

# Tips for Switchers

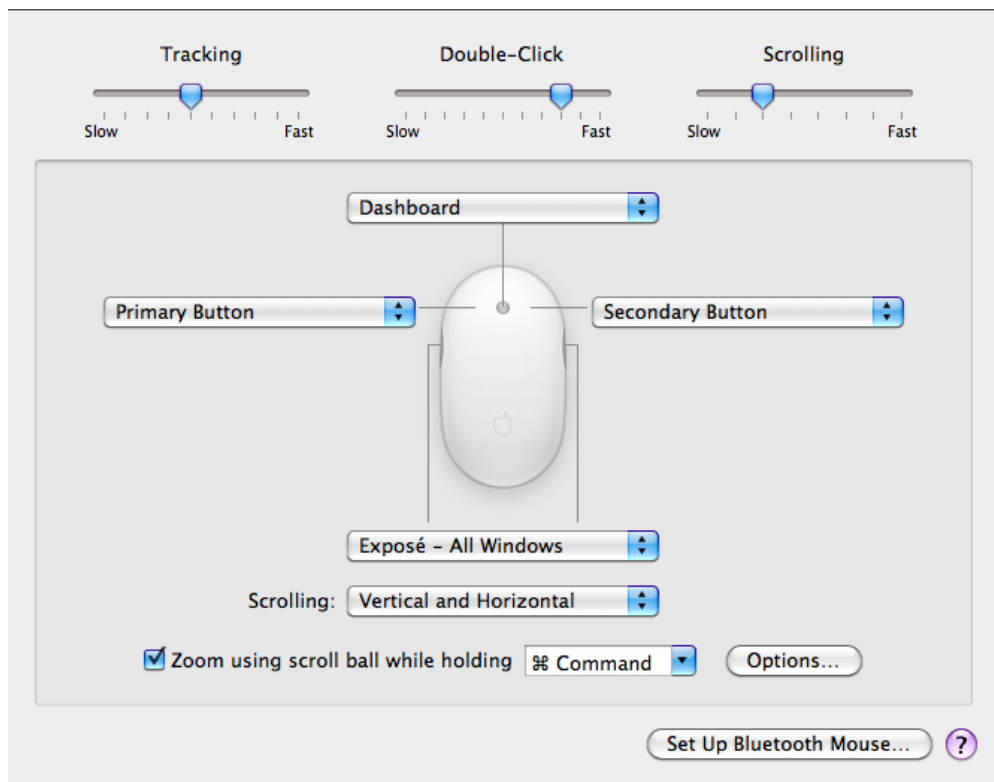
## Common Keyboard Shortcuts in Mac OS X

Copy	Command / C
Cut	Command / X
Paste	Command / V
Print	Command / P
Select All	Command / A
Save	Command / S
Undo	Command / Z

Find all the keyboard shortcuts by going to System Preferences / Keyboard / Keyboard Shortcuts.

## Mousing Around

A standard two-button mouse (even from a Windows machine) will work in OS X. Set it up in System Preferences / Mouse.



When you have a two-button mouse set up a right-click will give you the same options it does in Windows. When working on a laptop, a right click can be accomplished with the key command **Control / Click**.

## **Delete Key vs Backspace**

The Mac doesn't have a backspace key; the delete key in OS X functions as a backspace key. To delete to the right like a Windows Delete key, use the key command Function (fn) / delete. The function key is in the lower left corner of your screen.

## **Screen Shots in OS X**

### **Option-Command-3**

Save a picture of the entire screen as a file. This is saved to the desktop.

### **Command Control Shift 3**

Save a copy of the entire screen to the clipboard. View your clipboard from the desktop by selecting Edit / Show Clipboard.

### **Command Shift 4**

The cursor turns to a crosshair. Select the portion of the screen you want to save, let go and it is saved to the desktop

### **Command Control Shift 4**

The cursor turns to a crosshair. Select the portion of the screen you want to save, let go and the image is copied to your clipboard. Switch to the document you are working in and paste it in. (Edit / Paste or Command / V