

# Macbook Shortcuts

Switch to another application and hide all other applications	⌘-Option-click the icon in the Dock
Define a search using multiple criteria	⌘-F
Start a Spotlight search	⌘-Space bar
Use Exposé to show all the open windows	F9 (default setting)
Use Exposé to show all the open windows in an application	F10 (default setting)
Use Exposé to hide all the open windows and show the desktop	F11 (default setting)
Show Dashboard	F12 (default setting)
Switch to the previous application	⌘-Tab
See the definition for a word	Move the cursor over the word and press Command-Control-D
Minimize a window	Double-click the titlebar
Stop a process	⌘-period (.)
Force an application to quit	⌘-Option-Escape
Turn off your computer	Power key
Force the computer to restart	⌘-Control-Power key
To take a picture of the whole screen	⌘- Shift-3
To take a picture of part of the screen	⌘- Shift-4, then drag to select the area you want in the picture.
To take a picture of a window, the menu bar, the Dock, or other area, press ⌘- Shift-4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click.	
Screen shots are saved as files on the desktop. If you want to put the screen shot in the Clipboard, rather than create a file, hold down the Control key when you press the other keys. You can then paste the picture into a document.	
You can also take pictures of the screen using the Grab application (in the Utilities folder). Some applications, such as DVD Player, may not let you take pictures of the screen.	