



Mac OSX Tips & Tricks

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
Red button.



THE APPLE KEY

⌘ C = COPY

⌘ V = PASTE

⌘ S = SAVE

⌘ G = GROUP

⌘ Shift G = UN GROUP

⌘ Apple k

for floating palette

**⌘ A = SELECTS
ALL THE TEXT**

⌘ Z = UNDO

⌘ P = PRINT

⌘ X = CUT

**SHIFT = selects more than one thing
ALSO makes things straight or
proportional in drawing.**

**Trash a document... Click
on a document once >>>
⌘ Delete**