

Good afternoon!

For Tech Tip #2, we wanted to share some of our favorite keyboard shortcuts with you! We've included our go-to and favorite keyboard and mouse shortcuts along with what each one does. We've also attached the full list of shortcuts from Apple in case you wanted to check out what else was available to you.

Command-shift-3 – a fullscreen screenshot

Command-shift-4 – a partial screenshot that you can choose what to grab

Command-F1 – When plugged into an external monitor (like your projector), this toggles between mirroring screens and having a second desktop.

Command-shift-A – When on your desktop, this will open a window showing all your available applications

Command-shift-R – When on your desktop, this will open your AirDrop window

Command-A – Select all

Command-C – Copy

Command-V – Paste

Command-space – Spotlight search (you can launch applications or open files from here)

Command-tab – Toggles between open applications

Swipe up on your laptop with 3 fingers to see all open applications, fullscreen applications, and extra “desktop” screens

Swipe right/left with 3 fingers to switch between full screen applications

Click and hold on the green button in the upper left to enable split screen (I've been told this works GREAT for when you're entering in grades)

Single click on a file on your machine and hit the Spacebar to do a quick preview of the file without needing to open it.

If you have any questions, please let us know. . .

Thanks-

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