

# SOCIAL MEDIA

## Keyboard shortcuts



The diagram shows a keyboard with various callouts explaining shortcuts:

- Esc**: Skip to 10% of a YouTube video
- F1-F4**: Skip to 20%, 30%, 40%, and 50% of a YouTube video
- F5-F7**: Skip to 60%, 70%, and 80% of a YouTube video
- F8**: Skip to 90% of a YouTube video
- F9**: Skip back to start of YouTube video
- \* (asterisk)**: \*Wildcard! Use at end of searches in Google to reveal often missed SEO keywords. Example: best social media\*
- :( (colon)**: Press : and ( to search for negative social posts in Twitter or Hootsuite. Example: :( internet
- :) (colon)**: Press : and ) to find positive social posts in Twitter or Hootsuite. Example: :) internet
- Ctrl + Tab**: Press CTRL + TAB to switch between tabs in your web browser
- F**: Press F to make a YouTube video fullscreen
- G**: Hold G and S to access your Twitter settings
- J**: Press J to scroll down post-by-post in Twitter, Google+, Tumblr, Facebook
- K**: Press K to scroll up post-by-post in Twitter, Google+, Tumblr, Facebook
- L**: Press L to Like or Unlike posts in Facebook or Twitter
- / (forward slash)**: Press / to search in Facebook
- " (quotation mark)**: Use "quotes" to specify an exact phrase in Hootsuite, Twitter, and Google. Example: "I need a coffee"
- Shift + Enter**: Shift & enter sends or schedules your message in Hootsuite
- Ctrl + C**: Hold CTRL + C to copy a URL
- V**: Hold CTRL + V to instantly paste your URL into a new Hootsuite compose box
- Pause**: Pause/play YouTube video
- Compose Window**: Opens Twitter compose window
- M**: Press M to DM someone on Twitter
- .**: Press . to load new Tweets in Twitter
- ?**: Add ? to keyword to only see social posts with questions in Hootsuite and Twitter. Example: best coffee to buy?
- Left Arrow**: Rewind YouTube
- Right Arrow**: Fast forward YouTube
- Alt + R**: Hold ALT + R to reblog a post in Tumblr