Computer Tips

OS X

Keyboard Shortcuts

Editing	
Backspace Delete	Delete (add Fn for forward, add ⌥ for whole word)
Page Break	⌘+Return
Move an object slowly	⌥+Arrows
Emojis	Control+⌘+Space

Desktop	
Command Center.	Control+↑
Screenshot Area	Shift+⌘+4
Invert Colours	Control+⌥+⌘+8
Cycle Through Apps	⌘+Tab (add Shift to reverse).
Drag Window[1)]	Control+⌘ + Mouse Grab

Files:	
Copy a File	Mouse+⌥
Create a File Link	Mouse+⌥+⌘
Send File to Trash	⌘+Delete

LibreOffice

Installing

- Download from 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 `Aplications/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[utf8]{inputenc} %useful to type directly diacritic characters
\usepackage{longdivision}
\usepackage{cancel}
\usepackage{fourier}
\usepackage{ulem}
\usepackage{xcolor}
\usepackage{xlop}
\usepackage{xfrac}
\usepackage{musicography}
```

- Click on the screwdriver and wrench icon and under `Options` select the XeLaTeX Compiler.

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

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

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