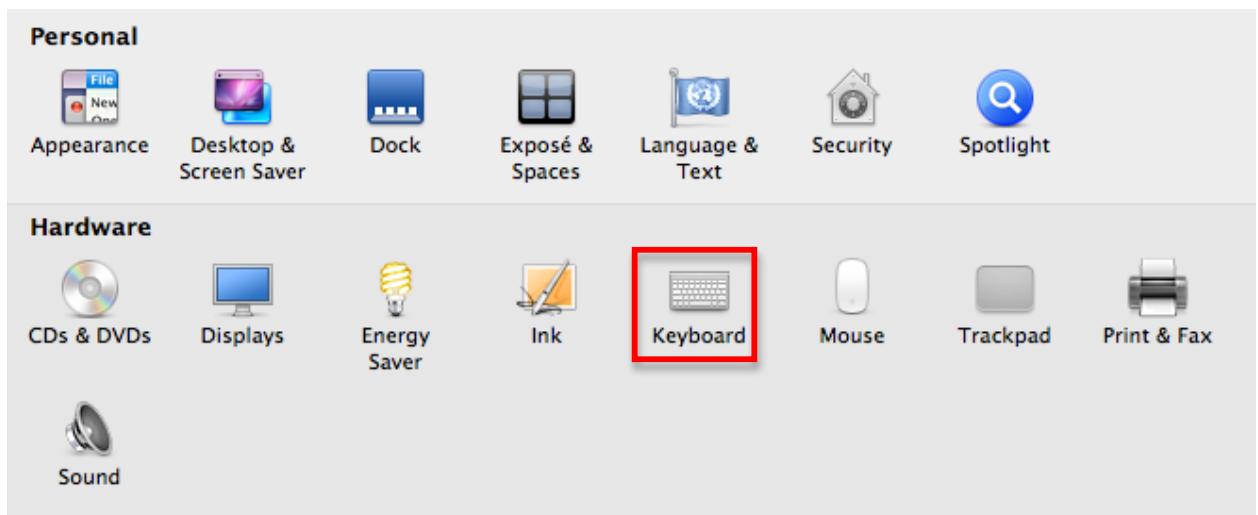# Tech Ease for All

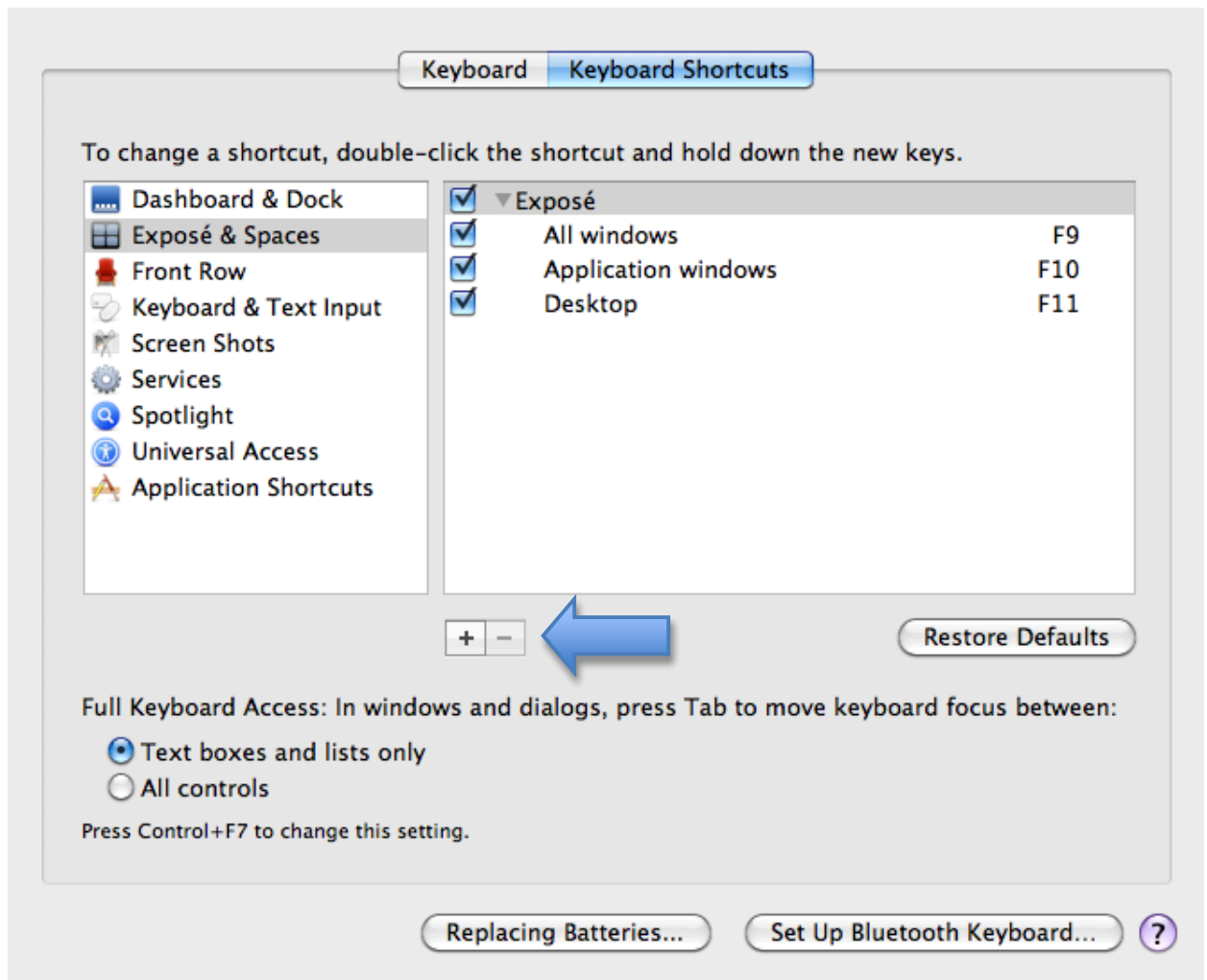## Setting Up Keyboard Shortcuts in Mac OS X

Most options in the menus of Mac OS X applications can be activated with keyboard shortcuts. Every once in a while, you may come across an option that does not have a keyboard shortcut assigned to it. This tutorial will show you how to create your own shortcuts.
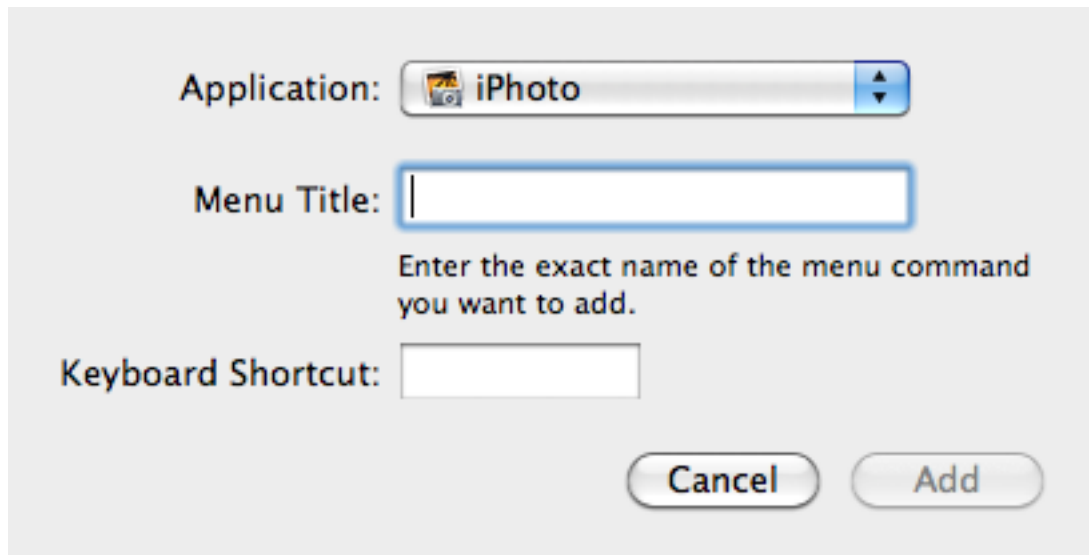
To create a keyboard shortcut in Mac OS X:
1. Choose Apple, System Preferences, Keyboard.

2. Make sure you're in the Keyboard Shortcuts pane and select the Add (+) button on the right side of the window.
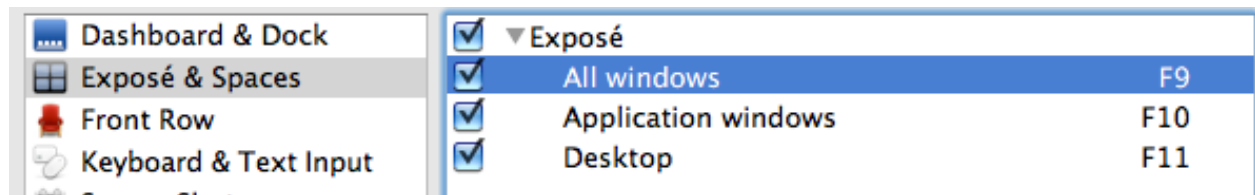
To change a shortcut, double-click the shortcut and hold down the new keys.

Dashboard & Dock	☑ ▼Exposé	
Exposé & Spaces	☑ All windows	F9
Front Row	☑ Application windows	F10
Keyboard & Text Input	☑ Desktop	F11
Screen Shots		
Services		
Spotlight		
Universal Access		
Application Shortcuts		

+ − Restore Defaults

Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:
⦿ Text boxes and lists only
◯ All controls
Press Control+F7 to change this setting.

Replacing Batteries... Set Up Bluetooth Keyboard... (?)

3. Choose the application where the keyboard shortcut will be used from the menu at the top of the popup window.

Application: iPhoto

Menu Title: |

Enter the exact name of the menu command
you want to add.

Keyboard Shortcut:

Cancel   Add

4. Enter the name of the menu command exactly as it
   appears in the application you selected in step 3.
5. Choose a shortcut by typing it into the Shortcut text
   box, then choose Add.

Application: iPhoto

Menu Title: Revert to Original

Enter the exact name of the menu command
you want to add.

Keyboard Shortcut: ⌥⌘R

Cancel   Add

The Keyboard Shortcuts pane is also where you can
change existing shortcuts. To change a shortcut, double-
click the existing shortcut and enter new shortcut keys.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/