



Apple Mac - Tips and Tricks

Here is a selection of our favourite tips and tricks.

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| Swap Between Apps | To switch between your open applications, press Command + Tab. Keep holding down the Command key and then press Tab to cycle through the open apps. Let go when the app you want is highlighted. |
| Hide All Windows | You can hide all of the windows except for the window for the app you're currently using by pressing Option + Command + H. |
| Hide a Window | To quickly hide a window on the desktop, just press Command + H. The app will disappear into the background, but you can get it back by clicking on the icon on the dock or using Command + Tab. |
| Turn a Website Into a Dock App | You can add any website to your dock by dragging the URL bar over to the bottom section of the dock that houses open and recently used apps. |
| Digitally sign your documents | Open Preview, then in the menu bar click Tools > Annotate > Signature > Manage Signatures. In the pop-up box, click Create Signature. Use your trackpad or iPhone to write your signature, or your Mac's camera to capture your signature written on a piece of paper. Any time you want to sign a document, just open it in Preview, then click Tools > Annotate > Signature and click your signature to drop it in place. |
| Type emoji from your keyboard | Emoji aren't only for texts on your phone. In almost any web page or app go to the menu bar and click Edit > Emoji & Symbols. A box with emoji will appear, and you can add any to the page you're working on. Or, you can use a keyboard shortcut: Control + Command + Space. |
| Create a template file | If you want to create a duplicate file when clicking on a specific file, just right click, select "Get Info." and then check the Stationary Pad box. Every time you open that file, it'll actually open a duplicate, which is great for templates and similar file types. |
| Take video screenshots | Shift + Command + 3 takes a screenshot, Shift + Command + 4 lets you select an area of the screen to screenshot, but Shift + Command + 5, a lesser known option, brings up an interface that lets you record your screen or a portion of your screen. |
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