

31 Mac shortcuts for teachers

This month, boost your productivity one shortcut at a time

This document focuses on Mac laptops with an international English keyboard



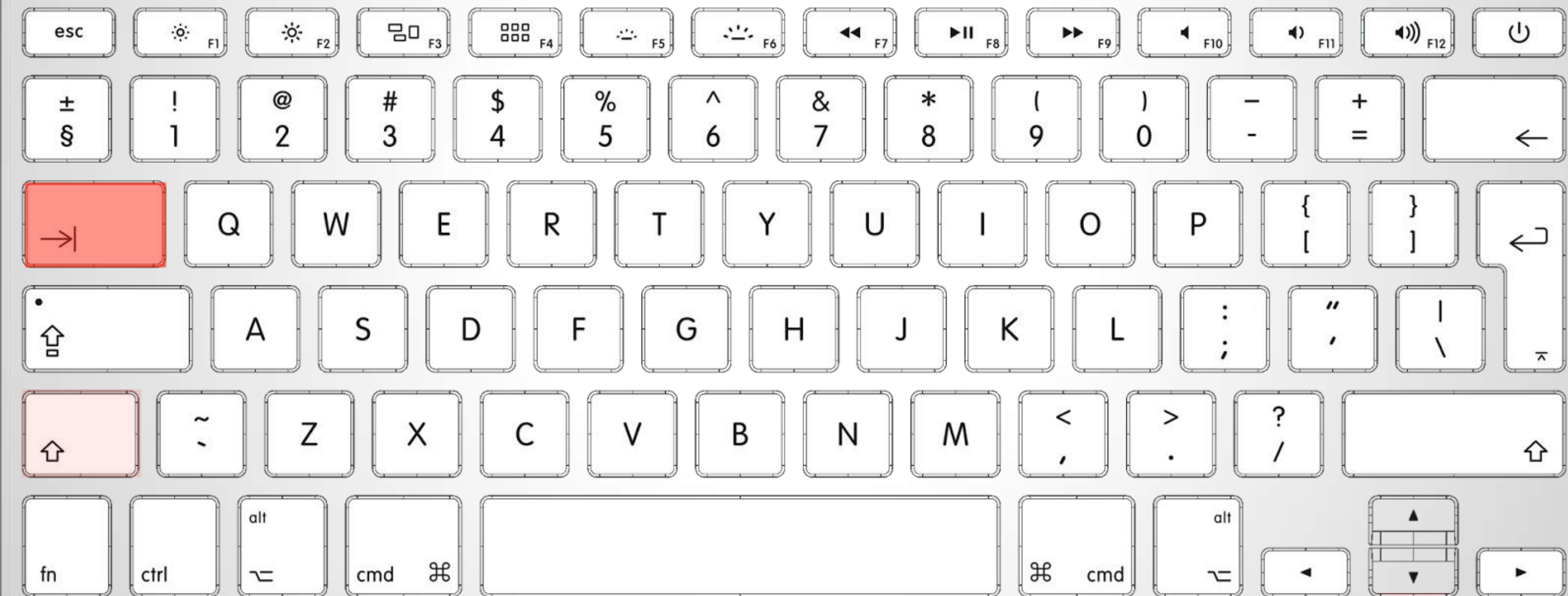
Day to day operations

10 shortcuts to gain a few seconds here and there.
You still won't have enough time to do everything you
need, but it's a start.





Move from textbox to textbox in webpages

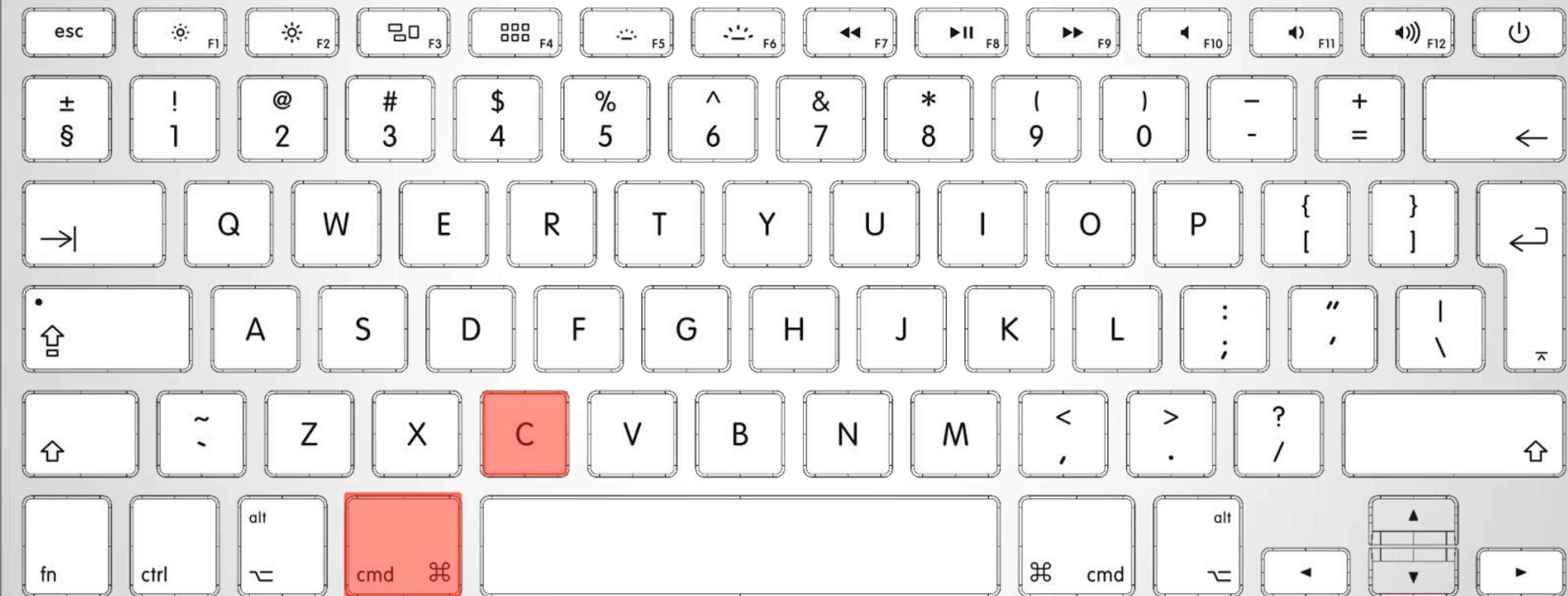


Hold the 'Shift' key to move in reverse order



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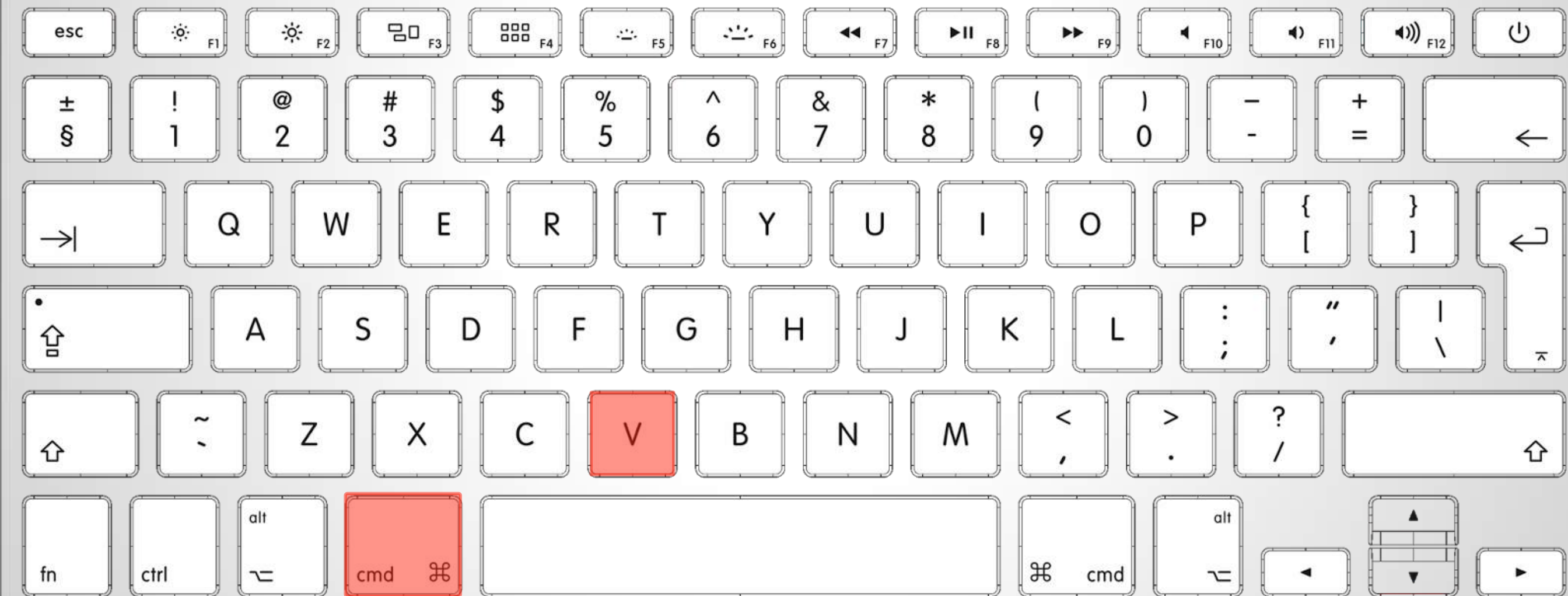
Copy



This works with text, files, folders, etc.



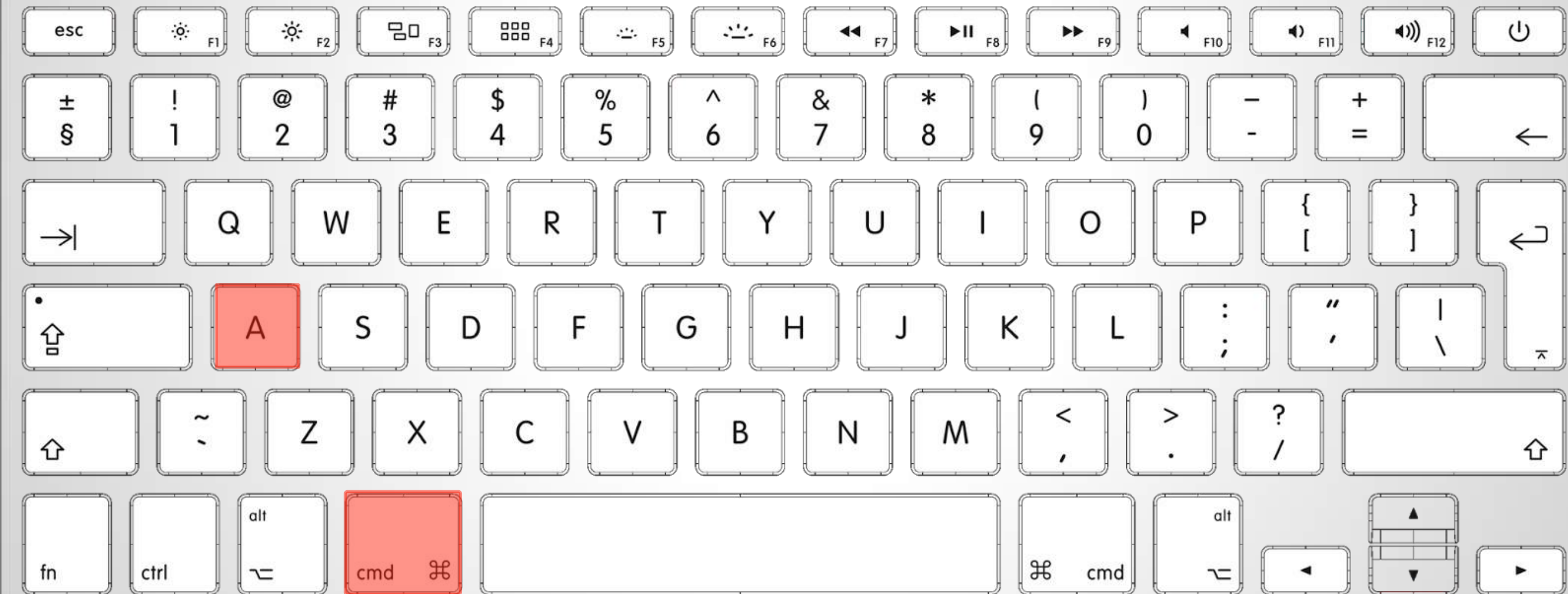
Paste



This works with text, files, folders, etc.



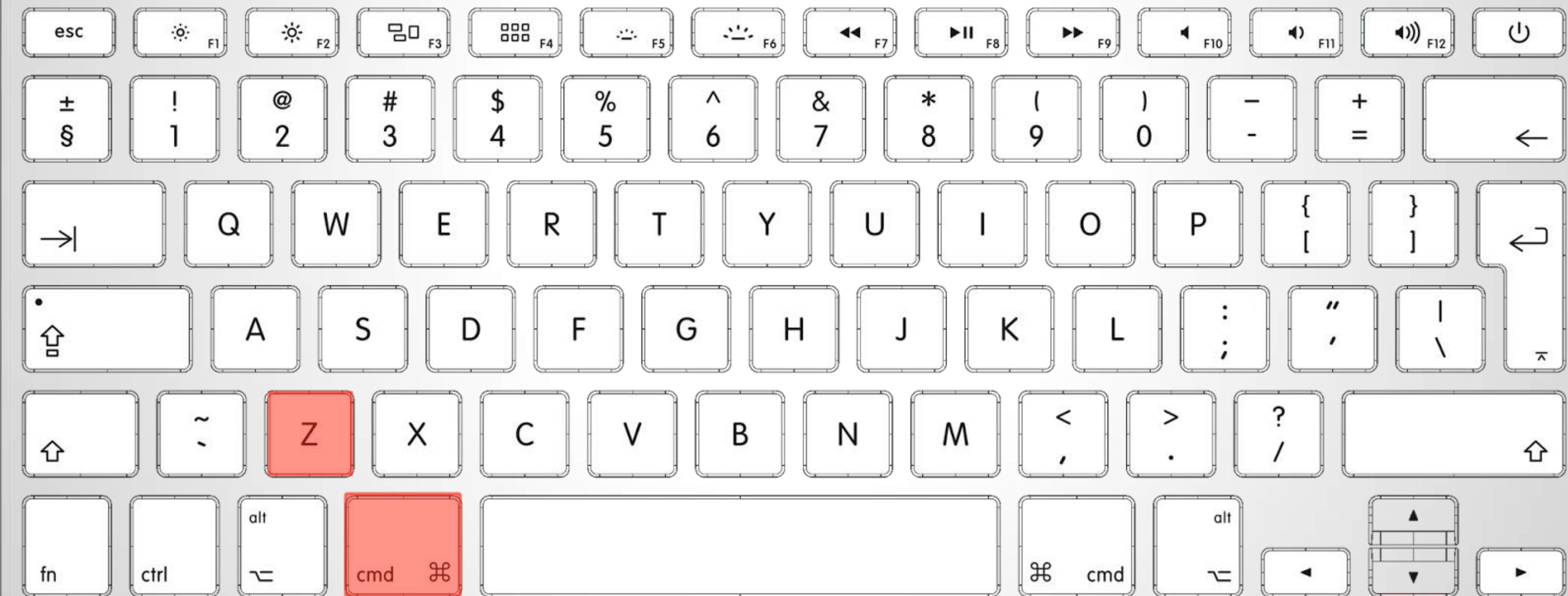
Select all



This works with text, files, folders, etc.



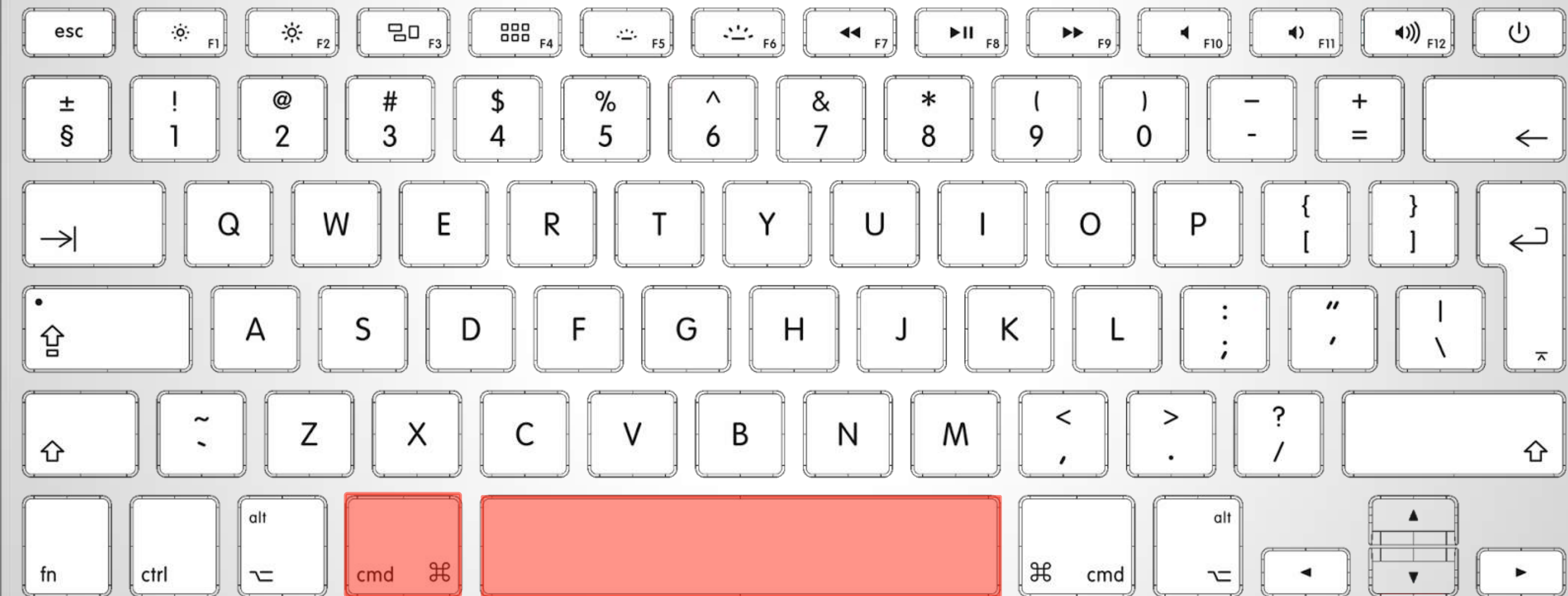
Undo



This works in pretty much all apps



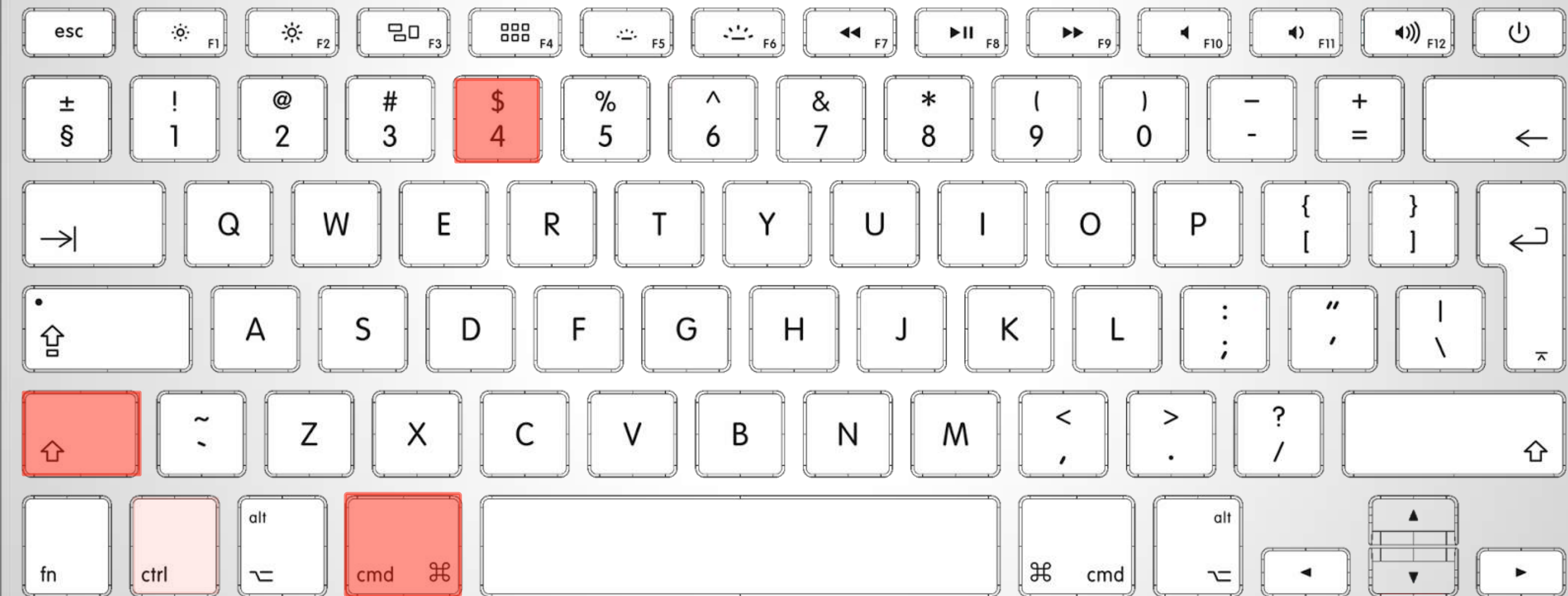
Open Spotlight (e.g. start an app quickly)



Then type the name of the app you want to open. Also works with files and folders



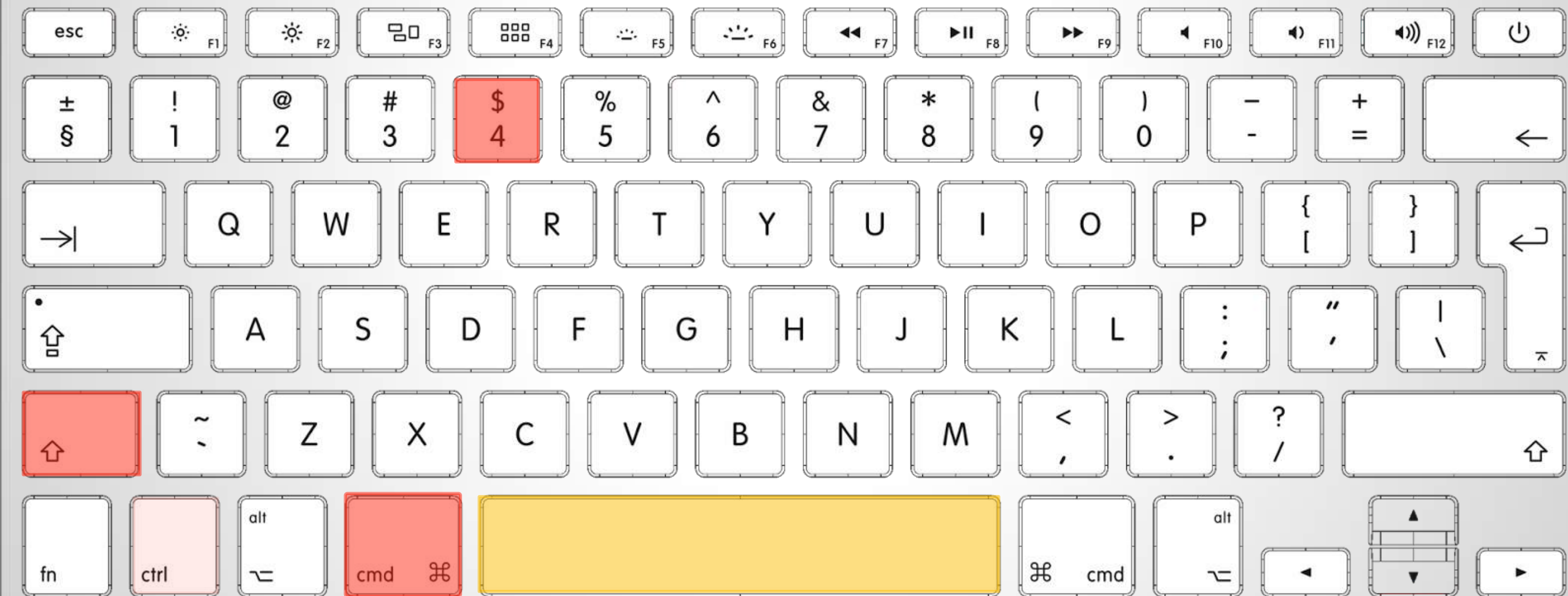
Take a picture of part of the screen



Holding 'Ctrl' places the screenshot in the clipboard, allowing you to paste it in a worksheet, email, etc.



Take a picture of a specific window

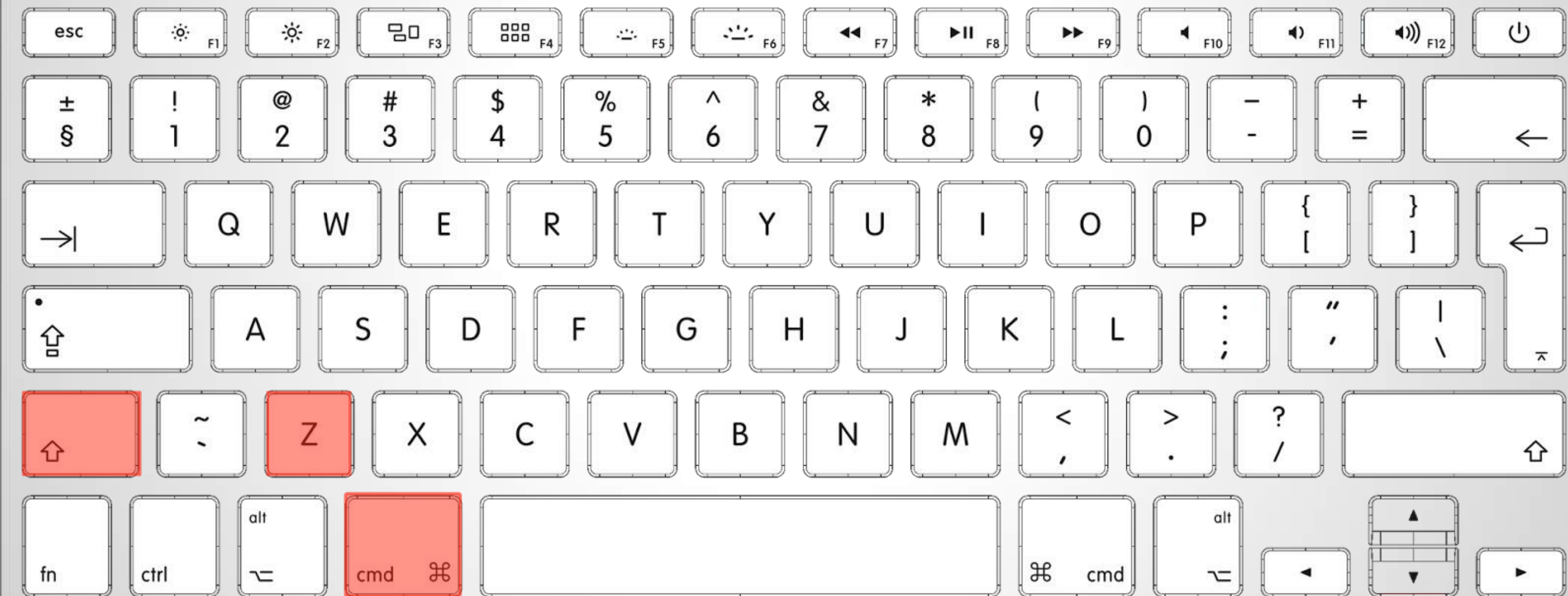


Press 'Space' last. Then click on the window you want to take a picture of. Holding 'Ctrl' places the screenshot in the clipboard.



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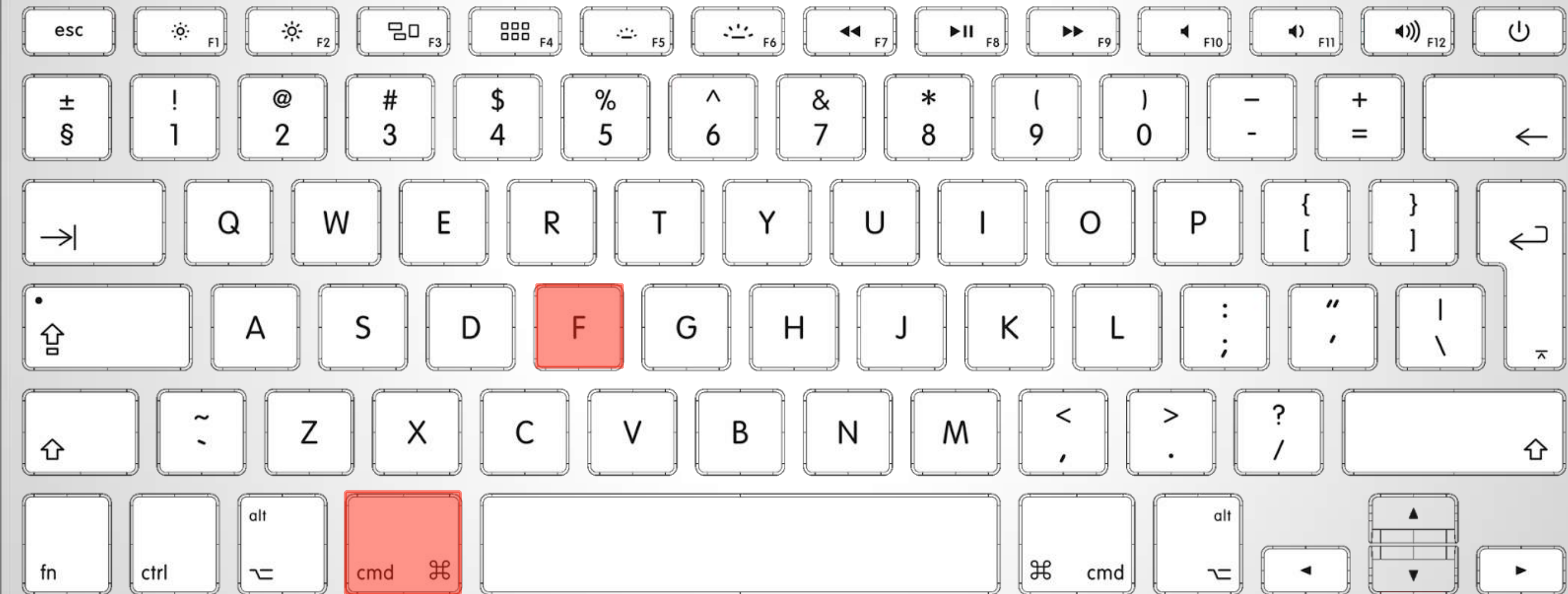
Redo





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Find



This works pretty much in any app

Classroom specific

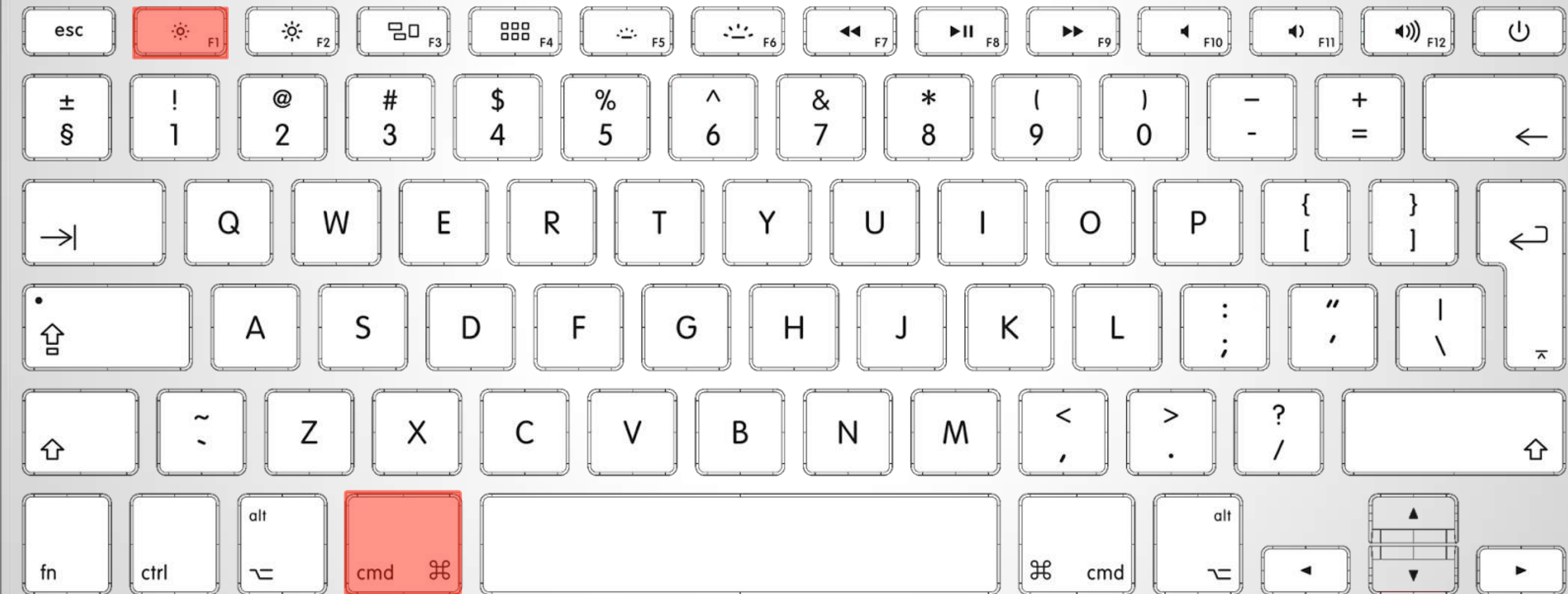
Use your Mac confidently in front of your students





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Extend or mirror desktop to projector

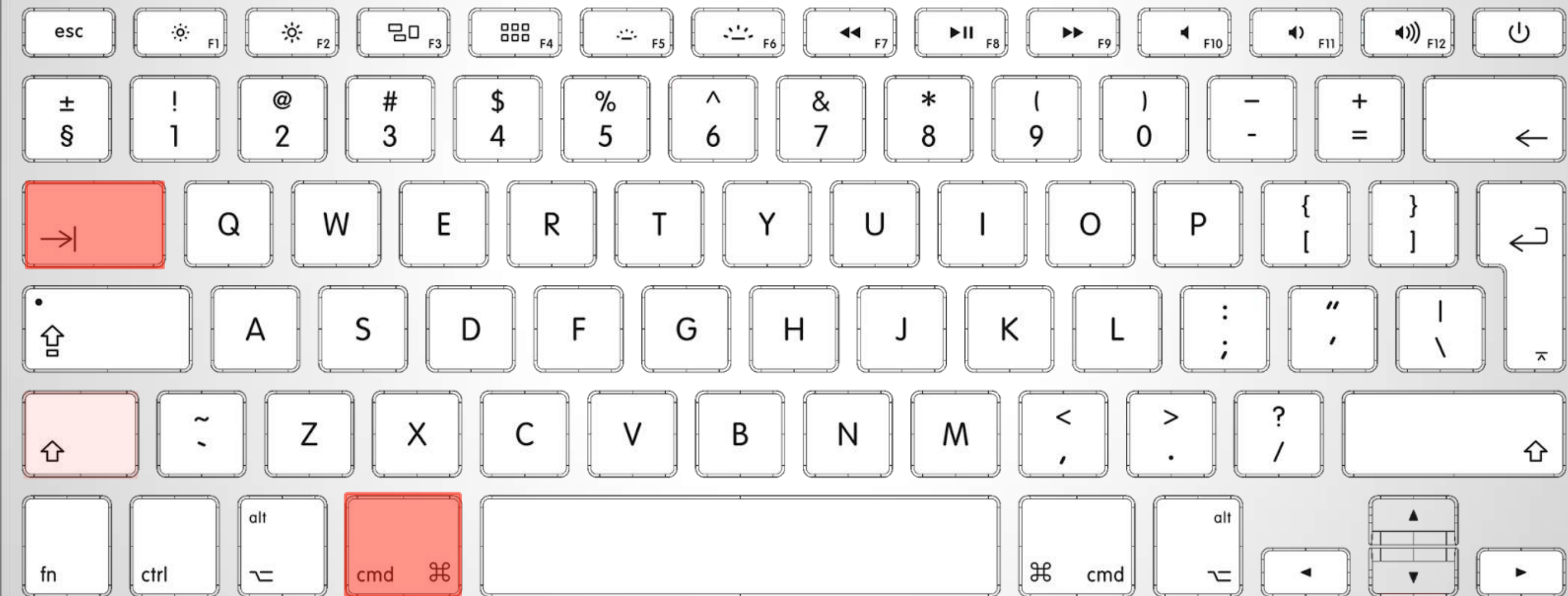


Repeat the action to scroll through the options available to you



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Move quickly between apps

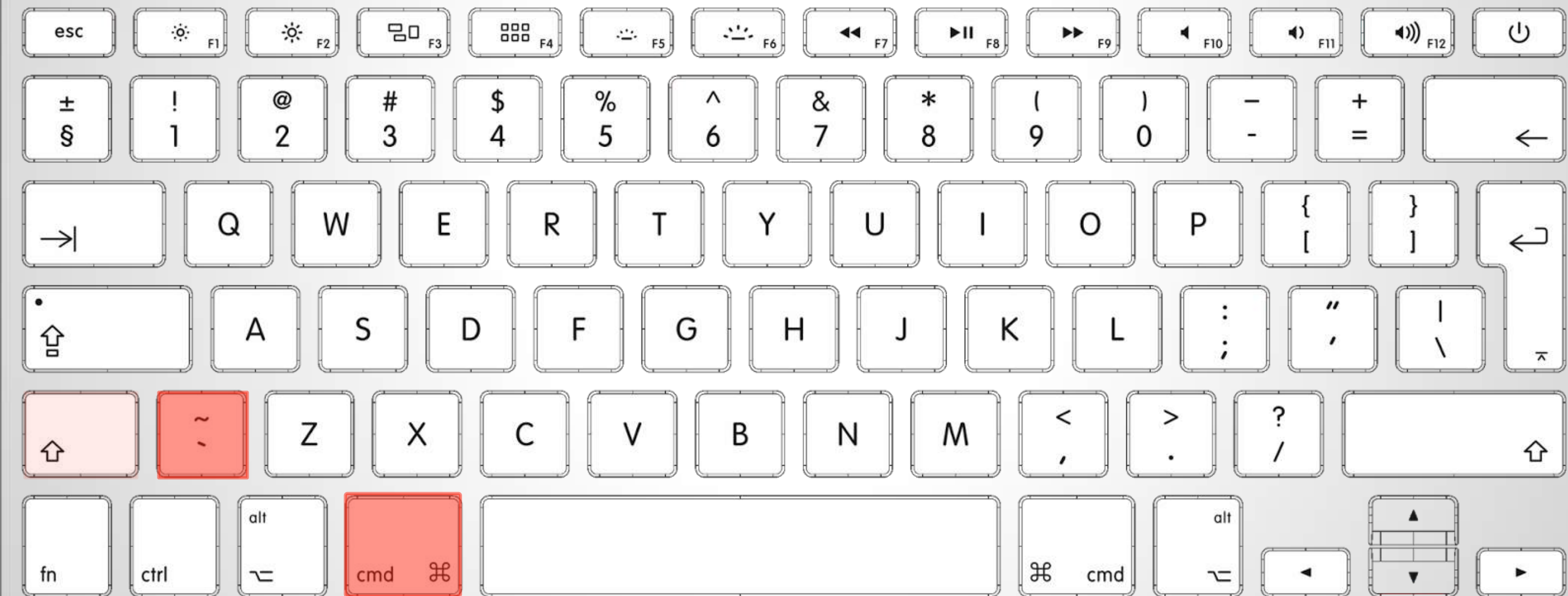


Hold 'Cmd' and press tab to scroll through apps. Hold 'Shift' to go the other way.



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Move quickly between windows in same app

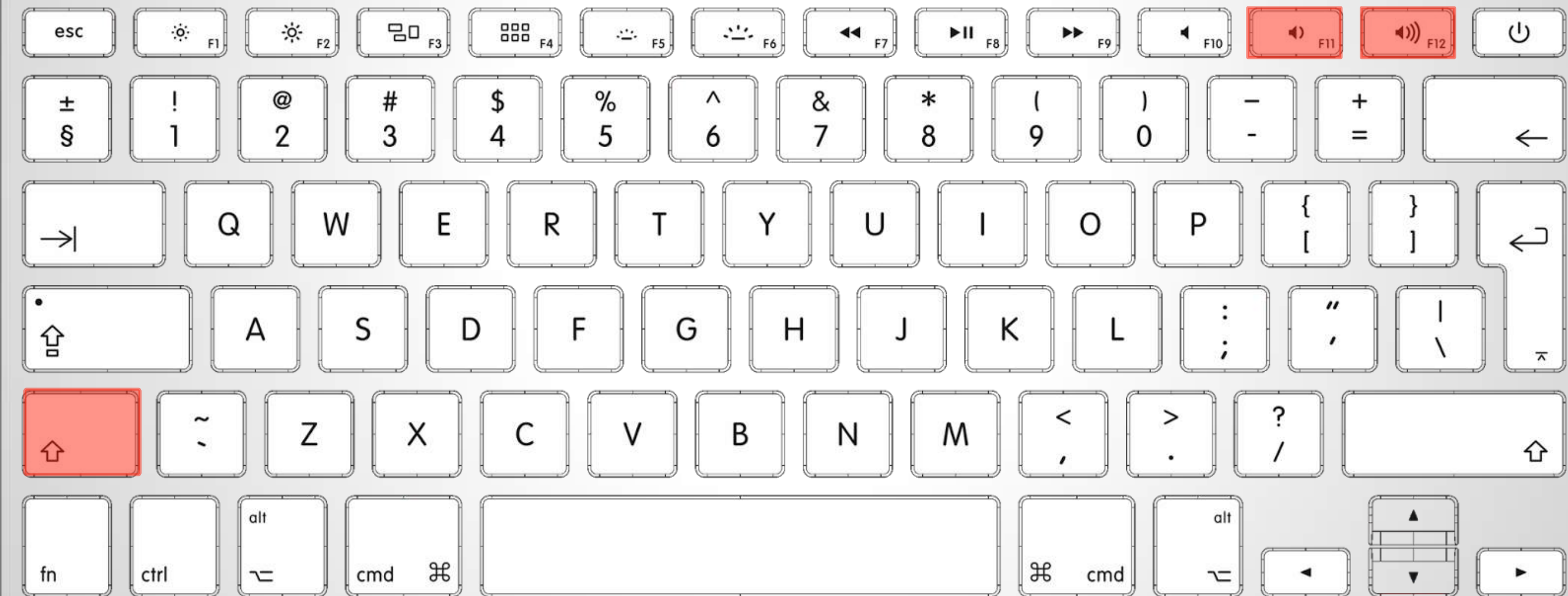


Hold 'Cmd' and press 'tilde' to scroll through apps. Hold 'Shift' to go the other way.



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Adjust volume without the beep sound

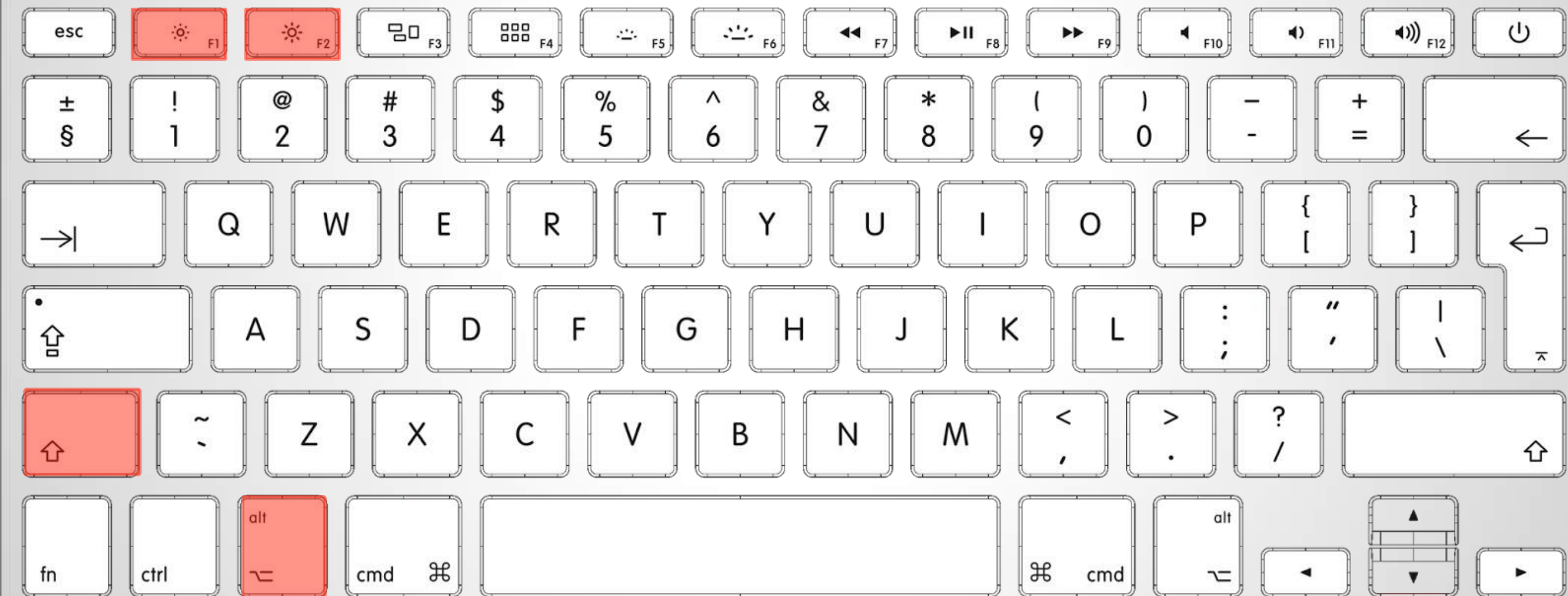


This is particularly useful if your volume is turned all the way up



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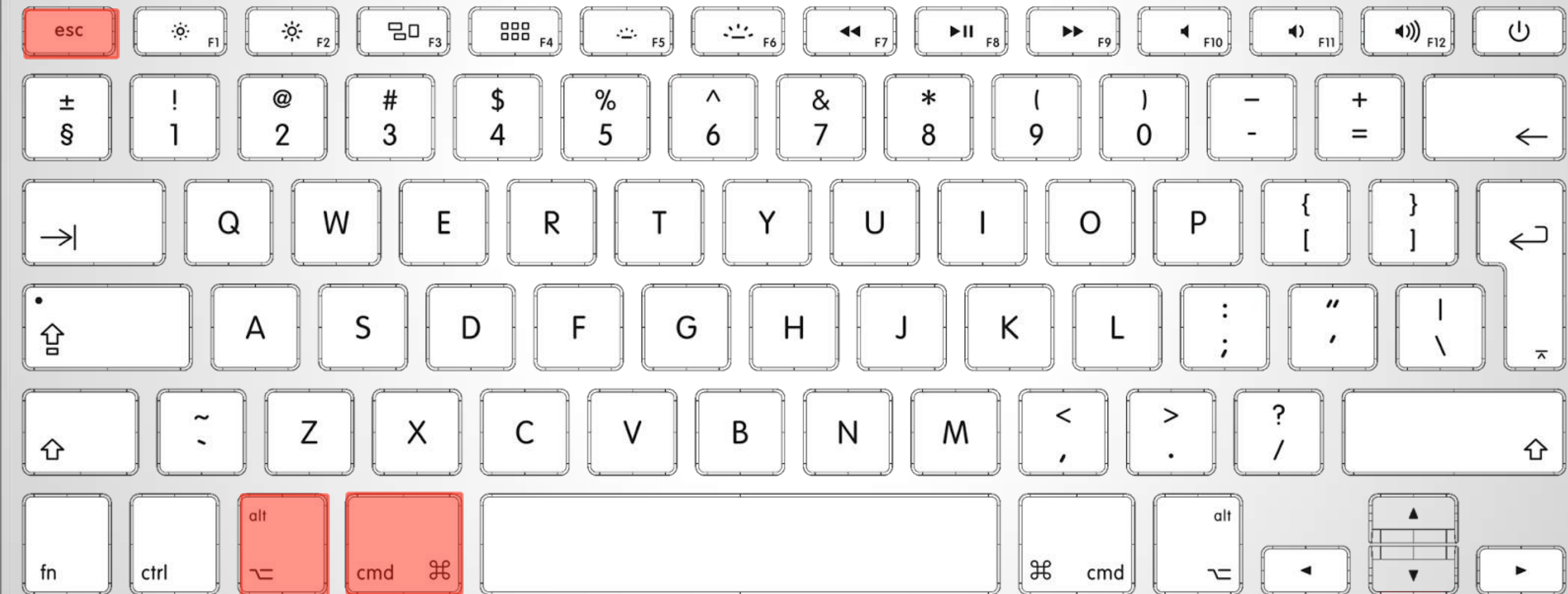
Adjust brightness in smaller increments



This also works for sound. Particularly useful to save battery or/and on sunny days.



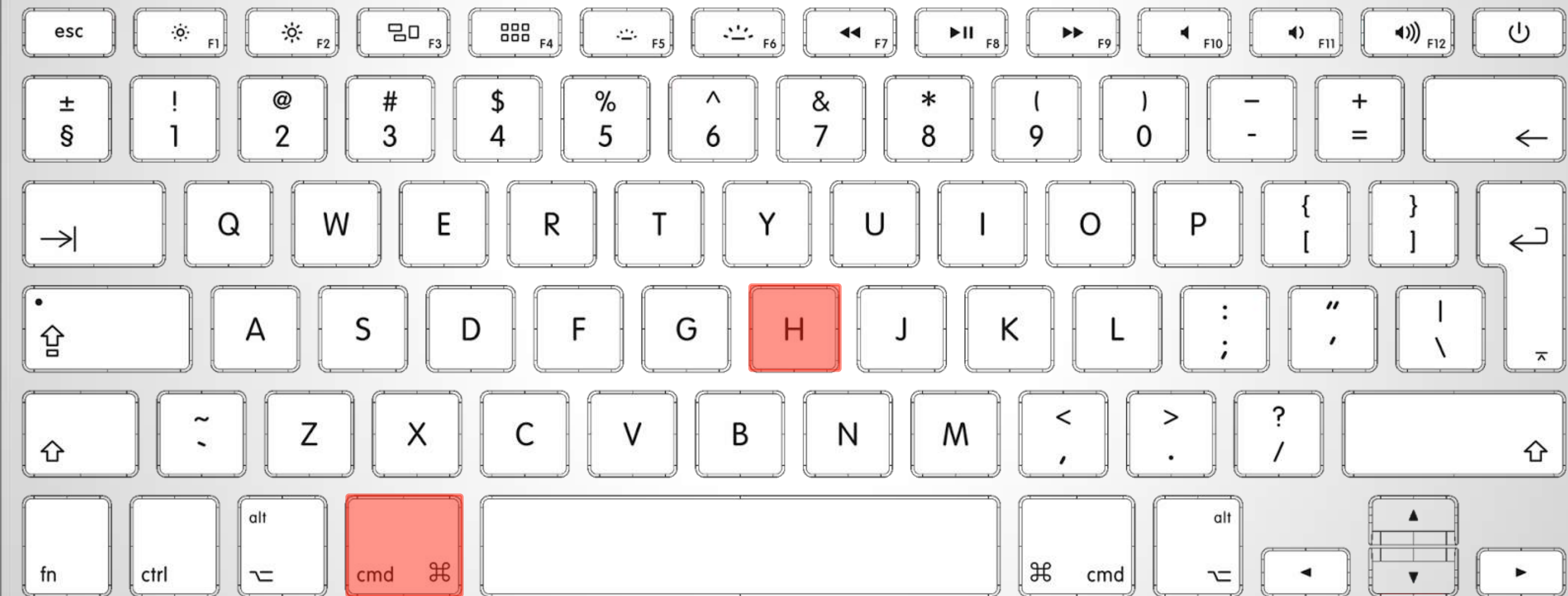
Quit an application that has crashed



Ever seen that spinning beach ball? This is the solution. Quit the application that is 'Not responding'.



Quickly hide something

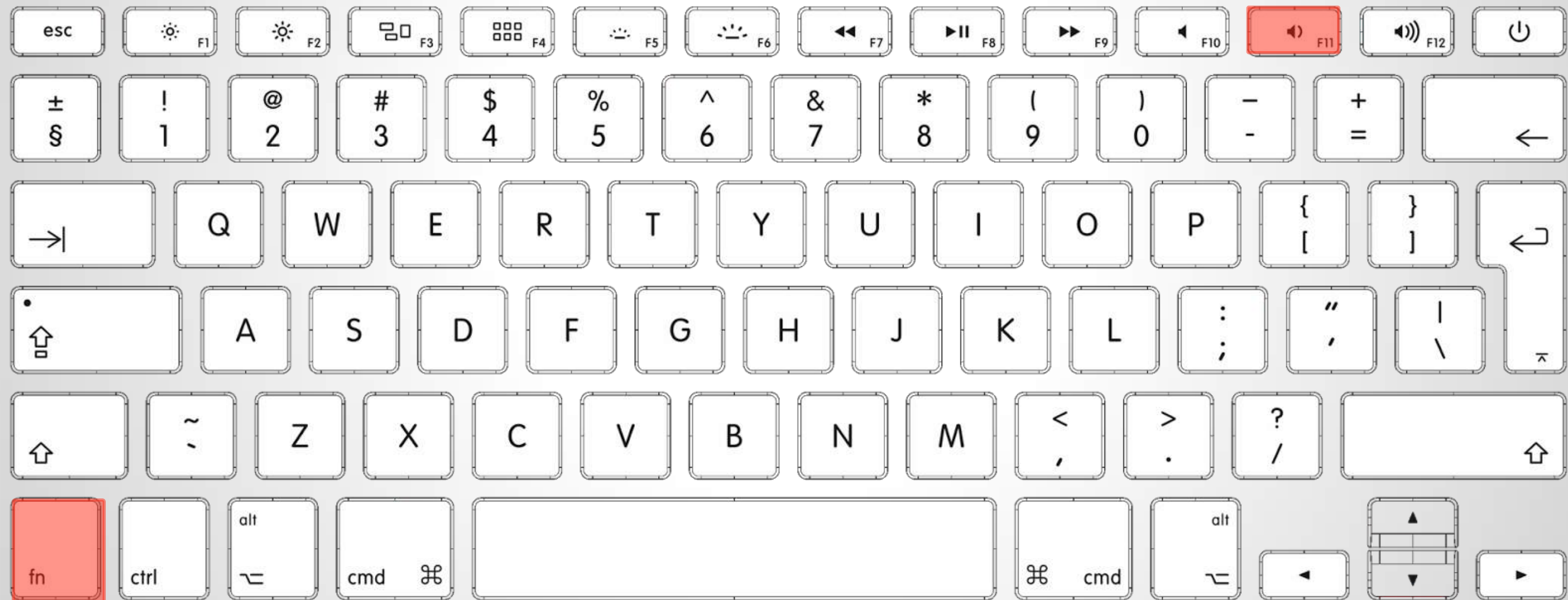


This is especially useful when you're reading an email meant to be 'confidential' and then you realise the projector is on...



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Show desktop



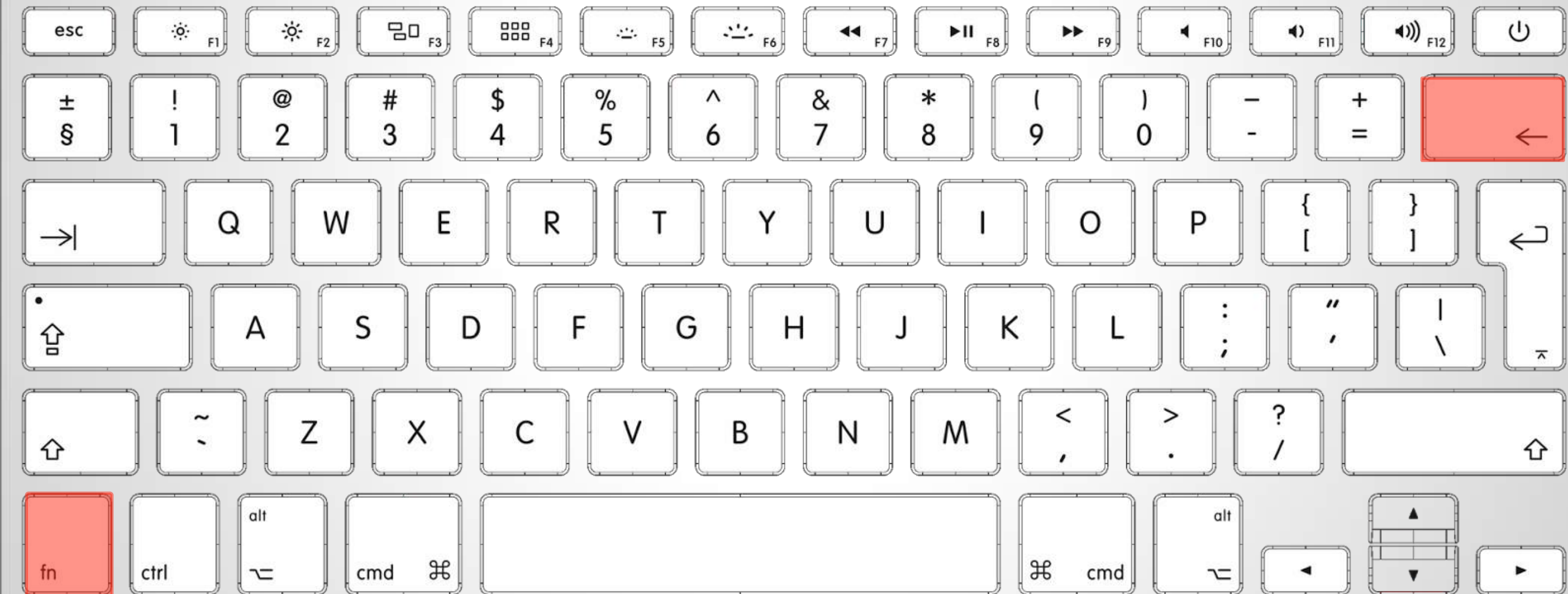
Dealing with text

We do a lot of that. Let's learn how to do it well!



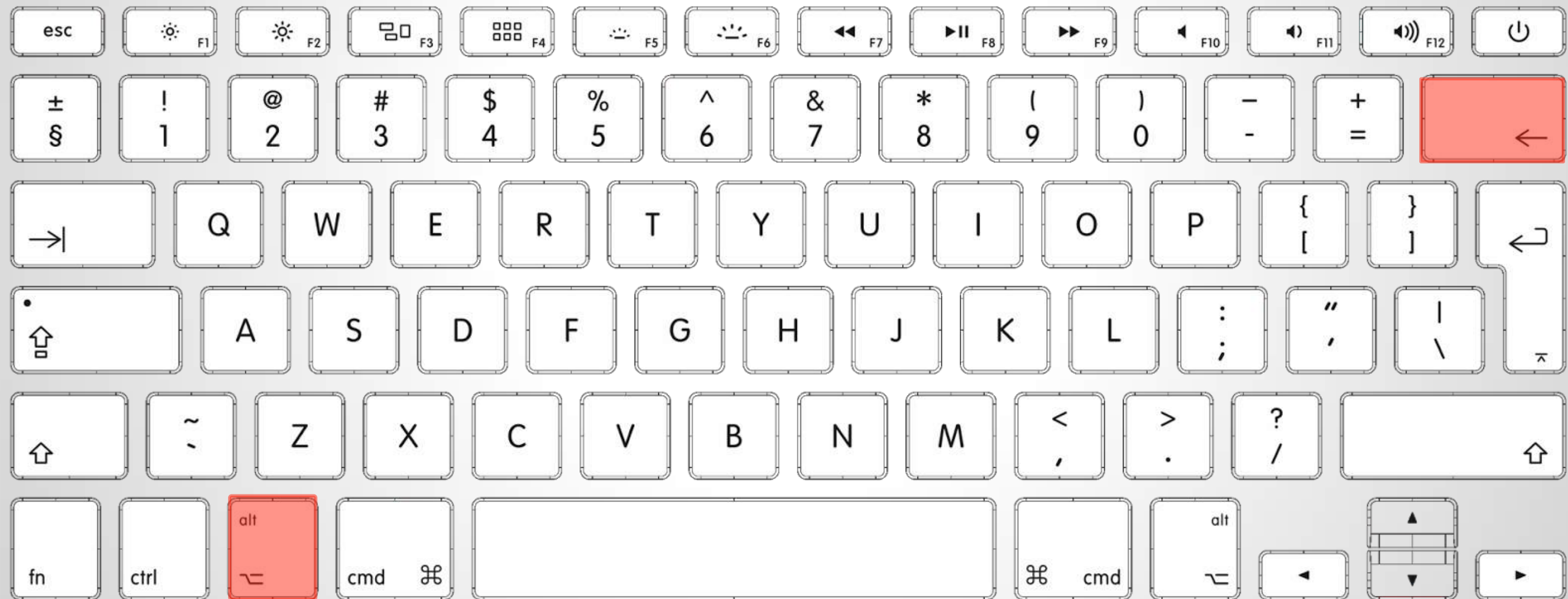


Delete characters (to the right)



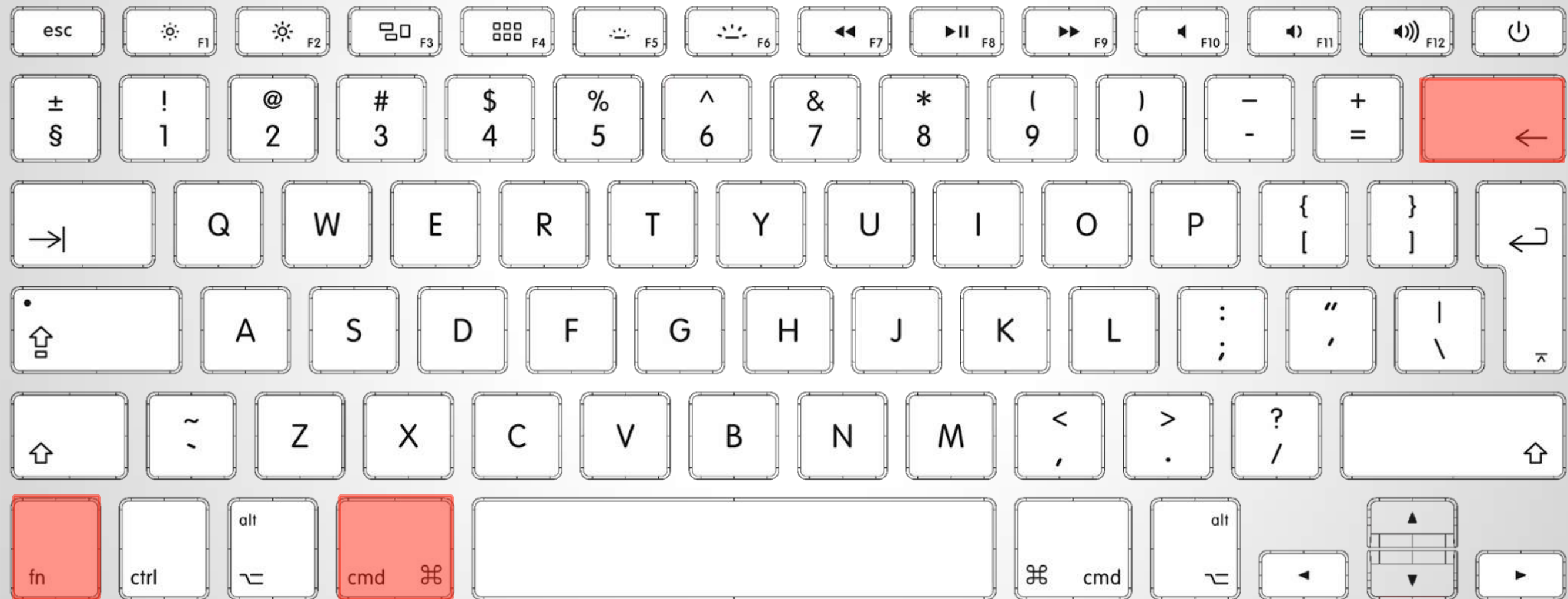


Delete whole words (to the left)



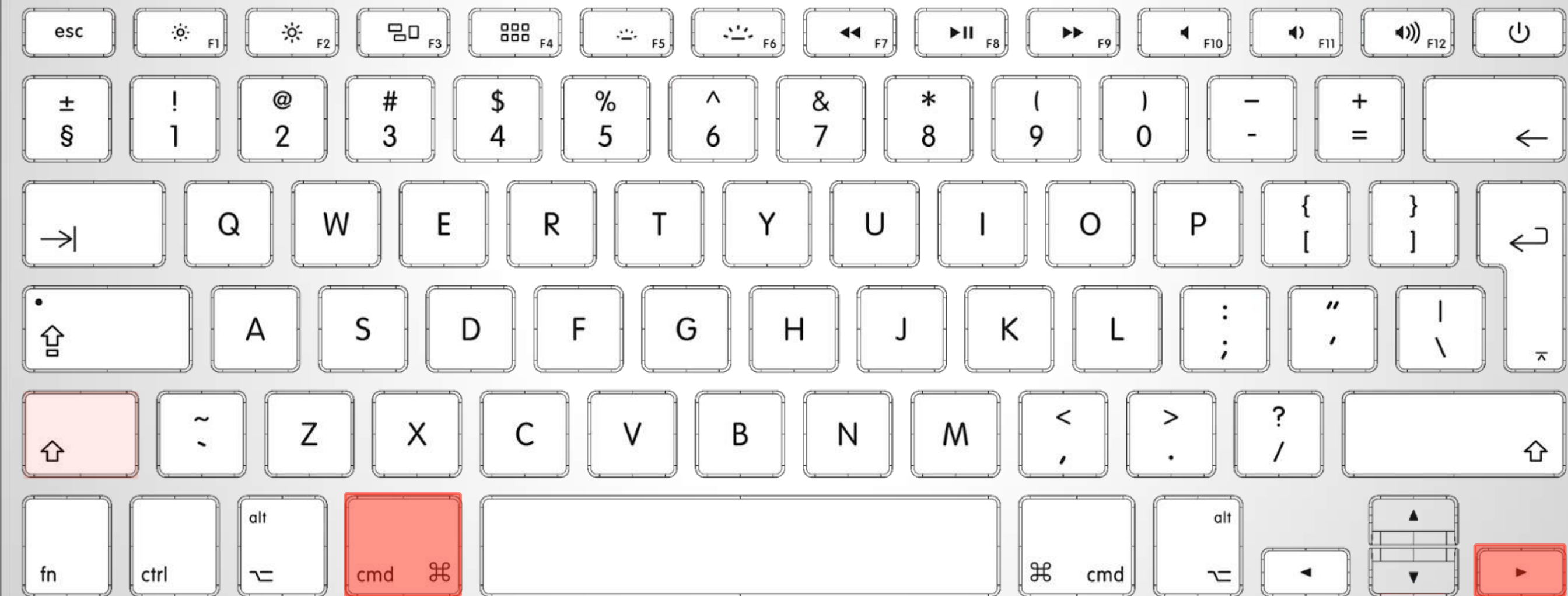


Delete whole words (to the right)





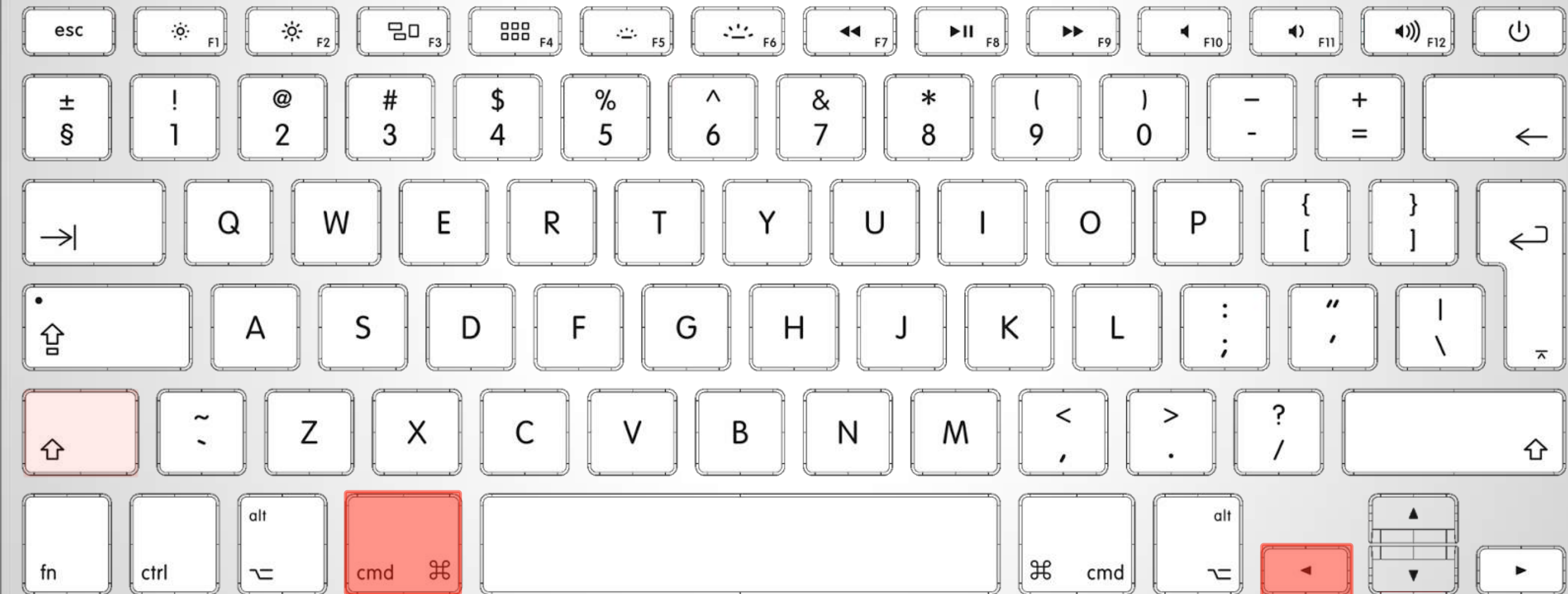
Go to the end of a line



Hold the 'Shift' key to select text to that point.



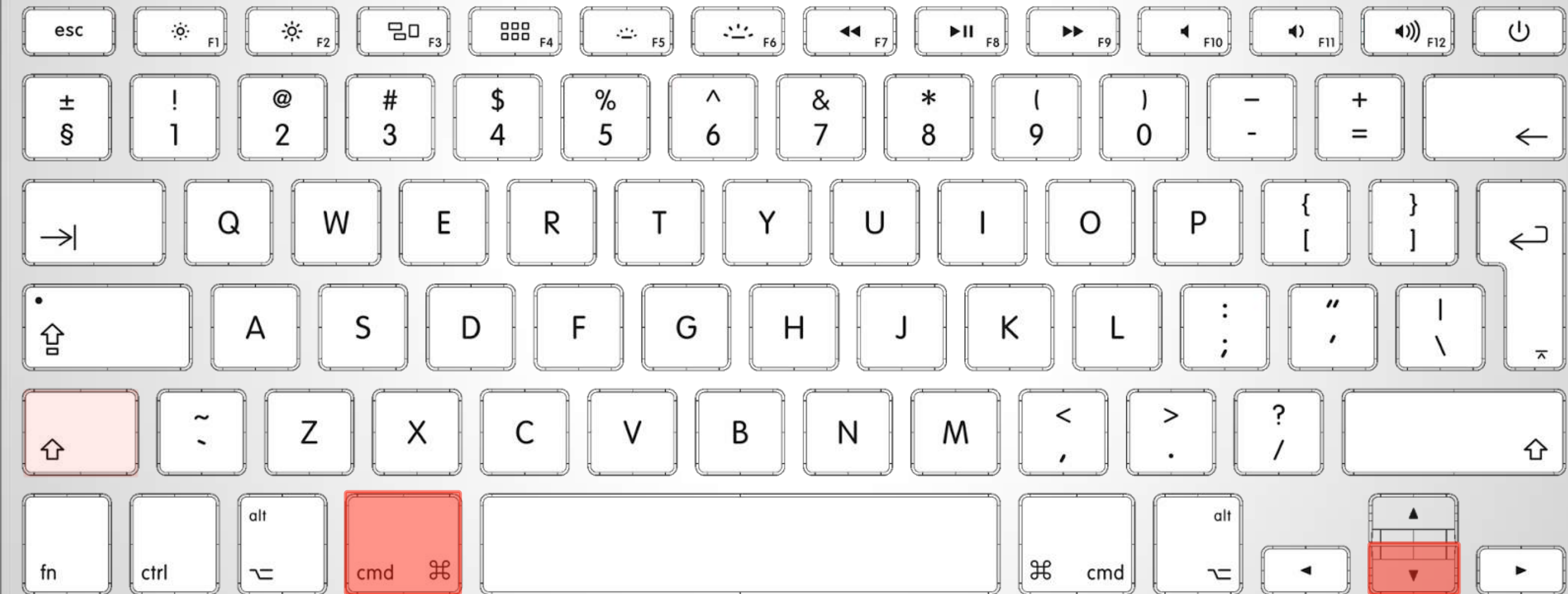
Go to the beginning of a line



Hold the 'Shift' key to select text to that point.



Go to the end of a paragraph



Hold the 'Shift' key to select text to that point.

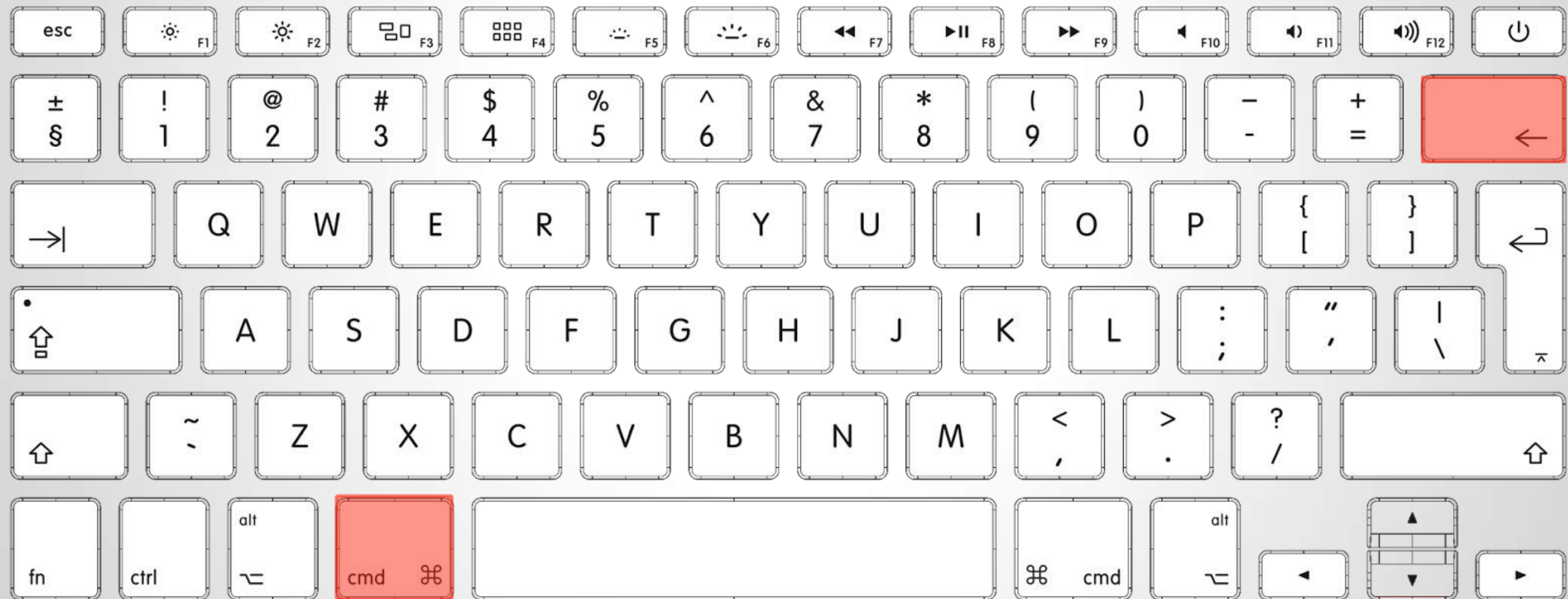
Application specific

Some apps behave a little bit differently when it comes to shortcuts. Here is a list of those that matter for teachers.





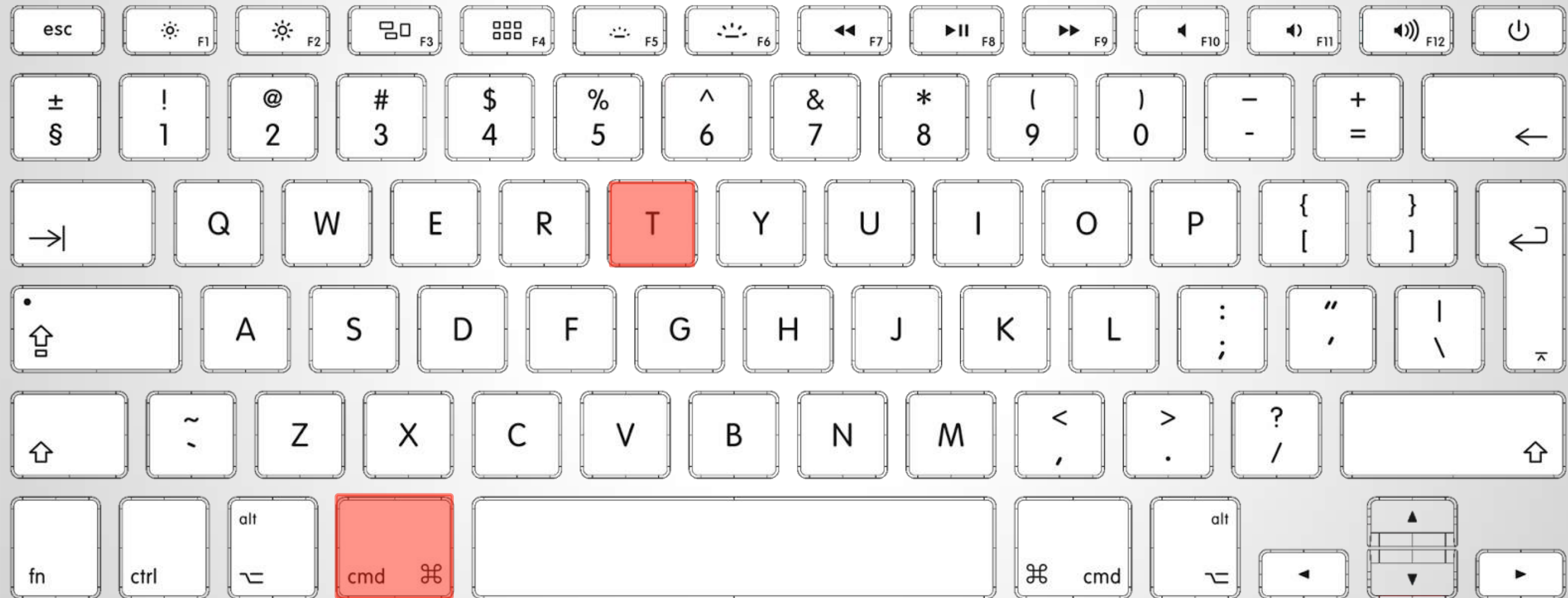
Send a file to the trash



You can perform this action on more than one file, or a folder

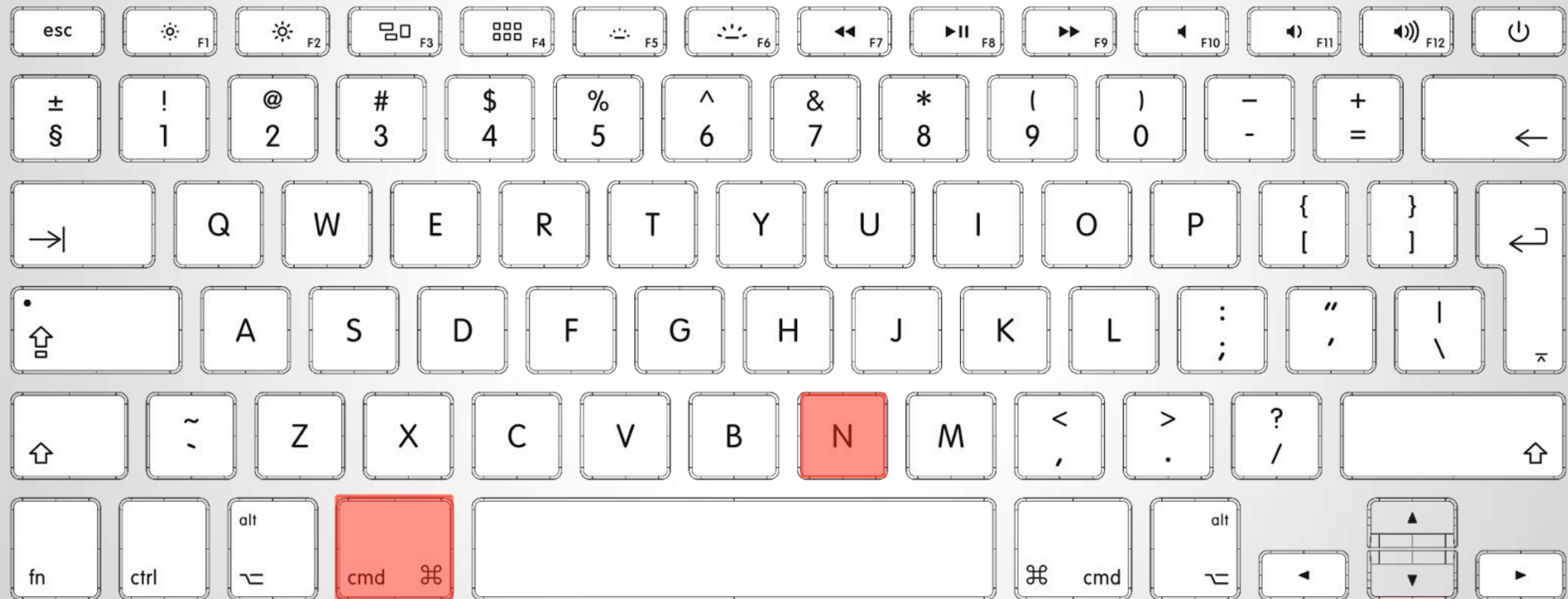


Open new tab (in Web browser)





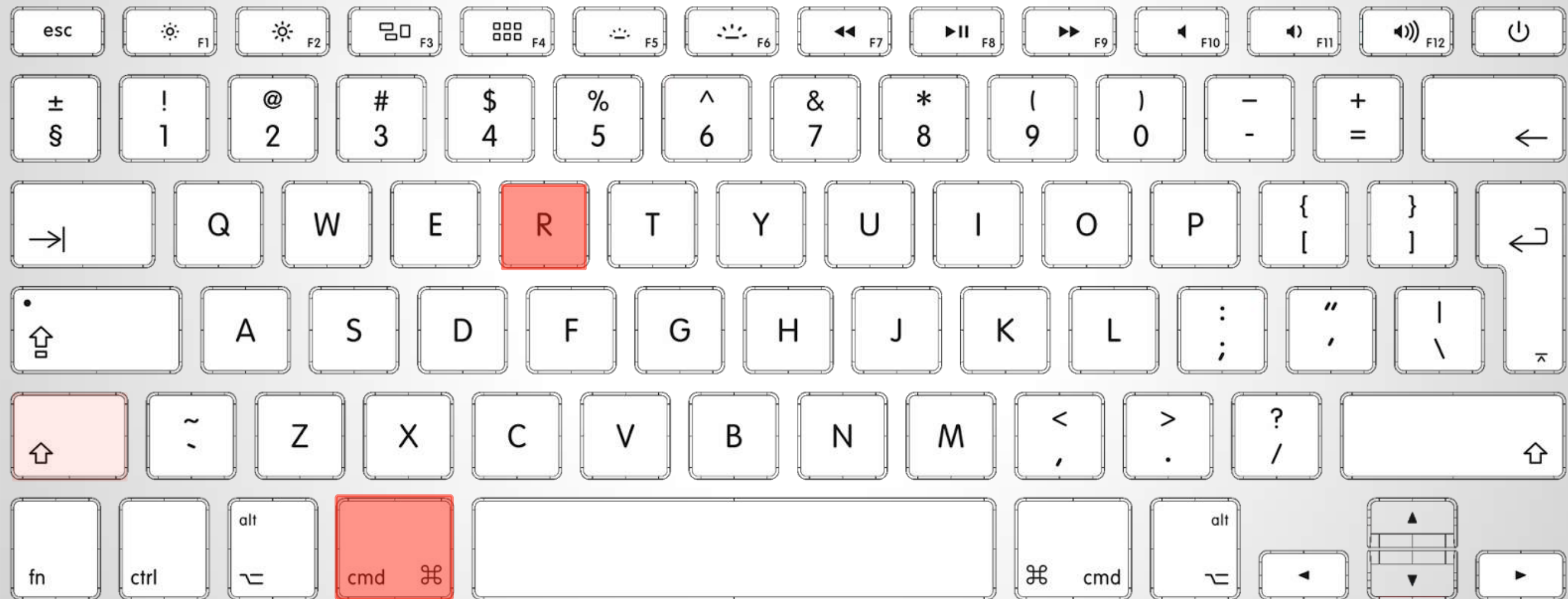
Create a new email



This also works in most apps, creating a new document



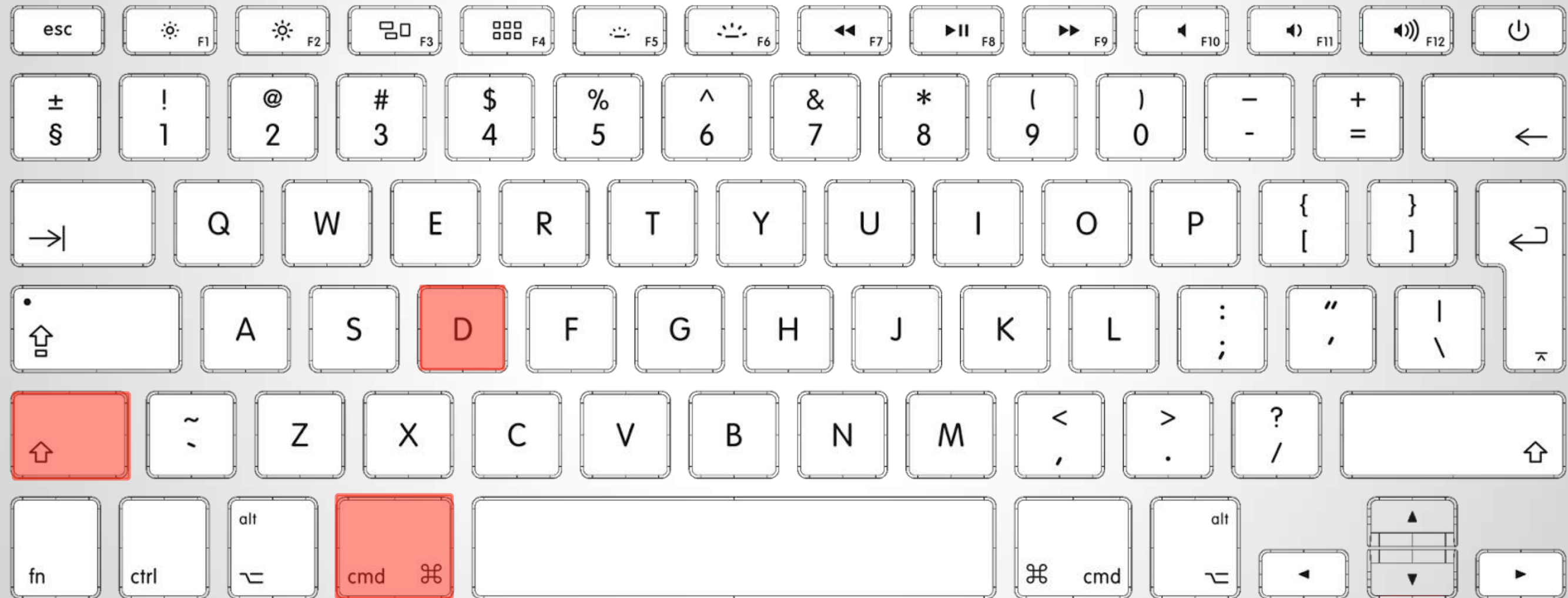
Reply to an email



Hold 'Shift' to 'Reply-all'



Send the email you are writing

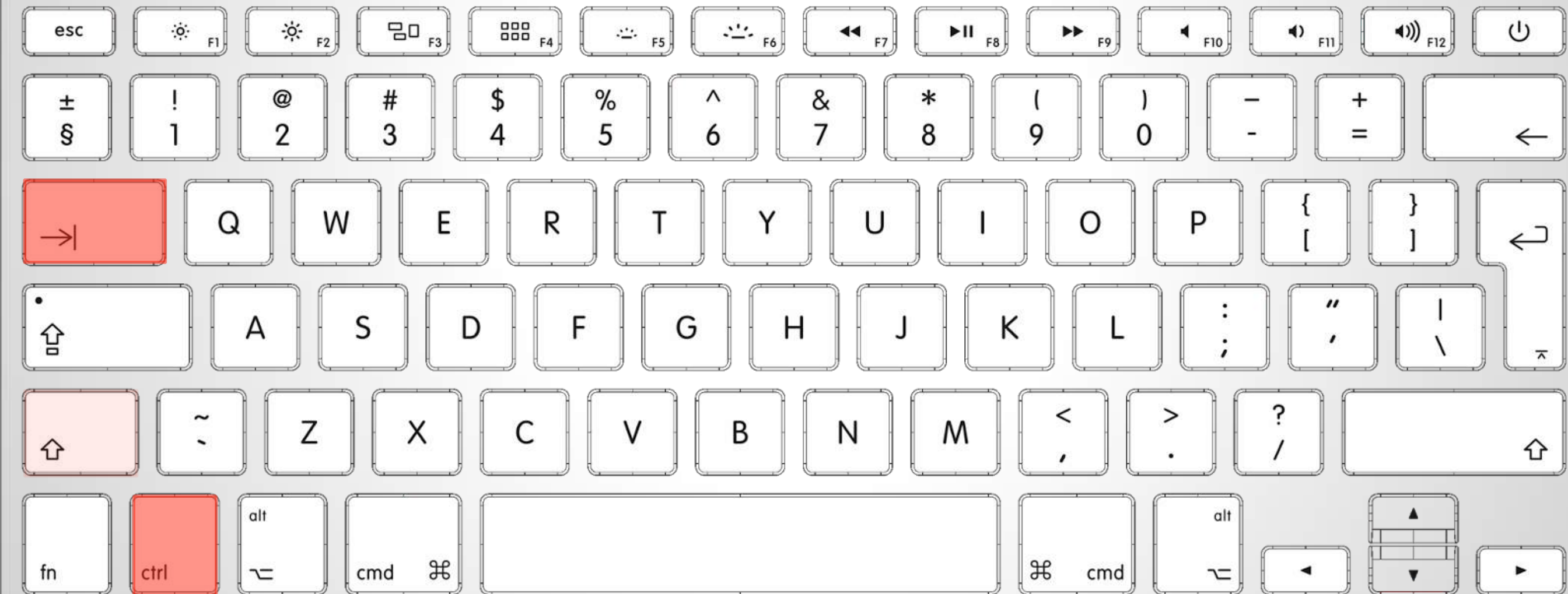




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Switch to next tab

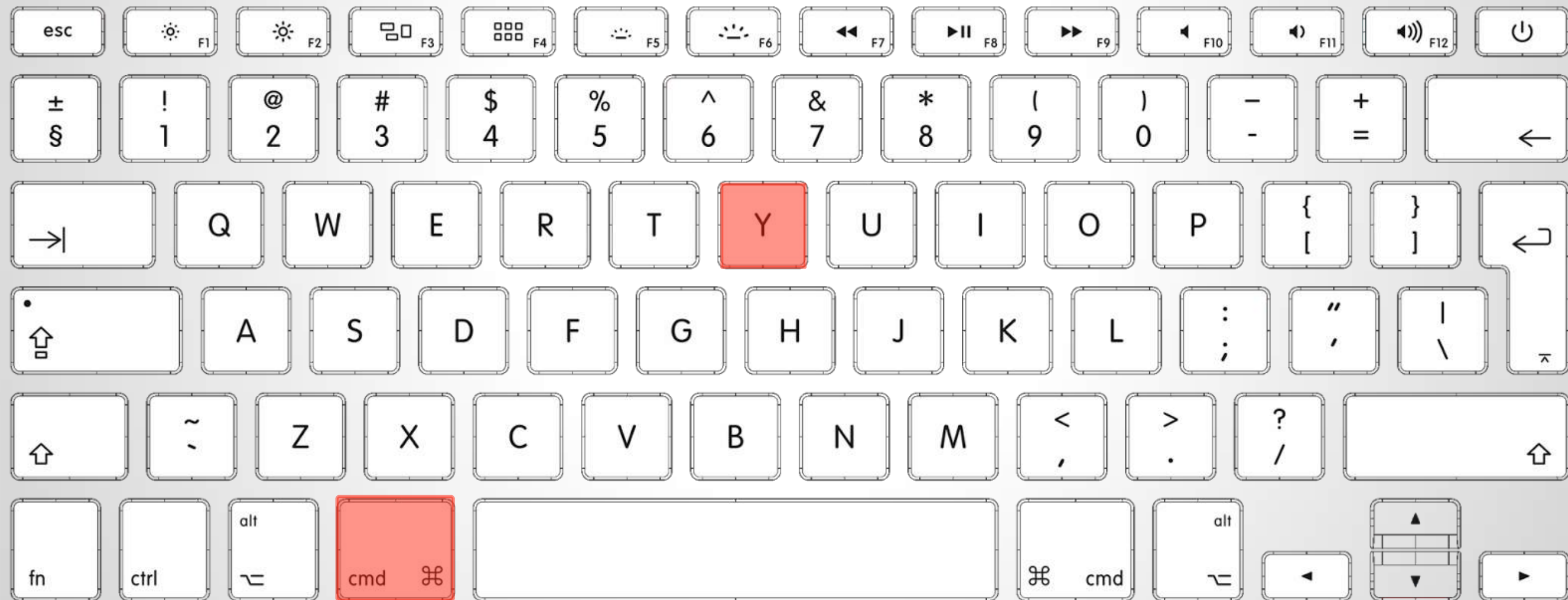


Hold 'Shift' to switch to previous tab



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Repeat an action



This also works for a series of actions