



Look ma no mouse!

How to use keyboard shortcuts to work
smarter, save time and reduce RSI

Chuck La Tournous
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Why bother with Keyboard Shortcuts?

- **Work more efficiently**
 - Save time
 - Save effort
 - Avoid repetition
- **Reduce risk of RSI/Carpal Tunnel**

Controlling your Mac

- **Icons**
 - Physical model=intuitive
- **Menus**
 - Self-explanatory/logical
- **Limitations**
 - Slow, repetitive, "labor intensive"
 - Inefficient

Using Keyboard Commands

- **Keyboard Commands/Shortcuts**
- **Advantages**
 - Much faster than other methods
 - Hands don't leave the keyboard
 - Reduce repetitive movements that can lead to RSI
 - Can expose commands not easily found otherwise
 - Doesn't take focus away from task at hand

Using Keyboard Commands

- **Disadvantages**
 - NOT intuitive—you have to know a command before you can use it
 - Some commands are obscure/harder to memorize
 - May not be worth the effort if commands are used infrequently

What we'll cover today

- **Commonly used apps**
 - Finder
 - Safari
 - Mail
- **“Universal” commands used by most applications**
- **Won't cover “Pro” apps**
 - Powerful, but their shortcuts are often unique to application

What we'll cover today

- **Resources that list many more Keyboard Commands**
 - Available as PDFs to use as references
 - www.randomaccess.com/presos
- **How to find keyboard commands throughout your Mac**

Modifier Keys

- **Hold these down while (or before) selecting the letter of number key that goes with the shortcut**
 - ⌘ (Command) —Also called the Apple key
 - ^ (Control)
 - ⌥ (Option)—Also called the Alt key
 - (Shift)
 - (Function)

House Rules

- **It's not rude to interrupt me to ask questions**
- **Let me know if I go too fast or you want to see something again**
- **You'll know some of this already—but your neighbor might not**
- **Watch for the Keyboard Commands on the bottom of the screen**



The Finder

- **Opening/closing folders and windows**
- **Moving through your hard drive and network**
- **Jumping instantly to commonly accessed folders**
- **Switching between applications**
- **Launching programs and files**
- **Customizing your view of your Mac's contents**
- **"Cleaning up" your workspace**



The Finder

Eleven

- **Top-Ten ~~Finder~~ Finder Commands**

- ⌘-N — New Finder Window
- Shift-⌘-N — New Folder
- ⌘-O — Open
- ⌘-W — Close (Think “Withdraw”)
- ⌘-C — Copy
- ⌘-V — Paste
- ⌘-M — Minimize
- ⌘-Z — Undo
- ⌘-Delete — Move to Trash
- Shift-⌘-Delete — Empty Trash
- Space — Quick Look



The Finder

- **Finder Windows**
 - Four views
 - ⌘-1 — Icon
 - ⌘-2 — List
 - ⌘-3 — Column
 - ⌘-4 — Cover Flow



The Finder

- **Finder Windows**
 - Navigating
 - Tab to move through items in alphabetical order; Shift-tab to move in reverse
 - Start typing an item's name to jump to it
 - Use arrow keys to move through a folder's hierarchy
 - Right/Left Arrows expand and close folders in list view
 - Option-⌘-Up Arrow to go the next higher folder
 - ⌘-~ — Move between open Finder windows



The Finder

- Instantly jump to commonly used folders
- These are all “Shift-⌘” shortcuts:
 - Shift-⌘-A — Applications Folder
 - Shift-⌘-U — Utilities Folder
 - Shift-⌘-D — Desktop
 - Shift-⌘-H — Your Home Folder
 - Shift-⌘-C — Computer Folder
 - Shift-⌘-O — Documents Folder
 - Shift-⌘-K — Network Window
 - ⌘-K — Opens Connect to Network Window



The Finder

- **Finder Windows and the Desktop**
 - “Cleaning up”
 - Control-⌘-1 — Arrange by Name
 - Control-⌘-2 — Arrange by Date Modified
 - Control-⌘-3 — Arrange by Date Created
 - Control-⌘-4 — Arrange by Size
 - Control-⌘-5 — Arrange by Kind
 - Control-⌘-6 — Arrange by Label



The Finder

- **Spotlight**
 - ⌘-Space to bring up Spotlight
 - Great as an application launcher
 - Enter to open/launch Top Hit; ⌘-Enter to reveal it in the Finder
 - Arrow keys move through results



The Finder

- **The Dock**
 - Option-⌘-D to hide or show Dock
 - Navigate through Docked folders just like Finder windows (Typing, Tab, arrow keys)
 - In grid view, hitting Enter on a Folder opens it within the grid
 - In fan view, it opens it in the Finder



The Finder

- **Moving between Applications**
 - ⌘-Tab lets you move between open applications
 - Shift-⌘-Tab does it backwards
 - Manipulate apps by using keys when they are highlighted:
 - Q = Quit
 - H = Hide



The Finder

- **Miscellany**
 - Option-⌘-Escape — Force quit
 - ⌘-H — Hide the frontmost application
 - Option-⌘-H — Hide all other applications
 - ⌘-period — Cancel action/close dialogue window



Safari

- **Entering URLs**
- **Performing web searches**
- **Moving between windows and tabs**
- **Adding and selecting bookmarks**
- **Making text and images bigger**
- **Selecting items in pop-up menus**



Safari

- ⌘-L — Open URL (Think “Location”)
- ⌘-N — Open new browser window
- ⌘-T — Open new browser tab
- Shift-⌘-Left/Right Bracket — Move between tabs in a browser window
- Tab moves you between text fields (including location and search); Shift-Tab moves backwards



Safari

- Option-⌘-F — Goes to web search field (Think “Find”)
- Without the Option, performs a find on the current page
- ⌘-l — Mail contents of current page
- Shift-⌘-l — Mail link to the current page
- ⌘-+ — Zoom in (it’s actually the = key)
- ⌘- minus key — Zoom out
- ⌘-0 — Reset to default size



Safari

- **Moving in and between pages**
 - ⌘-left/right arrows — move backward and forward through pages (⌘-left/right bracket does same)
 - Arrow keys — Scroll around page
 - Space bar — Jump down one screen (Add Shift to jump up)
 - Function-left/right arrow — Jump to top or bottom of page



Safari

- **Navigate pop-up boxes:**
 - Go to pop-up box (by clicking or tabbing to it)
 - Start typing
 - Use arrow keys
- **Bookmarks**
 - ⌘-D — Add bookmark
 - Option-⌘-B — Open bookmarks page
 - ⌘-1, 2, 3, 4, etc. — Open bookmark bar item



Safari

- Option-⌘-1 — Show Top Sites
 - Tab, then use arrow keys to navigate
 - Hit Enter to select
- Shift-⌘-H — Go to Start (Home) page



Mail

- **Opening messages**
- **Creating new messages**
- **Getting new mail**
- **Sending messages**
- **Replying, forwarding and redirecting messages**
- **Adding attachments**



Mail

- ⌘-0 — Open message in a new window
- **Jumping to mailboxes**

Inbox	⌘1
Outbox	⌘2
Drafts	⌘3
Sent	⌘4
Trash	⌘5
Junk	⌘6
Notes	⌘7
To Do	⌘8



Mail

- **Doing stuff with messages**
- ⌘-N — Compose a new message
- Shift-⌘-D — Send message
- ⌘-S — Save as draft
- ⌘-R — Reply (Shift-⌘-R — Reply all)
- ⌘-F — Forward
- Shift-⌘-A — Add attachment
- ⌘-plus/minus — Increase/decrease font size



Other Applications

- **Creating new documents**
- **Opening, closing, printing and saving files**
- **Navigating within Open/Save dialogue windows**
- **Moving between open documents**
- **Cut, copy and paste**
- **Formatting text**



Keyboard & Mouse

- **Keyboard commands augment what you can do with a mouse**
 - Add keyboard commands when dragging items to change from moving to copying or making an alias
 - Use app switcher while dragging objects to insert them into other applications
 - Option-⌘-click on the Desktop to hide all apps except the Finder

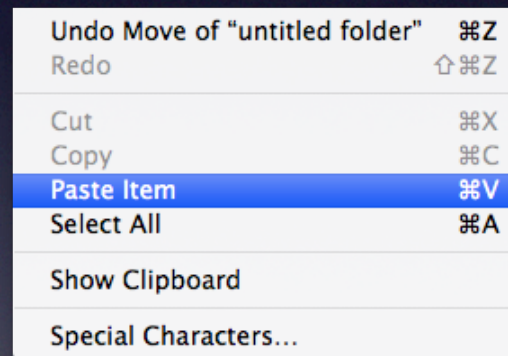


Keyboard & Mouse

- **Keyboard commands augment what you can do with a mouse**
 - Command-Drag windows without bringing them to the front
 - ⌘-click on window's name to see its directory path

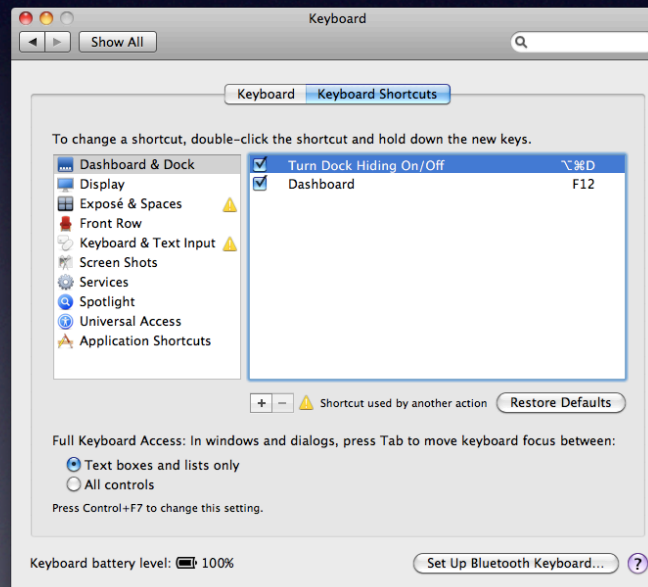
The Big Secret

- **Many if not most Keyboard Commands are advertised within an application's menus**



'Roll Your Own'

- Create your own Keyboard Shortcuts using System Preferences



Resources

- Mac OS X keyboard shortcuts
- <http://support.apple.com/kb/HT1343>

Mac OS X keyboard shortcuts

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Mac OS X keyboard shortcuts

Last Modified: January 18, 2010

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Summary

Learn about common Mac OS X keyboard shortcuts. A keyboard shortcut is a way to invoke a function in Mac OS X by pressing a combination of one or more keys.

To use a keyboard shortcut, or key combination, you press a modifier key with a function key. For example, pressing the Command key (the key with a B symbol) and the "I" key at the same time copies whatever is currently selected text, graphics, and so forth into the Clipboard. This is also known as the Command-I key combination or keyboard shortcut.

A modifier key is part of many key combinations. A modifier key gives the other keystrokes or mouse clicks an interpretation by Mac OS X. Modifier keys include: Command, Control, Option, Shift, Caps Lock, and the portable Mac keyboard key.

Here are the modifier key symbols you can use in Mac OS X menus:

- ⌘ (Command key) - Sometimes called the "Apple key" on Apple keyboards this key also has an Apple logo.
- ⌥ (Control key)
- ⌘ (Option key) - May also appear as this key.
- ⌘ (Shift key)
- ⌘ (Caps Lock) - Toggle Caps Lock on or off.
- fn (Function key) - Located in the lower-left corner of built-in keyboards on portable Macs.

Product ID: HT1343

Mac OS X 10.4, Mac OS X 10.5, Mac OS X 10.6, Mac OS X 10.7, Mac OS X 10.8, Mac OS X 10.9, Mac OS X 10.10, Mac OS X 10.11, Mac OS X 10.12, Mac OS X 10.13, Mac OS X 10.14, Mac OS X 10.15

Startup keyboard shortcuts

Press the key or key combination until the expected function occurs (except for the example, hold Option during startup and System Manager appears, or hold until "Safe Boot" appears). Tap if a startup function occurs once and you use a third-party keyboard, connect an Apple keyboard and try again.

Key or key combination	What it does
⌘	Opens all available windows (System Manager)
⌘	Prevents Safe Boot from starting in Safe Mode
C	Starts in a hardware disk
⌘	Starts in hardware setup disk mode
⌘	Starts in hardware console
⌘	Starts in Single User Mode
⌘	Starts in Target Disk Mode
⌘	Starts in Target Disk Mode

Finder keyboard shortcuts

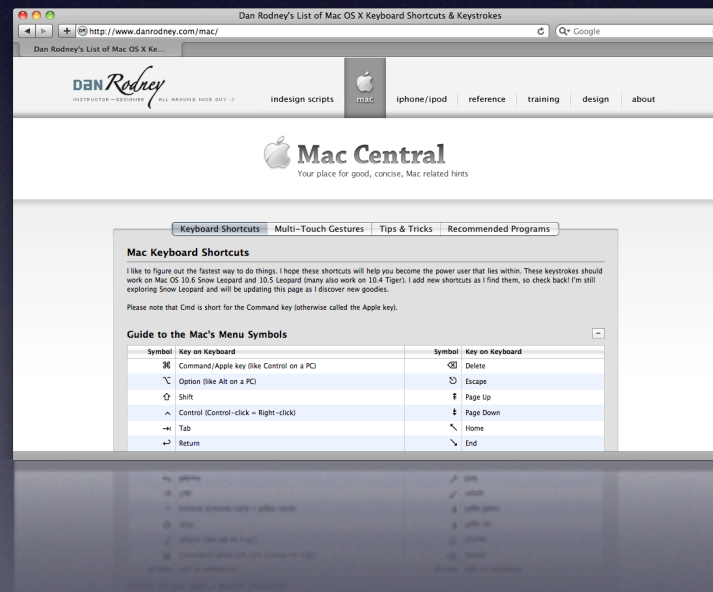
Key combination	What it does
⌘	Shows all windows in the front (works on desktop if no windows are open)
⌘	Shows all windows in the front (works on desktop if no windows are open)
⌘	Shows the Spotlight index
⌘	Shows the Spotlight index
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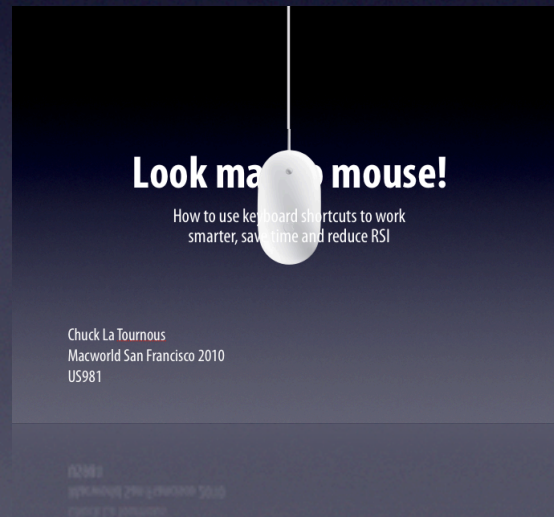
Resources

- **Dan Rodney's 'Mac Central'**
- <http://www.danrodney.com/mac/>



Resources

- **This presentation**
 - <http://www.randommaccess.com/presos>



Resources

- **Chuck La Tournous**
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Thanks!