



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

Minimize all windows at once

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Ever find yourself in the situation where you need desktop access pronto and there you are pressing one tiny minimize button after another? Well, here's the shortcut key for minimizing them instantly:



Windows button + M

And for the Mac users...

Command + M minimizes the current window . Option+Command+H minimizes all windows except the one being used. No shortcut exists for minimizing everything at once.

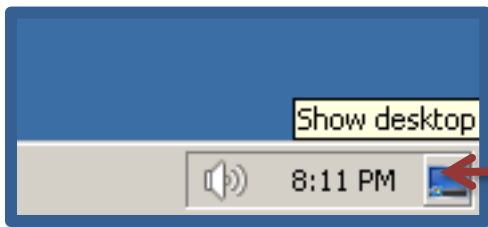


Command button + M



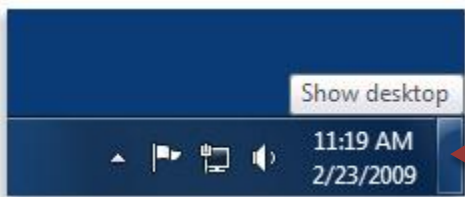
Option +Command button + H

*Also, these toolbar buttons act in the same way as those shortcut keys and -- depending on which Windows OS is installed on your computer -- will minimize everything or “show desktop”:



Click this square to access the desktop.

Or...



Click this translucent vertical bar to access the desktop.

You may be familiar with this last one already (the vertical bar) as you can inadvertently minimize all your windows by simply hovering over it. It's a little unsettling the first time it happens...and the second. And the third.