

# Computer Tips

## OS X

### Keyboard Shortcuts

<b>Editing</b>	
Backspace Delete	Delete (add Fn for forward, add $\text{⌘}$ for whole word)
Page Break	$\text{⌘} + \text{Return}$
Move an object slowly	$\text{⌘} + \text{Arrows}$
Emojis	Control + $\text{⌘} + \text{Space}$
<b>Desktop</b>	
Command Center.	Control + $\uparrow$
Screenshot Area	Shift + $\text{⌘} + 4$
Invert Colours	Control + $\text{⌘} + 8$
Cycle Through Apps	$\text{⌘} + \text{Tab}$ (add Shift to reverse).
Drag Window <sup>1)</sup>	Control + $\text{⌘} + \text{Mouse Grab}$
<b>Files:</b>	
Copy a File	Mouse + $\text{⌘}$
Create a File Link	Mouse + $\text{⌘} + \text{⌘}$
Send File to Trash	$\text{⌘} + \text{Delete}$

## LibreOffice

### Installing

- Download from [LibreOffice.org](https://libreoffice.org)
- The donation is optional.

### Formatting

When printing large documents that will be kept in a duo-tang or binder, set alternating margins:

- Format → Page Styles... → Page →
  - Margins →
    - Inner: 3.00 cm
    - Outer: 1.00 cm
  - Layout Settings → Page layout: Mirrored

## $\LaTeX$ Plugin

LibreOffice has a formula editor to typeset math, but the  $\LaTeX$  plugin is much more user friendly and powerful. The syntax is also ubiquitous and used on many other platforms. The downside is that a full install of  $\LaTeX$  must also be installed on the computer.

- Install [MacTeX](#) (about 6.0 GB)
- To update MacTeX:
  - go to Applications/TeX/ and run TeX Live Utility
  - right click on one of the packages and select Update All Packages
- Install the LibreOffice [TeXmath extension](#), which allows LibreOffice to use the  $\LaTeX$  engine installed above.
- In LibreOffice, click on the  $\pi$  button at the top right corner of the toolbar and add these packages to the Preamble, and Save Global:

```
\usepackage{longdivision}
\usepackage{cancel}
\usepackage{fourier}
\usepackage{ulem}
\usepackage{xcolor}
\usepackage{xlop}
\usepackage{xfrac}
```

[More info about  \$\LaTeX\$](#)

## Saving and Version Control

Add your name as a document author / editor:

- Linux: Tools → Options → LibreOffice → User Data → First/last name/initials
- OS X: LibreOffice → Preferences → User Data → First/last name/initials

To save a version:

- File → Versions...
- Save New Version.
- Write a brief Version Comment describing the changes made.

Track Changes (see [here](#)):

- Edit → Track Changes...

Comment:

- Highlight text → Right mouse click → Insert Comment

1)

- To activate Drag Window, open Terminal and paste:

```
defaults write -g NSWindowShouldDragOnGesture -bool true
```

- To Deactivate:

```
defaults delete -g NSWindowShouldDragOnGesture
```

- Restart Computer

See <https://superuser.com/questions/125164/use-option-to-drag-windows-mac-os>

From:

<https://mrtruchon.net/> - **Mr. Truchon's Math Portal**

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