Hotkeys & the Snipping Tool

Computers Hotkeys

Computers have shortcut keys or hotkeys that can be used to do functions without using the menus. This sheet lists hotkeys for Windows and Mac PCs.

Windows HotKeys

Key(s)	Function
Alt+F	File menu options in current program.
Alt+E	Edit options in current program.
Alt+Tab	Switch between open programs.
F1	View help information (F1 is used by almost every Windows program to display help).
F2	Rename a selected file.
F5	Refresh the current program window.
Ctrl+N	Create a new or blank document in some software, or open a new tab in most Internet browsers.
Ctrl+O	Open a file in the current software.
Ctrl+A	Select all text.
Ctrl+B	Change selected text to be bold.
Ctrl+I	Change selected text to be in italics.
Ctrl+U	Change selected text to be underlined.
Ctrl+F	Open find window for current document or window.
Ctrl+S	Save current document file.
Ctrl+X	Cut selected item.
Shift+Del	Cut selected item.
Ctrl+C	Copy selected item.
Ctrl+Ins	Copy selected item
Ctrl+V	Paste
Shift+Ins	Paste
Ctrl+Y	Redo last action.
Ctrl+Z	Undo last action.
Ctrl+K	Insert hyperlink for selected text.
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of document.
Shift+Home	Highlights from current position to beginning of line.
Shift+End	Highlights from current position to end of line.
Ctrl+Left arrow	Moves one word to the left at a time.
Ctrl+Right arrow	Moves one word to the right at a time.
Ctrl+Esc	Opens the Start menu.
Ctrl+Shift+Esc	Opens Windows Task Manager.
Alt+F4	Close the currently active program.
Alt+Enter	Open the properties for the selected item (file, folder, shortcut, etc.).

Mac HotKeys

Key(s)	Function
Command+A	Selects all items in the active window (icon view), all items in the column (column view), or all items in the list (cover flow view)
Command+C	Copies selected items
Command+D	Duplicates the selected item(s)
Command+E	Ejects the selected volume
Command+F	Displays the Find dialog
Command+H	Hides All Finder windows
Command+I	Shows info for selected item or items
Command+J	Shows the view options for the active window
Command+K	Displays the Connect to Server dialog
Command+L	Creates an alias for the selected item
Command+M	Minimizes the active window
Command+N	Opens a new Finder window
Command+O	Opens (or launches) the selected item
Command+R	Shows the original for selected alias
Command+T	Adds the selected item to the Sidebar
Command+V	Pastes items from the Clipboard
Command+W	Closes the active window
Command+X	Cuts the selected items
Command+Z	Undoes the last action (if possible)
Command+,	Displays Finder Preferences
Command+1	Shows the active window in icon mode
Command+2	Shows the active window in list mode
Command+3	Shows the active window in column mode
Command+4	Shows the active window in cover flow mode
Command+[	Moves back to the previous Finder location
Command+]	Moves forward to the next Finder location
Command+Del	Moves selected items to the Trash
Command+up-arrow	Show enclosing folder
Command+`	Cycles through windows
Command+?	Displays the Mac OS X Help Viewer
Command+Shift+A	Takes you to your Applications folder
Command+Shift+C	Takes you to the top-level Computer location
Command+Shift+G	Takes you to a folder that you specify
Command+Shift+H	Takes you to your Home folder
Command+Shift+I	Connects you to your iDisk
Command+Shift+Q	Logs you out
Command+Shift+N	Creates a new untitled folder in the active window
Command+Shift+U	Takes you to your Utilities folder
Command+Shift+Del	Deletes the contents of the Trash
Command+Option+H	Hides all windows except the Finder's window(s)
Command+Option+N	Creates a new Smart Folder
Command+Option+T	Hides the Finder window toolbar
Command+Option+Space	Opens the Spotlight window
Command+Space	Opens the Spotlight menu
F8	Choose another desktop using Spaces
Control+up-arrow (or F3, depending on your keyboard model)	Displays the Mission Control screen

Key(s)	Function
Control+down-arrow (or Control+F3, depending on your keyboard model)	Shows all open windows for the current application using Mission Control
F11 (or Command+F3, depending on your keyboard model)	Hides all windows to display the Desktop using Mission Control
F12 (or F4, depending on your keyboard model)	Displays your Dashboard widgets
Space	Quick Look

Snipping Tool Windows

An essential tool for family historians, the snipping tool take an image of the part of the screen that you select.

For Windows 10	Select the **Start** button, type **snipping tool** in the search box on the taskbar, and then select **Snipping Tool** from the list of results.
For Windows 8.1 / Windows RT 8.1	Swipe in from the right edge of the screen, tap **Search** (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then select **Search**), type **snipping tool** in the search box, and then select **Snipping Tool** from the list of results.
For Windows 7	Select the **Start** button, then type **snipping tool** in the search box, and then select **Snipping Tool** from the list of results.

To take a screenshot with the Snipping Tool, click the down arrow to the right of the "New" button.

You'll see four choices here:

- Free-form Snip. This snip lets you draw any shape with your mouse pointer and then takes a screenshot of the selected area.
- Rectangular Snip. This snip lets you draw a rectangle with your pointer and then takes a screenshot of the rectangular selection.
- Window Snip. This snip lets you click any open window to take a screenshot of the visible part of the window. This means that if some of the content of the window is offscreen, the offscreen portion will not be captured.
- Full-screen Snip. This snip lets you take a screenshot of your entire display. If you have multiple monitors, the contents of all your monitors will be captured.

Note that when the menu is open, one of the selections will have a black dot next to it. This indicates the default type of screenshot the Snipping Tool will take if you just click the "New" button instead of opening its drop-down menu. The default selection will always be the last type of screenshot you performed.

When you have captured your screen shot you can email it or copy (CTRL+C) and paste (CTRL+V) to a document, or save the image as a file.

Snipping Tool for Mac: Grab

Grab is a Mac Snipping Tool alternative that makes it possible to take screenshots of your screen and save them as image files. Just like Snipping Tool for Windows, Grab has several screen-capture modes, and it also supports keyboard shortcuts. Best of all, there's no need to look for Snipping Tool download for Mac links as Grab comes included with all recent versions of macOS.

To access Grab, you can either:

- Open it from the Utilities folder under Applications.
- Type /Applications/Utilities/Grab.app in Finder.
- Open Launchpad > Other > Grab.
- Open Spotlight and type in Grab.

Useful Links

- Computer Hope, Computer keyboard shortcut keys https://www.computerhope.com/shortcut.htm
- Dummies, Macbook All-on-one For Dummies Cheat Sheet, https://www.dummies.com/computers/macs/macbook/macbook-all-in-one-for-dummies-cheat-sheet/
- Microsoft, Use Snipping Tool to capture screenshots https://support.microsoft.com/en-au/help/13776/windows-use-snipping-tool-to-capture-screenshots
- Disk Drill Blog, Is there a snipping tool for Mac?, https://www.cleverfiles.com/howto/snipping-tool-mac.html
- How to Geek, How to Use the Snipping Tool in Windows to Take Screenshots, https://www.howtogeek.com/207754/how-to-use-the-snipping-tool-in-windows-to-take-screenshots/