

## Intermediate Apple Resources

13 April 2018, 7:00pm

### Common and Useful Keyboard Shortcuts

Shortcut	Description
Command + C	<b>Copy</b> selected text, item, or file
Command + X	<b>Cut</b> selected text or item
Command + V	<b>Paste</b> copied or cut items or text
Command + A	<b>Select all</b> text or items.
Command + S	<b>Save</b> the current file or document
Command + P	<b>Print</b> the current document or window
Command + O	<b>Open</b> a selected item or the dialog box to select a file
Command + F	<b>Find</b> items in a file or document
Command + Q	<b>Quit</b> the current app
Option + Command + Esc	Open the <b>Force Quit</b> menu
Command + Space	Open the <b>Spotlight</b> search field
Command + Shift + 3	Take a <b>Screenshot</b> of the entire screen
Command + Shift + 4	Select an area of the screen for a <b>Screenshot</b>
Command + Tab	<b>Switch</b> to the last used app
Control + Up arrow/Down arrow	Open/close <b>Mission Control</b>
Control + Left/Right arrow	Switch between Spaces

Check out <https://support.apple.com/en-us/HT201236> to learn more about keyboard shortcuts.

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### Web Resources

- Lifewire Mac How-Tos—<https://www.lifewire.com/learn-how-macs-4102760>
  - Learn about iTunes and the iTunes Store in this comprehensive series of articles—<https://www.lifewire.com/itunes-itunes-store-guide-1999711>
- iMore Apple How-Tos—<https://www.imore.com/how-to>
  - Try this comprehensive tutorial on working with windows in mac OS—<https://www.imore.com/manage-your-windows-pro-macos>
- Apple Support for Mac—<https://support.apple.com/mac>
  - Check out Apple Support's article about the Photos app—<https://support.apple.com/en-us/HT206186>
  - Or the article about setting up custom keyboard shortcuts—[https://support.apple.com/kb/PH25377?locale=en\\_US](https://support.apple.com/kb/PH25377?locale=en_US)

### Lynda.com Video Tutorials

- *macOS High Sierra Essential Training* with Nick Brazzi  
Access this tutorial by Lynda.com with your Skokie Public Library card.
- *macOS Sierra Tips and Tricks* with Nick Brazzi  
Access this tutorial by Lynda.com with your Skokie Public Library card.
- *Photos for macOS Essential Training* with Derrick Story  
Access this tutorial by Lynda.com with your Skokie Public Library card.

### Print and eBook Resources

- *MacOS High Sierra* by Bob LeVitus
- *MacOS Sierra: The Missing Manual* by David Pogue
- *My macOS: Sierra Edition* by John Ray

