







Keyboard Shortcuts

Standard shortcuts in most applications

- ⌘ ? ---> help
- ⌘ a ---> select all
- ⌘ c ---> copy to clipboard
- ⌘ x ---> cut to clipboard
- ⌘ v ---> paste from clip board
- ⌘ n ---> new document/window
- ⌘ w ---> close document/window
- ⌘ ⌘ w ---> close all documents/windows in active program
- ⌘ o ---> open document
- ⌘ p ---> print document
- ⌘ s ---> save document
- ⌘ f ---> find something within this window (also see Finder shortcuts)
- ⌘ z ---> undo
- ⌘ , ---> open application preferences window
- ⌘ q ---> quit application
- ⌘ . ---> cancel

Key	
	control
	option
	command (Apple)
	shift
	escape
	delete

Shortcuts available at any time, built-into Mac OS X

- ⌘ m ---> minimize window (to Dock)
- ⌘ h ---> hide application
- ⌘ ⌘ h ---> hide other applications
- ⌘ TAB ---> switch to a different application (keep holding for application switcher screen)
- ⌘ ⌘ q ---> logout
- ⌘ ⌘ d ---> hide/show Dock
- ⌘ ⌘ ⌘ ---> force quit an application

Exposé shortcuts, available at any time, built-into Mac OS 10.3 and later

- F9 ---> Exposé: show all windows
 - F10 ---> Exposé: show all of this application's windows
 - F11 ---> Exposé: show desktop
- } Tip: Hold down the shift key in combination with Exposé shortcuts to perform actions in slow-motion.

Universal Access shortcuts (available any time)

- ⌘ ⌘ 8 ---> turn zoom function on/off
- ⌘ ⌘ = ---> zoom in
- ⌘ ⌘ - ---> zoom out
- ⌘ ⌘ ⌘ 8 ---> switch to white-on-black mode (and back again to black-on-white mode)

Screen snapshot shortcuts (available any time)

- ⌘ ⌘ 3 ---> capture screen snapshot to a file
- ⌘ ⌘ ⌘ 3 ---> capture screen snapshot to the clipboard
- ⌘ ⌘ 4 ---> capture screen snapshot to a file (user defines port just a portion of the screen)
- ⌘ ⌘ ⌘ 4 ---> capture screen snapshot to the clipboard (user defines port just a portion of the screen)

Additional shortcuts can be found online at <http://docs.info.apple.com/article.html?artnum=75459>

Shortcuts only available in the Finder

- ⌘ f ---> find files or folders
- ⌘ n ---> new Finder window
- ⌘ ⌥ n ---> create a new folder
- ⌘ i ---> Get Info (about a file or folder)
- ⌘ d ---> duplicate (create an identical file or folder)
- ⌘ l ---> create an alias (to a file or folder)
- ⌘ ⌥ DRAG ---> create an alias (to a file or folder) in the location to which I dragged the file/folder
- ⌘ r ---> show original (of selected alias)
- ⌘ t ---> add selected file/folder to sidebar (of Finder window)
- ⌘ ⌘ ---> move selected file/folder to Trash
- ⌘ ⌥ ⌘ ---> empty Trash
- ⌘ ⌥ t ---> show/hide toolbar
- ⌘ 1 ---> view as icons
- ⌘ 2 ---> view as list
- ⌘ 3 ---> view as columns
- ⌘ j ---> show view options
- ⌘ [---> go back
- ⌘] ---> go forward
- ⌘ UP ---> go to enclosing folder
- ⌘ ⌥ c ---> go to Computer
- ⌘ ⌥ h ---> go to Home
- ⌘ ⌥ k ---> go to Network
- ⌘ ⌥ a ---> go to Applications
- ⌘ k ---> connect to a server

Key

- ⌘ control
- ⌥ option
- ⌘ command (Apple)
- ⇧ shift
- ⌫ escape
- ⌘ delete