

FIREFOX

- Back - or - **cmd + left arrow**
- Forward - or - **cmd + right arrow**
- New Tab **cmd + T**
- New Window **cmd + N**
- Close tab/Window **cmd + W**
- Refresh **cmd + R**
- Cancel **esc**
- Jump to Location bar **cmd + L**
- Jump to search bar **cmd + K**
- Previous tab - or - **cmd + option + left arrow**
- Next tab - or - **cmd + shift + {**
- Find **cmd + option + right arrow**
- Find aGain **cmd + shift + }**
- Bookmark this **cmd + F**
- cmd + G**
- cmd + D**

ESSENTIAL ADD-ONS (Tools > Add Ons)

- AdBlock Plus - Its a brand new internet, ad-free!
- TabMix Plus - Supercharge your browser tabs
- PDF Plugin - View PDFs in the browser

- cmd + option + shift + Q** Log out MON
- cmd + shift + Q** Log out
- control + F3** Jump to Dock
- control + F2** Jump to Menu
- cmd + shift + Z** Redo
- cmd + X** Undo
- cmd + W** Cut
- cmd + V** Close Window
- cmd + S** Paste
- cmd + Q** Save
- cmd + P** Quit
- cmd + O** Print
- cmd + N** Open
- cmd + M** New Window
- cmd + I** Minimize
- cmd + option + H** Get Info
- cmd + H** Hide Others
- cmd + G** Hide
- cmd + F** Find again
- cmd + shift + D** Find
- cmd + D** Jump to Desktop
- cmd + C** Duplicate
- cmd + A** Copy
- cmd + shift + A** Jump to Applications
- cmd + 4** Select All
- cmd + 3** Coverflow
- cmd + 2** Column View
- cmd + 1** List View
- Icon view

THE FINDER + OS X

TROUBLESHOOTING

SWITCHER RESOURCES

<http://lmgty.com/?q=switcher+guide>

SCREENSHOTS

cmd + shift + 3 - to snap the entire screen
cmd + shift + 4 - to select an area to grab
 add **control** to send screenshot to clipboard
 press **spacebar** to snap full windows

Useful for sending to your helpful, more geeky friends.
 Take a picture of an error message or an issue while its happening.

FORCE QUIT

cmd + option + esc - to bring up Force Quit menu
cmd + option + shift + esc - Force Quit the current app

ACTIVITY MONITOR

Open Applications > Utilities > Activity Monitor, select All Processes from the menu at top. Look for red processes or processes taking up too much CPU (>80%) and force quit them.

About this guide: This was developed as a companion guide to the entirely original and fun Mac OS X Basic Training by designslife :: creative solutions

designslife is a Mac-based design and consultancy firm consisting of Joel A. Brock of Portland, OR.

This and other stupendously useful info can be got via: <http://www.joelbrock.org>

Joel can be contacted directly at: training@designslife.com



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Mac OS X Basic Training

A Pocket Guide

joel brock
 designslife :: creative solutions

- cmd + tab** While the App Switcher is open you can continue to hold down **cmd** while striking **H** (to Hide) or **Q** (to Quit) the currently highlighted application.
- cmd + tab** OR **cmd + shift + tab** (backtick) OR **cmd + shift + tab**
- cmd + option + H** - to Hide the current application
- cmd + option + H** - to Hide all the Other open apps
- cmd + option + H** - to Hide the current application
- Bring your desired workspace into focus and use Hide Others to instantly de-clutter.
- FINDER** Make use of arrow keys to navigate files. Arrow left + right in List or Column views, you can use arrow keys to unfold folders. Use **cmd + up arrow** to move to the next directory above. **cmd + [** will step back in your progression through the Finder, **cmd +]** will step forward. Like forward and back in the browser.
- HIDING** **cmd + H** - to Hide the current application
- cmd + G** - to Hide the current application
- cmd + H** - to Hide the current application
- cmd + option + H** - to Hide the current application
- cmd + H** - to Hide the current application
- cmd + G** - to Hide the current application
- cmd + F** - to Hide the current application
- cmd + shift + D** - to Hide the current application
- cmd + D** - to Hide the current application
- cmd + C** - to Hide the current application
- cmd + A** - to Hide the current application
- cmd + shift + A** - to Hide the current application
- cmd + 4** - to Hide the current application
- cmd + 3** - to Hide the current application
- cmd + 2** - to Hide the current application
- cmd + 1** - to Hide the current application
- APPLICATION SWITCHER** **cmd + 2** List View
- cmd + 3** Column View
- cmd + 4** Coverflow
- cmd + 1** Icon view

- CLICKING** **Single-click** - to SELECT an item such as a file, folder or link.
- Double-click** - to DO, or act on an item, such as Launch an application or open a document.
- Click-pause-click** - will open a filename for renaming. So will the return key.
- SELECTING** **Double-click** - will select an entire word.
- Triple-click** - will select an entire line of text.
- tab** - move focus (blue outline) to next item
- shift + tab** - move focus backwards
- spacebar** - toggle checkboxes, radio buttons
- arrows** - browse menus
- esc** - always cancels
- return** - always selects the default blue filled button

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Let this guide be a guide to you. Carry it in your wallet, pocket, or computer bag, and use it as a handy reference.

WELCOME