

Computer Tips

OS X

Keyboard Shortcuts

Editing	
Backspace Delete	Delete (add Fn for forward, add ⌘ for whole word)
Page Break	$\text{⌘} + \text{Return}$
Move an object slowly	$\text{⌘} + \text{Arrows}$
Emojis	Control + $\text{⌘} + \text{Space}$
Desktop	
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 ¹⁾	Control + $\text{⌘} + \text{Mouse Grab}$
Files:	
Copy a File	Mouse + ⌘
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 π 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>

From:

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

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Last update: **2026/05/04 02:20**