APPLE KEYBOARD FUNCTIONS

Every F key has a system function assigned to it.
Here they are:

- **F1 decreases display/screen brightness**
- **F2 increases display/screen brightness**
- **F3 launches Mission Control (what boxes are open on your computer)**
- **F4 opens Launchpad (where all the apps are kept)**
- **F5 decreases keyboard brightness or activates dictation**
- **F6 increases keyboard brightness or toggles Do Not Disturb**
- **F7 skips back audio**
- **F8 pauses and plays audio**
- **F9 skips audio forward**
- **F10 mutes/unmutes**
- **F11 turns the volume down**
- **F12 turns the volume up**

To use the function keys just press them, there is no extra step required.

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The command key on an Apple keyboard has either the word 'Command' or this symbol ⌘ or both!

⌘+Space bar: Use this if you want to find a file on your Mac, just tap this shortcut and type the name of the file you'd like the find in the prompt that pops up.

⌘+Q: Use this command to shut down any app immediately.

⌘+Control+Q: Immediately lock your computer.

⌘+Shift+3: Screenshot the entire visible window.

⌘+Shift+4: Screenshot a specific area of the screen with the help of a rectangular cropping tool.

⌘+H: Tap this shortcut to hide apps instantly. The active open window will vanish. To start using the app again, press the app's icon on either the dock (the pop up bar at the bottom of the screen) or click the app in the launchpad.

⌘+M: Minimise an app.

For text editing commands like Bold, Undo, Cut, Paste: see the "Keyboard Shortcuts" topics under Administration & HR, Basic Computer Skills on the Click Region website.

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