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MICROSOFT OUTLOOK

SHORTCUTS



MICROSOFT OUTLOOK	
⌘ A Select All	⌘ I Italicize selection
⌘ C Copy selection	⌘ U Underline selection
⌘ X Cut selection	⌘ B Bold selection
⌘ Option + F Search Outlook	⌘ +/- Increase/decrease text size
⌘ F Find text within item	⌘ O Open selected item
⌘ V Paste	⌘ N Create a new email
⌘ Z Undo last action	⌘ Return Send email
⌘ Y Redo last action	⌘ R Reply to email
⌘ 1 Go to Mail	⌘ Shift + R Reply All
⌘ 2 Go to Calendar	⌘ T Mark as read
⌘ 3 Go to Contacts	⌘ Shift + T Mark as unread
Control + [Previous message	⌘ J Forward an email
Control +] Next message	⌘ K Send and receive all

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When I learned to use VoiceOver on the Mac, I was aware of many of these general commands already.. Mac Keyboard Shortcuts Good, Concise Mac Keystrokes, Tips & Tricks Keyboard Shortcuts; Multi-Touch Gestures.. Is there a work around in this situation for me to change the default short-cut for language switching to something else like command + shift as in the case of language switching in Windows or it would be good even if I could change the short-cut key for spotlight to something else.. Make a new pdf (Yes, I just used OCR as a verb!) Copy and paste the content to Word.. Add page numbers If you don't have OCR software, it's not free But I love that computer users are so spoiled.

Hi, I'm using multiple languages on my keyboard and so the default language switcher short-cut has overridden the usual key stroke to call spotlight.. But I think that many new blind Mac users somehow get the impression that all there is, is VO commands which makes life very complicated.. Otherwise great job as always, and I'm happy with El Capitan thus far • or to post comments #7 Re:Fast Shutdown Submitted by Jani Bee on 28 October, 2015.. Before the shortcuts here are some important keys in Apple keyboard to understand.

Go to end of all the text: Cmd-down arrow: Go to beginning of all the text: Cmd-up arrow: Go to end of current or next word.. Go forward a character (move cursor right) Ctrl-F Finder Navigation General New Finder window: Command N Up one folder level: Command Up Arrow Open selected folder: Command Down Arrow Back: Command left bracket Forward: Command right bracket Direct Folder Access Open the Applications folder: Command Shift A Open the Computer folder: Command Shift C Open desktop folder: Command Shift D Go to Folder: Command Shift G Open the Home folder of the currently logged-in user account: Command Shift H Editing Commands Select all (e.. I even asked my sister who is also a VoiceOver user, but she didn't know I'd be happy to drag and drop if necessary, but just wondering about this.

And com to a site name, and open it in the current tab Type a site name + Ctrl + Enter Open a new tab and perform a Google search Type a search term + Alt + Enter Jump to the address bar Ctrl + l or Alt + d or F6 Search from anywhere on the page Ctrl + k or Ctrl + e Remove predictions from your address bar Down arrow to highlight + Shift + Delete.. Can anybody suggest a work-around please?• or to post comments

And com to a site name, and open it in a new tab Type a site name + Control + Shift + Enter Open the website in a new background tab Type a web address + ⌘ + Enter Jump to the address bar ⌘ + l Remove predictions from your address bar Down arrow to highlight + Shift + fn + Delete.. I wish that the VoiceOver Help could add this list of general commands somewhere so that it'd be easier to find them.. • or to post comments #4 Eject replacement in Mac Air Submitted by Jani Bee on 27 October, 2015.. Use the following shortcuts in the address bar: Action Shortcut Search with your default search engine Type a search term + Enter Search using a different search engine Type a search engine name and press Tab Add www.. g First,I want to thank you for all the very helpful podcasts and articles you put on Applevis.. And com to a site name, and open it in the current tab Type a site name + Control + Enter Add www.. I'm running the first update to OS X El Capitan, and I'm happy to report that the Apple support article linked to in this post reads just fine on my mid-2013 MBA.. However, I'm wondering if there's another shortcut for sorting music in iTunes I attempted to do this using Command-I for the Info dialog, but every time I sort stuff that I've titled manually the order of things gets screwed up somehow.. Command + space bar I saw there's an option to call spotlight using down arrow in the spotlight tab of the system preferences but I don't like to have it that way because it is a bit annoying to find that spotlight popping up every time I press down arrow.. How to number pages in pdf for mac Newly bought a Mac and looking for some shortcuts for day-to-day use? Here is the list of Mac keyboard shortcuts which will help you to speedup your tasks. e10c415e6f