



That "Left Click" thing ..... to see menus - press control while pressing the mouse!

Capture anything on your screen! ~ Hold these keys: **# - Shift - 4** The image will appear on your desktop as Picture 1. Open it and copy/paste to your document

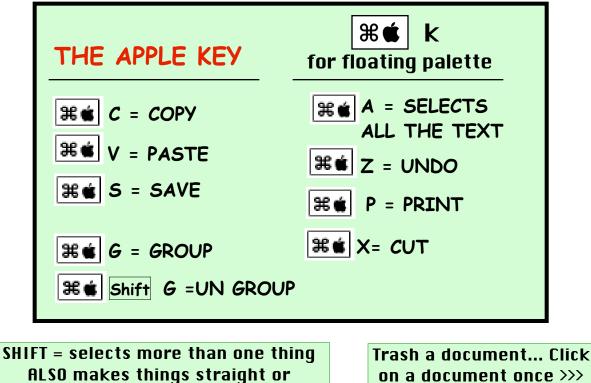
## Expose'

Too many windows open on your desktop? Try these keys:

F9 - separates all your work. click on the document you want in front. F11 - clears the entire desktop.

[To undo the effect, press the key again]

To Close several windows at once: Press the Option key while you click on the 0 Red button.



proportional in drawing.

on a document once >>> **ℜ Delete**