

Good features on OS X you may not know yet

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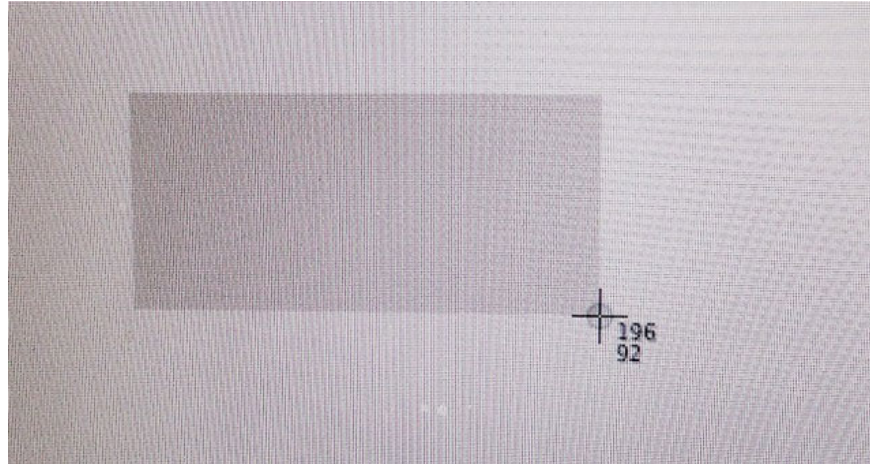


Below, we would like to introduce some small tips that can help you work faster and manage the tasks and features of the Mac interface in the best way.

1. Take a screenshot

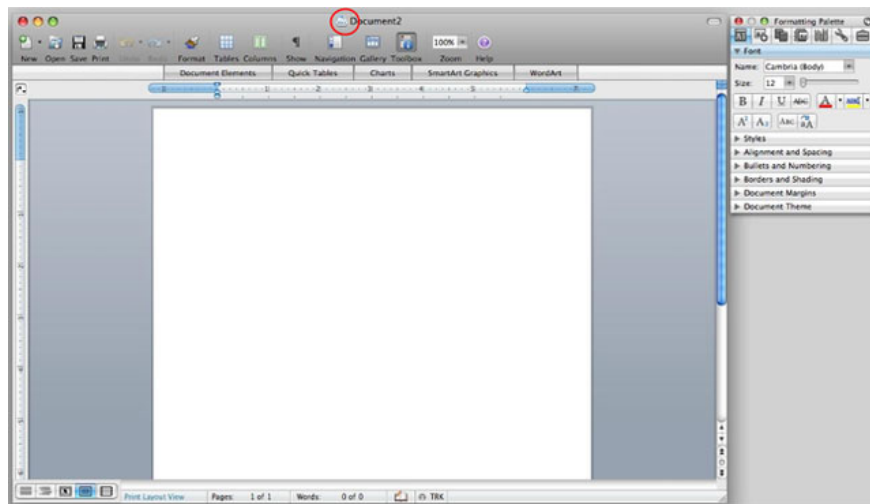
The Windows operating system supports users to take full screen photos using the **Print Screen** key, and if you want to capture any screen frame, you can use the Snipping Tool.

Similarly, with OS X you can also capture the entire screen by pressing **Command + Shift + 3**. To capture an area on the screen, press **Command + Shift + 4**, then draw a rectangle in the area to capture. By default, the captured image file will be saved on the desktop with the **.png** extension.



2. Move the text file

When saving a Word, Pages, PowerPoint, or other text document type, you will see a small icon appear at the top of the toolbar, next to the document name. This icon acts like a regular file icon. Therefore, you can hold down and drag it anywhere you want, after completing the operation and your data file is moved along.



You can see the red circle icon next to the file name.

3. Quick management of applications

If you find it difficult to manage your running applications, press **Command + tab** to display a range of running applications. After that, you want to exit any application you move to that application and then press the "**Q**", or "**H**" **button** to minimize the application.

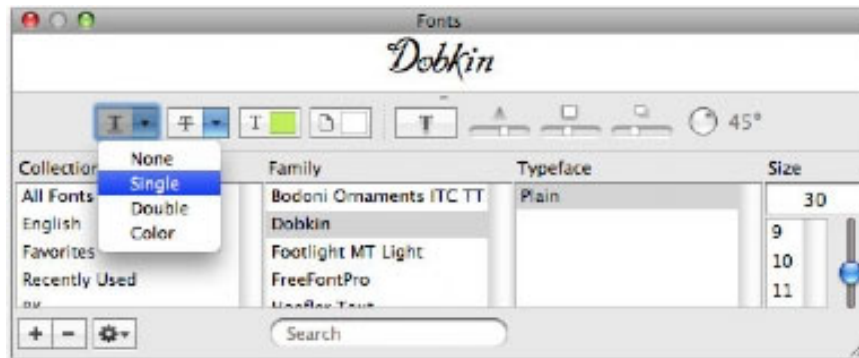


4. 'Click' with the keyboard

Do you want to take a look around the dialogs or go around the Web with the keyboard instead of using the mouse? Please select **All Controls** in **Full Keyboard Access** in the **Keyboard Shortcuts** configuration section. After activating **All Controls**, when you press the **Tab** key, you can select each object in a working environment, such as a dialog box. Once you have selected the object, you can press the spacebar instead of the mouse click operation.



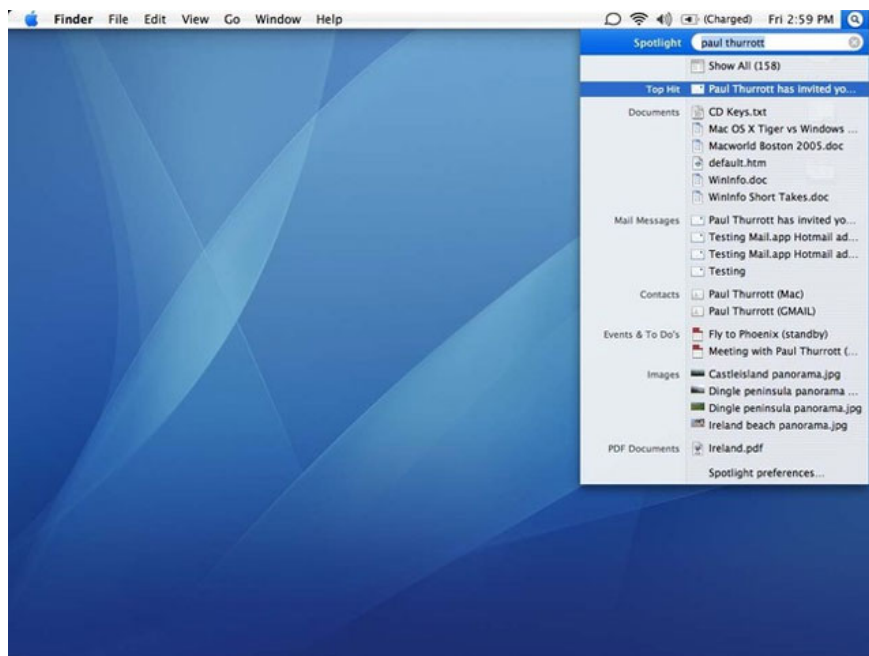
A concrete example is when **All Controls** is enabled, if you press **the Tab key** while browsing the Web, you can not only switch to the search boxes, crossword on the form, but also to all points. can be clicked with the mouse, and then press the space bar to 'click' the currently selected item.



After activating the **All Controls** in the Keyboard Shortcuts configuration section, **press the tab** to move through the objects on the menu (the blue blurry halo represents it selected) then use the **spacebar** to open it. Use **the arrow keys** to highlight the selection and then use the **spacebar again** to select.

5. Use Spotlight search feature as personal computer and dictionary

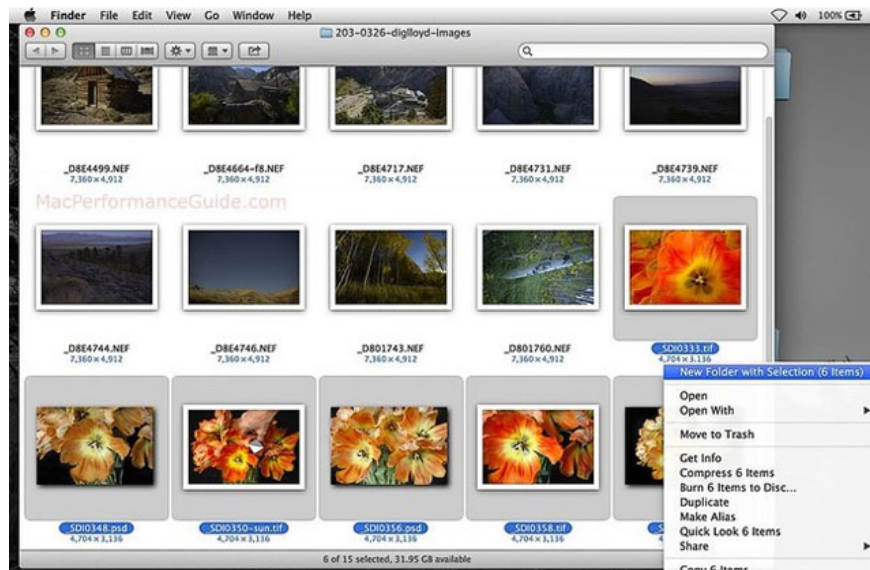
Spotlight is a handy feature of OS X that allows instant results for every search on a personal hard drive. To get started, press **Command + Space** (the **space bar**) to run Spotlight. Instead of using a separate computer program, you can take advantage of Spotlight to calculate, from simple things like $1 + 1$ to complex styles $\sqrt{(20) / 2 * (31.8 + 9)}$. Simply type the calculation, the result will appear right at the top of the list.



Besides, if you want to look up the dictionary, you can also use Spotlight right away. Please enter the word to look up, then you will see the dictionary below. Press **Command + L** to see the meaning right at Spotlight.

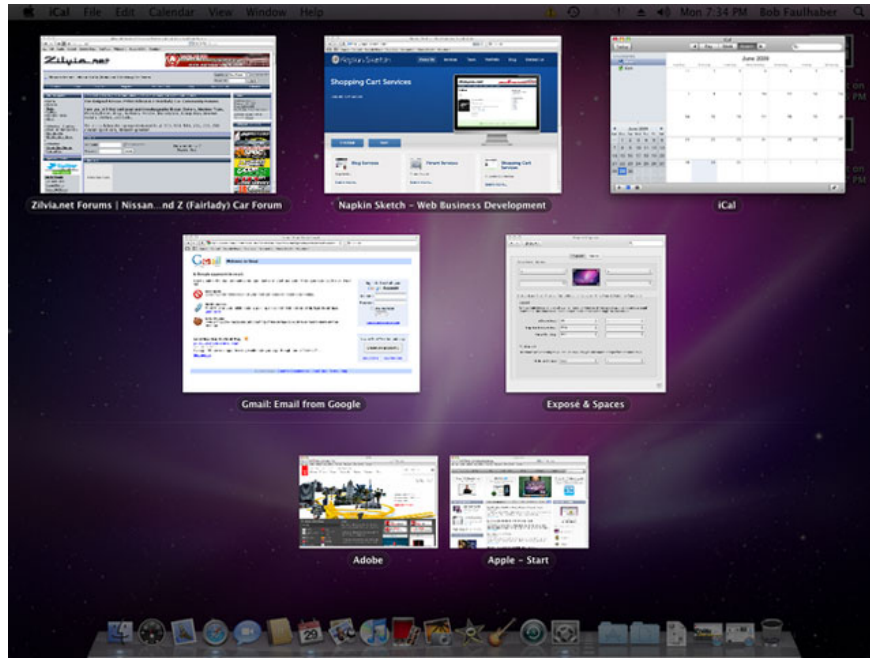
6. Group multiple files into the folder

To group multiple files into a new folder on the Desktop or the current folder you are viewing, use the **Control + Command + N** key combination (or choose **Finder** in **Menu > New Folder with Selection**). In it, to select multiple files easily, you can **hold down the Command button** and select each file or **hold Shift** and select the file in the first and last position.



7. Expose's slow effect

When you call **Expose** , OS X will display the window as a grid on the screen with a reduced size, allowing you to quickly switch between running applications. At that time, if you hold "**Shift**" and press **the Expose key** (usually F9, F10 or F11), it will create a slowing effect during the conversion.



8. Hide the dock bar immediately

If you don't like the presence of the dock bar at the bottom of the screen, you can hide it by pressing **Command + Option + D**. To get the dock back, just press the key combination again.



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