

Useful Keyboard Shortcuts

Whether you are researching a topic, writing a paper, or chatting on Facebook (or all three at once!), learning a few, simple shortcuts can make your work much easier. Most shortcuts below will use the **Ctrl** (PC) or **command**/ ⌘ (Mac) button. Both are in the lower left corner of your keyboard.

Copy, Cut and Paste

Using shortcuts for these operations will speed up the process of citing and quoting your sources.

Mac { Copy: ⌘ & C Cut: ⌘ & X Paste: ⌘ & V

PC { Copy: Ctrl & C Cut: Ctrl & X Paste: Ctrl & V

Grab a Screenshot

Create an image of your screen—very handy for instructions, capturing images from a document, or asking for help with a computer issue!

Mac { whole screen: ⌘ & Shift & 3 portion: ⌘ & Shift & 4
This will create an image and save to your desktop.

PC { Find the “Print Screen”/PrtScn button on your keyboard. Press it.
Open a Word document or image editing program and Paste.

Find a Word on the Page

Ever click an article or a Google result, and have trouble finding your search term once there? This shortcut will show you every instance of a word or phrase on a webpage or a document. Use the arrow keys or enter to skip to the next instance.

Mac { ⌘ & F , type word/phrase

PC { Ctrl & F , type word/phrase

Zoom In & Out

Increase the size of text in a browser or PDF, for easier reading.

Mac { Increase: ⌘ & + Decrease: ⌘ & -

PC { Increase: Ctrl & + Decrease: Ctrl & -

(When in a Microsoft Office program, use Ctrl/ ⌘ & the scroll wheel on your mouse to zoom in & out.)

Select the Address Bar

Send your cursor to the address bar when you want to navigate to a new site.

Mac — { ⌘ & L

PC — { Ctrl & L

Open (in a) New Tab

Tabbed browsing keeps multiple webpages open in the same window. These shortcuts make it even simpler.

Mac — { Create tab: ⌘ & T Open link in new tab: ⌘ & click link

PC — { Create tab: Ctrl & T Open link in new tab: Ctrl & click link

Cycle through Windows and Apps/Programs

Switch between windows within a program, or between open programs.

Mac — { Change windows: ⌘ & ` Change apps: ⌘ & Tab

PC — { Change windows: Ctrl & Tab Change apps: Alt & Tab