thing?

As long as it isn't open or being used, you can easily rename your files.

Locate it in the finder ① and click on it once to highlight the name ②.

Tap '↵' and you will be able to edit the file name ③.

Edit ④ and press '↵' to confirm ⑤, or 'esc' to cancel.

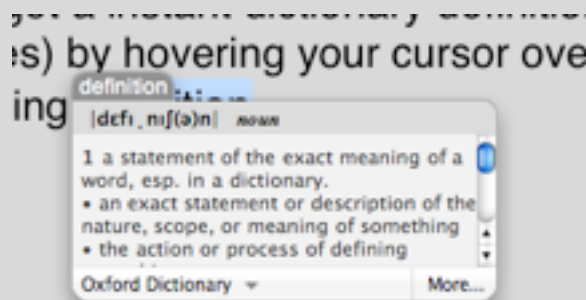


(forgive the wonky lines) - from L to R - ①, ②, ③, ④, ⑤

## 7. But what does it all mean?

### Lacking definition?

Back to Cocoa apps (no, I don't know either) - get an instant dictionary definition of any text (or just impress your Windows-using mates) by hovering your cursor over a word and tapping 'ctrl' + '⌘' + 'd' for an instant, floating definition. See below. Very sexy...



*Incidentally, if you're wondering how to get this cool ' ' symbol, try shift + ⌘ + k (but don't expect a PC to understand it)*

## 8. How to type foreign accents on a Mac with OS X

### Need to type Café, Würstchen, or El Niño?

Here's the trick - press and hold '¨' and then the appropriate choice from the list below. Then type the required letter.

It is also possible to use Keyboard Viewer to help, but once learnt, this is quicker.

Tested on a UK Keyboard		Your milage may vary
ä, ë, ö, etc... '¨' + 'u'	á, é, ó, etc... '¨' + 'e'	© = '¨' + 'g'
â, ê, î, etc.... '¨' + 'i'	à, è, ò, etc... '¨' + '~'	® = '¨' + 'r'
ã, ñ, õ, etc... '¨' + 'n'	ø, æ, ß, ð, f... '¨' + etc...	€ = '¨' + '2'

## 9. Force Quit

### Applications messing you around?

'¨', '⌘' + '⌘' brings you a list, choose the offending app and quit it.

Don't need this menu? '⌘' (esc) out.

*Right: The Force Quit dialogue.*



## 10. Instant Logout

### Really had enough?

Get back to the login screen with 'shift', '¨', '⌘' + 'q'. Save your work or important things and try it now - bye!

*I hope you learnt something! Please send this file to anyone you think will benefit, but please do not charge them for it or change any of my text.*

*If you like my hard work, consider donating via [PayPal](#).  
I promise to spend all monies gratefully!*

*I also like receiving postcards from all over the world: address them to my son, L Turner, Rohrbecker Str. 10, 39606, Iden, Germany with a 'hello' (or your feedback for me) and I will start an interesting collection for him. (He is 5 months old!).*

**Should I receive more than £100/50 postcards, I will prepare and release another chapter, which I will post to my webpage [www.rdturner.co.uk/ebooks.html.html](http://www.rdturner.co.uk/ebooks.html.html). Feel free to come on by any time.**

Disclaimer: I am responsible for nothing. You are responsible for everything. Some of these shortcuts are software dependent; they were tested on Mac OS 10.4 Tiger and gave no issues. Always back up your data if it's important to you, help old ladies across the street, and be nice to the staff at Store Genius Bars. Buy them Donuts!