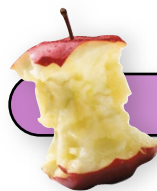


Common Commands

Command	What it does
Command + C	Copy
Command + V	Paste
Command + X	Cut
Command + Z	Undo
Command + Q	Quit an application
Command + P	Print
Command + S	Save your document
Command + A	Select all
Command + W	Close the current window
Command + N	New window, document or page
Command + E	eject
Command + SPACE	Opens spotlight
Command + DELETE	Move to trash

Less Common Commands

Command + Tab	Show all open applications
Command + B	Make highlighted text bold
Command + I	Get info (but text is selected it makes it italics)
Command + D	Duplicate a file
Command + F	Find a word on a page
Command + O	Open the file highlighted
Command + T	Bring up fonts (in word processor)
Command + plus key	Make text larger
Command + minus key	Make text smaller
Command + comma	Bring up preferences



Much Less Common Commands

Command	What it does
Command + shift + 4	(take a screen shot of an area) Cursor becomes cross hairs. Drag a rectangle. Let go and you've just taken a screen shot of a specific area.
Command + shift + 4 then hit the space bar	(take a screen shot of a window) Cursor becomes a camera. Click and you've just taken a screen shot of the window.
Hold down T at start up	(target disk mode) Computer starts up as an external hard drive only.
Hold down the mouse button at startup	Ejects a stuck CD
Command + Option + Escape	Force quits an application
Command + Shift + Delete	Empty the trash
Command + Shift + Delete + Option	Force empty the trash
Command + Shift + Q	Log out

For **free** help every Monday night at 8pm go to www.sellsconsulting.com/townhall