

# SOCIAL MEDIA

## Keyboard shortcuts



**esc**: Skip to 10% of a YouTube video

**1**: Skip to 20% of a YouTube video

**2**: Skip to 30% of a YouTube video

**3**: Skip to 40% of a YouTube video

**4**: Skip to 50% of a YouTube video

**5**: Skip to 60% of a YouTube video

**6**: Skip to 70% of a YouTube video

**7**: Skip to 80% of a YouTube video

**8**: Skip to 90% of a YouTube video

**9**: Skip back to start of YouTube video

**0**: Find prices on Google. Example: Macbook \$100

**~**: @Reply

**#**: #Hashtag

**^**: Switch between browser tabs with Command + any number 1-9

**\***: \*Wildcard! Use at end of searches in Google to reveal often missed SEO keywords. Example: best social media \*

**(**: Press ( and ) to search for negative social posts in Twitter or Hootsuite. Example: :( internet

**)**: Press ) and ( to find positive social posts in Twitter or Hootsuite. Example: :) internet

**/**: Press / in Google+ to open explore bar

**tab**: Opens the compose box in Hootsuite or press any letter

**Q**: Press F to make a YouTube video fullscreen

**W**: Hold G and S to access your Twitter settings

**E**: Press J to scroll down post-by-post in Twitter, Google+, Tumblr, Facebook

**R**: Press K to scroll up post-by-post in Twitter, Google+, Tumblr, Facebook

**A**: Command+W closes your current tab

**D**: Press L to Like or Unlike photos in Facebook's lightbox

**F**: Use "quotes" to specify an exact phrase in Hootsuite, Twitter, and Google. Example: "I need a coffee"

**G**: Shift & enter sends your message in Hootsuite

**H**: Hold Command+Z to instantly paste your URL into a new Hootsuite compose box

**J**: Add ? to keyword to only see social posts with questions in Hootsuite and Twitter. Example: best coffee to buy?

**K**: Hold Command+V to instantly paste your URL into a new Hootsuite compose box

**L**: Opens Twitter compose window

**;**: Mute sound on YouTube video

**'**: Press . to load new Tweets in Twitter

**caps lock**: Hold Control + command + spacebar in Hootsuite to quickly insert Emojis.

**shift**: Hold ALT + R to reblog a post in Tumblr

**Z**: Hold Command + M to collapse your browser, N = open new tab

**V**: Pause / play YouTube video

**B**: Opens navigation in Google+

**N**: Rewind YouTube

**M**: Fast forward YouTube