

MARCH IS SHRTCT MNTH 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.