

TAKE CONTROL OF **LAUNCHBAR** THE CHEAT SHEET

LaunchBar's Six Superpowers

Master LaunchBar's superpowers and control your Mac from the keyboard with superhuman speed. Invoke the bar, type a few characters, and the world is your oyster. Remember, LaunchBar learns from the abbreviations you type to adapt to how *you* think.

1: Abbreviation Search

- To find an app or document, invoke the bar and type a few letters. Try SAF for Safari or AM for Activity Monitor. If the right item isn't at the top, arrow down to select it. Press Return.
- To search the Web, type GOO for the Google search template, press the Space bar, type your query, and press Return.
- To find a contact's card, type a few letters of the person's name, like RWE for Ralph Waldo Emerson, or WSH for William Shakespeare. Press the Space bar for the contact's details.
- Search on ACT for built-in actions, CLIP for things you've copied, TAG for Finder tags, and SNIP for snippets.

2: Browsing

Got a browse  icon in the results list? Arrow right to navigate deeper into a folder, see recent documents for an app, access actions or clipboard history, see file metadata, or insert snippets.

3: Sub-search

Too many items in a results list when browsing? Type an abbreviation to sub-search just that list. The first item in the results list is orange when you can sub-search.

4: Send To

Put an item on the bar. Press Tab and then browse or sub-search to, for example, see a list of apps that can work with it or actions you can take on it, such as opening a PDF in Adobe Reader rather than Preview, adding a tag, or moving a file to a new location.

5: Instant Send

Want an even faster way to put a file in the Finder or text in an app on the bar? Select it, press the shortcut that invokes LaunchBar, and hold until the bar appears, with the item already selected. Then abbreviation-search to open it in another app, send it to Google, or look it up in Dictionary.

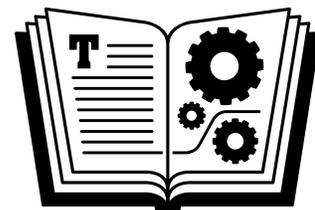
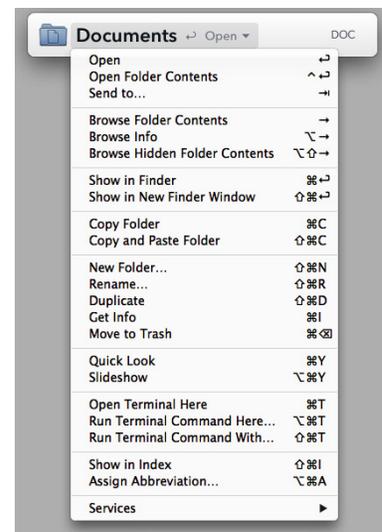
6: Staging

Select an item in the results list. Press Comma. The item is staged. Select another item in the results list and press Comma again to stage it too. Add as many items as you like and then act on them all at once: press Tab to start a Send To or choose a command from the Actions menu.

And Much More...

- Save a keystroke with Instant Open! Invoke the bar, type your search, and hold down the last letter until the item opens.

- Set LaunchBar's scope by modifying its index: invoke the bar and press Command-Option-I.
- Doing the same things repeatedly? Access recent LaunchBar searches by invoking the bar and pressing Command-B.
- To jog your memory, look at the Actions menu. Put something on the bar and then click the icon or text at the left. The Actions menu for a folder is shown below.



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