



# MAC OS SHORTCUTS SHEET

## DICTATION CHEAT SHEET

EXTRA  
BONUS

## MacOS Keyboard Shortcuts

### COMMANDS

Find Finder view type  
Window window  
Window window tab  
Folder

Create new folder

Go to info

Show file inspector

Show view options

Lock

Hide preview

Home

Desktop folder

Cloud Drive

Documents folder

Trash

Window status bar

### COMMANDS

Window/document

File

Window/document

Document

File

File

### MISSION CONTROL

⌘-M View Mission Control  
⌘-W Show app's windows  
⌘-H Go to next app  
⌘-F Enlarge under pointer  
F11 Show Desktop  
⌘-⇧-⌘ Move between spaces

### APP SWITCHING

⌘-⇧-W App switcher, then hold ⌘  
⌘-H Go to next app  
⌘-` Previous app  
⌘-O Out app  
⌘-N New window app  
⌘-W Next window in app  
⌘-⇧-W Next tab in window  
⌘-M Hide/Show Dock

### TEXT EDITING

⌘-⇧-P Start/end of line  
⌘-⇧-D Start/end of doc  
⌘-⇧-O Previous/next word  
⌘-⇧-P Previous/next paragraph  
⌘-X ⌘-V Cut/Copy/Paste  
⌘-T ⌘-V Paste and Match Style  
⌘-A Select All  
⌘-D Forward Delete  
⌘-M Choose accent mark  
⌘-E Insert symbol or emoji  
⌘-S Show/Hide status bar

### SAFARI

⌘-N T New window / tab  
⌘-N N New private window  
⌘-R Refresh page  
⌘-H Home  
⌘-H H Home  
⌘-⌂ Back / Forward  
⌘-D Add bookmark  
⌘-D D Add to Reading List  
⌘-R R Show / Hide Reader view  
⌘-⌕ Zoom in / Zoom out  
⌘-⌕ T Tab overview  
⌘-R R Show / Hide Favorites bar  
⌘-⌘-S Show / Hide Sidebars

### SPOTLIGHT, ETC

⌘-⌕ Spotlight search  
⌘-F Select a result  
⌘-O Open  
⌘-R Go to result location  
⌘-D Dictionary definition  
⌘-S Web search  
⌘-X Look up selected text  
⌘-M Finder file search  
⌘-P Siri  
⌘-Q Quick note

### SCREEN CAPTURE

⌘-⇧-⌘ Capture and recording controls

## MacOS Dictation Cheat Sheet

Selection & Navigation	Select ⌘-⌘-T	Find and select the spoken text	Copy
	Select all	Select all text	
	Select [word   sentence   paragraph]	Select the current segment of text	Select
	Select [previous   next]	Add the next/previous segment of text	Select
	Select [previous   next] [word   sentence   paragraph]	Select the next/previous segment of text	Select
	Deselect that	Deselect all selected text	
	Find the text ⌘-⌘-T	Search for the next occurrence of the spoken text	Find
	Find next	Find the next occurrence of the previous Find	
	Go to [beginning   end]	Jump to the beginning or end of the document	Go to
	Go to [beginning   end] of [selection   word   sentence   paragraph]	Go to the beginning or end of the current segment of text	Go to
Editing	Move [left   right   up   down]	Move the cursor one character or line	Move
	Scroll [up   down]	Scroll the window up or down	Scroll
	Scroll to [top   bottom]	Scroll the window to the beginning or end	Scroll
	[Cut   Copy   Paste] that	Use the clipboard with the current selection	
	Delete that	Delete the selected text	
	Capitalize [that   ⌘-⌘-T]	Capitalize selected text or search and capitalize	Capit
	Lowercase [that   ⌘-⌘-T]	Make all letters lowercase in selection or search	Lower
	Uppercase [that   ⌘-⌘-T]	Make all letters uppercase in selection or search	Upper
	Replace ⌘-⌘-T with ⌘-⌘-T	Find the text and replace with new text	Replac
	Bold [that   ⌘-⌘-T]	Make the selection or matching text bold	Bold
Formatting	Italicize [that   ⌘-⌘-T]	Make the selection or matching text italic	Italic
	Underline [that   ⌘-⌘-T]	Make the selection or matching text underlined	Under
	[Undo   Redo] that	Undo last action, redo last undone action	
	Caps [on   off]	Next spoken segment will be in title case	caps
	All caps, all caps [on   off]	Next word in caps, or on and off for caps lock	all c
	Numeral, Roman numeral	Following number in digits or roman numerals	Rom
	No space [on   off]	Turn off spaces for next spoken segment	no s
	Literal [period   comma   colon   etc. ...]	Use the word instead of punctuation*	Liter
	Comma	Apostrophe	Equals sign
	Dash	Quote / Endquote	Greater / Less than

# Apple Wireless Keyboard Shortcuts

**S Marginson**



## **Apple Wireless Keyboard Shortcuts:**

**Switching to a Mac For Dummies** Arnold Reinhold, 2011-09-07 Learn how to make the switch from PC to Mac a completely smooth transition The number of Mac users continues to increase significantly each year If you are one of those people and are eager but also anxious about making the switch then fear not This friendly guide skips the jargon to deliver you an easy to read understandable introduction to the Macintosh computer Computer guru Arnold Reinhold walks you through the Mac OS user interface and icons You ll learn how to set up your Mac move your files from your PC to your Mac switch applications get your Mac online network your Mac secure your Mac work with the iLife suite troubleshoot common problems and more Dives in to helping you make the switch from PC to Mac as smooth and effortless as possible Walks you through the latest features of Mac OS X Lion to help you take advantage of all the cool things your Mac can do that you might not know about Offers clear instructions for working with the iLife applications running Windows on your Mac via Boot Camp networking your Mac and switching your family or your business to a Mac Shares essential advice for troubleshooting common problems and provides easy tips for keeping your Mac happy Switching to Mac For Dummies Mac OS X Lion Edition is all you need to switch to a Mac and never look back

**iPad 2 Made Simple** Martin Trautschold, Gary Mazo, MSL Made Simple Learning, Rene Ritchie, 2011-08-06 The iPad 2 is thinner more powerful intuitive and very fun for users of all ages Your iPad can be used for reading surfing the web emailing watching TV and movies getting work done and much more And with over 65 000 apps just for the iPad as well as the ability to run over 30 000 iPhone apps the possibilities are endless iPad 2 Made Simple clarifies all of the key features on the iPad introduces what s new and also reveals dozens of time saving shortcuts and techniques The book has over 1 000 screen shots that are carefully annotated with step by step instructions Clear instructions on how to set up and use the iPad Illustrated explanations of all the key features Hundreds of graphics as well as tips and tricks

**Excel for iPad & iPad Pro (Vole Guides)** Sean Kells, 2015-11-24 Excel for iPad fills the gap between the full featured desktop versions of Excel for Windows or Mac and the limited versions that run on smartphones or web browsers This handy guide covers Excel for iPad Office 365 subscriptions and OneDrive cloud storage If you re coming from Excel for Windows or Mac you ll find all the steps needed to transfer your spreadsheets and make a painless transition from point and click to tap and drag Subscribe to Office 365 and install Microsoft Office apps on multiple computers and tablets Sign in to Excel with your Microsoft account or Office 365 account Manage your files in backstage view Use the ribbon to find commands quickly Store your files locally on your iPad or in the cloud on OneDrive Use OneDrive to store share sync or collaborate on workbooks online Access files stored on Dropbox or iCloud Drive Work on cloud based workbooks even when you re offline Resolve editing conflicts for workbooks that have multiple authors Share and print your files Export workbooks in PDF format Transfer files between your iPad and computer Create workbooks based on Microsoft s professionally designed templates Organize your workbooks in folders Add multiple worksheets to your workbooks Work with

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Mac User's Guide to Living Wirelessly Brad Miser, 2005 The major force driving people to embrace wireless computing is Wi Fi Once dismissed as a fad Wi Fi is rapidly becoming ubiquitous in the US and around the world In 2004 more than half of all laptops sold in the US shipped with Wi Fi installed By 2007 most analysts predict that nearly every laptop sold in the US will include Wi Fi Nearly 20 million Wi Fi access points will be sold this year up 20% from last year As these numbers grow prices will continue to fall making Wi Fi more attractive to more and more people By the end of this year there will be more than 40 000 hotspots public Wi Fi access points available across the US in hotels fast food restaurants caf s airports even parks By 2007 that number will surpass 100 000 From McDonald s to Kinko s to Holiday Inn Wi Fi is becoming a killer amenity Once Wi Fi networks are in place they can be used for much more than just Internet access For example the AirPort Express allows users to stream iTunes throughout their homes wirelessly Wi Fi is being used to network printers cameras and ultimately home entertainment devices

**Macs Translated For PC Users** Dwight Spivey, 2012-05-01 Macs Translated for PC Users teaches lifelong hardwired PC users how to accomplish on their new Macs all the things they instinctively know how to do on their PCs This book is different from the many Migrating to a Mac books on the market taking a similar to how a French phrase book gives English speaking travelers what they don t know French Phrases in the context of what they do know English phrases rather than attempt to teach them an entirely new language Rather than teach PC users how to acclimate themselves to a foreign piece of hardware with an entirely different operating system Macs Translated for PC Users simply looks at all the tasks and shortcuts that PC users are familiar with and translates them so that readers know what to do on their Macs

Mobile Learning for All Luis Perez, 2013-05-09 Make learning more accessible with your iPad All students including those with special needs can benefit from having options for how they access curricular information The good news is that help is readily available on your iPad With this engaging all in one resource from an Apple Distinguished Educator you ll gain a practical toolkit to empower all of your students Here you ll find Step by step instructions tips and practice activities for using your iPad in conjunction with Universal Design for Learning guidelines Discussion and reviews of more than 150 applications Access to more than 20 video tutorials through QR codes located throughout the book

How to Do Everything with Mac OS X Tiger Kirk McElhearn, 2005-09-06 Experience

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**Teach Yourself VISUALLY iPad** Guy Hart-Davis, 2015-11-03 Your ultimate visual iPad guide Teach Yourself VISUALLY iPad is the essential guide to getting the most out of your new device Expert advice delivered in a visual step by step tutorial will have you using the latest key features getting connected and troubleshooting minor issues Packed with tips and tricks for getting more done and getting it done faster this invaluable guide provides plenty of full color screenshots to help you stay on track Each task is cut down into small manageable pieces so you can get in and out fast and the image driven instruction helps you transition seamlessly between the page and the screen Whether you have an iPad iPad Air or an iPad mini this book will help you discover just what it is that makes the iPad the most coveted tablet on the market Customize your iPad and connect with Wi-Fi and Bluetooth Access media games photos apps and more Set up e-mail get online and manage social media accounts Troubleshoot issues and avoid a trip to the Apple Genius Bar Teach Yourself VISUALLY iPad gives you a visual tour with expert instruction to help you get the most out of your device

The MAC Mini Guidebook David Coursey, 2005 Apple's affordable Mac mini is the ideal excuse for Windows users looking to switch to Mac OS X or for users who want a Mac as a second computer but can't justify spending lots of money on a fully loaded machine Trusted expert David Coursey offers practical instructions and translation tips for making the move iMac For Dummies Mark L. Chambers, 2005-07-08 Meet Sherlock r go on Safari and Spotlight your search Get online move files from your old system and start using cool iMac tools The iMac G5 looks like a modern art sculpture and wow how it can modernize your life Unpack the box grab this book and get familiar with the Dock streamlining your searches with Spotlight creating a Mac Web page exploring all the iLife applications building a network and keeping your iMac healthy Discover how

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Managing and Troubleshooting PCs, Fifth Edition (Exams 220-901 & 220-902) Mike Meyers,2016-04-29 Essential Skills for a  
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engages students by combining a unique teaching approach with rich companion media      **CompTIA A+ Certification**

**All-in-One Exam Guide, Tenth Edition (Exams 220-1001 & 220-1002)** Mike Meyers, 2019-04-16 This bestselling on the job reference and test preparation guide has been fully revised for the new 2019 CompTIA A exam objectives. This fully revised and updated resource offers complete coverage of the latest release of CompTIA A exams 220 1001 220 1002. You'll find learning objectives at the beginning of each chapter, exam tips, practice exam questions, and in-depth explanations. Designed to help you pass the CompTIA A exams with ease, this definitive guide also serves as an essential on-the-job IT reference. Covers all exam topics including how to work with CPUs, RAM, BIOS, motherboards, power supplies, and other personal computer components; install, configure, and maintain hard drives; manage input devices and removable media; set up, upgrade, and maintain all versions of Windows; troubleshoot and fix computer problems; install printers and other peripherals; configure and secure mobile devices; connect to the Internet; set up wired and wireless networks; protect your personal computer and your network; implement virtualization and cloud-based technologies. Online content includes practice exams for 1001 1002, more than one hour of free video training, TotalSim simulations of performance-based questions, Mike Meyers' favorite PC tools and utilities.

**Sams Teach Yourself the iBook in 24 Hours** Gene Steinberg, 2000 New iBook users are looking for a book organized and written in easy-to-follow, friendly terms, and this is it. Readers can learn how to set up their machine, surf the Internet, provide backups, and much more with this step-by-step instructional manual, perfect for beginners or intermediate users alike.

**Robin Williams Mac OS X Book** Robin Williams, John Tollett, 2004 No matter how many bells and whistles a new operating system offers, and with Mac OS X 10.3 Panther the list is a long one, using that new OS can be an intimidating process. Unless, of course, you have Robin Williams in your corner. In this volume, she once again works her magic by providing a gentle and friendly introduction to Mac OS X Panther. In these pages, Robin covers not just the basics of using a Mac under Mac OS X, printing, sending e-mail, exchanging files, surfing the Internet, but all of the important new and improved features, as well as working with Panther's all-new Finder, using Exposé to work with windows, getting started with iChat AV, expanded coverage of networking, improved Web access with the Safari browser, working with Mail, and lots more.

*Mac Answers!* Bob LeVitus, Shelly Brisbin, 2000 Utilizing a friendly and informative Q&A pedagogy, *Mac Answers* presents a wealth of structured information on Mac topics. The second edition has been refreshed to include information on Apple's new operating system, OS 9, and also includes iMac and iBook coverage.

**A Practical Guide to Using Computers in Language Teaching** John de Szendeffy, 2005 Teachers faced with integrating computers into a second language curriculum will appreciate this helpful, straightforward resource. Unlike the existing scholarly and theoretical texts on computer-assisted language learning (CALL), this book gives context and meaning to the computer environment with immediate classroom needs in mind. The text introduces teachers to CALL, offering tips for getting started and providing an overview of current CALL pedagogy.

**MAC OS X 10.4 Tiger** Maria Langer, 2005 Completely updated to cover Apple's Tiger operating system, this visual task-based reference includes step-by-step explanations of Tiger's new Spotlight

feature which helps readers find anything on their Mac instantly video iChat AV enhanced Mac capabilities and Tiger's ultra useful desktop applications known as Dashboard widgets Veteran author Langer uses plenty of visual aids and clear concise instructions

**How to Do Everything MacBook Air** Jason R. Rich, 2012-08-13 Take your MacBook Air to new heights Discover how to get more than ever before out of Apple's incredibly thin and light notebooks with help from this hands on guide How to Do Everything MacBook Air shows you how to harness the power of the new Mac OS X Mountain Lion operating system and use iTunes iWork iLife iCloud Safari Contacts Calendar Reminders Notification Center Mail and other powerful apps Tap into all the computing power built into Apple's ultra portable MacBook Air while you're at home at work or on the go Custom configure your MacBook Air and navigate with the Multi Touch trackpad Get the most out of the new Mac OS X Mountain Lion operating system Transfer data from a PC or another Mac Manage your email accounts with the Mail app Sync all of your data and devices via iCloud Connect peripherals Bluetooth devices printers cameras and more Use your MacBook Air to connect to Facebook Twitter Google Flickr Tumblr LinkedIn and other services Maximize productivity tools such as Microsoft Office and the iWork apps Download and play movies TV shows and games Manage your iTunes Library Get organized with the new Contacts Calendar and Reminders apps Communicate efficiently using the Messages app Video chat with FaceTime or Skype Run Microsoft Windows programs on your MacBook Air Update back up troubleshoot and maintain your MacBook Air



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## **Table of Contents Apple Wireless Keyboard Shortcuts**

1. Understanding the eBook Apple Wireless Keyboard Shortcuts
  - The Rise of Digital Reading Apple Wireless Keyboard Shortcuts
  - Advantages of eBooks Over Traditional Books
2. Identifying Apple Wireless Keyboard Shortcuts
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Apple Wireless Keyboard Shortcuts
  - User-Friendly Interface
4. Exploring eBook Recommendations from Apple Wireless Keyboard Shortcuts
  - Personalized Recommendations
  - Apple Wireless Keyboard Shortcuts User Reviews and Ratings
  - Apple Wireless Keyboard Shortcuts and Bestseller Lists
5. Accessing Apple Wireless Keyboard Shortcuts Free and Paid eBooks
  - Apple Wireless Keyboard Shortcuts Public Domain eBooks
  - Apple Wireless Keyboard Shortcuts eBook Subscription Services
  - Apple Wireless Keyboard Shortcuts Budget-Friendly Options

6. Navigating Apple Wireless Keyboard Shortcuts eBook Formats
  - ePub, PDF, MOBI, and More
  - Apple Wireless Keyboard Shortcuts Compatibility with Devices
  - Apple Wireless Keyboard Shortcuts Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Apple Wireless Keyboard Shortcuts
  - Highlighting and Note-Taking Apple Wireless Keyboard Shortcuts
  - Interactive Elements Apple Wireless Keyboard Shortcuts
8. Staying Engaged with Apple Wireless Keyboard Shortcuts
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Apple Wireless Keyboard Shortcuts
9. Balancing eBooks and Physical Books Apple Wireless Keyboard Shortcuts
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Apple Wireless Keyboard Shortcuts
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Apple Wireless Keyboard Shortcuts
  - Setting Reading Goals Apple Wireless Keyboard Shortcuts
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Apple Wireless Keyboard Shortcuts
  - Fact-Checking eBook Content of Apple Wireless Keyboard Shortcuts
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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