

# MARCH IS SHORTCUT MONTH from Viget Labs

## WEEK 1: OSX

Shortcuts based on Macintosh keyboard. Windows users: Try using **Ctrl** instead of **Cmd**, **Alt** instead of **Opt**.

- 2 Stop clicking**  
**Cmd-Spc** Find with Spotlight  
**Ctrl-Spc** Find with Quicksilver or Colibri (for Windows)
- 3 Browsing for Files**  
**Cmd-Up/Down** Jump down/up a folder. Win: Backspace/Enter  
**Cmd-O** Open a file or application  
**Just type** Jump to a file in a list
- 4 The Menu Bar**  
**Ctrl-F2** Jump to the menu bar (Windows: Alt)  
**Arrows** Navigate the menu bar
- 5 Multi-Tasking**  
**Cmd-Tab** Switch between open programs superfast (Alt-Tab on Windows)  
**Apple-` (the tilde key)** Switch between windows in a program.
- 6 Quittin' Time**  
**Cmd-W** Close a window or tab  
**Cmd-Q** Quit the program (Alt-F4 on Windows)  
**Cmd-H** Hide the current window

## WEEK 2: PHOTOSHOP

- 9 Colors**  
**X** Switch fore/background colors  
**D** Reset fore/background to black and white  
**Opt-Del** Fill with foreground color
- 10 Cutting & Pasting**  
**Shft-Cmd-C** Copy merged (copy a flattened image section)  
**Shft-Cmd-J** Copy-paste to a new layer
- 11 New Things**  
**Cmd-N** New Document  
**Shft-Cmd-N** New Layer (w/options)  
**Shft-Opt-Cmd-N** Immediate new layer
- 12 Layers**  
**Cmd-E** Merge with layer below  
**Shft-Cmd-E** Merge all visible layers  
**Cmd-G** Group layers
- 13 Masking**  
**Q** Switch to quick-mask. Hit Q again when done.  
**Alt-Click the mask icon** Start with a black mask  
**Cmd-Click mask** Select mask

## WEEK 3: OTHER PROGRAMS

- 16 Textmate**  
**Ctrl-Shft-W** Wrap the selection with a tag  
**Ctrl-W** Select word  
**Shft-Opt-Drag** Crosshair select
- 17 Illustrator**  
**Cmd-F** Paste object in same place  
**Cmd-U** Toggle Smart Guides  
**Cmd-7** Make a clipping mask using the top object
- 18 CSSedit**  
**Cmd-/** Comment out (This works in lots of editors)  
**Cmd-[ ]** Shift a block of code left or right
- 19 OS X**  
**F9** Quickly view open apps  
**Ctrl-Cmd-Shft-4** Copy screen area  
**Ctrl-Options-Cmd-8 (really fast)** Mac OS Lightswitch Rave
- 20 Terminal**  
**Tab** Finish file/folder name  
**Cmd-T** New shell tab  
**Cmd-[ ]** Previous/next tab  
**Up arrow** Previous commands

## WEEK 4: MORE PHOTOSHOP

- 23 The Brush**  
**B** Brush tool  
[ ] Change size of the brush  
**Shft-[ ]** Change brush softness  
**1-10** Change brush opacity
- 24 Fast Fixes**  
**Cmd-T** Free Transform an object  
**Cmd-L** Levels  
**Cmd-U** Hue/Saturation
- 25 Saving Down**  
**Cmd-Shft-S** Save As  
**Cmd-Opt-Shft-S** Save for Web
- 26 Undo/Redo**  
**Cmd-Z** Undo/Redo  
**Cmd-Opt-Z** Undo repeatedly  
**Cmd-Shft-Z** Redo repeatedly
- 27 Image Properties**  
**Opt-Cmd-I** Image Size  
**Opt-Cmd-C** Canvas Size

## WEEK 5: BONUS WEEK!

- 30 Browsing**  
**Opt-Cmd-left/right** Switch Tabs (Firefox)  
**Opt-Cmd-[ ]** Switch tabs (Safari)  
**Ctrl-Tab** Next tab (Firefox and IE7)  
**Cmd-L** Jump to the URL bar
- 31 Traversing Text**  
**Cmd-arrow** Start/end of a line  
**Opt-arrow** Next/previous word or paragraph  
**Shift while using above shortcuts** Select full line/word

## INSTRUCTIONS

**Every day** (except on weekends! On weekends, kick free of your seaweed tangle of wires and struggle up, up into the sunlight for you are alive and *this is what being alive is for*), **try using a new shortcut.**

- 1) Do the shortcut 20 times in a row.** Seriously, just do it 20 times really fast.
- 2) Mix it in with two other tasks.** For example, select-[shortcut]-move an object. Do this five times.
- 3) Start using it regularly.** If you forget and complete the task normally, redo using the shortcut.