

# Mac keyboards

You can master a Mac computer with a few simple shortcuts and key strokes

## Switch Safari tabs

In Safari, click **Ctrl + Tab** → to switch to the next open tab, or **Ctrl + Shift ⌘ + Tab** → to switch to the previous one.

## Command ⌘ + Tab →

Switches between applications. Press the keys at the same time to switch to the previous application; press them again to switch back.

## Undo

Click **Command ⌘ + Z** to undo your last action, such as deleting a word from a document. **Ctrl + Y** will redo the action.

## 'Right-click'

For extra settings via a small menu, hold down **Control** and click on an app icon or on the desktop background. **Control + click** on a Mac works like right-click on a Windows PC.

## Screen brightness

Decrease (**F1**) or increase (**F2**) the screen brightness on a Mac screen.

## Save

Click **Command ⌘ + S** as a quick way to save a file.

## Keyboard backlights

Decrease (**F5**) or increase (**F6**) the keyboard backlights on a MacBook.

## Video and music controls

**F7**, **F8** and **F9** can be used in iTunes or iMovie to rewind, play/pause and fast-forward your video or music.

## Zoom in or out

Hold down **Command ⌘** and press **+** to zoom into a webpage (or document), or press **-** to zoom out of one.

## Volume controls

You can use **F10** to instantly mute or unmute your sound. Press **F11** to decrease volume and **F12** to increase it.

## Eject

Press this to eject a disc from your Mac or from an attached disc drive.

## Show the desktop

To shrink all your open apps and windows, click **Function (Fn) + F11**.

## Delete forwards

Press **Function (Fn) + Delete** ← to delete text forwards.

## Empty the Trash

Click **Command ⌘ + Shift ⌘ + Delete** → to empty the Trash. You'll see a warning message before the trash is deleted.

## Quick-send

In the Mail app, or in a webmail service such as Gmail, you can press **Command ⌘ + Enter** → to send an email when you've finished composing it.

## Spellcheck

When writing in a document or email, press **Command ⌘ + ;** and **;** to launch a spellchecker.

## Command + right or left-arrow

Takes you to the end of a line (right) or the beginning of a line (left) when editing text.

## Accents

The **Option/Alt** ⇧ key can be used to create accented letters (eg hold it and press **E** to give you **é**).

## Copy and Paste

Click **Command ⌘ + C** to copy an item (eg a file or some highlighted text), and **Command ⌘ + V** to paste it.

## Play and Pause

In iTunes, or when watching a video on YouTube, you can tap the **space bar** to pause and resume.

## Bold text

Click **Command ⌘ + B** to make your text bold in a document or email.

## New item

Press **Command ⌘ + N** to open a new web page in Safari or new blank document in Pages.

## Mission Control

Click **F3** for this useful function – it shows you all your currently open apps and windows. It's a simple way to swap between tasks by clicking a different window.



## Launchpad

Press **F4** to bring up an iPad-style grid of the apps on your Mac.



“Control + click on a Mac works like right-click on a Windows PC