

Macbook Tricks and Tips

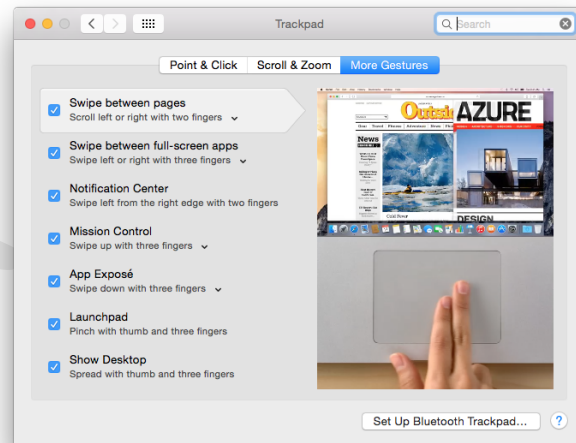
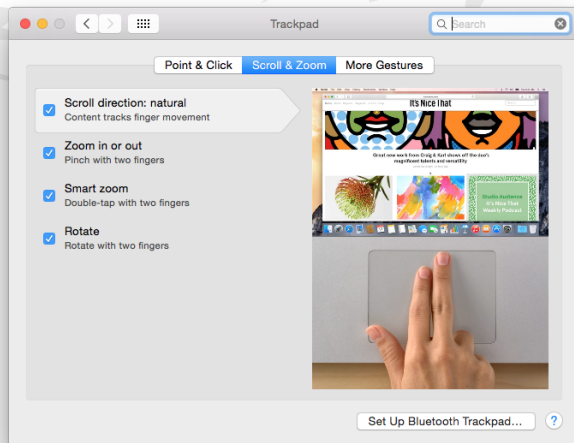
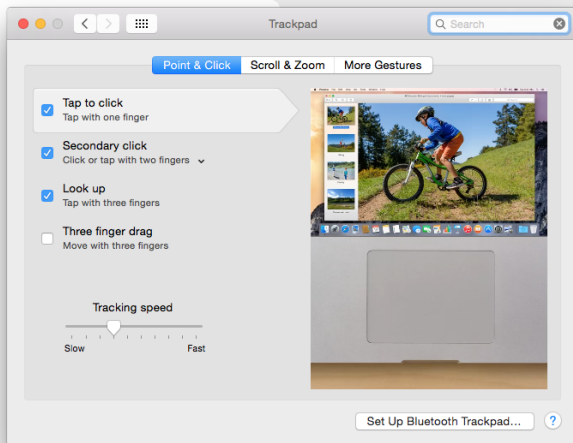
quick survey
<http://goo.gl/forms/grsE1hSHhl>



Swiping Features

System Preferences: Trackpad

- ✓ **Swipe between pages**
Scroll left or right with two fingers
- ✓ Scroll left or right with two fingers
- ✓ Swipe with three fingers
- ✓ Swipe with two or three fingers



Screenshots

- Command+Shift+3 - Whole Screen, saved to desktop
- Command+Control+Shift+3 - Whole Screen, copied to clipboard
- Command+Shift+4 - Cursors, saved to desktop
- Command+Control+Shift+4 - Cursors, copied to clipboard
- Command+Shift+4, Spacebar - Window, saved to desktop
- Command+Control+Shift+4, Spacebar - Window, copied to clipboard

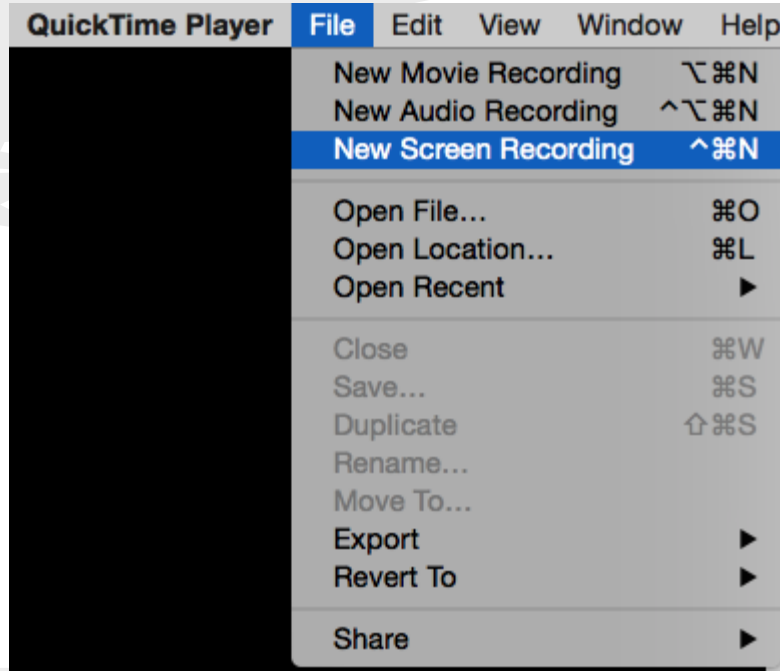
Preview Tools

Toolbox = AWESOME



Screencasting

You can use Quicktime



Accessibility

- Text to “Podcast” - highlight the text, right click, select “Add to iTunes as Spoken Track”
- Reader window in Safari - Command+Shift+R
- Screen reader - highlight the text, go to Edit, select Speech, then Start Speaking (works in Safari OR Chrome)

Buddy the Beagle

System Preferences -

Dictation and Speech

Text to Speech options:

Change the System Voice, download more (i.e. Amelie speaks French!)

Change the Speaking Rate
and more...

Spotlight Search

Command+Spacebar

OR

Magnifying lens in upper right corner

- search your Mac, search the web, search contacts and mail
- change preferences for which results come back
- do simple math problems
- Command+B will bring up web search
- Command+D will bring up dictionary
- (several others... just do a web search)

Alias

Instead of “Shortcuts”, on a Mac they are known as “Aliases”. Right click in the finder window, select Make an Alias, then drag the Alias to the desktop

Keyboard Shortcuts

Function+Delete = forward delete

Command+Delete = sends an item to trash

Option+Delete = delete entire word

And Remember to use Command instead of Control for most document editing features:

- Command+C = copy,
- Command+V = paste,
- Command+X = cut,
- Command+Z = undo,
- Command+Y = redo,
- Command+B = bold,
- Command+I = italics,
- Command+U = underline

And one more just for fun: □□□□□□□ can be made by pressing Option+Shift+K □□□□□□□

Turn on Right Click feature for Trackpad

System Preferences -

Making a Digital Signature

