

## MAC LESSON #26

### CREATE YOUR OWN KEYBOARD SHORTCUTS

You can really be more productive when you can use your own keyboard shortcuts. It's easy to do. Here's how.

Click on the Apple menu and open System Preferences. (You can also open System Preferences from the Dock.) Now click on the Keyboard & Mouse icon. In the pane that appears, click on the Keyboard Shortcuts button, and then click + sign at the bottom of the list of existing shortcuts to add your own. The pop-up menu that appears at the top of the dialog that opens lets you choose whether this short-cut works across all applications, or in just an individual application, or just the Finder.

In the Menu Title field, enter the EXACT name of the menu item you want a shortcut for, and then type the shortcut you want to use and click Add. It's that easy. Make sure the application you're creating the shortcut for is not open and in use.

