

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

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Some Tips and Tricks for the Lazy and Sometimes Clumsy...

I love keyboard shortcuts.

As a matter of fact when Chris and I are updating large groups of machines around the county with a certain piece of software I will seek out the keys that will get me through the install program instead of having to grab the mouse and move it around to click all the buttons and links necessary to get the software installed or updated. While Chris is “click, click, clicking...” with the mouse I am pressing something like [ENTER], [ENTER], [TAB], [ENTER], [UP ARROW], [SPACE], [ENTER] to get the same results.

Is this really any faster? Who knows... but it feels faster than having to reach from the keyboard to the mouse, move it to the proper location, click, then look for the next thing to click, etc...

Here's a keyboard example that everyone deals with everyday (logging onto your computer). To log in many of you may press [CTRL]+[ALT]+[DELETE], type your user name, use the mouse to move the cursor to the Password field, type your password, then finally move the mouse to the [OK] button to login. Instead, after pressing [CTRL]+[ALT]+[DELETE] you can just type your user name, press [TAB], type your password, and then press [ENTER] and you're logging in.

Wait! What if you make a mistake and need to back up from the Password field to the User Name field? Just press [SHIFT]+[TAB] and you move backwards through the fields of the login form.

Actually this works in most all Windows applications...

- pressing [TAB] moves to the next field in a form
- pressing [SHIFT]+[TAB] moves to the previous field in a form

That said... here are some keyboard shortcuts and other oddities that you might find useful...

- **Ooops!** In most Windows applications, pressing [CTRL]+[Z] will “undo” the last thing you just did. Windows actually keeps a list of the things you’ve done and pressing [CTRL]+[Z] will step backwards through that list “undoing” what you just did! NOTE: If you do something and you want it to happen again... try [CTRL]+[Y].
- **Nevermind!** Pressing [ESC] will usually just cancel any open dialog box without causing any issues.
- **Just Quit!** Pressing [ALT]+[F4] will usually quit the current application. If no application is open, pressing [ALT]+[F4] will try to quit Windows by taking you to the dialog box where you can choose to Log off, Shutdown, Restart, etc...
- **Cut, Copy, and Paste!** [CTRL]+[C] copies any selected text or object so that you can then use [CTRL]+[V] to paste it to another location. [CTRL]+[X] makes a copy of the text or object AND removes it from its current location so it can still be pasted back with [CTRL]+[V]. NOTE: Why not use [CTRL]+[P] to paste? Check out the next item.
- **Select it All!** [CTRL]+[A] selects all. If you are in a document, all text and objects would be selected. If you are in a folder, all items in the folder are selected.
- **Open and Save!** In many applications, [CTRL]+[O] and [CTRL]+[S] open the Open and Save dialog boxes respectively.
- **Quick Printing!** Instead of looking for the Print option under the File menu or locating an icon in a program to print... pressing [CTRL]+[P] will usually bring up the print dialog box to allow a user to quickly get their print job.
- **Where is it?** If you are searching on a web page, in a document, etc... for a specific item, you can press [CTRL]+[F] to open up the current application’s Find dialog box.
- **Why Don’t You Take a Picture? It’d Last Longer...** Pressing the [PrintScreen] or [PrtScn] (depending on how it is labeled on your keyboard takes a picture of the screen (called a screenshot) that can be pasted into an application. Pressing [ALT]+[PrintScreen] or [ALT]+[PrtScn] takes a screenshot of only the currently selected window.
- **Select.** If you don’t want to reach over and grab the mouse to click on a button... you can simply press [SPACE] to press the currently selected button. If the button you want to press is not currently selected... you can use [TAB] or the arrow keys to move between the different buttons. Then once you are on the desired button, press

[SPACE].

- **Oooh... Pretty...** While editing text, most Windows applications will allow you to use [CTRL]+[B] to make the selected font **Bold**, [CTRL]+[I] to make the selected font *Italicized*, and [CTRL]+[U] to make the font Underlined.
- **Tips that work in IE, Chrome, and Firefox:**
 - Too lazy to get up and get your glasses? [CTRL]+[+] and [CTRL]+[-] will adjust text sizes larger or smaller.
 - In the address bar instead of typing <http://www.google.com> you can just type google and the press [CTRL]+[ENTER] and the www. and the .com will be supplied for you. Doesn't really help if you need a .org or .net, etc...
 - Pressing [ALT]+ [D] will move the cursor to the address bar without having to click the mouse there. [CTRL]+[L] will also accomplish this.
 - Pressing [CTRL] along with a number key will jump to the associated open tab in your browser. (ie. Pressing [CTRL]+[3] will jump to the third tab).
 - If you accidentally close a tab in your browser... pressing [CTRL]+[SHIFT]+[T] will bring it back from the dead. You can close the current tab on purpose with [CTRL]+[W]. Opening a new tab can be done with [CTRL]+[T].
- **The [WINDOWS] Key in Windows XP and Windows 7:**
 - [WINDOWS]+[D] displays the Desktop. Pressing it again restores open windows.
 - [WINDOWS]+[E] opens up Windows Explorer.
 - [WINDOWS]+[F] opens up the Search window.
 - [WINDOWS]+[L] locks your computer.
 - [WINDOWS]+[M] minimizes open windows in Windows 7 (not in XP).
 - [WINDOWS]+[P] allows you to select a projection device in Windows 7 (not in XP).
 - [WINDOWS]+[R] opens up the Run dialog box.

- [WINDOWS]+[U] opens up Utility Manager (called Ease of Access Center in Windows 7) where you can set special options like Magnifier, Narrator, OnScreen Keyboard, etc...
- [WINDOWS]+[TAB] allows you to choose between open applications (called multi-tasking) just like [ALT]+[TAB] but with fancier animations in Windows 7 (not in XP). NOTE: [ALT]+[TAB] works in Windows XP.
- [WINDOWS]+[BREAK] opens up the System Properties window.
- [WINDOWS] along with the arrow keys will cause the currently selected window to fill up half the screen, maximize, return to the restored state, and minimize in Windows 7 (not in XP).
- [WINDOWS] by itself brings up the Start Menu.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.