

Mac OS X Keyboard Shortcuts

Shortcuts to use during system startup:

X	Force your Mac to startup
Option-Command-Shift-Delete	Boot from a secondary drive, such as CD or floppy
C	Boot from CD
N	Boot from a network server
T	Boot in Firewire target disk mode
Shift	Boot in safe mode
Command V	Boot in Verbose mode
Command S	Boot in Single User mode

Shortcuts to use with the Finder window:

Command-W	Close window
Option-Command-W	Close all windows
Command-Right Arrow	Expand folder in list view
Option-Command-Right Arrow	Expand folder and nested subfolders in list view
Command-Left Arrow	Collapse folder in list view
Option-Command-Up Arrow	Open parent folder and close current window

Shortcuts to use with the Apple Menu

Shift-Command-Q	Log out
Shift-Option-Command-Q	Log out instantly

Shortcuts to use with the Finder Menu

Shift-Command-Delete	Empty trash
Option-Shift-Command-Delete	Empty trash immediately
Command-H	Hide Finder
Option-Command-H	Hide others
Command-N	New Finder window

Shortcuts to use with the File Menu

Shift-Command-N	New Folder
Command-O	Open
Command-S	Save
Shift-Command-S	Save As
Command-P	Print
Command-W	Close Window
Option-Command-W	Close All Windows
Command-I	Get Info
Option-Command-I	Show Attributes Inspector
Command-D	Duplicate
Command-L	Make Alias
Command-R	Show original
Command-Delete	Move to trash
Command-E	Eject
Command-F	Find
Command-Z	Undo
Command-X	Cut
Command-C	Copy
Command-V	Paste
Command-A	Select All

Shortcuts to use with the View Menu

Command-1	Icon View
Command-2	List View
Command-3	Column View
Command-B	Hide Toolbar
Command-I	View Options
Command-J	Hide Toolbar
Command-K	View Options

Shortcuts to use with the Go Menu

Command-[	Back
Command-]	Forward
Shift-Command-C	Computer
Shift-Command-H	Home
Shift-Command-I	iDisk
Shift-Command-A	Applications
Shift-Command-F	Favorites
Shift-Command-G	Go to Folder
Command-K	Connect to server
Command-M	Minimize
Command-M	Option-Minimize all windows

Shortcuts to use with the Help Menu:

Command-?	Help
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Shortcuts to use for Universal Access:

Option-Command-*	Turn zoom on
Option-Command-+	Zoom in
Option-Command--	Zoom out
Control-Option-Command-*	Write on black

Shortcuts to use with Full Keyboard Access

Control-F1	Turn on Full Keyboard Access
Control-F2	Highlight Menu
Control-F3	Highlight Dock
Control-F4	Highlight window
Control-F5	Highlight toolbar
Control-F6	Highlight utility window (palette)

Shortcuts to use when MouseKeys is enabled from the Universal Access Menu:

8	move mouse pointer up
2	move mouse pointer down
4	move mouse pointer left
6	move mouse pointer right
1	move mouse pointer towards bottom left corner of the screen
3	move mouse pointer towards bottom right corner of the screen
7	move mouse pointer towards top left corner of the screen
9	move mouse pointer towards top right corner of the screen
5	click and release
0	click and hold
-	release

Shortcuts to use anytime:

Option-Command-D	Toggle Dock
Command-Tab	Switch windows
Tab	highlight next item
Command-Up Arrow	Move up one folder
Command-Down Arrow	Move down one folder
Page Up or Control-Up Arrow	Move up one page
Page Down or Control-Down Arrow	Move down one page
Option-Drag	Copy to new location
Option-Command-Drag	Move alias in new location
Command-Drag	Move to new location
Shift-Command-C	Show color palette
Command-I	Show font palette
Command-Shift-3	Take a screenshot of the entire screen
Command-Shift-4	Take a screenshot of whatever is selected
Command-Shift-4, then Spacebar	Take a screenshot of the selected window
Option-Command-esc	Force Quit
Control-Eject	Restart, Sleep, or Shutdown
Control-Command-Eject	Quit all programs and restart
Option-Command-Eject	Sleep
Option-Command-Power	Sleep
Command-~	Cycle through windows in application or Finder

Apple Keyboard Commands Cheat Sheet

Kevin M. White



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Switching to a Mac For Dummies Arnold Reinhold, 2011-09-07
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