

# 12 Mac Shortcuts to make your life easier.



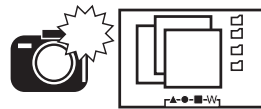
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Shortcuts are combinations of keys being pressed at the same time. When done correctly they will perform an action that might have taken much longer to do manually.

CTRL=Control CMD=Command



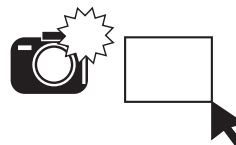
**CTRL+OPTION+CMD+EJECT**  
Shut computer down



**CMD+SHIFT+3**  
Take a screen shot



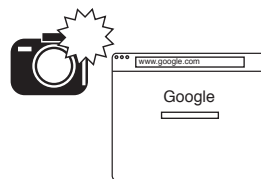
**OPTION+CMD+EJECT**  
Put computer to sleep



**CMD+SHIFT+4**  
Take a screen shot of selection



**OPTION+SHIFT+CMD+ESC**  
Force quit application



**CMD+SHIFT+4, then spacebar**  
Take a screen shot of open window



**OPTION+CMD+m**  
Minimize all windows



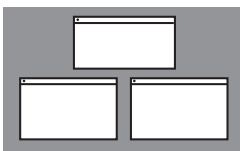
**CTRL+P**  
Print



**SHIFT+CMD+i**  
Email browser URL



**CTRL+F**  
Find on page



**F3**  
Show all open windows



**CTRL+S**  
Save document



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