



Transylvania *Mac Users Group*

April 2021

AGENDA

- Welcome and introductions
- News and Rumors
- Shortcuts
 - Mac OS shortcuts
 - IOS shortcuts
 - Shortcut app
- Q&A



Guests

Welcome to TMUG

Enjoy our meeting

Q&A at the end of the meeting



Steering Committee

Matt Cannizzio

David Day

Terry Maros

Margarete Peterson

Ed Shearin

G'Anne Sparks

George Wagner

Bob Wilkerson



Shortcuts

- Keyboard shortcuts
- Screenshot shortcuts
- Special Characters
- Text Replacement
- Shortcut App



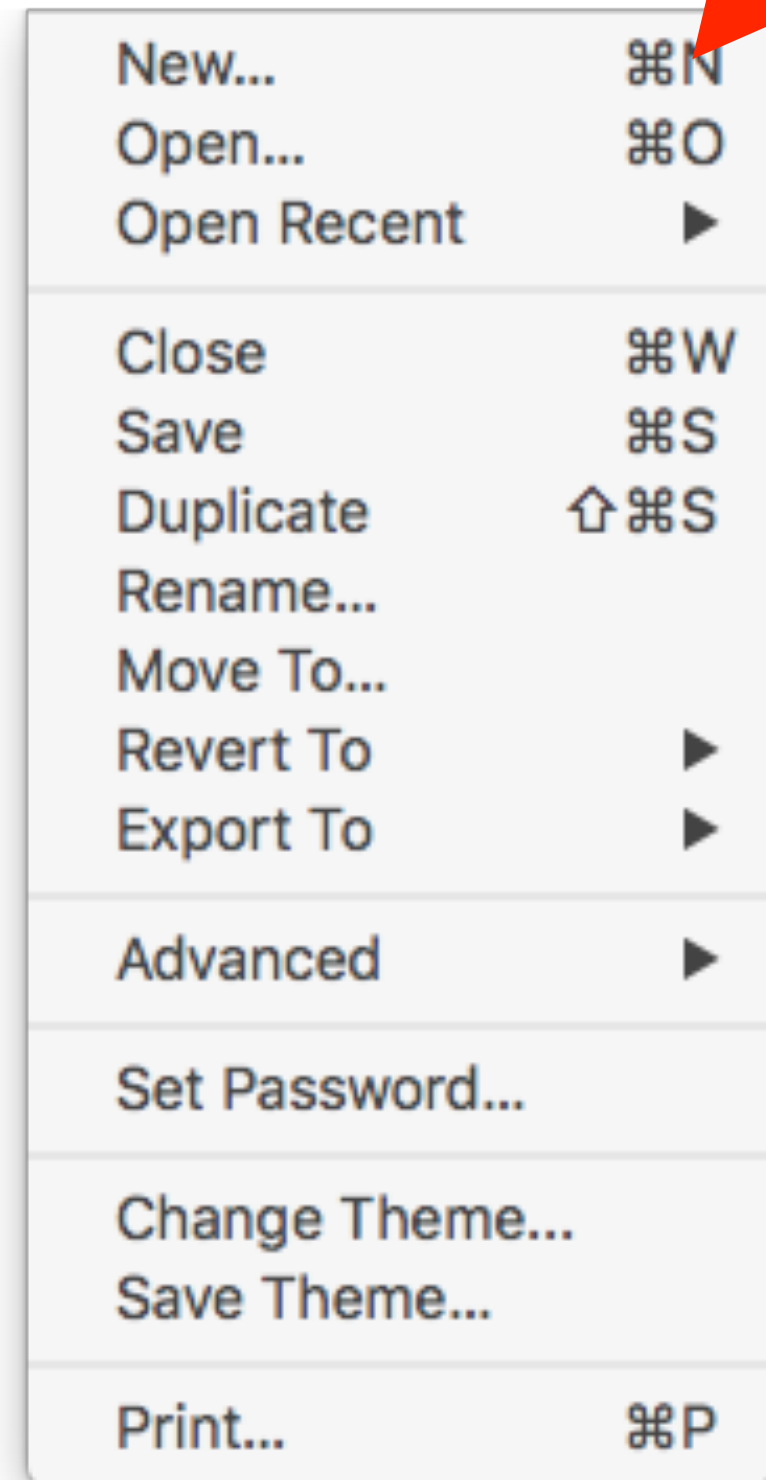
Shortcuts

- Mac OS shortcuts
- iOS shortcuts
- Shortcut app



Mac OS keyboard shortcuts

- Hundreds of Shortcuts
- Displayed next to the function in any menu
- Why use the shortcut?
- Which Shortcuts do you use?



Mac OS keyboard shortcuts

- Command-Z Undo, removes the last action and replaces it with the previous contents
- Command-X Cut, removes the selected item(s) and places them in the clipboard
- Command-C Copy, places selected item(s) to the clipboard, leaving the selected item(s) in their current location
- Command-V Paste, places the items stored in the clipboard at the location of the cursor.
- Command-A Select All, highlights the entire contents of the location of the cursor.
- Command-S Save document
- Command-P Print



Mac OS keyboard shortcuts

- Command Tab - brings up row of icons for all running programs
- Command Space - brings up Spotlight Search
- Command Option Escape - Brings up Force Quit menu



Mac OS mouse shortcuts

- Double click to select a word
- Double click and drag to select by word
- Triple click to select paragraph
- Triple click and drag to select by paragraph



Mac OS Screenshot shortcuts

- Command-Shift-3 Capture entire screen to a file on desktop
- Command-Shift-4 Capture selected area of screen to a file on desktop
- Command-Shift-4 followed by Spacebar Capture screenshot of Window or Menu (select menu first) to a file on desktop
- Command-Control-Shift-3 Capture entire screen to clipboard
- Command-Control-Shift-4 Capture selected area of screen to clipboard
- Command-Control-Shift-4 followed by Spacebar Capture screenshot of Window or Menu (select menu first) to clipboard



Mac OS Special Characters

The list of accents are as follows:

- Option-e ´ (Acute) á
- Option-` ` (Grave) à
- Option-u `` (Umlaut) ä
- Option-i ^ (Circumflex) â
- Option-n ~ (Tilde) ã



These character can also be used alone by just entering a space



Mac OS Special Characters

There are other special characters that cannot be used in conjunction with other characters.

Shift-Option-,	~	Option-r	®
Shift-Option-.	˘	Option-g	©
Shift-Option-t	ˇ	Option-2	™
Shift-Option-k	🍏	Option-p	π
Option-k	◦	Option-w	Σ
Option-h	·	Option-x	≈
Option-8	●	Option-f	f
Shift-Option-8	◌	Option-v	√
Option-4	¢		



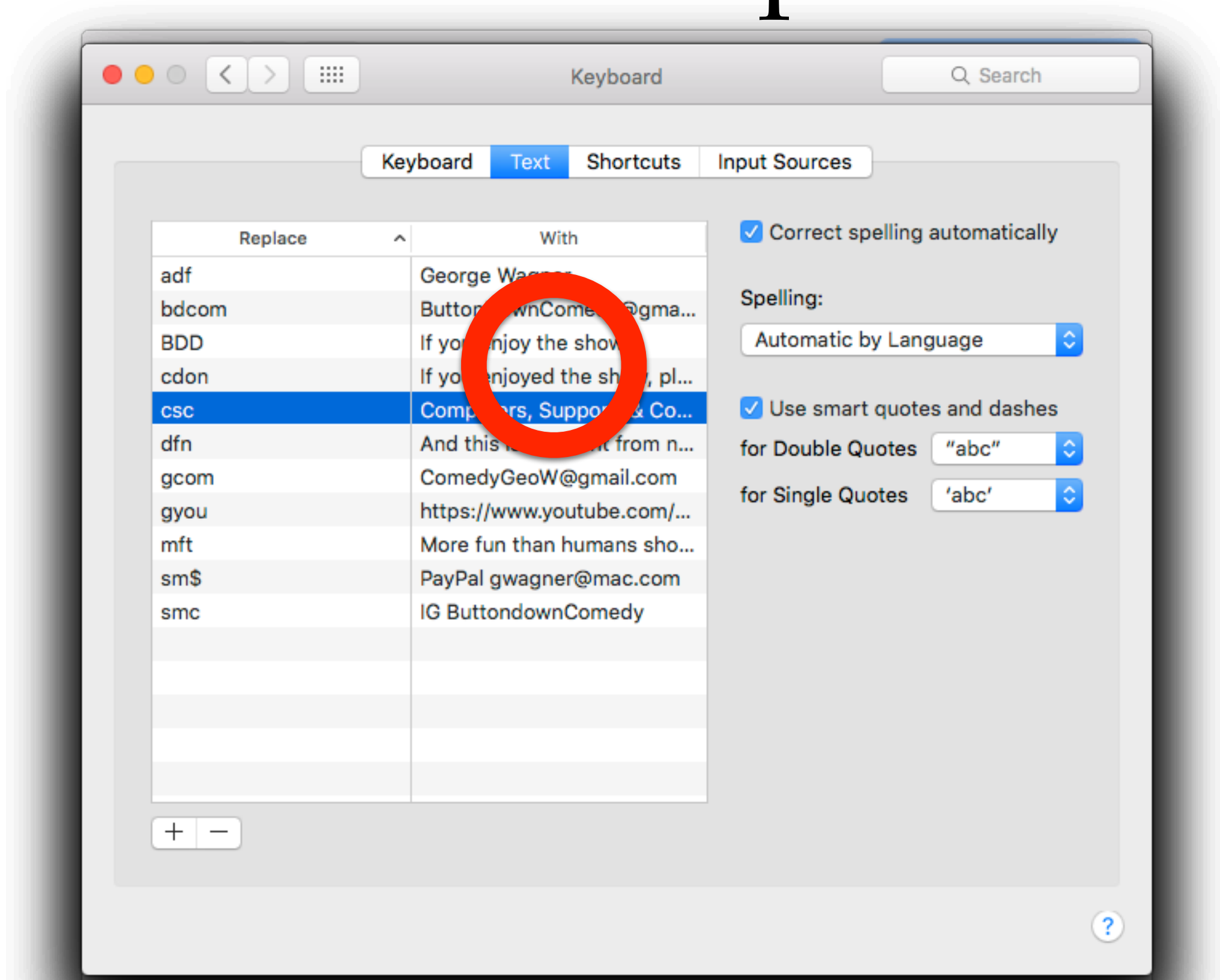
Mac OS Boot shortcuts

These must be pressed immediate at startup,
before the Apple Logo appears.

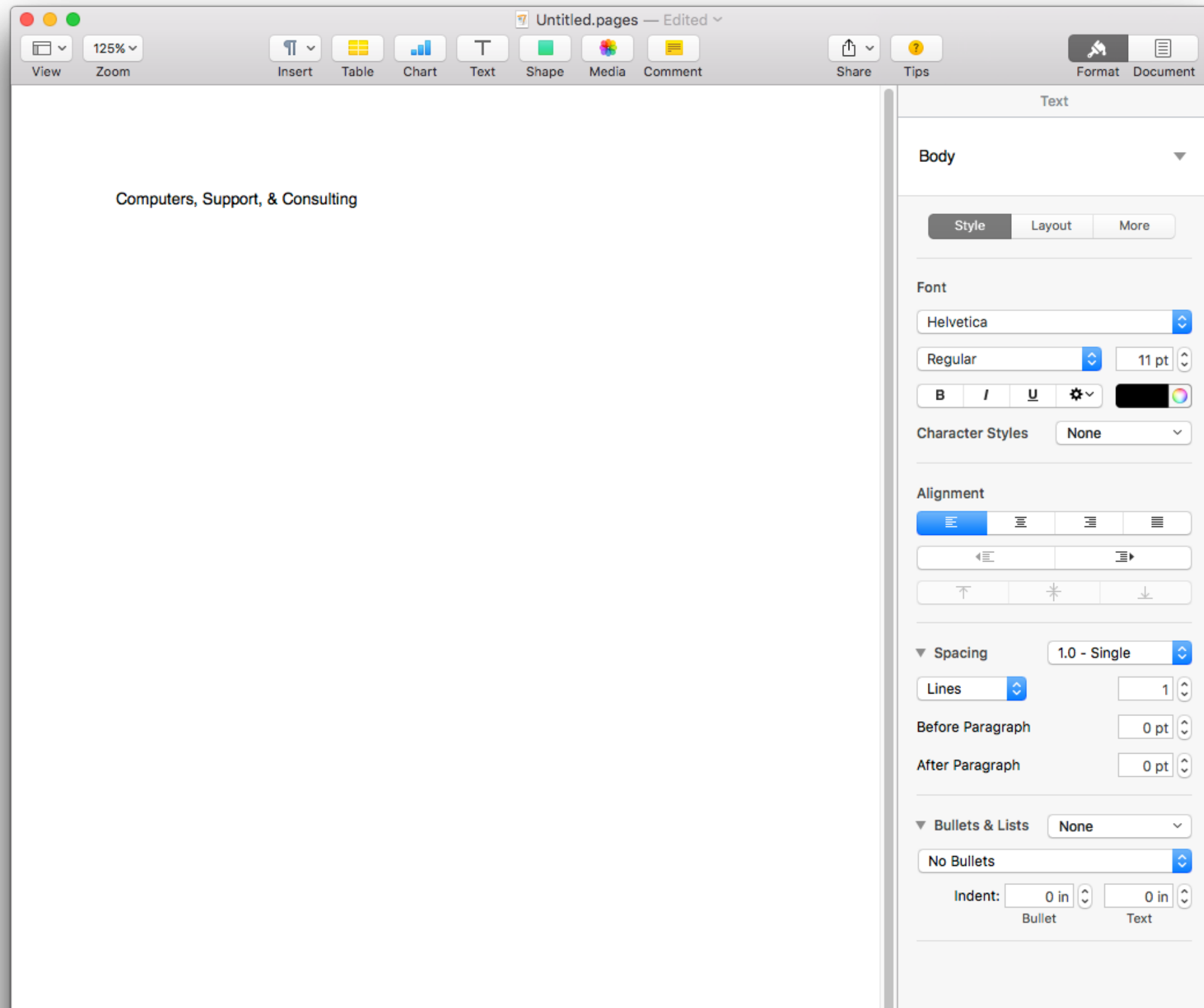
- Option - Open Boot, displaying all bootable sources
- Command R - boots into Recovery Partition
- Command Option R - Boot from Internet Recovery
- SHIFT - Safe Boot Mode
- Command Option P R - Reset Parameter Ram
- T - Target Disk Mode
- D - Hardware Test
- C - Boot from CD/DVD drive
- N - Net Boot
- Mouse key - Ejects and media in CD/DVD drive



Mac OS Text Replacement



Mac OS Text Replacement



iOS shortcuts

- Tap and hold for options
- With hardware keyboards, many Mac OS Shortcuts work in iOS
 - Command-Z Undo, removes the last action and replaces it with the previous contents
 - Command-X Cut, removes the selected item(s) and places them in the clipboard
 - Command-C Copy, places selected item(s) to the clipboard, leaving the selected item(s) in their current location
 - Command-V Paste, places the items stored in the clipboard at the location of the cursor.
 - Command-A Select All, highlights the entire contents of the location of the cursor.
 - Command-S Save document
 - Command-P Print



iOS touch shortcuts

- Double tap to select text
- Double tap and drag to select by word
- Triple tap to select paragraph
- Drag Highlight controls to expand or restrict selected text
- Press and hold on space bar on on screen keyboard to move cursor like using a touchpad

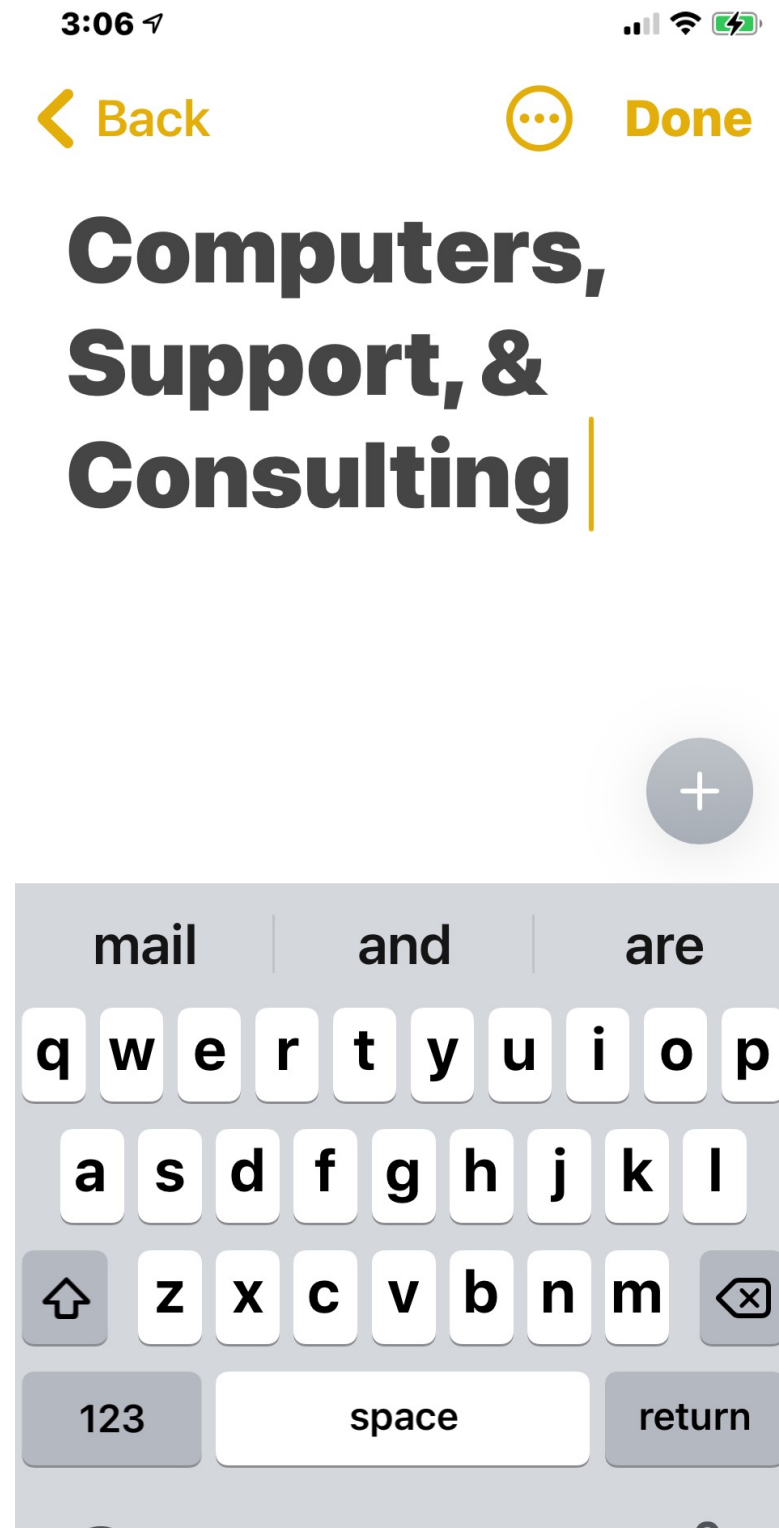
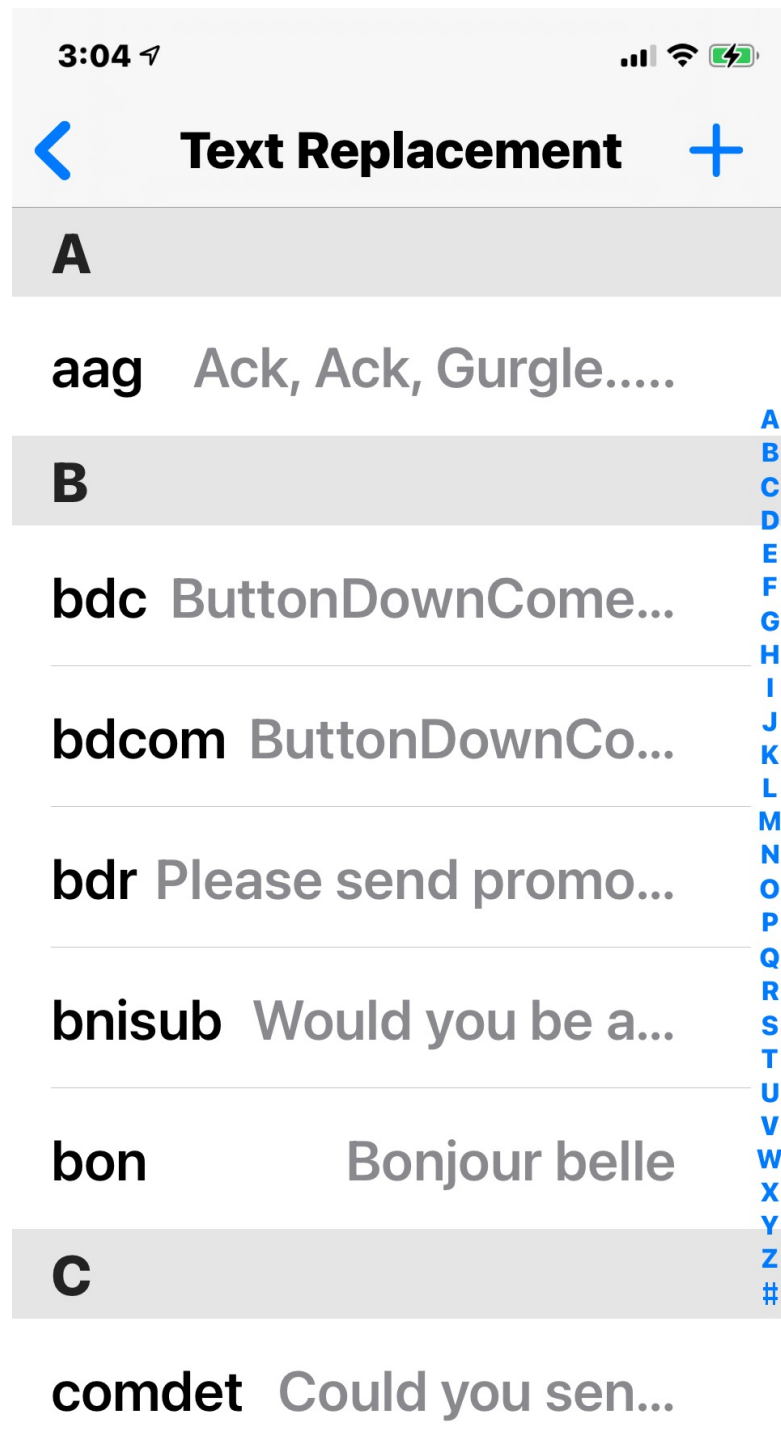


iOS Screenshot shortcuts

- Power button and Volume up to take screenshot
- Tap thumbnail to edit screenshot
- Crop, highlight, annotate, share, copy, and more
- Delete or save to photos or files
- Screenshot in documents longer than a screen provides multiple page PDF option



iOS Text Replacement



Shortcut App

- Shortcut

A shortcut is a quick way to get one or more tasks done with your apps. The Shortcuts app lets you create your own shortcuts with multiple steps.

- Action

An action—the building block of a shortcut—is a single step in a task. Mix and match actions to create shortcuts that interact with the apps and content on your iOS or iPadOS device, as well as with content and services on the Internet. Each shortcut is made up of one or more actions.

- Automation

Automation is a type of shortcut that's triggered by an event, rather than manually. You can use the Shortcuts app to set up a personal or home automation and then have the automated shortcut triggered by your arrival, your departure, a setting on your iPhone, a time of day, and much more.



Q & A

