



[Intro Music]

Do you wish that using your Macbook could be faster, easier, and less frustrating than it is now? I've got great news! Learning a few simple shortcuts can speed up your productivity and slow down your frustration. There are a few helpful shortcuts that can let us navigate our Macbook more easily.

The first shortcut is how to navigate between different open applications. To do this easily, all I need to do is hold down the Command key and press Tab. As long as I keep the command key held down, this box will stay on the screen showing all of the applications that are currently open. To switch between them quickly, I can press the tab button until the highlight is over the app that I would like to switch to. Once I release the command key, the app that I have highlighted will jump to the forefront. For example, when I release now, we will switch from fullscreen Premiere, to my music window, which is right here. If I want to quickly go back to whatever application I was just in, I don't need to hold down the command key. I can just quickly press command+tab and release without seeing that bar. cLet's say that I want to get to Google Chrome. Again, I would hold the command key down, and press tab until Google Chrome is highlighted, and then release!

The next navigational shortcut is one of my favorite shortcuts on the Macbooks. To navigate between the tabs of an open internet browser easily, all I need to do is press the command key and tap the number of the tab that I would like to switch to. In this circumstance, I have 5 open tabs. If I want to quickly navigate to Todoist without using my trackpad or mouse, all I need to do is press command+5, because it is the fifth tab in my browser. If I want to go to my website, I can press command+3, because it's the third tab, and so on, and so forth.

The final navigational shortcut is less of a shortcut and more of an overlooked key on your keyboard. The key I'm referring to is the F3 key, which is located directly above the number 3 key. If I press F3, it will show all of the applications that I currently have open. You can see that I have music, stickies, Audacity, Photoshop, and then (in full screen up here) you can see that I am currently working in Google Chrome and I also have Adobe Premiere Pro open in full screen. On the far left will be your current desktop, which in this case, looks like this. To quickly switch between apps, I can press F3 and just click on the one that I would like to bring to the forefront. To get back to fullscreen apps, we can just press F3 again and choose from the list at the top.



There are three different ways that we can capture our screens. The first is with a whole screen capture, which uses Command+Shift+3. When I press all three of these at the same time, [screenshot sound] it captures my entire screen and saves it to my desktop. The screen capture will show in the bottom right corner for a bit, and if you don't click on it, it will slide away (like it just did) and save to your desktop right here. The next way to capture my screen is with a partial screenshot. We do this by pressing Command+Shift+4 and this changes our cursor from our normal mouse to a crosshairs, and we can click and drag to select whatever part of our screen we want to capture. [screenshot sound] Like that! The final way that we can capture our screen is the way that I am recording this video, which is with screen recording. The shortcut for this is Command+Shift+5, but because I'm currently in a screen recording session, the menu right now will look a little different than it normally does. This is what our menu typically looks like when you press Command+Shift+5. We have the option to choose which parts of our screen we are recording, we can take some screen captures, we can set options like recording audio, and we can set a delay. When we're ready, we can click record and then when you are done recording, press Command+Shift+5 again. This is what the menu looks like while you're recording, and to end the recording, you press the stop screen recording button.

The final shortcut that I want to show you today is how to quickly enter and exit fullscreen when you're working in an application on a Macbook. It saves time and the frustration of having to hunt down the little green bubble in the top left corner. You can see there that if I click this, it will exit fullscreen. This happens to be mostly full screen even when exited, and then I have to click it again to get it back into fullscreen. If I want to accomplish the same thing while using a shortcut, as you may have just seen when it popped up here, we can hold the FN key down, which is the very bottom-left-most key on your Macbook keyboard and we can press F for fullscreen and it will switch out of fullscreen mode without having to use our trackpad or a mouse.

If you want to save time and energy, remember to use your shortcuts. With practice, they will come naturally to you, and you won't even realize that you're using them at all as you speed through your workday!

[Exit Music]