TOP KEYBOARD SHORTCUTS YOU SHOULD KNOW

TechRepublic.

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INTRODUCTION

Every time you move your fingers from keyboard to mouse or trackpad, it's time wasted. But there is a way to gain back time: Keyboard shortcuts. These simple combinations of various keys **are** one of the easiest ways to work more efficiently and accomplish tasks without ever lifting a hand.

Even better, many keyboard shortcuts can be used on almost any computer program, web browser and software. Learn about some of the best keyboard shortcuts, gestures and tips in this ebook from TechRepublic.

31 MAC KEYBOARD SHORTCUTS BUSINESS USERS NEED TO KNOW

Apple keyboard shortcuts can make you more productive and efficient. Here are some of the most useful keyboard shortcuts for macOS.

BY TECHREPUBLIC STAFF

One of the most useful tools in the quest for productivity in office work is the use of keyboard shortcuts. The proper shortcuts can turn your keyboard from a writing tool into a command center for your computer.

For Apple users, the proprietary keys can be daunting at first, but they offer a host of great shortcuts to make your workday easier. There are the old standards, such as cut and paste, but you can take it so much further.

Here are Mac keyboard shortcuts that will improve your workflow. Hopefully these tips will make you a more productive user of your Apple machine at work.

COMMAND + TAB

This key combination will allow you to cycle through open applications. Start by holding down the "command" key and pressing "tab" to cycle through applications. Each time you press tab, it will switch to the next application in line.

COMMAND + SPACEBAR

This shortcut simply opens the spotlight search and moves your cursor into the search bar. This is a great tool to help you quickly get to a buried file or folder.

IMAGE: APPLE

Apple's Magic Keyboard features scissor-action and backlit keys, as well as an integrated touchpad.

SHIFT + CONTROL + POWER BUTTON

If you use multiple displays this will be especially helpful, as this combination immediately puts all displays to sleep.

COMMAND + SHIFT + G

When you have a finder window open, use this shortcut to open a direct line to a specific folder. Simply put the folder path in the space the appears and it will take you directly to the folder.

COMMAND + BRACKET

By pressing "command" and the left bracket ([) you can move to the previous folder. By pressing "command" and the right bracket (]) you can move to the next folder.

COMMAND + SHIFT + V

This shortcut is a life-saver for anyone who regularly works in Safari. This is the shortcut for "Paste and Match Style," which basically means you can copy and paste something without its previous formatting.

COMMAND + SHIFT + 3

If you need to quickly take a screenshot of your full screen, this shortcut will do that, and save it as a file on your desktop. If you modify it as Command + Shift + Control + 3, it will save it to the clipboard.

COMMAND + SHIFT + 4

If you want to screenshot a selection from your screen, this shortcut will give you the option to select what you want in a box and save it as a file on your desktop. If you modify it as Command + Shift + Control + 4, it will save it to the clipboard.

COMMAND + SEMICOLON

Use this shortcut to find all misspelled words in a given document. By holding command and continuously hitting the semicolon (;) it will cycle through the misspelled words. Modify this as Command + Colon (Shift + Semicolon) to open the spelling and grammar window.

COMMAND + F

This shortcut will find text in a document, using a search bar functionality.

COMMAND + H

Hide the windows of the application that is currently running. Modify as Command + Option + H to hide windows of other applications that are running.

COMMAND + Z

While fairly common, this shortcut is an important one. Use this to "undo" the previous action.

COMMAND + SHIFT + Z

This shortcut operates as a "redo" functionality to put back the last change that was undone with an "undo" function.

COMMAND + ARROW

While working in text, use the command key with one of the arrow keys to move the cursor to different parts of a document. Using command with the left arrow key will move it to the beginning of the current line, while using it with the right arrow key will move it to the end of the current line. Using it with the up arrow will move it to the beginning of the document, while the down arrow will move it to the end of the document.

CONTROL + D

For those who may have moved from a PC to a Mac, this shortcut will operate like the delete key on a Windows PC, deleting the character in front of your cursor.

COMMAND + ACCENT (`)

In the currently frontrunning application, using this shortcut will activate the next window in line in that application. Modifying this as Command + Shift + Accent will activate the previous window in the application.

COMMAND + OPTION + A

This is the companion shortcut for the commonly used Command + A shortcut for select all. Using Command + Option + A will deselect all selected items.

COMMAND + I

Once you have selected a file or folder, use this shortcut to quickly get the information on the file or folder that is selected.

OPTION + DOUBLE-CLICK

This shortcut opens a folder in a separate window, while simultaneously closing the current window.

COMMAND + DELETE

Using this shortcut will move any selected items to the trash. Modifying this shortcut as Command + Shift + Delete will empty the trash, and modifying it as Command + Shift + Option + Delete will empty the trash without the confirmation dialog box.

COMMAND + CONTROL + Q

When you need to quickly leave your computer, this keyboard shortcut will lock your computer screen and require a password to unlock it again, without logging you out or exiting anything you're currently working on.

COMMAND + CONTROL + D

Highlight a word with your cursor, then use this keyboard command to instantly show the system dictionary inline with the highlighted word looked up.

CONTROL + OPTION + COMMAND + POWER BUTTON (OR EJECT KEY)

If you need to quickly quit all open applications, this keyboard shortcut will help you out in a pinch. Upon pressing this combination, all applications will be closed (any with unsaved changes will be prompted to save), and then the Mac will shut down.

COMMAND + COMMA (,)

If you want to quickly get at the preferences for the currently opened application, use this key command. If the app implements the standard user preferences dialog, it will appear on the screen for you to choose your options.

COMMAND + CONTROL + F

Full Screen mode is very useful on Macs with smaller screens, and this keyboard shortcut will open the currently visible window in Full Screen mode—if supported by the app. Exit Full Screen mode by using the same command again.

COMMAND + K

In a business setting, you may find yourself connecting to file servers to retrieve documents or other data. Using this command in the Finder will open the Connect to Server dialog for quick connections to a local intranet or external file server.

OPTION + DRAG FILE

If you need to quickly make a duplicate of a file in the Finder, hold the option key while dragging the file to a new location. The original file will stay, but a new copy will be dragged out and placed when you let go of the cursor.

OPTION + CLICK DISCLOSURE TRIANGLE

When in a Finder window or other application that has a nested disclosure triangle interface for nested lists, option + clicking on the top most nested triangle will expand the entire list so that you can see the full contents.

SHIFT + COMMAND + S

Use this command to quickly bring up the Save As dialog or duplicate the current document you're editing in a document-based application on your Mac.

COMMAND + OPTION + SHIFT + V

When you're pasting text into a document, the pasted text when using Command + V will use whatever formatting the original source used; however, if you use this shortcut, the pasted text will take on the formatting of the document you're pasting into instead.

SHIFT + COMMAND + QUESTION MARK (?)

Getting stuck somewhere in an app and need help? Use this keyboard shortcut to quickly bring up the help menu.

20 USEFUL ALT COMMANDS AND KEYBOARD SHORTCUTS FOR OFFICE 365 APPS

To get access to the complete set of ASCII characters, users have to know and enter special keyboard shortcut combinations found in the character map.

BY MARK KAELIN

Under most circumstances, entering characters into any document created with Microsoft Office 365 applications only involves the typing of the correct key on a standard keyboard. But sometimes the character we need for our document is not on the standard keyboard, and we have to resort to other, more exotic, entry methods.

IMAGE: SHIRONOSOV, GETTY IMAGES/ISTOCKPHOTO

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The conventional ASCII set of characters included in Microsoft Windows 10 contain much more than the common alphabet, numerical digits, and a small sampling of most-used symbols. However, to get access to the complete set of ASCII characters, users have to know and enter either special keyboard shortcut combinations, specific ALT commands, or use the built-in character map.

This article lists some of the more useful non-conventional ASCII characters and explains how to enter them into an Office 365 document.

USEFUL ALT COMMANDS AND KEYBOARD SHORTCUTS FOR OFFICE 365 APPS

To see a complete list of available characters for a particular font in Windows 10 or Office 365, open the Character Map application. To open the app, type "character" in the Desktop search box and then click or tap on the appropriate item in the list of results. **Figure A** displays the character map for the Arial font.

Figure A

From the Character Map app, you can click on a character, copy it to the Windows 10 clipboard and then paste that character into a document.

If you are using Word, you can find the same list of available characters using the Symbol function located on the Insert tab of the Ribbon, as shown in **Figure B**. Click the Symbol icon and then select the More Symbols item from the dropdown list.

Figure B
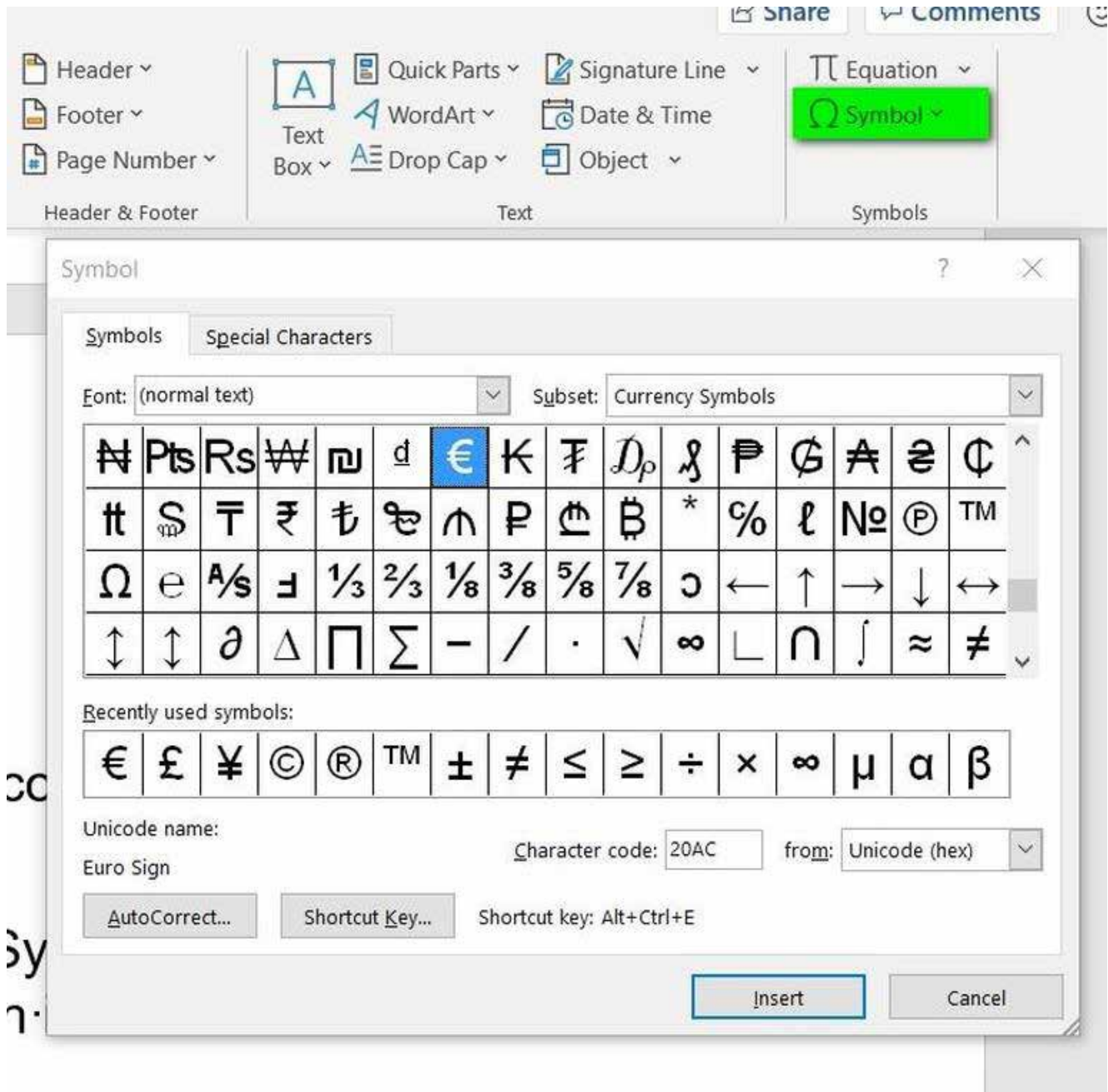
Similar to before, select the character you want and then click the Insert button to add it to your document.

As you move through the list of characters in either character map, you will notice that many of them have associated codes and keyboard shortcuts. Rather than finding your special character by perusing character maps, you could simply enter the code to insert a special character into your document.

Table A lists 20 common special characters and the appropriate code(s) you need to insert them into your documents. Take note, the way you enter the codes varies, and can get a bit confusing.

Keyboard shortcuts are available for commonly used symbols in Office 365 documents. For example, the legal symbol for "copyright," ©, can be inserted into a document by using the keyboard shortcut combination CTRL-ALT-C.

However, that symbol can also be inserted into a document by using the keyboard shortcut combination ALT-0169. The number sequence (0169) must be entered from the number keypad with the Num Lock activated.

As you scroll further down the character map, other symbols are inserted into documents using yet another keyboard shortcut technique. For these symbols, you first type the code and then press the keyboard shortcut ALT-X. For example, to insert the infinity sign into your document, type the code 221e and then immediately follow it with the keyboard combination of ALT-X. (∞)

As you look through **Table A**, you may see two or three separate codes you can use to enter a special character. If you find yourself inserting one particular special character into a document over and over, it may be advantageous to memorize the code and keyboard shortcut combination that inserts it automatically.

Table A

Description	Symbol	Shortcut	ALT code	ALT+X code
Trademark	™	CTRL-ALT-T	ALT-0153	2122 ALT-X
Copyright	©	CTRL-ALT-C	ALT-0169	00a9 ALT-X
Registered	®	CTRL-ALT-R	ALT-0174	00ae ALT-X
Euro	€	CTRL-ALT-E	ALT-0128	20ac ALT-X
Pound	£		ALT-0163	00a3 Alt-X
Cent	¢		ALT-0162	00a2 Alt-X
Section	§		ALT-0167	00a7 Alt-X
Micro	μ		ALT-0181	00b5 ALT-X
Superscript 2	²		ALT-0178	00b2 ALT-X
Beta	ß			03b2 ALT-X
Infinity	∞			221e ALT-X
Bitcoin	฿			20bf ALT-X
Smiley face	☺			263A ALT-X
Square root	√			221a ALT-X
Pi	ϖ			03c0 ALT-X
Omega	Ω			03a9 ALT-X
Alpha	α			03b1 ALT-X
Summation	Σ			2211 ALT-X
Greater than	>			003e ALT-X
Less than	<			003c ALT-X

iPAD PRO AND MAGIC KEYBOARD GESTURES, TIPS, AND CUSTOMIZATIONS

iPad Pro users, here are keyboard and trackpad shortcuts you should know. Also, learn how to modify the globe key behavior in iPadOS.

BY CORY BOHON

With the introduction of iPadOS 13.4 and the Magic Keyboard, Apple has changed the experience when it comes to productivity on the iPad Pro. You can now utilize mouse and trackpad support on the iPad to perform tasks more efficiently without ever having to move your hands to the screen.

I'll walk you through some of the most useful keyboard shortcuts (some of which are available for the first time thanks to iPadOS 13.4), how to change the modifier keys on your keyboard to fit your preferences, and information on how to use gestures and connect a mouse or trackpad to your iPad Pro if you don't already have the Magic Keyboard for iPad Pro.

IMAGE: APPLE, INC.

KEYBOARD SHORTCUTS ALL iPAD PRO USERS SHOULD KNOW

These are some of the shortcuts I use on a daily basis when using iPadOS. These shortcuts make life easier when navigating between apps, in iPadOS, using Safari, and using Mail.

Home Screen

- **Command + H** to go Home from any app or split screen view.
- **Command + Space** to show Spotlight search. You can then search for an app and drag it to the side of the screen to open a split screen mode if the app supports it.
- **Command + Tab** to move between recently used apps. To remove a recently used app from this section, use Command + Tab to move the cursor over the app you want removed; then, while holding Command down, press Q.

Safari

- **Command + S** to save the current webpage on your iPad.
- **Command + F** to find on the page; if text is already selected when using this command, the selected text will be used for searching automatically.
- **Command + Option + Tap Link** to open the link in a new window instead of the current or new tab.
- **Control + Tab** to make the next tab in the list visible.
- **Control + Shift + Tab** to make the previous tab in the list visible.

Text shortcuts

- **Option + Shift + Left/Right** when a cursor is placed in a text block, it highlights the text to the left or right of the cursor by word.
- **Shift + Command + Left/Right** selects the entire line from left/right of the current cursor position.
- **Shift + Option + Up/Down** selects the entire paragraph above/below the current cursor position.
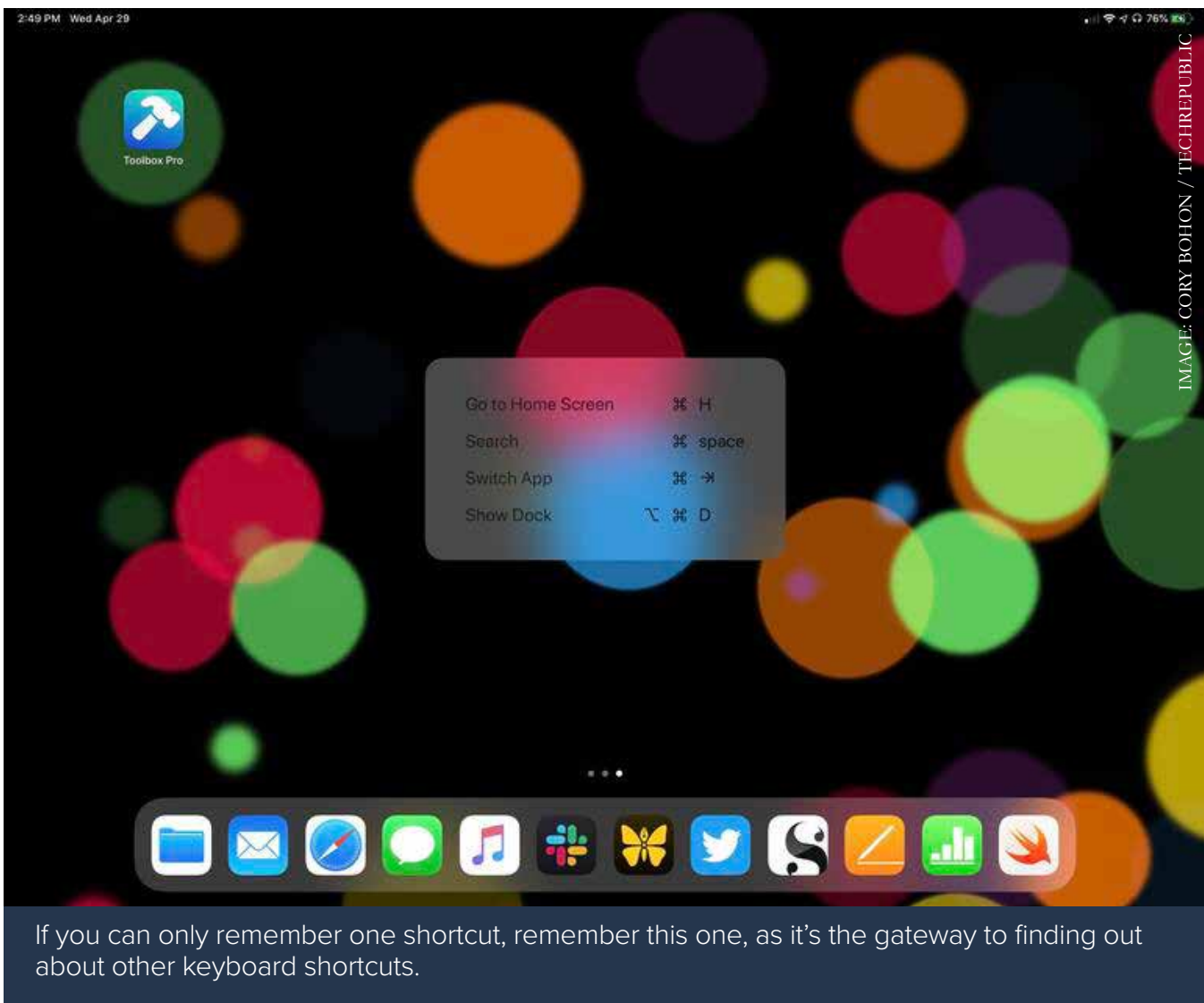
Mail shortcuts

- **Command + Control + A** archives the currently visible/selected email.
- **Command + Shift + J** moves the currently visible/selected email to the Junk folder.

- **Command + Shift + L** flags the currently visible/selected email.
- **Command + R** replies to the original sender of the email.
- **Command + Shift + R** replies to all recipients of the email, including all of those email addresses CC'd.

If there's one keyboard shortcut to remember, it's pressing and holding on the Command button on the keyboard. When you do this, if the app supports keyboard shortcuts, a modal window will appear and display all of the available shortcuts for the app or the section of the app you're viewing (**Figure A**).

Figure A

If you can only remember one shortcut, remember this one, as it's the gateway to finding out about other keyboard shortcuts.

HOW TO MODIFY THE GLOBE KEY BEHAVIOR IN iPadOS

Ever since Apple released its first keyboard for iPad Pro back in 2015, one of the chief complaints has been and continues to be the lack of escape key for use inside iPadOS and when using VNC and connecting to another computer and controlling it remotely.

Fortunately, Apple has added the ability for customization of the globe (also known as the keyboard selection/emoji) key and other keys in iPadOS 13.4. By remapping this key, you can change it to a few pre-defined options in Settings.

To remap the globe key (or another key), perform the following steps.

1. Open the Settings app.
2. Navigate to General | Keyboard | Hardware Keyboard | Modifier Keys.
3. Select the globe key, then select Escape, or another action that you wish to remap the globe key to (**Figure B**) or select No Action to disable the key.

Now whenever you press the remapped key, it will perform the remapped action. If you ever need to restore defaults, you can do that from the Modifier Keys section of Hardware Keyboard settings by pressing Restore Defaults.

Figure B
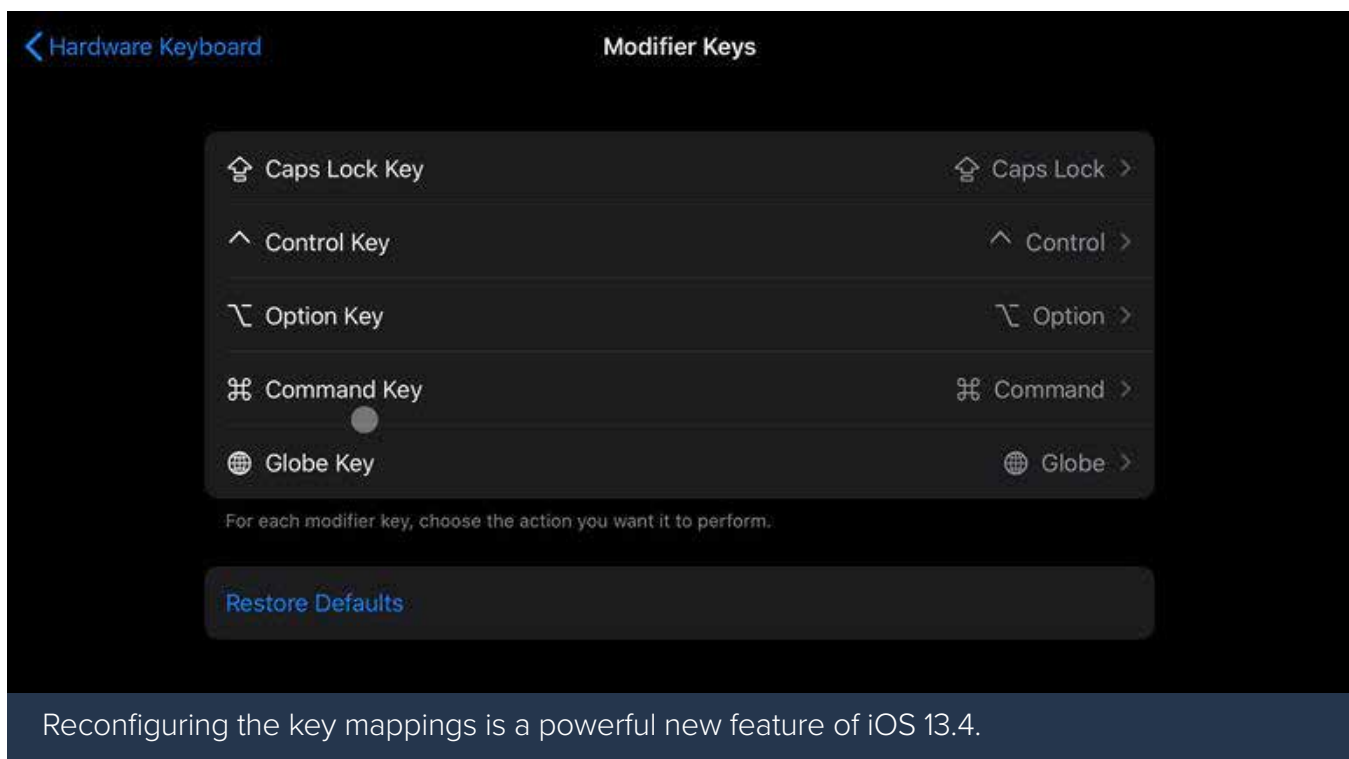
Reconfiguring the key mappings is a powerful new feature of iOS 13.4.

TRACKPAD SHORTCUTS ALL iPAD PRO USERS SHOULD KNOW

If you haven't already tried it, the trackpad and mouse support in iOS 13.4 has been life changing for iPadOS users who rely on their devices daily to perform various workflows at their jobs.

With the Magic Keyboard, Apple has added a trackpad to the keyboard cover that many iPad owners utilize. You can use this trackpad, or connect a Magic Trackpad 2 from Apple to the iPad over Bluetooth to get all of the same features.

Read my article on How to use the mouse and trackpad features in iPadOS 13.4 for more information on this topic as well as information on how to connect a mouse or trackpad to your existing iPad running iPadOS 13.4.

WINDOWS LOGO KEYBOARD SHORTCUTS: THE COMPLETE LIST

The Windows logo key, which is common on most keyboards these days, can be a powerful tool if you know the right shortcuts. Here's an updated list to speed your work.

BY MARK KAELIN

When it comes to keyboard shortcuts in Microsoft Windows 10, I admit to being a bit of a novice. I fall back on the menu system—or now that it's available by default in Windows 10, I use the Cortana search box located on the Start Menu. But as the following list shows us, there are definitely opportunities for increased efficiency within the matrix of keyboard shortcuts. (**Note:** This article on Windows logo keyboard shortcuts is also available as a free PDF download.)

One of the more powerful, and probably least used, set of keyboard shortcuts involves the Windows logo key, which is common on most keyboards packaged with a Windows-based personal computer these days. **Table A** offers a rundown of these productivity-boosting shortcuts.
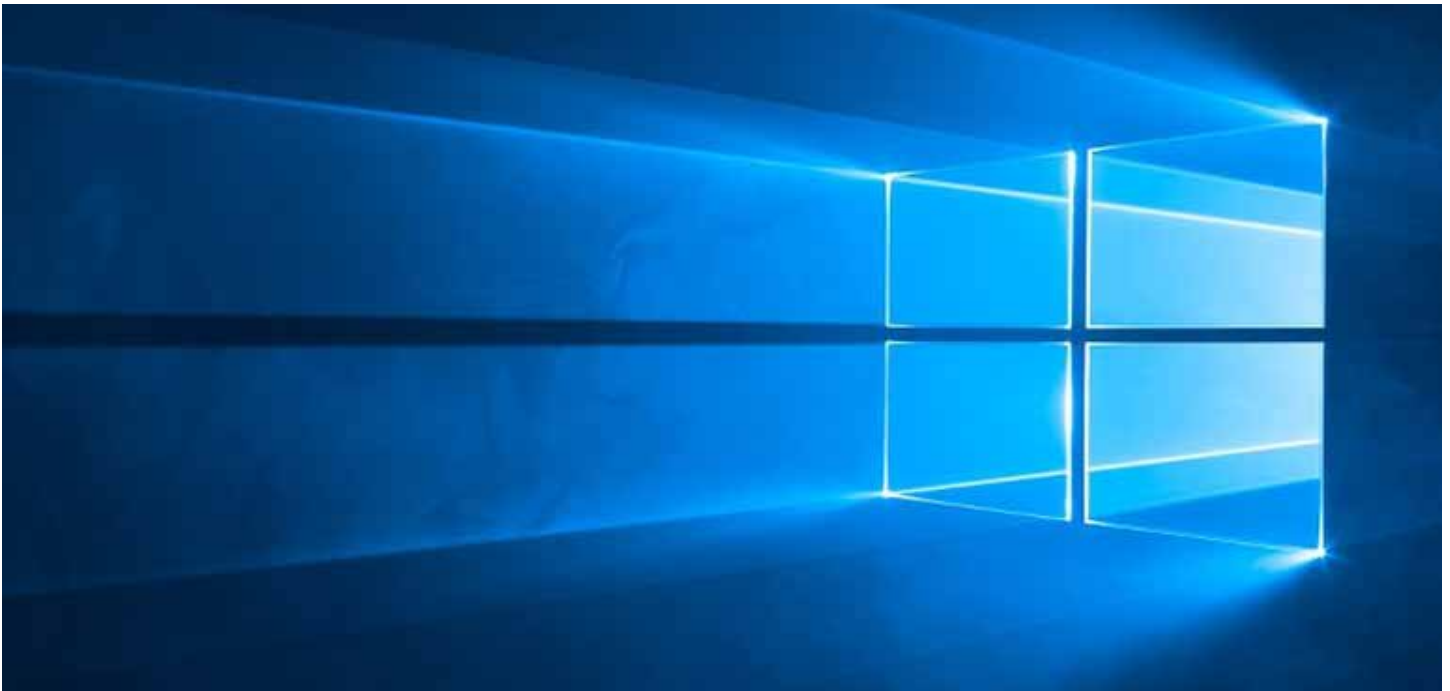
Table A (Source: Microsoft)

Key combination	Action
Windows logo key	Open or close the Start menu
Windows logo key + Pause	Display the System Properties dialog box
Windows logo key + D	Display the desktop
Windows logo key + M	Minimize all windows
Windows logo key + Shift + M	Restore minimized windows to the desktop
Windows logo key + E	Open Computer
Windows logo key + F	Start a Feedback dialog
Ctrl+Windows logo key + F	Search for computers (if you're on a network)
Windows logo key + L	Lock your computer or switch users
Windows logo key + R	Open the Run dialog box
Windows logo key + T	Cycle through programs on the Taskbar
Windows logo key + number	Start the program pinned to the Taskbar in the position indicated by the number. If the program is already running, switch to that program.
Shift+Windows logo key + number	Start a new instance of the program pinned to the taskbar in the position indicated by the number
Ctrl+Windows logo key + number	Switch to the last active window of the program pinned to the Taskbar in the position indicated by the number
Alt+Windows logo key+ number	Open the Jump list for the program pinned to the Taskbar in the position indicated by the number
Windows logo key + Tab	Cycle through programs on the Taskbar by using Aero Flip 3-D
Ctrl+Windows logo key + Tab	Use the arrow keys to cycle through programs on the Taskbar by using Aero Flip 3-D
Ctrl+Windows logo key + B	Switch to the program that displayed a message in the notification area.
Windows logo key + V	Open the Clipboard app
Windows logo key + Up Arrow	Maximize the window
Windows logo key + Left Arrow	Maximize the window to the left side of the screen
Windows logo key + Right Arrow	Maximize the window to the right side of the screen
Windows logo key + Down Arrow	Minimize the window
Windows logo key + Home	Minimize all but the active window
Windows logo key + Shift + Up Arrow	Stretch the window to the top and bottom of the screen
Windows logo key + Shift + Left Arrow or Right Arrow	Move a window from one monitor to another
Windows logo key + P	Choose a presentation display mode
Windows logo key + G	Open the Game bar
Windows logo key + U	Open Ease Of Access Center
Windows logo key + X	Open the context menu for the Start button
Windows logo key +. or +;	Open the Emojis window
Windows logo key + Ctrl + M	Open the Magnifier app

HOW TO EFFECTIVELY USE KEYBOARD SHORTCUTS IN SLACK

Make Slack keyboard shortcuts part of your daily usage so you can be a master of collaboration.

BY JACK WALLEN

Slack has become the de facto standard communication tool for teams. Once you're up to speed on how to best use the application, you'll be communicating and collaborating with an unheard of efficiency. But that's the key—getting up to speed. Although the learning curve isn't terribly steep, it does exist. While you're busy learning the ropes, your colleagues are busy collaborating. That's the last thing you want when you're on the go. Being mobile means you must work with a level of efficiency not always necessary when in the office.
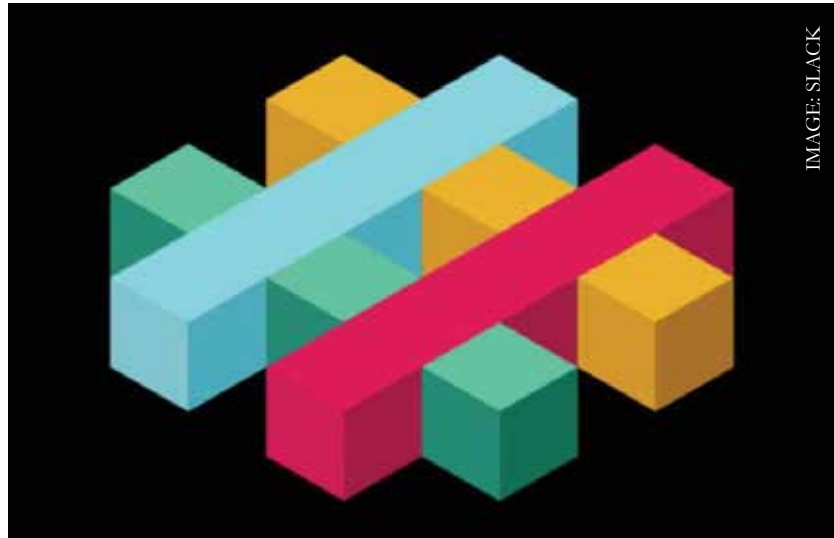
IMAGE: SLACK

What do you do? You make use of keyboard shortcuts. The developers of Slack have done a remarkable job adding a metric ton of shortcuts to make using the service even easier. But, because there are so many, the chances of you knowing and remembering them all are slim.

For example, it can be hard to remember that:

- Ctrl + Shift + K opens the Direct Message browse window
- Ctrl + Shift + L opens the Browse Channels window
- Ctrl + Shift + Y allows you to set a status
- F6 moves to the next section
- Ctrl + . opens the right pane
- Ctrl + Shift + M opens the Activity window

The list goes on. And on. And on. And on. In fact, you'd be hard-pressed to find an app with more keyboard shortcuts.

HOW TO VIEW THE LIST OF SHORTCUTS IN SLACK

Before we continue on, know that this only works with the desktop Slack client (as there are no keyboard shortcuts for the mobile app). With that bit of bad news out of the way, to access the Keyboard Shortcuts help window, use the following combinations:

- On macOS: Command + /

- On Linux/Windows: Ctrl + /

After hitting that key combination, the shortcut pane will open to reveal the available Slack shortcuts (**Figure A**).

Figure A
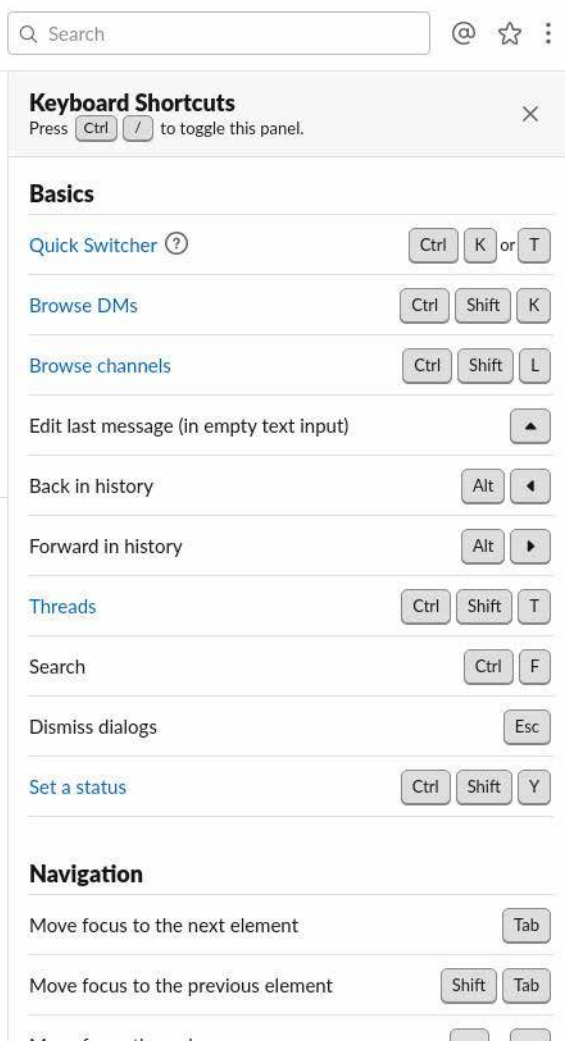
The Slack Keyboard Shortcuts pane.

HOW TO FORMAT SHORTCUTS IN SLACK

One of the more handy set of shortcuts involves text formatting. As you may (or may not) know, with Slack you can format text by doing things like wrapping a word or phrase in *for bold text*. However, you don't have to remember that as you can use keyboard shortcuts for the same purpose. Highlight the text you want to format and use one of the following shortcuts:

- Ctrl + B for bold

- Ctrl + I for italics

- Ctrl + Shift + X for strikethrough

- Ctrl +Shift + C for code

- Ctrl + Shift + 8 for bulleted list

- Ctrl + Shift + 7 for numbered list

- Ctrl + Shift + > for quote

Although that might seem like a bit to remember, we tend to recall keyboard shortcuts more easily once we've used them enough than we do formatting declarations like ~strikethrough~ and *bold*.

And that, my friends, is how you can effectively use Slack keyboard shortcuts. It's not even remotely difficult, but getting some of these shortcuts into your muscle memory will make your use of Slack exponentially more efficient. Just remember to open that shortcut reference pane, so you can learn a new shortcut now and then.

TOP ADOBE PHOTOSHOP KEYBOARD SHORTCUTS

Learn how keyboard shortcuts in Adobe's Photoshop can speed up your workflow.

BY ANT PRUITT

Photoshop is a powerful photo editing software from the team at Adobe. It's loaded with so many different options that accessing these tools requires you to dive into the different menus and toolbars.

Like my previous keyboard shortcuts tip for Premiere Pro I'd like to share some of the most useful keyboard shortcuts in Photoshop to help you navigate through the app more efficiently.

IMAGE: ISTOCK/PSPHOTOGRAPH

BRUSH TOOL

Let's start with the brush tool. If you want to paint in color or work with a layer mask, you need to use the brush tool. Press the "b" key to activate it (**Figure A). Note:** Like most menu options in Photoshop, the brush tool has other options such as the pencil tool, mixer brush tool, or color replacement tool. Tapping the "b" key repeatedly does not activate those other options. You have to hold down your shift key and your + up arrow key to toggle between different tools.

Figure A

Press the "b" key to activate the brush tool.

ERASER TOOL

If you want to remove a background or a specific object look to the eraser tool. Press the "e" key to access the eraser tool. Again, toggle between the different eraser tools with shift + up arrow on your keyboard.

MOVE TOOL

When working with layers, you may want to move objects or elements on your canvas like text layers, layers which are smaller images, and so forth. The move tool is the way to go as you can just click and drag elements with your mouse. Press the "v" key on your keyboard, and you'll see your cursor resemble a standard operating system's mouse cursor.

TEXT TOOL

When you want to add text to your images look to the text tool. Just press "t" on your keyboard and click anywhere on your canvas (**Figure B**). You'll be presented with a cursor to accept any text you want to enter. There are many more options within this tool, so just toggle through it to access that text option that works best for your composition.

Figure B

Press "t" on your keyboard and click anywhere on your canvas for the text tool.
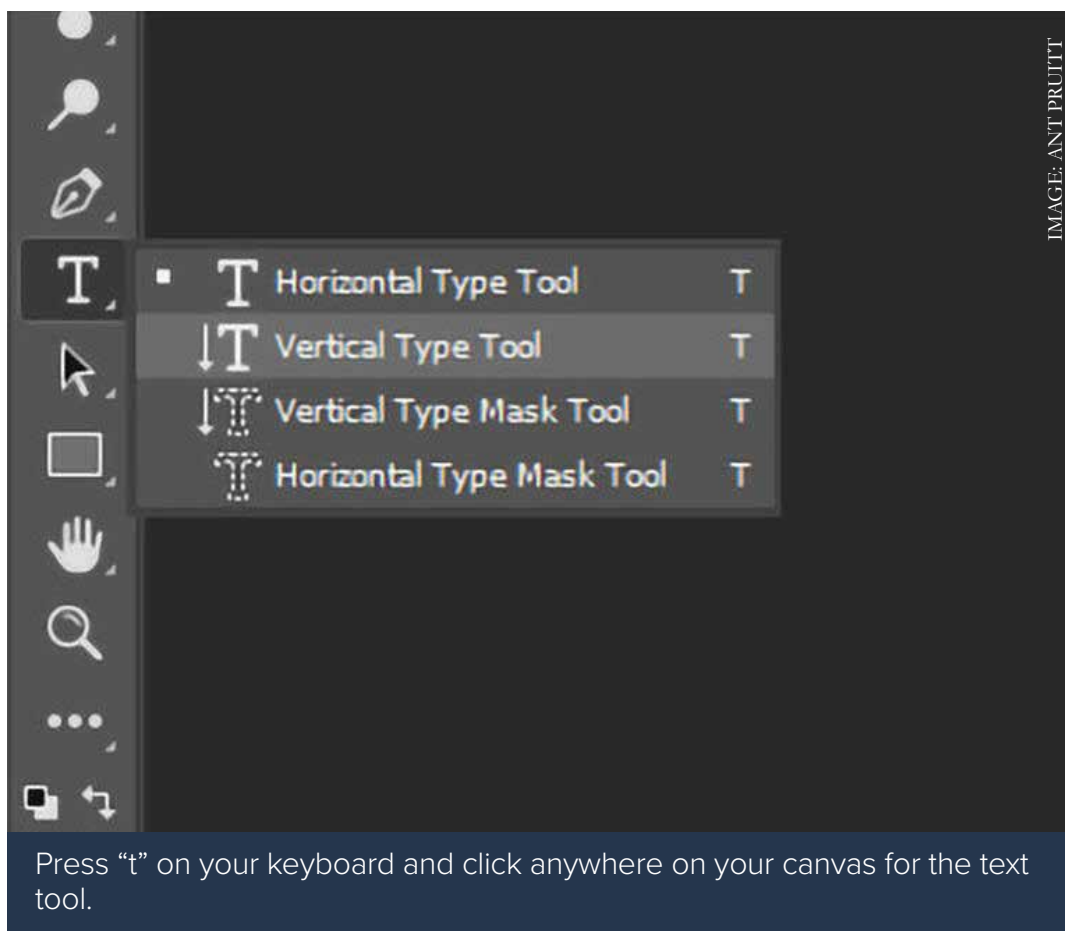
CROPPING

Cropping is an underrated option when it comes to photo editing. However, a tasteful crop can really make an image compelling for the viewer. To access the crop tool, just press the "c" key. This also has other options embedded that can be toggled or selected.

MEMORIZING SHORTCUTS

I highly recommend memorizing these keyboard shortcuts. It can really make your workflow much faster. There are many more keyboard shortcuts available and most can be accessed just by hovering your mouse over the tool. Photoshop will typically display a tool tip pop up demonstrating the shortcut key as well as what the tool actually does.

Have your started working keyboard shortcuts into your Photoshop workflow? Have you noticed your efficiency increase? Let me know in the comments below.

TOP KEYBOARD SHORTCUTS FOR PREMIERE PRO

Without the knowledge of useful keyboard shortcuts, video editing can take up a lot of time.

BY ANT PRUITT

My Creative Cloud suite of apps provides tons of useful features, although sometimes clicking through each one hinders my speed and efficiency. I found that taking advantage of keyboard shortcuts, which are already built into Adobe Premiere Pro, can speed up my workflow.

Let's look at the common keyboard shortcuts available in Premiere Pro.

GENERAL MENU ACCESS

Menu access in Premiere Pro is very simple to use as it utilizes your OS. Your primary File and Edit menus site across the top of the interface and are accessible either at the click of a mouse or the ALT button and applicable first letter key. For example, if you're trying to access the File menu hold down the ALT (or option key on MacOS) key, and you'll notice the menu activates and the letter "F" will have a line under it. This means that if you hold ALT and press the "F" key, the File menu will display. Once the menu displays, you can navigate options with your arrow keys. You'll also notice shortcuts next to some options in the menu listing. If you can memorize these keystrokes, you'll eliminate the need to scroll through the list (especially for simple commands such as CTRL + s to save your work.)


IMAGE: ANT PRUITT

TIMELINE TOOLS AND NAVIGATION

Navigating through the timeline with a mouse is such a drag. No pun intended. You have your clips arranged in your project bin, then you drag them to your timeline to begin adding cuts, effects, or placing the clips into position. So, let's look at some commonly used keyboard shortcuts to speed up your video editing workflow.

The navigation and clip tools are easily accessible with the click of the mouse because the panel is near the timeline. But learning the shortcuts is much faster. By default, the standard Move tool is used to drag clips around your timeline. To access the Move tool, just press the "V" key. You'll notice that your mouse cursor looks like the standard arrow found in most computer apps. If you hover your mouse over the Move tool, you'll also notice a tool tip display, which hints that the keyboard shortcut is "V" (**Figure A**). **Note:** Your interface may not look like my screenshots because the Adobe Creative Cloud suite allows you to move panels and menus to fit your visual needs.

Figure A
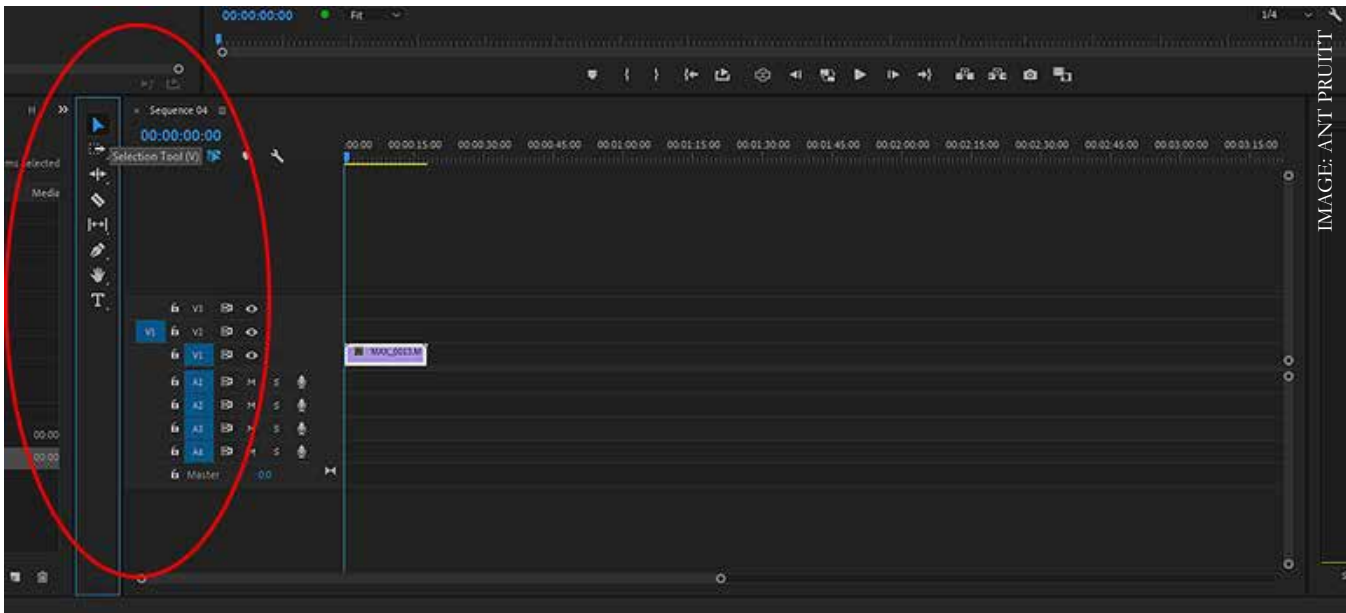
MOVING TRACKS

Let's look at a scenario where you need to move multiple tracks a few frames forward or backwards on your timeline. In some situations, you can select all of the clips with your mouse by clicking and dragging your cursor around the clips to highlight them all. This works fine for a small number or clips, but if you work with a large timeline it can become tedious. Instead, tap the "A" key on your keyboard, and you can click on the very first clip in the timeline. Everything to the right of the timeline will be highlighted or selected. With everything selected, you can click and drag clips with ease to different positions on your timeline. Notice that the cursor head changes to two arrows pointing to the right. This signifies that everything to the right of the clip you selected will be included in your selection. Shift+A will select everything to the left, and you'll notice the cursor head changes (**Figure B**).

Figure B
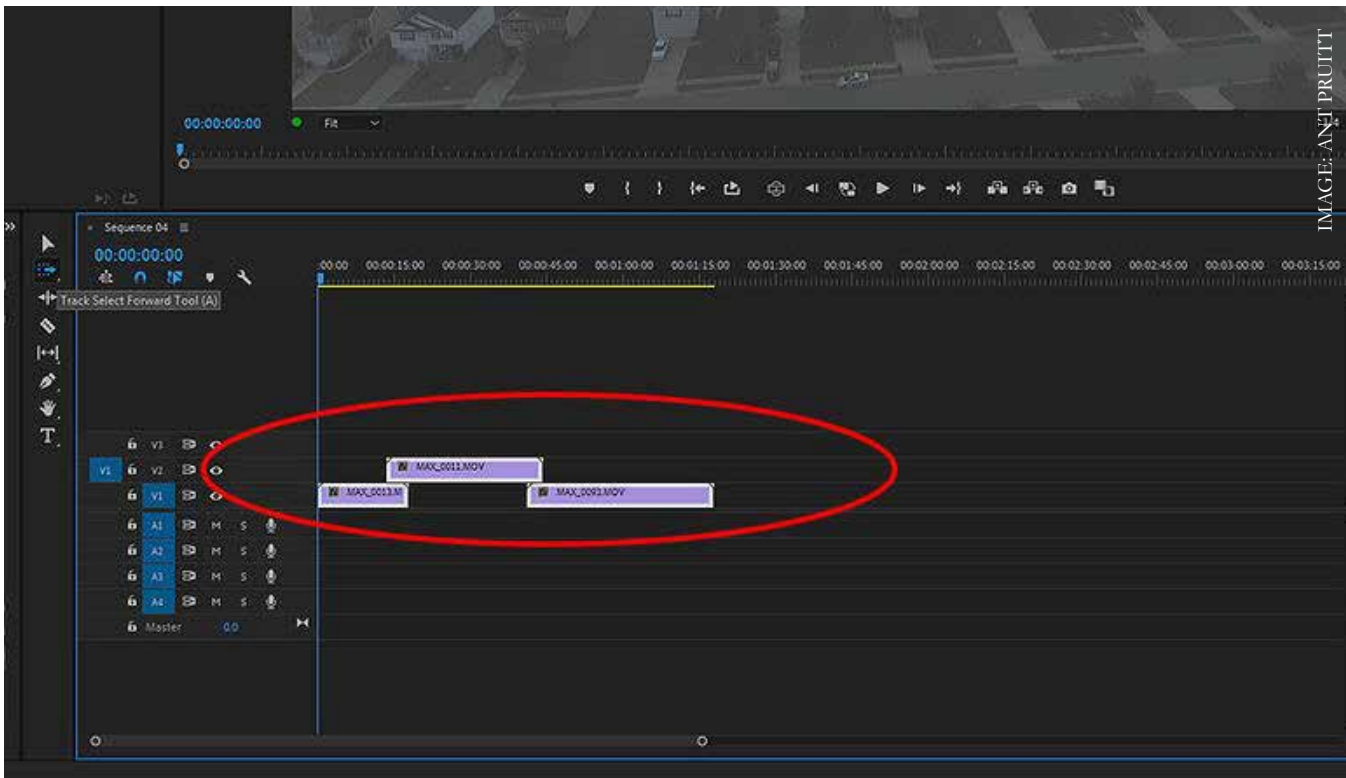
CLIPPING SEGMENTS

If you need to cut a clip into two segments, use the "C" key on your keyboard to activate the Razor tool. Use this tool to cut clips into segments if you need to move said clips along the timeline for your video's flow. When the Razor tool is activated, your mouse cursor looks like a razor blade instead of an arrow.

I also use the Text tool for when I create simple lower third text on videos. Just press the "T" key on your keyboard, and your mouse cursor will change into a standard text cursor. After pressing the "T" key, you can click on your video in the program monitor and begin to type any on-screen text. This also allows use of the Essential Graphics panel for further editing such as font adjustments and alignment (**Figure C**).

Figure C
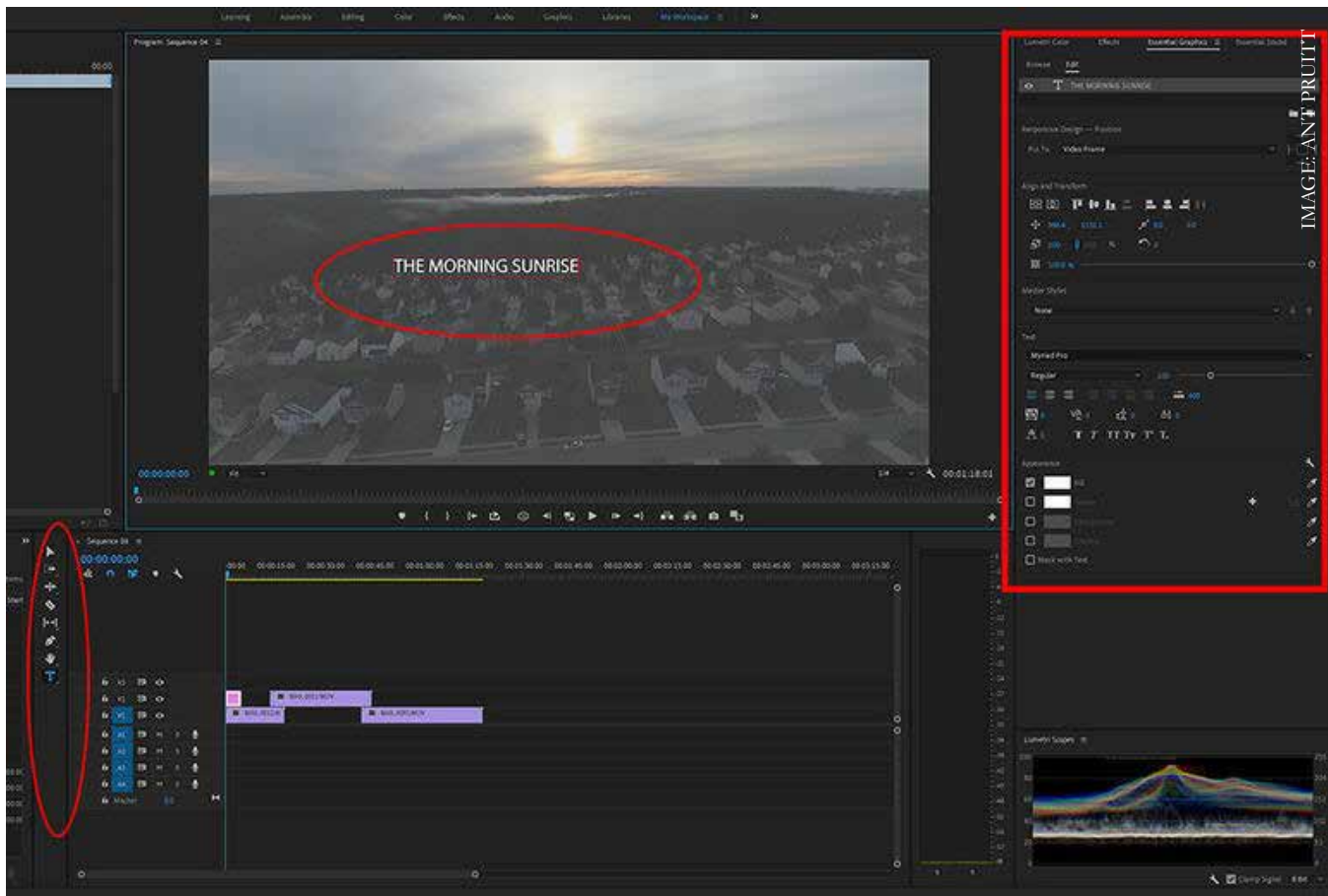
SCRUBBING THROUGH YOUR TIMELINE

Finally, scrubbing through your timeline is easy with four keys. You can press your spacebar, and your timeline will play. If you want, you can also utilize the "J," "K," and "L" keys. These are my favorites.

- Use the "J" key to scrub backwards on the timeline.

- The "L" key scrubs forward.

- The "K" key stops the scrubbing.

- If you want to increase scrubbing speed, just press the key again.

- If it's still slow, press it again, and it will speed up in increments based on how many times you press the shortcut key. For example, tapping "K" two times will quickly scrub ahead in your timeline. Pressing "K" stops it.

Hopefully, these keyboard shortcuts will help you edit videos faster and more efficiently. There are so many more keyboard shortcuts available in Premiere Pro. You can even customize existing shortcuts or create your own. Let me know if these quick shortcuts help you out in your workflow by tagging me on Twitter.

HOW TO ENABLE CUSTOM KEYBOARD SHORTCUTS IN GMAIL

Find out how to enable and customize keyboard shortcuts in the Gmail web-based client.

BY JACK WALLEN

If you're like me, you work with as much efficiency as possible. For some, that means keeping your fingers on the keyboard. Every time you move those digits from keyboard to mouse or trackpad, it's wasted time. Granted it's only seconds, but by the end of the day those seconds add up. To that end, I try to do everything I can to customize various apps so I can keep those fingertips tapping on keys.

IMAGE: GMAIL

With Gmail, you can not only enable keyboard shortcuts, but create custom combinations to make your experience as efficient as possible. How do you do this? Let's find out.

ENABLE KEYBOARD SHORTCUTS

1. The first thing to do is enable keyboard shortcuts. Out of the box, this feature is disabled.

2. To enable it, open Gmail, click the gear icon and then click Settings.

3. In the General tab, scroll down to Keyboard shortcuts. Make sure to click Keyboard shortcuts on.

4. Next, click on the Advanced tab and scroll down to Custom keyboard shortcuts and click Enable.

5. Scroll to the bottom of the page and click Save changes.

6. Back in the Settings window, you should see a Keyboard Shortcuts tab. Click that tab and scroll through the available actions. Find an action you want to assign a custom shortcut and type the associated keys for that shortcut.

7. When you finish customizing the shortcuts, scroll to the bottom and click Save Changes.

And that's all there is to enabling keyboard shortcuts and adding custom shortcuts to make your Gmail keyboard experience personalized and efficient. This simple task can shave seconds off every email you create in Gmail. Send enough email in the Google client and those savings could seriously add up.

HOW TO FIX VIVALDI KEYBOARD SHORTCUT CONFLICTS

If you've found Vivaldi not cooperating with your keyboard shortcuts, Jack Wallen offers up a few tips to help resolve this issue.

BY JACK WALLEN

As you probably know, I've made the switch from Firefox to Vivaldi. For the most part that switch has been fairly seamless. The browser functions well, it handles numerous tabs much better than Firefox, and it renders pages as quickly as any browser I've used.

IMAGE: JACK WALLEN

However, that doesn't mean that I've not run into a few snags here and there. That is always the case when switching technology. One of the more frustrating issues I've come across is the keyboard shortcut conflicts between Vivaldi and Google Docs. You see, I use Google Docs daily—all day in fact—so when a browser gets in my way of using that service efficiently, it can be a real deal breaker.

This is especially frustrating when you're on the go and there's no time for setbacks. Your mobile life cannot be interrupted by software that should just work.

When I discovered Vivaldi not wanting to play well with the usual keyboard combinations in Google Docs, something had to give—or I'd wind up heading back to Firefox.

Fortunately, I've found a few possible solutions that might help you get the keyboard combinations back to behaving as expected.

WHAT YOU'LL NEED

The only thing you'll need to solve this issue is to have the Vivaldi browser installed. You don't have to have a Google account, as these keyboard shortcuts can be problematic, regardless of what service you are using them with.

HOW TO FIX THE SHORTCUT ISSUE

I've managed to resolve this issue in a few ways. I'll start off with the first method I used. What can happen is that the default Vivaldi keyboard shortcuts can conflict with the shortcuts you need.

To resolve this, open the Settings app and then click to open the Keyboard tab (**Figure A**).

Figure A
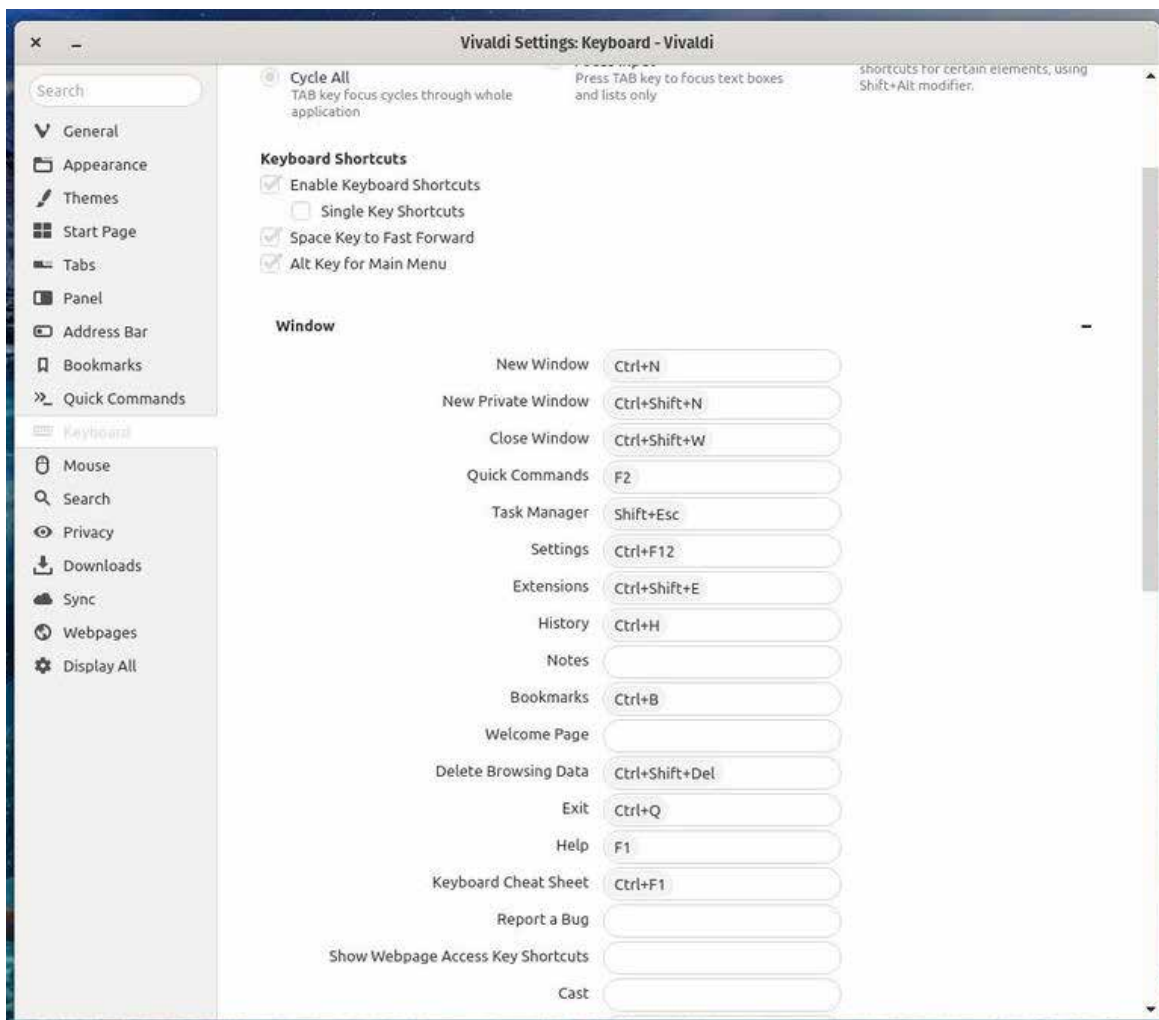
The Vivaldi Settings window opened to the Keyboard shortcuts tab.

Scroll through the keyboard shortcuts and locate a default that conflicts with the shortcut you need to use. You may or may not find one. Say, for instance, you use the Google Docs Ctrl+Shift+V to paste as plain text. As you can see, there's already an entry for Paste As Plain Text (**Figure B**).

Figure B
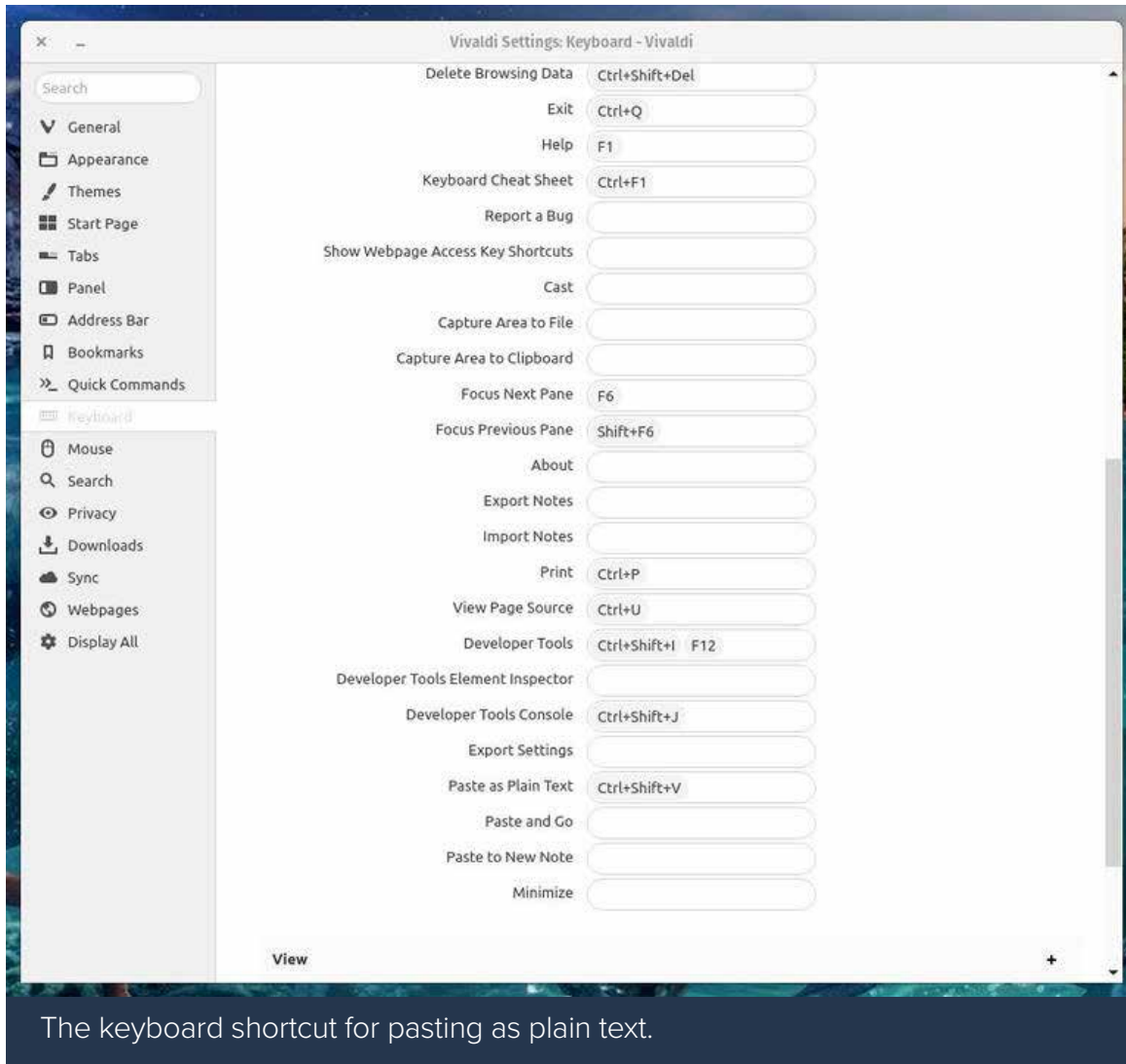
The keyboard shortcut for pasting as plain text.

If that entry is blank you'll find the keyboard shortcut won't work. This is odd, because the Ctrl+Shift+V shortcut works in other applications (without having to map it). To map the shortcut, click on the text field and then click the Ctrl+Shift+V combination on your keyboard. Once you see the shortcut listed, it should then work in Google Docs as expected.

Go through the rest of the listed shortcuts. If you see any conflicts with the shortcuts you depend on, hover your cursor over that conflict and click the circle icon to remove the keyboard combination (**Figure C**).

Figure C

Remember to go through all of the keyboard shortcuts. There are four categories of shortcuts:

Removing a keyboard combination from Vivaldi.
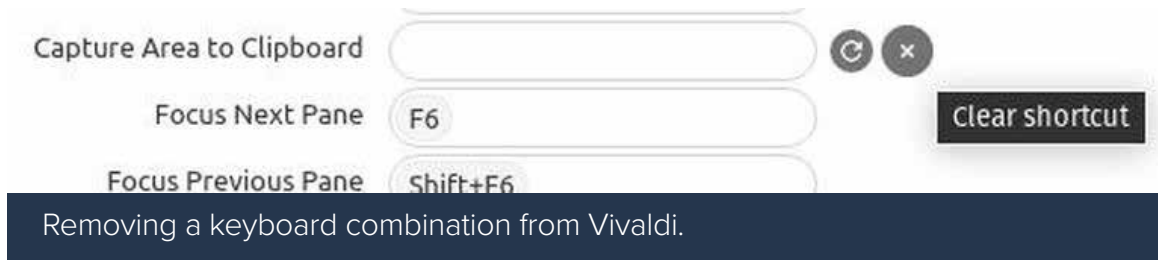
- Window
- View
- Tab
- Page

You'll need to expand each entry (by clicking the associated + button) to view the shortcuts for each.

The above fix is particularly helpful if you've installed an extension that depends on a particular keyboard shortcut that has already been mapped to a Vivaldi feature (one that you may or may not use).

If that doesn't fix the problem for you, I've had luck with another quick fix. Said fix is to disable Keyboard Shortcuts in Vivaldi, close the browser, re-open the browser, and then re-enable Keyboard Shortcuts. To disable or re-enable the Keyboard Shortcuts, open the Vivaldi Settings window, go to the Keyboard tab, and uncheck the box for Enable Keyboard Shortcuts. Once you've taken care of that, close the browser, open it, and re-enable the shortcuts. That might resolve the issue for you.

The final option (one that probably isn't ideal) is to remap any keyboard shortcuts on things like extensions, other apps, or third-party services. I've found, in some cases, Vivaldi to be quite stubborn with its refusal to let go of a shortcut conflict. When you find that's the case, see if the extension or service you are using has the option to map shortcuts. If so, remap the shortcut in question from within the extension or service, such that it no longer conflicts with Vivaldi.

One way or another, you should be able to resolve this keyboard shortcut conflict in Vivaldi. Spend a bit of time upfront on this issue, so you're not having to deal with it while on the go, which can be very frustrating. With the pros found in the Vivaldi browser, you don't want this one con to be the dealbreaker.

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