m2social

KEYBOARD SHORTCUTS

THAT EVERY

Social Media Marketer

INTERNET BROWSERS

QUICK TIPS

How Not to Forget these Shortcuts?

Write down these shortcuts and post them on your computer screen or place this cheat sheet beside your keyboard.

GOOGLE CHROME / MOZILLA FIREFOX

	Google Chrome	Mozilla Firefox
Open new tab	Ctrl + N	Ctrl + T
Open new tab in incognito	Ctrl + Shift + N	Ctrl + Shift + P
Reopen recently closed tab	Ctrl + Shift + T	Ctrl + Shift + T
Open next / previous tab	Ctrl + PgUP / PgDn	Ctrl + PgUP / PgDn
Add current tab to bookmark	Ctrl + D	Ctrl + D
Bookmark all open tabs	Ctrl + Shift + D	Ctrl + Shift + D
Open downloads	Ctrl + J	Ctrl + J
Open History page	Ctrl + H	Ctrl + H
Open the Find Bar to search	Ctrl + F	Ctrl + F
Open Chrome Task Manager	Ctrl + Esc	
Clear browsing data	Ctrl + Shift + Del	Ctrl + Shift + Del
Jump to address bar	Ctrl + L	Ctrl + L
Fullscreen	F11	
Zoom in/out	Ctrl + + or −	Ctrl + + or −
Jump on top of the page	Home	Home
Jump to the bottom of the page	End	End

MAC USERS / SAFARI 9

	Safari 9
Open new tab	⌘ + N
Open new tab in Incognito	⌘ + ⇧ + N
Reopen recently closed tab	⌘ + ⇧ + T
Open next / previous tab	⌘ + ⌥ + → or ←
Add current tab to bookmark	⌘ + D
Bookmark all open tabs	⌘ + ⇧ + D
Open downloads	⌘ + ⇧ + J
Open History page	⌘ + Y
Open Chrome Task Manager	⌥ + Esc
Clear browsing data	⌘ + ⇧ + Del
Jump to address bar	⌘ + L
Fullscreen	⌘ + Ctrl + F
Zoom in/out	⌘ + + or −

	Safari 9
Open new tab	⌘ + T ⌘ + ↓ ⌘ + Arrow when opening on the down launch Opts
Scroll to the top/left or bottom/right corner of the page	⌘ + Home or ↑ ⌘ + Home or ↓
Bring the next tab to the front	Ctrl + Tab or Shift + Cmd +]
Bring the previous tab to the front	Ctrl + Shift + Tab or Shift + Cmd + [
Add current page to reading list	Shift + Cmd + D

FUN FACT! The QWERTY keyboard will turn 150 in 2018! It is a legacy of a typewriter with the same keyboard layout patented in 1868 by Christopher Sholes.

SOCIAL MEDIA SITES

FACEBOOK / WINDOWS/LINUX

Facebook Hots on Newsfeed	Shortcut keys in Chrome for Windows and Linux
Scroll newsfeed posts up and down	J + K
View more on selected post	ENTER
Like or unlike selected post	L
Comment on selected post	C
Share selected post	S
Open attachment from the selected post	O
Search Facebook	/
Search Chat Contacts	Q
Show list of keyboard shortcuts (it's which on Mac)	?
New Message	Alt + N
Help	Alt + H
Home	Alt + 1
Timeline	Alt + 2
Friends	Alt + 3
Inbox	Alt + 4
Notifications	Alt + 5
Settings	Alt + 6
Activity Log	Alt + 7
About	Alt + 8
Terms	Alt + 9

NOTE: Firefox for Windows and Linux use Shift before Alt. Safari for Mac replace Alt with Ctrl + Option.

FUN FACT! It is now relegated as myth that letters were intentionally shuffled to slow typists down and prevent the typewriter machine to jam. New research suggests that the QWERTY design "formed over time as telegraph operators used the machines to transcribe Morse code." The alphabetical arrangement was found to be confusing and inefficient by operators for translating morse code.

TWITTER / GOOGLE PLUS

	Twitter	Google Plus
New tweet	N	
Scroll between tweets	J and K	
Favorite selected tweet	F	
Retweet selected tweet	T	
Open details of selected tweet	Enter	
Close all open tweets	C	
Direct message	M	
Send tweet	Ctrl + Enter + Cmd + Enter	
Load new tweets	.	
Search	/	
Home	G + H	
Notifications	G + N	
Mentions	G + R	
Profile	G + P	
Favorite	G + F	
Go to user	G + U	
Lists	G + L	
Messages	G + M	
Settings	G + S	
Send feedback to google		.
Search		/
Move up and down the stream		J + J
Move between comments on selected post		N + P
Cheerpost on the current post		+
Load more posts		L
Open and close menu		⌘ and ⌥
Create new post		C
Share selected post		S
Write attachment on selected post		V
Add +1 (only if on selected post)		+
Open list of keyboard shortcuts		?

SOURCES

https://www.facebook.com/help/1849107711 19853
https://support.apple.com/kb/PH21402?locale=en_US
https://support.google.com/chrome/answer/157179?hl=en
https://support.mozilla.org/en-US/kb/keyboard-shortcuts-perform-firefox-tasks-quickly#w_bookmarks
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