TOMS Cheat sheet

Turn Off Mouse Screen

Every shortcut, on one page.

Ctrl + Alt + …

CA + letter = Ctrl + Alt + letter: **CAD** = Ctrl + Alt + D
d&p = drag and paste

CAPTURE AND PASTE

right d&p — Ctrl + Alt + right-drag
The Dragon Paste. Select any area: it is pasted into the app you are using. In a terminal, it types the image's path (Claude Code, Codex).

d&p — Ctrl + Alt + left-drag
Copies the area to the clipboard, ready to paste.

CAPS — Ctrl + Alt + PrtScn
Captures the whole screen under the mouse and pastes it like the Dragon Paste.

Ctrl + Alt + right double-click
Captures and pastes the window under the mouse.

Ctrl + Alt + left double-click
Copies the window under the mouse pointer.

CAO — Ctrl + Alt + O
Opens your last capture saved to a folder.

Ctrl + V *in File Explorer or on the Desktop*
A copied image becomes a PNG file, a copied web address an internet shortcut.

A left click during a selection cancels it.

APP AND SETTINGS

CAI — Ctrl + Alt + I
Help and options: clock, mouse flame. Also a double-click on the TOMS icon in the notification area.

CAF — Ctrl + Alt + F
Launches your favorite search app (Everything by default). Text on the clipboard becomes the search.

CAS — Ctrl + Alt + S
Opens the settings file, `drag_n_paste.json.txt`. Save it and TOMS changes right away, no restart.

SCREENS

CAD — Ctrl + Alt + D
Black out the screen under the mouse, or bring it back. No keyboard? **Triple right-click.**

CAA — Ctrl + Alt + A
Black out all screens, or bring them back.

CAT — Ctrl + Alt + T
Show or hide the clock on a black screen.

CAM — Ctrl + Alt + M
Your own message on a black screen, set in `CtrlAltMTextMessage`.

CAW — Ctrl + Alt + Wheel
Zoom the screen under the mouse. Release Ctrl + Alt to leave.

Esc / Space *mouse on a black screen*
Brings it back. Space also reaches your app (pauses a video).

POWER

CAC — Ctrl + Alt + C — Sleep

CAH — Ctrl + Alt + H — Hibernate

CAR — Ctrl + Alt + R — Restart

CAQ — Ctrl + Alt + Q — Shut down

Restart and shut down ask first: Esc cancels.

WINDOWS SHORTCUTS THAT PAIR WELL

Win + L
Locks your PC, which a black screen does not do.

Win + Shift + ← / →
Sends the active window to the next screen. Then black out the other one with Ctrl + Alt + D.



The wheel button replaces Ctrl + Alt. Hold it down instead, with every shortcut key and for captures.